

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
TEAMSTERS LOCAL 117**

**Voluntary Layoff , Leave of Absence, or Reduction in Hours (Furloughs), Specific to
Article 35.2 of the Collective Bargaining Agreement, Through the ESD SharedWork
Program to Address Budget Issues**

The parties to this agreement are the State of Washington (Employer) and Teamsters Local Union No. 117 (Union), representing employees at the Department of Corrections. In response Governor Inslee's June 17, 2020 Directive 20-08 regarding furloughs of state workers, the parties agree to begin addressing the serious budget shortfall facing Washington State. Bargaining unit members will be allowed to volunteer for lay-off, take an unpaid leave of absence, or a reduction in their hours of work pursuant to Article 35.2 of the parties' CBA, which provides as follows.

35.2 Voluntary Layoff, Leave of Absence or Reduction in Hours Appointing Authorities may allow an employee to volunteer to be laid off, take an unpaid leave of absence or reduce their hours of work in order to reduce layoffs. If it is necessary to limit the number of employees on unpaid leave at the same time, the Appointing Authority will determine who will be granted a leave of absence and/or reduction in hours based upon staffing needs. Employees who volunteer to be laid off may request to participate in the General Government Transition Pool Program and/or have their names placed on the internal layoff list for the job classifications in which they held permanent status.

Therefore, the parties agree to the following:

I. Participation in SharedWork Program

The Employer will apply to the Employment Security Department (ESD) to participate in the SharedWork program for bargaining unit members and begin soliciting volunteers for lay-offs or reduction in hours for a minimum of one day per week for all eligible employees. The SharedWork program allows employees to collect partial unemployment benefits while their work hours are reduced. See <https://esd.wa.gov/SharedWork>. To assist employees who are subject to the voluntary lay-offs or reduction in hours outlined in this MOU, the Employer agrees to work with the ESD to arrange for educational guidance and assistance with the application process for the SharedWork program and assistance with applying for unemployment benefits for which they may be eligible.

II. Voluntary Lay-offs and/or reduction in work hours in General

Employee requests for voluntary lay-offs and/or reduction in work hours will be contingent upon Employer approval. During the term of this MOU, some employee performance measures may require consideration for an adjustment proportionate to the number of workdays spent in voluntary lay-off/reduction in work status.

III. Voluntary lay-offs and/or reduction in work hours before July 25, 2020

Eligible employees shall be given the option of volunteering for voluntary lay-offs and/or reduction in work hours through July 25, 2020. Volunteers shall be furloughed a minimum of one (1) day per week. Per the Federal CARES ACT, employees who participate in the ESD SharedWork program up to July 25, 2020, may qualify to receive additional unemployment assistance for each week they are in furlough status and are receiving unemployment compensation.

IV. Effective Date

This MOU will become effective on the final date of signature of the parties and will expire on July 26, 2020. This MOU is not precedent setting and does not establish a practice for either party nor does this establish a waiver of either parties' statutory rights or rights under the collective bargaining agreement.

For the Employer:

Tanya Aho 06/24/20

Tanya Aho, Senior Labor Negotiator
OFM, State HR, Labor Relations Section

For the Union:

Michelle Woodrow 6/24/2020

Michelle Woodrow, President & Exec. Director
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