

Memorandum of Understanding

Between

Olympic College

And

Association of Higher Education - OC

Olympic College (the “Employer”) and the Olympic College Association of Higher Education (the “Association”) have a mutual interest in maintaining the health and safety of all members of our community.

Therefore, the parties agree as follows:

1.1. **Quarantine.** If an employee is required by Centers for Disease Control and Prevention guidelines to self-quarantine but is medically able to perform telework, and the employer has determined there are no telework options for the faculty member, the faculty member will be released with no loss of pay for no longer than fourteen (14) days. This leave will be in addition to and not deducted from the faculty’s accrued leave. The faculty member is not permitted to report to the worksite during the time they are in self-quarantine. Telework may include remote teaching or a sufficient amount of other related duties agreed to by the faculty member and their dean. A faculty member will not be required to convert in-person classes to online that cannot be effectively taught online. The faculty member, their dean, and the VPI will determine what courses may be taught remotely during a faculty member’s quarantine period. If telework is available and the faculty is unwilling to perform this work, the faculty member may use leave without pay or accrued leave during the quarantine period. The employer may require the faculty member to provide medical certification of the need for quarantine such as a medical provider’s note or positive COVID test. Refusal to provide such certification will result in the leave being charged to the faculty member’s accrued leave.

1.2. **Close Contact & Testing.** If a faculty member is identified as a close contact on campus, the Employer shall provide reasonable paid time for the faculty member to be tested. The Employer shall, as long as tests and staffing to provide them are reasonably available, provide on-campus testing options at no charge to the faculty member. The Employer will meet with the Association to determine alternatives should testing availability or other logistical obstacles prevent on-campus testing. If the Employer requires faculty to get a COVID-19 test, it shall be done on the Employer’s time and expense. If a faculty member tests positive using a rapid test and is sent home to isolate and the confirmation test comes back negative, any use of accrued leave during the isolation period will be credited back to the faculty member’s leave bank.

1.3. **Additional Leave Options.** In addition to 1.1 above, the Employer intends to comply with the guidance provided in Appendix A. [Washington Paid Family and Medical Leave](#) or federal [Family Medical Leave](#) may be available in some circumstance. Faculty who wish to use either, should contact Human Resources for additional information.

1.4. **PPE.** The College shall provide PPE to faculty that meets or exceeds the requirements set by the CDC and/or Labor & Industries. PPE exceeding those standards, such as KN95's, may be available upon request as supplies are available.

1.5. **Term.** This MOU will be in place through Winter Quarter 2022. Prior to the expiration, the Employer and the Association may meet to determine leave practices for future quarters.

 1/4/22_
Joshua Masters
Executive Director
Human Resources
Olympic College

 1/4/22
Craig Goodman
President
Association for Higher Education