

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**BETWEEN**  
**THE EVERGREEN STATE COLLEGE (EVERGREEN)**  
**AND**  
**WASHINGTON FEDERATION OF STATE EMPLOYEES (WFSE)**  
**STUDENT SUPPORT SERVICES STAFF UNION**  
**NEW EMPLOYEE ORIENTATION AND ACCESS TO EMPLOYEES**  
**DURING COVID-19 IMPACTS**

During the COVID-19 response, many employees are working from home in extended telework arrangements. This has impacted the WFSE's ability to access new employees as per RCW 41.56.037 and in accordance with Article 8.7, New Employee Orientation and Access to Employees; and to communicate with current employees under the provisions of Article 3.6, Bulletin Boards and Newsstands, and Article 3.7, Distribution of Materials.

On July 20, 2020, the Parties signed an MOU, which expired on December 8, 2020, to address those impacts during the COVID-19 response during the time employees are being asked to work from home for health and safety reasons. The terms of this new MOU, which extends the previous MOU, apply when physical access to a member(s) is not otherwise safe or available.

The Parties agree:

1. New Employee Orientation -
  - Evergreen currently provides new employee orientation on-line via the college's "New Employee Onboarding Guide" website - <https://www.evergreen.edu/humanresources/new-employee> .
  - Represented employees may use thirty (30) minutes of paid release time to attend a union orientation webinar to receive information about the WFSE and the applicable union contract via a secure Zoom web link.
  - The WFSE will provide the secure Zoom web link information to Evergreen and Evergreen will include the information in new employee letters. WFSE will continue to be copied on all new employee letters.
  - The union orientation webinar will be presented by the WFSE on the previously agreed to date(s) and time listed on the college's "New Employee Onboarding Guide" website.
  - Consistent with RCW 41.56.037 and Article 9.6, no employee will be required to attend the union orientation webinar.

2. WFSE access to employees –

During this same time period where the WFSE cannot easily access employees through desk drops or bulletin boards, Evergreen is in agreement to extend the rights afforded under Article 3.6, Bulletin Boards and Newsstands, and Article 3.7, Distribution of Materials, via electronic means. For this purpose and with agreement with Evergreen, the WFSE may send informational flyers up to twice per month to the membership via Evergreen's email system. Employees may use Evergreen issued computers, in lieu of a physical workspace, for the purpose of receiving and reviewing information. The use of Evergreen's electronic email system must remain de minimus and only when physical access is not available. This does not extend use of Evergreen's email system to the WFSE for general communications purposes beyond the provisions of this MOU.

This MOU will remain in effect through June 30, 2021, unless extended by mutual agreement of the Parties.

For WFSE:  
\_\_\_\_\_/s/ James Dannen \_\_\_\_\_ / 12/10/20  
James Dannen \_\_\_\_\_  
WFSE Labor Advocate \_\_\_\_\_  
Date

For Evergreen:  
 12/10/20  
Laurel R. Uznanski \_\_\_\_\_  
AVP for Human Resource Services \_\_\_\_\_  
Date