

**SELAH SCHOOL DISTRICT SUPPORT SERVICES PERSONNEL
MEMORANDUM OF AGREEMENT
2016 – 2021 School Years**

Representation

The District hereby recognizes the Support Services Personnel which shall include the following positions: Family Services Supervisor, Administrative Assistant to Superintendent, Computer Technician, Network/Systems Administrator, Accounting Specialist, Accounts Payable Specialist, Payroll Specialist, Human Resources Specialist, Human Resources Support Specialist, Public Relations Coordinator/Human Resources Specialist, Groundskeepers, Skilled Maintenance (Carpenter, HVAC Technician, Plumber, and Electrician), Transportation Fleet Mechanic, Campus Security Monitors, Registered Nurse (RN), Licensed Practical Nurse (LPN), Behavior Specialist, Associate Behavior Analyst BCaBA, Behavior Analyst BCBA, Certified Occupational Therapy Assistants (COTAs), SLPA Specialist, Sign Language Interpreter, and Student Records Specialist.

Salary

The District will pay rates as represented on the Support Services (SSP) Salary Schedule for the 2018-19, 2019-20, and 2020-21 school years. For the 2018-19 school year, an assignment specific percentage increase to the base rate plus the authorized IPD of 1.9% was applied as exhibited on the schedule. For the 2019-20 school year, a 3% increase or IPD whichever is greater will be applied to all steps for all assignments as funded by the Legislature. For the 2020-21 school year, another 3% increase or IPD whichever is greater for all assignments will be applied to all steps as authorized by the Legislature.

Call Back

When the Carpenter, HAC Technician, Plumber, Electrician, Grounds Lead or Grounds/General Maintenance employee(s) is called back for emergency work they shall receive compensation for no less than two (2) hours and at 1-1/2 times their regular rate. Hours worked immediately following a shift shall not be considered as call-back time.

Educational Stipend

Employees who have their Journeyman Ticket/Certificate, Associate of Arts Degrees/Technical Certificate shall receive a monthly stipend of \$50/month. Employees who have their Bachelor Degree shall receive a monthly stipend of \$80/month. An employee may qualify for no more than one of these stipends (i.e., an employee who has a BA/BS degree cannot also collect for the AA degree). This stipend will be prorated based on work hours for any employee whose work-year comprises less than 1440 hours.

AA Degree/Technical Certificate	\$50/month
BA/BS/MA Degree	\$80/month

Inservice Training Stipend

Employees who complete sixteen (16) clock hours/CPE of approved training will be paid a stipend of \$500.00. Employees may take two (2) consecutive school years to qualify for the stipend. Issuance of the stipend is subject to the following stipulations:

- 1) Staff Development must be directly related to the job functions.
- 2) The intent of this stipend is to encourage employees to obtain training in job-related skills, other than those required for the job and take advantage of inservice opportunities outside the regular work day or week.
 - A) Time spent during the normal workday in inservice activities related to skills that are required for the job is not considered under this stipend category.
 - B) Travel time to and from an activity or class does not qualify.
 - C) Training in skills not required by the position, but valuable to the staff member and the District in performing the employee's job, and attended outside the regular workday or week, do qualify.
 - D) Costs associated with the professional development, including tuition and travel, will be at the employee's expense. In addition, personal leave or vacation must be used if the training takes place during school hours.
- 3) Requests to attend activities must be submitted and approved in advance to the immediate supervisor on the District forms (Appendix A-1 and Appendix A-2). One form should be used for each course or session.
- 4) Proof of the successful completion of the course or training activity is necessary to qualify for the stipend. Proof may consist of course completion certificates, instructor letters, institution transcripts, or other approved forms of successful completion.
- 5) Application for the stipend should be made after the completion of the sixteen (16) hours and be submitted to the immediate supervisor with all of the pre-approved forms and documentation of successful completion of the hours. Supervisors will submit the final forms to the Assistant Superintendent.

Longevity

Each member will receive \$500 as a one-time recognition stipend at the completion of the school year in which their 20th year anniversary occurs and \$250 each year thereafter. This is determined based on the years served in the District.

Retirement Stipend

An employee who is retiring shall give two (2) weeks' notice. A retiring employee shall be entitled to all accrued benefits, provided proper notice has been given. An employee who is eligible and planning to retire at the end of the normal school year and who gives their irrevocable retirement notice by March 1, shall receive a \$500 stipend for early notification.

Insurance and Fringe Benefits

Employees in the Association bargaining unit shall be provided fringe benefit money per FTE (1,440 hours) per month as per state funding appropriation. The District will pay full employee Health Care Authority (“carve out”) costs per month for the 2018-19, 2019-20, and 2020-21 school years.

The District shall continue to provide the state funded contribution for insurance, per employee per month.

The monthly premium will be used to provide the programs listed below:

- A. Dental Insurance
- B. Vision Insurance
- C. Medical Insurance

Specific insurance programs to be identified by the Association on or before the first day of school each year.

All employees working four (4) or more hours per day will participate in plans A and B above. Participation in coverage C is optional.

The Association will provide the District payroll office with a complete list of members and their choice of plans by September 10 of each year.

The intent of the parties is to provide the maximum insurance contribution funded by the legislature to the employee pool, to be distributed among members of the bargaining unit. To gain maximum utilization of the total state insurance contribution provided for employees covered by this Agreement, first shall be deducted the cost of the selected dental and vision insurance plans, with the remaining monies available for application to one of the medical insurance programs. The District agrees that it will distribute the balance to an insurance pool to be distributed among employees on a pro rata fair share basis, to those who do not generate sufficient monies to cover the full cost of medical coverage.

Any unused fringe-benefit monies will be accumulated in a pool which shall be used on a monthly basis to reduce or eliminate payroll deductions for bargaining unit members for approved plans.

Bereavement Leave

The District will provide an employee with up to five (5) days bereavement leave with pay for a death within the immediate family* or a close friend.

*Immediate family includes parent, step-parent, sibling, spouse, child, step-child, parent-in-law, child-in-law, grandparents, grandchildren, or other persons of the same household.

Additional days, upon request, may be granted and deducted from the employee's accumulated sick leave.

Leave of Absence

One leave of absence per year without pay, from three (3) consecutive days to a full year may, upon the Superintendent's approval, be granted if an appropriate replacement can be employed. Such leave request must be submitted at least ten (10) days in advance. Such leaves would not be approved beyond two (2) consecutive full years.

Maternity Leave

An employee requesting maternity leave should give written notice to the District at least two (2) weeks prior to commencement of said leave. The written request for maternity leave should include a statement as to the expected date of return to employment, and within thirty (30) days after childbirth, shall inform the employer of the specific day when she will return to work.

In the event sick leave has been exhausted, then the employee shall be granted a leave of absence as stated under the Sick Leave Provision.

An employee may be allowed up to one (1) year of unpaid leave for the purpose of childrearing. An employee returning from such leave shall be placed in the position last held or in a similar position in the District.

Annual Leave

Two (2) work shifts of annual leave are allowed per school year with pay. No reason shall be requested or required as to the purpose for using these annual leave days. Employees may carry forward to the subsequent year up to four (4) days personal leave, for a total accumulation of six (6) days. Employees may cash-out unused annual leave days at the end of the school year based on the daily shift rate of pay.

The employee shall notify the immediate supervisor at least two (2) days in advance of the leave. No more than three (3) personal leaves shall be granted at any site per day. In the event of an emergency, the supervisor may waive the two (2) day notice requirement and/or the three (3) person limit.

Should no personal/emergency leave be remaining and an unexpected, uncontrollable, and verifiable emergency occurs, the employee may apply to the Superintendent or designee for additional emergency leave. This leave would be deducted from the employee's sick leave.

Sick Leave

Each employee shall be entitled to one (1) day sick leave per month worked to be credited at the beginning of the school year. Sick leave for part-time employees shall be computed on a prorated basis.

The District also recognizes state-registered domestic partners under Ch. 26.60, RCW.

Each employee's portion of unused sick leave allowance shall accumulate from year to year with the maximum determined by state law (currently one hundred eighty [180] days). Any employee hired from another qualified educational facility shall be able to transfer their accumulated sick leave upon employment.

Sick Leave Buyback

Employees may cash in unused sick leave days above an accumulation of sixty (60) days at the ratio of one (1) full day's pay for four (4) accumulated sick leave days. The employee may cash in up to twelve (12) days per year on January 1 of each school year. Sick leave for which compensation has been received shall be deducted from accrued sick leave at the ratio of four (4) for one (1). At retirement or death, the entire accumulation will be cashed out at the four (4) for one (1) ratio by the employee or the employee's estate. To qualify for sick leave buyback upon retirement, the employee must meet the retirement or separation qualifications of WAC 392.136.020.

Vacations (Full-Time Employees/2,080 hours)

Within the first year through the seventh year of service with the District, each employee shall be granted (10) days paid vacation per year, front loaded but earned as worked. During the eighth year and subsequent years of service, each employee shall be granted fifteen (15) days paid vacation, front loaded but earned as worked. In the eleventh year (11), each regular employee shall receive twenty (20) days vacation per year, front loaded but earned as worked. An employee hired from another educational facility shall be granted credit for years of permanent (excludes any temporary) experience in similar classifications. It is mutually agreed that for employees working less than full time (12 months), vacations shall be computed on a prorated basis. A year of service is the number of days required in the position employed.

It is mutually agreed that vacations shall be scheduled at the request of the employee unless such vacation time would disrupt the normal activities of the District. If a holiday falls during an employee's vacation, that employee's vacation shall be extended by one (1) day. Vacation days shall be prorated the first year, then calculated on September 1 thereafter.

Holidays

Employees shall receive the following paid holidays which fall within their work year:

- (1) New Year's Day
- (2) Presidents' Day
- (3) Memorial Day
- (4) Labor Day
- (5) Veterans' Day
- (6) Thanksgiving Day
- (7) Day after Thanksgiving
- (8) Day before Christmas
- (9) Christmas Day
- (10) Independence Day
- (11) Martin Luther King Day
- (12) Floating Holiday (see definition below)
 - 260-day employees – defined additional day off
 - Less than 260-day employees – additional day's pay

Cell Phone Allowance

Staff members who need to carry a District cell phone (i.e., maintenance, technology, etc.) will be given the option to continue to carry a District-owned cell phone paid by the District, OR they can elect to not carry a District-owned cell phone and receive a \$75 per month cell phone allowance. If the cell phone allowance option is selected, the administrator will be required to purchase a cell phone and be accessible by others for District business, and the administrator will also be responsible for all cell phone expenses (including monthly payment, future equipment costs and repairs) for the cell phone used. Eligibility for the cell phone allowance option will begin at the time his/her Sprint contract expires through the District. Please check with the business office (Assistant Superintendent) for the contract expiration dates. The appropriate paperwork must be processed for either option selected and will be kept on file at the District Office.

Duration

This Agreement shall become effective on the first day of September, 2016, and shall continue in effect until the thirty-first day of August, 2021.

This Agreement may be opened for amendment(s) by the mutual consent of both parties.

This agreement shall be opened for the purpose of negotiating a successor Agreement at least ninety (90) days prior to the termination date.

The terms and conditions of this Agreement shall continue in full force and effect until a successor Agreement is negotiated.

This Agreement shall be opened for amendment if new legislation affects the terms and conditions of this Agreement.



Support Services Representative



Shane Backlund, Superintendent
Representing Board of Directors



Support Services Representative

Shane Backlund, Superintendent



Support Services Representative



Chad Quigley, Executive Director

Dated this 16 day of April, 2019.

Support Services Personnel Salary Schedule								2018-19		
POSITIONS	2.25% Increment Step 1-3			2.3% Increment Step 5-11				2018-19 (10%)	2019-20 (3% or IPD)	2020-21 (3% or IPD)
	Step 1	Step 2	Step 3	Step 5	Step 7	Step 9	Step 11			
School Nurse - RN	31.74	32.45	33.18	33.94	34.72	35.52	36.34	10	3	3
School Nurse - LPN	22.60	23.11	23.63	24.17	24.72	25.29	25.88	10	3	3
Behavior Specialist	25.66	26.24	26.83	27.45	28.08	28.73	29.39	10	3	3
Associate Behavior Analyst BCaBA	26.50	27.09	27.70	28.34	28.99	29.66	30.34	10	3	3
Behavior Analyst BCBA	31.74	32.45	33.18	33.94	34.72	35.52	36.34	10	3	3
Prevention/Interventionist	31.74	32.45	33.18	33.94	24.72	35.52	36.34	10	3	3
Family Services Coordinator	31.74	32.45	33.18	33.94	24.72	35.52	36.34	10	3	3
Network Systems Administrator	31.74	32.45	33.18	33.94	24.72	35.52	36.34	10	3	3
Admin Asst to the Superintendent	29.03	29.68	30.35	31.05	31.76	32.49	33.24	10	3	3
Public Relations/HR Specialist	26.34	26.94	27.54	28.17	28.82	29.49	30.16	10	3	3
Human Resources Specialist	26.34	26.94	27.54	28.17	28.82	29.49	30.16	10	3	3
Accounting Specialist	26.34	26.94	27.54	28.17	28.82	29.49	30.16	10	3	3
Payroll Specialist	26.34	26.94	27.54	28.17	28.82	29.49	30.16	10	3	3
SLPA Specialist (Degree required)	25.66	26.24	26.83	27.45	28.08	28.73	29.39	10	3	3
COTA	25.66	26.24	26.83	27.45	28.08	28.73	29.39	10	3	3
Sign Language Interpreter	25.66	26.24	26.83	27.45	28.08	28.73	29.39	10	3	3
Accounts Payable Specialist	25.66	26.24	26.83	27.45	28.08	28.73	29.39	10	3	3
Transportation Coordinator	25.66	26.24	26.83	27.45	28.08	28.73	29.39	10	3	3
Computer Tech Specialist	25.91	26.49	27.09	27.71	28.35	29.00	29.66	10	3	3
Student Records Specialist	22.92	23.43	23.96	24.51	25.07	25.65	26.24	10	3	3
Human Resources Support Specialist	22.92	23.43	23.96	24.51	25.07	25.65	26.24	10	3	3
Family Engagement Specialist	22.92	23.43	23.96	24.51	25.07	25.65	26.24	10	3	3
Transportation Fleet Mechanic	24.94	25.51	26.08	26.68	27.29	27.92	28.56	10	3	3
Carpenter	23.93	24.47	25.02	25.59	26.18	26.78	27.40	10	3	3
HVAC Technician	23.93	24.47	25.02	25.59	26.18	26.78	27.40	10	3	3
Plumber	23.93	24.47	25.02	25.59	26.18	26.78	27.40	10	3	3
Electrician	23.93	24.47	25.02	25.59	26.18	26.78	27.40	10	3	3
Grounds Lead	21.82	22.31	22.82	23.34	23.88	24.43	24.99	10	3	3
Grounds/General Maintenance	20.21	20.66	21.13	21.61	22.11	22.62	23.14	10	3	3
Campus Security Monitor	20.21	20.66	21.13	21.61	22.11	22.62	23.14	10	3	3

APPENDIX A-1
Selah School District # 119
Approved Stipend Claim Form

Staff Development

Directions:

Attached are the approved courses or set of hours that have been submitted for the 16 hour staff development stipend. After successfully completing the 16 hours of inservice or training, request payment of the stipend by resubmitting all Approval Request Forms, this Approved Stipend Form, accompanied by documentation of successful completion of each course or set of hours.

Name: _____ Position: _____

Building/Department: _____

APPROVED ACTIVITY:

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Date of Approval: _____ Number of Hours Approved: _____

Final Human Resources Director Approval: _____ Date: _____

APPENDIX A-2
Selah School District # 119
Approval Request Form

Staff Development

Directions:

- Submit **one** Approval Request Form **for each course or set of hours** that you complete toward the staff development stipend.
- After successfully completing the full **16 hours** of training needed in order to be reimbursed, submit all of the completed forms and relevant documentation confirming your participation in the workshops or classes.

Name: _____ Position: _____

Building/Department: _____ Date of class or activity: _____

Name of Activity: _____

Description of the class or activity: _____

Number of hours completed with this training: _____

Total hours completed: _____/16

Employee Signature: _____ Date: _____

Principal/Supervisor: _____ Date: _____

Approved

Does not qualify

Human Resources Director: _____ Date: _____

Approved

Does not qualify

Budget Code: _____