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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON
AND THE WASHINGTON FEDERATION OF STATE EMPLOYEES**

MOU: UW BOTANIC GARDENS HORTICULTURE STAFF GEAR ALLOWANCE

The parties reached agreement on the following:

- I. The attached UW Botanic Gardens Horticulture Staff Gear Allowance Policy will become effective July 1, 2024.
- II. The policy applies to employees in Gardener, Gardener Lead, and Gardener - Tree Climber positions that work at least 20 hours per week and are in appointments expected to last at least six months (including non-permanent appointments).
- III. The policy and associated gear allowance can be ended by the Employer at any time, following Union notice and the fulfillment of any bargaining obligations.

Tentatively Agreed To:	
<p>For the Union:</p> <p style="text-align: center;">DocuSigned by: <i>Thomas Wray</i></p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center; font-size: small;">4C1DA2C371AA409...</p> <p>Date: 5/2/2024</p>	<p>For the Employer:</p> <p style="text-align: center;">DocuSigned by: <i>Ashlee Hooten</i></p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center; font-size: small;">A71188E27298445...</p> <p>Date: 5/2/2024</p>

1 UW Botanic Gardens Horticulture Staff Gear Allowance

2 3/22/2024

3 This policy lives in the UWBG shared drive here: \\data.sefs.uw.edu\data\Groups\UWBG\Hort Mgmt\Policies

4 Horticulture staff spend up to 40 hours per week outside year-round in all weather conditions as part of their
5 regular work duties. UWBG understands that having appropriate gear to stay safe, warm, and comfortable is an
6 important and costly part of the job.

7 UWBG will provide funds toward outdoor gear for horticulture staff. This gear is provided to staff for their use at
8 work only and remains the property of UWBG. It is the staffs' responsibility to properly maintain the gear. This
9 includes keeping gear reasonably clean, cleaning gear according to manufacturer's recommendations to
10 maintain water resistant capabilities, repairing gear when possible, and making sure gear dries out and is
11 appropriately stored when not in use. It is not expected that these funds will cover all the costs of appropriate
12 work attire.

13 Each employee working at least 20 hours per week and with an appointment of at least 6 months is eligible for
14 this allowance. There will be \$250 annually available per qualified employee for purchasing gear of their choice
15 (with approval of the managers of Horticulture). Funds will be tracked by the managers of Horticulture.

16 This allowance can be used for the purchase of outer layers including warm jackets, rain gear (rain jackets and
17 rain pants) and boots. Boots must be above ankle height. Purchases will be made by the managers of
18 Horticulture and cannot be split with personal funds. If the employee leaves the employment of UWBG, the gear
19 will remain the property of the organization.

20 These funds will renew each year on July 1st. There will not be a remaining balance roll over from prior years.

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