

## MEMORANDUM OF UNDERSTANDING

### Review of Seniority Placement for Tukwila Education Association -ESP Collective Bargaining Unit Members

This Memorandum of Understanding outlines the process for members of the TEA-ESP Collective Bargaining Unit to review and, if necessary, appeal their seniority placement.

#### Seniority Review Process

The Tukwila School District's Human Resources department will issue a seniority report to members of the unit by the end of the day on March 15th. This date will be in alignment with the TEA Cert deadline of February 15th in 2025 and beyond. Members of the TEA-ESP Collective Bargaining Unit will have the opportunity to review their placement on the seniority list.

#### Appeals Procedure

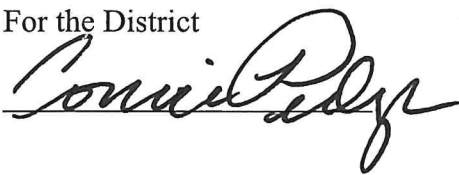
Staff who disagree with their seniority status as indicated in the seniority report must complete the appeal form provided by the Human Resources department. The completed appeal form must be returned to the Human Resources department within ten (10) working days from the date the seniority report is delivered.

#### Consideration and Resolution

Human Resources will review all submitted appeals within ten (10) working days. Any changes to seniority status resulting from the appeal process will be communicated to the respective staff members and the TEA President. A final version of the seniority list will be shared with members of the bargaining unit no later than April 15th in 2024, and will be adjusted to March 15th in 2025 and beyond.

This MOU is effective immediately upon mutual agreement by the Tukwila Education Association-ESP Collective Bargaining Unit and the Tukwila School District No. 406.

For the District



Date



For the Association



Date

