

2018-2020 Addendum

to the

2017-2019 Collective Bargaining Agreement

between

Northshore School District # 417

and

**Northshore Educational Office
Professionals Association
(NEOPA)**



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**2018-2020 Addendum
to the
2017-2019 Collective Bargaining Agreement
between
Northshore School District # 417
and
Northshore Educational Office Professionals Association (NEOPA)**

It is mutually agreed that the 2017-2019 Collective Bargaining Agreement between Northshore School District No. 417 and the Northshore Educational Office Professionals Association (NEOPA) is hereby amended to the extent described below. Unless altered by this addendum, the Agreement shall remain in full force and effect.

PART A

7.00	ASSOCIATION MEMBERSHIP AND DUES COLLECTION
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- 7.10 The District will make a payroll deduction for Association dues and assessments upon receipt of a written authorization executed by an individual employee. The District will process membership enrollment and resignation exclusively at the direction of the Association, not individual bargaining unit members. Any deductions for political contributions subject to RCW 42.17A.495 shall be separately authorized in writing by the employee on forms that comply with WAC 390-17-100, and be revocable by the employee at any time. The District shall provide all employees annual notice of their rights regarding payroll deductions for political contributions under WAC 390-17-110.
- 7.20 Prior to the beginning of each school year, the Association will give written notice to the District of the dollar amount of dues and assessments required of an Association member. The amount for deductions shall not be subject to change during the school year. The deductions authorized by the above provisions will be made in twelve (12) equal amounts from each paycheck beginning the pay period of September through the pay period of August of each year. Employees who commence employment or join the association after September, or terminate employment before June, shall have their deductions prorated. Each month during the school year, the District will send the Association all money deducted for dues accompanied by a list of names of those employees for whom payroll deductions were made. Such notification shall include information required to process membership, including but potentially not limited to the last four digits of the employee's social security number; name; assignment; work site; work year/calendar; work hours; salary schedule placement; seniority; home address; work and home phone numbers; and work and home email address of each bargaining unit employee, so long as such information is provided to the District by the employee.
- 7.30 The Association will refund to the District any amounts paid to it in error.

7.40 The Association and its affiliates will defend, indemnify and hold the District harmless against any claims that may arise out of any action taken in implementation of this section, according to its terms.

14.00	ASSOCIATION AND EMPLOYEE RIGHTS
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14.10 The Association shall have the right to use District buildings for meetings to transact Association business in accordance with District procedures.

14.20 The Association shall have the right to use intra-District mail services, email, internet access, bulletin boards, and employee mailboxes for communications with employees.

14.30 Association Representatives may visit the District's premises at times that will not conflict with the business of the District to meet with employees, to conduct Association business, or to pursue improved District-Association relations.

14.40 Association membership forms and related information provided by the Association will be included in all new hire packets.

14.50 The Association will be provided the opportunity to meet with new employees for a minimum of thirty (30) minutes of paid time during the contracting and/or orientation process. In the event an employee is hired after the initial contracting and orientation period, the District will provide the Association with an opportunity to meet with the new employee for a minimum of thirty (30) minutes. This access will occur during the new employee's regular work hours, at the employee's regular worksite or at a location mutually agreed upon by the District and the Association. If the district holds or co-sponsors a benefit fair, the Association will be given reasonable notice in advance of the date and will have the right to operate its own table or booth to provide information to participants throughout the duration of the event.

14.60 The district shall furnish the Association with data and information concerning the financial resources of the district, including, but not limited to, annual financial reports and audits, monthly updates of financial reports, agenda and minutes of all board meetings held in open session, and student enrollment data. Such information shall be provided via publication on the District website unless otherwise requested

14.70 The District shall provide notification to the Association of the hire of any new employee covered by this collective bargaining agreement within five (5) business days of the approval of the hire by the Human Resources administrator. Such notification shall include membership data, including the name, assignment, work site, work year/calendar, work hours, salary schedule placement, seniority, home address, work and home phone numbers, and home email address of each bargaining unit employee, so long as such information is provided to the District by the employee.

- 14.80 Upon request, the District shall provide the Association with a list of the names of any employee reassigned, or returning from leave within the previous month, and their contact information including the including the name, assignment, work site, work year/calendar, work hours, salary schedule placement, home address, work and home phone numbers, and home email address of each bargaining unit employee so long as such information is provided to the District by the employee. The district will also provide the names of any bargaining unit members who are on a leave of absence, and the anticipated duration of such a leave.
- 14.90 The District shall grant 120 hours of release time per school year to the Association for Association business as deemed appropriate by the Association President.
- 14.90.1 The District will pay the cost of the substitute when the use of the release time is to promote improved District-Association relations for such areas as development of in-service, meetings with employees or administrators, and planning of events which will benefit the bargaining unit members and when such activities are conducted within the District.
- 14.90.2 The Association will pay the cost of the substitute for up to fifteen (15) days when the use of release time is to attend meetings or training sessions held outside of the District. The Association President will notify the Director of Human Resources as soon as possible of the days to be used, but no later than two (2) school days prior to use.
- 14.90.3 Additional release time, if taken, will be paid by the Association.
- 14.100 Professional Leave for a member holding office in the Washington Education Association/National Education Association shall be granted with the Washington Education Association/National Education Association paying the cost of substitute pay and associated payroll costs. The number of days which can be utilized will be agreed to with the employee, the employee's supervisor, the Director of Human Resources and the Washington Education Association/National Education Association. Said employee will notify the Director of Human Resources and immediate supervisor as soon as possible of the days to be used, but no later than (3) three work days prior to use.
- 14.110 Additional release time for bargaining unit members will be granted to participate in negotiations without loss of pay when day sessions are scheduled, with up to four (4) substitutes per session paid by the District.
- 14.120 District committees established for the purpose of making decisions about purchases or processes that will impact NEOPA members' work, shall include a minimum of one NEOPA member, appointed by the NEOPA President or Co-Presidents. When any new district committee is formed, the District will make every effort to inform NEOPA leadership in a timely manner. Prior to the first meeting of the committee, the parties will determine in labor management if it warrants NEOPA representation as

defined above. When NEOPA representation is deemed warranted and such committees meet outside the regular workday of the NEOPA employee, the employee will be provided the option to flex her/his hours or use compensatory time if compensation for committee work is not provided.

39.00	SALARY
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39.10 Employees shall continue to be paid according to the salary schedules which are Appendix A and A-1 to this Agreement. Effective September 1, 2015, employees shall be paid according to the salary schedules in Appendix A and A-1.

39.20 Employees of this bargaining unit are eligible to apply for supplemental assignments. Employees hired for this work will be paid at their hourly rate of pay, unless the coaching rate of pay is higher.

39.30 It is agreed by the District and Association that for the duration of this Agreement, experience and Professional Standard increments will be granted on the current salary schedule.

39.31 Employees shall be employed for ninety (90) workdays including substitute and regular assignment during the school year to qualify for step advancement on the salary schedule for the following school year.

39.40 The District shall increase the rates in Appendix A and A-1, and the PSP by the percentage enacted by the Washington State Legislature for the state-funded inflationary adjustment defined in RCW 28A.400.205. For the 2017-2018 school year, the rates in Appendix A and A-1 and the PSP, shall also be increased by 8%.

For the 2018-2019 school year, Appendix A and A-1 and the PSP shall be increased by 19.2%.

For the 2019-2020 school year, Appendix A and A-1 and the PSP shall be increased by the implicit price deflator (IPD) plus 1%.

39.41 Increments will continue to be funded out of local Northshore School District funds.

39.42 Step 10, Step 12 and Step 15 of Appendix A and A-1 shall be considered longevity steps. An employee shall be considered eligible for placement based on the following criteria:

39.42.1 Individuals that transfer directly from a Washington State school district will be placed on experience steps 1-5 or longevity steps 10, 12, or 15 based on their years of experience at the previous school district.

- 39.42.2 Individuals who do not transfer directly from a Washington State school district will be granted up to five (5) years of experience on the salary schedule. Such employees will be placed on longevity step 10 after completion of 10 years of service within the NEOPA bargaining unit.
- 39.42.3 Employees shall be notified of salary schedule placement when an offer of employment is made.
- 39.43 Temporary employees and long-term substitutes shall be paid per the salary schedule on the 45th consecutive work day in the same assignment.
- 39.44 The substitute rate of pay shall be Level D, Step 1. A NEOPA employee with ten (10) or more years of experience who resigns or retires and is rehired as a substitute within three (3) years of separation shall be paid at Level G, Step 1. In such instances that a current school employee is hired to fulfill a NEOPA substitute position, that employee will be paid his or her regular rate of pay, or Level D – Step 1, whichever is higher.
- 39.45 Existing employees working in a higher classification for five (5) consecutive days or more will be paid the higher rate of pay beginning on the fifth day of such assignment. Non-student days and school breaks shall not be counted as an interruption of the continuous work days. The District shall not intentionally interrupt the service of continuous work days.
- 39.46 "Per diem" as set forth in Sections 29.40 and 33.62 shall be determined by dividing the annual rate of pay for permanent employees by the actual number of days worked during the work year, excluding paid holidays, paid vacation days and personal leave days.

50.00 DURATION OF AGREEMENT

- 50.10 This Collective Bargaining Agreement shall become effective September 1, 2017 and shall continue in effect through August 31, 2020.
- 50.20 This Agreement or any provisions hereunder may be extended by mutual written agreement of the parties; otherwise it shall expire on the date indicated. In addition, the parties agree to reopen the Agreement to address the impact on working conditions of any additional changes to the bell schedule scheduled to take effect within the duration of this Agreement. Additionally, the parties agree to reopen the Agreement as provided in the Memorandum of Understanding "Improving Working & Learning Conditions Through the Implementation of a Needs-Based Staffing Model". Relating to SEBB, Article 47 may be reopened after the 2019 legislative session and prior to the 2019-2020 school year to renegotiate provisions related to health insurance benefits. The Association may request to negotiate regarding implementation of the Paid Family and Medical Leave Act.

50.30 Except as otherwise provided by this Agreement, bargaining on the subjects contained in this Collective Bargaining Agreement, or other subjects, or for a successor agreement shall begin no later than sixty (60) days prior to the expiration date of this Collective Bargaining Agreement, or any extensions thereof, nor earlier than ninety (90) days, except by mutual written agreement of the parties.

**SECRETARIAL & CLERICAL SALARY SCHEDULE
NORTHSHORE SCHOOL DISTRICT NO. 417
2018-2019**

SCHEDULE 32

Effective September 1, 2018

12-MONTH	Steps	01	02	03	04	05	10	12	15
LEVEL D *Substitute Hourly Rate	Hourly	24.77	25.64	26.54	27.47	28.43	29.43	30.46	31.53
LEVEL E**	Hourly	25.64	26.54	27.47	28.43	29.43	30.46	31.53	32.63
LEVEL F**	Hourly	26.54	27.47	28.43	29.43	30.46	31.53	32.63	33.77
LEVEL G**	Hourly	27.47	28.43	29.43	30.46	31.53	32.63	33.77	34.95
LEVEL H**	Hourly	28.43	29.43	30.46	31.53	32.63	33.77	34.95	36.17
LEVEL I**	Hourly	29.43	30.46	31.53	32.63	33.77	34.95	36.17	37.44

An annual stipend shall be given beyond the normal salary to any employee holding an Associate of Arts in Business Education, Bachelor of Arts or other College Degree, or Basic Standards Certificate (NAEOP) - \$869; Associate Professional (NAEOP) - \$1,022; Advanced I (NAEOP) - \$1,129; Advanced II (NAEOP) - \$1,252; Advanced III (NAEOP) - \$1,389; Professional Bachelor's Degree (NAEOP) - \$1,536; Professional Master's Degree (NAEOP) - \$1,600.

A wage differential shall be given to the employees working an evening shift, in the amount: 0.60

The substitute rate of pay shall be Level D, Step 1. A NEOPA employee with ten (10) or more years of experience who resigns or retires and is rehired as a substitute within three (3) years of separation shall be paid at Level G, Step 1. In such instances that a current school employee is hired to fulfill a NEOPA substitute position, that employee will be paid his or her regular rate of pay, or Level D, Step 1, whichever is higher (see Article 39.44)

**Temporary employees and long-term substitutes shall be paid per the salary schedule on the 45th consecutive work day in the same assignment. (See Article 39.43.)

Existing employees working in a higher classification for five (5) consecutive days or more will be paid the higher rate of pay beginning on the fifth day of such assignment. (See Article 39.45.)

Steps 10, 12 and 15 are considered longevity steps. (See Article 39.42.)

SEE APPENDIX B FOR SPECIFIC JOB TITLES

Formula for Calculating Annual and Monthly amounts:

- 9 Month Employee: Hourly Rate x 1,560 hours = Annual amount and divided by 12 = Monthly amount
- 10 Month Employee: Hourly Rate x 1,736 hours = Annual amount and divided by 12 = Monthly amount
- 10.5 Month Employee: Hourly Rate x 1,824 hours = Annual amount and divided by 12 = Monthly amount
- 11 Month Employee: Hourly Rate x 1,912 hours = Annual amount and divided by 12 = Monthly amount
- 12 Month Employee: Hourly Rate x 2,080 hours = Annual amount and divided by 12 = Monthly amount

Adopted by the Board of Directors on: December 10, 2018

**NEOPA PROFESSIONAL/TECHNICAL SALARY SCHEDULE
NORTHSHORE SCHOOL DISTRICT NO. 417
2018-2019**

SCHEDULE 33

Effective September 01, 2018

12-MONTH	Steps	01	02	03	04	05	10	12	15
PROFESSIONAL/TECHNICAL LEVEL I		*							
	Hourly	32.88	34.03	35.22	36.45	37.73	39.05	40.42	41.83
Substitute Rate*									
PROFESSIONAL/TECHNICAL LEVEL II									
	Hourly	34.03	35.22	36.45	37.73	39.05	40.42	41.83	43.29
Substitute Rate*									

An annual stipend shall be given beyond the normal salary to any employee holding an Associate of Arts in Business Education, Bachelor of Arts or other College Degree, or Basic Standards Certificate (NAEOP) - \$869; Associate Professional (NAEOP) - \$1022; Advanced I (NAEOP) - \$1129; Advanced II (NAEOP) - \$1252; Advanced III (NAEOP) - \$1389; Professional Bachelor's Degree (NAEOP) - \$1536; Professional Master's Degree (NAEOP) - \$1600.

*Temporary employees and long-term substitutes shall be paid per the salary schedule on the 45th consecutive work day in the same assignment. (See Article 39.43.)

Existing employees working in a higher classification for five (5) consecutive days or more will be paid the higher rate of pay beginning on the fifth day of such assignment. (See Article 39.45.)

Steps 10, 12 and 15 are considered longevity steps. (See Article 39.42.)

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Adopted by the Board of Directors on December 10, 2018

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to the
2017-2019 Collective Bargaining Agreement
between
Northshore School District # 417
and
Northshore Educational Office Professionals Association (NEOPA)**

SIGNATURE PAGE

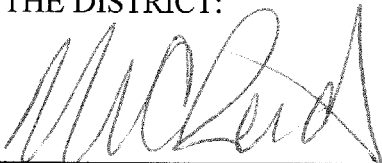
Dated and signed this 6th day of ~~February~~, 2019.
March

FOR THE ASSOCIATION:



Lyn Sherry, UniServ Director

FOR THE DISTRICT:



Dr. Michelle Reid, Superintendent
On behalf of the Board of Directors



Clarissa Dillard, NEOPA President

I certify that this agreement was approved by the District's Board of Directors at its meeting on December 10, 2018.



Theresa Cussac, NEOPA Bargaining Chair



Doug Hale, Executive Director of Human Resources

Association Bargaining Team:

Lyn Sherry
Clarissa Dillard
Theresa Cussac
Lori Hendricks
Patty Ponce
Cathy Barela

District Bargaining Team:

Rachel Miller
Doug Hale
Tracy Patterson
Laura Poolman
Stephanie Greany