

**MEMORANDUM OF UNDERSTANDING
Between Pullman School District and
Pullman Paraeducators Association
Concerning Emergency/Inclement Weather Conditions**

This Memorandum of Understanding (“MOU”) reflects an agreement between the Pullman Paraeducators Association (PPA) and Pullman School District (District) for the purpose of addressing inclement weather. The parties hereby agree to the following clarifying language regarding inclement weather procedures in Article IV, Section 8: Emergency/Inclement Weather Conditions of the current collective bargaining agreement.

- A. If conditions make it necessary for the District to declare school closed for one (1) or more days, employees shall not report to work. Employees shall make up the day(s) according to the school calendar makeup days for inclement weather/emergency closure.

To accurately account for waivers for loss of student days, late start, or early release time due to inclement weather, an *Inclement Weather-Makeup EOY* code will be used in the absence management system when an employee does not work their regularly scheduled shift and choose to make up the time at the end of the year. The employee is responsible for entering their leave option in the absence management system.

- C. Should the District receive a waiver for loss of student days, the employee shall be allowed to use accumulated leave, or work additional hours to make up for lost wages. The employee’s leave option will be entered in the absence management system.
- D. If conditions make it necessary for the District to delay the opening of school or close school before the end of the student day, employees may, at their discretion, work their regularly scheduled shift, use accumulated emergency leave, take leave without pay using the *Inclement Weather (Unpaid Leave)*, or using *Inclement Weather-Makeup EOY* to make up the time within four (4) working days after the last calendar day of the school year. The job duty being performed at the end of the school year will be approved by the building supervisor. If the employee does not work their regularly scheduled shift, they will enter their leave option in the absence management system.

This Memorandum of Understanding shall be retroactive to September 1, 2023; shall remain in effect until August 31, 2025; and shall be attached to the current Collective Bargaining Agreement.

For the District:

For the Association:

Signature on File

Signature on File

Robert L. Maxwell
Superintendent

Date

Tammy J. Storey
PPA President

Date