

**COLLECTIVE BARGAINING
AGREEMENT
September 1, 2024—August 31, 2027**



**North Thurston
Association of Office and Technical
Employees**

and

**North Thurston
Public Schools**

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ARTICLE I – RECOGNITION OF BARGAINING UNIT

Section 1.1 Recognition

Pursuant to the provisions of the State of Washington concerning employee relations within the public schools, this constitutes an Agreement between the North Thurston Public Schools hereinafter called the "District" and the North Thurston Association of Office and Technical Employees (affiliated with the Chinook UniServ Council/Washington Education Association/National Education Association), hereinafter called the "Association."

Section 1.2 Exclusive Representation

The District hereby recognizes the Association as the exclusive bargaining representative for all secretarial, clerical and some technical employees including financial services technicians, excluding positions which are confidential, supervisory, or otherwise exempt from inclusion in the bargaining unit by Chapter 41.56 RCW and Public Employees Relations Commission (PERC).

Section 1.3 Temporary and Substitute Employees

Substitute employees become members of the bargaining unit after working 20 consecutive or 30 non-consecutive days in the current or immediately preceding school year. If the District hires a substitute employee into a temporary position of 30 days or more, the employee is eligible to become a member of the bargaining unit on their first day of work in that assignment.

All classifications of substitutes for this bargaining unit shall be paid at ninety percent (90%) of the base step of the classification in which the employee works.

Substitutes hired in long term substitute or leave replacement status that requires the substitute to take over the full responsibilities of the position shall be paid at one hundred percent (100%) of the first step of the classification in which the employee works.

Substitute employees shall be excluded from all Articles of the collective bargaining agreement, except Article I, Article II, Article IX, Section 9.6 and Appendix A (Salary Schedule).

Section 1.4 Definitions

1.4.1 - The term "employee" or "regular employee" when used hereinafter shall mean all bargaining unit members as described in Section 1.2.

1.4.2 - The term "supervisor" when used hereinafter shall refer to the appropriate District administrator.

1.4.3 - "Substitute" is an employee who works random, short term job assignments for a vacant position or a position in which an employee absence occurs.

1.4.4 Long Term Substitutes

Long term substitutes are temporary employees hired to perform 100% of a position's duties where it is anticipated or comes to pass that a member of the bargaining unit will be or was absent or a position will be or was vacant for a period of at least 20 consecutive workdays. These employees will be placed on the first step of the classification of which the regular employee works, starting on the first day of the assignment. Long term substitutes shall not be used in lieu of filling a vacant represented position or to avoid creating a represented position.

1.4.5 - "Leave Replacement" is an employee hired for up to one (1) year, replacing a vacant position due to an employee who is out on an approved leave. Leave Replacement may be extended if the absent employee's approved leave is extended.

1.4.6 - The term "days" or "workdays" when used hereinafter shall mean business days, including all days that the District office is open, unless otherwise defined in this collective bargaining agreement.

1.4.7 - For the purposes of calculating sick leave, holiday pay, bereavement leave, or any other approved leave, a day shall consist of the number of hours normally worked per day.

ARTICLE II. ASSOCIATION REPRESENTATION AND MEMBERSHIP

Section 2.1 Payroll Dues/Political Contribution Deduction

The District will provide for payroll deductions of Association dues and assessments upon written authorization executed by the employee. Payroll deduction authorizations submitted by the first day of the month shall be recognized as effective for that month. Any deductions for political contributions subject to RCW 42.17A.495 shall be separately authorized in writing by the employee on forms that comply with WAC 390-170-100, and be revocable by the employee at any time. The District shall provide all employees annual notice of their rights regarding payroll deductions for political contributions under WAC 390-17-110.

Section 2.2 Dues Deduction Amount

Prior to the beginning of each school year, the Association will give written notice to the District of the dollar amount of dues and assessments required of an Association member. The amount for deductions shall not be subject to change during the school year. The deductions authorized by the above provisions will be made in twelve (12) equal amounts from each paycheck beginning the pay period of September through the pay period in August of each year. Employees who commence employment after September or terminate employment before June shall have their deductions prorated. Each month during the school year, the District will send the Association all money deducted

for dues accompanied by a list of names of those employees for whom payroll deductions were made. The Association will refund to the District any amounts paid to it in error.

Section 2.3 Indemnification/Hold Harmless

The Association and its affiliates will defend, indemnify, and hold the District harmless against all liability, including allegations, claims, actions, suits, demands, damages, obligations, losses, settlements, judgments, costs and expenses (including attorneys' fees) that arise out of any action taken or not taken by the District in implementation of Sections 2.1 and 2.2 of this Agreement.

Section 2.4 Seniority Lists

At least twice each year in October, and May, the District will provide to the Association a current list of all employees in the unit. The list shall indicate the name of the employee, primary assignment, seniority date, lottery number, and work calendar within the Association, ranking each member from most to least senior. Updated lists will be provided upon request.

The district will notify the Association upon hire of any new employee eligible to become a member of the bargaining unit and/or when a substitute or temporary employee is eligible to become a member of the bargaining unit per Section 1.3 and 1.4. The District will distribute the NTAOTE membership application at the same time as the New Employee Orientation packet of materials provided to newly hired Office Professionals. The District will provide a written calendar of all scheduled New Employee Orientation dates for the year to the Association. NTAOTE will be provided fifteen (15) minutes with new hires at every New Employee Orientation held by the District.

Section 2.5 Association Officers Lists

The Association agrees to supply the District with lists of Association officers and to keep such lists current.

Section 2.6 Strike/No Lockouts

The Association agrees not to strike during the term of this Agreement. The District agrees not to lockout employees during the term of this Agreement.

ARTICLE III. ASSOCIATION RIGHTS

Section 3.1 Use of District Buildings

The Association and its representatives shall have the right to use District buildings for meetings and to transact Association business provided, however, such meetings must be scheduled with the building principal, or designee, and shall not have precedence over routine educational use or over previously scheduled use by other agencies.

Section 3.2 Participation During Working Hours

Representatives duly authorized by the Association to participate during working hours in negotiations, grievance procedures, conferences, or meetings with representatives of the District shall suffer no loss of pay, but nothing contained herein shall be construed to require such activities to be scheduled during regular school hours. The Association reimburses for substitutes if obtained.

Section 3.3 Financial Information

The District, upon request, shall furnish electronically to the Association previously compiled and reasonable information concerning the financial resources of the District, including, but not limited to, annual financial reports and audits, budgeting requirements and allocations, open position postings, agendas and minutes of all board meetings and such information as may be legally deemed public information regarding student enrollment and employee names and addresses.

Section 3.4 District Internal Mail Service

The Association and its representatives shall have the right to reasonable use of the District's email, internal mail service and mailboxes.

Association members will have the right to use District facilities and equipment, including computers, copiers, audio, visual and office equipment at reasonable times to conduct Association business when such equipment is not otherwise in use. Direct operating costs associated with such use will be borne by the Association.

The Association and its representatives will have the right to post notices of activities and matters of Association concern on bulletin boards to be provided in each faculty lounge of each building in the District.

Section 3.5 Contract Administration

The Association and the District, shall meet at least monthly (unless mutually agreed otherwise) to discuss issues of mutual interest to the parties; to resolve concerns regarding the interpretation and implementation of the Agreement and to provide an opportunity for the Association to provide feedback to the Superintendent's designee on District operations and directions. Such meetings shall not be convened for the purpose of negotiating. The Association Co-President(s), Secretary, and

UniServ Representative will attend along with two (2) District Representatives. Additional members may be appointed as mutually agreed by both parties. When a request is made, the meeting shall be held as soon as practical, but within five (5) workdays. If the meetings occur during the workday and substitutes are hired for employees, the Association will pay for substitutes. The employees shall suffer no loss in pay.

ARTICLE IV. MANAGEMENT RIGHTS

There is reserved exclusively to the District all responsibilities, powers, rights, and authority expressly or inherently vested in it by the laws and constitution of the State of Washington and the United States. It is agreed the District retains the right to establish and enforce, in accordance with this Agreement and its authority under law, reasonable rules and Human Resources policies relating to the duties and responsibilities of classified employees and their working conditions.

ARTICLE V. HOURS OF WORK

The workweek shall consist of five (5) consecutive days. References to consecutive hours of work in the balance of this Article shall be construed to exclude lunch periods. The normal work week by definition shall begin at 12:01 a.m. on Monday of each week and end at 12:00 midnight the following Sunday.

Work schedules regularly assigned work shifts, workdays and hours, shall be assigned by the District. Total time worked in any workday, including the employee's regular work shift, shall not exceed twelve (12) hours except during an emergency. If the District determines that assigned work hours must be permanently reduced, fragmented, or changed, the employee will be notified at least thirty (30) calendar days in advance and the employee shall be given the opportunity to discuss the decision with the supervisor and/or Human Resources.

Required training or in-service taken during the normal workday shall be compensated at the normal rate of pay. Upon request of affected employee(s), substitutes, if available, will be provided for mandatory training or in-service during the normal workday.

Required training or in-service taken after the normal workday or on weekends shall be compensated at the normal rate of pay unless the employee exceeds forty (40) hours of work, in which case, overtime provisions shall apply per Section 14.8.

The employee shall be granted one (1) fifteen (15) minute break for each four (4) hours of work to be taken as near as practical to the middle of each four (4) hour shift. A lunch period, not to exceed one (1) hour for eight (8) hour work shifts, shall be scheduled by the Supervisor, as near as practical to the middle of the work shift. Such lunch period is not counted as part of the shift length nor for pay purposes. For work shifts of five (5) hours, a lunch period, not to exceed thirty (30) minutes shall be scheduled.

ARTICLE VI. SENIORITY

Section 6.1 Definition of Seniority

Layoff shall be by seniority. Seniority is defined as continuous length of service within the bargaining unit as of the employee's first workday as a regular employee, including any authorized leave, except as outlined in Seniority Accrual Section 6.3.

Employees shall be given credit for time served while under probation, upon receiving permanent employment. New employees shall serve a probationary period of ninety (90) days. During the probationary period, employees shall be subject to termination at any time at the sole discretion of the District without recourse to the grievance procedure.

Substitute experience and service of two hours or fewer daily will be excluded when computing seniority. Substitute, Temporary, Leave Replacement or probationary employees are excluded from the layoff process and shall be released from service prior to implementation of a bargaining unit RIF. The least senior employee shall be laid off first. Probationary employees shall have no seniority until the completion of the probationary period, at which time their seniority shall revert to their first day of work.

SECTION 6.2 Seniority Credits

Employees who terminate employment with the District shall lose all seniority credits. Any nine (9), ten (10) or eleven (11) month employees who transfer to a twelve (12) month position shall receive credit for their previous years in the bargaining unit toward vacation time.

Section 6.3 Seniority Accrual

Seniority shall accrue while in active status. If the employee is on leave that exceeds 50% of the position's annual work calendar, seniority is retained but does not accrue for that year.

Section 6.4 Revised Seniority List

A finalized list shall be provided to the Association by May 1 of each year which shall include all corrections, deletions and additions of personnel for the school year.

Section 6.5 Seniority Drawing

In the event of more than one (1) individual employee having the same seniority ranking, all employees so affected shall participate in a drawing by lot to determine position on the seniority list. The drawing will be held by March 31 annually. The Association and all employees so affected shall be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance. An employee may elect to have an Association representative be present as his/her proxy.

Section 6.6 Seniority Override

In the event special qualifications exist for a particular position, a less senior employee may be retained over a more senior employee. The District and the Association agree to discuss the need for a seniority override prior to this clause being invoked. In such an event, the more senior employee shall be notified of the reasons for the seniority override. A seniority override shall also apply to the reemployment pool when a position requiring special skills is available.

ARTICLE VII. ASSIGNMENT, VACANCY AND TRANSFERS

Section 7.1 Postings & New Positions

Prior to the posting of newly created positions in the Association, the District and the Association president(s) will consult for the purpose of Association input on job descriptions and reaching agreement on the proposed salary placement with regard to the newly created position(s). Additional work opportunities may be available to employees contracted for less than 260 days to work on short-term projects that occur during typical work breaks (spring, summer, winter breaks) during the calendar year. Short-term projects will be paid at the member's hourly rate and filled based on expressed interest and seniority within the bargaining unit.

Section 7.2 Job Postings

The Association President(s) or designee will be provided notification of all job postings prior to posting on the District website. During this posting period, employees interested in applying for posted positions must complete an online application in the District's hiring system.

No position shall be filled permanently until all qualified employee applicants have been interviewed for the position.

The District shall post position(s) following the timelines below:

- All regular vacancies and new positions covered by this Agreement shall be posted for not less than five (5) working days so that interested employees can apply for such positions.
- Emergency postings shall be posted for three (3) days and will be explained to the Association President(s) on or before the first day of the posting of the position.

In the event the District determines a vacant position will not be filled, the District will notify the Association of the reason and provide a plan for the workload distribution within fifteen (15) days of the position being vacated.

This provision shall apply for all postings unless circumstances exist in which the District and the Association agree to a waiver which shall be deemed necessary to keep the employee, or employees, whole.

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 shall not be screened out of consideration for lack of reference forms completed.

Only applicants who meet the 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. The Association can request supporting documentation of same if necessary.

Section 7.4 Job Descriptions

Making changes to existing job descriptions shall be a collaborative process between the District and the Association. The parties will be in agreement prior to any changes or additions being made to job descriptions. In addition, the District will provide the Association with a copy of each classification's job description.

Section 7.5 Leave Replacement Positions

Leave replacement positions of one (1) year duration or more shall be posted in accordance with Section 7.2 of this Agreement. If an internal applicant is hired for the position, then he/she will be considered to have been temporarily reassigned. The temporary vacancy resulting from a temporary reassignment shall be governed as follows:

- To prevent extensive position openings resulting from internal transfers, there will be a limit of one (1) internal voluntary transfer for each temporary reassignment.
- The person who volunteers and is selected for temporary leave replacement shall receive a leave of absence for the full duration of that position.
- The person who volunteers and is selected for temporary leave replacement shall return to their original assignment at the end of the assignment duration.

In the event any leave replacement assignment becomes permanent, the incumbent originally placed in the assignment must reapply for the permanent position, if interested.

Such positions shall be filled in accordance with Section 7.2 of this Agreement. Further, any resultant openings generated by any temporary assignment becoming permanent would likewise be posted and filled in accordance with the terms of this Agreement.

Section 7.6 Voluntary Transfers

Where a vacancy exists, the District shall attempt to obtain qualified voluntary employee transfers before involuntarily transferring employees. Transfers shall be made in consultation with the Association.

Section 7.7 Involuntary Transfers

- 7.7.1 If there are no qualified volunteers, the District may involuntarily transfer qualified employees. Involuntary transfers shall be made with prior notice to, and in consultation with the Association and shall be made by reverse seniority.
- 7.7.2 If an involuntary transfer has been made, upon written request of the employee, a written statement explaining the reasons for the decision shall be given to the employee within five (5) days. In the event an employee is promoted to a higher classification on the salary matrix, the employee will be placed on the salary step that ensures the employee will be paid equivalent or the next higher rate. In the event an employee is involuntarily transferred to a lower paying position, the employee will remain in the same salary column until such time their experience or salary schedule will grant them an increase in the position classification for the job they now hold.
- 7.7.3 An employee transferred involuntarily under this section shall have the right to return to their previous position in the event of a vacancy occurring within twelve (12) months of involuntary transfer. Prior to posting the vacant position, the District will provide the transferred employee notice of the opportunity to return to their previous position.
- 7.7.4 Superintendent Placements: The Superintendent may involuntarily transfer an employee to another worksite in order to serve the best educational interests of students and/or the worksite staff. The Association president or designee will be informed in any instance where Superintendent placement decisions are being considered. Such placements will not be made

arbitrarily or capriciously. Employees involuntarily transferred as a Superintendent placement will not have the right to return to their previous position, as described in Section 7.7.3.

Section 7.8 Temporary Reassignments

When the District chooses to leave a vacant or temporarily vacant position unfilled and reassigns a permanent employee to perform the majority of the vacant position's duties, the permanent employee shall not be expected to perform the duties of their regular position while temporarily reassigned.

While temporarily reassigned, the employee will engage in the communication necessary to support continuity of work in their primary position. Essential duties of the primary position will be reassigned by the District for the duration of the temporary assignment. Temporary reassignment shall not be used in lieu of transfer language for permanent transfers as outlined in the CBA or in lieu of filling a vacant represented position. The employee reassigned under this section shall have the right to return to their previous position within 12 months of reassignment.

Temporary reassignments shall include written notification to the employee demonstrating district need, prior to being implemented and not be based on reasons that are arbitrary and/or capricious.

Section 7.9 Workload Management

It is mutually agreed that communication between the District and the Association regarding additions or changes to duties that may impact daily routines and workload of Office Professional staff is a topic which may be discussed in contract maintenance meetings or other regularly scheduled meetings.

7.9.1 Annual Workload Review at Worksites.

The principal or the District supervisor shall meet with the worksite's office professional staff by September 30 to discuss job duties and daily schedules to ensure that lunches and break periods are provided. A written schedule shall be distributed to all office staff following the meeting.

By October 31, the principal or the District supervisor will use the "OP Time and Complexity" survey tool (or other comparable method mutually agreed upon between the District and Association) to gather data to address potential workload concerns.

To coordinate adjustments to the schedule, meetings shall be held periodically throughout the school year to review workload, schedules and expectations and to prioritize tasks. The following directives shall govern the workload review:

- a. There will be a shared understanding of priorities.
- b. If a task is duplicative or unreasonably time-intensive, it will be evaluated.
- c. The division of labor and key deadlines will be clarified through regular communication.
- d. In some cases, increased use of technology may be a cost-effective means of improving customer services.

7.9.2 Resolving Workload Concerns.

The parties have an interest in efficient operations with workloads that permit office staff to complete their work on paid time, exclusive of lunch and breaks. Office staff who believe that their workload is excessive may utilize the following process for resolving workload issues:

- a. Within five (5) days of the employee's written request, the supervisor shall meet with the employee to jointly examine possibilities for workload adjustment including prioritization of duties, streamlining procedures, elimination or redistribution of assignments, time allocations for duties, additional training, and any other means of resolving the matter.

At the employee's request an association representative or staff person may participate in the meeting.

A response to the concern, including any agreement reached, shall be reduced to writing by the supervisor and shall be given to the employee and the association within five (5) working days of the meeting.

- b. If the employee is not satisfied with the outcome of the meeting described above, the employee may request in writing a meeting with the HR director responsible for the school or program. The meeting shall take place within ten (10) days from the date of request. An Association representative or staff person may participate in the meeting, if requested by the employee. A response from the Director or any agreement shall be made in writing and submitted to the employee and the Association within ten (10) days of the meeting.

ARTICLE VIII. REDUCTION IN FORCE - LAYOFF AND RECALL

Prior to a reduction in force being implemented, the District shall notify the Association of the financial need for such reduction and shall work with the Association in determining changes to any positions that may be reduced.

Section 8.1 Definition of Layoff

The term "layoff" refers to action by the School Board reducing the number of regular employees, excluding substitute, temporary or leave replacement employees, in the Association. It does not refer to decisions to discharge or non-renew an individual employee for cause.

Section 8.2 Written Notice

In the event of layoff, the District shall provide written notice to all affected employees and the Association not less than thirty (30) calendar days prior to the date of layoff.

Section 8.3 Re-Employment Pool

Laid-off employees shall be placed into a reemployment pool. Reassignment from this pool to existing vacancies shall be in reverse order of layoff based on skills and qualifications. No new employees shall be employed to fill existing or new assignments until the pool has been exhausted, provided that:

- The District shall give written notice of recall from layoff by sending a certified letter, return receipt requested, to employee at employee's last known address. Notification will also be sent via personal email. Employees are responsible to update the District with their current contact information, including mailing address, phone number and personal email address.
- The employee's contact information as it appears on the District's records shall be conclusive when used in connection with layoffs, recalls or other notice to the employee. Employees shall be held in the employment pool for a period of one (1) year, September 1 through August 31, following receipt of notice of layoff.
- Employees in the pool shall be notified via personal email and certified letter of a bargaining unit position available to them. Failure to accept a proposed assignment within three (3) business days of receipt of the certified letter or within three (3) business days of personal email, whichever is sooner, shall place the employee at the bottom of the layoff list.
- In the event a position becomes open that is outside of the employee's qualifications, is for reduced hours, days of work, or reduced compensation, an employee may decline the offer one time, and retain his/her position in the employment pool.
- Throughout the recall process the District shall keep the Association President(s) apprised of the process on a weekly basis.

Section 8.4 Layoff Benefits

Any employee laid off shall retain accrued benefits if the District rehires the employee. Laid off employees shall have the right to maintain health insurance coverage at no cost to the District if approved by the School Employee Benefit Board (SEBB) and following SEBB regulations.

Section 8.5 Displaced Bargaining Unit Employees

In conjunction with the Association, the District will prepare and distribute to all members a formal communication plan to include dates, positions to be impacted, and timelines to be followed.

- The District will identify whether the reduction plan will result in layoffs of employees.
- Positions to be reduced will be identified by the District.
- Employees to be displaced will be formally notified by the District via Certified Letter.
- The District and the Association will meet to identify and post all known open positions. Only bargaining unit members will be considered for open positions.
- All employees will have the opportunity to express interest in open positions.
- Displaced employees will have the ability to meet with Human Resources to discuss skills, interests and placement options.

- Following the hiring process as outlined in the Job Postings Article of the agreement, remaining displaced employee(s) will be placed into remaining open positions. Placement will start with the most senior displaced employee. Once the District makes a placement determination, the employee will have up to two (2) business days to request reconsideration of the placement decision.

Displacements will not result in an adverse financial effect on the employee.

ARTICLE IX – VACATIONS, HOLIDAYS AND LEAVES

For purposes of this article immediate family is defined as spouse, domestic partner, children, parents, sister, brother, niece, nephew, grandparents, grandchildren, aunt, uncle, in-law and step relationships. Included is any other dependent who may occupy the household and for whom the employee is the legal guardian or primary caregiver.

Section 9.1 Vacation

260-day employees shall submit written requests for vacation to their supervisor. The District agrees an employee’s request to take accrued vacation shall normally be honored, provided that it does not interfere with workload requirements and schedules.

Section 9.2 Vacation Accrual

9.2.1 260-Day

Vacation pay will be accrued at the rate of one (1) prorated working day per month. Credit for a day’s vacation will be given if ten (10) or more days are worked during the calendar month. Employees who are vested as of the 2020-2021 school year, will continue to receive the same provision via a separate contract payable over 12 months beginning annually in September until separation from the District or a change in contract to a 260-day calendar.

All 260-day employees shall earn additional vacation days according to the formula below:

Years of Service	Days Earned	Rate/month
1	12	1.0
2	12	1.0
3	15	1.25
4	15	1.25
5	16	1.33
6	17	1.42
7	18	1.5
8	19	1.58
9+	20	1.67

9.2.2

Employees may carry over a maximum of forty (40) accrued vacation days. Approval of leave is subject to the provisions of section 9.1 Vacation. When an employee retires or resigns, a maximum of thirty (30) days will be cashed out at the employee's regular rate of pay.

9.2.3 Longevity Stipend

At the start of the 10th (10) year in the bargaining unit (based on Section 14.1), employees will receive a stipend equivalent to one (1) additional day of pay at their normal hourly rate on an FTE basis. This will be in effect for years 10-14 in the unit.

At the start of the 15th (15) year in the bargaining unit (based on Section 14.1), employees will receive a stipend equivalent to two (2) additional days of pay at their normal hourly rate on an FTE basis. This will be in effect for years 15-19 in the unit.

At the start of the 20th (20) year in the bargaining unit (based on Section 14.1), employees will receive a stipend equivalent to three (3) additional days of pay at their normal hourly rate on an FTE basis. This will be in effect for years 20-24 in the unit.

At the start of the 25th (25) year in the bargaining unit (based on Section 14.1), employees will receive a stipend equivalent to four (4) additional days of pay at their normal hourly rate on an FTE basis. This will be in effect for years 25-29 in the unit.

At the start of the 30th (30) year in the bargaining unit (based on Section 14.1), employees will receive a stipend equivalent to five (5) additional days of pay at their normal hourly rate on an FTE basis. This will be in effect for years 30+ in the unit.

These milestone payments will be paid on the November payroll and will not be recaptured if the staff member separates from service following November during the school business year and will not be paid or due unless the staff member is employed through November 30.

Section 9.3 Personal Leave

Employees will receive three (3) days of personal leave per year in September. Employees can only carry a maximum of six (6) days of personal leave. The use of personal leave must be approved by the supervisor, with at least twenty-four (24) hours prior notice. Approval of the leave shall be based upon the scheduled workload and availability of substitutes at the time of the requested leave.

If an employee terminates their employment prior to the end of the work year and has used more personal leave days than have been earned, such excess days shall be withheld from the employee's final payroll.

At the employee's request, unused personal leave may be cashed out in June or upon separation from the District at the employee's hourly rate. To request cash-out the employee must submit a personal leave cash-out form to Payroll no later than June 10 or at the time of separation.

Section 9.4 Holidays

The following days will be authorized paid holidays when these days occur during the employee's scheduled work year:

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Martin Luther King Jr. Day, and Juneteenth.

When a holiday occurs on a Saturday, the holiday will be observed on Friday. When the holiday occurs on Sunday, the holiday will be observed on Monday.

Employees required to work on any of the above holidays shall receive double their normal rate of pay for such work. If such work causes the employee to work more than forty (40) hours in that week, the hours in excess of forty (40) shall be paid at double time and one-half (2 ½).

Section 9.5 Sick Leave

At the beginning of each year, twelve (12) days of sick leave will be granted to all employees with unused days to accumulate as provided by law. If an employee terminates their employment prior to the end of the work year, and such employee has used more sick leave days than have been earned, such excess days shall be withheld from the employee's payroll.

Employees will be able to exchange donated vacation or sick leave, following the District's policy for leave sharing.

Section 9.6 Sick Leave Utilization

- Employees must notify their supervisor of a pending absence at the earliest possible time in order that arrangements can be made for reassignment of duties. Notice of pending return also must be given as early as possible to prevent unnecessary duplication of cost and service, should such services be provided.
- Accumulated leave will be available for utilization as needed. However, in instances of extended absence beyond five (5) consecutive workdays, the employee will provide medical verification of the illness and fitness to return to work, as may be required. Failure to submit such verification may result in progressive discipline.
- Emergencies - In the event of illness in the immediate family of an employee, accumulated sick leave may be utilized.

Section 9.7 Emergency Leave

Emergency leave shall be deducted from an employee's sick leave bank. Emergency leave will be granted if the problem has been suddenly precipitated, is of such nature that preplanning could not have relieved the necessity for the employee's absence, or the problem is serious and not one of minor importance or convenience.

Section 9.8 Bereavement Leave

Death in the immediate family of an employee will constitute basis for utilization of five (5) days of bereavement leave at or near the time of death. The time may be extended by two (2) additional days with prior approval due to distance or other extenuating circumstances. Bereavement leave shall be available for each occurrence that qualifies under this provision. Any additional days needed for the death of an immediate family member may be used from the employee's sick leave accrual, with approval from Human resources.

Bereavement leave may also be available at the discretion of the District so that an employee may attend a funeral for a student or for a member of a student's family. Additional requests for bereavement leave must receive approval from Human Resources.

Section 9.9 Leave of Absence

With prior approval, an employee may be granted an extended leave of absence for a period not to exceed one (1) year. Approval or denial of the requested leave will be provided in writing as soon as possible but no more than ten (10) days after the written request.

Said leave may be granted to employees for the purpose of study, travel, working in another District or working in a professionally related field.

The employee will retain accrued sick leave and seniority rights while on leave of absence. However, seniority and sick leave shall not accrue while an employee is on leave of absence, except as outlined in this Agreement. The employee must notify the District of their intent to return the following school year by April 1st.

The employee will be returned to their original position or to a similar position.

Section 9.10 Family and Medical Leave

A. The Family Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to twelve workweeks of leave in a 12-month period for serious health conditions. For a description of what constitutes serious health conditions under the FMLA, contact Human Resources.

B. Eligible employees may receive Paid Family and Medical Leave (PFML) benefits from the Employment Security Department (ESD). To be eligible for these benefits, employees must have worked a minimum of 820 hours within the qualifying period as determined by the ESD. The ESD shall determine whether an employee qualifies for PFML. The District shall deduct and remit to the ESD the amount required by law, and the District shall ensure ongoing compliance with the law. When an employee takes PFML, the District will continue health insurance benefits to the extent required by state law.

Section 9.11 Adoption Leave

An employee adopting a child may use accrued sick leave for the employee meeting with an adoption agency, attorney or physician, health verification of the employee, home visitations, and travel time to pick up the child. The employee shall provide the District with verification for such absences of more than five (5) consecutive days from the employee's attorney, adoption agency, or physician.

Section 9.12 Military Leave

An employee of the state or of any county, city or other political subdivision thereof, who is a member of the Washington National Guard, or Marine Corps reserve of the United States, or of any organized reserve or armed forces of the United States, will be entitled to and will be granted military leave of absence from such employment for a period not exceeding twenty-one (21) days during the calendar year. Such leave will be granted in order that the person may take part in active training duty in such manner and at such time as he/she may be ordered to active training duty. Such military leave of absence will be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and will not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the employee will receive from the state or county, city or other political subdivision, the employee's normal pay. An employee will take military leave during non-student days if permitted by the leave request institution.

Section 9.13 Sick Leave Cash-Out

Consistent with and to the extent authorized by law, employees may cash out unused sick leave days above an accumulation of sixty (60) days at a ratio of one (1) full day's monetary compensation for four (4) accumulated sick leave days. A maximum of twelve (12) sick days may be cashed out per year. Sick leave cash out requests may be made annually in January.

At the time of separation from District employment due to retirement or death, an eligible employee or the employee's estate shall receive compensation at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full day's accrued sick leave for illness or injury up to 180 days.

Section 9.14 Judicial Leave

When an employee is called for jury service in any municipal, county, state or federal court, the employee shall advise the supervisor immediately upon receipt of such call and, if taken from work for such service shall be reimbursed at the rate of pay as would normally be accrued during performance of regular duties. Employees whose earnings accruing from jury duty are more than monies earned from District duties shall be entitled to such excess remuneration accruing from jury duty. The employee shall retain any transportation, meal or lodging expense reimbursement.

Section 9.15 Subpoena Leave

A leave of absence with pay shall be granted when an employee is subpoenaed to appear in a court of law if the basis for the subpoena relates to the employee's work responsibilities with the District. This

leave is not intended to cover personal litigation of the employee or litigation involved in labor disputes with the employer.

Section 9.16 Association Leave

The District shall grant up to twelve (12) days per year of leave with pay to employees for Association purposes as determined by the Association president or designee. The leave must be scheduled in advance with the employee's supervisor. When a substitute is needed, the Association will reimburse the District for the cost.

Section 9.17 Severe Inclement Weather or other Emergency

If the District determines that a work location or the district as a whole is non-operational or inaccessible due to severe inclement weather, conditions caused by severe inclement weather, a natural disaster or other emergency circumstances, 260 day employees will work remotely. All other employees will be assigned make up days for the missed work so that their total compensation will not be impacted.

Employees who report to work late because of severe inclement weather, conditions caused by severe inclement weather, a natural disaster or other emergency conditions will be allowed up to one (1) hour of paid time for safe travel. If the employee arrives more than one (1) hour after their contracted start time, the employee may utilize flex time, compensatory time, sick leave, or personal leave to make up the loss of time with supervisor approval. If the District suspects abuse, the paid time may be denied.

If a work location remains fully operational but an employee is unable to report to work or remain at work because of severe inclement weather, conditions caused by severe inclement weather, a natural disaster or other emergency conditions, the employee may work remotely with supervisor approval. If remote work is not an option, the employee's accrued compensatory time, sick, personal or vacation leave will be used to cover the time absent.

ARTICLE X. SAFETY

Section 10.1 District Committees

The Association will be notified and have the right to represent Office Professionals on committees within and/or pertaining to Office Professionals when federal or state rules and regulations do not otherwise mandate committee structure and/or membership.

In the case of parent and/or citizen advisory committees, employees will have the opportunity to participate as non-voting members when requested by the Association.

The Association Presidents or designee will have the opportunity and option to appoint a member of the Association to serve on district level committees relevant to Office Professionals as determined by consultation with the District.

If a committee meets during the workday and a substitute is required for Association participation, the District will provide substitute coverage for up to fifty (50) total hours per school year.

Section 10.2 Safety Rules

Employees will abide by all safety rules of the District.

A. Office Professionals are not expected to cover the duties of an absent health room assistant or school nurse unless there is an emergency and the District has made every reasonable effort to find qualified coverage by staff other than an office professional. Office professionals are not required to be certified in CPR and/or first aid, and are not qualified to provide first aid assistance or deliver medication.

B. School-Wide Discipline Responsibilities: Each school shall have a school-wide discipline plan that identifies designated individuals who are responsible for student discipline, including the supervision of students who may be sent to the office or time out room for disciplinary purposes. Recognizing the need for all staff to monitor and protect the safety of students in their presence, the role of Office Professional is not the primary supervision of students. When student supervision before or after school is required, school administration will be responsible for establishing a supervision plan. Office Professionals are not required to cover Para Educators breaks. This plan shall be developed in conjunction with staff, including at least one NTAOTE representative. The plan shall be reduced to writing and communicated to staff, students, and parents based on District PBIS standards and expectations.

1. The District will support and assist employees with respect to the maintenance of control and discipline of students in the employee's assigned work area. The District will ensure that an administrator or other certificated employee is designated and available during the workday to handle student discipline. If an Office Professional has a role in implementation of a student's behavior plan, they will be notified and provided a copy of the behavior plan.

2. District administration and/or the employee's direct supervisor agrees to provide prompt guidance to employees when questions or concerns regarding staff and student safety arise. Consistent with applicable laws and regulations, including WAC 296-360-150, the district will appropriately remedy unsafe or hazardous conditions brought to its attention. If an employee is confronted with a choice between not performing assigned tasks or subjecting themselves to serious injury or death arising from a hazard at the workplace and if the employee, with no reasonable alternative, refuses in good faith to expose themselves to the dangerous condition, they are protected against subsequent discrimination.

ARTICLE XI. GRIEVANCE PROCEDURE

Definition of Grievance – An alleged violation of a specific section of this agreement.

A grievant shall mean an individual, a group of individuals and/or the Association.

“Supervisor” shall mean the appropriate administrator.

During each step where a grievance is reduced to writing, the written statement shall clearly specify:

- The specific section of the Agreement allegedly violated.
- When this alleged violation occurred.
- In what way there has been a violation, misinterpretation or misapplication of this Agreement.
- The results of the previous step in the grievance procedure and why such results were unsatisfactory.
- The name of the aggrieved person, the manner in which the aggrieved person has been injured and the proposed remedy or remedies for resolution of the grievance.

Days – Days shall mean workdays, except as specified herein.

A grievance must be commenced within twenty (20) workdays of the action which gave rise to it, or within twenty (20) workdays of the grievant’s knowledge of the action which gave rise to the grievance.

Alternate Procedures For Special Situations – Provided the employee and the immediate administrative supervisor agree and the section grieved is not within the purview of the supervisor, Step 1 and/or Step 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

Timelines – Failure by the District to resolve in a timely manner as stated herein automatically moves the grievance to the next step. Failure of the employee or Association to file grievances or move them to the next step within the timelines indicated shall cause grievances to be null and void. Timelines may be extended with mutual agreement.

Required Filing Procedures – A Grievance form is attached to this agreement and used for the filing of grievances and reporting the findings of investigations. (Appendix B)

Cooperation – The administration and the employee(s) will cooperate with each other in the investigation of any grievance, and will furnish reasonable information related to the grievance as requested for the processing of any grievance.

Representation – A grievant can be represented at all stages of the grievance procedure by themselves, or at employee’s option, by an Association representative selected by the Association. If the Association does not represent an aggrieved party, the Association shall have the right to be

present and to state its views at all stages of the grievance procedure.

- Records – All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- There shall be no reprisals for an employee who files or participates in a grievance.

Step One – Informal

It is preferred that an employee and their immediate administrative supervisor resolve problems through free and informal communication. If the informal process fails to satisfy the claimant, then a grievance may be processed through the following steps. A grievance must be commenced within twenty (20) workdays of the action which gave rise to it, or within twenty (20) workdays of the grievant's knowledge of the action which gave rise to the grievance.

Step Two – Supervisor

If, after Step One, the employee feels such would be justified, formal written grievance may be filed with the administrative supervisor. Such filing must be within ten (10) workdays of the Step 1 meeting. Copies of the grievance will be transmitted to the superintendent. A hearing, to be conducted within ten (10) workdays after receipt of the grievance, will be scheduled by the employee and the administrative supervisor. Either one or both parties may request assistance from other staff members in resolution of the grievance. Within ten (10) workdays after the Step Two hearing, the supervisor shall provide the grievant and the superintendent with a written answer to the grievance.

Step Three – Superintendent

If the grievance is not resolved at Step Two, the employee may appeal the grievance to the superintendent or official designee within ten (10) workdays after receipt of the Step Two answer. A Step Three hearing shall be held within ten (10) workdays of the receipt of the appeal. At the Step Three hearing each party shall have the right to include such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the superintendent or designee will provide, within ten (10) workdays the written decision to the grievant and the grievant's administrative supervisor.

Step Four – Arbitration

If the grievance has not been adjusted to the satisfaction of the grievant at Step Three, within ten (10) work days after receipt of the Step Three decision, the Association may submit the grievance to arbitration. Such arbitration shall be conducted by an arbitrator from the American Arbitration Association or as agreed upon by the parties.

Jurisdiction of the Arbitrator – The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement. The arbitrator shall confine his inquiry and decision to the specific area of

the contract as cited in the grievance form.

Arbitration Procedure – Absent mutual agreement of the parties on the source of an arbitrator and the rules under which he/she will function, the arbitrator shall be chosen from the American Arbitration Association panel by alternating the striking of arbiters who are acceptable to the parties. Absent mutual agreement to the contrary, said arbitrator shall function under the American Arbitration Association voluntary rules, provided that any procedural or substantive provision contained in this contract shall take precedent over any voluntary rule of the American Arbitration Association which is contrary to or inconsistent with it.

Binding Decision – The decision of the arbitrator shall be final and binding on both parties. The decision may be enforced in any court of competent jurisdiction should either party fail to implement the decision. If a suit to enforce the arbitrator's decision is commenced in a court of competent jurisdiction and the initiating party does not prevail in the litigation, such party shall bear the full costs of such action including the adverse party's court costs, legal fees and other related expenses incurred as a result of defending the action.

Each party shall bear its own costs of arbitration except the parties shall share the fees and charges of the arbitrator equally.

ARTICLE XII. EVALUATION

Each employee shall be evaluated at least annually in accordance with the following procedures. Probationary employees shall be evaluated within the first 90 workdays of employment. The employee shall sign each Evaluation report, provided the signature does not signify agreement with the report, rather that the employee has reviewed it with the employee's supervisor. Evaluation reports shall be compiled from identifiable data that shall be made known to the employee. Areas for professional growth shall be made known to the employee within ten (10) workdays of observation.

Evaluation reports shall be presented to each employee by the employee's immediate supervisor in accordance with the following procedures:

- Shall be completed by the immediate supervisor who is trained in the evaluation process. The evaluation shall be based on a compilation of reports and observations made by the immediate supervisor.
- Documentation of performance shall be addressed to the employee and received by the employee prior to the evaluation conference.
- Shall be written in objective and narrative form and shall include when pertinent:
 - Areas exceeding expectations
 - Areas where improvement is needed (requires a written comment citing specific examples from current performance year)
 - Unsatisfactory (requires a written comment citing specific examples from current performance year)

- Additional reports and observations other than by the immediate supervisor used in the Evaluation report shall be identified as to source.

ARTICLE XIII – Employee Rights

Section 13.1 Just Cause for Discipline

No employee shall be formally disciplined (including written warnings, written reprimands, suspensions, or be terminated) without just cause. The specific ground forming the basis for disciplinary action will be made available to the employee and designated representative in writing (see Appendix D for 7 Steps of Just Cause).

Section 13.2 Representation

An employee shall be entitled to have a representative of the Association present during any investigatory meeting that could result in discipline against the employee, formal disciplinary action, or any suspicion of any disciplinary action, whether referred to or not.

- A. When appropriate, the district will provide the employee and their designated representative the topic of the meeting when informing the employee of the need to meet.
- B. The District will allow the Association to review the investigatory material the District relied upon for the decision to administer a letter or disciplinary action upon request and consistent with applicable laws.
- C. After an investigatory meeting, if the employee or representative has additional information to share with the investigator, they may submit the additional information within 48 hours for consideration.

Section 13.3 Progressive Discipline

The District agrees to follow a policy of progressive discipline which includes verbal warning, written warning/formal reprimand, and suspension without pay, with termination as a final and last resort; however, any disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action. Based on the severity of the action which leads to discipline, the Executive Director of Human Resources or designee retains the right to bypass step(s) of the progressive discipline process.

Section 13.4 Complaints or Allegations

Any complaint or other material directed to District administrators making an allegation against an employee by any parent, student or other person will be called to the attention of the employee no later than seven (7) days of receipt of the complaint. Any complaint not called to the attention of the employee will not be used as the sole basis for any disciplinary action against the employee.

Electronic discovery and/or monitoring of employees may be used to investigate facts directly related to a specific and documented complaint against an employee for which said allegation directly pertains to and impacts the job performance and or work conditions/workday of the employee's assignment.

Electronic discovery and/or monitoring may only be used retrospectively to investigate the accuracy and legitimacy of a complaint or allegation, or to confirm or refute a defense against such a complaint or allegation.

This section does not pertain to suspected criminal or professional misconduct investigations.

Section 13.5 Personnel Files

A. Employees shall, upon request, have the right to inspect all contents of their complete personnel file kept within the District. Upon request, any documents contained in the file shall be provided to the employee. No secret personnel file shall be kept anywhere in the District. Employee and employer representatives may be present in any review of the personnel files.

B. Any materials, other than those covered by law, may be removed from the file, after a one (1) year period upon request of the employee and approved by the Executive Director of Human Resources.

C. Prior to placement in the personnel file, an employee must be given a copy of any disciplinary or evaluative document. A signature does not necessarily mean agreement with contents of the document, it merely indicates receipt of the document.

D. Employees shall have the right to attach a rebuttal to any disciplinary notice or evaluation.

E. Only one building or department file will be kept at the employee's worksite by Administration. Materials in personnel files, including copies, will annually be sent to the District personnel file and/or appropriately maintained or discarded consistent with applicable laws and record retention schedules. An administrator will remove personal notes upon reassignment and/or separation from the work site.

Section 13.6 Non-Discrimination

There will be no discrimination with respect to employment of any person because of such person's age (over 40), sex, race, creed, religion, color, national origin, sexual orientation, including gender expression or identity, marital status, domicile, honorably-discharged veteran or military status, political activity (or lack thereof), or the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, HIV/AIDS and Hepatitis C status, unless based upon a bona fide occupation qualification, provided that the prohibition against discrimination because of such disability will not apply if the particular disability prevents the performance of the particular employee involved.

Section 13.7 Harassment and Threats

The parties agree to comply with laws forbidding all types of discrimination including harassment and physical or verbal threats. The District shall take seriously any claim of harassment, threats, or violence, and appropriate action pursuant to the right of both the claimant and the accused. There shall be no retaliation for filing a good faith complaint of harassment, discrimination, violence, or threat (see Board Policy 5015: Civility).

Section 13.8 Personal Life

The private and personal life of any employee is not within the appropriate concern or attention of the District unless it affects performance of duties.

Section 13.9 Committee Work

Participation in committee work outside of the workday shall be voluntary. If an employee is assigned to assist a committee, the employee shall be paid according to over-time provisions. Even where the committee work is voluntary, if any District employees are being paid for their time, then all participants shall be paid.

Section 13.10 Flexible Scheduling

The District encourages flexibility in scheduling of work assignments where possible and allowable by law. If any employee wishes to change employee's schedule, such requests shall be considered carefully and allowed with the supervisor's approval.

ARTICLE XIV. ECONOMIC PROVISIONS

Section 14.1 Salary Schedule

Newly hired employees with previous education experience per Section 14.2 shall be paid on the Salary Schedule (Appendix A) based on years of relevant office professional experience. Employees hired by February 1st of a school year will be granted a year's experience, minus any unpaid leave(s) of absence or other breaks in service. Step increases will be effective September 1 of the following school year.

Employees hired after February 1st will be granted a year's experience the second school year, minus any unpaid leave(s) of absence or other breaks in service. Military leave and unpaid leaves of absence in which the employee receives workers' compensation benefits shall be exceptions to this clause and shall not be considered breaks in service.

Section 14.2 Salary Placement

New employees will be placed on the salary schedule according to their years of experience. Eligible experience will refer to verified experience relevant to the position applied for, as determined by Human Resources-

If the employee served as a substitute for the bargaining unit, any time spent in a substitute position will be considered eligible experience. Six (6) consecutive months in duration in the same bargaining unit position, regardless of the number of hours worked per day, will count toward salary schedule placement.

Those employees whose positions are presently established on the salary schedule shall maintain their longevity except, as the change in salary schedule might delete or add steps, placement would then be established in accordance with the new conditions. No employee's compensation will be reduced due to changes to the salary schedule, provided that this section does not apply to voluntary transfers by an employee from a higher-paying to a lower-paying position.

All new employees must submit documentation of relevant experience, including substitute experience, to the Human Resources Department within ninety (90) calendar days of their first day of work for the experience to be applicable to the current year salary. Documentation received after the cutoff date will be applicable for the following school year.

Employees who move from another bargaining unit within NTPS shall be placed on the first step of the salary schedule.

Section 14.3 Reimbursement for Mandatory Training

A. Employees required to use their own vehicle for District business shall be compensated for such mileage consistent with current IRS Rate, provided that such usage has prior authorization by the District.

B. Employees required to travel for business purposes shall be compensated at their hourly rate of pay for actual time spent traveling and/or attending pre-approved or mandatory training during hours outside of the employee's normal workday.

Section 14.4 Insurance Eligibility

The District shall provide benefits through the SEBB under the rules and regulations adopted by SEBB. Employees will qualify for benefits offered by SEBB when the District anticipates that the employee will work at least 630 hours during a given school year.

Section 14.5 Payment of Salary

Salaries shall be paid on the last calendar weekday of the month, in twelve (12) equal payments, at the rate as appended to this Agreement. Salaries shall be paid following District approved procedures and timelines.

In the event of salary underpayment or overpayment, correction will be made on the next pay period following the discovery. Cumulative errors will be corrected at the rate accumulated or as agreed to between the District, the affected employee, and the Association.

Section 14.6 Classification Changes

In the event that the District assigns an employee to perform services regularly performed by an employee with a bargaining unit classification having a higher rate of pay, the assigned employee shall be paid at the higher rate of classification while performing the work of said classification effective on the second consecutive day of such work. Any question regarding job duties should be brought to the employee's immediate administrative supervisor for clarification.

Section 14.7 Overtime

Management can request that employees perform work during hours or days beyond those falling within their regularly scheduled hours of work.

Employees can also request to work overtime hours but must obtain written approval from their supervisor or designee prior to working overtime.

If an administrator or supervisor is not available to approve overtime related to an immediate need or emergency, the employee must notify the supervisor in charge within twenty-four (24) hours of the overtime.

All overtime work performed in excess of forty (40) hours per week shall be compensated for at the rate of time and one-half (1.5) of the employee's regular rate of pay. Compensatory time may be offered as compensation for overtime in lieu of cash payment at the rate of one and one-half (1.5) times the amount of time worked, and must be agreeable to the employee; otherwise, compensation must be in cash in accordance with the provisions of applicable state and federal law.

Overtime shall be compiled monthly, reported through appropriate means, and paid to the employee on the succeeding pay date after submission within payroll deadlines. Overtime shall be computed to the nearest half hour each time it is accrued. The District will determine the number of employees needed to work the overtime and the employees having the ability to perform the work provided.

No employee shall be required or coerced to work overtime or extend their workday. Reasonable accommodations shall be made to allow the employee to use flex or compensatory time during non-student time. Employees must maintain accurate records of extra hours worked and time used. If an employee is not able to use earned compensatory time within 3 months, a time sheet shall be submitted for payment in the next payroll cycle. If a compensatory time balance is not paid by the District or used by the employee before termination of employment, it will be paid as part of the employee's final pay warrant.

Section 14.8 Compensation for Building and Work Site Moves

A. With supervisor approval, unit members who experience an office move initiated or required by the District or Building Administrator (whether between work sites or within a work site) may request to payroll roster:

1. Up to two (2) hours to pack necessary work site materials and pack and move personally-owned materials; and
2. Up to an additional two (2) hours to unpack materials at the new work site.

B. Extraordinary moves: staff who are asked to sort, purge and/or pack extra supplies and equipment beyond their regular workstation shall, prior to starting this work, attempt to collaboratively agree with the District or Building Administrator to the number of additional hours outside of the scheduled workday required for this purpose. If agreement cannot be reached, the issue shall be submitted to the Assistant Superintendent of Operations or designee for resolution. The staff member will then track and submit those extended hours to their administrator for payment.

C. Staff shall have access to their worksite and supplies to sort, purge and/or pack as soon as possible after the end of the school year. Staff shall have access to their worksite to unpack and organize their workstation as early as possible prior to their first workday. Materials and packed boxes moved by the District shall be delivered on site prior to the access date.

D. Unless mutually agreed, staff are not responsible for moving District-owned materials or equipment. Staff shall not be asked to move furniture and other heavy ~~classroom~~ items. The District is not liable for personal property if it is lost or damaged in the move. Boxes and packing materials shall be provided at least two weeks prior to the deadline to move.

E. Time to move shall be paid at the staff member's hourly rate of pay. Staff shall track hours worked and submit a payroll roster of that time to their administrator as extended hours for payment.

Section 14.9 Coverage

On student days, Office Professionals who work in a school where only two OP's are assigned, when required by the principal to cover the duties of an absent Office Professional resulting in overload of normally assigned duties and potential reduction of meal/break period, shall be paid an additional one hundred dollars (\$100) per day, on a payroll roster, for coverage when a full-day substitute is not available. When there is an absent Office Professional, the Office Professional in attendance is still entitled to their lunch and breaks.

ARTICLE XV CLASSIFICATION

Section 15.1 Classification Review and Appeal Process

The classification of any unit position is based on scope, roles, and responsibilities of the assignment. Classifications shall not be restricted to specific departments or buildings.

After six (6) months in a position, a unit member or the Association may initiate a classification review process to alter the classification of the position. The Request for Classification Review application is available online.

In the event the District wishes to reclassify any position in the bargaining unit, the District shall initiate a classification review process in writing to Human Resources and the Association Co-Presidents. Refer to Section 15.4.

Employees must be able to show the higher level of knowledge, qualifications, skills, controls, and guidelines that are required to carry out the complex requirements of the position along with decision making responsibilities. These attributes will be imperative to the scoring method in seeking reclassification. Please refer to Classification Matrix - Appendix F. An application for Classification Review must be submitted electronically to Human Resources. Classification reviews of job titles with multiple employees may be submitted as a group. Completion of one application per job title is required in addition to the administrator/supervisor survey for each employee.

The Executive Director of Human Resources, or designee, with input from the association will review requests on an ongoing basis. The employee will be notified within 30 days of receipt of the decision. If the employee disagrees with the decision of the Human Resources Team, they may appeal the decision to the Position Review Committee within 30 days of the receipt of the initial decision.

When an appeal has been submitted, the District will notify the Association and will collaboratively choose the Position Review Committee members. The Position Review Committee will consist of the Executive Director of Human Resources, or designee, two (2)-Administrators/Supervisors appointed by the Director of Human Resources, and three (3) Executive Board Members. The Classification Matrix, applicable job descriptions, and Classification Review Form will be sent to Committee members at least two workdays prior to meeting for review.

Section 15.2 Classification Review Scope

Unit members will have the opportunity to address the Position Review Committee upon written request. The Position Review Committee will determine the process for their review including the following:

1. A representative of Human Resources shall be available to the Position Review Committee to present the Department's prior decision.
2. The employee(s), with Association representation if requested, shall present their appeal to the committee.

3. Analysis of Classification Review requests.
4. Impact and comparison within the bargaining unit.
5. Interviews as necessary with requesting employee and/or group of employees, and the supervisor(s).
6. The position's classification will be determined based on the percentage of tasks performed, as outlined in the Classification Matrix. The highest percentage indicates the primary duties, establishing the position's placement. If this analysis shows that most tasks align with a different classification, the position will be reclassified accordingly.
7. If the determinations result in a tie, the facilitator will create a visual chart showing each committee member's name and the items where consensus was not reached. Each committee member will then explain their reasoning for the classifications they assigned. After these discussions, a recount will be conducted for each item. If a majority supports reclassification, the position will be reclassified.

Section 15.3 Classification Appeal Decision

The Executive Director of Human Resources will notify the requesting employee and/or group of employees of the decision within fifteen (15) days of the application review. If the request is granted, any pay increase will be retroactive to the beginning of the month when the application was submitted. Pay adjustments will be implemented in the next pay period. Should the application review not be approved, an employee may appeal the decision to the Position Review Committee. Any person whose request has been denied by the Position Review Committee must wait one (1) year from the date of decision before reapplying or until a new classification system is adopted.

Section 15.4 Supplemental Conditions

1. Establishing the classification of a new position or changing the classification of a vacant position will be accomplished by the classification review procedure. If a vacated position is not going to be filled or is to be eliminated, the District will communicate to the Association the rationale for the decision.
2. An employee who has been reclassified will not be adversely affected in their placement on the salary schedule.

ARTICLE XVI. PROFESSIONAL GROWTH

Section 16.1 In-Service

In-service classes not filled by bargaining unit members will be offered to members of other bargaining units. Employees who attend required professional development activities shall receive pay for such attendance at their rate of pay in effect at the time.

Administrators are encouraged to support employees' professional development activities during the workday. Professional development activities should be directly related to the employee's position and shall not create a loss of pay or benefits.

Employees shall request prior District approval of the proposed professional activity by completing the appropriate District process.

The District shall accept verification of attendance at professional development activities for inclusion in the employee's personnel file.

Employees may be reimbursed for expenses related to District required professional development or for time spent in professional development. Employees are responsible for following District approved prior trip and reimbursement procedures. In order to be paid for time spent in professional development, employees must provide the District with clock hour/course verification forms or official transcripts.

16.2 Professional Development Program

The parties agree that professional development should be aligned with District goals, the District's Strategic Plan, and the District's School Improvement Plans. Professional Development shall be relevant and meaningful, resulting in acquisition, enhancement, and refinement of skills and knowledge. At least quarterly, or at the written request of the District or the Association, Professional Development meetings shall be held to discuss issues surrounding staff/professional development.

A representative from the Association will be appointed by the Association to a District in-service committee to collaboratively develop a professional development program by May 31 of each school year.

Professional development courses offered shall include, but not be limited to:

- District Adopted Software/Skill Enhancement
- District/Community relations
- Employee Wellness
- ESD Provided Coursework
- Best Professional Practices

All office professionals will be released to attend the scheduled mandatory annual August training. This training will occur prior to the elementary schools being open to the public.

Section 16.2.1 Early Dismissal for Professional Development Trainings

Employees will be released no later than thirty (30) minutes after student dismissal in order to attend mandatory training.

Section 16.3 Employee Training

The District and the Association recognize and value the importance of training for new employees hired or transferred to a new position. The parties agree to work collaboratively to develop an employee-training program.

The employee training program will include regular, scheduled check-ins with the employee to ensure needed instruction and support are being delivered, as well as allowing the employee to make training requests relevant to their job duties.

Bargaining unit members acting as trainers shall be recognized and supported as part of the ongoing staff development program. Upon approval of the supervisor and/or the Executive Director for Human Resources or designee, members assigned with specific, regularly scheduled and ongoing training of a new staff member can roster up to twenty-five (25) hours of additional pay in the first sixty (60) days of the new employee's calendar depending on the individual needs of the employee being trained. The additional hours, if necessary, will be scheduled in advance with the trainer's supervisor. The trainer will report progress and any areas of concern or need of different/additional training to the appropriate supervisor.

Section 16.4 Professional Growth

For each year of the Agreement, a guaranteed pool of in-service professional development funds of up to \$7500 will be available to interested Office Professionals for Skill Enhancement and Professional Development Growth.

ARTICLE XVII COMPLIANCE WITH LAW

Should any article, section or portion of this Agreement be held unlawful or invalid in any court, agency, ruling or opinion of the attorney general or be in conflict with existing state laws, such decision shall apply only to the article, section or portion thereof directly specified in such decision or opinion. The remaining provisions of this Agreement shall remain in full force and effect. In the event a provision is determined to be unlawful or invalid, such provisions shall be renegotiated. Negotiations shall commence within two (2) weeks after receipt of the written decision affecting this section. The parties will enter negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement of such provision(s).

ARTICLE XVIII. OTHER CONDITIONS OF EMPLOYMENT

Section 18.1 Distribution of Agreement

Within a reasonable amount of time after finalizing the Agreement, the District and the Association shall make its contents available on the District website. The District shall provide a printed copy of the Agreement upon request. There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall be retained by the District and one by the Association.

Section 18.2 Status of Agreement

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

Section 18.3 Employee Protection

The District agrees to provide liability insurance for the purpose of protecting employees from becoming liable for bodily injury and property damage due to circumstances related to their employment. The District provides liability protection for employees while they are driving a District-owned vehicle as part of their employment duties. However, Washington State requires that residents of the state carry personal automobile liability insurance as the owner of a personal vehicle, regardless of its use.

The District shall also provide employees personal property insurance protection of up to \$500. Such coverage is afforded only if the personal belongings are situated on District property and are being used in conjunction with an employee's duties as a District employee.

All insurance coverage in this section is limited and subject to the insurance contract and decisions of District carriers. An employee may not claim damages to the District in addition to, or in lieu of, the insurance.

To submit a claim for property loss or damage, complete a Staff Property Loss/Damage Report.

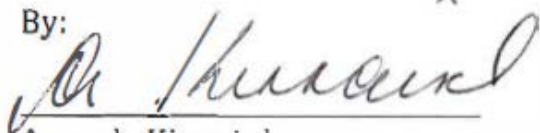
ARTICLE XIX. DURATION AND REOPENERS

All provisions of this Agreement shall be in full force and effect from September 1, 2024 to August 31, 2027. By mutual agreement, any and all parts of this Agreement may be reopened for negotiations.

SIGNATURES

FOR THE ASSOCIATION:

By:



Amanda Kinnaird

Co-President

Date:

FOR THE DISTRICT:

By:



Derrick Pete

Human Resources, Executive Director

Date:

By:



Andrea Corcoran

Co-President

Date:

APPENDIX A - SALARY SCHEDULES

2024-2025

	Base (1,2)	Yr 3 (3,4)	Yr 5 (5-9)	Yr 10 (10-14)	Yr 15 (15-19)	Yr 20+
OP 3	\$ 25.70	26.99	28.33	29.75	31.23	32.81
OP 4	\$ 27.75	29.14	30.60	32.15	33.74	35.41
OP 5	\$ 29.97	31.46	33.05	34.70	36.44	38.25
OP 6	\$ 32.36	33.99	35.70	37.49	39.34	41.30

2024-2025 Salary increase 3.7%

2025-2026 Salary increase IPD + 1%

2026-2027 Salary increase 4% or IPD, whichever is greater.

APPENDIX B - GRIEVANCE

DISTRIBUTION OF GRIEVANCE:

Association Representative: Immediate Supervisor: Association: Grievant:

COMPLAINT BY THE AGGRIEVED:

The grievant's name and work location;

The specific article and section allegedly violated;

When the alleged violation occurred;

Explanation of violation;

Proposed remedy or remedies for resolution of the grievance;

Results of the previous step(s) and why such results were unsatisfactory;

Signature of Aggrieved

Date

APPENDIX C - EVALUATION REPORT

North Thurston Public Schools Performance Evaluation Report for Classified Employees- NTAOTE



**NORTH THURSTON PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
OFFICE PROFESSIONAL EVALUATION**

Complete by: June 1 (less than 260)
Complete by: August 15 (260 only)

Employee's Name

School year

Evaluation Period

through

Evaluation Type: **Probationary** **Annual**

General Criteria: Please mark appropriate rating. Specific comments required if either of first two ratings are marked.

1. Adaptability: ability to change and cooperate in varying conditions

- Has great difficulty making adjustments Sometimes has difficulty adjusting to different conditions Adjusts to new conditions with little difficulty Very flexible, can be used effectively in all conditions

Comments:

2. Cooperation: gets along well with others; willing to work together with respect for staff, students, and community

- Avoids participation Passive participant, cooperates when asked Actively participates, cooperates when asked Demonstrates leadership, enhances department

performance

Comments:

3. Dependability: works well independently

- Work needs close and regular supervision, rarely works independently Work needs more than minimal supervision Works with little or no supervision Independent worker; detail oriented

Comments:

4. Productivity: produces appropriate volume of work accurately

- Unacceptable, assignments incomplete Inconsistently completes work Produces as expected; thorough, accurate Highly productive, thorough and accurate

Comments:

5. Organization: plans effectively to perform job expectations

- Disorganization seriously hampers job performance Disorganization sometimes hampers job performance Organized, carries out duties effectively Very organized, highly effective and efficient

Comments:

6. Judgment: makes carefully thought out, sound decisions for individual situations; demonstrates safe work habits

- Frequent errors in judgement Occasionally does not exercise good judgment Makes appropriate decisions Serves as role model through decision making

Comments:

7. Record Keeping; required paper work is accurate, legible and timely

- Frequently late, incomplete, and/or needs correction, reminders necessary Infrequently late, and/or needs correction; reminders necessary Paper work turned in on time, usually accurate, complete and easy to read Paper work processed is very neat, always on time and accurate

Comments:

8. District Policies and Procedures: understands and follows policies and procedures

- Unacceptable; does not demonstrate understanding of policies and procedures Needs to improve; does not always follow policies and procedures Follows policies and procedures as expected Highly supportive in following policies and procedures; involved in development & implementation

Comments:

9. Work Ethic: Works with a positive attitude and respect for authoritative feedback

- Frequently negative, does not respond to feedback
- Infrequently negative, rarely uses feedback to improve
- Positive Attitude, makes corrections based on feedback
- Very positive, feedback is used to improve quality of work

Comments:

10. Punctuality and Attendance: displays good habits in attendance and punctuality

- Frequently late or absent
- Infrequently late or absent
- Arrives on time. Appropriate absenteeism for circumstances
- Always on time. Rarely absent

Comments:

11. Communication: ability to communicate written and oral information with students and adults

- Use of poor communications skills seriously hampers job function
- Use of poor communication skills occasionally hampers job function
- Consistently practices effective communication
- Exceptional use of skills enhances job function

Comments:

12. Professional Attire: dresses appropriately for work follows suggested guidelines

- Appearance is not appropriate for work environment and needs improvement
- Appearance is appropriate for work environment

Comments:

13. Confidentiality: Maintains appropriate levels of confidentiality

- Always maintains confidentiality
- Does not maintain confidentiality at all times.

Comments:

Evaluator Overall Comments

Activities Contributing to Professional Growth

Employee Comments

Job Related Goals for Next Year: (Optional)

I have read and have had an opportunity to discuss this evaluation of my work with my supervisor. I realize that my signature on this form does not necessarily mean that I agree with this evaluation. A copy of this report is being given to me.

Employee Signature/Date

Evaluator's Signature/Date

APPENDIX D - SEVEN STEPS OF JUSTIFIABLE CAUSE

Seven Steps of Justifiable Cause

1. Was the employee adequately warned of the consequences of their conduct?
2. Was the employer's rule or order reasonably related to efficient and safe operation?
3. Did management investigate before administering the discipline?
4. Was the investigation fair and objective?
5. Did the investigation produce substantial evidence or proof of guilt?
6. Were the rules, orders and penalties applied evenhandedly and without discrimination?
7. Was the penalty related to the seriousness of the offense and the past record?

APPENDIX E – IN LIEU OF VACATION ACCRUAL

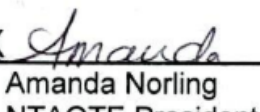
Memorandum of Understanding
Between the North Thurston Public Schools
And
the North Thurston Association of Office & Technical Employees

Employees who were vested as of 2020–2021 school year, based upon the prior contract language below, will continue to receive the same provision via a separate contract payable over 12 months beginning annually in September until separation from the District or a change in contract to a 260-day calendar.

Prior contract language:

Employees, except for 260-day, who have worked in the bargaining unit five (5) or more years, will be granted three (3) additional days' of pay in lieu of vacation accrual, on an FTE basis. Additional days shall be posted ahead for all employees hired after September and before February 1, and the September following for those hired on or after February 1.

X 
Charlie Burleigh
Executive Director of Human Resources

X 
Amanda Norling
NTAOTE President

3/15/2022
Date

3-15-22
Date

APPENDIX F – CLASSIFICATION MATRIX

Employee Name: _____ Placement Reviewed By: _____ Date: _____

In order to advance to a higher classification the employee must possess the knowledge, skills, and qualifications of all lower classifications.

Classification Level	Knowledge, Qualifications, and Skills	Controls & Guidelines	Complexity	Type & Purpose of Contacts & Information	Scope & Effect of Decisions and Actions
OP 2 Clerical Assistant (CA)	<p>Knowledge: Simple, routine, or repetitive tasks that typically include following step-by-step instructions.</p> <p>Qualifications: Previous experience and/or training to master work practice as defined in the job description.</p> <p>Skills: Performs a variety of <u>routine</u> clerical functions that are common to most clerical jobs such as keyboarding, common office equipment operation, filing and distribution, use of common office software such as MS Office.</p> <p>Ability to interact with all NTPS stakeholders personally, telephonically, and through electronic communications, in a professional and confident manner.</p> <p>Ability to work collaboratively and effectively with other staff, employees, and supervisors.</p> <p>Employee either possesses or can develop skill within approximately 90 days on-the-job in the use of district specific software applications required to perform the work.</p>	<p>Assignment: Supervisor provides assignments accompanied by detailed instructions as to how the work is to be performed.</p> <p>Guidelines: Guidelines are well established and cover all important aspects of the work. . . Supervisor is available for direction and guidance when problems or atypical circumstances are encountered.</p> <p>Originality: Once assigned, employee is expected to carry out repetitive and routine assignments without the need for additional guidance. Less common or non-repetitive assignments are accompanied by additional direction and guidance.</p> <p>Review: Work may be subject to progress checking, and completed work may be reviewed for accuracy and adequacy.</p>	<p>Complexity: Work consists of tasks and duties that are <u>common in nature</u> and involve related steps, processes, or methods.</p> <p>Creativity: Employee may be required to <u>recognize differences among a few easily recognizable situations.</u></p> <p>Planning: Work is mostly <u>flow driven.</u></p>	<p>Nature: Work is performed independently, or as part of a work group performing similar work. Work is performed with <u>minimal coordination outside the department or site.</u></p> <p>Scope: Personal contacts are within the immediate department or site or with members of the larger organization or general public.</p> <p>Purpose: Contacts generally occur in structured and predictable situations where the contact, purpose, and the issues are very clear, and the contacts generally share a common purpose or goal. The information shared is generally factual, straight forward, and readily understood.</p>	<p>Impact: The work is required to facilitate the work of others or comprises a segment of an assignment or project of broader scope for which others are also contributing. The work affects the accuracy, reliability, or acceptability of further processes and the work of others, but has limited impact outside the department or site.</p> <p>Consequences: Errors in communication are correctable without significant detrimental impact on programs and operations (e.g., disseminating routine information).</p>

<p>OP 3 Administrative Assistant (AA)</p>	<p>Knowledge: A body of standardized procedures or operations to perform recurring work and solve recurring problems that are part of the full range of responsibilities in a given clerical or administrative area.</p> <p>Qualifications: 2 years of previous related experience and/or training to master the work assignment as defined in the job description.</p> <p>Skills: Skill in performing most or all of the functions associated with a <u>specialized</u> clerical and/or administrative area(s).</p> <p>Organizational Knowledge: Requires some knowledge of programs beyond the work area that are impacted by the work performed.</p>	<p>Assignment: Supervisor makes assignments by defining objectives, priorities, and deadlines and is available to assist the employee with unusual situation that do not have clear precedent.</p> <p>Guidelines: Guidelines are available but may leave gaps in specificity requiring independent action and judgement by the employee.</p> <p>Originality: Employee plans and carries out the successive steps and handles problems and deviations in work assignments in accordance with the guidance or accepted practice of the occupation.</p> <p>Review: Completed work is reviewed only from an overall standpoint in terms of technical soundness, appropriateness, and conformity to policy and requirements and timelines.</p>	<p>Complexity: Work consists of a <u>variety of duties</u> involving <u>related as well as unrelated processes</u> and methods.</p> <p>Creativity: Determining what needs to be done requires that the <u>employee analyze the assignment and choose a course of action</u> from among alternatives. Varied situations require identification and evaluation of problems and issues and a search for or development of alternative solutions.</p> <p>Planning: Work requires some <u>limited planning, organizing, or prioritization</u> of the work to assure timely and effective accomplishment. Supervisor provides assistance in such planning.</p>	<p>Nature: Work is generally performed collaboratively either independently or as a group, where the success of the overall work <u>group is influenced by the work of one another requiring significant communication and collaboration among the team.</u></p> <p>Scope: Situations and information shared are of considerable variety and commonly reflect working with contacts who may not share a common view or objective</p> <p>Purpose: Personal contacts are in structured and predictable, as well as unstructured and unpredictable, settings where contacts are not established and are more impromptu. The role and authority of each party is often times unknown and must generally be established through the contact.</p>	<p>Impact: The work product or service regularly and substantially affects the work of others or other programs.</p> <p>Consequences: If not performed adequately or timely, it will typically have a negative impact on the work of others and delay overall completion. Errors in communication are not easily corrected and may be compounded when others act on inaccurate or incomplete information.</p>
<p>OP 4 Senior Administrative Assistant (SAA)</p>	<p>Knowledge: An extensive body of rules, procedures, or operations for the performance of interrelated or non-standard operations for which problems are frequently encountered.</p> <p>Qualifications: 3 years of previous related experience and/or training to master the work assignment in similar or related work that provided a broad knowledge of the work area.</p>	<p>Assignment: Supervisor sets overall objectives, available resources, and expectations. Employee and supervisor, in consultation, develop deadlines, projects, and work to be done.</p> <p>Guidelines: Guidelines are in the form of policies and precedents which provide general direction but not detailed instruction on</p>	<p>Complexity: Work commonly includes varied duties and/or <u>unusual</u> aspects that require <u>many different and unrelated</u> processes and methods.</p> <p>Creativity: Employee must <u>make decisions</u> regarding what needs to be done and <u>variations in approach</u> when</p>	<p>Nature: Commonly serve as the <u>recognized authority or informal team leader</u> responsible for communicating with and <u>coordinating the efforts of other</u> team members towards a common objective and shared success.</p> <p>Scope: Personal contacts are commonly with higher level administrators, designated group</p>	<p>Impact: The work is generally accepted at face value and has a significant impact on the work of others or other programs.</p> <p>Consequences: Negative performance affects a wide range of activities and typically impacts or creates</p>
	<p>Skills: Skill in performing the full and more complicated range of responsibilities in an administrative or specialized area.</p> <p>Organizational Knowledge: Requires a comprehensive understanding of the organization and function of the immediate organization and the interrelationship of roles and responsibilities.</p>	<p>how the work is to be accomplished.</p> <p>Originality: Employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise without further assistance. Employee recognizes need to coordinate with others doing related work or who are impacted by the work. Employee has a degree of freedom in interpreting policies and procedures.</p> <p>Review: Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and effectiveness in meeting requirements and expected results.</p>	<p>unusual circumstances are presented.</p> <p>Planning: Work requires <u>self-initiative in planning, organizing and coordinating</u> own work with the <u>work of others</u> in the immediate organization in order to successfully accomplish job responsibilities.</p>	<p>representatives, or members of the community or external organizations who may have significant influence over the department or site programs and/or operations. Scheduling such contacts requires advance planning, coordination with others, and effective calendaring.</p> <p>Purpose: Information may be complex, requiring a higher level of articulation, or controversial, requiring a well-planned method of communicating the information, and an objective of gaining support and buy-in.</p>	<p>disruptions well beyond the immediate department or site and may result in loss of production or the need for others to redo their work.</p>
<p>OP 5 Administrative Specialist (AS)</p>	<p>Knowledge: Principles, concepts, and methodology of a specific program area, professional practice, or administrative function and skill in applying this knowledge to carrying out assignments, operations, or procedures.</p> <p>Qualifications: 2 or more years of focused training within the professional area, or 3 years of progressive on-the-job experience learning and performing the work.</p> <p>Skills: In addition to occupational skills for the administrative area, also possesses skill in carrying out projects</p>	<p>Assignment: Supervisor provides administrative direction in terms of mission or function and objectives to be achieved.</p> <p>Guidelines: Guidelines are generally absent or only stated in terms of mission and goals.</p> <p>Originality: Employee is expected to develop effective and efficient work procedures and practices. Employee is responsible for determining specific work approach and procedures.</p>	<p>Complexity: Work requires many different and unrelated processes and methods that are <u>applied to a broad range of activities.</u></p> <p>Creativity: Employee must apply <u>substantial depth of analysis</u> to determine how the work is to be accomplished when the approach is uncertain, there is a choice of technology to be applied, or the work presents conflicting requirements.</p>	<p>Nature: Works as a <u>recognized authority</u> and communicates with others whose work is related or mutually dependent and <u>requires careful and thoughtful sharing</u> of information.</p> <p>Scope: Personal contacts are frequently used to resolve significant or controversial issues.</p> <p>Purpose: Contacts typically have diverse viewpoints and different goals or objectives requiring strategies and approaches to gain agreement and support.</p>	<p>Impact: The work product or service affects the work of others and/or the development of major aspects of other programs or has a negative impact on a substantial number of people.</p> <p>Consequences: Inaccurate or untimely work has a negative impact on the program and operations of the</p>

	<p>that require considerable planning and may involve use of specialized, less common, or complicated procedures and techniques.</p> <p>Organizational Knowledge: Requires a comprehensive understanding of the department or site and how the work relates to and affects the District as a whole.</p>	<p>Review: Work results are accepted as accurate and infrequently subject to review or change. Review is generally for outcomes and not accuracy or adequacy of work.</p>	<p>Planning: Work requires <u>considerable planning, organizing and coordinating</u> own work with the work of others in the immediate organization as well as parts of the larger organization in order to successfully accomplish job responsibilities.</p>		<p>internal and/or external organization.</p>
<p>OP 6 Senior Administrative Specialist (SAS)</p>	<p>Knowledge: <u>Highly specialized knowledge</u>, principles, concepts, and methodology of a specific program area, professional practice, or administrative function and skill in applying this knowledge to carrying out assignments, operations, or procedures.</p> <p>Qualifications: A combination of professional education and experience with 3 or more years of specialized training within the professional area, or 4 years of progressive on-the-job related experience.</p> <p>Skills: Skill in carrying out assignments that are significantly more difficult and complex than those covered by lower levels and require considerable originality and creativity to accomplish the work.</p> <p>Organizational Knowledge: Requires a comprehensive understanding of the work of not only the department or site in relation to the district but also how the work impacts the district in relation to the greater community.</p>	<p>Assignment: Supervisor assigns general area(s) of responsibility. May assist in the selection, training, and assessment of the work of others.</p> <p>Guidelines: Employee is expected to determine work processes and procedures. Guidelines are mainly in terms of work to be done and timelines and expected outcomes.</p> <p>Originality: Employee is expected to plan for and organize the work. When new guidelines are needed, employee is expected to take the initiative to research and develop such guidelines.</p> <p>Review: Work results are accepted as accurate and not subject to review other than in terms of contribution to broader mission and objectives.</p>	<p>Complexity: Work consists of <u>broad</u> functions and processes of <u>an administrative or professional field</u>. Assignments are characterized by breadth and intensity of effort and involve <u>several phases</u> pursued concurrently or sequentially with the support of others <u>within and outside the organization</u>.</p> <p>Creativity: The work requires <u>continuing efforts to establish concepts or programs, to research issues, or to resolve difficult problems</u>.</p> <p>Planning: Work requires considerable planning, organizing and coordinating own work with the work of others in the immediate organization as well as parts of the larger organization. <u>Planning is frequently interrupted and requires adjustment & change</u>.</p>	<p>Nature: Works as an <u>extension of the supervisor</u> to coordinate the work of the team.</p> <p>Scope: Personal contacts are similar to the above and require significant planning and organization beyond the scope of lower level OP placements. Often requires independent thinking and/or planning with little or no oversight.</p> <p>Purpose: Interacts with others inside and outside the organization on behalf of the supervisor; acts on behalf of the supervisor applying knowledge of the supervisors work and perceptions.</p>	<p>Impact: Work is critical to the operation of the District.</p> <p>Consequences: Work is <u>critical</u> in nature and inaccurate or untimely work has a <u>significant</u> negative and/or financial impact on the program and operations of the internal and/or external organization</p>