

**Memorandum of Understanding Between Montgomery County Public Schools and Service
Employees International Union, Local 500**

Regarding: SEIU/MCPS Emergency Child Care & Elder Fund

This Memorandum of Understanding (MOU) is made by and between the Montgomery County Public Schools (MCPS) and the Service Employees International Union (SEIU), referred to collectively as the “Parties” effective as of the date of signature by the Parties.

Article 35 (J) Employee Rights, of the Agreement Between SEIU Local 500, CTW and the Board of Education of Montgomery County, for the School Years 2018–2020, established an Emergency Child Care & Elder Fund for the benefit of MCPS employees covered under the Agreement to reimburse employees for part or all of the cost of emergency child care arrangements, under rules agreed to by the parties. The goal of the Emergency Child Care & Elder Fund is to assist working parents/guardians at MCPS who are dealing with a break in their regular child care arrangements and to support them in providing care to elderly parents and dependents. The fund is meant to help employees covered under the SEIU Agreement continue working during these small breaks of care by ensuring that your family has safe and appropriate care while you are at work.

Rules & Eligibility

1. The Emergency Child Care & Elder Fund allows eligible staff members dealing with a break in their regular child care arrangements or for elder care to access these funds. School holidays and breaks for school-age children are eligible days, provided the employee is regularly scheduled to work.
2. Only bargaining unit members of SEIU Local may use the Emergency Child Care & Elder Fund.
3. Only care provided during time when an eligible employee must be scheduled to and has successfully completed a work day. Care provided during summer work is only available if the employee is performing a like job or if a member is a 12- or 11-month employee.
4. Availability of funding may impact availability of benefit. Temporary Part Time hours worked by bargaining unit members and voluntary overtime hours are not eligible, except with director approval.
5. Eligible employees must be able to provide evidence of care, cost and work status.
6. Eligible employees may request a reimbursement for up to, but not exceeding, five (5) days in a fiscal year (July 1–June 30) per child or family elder in need of care. Parents/guardians cannot seek reimbursement/vouchers for more than 15 days per year, regardless of the number of children they may have.
7. Supporting services staff members must be the legal parent/guardian of the minor child, age 13 or under*, in order to request reimbursement/voucher for care. Parents/guardians may request reimbursement/vouchers for more than one child. Children receiving special education services are eligible through age 21.

Provider Selection

8. Supporting services staff members may request care for an elder family member. Family members are defined in alignment with the contract.
9. Eligible employees shall be allowed to use family members for the provision of childcare or elder care, without the family member provider being required to possess a provider license.
10. The selection of the provider is the sole responsibility of the eligible employee and MCPS will not in any way be held liable for any issues with care. MCPS does not accept any responsibility or liability as to the licensing or state approval of the child care centers that are listed on this form, or the care provided or reimbursed.

Tax Implications

1. Eligible Employees who currently use a Flexible Spending Account or FSA to pay for child or elder care costs are advised that there could be tax implications for using the Emergency Child & Elder Care Fund and are responsible for contacting their tax preparer for more information on how this fund could impact income tax.

Procedures

1. Eligible employees shall submit form 441-1 for reimbursement through the MCPS Business Hub.
2. Eligible staff will please attach proof of payment, as well as an invoice for care. In cases where care is provided by a family member, the family member will be required to sign the form 441-1 to confirm the services were provided. Invoice Forms and accompanying paperwork must be turned in within 10 duty days of care.
3. Payments will be issued on the second payroll of the month.
4. This Agreement is for the implementation of the MCPS Emergency Child Care & Elder Fund negotiated between MCPS and the Service Employees International Union for the period beginning July 1, 2020, and ending on June 30, 2023.

For Montgomery County Public Schools

For Service Employees International Union


Monifa B. McKnight, Ed.D. Date
Superintendent of Schools 3.8.2023


Pia Morrison Date
President 2/24/23