

MEMORANDUM OF UNDERSTANDING
by and between
HIGHLINE PUBLIC SCHOOLS NO. 401
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS,
LOCAL UNION NO. 763

Representing Instructional Support Staff, Administrative Support Staff
(Teamsters III)

September 1, 2024 - August 31, 2026

Workgroup to Encourage and Incentivize a Multilingual Classified Workforce

Rationale: Highline Public Schools and Teamsters Local 763 wish to celebrate and acknowledge the culturally and linguistically diverse community of students and families, which represent about 80 nationalities and speak more than 100 different languages.

In support of the District's commitment to the multilingualism represented in our communities, we wish to establish a workgroup to prepare a joint proposal, to begin meeting no later than January 31, 2022, to be presented to the bargaining teams by January 31, 2023 for possible implementation in September 2023, with the following purposes:

- To encourage and incentivize a workforce that has the linguistic skills to meet the developing and dynamic needs of the linguistically diverse students across the district.
- To offer a compensation structure that acknowledges the value-add and increased responsibilities performed by our bilingual classified staff who directly serve students and families and is also a fiscally responsible and sustainable allocation of District resources.
- To identify eligible positions that directly support both the instructional language learning programming and authentic family engagement.
- To bargain and agree to a pilot MOU that will be effective for the 2023-24 school year that will appropriately and equitably compensate employees that possess this skill and abilities.

Workgroup commitment: The workgroup will center guiding documents such as Board policies (Policy 0010, Policy 0050, and Policy 0515), the Guiding Principles for Dual Language Education and feedback from students, families, staff and leaders across the district. The workgroup will comprise a diverse group of staff dedicated to the duration of the project and the purposes outlined above. The workgroup agrees that any agreed solution to this item will not exceed an annual cost of \$250,000.

Workgroup structure: The workgroup will include 6-8 members, including 3-4 employees representing and selected by the Union and 3-4 members selected by the District. As a part of its role, the workgroup will first establish a meeting routine and structure to accomplish its mandated goal.

Incentive Program to Encourage a Multilingual Classified Workforce

PILOT SY24-26

Rationale: Highline Public Schools and Teamsters Local 763 wish to celebrate and acknowledge the culturally and linguistically diverse community of students and families, which represent about 80 nationalities and speak more than 100 different languages. The District and Union recognize the importance of language diversity in supporting our students and school communities. Both also recognize the value of multilingual employees who provide support for students and their families through instructional access, communication and partnership. It is in that spirit and with the following goals, that this agreement is made.

- To encourage and incentivize a workforce that has the linguistic skills to meet the developing and dynamic needs of the linguistically diverse students across the district.
- To offer a compensation structure that acknowledges the value-add and increased responsibilities performed by our bilingual classified staff who directly serve students and families (in all areas of school property) and is also a fiscally responsible and sustainable allocation of District resources.

Incentive Program Structure:

A. Eligibility will be determined based upon the following four criteria:

Criterion 1 – School Language Demographics. Eligibility for the multilingual proficiency stipend will be based upon the threshold of 5% of enrolled students who identify a common “home language” other than English. The list of eligible languages, by school, will be published annually, in accordance with the October 1 school enrollment reports. Notice to the Union and publication will be done by November 1.

ERAC Receptionist(s) who demonstrate proficiency in any language represented in the district shall be eligible to apply for the stipend and/or retention incentive.

HPS will inform employees of eligible schools by email of their potential eligibility and provide instructions to complete and submit the form.

Criterion 2 – Position Title & Duties. Eligibility for both the multilingual proficiency stipend and the language retention incentive will be indicated on the A-1 Schedule and will be determined based upon the following considerations:

1. **Work function:** position interfaces with students and/or families.
2. **Work duties:** Positions that have an existing requirement for multilingualism will not be eligible for the multilingual proficiency stipend.

Criterion 3 – Employee Proficiency Skills. To determine proficiency, the employee will, at their personal cost, be tested using the district's identified test scale.

Tests shall be valid for three years.

Proficiency levels have been set in alignment with Board Policies 0010, 0050, and 0515 which outline our commitments to equity, bilingualism and biliteracy, and authentic family partnership.

Criterion 4 – Employee Standing. Employees must be employed with the district on the last day of school, to receive the retention incentive.

B. Compensation and Proficiency Levels

Multilingual Proficiency Stipend If an employee meets professional level proficiency, as outlined below and is approved through the process outlined in this pilot, including completion of required trainings, they may be tasked with interpretation or translation duties within their scheduled workday. They may also be added to a district list of employees eligible for extra service work of a similar nature.

- \$2000 Oral Proficiency at Intermediate High or higher
- \$3000 Oral Proficiency at Intermediate High or higher, and Written Proficiency at Advance Low or higher
- Language Retention Incentive Any employee who meets a proficiency level, as outlined below, and who is bilingual / multilingual in any language represented in their school, is eligible to receive this stipend as outlined below.
- \$750 Oral Proficiency at Intermediate Low or higher

Should an eligible employee begin employment with the District past the cutoff date they shall be able to apply for the stipend at a prorated amount

C. Application Process

a. SY24-26 Pilot Timeline

- September 1 –application will be live for employees
- October 1 – enrollment counts by school
- November 1 – notification to the union of eligible languages by school
- November 30 – deadline for employees to submit application
- June 30 – approved retention incentives will be paid with the June 30 paycheck

D. Continuation and Constraints.

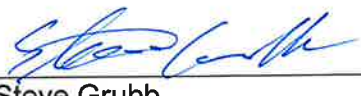
- a. This program is being piloted SY2024 – 2026. If the program is continued, employees shall be able to test each year to demonstrate higher levels of proficiency and progress through the proficiency tiers outlined in this pilot, and therefore increase the amount of the stipend. The stipend expires at the end of each school year.
- b. The SY 2024-2026 pilot is funded to an annual cap of \$250,000. Therefore, in the event that there are too many eligible employees, employees will be approved on a first come, first served basis based on the date of employee submission. Tie-breakers, if necessary will be completed on a basis of seniority.

- c. The identified test is at the expense of the employee and is an eligible expense for the Teamsters III Professional Growth Reimbursement Fund.

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

Highline School District No. 401

By 
Chad Baker
Secretary-Treasurer
Date 1-6-25

By 
Steve Grubb
Associate Superintendent
Date 12-18-24