

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 AND THE NORTH KITSAP DISTRICT #400.

The parties agree as follows:

1. Paraeducators, working two (2) or more hours a day, shall be assigned a daily work shift that includes a minimum of six (6) minutes per day for the purpose of checking and responding to district email. The six (6) minutes may not be scheduled during an employee's contractually mandated paid rest breaks and/or duty free lunch. The District and Union agree to review the provision of dedicated worktime for paraeducators to check and respond to district email on an annual basis.
2. The District will work with supervisors and employees to avoid situations where employees are performing work without the compensation required by this Agreement and Federal/State wage and hour law.
3. Interpreter, Translator, COTA, SLPA and Brailist, will be job titles for wage purposes. The parties agree to meet on or about 2/1/17 to negotiate wage rates for these positions as well as designation of a general job classification. In the event the district hires a regular continuing position for one of the immediately preceding job titles the parties agree to meet to establish a wage rate as needed. In addition, on or about 2/1/17, the parties shall finalize the Letter Agreement (attached to this Agreement) to address intermittent use of employees to perform language translation services.
4. The parties agree to meet on or about 2/1/17, to review the hourly wage data for the Native American Liaison job title to ensure that wages are competitive with school districts that include Native American/First Nation Communities.
5. Several employees performing playground and lunchroom supervision were grandfathered as off schedule paraeducators as a part of the 2007 job title restructuring, due to the lack of highly qualified status. As of the 2016-17 FY their hourly rates are: 11 to 14 years (\$13.79); 15 to 19 years (\$13.96) and 20 years (\$14.18). Said employees shall receive the increases provided by Section 15.3.4 of this Agreement. Any such employee that satisfies the requirements to become highly qualified shall be paid as an Instructional Paraeducator based on their years of service in the position.

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- 6. The District and Union shall form a subcommittee to review/revise bargaining unit job descriptions, starting with the secretary general job classification. Job titles specified in this Agreement shall be subject to revision as a part of this process. The subcommittees' recommendations shall be subject to the approval of the Union Executive Board and the Superintendent and/or designee.
- 7. All members of the bargaining unit, will utilize the District's automated system to request a substitute.
- 8. The September 1, 2016 to August 31, 2017 Schedule A increases shall be retroactive to September 1, 2016, payable in a lump sum payment no later than December, 2016 payroll.

This Memorandum of Understanding shall become effective September 1, 2016, shall remain in effect until August 31, 2020, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU Local 1948

PUBLIC SCHOOL EMPLOYEES OF
NORTH KITSAP

NORTH KITSAP SCHOOL DISTRICT #400

BY: Mary Jane Gilbreath
Mary Jane Gilbreath, Chapter President

BY: Patty Page
Patty Page, Superintendent

DATE: March 20, 2017

DATE: 3/20/17

