

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

Regarding: SEIU/MCPS Emergency Assistance 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.

SEIU, Local 500 and MCPS established an Emergency Assistance Fund for use by permanent MCPS Support staff employees in the “Fiscal Year 2023” MOU signed on May 6, 2022. This fund will provide one time payments to members who are experiencing emergency situations for FY2023, for as long as funding is available.

Rules & Eligibility

1. The SEIU/MCPS Emergency Assistance Fund provides economic assistance to support staff members dealing with a covered emergency situation.
2. Only bargaining unit members of SEIU Local may use the SEIU/MCPS Emergency Assistance Fund.
3. Only specified emergencies will be covered. These emergencies include:
 - a. Utility disconnection notice (300 cap)
 - b. Foreclosure or eviction notice (300 cap)
 - c. Funeral or burial expenses for immediate family as defined in the contract (300 cap)
 - d. Car tow or impound bill (500 cap)
4. In order to apply for assistance, the bill or notice must be in the employee's name and must be submitted to the fund within 30 days of the notice or bill. A copy of the bill or payment receipt must be attached with the submission.
5. Submission will be shared with memberservices@seiu500.org. A new address may be used by mutual written agreement of both parties.
6. Employees must either be actively working, on paid leave, been covered by a sick leave grant within six months, even if on unpaid leave, and cannot be on administrative leave or unusual or imperative leave without pay.
7. 10-month staff members may request support during the summer months
8. Staff whose requests are denied may appeal their decision in writing to the EAB appeals committee at memberservices@seiu500.org. The decision of the committee is final. Denial of payment is not subject to the grievance process.
9. The EAB denial committee will be composed of a MCPS designee, SEIU Staff designee and one member of the SEIU Executive board.
10. The benefit bank will close and no longer pay requests once the fund has been exhausted.
11. Submissions at the end of the fiscal year must be submitted on or before June 30, 2023 in order to be processed.

Tax Implications

1. Eligible Employees are advised that there could be tax implications for receiving payment from the 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 the appropriate form to memberservices@seiu500.org


- 2. Eligible staff will attach the bill or notice to their form
- 3. Payments will be issued on the second payroll of the month.

This Agreement is for the implementation of the Emergency Assistance Fund negotiated between MCPS and the Service Employees International Union for the period beginning July 1, 2022 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 3.2.2023

 3/1/2023
Pia Morrison Date
President