

1 LETTER OF AGREEMENT

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4 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE
5 FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF
6 WASHINGTON / SEIU LOCAL 1948, KENNEWICK SECRETARIES AND THE KENNEWICK
7 SCHOOL DISTRICT #17. THIS AGREEMENT IS ENTERED INTO PURSUANT TO
8 ARTICLE XXIV, SECTION 24.1 OF THE CURRENT COLLECTIVE BARGAINING
9 AGREEMENT.

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12 The parties agree that Schedule A and B shall be amended as attached.
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27 PUBLIC SCHOOL EMPLOYEES
28 OF WASHINGTON/SEIU LOCAL 1948

29
30 KENNEWICK SECRETARIES

KENNEWICK SCHOOL DISTRICT #17

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34 BY: Rhonda Crosby
35 Rhonda Crosby, Chapter President

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39 BY: Betsy Dickinson
40 Betsy Dickinson, Classified
41 Human Resource Mgr.

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DATE: 10/25/17

DATE: 10-25-17



SCHEDULE A
 KENNEWICK SCHOOL DISTRICT #17
 EDUCATIONAL SECRETARIES
 SEPTEMBER 1, 2017 - AUGUST 31, 2018

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	<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV*</u>	<u>Longevity **</u>
<u>TIER 1</u>	\$15.20	\$16.89	\$18.39	\$18.75	\$19.03
<u>TIER 2</u>	\$15.56	\$17.26	\$18.78	\$19.14	\$19.42
<u>TIER 3</u>	\$15.81	\$17.53	\$19.06	\$19.43	\$19.72
<u>TIER 4</u>	\$16.16	\$17.89	\$19.45	\$19.82	\$20.11

Sub Rates shall be \$13.50.

*Step IV applies only to those at 10-15 years of service within the Educational Secretarial Bargaining Unit.

**Longevity applies only to those at 16 years of service or more within the Kennewick School District.

All employees completing their 9th or 15th year, between September and January shall receive Step IV by September 1st of that school year. Those employees completing their 15th year between February and August shall receive longevity on September 1st of the coming school year.

Insurance Allocation for 2017/2018: \$820.00 - HCA \$64.07

Insurance pooling shall be for 12 months beginning October 1st of each year, and continuing through September 30th.

TIER 1 positions include: None at this time.

TIER 2 positions include: Receptionists, Data Processors, Registrars, School Secretaries, ASB, HS/MS Attendance, HS Counseling, Community Education, and Library Secretaries.

TIER 3 positions include: Lead Secretaries, all Administrative Level (Business Office, Federal, SPED, Elementary/Secondary Department, Director Secretaries, and Nutrition Services Support Secretaries).

TIER 4 positions include: Nutrition Services Lead Secretary, Purchasing Secretary, Transportation Secretary, Maintenance Secretary, and Sub Dispatchers.



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SCHEDULE B

KENNEWICK SCHOOL DISTRICT #17

SALARY ENHANCEMENT PROGRAM FOR SECRETARIES AND LIBRARY SECRETARIES

PURPOSE AND ELIGIBILITY

1. The purpose of this program is to encourage an individual's self-improvement and excellence in the work place.
2. New employees from this date are eligible to earn credit toward salary enhancement immediately after beginning employment with the Kennewick School District.
3. An example of appropriate activities might include the following:
 - a. In-service or college courses
 - b. Workshops, seminars and conferences
 - c. Building based workshops
 - d. ESD workshops
 - e. District sponsored workshops
 - f. Staff Development sponsored classes

Eligibility shall be determined primarily by judging the benefit of the activity to the applicant's particular work or job classification.

4. Credit shall be allowed only once for any one course or activity in any given year.
5. Classes sponsored by the Staff Development Committee do not need prior approval for credit.
6. Salary enhancement pay shall not be taken out of State salary funding, nor shall it otherwise impact compliance or salary improvements. The program is voluntary.
7. The award of enhancement pay is non-grievable.



SCHEDULE B
KENNEWICK SCHOOL DISTRICT #17
STAFF DEVELOPMENT COMMITTEE
SALARY ENHANCEMENT PROGRAM FOR EDUCATIONAL SECRETARIES

PROCEDURES FOR CREDIT FOR SALARY ENHANCEMENT PROGRAM

1. An employee wishing to earn credit toward salary enhancement must obtain an application form from the Human Resources Office.
2. Credit shall be granted to an employee of the District only after prior approval has been received and completion requirements have been fulfilled.
3. Applications should be submitted to the Classified Human Resources Office, ten (10) days prior to taking a class/workshop for review, pre-approval and processing. If requirements are met, the application shall be processed as approved and the employee shall be notified.
4. If an application is in question, the Staff Development Committee will meet to review it. Applications not meeting requirements will be returned to the employee with an explanation given.
5. The applicant has the right of appeal to the Staff Development Committee within five (5) working days after receipt of disapproval.
6. Once earned, enhancement pay is continuing each year and is cumulative as earned thereafter.
7. One District point shall be granted for each ten (10) hours of attendance in approved classes. Credits are cumulative to a maximum of nine hundred dollars (\$900.00).

Payment Schedule:

- Step 1: 6 approved points (60 clock hours) = \$300.00 Per Year
- Step 2: 6 additional points (12 accumulated points) = \$400.00 Per Year
- Step 3: 6 additional points (18 accumulated points) = \$500.00 Per Year
- Step 4: 6 additional points (24 accumulated points) = \$600.00 Per Year
- Step 5: 6 additional points (30 accumulated points) = \$700.00 Per Year
- Step 6: 6 additional points (36 accumulated points) = \$800.00 Per Year
- Step 7: 6 additional points (42 accumulated points) = \$900.00 Per Year

- One (1) semester credit = 15 clock hours
- One (1) quarter credit = 10 clock hours
- Ten (10) clock hours = 1 point

When attending one or more day workshops/conventions, only time spent in sessions is allowable for credit. Travel time, lunch, dinner, etc., is not acceptable.

Enhancement pay will be applied to salaries in a given year, once a year on September 1st, after all work is completed, verified and submitted to the Human Resources Office no later than June 30th. There will be no exceptions to the deadline submittal date.

8. If an employee resigns or retires before August 31st in a given year, that employee shall receive salary enhancement as pro-rated according to the following:

1/12 of the salary enhancement earned up to the date of resignation/retirement for each complete month worked from September through August.



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During the final month worked, the employee must work more than eleven (11) days to qualify for the prorating of that month. The employee will be paid the prorated salary enhancement on the last paycheck paid for their employment. Only salary enhancement pay earned before June 30th of that year will qualify as above.

If an employee takes a one-year (1) leave of absence before August 31st in a given year, that employee shall receive salary enhancement as pro-rated according to the following:

1/12 of the salary enhancement earned up to the last day worked before the leave of absence begins, for each month worked from September to August.

The employee will be paid the prorated salary enhancement on the last paycheck paid for their employment. Only salary enhancement pay earned before June 30th of that year will qualify as above. However, if that employee returns the following year, their salary enhancement will be prorated from the date of return through August 31st for that year's salary enhancement based on the formula stated above.



APPLICATION FOR ENHANCEMENT PAY
FOR SECRETARIES

This application should be submitted to the Human Resources Office for approval ten (10) days prior to taking class to allow time for review and processing.

NAME: _____ DATE: _____

LOCATION: _____

JOB TITLE: _____

CLASS/WORKSHOP TITLE: _____

DATE(S) OF WORKSHOP: _____

COURSE DESCRIPTION: _____

ANTICIPATED HOURS: _____

COMMITTEE APPROVAL: _____

DISTRICT APPROVAL: _____

NOT APPROVED: _____

This section is to be completed and submitted to the Human Resources Office on or before June 30th.

I certify that I attended _____
and completed _____ hours on _____ as credit toward salary enhancement.
Verification attached. (Registration receipt, copy of certificate of completion, verification of attendance, college transcript, copy of conference class schedule, etc.)

EMPLOYEE'S SIGNATURE: _____ DATE: _____

DATE RECEIVED IN HUMAN RESOURCES OFFICE: _____ POINTS AWARDED: _____

