



**Memorandum of Understanding**  
to the  
Agreement  
by and between  
**City of Kirkland**  
And  
**Kirkland Police Guild**  
Representing  
**Support Staff**

**Re: Benefits Exception for Part-Time Employee**

**November 2, 2020**

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This Memorandum of Understanding ("MOU") supplements the collective bargaining agreement ("CBA") by and between the CITY OF KIRKLAND, WASHINGTON ("Employer" or "City"), and the KIRKLAND POLICE GUILD representing SUPPORT STAFF ("Guild").

Effective July 16, 2020, Corrections – Administrative Support Associate Courtney Meyer accepted a change in her position from a full time FTE (1.0) to a part-time FTE (.5). Under normal circumstances, employees in .5 FTE positions are required to pay an employee share of their health insurance package of 45% of the total cost. Due to the COVID-19 pandemic, the City has provided a number of offerings to help employees mitigate the impacts of COVID-19 on their needs for work/family life balance. As such, the City agrees to continue to pay the employer's share of health insurance premiums for a full time FTE (1.0) for Courtney Meyer while she is working in a part-time (.5 FTE) capacity.

Absent mutual agreement by the Parties to extend this arrangement, this MOU will **expire on May 15, 2021**, at which time, Ms. Meyer will be required to either:

- 1) return to full time status if the position is authorized by the City to be full time; or
- 2) continue working part-time and begin paying the health insurance premium share normally required of part-time employees in the City.

The parties agree that nothing contained in this MOU creates a past practice and that the MOU is not precedent setting for any future similar or dissimilar situations.

This MOU may be executed in counterparts and, when signed by all parties, shall be binding upon the parties. Transmission of this MOU by facsimile or email showing the original signature of a party shall be considered an original signature and shall be binding upon the signatory party.

This MOU is effective immediately upon signature by all representatives and the parties acknowledge and agree to the terms and conditions set forth in this MOU as evidenced by the signature of the applicable parties below.

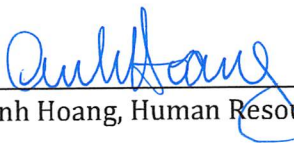
City of Kirkland and Kirkland Police Guild MOU  
Benefits Exception for Part-Time Employee  
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Agreed the \_\_\_\_\_ day of October 2020.

CITY OF KIRKLAND:

By:  11/20/2020  
Kurt Triplett, City Manager

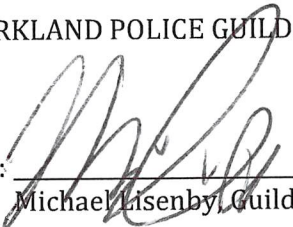
Agreed as Negotiated:

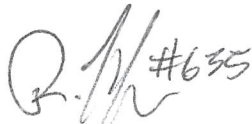
By:   
Anh Hoang, Human Resources Director

Approved as to Form:

By:   
Kevin Raymond, City Attorney

KIRKLAND POLICE GUILD:

By:  #292  
Michael Lisenby, Guild President  
11-10-20

 #655 11-12-20  
RUSS KAUFMAN, GUILD SECRETARY