

**Memorandum of Understanding (MOU)**  
**Between**  
**The Evergreen State College (Evergreen)**  
**And**  
**The Washington Federation of State Employees (Union)**  
**Student Supports Services Staff Union**

**Employee Information Sharing**

During the 2023 Washington State Legislative Session, SHB 1200 was signed into law and became effective July 23, 2023. SHB 1200 requires public employers provide available employee information to the exclusive bargaining representative(s) within twenty-one (21) business days for a newly hired bargaining unit employee and every one hundred twenty (120) business days for all bargaining unit employees.

To comply with the requirements of SHB 1200, Evergreen and the Union agree that Article 9.6, Employee Status Reports, in the 2023-2025 Student Support Services Staff Union Bargaining Agreement will be modified to include the following information. The Parties further agree that Evergreen will send the Employee Status Reports to the Union after each payroll period.

**9.6 Employee Status Reports**

The Employer will provide the Union a list of all employees in the bargaining units. The electronic list will be sent to WFSE headquarters twice a month and no later than the 12<sup>th</sup> and 27<sup>th</sup> of the month following the payroll period from which it was deducted.

**A. The Employer will report:**

1. Employee name;
2. Permanent or personal mailing address;
3. Personal cellular telephone number, if available;
4. Personal home telephone number, if available;
5. Work telephone number, if available;
6. Work email address, if when available;
7. Most up-to-date personal email address, if available;
8. Job classification code and job title;
9. Unique employee system identification number;

10. Position number, if available;
  11. Employer code;
  12. Home department name, if available;
  13. Employee type;
  14. Seniority date;
  15. Employment date;
  16. Job percent of full;
  17. Total salary from which union dues/fees are calculated;
  18. Salary range and step;
  19. Union deduction code(s), if available, and amount(s);
  20. Work county code and name, if available;
  21. Bargaining unit code; and
  22. Whether an employee has been appointed to, separated from, or moved out of the bargaining units, and the effective date of such action.
  23. Overtime-exempt or overtime-eligible status.
- B. The Union will maintain the confidentiality of all employees' permanent, home and/or mailing addresses.

The provisions contained in this MOU become effective upon final signature of both Parties.

The Evergreen State College

Washington Federation of State Employees

*Laurel R. Uznanski* 8/15/23 *Becky Stephens* 8/15/23

Laurel R. Uznanski, AVP for HRS

Date

Becky Stephens, WFSE Labor Advocate

Date