2020 – 2023 COLLECTIVE BARGAINING AGREEMENT
BETWEEN
SEATTLE SCHOOL DISTRICT NO. 1
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 609
(Alarm Monitors and Security Response Specialist)

Includes:
2020 - 2023 Collective Bargaining Agreement
2020 - 2023 Memoranda of Understanding
2020 - 2023 COLLECTIVE BARGAINING AGREEMENT
BETWEEN
SEATTLE SCHOOL DISTRICT NO. 1
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 609
(Alarm Monitors and Security Response Specialists)

Seattle School District Negotiating Team:
Tom Poulos, Chief Negotiator
Linda Sebring
Colleen Carlson

Local 609 Negotiating Team:
Derek Donley, Chief Negotiator
Denny McKinney
Rich Anderson
Julie Rogel

In witness whereof, the parties hereto have executed this Agreement this 18th, day of November, 2020

Seattle School District No.1

Denise Juneau
Superintendent
Seattle Public Schools

Clover Codd
Chief Human Resources Officer
Seattle Public Schools

Tom Poulos
Director of Labor Relations
Seattle Public Schools

International Union of Operating Engineers,
Local 609

Derek Donley
International Supervisor
IUOE Local 609

Denny McKinney
International Representative
IUOE Local 609

Rich Anderson
International Representative
IUOE Local 609
# 2020 - 2023 COLLECTIVE BARGAINING AGREEMENT

## Alarm Monitors and Security Response Specialists

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2020-2023 COLLECTIVE BARGAINING AGREEMENT

BETWEEN

SEATTLE SCHOOL DISTRICT NO. 1

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 609

(Alarm Monitors & Security Response Specialists)

ARTICLE 1: PARTIES TO THE AGREEMENT

This Agreement is entered into upon the date it is signed by both parties. The parties are the Seattle School District No. 1 and Union Local 609, International Union of Operating Engineers, representing those employees of the Seattle School District No. 1 working in job classifications listed in Appendix A, B and C except those employees excluded by Chapter 41.56 RCW or rulings of the Public Employment Relations Commission.

ARTICLE 2: RECOGNITION

A. The provisions of this Agreement shall be applicable to the employees of the Seattle School District No. 1 as outlined above.

B. The Seattle School District No. 1 recognizes the Operating Engineers Union Local No. 609 to be the sole and exclusive bargaining agent for its aforesaid employees and to be entitled to act for and to negotiate agreements covering all employees in the unit and to be responsible for representing the interests of all such employees, pursuant to law, Chapter 41.56 RCW as amended.

C. When the word “District” is used, it refers to Seattle School District No. 1. When the word “employee” is used, it refers to a member of the bargaining unit referred to in Article 1 above. When the word “Union” is used, it refers to the International Union of Operating Engineers, Local 609.

ARTICLE 3: APPLICATION OF AGREEMENT

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees as identified in Article 1 shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect for the term of this Agreement.

B. Adjustment or modification of any provisions of this Agreement found to be contrary to law will be subject to the bargaining provisions of Chapter 41.56 RCW as amended.

C. This Agreement may be altered, changed, added to, deleted from, or modified only in writing following the voluntary, mutual consent of the District and the Union. Such alterations, changes, additions or deletions shall expire with this Agreement. Memoranda of understanding executed prior to the effective date of this Agreement are null and void.
The parties will meet and review settlement agreements on an annual basis no later than March 15.

D. Neither party shall be required to negotiate or bargain on any issue during the term of this agreement, except as otherwise provided in this Agreement.

E. It is the policy of the District to employ persons on the basis of merit, training, and experience and that there shall be no discrimination against any employee or applicants because of race, creed, color, religion, marital status, national origin, gender, sexual orientation, economic status, age, or handicap except as may be permitted to meet a bona fide occupational qualification and the District shall comply with State or Federal laws as may pertain thereto.

F. In implementing the Affirmative Action program, the District shall recruit, employ, and assign personnel in conformity with State and Federal laws, rules, regulations, and directives.

ARTICLE 4: MANAGEMENT RIGHTS

A. The Union recognizes the District’s inherent and traditional rights to direct and manage its business functions. These include:

1. The right of the District to hire, terminate, suspend, transfer, promote, demote, or discipline employees for proper cause;

2. The right to establish standards, change, and direct the methods and processes of doing work, and to introduce different equipment and technology;

3. The right to determine the starting and quitting time and the number of hours to be worked within the limits of applicable State and Federal laws including, but not limited to the Fair Labor Standards Act; and,

4. The right to make and amend necessary written rules and procedures and to require their observance so long as they are not inconsistent with or in conflict with the provisions of this Agreement.

B. The Union recognizes the District’s right under Washington law to appoint its representatives for purposes of engaging in negotiations, including discussion of individual grievances, as provided for in the grievance process established in this agreement, complaints or concerns, regarding wages hours and working conditions with the Union. Accordingly, matters affecting wages hours and working conditions that the Union wishes to raise with the District shall be addressed to either with the member employee’s immediate supervisor, if it is an individual situation, or the staff designated by the administrator responsible for the department, or the district’s labor relations department. Both parties are expected to engage in effective problem solving to resolve the identified issues with civility and professionalism.

C. CUSTOMER SERVICE MODEL. The District has adopted a customer service model for providing safety and security services to support the needs of schools and departments of the District.

1. **Structure.** The Local 609 employees covered by this Agreement are employed by the Safety and Security Department (SSD) to provide security services for the needs
of students, staff and community members in schools and departments of the District.

2. **Service Expectations.** The types of services, and the level expected are defined in the Health and Security Department Manual Part 2 and other documents describing the services to be provided. They are to be communicated to the employees covered by this agreement as well as the customer representatives in the schools and departments to assure common understanding of expectations.

3. **Communications.** Routine communication regarding coordination of service needs and service delivery within the established service expectations should occur with the customers. This would include communication about the scheduling or timing of needed services or special requests consistent with the scope of service. Such communication should also include the initial discussion of concerns about a service request or the quality or level of service provided. Whenever a question or concern is not resolved by such discussion to the satisfaction of either the customer representative or the Local 609 bargaining unit employee on site, the matter shall be referred to the next level of the chain of command within the SSD. This is consistent with the expectation that lines of authority will be followed and that an employee will contact his/her immediate supervisor first for information or assistance with problems. Where deemed necessary by either party, assistance in achieving resolution of the concern may be requested from the District Labor Relations Department and Union.

4. **Supervision.** The Local 609 bargaining unit employees covered by this agreement are employed by the Safety and Security Department and supervised by a chain of command within that Department. The Chain of Command is as established by the SSD and communicated to employees covered by this agreement as well as customer representatives as needed. Supervisors and managers are defined for purposes of management decisions as administrative employees who are not members of the Union.

5. **Evaluation.** Performance evaluation of Local 609 bargaining unit employees covered by this Agreement are to be conducted by the chain of command in the SSD in accord with evaluation provisions of this Agreement. Evaluations should also be conducted consistent with any plans adopted by the SSD in consultation with the Union.

D. The above statement of Management Rights is not intended to be exclusive and shall not be construed to limit or exclude any historical or normal rights of either Management or the Union.

E. The District has the responsibility to provide an explanation to the employee and Union representative prior to changes in rules or mutually agreed to past practices.

F. The exercise of the Management Rights herein does not modify the employee’s right to appeal through the Grievance Procedure, when such exercise violates the letter and intent of this Agreement.
ARTICLE 5: NONINTERFERENCE RIGHTS OF UNION MEMBERSHIP

The District agrees that it will not interfere with the right of its employees to become members of the Union and will not of itself or by any of its agents discriminate against, interfere with, or coerce any employee because of his/her membership in the Union.

ARTICLE 6: UNION SECURITY/MEMBERSHIP AFTER EMPLOYMENT

A. In the employment of new or additional employees who would be represented by the Union, the District shall have the right to employ persons without regard to membership in the Union.

B. Upon completion of the hiring process, the District shall provide to the Business Representative of the Union the name, address, and date of employment of all newly hired employees covered by this Agreement.

C. Nothing contained in this Agreement shall require Union membership of:

D. The District shall provide the Union the opportunity to meet with all new hired employees as part of the orientation process.

ARTICLE 7: PAYROLL DEDUCTION OF UNION DUES

A. Provision shall be made by the District for payroll deductions of employee organization dues and assessments of all members upon written authorization by the employee Union member on an official form. Employees shall authorize dues deduction in accordance with Chapter 41.56.110 RCW when they become Union members. An employee may cancel their payroll deduction of dues and assessments by written notice to the Union and to the District, with the District stopping dues deductions following written confirmation from the Union that the employee’s dues/fees authorization has been terminated in compliance with the terms of the written authorization executed by the employee. The District will make every effort to end the automatic dues deduction effective on the first pay period but no later than the second pay period after receipt of the written cancellation notice from the employee and confirmation from the Union that the cancellation notice is compliant with the terms of the written authorization.

B. The Union will be responsible for setting the amount of dues deduction and will inform the Payroll Office of any changes in dues at least thirty (30) days before the change is to be made.

C. By September 1 of each year, the Union will forward a letter to the Payroll Office which will contain the names of officers and instructions for forwarding the monthly remittance. The Payroll Office will forward the monthly remittance to the Union on or as close to the tenth (10th) calendar day of the month as possible.

D. The Union hereby agrees that it will indemnify and hold the District harmless against any suit brought against the District on account of any check off of dues for the Union. The District shall promptly notify the Union of any such suit brought against it. The Union will not indemnify or hold the District harmless from any suit brought solely as a result of an error on the Districts part. The Union agrees to refund to the District any amounts paid to it in error on account of the check off provision upon presentation of proper evidence thereof.
ARTICLE 8: COMMUNICATION RIGHTS AND PRIVILEGES

A. The Union shall have the right to post notices of their activities and matters of organization concern on bulletin boards in the employees’ work area.

B. Authorized representatives of the Union may have reasonable access to its members in District facilities for transmittal of information or representation purposes before work, during regular breaks, or as long as the work of the District employees and services to the District are unimpaired. Prior to contacting members in District facilities, such authorized agents shall check in at the building office to be directed into the District facility.

C. The Business Manager or designee is invited to participate as an observer in regularly scheduled or special meetings.

D. The Union may designate one (1) employee as a steward for each ten (10) Bargaining Unit employees assigned to buildings. The Union will notify the District of the effective appointment date of a steward. In the absence of the regular steward for any reason, the Union may designate a temporary steward to act for the regular steward.

ARTICLE 9: LEAVE FOR UNION ACTIVITIES

Officers of the Union and Union members who are listed as official delegates or participants in the formal program of a function or convention, and Union officers or members who are authorized to represent the Union at Union programs, conventions, and legislative meetings (pursuant to Chapter 174, Laws of Washington, Extraordinary Session 1969, amending Chapter 41.56) may be granted leave to attend the meetings and conferences subject to the procedure set forth in Section A below.

SECTION A: Procedure

1. Request for leave of any Union officer or member must be submitted in writing or electronic mail to the Human Resources Labor Relations Director with copy to Department Manager or designee, a minimum of five (5) working days before the leave is to take effect. If five (5) days’ notice is not possible (e.g., meetings with District personnel when less than five (5) working days’ notice is provided to the Union), notice shall be provided as soon as possible.

2. An officer or member of the Union who is granted a Union activity leave shall be paid the regular rate of pay as if he/she were on the job during the period of the leave. Upon receiving an invoice, the Union shall reimburse the District for all monies paid out to and on behalf of the Union officer or member during the period of the leave for Union activity.

3. The Union will be provided a pool of one hundred (100) substitute days per year of the Agreement consisting of fifty (50) days paid for by the District and up to fifty (50) additional days paid for equally by the Union and the District. The pool of days will be shared by the Operating Engineers Local No. 609-A (Custodial Engineers and Gardeners), No. 609-B (Food Service Workers), No. 609-C (School Security Specialists), Security Response Specialists and Alarm Monitors for the purposes of meeting with the District’s representative(s) to resolve grievances, to represent members and their interests with the employer or negotiate collective bargaining agreements.
a. In situations where a substitute is not feasible due to the member’s unique work skills (or a substitute is not available) to cover for the union member’s union release time, the District will pay the employee’s regular hourly rate for the union release time; however, such days will be counted against the combined substitute pool days on the same basis as if a substitute were utilized.

b. Where a substitute is not feasible due to the member’s unique work skills, the district may request that the member be recalled to work at the district for situations mutually agreed upon by the district and union, in writing. When such member is recalled to work at the district, the member’s union release on that day will not be charged against the pool of substitute days.

c. The pool of substitute days for union release time will not be charged for situations where the district has cancelled a scheduled meeting with less than one (1) workdays advance notice.

4. Should the Superintendent’s office or other senior District representative (Director of Labor Relations, Human Resources, Facilities, etc.) require the assistance or attendance of any official of the Union the substitute, if needed, will be paid for by the District.

ARTICLE 10: LEAVE FOR BUSINESS MANAGER AND FULL-TIME OFFICER

SECTION A: Provisions

1. The Business Manager/Agent of the Union and one (1) full-time officer of the Union shall be provided full time leave for the term of such office, without loss of salary or fringe benefits subject to full pre-paid monthly reimbursement to the District by the Union.

2. The Union agrees to indemnify and to defend the District and its representatives and to hold each and all of them harmless from any and all claims, liabilities, or costs which arise out of entering into or enforcement of this section.

3. Leaving Office:
   a. Upon leaving office, the Business Manager/Agent and/or the full-time officer must notify the District in writing within two (2) weeks if the Business Manager/Agent and/or the full-time officer wish to return to full-time District employment.
   b. If such notification is given, the Business Manager/Agent and/or the full-time officer shall be entitled to resume employment duties on a mutually agreeable date in a position comparable to his/her previous position which includes seniority promotion for which he/she would be eligible as commonly made with the District.

SECTION B: Salary and Benefits

1. The salary of the Business Manager/Agent and the full-time officer while on leave shall be set by the Union and the District agrees to pay a like amount to the Business
Manager/Agent and full-time officer subject to full reimbursement in advance each and every month for all monies expended.

2. The District agrees to maintain accumulated sick/emergency leave, retirement, and seniority rights for the Business Manager/Agent and full-time officer during the period of the leave. The Union is responsible for keeping and submitting to the District monthly sick and annual leave records for employees on Union Leave status.

3. The Business Manager/Agent, full-time officer, and all other employees on Union Leave are specifically excluded from District liability coverage, and risk insurance, if any, for such liability must be provided for the Business Manager/Agent and full-time officer by the Union.

4. Employees who are injured while on Union Leave are not eligible for on the job injury supplements as provided in Article 16 Section H.

ARTICLE 11: WAGES AND EMPLOYEE BENEFITS

SECTION A: Salary Schedule(s)

1. During the 2020-23 school year, the base wage rates specified in Appendix A shall be improved by four and one-half percent (4.5%).

2. During the 2021-22 school year the base wage rates specified in Appendix A shall be improved by the state funded and authorized inflationary adjustment. The District’s Labor & Employee Relations department and Union leadership may mutually agree to increase the base wage rates of certain classifications that are below market beyond the state funded and authorized inflationary increase. However, absent such mutual agreement, the increases will be based on the state funded and authorized inflationary increase.

3. During the 2022-23 school year the base wage rates specified in Appendix A shall be improved by the state funded and authorized inflationary increase. The District’s Labor & Employee relations department and Union leadership may mutually agree to increase the base wage rates of certain classifications that are below market beyond the state funded and authorized inflationary increase. However, absent such mutual agreement, the increases will be based on the state funded and authorized inflationary increase.

4. Increments:
   a. FTE employees shall be eligible for an annual performance increment, subject to a “Satisfactory” or better evaluation (paragraph b below) until they reach the maximum step/lane of their salary class.
   b. Performance/Evaluation Increments:
      i. Regular employees who received a “Satisfactory” or better evaluation and satisfactorily complete (as determined by the instructor) all mandatory training sessions designated by the Safety and Security Department during the immediately preceding
evaluation cycle shall be advanced one (1) increment on the salary schedule until the maximum increment is met.

ii. In the event that non-avoidable1 circumstances make it impossible to attend the mandatory training:

1. The employee shall inform the Safety and Security Manager as soon as the non-avoidable circumstance becomes known.

2. The employee shall present a plan to the Safety and Security Manager that will show how the mandatory training will be completed by August 31st of the same school year.

3. If both the direct supervisor of the Manager of Safety and Security Department and the Business Manager of Local 609 shall agree that the circumstances are non-avoidable, that notice was given as soon as possible, and the plan to complete the training was completed, the increment will be granted.

c. Voluntary training increments.

i. Educational advancement increments for eligible employees are dependent upon the individual employee’s satisfactory completion of a minimum of twenty-eight (28) clock hours of approved voluntary training per year. Such training must be approved by the Joint Labor Management Voluntary Training Committee (see Article 26, Section D) before the employee begins the training and acquired by the employee at no additional cost to the District.

ii. The Joint Labor-Management Voluntary Training Committee (see Article 26) will allow an employee to "bank" up to twenty-eight (28) hours per year.

iii. The employee shall demonstrate that he/she has met the requirements of the Section to the satisfaction of the Joint Labor-Management Voluntary Training Committee.

iv. Such demonstration will be made no later than August 31 of each year. In the event that this deadline is not met, no educational advancement increment will be granted.

SECTION B: Pay Procedures

1. **Pay Day.** Employees shall be paid on the first business day of each month. Electronic deposits to employee accounts or pay cards shall be made so as to be deposited to the employees account on the first business day of the month. Pay warrants (checks) are distributed through the US Postal Service and are mailed one (1) business day prior to pay day.

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1 Non-Avoidable means that it is more than inconvenient. For example, the death of a parent or hospitalization of the employee is non-avoidable. Pre-paid trips, social commitments, alternative jobs and the like are avoidable.
2. **Payment Methods.** All employees shall be paid through electronic deposits, except when otherwise approved by the District.

3. **Direct Deposit.** All employees are paid either by direct deposit to a personal account at a participating financial institution or they will be issued a pay card.
   a. **Pay Statements.** All employees will exclusively receive paperless pay statements.
   b. **Time Entry:** The District has the right to amend or modify rules and procedures regarding the process for entering time into ESS. The District will provide training or guidance to employees on how to utilize any new time entry procedure.

4. **Payroll Error Corrections.** The District will make every effort to modify its systems to enable payroll error corrections or other payments to be made via electronic deposit means as soon as feasible.
   a. **Underpayments.** Underpayments of employee compensation will be processed as soon as possible upon the District being informed of the underpayment. Upon being informed of an underpayment the District will promptly inform the employee about when the corrected pay will be available. Unless the payment will be by electronic deposit the employee will be provided the option of personally picking up the pay warrant rather than having it mailed to their official address.
   b. **Overpayments.** Salary overpayments shall be repaid as soon as possible. The District will prepare documentation identifying the basis for and the amount of the overpayment and provide both to the union and the employee. It is recognized that overpayments may have to be repaid over time in which event the District and the union will negotiate regarding a reasonable and prompt repayment schedule. However, overpayments that result from an employee not reporting or entering time in a timely and/or accurate fashion will automatically be deducted from their next pay warrant. For all other overpayments, if no agreement on the overpayment schedule is reached within thirty (30) days of the District providing the Union notice of the overpayment, the District will implement a repayment plan of no more than $150.00 per month until the balance is repaid in full. Employees who terminate employment with the District prior to paying back the balance of their overpayment will have any remaining balance deducted from their terminal paycheck, to the extent that the amount of the terminal paycheck covers the balance of the overpayment.

**SECTION C: Protection of Personal Property**

It is the District’s policy to make every reasonable effort to provide a safe and healthful environment for employees. Employees shall not be required to work under conditions known to be unsafe or hazardous or to perform tasks which endanger their health, safety, or well-being. Employees are responsible for notifying their supervisor/manager regarding any perceived unsafe and/or hazardous conditions.
1. The District shall reimburse an employee for any certified loss of or damage to personal property required in the course of his/her duty, or in transit to or from his/her place of assignment, when such loss or damage is willfully and maliciously inflicted by a student or by persons known/unknown on school premises or while the employee is on duty, subject to the following conditions:
   a. The District shall reimburse first dollar losses up to the limit of two hundred fifty dollars ($250). The District shall provide an additional sum of $7,000 annually to cover all International Union of Operating Engineers, Local 609 bargaining units. This sum of money shall be used to provide reimbursement to employees who have a deductible of more than $250 but not more than $500. If, for example, an employee incurs a loss of $450 and he/she has a deductible of $500, then the employee would be reimbursed the first $250 as a general reimbursement, and up to $200 from the $7,000 reserve fund. It is understood that the $7,000 is the maximum obligation on the part of the District in providing reimbursement of claims in excess of $250. Once the fund is exhausted, it shall not be replenished until the following year.

2. There shall be no reimbursement for loss of cash.

3. Personal equipment used for work purposes must have the prior written approval of the Safety and Security Manager.

4. There must be proof submitted that the employee has no insurance or that his/her insurance does not cover the damage or loss in question. An employee must exhaust his/her own insurance recovery possibilities before becoming eligible for reimbursement under this Article 11, Section C.

5. There must be filed with the District General Counsel’s Office within twenty (20) days after the damage or loss, a Notice of Loss and Claim for Reimbursement form. These forms shall be supplied to all schools.

SECTION D: Travel Allowance

1. An employee who is authorized to use his/her personal car on District business shall be compensated at the maximum allowable Federal Internal Revenue Service rate. The mileage shall be authorized and validated by the employee’s immediate supervisor in accordance with the budget and the established rules, regulations, and procedures of the District.

2. Employees authorized to utilize their own personal car on District business shall carry insurance in accordance with Washington State Law.

SECTION E: Retirement Benefits

1. An employee is eligible for retirement benefits if he/she is employed in a position which meets eligibility requirements for membership in the Public Employees’ Retirement System.

2. Employees who retire during or at the end of their work year shall be entitled, upon written request to the District’s Payroll Office, to compensation for all unused Sick
Leave up to the 180-day maximum at a rate equal to one day’s monetary compensation of the employee for each four (4) full days of accrued Sick Leave.

3. On or about January 15 each year employees may elect to be compensated at the ratio of a rate equal to one day’s monetary compensation of the employee for each four (4) days of accrued Sick Leave accumulated in excess of sixty (60) days which was earned but unused during the previous calendar year.

4. The continuation of this Sick Leave Buy Back Program is contingent upon maintenance of the authorization therefore in RCW 28A.400.210.

5. If an employee is in a 1.0 FTE position which meets the requirements for eligibility in the International Union of Engineers Central Pension Fund, the District shall make payroll deductions on all compensable hours in accordance with Appendix G.

6. The Enrollment in the Voluntary Employees Beneficiary Association (VEBA Trust)
   a. The Seattle School District adopted the Voluntary Employees Beneficiary Association for Public Employees in the State of Washington (VEBA Trust) Post-Separation Health Reimbursement Arrangement Plan (the “Plan”) pursuant to RCW 28A.400.210 in 1999. The District agrees to make post-separation contributions to the Plan on behalf of all employees in the collective bargaining unit who are eligible to participate in the Plan by reason of having accrued and excess sick leave conversion rights at the time of retirement or eligible separation. Contributions on behalf of each eligible employee shall be based on the conversion value of sick leave days accrued by such employee available for contribution at retirement or separation in accordance with state and federal laws and the VEBA Trust and Plan.

   b. It is understood that all eligible employees will be required to submit to SPS a hold harmless agreement complying with RCW 28A.400.210 if the Union decides its members will participate in the Plan. If an eligible employee fails to sign and submit such an agreement to SPS, he or she will not be permitted to participate in the Plan at any time during the term of this agreement, and any and all excess sick leave, which in the absence of this agreement would accrue to such an employee during the term hereof shall be forfeited together with all cash conversion rights that pertain to such excess sick leave.

   c. For purposes of contributions to the Plan, all employees covered by this agreement who retire or have an eligible separation during the term hereof shall be eligible to convert all eligible, accumulated, unused sick leave into the Plan. In order to administer this Plan, SPS will deposit eligible sick leave conversion funds to the credit of each participating employee in the VEBA Trust.

   d. The VEBA Trust and the Plan may be renewed annually with the Trust. The Union must make an annual determination regarding continuation. Such determination will be made no later than September 1st of the current
calendar year, with results communicated to the Assistant Superintendent of Human Resources (or their designee). Failure to approve a continuation of the Plan for the members will result in statutorily allowed sick leave conversation to take place at retirement or eligible separation, but funds cannot be submitted to the Plan for any member and distributed funds will be taxed accordingly prior to distribution.

SECTION F: Holidays

1. Alarm Monitor and Security Response Specialist regular FTE employees who are employed for the school year shall be paid for the thirteen (13) holidays that occur during their work year: Labor Day, Veterans’ Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Years Eve, New Years Day, Martin Luther King Day, Presidents’ Day, Memorial Day, and Independence Day.

2. Employees must work or be on paid leave status the work day before and the work day after a holiday in order to be paid for the holiday.

3. Holiday Pay: Straight time if work on holidays. If a person is an FTE employee, he/she will receive holiday pay for holidays not worked based on his/her FTE status (prorated). When the holidays of Christmas Eve, Christmas Day, and New Year’s Day occur on a Saturday or Sunday, the employee normally assigned on those days will receive holiday pay.

ARTICLE 12: GROUP INSURANCE PROVISIONS

A. Group insurance will be provided through the School Employees Benefits Board (SEBB) effective January 1, 2020.

B. Consistent with the SEBB program, eligibility for District-paid benefits will be determined by the District prior to every school year based on the District’s anticipation that the employee will work at least 630 compensated hours per school year.

C. The Union shall have the right to designate one representative to any District constituted Group Insurance Review committee, to the extent that such a committee is established.

ARTICLE 13: PROMOTIONS

SECTION A: Bargaining Unit Promotions:

When positions within the Bargaining Unit become vacant, vacancies will be posted at the work site. Alarm Monitors who apply for promotional assignments and meet the qualifications of the job shall receive priority consideration.

1. The District shall use a grid to identify the top candidates utilizing the following criteria and process:
   a. Employee’s Performance Evaluation.
   b. Number of years of seniority as an Alarm Monitor calculated on an FTE basis.
c. The Manager may select the top candidate as identified above or, interview (up to) the top three (3) candidates and make a selection from the interviewees.

2. An employee who is promoted will complete a 75 working-day trial period. Prior to the expiration of this trial period, either the Safety and Security Manager or the employee may declare the trial period unsatisfactory, and the employee shall return to his/her former assignment (including pay rate, classification and shift). Before the Safety and Security Manager decides that the trial period has been unsatisfactory, the employee shall be provided a written explanation of the reason(s) for that decision.

SECTION B: External Promotions:

Security Department vacant positions, including Supervisors, shall be posted at all work sites for examination by interested employees or official representatives of the Bargaining Unit. These listings will be posted for two (2) weeks prior to filling the position. Existing Bargaining Unit employees will receive consideration for these positions. Management shall have the exclusive right to make the hiring decisions for these positions which become open.

ARTICLE 14: DAYS OF DUTY AND WORK DAY

SECTION A: Work Day/Week/Year

1. The normal work day for Alarm Monitors and Security Response Specialists shall be eight (8) hours per day.

2. The normal work week for 1.0 FTE employees shall be defined as five (5) consecutive days.

3. Schedules may be adjusted by the Safety and Security Manager to meet program requirements.

4. Request for Weekend Off Duty:

   There will be no shift bidding; however, the employer agrees to the following language:

   Employees may request a weekend off every two (2) months. Such employee shall make a request of the Safety and Security Manager with no less than thirty (30) days’ notice. The Safety and Security Manager shall make a good faith effort to grant such a request. As an alternative method, an employee may trade with another Bargaining Unit employee when such trading of shifts is acceptable to the Safety and Security Manager. In any event, such changing of shifts, by agreement with the Safety and Security Manager, or trading of shifts with another employee, shall not result in any overtime costs.

5. The District will not create part-time positions by subdividing the existing FTE positions.

SECTION B: Lunch and Rest Periods

1. The standard work day (8 hours) shall include an “on duty” lunch period of one-half (1/2) hour.
2. The nature of the employee’s work is such that intermittent rest periods equivalent to fifteen (15) minutes will be taken for each four (4) hours worked.

SECTION C: Overtime

1. Work performed beyond forty (40) hours a work week and eight (8) hours in a day shall be compensated at the rate of one and one-half (1-1/2) times the individual employee’s hourly rate of pay for a regular shift.

2. No Alarm Monitor or Security Response Specialist shall work more than the assigned hours per day unless so directed by the Safety and Security Manager or his/her designee.

3. Overtime assignments are determined based on seniority on a rotating schedule.

SECTION D: Assignment for extra work opportunities

The work of a building security watch detail (any non-student related security or fire watch needs) provided by the Safety and Security Department for school district buildings is usually performed by employees under the Local 609 Alarm Monitors and Security Response Specialists collective bargaining agreement as opposed to employees under the School Security Specialist collective bargaining agreement. Nonetheless, periodically, the District may employ a School Security Specialist(s) to perform such building security watch responsibilities as extra work even though School Security are under a different collective bargaining agreement and the School Security Specialist(s) regular work year ends shortly after the last day of school for students. Security Specialists may sign up on a list for extra work opportunities described above.

1. When the Alarm Office is assigned a Security Detail, scheduling will be done by seniority. If there is more than one shift, the shifts will be divided two (2) shifts at a time in one (1) workweek among the Alarm Office Staff. If the Security Detail is over 72 hours, each employee will be given the opportunity to select up to three (3) shifts.

2. When the Safety and Security Department receives notification of more than 72 hours prior to the start of building-related overtime opportunities, a Three Round process will be implemented. Extra time assignments will be made prior to overtime shifts being assigned.

Round One – 24 hours after Department notification and more than 72 hours before the start of Security Detail.

Alarm Office employees will be contacted via phone and electronic message and have 24 hours to accept or decline the shifts of their choice. Status of attempts to contact Alarm Office employees will be maintained by the Safety and Security Department. If the number of shifts in one detail exceeds the number of staff, then the number of shifts shall be divided equally for assignment. Alarm Office Security Detail scheduling will use Bargaining Unit seniority. Employees will have three (3) hours to respond to the offer for an extra shift in round one, otherwise the District may grant the extra shift to the next eligible employee.

Round Two – Between 72 and 24 hours prior to start of Security Detail
If the contacted Alarm Office employee declines an assignment during Round One, the employee will not be considered for the shifts of that specific detail. Remaining shifts after the first round will be divided equally and made available to those that accepted shifts in the first round and the most senior employee will receive priority in overtime assignments. Notification and acceptance will follow the Round One procedures and will continue in the same manner until all remaining shifts are claimed by the Alarm Monitors. Employees will have two (2) hours to respond to the offer for an extra shift in round three, otherwise the District may grant the extra shift to the next eligible employee. Any remaining shifts at this point will be offered to employees in accordance with Paragraph 7 and 8.

Round Three – 24 hours to start of Security Detail

If a detail has not been filled in Rounds One or Two, the Alarm Office 24 Hour Hot List will be utilized for the remaining shifts. Any remaining shifts at this point will be offered to employees in accordance with Paragraph 7.

3. If notification of a detail is given on a weekend or Holiday that needs to be filled within 72 hours, the 24 Hour Hot List will be utilized for the shifts occurring in the first 72 hours.

4. Employees who do not immediately respond to the offer for an extra shift in round three, otherwise the District may grant the extra shift to the next eligible employee. The acceptance of overtime/extra time should not interfere with the employee’s primary duties. The accepted overtime/extra time duty will not overlap with the employee’s primarily assigned duties/shift. The accepted overtime/extra time duty will not be assigned if it schedules the employee for more than 16 hours of service, in any District related duties, in a 24-hour period.

5. It is the employee’s responsibility if he/she is not able to cover an accepted shift to notify the Department. If the accepted shift is turned back, assignment to the shift will be made by the Department procedures using the 24 Hour Hot List. When the 24 Hour Hot List is utilized, if an employee does not immediately respond to the District’s offer of an extra shift, the District may offer the extra shift to the next eligible employee.

6. If he/she does not show up for an accepted shift, after 60 minutes, the assignment to the shift will be made by the Department procedures using the 24 Hour Hot List. If, after the unfilled shift has been filled, and the watch stander who was late eventually shows up, he/she will be sent home with no pay due.

7. Following these steps, remaining open shifts would then be offered to School Security Specialist in accordance with the provisions of Article 14 Section C of the IUOE/SSD 609 C (School Security Specialist) Agreement excepting Section C4 (h) iv.

a. If the District does have extra building security watch work and if the District assigns a School Security Specialist(s) to perform such work, all such assignments will be considered extra work and such assignments will otherwise be subject to the terms of the Alarm Monitors and Security Response Specialists Agreement.
Response Specialists collective bargaining agreement as applicable, except as provided in Section b, below.

b. Pay will be in compliance with the Alarm Monitors and Security Response Specialists collective bargaining agreement, including the Salary Schedule under Appendix A provided, however, a School Security Specialist so assigned will be paid at the salary step for a Security Response Specialist or Alarm Monitor as appropriate which is the closest salary step to but not below the salary step the School Security Specialists was eligible for and earned the immediately preceding school year but which is not more than the top step of either of the classifications under the Alarm Monitor CBA.

8. If there are remaining shifts available after all of the above procedures have been exhausted, they shall be offered to qualified members of the SSD/Local 609 A Agreement under the terms of past practices in the Custodial and Grounds Department.

9. Those assigned to a shift will remain on their assigned Security detail until relieved.

10. There may be instances, which would lend themselves (on a non-precedent setting basis) to an exemption from this agreement. In those cases, assignments may be made under the discretion of the Manager of the Department after consultation with the Union business Manager or their designees.

11. Extra time/Overtime Matrix to be used as a general guideline for extra/overtime purposes. (Appendix E)

### EXTRA TIME/OVERTIME – MATRIX

<table>
<thead>
<tr>
<th>Need</th>
<th>Student Support for Assigned School (Regular School Year)</th>
<th>Centrally Sponsored Meetings or Events (Regular School Year)</th>
<th>Centrally Sponsored Meetings or Events (Summer)</th>
<th>Building Watches (All year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples</td>
<td>Sports, Social Events, PTSA</td>
<td>JSCEEE Events, School Board and Public Meetings and Events at Buildings</td>
<td>JSCEEE Events, School Board and Public Meetings and Events at Buildings</td>
<td>Fire Watch, Intrusion Watch, Building Threats</td>
</tr>
<tr>
<td>Priority for Assignment</td>
<td>Building Security Specialist</td>
<td>Central Security Staff</td>
<td>Security Specialists volunteering for Summer Work (excluding Summer School)</td>
<td>Alarm Office</td>
</tr>
</tbody>
</table>
## SECTION E: Call Back

1. Call-back pay shall be granted in those situations where an employee is called back to work for a period of time that is not an extension of his/her regular assigned working time. Such call-back pay shall be at the prescribed rate.

2. Minimum pay for calling an employee back to work at his/her place of employment shall be four (4) hours at the employee’s applicable rate of pay for regular shift work.
3. Hourly staff who are called back to work will receive the overtime rate (time and one half [1 ½]) for hours worked in excess of eight (8) hours.

SECTION F: Emergency Staffing

1. In case of an emergency, the on-duty Alarm Monitor will have the authority to call Safety and Security 609 employees to fill extra time vacancies using the rotating seniority list and extra time/overtime matrix per established protocols. If there are no Alarm/Security Response Unit employees available for extra time, then the rotating hot list will be used for overtime opportunities. If the shift results in overtime, the Safety and Security Manager or designee will be notified.

2. In case of an emergency and in the event that no volunteers are available to relieve an assigned hourly employee at the completion of his/her assigned working time, and the employee is required to work an additional eight (8) hour shift, the employee shall receive double time pay for the second shift.

3. If the situation noted in the paragraph immediately above occurs on the Christmas Eve, Christmas Day, New Year’s Eve or New Year’s Day holiday, the employee will be paid time and one-half (1-1/2) for the second eight (8) hour shift, plus the employee shall be entitled to holiday pay as if they were a regular FTE employee.

SECTION G: Double Shifts

When an employee is required and scheduled by the District to work two (2) eight (8) hour shifts within a twenty-four (24) hour period, the second shift will be paid for at the overtime rate of pay. The overtime rate shall not apply in situations where the employee has volunteered and/or requested to work such a schedule.

ARTICLE 15: LAYOFF AND RECALL AND SENIORITY LISTING

A. If it is determined that a layoff is necessary, the parties to the Agreement will convene by no later than 06/01 of each year to explore and try to reach agreement on alternatives to layoff.

1. This process shall include, but is not limited to, specific procedures calling for reassignment, transfer, retirement, work-sharing, free time, or other methods directed towards the employees either directly or indirectly affected.

2. If no alternatives are agreed to by 07/30 of each year, the layoff procedure will be implemented as described in item B below.

B. Staff Adjustments will be made using the grid system (job title seniority calculated on an FTE basis plus the average of the employees last two (2) evaluations), in reverse order beginning with the lowest job title (provided that new employees who have worked fewer than six (6) months shall be laid off first).

C. If and when positions become available, recall will be carried out in the reverse order of layoff; that is, the last person laid off will be the first person rehired.

D. Any employee laid off under the provisions of this Article for twelve (12) months shall lose all seniority and recall rights granted under this Collective Bargaining Agreement.
E. The District shall supply the Union with a current listing of all employees covered by this Agreement in an editable electronic Excel format, which shall be:
   1. Listed by job classification and job title;
   2. Updated as of June and December of each year;
   3. Shall include:
      - Employee’s name;
      - Starting date in current job title;
      - Starting date in job classification
      - Starting date in District service.
      - The District will supply the Union with all revisions to this listing including adjustments for interrupted service.

F. The Union will create an annual seniority list based on the data supplied by the District monthly. Hourly employees will be calculated on an FTE basis by dividing 2080 into their annual hours worked. No employee will receive more than a 1.0 FTE credit per month worked or per year.

G. It is recognized that supervisory employees of the District, who have previously worked as Alarm Center employees represented by the Union and hold licenses or meet appropriate requirements, who serve in a supervisory capacity relating to the Union Bargaining Unit work, shall be eligible for retention as employees in this Bargaining Unit

ARTICLE 16: LEAVES

SECTION A: Eligibility for Leaves

1. Leave days earned/granted shall be in proportion to the employee’s assigned work hours.
2. The District does not grant short term (ten [10] work days or less) voluntary days off without pay except in unusual circumstances. Requests for long term (more than ten [10] work days) leaves of absence in accordance with Sections C, D and M of this article must be submitted in writing to Human Resources and be approved before any leave of absence begins except when the need for leave could not be anticipated. In such situations, the request for leave shall be made as soon as possible.
3. Long Term Leave Without Pay (not for health reasons) covered under Section M of this article will not be granted for employees whose performance has been evaluated unsatisfactory and/or placed on probation prior to leave, or employees currently subject to disciplinary action.

SECTION B: Sick Leave

The ability to work regularly is a requirement of continued employment. The District and the Union recognize that the Seattle School District provides an essential public service and that employees have the responsibility and the obligation to report for all assignments unless previously excused. The District may verify the illness.
1. **Accrual:** Each employee shall earn Sick Leave equivalent to one (1) day for each calendar month of service accrued at the rate of 0.0526 hours for each hour on regular pay status to a maximum of forty (40) hours per week.

2. **Rollover:** Each employee’s portion of accumulated unused Sick Leave allowance shall accumulate from year to year as provided by law and the rules and regulations of the Superintendent of Public Instruction under that law.

3. **Utilization:** Sick Leave may only be used for absence caused by personal illness, injury, medical disability (including childbearing), poor health, child care to the extent of the law, or an emergency caused by family illness, where no reasonable alternative is available to the employee or any other purpose in accordance with federal and/or state law.

4. **Transfer of Sick Leave:** Accumulated Sick Leave, under this provision, shall be transferred in accordance with law. Leave accumulated by a person in a District prior to leaving said District may, under rules and regulations of the Board, be granted to such a person when returning to the employment of the District.

5. **Notification:** An employee who anticipates the necessity for taking a short-term health leave shall notify his/her immediate supervisor at least three (3) working days before taking the leave. In cases of personal illness, when it is not possible to give three (3) days’ notice the employee shall notify his/her immediate supervisor as soon as possible.

6. **Proof of Illness:** If repeated patterns of absences or tardiness are identified, a physician’s certification of illness may be required for authorization of additional Sick Leave usage.

7. **Sick Leave While on Annual Leave:** If employees become ill or are injured while on Annual Leave, they may, draw upon accumulated Sick Leave to cover the period and have their Annual Leave restored by an equal amount of time. If they wish to utilize Sick Leave for more than three (3) consecutive days during this period, the employee must present a doctor’s certificate verifying such illness or injury. The provisions of #6 above apply to sick leave used while on annual leave.

8. **Length of Sick Leave:** When short-term absences extend longer than initially estimated, employees will contact Safety and Security Office to verify their status no less than weekly unless their leave is converted to long term health leave, at which time employees will comply with the provisions of Section C of this article.

9. **Short-term Leave:** Employees taking a short-term leave (ten [10] days or less) which may qualify for protection under the FMLA and/or Washington State law, must submit a leave request form to Human Resources as well as any required medical certification form(s) if they want to access benefits provided by those laws.

**SECTION C: Long Term Health Leave**

Any employee who is absent from his/her assignment for more than ten (10) days will be tentatively designated to be on a Long-Term Health Leave, pending receipt of Long Term Health Leave application forms and any required medical certification. Health leave with or without pay will run concurrently with leave covered by the FMLA and/or Washington State law.
1. An employee who is or expects to be unable to perform the essential functions of his/her position because of personal illness, injury, poor health, childbearing or other disability (or to care for a parent, spouse or dependent child with a serious health condition as defined by FMLA and/or applicable state law), for more than ten (10) consecutive work days, must submit a written leave application to Human Resources. Such leave, if approved, may be granted for up to a maximum of one (1) year, pending medical certification. The District will notify the employee and Union in writing (or electronically) when Long Term Health Leave is approved or denied.

2. An employee who has been granted a Long-Term Health Leave will be considered for return to service after providing Human Resources with a medical release to return to work from the employee’s medical provider. The release shall state that he/she is physically able to perform the essential functions of his/her job, with or without reasonable accommodation.

3. Sick Leave accruals must be exhausted before the employee is placed on unpaid leave status during a Long-Term Health Leave. An employee can elect to use Annual/Emergency Leave or to bank all Annual Leave for use after returning to work from a Long-Term Health Leave. Seniority is retained during a Long-Term Health Leave of one (1) year or less. No increment is allowed for the year when an employee has been allowed a Long-Term Health Leave.

4. An employee’s position will be held for his/her return to work until exhaustion of all accrued leave, not including Annual/Emergency Leave if the employee has elected to not use accrued Annual/Emergency Leave during a Long-Term Health Leave, plus a twenty-five (25) day grace period, prior to the position being declared vacant. If the employee qualifies for leave under the FMLA and/or Washington State law, the employee’s position will be held for the employee’s return for the period of time covered by the FMLA and/or Washington State law, if it extends beyond the time covered by paid leave and the grace period. If an employee is approved to return to work after the position has been filled, the employee will be considered for the next available comparable position in accordance with the transfer and promotion guidelines.

5. An employee who has been released by his/her medical provider to return from health leave on a reduced schedule may apply for a partial leave of absence, subject to the approval of Safety & Security and Human Resources. Partial leaves for health reasons will only be approved for a maximum of one year, including the time the employee was on full time leave. For purposes of eligibility for leave renewal, days of partial leave will be counted the same as if they were full time leave.

SECTION D: Child Care Leave

1. **Utilization:** In addition to the child care provisions contained in Section 16-B (i.e., Sick/Emergency Leave), Child Care Leave, without pay, may be granted for a period of one (1) year immediately following the period of physical disability (childbearing leave) or adoption and shall be inclusive of rights under the FMLA and/or Washington State law. Employees are eligible to receive child Care Leave without pay. Child Care Leave without pay is available to parents or guardians of
natural or adopted children. The employee granted this type of leave must intend to return to the SPS. Failure to return at the expiration of a long-term uncompensated leave will be considered cause for termination of employment with the District for failure to return from leave.

2. Return to Work: An employee requesting to return from Child Care Leave must submit a written request to return with Human Resources at least sixty (60) days prior to the termination of the Child Care Leave. An employee requesting to return to duty may be assigned to an appropriate, available position.

   a. Prior service with the District shall be utilized in determining the employee’s salary placement when returning to active service. Increment credit shall not be granted for the period of time during Child Care Leave.

SECTION E: Adoption Leave

1. Adoption Leave shall be granted, with pay, on a temporary basis upon application to the Human Resource Department to either or both parents in order to complete the adoption process, providing such leave does not exceed an aggregate of seven (7) days in any given year.

2. Adoption Leave may be used for court and legal procedures, home study and evaluation, and required home visitations by the adoption agency.

SECTION F: Bereavement Leave

1. Utilization: Up to three (3) days Bereavement Leave, with pay, will be granted, for each occurrence of death in the employee’s immediate family, provided that the employee provides the appropriate documentation.

2. Extensions: In cases where emergency factors, long distances (200 miles or more from the employee’s home), or extended travel time are involved, the employee may request up to two (2) additional days leave, with pay. Such requests must be pre-approved by the Manager of Safety and Security.

3. Applicable Family Members: For the purposes of this section, immediate family is defined to include mother, father, sister, brother, husband, wife, son, daughter, daughter-in-law, son-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, grandparent, aunt, uncle, or anyone who is living with, or considered part of the family. If an employee wishes to claim bereavement leave for a person who is “considered part of the family,” then he/she shall be required to justify in writing to the Manager of Safety and Security the reason(s) why this person is considered part of his/her family in advance of taking the leave.

4. Granting: Except as stated in F-2, above, Bereavement Leave will be granted only for days immediately following the death and days directly linked to a formal observance of the death (e.g., a funeral or memorial service).

SECTION G: Religious Observance Days

1. Employees whose religious affiliation requires observance of mandatory holy days on scheduled work days will be allowed to utilize up to a maximum of two (2) days Personal Leave, per year, for that purpose; provided that prior to utilizing Annual
Leave for the purpose of religious observance, the employee, in writing to the Safety and Security Manager, identifies the mandatory holy day(s) being observed and attests that the employee’s religious affiliation requires observance of the day(s) in such a manner that he/she cannot perform his/her assigned duties on that day.

2. When Personal Leave is utilized for the purpose of religious observance, in accordance with the provisions of 1 above, the affected employee may request a maximum of two (2) additional Personal Leave days per year from the Safety and Security Manager. The two (2) additional days will be deducted from the employees Annual Leave balance.

SECTION H: Injury While on Duty

1. Employees who are injured while on duty shall, as soon as practical, report the injury to their immediate supervisor.

2. Absence due to an injury incurred on or around School District premises in the course of the employee’s employment, or as direct result of the employee performing his/her duty, shall be compensated without loss of Sick/Emergency Leave.

3. State Medical Aid and/or compensation shall be paid upon validation of a claim in accordance with the Industrial Insurance Laws of the State of Washington, provided:
   a. The employee shall promptly submit a Workmen’s Compensation Claim with the assistance of the designated District office;
   b. The employee shall continue to receive the equivalent of full salary for a period of not more than one hundred twenty (120) working days per new claim, appropriate to his/her regularly assigned position at the time of such injury on duty, (not to exceed his/her regular net salary), during the period of disability through a combination of Time Loss Compensation and the necessary supplemental amount. However, in no case may an employee receive more through this combination (excluding optional voluntary contributions such as PERS or SERS contributions under #5 below) than their normal net pay; and,
   c. The employee provides to the designated District office monthly reports verifying continuation of the disability which prevents the employee from performing his/her duties.
   d. For the period of disability and after one hundred (120) days the employee may use remaining accumulated paid leaves to bring total compensation to 100% of pre-disability until the paid leave runs out. After one hundred twenty (120) working days or when earned leaves run out, whichever occurs later, the employee will receive the statutory benefit.

4. Any dispute(s) pertaining to the provisions of 3, above, are to be addressed through the process provided under the provisions of Title 51 RCW and through chapters contained therein as well as grievance procedure in Article 18.
5. Eligible employees have the option to pay their share of normal PERS contributions to the District as prescribed in PERS. If the employee chooses to exercise this option, the District shall process such payment, along with the District’s normal contribution, in compliance with the provisions of the Department of Retirement Systems. It should be noted that delay in exercising this option will result in an interest penalty being applied.

6. **On the Job Injury Prevention Committee:** A committee will be created to address on the job injury processing and prevention. This committee will consist of six members comprised of three District department directors (or managers) and three 609-selected members. The purpose of the committee will be to formally review and implement procedures for:

   a. Monthly Sharing of Information to 609 relating to the status of employee’s that have open injury claims
   
   b. Both parties recognize that it is in the best interests of employees and the District to have employees return to work and that light duty should be used as a means to help employees return to work, where appropriate. All steps will be taken to identify and assign light duty options for 609 members who have been injured on the job. Light duty options will be identified for employees that have been medically cleared to participate in light duty work and work is available that meets the physical restrictions as specified by the medical provider. All appropriate light duty options will be explored with 609 as part of the committee’s work. In a situation where the employee’s supplement is due to expire, all light duty options will be explored with 609 prior to the supplement expiring. Work may be offered within the injured workers department and then in other 609 departments.
   
   c. Evaluate and implement an Accident Investigation Program process, including recommendations in response to accidents and reported near-misses.
   
   d. Create and implement an Accident Prevention Program with input from the safety committee.
   
   e. The committee will develop informational material regarding the OJI process to be provided to 609 members.
   
   f. Ensure that employees are copied on all District communications to medical providers regarding on the job injury claims. Employees will be notified that they are entitled to request their claim file to review all documentation.
   
   g. Ensure that employees are aware that the presence of a third-party representative at a medical provider appointment is voluntary and not required.
   
   h. Ensure that employees may request in writing that all communications regarding on the job injury leave be facilitated by email through a designated 609 representative. This does not alter the District’s ability to communicate with employees on other employment related matters.
i. Employees who are on the job injury leave prior to ratification of the collective bargaining agreement will be subject to the terms of the on-job injury leave in the collective bargaining agreement (On the Job Injury Leave) expiring August 31, 2013. Any subsequent reopening of claims made prior to August 31, 2013 will also be subject to the terms as outlined in Article of the prior collective bargaining agreement, so long as the claim reopening is made prior to August 31, 2016.

7. Employees are entitled to bid or apply and be considered for promotions awarded, during periods of time loss or light duty. Employees awarded promotions while on time loss shall be compensated at the rate for their new position effective the date of the promotion. OJI compensation will be based on the rate for the employee’s original position.

8. Employees may be relieved for necessary medical or therapy appointments during light or full duty when the appointment cannot be reasonably accommodated outside of work hours. Such hours are compensated without reductions to employee sick leave.

SECTION I: Annual Leave

1. All FTE employees shall receive annual leave in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days/Year</th>
<th>Days/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 Years</td>
<td>15</td>
<td>1.25</td>
</tr>
<tr>
<td>5-9 Years</td>
<td>18</td>
<td>1.50</td>
</tr>
<tr>
<td>10-14 Years</td>
<td>21</td>
<td>1.75</td>
</tr>
<tr>
<td>15-19 Years</td>
<td>24</td>
<td>2.00</td>
</tr>
<tr>
<td>20-24 Years</td>
<td>26</td>
<td>2.17</td>
</tr>
<tr>
<td>25 and Above</td>
<td>28</td>
<td>2.33</td>
</tr>
</tbody>
</table>

a. No Annual Leave can be taken before earned.

b. The maximum Annual Leave that can be carried over will be limited to twice the annual allocation. Any excess days beyond the two (2) year limit must be used by August 31 of each year or be lost.

c. Earned Annual Leave shall be paid to employees upon separation. An employee will be allowed annual leave pay only for the amount accrued to that date.

d. No employee or his/her estate shall receive reimbursement for more than two hundred forty (240) vacation hours at time of termination (separation). Any balance over two hundred forty (240) hours may be applied to scheduled Annual Leave prior to termination (separation).
e. Beginning with four (4) years and one (1) month of service, the decimal will change to arrive at earned Annual Leave at the fifth (5th) anniversary. Similar changes in the monthly accumulations of days are made as eligibility changes according to the annual leave schedule shown above.

f. The entry date shall be used to determine years of experience and compute the number of Annual Leave days. Entry date is the first day in an FTE position.

2. Employees whose FTE status is less than 1.0 shall receive Annual Leave on a pro rate basis.

3. If an employee who has been in the service of the District leaves for a period of time and returns, his/her years of prior service shall, upon successful completion of the probationary period set forth in Section 21, Section-A, be counted toward determining the number of days, in proportion of his/her regularly assigned hours, per year of Annual Leave.

SECTION J: Jury Duty/Court Proceedings

1. There may be some occasions when both the FTE employee and the District would agree that Jury Service would be beneficial to both. Upon receipt of a jury summons, the employee will contact the Safety and Security Department and provide a copy of the jury summons. Where jury duty is required, the employee shall serve with no salary deductions, but with jury fees surrendered to the District.

2. For court appearances in which the employee’s appearance is adversarial or not related to District interests, leave shall be without pay.

3. For appearances, unrelated to the District and in which the employee is a disinterested witness or participant, leave shall be with the appropriate hourly rate of pay provided that any witness fees paid to the employee shall be returned to the District.

4. When an employee is subpoenaed on the District’s behalf as a witness in a court proceeding, during non-working hours, the employee shall receive his/her regular hourly rate of pay for time spent in court, provided that any/all witness fees are surrendered to the District.

SECTION K: Personal Leave

1. Personal leave, with pay, shall be available for all FTE employees for hardships or other pressing needs. It is granted in circumstances requiring absence during working hours for the purpose of attending to personal or legal business, or family matters.

2. A maximum of two (2) days non-accumulative personal leave per year becomes available on the first working day of the school year, provided that:

a. New employees hired between January 1 and May 1 are granted one (1) day for that school year; and,

b. New employees hired after May 1 shall not be granted Personal Leave for that school year.
3. Leave is granted subject to the following conditions:
   a. The situation must be suddenly precipitated, or be of such a nature that preplanning could not have eliminated the need for the leave.
   b. The situation must be one which is serious and unavoidable and of major importance, not one of mere convenience.
   c. The employee must complete the appropriate leave forms and submit them to his/her immediate supervisor for signature as part of regular administrative process.

4. The procedure for obtaining personal leave is as follows:
   a. The employee must carefully examine the conditions stated above under which Personal Leave will be granted and determine that they apply to the situation in question.
   b. The employee must give notice for such leave to the Safety and Security Manager as far in advance as possible.
   c. Prior to, or on return from leave, the employee must obtain, complete, and submit to his/her immediate supervisor, the Employee Leave Report form for signature and administrative process.

5. Some examples of matters that may be judged to qualify for personal leave are as follows: illness in the immediate family; court appearance or hearing involving the employee’s personal interests; birth of a child in the family; extensions of Bereavement Leave by reason of special circumstances, i.e., travel distance, etc.; funeral of close friend or relative not included in Bereavement Leave; travel conditions - local (snow, accident, breakdown); emergency to property (flooding, storm, fire, etc.).

SECTION L: Military Leave and Service Credit

1. Military Leave of Absence and Service Credit is provided to the extent required by and consistent with law and employees called to active duty will be provided all rights in accordance with the Uniformed Services Employment and Reemployment Rights Act and/or applicable Washington State law.

2. Military training duty of up to fifteen (15) days per year will be granted with pay for reservists ordered to active training duty. Such reservist shall sign over the military reserve check to the District and the employee shall be paid his/her normal pay check. The employee shall provide appropriate advance notice to the employer of his/her release for active duty for training. This benefit shall apply only to FTE employees.

SECTION M: Long-Term Leave Without Pay (not for health reasons)

Long-Term Leave Without Pay may be granted at the discretion of the District, without pay or benefits and subject to the following conditions:

1. **Eligibility:** To be eligible for Long-Term Leave Without Pay, the employee must have been employed for at least five (5) consecutive years with the District...
immediately preceding the leave request. The employee granted this type of leave must intend to return to the SPS. Failure to return at the expiration of a long term uncompensated leave will be considered cause for termination of employment with the District for failure to return from leave.

a. Long term leave without pay will not be granted to any employee whose performance has been evaluated as unsatisfactory, placed on a plan of improvement, placed on probation, or who is currently subject to disciplinary action.

b. In times of financial difficulty, Human Resources may extend such leaves on a case by case basis to employees who make a written request for an extension.

2. **Request Process:** Application for leave must be made on a form provided by Human Resources, and must be submitted no later than March 1 or next available business day preceding the leave. Written approval or rejection of the leave shall be made by April 1. If, after receiving written approval, the employee notifies the District that they no longer wish to take the leave, the leave will be considered cancelled. If the employee later informs the District that it wants to take the leave that was approved but then cancelled, the District may approve or deny the leave at its discretion.

3. **Length of Leave:** Such leaves shall be for a period of one (1) year. These leaves may be granted for professional growth or education, or other purposes approved by Human Resources. Human Resources will not approve more than one year of this type of leave without pay regardless of whether the leave is less than the employee’s regularly assigned FTE.

4. **Return to Service:** Employees on Long-Term Leave Without Pay status are required to notify Human Resources by March 15 or the next available business day, if they are planning to return to service with the District at the beginning of the ensuing school year. The District will attempt to return the employee to an available position similar to the position held prior to leave.

a. Prior service with the District shall be utilized in determining the employee’s salary placement when returning to active service. Neither increment credit nor seniority shall be granted for the period of time during Long-Term Leave Without Pay.

5. **Sick Leave:** Accumulated sick leave is retained while an employee is on Long-Term Leave Without Pay.

6. **Benefits Coverage:** Employees may continue all or portions of their insurance benefit programs via direct monthly payments to the District, if allowed by the insurance carrier(s). Employees going on such leaves must make written arrangements with Payroll Services. Arrangements are limited to a twelve (12) month leave period.
ARTICLE 17: DISCIPLINE & INVESTIGATION PROCEDURES

SECTION A: Discipline

1. **Just Cause:** The Union and the District agree with the principles of just cause and progressive discipline. No regular (non-probationary) employees shall be disciplined except for proper cause. Progressive discipline includes, but is not limited to, letter of counseling, written warning, reprimand, suspension and/or termination as appropriate to the circumstances. The parties recognize the arbitral jurisprudence that governs the application of progressive discipline steps. Letters of counseling are not placed in an employee’s personnel file and are not subject to the grievance/arbitration procedure in the Agreement.

2. **Informal Resolutions:** Employees and supervisors are encouraged to resolve matters concerning discipline through informal processes. Employees are entitled to Union Representation at meeting which may result in disciplinary action. It is the employee’s responsibility to notify the District if they desire union representation.

3. **Administrative Leave:** In all cases of the use of administrative leave, the Administrative Leave procedure shall be adhered to. See Memorandum of Understanding contained on page 52 of this document.

4. Discipline will be carried out in accordance with Board Policies and accompanying Superintendent Procedures on: Hostility, Defamation or Discrimination and Anti-harassment, for allegations within the purview of these policies.

SECTION B. Investigation Procedures

1. **Oversight:** Labor Relations shall provide oversight and advice in all investigations of alleged employee misconduct, regardless of who the District assigns to investigate the matter.

2. **Supervisor Involvement:** The District and Union share the interest in having low-level matters, as identified at the sole discretion of the District, investigated by the frontline manager or his/her supervisor. To be empowered, supervisors require adequate training on appropriate investigation procedures and due process.

ARTICLE 18: GRIEVANCE PROCEDURE

SECTION A: Definition

The term “grievance” as used in this Agreement shall mean a claim filed by a bargaining unit employee or the Union alleging a violation, misinterpretation, or misapplication of a specific provision of this Agreement.

SECTION B: Provisions

1. **Expediency:** The adjustment of grievances shall be accomplished as rapidly as possible.

2. **Processing:** The number of days within which each step is prescribed to be accomplished shall be considered as maximum but may be extended by mutual agreement. The District and Union may also mutually agree to begin a grievance
at a later step, when appropriate. Appeals of disciplinary termination or suspension without pay shall start at Step 2. All other appeals of discipline shall start at Step 1.

3. **District Response Deadlines:** At each step, failure of the District to respond within the time limits, as specified, shall be cause for the Union to proceed to the next step.

4. **Union Response Deadlines:** Failure of the Union to respond within the time limits, as specified, shall result in the grievance being withdrawn.

5. **Formal Steps:** The Union shall be responsible for moving grievances beyond the informal step.

6. **Meeting Timelines:** All grievance conferences at Steps 1 and 2 will be held within ten (10) working days from the time the formal grievance request is received by the Department of Labor and Employee Relations.

7. **Grievance Steps:** If a grievance has not been adjusted to the Union’s satisfaction after the informal or Step 1 meeting, the Union may request in writing and within ten (10) working days after the response, that the grievance proceed to the next step.

8. **District Response Deadlines:** Grievances at steps 1 or 2 will be responded to within ten (10) working days from the time the formal grievance conference is held.

9. **Deadline for Movement to Arbitration:** If a grievance has not been adjusted to the Union’s satisfaction after a Step 2 hearing, the grievance may be submitted to arbitration within fifteen (15) working days after the Step 2 response.

10. **Participation:** The Union may include at any step in this process any witness who is willing to participate.

11. **No Reprisal:** Employees have full assurance that no reprisal will follow by reason of their involvement in the grievance process.

12. **Exclusion:** Excluded from the grievance procedure shall be matters for which law mandates another method of review.

13. **Record Keeping:** A copy of the grievance response will be submitted to the Department of Labor Relations and Union at each step of the procedure.

**SECTION C: Procedure**

1. **INFORMAL STEP:** A grievant or the Union shall first take up a complaint or problem with the appropriate supervisor in a private informal conference. Every effort should be made by the grievant and the appropriate supervisor to settle the grievance at this level. An individual grievant may be accompanied by a representative of the Union. Resolutions of grievances at the informal step shall be consistent with this agreement and District Policy.

2. **STEP 1:** If the grievant is dissatisfied with the results of the informal conference with the appropriate supervisor, the Union may request a formal grievance conference at Step 1 by presenting a Grievance Review Request form (Appendix D) to the Department of Labor Relations for assignment to the appropriate administrator with authority to decide the grievance, or his/her designee. Such
Grievance Review Request form must be presented to the District within forty-five (45) working days following the events or knowledge of the events or occurrences upon which it is based and shall include affirmation that the informal step has occurred. The District shall have ten (10) working days to schedule a conference and ten (10) working days following the conference to provide a written response.

3. At any time after a formal Grievance Review Request form has been filed, an alternative dispute resolution process may be followed, with mutual consent. An option for alternative dispute resolution includes grievance mediation by the Public Employment Relations Commission (PERC).

4. STEP 2: If the grievance has not been adjusted to the Union’s satisfaction after the formal conference at Step 1 or an alternative dispute resolution process, the Union may request a Step 2 grievance conference by presenting a Grievance Review Request form to the Department of Labor Relations. The District shall have ten (10) working days to schedule a conference with the Director of Labor Relations, Assistant Superintendent or designee and ten (10) working days following the Step 2 conference to provide a written response.

5. STEP 3: If the grievance is not settled to the Union’s satisfaction in accordance with the forgoing procedure, the grievance may be submitted to final and binding arbitration within fifteen (15) working days of the decision issued at Step 2 or the conclusion of an alternative dispute resolution process. An Arbitrator may be selected by mutual agreement of the parties. In the event the parties are unable to agree upon an arbitrator, either party may request arbitration through PERC.
   a. The arbitrator shall not have the power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. His/her power shall be limited to deciding whether there has been a violation, misinterpretation, or misapplication of any of the terms of this Agreement. In the case of disciplinary action which the arbitrator finds improper or excessive, such action may be set aside, reduced, or otherwise changed by the arbitrator. He/she may at his/her discretion award back pay to compensate the employee, wholly or partially, for any salary lost.
   b. The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue this decision within thirty (30) days after the conclusion of testimony and argument.
   c. The fees of the arbitrator, the cost of transcription, and other necessary general costs shall be shared equally by the District and the employee or the Union.
   d. Each party will pay the cost of presenting its own case and the cost of any transcripts it requests.
   e. All individuals who might possibly contribute to the acceptable judgment of a grievance are urged to provide any relevant information they may have to the Union and/or the District administration with full assurance that no reprisal will follow by reason of their involvement in the grievance. The District and Union may call witnesses of their choosing.
SECTION D: Jurisdictional Disputes

Excluded from the grievance and arbitration procedures of this article shall be disputes involving claims that work or positions should be added to the bargaining unit.

ARTICLE 19: JOB DESCRIPTION

In the event the District plans to or changes a job description, it shall contact the Union. The District shall provide the Union with a copy of the proposed changes. Prior to adopting any proposed changes, it shall allow the Union fifteen (15) days to respond. The Union may respond either verbally or in writing. If material (substantive) changes are made to a job description, the Union may request to bargain with the District over salary for that particular job classification. The salary classification will be negotiated using the following job factors: increased skill, responsibility, working conditions and knowledge to perform the job as required by the new job description.

ARTICLE 20: DISTRICT IDENTIFICATION CARDS

At the beginning of each school year, each employee shall be issued picture identification cards (IDs) which are to be visibly worn during working hours at Security/Sports events. Employees are also required to wear identifiable clothing at Security/Sports events (i.e. Security jackets).

ARTICLE 21: PERFORMANCE EVALUATION AND CORRECTIVE ACTION

SECTION A: Performance Evaluation

1. Newly hired FTE employees and/or employees who have been shall complete at least a six (6) month probationary period.
   a. During the probationary period, each employee shall be evaluated two (2) times.
   b. Upon successful completion of the probationary period, the employee will be placed on regular status and, at that time, seniority will be granted retroactive to the employee’s starting date, which shall be adjusted to reflect any break in service for employees who have been rehired after voluntarily leaving employment with the District.
   c. An employee may be terminated at any time during the probationary period, without recourse.

2. Regular employees shall be evaluated annually.
   a. Regular employees who receive an overall effective or better evaluation, and complete mandatory training, shall be advanced one increment on the salary schedule, effective the first working day of the next fiscal year, so long as he/she has not received the maximum increment.
   b. Whenever it is determined that the employee is performing at a less than effective level, such that an upcoming increment may not be granted, the District shall give prompt written notice to the employee, identifying the areas in which performance must be improved to qualify for the upcoming increment. The Union shall be provided with a copy of such notice.

3. All hourly employees shall be given a performance evaluation.
4. When employees are evaluated, they shall be given a copy of the evaluation.

SECTION B: Corrective Action

1. The appropriate supervisor will be responsible for implementing and carrying out a corrective action program for employees who have been placed on probation through the regular evaluation process.

2. When an employee is placed on probation or reinstated probation, he/she will receive a probationary letter which will outline the employee’s specific:
   a. actions which necessitated probation;
   b. areas for improvement and the disciplinary action which will result if improvement is not made;
   c. term of probation; and,
   d. the program for monitoring accomplishment during that period.

3. The Union will receive a copy of the probationary letter sent to the employee.

4. Whenever there is a scheduled meeting with the employee on any of the above matters, a Union representative may be present.

ARTICLE 22: TRAINING

SECTION A: Purpose

The parties agree that training is encouraged and makes for good, sound management. The parties also agree that training is an on-going program and must be planned.

SECTION B: Mandatory Training

1. Mandatory training may be scheduled, conducted or contracted for by the District.

2. Mandatory training may be conducted during regularly-scheduled work hours or at times not regularly scheduled as work hours.
   a. When such classes are conducted during regularly scheduled work hours, participants shall be compensated as though they were performing regularly-assigned duties.
   b. When such classes are mandatory and conducted outside regularly-scheduled work hours, participants shall be compensated in accordance with the Fair Labor Standards Act as well as applicable articles of this contract (Article 11).

3. Employees who do not satisfactorily complete (as determined by the instructor) the mandatory training will not be eligible for the next Performance Evaluation Increment. Employees who do not participate in mandatory in-service shall be subject to disciplinary action. The District will not be responsible for offering, providing, nor will it accept, or recognize training that the District has not specifically approved for the purposes of this section.
SECTION C: Voluntary Training

1. Voluntary training for educational advancement on the salary schedule (Article 11, Section A,5) shall be determined/approved by the Joint Labor Management Voluntary Training Committee (Article 26, Section D).

2. Voluntary training courses for asterisk positions will be reviewed and approved separately by the Voluntary Training Committee in light of expanded responsibilities.

ARTICLE 23: EMPLOYMENT RECORD

A. Materials placed in the employee’s personnel file after employment are available for review by the employee under regulations and procedures of the District. No disciplinary documents shall be placed in an employee’s personnel file without the employee’s knowledge. If such a document is placed in an employee’s personnel file without the employee’s knowledge, said document shall be null and void, except as required by RCW 28A.400.301, and Chapter 181-88 WAC.

B. Materials, as referenced in A above, reviewed by the employee and judged by him/her to be derogatory to his/her conduct, service, character, or personality may be answered and/or refuted by him/her in writing. Such answer/refute shall be included in the employee’s personnel file.

C. Documents referred to in A and B above will become a part of the employee’s personnel records for a period of three (3) work years plus the work year in which the materials were added to the employee’s personnel records. Last chance agreements will become part of the employee’s personnel records for a period of seven (7) work years, plus the work year in which the materials were added to the employee’s personnel records. Sustained or uncontested discipline for egregious conduct (sexual misconduct, sexual harassment, violent behavior and/or physical abuse) and discipline documents where the employee has received sustained or uncontested discipline for the same category of behavior within the period of three (3) years plus the current school year are not subject to the three (3) year limitation rule. The three (3) year retention rule may be waived in other serious misconduct situations by mutual agreement of the district and union.

D. The District will not consider stale discipline when determining disciplinary action for bargaining unit members. Disagreement by the employee with the appropriateness of the content of the materials in his/her personnel file may be a matter to be pursued through the grievance procedure.

E. The District will not mass purge stale discipline from employee personnel files. The District will, pursuant to Paragraph C above, upon individual request, remove stale disciplinary documents from an employee’s personnel file.

F. The District will release employment record data as required under a court order or under the Public Records Act. Prior to the release of employment records the employee will be notified and be given an opportunity to review the records to be released. Private information will be redacted prior to any release when permitted by the public records statute. Any release in response to discovery requests, court orders or subpoenas will be in accordance with the court order or applicable court rules. Prior to release in response to
discovery requests, court orders or subpoenas, the District will seek to limit release of personal data and/or file a motion with the applicable court to have the records sealed.

ARTICLE 24: LIABILITY COVERAGE AND HOLD HARMLESS
A. The District shall hold harmless and shall provide five one million dollars ($1,000,000) liability protection for each employee covered by this Agreement in case of suit, actions, or claims against the employee and/or the District arising from or out of the employee’s performance of duties provided such employee was acting within the scope of employment and provided that the District shall not be obligated to hold harmless or defend employees in connection with acts or omissions outside those performed as an agent of the District or in connection with acts or omissions outside employee’s gross negligence, intentional or wanton misconduct, knowing violation of law or criminal act; provided that the employee must give the District notice at the time a suit, claim, or action is brought against the employee.
B. The District agrees to adopt such methods as it and the District insurance carrier may deem appropriate to inform itself and to correct safety and health hazards and deficiencies relating to school property, activities, and procedures.
C. The Union agrees that it will support and assist the District in all efforts to be informed of and to correct safety and health hazards and deficiencies.

ARTICLE 25: SUPPLEMENTAL EMPLOYMENT STANDARDS
A. The District agrees to comply with all applicable provisions of the State of Washington Supplemental Employment Standards adopted pursuant to the authority of Chapter 49.12 RCW as amended by Chapter 16, Laws of 1973, 2nd Extraordinary Session.
B. Preservation of Order:
The District shall make every reasonable effort to provide a safe and healthful environment for students and employees. The District will call upon other agencies such as the police, the courts and social services to help preserve the health and safety of all persons involved in a school situation. To attain these goals, the District agrees to the following provisions:
1. An employee is authorized to use force, but no more force than shall be necessary, upon or toward a student or other person on or around school premises whenever such employee is about to be injured, or when the employee lawfully comes to the aid of another about to be injured, or to prevent a malicious trespass, or other malicious interference with the real or personal property which lawfully is in his/her possession, in the possession of another employee or student, or upon school premises.
2. Reporting Procedures:
a. An employee shall immediately report any assault suffered by him/her in connections with District employment to his/her building principal/program manager and cooperate fully in the completion of written and oral reporting procedures consistent with Article 16, Section H. This does not preclude and employee calling 911 prior to notifying the District.
b. Any employee involved in the investigation and reporting of assaults, injuries, or other safety-related investigations shall comply with any request for information in his or her possession that relates to the assault of the persons involved.

ARTICLE 26: LABOR/MANAGEMENT COMMITTEE

A. The District and the Union shall establish a joint labor-management committee to be scheduled to meet at least every other month, for the purpose of discussing, approving, and/or proposing resolutions to:

1. Issues or problems of District policy which affect the bargaining unit.
2. Issues or problems related to contract administration, other than formal grievances which are being processed.
3. Other matters of mutual concern.
4. Either party may place an issue on the agenda.

B. Monthly, the Union and Labor Relations Department will meet to discuss pending grievances and complaints. A chart of pending grievances and complaints shall be updated and transmitted to the Union at least five (5) work days prior to the monthly meeting. Meetings may be cancelled by mutual agreement.

C. By mutual agreement the District and Union may establish additional forums for labor-management discussions.

D. Voluntary Training Committee

1. A Joint Labor-Management Voluntary Training Committee consisting of no more than three (3) members from the Union and no more than three (3) members from the District will meet to identify approved voluntary training courses, approve voluntary training courses, certify satisfactory completion of approved voluntary training courses, and certify the accumulation of the required number of voluntary training hours per year for eligibility for Educational Advancement salary increments. Courses must be pre-approved for credit by the Committee before an individual (or group) attends or no credit will be given.

2. The Committee shall elect a chair and make decisions by consensus, if possible.

3. In the event that the Committee cannot make decisions by consensus, then a majority vote will determine the outcome.

4. In the event that a majority vote is not obtained, the Manager of Safety and Security shall, after consultation with the Business Manager of Local 609, appoint one person to join the Committee, discuss the issues, and cast the deciding vote.

ARTICLE 27: DISTRIBUTION OF AGREEMENT

A. As soon as possible, a master copy of the Agreements entitled “Bargaining Agreement between Seattle School District and International Union of Operating Engineers Local 609” as revised shall be printed by the District after such revision has been signed, and provided to the Union in paper and Microsoft Word format. Copies shall be available for each member of the bargaining unit.
B. Responsibility for distribution of the Agreements shall be borne by the Union.
C. This Agreement may be posted on the District Intranet and Internet sites.

**ARTICLE 28: NO-STRIKE CLAUSE**
A. The District will not lock out its employees and the Union will not cause or encourage its members to engage in any strike or other work stoppage.
B. The Union will not cause or encourage its members to refuse to cross any picket line except those which have received the authorized sanction of the King County Labor Council.

**ARTICLE 29: DEFINITIONS**
A. FTE Employees: FTE employees are those employees who are in an established budgeted FTE position. The number of FTE positions will be authorized through the budget process. There is no guarantee of any particular number of FTE positions from year to year.
B. Hourly Employees: Hourly employees are those employees who are not in an authorized budgeted FTE position.

**ARTICLE 30: TERM AND RENEGOTIATION OF AGREEMENT**
A. The terms contained in this Agreement shall be effective when signed by both parties and run through August 31, 2020.
B. On or before May 1, of the final contract year, the parties shall meet to identify and discuss issues each intends to present in bargaining. On or before June 1 of the final contract year, the parties shall exchange all written proposals for negotiations of a successor Agreement to take effect upon expiration of this Agreement. Negotiations will be conducted at times mutually agreeable to the negotiators named by each party.
APPENDIX A
SECURITY ALARM MONITOR
609 AM1 (260 Day)
2020-21 Salary Schedule

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Casual assignments as Security Response Specialist additional compensation of: $2.11

The 2020-21 Security Alarm Monitor (AM1) Salary Schedule includes a 4.5% increase effective 9/1/2020
## APPENDIX B

### SECURITY RESPONSE SPECIALIST

**609 AD2 (260 Day)**

2020-21 Salary Schedule

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<td>$4,790.93</td>
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<tr>
<td>112</td>
<td>PS5</td>
<td>$24.08</td>
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<td>$25.79</td>
<td>$26.69</td>
<td>$27.64</td>
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<tr>
<td>140</td>
<td>PS6</td>
<td>$50,086.40</td>
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<td>140</td>
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<td>$24.92</td>
<td>$25.79</td>
<td>$26.69</td>
<td>$27.64</td>
</tr>
</tbody>
</table>

*An additional day of pay will be issued on the September 2021 pay warrant to acknowledge the 261-day work year.

Salary Schedule 2020-21 Security Response Specialist (AD2) with 4.5% effective 9/1/2020
### APPENDIX C

**EMERGENCY MANAGEMENT SPECIALIST**

609 (260 Day)

2020-21 Salary Schedule

<table>
<thead>
<tr>
<th>Training Increment</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE Annual</td>
<td>$77,875.20</td>
<td>$80,537.60</td>
<td>$83,283.20</td>
<td>$86,091.20</td>
<td>$89,024.00</td>
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<tr>
<td>BASE Monthly</td>
<td>$6,489.60</td>
<td>$6,711.47</td>
<td>$6,940.27</td>
<td>$7,174.27</td>
<td>$7,418.67</td>
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<tr>
<td>BASE Hourly</td>
<td>$37.44</td>
<td>$38.72</td>
<td>$40.04</td>
<td>$41.39</td>
<td>$42.80</td>
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</table>

An additional day of pay will be issued on the September 2021 pay warrant to acknowledge the 261-day work year.

Salary Schedule 2020-21 AD3 (260 Day) w/4.5% effective 9/1/2020
**APPENDIX D**

**IUOE LOCAL 609**

**GRIEVANCE REVIEW REQUEST**

<table>
<thead>
<tr>
<th>DESTINATION:</th>
<th>GRIEVANCE NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Employee &amp; Labor Relations</td>
<td>Seattle School District #1</td>
</tr>
<tr>
<td>☐ Facilities Supervisor/Director</td>
<td>SSD#:</td>
</tr>
<tr>
<td>☐ Grievant</td>
<td>SSD#:</td>
</tr>
<tr>
<td>☐ Local 609</td>
<td>Local 609#:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grievant:</th>
<th>Name</th>
<th>Job Title</th>
<th>Location</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor:</th>
<th>Name</th>
<th>Job Title</th>
<th>Location</th>
<th>Date Resolved:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grievance:**

1. Describe fully when, where and how the grievance took place:

2. State specific provision(s) of the Agreement which is alleged to have been violated, misinterpreted or misapplied:

3. Remedy requested:

<table>
<thead>
<tr>
<th>Grievant’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Informal Hearing Date</th>
<th>Was Union Rep Present at Hearing?</th>
<th>If yes, Union Rep’s Name</th>
<th>Attached Response Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Name</th>
<th>Is answer satisfactory to Grievant?</th>
<th>Grievant’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step I Hearing Date</th>
<th>Was Union Rep present at Hearing?</th>
<th>If yes, Union Rep’s Name</th>
<th>Attached Response Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager/Designee Signature</th>
<th>Is answer satisfactory to Grievant?</th>
<th>Grievant’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step II Hearing Date</th>
<th>Was Union Rep present at Hearing?</th>
<th>If yes, Union Rep’s Name</th>
<th>Attached Response Date</th>
</tr>
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<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Superintendent/Designee Signature</th>
<th>Is answer satisfactory to Grievant?</th>
<th>Grievant’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# APPENDIX E
## EXTRA TIME/OVERTIME MATRIX

<table>
<thead>
<tr>
<th>Need</th>
<th>Student Support for Assigned School (Regular School Year)</th>
<th>Centrally Sponsored Meetings or Events (Regular School Year)</th>
<th>Centrally Sponsored Meetings or Events (Summer)</th>
<th>Building Watches (All year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples</strong></td>
<td></td>
<td>JSCEE Events, School Board and Public Meetings and Events at Buildings</td>
<td>JSCEE Events, School Board and Public Meetings and Events at Buildings</td>
<td>Fire Watch, Intrusion Watch, Building Threats</td>
</tr>
<tr>
<td><strong>Priority for Assignment</strong></td>
<td>Building Security Specialist</td>
<td>Central Security Staff</td>
<td>Security Specialists volunteering for Summer Work (excluding Summer School)</td>
<td>Alarm Office</td>
</tr>
</tbody>
</table>
APPENDIX F
CENTRAL PENSION FUND
OF THE
INTERNATIONAL UNION OF OPERATING ENGINEERS
AND
PARTICIPATING EMPLOYERS

During the continuance of this agreement, the District shall pay into the Central Pension Fund of the International Union of Operating Engineers and Participating Employers, on the account of each member of the bargaining unit, an hourly sum for every hour for which compensation was paid. The purpose of said payments shall be to provide retirement benefits for eligible employees pursuant to the provisions of said pension fund. The stipulated amount of any said sum and the designated effective date for payment of any said sum and the effective date for payment of any said sum is defined and set forth on the following basis:

Effective September 1, 2013, pay an hourly sum of sixty cents ($0.60) per compensable hour for all bargaining unit employees, to be deducted from each employee’s negotiated wages.

The District and the Union agree to be bound by the respective Agreement and Declaration of Trust entered into on the date set forth herein for each fund, as of September 7, 1960, establishing the Central Pension fund of the International Union of Operating Engineers and Participating Employers, and by any amendments to either said Trust Agreement, heretofore and hereafter adopted.

The Employer and Union consent to and accept the terms, conditions and provisions of each written Trust Agreement and as amended, creating each said fund. The Employer and Union agree that the Trustees named in each said Trust Agreement and their successors are and shall be its representatives and the Employer and Union consent to be bound by the acts of said Trustees and successor Trustees made pursuant to and in carrying out the provisions of said Trust Agreement

This Appendix may be modified during the term of this Agreement if there is written agreement to do so signed by both parties. The Union’s membership may alter after the amount to be deducted no more than once per year with District consent. Any mutually agreed upon change in the amount to be deducted from each employee’s negotiated wages must apply to and be approved by all Local 609 Bargaining Units.
2020 - 2023 MEMORANDA OF UNDERSTANDING
BETWEEN
SEATTLE SCHOOL DISTRICT NO. 1
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 609
(Alarm Monitors and Security Response Specialist)
Include

Summer Employment

Video Surveillance

Non-Retaliation

Change of Immigrant Status

Discrimination, Retaliation, and HIB Complaint Investigation Process

Administrative Leave
This Memorandum of Understanding (MOU) is entered into by the Seattle School District No. 1 (District) and the International Union of Operating Engineers, Local 609 (Union), representing Alarm Monitors and Security Response Specialists. The parties have agreed that the provisions set forth herein shall expire on August 31, 2023. The agreements between the parties are as follows:

1. The District and the Union will work together to maximize summer employment opportunities for employees represented in this unit.

To the extent that this MOU conflicts with any provisions of the Collective Bargaining Agreement in effect between the parties, the agreements set forth in this MOU shall control and any inconsistent provisions of the negotiated Agreements shall be deemed modified for the duration of this MOU.

*This MOU is considered signed when the cover page of the Agreement is signed.*
MEMORANDUM OF UNDERSTANDING
CONCERNING VIDEO SURVEILLANCE
BETWEEN SEATTLE SCHOOL DISTRICT NO. 1 AND
INTERNATIONAL UNION OF
OPERATING ENGINEERS LOCAL 609
2020-2023

This Memorandum of Understanding (MOU) is entered into between IUOE, Local 609 (Union) and Seattle School District No. 1 (District). This MOU is effective when signed by both parties and expires at the same time (8/31/2023) as the current collective bargaining agreements between the parties. This MOU applies to all current collective bargaining agreements between IUOE, Local 609 and the District.

Video surveillance is defined as the surreptitious “collection, storage, taping transmission, or reception of images on video tape, disc, film, photo electronic, photo-optic, or other computer-based technology system to monitor or observe the conduct or actions of an employee at his or her worksite(s).” Video surveillance does not include the open and obvious use of video or film equipment to record events, or to the monitoring of electronic information sent or received by employees through e-mail or the Internet. The District understands that surveillance cannot be used to harass or intimidate employees.

If the District has a reasonable suspicion to believe that an individual is engaged in conduct that violates criminal law, civil law, District rules, or constitutes misconduct the District may utilize video surveillance on District property, in District buildings, and in/on District equipment to monitor an individual or an area where the conduct is believed to be taking place without notice to the individual or his or her union.

The determination whether the District has a reasonable suspicion to engage in video surveillance shall be made prior to the utilization of the video surveillance. Said determination shall be made by the Superintendent, the General Counsel, the Director of Logistics, the Director of Human Resources or the Safety and Security Manager. Video surveillance may be performed by the Safety and Security Department or any other entity with experience in investigation and/or video surveillance determined by any one of the administrators who could make the determination regarding reasonable suspicion to engage in video surveillance.

If the District uses information collected from video surveillance to impose discipline on an employee, the District will provide a copy of the video surveillance to the employee or the union after it has reviewed the surveillance and completed any required interviews with the employee concerning his or her conduct. In the event the employee is suspended without pay or terminated, the video surveillance must be provided 24 hours prior to any final meeting between the employee and the District to discuss his or her conduct. However, notwithstanding any other statement in this MOU, the District is not required to produce a copy of the video surveillance to an employee or his or her union if said video surveillance is given to the police department or the Prosecuting Attorney’s office relative to possible criminal violations of the law.
The information collected from video surveillance under the MOU shall be kept confidential and disclosure is restricted to individuals with a need to have access to the information to assess whether discipline will be imposed to perform their official job duties, or to process a related grievance. No other disclosure is permitted except in response to a court order or as otherwise required by law or when provided to local authorities in connection with possible criminal violation of the law.

Nothing in this document will prohibit the District, at its discretion and without notice, from establishing a general video surveillance of its facilities similar to the type of video surveillance done by other institutions such as banks, local convenience store, etc.

To the extent that this MOU conflicts with any provisions of the Collective Bargaining Agreements in effect between the parties, the agreements set forth in this MOU shall control any inconsistent provisions of the negotiated Agreements shall be deemed modified for the duration of this MOU.

*This MOU is considered signed when the cover page of the Agreement is signed.
MEMORANDUM OF UNDERSTANDING
BETWEEN
SEATTLE SCHOOL DISTRICT NO. 1
AND
INTERNATIONAL UNION OF
OPERATING ENGINEERS, LOCAL 609
NON-RETALIATION

The District and Local 609 agree that claims of retaliation for exercising collective bargaining agreement and statutory rights must be discussed promptly. To accomplish this objective, the District and Local 609 agree as follows:

Local 609 may contact the Director of Labor Relations and request a meeting to discuss the alleged retaliatory behavior between a Local 609 represented member and a building principal. The Labor Relations Department will schedule a meeting between the Education Director, the Principal, a local 609 representative, and if needed, the Labor Relations Director or designee. Failure to schedule a meeting is considered a grievable issue under the grievance provisions contained in the District/Local 609 CBAs.

For purposed of this MOU, the purpose of any meeting is to discuss alleged retaliation that is based on collective bargaining statutory rights and district/Local 609 collective bargaining agreements.
MEMORANDUM OF UNDERSTANDING
BETWEEN
SEATTLE SCHOOL DISTRICT NO.1
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 609 CONCERNING
CHANGE OF IMMIGRATION STATUS
2020-2023

This Memorandum of Understanding (MOU) is entered into between IUOE, Local 609 (Union) and Seattle School District No. 1 (District). This MOU is effective concurrent with Collective Bargaining Agreement.

Statement of Intent
The intent of this MOU is to offer support to employees who are legal workers but who must comply with immigration processes and/or attend to immigration challenges. It is understood that falsification of an application, I-9 form, or other hiring document may be grounds for discipline including termination and that termination for falsification of any such documents will eliminate any right to reemployment under this MOU or the collective bargaining agreement.

Notification to Union
If the District is advised that an employee who has completed his or her probationary period faces a challenge to his or her right to work in the United States, or that the INS is performing an immigration audit or initiating an investigation, or when the District receives a “no match” letter from the Social Security Administration, the District will advise the employee that he or she may have union representation and upon the employee’s request notify and meet with the Union to discuss the issue. Whenever possible, this meeting shall take place before any action by the District is taken.

Time off
Upon request, employees shall be released for up to five (5) unpaid working days during the term of this Agreement in order to attend to INS proceedings and any related matters related to the employee only. The District may request verification of such leave.

Reemployment Within 12 Months
In the event that an employee who has completed the probationary period is terminated because he or she is not authorized to work in the United States, the District will offer reemployment to an available open position similar to that vacated, without loss of prior seniority (i.e., seniority, vacation or other benefits do not continue to accrue during the period of absence) upon the employee providing proper work authorization within 12 months from the date of termination.

Reemployment within 24 months
In the event that an employee who has completed the probationary period is terminated because he or she is not authorized to work in the United States, the District will offer employment to an available open position similar to that vacated, as a new hire, without seniority, and subject to a new probationary period, upon the employee providing proper work authorization within an additional 12 months from the date of termination.

*This MOU is considered signed when the cover page of the Agreement is signed.
MEMORANDUM OF AGREEMENT BETWEEN
IUOE LOCAL 609
AND
SEATTLE SCHOOL DISTRICT No. 1
AGREEMENT REGARDING
DISCRIMINATION, RETALIATION, AND HIB COMPLAINT INVESTIGATION
PROCESSES

1. RECEIPT AND LOGGING OF COMPLAINT

Formal Complaints of Discrimination, Retaliation, and Harassment, Intimidation, and/or Bullying filed with the Human Resources Department will be received and logged in the Labor and Employee Relations Division (LER). The log will record the date the complaint was received and how it was received, e.g. mail, email, telephone, in-person, fax, etc.

2. INTAKE MEETING

A representative from LER will attempt to contact the complainant/employee by telephone and/or email within seven days of receipt of the complaint to offer any needed assistance in completing the complaint form if not yet complete and/or to obtain any necessary information.

3. ACKNOWLEDGEMENT OF COMPLAINT

Within seven (7) days of receipt of the complaint, LER will email the complainant/employee and the designated representative of Local 609 acknowledging receipt of the complaint. This notification also will include:

a. a general description of the allegations of the complaint;
b. the name and contact information of the person assigned to investigate the complaint;
c. the timelines associated with the anticipated completion of the investigation;
d. the applicable District policies associated with the complaint and investigation;
e. the process and timelines for any appeals of the decision regarding the complaint; and
f. copies of the referenced District policies.

4. INTERVIEW SCHEDULING OF COMPLAINANT AND LOCAL 609 MEMBERS

As soon as possible, ordinarily within seven (7) days of the acknowledgment of the complaint, an LER staff member will begin efforts to arrange an interview of the complainant. If the complainant desires union representation, the LER staff member will include the appropriate Local 609 representative in the scheduling of the interview. This interview will be scheduled at a date and time mutually agreed upon by all parties necessary to the interview. Similarly, if a witness in the investigation of the complaint is a Local 609 member and desires union representation in any interview, the LER staff member will include the appropriate Local 609 representative in the scheduling of such interviews. The communication arranging these interviews may be by telephone and/or email.
5. **UPDATES TO LOCAL 609**

Once the interview of the complainant is completed, an LER staff member on a bi-weekly basis (every other week) will update the appropriate Local 609 representative on the status of the investigation. These updates may be provided by email.

6. **FINDINGS/OUTCOME LETTERS**

At the conclusion of the investigation, a letter detailing the findings and the outcome of the investigation signed by the appropriate District official will be provided to the complainant and the appropriate Local 609 representative. This letter will be provided by email to the complainant and Local 609 and via regular U.S. mail to the complainant's home address on record with the District. This letter will include an explanation of the appeal rights available to a complainant under the District's policies.

7. **CLOSE OUT MEETING**

After the conclusion of the investigation, the complainant will be offered the opportunity to have a "close out meeting" with the appropriate member(s) of the LER staff. This notice will be provided to the complainant via email, with cc to the appropriate Local 609 representative, within seven (7) days of the date of the Findings/Outcome letter. If the complainant desires to have union representation at this meeting, an LER staff member will coordinate the scheduling of this meeting with the complainant and the appropriate Local 609 representative. At this meeting, the LER staff member(s) will attempt to answer questions about the process of the investigation and the ultimate decision-making regarding the complaint, as well as options for the complainant in addition to appeal rights.

8. **THE TERMS OF THIS AGREEMENT PREVAIL**

The parties agree that the terms of this Agreement prevail over any conflicting or contradictory terms that may exist in any prior Memorandum of Understanding and/or Settlement Agreement.

This Agreement made and entered into this 19th day of April 2017.
MEMORANDUM OF UNDERSTANDING

BETWEEN SEATTLE SCHOOL DISTRICT NO. 1 AND
INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 609
CONCERNING ADMINISTRATIVE LEAVE

This Memorandum of Understanding (MOU) is entered into between IUOE, Local 609 and Seattle School District No. 1. This MOU is effective when signed by both parties and expires at the same time as the current collective bargaining agreements between IUOE, Local 609 and the District.

The Chief Human Resources Officer, or designee, has the right to place an employee on administrative leave at their discretion, provided that they have notified the Union prior to the decision. Employees will be paid their base pay at their assigned FTE while on administrative leave. Any applicable step increases or salary adjustments will be included, but overtime opportunities will not.

Restrictions on Access to Buildings and Contact with Students: Employees on administrative leave will usually be asked not to go back to their building during the period of their leave, and not to talk to District students about the allegation(s) or investigation. These restrictions are not intended to impinge on an employee’s right to discuss his or her wages and/or working conditions with others inside or outside the District. If an employee needs to get his or her belongings from his or her worksite while the investigation is in progress, arrangements can be made through the Human Resources Department.

Length of Leave: The District will make every effort to begin the investigation as quickly as possible after placing an employee on administrative leave, and to begin and complete investigations in a timely fashion.

Leave due to External Investigations: The District may place employees on administrative leave as a result of criminal or civil investigations being conducted by third parties. Employees placed on administrative leave for this reason shall only be paid at their base pay and assigned FTE for up to twenty-four (24) months, after which the employee will be placed on unpaid administrative leave. If the District takes no corrective action based on the findings of the third party investigation, then the employee will be made whole for the duration of any unpaid administrative leave.

*This Memorandum is considered signed when the Agreement is signed.