

1 MEMORANDUM OF UNDERSTANDING

2  
3 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING  
4 AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WESTERN WASHINGTON  
5 UNIVERSITY #829 AND WESTERN WASHINGTON UNIVERSITY. THIS AGREEMENT IS ENTERED  
6 INTO PURSUANT TO ARTICLE 48, SECTION 48.4 OF THE CURRENT COLLECTIVE BARGAINING  
7 AGREEMENT:  
8

9 The following Memorandum of Understanding is made and entered into agreement between Western  
10 Washington University and PSE/SEIU Local 1948. Both Western and PSE recognize that there are notable  
11 financial conditions that exist due to low enrollment because of the post-pandemic fiscal landscape at both  
12 the State level and the University.  
13

14 In order to address the current financial impact to WWU and to support the University’s key priorities for  
15 fiscal year 2025 including exercising sound fiscal policy and focusing on the core mission of education, the  
16 following language is outlined to define a budget management strategy for the option of voluntary  
17 temporary furlough and voluntary temporary appointment reductions.  
18

19 Nothing in this agreement shall constitute any waiver or diminishment of rights or protections contained in  
20 the PSE Collective Bargaining Agreement and is subject to the following:  
21

22 **Definitions:**

23  
24 Furlough: Unpaid time away from work, continuous or non-continuous, for a temporary period of time.  
25

26 Appointment Reduction: A consistent reduction in the number of hours worked each week for a temporary  
27 period of time.  
28

- 29 1. An employee may volunteer to take a furlough or temporary appointment reduction. If it is necessary to  
30 limit the number of employees in a department on unpaid leave at the same time, the department or  
31 supervisor will determine who will be granted a voluntary furlough or temporary appointment reduction  
32 based upon staffing and/or necessary needs.  
33
- 34 2. The effective date of voluntary furloughs or appointment reductions will be determined by mutual  
35 agreement of the employee and supervisor. If at any time the voluntary arrangement does not  
36 satisfactorily meet the operating needs of the department as determined by the supervisor, the employee  
37 may be returned to their original FTE with fifteen (15) calendar days' notice if practicable.  
38
- 39 3. Voluntary furloughs or appointment reductions will end on 6/30/2025 or sooner as mutually agreed by  
40 the employee and supervisor.  
41
- 42 4. Western will ensure that employees on voluntary furlough or appointment reduction will receive the  
43 opportunity to use the minimum hours necessary per month (no less than 8 hours) of accrued leave time  
44 in order to maintain benefits and cover necessary health insurance premiums. Sick time may be used for  
45 this purpose.  
46
- 47 5. Employees on voluntary furlough or appointment reduction will continue to accrue leave at a pro-rated  
48 rate. No employee shall suffer any loss of leave balances or holiday compensation. The seniority date



1 will not be affected by time spent on furlough. Employees shall be eligible to seek job opportunities or  
2 promotions while on furlough or appointment reduction.

- 3
- 4 6. Parking – PSE staff that currently have an academic, quarterly or annual parking permit will be eligible  
5 to switch to a pay by day permit for that same lot. They will not lose their access to their current parking  
6 lot, or seniority so long as they return from furlough prior to one year while they have a pay by day  
7 permit.
- 8
- 9 7. If a permanent layoff should occur while the employee is on voluntary furlough or appointment  
10 reduction, the employee's status shall be determined as if the employee was in active status and the  
11 collective bargaining agreement will be followed.
- 12
- 13 8. Nothing in this agreement is intended to prevent employees from applying for other state or federal  
14 benefits for which they may qualify, including but not limited to, Unemployment Insurance, Paid Family  
15 and Medical Leave, or Workers Compensation.
- 16
- 17 9. The University will not contest any employee’s unemployment application with the Employment  
18 Security Department related to the furloughs identified herein.
- 19
- 20 10. Employees on furlough are still considered to be employed and thus still eligible to receive any  
21 previously agreed-upon Periodic Increment Date (PID) salary adjustments and across-the-board  
22 increases.
- 23
- 24 11. Should the Employer engage in a Reduction in Force under Article 32 of this Agreement, the Employer  
25 shall immediately notify PSE and shall reopen this Agreement for bargaining.
- 26
- 27 12. Employees utilizing or impacted by the of this agreement may contact HR or PSE for support.

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30 This Memorandum of Understanding shall become effective upon signature of both parties and shall remain  
31 in effect until June 30<sup>th</sup>, 2025. PSE and WWU agree to meet to discuss the possible modification or  
32 continuation of this agreement no later than May 1, 2025.

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34 PUBLIC SCHOOL EMPLOYEES OF  
35 WASHINGTON/SEIU LOCAL 1948

36

37 WESTERN WASHINGTON UNIVERSITY  
38 CHAPTER #829

39

40 BY: Colin Hanson  
41 Colin Hanson, Chapter President

WESTERN WASHINGTON UNIVERSITY

42 BY: Elizabeth Parkes  
43 Liz Parkes, Associate Vice President for HR

44

45 DATE: 09/04/2024

46

47 DATE: 9/6/2024