

Agreement by and between

**Lake Washington School
District #414**



**Lake Washington Educational
Support Professionals**

2025-2028

Effective September 1, 2025 through August 31, 2028

Lake Washington School District

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RECITALS

- A. Pursuant to the Public Employees' Collective Bargaining Act of 1967, RCW 41.56, this constitutes an Agreement between the Lake Washington School District No. 414 (Employer), and the Lake Washington Educational Support Professionals/WEA/NEA (Association).
- B. The parties agree that it has been and will continue to be in their mutual interest and purpose to promote systematic and effective employee-management cooperation; and to confer and negotiate in good faith with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions.

DEFINITIONS

District - The term "District" as used in this Agreement will mean the Lake Washington School District No. 414, King County, Washington.

Association - The term "Association" as used in this Agreement will mean the Lake Washington Educational Support Professionals.

Contract Year – Unless stated otherwise in this Agreement, "contract year" refers to September 1 through August 31.

Immediate Family - For purposes of this contract, "Family member" means any of the following: 1. A child, including biological, adopted, or foster child, stepchild, or a child to whom the employees in loco parentis, is a legal guardian, or is a de factor parent, regardless of age or dependency status. 2. A biological, adoptive, de factor, or foster parent, stepparent, or legal guardian of an employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; 3. A spouse; 4. A registered domestic partner; 5. A grandparent; 6. A grandchild; or 7. A sibling.

Household - Anyone residing in the employee's residence and considered a part of the family. The term does not include persons temporarily sharing the same residence.

Labor/Management - A work team comprised of representatives from the Association and the District.

ARTICLE 1 - RECOGNITION

Section 1.1

The Employer recognizes the Lake Washington Educational Support Professionals ("LWESP"), an affiliate of the Washington Education Association and the National Education Association, as the exclusive representative for all regular full-time and part-time employees including those on approved leave of absence in nursing, office support, accounting/payroll, and other administrative support positions within the Lake Washington School District, except for the following positions:

- No more than fourteen (14) administrative assistants;
- Casual employees (less than thirty (30) days of employment within a twelve (12) month period);
- Student workers.

In addition to the foregoing, the District recognizes the Lake Washington Educational Support Professionals ("LWESP"), an affiliate of the Washington Education Association and the National Education Association, as the exclusive representative for substitutes, defined as all individuals employed by the District to perform bargaining unit work for more than thirty (30) days within any twelve (12) month period ending during the current or immediately preceding school year and who continue to be available for such employment as a substitute.

Section 1.2

Any additional positions under consideration for exclusion, other than those listed above, shall be subject to collective bargaining.

Section 1.3

The Employer agrees to not use student workers or substitutes to displace bargaining unit employees.

Section 1.4 Substitutes

Substitutes as defined in Section 1.1 herein shall be covered by all provisions of this Agreement except for the following:

- Section 6.5 Reclassification Committee
- Section 6.6
- Section 7.1 Work Year, Sections 7.2, 7.3
- Section 7.6 Professional Learning Days
- Section 7.6.1 Professional Development Fund and 7.6.2 Mentor/Training Program
- Section 8.7 Flex Day
- Sections 8.8, 8.8.1 and 8.8.2 Adjusted Calendar Days
- Article 9 Probation
- Sections 10.1 through 10.1.5 Vacation
- Section 10.2 Sick Leave for Illness, Injury and Emergency
- Sections 10.2.1, 10.2.2, 10.2.3, 10.2.4, 10.2.5, 10.2.6
- Section 10.2.7 Attendance Incentive Program
- Sections 10.3 Jury Duty Leave and 10.4 Subpoena Leave
- Section 10.5 Bereavement Leave
- Sections 10.6 through 10.8 Discretionary Leave, Religious Leave and Shared Leave
- Sections 10.9 through 10.9.6 Temporary Disability Leave
- Sections 10.13 through 10.15 Leave of Absence, Child Care Leave and Job Share
- Article 12 Holidays
- Section 14.1
- Article 15 Ergonomics
- Article 16 Assignment, Vacancies and Transfer
- Article 17 Seniority
- Article 18 Layoff, Recall and Separation
- Article 23 Employee Evaluation

Substitutes are covered by Article 19, Grievance Procedure, but not for the purpose of challenging the District's decision to terminate or limit employment of the substitute.

The Employer will comply with state law for insurance coverage through the School Employees Benefits Board (SEBB) for substitute employees.

ARTICLE 2 - MANAGEMENT RIGHTS

Section 2.1

Neither this Agreement nor the act of meeting and negotiating shall be construed to be a delegation to others of the policy-making authority of the Board, which authority the Board specifically reserves unto itself. The management of the District and the direction of the work force are vested exclusively in the Employer subject to the terms of this Agreement. All matters not specifically and expressly covered or treated by the language of this Agreement may be administered by the Employer in accordance with such policy or procedure as the Employer from time to time may determine. Management officials retain the right and obligation to determine the method, number and kinds of personnel by which operations undertaken by employees in the unit are to be conducted, including the right to subcontract work and to designate the work to be performed by the Employer or others and the places and the manner in which it is to be performed, which right shall be subject to the grievance procedure. However, prior to implementation of changes not normally subcontracted, the District shall discuss the contemplated changes with the Association. Management officials retain the right and obligation, according to Employer Board Policy, to do the following as enumerated below:

- A. Direct employees covered by this Agreement.
- B. Hire, promote, demote, assign, and retain employees and to suspend, discipline, or discharge employees for just cause.

- C. Determine the method, number and classifications of personnel by which operations undertaken by employees in the units are to be conducted.
- D. Discuss with the Association effecting changes in personnel practices that are of concern to employees within the units.

Section 2.2

Management prerogatives shall not be deemed to necessarily exclude other management rights not herein specifically enumerated.

ARTICLE 3 - EMPLOYEE RIGHTS

Section 3.1

It is agreed that the employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join, or not to join, the Association at their discretion.

Section 3.2

The District prohibits unlawful discrimination against any employee or applicant for employment by reason of race; color; creed; religion; sex; age; national origin; ethnicity; marital status; sexual orientation, including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; or the use of a trained guide dog or service animal by a person with a disability, HIV/AIDS and Hepatitis C status, reliance on public assistance, status as a disabled or Vietnam-era veteran, or political opinions, affiliations, or activities, or because of their membership or non-membership in the Association, or due to the employee's filing of any grievance, complaint or proceeding under this Agreement. The parties recognize the requirements of state and federal discrimination statutes and mutually agree to comply with all legal requirements.

Section 3.2.1 Citizenship Rights

Employees will be entitled to full rights of citizenship. Religious or political activities of the employee and the private and personal life of the employee will not be grounds for disciplinary action unless the District shows just and sufficient cause that such activities or private and personal life are harmful to the educational program or adversely impact the performance of assigned duties.

Section 3.3

The Association agrees and supports the concept of Affirmative Action. Therefore, the parties mutually agree to use their best efforts to ensure that this Agreement will not be in conflict with, or inconsistent with, the District's Affirmative Action Program. If issues arise that are inconsistent between the Agreement and the Program, such issues shall be resolved consistent with RCW 49.60 and WAC 162.18.

Section 3.4 Personnel Files

Section 3.4.1

The District shall maintain a personnel file for each employee which shall be kept in the District's Human Resources office. The administrator in charge of the Human Resources office shall determine the contents of such files. Supervisors may maintain an information, or "building," file containing material related to the employees under the supervisor's immediate supervision. All materials contained in the personnel and building files related to misconduct or performance shall be dated and signed. The employee shall have the opportunity to review and sign any derogatory material prior to its placement in the personnel and/or building file. The signature of the employee does not imply that they agree with the contents of the document. If the employee declines to sign, it will be documented with a signed and dated notation on the document that the information was provided to the individual but they declined to sign. The employee, upon appointment, shall have the right to inspect all contents of the employee's complete personnel and building file. Upon request, a copy of the file or any individual document will be afforded the employee. The employee may attach a written statement to any document contained in the employee's personnel or building file. Grievance, investigation, and medical files, if any, shall be kept apart from an employee's personnel and building files.

Section 3.4.2 Employee Files

Each employee's personnel and building file will be kept confidential. Each employee's grievance, investigation, and medical file, if such exist, will be kept confidential. Only the individual employee, the employee's authorized

representative, District legal counsel, and District employees who have a need to review the file as part of their job function may have access to the grievance, medical, personnel or building files.

Section 3.4.3 Employee Discipline

All information forming the basis for any disciplinary action may only be considered for two consecutive school years unless such information is related to a pattern of misconduct. Upon written request of the employee such materials contained in the building and personnel files shall be destroyed after two years, along with the written request, unless such materials are required by law to be maintained.

Section 3.5 Complaints

Any complaint made against an employee by a parent, student or other person will be promptly called to the attention of the employee. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.

Section 3.6 Safety

Section 3.6.1

For safety purposes employees will not be required to remain alone in an unlocked building.

Section 3.6.2

Students who have exhibited or have a history of violent or threatening behavior will be identified to the student's assigned staff and to other staff on a need-to-know basis as soon as the information is known.

Section 3.6.2.1

If a student has been disciplined for conduct that poses a significant risk to the safety or well-being of that student or other students, or other members of the school community, principals will inform the school nurse.

LWSD will offer de-escalation training once a year and to any new nurse who begins working in district after the training.

School nurses will be provided information regarding students in their schools who have behavior intervention plans and emergency response plans as part of their IEPs. School staff or administration will share student safety plans with the school nurse when there is legitimate educational interest in that information. For the purposes of this section a legitimate educational interest is for safety plans with medical information necessary to complete the functions of the duties of the school nurse.

New nurses will receive training in how to find IEP-at-a-glance and 504 plans in Skyward.

If a nurse experiences a situation where they feel there is a threat of imminent harm, they should remove themselves from the situation and request support from building administration or security. If a student has a 1:1 paraeducator or behavioral technician due to a pattern of violent or aggressive behavior, that staff person will remain in the vicinity when that student is seen by the nurse. This provision will not apply in emergency situations.

Section 3.6.3

Consistent with current Sections 3.6 through 3.8.2, school-based employees will be trained on their school's terms, definitions and protocols related to student discipline and corrective action, including but not limited to: what constitutes "exclusion" and a "brief duration", which staff are responsible for escorting a student to the office, and who is responsible for supervising a student during an exclusion and a non-exclusion. This training will occur by October 15 of each year of the contract. For employees hired after October 15 and within 45 (forty-five) days of the employee's start date, they will receive this information.

School-based employees will be trained in their school's common expectations and systems. Whenever possible, school-based staff will attend training with their building colleagues.

By October 1 of each school year, the building administration at each school will inform school-based employees of the plan for identifying and communicating who the principal's designee is when the principal is out of the building and provide school-based employees with the opportunity for questions and discussion regarding the plan. Updates will be

provided to school-based employees in advance of changes to the school's plan.

Decisions regarding the administration of student discipline shall not be the responsibility of LWESP employees. Neither shall LWESP employees be responsible for notifying parents or guardians, or providing explanations, details or rationale for the exclusion or discipline of a student. LWESP represented employees will not be responsible for supervising or intervening with escalated students. LWESP represented employees will not be responsible for implementing any portion of a student's behavior plan. Students requiring medical assessment will be seen by appropriately trained staff.

Additional information regarding student discipline can be found in Appendix D.

Section 3.6.4

A secure place that locks in close proximity to the employee's workstation shall be provided for the storage of personal items. Every employee shall have adequate heat, light, water, and air to perform her/his duties effectively. The supervisor will work with the employee to resolve any concerns in conjunction with Support Services. Employees may be temporarily relocated to another worksite to provide appropriate work conditions.

Section 3.6.4.1 Nurse Work Location

The building principal will be responsible for ensuring that each School Nurse has access to the following:

- A. A serviceable desk or table and chair
- B. Appropriate computer monitor
- C. A lockable filing cabinet that has two (2) to four (4) drawers for use by the employee at each of their offices.

Building principals will ensure a confidential and safe working space for school nurses, and when possible, in close proximity to the health room.

To ensure timely, critical communication with families and staff, while ensuring school nurse privacy, the special services department will ensure that each school nurse has a working district issued cellphone by the 5th (fifth) day of employment.

Section 3.6.5

By September 15 of each school year, the supervisor or building administrator will brief and train employees on roles and responsibilities, including building emergency/crisis plans. For schools, this will include a review of existing protocols and plans for health room coverage when the school nurse and/or Health Room Office Professional is not in the school. By October 1, in the same or in a separate meeting, the school nurse and the Health Room Office Professional, along with the Office Manager, School Office Professional, and other office personnel who may be called upon to perform health room duties, will meet to review known student health care plans.

Section 3.7 Job Responsibilities

At the beginning of the school year, the supervisor or principal will provide all employees with a copy of the District's job description for their respective positions. At any time, employees shall have the opportunity to meet with their administrator or designee to clarify their job responsibilities.

Section 3.8 Medical Issues

Section 3.8.1

Employees shall refer any medical issues that fall outside of procedures contained in the Office Professional Reference Manual by Health Services to the nurse for resolution. The Manual will be updated annually. Revisions and updates will be discussed with the Association in advance. The Manual will be distributed by the District to all schools on an annual basis, with revisions or changes, if any, brought to the attention of employees. If no changes or revisions are made, employees will be so informed.

Section 3.8.1.1

School Nurses will not be asked or expected to provide LWSD employees with medical treatment. The only exception to this provision will be emergencies, which should be the exception and not the rule. This exception will be communicated during the required annual Health and Wellness Staff Training to staff and will be reinforced by the Health Services Manager to building administrators, if needed.

Section 3.8.2

Office Professionals, excluding Health Room Office Professionals, will not be required to administer medication to students if no other District employee is present.

Section 3.9 Department/Building Budget Meeting

Administrators responsible for the department or building budget will distribute copies of the budget, including carryover, using a standard format, and will hold a meeting to discuss the budget with interested staff by November 15.

Section 3.10 Personal Property

The District or its insurer will reimburse the employee for loss or damage exceeding twenty-five dollars (\$25.00) but not more than two thousand five hundred dollars (\$2,500.00) to personal property caused while such employee is engaged in the maintenance of order or protection of school personnel, school property, or students. If property damage occurs in situations of authorized use of District equipment off school premises where reasonable care has been taken to protect such property, the District will be responsible for any uninsured expenses, including the insurance deductible and the replacement of the equipment.

ARTICLE 4 - ASSOCIATION RIGHTS

Section 4.1

The Association shall be furnished on request all regularly and routinely prepared public information concerning the financial condition of the District including annual financial statement and adopted budget.

In addition, the Employer will grant reasonable requests for any other information which may be relevant to grievances and negotiations.

Section 4.2

The Association may request the use of District facilities and equipment at reasonable times when such facilities and equipment are not in use. The Association agrees to follow prescribed District procedures for such use and to reimburse the District for any materials and supplies used.

Section 4.3

Collaborative processes will be used through representation on committees (for example, labor management work team, reclassification committee, benefit advisory committee, and others) to further positive relationships between labor and management by addressing concerns/issues in a timely manner.

Section 4.4

The Association may use the District mail services, employee mailboxes, technology and electronic mail in compliance with District policies and regulations for communications to employees.

Section 4.5

The Association will have the use of a bulletin board in each work site for posting the Association notices. A copy of any posted notice will be supplied to the principal or supervisor.

Section 4.6

The District will grant up to thirty (30) days per year to employees for the purpose of Association business. Requests providing three (3) days' advance notice, if possible, will be approved by the Superintendent or designee. The Association will reimburse the District the cost of a substitute salary for each release day if a substitute is used.

In bargaining years, the release of the bargaining team will not be charged against the thirty (30) days per year. The Association will reimburse the District the cost of a substitute salary for each release day if a substitute is used.

The Association President will be granted up to .2 FTE paid leave of absence to perform Association duties. Leave of absence for the association president's current position will be contingent upon the district's ability to fill that leave with a suitable replacement. The district will work to fill or find a substitute for the position. Should the district be unable to fill that leave, the Association President may elect to be transferred to a position where the leave does not present an undue hardship on the district.

While on leave, the Association will reimburse the District for all costs associated with the Association President's leave, i.e., the actual salary and benefits paid to the Association President while on leave. The President-elect, Human Resources, and their supervisor will meet to consider assignment options for the partial assignment.

Upon returning from leave, the Association president will be offered a position at least the same pay level, hours, and work days, occupied prior to the leave of absence.

Nothing in this Agreement will detract or negate any and all rights and privileges that would accrue to the Association President had they been employed on a full-time basis.

The request for an Association President's leave shall be made following the election, no later than May 30 of the preceding school year.

Section 4.7

The duties and/or responsibilities normally assigned to LWESP employees shall not be transferred to any agency or individual so as to reduce or replace members of the LWESP bargaining unit.

Section 4.8

The Association will be provided the opportunity to meet with new employees for a minimum of thirty (30) minutes during the District's new employee orientation, or 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. No employee may be mandated to attend the meetings or presentations. Association access to the new employee shall occur within ninety days of the employee's start date within the bargaining unit. The district will host one (1) in person new hire orientation each month of the school year. If a new hire orientation is cancelled, the employees who would have attended that month will have access to next month's new hire orientation.

Section 4.9

At least ten (10) work days before each New Employee Orientation, the District shall provide the Association President, and WEA UniServ Council or designee, with a list of the names of newly hired employees and their contact information including the name, hire date, assignment, work site, number of work hours per day, number of days per year, salary schedule placement, mailing address, work and personal phone number (if available), and work and personal email address (if available) of each new hire.

Each month, the District shall provide the WEA UniServ Council or designee with updated information for all bargaining unit members regardless of union membership status including any new assignments with the employee's new hours, days, and worksite; and any resignations, retirements and approved leaves of absence with effective date for same. This updated information will also include cellular and home telephone numbers, work and the most up to date personal email address, home or personal mailing address.

Section 4.10 Dues Deduction

Upon receiving notice from the LWESP or the Washington Education Association (WEA) of the employee's authorization, the District shall make a payroll deduction for Association dues and assessments. The employee's authorization and dues deductions shall remain in effect unless written revocation is provided to the WEA, signed by the employee, and the Association provides notice to the District.

Section 4.10.1

Based upon the established annual rate, the deductions shall be made in twelve (12) equal amounts from each paycheck beginning with the pay period in September through the pay period in August for each contract year. Deductions authorized after the September payroll shall be based upon a prorated share of the balance remaining from the current annual rate and shall continue at the established annual rate in the following years.

Section 4.10.2

Each month the District will send directly to the Washington Education Association (WEA) or designee all monies deducted from employee pay warrants for dues and assessments accompanied by a list of names of those employees from whose warrants the deductions have been made.

Section 4.10.3

The Association will indemnify, defend and hold the District harmless against any claims made against and any suit instituted against the District resulting from the District's correct implementation of the provisions of this Article. The District and the Association agree that each party has and retains the right to seek, choose and use its own counsel to defend such suit, provided that the Association attorney will have primary responsibility for the suit and the Association will not be responsible for the fees of the District's attorney.

Section 4.10.4

LWESP members will be included in the hiring committee for LWESP represented positions. For school-based positions, hiring committees for LWESP positions must make a reasonable effort to include an LWESP bargaining unit member on the hiring committee for all LWESP open positions, including extending the offer in writing to be a part of the interview team. If the hiring manager is unable to have a LWESP member on the team, they must document with Human Resources as to the reasons why. LWESP members will be participants in the process and offer their recommendation to the hiring manager at the end of the interviews. The district will use racial and cultural equity resources to increase hiring teams' capacity to address and interrupt bias and discrimination when screening, selecting, and evaluating candidates for positions. This will be conducted during the employees' normal workday and in accordance with overtime provisions, if necessary (see Section 8.6).

Section 4.12 - Double Levy Failure Impacts

For the purposes of this agreement, a "double levy failure" shall mean two unsuccessful attempts to pass the 2026 EP&O Levy. In the event of such a double failure, the parties agree to bargain the impacts as soon as possible.

ARTICLE 5 - NO-STRIKE AND NO LOCK-OUT AGREEMENT

Section 5.1

During the term of this Agreement, the Association, its members, its officers or agents, acting individually or in concert with others, regardless of whether an unfair labor practice is alleged, will not engage in any strike, slowdown, or work stoppage against the District, and the District will not lock out any employee covered by this Agreement. If the members of the Association do not resume work as required by this Agreement immediately upon being so instructed, they shall be subject to discipline, including discharge.

Section 5.2

If the Employer agrees that there would be immediate and real danger to the physical safety of employees by their crossing any picket line established by other labor organizations, a written agreement shall be reached between the Association and the District regarding the situation.

ARTICLE 6 - SALARY

Section 6.1

Employees shall be paid in accordance with the salary schedule contained in Appendix A of this Agreement. Any additional state-determined inflationary adjustment will be applied to the schedule. By September 1 of each year, the employer will email notification to employees that the salary schedule has been updated and posted on the District's website and will include in the email a hyperlink to the updated salary schedule. If information from the state is delayed, impacting the District's ability to meet the September 1 deadline, the District will notify the LWESP president in advance, and the parties will set a mutually agreed upon deadline to replace the September 1 deadline for that school year.

Section 6.1.1

The District will make such deductions from the employee's total compensation as required by law.

Section 6.1.2

Upon receipt of proper authorization from an employee the District will make such deductions from the employee's total compensation and make appropriate remittance to WEA-PAC, NEA-FCPE, 403(b) plans and other District approved plans or programs.

In accordance with RCW 28A.400.250, the District shall make programs available to employees for optional, employee-purchase of tax-sheltered annuities, including Roth 403(b) plans. The District will make Roth 403(b) plan options available for employee purchase by May 1, 2020. Such programs are subject to properly-executed salary deduction agreements and any minimum employee participation requirements.

Section 6.2 Salary Schedule Level Movement

Effective September 1, 2025, the District shall implement the salary schedule contained in Appendix A.

The parties agree that the salary adjustment set forth in this Agreement shall be effective as of January 12, 2026. All salary payments made on or after that date shall be calculated at the adjusted rate set forth in Appendix A, and the District shall provide retroactive payment to the employees represented by the association for any difference between amounts previously paid and the amounts owed under the adjusted rate. Such retroactive payment shall be made no later than 30 days following the execution of this Agreement.

Effective September 1, 2026, the District shall increase the 2025-2026 salary schedule contained in Appendix A by three point five percent (3.5%), or by the state-determined inflationary adjustment for the 2026-2027 school year, whichever is higher.

Effective September 1, 2027, the District shall increase the 2023-2024 2026-2027 salary schedule by two point five percent (2.5%), or by the state-determined inflationary adjustment for the 2027-2028 school year, whichever is higher. Employees shall be placed and moved on the salary schedule based on their years of experience from 1-15+ years annually. Each employee in the LWESP bargaining unit shall receive experience increments calculated from the employee's first workday in the bargaining unit.

Section 6.2.1 Nurse Salary Schedule Placement

Upon ratification of this agreement, the school nurses will be moved on the salary schedule to the cell that reflects their years of service in the Lake Washington school district. Any change in salary will be retroactive to the first workday of the 22-23 school year.

In the 22-23 school year, the district will use the provisions below to appropriately place LWESP represented school nurses on the school nurse salary schedule.

Provisions Covering Placement on Salary Schedule:

1. To determine LWESP seniority for School Nurses, the District will use the date of hire for the School Nurse position.
2. School Nurses will be placed on and paid according to the salary schedule incorporated into the School Nurse MOU. Nurses will move annually on the salary schedule.
3. The work experience increments will be calculated from the employee's seniority in the bargaining unit, in keeping with 6.2 of the LWESP CBA.
4. Section 6.6 (Education Stipends) of the existing agreement will be applicable to School Nurses.

Section 6.3

After serving thirty (30) consecutive work days in the same position in the same building or department (for example, subbing for the Office Manager at a specific elementary school, for the School Office Professional at a specific high school, or for an Administrative Professional III in the Professional Learning department) within any twelve (12) month period, the substitute will be paid the entry level wage rate for the assigned position, or the substitute rate, whichever is higher, as of the 31st consecutive day.

An employee who retires or separates service with at least three (3) years of service in the bargaining unit and is rehired as an educational support professional substitute within three (3) years of retirement or separation shall be paid at the entry level rate for salary range three (3), or the substitute rate, whichever is higher.

Section 6.4

An employee who is assigned to do the work of someone of a higher classification for more than five (5) days shall be paid at the rate of the higher classification retroactive to the first day.

Section 6.5 Reclassification

Section 6.5.1

When an employee's job requirements have changed within the last two (2) years to such a degree that their current responsibilities are no longer commensurate with their job classification, a review is available through the Reclassification Committee. Exception to this two-year provision is set forth in Section 6.5.2, below. Experience and additional education not required by the District, an increase in the volume of work assigned, additional duties assumed by the employee without the knowledge or approval of the employee's immediate supervisor, and personal ability shall not serve as reasons for position reclassification. Reclassification requests may be initiated by an employee, a group of employees, or the Association. Reclassification requests may only be submitted when the employee has been in the current position for one year or more. The Reclassification Committee shall be comprised of the following individuals:

- Human Resources administrator;
- Two (2) District administrative appointees;
- LWESP President or designee; and
- Two (2) LWESP appointees.

Section 6.5.2

All reclassification requests shall be submitted to the Human Resources office on the approved District form (Guide to Completing the Reclassification Review Request and the Reclassification Review Request form are at Appendix E) no earlier than November 1 and no later than February 1. The employee must first submit the reclassification form to the employee's assigned supervisor no later than January 16. The Supervisor must review and complete the reclassification form and submit the completed form to the LWESP President or designee, Human Resources office and the employee within 15 calendar days, but no later than February 1. Failure by supervisor to meet this deadline will not invalidate employee's reclassification application request. The Committee may decide to make an exception to the two-year eligibility criteria, and timelines in Section 6.5 in unusual and compelling circumstances. Reclassification requests will include a statement(s) supporting the reasons for reclassification of the position(s). Requests shall also describe the duties of the position(s) and provide information as to how the Knowledge, Skills and Abilities applicable to the position(s) have changed, including but not limited to:

- Knowledge & Technical Skills
 - Knowledge and Technical Skills applicable to the position
- Problem Solving
 - The synthesizing of numerous variables in order to define viable solutions
 - Creativity in defining a course of action with varying amounts of supervision and assistance
- Complexity
 - The degree to which a position contains numerous tasks requiring time management skills and the ability to establish and balance priorities
 - The ability to draw upon a background of training and experience required for the position, in order to develop solutions to complex problems
 - The degree to which a position requires the direction of the work of others and corresponding responsibility for its accomplishment
- Impact on the Organization
 - The degree of impact on the organization, students and/or employees of actions taken and not taken
 - The degree of impact on the organization by public perceptions influenced by actions taken or not taken by the position
 - The degree of risk to the organization for decisions taken or not taken by the position

The reclassification packet should be no longer than ten (10) pages. Upon receipt of a reclassification request by the Human Resources office, the employee's immediate supervisor and the LWESP President shall be notified. Employees will be notified of the Reclassification Committee's decision by March 30.

Section 6.5.3

The Human Resources representative will be responsible for convening one or more meetings of the reclassification committee to review reclassification requests. The first meeting of the committee will occur no later than March 1. The

Committee will jointly:

- a. Review all pending reclassification requests;
- b. Review the current job descriptions for positions under review;
- c. Compare the position duties/responsibilities to the criteria in the parties' job classification system;
- d. Consider the impact within the bargaining unit and compare each of the positions under review with other LWESP positions; and
- e. Interview the requesting employee, or group of employees, as applicable, and the immediate supervisor or group of immediate supervisors, as applicable.

Section 6.5.4

A majority vote of the Reclassification Committee is required in order to implement a reclassification change. The decision of the Committee is final and not subject to the grievance procedure. Human Resources will notify the requesting employee(s) of the Committee's decision no later than March 30th. Reclassifications that are agreed to and result in a higher level of compensation shall be retroactive to September 1 of the contract year and reflected in the next pay period. Reclassifications granted to any position that is four (4) hours or more per day will be paid at the employee's same experience step at the new salary level. An employee whose reclassification is denied will be provided written feedback and the reasons why the request was denied. The employee may, at the employee's option, request a meeting with Human Resources and the LWESP President or designee, in lieu of written feedback.

Section 6.6

The District recognizes the Professional Standards Certificate as issued by the National Association of Education Office Professionals (NAEOP) Professional Standards Program (PSP), and higher education degrees, with the following provisions beyond the salary schedule:

The rates will be:

Basic Standards Certificate	\$60.00 per month
Association Professional Certificate	\$70.00 per month
Associate Degree	\$70.00 per month
Advanced I Certificate	\$80.00 per month
Advanced II Certificate	\$90.00 per month
Certified Professional Secretary	\$90.00 per month
Advanced III Certificate	\$100.00 per month
Bachelor's Degree	\$100.00 per month
Master's Degree	\$110.00 per month

Starting in the 2027-2028 school year, if an employee works four (4) hours or more per day in an LWESP represented position they will receive the full amount listed in the table above for each month of employment with the district and will no longer be prorated on the employees FTE. The District will add National Certified School Nurse Certification (\$105 per month), Certificate Education Office Employee (\$105 per month), and Earned Doctorate (\$120 per month).

Salary recognition will apply to the highest certificate or degree held by the employee. New employees shall receive a new hire letter explaining this contract provision. Once the District receives documentation of an above certificate or degree, recognition for payment of the PSP stipend listed above shall be the last workday of the month, in order to receive compensation in the following pay period.

If a current District employee transfers into the bargaining unit, the employee shall receive a transfer letter explaining this contract provision. Human Resources shall review the transferring employee's personnel file for any documentation that would qualify for this stipend. If documentation is found, Human Resources shall notify the employee that they will be compensated in accordance with this provision. Payment shall be made on the employee's first pay warrant in the new position, effective with the employee's start date in the bargaining unit. Salary recognition shall be prorated based on the employee's FTE. The District shall not require recertification with NAEOP in order to continue to pay the stipend to eligible LWESP employees.

Section 6.7

Employees shall receive a pay differential for regularly scheduled hours worked before 6:00 a.m. and after 6:00p.m. of 15 cents per hour.

Section 6.8 Automatic Payroll Deposit

All employees shall, as a condition of employment, participate in the District's automatic payroll deposit program. The employee shall state, on a form provided by the District, the financial institution to which its earnings are to be deposited.

Section 6.9 Over/Underpayment

It is the intent of the District to properly compensate employees. In cases of compensation error, the District will notify the employee prior to making the appropriate corrections. The District and the Association agree that in situations where a bargaining unit member has been paid incorrectly, the period of time to be considered for correction shall be one (1) year from the date of discovery. An underpayment shall be corrected on the next regular pay warrant. If an overpayment of \$40 or less is made, it shall be corrected on the next regular pay warrant.

When an overpayment of more than \$40 is made, each pay warrant due to the employee through the remainder of the contract year shall be reduced by an equal amount such that the sum of deductions shall equal the overpayment. If an employee believes the reimbursement schedule will cause an undue hardship, the employer will work with the employee and the Association to determine a reasonable reimbursement schedule appropriate to the circumstances.

ARTICLE 7 - WORK YEAR

Section 7.1

A regular employee, working four (4) or more hours per day, shall be assigned a prescribed work year based on their position and number of work days. For employees in positions of 260 days or more, the total number of days worked may vary according to the calendar (for example, Leap Year and when weekends fall within the contract year, September 1 through August 31).

Section 7.1.1 Nurse Length of Work Year

School Nurses will work 180 days, 8 hours a day. School Nurses will be allocated 10 additional days. Prior to the start of the student year, 2 (two) days will be used for nurse training and directed by the district and 5 (five) days will be used for beginning of school preparations.

At least 2 (two) of the days will be scheduled by the school nurses at their discretion during the contract year to meet the health and safety needs of their students. This time can be used at any time during the contract year, outside assigned student days, when the employee is not anticipated to work. The employee will communicate use of this time to their supervisor. 1 (one) day will be scheduled and directed by the nurse manager, with collaboration with the nurse leadership team.

In addition to the time above, school nurses new to the district will be given an additional 3 (three) days of additional training.

Section 7.2

Periods of time between the ending and beginning of work year assignments shall be known as furlough periods. Vacation, sick leave and all other benefits shall not accrue while an employee is on furlough status.

Section 7.3

The length of an employee's work year assignment may be adjusted by the Employer to meet the conditions created by an economic setback, inoperable facilities, and/or an increase or decrease in the work load upon at least two weeks' notice except in emergency situations as agreed to by the Employer and the Association.

Section 7.3.1

Elementary School Office Professionals responsible for registration (sometimes referred to as Registrars) shall have a 195-day contract and shall calendar at least thirteen (13) work days immediately preceding the start of the school year.

Section 7.4 Peak Work Load

Each year, effective September 1, peak work load funds will be allocated as set forth below to each school campus, and each non-school Department for use during the contract year. The intent of peak-work load dollars is to provide additional LWESP Office Professional time associated with peak-work times.

Prior to September 15, building administrators/supervisors will explain the purpose of peak work load funds. LWESP represented members will develop a plan for peak workload funds and present it to the building administration by October 1. The LWESP represented members and building administrators will collaboratively work to finalize the plan and come to consensus on the use of peak workload funds by October 15. The District will create a unique building budget code to track the worksite use of peak workload funds.

Because the plan for use of peak workload funds can include the use of overtime, the peak work load plan will be developed along with the plan described in Section 8.6 Overtime of this Agreement.

School Campus Student Enrollment	Funds
0-499	\$1,059
500 - 599	\$1,112
600 - 699	\$1,165
700 - 799	\$1,218
800 - 899	\$1,271
900 - 999	\$1,324
1000 - 1099	\$1,377
1100 - 1199	\$1,430
1200 - 1299	\$1,483
1300 - 1399	\$1,536
School Campus Student Enrollment	Funds
1400-1499	\$1,589
1500 - 1599	\$1,641
1600 - 1699	\$1,694
1700 - 1799	\$1,747
1800 - 1899	\$1,800
1900 - 1999	\$1,853
2000 +	\$1,906

Departments	Funds
1.0 FTE Office Professional	\$500
2.0 FTE Office Professional	\$800
3.0 FTE Office Professional	\$1,200
4.0 FTE Office Professional	\$1,600
5.0 FTE Office Professional	\$2,000
6.0 FTE Office Professional	\$2,400
7.0 FTE Office Professional	\$2,800
8.0 FTE Office Professional	\$3,200
9.0 FTE Office Professional	\$3,600
10.0 FTE Office Professional	\$4,000

Section 7.5 Required In-Service/Staff Development Activities

Should the Employer require attendance of bargaining unit members at in-service/staff development activities, the Employer shall either provide release time for such attendance or pay the employee his or her hourly rate, or other mutually agreed upon rate, in accordance with state and federal regulations regarding such activity.

Section 7.6 Professional Learning Days

Bargaining unit represented employees may, in addition to their normal work schedules, participate in up to three (3) professional learning days (prorated, based on employee’s FTE) for staff development training during each year of this Agreement. Such training shall be planned cooperatively between the employee and the building principal or supervisor and is subject to final approval by the building principal or supervisor. The employee may appeal denial of a request to the superintendent or her/his designer. Employee attendance at training programs shall be optional. Employees shall be compensated at their regular straight-time hourly rate of pay in compliance with state and federal regulations regarding such activities. Participation in training will be considered part of an employee’s work hours for the week in which training was attended, and an employee shall be compensated at one-and-one-half (1-1/2) times the employee’s hourly rate for hours worked in excess of forty (40) hours that week.

Section 7.6.1 Professional Development Fund

Employees who are assigned to four (4) or more hours per day will receive a professional development fund of \$500 per

contract year for workshops/classes that are not offered by the District. Funding will be for materials, mileage, meals (in accordance with IRS guidelines), registration, or tuition. Unused funds may be rolled over to a maximum of \$750.00 per employee qualifying for professional development funds.

Application for the funds will be made using a form developed between the District and Association and posted in Appendix J. Such training shall be planned cooperatively between the employee and the building administrator or supervisor and is subject to final approval by the building administrator or supervisor. The employee may appeal denial of a request to the superintendent or their designee.

Section 7.6.1.1 Nurse Professional Development Fund

Employees who are assigned to four (4) or more hours per day will receive a professional development fund of \$500 per contract year for workshops/classes that are not offered by the District. Funding will be for materials, mileage, meals (in accordance with IRS guidelines), registration, or tuition. Unused funds may be rolled over to a maximum of \$750.00 per employee qualifying for professional development funds.

Separate from the above Office Professional Fund, each Lake Washington School District School Nurse will be allocated \$1000 per year of the contract available for the following purposes: Reimbursement for tuition, classes, training fees, materials/equipment, mileage, meals (in accordance with IRS guidelines), registration, or licenses fees.

The professional funds for school nurses will be prorated based on FTE. Application for the funds will be made using a form developed between the District and Association and posted in Appendix J. Such training shall be planned cooperatively between the employee and the building administrator or supervisor and is subject to final approval by the building administrator or supervisor. The employee may appeal denial of a request to the superintendent or their designee.

Section 7.6.2 Training and Mentoring Program

The District will provide training for new employees and for employees new to a position. There will be 14 hours of paid training to support the training of new employees. Seven of those hours will be in-person focused on the core responsibilities of the position. This training will be scheduled and completed within the 90-day probationary period. This training is to be scheduled during the employee's normal work hours, unless both employee and supervisor agree to complete these hours outside the work day. Current employees moving into a new position may not need all 14 hours; however, it will be made available if needed by the employee. This training will include onboarding which helps employees understand and navigate the structure of the organization; connection to subject-matter experts within the District, who will provide necessary training and information; and access to the tools and resources to perform the functions of the position. In addition, employees paired with a mentor will be released for one full paid workday to shadow their mentor, scheduled at the convenience of the mentor.

In addition to the 14 hours of paid training time, noted above, one paid workday, or at least seven (7) hours, will be designated for the employee and mentor to meet. This will ideally happen before the start of the student year and within the mentors' work calendar.

Each year of the contract, mentors will receive a stipend of \$700 for mentoring one (1) new employee. If an employee requires more than (1) mentor, the mentors will split the stipend. This stipend will be paid out in the August payroll. The overtime provisions in 8.2.6 will still apply.

Annually, a sub-committee of labor management will meet with Professional Learning before June 10 of each year to provide feedback for professional learning to implement and update training/support for the coming school year.

In addition to the initial District-provided training identified above, a mentor program will be offered to all new employees and all employees in a new position in accordance with the terms set forth in this Section and in Appendix C.

Definitions for purposes of this Program:

New Employee: Must be a first year LWESP Bargaining Unit Member.

Employee in a new position: Must be new to the position in question, for example, a School Office Professional

who is hired to be an Office Manager.

Protégé: a new employee or employee in a new position as defined above.

Mentor: Must have three (3) years of successful service as an LWESP Bargaining Unit Member, and the approval of the immediate supervisor. An employee who retires in good standing may mentor their replacement or a new hire in the same position held by the retiree with the approval of the Professional Learning Director or designee.

Qualified employees who are in the same position as the protégé (such as, both are elementary school Office Managers, School Office Professional at a high school, or Administrative Professional III in Payroll) will be offered as mentors to protégés provided a mentor is available. In June, the District will contact all eligible employees to see who would like to serve as a mentor, in an effort to create and maintain a pool of available mentors. If a mentor is not available, the District will determine if an employee in the same position but in a different department (such as Administrative Professional in Payroll and Administrative Professional in Professional Learning) has the knowledge or skills to support the protégé.

If a Health Room Office Professional (HROP) mentor is not available to support an HROP, then a school-based nurse can be asked to mentor and receive the \$700.00 stipend for supporting an HROP.

Section 7.6.2.1 Nurse Mentorship

School nurses who mentor newly hired nurses will receive a stipend of \$1000 annually. Each nurse mentor will have a maximum of 1 mentee. To be a mentor a school nurse needs to have a minimum of 1 (one) year of experience within the role of school nurse.

Section 7.7 Round Tables

By October 1, 2025, the parties shall re-establish and in each year of the contract convene a Steering Committee that will agree annually which District designated student early release days will be utilized for in-service activities for LWESP represented employees. The Steering Committee may add non-early release in-service activities by consensus. These in-service activities (Round Tables) will be delineated between employee-led collaboration and professional development sessions. The Steering Committee will work collaboratively to establish a calendar of employee-led and District-led professional trainings. The Steering Committee must reach consensus on the calendar.

This Steering Committee shall be comprised of no more than three (3) representatives selected by the LWESP and no more than three (3) representatives selected by the District.

For employee-led Round Tables the agenda will be set by the specific Round Table group, and it will be up to the LWESP represented employees to invite other departments for additional information.

When meetings are scheduled on student early release days, work hours may be adjusted to accommodate these meetings with the approval of the building administrator. When applicable, employees may use optional hours to attend these meetings.

Section 7.8 New Technology Roll-out

When there is a new technology pilot or program, district wide systems change to technology, or tools that employees rely on to complete their core work tasks, the District will meet with LWESP leadership prior to implementation to determine how best to meet the training needs of LWESP members resulting in a mutually agreed upon training plan and communication plan.

When possible, the District will solicit feedback when purchasing new technology or programs that impact LWESP represented employees.

During Labor Management meetings, Technology Services will report out monthly on upcoming technology updates.

ARTICLE 8 - WORK DAY

Section 8.1

Normal work days shall be Monday through Friday. Flexible work hours shall be allowed where there is minimal disruption of the work place as determined by the building principal/supervisor.

Section 8.2

Employees working six (6) hours or more per day shall be entitled to two (2) fifteen (15) minute rest periods as scheduled by the supervisor and one-half (1/2) hour duty free, unpaid lunch period as part of the working day. No employee shall be required to work more than five (5) consecutive hours without a meal break.

Section 8.3

Employees working three (3) hours or more, but less than six (6) hours per day, shall receive one (1) fifteen (15) minute rest period as part of the paid working day.

Section 8.4

When staggered lunch periods are assigned, a corresponding staggered starting time and end of work day may be arranged. An employee may request an extended lunch period to a full hour with a corresponding extension of the work day when approved by the immediate supervisor.

Section 8.5

It is the duty and responsibility of the employee's assigned supervisors to ensure that employees are completely relieved from duty during their lunch period. Employees must take their lunch break away from their assigned work area. When employees are not completely relieved from duty during their lunch period due to emergency situations, such unrelieved time will be flexed or paid as work time in consultation with their assigned supervisor.

Section 8.6 Overtime

Circumstances may arise that call for an employee to work beyond his or her regular work day. Such additional time may result in overtime pay or the earning of compensatory time as contained in this Section.

All overtime work, including compensatory time, shall be authorized by the employee's assigned supervisor. Hours worked beyond forty (40) hours per week shall be compensated at one-and-one-half (1-1/2) times the employee's hourly rate. All work performed on holidays shall be compensated at two-and-one-half (2-1/2) times the employee's hourly rate. The employee may choose to take compensatory time in lieu of overtime pay at the same rate. The use of compensatory time must be authorized by the employee's assigned supervisor and must be completed within twenty (20) work days of earning such time. If compensatory time cannot be taken within this timeframe, the employee shall be paid at the rate of one-and-one-half (1-1/2) times the employee's hourly rate. For the purpose of calculating overtime, paid holiday hours shall be considered as time worked.

Because peak work load funds described in Section 7.4 of this Agreement can include the use of overtime and/or compensatory time, each building's and department's peak work load plan will include a plan for the use of overtime and compensatory time.

Section 8.7 Flex Day

Employees in positions of less than 260 days may bank up to one work day of flex time to be used during the work year at a time which is agreeable between the employee and the supervisor. Time worked for the purpose of "banking" in accordance with this Flex Day section may not exceed forty (40) hours a week. Any time worked in excess of forty (40) hours must be supervisor authorized and compensated in accordance with Section 8.6 above. The flex day must be used during the work year.

Section 8.8 Adjusted Calendar Day(s)

Employees in positions of less than 260 days may adjust their calendar by up to three (3) days per work year, including school days, for the purpose of accommodating personal needs.

Section 8.8.1

Days shall be calendared by October 15 of each year, by mutual agreement of the employee and the employee's assigned

supervisor. Exceptions to the October 15 deadline shall be mutually agreed upon by the employee and the employee's assigned supervisor. The days shall be achieved by the adjusting of an individual employee's calendar, rather than increasing an employee's work year.

Section 8.8.2

Unusual circumstances or events shall trigger the availability of these days.

Section 8.9 Inclement Weather, Emergency Closure or Delay

The Association and District agree that staff safety is important. When schools are closed during periods of inclement weather or emergency conditions, school staff are not expected to report to work. When schools are closed, non-school based employees are expected to report to work at the regularly scheduled time if their assigned worksite is open and accessible.

The parties recognize that inclement weather conditions may prevent the arrival or timely arrival of employees for safety and/or other related reasons. In such cases, employees may use emergency leave, comp time, discretionary leave, vacation (for employees in positions of 260 days or more), or, with supervisor's approval, use unpaid leave, an alternate work site, or make up the time lost.

For employees that are school based and work over 194 days, and school nurses, rather than take an inclement weather day, the employee can opt to work from home, as long as they have appropriate technology and/or materials to do so. Working on an inclement weather day will count toward their overall workdays. The employee will adjust their work calendar appropriately however, should the District determine the work days or work time will not be made up, employees will receive their regular pay.

The District will make every effort to notify each employee of school closures and late starts, including whether non-school worksites are open and accessible. Staff reporting to work on a day when school or worksite closures are announced late (after 5:30 am for secondary and non-school worksites, and after 6:30 am for elementary) shall be paid two (2) hours at their hourly rate.

If there is an emergency late start of the school day, LWESP represented school-based employees will be able to arrive one (1) hour before the students arrive. For emergency late starts, arriving one (1) hour before students arrive, or closures that happen after the start of the workday, LWESP represented employees and building administrators are permitted to allow flex time arrangements. These arrangements allow LWESP represented employees to make up missed time without using emergency, sick or discretionary leave. With the agreement of their supervisor, LWESP represented employees may schedule to make up the missed time. This can be accomplished through a variety of methods, including but not limited to arriving early, staying late, attending an after-hour meeting which would have otherwise been paid time. Whenever possible, flex time arrangements should occur within the same payroll period as the late start emergency. The time must be made up no later than the following pay period. Additional time worked should not put the staff member into overtime status.

Section 8.10 Afternoon before Thanksgiving

On the day before Thanksgiving, school employees may leave 30 minutes after student dismissal by:

- Using discretionary leave in accordance with Section 10.6.1; or
- Adjusting their calendar in accordance with Section 8.8 and 8.8.1.

On the day before Thanksgiving, non-school building employees in positions of less than 260 days will be allowed to:

- Use Discretionary leave in accordance with Section 10.6.1; or
- Adjust their calendar in accordance with Section 8.8 and 8.8.1.

On the day before Thanksgiving, employees in positions with 260 or more days will be allowed to:

- Use Discretionary Leave in accordance with Section 10.6.1; or
- Use Vacation Leave in accordance with Section 10.1.2.

Section 8.11 Flexible Work Location

Non-School Building Based LWESP represented employees, and school nurses on non-student days, can work from home, in accordance with district policy 5214P, at times that are mutually agreeable with their immediate supervisor and ensure continuity of services for families, staff and students. All provisions of the district policy 5214P will apply and be followed. If this policy changes, the parties will meet to review and consider necessary contract language changes.

Section 8.12 Mileage

Employees authorized to use their own vehicle for Employer business shall be reimbursed for any mileage accrued while performing such work. Duties that fall on the employees' way home that do not vary from their normal commute will be provided work time to perform but will not be eligible for mileage.

Section 8.13 Worksite Relocation

In order to facilitate school moves that close or consolidate a worksite/school, to rebuild, major capital project, and enlarge construction projects, the district will offer the following to LWESP represented employees being required to move:

1. Each employee in a worksite that is required to move because of a rebuild, major capital project, or enlarge construction project may access additional time with supervisor approval and Article 8.6 provisions will still apply.
2. Barring any situations that are outside of control of the District, clear communication when moving timelines change and shall be notified a minimum of 3 weeks prior to a moving day.
3. At least two calendar days to unpack/set up their workspace before teachers arrive. LWESP members will adjust their calendars as needed.
4. Boxes, tape, and other materials that are necessary to pack up their work space.
5. The staff relocation guidelines will be provided to LWESP represented employees prior to a move or when notice of a capital project is communicated. LWESP employee guidelines will be included in the district moving guide, any changes to the moving guide will only occur by mutual agreement with LWESP.
6. LWESP represented employees will not be responsible for creating or developing the moving plan of a worksite. The supervisor/administrator will be responsible for developing and overseeing the moving plan for the worksite.

Physical movement of boxes from one building to another is the District's responsibility.

ARTICLE 9 - PROBATION PERIOD

All new employees subject to this Agreement will be on probation for the first ninety (90) working days of employment. At the end of this period, the employee will be evaluated by the immediate supervisor using the form in Appendix B. If, upon evaluation by the immediate supervisor, the employee's performance is determined to be unsatisfactory, the employee shall be terminated and such termination shall not be subject to review through the grievance procedure of this Agreement. If the employee's performance is determined to be satisfactory, a recommendation for regular employment shall be transmitted through proper channels. Upon regular employment, the new regular employee shall be given credit for or 'aid for, as appropriate, benefits which would have accrued if the employee had been a regular employee during the probation period.

ARTICLE 10 - LEAVES

Section 10.1 Vacation Leave and Compensation in Lieu of Vacation Leave

Section 10.1.1

Regular employees working four (4) hours or more per day will receive vacation leave or compensation in lieu of vacation according to the chart below. "Years" of experience means number of years in District.

260 day or more employees ("days" includes vacation and holidays) receive vacation leave. Employees in positions of less than 260 days per year receive compensation in lieu of vacation leave.

Days per Year	Months per Year	Vacation Days Based on Years of Experience in District			
		Years 1-4	Years 5-10	Years 11-15	Years 16 or more
180-199	9.5	10	14	15	18
200-209	10	10	15	16	19
210-214	10.5	11	15	17	20
215-259	11	11	16	18	21
*260 days or more	12	14	17	19	22

**Includes vacation & holidays*

Section 10.1.2

Vacation leave shall be scheduled at a time most convenient to the Employer, however, a period of time away from the demands of the job is conducive to the general well-being of the employee and is to the advantage of the District as well as the employee. Therefore, vacation leave shall be scheduled, insofar as possible, at a time mutually agreed upon by the employee and immediate supervisor.

Section 10.1.3

Upon hire, each eligible employee shall be credited with the appropriate number of vacation hours according to the chart above, from the employee’s date of hire. Accrued vacation rates shall change on the employee’s fifth, eleventh, and sixteenth anniversary hire date.

Section 10.1.4

Employees in positions of 260 days or more may accumulate and carry forward a maximum of eighty-eight (88) hours of unused vacation into the following year. At no time may accumulated vacation exceed a total of 264 hours. An employee separating from the District may cash out up to a total of 264 hours earned at their hourly rate. Should the employee terminate prior to the end of the work year, the accrual will be prorated, and the balance be adjusted based on the actual time earned.

By April 1, the District will notify employees to verify their accrued vacation balance. This notification will include a reminder that only 88 hours can be carried forward at the end of their contract year.

Section 10.1.5

If workload cannot be managed in such a way to allow an employee to take vacation time and the employee’s accrued vacation would exceed allowable levels, the Employer shall reimburse the employee for unused

vacation at the employee's regular rate of pay or allow the employee to carry forward the unused vacation into the following year for that one year only, with mutual agreement of employee and supervisor.

Section 10.2 Sick Leave for Illness, Injury and Emergency

Sick leave for regular LWESP represented employees shall receive twelve (12) days of sick leave. This will be prorated based on working days, with 180 days being equal to one hundred percent of the benefit. be accrued at the rate of one prorated day per payroll month of employment. Sick leave shall be credited on each employee’s first yearly work day. Should the employee terminate prior to the end of the work year, a deduction will be made for sick leave used in excess of accrual. Unused sick leave shall accumulate from year to year while the employee remains in the employ of the District.

Section 10.2.1

Sick pay will be paid only for periods of absence caused by illness or injury of the employee or of an immediate family member of the employee, or a member of the employee’s household as defined in the Definitions section. The Superintendent or designee may consider extraordinary situations on a case-by-case basis.

Section 10.2.2

If it appears the leave provisions of this article are being abused, the District may require the employee to submit proof of illness or injury.

Section 10.2.3

Employees who resign or are terminated lose the benefit of accrued sick leave.

Section 10.2.4

In the event an employee returns to the employ of the District within two (2) years after layoff, accumulated sick leave may be re-established upon the recommendation of the Superintendent.

Section 10.2.5

Employees granted an approved leave of absence by the Employer Board retain accrued sick leave, but do not accrue sick leave during the approved leave of absence.

Section 10.2.6 Emergency Leave

A maximum of four (4) of these prorated days may be used for emergency purposes each year. Conditions for granting emergency leave, which comes out of sick leave, are, with the exception of using emergency leave for bereavement as set forth in Section 10.5, as follows:

- a. The situation will be of such a nature that generally pre-planning by the employee is not possible, one which is serious, essentially unavoidable and of importance, not one of mere convenience. Example: a threat to the employee's property (flooding, storm, fire, serious illness of adult child or parent, etc.).
- b. The employee will call the principal/supervisor or designee and will explain the situation and request that emergency leave be allowed.
- c. Unused emergency leave shall not accrue from year to year.
- d. Emergency leave, without any deduction from salary, may be determined and granted by the Superintendent or designee for days in excess of days granted above.

Section 10.2.7 Attendance Incentive Program

In January of the year following any year in which a minimum of sixty (60) days of sick leave is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused sick leave accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued sick leave in excess of sixty (60) days. Sick leave for which compensation has been received shall be deducted from accrued sick leave at the rate of four (4) days for every one (1) day's monetary compensation: provided that no employee may receive compensation under this section for any portion of sick leave accumulated at a rate in excess of one day per month. (2) At the time of separation from school district employment due to retirement or death an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued sick leave.

The provisions of this section shall be administered in accordance with state law and applicable state rules and regulations. Should the legislature revoke any benefits granted under this section, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual right.

Section 10.2.8 VEBA

The parties have adopted a VEBA sick leave conversion medical reimbursement plan, pursuant to RCW 28A.400.220. For every year the plan is in effect, the District agrees to make contributions to the plan on behalf of all eligible employees in the LWESP unit as long as they work 4 or more hours in an LWESP represented position. The plan must be approved by the Association annually. Should Federal or State regulations regarding VEBA change, the parties will meet to discuss the impact of such changes.

Section 10.3 Jury Duty Leave

Upon receipt of a jury summons, the employee will immediately notify her/his supervisor and the Human Resources department. The employee will be required to furnish a signed statement from the officer of the court as proof of jury service. Each employee shall be granted leave for jury duty at full pay. Any compensation received for this duty shall be retained by the employee to cover expenses.

Section 10.4 Subpoena Leave

If the employee is involved in judicial proceedings arising from the nature of her/his employment in the interests of the District, the employee shall be granted leave for subpoenaed court appearance at full pay. If the employee is a plaintiff, a defendant, or a witness on their own behalf in a case, there will be no compensation.

Section 10.5 Bereavement Leave

In the event of a death in the immediate family/household of the employee, an absence of up to five (5) days with pay will be permitted. Bereavement leave may be taken in half (1/2) or whole day increments. Such leave is with pay and shall be non-accumulative. Employees may use one (1) emergency leave day to attend the funeral services of an individual outside the immediate family/household of the employee.

Section 10.6 Discretionary Leave

Up to three (3) days with pay per year may be used for discretionary leave without justification.

Section 10.6.1

Discretionary leave will be scheduled at least 48 hours in advance, whenever possible, with the employee's assigned supervisor or designee.

Section 10.6.2

Discretionary leave may not be used during the first or last week of school, except with prior permission.

Section 10.6.3

No more than ten (10) bargaining unit members requiring substitutes may take discretionary leave on a given workday, unless the District has granted prior permission, or the member can demonstrate this is a significant life event. Denials will be appealed to the superintendent or their designee who makes the final decision.

Section 10.6.4

No more than one bargaining unit member per site who requires a substitute may access discretionary leave per day except with prior permission .

Section 10.6.5

Additional bargaining unit members may take discretionary leave without a substitute upon prior approval of the assigned supervisor or designee. Other extenuating circumstances or requests may be made to the assigned supervisor or designee.

Section 10.6.6

An employee may accumulate up to five (5) Discretionary Leave days. Unused days will be carried over from one school year to the next for a maximum of five (5). Accumulated days shall carry forward until used. Unused Discretionary days in excess of five (5) days shall be cashed out at the substitute rate of pay if not used by August 10 of each year.

Section 10.7 Religious Leave

An employee may use discretionary leave, adjusted calendar days, a flex day, or vacation if available, to observe religious holy days. Any extenuating circumstances or requests may be made to the employee's assigned supervisor.

Section 10.8 Shared Leave

Consistent with Chapter 392-136A WAC, the purpose of the leave sharing program is to permit District employees to donate annual leave, sick leave, and/or discretionary days, to come to the aid of a fellow District employee experiencing circumstances that may cause the employee to take leave without pay or terminate employment with the District.

All requests for shared leave shall be submitted to Human Resources.

Section 10.8.1

An employee shall be eligible to receive shared leave if the Superintendent or designee has determined the employee meets the following conditions, consistent within state law:

1. The employee:
 - a. suffers from or has a relative or household member suffering from an illness, injury, impairment or physical or mental condition that is extraordinary or severe in nature;
 - b. is a victim of domestic violence, sexual assault, or stalking;
 - c. has been called to service in the uniformed services;
 - d. a state of emergency has been declared anywhere in the United States by the federal or any state government

- and the employee has needed skills to assist in responding to the emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the agency or organization in question accepts the offer of volunteer services;
- e. is a current member of the uniformed armed services or a veteran as defined by RCW 41.04.005, and is attending medical appointments or treatments for a service-connected injury or disability;
 - f. is a spouse of a current member of the uniformed armed services or a veteran as defined by RCW 41.04.005, who is attending medical appointments or treatments for a service-connected injury or disability and requires assistance while attending appointment or treatment;
 - g. needs time for parental leave; or
 - h. is sick or temporarily disabled because of pregnancy disability.
2. The condition(s) listed in sections 1, above, has caused or is likely to cause the employee to go on leave without pay or terminate District employment.
 3. The employee has exhausted or will shortly exhaust leave although the employee is not required to deplete all his or her sick leave if the employed qualifies under subsection 1 (g) and/or (h), above, and can maintain up to forty hours of sick leave.
 4. The employee has abided by District policies regarding:
 - a. sick leave use if the employee qualifies under subsection 1 (a), (b), (g) or (h), above; or
 - b. military leave use if the employee qualifies under subsection 1 (c), above.
 5. If the injury or illness is work-related, the employee has diligently pursued and been found to be ineligible for benefits Chapter 51.32 RCW.

An employee may not receive more than five hundred and twenty-two (522) days of shared leave during total District employment. Other methods of accommodating the employee's needs such as modified duty, modified hours, flex-time, or special assignments in place of shared leave will be considered, consistent with state law, on a case-by-case basis.

An employee may be required to submit documentation to support the request for shared leave, consistent with state law before the District approves or disapproves the employee's request for shared leave.

Section 10.8.2

An employee who has accrued a sick leave balance of more than twenty-two (22) days may donate annual leave, sick leave, or all or part of a personal holiday to another employee or to a pool for purposes of the leave sharing program as allowed by law. All donated leave must be given voluntarily.

Any shared leave not used by the leave recipient during each incident or occurrence as determined by the District must be returned to the leave donor(s) and reinstated to the respective leave donor's or donors' appropriate leave balance(s).

Section 10.9 Temporary Disability Leave

Section 10.9.1

Employees, who are physically unable to perform the functions of their position for medical reasons, may request a temporary disability leave. Temporary disability leave may be granted for illness, injury, surgery or because of pregnancy or childbirth and may only be granted for the period of actual disability and shall not exceed one (1) year, or two (2) years in the event of an on-the-job injury. Based on the District's discretion, Temporary Disability leave may run concurrently with any leave taken under the federal Family and Medical Leave Act (FMLA) and the state Paid Family and Medical Leave (PFML).

Section 10.9.2

Employees shall notify their immediate supervisor and the Director of Human Resources of their requests for temporary disability leave. If possible, such notification shall be made at least sixty (60) calendar days prior to the proposed starting date of the leave. The actual starting date of the leave will be determined as necessary to protect the quality of the instructional and supportive programs, the desire of the employee and the employee's medical professional. The District

may require a medical certificate that the employee is able to continue to work, prior to the temporary disability leave request, without jeopardizing the employee's health or the safety of others.

Section 10.9.3

Expiration of the temporary disability leave shall be when the employee's medical professional confirms the ability of the person on temporary disability leave to resume the duties of the assigned position. The District may, at its discretion, and at its own expense, have the employee examined by a doctor of the District's choice, at any time.

Section 10.9.4

Upon expiration of temporary disability leave, the employee will be assigned to the same position or its equivalent if the position no longer exists, if the leave is granted for an injury or serious illness and does not exceed one year. Employees returning from temporary disability leaves which exceed the above deadline will be assigned to an equivalent vacancy when one becomes available. Refusal to accept the available position shall terminate the employee from this District.

Section 10.9.5

An employee on approved temporary disability leave will retain accrued sick leave, vacation and seniority rights. Employees granted temporary disability leave may, at their option, be allowed compensation for temporary disability leave in accordance with Section 10.2 Sick Leave.

Section 10.9.6

The District reserves the right to call for a medical certificate of temporary disability at any time for any number of days used as defined in this section(s).

Section 10.9.7

Employees filling positions of employees who are on temporary disability leave will be assigned to such positions for a specific period of time, during which they shall be subject to all provisions of this Agreement. Such employees will not be guaranteed continued employment beyond the term of the leave.

Section 10.10 L & I Benefits

If an employee is absent for reasons which are compensable industrial injuries in accordance with Title 51 of Washington State Industrial Insurance law, the employee may elect to have the Employer pay the employee an amount equal to the difference between the amount paid by State Industrial Insurance and the amount the employee would have otherwise normally been eligible in sick leave benefits. The employee shall notify the Employer in advance should they elect to utilize accrued sick leave benefits in the manner described under this Section. Such payments(s) to the employee shall be made at such time as the difference is known. The Employer's obligation ceases upon expiration of the employee's accumulated sick leave. The Employer shall continue to pay its share of benefits for three months after the employee's sick leave has expired.

Whenever an employee is absent from employment as the result of injury from a physical assault, sustained in the normal course of employment and in the performance of the employee's duties, the employee will be paid the difference between the employee's total compensation and state industrial insurance compensation for a period of thirty-six (36) months. No part of such absence will be charged to annual or accumulated sick leave. The District reserves the right to require an examination of such employee by a physician designated by the District at District expense.

Section 10.11 Washington State Paid Family and Medical Leave and the Family and Medical Leave Act

Section 10.11.1 Washington State Paid Family and Medical Leave (PFML)

Beginning January 1, 2020 eligible employees will be provided Paid Family and Medical Leave (PFML) benefits through the State. PFML is a state-run program. Application for PFML must be done through the Employment Security Department (ESD). The ESD determines eligibility for PFML.

To qualify for PFML, an employee must have worked 820 hours or more in the qualifying period, defined as the first four (4) of the last five (5) completed calendar quarters starting from when the employee makes their claim for benefits.

Each of the three main types of PFML (set forth below) is related to a different type of "qualifying event." A qualifying event is required for PFML eligibility. PFML may be used as follows:

1. Medical Leave because of the employee's own serious health condition including but not limited to any period of incapacity due to pregnancy, or for prenatal care.
2. Family Leave:
 - a. To care for and bond with the employee's child during the first twelve (12) months after the child's birth, or the first twelve (12) months after placement of a child under the age of eighteen (18) with the employee;
 - b. To care for a family member with a serious health condition. "Family member" means a child, grandchild, grandparent, parent (biological, adoptive, de facto, foster, stepparent of the employee or employee's spouse), sibling, or spouse of the employee; and
 - c. For certain military-connected events and qualifying exigencies.

PFML benefits include up to twelve (12) weeks of paid family or medical leave per year. Benefits may be extended to up to eighteen (18) weeks as follows:

- a. Up to 16 weeks of combined medical and family leave; or
- b. Up to 18 weeks of combined medical and family leave for pregnancy-related serious health condition that results in incapacity.

An employee who plans to take PFML must provide the District with written notice at least thirty (30) days in advance when possible.

Employees may use accumulated sick leave with PFML. Employees choosing to do so must submit sick leave in half or full day increments, subject to PFML rules or regulations.

PFML may be taken intermittently, however District approval is required for family leave taken on an intermittent basis, such as working a reduced work week, to bond or care for a newborn or newly placed foster or adopted child.

Section 10.11.2 Family and Medical Leave Act (FMLA)

To be eligible for Family Medical Leave Act (FMLA), an employee must have worked for the District for at least twelve (12) months and must have worked 1,250 hours in the twelve (12) month period before the start of leave. Time that is paid but not worked is not counted toward the 1,250 hours except in those limited circumstances as required by law.

- A. Medical leave may be taken for an employee's own serious health condition.
- B. Family leave may be taken for any of the following reasons:
 1. To care for and bond with the employee's child during the first twelve (12) months after the child's birth, or the first twelve (12) months after placement of a child under the age of eighteen (18) with the employee;
 2. To care for a family member, as defined below, with a serious health condition including incapacity due to pregnancy and for prenatal medical care.
 3. For certain military-connected events and qualifying exigencies.
 4. If both parents of a newborn, adopted child or newly placed foster child are employed by the school district, they shall be entitled to a combined total of twelve (12) work weeks of family leave during the first twelve (12) months after the child's birth or placement.
- C. A "child" means as a biological, adopted or foster child, a stepchild, a legal ward who is under 18 years of age, or a legal ward incapable of self-care due to a mental or physical disability.
- D. "Family member" means a child, parent (biological, adoptive, de facto, foster, stepparent of the employee), or spouse of an employee.
- E. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. See the FMLA for a complete definition of "serious health condition".
- F. The District requires confirmation by a health care provider of the employee's need for FMLA leave.

- G. An employee who plans to take FMLA must provide the District with written notice at least thirty (30) days in advance. If FMLA is not foreseeable, the employee must notify the District of the expected leave as soon as practicable.
- H. Employees must first exhaust any available paid leave, when applicable, and these days shall be subtracted from the twelve (12) weeks (60 days) of unpaid FMLA.
- I. FMLA may be taken intermittently, however District approval is required for family leave taken on an intermittent basis, such as working a reduced work week, to bond or care for a newborn or newly placed foster or adopted child.
- J. Upon returning from FMLA, the employee is entitled to be restored to the same position that the employee held when the leave started or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Section 10.11.3 Group Health Insurance during FMLA

The District shall continue the employee's group health insurance coverage and will continue to pay the District's contribution towards the employee's insurance premiums while on a leave covered by the FMLA.

If the employee fails to return from leave due to reasons within his or her control, the District may recover from the employee the amounts paid by the District for the employee's health insurance premiums during the employee's leave.

Section 10.12 Leave of Absence

Upon recommendation of the immediate supervisor and approval by the Superintendent or designee, an employee may be granted a leave of absence without pay for a period not to exceed five (5) work days. An employee returning from such a leave of absence shall be reinstated to the position held at the time the request for the leave was approved without loss of seniority or benefits.

Section 10.12.1

Upon recommendation of the immediate supervisor to the Superintendent and upon approval by the Employer, an employee may be granted an extended leave of absence without pay for a period not to exceed one (1) year. Application for such leave must be made in writing on or before April 15 of the school year preceding the year in which the leave is to occur. Under unusual circumstances the employee may file a written request with the Superintendent or designee for exception to the April 15 deadline.

Section 10.12.2

An employee returning from an extended leave of absence of less than ninety (90) workdays will be reinstated into the same position held prior to the leave if the position exists.

Section 10.12.3

An employee who returns from an extended leave in excess of ninety (90) workdays will be reinstated in a vacant position for which the employee is qualified and that is equivalent in duties and salary to that held at the time the request for leave of absence was approved; provided that if an employee refuses an offer of such employment, the Employer is released from all obligation under this Article. An employee may choose to be reinstated in a vacant position for which the employee is qualified, but which is of less status and pay; provided that should an employee voluntarily accept a position of less status and pay in order to expedite a return to active pay status, the employee shall forfeit all other rights guaranteed in this paragraph.

Section 10.12.4

The employee will retain accrued sick leave and other rights extended by the District while on extended leave of absence.

Section 10.12.5

Vacation leave, sick leave, or other benefits shall not accrue while an employee is on leave of absence.

Section 10.12.6

The employee will receive no credit for salary advancement while on leave of absence.

Section 10.12.7

If an employee on approved leave of absence does not return to work or make contact with the District within four (4) workdays following the expiration date of the leave, the employee shall be considered as having resigned without notice and shall be terminated.

Section 10.13 Child Care Leave

Any employee may request child care leave for up to one year. The request for such leave shall be in writing at least thirty (30) calendar days in advance of the proposed starting date and will clearly state the intended purpose and duration of the leave. Long term child care leave will be without compensation and employer benefits except that the employee will retain all seniority and benefits accrued. Seniority will not accrue during such leave. Employees returning from a child care leave will be placed in accordance with the provisions in Section 10.13.3.

Section 10.14 Job Share

The District and the Association have a mutual desire to provide a job share program. This program will include the following elements and understandings:

1. Job share is voluntary on the part of the participants
2. The building administrator(s)/supervisor(s) must approve the job share each year for it to occur.
3. The Human Resources department shall make the final decision regarding a job share application.
4. Should the job share participants wish to continue for the next school year, they must request an extension. Should any participant desire to leave the job share, or if the job share is discontinued, the employee will not necessarily be assigned to the identical position occupied prior to the job share but will be assigned to the first available equivalent position.
5. Job share approval shall be based on yearly staffing allocation of hours.
6. Should a job share participant resign or take a leave of absence prior to, or during the school year, the job share situation will be handled as follows:
 - a. The vacated portion of the job share will be filled at the discretion of the building administrator.
 - b. The vacancy will be posted in-district for five (5) work days to seek a compatible and qualified replacement. If an in-district replacement is not found, the vacancy will be posted out-of-district.
7. Job share participants will qualify for benefits as would any employee working four hours per day or more. An explanation of how these benefits apply will be made available to each participant by the payroll office.
8. Applications for job share must include the following provisions:
 - a. Job share partners will be of the same bargaining unit level.
 - b. Division of tasks will be determined by the supervisor.
 - c. Agreement on acceptable division of time.
 - d. A communication system:
 - Between the employees
 - With principal
 - With other staff

Section 10.15 Holidays of Faith and Conscience

Each employee is entitled to two (2) unpaid days per calendar year for a reason of faith or conscience or an organized activity under the auspices of a religious denomination, church, or religious organization. The two (2) unpaid holidays allowed by law and this Section must be taken during the employee's contract year if at all; they do not carry forward from one year to the next.

An employee must submit a written request for an unpaid holiday provided for in this Section to the employee's supervisor a minimum of seven (7) work days prior to the requested unpaid holiday. The employee may select the days on which the employee desires to take the two (2) unpaid holidays after consultation with his or her supervisor. If an

employee prefers to take the two (2) unpaid holidays on specific days for a reason of faith or conscience or an organized activity under the auspices of a religious denomination, church, or religious organization, the employer must allow the employee to do so unless the employee's absence would impose an undue hardship on the employer or the employee is necessary to maintain public safety. "Undue hardship", means an action requiring significant difficulty or expense to the employer, and shall be interpreted consistent with WAC 82-56-020.

The Director of Human Resources or designee shall evaluate requests by weighing the wishes of the employee, scheduled work; anticipated peak workloads; whether a substitute would be needed and, if so, the availability of a substitute; and the meaning of "undue hardship" noted above. Unpaid leave may not be taken without prior written approval by the Director of Human Resources or designee. A written response will be provided to the employee within five (5) work days, approving or denying the request. If the request is denied, the response will state the reason(s) for the denial.

Section 10.16 Americans with Disabilities Act

The parties recognize the District's responsibility to comply with the requirements of the Americans with Disability Act, 42 U.S.C. 12001 et seq. (the "ADA").

ARTICLE 11 - DISTRICT - ASSOCIATION COMMUNICATION

Section 11.1

The Superintendent or cabinet-level designee(s) and the Association President or designee(s) shall meet at least 3 times a year on a pre-arranged schedule. Upon agreement of both parties, additional meetings can be set at the request of either party to discuss matters of mutual concern and the monitoring of this Agreement. The party calling the meeting shall state the nature of such meeting and the subject(s) to be discussed at such meeting, prior to the meeting.

Section 11.2 Labor/Management Meetings

The Labor/Management work team, comprised of representatives from the Association and the District, shall meet monthly to address issues brought forward by either party. Employees may contact the Association president to identify issues for discussion.

Section 11.3 Maintenance of Standards

During the term of this Agreement the District will maintain those District Policies, Rules, Regulations and administrative interpretations which directly affect employees' wages, hours, and terms and conditions of employment which are in effect on the effective date of this Agreement unless such policies, rules and regulations and administrative interpretations are superseded by this Agreement, state or federal legislation, regulation, or other legal authority.

ARTICLE 12 - HOLIDAYS

Section 12.1

Regular employees covered by this Agreement, working four (4) hours per day or more, shall receive the following paid holidays:

- | | |
|------------------------|-------------------------------|
| Labor Day | New Year's Eve Day |
| Veterans' Day | New Year's Day |
| Thanksgiving Day | Martin Luther King's Birthday |
| Day After Thanksgiving | Presidents' Day |
| Day Before Christmas | Memorial Day |
| Christmas Day | Independence Day* |
| Juneteenth* | |

** Included for employees in positions of 260 days or more. Employees in positions of less than 260 days, but who work before and after Juneteenth and Independence Day in a given year, shall submit a timecard to receive holiday pay.*

Section 12.2

Whenever any holiday recognized within this Agreement falls upon a Saturday or Sunday, the Superintendent or designee shall determine and designate the day to be recognized as the holiday. Employees shall be notified each

December of the holiday schedule for the following year. Such designation shall be consistent with the school calendar. Should the school calendar be revised, employees will be notified of such revision.

Section 12.3

Employees covered by this Agreement, working four (4) hours per day or more who do not work on holidays recognized within this Agreement, shall be paid at their regular rate of pay provided that:

- A. They were in a pay status the scheduled workday immediately preceding the holiday, and
- B. They were in a pay status the scheduled workday immediately following the holiday, and
- C. They are not on leave of absence or furlough.

Section 12.4

Regular employees covered by this Agreement, working four (4) hours per day or more who work on holidays recognized within this Agreement, shall be paid for the hours worked at one-and-one half (1-1/2) times their regular rate of pay in addition to the above holiday pay.

Section 12.5

Should a holiday occur while a regular employee is on vacation, the employee shall be allowed to take one extra day of vacation with pay in lieu of the holiday.

Section 12.6

Regular employees covered by this Agreement, working four (4) hours per day or more, shall receive holiday pay in proportion to the number of hours worked per day.

ARTICLE 13 - INSURANCE

Section 13.1 School Employees Benefits Board (SEBB) Program

The District shall pay the full portion of the employer contribution to the School Employees Benefit Board (SEBB) for insurance programs as adopted in the Statewide Collective Bargaining Agreement for all employees who meet the eligibility requirements outlined below. Employees shall pay their employee portion of SEBB insurance premiums as adopted by SEBB. SEBB will implement the Statewide Collective Bargaining Agreement when establishing the employee rates which will be paid to the Health Care Authority (HCA) through payroll deduction for the month in which the employee receives benefits.

Benefits offered by the District through the SEBB will include but not be limited to:

- Basic Life and Accidental Death and Dismemberment insurance (AD&D)
- Basic Long-term Disability
- Vision
- Dental including orthodontia; and
- Medical

Employees are eligible to participate in the SEBB-offered Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP). Employees will also have the option of enrolling in a Health Savings Account (HSA) should they select a qualifying High Deductible Health Plan (HDHP) for their medical insurance. As available through SEBB, employees will be able to utilize payroll deduction for any supplemental insurance in which they choose to enroll through SEBB (e.g. increased Life, AD&D, Long-term disability, etc.).

Section 13.1.1 Dependent Coverage

Legal spouses, state-registered domestic partners, children up to age 26 (biological and adopted children, children of the employee's spouse or state-registered domestic partner, children for which a court order of divorce decree created a legal obligation to provide support or health care coverage) and children of any age with a developmental or physical handicap who are not capable of self-support are dependents covered within the SEBB programs.

Section 13.1.2 Eligibility

Consistent with WAC 182-31-040, an employee is eligible for the employer contribution towards School Employees Benefits Board (SEBB) benefits and shall be offered SEBB benefits if they are anticipated to work at least six hundred

thirty hours per school year. Any change to legal eligibility rules will control.

The eligibility effective date for an employee shall be determined in accordance with SEBB rules and regulations.

All compensated hours in any position within the District during the school year shall count for purposes of establishing eligibility, in accordance with SEBB rules and regulations.

Eligibility of employees on unpaid leave status will be determined in accordance with SEBB rules and regulations, or, in the absence of applicable rules and regulations, on a case-by-case basis.

Section 13.1.3 Collaborative Review Process

The parties agree to the following:

- Meet on a regular basis to assess the impact of the transition to SEBB on staff;
- Problem solve around barriers or challenges to the transition;
- Reach mutual agreement on resolution to identified challenges or impacts;
- The District will provide the Association with information upon request,
- Review benefits eligibility and/or termination issues.

Section 13.1.4 Benefit Enrollment/Start

Benefit coverage for new employees will begin in accordance with WAC 182-31-040 or other SEBB rules or regulations.

Section 13.1.5 Continuity of Coverage

When a new employee was previously employed by a SEBB employer and was eligible for SEBB coverage, that employee will have uninterrupted benefit coverage if the employee meets the SEBB eligibility criteria. If an employee does not meet SEBB eligibility criteria, the employee shall be offered benefits coverage beginning in the month following the establishment of eligibility.

Section 13.1.6 Benefit Termination

Any employee eligible for benefits who terminates the employee/employer relationship shall continue to receive the benefits through the last day of the month in which the resignation is effective. An employee must complete his or her contract year in order to be eligible for summer benefits.

- For example, an employee whose contract work days continue through August 31 who resigns June 20, benefits terminate June 30.
- An employee whose contract work days continue through the end of the student year and who resigns at the end of the student year, benefits coverage will continue through August 31.

Any exception shall be requested by the employee and confirmed by the District. Employees who retire in the month of June and have a retirement date end of June will have their benefits terminate at the end of June.

Section 13.1.7 Legislative Changes

If changes are made to state laws, rules or regulations governing elective benefits or SEBB insurance coverage, either party may request to meet to discuss through the collaborative review process.

Section 13.1.8 Additional Issues

With proof of insurance, an eligible employee may decline coverage through the SEBB and therefore not have any payments or premiums deducted from their pay for this purpose.

All of the provisions of Article 13 shall be interpreted consistent with applicable SEBB rules and regulations.

Section 13.2 Liability

The District will provide liability insurance coverage for employees against claims or damages brought against that employee for actions while the employee was acting within the scope of their employment.

Section 13.3 Voluntary Benefits Advisory Committee

A joint benefits advisory committee will be composed of representation from all employee groups and appropriate central office administrators. LWESP shall have a minimum of one (1) representative, chosen by the LWESP President, on the committee. The committee will review voluntary insurance programs offered by the District, the premium schedules, and make recommendations for changes as allowed by SEBB rules and regulations.

Section 13.4 Nurse Malpractice Insurance

The District will provide malpractice coverage for school nurses as related to the treatment of District employees and students, or the rendering of emergency first aid on district premises or at district sponsored events off premises. Coverage shall be a minimum of five-hundred-thousand dollars (\$500,000).

School nurses may request a copy of the evidence of coverage from Risk & Safety Services at any time.

ARTICLE 14 - DISCIPLINE

Section 14.1 Just Cause

Employees shall be disciplined for just cause. Discipline includes warning, reprimand, suspension, reduction in rank, discharge or other Employer action that would adversely affect the employee. Discipline shall be corrective rather than punitive.

Section 14.2 Right to Representation

When a meeting is scheduled which may lead to discipline of an employee, the employee shall be informed of her/his right to have a representative of the Association present. Should the employee request to have an Association representative present, the meeting shall not take place until such representative is available, provided this right will not be exercised to unduly delay disciplinary proceedings. It is the employee's responsibility to notify the Association.

Specific grounds forming the basis for disciplinary action will be made available to the employee and the Association in writing two days prior to such action. The employee, the Association and the District may mutually agree to waive the timelines. Such waiver shall be in writing.

ARTICLE 15 - ERGONOMICS

The District shall provide all regular employees the ability to request an ergonomic workstation evaluation when ergonomic concerns arise. Employees may make a service request through the District's work order system, InfoCentre. InfoCentre will then provide the employee step-by-step procedures to submit the request to Risk, Health, and Safety Services for review.

ARTICLE 16 - ASSIGNMENT, VACANCIES AND TRANSFER

Section 16.1

A vacancy shall be defined as a position vacated through transfer, resignation, termination, retirement or a new position created within the bargaining unit. Whether such vacancy shall be filled shall be determined solely by the Employer. When the Employer decides not to fill a vacancy, the decision and reasons for the decision will be provided to the Association.

Section 16.2

The Employer can fill a vacancy by transferring a member of the bargaining unit, with the employee's agreement, without posting the vacancy.

Section 16.3

Vacancies which cannot be filled by transfer without posting or by qualified laid-off members of the bargaining unit shall be posted in all District facilities and an email with the job posting sent to all LWESP represented employees' work email.

Section 16.4

The District maintains its prerogative to interview and select applicants for employment. Bargaining unit employees who meet the qualifications and criteria specified on job postings may apply for such positions. The Human Resources Department shall select the best-qualified bargaining unit applicants and refer them to the supervisor. Should more than three qualified bargaining unit members apply, the supervisor shall interview a minimum of three.

The Human Resource Department's decision regarding the qualifications and the supervisor's selection of the finalist shall not be subject to the grievance procedure of this Agreement.

Section 16.5

When the qualifications and experience of a bargaining unit applicant and an outside applicant are determined by the District to be essentially equal, the qualified bargaining unit applicant shall be given the available position.

The District's decision regarding qualifications is not subject to the grievance procedure of this Agreement.

Section 16.6

Whenever vacancies occur during the summer months when regular school is not in session, the following procedure, in addition to the procedures previously outlined, shall be observed:

Section 16.6.1

Employees with specific interest in transferring and in possible vacancies will notify the Human Resource Department of their interest, in writing, during the last regular work week of school and shall include a summer address and telephone number.

Section 16.6.2

Should a vacancy occur, the Human Resources Department shall make every effort to notify the employees who have expressed an interest in said position or similar positions.

Section 16.6.3

The employees so notified shall have the responsibility of contacting the Human Resources Department indicating their interest in said position within three (3) business days of receiving such notification.

Section 16.7

An employee transferred to a position with a different job title shall be placed on that level of the new classification lane which equals the employee's salary in the former position.

Section 16.8

An employee receiving a promotion in the same job classification (i.e., Administrative Professional I to Administrative Professional II, Accounting Technician I to Accounting Technician II) shall be placed at the next highest salary rate.

Section 16.9

An employee receiving a promotion to a different job classification (i.e., Accounting I to Administrative Professional III) shall be placed at the same or next higher salary rate. In no case shall a promoted employee be placed at a lower salary rate.

Section 16.10

Employees returning to the bargaining unit from a position with the District not covered by this Agreement shall be credited with the same number of years of service they had immediately prior to leaving the bargaining unit.

Section 16.11

In the event the District must reduce the number of employees at a job site or in a department, the supervisor will first ask for a volunteer to be involuntarily transferred. The District will make the final decision regarding which employee is transferred. An individual may only be involuntarily transferred once every three (3) years unless they are the only employee in the department.

Section 16.12

Employees involuntarily transferred to positions with a lesser rate of pay shall receive their old rate until the rate of pay of the transferred position equals that of the former position.

Section 16.13

Prior to an involuntary transfer taking place, the supervisor(s) involved shall confer with the employee regarding the transition process.

Section 16.14

The District and Association recognize the desirability of making assignments which consider the interests and aspirations of the employees. To this end, should reorganization or reassignment be necessary, a conversation between employee and supervisor will take place for the purpose of discussing the reasons for the reassignment.

ARTICLE 17 - SENIORITY

Seniority shall be defined as the length of service within the District as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first work day within the bargaining unit. In the event that more than one individual employee has the same starting date of work, position on the seniority list shall be determined by most recent hire date regardless of position held within the District. If a tie persists, seniority shall be determined by casting lots.

ARTICLE 18 - LAYOFF, RECALL AND SEPARATION

Section 18.1 Layoff Definition

Layoff shall be defined as follows: Termination of employment due to economic setback, inoperable facilities, a decrease in the work load, other conditions that reasonably require a reduction in force. Economic setbacks necessitating layoff include the following:

- a. Enrollment decline
- b. Failure of a special levy or other events resulting in reduction in revenue
- c. Termination or reduction of funding of categorical projects.

Section 18.2 Layoff Notification

- a. In the event the District anticipates a need to lay off employees, it shall notify the Association ninety (90) calendar days prior to such layoff. A District representative shall meet with designated representatives of the Association within two (2) weeks of the notification to explain the reasons for the layoff, the positions to be eliminated, the positions to be reduced in hours, the open positions, and the choices to be offered to affected employees in seniority order.
- b. If the Employer decides that layoff is necessary, it shall determine the number of positions and job classification to be reduced. As soon as possible after the Employer has decided a layoff is necessary, it shall update the Association on the positions to be eliminated, the positions to be reduced in hours, the open positions, and the choices to be offered affected employees in seniority order, and provide the Association with the names of all employees to be laid off. Employees laid off under the provisions of this section shall be notified by the Employer in writing thirty (30) calendar days prior to the effective date of layoff. The Employer will encourage employees to apply for leaves without pay to further lower the number to be reduced.

Section 18.3 Layoff Procedures

- a. Layoff shall be conducted in inverse order of seniority within the job title specified in the salary schedule (Appendix A), provided that School Office Professionals shall be further sub-divided into elementary and secondary titles for the purpose of this section.
 - a. The displaced employee shall first fill any open position in the same position code.
 - b. In the absence of any open positions, the displaced employee can bump the least senior employee with the same position code.
 - c. If there is not someone less senior in the affected employee's position code, the displaced employee may

- be placed in a vacant bargaining unit position that they held within the last five (5) years provided that they are qualified to perform the duties and responsibilities and that such placement does not result in a wage increase.
- d. If there is not someone less senior in the affected employee's position code, and there are no vacancies as identified in paragraph 3 above, the displaced employee, if qualified, can bump the least senior employee with a similar job title in the next lower salary range.

If there is not someone less senior in a similar job title in the next lower salary range, the employee may bump the most junior employee in a bargaining unit position they held within the last five (5) years provided that they are qualified to perform the duties and responsibilities and that such movement does not result in a wage increase.

- b. The question of qualification shall be determined solely by the Employer and such determination shall not be subject to the grievance procedure of this Agreement.
- c. Laid-off employees shall be placed into a re-employment pool at an unpaid status. The opportunity to transfer into open positions will be based on seniority and qualifications. If an employee refuses an opportunity to return to an open position, this transfer right will expire. This right to transfer will last for one year from date of layoff.

Section 18.4 Recall Procedures

- a. Each laid off employee shall state in writing on a form provided by the Employer the type of bargaining unit work and the number of hours they will accept if recalled. If the employee refuses recall to such position, they will retain their place in the recall pool and may be afforded one additional recall opportunity. Should the employee refuse a second recall opportunity, they will be removed from the recall pool. Laid off employees remain in the recall pool for a period not to exceed two (2) years from date of layoff.
- b. Vacancies will be filled in accordance with Article 16, Assignment, Vacancies and Transfer.
- c. The question of qualification shall be determined solely by the Employer and such determination shall not be subject to the grievance provision of the Agreement.
- d. Persons in the recall pool shall be responsible for maintaining their current address, and telephone number and email address with the Human Resources office.
- e. The Employer shall first attempt to reach persons selected for recall by telephone. If not successful, the Employer shall send notification by certified mail. The individual will have three (3) calendar days excluding weekends and holidays as set forth in Section 12.1 following telephone contact or receipt of such letter to accept employment in the position. A person who fails to notify the Employer of intent to accept the position offered within the three (3) calendar days above shall have no right to placement in the position. In the event that the person selected for recall fails to notify the Employer of intent to accept the position within the three (3) calendar days or the person declines employment in the position, then the Employer shall consider the person next in order of recall and notify him/her of the selection as set forth herein. Failure of the employee to properly notify the employer of acceptance or rejection of a placement offer will be considered a refusal for purposes of 18.4.A.
- f. The employee's bargaining unit seniority prior to layoff shall be restored upon return to active employment within the bargaining unit.

Section 18.5 Separation Procedures

Upon voluntary separation from regular service, an employee will be paid for the employee's accumulated vacation hours. This payout is contingent on the employee providing the District with at least two weeks written notice of resignation or retirement. Situations involving emergencies may be reviewed by the Superintendent or their designee, for consideration to waive the two-week requirement on a case-by-case basis. Payment shall be made within 60 days of separation.

ARTICLE 19 - GRIEVANCE PROCEDURE

Section 19.1 Grievance Definitions

Section 19.1.1 Grievance Definition

A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of a specific Article or Section of this Agreement. Such grievances shall be subject to the following resolution procedure.

Section 19.1.2 Grievant Definition

The "Grievant" is an individual employee, group of employees, or the Association filing a grievance.

Section 19.1.3 Workday Definition

A "workday" shall mean Monday through Friday and shall exclude weekends, holidays, and school breaks.

Section 19.2 Grievance Steps

Section 19.2.1 Step 1, Oral Discussion – Informal Step

In the event a grievant believes there is a basis for a grievance, the grievant shall first discuss the issue with the immediate supervisor, or with the administrator who took the action(s) on which the grievance is based. This shall be done within thirty (30) calendar days of the occurrence, or within thirty (30) calendar days of the date when the grievant should reasonably have known of the occurrence which gives rise to the grievance, whichever is later. Association representation may attend and/or speak on behalf of the grievant. Every effort should be made to resolve the grievance at this level in an informal manner. Failure of the parties to resolve the grievance within ten (10) work days of the informal discussion will allow the grievant to move the grievance to Step 2 of the grievance process.

Section 19.2.2 Step 2, Grievance Reduced to Writing Supervisory/Administrator Level

If the grievance is not thus resolved, the grievant may invoke the formal grievance procedure through the Association. The grievance will be reduced to writing and will contain the following: a) the facts upon which the grievance is based; b) a reference to the Articles and Sections of the Agreement alleged to have been violated; and c) the remedy sought. The grievant will, within ten (10) work days following the deadline for resolving the matter at the Step 1 level, submit the written grievance to the immediate supervisor or administrator who took the action(s) for reconsideration, with a copy to the Director of Human Resources, or designee. Within ten (10) work days from submission of the written grievance, the immediate supervisor or administrator who took the action(s) will meet with the grievant and Association in an effort to resolve the grievance. The immediate supervisor or administrator will indicate his or her disposition of the grievance in writing within ten (10) work days of such meeting and will furnish a signed copy thereof to the grievant and the Association.

Section 19.2.4 Step 3, Superintendent Level

If the grievance is not thus resolved, the grievant may, within ten (10) work days of receipt of the written response at Step 2, submit the grievance to the Superintendent. Within ten (10) work days from submission of the written grievance, the Superintendent or designee will meet with the grievant and Association. The Superintendent or designee will indicate his or her disposition of the grievance in writing within ten (10) work days of such meeting and will furnish a signed copy thereof to the grievant and the Association.

Section 19.2.5 Step 4, Arbitration

If the grievance is not thus resolved at Step 3, the grievance may, at the option of the Association, be submitted to binding arbitration. The Association will give the Superintendent written notice of its intention to arbitrate within ten (10) work days after receipt of the written response in Step 3. If the parties cannot agree as to the arbitrator within ten (10) calendar days after the submission of the notice to the Superintendent, the Association shall file for arbitration with either the American Arbitration Association (AAA) or the Federal Mediation and Conciliation Service (FMCS) under their labor arbitration rules. Upon receipt of a list of arbitrators from either AAA or FMCS, the parties will use the "strike" method of selecting an arbitrator. The following guidelines will also apply:

- a. The arbitrator shall have no power to change, alter, detract from, or add to the provisions of this Agreement.

- b. The arbitrator's decision shall be final and binding on the Employer and the Association.
- c. The fees and expenses of the arbitrator shall be shared equally by the Employer and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.
- d. The District and Association will not be permitted to assert in arbitration proceedings any ground or rely on any evidence not previously disclosed to the other party.

Section 19.3 Grievance Requirements

Section 19.3.1

Grievance claims involving retroactive compensation will be limited to no more than one year prior to the written submission of the grievance to the employer.

Section 19.3.2

In arriving at any disposition or settlement, neither party shall have the authority to alter, add to, delete or amend this Agreement.

Section 19.3.3

The Employer will not discriminate against any individual employee or the Association for taking action under this Article.

Section 19.3.4

Upon a reasonable request of the Association, the Employer will cooperate in the Association's investigation of any grievance and will furnish the Association such information germane to the grievance.

Section 19.3.5

All documents, communications and records dealing with a grievance shall be filed separately from the grievant's personnel file, or grievants' personnel files, in the case of a group of employees. The existence and contents of grievance files shall not be shared with other District Administrators reviewing a transfer request or prospective employer unless compelled by law.

Section 19.3.6

Grievance discussions shall take place whenever possible on school time, and without loss of pay or benefits, if the employee is on pay status.

Section 19.3.7

The time limits provided in the grievance procedure shall be strictly observed unless extended by written mutual consent of the parties. Failure by the grievant/Association to proceed with the grievance within the timelines will result in the dismissal of the grievance. Failure of the District to take the required action within the timelines will entitle the grievant or Association to proceed to the next step of the grievance procedure.

Section 19.3.8

Notwithstanding the expiration of this Agreement, any grievance arising hereunder will be processed through the grievance procedure until resolution.

ARTICLE 20 - SPLIT ASSIGNMENT EMPLOYEES

"Split Assignment Employees" are defined for purposes of this Section as regular part-time employees who perform LWESP bargaining unit work and work in another bargaining unit, under the jurisdiction of another union. For example, an employee may regularly work four hours per day as a School Office Professional (LWESP bargaining unit work) and one hour per day as a Special Education Para Educator (work outside the LWESP bargaining unit).

"Majority Union" is defined for purposes of this Section as the union whose bargaining unit work constitutes the majority of an employee's split assignment.

Split Assignment Employees performing LWESP bargaining unit work shall be entitled to the rights and benefits of this

Agreement for the LWESP bargaining unit work they perform for the District. In cases of investigations, allegations of misconduct, and possible discipline, if allegations of misconduct arise relating to a Split Employee's work in the LWESP bargaining unit, this Agreement will control and LWESP will represent the employee in the handling of such allegations. If there is not a clear nexus between the allegations and to either of the employee's split assignments and if LWESP is the Majority Union, LWESP will represent the employee.

Split Assignment Employees will be subject to the Majority Union's provisions for training and employee evaluation. For example, if the majority of a Split Assignment Employee's hours are as a School Office Professional, the employee's total hours will be applied to the number of Discretionary Leave days available to the Split Assignment Employee under this Agreement. Similarly, sick leave will be granted based on the Split Assignment Employee's total (combined Instructional Assistant and School Office Professional) hours. Training required to perform essential job responsibilities, such as Health Room Office Professional responsibilities, will be provided to the Split Assignment Employee even if said employee works fewer hours as a Health Room Office Professional than in another bargaining unit position(s). If a Split Assignment Employee has an equal number of hours in two bargaining units, the employee will choose which bargaining unit's provisions shall-apply.

The District shall provide the Association, consistent with Section 4.9 of this Agreement, with the opportunity to meet with Split Employees who are assigned to perform LWESP bargaining unit work. The District shall inform the WEA UniServ Council or designee, consistent with Section 4.9 of this Agreement, of Split Assignment Employees performing LWESP bargaining unit work. The Association and District shall fulfill their respective obligations as set forth in Article 20 as they apply to Split Employees.

The District shall be responsible for tracking the step increase wage level on the LWESP negotiated salary schedule (Appendix A) for each Split Assignment Employee performing bargaining unit work. The District shall conduct an increment review each June and credit each Split Assignment Employee who performed bargaining unit work with one year of experience, which shall apply to the employee's placement on the LWESP negotiated salary schedule, hourly rate of pay, and any other relevant provisions of this Agreement for the following school year. Each year of experience so credited shall count toward a Split Assignment Employee's seniority within the LWESP bargaining unit.

ARTICLE 21 - EMPLOYEE EVALUATION

Section 21.1

Evaluation is a necessary process by which the performance of all employees in the District is measured against a set criteria. It is intended to help staff members grow and develop as well as to ensure a high level of performance. The immediate supervisor will evaluate the performance of each employee in the employee's current position each year using the agreed upon evaluation form attached in Appendix B. Additional evaluations will be completed at the request of either the supervisor or employee.

Section 21.2

It is expected that all employees' performances will be proficient or distinguished. Annual performance evaluations will be due by June 10 of each year for employees in positions of less than 260 days and by July 1 of each year for employees in positions of 260 days or more. Should the District fail to issue an employee a performance evaluation within this timeframe, such employee will be considered to be proficient for that evaluation period. Annual performance evaluations will include a review by the employee and supervisor of the employee's job duties in relation to the employee's job description. Bargaining unit members shall not write the evaluation of other members or be present at the evaluation conference of other members. At any time during the school/work year, if an assigned supervisor is concerned that an employee is not performing at a proficient level, the assigned supervisor will discuss any performance difficulties with the employee and state the performance expectations. The performance evaluation will be discussed privately with the assigned supervisor. Performance concerns cannot be used to mark an employee less than proficient if these performance concerns were not discussed with the employee and the employee was not given ample time to improve prior to the annual performance evaluation conference.

Section 21.3

Evaluations noting Improvement Needed, and/or Unsatisfactory performance levels must be accompanied by written comments. These comments will list specific examples of performance being lower than proficient and the specific

expectations to meet proficient performance.

Employees rated less than proficient will be provided a written plan of improvement that includes the specific areas of needed improvement, specific expectations for different behavior and/or performance, resources and assistance to be provided to help the employee improve in the areas identified, a reasonable timeline for the plan of improvement regular feedback on improvement or lack thereof in the specific areas identified in the plan as needing improvement, and the consequences for failure to sufficiently improve. A reasonable timeline will be sixty (60) working days for the employee has time and opportunities to demonstrate the skills needed to perform the essential job responsibilities. The supervisor will be expected to meet with the employee at least every other week to review progress.

If the employee is still not proficient after the written plan of improvement, the employee will be put on a remediation plan. During this remediation plan period the employee will be placed on a remediation plan for forty-five (45) working days and notified in writing.

The day before the written notice of remediation, with Association representation, the supervisor will hold a meeting with the employee to review the plan and specific expectations during the remediation plan. Prior to such a meeting the Association will be notified.

During this meeting, the employee will be afforded the opportunity to contribute to the creation of the remediation plan. The discussion shall include:

1. A review of specific areas of performance deficiency based on the evaluation criteria.
2. Supports and assistance will be put in place.
3. Specific ways in which the staff member is to improve.
4. Measures and benchmarks which will be used to determine the employee's success or failure.
5. Expectations to be met at 15, 30, and 45 working day checkpoints.

The remediation plan shall be sent to Human Resources.

During the remediation time period, the supervisor will meet with the employee at the checkpoints listed above to give feedback, direct action steps for improvement, and make a written evaluation of progress, if any, made by the employee. The supervisor shall provide Human Resources with the updates at these checkpoints.

An employee can be removed from the remediation plan at any time in the remediation period if they have demonstrated consistent improvement to the satisfaction of the evaluator in the areas specifically detailed in the plan.

At the end of the remediation period, the supervisor will submit a summary of the checkpoints with evidence to Human Resources which shall identify where the employee has improved and offer one of the following recommendations for further action:

1. The employee has demonstrated sustained growth in the stated areas of deficiency to justify the removal from remediation status and continue to develop their professional growth plans; or
2. That the employee has not demonstrated sustained improvement in the stated areas of deficiency and action should be taken to end the employment of the employee.

Section 21.4

A copy of the employee's evaluation will be given to the employee and one copy will become part of the employee's personnel file.

ARTICLE 22 - WAIVER AND COMPLETE AGREEMENT

The parties acknowledge that during the negotiations resulting in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement. The Association voluntarily and unqualifyingly waives the right, and agrees that the District shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the

knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This Agreement constitutes the entire Agreement between the parties and concludes collective bargaining for its term; subject only to a desire by both parties to mutually agree to amend or supplement at any time.

ARTICLE 23 - CONFORMITY TO LAW

Section 23.1

This Agreement will be governed and construed according to the Constitution and laws of the State of Washington. If any provision of this Agreement, or any application of this Agreement to any employee or groups of employees covered hereby will be found contrary to law by a tribunal of competent jurisdiction, such provisions or application will have effect only to the extent permitted by law, and all other provisions or applications of this Agreement will continue in full force and effect.

Section 23.2

If any provision of this Agreement is found to be contrary to law, the Board and Association agree to commence bargaining on such provision as soon as reasonably possible.

ARTICLE 24 - NURSE CONTRACT PROVISIONS

Section 24.1 Name

The current employees in Lake Washington School District known as Health Services Specialists will now be titled and referred to as School Nurse.

Section 24.2 Assignment and Moving

If a nurse is reassigned through district-initiated reassignment, or moved within the building, the district will arrange for moving assistance to the new school, upon request.

Any nurse assigned to more than one (1) school through a request for reassignment or through a district-initiated reassignment such as changing a nurses' assigned building and/or adding another school to the nurse's assignment shall be provided up to 8 eight hours of additional paid time per school, within 30 working days of the new assignment, to become familiar with student health care plans, medications, student medical needs, Health Room staffing and training, among other responsibilities at the new school. An employee who is reassigned will, upon request, be given the reason(s) for the district-initiated reassignment.

If the supervisor determines that a reassignment must occur prior to making such a change, the supervisor will seek volunteers. If coverage cannot be coordinated in this manner, the supervisor will discuss the situation with the employee who will be the subject of the district-initiated reassignment and explain the reason(s) for the reassignment. The provisions above will apply.

The Health Services supervisor will inform school nurses of their assignments for the ensuing school year no later than 3 weeks before the end of the student year.

If a building administrator deems it necessary to move a nurse's workspace during the school year, the building administrator will meet with the nurse and Health Services Manager to share why the move was necessary and to determine adequate time needed to complete the move and schedule coordination with the required resources before the move (e.g. technology, custodial, etc).

Section 24.3 School Nurse Leadership Team

For the purposes of collaboration and partnership, the district and association agree to establish a School Nurse Program Leadership Team. The School Nurse Leadership Team shall consist of at least:

1. The Health Services manager
2. Four (4) elected LWESP represented school nurses.
3. LWESP represented nurses will vote and elect nurses in June for the leadership team positions. To the extent possible the program leadership team will reflect the racial and ethnic diversity of the program staff, as well as the different learning communities and grade levels. The Program leadership team must be selected by a

- process that is supported by the LWESP represented nurses in the program.
4. Nurse Leadership Team Members will serve a two-year term and will serve no more than two (2) consecutive terms.
 5. If a nurse on the School Nurse Program Leadership Team leaves during their term, a replacement will be elected by the nurse department to complete their term.

The primary function of the School Nurse Program Leadership Team is to promote and facilitate partnership between management and staff, make recommendations to the Health Services Manager and fulfill specific responsibilities in service of district nurses as outlined below:

1. Onboarding program oversight
2. Training development and implementation
3. Review and coordinate the professional development offered to school nurses.
4. Establish and lead nurse workgroups to help support the school nurse department
5. Review nurse calendar and make recommendations related to nurse training and additional scheduled days
6. Quarterly review caseloads of school nurses and make recommendations to ensure equitable workload distribution, with consideration to student population, overall school acuity, and travel.
7. Provide input on nurse issues and needs through nurse-led work groups.

The Health Services Manager will engage team members in the decision-making process ensuring they have dedicated space to share their views, ideas, and input openly. The manager is ultimately responsible for making final decisions.

The program leadership team will meet monthly, or as needed, outside of student hours. Recommendations of the committee will be communicated to the school nurse team.

In each year of the contract, the program leadership team will equally split a stipend of \$4000 between their members.

Section 24.4 Use of Early Release Wednesday

The early release Wednesday non-student time will be allocated in the following ways:

1. The first and third early release Wednesday will be for nurse department meetings.
 - a. The nurse department supervisor will work with the School Nurse Leadership Team to determine if the meetings will be virtual or in-person meetings.
 - b. When possible, in-person meetings will be used for training and professional development of school nurses. The Health Services Manager will solicit feedback from the nursing team on preference of in-person or virtual meetings in advance.
2. The second and fourth early release Wednesday will be for building nurse work time. If there is a fifth Wednesday, that time will default to building nurse work time. No building administrator may direct the use of this time; however, the health services manager may direct the use of this time for individuals when the following occurs:
 - a. Individual coaching,
 - b. Assessing performance of school nurse staff,
 - c. Or, when all other times have been exhausted to meet.
 - d. The health services manager may direct the use of this time for unscheduled nurse department meetings only in emergency situations or during a Department of Health recognized public health crisis. Emergency situations will be the exception and not the rule.
3. With agreement from the Nurse Leadership Team, if necessary for training and professional development, the district may use two early release Wednesdays for training, consecutively. When the district uses two early release Wednesdays in a row, they must ensure that the school nurses have the same number of early release Wednesdays for school nurse work time overall.

Section 24.5 Immunization

The District will provide staff to support immunization updates during summer months.

Section 24.6 Vacation Leave

LWESP represented school nurses hired prior to February 15, 2023, will be held harmless and maintain their current allocation of vacation leave.

Nurses hired after February 15, 2023, will be placed on the LWESP vacation scale in article 10.1.1. School Nurses will receive vacation leave or compensation in lieu of vacation. Starting September 1, 2026, the District may credit up to ten (10) years of external nurse employment experience on the vacation scale. Nurses hired after February 15, 2023, must submit their experience to the district by October 1, 2026, for consideration. Nurses hired in subsequent years shall have one month from their start date to submit external experience for consideration. Any rejected experience will be accompanied by a rationale for the rejection.

Section 24.7 Contract Application Clarification

The parties agree that collaboration and partnership are key to successful labor relations. To ensure trust and collaboration moving forward the parties agree to meet to discuss any further clarifications or contract interpretations as it applies to school nurses prior to implementation. The parties will assume all provisions apply except where noted in the School Nurse MOU and other written clarified provisions of the LWESP contract.

Section 24.8 Substitute Coverage

The district will prioritize float nursing coverage when nurses are not at work. If a float nurse is not available, the Health Services Manager will prioritize finding a nurse substitute to cover hands-on student care.

Starting the 22-23 school year, when a float nurse or nurse substitute is unavailable to cover hands-on student care for another school nurse, the district will create individualized coverage plan ~~by~~ for each learning community.

Within the first four (4) weeks of school of each school year, the Health Services Manager will meet with the school nurses in each learning community to create a mutually agreed upon coverage plan. The coverage plan will take into consideration student needs, nurse experience, and nurses that have daily care. It will be the responsibility of the nurse manager to secure coverage for the school nurses.

Section 24.9 Flex Days for Nurses

School Nurses may request up to two flex days per year for required district work on non-workdays or non-work time. Upon supervisor approval, requests may be granted in half or full day increments. For periods of unusually high workload, the nurse manager may request additional flex days to be granted by the Deputy Superintendent of Equity, Community and Talent Strategy.

Section 24.10 1:1 Nurse Lunches

To support student care, 1:1 School Nurses may alternatively elect to forgo a duty free continuous 30-minute lunch in exchange for a paid working lunch. Compensation for the additional time will be included in the nurse staffing sheet and will be reviewed by September 30th of each school year. A 1:1 School Nurse can elect to receive a duty free continuous 30-minute lunch in lieu of a paid working lunch at any time. If a 1:1 School Nurse receiving a paid working lunch takes a duty free continuous 30-minute lunch, they must use appropriate leave or schedule to work an additional 30 minutes with Health Services Manager approval.

Section 24.11 Contracted Nursing

The Parties agree that hiring school-based nurses and one-to-one nurses represented by the Association is a priority and focus for the District. The Parties also agree that the educational and health-related student needs are a priority. The District agrees that whenever possible, it will hire full-time Association represented employees. The District agrees there will not be a reduction in force to accommodate a subcontracted employee.

In the event the District is considering subcontracting work out through an agency that is customarily performed by the District in its own facilities utilizing nonsupervisory positions which are and have in the past been held by members of

the Association, the following conditions will apply:

- A. In instances where there are no qualified candidates for school-based nurse positions:
 - 1. The District will give the Association 48 hours' notice in writing prior to engaging an agency's services.
 - 2. With this notice, the District will provide written specifics to the Association on why it was not able to hire qualified applicants for the position, including reasons why a person was not hired for the position from the pool of applicants.
 - 3. No agency one-to-one nurse will be moved into a school-based nurse position unless there is prior written agreement from the Association.
 - 4. If an agency school-based nurse leaves mid-contract and the agency cannot find a replacement, the District agrees to post the position within its normal process.
 - 5. If an agency nurse has a contract with the agency to release them from their contract due to the nurse's desire to seek employment with the District, the District will post the position and interview qualified applicants. The District will follow provisions in 16.4 of the Collective Bargaining Agreement between the Parties but does not have to interview 3 possible candidates before hiring. The District retains the right to select their employees.

- B. In instances where there are no qualified candidates for one-to-one nurse positions:
 - 1. The District will give the Association 48 hours' notice in writing prior to engaging a agency's services.
 - 2. With this notice, the District will provide written specifics to the Association on why it was not able to hire qualified applicants for the position, including reasons why a person was not hired for the position from the pool of applicants.
 - 3. If an agency one-to-one nurse leaves mid-contract and the agency cannot find a replacement, the District agrees to post the position within its normal process. The District retains the right to select its employees.

If a contracted nurse leaves a one-to-one position during their contract, the District will post the position. If no qualified applications apply, the provisions above for one-to-one.

ARTICLE 25 - STAFFING AND SUPPORT FOR WORKLOAD

Section 25.1 Student Health, Safety and Support, Growth in Enrollment, Service and Staffing, and New Immunization Rules for Students and Schools.

- 1. To ensure continuity, consistency, and dedicated staff to assist students in school health rooms, the Health Room Office Professional position is a six (6) hour position at elementary and middle school and a six and a quarter (6.25) hours position at the high school. This shall take effect with all new hires.
 - a. Starting January 26, 2026, the District will restore health room hours to the levels in Section 25.1.1. HROPs will have the first right of refusal for the restored hour for the 2025-26 school year only.
- 2. The work calendar for the Health Room Office Professional position at each school is a total of 185 days each contract year. This is in consideration of the added responsibility of Health Room Office Professionals managing the collection of immunization records under the direction of the School Nurses, as well as the added responsibility of assisting the School Nurses in the collecting of student medication before the start of the school year. A minimum of three (3) of these days will be worked prior to the start of school. One (1) day will be worked after the school year has ended. The remaining day will be worked according to the needs of the health room. All five (5) days will be placed on the annual work calendar and approved by the principal.
- 3. Each Elementary School will have a School Office Professional for a total of eight (8) hours per day.
- 4. Each Choice School will be staffed with an eight (8) hour Office Manager position.
- 5. The District retains the rights and will follow the obligations contained in Article 18 of the parties' Collective Bargaining Agreement.
- 6. The parties agree that communication and collaborative work focused on safety, security, and visitor management is important to ensure fidelity of implementation and consistent performance of systems like the secure entry and visitor management systems chosen by the District for use in District facilities. To cement this agreement, the parties agree to the following:
 - a. **Secure Entry system**
The District and the association agree to meet to address the existing impacts on employee workload

related to the secure entry system, including impact of continued use of the AI Phone, that has been implemented at sites throughout the district. The District and the Association will meet to begin this work by October 2022 and offer feedback on how it was implemented at worksites.

b. **Visitor Management system**

To ensure continuity of services and examine the impacts on the workload of LWESP members, the District will establish a committee that engages multiple stakeholders. Five (5) representatives from LWESP, appointed by the Association president, will participate on the committee. The committee will begin meeting by October 2022 at the latest to discuss the impact and implementation of the new Visitor Management System on existing employee workload and If the District forms a larger committee to examine visitor management, the work of the group in this section will be rolled into that committee.

Section 25.2 Nurse Staffing

Nurses will be staffed at the ratio of 1:1150 FTE Pre-K-21 Students. This excludes one-to-one Nurses. For purposes of staffing ratio: 1 nurse equals 190 day/8 hour employee.

Section 25.3 Staffing Allocations

The following staffing allocations shall be implemented from this date forward and can be found in the Appendix.

Section 25.4 Secondary Registrars and Data Processors Role Clarification

The District agrees to develop a job description for middle and high school registrars, and choice high school registrars/data processors and update the high school data processor job description. In the beginning of the 2026-27 school year, all secondary registrars/data processors, currently at level three on the salary schedule will be moved to salary level four with their years of experience at the same step and not affected.

ARTICLE 26 - STATUS OF AGREEMENT

Section 26.1

This Agreement may be amended or modified only with the mutual consent of the parties.

Section 26.2

This Agreement will supersede any rules, regulations, policies or resolutions of the District which are contrary to or inconsistent with its expressed terms.

ARTICLE 27 - DURATION

Section 27.1

Upon ratification, this Agreement shall remain in full force and effect from September 1, 2025 through August 31, 2028.

Section 27.2

Not fewer than sixty (60) days prior to August 31, 2028, the parties shall meet for the purpose of negotiating a successor Agreement.

Lake Washington Educational Support Professionals

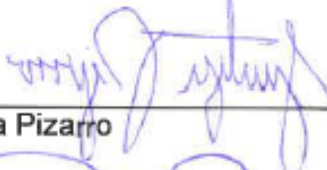
March 4, 2026

Dated


By: 
Sally Jenkins, Negotiations Committee Chair

By: 
Lydia Wheeler, President

By: 
Tricia Anders

By: 
Janitzia Pizarro

By: 
Callie Payne

By: 
DeAnn Hastings

By: 
Patrick Heaviside

By: 
Shawn Vasco

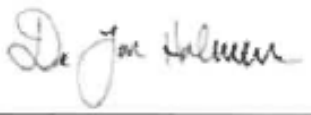
By: 
Stacy Hatch

Lake Washington School District No. 414 Board of Directors

February 9, 2026

Dated

By: 
Lisa Guthrie - School Board Chairperson

By: 
Dr. Jon Holmen, School Superintendent

APPENDIX A – Salary Schedule

Lake Washington Educational Support Professionals 2025-2026
EFFECTIVE: September 1, 2025

SALARY SCHEDULE 8 Lake Washington Educational Support Professionals 2025-26

APPROVED: TBD
EFFECTIVE: September 1, 2025

SALARY RANGE	JOB TITLE	POSITION CODE	YEARS														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15+
1	Accounting Technician I Office Assistant	O*1T O*1A	\$29.06	\$29.56	\$30.07	\$30.56	\$31.06	\$31.57	\$32.13	\$32.69	\$33.23	\$33.78	\$34.34	\$34.90	\$35.46	\$36.02	\$36.58
2	Receptionist Administrative Professional I	O*2R O*2S	\$29.98	\$30.48	\$30.99	\$31.50	\$31.98	\$32.49	\$33.05	\$33.61	\$34.17	\$34.71	\$35.27	\$35.83	\$36.38	\$36.94	\$37.50
3	School Office Professional Data Processors Library Catalogers Health Room Office Professional	O*3S O*3D O*3L O*3H	\$31.62	\$32.13	\$32.61	\$33.12	\$33.63	\$34.12	\$34.68	\$35.23	\$35.79	\$36.35	\$36.91	\$37.47	\$38.02	\$38.57	\$39.13
4	Office Manager I Administrative Professional II Accounting Technician II Middle School AP Assistant	O*4M O*4S O*4T O*4A	\$33.06	\$33.57	\$34.05	\$34.56	\$35.07	\$35.56	\$36.12	\$36.67	\$37.23	\$37.79	\$38.34	\$38.90	\$39.45	\$40.01	\$40.57
5	Office Manager II Administrative Professional III Accounting Technician III	O*5M O*5S O*5T	\$36.12	\$36.62	\$37.12	\$37.62	\$38.12	\$38.62	\$39.17	\$39.73	\$40.29	\$40.85	\$41.41	\$41.96	\$42.52	\$43.07	\$43.63
6	Administrative Professional IV	O*6S	\$38.27	\$38.78	\$39.28	\$39.78	\$40.28	\$40.79	\$41.33	\$41.89	\$42.45	\$43.00	\$43.56	\$44.12	\$44.68	\$45.23	\$45.79
7	School Nurse	E6DI2	\$55.39	\$56.34	\$57.28	\$58.24	\$59.18	\$60.12	\$61.08	\$62.02	\$62.96	\$63.90	\$64.86	\$65.81	\$66.75	\$67.69	\$68.64

Note:

An employee who retires or separates service with at least three (3) years of service in the bargaining unit and is rehired as an educational support professional substitute within three (3) years of retirement or separation shall be paid at the entry level rate for salary range three (3), or the substitute rate, whichever is higher. (See section 6.3)

APPENDIX B – Performance Evaluation

Lake Washington School District Educational Support Professional Performance Evaluation

Employee:

Job Title:

Evaluation Period: From _____ to _____

School/Department:

Directions:

1. Place a checkmark in the appropriate square.
2. Comments are required to justify “Improvement Needed” and “Unsatisfactory” performance levels.
3. To summarize your evaluation of the employee’s performance level, use the Supervisor’s Summary Comments at the conclusion of document.
4. Offer Employee the opportunity to comment in space provided at conclusion of document.
5. Signatures of both Supervisor and Employee are required.
6. *Optional* – Employee may elect to complete the Career Goals and Objectives plan.
7. Check one (1) box in each row.

Legend for Performance Levels:

Unsatisfactory	Does not meet job requirements—growth plan required
Improvement Needed	Lacks proficiency—growth plan needed
Proficient	Skilled and knowledgeable
Distinguished	Exemplary—consistently exceeds job requirements

Note: “Improvement Needed” and “Unsatisfactory” performance levels require comments.

Confidential:

The information supplied in this evaluation will be held in strict confidence and will be available only to direct-line administrators and/or the Superintendent’s Office.

SKILLS

Communication

Listens effectively, speaks understandably, and writes clearly.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not listen.	<input type="checkbox"/> Sometimes listens.	<input type="checkbox"/> Listens effectively.	<input type="checkbox"/> Listens effectively, demonstrates understanding, clarifies meaning for others, and provides feedback.
<input type="checkbox"/> Does not speak understandably.	<input type="checkbox"/> Sometimes speaks understandably.	<input type="checkbox"/> Speaks with clarity.	<input type="checkbox"/> Speaks with clarity and is able to communicate with a diverse audience.
<input type="checkbox"/> Does not write clearly.	<input type="checkbox"/> Sometimes writes clearly.	<input type="checkbox"/> Writes clearly.	<input type="checkbox"/> Writes clearly and concisely at the level of understanding of the diverse audience.

Comments:

SKILLS

Critical Thinking

Demonstrates problem solving, appropriate judgement and decision making skills, and is open to new ideas, anticipates needs, and provides creative, resourceful solutions.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate problem solving abilities.	<input type="checkbox"/> Sometimes demonstrates problem solving abilities.	<input type="checkbox"/> Recognizes and defines the problem, finds a process, and selects appropriate action(s).	<input type="checkbox"/> Demonstrates a broad understanding of the problem solving processes. Achieves a high degree of success in reaching solutions and implementation.
<input type="checkbox"/> Does not make decision(s) without additional assistance.	<input type="checkbox"/> Sometimes takes initiative in making decision(s).	<input type="checkbox"/> Takes initiative to make decisions, completes tasks, displays original thinking.	<input type="checkbox"/> Demonstrates a high degree of decision making techniques.
<input type="checkbox"/> Does not think creatively, and does not generate new ideas.	<input type="checkbox"/> Sometimes thinks creatively and is open to new ideas.	<input type="checkbox"/> Displays original thinking and generates new ideas and alternatives.	<input type="checkbox"/> Generates creative ideas that are of significant value. Helps to implement new ideas.

Comments:

Customer Service

Understands and satisfies customer needs. **Note:** Customers may include, but are not limited to, students, fellow employees and other persons inside and outside of the school district.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand customer needs.	<input type="checkbox"/> Sometimes understands customer needs.	<input type="checkbox"/> Demonstrates a broad understanding of customer needs.	<input type="checkbox"/> Consistently identifies and defines customer needs.
<input type="checkbox"/> Does not provide customer service.	<input type="checkbox"/> Sometimes provides customer service.	<input type="checkbox"/> Provides quality customer service. Follows through.	<input type="checkbox"/> Consistently achieves a high degree of customer satisfaction.

Comments:

Interpersonal Relations

Treats all people with respect, dignity, and fairness. Is considerate of others, works effectively in teams, supports team decisions and aids in implementation, seeks assistance from others and shares expertise.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not treat people with respect, dignity and fairness.	<input type="checkbox"/> Sometimes treats people with respect, dignity and fairness.	<input type="checkbox"/> Treats all people with respect, dignity and fairness.	<input type="checkbox"/> Consistently treats people with respect, dignity and fairness.
<input type="checkbox"/> Does not actively cooperate with team members, or support team decisions.	<input type="checkbox"/> Sometimes cooperates and shows support for team decisions.	<input type="checkbox"/> Cooperates actively with team members and supports team decisions. Encourages others to participate.	<input type="checkbox"/> Consistently encourages others to participate in team decisions. Shows leadership in team decisions. Effective at improving inter-

			personal relations.
<input type="checkbox"/> Does not seek assistance from others or share ideas.	<input type="checkbox"/> Sometimes seeks assistance from others. Reluctant to consider ideas and input from others.	<input type="checkbox"/> Considers ideas and input of others. Shares expertise and is willing to ask for assistance.	<input type="checkbox"/> Consistently supports team ideas and decisions. Shares expertise and is willing to ask for assistance.

Comments:

KNOWLEDGE

Policies and Procedures

Understands appropriate policies and procedures related to assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands and incorporates appropriate policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes follows policies and procedures related to assigned job.	<input type="checkbox"/> Follows policies and procedures related to assigned job.	<input type="checkbox"/> Consistently follows and assists in updating policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow District policies and procedures.	<input type="checkbox"/> Sometimes follows District policies and procedures.	<input type="checkbox"/> Follows District policies and procedures.	<input type="checkbox"/> Consistently follows District policies and procedures.

Comments:

Technical

Demonstrates technical/practical knowledge and applies skills and expertise needed to perform the assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Sometimes demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Consistently demonstrates technical expertise and practical knowledge needed for the job.

Comments:

Duties and Responsibilities

Performs thoroughly, accurately, and meets job expectations.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not perform duties and responsibilities that meet job expectations.	<input type="checkbox"/> Sometimes performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Consistently performs duties and responsibilities that meet and exceed job expectations.
<input type="checkbox"/> Does not produce thorough and accurate work.	<input type="checkbox"/> Sometimes produces thorough and accurate work.	<input type="checkbox"/> Produces thorough and accurate work.	<input type="checkbox"/> Consistently produces a high quality work product.

<input type="checkbox"/> Does not meet timelines and/or complete tasks on schedule.	<input type="checkbox"/> Sometimes meets timelines and completes tasks on schedule.	<input type="checkbox"/> Meets timelines and completes tasks on schedule.	<input type="checkbox"/> Consistently meets and exceeds timelines and completes tasks on schedule.
---	---	---	--

Comments:

ATTRIBUTES

Attitude

Exhibits a positive “can do” approach to tasks.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate a positive attitude.	<input type="checkbox"/> Sometimes demonstrates a positive attitude.	<input type="checkbox"/> Demonstrates a positive attitude on a daily basis.	<input type="checkbox"/> Consistently supports others through positive verbal and non-verbal communication.
<input type="checkbox"/> Resists new ideas.	<input type="checkbox"/> Sometimes reluctant to consider new ideas.	<input type="checkbox"/> Supports new ideas.	<input type="checkbox"/> Initiates and supports new ideas.
<input type="checkbox"/> Does not handle stressful situations objectively.	<input type="checkbox"/> Sometimes has difficulty handling stressful situations objectively.	<input type="checkbox"/> Maintains objectivity with immediate, stressful/difficult situations.	<input type="checkbox"/> Consistently maintains objectivity with immediate, stressful difficult situations.

Comments:

Flexibility

Accommodates and adapts to change.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Resists change in work environment	<input type="checkbox"/> Seldom offers to assist in implementation of change	<input type="checkbox"/> Adapts to change in work environment. Offers to assist in implementation of change.	<input type="checkbox"/> Consistently supportive of change and helps bring about. Takes initiative to implement change and share new ideas
<input type="checkbox"/> Resists sharing workload	<input type="checkbox"/> Sometimes volunteers to share workload	<input type="checkbox"/> Demonstrates willingness to share workload	<input type="checkbox"/> Consistently shares workload and develops a sense of team.

Comments:

Initiative

Seeks and follows through on assignments.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Requires constant direction to complete assigned work.	<input type="checkbox"/> Sometimes requires direction to complete assigned work.	<input type="checkbox"/> Demonstrates initiative to complete work and achieves goals.	<input type="checkbox"/> Seeks new responsibilities that are challenging and difficult.

Comments:

Professional Growth and Development

Seeks and demonstrates continuous self-improvement.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Unwilling to acquire new job skills	<input type="checkbox"/> Requires direction to acquire new, or upgrade current job skills	<input type="checkbox"/> Seeks to acquire new skills and upgrade current skills	<input type="checkbox"/> Consistently seeks to acquire new skills and new responsibilities
<input type="checkbox"/> Has difficulty identifying and setting goals	<input type="checkbox"/> Sometimes sets goals	<input type="checkbox"/> Sets and works to attain appropriate goals	<input type="checkbox"/> Consistently attains goals and seeks new ones
<input type="checkbox"/> Does not learn from mistakes	<input type="checkbox"/> Sometimes learns from mistakes	<input type="checkbox"/> Learns from mistakes	<input type="checkbox"/> Learns from mistakes and continues to demonstrate self-improvement

Comments:

Professional Responsibilities

Attendance, Punctuality, Safety and Confidentiality.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Is not present on a regular basis which impacts responsibilities of colleagues	<input type="checkbox"/> Frequent absences negatively impact job performance	<input type="checkbox"/> Regularly attends work	<input type="checkbox"/> Consistently attends work maintaining professional responsibilities
<input type="checkbox"/> Consistently does not adhere to assigned hours	<input type="checkbox"/> Frequently does not adhere to assigned hours	<input type="checkbox"/> Regularly adheres to assigned hours	<input type="checkbox"/> Consistently adheres to assigned hours
<input type="checkbox"/> Does not foresee unsafe situations/hazards on job	<input type="checkbox"/> Does not communicate unsafe situations/ hazards to appropriate supervisor in a timely manner	<input type="checkbox"/> Recognizes, communicates and avoids unsafe situations/hazards on job	<input type="checkbox"/> Takes a leadership role in proactively creating a safe workplace
<input type="checkbox"/> Seldom maintains confidentiality	<input type="checkbox"/> Sometimes inappropriately shares confidential information	<input type="checkbox"/> Maintains confidentiality	<input type="checkbox"/> Demonstrates a high degree of confidentiality

Comments:

Supervisor's Summary Comments:

Employee's Comments:

Signatures: *Signature does not necessarily imply the employee agrees with the preceding report, but only that they have seen and discussed it with the evaluator/supervisor.*

Employee: _____ Date: _____

Supervisor: _____ Date _____

APPENDIX C – LWESP Office Professionals Mentor Program

Since September 1995, the Lake Washington School District, through its Classified Staff Professional Learning Program, has supported the LWESP Office Professionals Mentor Program, as outlined in Section 7.6.2.

Purpose:

The program is designed to provide assistance to all new LWESP Office Professionals with support from an experienced LWESP Office Professional.

Commitment:

A two-year support commitment is made to each Mentor/Protégé team. During the first year, a maximum of 6 days (48 hours) per team of release time and/or per diem is supported. During the second year, a maximum of 2 days (16 hours) per team is supported. The days may be a combination of release time and extra pay at per diem rate. In compliance with state and federal regulations, employees shall be compensated at time and half for any hours over a regular 40-hour week.

Support Areas:

The following categories have been identified as common areas protégés may need guidance from mentors:

- | | |
|---------------------------------|-----------------------------------|
| o Payroll | o Problem solving |
| o Budget | o Conflict resolution |
| o Purchase orders | o Communication (intra/inter) |
| o Substitute coordination | o Work calendar(s) |
| o Technology | o Office organization and systems |
| o District processes/procedures | o Opening/Closing school |

Other information:

Mentor/Protégé teams should use the Meeting Log form (attached) each time they meet to indicate the topic and to track the number of hours of support provided.

Release time is reported via a Release Time Request and approval form.

Per diem/Overtime is reported via an Extra Pay Record. Please submit the Release Time form or Extra Pay Record, accompanied by a completed meeting log form, to Classified Professional Learning at the Resource Center for processing.

If, at any time, you have questions regarding this program, please contact the LWSD Professional Learning Office. Email: classproflearn@LWSD.org Phone: 425-936-1434.

LWESP Office Professionals Support Program Meeting Log

Year _____

Mentor _____

Protégé _____

DATE	TIME SPENT	ACTIVITY/COMMENTS

APPENDIX D – Memorandum of Agreement

**Memorandum of Agreement
Between
the Lake Washington School District
and the
Lake Washington Educational Support Professionals**

WHEREAS the Lake Washington Educational Support Professionals (“LWESP”) and the Lake Washington School District (“District”) place a high importance on the social emotional health and wellbeing of our students and the value of equity and inclusion;

WHEREAS the Lake Washington School District reminds our school community of what is important:

- 4 – Four Learning Communities**, all important, all working to adapt to growth and change.
- 1 – One School District** – One Focus – helping students graduate ready for their future.
- 4 – For All Kids** – All kids feeling important, included, recognized and connected;

WHEREAS office support professionals represented by LWESP who are assigned to work in schools (“school- based employees”) are an integral part of their school community and the greater Lake Washington School District community;

WHEREAS school-based employees work directly with students and are part of a school team working to support student success and wellbeing; and

WHEREAS the State has promulgated rules, effective September 1, 2019 related to student discipline;

WHEREAS the District is in the process of a multi-year implementation of a Positive Behavior Intervention System (PBIS) designed and intended to support students and create conditions to optimize student wellbeing and learning;

WHEREAS the parties desire to support all staff in understanding and implementing their schools’ PBIS system, as well as the State’s new rules, and the District’s response to same;

THEREFORE, the parties agree as follows:

1. Consistent with current Sections 3.6 through 3.8.2 of the parties Agreement, school-based employees will be trained on their school’s terms, definitions and protocols related to student discipline and corrective action, including but not limited to: What constitutes “exclusion” and a “brief duration”, Which staff are responsible for escorting a student to the office, and Who is responsible for supervising a student during an exclusion and a non-exclusion.
2. School-based employees in Positive Behavior Intervention and Supports (PBIS) schools and schools phasing in PBIS, will be trained on their school’s use of PBIS, including but not limited to the school’s common expectations, and tiered responses to behavior. School-based employees in schools that have not yet implemented PBIS will be trained in their school’s common expectations and systems. Whenever possible, school-based staff will attend training with their building colleagues. When such is not possible, training will occur consistent with Sections 3.6.1, 3.6.2 and 3.6.4 of the parties’ collective bargaining agreement.
3. By October 1 of each school year, the building administration at each school will inform school-based employees of the plan for identifying and communicating who the principal’s designee is when the principal is out of the building and provide school-based employees the opportunity for questions and discussion regarding the plan. Updates will be provided to school-based employees in advance of changes to the school’s plan.

4. Decisions regarding the administration of student discipline shall not be the responsibility of LWESP employees. Neither shall LWESP employees be responsible for notifying parents or guardians, or providing explanations, details or rationale for the exclusion or discipline of a student.
5. Because the District is in the process of a multi-year implementation of PBIS, the parties will dedicate a meeting at least once a year to discuss the PBIS program. The Association President, WEA representative, Associate Director of Human Resources – Classified Staff, and Associate Superintendent – Student & Community Services, and the Director of Student Services will attend, and any others mutually agreed to by the parties.

NOTE: Association’s understanding of classroom exclusion and LWESP employees’ role *The parameters for determining what constitutes a classroom exclusion (e.g., what is a “brief duration”) is delegated to school administration.*

A classroom exclusion is not the same as a suspension or an expulsion; these trigger additional rules for certificated instructional and certificated supervisory staff. We are not aware of new notification requirements being made on LWESP members as it relates to notifying parents or guardians in student suspension or expulsion situations.

Tentative Agreement

For the Association



Date

1/24/2020

For the District



Date

1/24/2020

APPENDIX E – Reclassification Review Request

Lake Washington School District RECLASSIFICATION REVIEW REQUEST

To Employees: Complete this form if you want to request a review of your position to determine whether it should be reclassified. Be sure to read the Guide to Completing the Reclassification Review Request. Keep a copy of the form and any attachments for your records and give these completed documents to your supervisor to review between November 1 and by January 16. Your supervisor will review and complete the “Supervisor Review” section, sign the form and submit it to Human Resources, the LWESP President or designee, and you within 15 calendar days of receipt, but no later than February 1.

Additional Information: Attach extra pages to provide any other information you believe will be helpful in understanding the job duties assigned to your position. The entire packet you submit (meaning this form and any attachments), should be no longer than ten pages.

To Supervisors: Review the employee's statements and complete the "Supervisor Review" section. Send the completed form to Human Resources, LWESP President or designee, and the employee within 15 calendar days of receipt, but no later than February 1. If you disagree with any of the employee's statements, please discuss the Reclassification Review Request with the employee.

Date Received
Employee’s Supervisor
Human Resources

Employee Name: Last, First	Telephone	E-mail Address
Department/Location		Work Days and Work Hours if other than Monday through Friday, 8 a.m. to 5 p.m.
Supervisor Name and Title	Telephone	E-mail Address
Current Classification/ Job Title	Working Title (if different from current classification title)	
FOR HUMAN RESOURCE OFFICE USE ONLY:	New Classification Title:	
Decision: Y / N	Effective Date:	

- 1. Main Job Duties:** Describe your major duties (those which take at least 5% of your work week to perform). *Attach additional sheets if necessary*

Job Duties	% Time	Check if outside job classification & specify how long you've had these duties
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

***(Omission of % of time information could result in delay of review.)**

- 2. Knowledge & Technical Skills:** Provide some examples of knowledge and technical skills applicable to your position.

- 3. Problem Solving:**
 - a. Does your job involve problem solving in which you must consider and synthesize numerous variables? If so, provide some examples.
 - b. In your job, what degree of independence do you have in creative problem solving and deciding on a course of action? Provide some examples.
 - c. Please describe the training and experience you draw upon to do the kinds of complex and creative problem solving that you described above.
 - d. Please describe the extent to which your position requires time management skills and the ability to establish and balance priorities.

4. Direction of the Work of Others:

A. In your job, to what extent are you required to direct the work of others, and to what extent are you responsible for that work being accomplished?

People Whose Work You Direct:

Name: _____ Title: _____
FTE (Full Time Equivalent): _____ Permanent Temporary Seasonal

What is the nature of the work performed by this person that you direct?

Name: _____ Title: _____
FTE (Full Time Equivalent): _____ Permanent Temporary Seasonal

What is the nature of the work performed by this person that you direct?

Name: _____ Title: _____
FTE (Full Time Equivalent): _____ Permanent Temporary Seasonal

What is the nature of the work performed by this person that you direct?

Name: _____ Title: _____
FTE (Full Time Equivalent): _____ Permanent Temporary Seasonal

What is the nature of the work performed by this person that you direct?

5. Impact on the Organization

- A. To what extent does what you do or not do impact the organization, students and/or employees? Please give examples.
- B. To what extent does what you do or not do influence public perceptions of the organization? Please give examples.
- C. To what extent do the decisions you make in this position create risk for the organization? Please give examples.

At which job title (as reflected in Appendix A of the Collective Bargaining Agreement) do you believe your current position should be classified, and why? In answering this question, you should provide any additional information that you believe should be considered in the review of your position. (Add additional pages as necessary.)

6. Employee Review:

The information I have provided is accurate and complete to the best of my knowledge and belief:

Employee Signature

Date

7. Supervisor Review:

The information on the Reclassification Review Request is accurate and complete to the best of my knowledge and belief. Yes No

If you do not agree with any of the information on the Reclassification Review Request, please explain why below, or attach additional page(s).

Please describe the level of supervision you exercise over this position:

Please list examples of decisions that the employee is authorized to make without your prior review.

Add any additional information that you believe should be considered in the review of this position.

Supervisor's Signature

Date

Supervisor's Name (type or print)

Guide to Completing the Reclassification Review Request

Introduction

The purpose of the Reclassification Review Request is to collect information necessary to understand your position and compare it to existing job positions, to determine the proper classification for your position.

This guide has been designed to assist you with completing the Reclassification Review Request form. After you have completed the form, submit it (and any attachments) to your supervisor. The total packet (form and attachments) should be no more than ten pages. The **earliest** you can submit the form to your supervisor is **November 1**; the **latest** you can submit it to your supervisor is **January 16**.

Your supervisor will review and complete the “Supervisor Review” section, sign the form and submit it to Human Resources, the LWESP President or designee, and you within 15 calendar days of receipt, but no later than February 1. Submitting information that is as clear and complete as possible will help the LWESP/LWSD Reclassification Committee when they review your Reclassification request. Leaving any requested information out may result in a delay of your review.

For additional information on the Reclassification process, see Section 6.5 of the LWESP Collective Bargaining Agreement.

Suggested Approach to Completing Your Reclassification Review Request

It is suggested that you review:

- The Reclassification Review Request and this guide to familiarize yourself with the information that you will need to convey.
- Current, official job descriptions, including the job description for your own position, which your human resources office and the LWESP/LWSD Reclassification Committee will use to evaluate your request and to determine the appropriate classification for your position. Current, official job descriptions are available from Human Resources or from the LWESP President.
- Information about your position and duties that may be on file with your supervisor or in your personnel file, and/or information related to your performance evaluations. These sources are often good places to start your description of your job duties.

You may find it helpful to spend a small amount of time every day over several days or a couple of weeks to gather ideas and information you can use to complete your Position Reclassification Review Request. Take time at the outset to formulate some ideas. Then, on a daily basis, jot down thoughts and observations that will help you answer the form. Your daily notes may cause you to add items you hadn't thought of initially or revise those that you listed but later found to be different (e.g. percentage of time spent on an activity was really more than recorded at first). Once you feel you have enough information to create a clear and concise description of your position, finalize the form.

Reclassification Review Request Instructions

Each numbered instruction corresponds to the numbered sections on the Position Review Request form.

1. Main Job Duties

Describe the main job duties (those which take at least 5% of your work week to perform) assigned to your position beginning with the tasks that are most important or responsible. Try to group similar tasks together into major duties and, for each major duty, estimate the percent of time on a weekly basis that you devote to the task. If a duty is performed less frequently than on a weekly basis but it is an important job duty assigned to you, please include information about this as well. Describe any responsibilities for determining methods of work, or innovative or creative responsibilities that are part of the job.

Breaking a complex assignment down into its individual elements will make your job responsibilities clearer. See the following examples:

Avoid job responsibility statements like:

- I have responsibility for all of our department's budgets. Instead describe tasks.
- I maintain all of our department's purchasing and payroll records for both state funds and grants and contracts.
- I review all purchase requests for compliance with agency/institution and funding agency policy. I review any problem requests with the purchaser to ensure that all expenditures comply with applicable policies and regulations.

In the right-hand columns indicate the % of time each duty requires. Check those duties which you believe fall outside your current job classification and specify how long you have performed these duties.

2. **Knowledge & Technical Skills**

List examples of specific technical skills and knowledge that are needed in the position.

3. **Problem Solving**

Complete according to instructions on the form.

- Section A focuses on whether you must assess and integrate a number of variables as you are deciding how to proceed with a task or project, or how to handle a situation.
- Section B focuses on whether, and to what extent, the job entails creative problem solving for deciding on a course of action (as opposed to work where you follow set steps or processes and that doesn't call for problem solving). Section B also focuses on whether, and to what extent, there is autonomy allowing you to choose a course of action (as opposed to needing to get approval).
- Section C asks you to describe training and experience that guides you in doing the kinds of complex, creative, and independent problem solving that you described in Section B. You do not need to note general educational experience such as an associate's or a bachelor's degree unless it is a job requirement for the position that you believe is the best match for the work you perform. List any specific skills or competencies that are needed to perform your job.
- Section D focuses on how much the position requires time management skills and being able to set and balance priorities.

4. **Direction of the Work of Others**

This section focuses on whether the position calls on you to direct the work of others, and has you identify those individuals and the position they hold in the organization and the nature of the work they perform that you direct.

5. **Impact on the Organization**

This section seeks information on the impact the work done in your position has on the District as a whole ("the organization").

Respond to the questions asked in Sections A through C, giving examples.

The last question helps the Reclassification Committee understand which position you believe better matches the work you do and why. To help you answer the last question, review the list of job titles in the LWESP Salary Schedule, which you will find in Appendix A of the Collective Bargaining Agreement. Think about which one seems to best match the work you do in your position. If it would help, review a copy of the current, official job description for other positions, which you can get from Human Resources or from the LWESP president.

Employee Review

Sign and date, indicating the information you have provided is accurate and complete to the best of your knowledge and belief.

Supervisor Review

The supervisor should carefully review the information provided on the Reclassification Review Request, fill out the supervisory review section, and ensure that the Review Request is submitted to the human resources office within 15 calendar days of receipt, but no later than February 1.

APPENDIX F – Letter Of Understanding

**Between the Lake Washington School District (LWSD)
and the Lake Washington Education Support Professionals (LWESP)**

Letter of Understanding

Epinephrine Autoinjectors and Nasal Spray Administration

The LWSD and the LWESP agree that new legislation has been passed concerning the use of epinephrine autoinjectors when not prescribed to a student and legend drug nasal spray and the use of legend drug nasal spray for students. The legislation is entitled Engrossed Senate Bill 5104 – Epinephrine Autoinjectors and Substitute House Bill 1541 – Administration of Nasal Spray.

The parties have an interest in complying with the law, establishing policy for implementation of the law, and in providing clear communication and guidance to employees and administrators.

Substitute House Bill 1541 – Administration of Nasal Spray

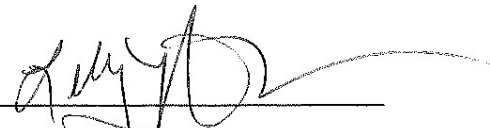
Currently, Board Policy governs the actions of employees in regards the administration of medications to students. The new legislation regarding nasal spray requires the School Board to adopt policy for the administration of nasal spray. Until promulgation of such policy, the current School District Policy and Procedures remain in place. Prior to implementation, new Board Policy and/or Procedures, if any, will be shared and discussed with the Association.

Engrossed Senate Bill 5104 – Epinephrine Autoinjectors


Currently, Board Policy governs the actions of employees in regards to the administration of medications to students. The new legislation regarding epinephrine autoinjectors (“epi pens”) requires OSPI to promulgate administrative regulations or guidance for implementation of the law. Thereafter, the School Board will adopt implementing policy. Until such actions, the current School District Policy and Procedures remain in place. Prior to implementation, new Board Policy and/or Procedures, if any, will be shared and discussed with the Association.

In order to provide a safe learning and working environment in our schools, time will be spent prior to the start of the school year to communicate and train employees on current legislative changes that affect employees’ duties and responsibilities.

UNDERSTOOD AND AGREED:



For the Association



For the District

7/25/16

7/25/16

APPENDIX G – Reclassification Review

LETTER OF UNDERSTANDING

BETWEEN

LAKE WASHINGTON SCHOOL DISTRICT NO.414

and

LAKE WASHINGTON EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION

Reclassification Review

This Letter of Understanding (LOU) is entered into by and between the Lake Washington School District (“District”) and the Lake Washington Educational Support Professionals (“Association”) to clarify mutual commitments regarding the reclassification process outlined in Section 6.5 and Appendix E of the LWESP Collective Bargaining Agreement (CBA).

During the 2026–2027 school year, the District and the Association agree to form a joint work group to review the current reclassification language and processes described in the CBA. Using an interest-based approach, the work group will examine existing practices, identify areas for improvement, and develop joint agreements to be implemented during the 2027–2028 school year.

Any agreed-upon changes will be memorialized in a subsequent Letter of Understanding or incorporated into the successor collective bargaining agreement, as appropriate.

This Letter of Understanding shall sunset on the last day of the 2026–2027 school year, unless mutually extended in writing by both parties.

For LWSD

Name: _____
Date: 11-13-25

For LWESP

Name: _____
Date: 11-13-25

APPENDIX H - New Job Description Review Committee

Memorandum of Agreement
Between the
Lake Washington School District
and the
Lake Washington Educational Support Professionals
Job Description Review Committee

LWESP and LWSD agree to finalize the review and amend the current job descriptions to appropriately update or reassess job descriptions. This process will begin in the second semester of the 2025-2026 school year. The committee will consist of at least 4 representatives each to work on assessing and updating the current posted job descriptions. The committee will meet at least 4 times a year and reach a decision by consensus on any recommended changes. The District will make final changes based on recommendations from the committee within sixty calendar days of receipt. The goal will be to conclude this work by the last workday of December of 2026.

Any changes that could result in a reclassification will not have to go through the reclassification process but will be recommended based on the work of the committee to be reclassified automatically on the salary schedule, if necessary.

The District will make final changes based on recommendations from the committee within 60 calendar days.

For LWSD

Name: _____
Date: 11.13.25

For LWESP

Name: _____
Date: 11.13.25

APPENDIX I – Nurse Evaluation Documents

Lake Washington School District Nurse Performance Evaluation

Employee: _____ **Job Title:** School Nurse

Evaluation Period: _____ **School/Department:** Health Services

Directions:

1. Place a checkmark in the appropriate square.
2. Comments are required to justify “Improvement Needed” and “Unsatisfactory” performance levels.
3. To summarize your evaluation of the employee’s performance level, use the Supervisor’s Summary Comments at the conclusion of document.
4. Offer Employee the opportunity to comment in space provided at conclusion of document.
5. Signatures of both Supervisor and Employee are required.
6. *Optional* – Employee may elect to complete the Career Goals and Objectives plan.
7. Check one (1) box in each row.

Legend for Performance Levels:

Unsatisfactory	Does not meet job requirements—growth plan required
Improvement Needed	Lacks proficiency—growth plan needed
Proficient	Skilled and knowledgeable
Distinguished	Exemplary—consistently exceeds job requirements

Note: “Improvement Needed” and “Unsatisfactory” performance levels require comments.

Confidential:

The information supplied in this evaluation will be held in strict confidence and will be available only to direct-line administrators and/or the Superintendent’s Office.

SKILLS

Communication

Listens effectively, speaks understandably, and writes clearly.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not listen.	<input type="checkbox"/> Sometimes listens.	<input type="checkbox"/> Listens effectively.	<input type="checkbox"/> Listens effectively, demonstrates understanding, clarifies meaning for others, and provides feedback.
<input type="checkbox"/> Does not speak understandably.	<input type="checkbox"/> Sometimes speaks understandably.	<input type="checkbox"/> Speaks with clarity.	<input type="checkbox"/> Speaks with clarity and is able to communicate with a diverse audience.
<input type="checkbox"/> Does not write clearly.	<input type="checkbox"/> Sometimes writes clearly.	<input type="checkbox"/> Writes clearly.	<input type="checkbox"/> Writes clearly and concisely at the level of understanding of the diverse audience.

Comments:

SKILLS

Critical Thinking

Demonstrates problem solving, appropriate judgement and decision making skills, and is open to new ideas, anticipates needs, and provides creative, resourceful solutions.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate problem solving abilities.	<input type="checkbox"/> Sometimes demonstrates problem solving abilities.	<input type="checkbox"/> Recognizes and defines the problem, finds a process, and selects appropriate action(s).	<input type="checkbox"/> Demonstrates a broad understanding of the problem solving processes. Achieves a high degree of success in reaching solutions and implementation.
<input type="checkbox"/> Does not make decision(s) without additional assistance.	<input type="checkbox"/> Sometimes takes initiative in making decision(s).	<input type="checkbox"/> Takes initiative to make decisions, completes tasks, displays original thinking.	<input type="checkbox"/> Demonstrates a high degree of decision making techniques.
<input type="checkbox"/> Does not think creatively, and does not generate new ideas.	<input type="checkbox"/> Sometimes thinks creatively and is open to new ideas.	<input type="checkbox"/> Displays original thinking and generates new ideas and alternatives.	<input type="checkbox"/> Generates creative ideas that are of significant value. Helps to implement new ideas.

Comments:

Customer Service

Understands and satisfies customer needs. Note: Customers may include, but are not limited to, students, fellow employees and other persons inside and outside of the school district.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand customer needs.	<input type="checkbox"/> Sometimes understands customer needs.	<input type="checkbox"/> Demonstrates a broad understanding of customer needs.	<input type="checkbox"/> Consistently identifies and defines customer needs.
<input type="checkbox"/> Does not provide customer service.	<input type="checkbox"/> Sometimes provides customer service.	<input type="checkbox"/> Provides quality customer service. Follows through.	<input type="checkbox"/> Consistently achieves a high degree of customer satisfaction.

Comments:

Interpersonal Relations

Treats all people with respect, dignity, and fairness. Is considerate of others, works effectively in teams, supports team decisions and aids in implementation, seeks assistance from others and shares expertise.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not treat people with respect, dignity and fairness.	<input type="checkbox"/> Sometimes treats people with respect, dignity and fairness.	<input type="checkbox"/> Treats all people with respect, dignity and fairness.	<input type="checkbox"/> Consistently treats people with respect, dignity and fairness.
<input type="checkbox"/> Does not actively cooperate with team members, or support team decisions.	<input type="checkbox"/> Sometimes cooperates and shows support for team decisions.	<input type="checkbox"/> Cooperates actively with team members and supports team decisions. Encourages others to participate.	<input type="checkbox"/> Consistently encourages others to participate in team decisions. Shows leadership in team decisions. Effective at improving inter-personal

			relations.
<input type="checkbox"/> Does not seek assistance from others or share ideas.	<input type="checkbox"/> Sometimes seeks assistance from others. Reluctant to consider ideas and input from others.	<input type="checkbox"/> Considers ideas and input of others. Shares expertise and is willing to ask for assistance.	<input type="checkbox"/> Consistently supports team ideas and decisions. Shares expertise and is willing to ask for assistance.

Comments:

KNOWLEDGE

Policies and Procedures

Understands appropriate policies and procedures related to assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands and incorporates appropriate policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes follows policies and procedures related to assigned job.	<input type="checkbox"/> Follows policies and procedures related to assigned job.	<input type="checkbox"/> Consistently follows and assists in updating policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow District policies and procedures.	<input type="checkbox"/> Sometimes follows District policies and procedures.	<input type="checkbox"/> Follows District policies and procedures.	<input type="checkbox"/> Consistently follows District policies and procedures.

Comments:

Technical

Demonstrates technical/practical knowledge and applies skills and expertise needed to perform the assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Sometimes demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Consistently demonstrates technical expertise and practical knowledge needed for the job.

Comments:

Duties and Responsibilities

Performs thoroughly, accurately, and meets job expectations.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not perform duties and responsibilities that meet job expectations.	<input type="checkbox"/> Sometimes performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Consistently performs duties and responsibilities that meet and exceed job expectations.
<input type="checkbox"/> Does not produce thorough and accurate work.	<input type="checkbox"/> Sometimes produces thorough and accurate work.	<input type="checkbox"/> Produces thorough and accurate work.	<input type="checkbox"/> Consistently produces a high quality work product.
<input type="checkbox"/> Does not meet timelines and/or complete tasks on schedule.	<input type="checkbox"/> Sometimes meets timelines and completes tasks on schedule.	<input type="checkbox"/> Meets timelines and completes tasks on schedule.	<input type="checkbox"/> Consistently meets and exceeds timelines and completes tasks on schedule.

Comments:

ATTRIBUTES

Attitude

Exhibits a positive “can do” approach to tasks.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate a positive attitude.	<input type="checkbox"/> Sometimes demonstrates a positive attitude.	<input type="checkbox"/> Demonstrates a positive attitude on a daily basis.	<input type="checkbox"/> Consistently supports others through positive verbal and non-verbal communication.
<input type="checkbox"/> Resists new ideas.	<input type="checkbox"/> Sometimes reluctant to consider new ideas.	<input type="checkbox"/> Supports new ideas.	<input type="checkbox"/> Initiates and supports new ideas.
<input type="checkbox"/> Does not handle stressful situations objectively.	<input type="checkbox"/> Sometimes has difficulty handling stressful situations objectively.	<input type="checkbox"/> Maintains objectivity with immediate, stressful/difficult situations.	<input type="checkbox"/> Consistently maintains objectivity with immediate, stressful difficult situations.

Comments:

Flexibility

Accommodates and adapts to change.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Resists change in work environment	<input type="checkbox"/> Seldom offers to assist in implementation of change	<input type="checkbox"/> Adapts to change in work environment. Offers to assist in implementation of change.	<input type="checkbox"/> Consistently supportive of change and helps bring about. Takes initiative to implement change and share new ideas
<input type="checkbox"/> Resists sharing workload	<input type="checkbox"/> Sometimes volunteers to share workload	<input type="checkbox"/> Demonstrates willingness to share workload	<input type="checkbox"/> Consistently shares workload and develops a sense of team.

Comments:

Initiative

Seeks and follows through on assignments.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Requires constant direction to complete assigned work.	<input type="checkbox"/> Sometimes requires direction to complete assigned work.	<input type="checkbox"/> Demonstrates initiative to complete work and achieves goals.	<input type="checkbox"/> Seeks new responsibilities that are challenging and difficult.

Comments:

Professional Growth and Development

Seeks and demonstrates continuous self-improvement

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Unwilling to acquire new job skills	<input type="checkbox"/> Requires direction to acquire new, or upgrade current job skills	<input type="checkbox"/> Seeks to acquire new skills and upgrade current skills	<input type="checkbox"/> Consistently seeks to acquire new skills and new responsibilities
<input type="checkbox"/> Has difficulty identifying and setting goals	<input type="checkbox"/> Sometimes sets goals	<input type="checkbox"/> Sets and works to attain appropriate goals	<input type="checkbox"/> Consistently attains goals and seeks new ones
<input type="checkbox"/> Does not learn from	<input type="checkbox"/> Sometimes learns	<input type="checkbox"/> Learns from mistakes	<input type="checkbox"/> Learns from mistakes and

mistakes	from mistakes		continues to demonstrate self-improvement
----------	---------------	--	---

Comments:

Professional Responsibilities

Attendance, Punctuality, Safety and Confidentiality.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Is not present on a regular basis which impacts responsibilities of colleagues	<input type="checkbox"/> Frequent absences negatively impact job performance	<input type="checkbox"/> Regularly attends work	<input type="checkbox"/> Consistently attends work maintaining professional responsibilities
<input type="checkbox"/> Consistently does not adhere to assigned hours	<input type="checkbox"/> Frequently does not adhere to assigned hours	<input type="checkbox"/> Regularly adheres to assigned hours	<input type="checkbox"/> Consistently adheres to assigned hours
<input type="checkbox"/> Does not foresee unsafe situations/hazards on job	<input type="checkbox"/> Does not communicate unsafe situations/ hazards to appropriate supervisor in a timely manner	<input type="checkbox"/> Recognizes, communicates and avoids unsafe situations/hazards on job	<input type="checkbox"/> Takes a leadership role in proactively creating a safe workplace
<input type="checkbox"/> Seldom maintains confidentiality	<input type="checkbox"/> Sometimes inappropriately shares confidential information	<input type="checkbox"/> Maintains confidentiality	<input type="checkbox"/> Demonstrates a high degree of confidentiality

Comments:

Supervisor's Summary Comments:

Employee's Comments:

Signatures: *Signature does not necessarily imply the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator / supervisor.*

Employee: _____

Date: _____

Supervisor: _____

Date: _____

APPENDIX J – LWESP Professional Development Fund Application Process

Per Section 7.6.1 of the LWESP Contract:

Employees who are assigned to four (4) or more hours per day will receive a professional development fund of \$500 per contract year for workshops/classes that are not offered by the District. Funding will be for materials, mileage, meals (in accordance with IRS guidelines), registration, or tuition. Unused funds may be rolled over to a maximum of \$750.00 per employee qualifying for professional development funds.

Please Note:

The goal of the professional development fund is to expand the knowledge and expertise of Lake Washington Educational Support Professionals.

The application form must have your **supervisor's signature**. If your supervisor declines your request, you may appeal their denial by emailing Classified Professional Learning (classproflearn@lwsd.org). If you want assistance with your appeal, please contact LWESP for support.

Submit your application at least 3 weeks prior to the first day of the workshop/class, if possible.

This fund does not cover the costs of substitutes. Substitute costs will come from Building Budget. If you need a substitute, please work with your building Office Manager to secure.

To Apply:

Complete the attached application form and submit to Classified Professional Learning at the Resource Center, along with a mandatory supervisor's signature.

If your application is approved, begin the registration/payment process selected on the application. Attach copies of receipts for any expenses.

You will be notified via email, within two weeks, if your application is approved or denied.

Upon approval of your application, submit the following documentation to Classified Professional Learning:

Submit Miscellaneous Reimbursement Request form 1163a & Proof of Payment:

- A class registration/payment confirmation with your name, date, and payment method.

Monthly Mileage Reimbursement Claim form 1017 Overnight Travel forms, as needed:

- Travel/Release Time Request and Approval Form 1067
- Overnight and/or Out-of-state Travel Reimbursement form 1115

Return All Forms to:

Classified Professional Learning Classproflearn@lwsd.org

Or via intra-district mail at the

Resource Center - (425) 936 1434

LWESP Professional Development Fund Application

Name _____ Date of Request _____

Position Title: _____ Location: _____

Title of Workshop/Class: _____

Date: _____ Time: _____

How does this workshop/class expand your knowledge or expertise?

Select a payment option below for the workshop/training with the associated expense. Begin the selected process once your application has been approved. These forms can be found on the LWSD Portal > Accounting.

- Personal payment -you register and pre-pay for the expense(s). After the event complete a **Miscellaneous Reimbursement Request (form 1163a)** to be reimbursed for all costs. Be sure to provide proof of payment.

- Department/Building credit card (BMO) - please use your department building credit card to pre-pay for expenses. You are responsible for informing the person who reconciles your building/department credit card to use budget code **10E530-0126-31-7330-7920-1263-0000** for the approved amount

- Monthly Mileage Reimbursement Claim form 1017**

- Overnight Travel forms, as needed:**

Travel/Release Time Request and Approval form 1067
Overnight and/or Out-of-State Travel Reimbursement form 1115

Estimated Expenses (complete all applicable):

Registration/Tuition	_____
Materials	_____
Meals (for overnight trips only - submitted on form 1115)	_____
Mileage(@ current rate - submitted on form1017)	_____
Total:	_____

Employee's Signature and Date

For Office Use Only

Supervisor's Signature and Date

- Approve/Amount _____
- Deny _____

Classified Professional Learning
Signature and Date

For Office Use Only

- Approve/Amount _____
- Deny _____

Classified Professional Learning Signature and Date

APPENDIX K – Memorandum Of Understanding

Memorandum of Understanding

Between

The LAKE WASHINGTON SCHOOL DISTRICT

And

THE LAKE WASHINGTON EDUCATIONAL SUPPORT PROFESSIONALS

The Lake Washington School District (LWSD) and the Lake Washington Educational Support Professionals (LWESP) have an interest in financial viability and ensuring that staffing is sufficient to support our students and staff.

In the event of unforeseen or unanticipated financial circumstances beyond the District’s reasonable control that materially impact the District’s fiscal condition, the District retains the authority to exercise its contractual rights according to Articles 2 and 18.

The District shall provide the Association with notice if it needs to exercise its contractual rights and, upon request, meet to discuss the impacts of the changes.

LWESP Office Professionals Staffing Allocations as of 2025

Allocation Type	Base Allocations	Site-based Allocations
Elementary	<ul style="list-style-type: none"> 8-hour Office Manager 8-hour School Office Professional 6.0-hour HROP 	Additional Allocation: <ul style="list-style-type: none"> 2 hours enrollment over 550 3 hours enrollment over 600 4 hours enrollment over 650 5 hours enrollment over 700 6 hours enrollment over 750 7 hours enrollment over 800 8 hours enrollment over 850 1 additional hour for every additional increment of 50 students
Middle School	<ul style="list-style-type: none"> 8-hour Office Manager 8-hour Middle School AP Assistant 8-hour Counseling Office Professional 8-hour Attendance Office Professional 	Additional Allocation: <ul style="list-style-type: none"> 1 hour enrollment over 900 2 hours enrollment over 950 3 hours enrollment over 1000 4 hours enrollment over 1050 5 hours enrollment over 1100 6 hours enrollment over 1150


	<ul style="list-style-type: none"> • 6.0-hour HROP • Middle School Library Office Assistant = 1 hour for every 100 students up to 5.5 hours. Allocations by the District beyond 5.5 hours are permissible. 	<ul style="list-style-type: none"> • 7 hours enrollment over 1200 • 8 hours enrollment over 1250 • 1 additional hour for every additional 50 students
High School	<ul style="list-style-type: none"> • 8-hour Office Manager • 8-hour ASB Bookkeeper • 8-hour Counseling Office Professional • 7.5-hour Receptionist • 8-hour Attendance Office Professional • 6-hour Athletics Office Professional • 8-hour Data Processor/Registrar • 6.25-hour HROP • High School Library Office Assistant = 1 hour for every 100 students up to 6 hours. Allocations by the District beyond six hours are permissible. 	<p>Additional Allocation-Office Asst.:</p> <ul style="list-style-type: none"> • 4 hours enrollment over 1250 • 6 hours enrollment over 1350 • 8 hours enrollment over 1450 • 10 hours enrollment over 1550 • 12 hours enrollment over 1650 • 14 hours enrollment over 1750 • 16 hours enrollment over 1850 • 18 hours enrollment over 1950 • 20 hours enrollment over 2050 • 2 hours for every additional 100 students <p>If assigned at least 8 hours, then 8 hours can be used as School Office Professional</p>

Middle School Attendance Secretary- 8-hour position paid at Pay Scale 3

Health Room- (see 25.1)-at Pay Scale 3

If a high school generates at least 8 hours of office assistant time, the high school can use up to 8 hours for a school office professional (secretary) at 185 days.

Allocations above are for comprehensive elementary, middle and high schools. Choice school base allocations are determined on an individual school basis unless otherwise noted in the contract.



For the Association



Date



For the District

February 2, 2026

Date

APPENDIX L – Centers Labor Management (CLM)

The LWSD-LWESP Resource and Support Services

The LWSD-LWESP Resource and Support Services Centers Labor Management (CLM) serves to build trust through a shared commitment to fostering productive, professional work environments through collaborative problem-solving, respectful dialogue, and addressing needs/concerns.

The CLM functions as a bridge and mutual accountability structure. By maintaining a structured and open line of communication, the CLM process addresses concerns surrounding working conditions at the closest level, promotes timely resolution of issues, and supports shared goals that enhance both staff well-being.

Centers Labor Management Best Practices

1. Actively gather and represent staff concerns, creating a clear and organized agenda for regular discussions.
2. The LWESP President will select LWESP members from varying departments and/or floors of the Resource Center and Support Services Center. The district will appoint supervisors from these work sites and include the Director of Human Resources on the CLM.
3. Collaborate effectively to provide timely, consistent, and practical resolutions to Centers issues.
4. Establish norms of mutual respect and professionalism are upheld to maintain a productive and positive atmosphere.
5. Set actionable steps and follow-through are prioritized to build trust, accountability, and continuous improvement.

Centers Labor Management Procedures

1. The CLM will meet during work time.
2. This CLM will meet every month, the agenda will be set jointly, and the meeting will share facilitation between the parties.
3. The agenda will be shared in advance of the meetings; either party can bring agenda items. Each meeting should have a designated timekeeper and note-taker.
4. Utilize tools of Interest-based Bargaining (Story, Interests, Shared interests, Options, and Agreements).
5. As needed, work together to determine what information or data is needed on an issue and how that information or data will be obtained and verified.
6. Look ahead to positive action. Create follow-up tasks and action items with deadlines for completion and reporting back to the group.