

**Memorandum of Understanding  
Between  
The State of Washington/Everett Community College  
and  
Washington Federation of State Employees**

**Compensatory Time/Additional Regular Hours Accrual and Use during  
December ~~23, 2024~~22, 2025 through December ~~27, 2024~~26, 2025  
Campus Closure**

The State of Washington (State), Everett Community College (Employer College) and the Washington Federation of State Employees (Union) hereby agree to the following compensatory time/additional regular hours accrual and use during the College's December ~~23, 2024~~22, 2025 through December ~~27, 2024~~26, 2025 Campus Closure (campus closure):

1. This MOU pertains to overtime eligible full-time classified employees and to part-time classified employees who work a minimum of 20 and less than 40 hours per week covered by the parties' Collective Bargaining Agreement (CBA).
2. For overtime eligible full-time classified employees (scheduled to work 40 hours per workweek): From July 1, ~~2024~~2025 through November 30, ~~2024~~2025, supervisors will provide employees an opportunity to work up to a maximum of 27 hours of overtime for the purpose of earning compensatory time up to a maximum of 40.5 hours to be used for paid leave, to cover the hours that would otherwise be uncompensated, during the scheduled campus closure in December ~~2024~~2025. These provisions in no way limit overtime or compensatory time that may be earned due to other circumstances in accordance with the CBA, Article 8. Per the CBA, employees may be required to use earned compensatory time before using vacation leave. Therefore, the earned compensatory time serves to offset the use of any form of paid leave during campus closure.
3. For part-time classified employees scheduled to work a minimum of 20 and less than 40 hours per week: From November 1, ~~2024~~2025 through December 16, ~~2024~~2025, at a supervisor's discretion, based on the work that is available, the supervisor may allow employees to work additional hours and earn no more than the number of regular hours they would have been otherwise scheduled to work from December ~~23~~22, 20242025 through December ~~27~~26, 20242025. Part-time classified employees who are interested in additional hours may e-mail their supervisor, and copy the HR Director-Classified, to request additional hours.

4. Employees will notify their supervisor if they are interested in earning compensatory time in the preceding Section 2 or additional regular hours in the preceding Section 3 (compensatory time/additional hours).

5. The supervisor will determine the type of work to be performed and the schedule for overtime for the purpose of earning compensatory time.

6. Employees are encouraged to use the ctcLink time reporting comments section to designate the compensatory time/additional regular hours.

7. Use of Paid and/or Unpaid Leave: Classified employees who earn leave may use any combination of paid leave (compensatory time, vacation leave, personal holiday or personal leave days) and/or unpaid leave (leave without pay) during the campus closure. Employees may only use sick leave for sick leave purposes per the CBA, Article 12.

8. Holiday Pay: Full-time and part-time classified employees and cyclic year employees will need to be in pay status (working or paid leave) on their regular, scheduled workday preceding December ~~23~~22, ~~2024~~2025 to receive holiday pay for December 25, ~~2024~~2025 and will need to be in pay status on their regular, scheduled work day preceding January 1, ~~2025~~2026, to receive holiday pay for January 1, ~~2025~~2026.

9. Special Circumstances: If an employee has special need for leave to cover the campus closure as an exception to the options listed above, the employee may contact the Everett Community College Human Resources Office to discuss alternatives on a case-by-case basis.

10. Contract Implications: The earning of compensatory time/additional regular hours for campus closure purposes may not be designated by the employee as overtime. There will be no payout for compensatory time/additional regular hours earned for the closure.

11. Notification: Employees will be notified timely about this MOU.

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12. Contact for questions: Everett Community College Human Resources Office.

**This MOU will expire on January 1, ~~2025~~2026.**

**Dated ~~June 27, 2024~~ 07/08/2025**

*An electronic signature to this Agreement shall be given effect as if it were an original signature.*

For the Employer

 07/08/2025

Janetta Sheehan, Sr. Labor Negotiator  
OFM/SHR Labor Relations &  
Compensation Policy Section

For the Union

 06-13-2025

Richard Becker, Labor Advocate  
Washington Federation of State  
Employees

For the College Employer



Dr. Chemene Crawford  
President