

## LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, KENNEWICK ASSOCIATION OF EDUCATIONAL SECRETARIES CHAPTER AND THE KENNEWICK SCHOOL DISTRICT #17 PURSUANT TO ARTICLE XXIV, SECTION 24.1. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

1. The parties agree that Schedule A is amended and attached for years 2019-2020, 2020-2021 and 2021-2022.
2. The following sections shall be added to the Collective Bargaining Agreement:

### **Section 18.12. SEBB.**

Beginning January 1, 2020, and each year thereafter the parties agree to abide by the provisions of ESHB 1109 which has mandated the creation of the School Employees Benefit Board (SEBB). The employer agrees to provide the insurance plans, follow employee eligibility rules and provide funding for all bargaining unit members and their dependents as required by State law, the State Operating Budget, and the School Employees' Benefits' Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

The parties acknowledge that Sections: 18.2., 18.3., 18.4., 18.5., 18.6., 18.7., 18.8., and 18.9. regarding employee health care coverage sunsets with the implementation of SEBB. The parties also acknowledge that there will continue to be unanticipated impacts as SEBB is implemented. The parties agree to meet and confer about the impacts of the implementation of SEBB through Labor Management.

### **Eligibility:**

- SEBB health care plans are available for individual employees who work a minimum of 630 hours or are anticipated to work 630 hours or more in a school year (September 1<sup>st</sup> through August 31<sup>st</sup>).

### **Programs:**

The regionally accessible health care programs provided by SEBB carriers will be available to employees and will include:

#### **Required (100% covered premium)**

- Vision
- Dental
- Basic Life
- Long Term Disability
- AD&D Insurance

#### **Voluntary**

- SEBB medical plans



1  
2 **Other Benefits**

3 Flexible Spending Arrangement, Medical Flex, Health Savings Accounts, Dependent Care  
4 Assistance and other voluntary employee paid SEBB programs will be available to employees  
5 under terms as determined by SEBB. The District will provide access to an Employee  
6 Assistance Program at no cost to the employee. Other Non-SEBB programs are available to  
7 employees but are not funded from the amount provided by the District.  
8

9 The District and Association will mutually determine non-SEBB voluntary plans. These plans  
10 may not be implemented without prior written agreement of the District and Association. A list  
11 of the programs eligible for payroll deduction is available at the District payroll office.  
12

13 **Enrollment Period**

14 Enrollment period will be from October 1<sup>st</sup> to November 15<sup>th</sup> or as otherwise set by SEBB.  
15 When the enrollment ends, no insurance options may be added or deleted during the contract  
16 year except for changes in family status or job status. If an employee fails to enroll within the  
17 open enrollment period the employee will be placed on the default medical, dental and vision  
18 plans as determined by SEBB.  
19

20 If an employee is hired after the open enrollment period, he or she may enroll in approved plans  
21 prior to the first day of the following month. If the employees fails to enroll, they will be placed  
22 in a default medical, dental and vision plans as determined by SEBB. Coverage will begin the  
23 first day of the month following the date of hire.  
24

25 **Termination of Benefits**

26 For employees who resign their position but are employed through the last workday of the  
27 school year, their resignation will be deemed effective on August 31<sup>st</sup> and their SEBB benefits  
28 will continue to that date. When resignation/termination takes places during the school year, the  
29 employee's SEBB benefits will continue to the last day of the month in which  
30 resignation/terminations occurs.  
31

32 **Sharing Health Care Contributions**

33 SEBB does not allow for dual coverage within SEBB.  
34

35 **Health Care Authority (HCA)**

36 The Health Care Authority contribution will be paid in full by the district through December of 2019.  
37 Starting January 1, 2020, the HCA contributions will be paid in full by the district SEBB remittance.  
38

39 **Ineligibility:**

40 If the District does not anticipate an employee will be eligible, they must notify the employee as per  
41 SEBB rules and laws. The District will not deny or limit an employee's work hours for the purpose of  
42 preventing SEBB benefit eligibility.  
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1 This Letter of Agreement becomes effective September 1, 2019 upon signatures and shall remain in  
2 effect until August 31, 2022 and shall be attached to the current Collective Bargaining Agreement.  
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6 PUBLIC SCHOOL EMPLOYEES OF  
7 WASHINGTON/SEIU LOCAL 1948  
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9 KENNEWICK ASSOCIATION OF  
10 EDUCATIONAL SECRETARIES CHAPTER  
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KENNEWICK SCHOOL DISTRICT # 17

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14 BY: Melani Tackett  
15 Melani Tackett, Chapter President  
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19 BY: Betsy Dickinson  
20 Betsy Dickinson, Classified HR Manager  
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DATE: 11-6-19

DATE: 10-29-19

# KENNEWICK SECRETARIES SCHEDULE A AUGUST 31, 2019 – SEPTEMBER 1, 2020

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
						<i>Longevity</i>	<i>Longevity</i>	<i>Longevity</i>
	<i>0-1 year</i>	<i>2 years</i>	<i>3-4 years</i>	<i>5-9 years</i>	<i>10-15 years</i>	<i>16-19 years</i>	<i>20-24 years</i>	<i>25+ years</i>
						<i>1.5%</i>	<i>1.5%</i>	<i>1.5%</i>
<b>TIER A</b>	\$17.48	\$19.39	\$ 21.10	\$ 21.41	\$ 21.74	\$ 22.06	\$ 22.39	\$ 22.73
Receptionist, Data Processors, Registrars, School Secretaries, ASB, HS/MS Attendance, HS Counseling, Community Education and Library Secretaries								
<b>TIER B</b>	\$17.76	\$19.69	\$ 21.41	\$ 21.74	\$ 22.06	\$ 22.39	\$ 22.73	\$ 23.07
Lead Secretaries, all Administrative Level (Business Office, Federal, SPED, Elementary/Secondary Department, Director Secretaries and Nutrition Support Secretaries)								
<b>TIER C</b>	\$18.16	\$20.10	\$ 21.85	\$ 22.18	\$ 22.51	\$ 22.84	\$ 23.19	\$ 23.54
Nutrition Services Lead Secretary, Purchasing Secretary, Transportation Secretary, Maintenance Secretary and Sub Dispatchers								

Longevity shall be applied as per Section 22.7.

Step 6, 7 and 8 are 1.5% above previous Step.

Tier A – Positions in which the primary functions are to meet and greet visitors, handle and route calls, perform basic clerical tasks and/or perform skills in various software and data entry. Secretaries in these positions must be able to audit own work and carry a high responsibility for data as well as student and staff interaction and assistance.

Tier B – Performs all duties of Tier A. In addition, is responsible for department/school oversight of multiple processes, including payroll, requisitions, statistical management and special assignments. Must have a high level of ability to work independently with minimal instructions, manage multiple software programs, direct work flow and work product of others, manage schedule of school, department or supervisor, independently solve problems and manage staff, students or the public. Advanced computer skills are required.

Tier C – In addition to the ability to perform all functions of Tiers A and B, secretaries in Tier C are the primary department secretary for support departments throughout the District. The secretary manages payroll for department employees, manage all secretarial functions for the department and are the primary support for the department manager(s).

# KENNEWICK SECRETARIES SCHEDULE A AUGUST 31, 2020 – SEPTEMBER 1, 2021

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
						<i>Longevity</i>	<i>Longevity</i>	<i>Longevity</i>
	<i>0-1 year</i>	<i>2 years</i>	<i>3-4 years</i>	<i>5-9 years</i>	<i>10-15 years</i>	<i>16-19 years</i>	<i>20-24 years</i>	<i>25+ years</i>
						1.5%	1.5%	1.5%
<b>TIER A</b> Receptionist, Data Processors, Registrars, School Secretaries, ASB, HS/MS Attendance, HS Counseling, Community Education and Library Secretaries	\$18.00	\$19.97	\$ 21.74	\$ 22.06	\$ 22.39	\$ 22.72	\$ 23.06	\$ 23.41
<b>TIER B</b> Lead Secretaries, all Administrative Level (Business Office, Federal, SPED, Elementary/Secondary Department, Director Secretaries and Nutrition Support Secretaries)	\$18.29	\$20.28	\$ 22.06	\$ 22.39	\$ 22.72	\$ 23.06	\$ 23.41	\$ 23.76
<b>TIER C</b> Nutrition Services Lead Secretary, Purchasing Secretary, Transportation Secretary, Maintenance Secretary and Sub Dispatchers	\$18.70	\$20.71	\$ 22.51	\$ 22.84	\$ 23.19	\$ 23.53	\$ 23.88	\$ 24.25

Longevity shall be applied as per Section 22.7.

Step 6, 7 and 8 are 1.5% above previous Step.

Tier A – Positions in which the primary functions are to meet and greet visitors, handle and route calls, perform basic clerical tasks and/ or perform skills in various software and data entry. Secretaries in these positions must be able to audit own work and carry a high responsibility for data as well as student and staff interaction and assistance.

Tier B – Performs all duties of Tier A. In addition, is responsible for department/school oversight of multiple processes, including payroll, requisitions, statistical management and special assignments. Must have a high level of ability to work independently with minimal instructions, manage multiple software programs, direct work flow and work product of others, manage schedule of school, department or supervisor, independently solve problems and manage staff, students or the public. Advanced computer skills are required.

Tier C – In addition to the ability to perform all functions of Tiers A and B, secretaries in Tier C are the primary department secretary for support departments throughout the District. The secretary manages payroll for department employees, manage all secretarial functions for the department and are the primary support for the department manager(s).

# KENNEWICK SECRETARIES SCHEDULE A AUGUST 31, 2021 – SEPTEMBER 1, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
						Longevity	Longevity	Longevity
	0-1 year	2 years	3-4 years	5-9 years	10-15 years	16-19 years	20-24 years	25+ years
						1.5%	1.5%	1.5%
<b>TIER A</b>	\$18.54	\$20.57	\$ 22.39	\$ 22.72	\$ 23.06	\$ 23.40	\$ 23.76	\$ 24.11
Receptionist, Data Processors, Registrars, School Secretaries, ASB, HS/MS Attendance, HS Counseling, Community Education and Library Secretaries								
<b>TIER B</b>	\$18.84	\$20.89	\$ 22.72	\$ 23.06	\$ 23.40	\$ 23.76	\$ 24.11	\$ 24.47
Lead Secretaries, all Administrative Level (Business Office, Federal, SPED, Elementary/Secondary Department, Director Secretaries and Nutrition Support Secretaries)								
<b>TIER C</b>	\$19.26	\$21.33	\$ 23.19	\$ 23.53	\$ 23.88	\$ 24.23	\$ 24.60	\$ 24.98
Nutrition Services Lead Secretary, Purchasing Secretary, Transportation Secretary, Maintenance Secretary and Sub Dispatchers								

Longevity shall be applied as per Section 22.7.

Step 6, 7 and 8 are 1.5% above previous Step.

Tier A – Positions in which the primary functions are to meet and greet visitors, handle and route calls, perform basic clerical tasks and/ or perform skills in various software and data entry. Secretaries in these positions must be able to audit own work and carry a high responsibility for data as well as student and staff interaction and assistance.

Tier B – Performs all duties of Tier A. In addition, is responsible for department/school oversight of multiple processes, including payroll, requisitions, statistical management and special assignments. Must have a high level of ability to work independently with minimal instructions, manage multiple software programs, direct work flow and work product of others, manage schedule of school, department or supervisor, independently solve problems and manage staff, students or the public. Advanced computer skills are required.

Tier C – In addition to the ability to perform all functions of Tiers A and B, secretaries in Tier C are the primary department secretary for support departments throughout the District. The secretary manages payroll for department employees, manage all secretarial functions for the department and are the primary support for the department manager(s).

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## SCHEDULE B

### KENNEWICK SCHOOL DISTRICT #17

#### SALARY ENHANCEMENT PROGRAM FOR SECRETARIES & LIBRARY SECRETARIES

##### PURPOSE AND ELIGIBILITY

1. The purpose of this program is to encourage an individual's self improvement and excellence in the work place.
2. New employees from this date are eligible to earn credit toward salary enhancement immediately after beginning employment with the Kennewick School District.
3. An example of appropriate activities might include the following:
  - a. In-service or college courses
  - b. Workshops, seminars and conferences
  - c. Building based workshops
  - d. ESD workshops
  - e. District sponsored workshops
  - f. Staff Development sponsored classes

Eligibility shall be determined primarily by judging the benefit of the activity to the applicant's particular work or job classification.

4. Credit shall be allowed only once for any one (1) course or activity. Staff development materials for check-out may not be repeated for additional clock hours credit.
5. Credit for clock hours may be earned during working hours based on supervisor recommendations (class/course dependent) and Human Resource approval.
6. Salary enhancement pay shall not be taken out of State salary funding, nor shall it otherwise impact compliance or salary improvements. The program is voluntary.
7. The award of enhancement pay is non-grievable.

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**SCHEDULE B**

**KENNEWICK SCHOOL DISTRICT #17**

**STAFF DEVELOPMENT COMMITTEE**

**SALARY ENHANCEMENT PROGRAM FOR SECRETARIES**

**PROCEDURES FOR CREDIT FOR SALARY ENHANCEMENT PROGRAM**

1. An employee wishing to earn credit toward salary enhancement must obtain an application form from the Personnel Office.
2. Credit shall be granted to an employee of the District only after prior approval has been received and completion requirements have been fulfilled.
3. Applications should be submitted to the Classified Personnel Office, ten (10) days prior to taking a class/workshop for review, pre-approval and processing. If requirements are met, the application shall be processed as approved and the employee shall be notified.
4. If an application is in question, the Staff Development Committee will meet to review it. Applications not meeting requirements will be returned to the employee with an explanation given.
5. The applicant has the right of appeal to the Staff Development Committee within five (5) working days after receipt of disapproval.
6. Once earned, enhancement pay is continuing each year and is cumulative as earned thereafter.
7. One District point shall be granted for each ten (10) hours of attendance in approved classes. Credits are cumulative to a maximum of nine hundred dollars (\$900.00).

**Payment Schedule:**

- Step 1: 6 approved points (60 clock hours) = \$300.00 Per Year  
Step 2: 6 additional points (12 accumulated points) = \$400.00 Per Year  
Step 3: 6 additional points (18 accumulated points) = \$500.00 Per Year  
Step 4: 6 additional points (24 accumulated points) = \$600.00 Per Year  
Step 5: 6 additional points (30 accumulated points) = \$700.00 Per Year  
Step 6: 6 additional points (36 accumulated points) = \$800.00 Per Year  
Step 7: 6 additional points (42 accumulated points) = \$900.00 Per Year

One (1) semester credit = 15 clock hours

One (1) quarter credit = 10 clock hours

Ten (10) clock hours = 1 point



1 When attending one or more day workshops/conventions, only time spent in sessions is allowable  
2 for credit. Travel time, lunch, dinner, etc., is not acceptable.

3  
4 Enhancement pay will be applied to salaries in a given year, once a year on September 1st, after all  
5 work is completed, verified and submitted to the Personnel Office no later than June 30<sup>th</sup>. There will  
6 be no exceptions to the deadline submittal date.

7  
8  
9 8. If an employee resigns or retires before August 31<sup>st</sup> in a given year, that employee shall receive  
10 salary enhancement as pro-rated according to the following:

11  
12 One-twelfth (1/12) of the salary enhancement earned up to the date of resignation/retirement  
13 for each complete month worked from September through August.

14  
15 During the final month worked, the employee must work more than eleven (11) days to qualify for  
16 the prorating of that month. The employee will be paid the prorated salary enhancement on the last  
17 paycheck paid for their employment. Only salary enhancement pay earned before June 30<sup>th</sup> of that  
18 year will qualify as above.

19  
20 If an employee takes a one (1) year leave of absence before August 31<sup>st</sup> in a given year, that  
21 employee shall receive salary enhancement as pro-rated according to the following:

22  
23 One-twelfth (1/12) of the salary enhancement earned up to the last day worked before the leave  
24 of absence begins, for each month worked from September to August.

25  
26 The employee will be paid the prorated salary enhancement on the last paycheck paid for their  
27 employment. Only salary enhancement pay earned before June 30<sup>th</sup> of that year will qualify as  
28 above. However, if that employee returns the following year, their salary enhancement will be  
29 prorated from the date of return through August 31<sup>st</sup> for that year's salary enhancement based on  
30 the formula stated above.