

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE LONGVIEW SCHOOL DISTRICT
AND THE LONGVIEW CLASSIFIED PUBLIC EMPLOYEES ASSOCIATION
REGARDING WORKLOAD REVIEW**

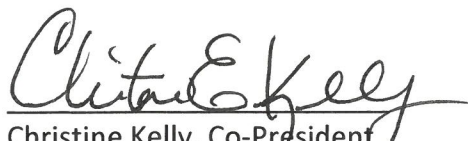
Background: The Longview School District (District) and the Longview Classified Public Employees Association (Association) agree to address concerns regarding workload issues related to transitions in staffing:

AGREEMENT:

1. Effective July 1, 2023 Payroll LCPEA employees and the Business Manager's secretary shall have up to five (5) days during the first three (3) months of any new HR specialist's tenure to coordinate duties. The time need not be consecutive, and can include up to twelve (12) hours of overtime. Additional overtime may be authorized by Human Resources and Business Services.
2. In order to recognize and alleviate previous concerns of transitions in Human Resources staffing, the District shall establish a work group of Payroll employees and Human Resources specialists to create workflow checklists between the departments and address other concerns. The District will retain a consultant to lead the work group. Up to two (2) days of consultant time will be allocated toward developing the work relationship between the departments. The consultant time shall not begin earlier than October 1, 2023. At the conclusion of the committee's work or December 31, 2023, whichever is earlier, each LCPEA employee shall be compensated two hundred dollars (\$200.00). The committee work shall be done during normal business hours.
3. Due to efforts expended by LCPEA payroll staff and Business Manager's secretary in the transition of new HR specialists over the past several months, they shall each be credited with thirty-two hours of compensatory (comp) time for use at the employees' discretion in July or cash-out following July.
4. This agreement is non-precedent setting and shall expire August 31, 2025.

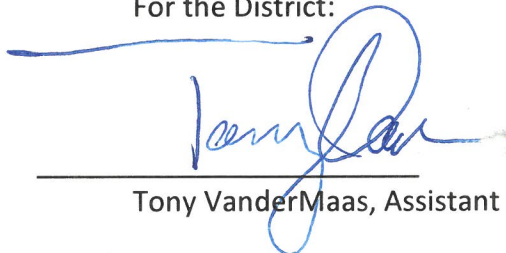
For the Association:


Misty Keith, Co-President


Christine Kelly, Co-President

Date: 6/20/23

For the District:


Tony VanderMaas, Assistant Superintendent

Date: 6/20/23