

**Memorandum of Understanding  
to the  
Agreement  
by and between  
City of Kirkland  
and  
Public, Professional & Office-Clerical Employees and Drivers  
Local Union 763**

**March 19, 2020**

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This Memorandum of Understanding is supplemental to the AGREEMENT by and between the CITY OF KIRKLAND, WASHINGTON, hereinafter referred to as the "Employer", and the Public, Professional & Office-Clerical Employees and Drivers, Local Union 763, hereinafter referred to as the "Union".

During the current pandemic emergency, the Parties agree to additional leave benefits for employees to use for their own pandemic related illness, to take care of sick family members, as defined by the Family Medical Leave Act (FMLA), experiencing pandemic related illness, or to take time to care for their own children while their daycare or school is closed for this event. The additional leave benefits are created in response to the National Emergency for COVID-19 as declared by the federal government and the emergency proclamation issues by the City of Kirkland. The following benefits will be in place until such time as the city emergency proclamation for Covid-19, ends:

1. Each employee will be given one work week (40 hours) of "pandemic leave" to use in the same manner as currently authorized sick leave. Unused pandemic leave hours expire on the date the emergency declaration ends.
2. A donation sick leave bank will be established with the following requirements:
  - a. Donation
    - i. Employees may donate up to 100 hours of sick leave at a time. Donating employees should retain a balance of 480 sick leave hours after donation, or at least 80% of the employee's sick leave balance at the time of donation.
    - ii. These hours will not be returned to employees if bank is not used.
    - iii. If additional hours are needed in the shared sick leave bank, employees may donate up to an additional 100 hours of sick leave hours each time, subject to the limits of sections i and ii.
    - iv. An employee who is separating from the City may donate all remaining sick leave hours to the sick leave bank.
  - b. Request
    - i. Sick leave bank hours can only be used by employees after all other leaves are exhausted (sick, vacation, comp, holiday, community service, floating)

- ii. Employees are limited to forty (40) hours of donated shared leave at a time.
  - iii. In order to access the donated leave, employees will fill out a Shared Sick Leave Bank request and submit it to Human Resources.
  - iv. An additional forty (40) hours of donated shared leave may be requested for special circumstances. Additional hours require the approval of Human Resources.
3. If an employee exhausts all shared leave hours, they will be eligible to request up to one week, forty (40) hours, of "advanced leave". If the employee exhausts the initial advanced leave hours, the employee may request an additional forty (40) hours of advanced leave. All requests for advanced leave will be considered on a case by case basis by Human Resources. Advanced leave will be paid back as future sick leave accrues until all advanced leave has been repaid.

The Parties agree this MOU expires on the date the city's proclamation of emergency for the COVID-19 pandemic ends.

The parties agree that nothing contained in this MOU creates a past practice and that the MOU is not precedent setting in any way.

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 machine 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


Public, Professional & Office-Clerical  
Employees and Drivers Local Union 763

By:   
Kurt Triplett, City Manager

By:   
Scott Sullivan, Secretary Treasurer

Date: 3/19/2020

Date: 3-19-2020

  
APPROVED AS TO FORM  
City Attorney

  
LABOR RELATIONS REVIEW  
Human Resources Director