

Memorandum of Understanding  
Between the North Thurston Public Schools  
And  
the North Thurston Association of Office & Technical Employees

This Memorandum of Understanding is entered into by North Thurston Public Schools and the North Thurston Association of Office & Technical Employees. Section 7.3 of the Collective Bargaining Agreement is updated to read as follows. This language will be in force for the balance of the duration of the current Collective Bargaining Agreement and will be brought forward for review in the next open bargain.

**Section 7.3 Position Qualifications**

The first consideration in filling vacant positions shall be the applicant's ability to meet the minimum qualifications of the position as listed in the job description. Human Resources shall determine whether applicants meet the required minimum qualifications.

Those who meet the minimum qualifications will then proceed through the screening process, which includes a skills test. An internal candidate should not be screened out of consideration for lack of reference forms completed.

Only applicants who meet minimum qualifications and pass the skills test with a minimum score of 65% will proceed to the interview process. At minimum, the three most senior qualified Bargaining Unit members, if any, shall be interviewed for the position.

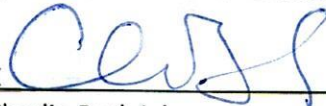
If the skills test and/or interview is scheduled during the employee's workday, the skills test and/or interview will be without loss of pay to the employee. The employee will minimize travel time to and from the skills test and interview. Substitutes will not be provided.

In the event that two (2) internal applicants have substantially the same qualifications, the position shall be awarded to the most senior applicant.

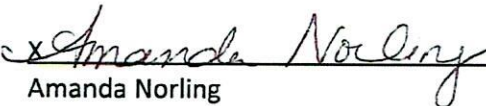
Employees hired from one district position into another position inside the district will be released to the new position in the standard two-week timeline unless an otherwise mutually agreed upon timeline between the employee and the district is established in writing.

Employees not selected for a vacant position may request within five (5) days of being notified by the hiring manager, the reason(s) for not being selected. The request shall be directed to Human Resources and will be responded to in writing no later than ten (10) days from receipt of the request.

This section shall not supersede the management right to hire applicants from outside the District whose qualifications are demonstrably superior to all applicants from within the District Unit.

x   
Charlie Burleigh  
Executive Director of Human Resources

4/22/2022  
Date

x   
Amanda Norling  
NTAOTE Co President

4.22.22  
Date