

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
AND
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
AND
WASHINGTON FEDERATION OF STATE EMPLOYEES**

Developed collaboratively from shared interests identified during Affinity bargaining in June 2019, the following changes to Article 6.17 were agreed to related to Shift Exchange in DSHS 24/7 facilities:

**ARTICLE 6
HOURS OF WORK**

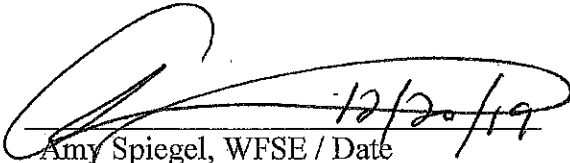
6.17 Shift Exchange—Department of Social and Health Services—~~Eastern and Western State Hospitals~~

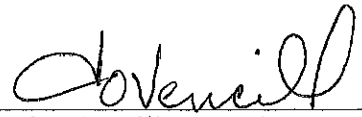
Overtime-eligible shift employees employed at Eastern and Western State Hospitals, Child Study and Treatment Center, Special Commitment Center, Lakeland Village, Rainier School, Yakima Valley School and Fircrest School who have the same job classification will be allowed to exchange full shifts for positions in which they are qualified in accordance with the following:

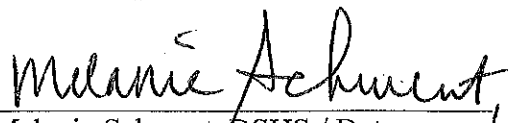
- A. Requests for shift exchanges will be submitted seven (7) calendar days in advance of the exchange, when practical.
- B. The requested shift exchange is voluntary, and is agreed to in writing by both employees, and approved in writing by the supervisor(s) for exchanges of no more than one (1) workweek. Requests for consecutive shift exchanges in excess of one (1) workweek will be submitted to the appropriate appointing authority or designee for approval. If such request is denied, the employee will be provided the reason(s) in writing for the denial.
- C. Requested shift exchanges will be considered on a case-by-case basis.
- D. Shift exchanges must occur within the same pay period. Shift exchanges will not result in the payment of overtime. Each employee will be considered to have worked his or her regular schedule.
- E. For shift exchanges that occur on an employee's designated holiday, the employee who is regularly scheduled to work on that holiday will receive the holiday compensation, regardless of who physically worked on that day.

- F. An employee will not receive shift premium pay under Article 42.19, Shift Premium, solely as a result of a shift exchange. Each employee will be considered to have worked his or her regular scheduled work shift for purposes of shift premium pay.
- G. The failure of an employee, who has exchanged shifts, to work the agreed upon shift without appropriate cause may be a basis for disciplinary action or suspension of the ability to exchange shifts in the future.
- H. Mental Health Technicians and Psychiatric Security Attendants may exchange shifts as long as the employees qualify to work in positions for which employees are requesting shift exchange. Licensed Practical Nurses and Psychiatric Security Nurses may exchange shifts as long as the employees qualify to work in positions for which the employees are requesting shift exchange.
- I. Denials of shift exchanges are not subject to the grievance procedure under Article 29, Grievance Procedure, of the parties' collective bargaining agreement.
- J. Employees working in different classifications as provided in Subsection H above will be considered to have worked their regular scheduled work shift for purposes of pay in Article 42.1, "GS" Pay Range Assignments.
- K. The shift exchange system will not be used to circumvent the bid system by significantly altering an employee's workweek or supervisory chain of command.

This MOU will become effective upon the final signature of all parties and will expire June 29, 2021.


Amy Spiegel, WFSE / Date
For the Union


John Vencill, OFM / Date
For the Employer


Melanie Schwent, DSHS / Date
For the Agency