

Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District

COVID-19 Response  
Effective: 2019-20

The Highline School District (“District”) and Highline Education Association (“Association”) have a shared interest in healthy school communities, and want to respond as quickly and collaboratively as possible as school districts in Washington State navigate the public health emergency related to the COVID-19 coronavirus. The agreements below apply to certificated instructional staff, are considered by both the District and the Association as non-precedent-setting, and are reflective of those achieved as of the date of signing. The parties anticipate that further agreements may be necessary as the public health situation evolves, and both the District and the Association commit to increase the frequency of Labor-Management discussions as necessary to meet the demands of the situation.

**Employee Pay and Leave During COVID-19 Outbreak**

**Staff quarantined at the direction of a health official or agency:** If a staff member is directed by a health official or agency to be quarantined for fourteen (14) days either because they have tested positive for COVID-19, because of close contact with a person who has a lab-confirmed case of COVID-19 or because they have been directed by a doctor/health official not to report to work due to other illness and/or high-risk status, the following provisions will apply:


- The staff member will enter three (3) days of Sick Leave into the absence reporting system Employee Online. In the free text, employees should note that they have been directed to quarantine (or not report to work) by a health official.
- If an employee does not have three (3) days of Sick Leave available, they may enter Emergency Leave, which will allow for unpaid sick leave time for those three (3) days.\*
- Remaining workdays that fall during the 14-day quarantine period will be entered as an “Approved Vacancy” by Human Resources. In order to arrange an “Approved Vacancy,” email Human Resources at [human.resources@highlineschools.org](mailto:human.resources@highlineschools.org) within the first three days of absence with documentation of qualification for the “Approved Vacancy.” If documentation is delayed, the absence must be entered as sick leave and Human Resources will convert those leave days to an “Approved Vacancy” upon receipt of documentation.
- While on an “Approved Vacancy”, employees who are isolating for reasons other than illness are expected to work remotely. They are to be accessible by phone and check work email daily. Work may consist of substitute lesson planning, grading and report cards, future lesson planning, curriculum mapping, special projects assigned by the building/site administrator, or professional learning.

- \*In the event that an employee has already exhausted their Sick Leave on COVID-19-related high-risk precautionary absences since March 5, 2020, the required three days of unpaid Emergency Leave will be waived and all absences within the 14-day quarantine period will be covered by Emergency Circumstances-Paid time.

If a staff member in this category is directed by a health care professional to be absent from work beyond the 14-day quarantine period due to illness and/or high-risk status, they should contact HSD Human Resources to explore options for use of sick leave, shared leave, FMLA, PFML, etc. while they are absent.

If a staff member is working remotely under an "Approved Vacancy" status, they should not continue to work from home during a school or district closure.

**Self-isolation or sick with other illness:** Employees who are sick with another illness will use sick leave as they would any other time. Staff who voluntarily isolate themselves due to high-risk status without a directive or requirement from a health official or agency may be excused from work, but must use sick leave for all days missed. To arrange an excused absence for self-isolation, email [human.resources@highlineschools.org](mailto:human.resources@highlineschools.org) and identify which "at-risk" qualification prompts the decision to self-isolate. Working at home or remotely while self-isolating is not allowed. If sick leave is exhausted, the staff member should contact Human Resources to apply for unpaid leave.

  
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Dr. Steve Grubb  
Chief Talent Officer  
Highline School District

3, 11, 20  
Date

  
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Dr. Sandra Hunt  
President  
Highline Education Association

3/11/2020  
Date