

MEMORANDUM OF UNDERSTANDING

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN THE NORTH KITSAP SCHOOL DISTRICT #400 AND PUBLIC SCHOOL EMPLOYEES OF NORTH KITSAP CHAPTER #920, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXI, SECTION 21.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

This Memorandum of Understanding (MOU) is made and entered into between the North Kitsap School District #400 (District) and the Public School Employees of North Kitsap PSE Chapter #920 (Association). In order address the need for Parent Designated Adults (PDAs) to support diabetic students at impacted schools, the District and Association agree as follows:

1. Compensation.

a. Primary PDAs.

- i. Employees who volunteer for and become a PDA for a diabetic student in their building during the school year will, in addition to their regular hourly wage, receive an additional one dollar thirty cents (\$1.30) per hour during their regular workday (up to 6.5 hours) for each student day from the first student day they volunteer as the student's PDA through the end of the school year or the last day they volunteer as a PDA, whichever is earlier.
- ii. For each additional student in their building for which the employee is a PDA, the employee will receive an additional forty cents (\$0.40) per hour during their regular workday (up to 6.5 hours) per student day.
- iii. A "student day" means a day in which students are scheduled to be in the building (180 in total), and is 6.5 hours long, except in the case of early release or late start days. (For example, a PDA for one student in their building for all 180, 6.5-hour student days will receive an amount equivalent to \$1,521.00.)
- iv. Primary PDAs will not need to submit timesheets to the District to receive this additional compensation for PDA work performed during their regular workday.
- v. The District expects parents to provide support for their children outside of the school day during extracurricular activities. If a parent is unavailable to do so, the District will determine how best to meet the student's needs according to the student's individual health plan in consultation with the parent and/or student, the Primary PDA, and the building administrator. If the District asks the Primary PDA to support a student outside the Primary PDA's regular workday, the Primary PDA may submit a time sheet for the actual time spent providing PDA support outside their regular workday (for an extra two dollars (\$2.00) per hour).
- vi. If a Primary PDA is the PDA for more than two (2) diabetic students simultaneously, the District will assess within ten (10) calendar days whether the Primary PDA can effectively serve each student while completing their regular work duties.

b. Secondary PDAs.

- i. Employees who volunteer for and are asked to be Secondary PDAs for students with diabetes in their building will receive, in addition to their regular hourly wage, two dollars (\$2.00) per hour for the time they perform PDA duties.

- ii. Secondary PDAs will be required to submit a separate monthly time sheet approved by their building administrator to claim the extra two dollars (\$2.00) per hour. Secondary PDAs will earn extra compensation for only the time the employee spends actually performing PDA duties in the absence of the student's Primary PDA. All time submitted by the Secondary PDA must be recorded in fifteen (15) minute increments. If a Secondary PDA performs less than one (1) hour of PDA duties in a day, the District will pay a minimum of one (1) hour of extra compensation. For example, a Secondary PDA who performs PDA duties for thirty (30) minutes will be compensated for one (1) hour. A Secondary PDA who performs PDA duties for one and a half (1.5) hours will be compensated for one and a half (1.5) hours.
- iii. The parties agree that Secondary PDAs are employees who are designated by a student's parent(s) to perform PDA duties in the absence of the Primary PDA or when additional PDA staffing is approved and/or required to implement the student's individual health plan.

2. Limitation of Employees.

- a. Only employees that volunteer and are subsequently designated to undertake the role of a PDA for a diabetic student at their school and who complete the District-provided PDA training are entitled to receive the additional compensation described in Section 1 of this MOU.
- b. Primary PDAs are limited to those employees who have a regular workday that is at least five (5) hours long.
- c. Employees may withdraw from volunteering as a Primary or Secondary PDA after providing ten (10) working days' notice to their building administrator. The parties also acknowledge that parents may choose to designate a different PDA at any time.

3. Non-Precedential.

This MOU shall not be considered, and shall not be cited, by anyone as a past practice or precedent in the future. This MOU shall apply to those employees who have volunteered for and have been designated by a parent to be their child's PDA consistent with the provisions of RCW 28A.210.330.

4. Effective Date.

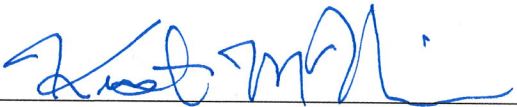
This Memorandum of Understanding shall become effective on the date of the last party's signature.

5. Duration.

This MOU shall expire on August 31, 2029, unless extended through mutual written agreement by the District and the Association.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

NORTH KITSAP CHAPTER #920

BY: 
Kristin Nieland, Chapter President

DATE: 06/02/2020

NORTH KITSAP SCHOOL DISTRICT #400

BY: 
Rachel Davenport, Interim Superintendent

DATE: 6/2/2020