

# **AGREEMENT**

between the

**Board of Directors**



and the

**TACOMA ASSOCIATION OF EDUCATIONAL OFFICE  
PROFESSIONALS**

and

**TACOMA ASSOCIATION OF PUBLIC SCHOOLS  
PROFESSIONAL & TECHNICAL EMPLOYEES**

**September 1, 2019 - August 31, 2022**

Tacoma, Washington

# **TACOMA SCHOOL DISTRICT #10**

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## **BOARD OF DIRECTORS**

**Scott Heinze, President**  
**Debbie Winskill, Vice President**  
**Andrea Cobb**  
**Enrique Leone**

## **SUPERINTENDENT**

**Carla J. Santorno**

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# PREAMBLE

The following articles of this Agreement constitute the full and complete agreement by and between the Board of Directors of Tacoma School District No. 10, hereinafter called the "Board," the Tacoma Association of Educational Office Professionals, and the Tacoma Association of Public School Professional-Technical Employees, hereinafter called the "Association."

The parties hereto agree as follows:

## ARTICLE I – DEFINITIONS AND RECOGNITION

### Section 1. Definitions

- A. **Board:** Board of Directors of Tacoma School District No. 10.
- B. **District:** Tacoma School District No. 10.
- C. **Superintendent:** Superintendent of Tacoma School District No. 10.
- D. **Association:** Tacoma Association of Educational Office Professionals (TAEOP) (OP) and Tacoma Association of Public School Professional and Technical Employees (TAPSPTE) (PT).
- E. **Employee:** Any employee of the District covered by this Agreement.
- F. **Professional-Technical:** Positions require advanced education such as a vocational diploma, A.A. or B.A. degree; job training or experience may be substituted in accordance with the job description. In addition, the District and the Association agree to include specialized positions, which are not exempt, that are not covered under existing bargaining units.
- G. **Regular Full-Year Employee:** An individual who has completed the new employee probationary period and is employed in a budgeted 1.0 FTE position, working eight (8) hours/day for the scheduled work year. Said employee receives full benefits and is assigned a specific work calendar.
- H. **Regular Part-Year Employee:** An individual who has completed the new employee probationary period and is employed in a budgeted position a minimum of four (4) hours/day. Said employee receives prorated benefits and is assigned a specific work calendar; provided, however, regular part-year employees hired by the District prior to January 1, 1986, shall receive full leave benefits except for sick leave.

1 I. **Replacement Employee:** An individual employed to fill in an available position caused  
2 by an extended leave of absence in excess of three (3) months. Said employee receives  
3 prorated benefits based upon the term of the assignment.

4 J. **Seniority:** Seniority means the length of service within the District as a member of either  
5 TAEOP or TAPSPTE. Seniority accrued in a position represented by one (1) Association  
6 continues to apply if a bargaining unit member transfers to a position represented by the  
7 other Association. Seniority among employees with the same seniority date shall be  
8 determined by lot. Seniority shall not be lost for authorized leave or layoff status.  
9 Seniority will be restored to TAEOP or TAPSPTE members who resign and are rehired  
10 by the District.

11 K. **Substitute Employee:** An individual employed on an "on call" basis, usually assigned to  
12 "fill in" for an incumbent who is absent randomly or for a short term. A substitute  
13 employee receives no benefits. A substitute employee who works twenty (20) days in  
14 one (1) assignment or thirty (30) days in a fiscal year has the rights included in the  
15 following sections of the agreement:

16 Section 1 Definitions

17 Section 2 Recognition and Unit Designation

18 Section 3 Rights of the Board

19 Section 4 Bargaining Unit Privileges

20 Section 5 Representation Fee

21 Section 6 Grievance Procedure

22 Section 7 Bargaining Procedures and Labor-Management Meetings

23 Section 8 Staff Diversity Plan

24 Section 9 Equitable Treatment

25 Section 10 Harassment

26 Section 14 Work Day

27 Section 19 Travel Allowance

28 Section 20 Staff Protection

29 L. **Temporary Employee:** An individual employed for extra help or a specific project four  
30 (4) or more hours per day, not to exceed seven hundred twenty (720) hours in a fiscal  
31 year. A temporary employee receives no benefits. The number of hours per day and  
32 work days are determined by the supervisor. The District will not replace a temporary  
33 employee who has worked seven hundred twenty (720) hours in a project with another  
34 temporary employee to continue performing the same duties in the project.

35 M. **Year of Service:** One hundred fifteen (115) or more regular days of pay (for twelve (12)  
36 month employees) and ninety-eight (98) or more regular days of pay (for ten (10) month  
37 employees) during the fiscal year, including days of leave with pay.

## 1   **Section 2. Anti-Bias and Nondiscrimination**

2  
3   The District and the Association agree that Tacoma Public Schools supports all dimensions of  
4   human differences, including, but not limited to, culture, race, language, ability, learning styles,  
5   ethnicity, family structure, religion, sexual orientation, gender, gender identity, age, and  
6   socioeconomic differences  
7

## 8   **Section 3. Recognition and Unit Designation**

9  
10    A. Recognition: The Board recognizes that the Association is the exclusive representative of  
11    all employees in the bargaining unit(s) described in Section 3.

12    B. Bargaining unit(s): The bargaining unit to which this Agreement is applicable is  
13    composed of all regular full-year and regular part-year Office Professionals, and all  
14    Professional-Technical employees.

15    Office Professionals in assignments as confidential secretaries are excluded from the  
16    bargaining unit. Confidential secretary positions include secretaries to the  
17    superintendent, board of directors, administrators preparing, conducting, or administering  
18    collective bargaining agreements, and administrators with official responsibility for  
19    employment policy formulation as mutually agreed by the Labor Management Committee  
20    consistent with the Public Employment Relations Commission (PERC) guidelines.  
21    Exempt employees retain contractual rights consistent with Section 3.F upon return to a  
22    position within the bargaining unit.

23    The District and Association shall meet prior to designation of added exempt positions.  
24    If the parties cannot agree on a designation, the PERC shall be contacted to resolve  
25    dispute.

26    C. Any disagreement between the District and the Association regarding positions  
27    appropriate to this bargaining unit will be resolved in accordance with Chapter 41.56  
28    RCW.

29    D. Duties presently performed by bargaining unit members shall not be assigned to any  
30    other bargaining unit, outside agencies, or individuals without providing the Association  
31    notice of the proposed assignment, and an opportunity to bargain its impact.

32    E. Nothing in this language shall preclude the occasional employment of consultants or  
33    contractors as historically utilized by the District or prohibit work presently performed by  
34    other bargaining units.

- 1 F. When an employee is transferred or promoted from a non-exempt Office Professional  
2 position to one which is exempt, said employee may be transferred or promoted back to a  
3 non-exempt Office Professional position. Said employee retains all rights, such as sick  
4 leave, seniority, layoff, etc., earned as an employee in the non-exempt and exempt  
5 position.

## 6 **Section 4. Rights of the Board**

7 The Board retains and reserves all powers, rights, authority, duties and responsibilities conferred  
8 upon and vested in it by the laws and the Constitution of the state of Washington and the United  
9 States for the management and operation of the District, subject to the provisions of this  
10 Agreement.

## 11 **Section 5. Bargaining Unit Privileges**

- 13 A. Up to a total of twenty-two (22) days of released time per year shall be provided to each  
14 Association for the officers and representatives of the Association. In addition to this, the  
15 Associations will be allowed twenty (20) days of released time per year for which the  
16 cost of a substitute will be paid by the Association.
- 17 B. The Human Resources department, in cooperation with the Association, will make the  
18 determination to provide or not provide substitute(s).
- 19 C. The parties agree that if the TAEOP and/or TAPSPTE have used up their authorized days  
20 of released time for the year, TEA may utilize any of its unused days of released time for  
21 the officers and representatives of the TAEOP and TAPSPTE.
- 22 D. Requests for such leave shall be made through the Human Resources department in  
23 advance of the leave. The purpose of the leave shall be clearly stated. The leave shall  
24 not be granted if the purpose violates Chapter 41.56 RCW. Disputes as to the legality of  
25 any application of this provision shall be referred to PERC for determination and shall  
26 not be processed as grievances under the arbitration provision of this Agreement.

## 27 **Section 6. Dues Deductions**

29 **Authorization:** Upon written authorization, for unified membership dues in the Association, the  
30 Board agrees that said sums will be deducted from payrolls and forwarded promptly to the  
31 Association. All the enrollments and cancellations shall be handled by the appropriate officers  
32 of the Association.

33 **Cancellation:** Cancellation of dues must be received in the finance office directly from the  
34 officers of the Association. The District shall provide for automatic reinstatement of deduction  
35 for Association dues for employees returning from leave, unless canceled, through written notice  
36 by the Association.



**Substitutes:** The Association must notify the Superintendent in writing no later than September 1 annually of the amount of the payroll deduction for substitutes. The District will deduct the amount specified by the Association for dues if authorized in writing by a regular substitute.

The Association agrees to defend, indemnify and hold the District harmless (suits by the District excepted) against any and all claims, suits, orders or judgments brought or issued against the District pursuant to proper implementation of this section contingent upon the District's agreement that the Association shall be authorized to defend such suit through an attorney of the Association's own choosing.

## **Section 7. Grievance Procedure**

A. Definition: A grievance is a claim based upon an alleged violation of this Agreement, written District policies, regulations and rules adopted by the Board or unfair and inequitable treatment of an employee by an administrator/supervisor.

B. Procedure: Grievances shall be processed as rapidly as possible; the number of days indicated at each step shall be considered as maximum, and every effort shall be made to expedite the process. Time limits under unusual circumstances may be extended by mutual consent.

If a formal grievance is not filed within fifty (50) business days of the act or the creation of the condition on which the grievance is based, then the grievance shall be waived.

C. **LEVEL I:** An employee with a grievance shall discuss the grievance first with their immediate administrator. Every effort shall be made to solve the grievance at this level in an informal manner.

D. **LEVEL II:** In the event the grievance is not resolved informally, it shall be reduced to writing and presented to the immediate administrator as the second step of Level I. Within five (5) business days after the written grievance is presented, the administrator shall render a decision thereon, in writing, and present it to the grievant.

E. **LEVEL III:** If the aggrieved employee is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered within five (5) business days after the presentation of the grievance, they may file the grievance in writing on the grievance form with the Superintendent, with a copy to the immediate administrator and to the Association. The Superintendent, or designated representative(s), shall represent the administration at this level of the grievance procedure. Within five (5) business days after receiving the written grievance, the Superintendent, or designated representative(s), shall establish a meeting date with the aggrieved in an effort to resolve the grievance. If a Level III grievance is not filed in writing with the Superintendent within five (5) business days after a Level II decision has been received in writing, then the grievance shall be waived.

1. The decision from Level III shall be in writing and delivered to the aggrieved employee and a copy shall be delivered to the Association.

1           2. If the aggrieved employee is not satisfied with the disposition of the grievance at  
2           Level III or if no decision has been rendered within five (5) business days after the  
3           meeting with the Superintendent, or designated representative(s), the Association may  
4           file a Level IV grievance.

5       F. **LEVEL IV:** If the aggrieved is not satisfied with the disposition of the grievance at  
6       Level III, the grievant may, within five (5) business days after the decision is rendered,  
7       request in writing to the Association with a copy to the Superintendent, that the grievance  
8       be submitted to arbitration.

9           1. Employee/Association Option: At the employee's option, a grievance may be  
10          submitted in writing to the Board prior to a request for arbitration if the aggrieved  
11          employee is not satisfied with the disposition of the grievance at Level III, or if no  
12          decision has been rendered within five (5) business days after the meeting with the  
13          Superintendent, or designated representative(s). The President of the Board shall  
14          review the grievance appeal and shall determine whether or not a Board level  
15          grievance appeal shall be held. If the Board level grievance appeal is not held, the  
16          President of the Board shall reply to the grievant in writing within five (5) days.

17          2. If the grievance is submitted to the Board, the Association's time limit for requesting  
18          arbitration is tolled until the Board action is completed. The Association may, within  
19          ten (10) business days after the receipt of the request, submit the grievance to  
20          arbitration by so notifying the Superintendent in writing.

21          3. The Association may request a list of arbitrators from the Federal Mediation and  
22          Conciliation Service. The District and the Association will select an arbitrator by  
23          alternately striking names from the list until an arbitrator is determined.

24          4. As an alternative, the Association may submit the grievance to the American  
25          Arbitration Association (AAA). If the AAA is used the parties will be bound by the  
26          voluntary rules and procedures of the AAA for the selection of the arbitrator.

27          5. The arbitrator shall confer promptly with the representatives of the District and of the  
28          Association, review the record of prior meetings and hold such further hearings as  
29          deemed necessary.

30          6. The arbitrator will have authority to hold hearings and make procedural rules.  
31          Findings will be issued within a reasonable time after the date of the close of the  
32          hearings or, if oral hearings have been waived, from the date the final statement and  
33          evidence are submitted to the arbitrator.

34          7. The arbitrator's findings shall be submitted in writing as soon as possible to the  
35          District and to the Association and shall set forth findings of fact, reasoning, and  
36          conclusions on the issues submitted. The arbitrator's decision shall be consistent with  
37          existing statutes and shall be binding on both parties.

38          8. Any costs for the services of the arbitrator shall be shared equally by the District and  
39          the Association.

- 1 9. Fees which are charged by an arbitrator for canceling or postponing an arbitration  
2 hearing shall be paid by the party who initiates the cancellation or the postponement,  
3 unless the District and the Association mutually agree to other arrangements in  
4 reaching a settlement to the grievance.

5 **G. SUPPLEMENTAL CONDITIONS:**

- 6 1. At each step of the procedure for adjusting grievances, the employee may be  
7 accompanied by a designated representative of the Association. Any person(s)  
8 employed by the District or Association who might contribute to resolution of the  
9 grievance may be requested by the employee and/or the official representative.
- 10 2. When a grievance hearing is held at Level III and the grievance involves an  
11 immediate supervisor, the supervisor shall be present if requested by the grievant.
- 12 3. Exclusive representation for a grievant shall be through the Association except for an  
13 employee who may elect self-representation.
- 14 4. There shall be no reprisal by the Association, the District or its employees by reason  
15 of the involvement of any person in the grievance procedure.
- 16 5. Nothing herein contained shall be construed as limiting the right of any employee  
17 having a grievance to discuss the matter informally with an appropriate member of  
18 the administration.
- 19 6. A grievance may be lodged by the Association.
- 20 7. Certain grievances which are not under the jurisdiction of the immediate  
21 administrative supervisor and are based upon administrative action taken by an  
22 administrator other than the immediate supervisor shall be initiated at Level III of the  
23 grievance procedure. A copy of the grievance shall be provided to the immediate  
24 supervisor.
- 25 8. The District agrees to furnish the Association, upon request of a designated  
26 representative, information which may be necessary to process any grievance or  
27 complaint.

28 **Section 8. Bargaining Procedures and Labor Management Meetings**

- 29 A. Bargaining will be conducted at times and places mutually agreeable to the negotiators  
30 named by each party, provided the first meeting shall be held within ten (10) business  
31 days after a request by either party.
- 32 B. At least five (5) negotiators on the Association team will be released from work to  
33 negotiate without loss of pay when day sessions are scheduled. Substitutes will be  
34 provided by the District as needed.
- 35 C. Agreements reached between the parties to this Agreement shall become effective only  
36 when signed by the Board and the Association after ratification.

D. Labor Management Meetings: At least monthly or at the written request of the District or the Association, labor management meetings shall be held 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 direction.

In no event can agreements reached in labor management meetings abridge, add to, or subtract from the Agreement provided, however, that such agreements may be made subject to ratification by the Association and the Board.

The Association may include up to six (6) employee representatives and UniServ Directors. The Superintendent's designee, Assistant Superintendent of HR and up to four (4) additional members shall represent the District. Other resource personnel shall be available upon request by either party.

In order to assure communication, agendas and minutes for meetings shall be taken and distributed by the parties.

## **Section 9. Staff Diversity Plan**

A. The ultimate goal of the Staff Diversity Plan is to ensure the District's compliance with federal and state law.

B. Recommendations for changes in the plan may be made by the Association. Copies of the Staff Diversity Plan are available upon request from the Equity and Diversity Office.

## **Section 10. Equitable Treatment**

A. The District and the Association agree to comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities will be considered and will not be discriminated against on the basis of race, color, national origin, sex or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Title IX of the Education Amendments of 1972, as amended and Chapter 28A.640/RCW. 39

B. The District will not illegally discriminate in applying the provisions of this Agreement.

C. The District shall not discriminate against any employee in violation of this Agreement and/or, state and federal laws, rules, and/or regulations.

D. The Board agrees that it will not discriminate against employees because of their membership or non-membership in employee organizations.

## **Section 11. Harassment**

A. Any employee who has a complaint regarding sexual or racial harassment may file said complaint with the Office of Equity and Diversity. The appropriate form may be obtained from this office. A copy of the form is reproduced in Appendix I of this Agreement.

- 1 B. Any employee who has a complaint regarding harassment, intimidation or bullying may  
2 file said complaint with their direct supervisor or site compliance officer. If the  
3 complaint is not satisfactorily resolved or if the complaint involves either the supervisor  
4 or compliance officer, the complaint should be made with the District Harassment  
5 Bullying and Intimidation (HIB) Officer. The appropriate form may be obtained on the  
6 District website. A copy of the form is reproduced in Appendix I of this Agreement.

## 7 **Section 12. Site-Centered Decision-Making**

- 8 A. School-based Office Professionals and Professional Technical employees have the right  
9 to participate in their school's site-centered decision-making (SCDM) team and process  
10 as established in Section 17 of the Agreement in effect between the District and the  
11 Association certificated unit.
- 12 B. During the term of this Agreement the District and representatives of TAEOP and  
13 TAPSTE shall implement a task force by March 2020 to investigate the feasibility of  
14 developing a site-centered decision-making model for non-school district sites. In the  
15 event it is deemed feasible, SCDM will determine the issues appropriate to their site.

# 17 **ARTICLE II - SALARY, HOURS AND BENEFITS**

## 18 **Section 13. Salary and Classifications**

- 19 A. The salary schedules are appended and fully incorporated herein. Detailed schedules may  
20 be found in Appendix II, OP Salary Schedule, and Appendix III, PT Salary Schedule.

21 Year 1 (2019-20):

- 22 • State pass through percentage amount for cost of living increases for educational  
23 employees (IPD) and 1% applied to the salary schedule

24 Year 2 (2020-21):

- 25 • State pass through percentage amount for cost of living increases for educational  
26 employees (IPD) and 1.5% applied to the salary schedule

27 Year 3 (2021-22):

- 28 • State pass through percentage amount for cost of living increases for educational  
29 employees (IPD) and 3% applied to the salary schedule

- 30 B. The salary schedule is effective September 1 annually.

- 31 C. Salaries for new Professional-Technical and Office Professional employees begin with  
32 the first steps of the appropriate classification. Credits may be given, however, for  
33 previous experience upon recommendation of the Assistant Superintendent, Human  
34 Resources, and with the approval of the Superintendent.

1 When a position has been posted for thirty (30) days and no qualified applicants have  
2 applied for the position, the position is deemed "hard-to-fill." The position can then be  
3 advertised as having a one-time signing bonus of three and one-half percent (3.5%) of  
4 base salary in an amount up to \$3,000, provided that the employee remain employed with  
5 the District for a period of one (1) year.

6 D. Employees who transfer to the Professional Technical or Office Professional schedule  
7 from another bargaining unit within the District will be placed on the appropriate salary  
8 schedule at a level which does not constitute an involuntary reduction in pay.

9 E. Employees whose classifications are changed at the end of a school year are given their  
10 service increment and then placed on the corresponding step of the new classification.

11 F. Effective on the twenty-first (21st) consecutive work day of temporary reassignment, the  
12 employee reassigned will be compensated at the employee's regular step at the higher  
13 classification retroactive to the first day of such assignment. No adjustment in salary will  
14 be made for temporary reassignments of less than twenty (20) consecutive work days or  
15 for temporary reassignments when an employee is on normal vacation.

16 G. An employee will be advanced one (1) service increment on the salary schedule for one  
17 hundred fifteen (115) or more days worked and/or paid days of leave performed between  
18 September 1 and the following August 31 annually. The service increment is effective  
19 the following September 1. A ten (10) month employee is entitled to a year of service for  
20 ninety-eight (98) or more regular work days and/or paid days of leave pursuant to the  
21 annual work schedule for ten (10) month employees. The service increment is effective  
22 the first working day of the annual work schedule of the new school year for ten (10)  
23 month employees.

24 H. After fifteen (15) years of service to the Tacoma School District an employee will receive  
25 a fifteen (15) year service increment. A fifteen (15) year service increment equals one (1)  
26 regular increment at the employee's present classification.

27 After nineteen (19) years of service to the Tacoma School District an employee will  
28 receive a twenty (20) year service increment. A twenty (20) year service increment  
29 equals one (1) regular increment at the employee's present classification.

30 After twenty-four (24) years of service to the Tacoma School District, an employee will  
31 receive a twenty-five (25) year two percent (2%) step increase.

32 After twenty-nine (29) years of service to the Tacoma School District, an employee will  
33 receive a twenty-five (25) year three percent (3%) step increase.

34 I. Senior Staff Opportunity: Office Professional/Professional-Technical employees who  
35 give notice of their retirement sixty (60) days prior to their retirement date in any given  
36 school year shall be eligible for two (2) additional days of work, at their per diem rate of  
37 pay, as mutually agreed to by their supervisor.

- 1 J. A former employee who returns to the employ of the District within five (5) years of date  
2 of termination may be reappointed on the same step of the salary schedule, but not  
3 necessarily at the same classification, to which said employee was entitled at the time of  
4 resignation. A former employee whose absence exceeds five (5) years will be  
5 reappointed on the same basis as prevails for original employment.
- 6 K. A part-year Professional Technical employee hired after January 1, 1985, shall receive  
7 the appropriate proration of the annual salary for the scheduled days. In addition, all part-  
8 year employees shall be paid at the appropriate daily rate for full-year employees for the  
9 classification for additional work, such as workshops, overtime, etc.
- 10 L. Overtime work for Office Professionals or Professional Technical employees is any  
11 required work beyond eight (8) hours of pay per day or forty (40) hours of pay per week,  
12 except for work schedule changes pursuant to the "Work Day" section of this Agreement,  
13 and will be paid at the time and one-half rate for the hours worked, pursuant to Section  
14 14.T.3. Overtime work required on Sundays, holidays or when recalled while on an  
15 authorized vacation will be paid at the double time rate for the hours worked.
- 16 1. Overtime which is not authorized in advance by the division head or authorize  
17 supervisor may be subject to appropriate discipline; provided, however, if an  
18 administrator in charge of the division/department or designated supervisor is not  
19 available, an employee may work overtime in an emergency situation. In such a case,  
20 said employee must notify the supervisor in charge within twenty-four (24) hours of  
21 the overtime.
- 22 2. An employee who works overtime shall be compensated with pay or compensatory  
23 time, and shall report the overtime for compensation in the pay period when the time  
24 was worked. The employee and supervisor must agree if compensatory time is to be  
25 chosen in lieu of overtime pay. No employee will be permitted to accumulate more  
26 than one hundred (100) hours of compensatory time which has been earned at the  
27 time and one-half or double time rates. Compensatory time earned will not be lost.  
28 Any overtime required by an employee with one hundred (100) hours of accumulated  
29 compensatory time will be paid at the appropriate rate in accordance with the regular  
30 payroll cycle.
- 31 3. Every year compensatory leave balances as of August 31 will be paid off in  
32 September at the rate earned during the preceding year. If a compensatory time  
33 balance is not paid by the District or used by the employee before termination of  
34 employment, it will be paid as part of the employee's final pay warrant.
- 35 M. In the event an employee in a department is absent ten (10) working days, the supervisor  
36 will endeavor to ensure an equitable distribution of said employee's workload among  
37 remaining staff. If such an absence creates an extraordinary hardship on an individual  
38 employee, the employee may request a meeting with the supervisor, Manager, Employee  
39 Support of the Director of Employee and Labor Relations, and association representation  
40 to resolve the workload concern. If a satisfactory resolution is not achieved, the  
41 employee may pursue the grievance process. If a "remaining" employee is required to  
42 work additional hours in order to complete their regular work assignments, compensation  
43 will be in accordance with the provisions of this section.

- 1 N. EDUCATIONAL PROGRAM – Office Professionals who have a two (2) year associate  
2 degree will receive additional pay at twenty-nine cents (\$.29) per hour.
- 3 O. A TAEOP employee who has completed work on an approved Associate of Arts degree  
4 must file a request with the Human Resources Office on or before September 10 to  
5 receive the stipend for the current school year. A request that is received by the Human  
6 Resources Office after September 10 will not be considered until the following school  
7 year.
- 8 P. Information regarding approved programs can be obtained from the Human Resources  
9 department.
- 10 Q. SUPPLEMENTAL CONDITIONS – Employees will be granted service increments and  
11 employees will be granted a new stipend from the Professional Standards Program or the  
12 Educational Program in accordance with this section. Service increments for twelve (12)  
13 month employees shall be effective on September 1 of each year and for ten (10) month  
14 employees the first working day of the annual work schedule each year; provided,  
15 however, increments will NOT be implemented if the state freezes wages.
- 16 R. Salary Warrants – The District will pay an employee's regular salary in twenty-four (24)  
17 equal installments (rounded off to the higher penny) on or before the fifth (5th) and the  
18 twentieth (20th) of each month. All bargaining unit employees will have their bi-monthly  
19 pay warrants deposited by automatic payroll deposit to an institution(s) of their choice.
- 20 1. Deduction of salary from absences not covered by paid leave or vacation is based on  
21 the number of working days in the fiscal year plus days allowed for vacation and  
22 holidays.
- 23 2. Daily rates of pay are based on an employee's annual salary divided by the number of  
24 regular working days in the contract year (2080 hours or 260 days for twelve (12)  
25 month employees) inclusive of paid holidays and vacation.
- 26 3. The overtime pay rate for Professional Technical employees shall be based on an  
27 employee's hourly rate of pay (annual salary divided by 2080 hours) and calculated at  
28 the overtime rate of pay. The overtime pay rate for Office Professionals shall be  
29 based on the employee's hourly rate and calculated at the overtime rate of pay.
- 30 4. An employee who works less than the authorized schedule may have a salary  
31 adjustment downward. The installments are based on the actual number of hours  
32 worked plus hours of absence covered under "Leaves of Absence with Pay." This  
33 total is multiplied by the hourly rate to determine the total salary which an employee  
34 has earned for the fiscal year. The difference between the latter sum and the total of  
35 salary installments paid to date or scheduled to be paid will determine the amount of  
36 the salary adjustment.
- 37 5. Office Professionals who work less than full time may be assigned substitute work  
38 subject to the following conditions.
- 39 a. Placement on the substitute secretary roster will be by written request and  
40 subject to approval by the Human Resources department which will assess  
41 requests based on



- 1 i. Needs of the Substitute Office;
- 2 ii. The employee's skills/qualifications;
- 3 iii. The employee's hours of availability; and
- 4 iv. Past performance evaluations, if available.
- 5 b. Pay will be at the established substitute secretary rate of pay. There will
- 6 be no additional benefits or increase to the employee's benefit eligibility
- 7 level.
- 8 c. The employee will be placed on the substitute secretary roster with no
- 9 special privileges or priority consideration for assignments.
- 10 d. The employee cannot accept assignments that will require the District to
- 11 pay overtime wages (work in excess of forty (40) hours/week).
- 12 e. There is no compensation for travel to and from a substitute assignment.
- 13 f. The employee must be able to fulfill the complete work schedule of their
- 14 regular assignment.
- 15 g. The employee will be asked to sign a statement acknowledging the
- 16 aforementioned conditions as well as receipt of the standard procedural
- 17 information for substitute secretaries.

18 **Section 14. Work Year**

- 19 A. The work year for regular full-year employees will be two hundred forty-seven (247)
- 20 work days and thirteen (13) holidays except as provided herein.

21 The Friday of Spring Break will be a non-school non-work day.

22 All full-year regular employees shall have paid vacation, accrued as time is worked,

23 allocated as follows:

24	Years of Service	Days of Vacation
25	Beginning with 0 years	14
26	Beginning with 6 years	<u>18</u>
27	Beginning with 11 years	23
28	Beginning with 15 years	24
29	Beginning with 20 years	25

30

1 B. Ten (10) month employees shall be scheduled for no less than one hundred and ninety-  
2 four (194) work days and twelve (12) paid holidays. Vacation shall be prorated consistent  
3 with the formula for full-year regular employees. In the event the District changes to an  
4 alternate summer schedule of four (4) - ten (10) hour work days per week prior to the end  
5 of the June work period for ten (10) month employees, the employees, in consultation  
6 with their supervisors, may work their regular schedules, may work the four (4) - ten (10)  
7 schedule, or may utilize available leave or compensatory time.

8 Ten (10) month Office Professional pay is based on total number of days in the year paid  
9 equally over twenty-four (24) periods pro-rata to the assigned FTE. Vacation days are  
10 added to the end of the work calendar to determine total number of days an employee is  
11 paid.

12 C. A paid holiday will not be counted as a vacation day.

13 D. All employees shall receive the following holidays which fall within their scheduled  
14 work year:

- 15 1. Labor Day
- 16 2. Veterans' Day
- 17 3. Day before Thanksgiving Day
- 18 4. Thanksgiving Day
- 19 5. Day after Thanksgiving Day
- 20 6. Christmas Eve Day
- 21 7. Christmas Day
- 22 8. New Year's Eve Day
- 23 9. New Year's Day
- 24 10. Martin Luther King, Jr., Day
- 25 11. President's Day
- 26 12. Memorial Day
- 27 13. Independence Day

28  
29 E. A prorated vacation will be allowed a ten (10) month or a twelve (12) month employee  
30 who resigns or who works less than the scheduled work year. Days worked and days of  
31 paid leave shall be counted in computing prorated vacations.

32 F. The District will prepare an annual work schedule which shows working days, holidays  
33 and other related information (Appendix IV – 10-Month Employees; Appendix V – 12-  
34 Month Employees). A prorated vacation is allowed full-year employees with less than  
35 twelve (12) months service, and full-year employees working less than forty (40) hours  
36 per week.

- 1 G. Administrators and supervisors shall communicate to their departments annually  
2 regarding appropriate times to schedule vacations, and times when the work load in the  
3 department will curtail the availability of vacation leave. Administrators and supervisors  
4 shall work with employees to assure that reasonable vacation leave may be taken  
5 annually. All vacation schedules must be approved by the administrator of the particular  
6 division or immediate supervisor. Approved vacations will only be revoked when there is  
7 an unforeseen and time-dependent shift in workload and with the approval of the  
8 appropriate cabinet member. If an employee has obtained at least sixty (60) days  
9 advanced approval of a vacation, the District has the option of permitting the employee to  
10 use the vacation leave, or allowing the employee to choose a compensation premium of  
11 twenty-five dollars (\$25) per day of cancelled vacation or reimbursement for the  
12 employee's documented nonrefundable vacation costs attributable to the employee's  
13 immediate family.
- 14 H. A twelve (12) month employee is allowed to defer up to a maximum of fifteen (15) days  
15 of vacation. Vacation days earned by August 31 must be taken by the following August  
16 31, except as provided herein.
- 17 In the event an employee's vacation balance on August 31 exceeds the negotiated limit,  
18 the employee and their supervisor will develop a plan for utilization of the excess balance  
19 by December 31. The plan will be submitted to the Human Resources department and  
20 Payroll Office on or before September 1 annually.
- 21 I. A twelve (12) month employee may take up to thirty (30) consecutive vacation days, but  
22 not more than the number earned, when approved by the administrator of the particular  
23 division or immediate supervisor.
- 24 J. An employee will be paid for up to and including thirty (30) unused earned vacation days  
25 upon retirement or resignation from the District; provided, however, that an employee  
26 will not lose earned vacation. Any vacation days in excess of thirty (30) must be taken  
27 prior to effective retirement or resignation. In case of death, the District will pay all  
28 earned vacation and compensatory time to the employee's estate in full.
- 29 K. Elementary Office Coordinators shall have the equivalent of six (6) optional days at the  
30 per diem rate of pay in order to assist with opening and closing of school. The days may  
31 be worked in one-half (1/2) or full day increments and shall be scheduled with the building  
32 principal.
- 33 L. Each elementary school shall receive an allocation sufficient to provide forty-eight (48)  
34 hours of pay to the school's office coordinator at the office coordinator's hourly rate of  
35 pay. Each school will use the allocation to staff its office with qualified office staff for  
36 enrolling students and the completion of the enrollment packages into the student  
37 information system. Remaining funds shall be apportioned for staffing to support the  
38 opening of school. The principal and office coordinator shall determine the staffing of  
39 these hours, in consultation with the office staff. The funds must be used for office  
40 staffing and prior to September 1.

1 M. School-based employees shall work their regular hours on non-student days pursuant to  
2 the District's application to the state for a waiver of up to five (5) student instructional  
3 days each year. One-half (1/2) of these waiver days, which shall not be any waiver day  
4 prior to the first day of school, will be used for District-wide staff meetings for like staff  
5 categories. All personnel who are interested in attending will be allowed to attend. For  
6 this day the District shall notify the public that the school offices will be closed for the  
7 duration of the meeting. For the remainder of the waiver days calendared the focus of  
8 their work responsibilities on these days shall be determined in collaboration with the  
9 approval of their supervisors based upon the following priorities:

- 10 1. Building or program-based activities, supporting the school improvement process,
- 11 2. Training required for the employee's specific position,
- 12 3. District-offered staff development, and
- 13 4. Work related to the employee's normal assignment.

## 14 **Section 15. Work Day**

15 A. The standard work day for Office Professionals is established as eight (8) hours exclusive  
16 of the time allowed for lunch. An employee may change their work schedule when  
17 recommended by the immediate administrator and approved by the Assistant  
18 Superintendent of Human Resources, or designee. The work schedule may be modified  
19 when school is not in session.

20 Employees may voluntarily agree to work an alternative schedule. Departments are  
21 encouraged to develop and respond to requests for alternative schedules in response to  
22 program needs and services; provided, however, this language does not supersede Section  
23 15.F through Section 15.H.9 of the collective bargaining agreement.

24 B. The regular work day of Professional Technical employees is established as eight (8)  
25 hours exclusive of the time allowed for lunch, on five (5) consecutive days between the  
26 hours of 5:00 a.m. through 5:00 p.m.

27 C. Employees are allowed a fifteen (15) minute duty-free break for each four (4) hours of  
28 work in the morning and in the afternoon.

29 D. An employee may take a one-half (1/2) hour lunch or a one (1) hour lunch if approved by  
30 the appropriate administrator, provided that the required number of hours of work are  
31 fulfilled.

32 E. Any temporary change in the work schedule will be approved, for a short-term, only if the  
33 change is feasible for the District. A change in the work schedule will be allowed if the  
34 administrator in charge of the department/division, or designee, determines that the  
35 change in the work schedule meets the needs of the District. Work schedules may be  
36 arranged during any given work week for absence due to inclement weather, natural  
37 disasters, emergencies, or for routine medical, dental and legal appointments. Prior  
38 approval must be received by the appropriate division head, or designee. The  
39 rescheduled hours will be made up at the employee's regular rate of pay.

1 F. Early Dismissal Days – On early dismissal day(s), TAEOP and TAPSPTE employees will  
2 be released thirty (30) minutes after students are released. Employees not assigned to a  
3 school building will work the middle school schedule or four and one-half (4 ½)  
4 consecutive hours, including a fifteen (15) minute break, past their scheduled arrival time.  
5 TAEOP and TAPSPTE employees may be released on an alternate day or work alternate  
6 hours on the regularly scheduled early release day when mutually agreed to by the  
7 employee and their immediate supervisor. In addition, ten (10) month employees shall be  
8 entitled to an early release on the last day of work in June. For twelve (12) month  
9 employees, an early release shall be scheduled the day prior to the New Year's Eve  
10 holiday.

11 G. Shift Pay \

- 12 1. An employee who is regularly scheduled to a shift of which some or all hours fall  
13 between the hours of 5:00 p.m. and 5:00 a.m. shall receive a premium of two dollars  
14 (\$2.00) per hour. Second (2<sup>nd</sup>) shift is defined as three (3) or more hours of an  
15 employee's schedule worked daily or weekly between 5:00 p.m. and 5:00 a.m. Shift  
16 deferential shall be paid for the entire shift which qualifies. When an employee is  
17 regularly assigned to an afternoon or evening shift that qualifies for shift deferential,  
18 they shall continue to receive the shift deferential during temporary assignment, not to  
19 exceed five (5) working days, to a shift that does not qualify.
- 20 2. If the district chooses to implement an alternative summer work schedule, normal  
21 shift pay will apply.
- 22 3. The hours worked between 3 p.m. and 5 a.m. will be considered to be worked on the  
23 day the shift begins.
- 24 4. An employee regularly assigned to a shift with the majority of hours falling between  
25 5:00 p.m. and 5:00 a.m. who works overtime will receive overtime pay based upon  
26 the premium rate.
- 27 5. An employee will be paid the shift rate of pay only for hours worked. Leaves with  
28 pay, holidays and vacation are based upon employee's regular rate of pay.
- 29 6. An employee will not be required to change shifts without a minimum of one (1)  
30 eight (8) hour break.
- 31 7. An employee designated as lead employee on a shift who works overtime shall  
32 receive overtime pay based on the appropriate lead rate of pay.
- 33 8. Any employee designated as lead employee on a shift shall receive lead pay based on  
34 the same step as they are currently assigned.
- 35 9. When an employee is requested to assume a lead position in the absence of another  
36 employee already designated as lead, the employee requested to assume the lead  
37 position shall be paid at the appropriate lead rate of pay and if applicable the  
38 appropriate shift differential pay.

1        10. In the event that there is more than one employee in a program or department with the  
2        same job classification and description, any assignment to a second (2<sup>nd</sup>), third (3<sup>rd</sup>),  
3        split or irregular shift shall be made by seniority, with the most senior employee(s)  
4        selecting shift assignments first.

5        H. The District, at its option, may implement an alternative summer work schedule at some  
6        or all of its work sites under the following conditions:

7        1. The affected employees shall be notified in writing no later than October 1 annually.

8        2. A summer work schedule shall commence the last week in June until two (2) weeks  
9        prior to the beginning of school in the fall.

10       3. The summer schedule shall consist of four (4) - ten (10) hour days, which will equal a  
11       one and one-quarter (1 ¼) eight (8) hour work day for the purpose of benefits such as  
12       leaves, vacation, etc. Employees will receive breaks as provided for by the Fair  
13       Labor Standards Act.

14       4. Overtime pay for employees shall be paid the negotiated rate for time worked over ten  
15       (10) hours per day or forty (40) hours per week.

16       5. The week of July 4 will be a work week with eight (8) hours of work per day, with  
17       July 4 a holiday.

18       6. All work sites conducting business during the summer schedule shall be open  
19       Monday through Thursday. Hours may be worked between 5 a.m. and 6 p.m.;  
20       provided, however, second (2<sup>nd</sup>) and third (3<sup>rd</sup>) shift employees' regular schedules  
21       may be extended two (2) hours to accommodate four (4) - ten (10) hour work days.

22       7. Employees choosing to modify their ten (10) hour work schedule to individual,  
23       personal or family circumstances may use accrued compensatory time, appropriate  
24       leave as provided in the bargaining Agreement or make up time prior to the  
25       completion of the third (3<sup>rd</sup>) week in September.

26       8. Any deviation from the ten (10) hour, four (4) day week must be submitted by the  
27       employee to the Assistant Superintendent of Human Resources or designee, on or  
28       before the start of the summer work schedule.

29       9. In the event that the employee chooses to use compensatory time to make up hours,  
30       such hours shall accrue at the time and one-half (1.5) rate consistent with the Fair  
31       Labor Standards Act. Opportunities will be provided for compensatory time to be  
32       accumulated and used solely for makeup at the time and one-half (1.5) rate for hours  
33       worked in excess of forty (40) hours per week.

34       10. The District shall take appropriate measures to ensure adequate air circulation in all  
35       work stations and sites which may be subjected to extreme heat during the summer  
36       months.

11. When an employee attends a hearing or court proceeding by District request or by subpoena for reason(s) directly related to their work on behalf of a District pupil, said employee will be compensated at the hourly rate for the required hours when such hearings occur on noncontract days or time. The employee must notify the Human Resources department prior to the hearing or court proceeding to be eligible for payment.

I. Off Duty Work – Work performed offsite and outside of the regular work day shall be paid in accordance with the District overtime policy and the collective bargaining agreement. Such time worked shall be credited in a minimum of one quarter (1/4) hour increments per call.

J. Standby Pay – Any employee who is assigned to standby status will receive standby pay at the rate of thirty dollars (\$30.00) per day for each day on standby status. If called in from standby status, the employee shall not receive standby pay but will receive callback pay.

K. Callback Pay – Professional Technical and Office Professional employees, when called back to work by their supervisor, shall be entitled to a minimum of two (2) hours pay at the appropriate overtime rate.

L. Weekend Pay Premium – Any employee who works their regular schedule over a weekend shall receive thirty dollars (\$30) per day for each day worked on the weekend in addition to the employee's regular rate of pay.

## **Section 16. Peer Review**

A. If an Office Professional or a Professional Technical employee feels that their workload is inequitable based on demands of the work, timelines, or other considerations, the employee is encouraged to seek a remedy with their supervisor with or without representation.

If a remedy is not found, the employee may request a Peer Review or bring the issue to the OP/PT Labor-Management Committee meeting, or to the Assistant Superintendent, Human Resources in order to decide whether the Peer Review process is applicable. Workload issues and Peer Review requests will be a regular agenda item in the OP/PT Labor-Management meetings.

B. Once the Peer Review process is triggered, the employee files a request for a Peer Review of Individual Workload Equity with Human Resources, with copies to the Association and the employee's supervisor. It is expected that this process will be completed within thirty (30) calendar days, unless an extension is mutually agreed upon. Peer Review requests will be made on the Peer Review of Individual Workload Equity Request Form, Appendix VI of this agreement.

C. On receipt of the request for Peer Review of Individual Workload Equity Form, Human Resources shall schedule a meeting with a Peer Review of Individual Workload Equity Committee within seven (7) calendar days (timelines may be extended by mutual agreement).

- D. The Peer Review of Individual Workload Equity Committee shall consist of the affected employee, their Principal or Supervisor, Association Appointees (peers), an Association Representative, District Appointees, a Human Resources department representative, and other personnel necessary to solve the problem(s).
- E. Following the meeting, Human Resources shall distribute to all committee members, with a copy to the Association, a summary of the recommended resolution from the Peer Review meeting. Human Resources shall provide the District's response and shall respond in writing with the final outcome, including the implementation timeline, to each member of the Peer Review of Individual Workload Equity Committee within five (5) business days.
- F. A pool of \$10,000 per year is available to fund the Committee's recommendation (when needed) and the District has concluded it can implement the resolution for inequitable workload situations analyzed in the peer review process.
- G. The Committee shall utilize the process and timelines indicated and reflected on the Request for Peer Review of Individual Workload Equity.

## Section 17. Professional Growth

- A. **Required and Optional Professional Growth Hours:** Office Professionals and Professional Technical employees will be allowed professional development at the negotiated rate of overtime pay.

- 2019-2020 Sixteen (16) hours
- 2020-2021 Twenty (20) hours
- 2021-2022 Twenty (24) hours

Up to four (4) of these hours may be directed by the District for required training. The District shall notify the Association by September 30 of its intent regarding assignment of the four (4) hours. Employees who have completed the annual required training may use the remaining balance during that school year. Unused required hours will be carried over to the following year.

1. Employees will be allowed to use the additional hours of work for in-service professional development activities outside regular work hours or on non-work days approved by the District.
2. Pursuant to the terms and conditions of this section, employees may, at their option, apply up to an equivalent overtime dollar amount toward reimbursement for job-related professional growth activities consistent with a professional development plan reviewed and approved by their supervisor, in lieu of extra pay for extra work.

Eligible reimbursement may include, but is not limited to:

- a. Payment for registration;
- b. Tuition;
- c. Mileage;



- d. Lodging;
- e. Substitutes;
- f. Workshop fees;
- g. Educational materials;
- h. Books;
- i. Extra pay for professional development attendance outside regular work hours or on non-work days, except Sundays and holidays; and
- j. Membership in professional organizations.

3. Employees who wish to receive reimbursement for participation expenses shall develop a professional growth plan form (Appendix VII), reviewed and approved by their immediate supervisor, which describes the professional development activity, its role in their overall professional development plan, and reimbursable expenses. Each employee's supervisor must authorize the specific expenditure as consistent with the employee's professional growth plan, and District guidelines. Final payment shall be authorized by the Professional Development office, if there are sufficient professional development funds for the employee. In the event a request for reimbursement is denied, the employee may appeal the decision to the Labor-Management Committee.

Employees shall be responsible for payment of applicable taxes and payroll deductions resulting from reimbursement of expenses.

4. Travel costs for professional development activities may only be reimbursed if the travel is approved pursuant to District travel policies.
5. An employee may accumulate up to \$4,500 in professional development funds.
6. **Professional Development Technology Stipend** – \$1250 from the above identified professional development allocation for Office Professional and Professional Technical employees may be redirected for the purpose of a Professional Development Technology Stipend (Appendix VII). The Stipend Request must be submitted to their supervisor for approval between September 1 and October 31 of each year. The Stipend Request must be received by the Professional Development office no later than November 1 of each year. Equipment that is a necessary or logical component of an employee's regular work is the responsibility of the District to purchase, and shall not be purchased with professional development funds.

- B. The parties agree that professional development should be aligned with District goals, the District's Strategic Plan, and the District's School Improvement Plans (see form in Appendix VIII for approval for non-district training). Professional Development shall be relevant and meaningful, resulting in acquisition, enhancement, and refinement of skills and knowledge which further learning. At least quarterly, or at the written request of the District or the Association, Professional Growth meetings shall be held to discuss issues surrounding staff/professional development.

Data, including an annual survey of staff, will be used, to critique and appraise the professional development system and make recommendations on the following, but not limited to:

- Mentoring;
  - Alignment of professional development system with certification requirements;
  - Use of Professional Growth funds that are in accordance with the guidelines established by TAEOP and TAPSTE; and
  - Coordination of professional development opportunities.
- C. **Professional Growth Pool Funds** – In each year of the Agreement, a guaranteed pool of in-service professional development hours of up to \$10,000 will be available to interested Office Professional and Professional Technical employees who have depleted their annual allocation of professional development hours. On a first-come, first-served basis, Office Professional and Professional Technical employees may access up to six (6) hours of additional professional development hours at the negotiated rate of overtime pay. Funds are only available until the pool is depleted. The District and the Association will jointly develop procedures for accessing the pool dollars.
1. The hours are optional for each employee.
  2. Employees will be allowed to use the additional hours of work for in-service professional development activities outside regular work hours or on non-work days approved by the District.
  3. Employees shall be responsible for payment of applicable taxes and payroll deductions resulting from reimbursement of expenses.
- D. Employees may be released from their regular assignments to participate in District-offered or approved professional development activities that support their professional development plans. The professional development plan must have been reviewed and approved by the supervisor, and the supervisor may withdraw permission to attend the professional development activity if there is an unanticipated shift in workload. School-based employees are also subject to the terms of Section 14.M regarding attendance at professional development activities on non-student work days.
- E. For Office Professional and Professional Technical employees, the District will also schedule an in-service day in August on a regular non-student workday on a date scheduled by the OP/PT Labor Management. Employees are strongly encouraged to attend.
- F. **Professional Excellence Program** – The Professional Excellence Program (PEP) is designed as a collaborative effort between the District and OP/PT employees to exemplify Tacoma School District’s strong commitment to provide quality training opportunities for OP/PT staff. PEP classes make available comprehensive and diverse training opportunities that are designed to build skills and knowledge, enhance work performance, and provide opportunities for professional and promotional goals.
- PEP classes are offered under a variety of training components. Components include, but are not limited to topics such as: Office Skills, Communications, Human Relations, Technology Applications, District Programs and Procedures, and Independent Study.

1 The OP/PT Labor Management will develop guidelines and recommend a list of course  
2 offerings. A complete list of components and program guidelines will be available on the  
3 professional development page of the District website.

4 Office Professionals and Professional Technical employees who have earned credits for  
5 participation in the Professional Excellence Program shall receive a stipend of \$400 for  
6 completion of thirty (30) hours of required (if applicable) and elective course work. A  
7 maximum of four (4) PEP program award stipends may be earned in one (1) year. The  
8 District will allocate \$4,000 which can be used for additional stipends. Those employees  
9 who have earned four (4) PEP program stipends and would like to earn one (1) additional  
10 stipend may submit an application to the OP/PT chapter representatives. The stipends  
11 will be awarded on a first-come, first-served basis from the pool. Stipends shall be paid  
12 the month following certification of course completion by the Professional Development  
13 Office, whenever possible.

14 In the event a request is denied, the employee may appeal the decision to the Labor-  
15 Management Committee.

- 16 1. Classes may be taken by utilizing negotiated in-service hours at the negotiated over-  
17 time (time and a half) rate of pay or through the provision of paid release time.
- 18 2. Employees who have completed the PEP Program elements or who wish to pursue  
19 alternate course work or in-service to enhance professional growth may submit a plan  
20 for the completion of thirty (30) hours of elective course work or in-service  
21 participation to the OP/PT chapter representatives for consideration. The plan shall  
22 include a description of the course work or in-service to be taken and how such  
23 participation shall be evaluated.

24 If approved, the employee shall be eligible to receive a \$400 stipend upon successful  
25 completion of the thirty (30) hours. In the event a stipend for alternate course work is  
26 denied by the OP/PT chapter representatives, the employee may appeal the decision  
27 to the Labor-Management Committee.

#### 28 G. Alternative Course Work PEP Stipends

29 Alternative course work will be defined as follows:

- 30 • Ten (10) hours per credit hour
- 31 • Ten (10) hours per continuing education units
- 32 • Fifteen (15) hours per semester credit

33 A PEP stipend of \$400 shall be earned after completion of thirty (30) hours of required (if  
34 applicable), alternative coursework and/or elective course work. A maximum of four (4)  
35 PEP program award stipends may be earned in one (1) year, not to exceed \$1600. If  
36 completing an alternative coursework program, a minimum of thirty (30) hours would  
37 need to be completed for PEP stipend eligibility. Alternative coursework in excess of  
38 thirty (30) hours will result in a pro-rated stipend.

1 H. **Additional PEP Allocation** – The District will allocate \$4000 which can be used for  
2 additional stipends. Those employees who have earned four (4) PEP program stipends  
3 and would like to earn one (1) additional stipend may submit an application to the OP/PT  
4 chapter representatives. Additional stipends are a handed out on a first come/first serve  
5 basis.

6 If approved, the employee shall be eligible to receive a \$400 stipend upon successful  
7 completion of the thirty (30) hours. In the event a stipend for alternate course work is  
8 denied by the OP/PT chapter representatives, the employee may appeal the decision to  
9 the Labor-Management Committee.

## 11 **Section 18. Mentoring**

12 The District and TAEOP/TAPSPTE shall establish a peer-mentoring program for those  
13 employees new to their job title. The purpose of this program shall be to assist in the  
14 development and orientation of employees.

15 Mentors shall be recruited and selected from among experienced colleagues for the specific job  
16 titles. Mentors and mentees will be matched by the District and TAEOP/TAPSPTE in  
17 consultation with the supervisor and affected employee.

18 The role of the mentor is to be available to demonstrate effective procedures, processes,  
19 techniques/strategies, and systems. The mentor is the designated person to answer questions and  
20 provide referral resources for the employee.

21 Employees new to an assignment will be provided with an experienced colleague who can guide  
22 them through the process of learning the operation of school District policies and procedures,  
23 office and school policies and procedures, and effective techniques for the specific position.

24 TAEOP/TAPSPTE representatives will meet with the District representatives to discuss and  
25 determine the appropriate peer mentor and release time authorized to mentor employees. The  
26 mentor is expected to keep the mentorship confidential and not discuss any mentorship details  
27 with other District employees.

28 TAEOP/TAPSPTE representatives will meet with the District representatives to discuss and  
29 determine any appropriate mentoring and release time necessary to assist employees who have  
30 been reassigned or are struggling in their current assignment.

31 The District and TAEOP/TAPSPTE will work with supervisors to provide opportunities for the  
32 mentoring activities to take place during the mentor's and employee's normal workday.

## 33 **Section 19. Closure of Work Sites Due to Inclement Weather**

34 A. In the event the District deems it necessary to close school locations or adjust the  
35 schedule of school locations due to inclement weather, all employees shall follow the  
36 same closure or adjusted work schedule. The work calendar will be revised in order to  
37 provide a minimum of three (3) days of work after the student school year.

- 1 B. When the District deems it necessary to close the school locations or the employee is  
2 unable to report to work, twelve (12) month employees may use appropriate makeup  
3 time. Employees working ten (10) month work schedules shall have a revised work  
4 calendar to allow for the completion of the agreed upon number of work days and allow  
5 for a minimum of three (3) days of work after the student school year.
- 6 C. In the event the District adjusts the daily work schedule of the District, lost time will not  
7 be required to be made up, unless additional time is lost beyond the adjusted schedule, at  
8 which time the employee may use appropriate makeup time.
- 9 D. Appropriate makeup time shall consist of accrued compensatory time, earned vacation,  
10 personal leave, rescheduled work hours (at the regular pay) or absence without pay.  
11 Twelve (12) month employees without accrued leave may opt to go into arrears on  
12 vacation leave up to the number of days work sites are closed due to inclement weather.
- 13 E. The immediate supervisor's decision to deny an employee's request will not be arbitrary  
14 or capricious. The employee may appeal the immediate supervisor's decision to the  
15 appropriate divisional administrator.
- 16 F. An employee on approved leave, on a day the District adjusts the daily work schedule  
17 pursuant to this section, will only have leave deducted equal to the number of hours the  
18 District was actually in session.

## 19 **Section 20. Insurance Benefits**

- 20 A. **Sound Partnership Trust** – All insurance programs shall be offered to the employees  
21 through the Sound Partnership (hereinafter "TRUST"), unless otherwise expressly  
22 provided for the term of this Agreement.
- 23 B. **Benefits** – In keeping with the powers and responsibilities as described in the TRUST  
24 document, the trustees shall determine the benefits to be provided and the contributions  
25 required of eligible full-time and eligible part-time plan participants. The TRUST shall  
26 offer group: long-term disability, term life, vision, dental and health insurances.
- 27 C. **District Contribution** – The District shall provide an insurance benefit contribution to  
28 the TRUST of the State allocation amount per month designated for current employees,  
29 per eligible FTE. In addition, the District shall provide an additional amount per eligible  
30 FTE equal to the state retiree subsidy.
- 31 D. **Eligibility** – An employee is eligible for insurance benefits if the employee's regular  
32 working assignment is for at least half (1/2) time. An employee whose working  
33 assignment is for at least half (1/2) time or more but not full time shall be eligible for a  
34 prorated payment for insurance benefits.
- 35 E. In the event of a qualified change in family or employment status, an employee will be  
36 allowed thirty (30) days in which to enroll in the health insurance plan.

1 F. **Benefit Effective Dates** – The Insurance benefit contributions and provisions contained  
2 in this section shall remain in full force and effect for the term of this agreement and may  
3 be reopened for negotiations only in the following events unless otherwise provided for in  
4 this agreement:

- 5 1. Legislation is passed which requires fringe benefit coverage from another source.
- 6 2. Any provision of this section does not comply with the law.
- 7 3. Legislation removes or eases compensation limitations. Or,
- 8 4. The TRUST is dissolved or considers dissolving.

## 9 **Section 21. Travel Allowance**

10 A. Employees approved by the Superintendent or designee to use their private automobile  
11 vehicle to travel on school business or school-related functions, as approved by the  
12 immediate administrator, shall be compensated at the IRS established rate.

13 B. Travel from home to work and from work or last place of call to home is not  
14 reimbursable except when approved by the Superintendent or designee.

15 C. In most circumstances personal vehicle use for District business is currently covered  
16 through the Washington State Risk Management Pool policy. In recognition that an  
17 insurance carrier may take issue with business use, association members, who average  
18 400 miles or more per month, may request reimbursement for the additional cost  
19 associated with their policy for a *business use rider/endorsement* or *commercial auto*  
20 *insurance*. The District will reimburse based on paid receipts and not estimates up to \$50  
21 per month.

22 The District and the Association will reassess the rate of reimbursement after one year.

## 23 **Section 22: Staff Protection**

24 The District shall assure that an administrator or identified designee shall be available to respond  
25 to emergency situations at each school and program site during the student school day.

26 A. **Enforcement** – Student discipline will be enforced fairly and consistently based on the  
27 infraction, regardless of race, color, religion, sex, gender identity, sexual orientation,  
28 national origin, or ancestry, the presence of any sensory, mental or physical disability, or  
29 age. Corporal punishment, which is defined as any act which willfully causes the  
30 infliction of physical pain on a student, is prohibited.

31 B. **Cause for Discipline** – Sufficient cause for discipline will be:

- 32 1. Verbal or physical threats, intimidation or assault or interference with an employee by  
33 use of force or violence; or
- 34 2. Failure by a student to comply with written rules and regulations established by the  
35 District; or

3. Failure by a student to comply with the instructions of an employee made within the scope of their authority; or
4. Failure by a student to submit to the reasonable disciplinary actions of employees; or
5. Conduct which materially and substantially interferes with the educational process; or
6. Failure to identify oneself upon request by an employee in the school building, on school grounds, or at school sponsored events.

C. Each school shall be provided with the name of a designated backup certificated school nurse. In the event of a medical emergency, 911 will be called. In addition, the District shall make available to all staff written procedures for seeking such assistance when necessary. Staff acting in emergency situations will be afforded legal protection by the District except in cases of negligence or unlawful activity as determined by the Board of Directors. Staff dispensing medication pursuant to RCW 28A.210.260 are immune from liability for related injuries pursuant to RCW 28A.210.270. 32

1. No employee(s) other than certificated school nurses and special education personnel currently assigned to serve medically impaired students shall be required to provide cleansing intermittent catheterization (CIC).
2. Any training required in CIC for such personnel shall be provided at no cost to the employee. For all open positions that require CIC, such requirement shall be specified in the job posting.

D. **Threat to Safety/Assault of Employee** – Employees who are threatened with bodily harm by any individual or any groups, while carrying out their occupational obligations shall immediately notify their supervisor. The supervisor shall notify the designated Level Director of the threat and take immediate steps in cooperation with the employee to provide every reasonable precaution for their safety. Precautionary steps shall be reported to the designated Level Director at the earliest possible time.

If a student assaults an employee, intimidates by threat of force or violence, or interferes with an employee by use of force or violence, in addition to appropriate disciplinary action, the District will report the incident to the proper law enforcement agency. An employee may use such force as is necessary for self-protection from attack or to prevent injury to another person.

E. **Staff Information** – The District shall provide information to all employees annually concerning all applicable federal, state and local laws and District rules, regulations and procedures pertaining to student rights, employee rights, due process and the processing of student discipline.

F. **State Law** provides that whenever a minor enrolled in school is convicted in adult criminal court, adjudicated, or entered into a diversion agreement with the juvenile court on any of the following offenses, the court must notify the principal of the child's school of the disposition of the case:

1. A violent offense (includes weapons)
2. A sex offense

3. Inhaling toxic fumes
4. A controlled substance violation
5. A liquor violation
6. Assault and other crimes involving physical harm
7. Kidnapping, unlawful imprisonment, custodial interference
8. Harassment
9. Arson, reckless burning, malicious mischief

The principal shall provide the information received to every teacher of the student and any other personnel who, in the judgment of the principal, supervise the student or for security purposes should be aware of the student's record.

Any information received by a school principal or school personnel is confidential and may not be further disseminated except as provided in RCW 28A.225.330 and RCW 13.04.155, other applicable statutes or case law, and the Family Educational Rights and Privacy Act.

**G. L& I Disability** – Upon determination by the Washington Department of Labor and Industries that an employee has been physically disabled by a job-related injury or illness because of an assault on the employee's person arising out of and/or in the course of the employee's employment, the District will grant the injured employee leave of absence with normal contract pay for the duration of the injury or illness, not to exceed twelve (12) months, with no reduction in accumulated sick leave.

1. The injured or ill employee shall undergo such medical examinations by qualified examiners as requested by the District. When found fit for duty, the employee shall return to duty pursuant to the rules and procedures of and standards set by the Washington State Department of Labor and Industries, except that placement in a position shall be pursuant to the terms of the Agreement: provided, however, the District is authorized to establish a modified duty assignment to accommodate the employee until said employee is released to assume regular duties.
2. The employee shall, as a condition of receiving benefits under Section 22, (L & I) Disability, execute an assignment of the proceeds of any judgment or settlement in any third (3rd) party action arising from such injury or illness in amount of compensation received pursuant to Section 22. Staff Protection, L & I Disability, but not to exceed the amount of such proceeds. Such assignment shall be in the form prescribed by the Prosecuting Attorney's Office of Pierce County.

**H. Vehicle Damage/Loss Provisions** – When an employee's vehicle is damaged in a school setting or in the course of employment, the District will reimburse the employee, up to a maximum of \$1,000 per incident, for damage caused to their personal vehicle. Damage caused by the employee's negligence will not be covered. Damage to an employee's vehicle by the District, or as the result of a District action, will be fully covered.

Procedures for submitting a claim:

1. Notify your supervisor and site security immediately.



2. Notify police, and get a report or an incident/case number within forty-eight (48) hours of the event.
3. Complete an Employee Personal Property Loss/Damage claim form.
4. Attach the police report or provide the incident/case number, along with a description of the damage, and a repair cost estimate of the damage.
5. Employees must submit the confirmation email from the respective law enforcement agency or provide the police report number on the claim form within sixty (60) days of the date of the incident.

Damage in excess of \$1,000 may be submitted to the employee's insurance for reimbursement.

- I. **Personal Property Damage/Loss Provisions** – The District will reimburse an employee for damage or loss of personal property, vehicles excluded, or personal instructional/educational equipment used by the employee in the course of their employment pursuant to the following conditions. When this loss occurs through no fault of their own, the District will reimburse the employee up to a maximum of \$1,000 per incident. Reimbursement shall be based upon a reasonable estimate of current value. The District may, at the District's discretion, require an employee to show reasonable evidence of theft or damage. An employee must take reasonable care to protect their personal or instructional/educational equipment.

Procedures for submitting a claim:

1. Notify your supervisor and site security immediately.
2. Notify police and get a report or an incident/case number within forty-eight (48) hours of the event.
3. Complete an Employee Personal Property Loss/Damage claim form (Appendix IX).
4. Attach the police report or provide the incident/case number, along with a description of the damage or loss, and a repair or replacement cost estimate of the damage(s) to or loss of the property.
5. Submit information to the District's Risk Management department within thirty (30) calendar days of the incident.

Damage in excess of \$1,000 may be submitted to the employee's insurance for reimbursement.

Damage that occurs to District equipment/property, due to employee negligence, will be processed on the District Equipment Theft/Damaged/Loss Report, unless covered under the provisions of the Required Transportation of Equipment. The employee may be billed for the repairs or replacement of the damaged equipment/property.

- J. **Required Transportation of Equipment** – This section applies only to technology support personnel who are required to transport District equipment in their personal vehicle(s).

1 Technology support personnel required to transport District equipment in their personal  
2 vehicle(s) shall be covered for vehicle damage or District equipment loss under the  
3 following conditions and in the course of their work and typical work hours:

- 4 1. Will make every effort to transport equipment directly to the school site without  
5 storing equipment in their vehicle(s).
- 6 2. Will take reasonable care and precautions in transporting equipment by carrying  
7 equipment out of sight or view in a locked vehicle.

8 Damage and/or loss caused by the employee's negligence will not be covered.

9 Procedures for submitting a claim:

- 10 1. Notify your supervisor immediately.
- 11 2. Notify police and obtain an incident/case number.
- 12 3. Complete a District Equipment Theft/Damaged/Loss Report (Appendix X). Submit a  
13 description of the damage or loss to the District's Risk Management department  
14 within forty-eight (48) hours of the event.

15 Employees will be notified of resolution of the claim.

16 K. Personal Information: The District shall not provide any personal information concerning  
17 employees, such as names, addresses, phone numbers, etc. to any person not required by  
18 law (including subpoenas and The Washington Public Records Act) or to any commercial  
19 or charitable organization without specific Employee approval or Association agreement.

20 L. In the event of a lockdown or shelter in place at a worksite, itinerant staff will be notified.

21 M. Security Cameras – Security cameras are intended as security devices for Tacoma Public  
22 Schools to deter potential malicious activities in and around school property. Any  
23 employee issue resulting from the use of surveillance cameras shall be handled in  
24 accordance with Section 29 (Cause). Notification of the District use of security cameras  
25 will be posted conspicuously at each District work site, effective on ratification.

## 26 **Section 23. Tax-Sheltered Annuity Programs**

27 Employees may participate in the authorized 403 (b) tax-sheltered annuity programs, authorized  
28 deferred compensation programs approved by the Board and authorized 529 college savings  
29 plans. A plan may be changed or stopped at any time by completing the District's Salary  
30 Reduction Agreement and forwarding the form to the Payroll Office. The District will service  
31 these programs through automatic payroll authorization. A plan may be stopped at any time  
32 upon written notification to the Finance Office and the insurance carrier.

# ARTICLE III - GENERAL CONDITIONS

## Section 24. Systems and Process Advisory Review Committee

The District and Association agree to review job duties and processes which are being distributed, reassigned or changed due to system changes which impact the workload of unit positions. This review shall occur through an advisory committee. Either party may request a review at any time. The Systems and Process Advisory Review Committee shall schedule a meeting within five (5) work days upon receipt of this request.

The Committee shall utilize the process and timelines indicated and reflected on the Systems and Process Issue Review form (Appendix XI).

The Systems and Process Advisory Review Committee shall issue recommendations within five (5) work days to the Superintendent for final decision and direction for implementation.

Timelines may be extended by mutual agreement.

The Superintendent or designee shall issue a final decision within ten (10) work days upon receipt of the recommendations.

The Committee shall consist of:

- Deputy Superintendent or designee
- Assistant Superintendent of Human Resources or designee
- Up to three (3) members appointed by Superintendent or designee
- Association UniServ Representative
- Up to four (4) members appointed by the Association president

## Section 25. School Building Office Overtime Relief Pool

A. The District agrees to provide an allocation equivalent two (2) full-time qualified office employees in each elementary school.

B. The District agrees to staff elementary school health rooms for at least two (2) hours per day. — see MOU about changes to this after study.

C. The District will fund an office overtime relief pool with \$125,000 in each contract year. This money shall be used to fund approved overtime (per Section 13.L.1) in school buildings. This pool shall be used in preparation for the upcoming year and is not to be accessed on Sundays or holidays. All overtime relief pool requests shall be submitted in a timely manner and requests shall not exceed the allowable pool funds. Any unused overtime relief pool funds shall be carried over to the next contract year.

Should there be any funds left in this pool at the expiration of the collective bargaining agreement, the balance will be distributed on a pro-rata basis to each Office Professional who is a current employee of the District as a one-time stipend. This stipend will be paid on the second pay period in October.

## Section 26. Reorganizations

When a department's reorganization is deemed necessary, the supervisor shall meet with all employees within the department to invite input and discuss the planned reorganization and any anticipated impact on positions, work assignments, and/or reclassifications. Notice will also be given to the Association and an Association representative may attend the meeting.

After the final structure of the reorganization has been determined the supervisor shall present the structure to the affected staff at least thirty (30) days prior to the implementations. An Association representative may attend the meeting. If thirty (30) days is not possible the District shall meet and confer with the Association to explain rationale.

## Section 27. Job Description

A. A current file of all classified employee job descriptions for this bargaining unit shall be available to employees for their review on the Human Resources internal website (Appendix XII). Every effort will be made to update job descriptions every seven (7) years. In addition, the District will supply to the Association a set of job descriptions for bargaining unit positions.

B. A job description will be posted with advertised positions for vacancies in the bargaining unit.

C. No bargaining unit member shall be required or asked to perform recess, lunchroom, crossing guard or bus supervision duties.

D. If it is necessary to perform student supervision duties outside the workday, overtime will be approved provided the administrator is notified of the occurrence by e-mail.

## Section 28. Evaluation

### A. Probationary Period

#### 1. New employee to the District

a. An employee will serve a probationary period of six (6) months. The Board retains the right to terminate a new employee on written notice during this period.

b. During the probationary period, monthly conferences will be conducted with the employee to review work performance. Any deficiencies in work performance will be provided to the employee in writing. The employee will have an opportunity to rectify the documented deficiencies.

c. A formal evaluation will be given to the employee no later than ninety (90) days into the probationary period and at least two (2) weeks prior to the end of the probationary period. Summer break for ten (10) month employees shall not be considered a part of the three (3) month probationary period.

- d. An employee who continues to have documented deficiencies at the end of the six (6) months probationary period may, at the discretion of the District, be placed on an extended probationary period not to exceed an additional three (3) months. Conferences and evaluations shall continue on the same basis as the original probation.
- e. A recommendation for an extended probationary period will be made in writing by the administrator in charge of the division/department to the Assistant Superintendent, Human Resources, with a copy to the employee.
- f. If an employee fails to satisfactorily correct deficiencies and is being recommended for termination, said employee will be notified in writing prior to the recommendation being sent to the Board.
- g. The recommendation will identify the reasons for termination. A probationary employee whose employment is not to be continued by the District will be notified in writing at least ten (10) working days prior to the date of termination.  
  
A probationary employee will not be terminated for arbitrary or capricious reasons.

#### 1. Permanent Employees

- a. An employee who has completed the probationary period as a new employee may be placed on probation up to three (3) months according to the new employee probation procedures when job performance is documented to be unsatisfactory.
- b. A permanent bargaining unit employee transferring to a new or vacant position within the bargaining unit shall not serve a probationary period as a new employee.

Clarification of positions in bargaining units - when a clarification of bargaining unit is conducted for a position between the Professional Technical Association or the Tacoma Association of Educational Office Professionals and another bargaining unit within the District, the employee filling the bargaining unit position shall not be required to serve an additional probationary period.

#### B. Annual Evaluations

1. Professional Growth Plans shall not be used as part of the evaluation process.
2. Each supervisor shall meet with each employee no later than November 15 annually in order to acquaint staff with the process to be followed regarding the annual evaluation, to answer questions pertaining to the format for evaluations and to review general and specific expectations for job performance.
3. Employees who have received three (3) consecutive years of satisfactory evaluations shall no longer receive annual evaluations until:
  - a. Four (4) years without an annual evaluation have passed; or

- b. A substantially lowered evaluation is contemplated by the supervisor or administrator; or
- c. The employee has transferred to a new position; or
- d. The employee is assigned to a new supervisor.

If the evaluation is satisfactory the annual evaluations shall no longer be required, except as provided here. Employees who otherwise are not required to be evaluated may request to be evaluated if submitted in writing to their supervisor on or before November 15 annually.

- 4. In the event that a supervisor anticipates an unsatisfactory or a lowered evaluation when compared to the previous year, the employee will be given an opportunity to discuss performance and discuss suggestions for improvement a minimum of ninety (90) calendar days prior to the formal completion of the evaluation process.
- 5. When an evaluation is required, the evaluator will complete the evaluation. After discussing the evaluation with the employee, the evaluation shall be signed by the evaluator and by the employee being evaluated prior to June 1 for ten (10) month employees and August 31 for twelve (12) month employees. Signature by the employee implies only that the employee has had an opportunity to see the evaluation.
- 6. An employee has the right to include a written statement or document(s) as addenda to the evaluation. The employee must notify the evaluator within five (5) working days if they plan to submit a statement or document(s) as addenda to the evaluation. The statement or document(s) must be submitted to the evaluator within three (3) calendar weeks after the employee signed the evaluation. The employee will note on the evaluation whenever addenda are attached to the evaluation.
- 7. The evaluator will give the employee a copy when the employee signs the evaluation form. The evaluator will retain the original evaluation and the evaluator's copy for five (5) working days. If the employee does not notify the evaluator within five (5) working days that addenda will be submitted, then the evaluator will distribute the copies of the evaluation forward the original evaluation to the Human Resources department. If the employee notifies the evaluator that addenda will be submitted, the evaluator will distribute the copies of the original evaluation to the Human Resources department after the addenda have been attached.
- 8. The original copy of the evaluation with addenda, if any, shall be submitted to the Human Resources department for review and placement in the employee's personnel file.

- C. The District will provide to each employee of this bargaining unit an up-to-date job description reflecting the duties of their position. Whenever the Human Resources department revises a job description, a copy will be provided to the Association and the affected employee(s).

## 1   **Section 29. Cause**

- 2       A. An employee will not be disciplined for an arbitrary or capricious reason. Discipline will  
3       be for cause. The extent of any disciplinary action will be in keeping with the seriousness  
4       of the infraction. When applicable, corrective action steps will be considered prior to  
5       implementation of discipline. A process of progressive discipline will be used.  
6       Progressive discipline includes verbal warning, written reprimand, suspension, or  
7       termination as appropriate to the infraction. The employee will receive a copy of any  
8       written reprimand.
- 9       B. An employee shall be entitled to have a representative of the Association present during  
10      any disciplinary action, except for verbal warnings. When a request for such  
11      representation is made, no action shall be taken with respect to the employee until such  
12      representative of the Association is present.
- 13     C. An employee shall be entitled to have a representative of the Association present during  
14      any hearing conducted by the administration or the Board.
- 15     D. Any complaint not called to the attention of the employee may not be used as the basis  
16      for any disciplinary action against the employee. Materials reviewed by an employee and  
17      judged by the employee to be derogatory to their service, character, or personality may be  
18      answered and/or refuted by the employee in writing. Such written response shall be  
19      permanently attached to said materials and shall become a part of their personnel file.
- 20     E. If an employee is on administrative leave every effort will be made to expedite the  
21      investigation process. Employees shall receive twice monthly status updates of their  
22      case, and such cases will be reviewed at each labor-management meeting.

## 23   **Section 30. Classification Review Procedure**

- 24     A. An employee may initiate one (1) request for reclassification to the Human Resources  
25      department by submitting a request for classification review on the District's  
26      classification questionnaire form (Appendix XIII) at any time during the fiscal year.
- 27      Beginning in the last year of the agreement, the above language is replaced with the  
28      following: only the Association may initiate requests for up to four (4) individual job  
29      classifications for a total of four (4) classification reviews in any given year.
- 30     B. Human Resources will attach a time-stamped classification initiation form  
31      acknowledging receipt of the questionnaire and indicating the log number, and date of  
32      proposed site visit. Forms will be sent within ten (10) working days of receipt in Human  
33      Resources to the employee and Association.

- 1 C. The Compensation Analyst will compile the results of site visits and interviews and will  
2 recommend a classification level. The District has the option of reorganizing the work of  
3 the position to better reflect the original classification, if the Compensation Analyst  
4 recommends a new classification level. A detailed written notification of the District's  
5 decision on the classification review request shall be sent to the employee and the  
6 Association within forty (40) working days of receipt of classification questionnaire. This  
7 written notification shall include the classification tool scores. If a decision cannot be  
8 made within forty (40) working days of receipt, the District will notify the employee and  
9 the Association. Concerns about timelines will be heard by the Labor-Management  
10 Committee.
- 11 D. If a reclassification results in assignment of the position to a lower pay grade, the  
12 incumbent shall not experience a loss of pay. The employee will be placed on the step in  
13 the new grade which is closest to, but not less than the current salary step. If the  
14 employee's current salary at the time of reclassification exceeds the maximum of the new  
15 range, the employee's salary will be frozen until such time as the new salary rate equals  
16 or exceeds the current salary amount.
- 17 E. The effective date for classification of new positions and/or reclassification of existing  
18 positions as a result of changes in position responsibilities shall not be determined until  
19 the classification review procedure has been completed.
- 20 F. Individual reclassifications shall become effective at the time of receipt of the request  
21 indicated by the time stamped form however, if the reclassification involves multiple  
22 incumbents, the determination shall become effective at the beginning of the next fiscal  
23 year unless otherwise agreed to by the District and the Association.
- 24 G. If the Association or employee is not satisfied with the District's decision in Section  
25 28.C, the Association or employee, within ten (10) working days of receipt of the  
26 classification decision, may request an appeal hearing in writing. The request for appeal  
27 shall indicate the name of the Association Representative.
- 28 H. The appeal review committee shall consist of a chair appointed by the Superintendent,  
29 three (3) members of the Association appointed by the Association President and three  
30 (3) administrators/supervisors appointed by the Assistant Superintendent of Human  
31 Resources, and a mutually agreed upon neutral, third party as the seventh member. A  
32 representative of Human Resources shall be available to the appeal review committee to  
33 present the Department's decision. The employee, with Association representation, shall  
34 be present at the committee meeting. The committee will meet within twenty (20)  
35 working days from the time stamped receipt of the written notice of appeal. The decision  
36 making process will be that of simple majority and will be final. The written decision and  
37 rationale will be issued within seven (7) days of the meeting.
- 38 If the Association is not satisfied with the appeal review committee's decision, the  
39 Association reserves its right to negotiate the appropriate classification of a position for a  
40 successor Agreement or next fiscal year.



I. Supplemental Conditions:

1. Transferring a position from this bargaining unit to another bargaining unit can only be accomplished if the District and the bargaining units involved all mutually agree.
2. 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 meet with the Association to provide rationale for the decision.
3. An employee who has been reclassified will not be adversely affected in their experience step.
4. The District will not consider a reclassification as a compensation increase.
5. The District will obtain the Association's input prior to establishing the classification of any and all new or vacant positions.

**Section 31. Position Openings**

- A. Interested members of the TAEOP and members of the TAPSTE will be given first consideration for position openings in either bargaining unit.
- B. All open positions will be listed on the District website for a minimum of five (5) work days (working days of the Human Resources department.)
- C. The District will transmit a copy of all open positions to the Association President, Vice President, and OP/PT Representative no later than day one (1) of the position listing. The Association will have five (5) working days of the Human Resources department to file an appeal regarding classification criteria or qualification.
- D. The Association will be notified as soon as the District is aware that a position is going to be vacated. In the event a position will be left vacant the Association shall be notified of why the position will be left vacant within thirty (30) calendar days after the position has been vacated.
- E. An employee interested in an advertised position must apply in accordance with the application instructions, within the published deadline.
- F. If the position is not filled within twenty (20) calendar days after the posting closes, and the person selected has been serving in the position as a temporary or substitute employee, they will receive the regular rate of pay and all accrued regular employee benefits, including seniority, retroactive to the twentieth (20<sup>th</sup>) calendar day after the posting closed.
- G. A practical exercise may be required by the District to identify specific skills required for the new position. In the event such a practical exercise may be required, applicants will be notified of what the practical exercise will entail at the time the interview is scheduled. Candidates will not be required to retake basic tests that they have successfully passed (e.g. MS Excel, MS Word, etc.)

1 H. Considerations in the assignment of employees in Tacoma Public Schools are

- 2 • The safety of students;
- 3 • Program quality and continuity; and
- 4 • Needs of the District.

5 Compliance with Title VII of the Civil Rights Act of 1964, Title IX of the 1972  
6 Amendments, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities  
7 Act and the Affirmative Action goals of the District shall have consideration in placement  
8 and transfer of employees.

9 The Human Resources department will notify the appropriate administrator of the names  
10 of three (3) applicants, if available, according to the following:

- 11 • The requirements of the position;
- 12 • Employee qualifications including professional development certifications and  
13 alternative qualification;
- 14 • Individual school/program or department requirements; and
- 15 • Suitability of the applicant in terms of the needs of the position including success  
16 in previous assignments.

17 Internal applicants meeting the above, as determined by the District, shall be considered  
18 before external applicants. Where ability and performance of internal applicants are  
19 substantially equal, preference shall be given to the employees based upon seniority.

20 I. Displaced employees applying for and meeting the above criteria, where ability and  
21 performance are substantially equal, shall be given preference based upon seniority.

22 J. In the case of vacant Office Coordinator or key Office Professional positions in  
23 administrative departments as mutually agreed by the Labor Management Committee, the  
24 appropriate administrator may choose to interview any three (3) applicants meeting  
25 minimum qualifications.

26 K. Once a selection has been made, applicants who were interviewed but not selected will be  
27 notified by the Human Resources department or designee. Unsuccessful finalists may  
28 request to meet with the position supervisor for feedback regarding the selection. Any  
29 grievances regarding the selection must be made in writing within a five (5) work day  
30 grace period following said notification. The successful candidate will not be transferred  
31 to the new assignment until the five (5) work days have passed since unsuccessful  
32 candidates have been notified. If a grievance is filed, the successful candidate's current  
33 position shall not be permanently filled until mutually agreed to by the Association and  
34 District.

35 L. If the District requires that an employee interview for an advertised vacant position during  
36 the employee's work day, the employee shall not be required to use earned compensatory  
37 time or leave without pay or receive a deduction in salary for time missed or any other  
38 applicable contractual benefits.

1 M. If at any time there are fewer than two (2) qualified internal candidates, the District may  
2 choose to:

3 1. Repost the position, or

4 2. Include alternatively qualified candidates, substitutes, hourly employees or external  
5 candidates to bring to three (3) the total number of qualified applicants.

6 “Alternatively qualified” candidates shall be given the opportunity to show where their  
7 experience/training can be substituted for minimum requirements. Employees interested  
8 in consideration as alternatively qualified shall submit their materials to the Assistant  
9 Superintendent of Human Resources or designee. If there are fewer than two (2) qualified  
10 internal candidates and fewer than three (3) total candidates, the District may choose to:

11 1. Repost the position, or

12 2. Select from the available candidates.

13 If there are two (2) or more qualified internal candidates, the District will select from  
14 those qualified candidates.

## 15 **Section 32. Special Project Staffing**

16 As needed, the District may create work teams for specific, time-limited, significant and complex  
17 projects, for instance implementing a major software system. In order to fulfill the staffing needs  
18 for such projects:

19 A. At the beginning of a special project the District shall provide written notice of the  
20 purpose, team members and expected duration of the project, not to exceed twenty-four  
21 (24) months, to the Associations and impacted employees. If the project exceeds its  
22 projected completion date, the District may extend the duration of the project up to an  
23 additional twelve (12) months, if it provides the Associations and impacted employees  
24 written notice at least three (3) months prior to the original completion date. The District  
25 will communicate with the Association from inception to completion of the project about  
26 the following topics, but not limited to:

- 27 • Job duties;
- 28 • Classification; and
- 29 • Project progress.

30 B. Special project team members are those individuals assigned to work on the designated  
31 project.

32 1. Team members’ regular position titles and pay classifications will remain the same  
33 during the project, unless a team member’s position is reclassified. Job duties and  
34 responsibilities for assignments to the project team will be established consistent with  
35 the team members’ current job descriptions and salary classifications and consistent  
36 with specific requirements provided for in the team responsibilities.

2. Prior to special project team selection, the district shall notify association members, seeking individuals who would be interested in being part of the project team.
  3. The authorized work year for team members will be a twelve (12) month work schedule. In the event an employee is returning to a 10-month position, or to an FTE position that is less than the Special Project assignment, the District will make arrangements to ensure that the employee does not experience a negative impact to their pay/benefits through the end of the given fiscal year.
  4. Overtime will be authorized and paid in accordance with the Fair Labor Standards Act and this contract.
  5. Team members and other regular employees temporarily assigned to cover positions of team members retain the right to their former positions at the completion of their participation in the project. If their former positions no longer exist (due to reorganization, reduction-in-force, etc.), they will be provided the rights of displaced employees. Regular employees temporarily selected and assigned to cover positions of team members shall have the position title and salary classification of the position they are filling on a temporary basis.
- C. As defined in Section 1.I, replacement employees will be hired, as needed, to replace team members or other regular employees temporarily assigned to cover positions of team members. The employment of these replacement employees will be consistent with replacement employees hired to fill positions for employees on leave. Replacement employees do not have any rights to assignments after the conclusion of the project. In lieu of replacement employees, supervisors may utilize project funding for staffing purposes for substitute extra help or overtime.

### **Section 33. Displacement/Reduction in Force**

- A. The District will notify the Association prior to the elimination of any occupied bargaining unit position. Notice of reorganization will be provided to the Association pursuant to Section 24.
- B. The District may displace employee(s) in case of emergency, elimination of position(s), staffing needs, reorganization, District needs, other factors which may involve personnel shifts, or to prevent undue disruption of the program(s). The employee(s) shall be given reason for the action in writing. Such displacements will not be done arbitrarily or capriciously.
- C. Placement following Displacement  
It is the responsibility of the displaced employee to apply for open positions for which they are qualified.  
The District will endeavor to reassign an employee who has been displaced to a position of like classification. The District will notify the Association prior to such reassignment.

1 D. Displaced Employee Rights

- 2 1. A displaced employee who is assigned, pursuant to Section 31.E.2 to a position of  
3 lower salary classification and who cannot be placed within said classification  
4 without a loss in salary will be frozen at the salary rate said employee would have  
5 been at on September 1 of the following school year, as if they had remained in the  
6 previous assignment, until the employee's regular rate of pay on the salary schedule  
7 equals or exceeds the frozen rate of pay. Displaced employees applying for positions  
8 and referred for consideration shall be given preference based on seniority in  
9 accordance with Section 29.I Position Openings.
- 10 2. An employee reassigned to a position that is more than two (2) classifications below  
11 that of the previous assignment will be required to apply, if qualified, for vacancies  
12 that fall within two (2) classifications of the previous assignment, while maintaining  
13 the grandfathered rate of pay.
- 14 3. An employee who has been displaced due to the elimination of their position shall  
15 have the right to return to their former position if reinstated for a period of thirty (30)  
16 months from the last day of the school year during which they were displaced,  
17 regardless of whether or not the employee has accepted another position. For Office  
18 Professional(s), the employee may also exercise return rights to an open position for  
19 which the employee is qualified at the same school or work site or department for a  
20 period of thirty (30) months following displacement, provided the position is at the  
21 same or lower classification. Additionally, for Office Professionals in the event that  
22 one or more full-time positions in a school or department is reduced to less than a  
23 full-time assignment, and duties are combined, resulting in a full-time position, the  
24 most senior qualified employee that has been displaced may exercise return rights to  
25 the new position.
- 26 4. In the event that the employee opts not to return to their former position, the  
27 employee will only be considered for subsequent openings consistent with the  
28 applicable assignment and transfer provisions of the collective bargaining agreement.
- 29 5. Pursuant to guidelines jointly developed by the District and the Association,  
30 employees in the layoff pool who have signed up to work as substitutes in the District  
31 may access the guaranteed pool of professional development funds described in  
32 Section 16.A in order to obtain training needed to qualify for District positions.

33 E. Reduction in Force

- 34 1. The District will notify the Association at least ten (10) working days prior to Board  
35 action and provide an opportunity to discuss alternatives.
- 36 2. Employees in federal or state-funded training programs are not eligible for layoff  
37 rights.
- 38 3. When the Board deems it necessary to reduce the work force, qualifications and  
39 seniority in the District will be considered. The District will adhere to seniority as  
40 nearly as possible. A reduction in employee(s) work hours shall be considered a  
41 reduction in force unless otherwise agreed to by the District and the Association.

- 1 4. An employee will be given one (1) months' notice prior to the effective date of the  
2 layoff.
- 3 5. An employee will be paid for accumulated vacation and compensatory time.
- 4 6. An employee who is reinstated pursuant to this section will retain seniority, service  
5 increments and days of accumulated sick leave; provided, however, that the sick leave  
6 days have not been used while employed by another public agency.
- 7 7. An employee who is laid off will be placed in a layoff pool for up to two (2) years;  
8 provided that said individual notifies the Human Resources department every six (6)  
9 months in writing of their interest in reemployment.

10 Members of the layoff pool will be selected in order of seniority for vacant bargaining  
11 unit positions at the same classification, work year and compensation level of the  
12 position from which the individual was laid off. Placement from the layoff pool is  
13 dependent upon the individual meeting the criteria in Section 29, Position Openings.  
14 An employee so selected shall serve a probationary period of three (3) months, which  
15 may be extended by an additional three (3) months by the District with written notice  
16 to the employee and the Association. A professional growth plan shall be developed  
17 during the first month of employment by the employee and supervisor. During the  
18 probationary period monthly conferences will be conducted with the employee to  
19 review work performance. Any deficiencies in work performance will be  
20 communicated to the employee in writing and the employee will have an opportunity  
21 to rectify the documented deficiencies. During the probationary period the District  
22 retains the right to return the employee to the layoff pool, with ten (10) days written  
23 notice to the employee and the Association of the reasons. Unsuccessful probationary  
24 periods do not toll the two (2) year maximum time in the layoff pool.

- 25 8. A member of the layoff pool will have preference for rehire over an external applicant  
26 for a period of two (2) years from the effective date of the layoff.
- 27 9. Any member who rejects a third offer of reemployment will lose all layoff rights.

## 28 **Section 34. Resignation and Retirement**

29 An employee who resigns or retires from the District shall notify the Human Resources  
30 department in writing with a copy submitted to the immediate supervisor; said notice shall  
31 specify the last date of employment and should be submitted at least ten (10) work days prior to  
32 separation. Staff providing at least sixty (60) days' notice of their retirement are eligible for the  
33 senior staff opportunity pursuant to Section 12.I.

# ARTICLE IV - LEAVES

## Section 35. General Leave Provisions

Leave (i.e., sick, bereavement, family, personal, jury duty, and subpoena) may be utilized in minimum increments of one quarter (1/4) hour, except under the following condition: If a substitute is required, or special coverage must be arranged by the principal/department supervisor, which requires additional pay, then leave must be used in half (1/2) and whole day increments.

An employee on a long-term leave, except for medical leave, shall give notice of intent to return to the District on or before February 1 of each year. If an employee gives notice to return after February 1, they will be treated as a displaced employee for placement purposes. Employees on medical leave shall provide a doctor's notice of their status on or before August 1 of each year.

The District and the Association agree to comply with the provisions of the federal Family and Medical Leave Act of 1993 and state laws governing leave for school district employees except that any provisions of the agreement that provide benefits and protections beyond those of the Act shall continue in full force and effect.

An employee returning from an absence will enter their time in the district timekeeping system immediately upon resumption of duties. If reason(s) for absence, are found to be inaccurate the employee will be subject to appropriate consequences; willful falsification of payroll records will result in appropriate discipline up to and including termination.

In addition, an employee who demonstrates a sudden change in or an irregular pattern of attendance may be required to submit an initial medical report and follow-up reports.

Requests for exceptions to leave provisions may be granted by the Assistant Superintendent, Human Resources, or designee.

## Section 36. Leaves With Pay

### A. Sick Leave (includes illness, injury and emergency)

#### 1. At the beginning of each fiscal year:

- a. Twelve (12) month employees will be credited with twelve (12) days of sick leave.
- b. Ten (10) month employees will be credited with ten (10) days of sick leave.
- c. Pursuant to state laws, employees may accumulate up to one hundred eighty (180) days of sick leave for cash out through the state attendance incentive program.
- d. For use as leave, twelve (12) month employees may accumulate up to two hundred fifty-nine (259) days of sick leave (two hundred forty-seven (247) plus the annual allocation of twelve (12) days).

- e. Ten (10) month employees may accumulate up to two hundred four (204) days of sick leave (one hundred ninety-four (194) plus the annual allocation of ten (10) days).
  - f. Sick leave days in excess of two hundred fifty-nine (259) or two hundred four (204) days will not be credited to an employee's annual sick leave account.
  - g. Employees affected by this maximum may participate in sick leave sharing, cash out excess days pursuant with subsection B of this section, or participate in the annual sick leave cash out under the Voluntary Employee Benefits Association (VEBA) plan.
2. Employees who are contracted for less than a full year (one hundred eighty (180) days) or less than a 1.0 FTE shall receive a proration of the twelve (12) days.
  3. The unused portion of sick leave allowance shall accumulate from year to year in accordance with current State law.
  4. Sick leave shall apply to illness (including disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom), injury, illness or injuries to family members covered by the state Family Care Act, RCW 42.12.265-295, and up to three (3) days for emergencies. The following conditions apply to emergencies:
    - a. The problem has been suddenly precipitated.
    - b. Pre-planning is not possible.
    - c. Pre-planning cannot relieve the necessity for the employee's absence.
    - d. The problem is not minor or of mere convenience, but of a serious nature.
    - e. Auto trouble shall not be considered an emergency except in case of an accident.
  5. Any employee claiming benefits of more than five (5) consecutive work days for reasons of illness or injury shall submit a medical report the sixth (6<sup>th</sup>) consecutive work day and every thirty (30) days thereafter while the illness persists.

Forms shall be provided by the District for this purpose. In the case of documented serious or life-threatening illness, follow-up medical reports may be waived.

A physician's release must be submitted to the Human Resources department upon return to work if absence is for medical reasons and leave is more than five (5) days.
  6. Employees who resign from the District and are rehired shall retain the number of days of accumulated sick leave held at the time of resignation from the District provided that the sick days have not been used while employed by another employer or paid pursuant to the attendance incentive program.



1 B. Sick Leave Cash Out: An employee, at their option, may cash in a maximum of twelve  
2 (12) of the eligible unused sick days above an accumulation of sixty (60) days, in January  
3 of the school year following any year in which the employee has a minimum of sixty (60)  
4 days of accumulated sick leave, at a rate equal to one (1) day's current monetary  
5 compensation of the employee for each four (4) full days of accumulated sick leave. The  
6 employee's sick leave accumulation shall be reduced four (4) days for each day  
7 compensated.

8 At the time of separation from District employment due to retirement, or for employees  
9 who separate from employment and who are at least age fifty-five (55) and with at least  
10 ten (10) years of service under either TRS 3 or SERS 3 or employees who separate from  
11 employment and are at least fifty-five (55) and have at least fifteen (15) years of service  
12 under either TRS 2 or SERS 2 or PERS 2, or death, an eligible employee or the  
13 employee's estate shall receive remuneration at a rate equal to one (1) day's current  
14 monetary compensation of the employee for each four (4) full days of accumulated sick  
15 leave.

16 Annually, the Association shall conduct an election to determine whether the employees  
17 will participate in a VEBA plan for cash out of sick leave at retirement or separation from  
18 the District, annual sick-leave cash-out, or retirement leave cash-out. The District will  
19 assist the Association in distributing materials required for the vote. Should employees  
20 elect to participate in the VEBA plan, the Association and District will follow the state  
21 and federal law regarding the implementation of the program, the eligibility for  
22 participation and the determination of cash out payment amounts.

23 C. Parental / Adoption Leave

- 24 1. An employee may choose to use paid sick leave and personal leave for the birth of a  
25 child. The employee may access up to twelve (12) weeks using paid sick leave and/or  
26 PFMLA. The benefits of the federal and state Family and Medical Leave Act also  
27 apply to childbirth.
- 28 2. An employee who is legally adopting a child may access parental leave. The leave  
29 shall commence as soon as the child has been placed to the care of the adopting  
30 parent(s). An employee may choose to use paid sick leave and personal leave before  
31 or after the actual adoption for up to six (6) weeks if the adoption occurs within the  
32 United State or up to eight (8) weeks if the adoption occurs outside the United State,  
33 up to the amount of their accrued paid leave.

34 D. Bereavement Leave

- 35 1. Employees shall be granted up to five (5) days of paid bereavement leave as the result  
36 of the death of any family member (defined below).

37 Family member means an individual with any of the following relationships to the  
38 employee:

- 39 a. Spouse and parents thereof;
- 40 b. Sons and daughters and spouses thereof;

- c. Parents and spouses thereof;
  - d. Brothers and sisters and spouses thereof;
  - e. Grandparents and grandchildren and spouses thereof;
  - f. Domestic partner and parents thereof, including domestic partners of any individual in b through e of this definition as defined by School Employees Benefits Board, or other governmental agency; and
  - g. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship as approved by Assistant Superintendent of Human Resources.
2. Bereavement leave is non-accumulative.
  3. Requests for exceptions to bereavement leave provisions may be granted in extraordinary circumstances, including travel consideration, by the Assistant Superintendent, Human Resources department/designee.
- E. Family Leave – Employees shall be granted a leave of absence with pay of not more than three (3) days during a contract year to support members of their families.
- Family member means an individual with any of the following relationships to the employee:
1. Spouse and parents thereof;
  2. Sons and daughters and spouses thereof;
  3. Parents and spouses thereof;
  4. Brothers and sisters and spouses thereof;
  5. Grandparents and grandchildren and spouses thereof;
  6. Domestic partners and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
  7. Any individual related by blood or residing within the employee's household.
- If the need is such that additional leave is required, the employee may use their personal sick leave or personal leave to address their family needs as described above.
- Additionally, benefits of federal and state Family and Medical Leave laws may apply.
- F. Personal Leave – Personal Leave will be granted for up to two (2) days per year and is cumulative to a total of six (6) days. The following conditions apply to personal leave:
1. The employee must report their absence in accordance with departmental procedures.

2. Ten percent (10%) of staff may use leave to extend a holiday, vacation, or break period or during the first (1st) or last five (5) days of the student school year with thirty (30) days' notice prior to the date requested. This will be approved by Human Resources on a first come first served basis and upon confirmation of substitute coverage as appropriate.
3. Leave may not be used for a job action (e.g. strike, protest, or board meeting attendance.)
4. When the absence is reported after 6:00AM on the same day the leave is to be used, the employee will make a good faith effort to contact the building/departement directly.

#### G. Military/Reserve Duty and Annual Training Leave

1. Any employee who is a member of the Washington National Guard or of any organized reserve or armed forces unit of the United States shall be entitled to and shall be granted military leave of absence in accordance with RCW 38.40.060.
2. Military leave shall be granted in order that the person may take part in active training duty when required to do so by the military service if such duty cannot be taken during non-work days.
3. When military leave is granted, the employee shall receive their regular pay from the District.

#### H. Jury Duty, Subpoena Leave

1. Leaves of absence with pay are allowed for jury duty. Any compensation received for jury duty performed on contract days will be deducted from the employee's net salary. An employee dismissed from jury duty must report to their assignment if such release occurs at such time the employee could complete one-half (1/2) of a work day.
2. Leaves of absence with pay shall be granted for an employee who is subpoenaed to testify in an official proceeding except as provided below:
  - a. If the proceeding involves the District and the employee has a direct or indirect interest in the outcome, leave with pay shall be restricted to the first (1<sup>st</sup>) eight (8) employees subpoenaed to testify per specific proceeding. If more than eight (8) employees are subpoenaed, such leave for each additional employee over eight (8) shall be without pay. One designated Association representative shall be granted leave with pay to attend such proceeding upon being subpoenaed and shall not be included within the count of the first (1st) eight (8) employees if the proceeding involves the Association.
  - b. If the proceeding involves self-employment or other employment, leave shall be without pay.
  - c. Any compensation received while an employee is honoring a subpoena will be deducted from employee's net salary, if it is determined that the employee is entitled to a leave of absence.

d. Leaves under this section are only for the portion of the day when attendance is required.

I. Professional Leave

1. Leaves of absence with pay and with or without reimbursement of certain expenses may be granted to employees for the purpose of attending professional meetings. Requests for such leave shall be on the appropriate form required by the District. Additional forms are required to be completed if travel is involved consistent with Board Policy and Regulation 6132R. Final approval for professional leave is delegated to the Superintendent, or designee, except in the case of leave involving travel outside the State of Washington. Leave involving professional meetings outside the State must be approved by the Superintendent and Board.
2. Categories of professional leave which are permitted without salary deductions are as follows:
  - a. Substitute and necessary expenses paid by the District. This category applies to employees authorized by the Board to attend educational conferences.
  - b. Substitute paid by the District; necessary expenses paid by the educator or outside agency. This category applies to employees authorized by the Board to attend educational conferences in cooperation with outside agencies.
  - c. Substitute paid by the educator or their sponsor; no expenses paid by the District.

J. State Paid Family Medical Leave

Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical Leave (PFMLA) under the Washington state Family Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of eight hundred twenty (820) hours in accordance with state law. Employees may initiate the use of this leave prior to exhausting all accumulated leave. Tacoma Public Schools shall pay thirty-seven percent (37%) of the payroll premium, and the employee shall pay sixty-three percent (63%) of the premium as stipulated by the state. When such leave is used for pregnancy/maternity disability, the District shall maintain health insurance benefits during periods of approved PFMLA leave. Employees will be allowed to supplement PFMLA benefits with accumulated sick leave in order to maintain compensation, at the employee's election, in accordance with all state and federal laws.

**Section 37. Leaves Without Pay**

A. Parental and Adoption Leave

1. An employee should notify the Human Resources department by the end of the fourth (4th) month of pregnancy to assist the Assistant Superintendent, Human Resources, in planning for replacement.

- 1        2. Parental leave shall begin be available to male and female employees and shall begin  
2        at a time determined suitable by the employee and attending physician after  
3        consultation with the Assistant Superintendent, Human Resources, or designee.  
4        Insofar as possible, leave shall begin at a time which is consistent with the orderly  
5        continuance of the program.
- 6        3. An employee shall not be required to leave work during pregnancy but shall be  
7        allowed to work as long as they are capable of performing the duties of their job.
- 8        4. An employee who is legally adopting a preschool child six (6) years or younger shall  
9        have the privileges of parental leave. The leave shall commence as soon as the child  
10       has been placed to the care of the adopting parent(s). An employee may choose to  
11       use paid sick leave and personal leave before or after the actual adoption for up to six  
12       (6) weeks if the adoption occurs within the United State or up to eight (8) weeks if the  
13       adoption occurs outside the United State, up to the amount of their accrued paid  
14       leave.
- 15       5. Parental and adoption leaves may run consecutively for a period not to extend beyond  
16       eighteen (18) months from the birth, or placement in the case of adoption of the child.
- 17       6. At the completion of parental adoption leave, additional leave without pay to the end  
18       of the current school year may be requested. The benefits of the federal and state  
19       Family and Medical Leave Act laws may apply. For additional Family and Medical  
20       Leave Act information, please visit the Human Resources website.
- 21    B. Political Leave: Upon request, employees may be granted political leave in accordance  
22       with the following provisions:
  - 23       1. With three (3) weeks' notice, an employee may be granted up to four (4) weeks of  
24       continuous leave without pay for the purpose of campaigning for employee's own  
25       election. If the employee is not elected to the political office, the employee shall  
26       return to the same position held prior to the leave.
  - 27       2. If the employee is elected to the office, the Board may return the employee to the  
28       same or mutually agreed upon position until such time that employee's elected term of  
29       office necessitates leaving their assignment. Any employee may hold a political  
30       office and continue as an employee as long as it does not interfere with the  
31       assignment.
  - 32       3. The Board may extend to the employee who is elected to a political office a leave of  
33       absence without pay up to one (1) year, or a fraction of a year.
- 34    C. Study Leave
  - 35       1. An employee may be granted a leave of absence without pay for the purpose of study,  
36       not to exceed one (1) year. An employee on study leave may return to the same  
37       position of like classification.

1 2. A leave of absence without pay for study entitles a staff member to a service  
2 increment on a salary schedule, provided that during the school year in the leave  
3 period at least twenty-two (22) semester hours or thirty-three (33) quarter hours of  
4 college credit have been earned in a degree program that has been approved by the  
5 District and the Association.

6 3. A study leave may be renewed for a second (2<sup>nd</sup>) year.

7 **D. Military Service (Active Duty)**

8 1. Any employee who volunteers or is inducted or is recalled into active military duty  
9 shall be considered to be on a leave of absence without pay for the period of such  
10 service not to exceed five (5) years. If the employee requests re-employment within  
11 ninety (90) days of honorable discharge from such military service or after having  
12 presented other proof of having satisfactorily completed service, the employee shall  
13 be reinstated and restored, as nearly as existing circumstances permit, to the position  
14 previously held or to a position of like seniority, status and pay; provided that the  
15 employer District need not re-employ such person if circumstances have so changed  
16 as to make it impossible, unreasonable, or against the public interest for employer the  
17 District to do so; provided further that this section shall not apply to a temporary  
18 position. Provided further, that to the extent permitted by law, this section shall not  
19 apply to an individual filling a temporary position at the time of the request for leave.

20 2. If a person is not qualified for their old position as a result of disability sustained  
21 during service, but is nevertheless qualified to perform the duties of another position,  
22 under the control of the employer District, the employee shall be re-employed in such  
23 other position; provided that such position shall provide like seniority, status and pay,  
24 or the nearest approximation thereto consistent with the circumstances of the case.

25 **E. Other Unpaid Leaves:** Leaves of absence without pay, not to exceed one (1) year, may be  
26 granted. Such leaves of absence may be renewed for a second year. Leaves of absence  
27 without pay are subject to the following conditions:

28 1. Overseas teaching/educational travel/exchange programs: Leave may be granted to  
29 teach overseas, teach an exchange program, or pursue a program of educational  
30 travel. Such leave may be renewed; renewals are limited to three (3).

31 2. Other: The Board may grant leave for a specific purpose recommended by the  
32 Superintendent.

33  
34 **ARTICLE V – FURTHER PROVISIONS**

35 **Section 38. Agreement Clause**

36 This Agreement expressed herein in writing constitutes the full and complete agreement between  
37 the Board and the Association and shall supersede any rules, regulations, policies, resolutions or  
38 practices of the District which shall be contrary to or inconsistent with its terms.

## **Section 37. Savings Clause**

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees should be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. If the District would be in violation of State law or would incur any penalty or decreases in State support as a result of the compensation and benefits provided herein, the excess compensation and/or benefits provided shall be reduced to the maximum amount legally allowable without the District incurring any penalty or reduction in support. The reduction in compensation shall be made on a prorated basis among all employees who received an increase in compensation under this collective bargaining agreement.

## **Section 40. Copies of Agreement Clause**

Copies of this Agreement shall be provided at the expense of the District. A copy of this Agreement will be provided to the Association and to each employee covered by this Agreement within forty-five (45) days after ratification and execution of this Agreement.

## **Section 41. Amendments Clause**

This Agreement may be reopened for amendment only by the mutual consent of the Board and the Association.

## **Section 42. Duration and Reopeners Clause**

- A. This Agreement and each of its provisions is binding and effective from September 1, 2019 to August 31, 2022. Other sections may be opened by mutual agreement of the District and Association.
- B. In the event that there is a significant loss of revenue to the District resulting from a levy failure, legislative action or passage of an initiative or referendum the parties shall reopen applicable sections of the agreement within thirty (30) calendar days.
- C. Either party may reopen any provision of the agreement with written notice by March 1 annually, provided that the Labor Management Committee process has determined that contract amendments are in the best interests of the District and the Association.
- D. In addition, the parties may open applicable sections of the agreement to implement task force and committee recommendations as provided for in the Agreement.

1  
2  
3 **AGREEMENT**

4 This Agreement is made and entered into between Tacoma School District No. 10, the Tacoma  
5 Association of Education Office Professionals, and the Tacoma Association of Public School  
6 Professional and Technical Employees.  
7

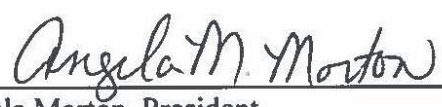
8 For Tacoma School District No. 10  
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14 \_\_\_\_\_  
15 Scott Heinze, Acting President,  
16 Board of Directors

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09/12/19  
\_\_\_\_\_  
Date

20 For Tacoma Association of Educational Office Professionals and Tacoma Association of Public  
21 School Professional and Technical Employees  
22  
23  
24

25  
26   
27 \_\_\_\_\_  
28 Angela Morton, President,  
Tacoma Education Association

9/11/19  
\_\_\_\_\_  
Date



## APPENDICES

### Appendix I – District Harassment, Bullying, and Intimidation Form

Tacoma Public Schools <b>Discrimination Complaint Form</b>	
<p>Tacoma School District No. 10 commits itself to nondiscrimination in all its education and employment activities. Specifically, the District prohibits discrimination based on race; religion; creed; color; national origin or ancestry; sex; gender identity or expression; sexual orientation; age; pregnancy; marital or veteran status; 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. The district also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment.</p>	
<p>I was discriminated based on the following protected class(es):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Age</li><li><input type="checkbox"/> Color</li><li><input type="checkbox"/> Creed</li><li><input type="checkbox"/> Gender Identity or Expression</li><li><input type="checkbox"/> Marital Status</li><li><input type="checkbox"/> National Origin or Ancestry</li><li><input type="checkbox"/> Pregnancy</li><li><input type="checkbox"/> Race</li><li><input type="checkbox"/> Religion</li><li><input type="checkbox"/> Sensory, Mental, or Physical Disability</li><li><input type="checkbox"/> Sex</li><li><input type="checkbox"/> Sexual Orientation</li><li><input type="checkbox"/> Use of a Trained Dog Guide/Service Animal by a Person with a Disability</li><li><input type="checkbox"/> Veteran Status</li></ul>	
Complainant Name:	Date:
Work Location:	
Telephone (Home/Work/Cell):	
Alleged harasser(s)/individual(s) alleged to be engaging in discrimination:	
Complaint:	
<p>See also: Nondiscrimination Policy 5265, Nondiscrimination Regulation 5265R, Sexual Harassment Policy 5266</p> <p>Return completed form to: Human Resources Office</p> <p>Rev. 11/1/15</p>	

## Appendix II – 2019-20 Office Professional Salary Schedule

### 2019-2020 OFFICE PROFESSIONAL SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2019 *Hourly Rates*

CLASSIFICATION	Steps											
	1	2	3	4	5	6	7	8	15	19	24	29
OP - 1	18.7195	19.7716	20.7803	21.7026	22.7258	23.7059	24.7289	26.0979	27.5101	29.0232	29.6037	30.4918
OP - 2	19.6707	20.6073	21.6018	22.5960	23.6192	24.6135	25.6224	26.9915	28.5044	30.0609	30.6621	31.5820
OP - 3	20.4923	21.5154	22.4663	23.4751	24.4552	25.5358	26.4004	27.8849	29.4124	31.0407	31.6615	32.6113
OP - 4	21.3711	22.3510	23.3888	24.3540	25.3628	26.3140	27.3372	28.7494	30.2193	31.8334	32.4701	33.4442
OP - 5	23.1005	24.1091	25.0746	26.1410	27.1210	28.0866	29.1242	30.5509	32.0063	33.5915	34.2633	35.2912
OP - 6	24.0948	25.0890	26.1410	27.1210	28.0866	29.1242	30.1039	31.5596	33.1305	34.7445	35.4394	36.5026
OP - 7	25.0315	25.9825	26.9915	27.9713	29.0232	30.0176	30.9974	32.4528	33.9662	35.5944	36.3063	37.3955
OP - 8	26.6022	27.6397	28.6197	29.5709	30.6084	31.6172	32.6260	34.0525	35.5801	37.1510	37.8940	39.0308
OP - 9	27.9323	29.0217	30.0507	31.0494	32.1388	33.1981	34.2573	35.7551	37.3591	39.0086	39.7887	40.9824

Includes 3% negotiated increase

OP-9 = 5% above OP-8

2 year associates degree will receive an additional \$.29 per hour

Includes 2% 25-year step increase, payable at the end of the 24th year based on Step 19

Includes 3% 30-year step increase, payable at the end of the 29th year based on Step 24

Reviewed and approved by:

  
Assistant Superintendent of Human Resources

Date

9-4-19

  
Chief Financial Officer

Date

9-4-19

# Appendix III – 2019-20 Professional Technical Salary Schedule

## 2019-2020 PROFESSIONAL - TECHNICAL SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2019 Annual Rates


CLASSIFICATION	Steps													
	1	2	3	4	5	6	7	8	15	19	24	29		
PT - 1	34,087	35,538	37,004	38,468	39,920	41,374	42,834	44,946	47,164	49,499	50,489	52,004		
PT - 2	36,123	37,836	39,548	41,260	42,974	44,686	46,399	48,825	51,377	54,063	55,144	56,798		
PT - 3	40,199	41,911	43,624	45,332	47,046	48,763	50,476	52,965	55,579	58,322	59,488	61,273		
PT - 4	44,954	47,087	49,226	51,362	53,500	55,641	57,772	60,799	63,985	67,341	68,688	70,749		
PT - 5	49,579	52,488	55,394	58,296	61,206	64,113	67,019	70,962	75,133	79,552	81,143	83,577		
PT - 6	58,350	61,592	64,831	68,077	71,317	74,559	77,802	82,248	86,956	91,924	93,762	96,575		
PT - 7	67,795	71,476	75,143	78,822	82,494	86,176	89,848	94,917	100,267	105,921	108,039	111,280		
PT - 8	78,291	82,336	86,378	90,425	94,463	98,512	102,556	108,179	114,106	120,357	122,784	126,447		
PT - 9	89,656	93,208	96,761	100,308	103,859	107,410	110,962	116,215	121,707	127,466	130,015	133,915		
PT - 10	97,132	100,199	103,272	106,342	109,417	112,489	115,563	120,396	125,429	130,672	133,285	137,284		
PT - 11	101,989	105,209	108,436	111,659	114,888	118,113	121,341	126,416	131,700	137,206	139,950	144,149		

Includes 3% negotiated increase

PT-11 = 5% above PT-10

Includes 2% 25-year step increase, payable at the end of the 24th year

Includes 3% 30-year step increase, payable at the end of the 29th year

Reviewed and approved by:  9-4-19  
 Assistant Superintendent of Human Resources  
 Date  
 9-4-19  
 Chief Financial Officer  
 Date

## Appendix IV – 2019-2020 10-Month OP Calendar

# Tacoma Public Schools

## 2019-20 10-month OP/PT Calendar

### 194 days + 12 holidays

2<sup>nd</sup> Labor Day

3<sup>rd</sup> District Data Day  
(Staff only, no students)

4<sup>th</sup> PRS Day  
(Staff only, no students)

5<sup>th</sup> First Student Day

10<sup>th</sup> Kindergarten Start Date

20 days

SEPTEMBER 19						
S	M	T	W	Th	F	S
1	H	3	4	SS	6	7
8	9	KS	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11<sup>th</sup> Veterans' Day

27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>  
Thanksgiving Break

17 days

NOVEMBER 19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	H	H	H	30

1<sup>st</sup> New Year's Day

6<sup>th</sup> School resumes

20<sup>th</sup> Martin Luther King Jr. Day

31<sup>st</sup> District Data Day  
(Staff only, no students)

19 days

JANUARY 20						
S	M	T	W	Th	F	S
			H	N	N	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

14<sup>th</sup> Snow make-up day

17<sup>th</sup> Presidents' Day

18 days

FEBRUARY 20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	S	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29

22<sup>nd</sup> Snow make-up day

25<sup>th</sup> Memorial Day

19 days

MARCH 20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6<sup>th</sup> – 10<sup>th</sup> Spring Break

27<sup>th</sup> District Data Day  
(Staff only, no students)

17 days

APRIL 20						
S	M	T	W	Th	F	S
			1	2	3	4
5	N	N	N	N	N	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22<sup>nd</sup> Snow make-up day

25<sup>th</sup> Memorial Day

19 days

MAY 20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	S	23
24	H	26	27	28	29	30
31						

16<sup>th</sup> Last Day of School/Early Release

17<sup>th</sup>, 18<sup>th</sup>  
Snow make-up days, if needed

23<sup>rd</sup> Last Day of Work/Early Release

**Aug 2020 Enrollment Days**  
Aug 17, 18, 19

**Aug 2020 Work Days**  
Aug 20, 21, 24, 25, 26, 27, 28

June - 17 days; August - 7 days

JUNE 20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	E	S	S	19	20
21	22	E	24	25	26	27
28	29	30				

N = Non-School Day    H = Holiday (no school)    P = Personal Responsibility Stipend (PRS) Day    SS = School Starts

KS = Kindergarten Start Date    S = Snow Make-Up Day    D = District Data Day (no school, staff only, formerly called Waiver Days)

## Appendix V – 2019-2020 12-Month OP/PT Calendar

**Tacoma Public Schools**  
**2019-20 12-month OP/PT Calendar**  
 247 days + 13 Holidays

Revised 6/19/19

2<sup>nd</sup> Labor Day Holiday

5<sup>th</sup> First Student Day

9<sup>th</sup> Kindergarten Start Date

20 days

SEPTEMBER 19						
S	M	T	W	Th	F	S
1	H	3	4	SS	6	7
8	KS	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23 days

OCTOBER 19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11<sup>th</sup> Veterans' Day Holiday

27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> Thanksgiving Break

17 days

NOVEMBER 19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	H	H	H	30

24<sup>th</sup>, 25<sup>th</sup> Christmas Eve and Christmas Day Holidays

30<sup>th</sup> Early Release

31<sup>st</sup> New Year's Eve Holiday

19 days

DECEMBER 19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	H	H	26	27	28
29	E	H				

1<sup>st</sup> New Year's Day

6<sup>th</sup> School resumes

20<sup>th</sup> Martin Luther King Jr. Day

21 days

JANUARY 20						
S	M	T	W	Th	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

17<sup>th</sup> Presidents' Day Holiday

19 days

FEBRUARY 20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29

22 days

MARCH 20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6<sup>th</sup> – 10<sup>th</sup> Spring Break

10<sup>th</sup> Non-Work Day

21 days

APRIL 20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	N	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

25<sup>th</sup> Memorial Day Holiday

20 days

MAY 20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

16<sup>th</sup> Last Day of School (early release)

17<sup>th</sup>, 18<sup>th</sup> Snow make-up days, if needed

22 days

JUNE 20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	E	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3<sup>rd</sup> Independence Day Holiday (observed)

22 days

JULY 20						
S	M	T	W	Th	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 days

AUG 20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

H = Holiday   N = Non-Work Day   SS = School Starts   KS = Kindergarten Starts   E = Early Release

## Appendix VI – Peer Review of Individual Workload Equity Request Form



### Appendix IX. Request for Peer Review of Individual Workload Equity Form

Requests are to be submitted to the Assistant Superintendent, Human Resources.

Copies are also to be submitted to the Association and the employee's supervisor.

To be completed by employee	
Date Requested: _____	
Requester: _____	
School / Department: _____	
Positions impacted: _____	
Participants necessary to solve the problem: _____	
Brief statement of the issue(s) to be resolved: _____	
To be completed by Human Resources	
Date Received: _____	Designation of Committee completed: _____
Committee Meeting Scheduled: _____	Meeting Date: _____
within 7 days of receipt	
Participants necessary to solve the problem: _____	
Deputy Supt. / Designee: _____	
Asst. Supt. HR / Designee: _____	
Program Director: _____	
Association UniServ Rep: _____	
District Appointees: _____	
Association Appointees (Peers): _____	
Others : _____	
Requests for information sent to: _____ Responses to information requests due: _____	
— Disposition —	
Timeline extensions made: _____ Recommendations due: _____	
Recommendations forwarded to Asst Supt HR or Designee: _____	
Recommendations approved:      yes / no	
If committee recommendations not approved – recommended actions: _____	
Statement and date of resolution: _____	
Timeline for implementation: _____	
Were the conclusions of the committee unanimous?    Y/N      if No, dissenting opinions listed.	
Assistant Superintendent Human Resources - Signature: _____	

Attach additional sheets as necessary.

## Appendix VII – Technology Stipend Request/Professional Growth Plan Form



### OP/PT Technology Stipend Request/Professional Growth Plan Form

☐ OP ☐ PT

Amount Requested (Maximum: \$1,250) \$ \_\_\_\_\_ School Year \_\_\_\_\_  
 Name: \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_ Phone \_\_\_\_\_

\$1,250 of the annual professional development allocation may be redirected for the purpose of a professional development “technology” stipend and must be requested by **October 31<sup>st</sup>** of each year. *Technology* for professional development purposes is defined as “any equipment, hardware, software or accessory used to solve a problem, provide a solution, achieve a goal or perform a specific function”.

Hardware/Software/Accessory Examples (Including, but not limited to):			
Cell Phones Notebooks/E-Readers/Tablets/Laptops MP3 Players Monitors Printers	Keyboards Mice Computers (PC) Wireless Routers Fax Machines	Compact Disks (CDs/DVDs) Drives (External/Internal) Software Applications & Books eBooks Cell Phone Holders	Covers/Cases/Storage Stylus Batteries Car and Wall Chargers

Employees who submit a request for a professional development stipend (maximum \$1,250 per contract year), must describe the professional development activities associated with the request. Request must be submitted to your immediate supervisor for review and approval. **Send approved requests to Professional Development.**

Describe the activities associated with the professional growth stipend:

I hereby certify that I will use the stipend in accordance with the activities described above.

\_\_\_\_\_  
 Print Name Employee Signature Employee ID# Date

To be filled out by the employee’s direct supervisor:

By signing this form I acknowledge that the specific professional development activities associated with the stipend are consistent with the employee’s growth plan.

\_\_\_\_\_  
 Print Director Supervisor’s Name/Title Direct Supervisor’s Signature/Title Date

Questions can be directed to extension 1061 or 1267  
 Forward original document to Professional Development – CAB 4<sup>th</sup> Floor

Processed by Professional Development:	Initials _____	Date _____
--	----------------	------------



## Appendix VIII – Request for use of PD Technology Hours for Non-District Training

### REQUEST FOR USE OF PD TECHNOLOGY HOURS FOR **NON-DISTRICT** TRAINING



OP/PT staff use this form to request use of **new PD Technology Hours** for training activities other than those sponsored by Tacoma Public Schools. This form is preapproval for use of PD Technology Hours only. Release time during the normal work day requires supervisor/principal approval. Funds may not be used for hardware/software.

1. Submit request to Director, Instructional Technology for approval in advance of start date.
2. Include a copy of the program agenda, learning targets or other content documentation with request.
3. You will be notified of the status and a copy of the signed form will be returned to you.
4. If approved, follow normal District procedures to submit for Employee Reimbursement/pay and attach a copy of signed approval form to request. (Vendor prepayment not available for PD Tech hours.)
5. If requesting pay for training done on non-work time you will need verification of attendance.

Employee Group - Check One: ☐ Office Professional ☐ Professional Technical

I am requesting: ☐ Reimbursement: \$  (Total Cost) ☐ Hourly Pay:  (Total Hours)

NAME	EMP. ID #	WORK LOCATION	PHONE	REQUEST DATE

#### TRAINING ACTIVITY REQUESTED:

Description:				
Training Date(s)			Training Location	
Start Time		End Time	Total Hours	

Description of the Training Event and how this activity supports the district curriculum adoptions and school/district initiatives for use of District Optional Day Hours Pay (required.)

☐ Supervisor: Approved

☐ Supervisor: Denied Supervisor (signature required if requesting release time) Date

☐ Director: Approved

☐ Director: Denied Director Instructional Technology (signature) Date

**Note:** Return signed form to applicant. Pay and reimbursement will be processed through PD.  
For questions, contact Instructional Technology at x3544 (253-571-3544)  
Certificated Staff use online Optional Day Pay Requests link from the PD Webpage to report hours for pay.



# Appendix IX – Employee Personal Property Loss/Damage Claim Form

## Employee Personal Property Loss/Damage Claim Form Instructions

1. The loss or damage must be reported to Tacoma Police within 48 hours of the incident and a copy of the Police Report must be provided to the principal/supervisor within 48 hours of the incident or the claim will be denied.
2. The claim must be submitted on the District form and must be provided to the Risk Manager within the number of days specified by the employee's Collective Bargaining Agreement or the claim will be denied. Certificated staff must submit the claim within 30 days of the incident, ParaEducators must submit their claim within 15 days.
3. The employee is required to submit the following documents with the Claim Form:
  - a. **For vehicle damage:** Include a copy of repair estimate or bill, insurance policy Declarations page showing the deductible amount, and a copy of the Police Report.
  - b. **For items stolen or damaged:** Include a copy of the original purchase receipt showing the price of the item, a copy of the repair bill or estimate, a copy of the employees' homeowners insurance policy Declaration page showing the deductible amount. (If the original purchase receipt is not available, a written price quote from the store or a receipt for replacing the items and a statement of the age of the original items will be adequate.)
4. The District may, at the District's discretion, require an employee to show additional evidence of theft or damage.
5. Reimbursement is limited to a maximum of \$1,000 per occurrence or as stated in the applicable Collective Bargaining Agreement. An employee's personal insurance policy is primary coverage and the District will reimburse the employee for their deductible ONLY, not to exceed \$1,000. If the employee does not have insurance the District will reimburse the actual repair expense amount up to \$1,000.
6. For further information please refer to the employee's Collective Bargaining Agreement and District Policy 6540 and 6540R.

Last Updated: 1/31/12

Tacoma School District No. 10  
Employee Personal Property Loss/Damage Claim Form



Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Work Location / Bargaining Group \_\_\_\_\_

Date of Loss \_\_\_\_\_ Time of Loss \_\_\_\_\_ Location of Loss \_\_\_\_\_

**Property Description**

\_\_\_\_\_

Date of Purchase \_\_\_\_\_ Purchase Cost (Include copy of receipt or repair estimate) \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

*Please include a copy of insurance policy showing deductible amount.*

**Describe how damage/loss occurred...**

\_\_\_\_\_

Reported to: ☐ Police Report \_\_\_\_\_ ☐ Principal/Administrator \_\_\_\_\_ Date Reported \_\_\_\_\_  
Police No. \_\_\_\_\_

*I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.*

\_\_\_\_\_  
Employee Signature Title Date

**PRINCIPAL/ADMINISTRATOR RECOMMENDATION**

☐ APPROVE ☐ DISAPPROVE REASON \_\_\_\_\_

\_\_\_\_\_  
Principal / Administrator Signature Title Date

\_\_\_\_\_  
Claims Manager Signature Date

AMOUNT TO BE PAID
\$ _____

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Tacoma School District No. 10 and that I am authorized to authenticate and certify to said claim.

Company	Accounting Unit	Account	Amount
10	97000.68. 012	5737	\$ _____

Accounting Control	Payment Date
_____	_____

**SUBMIT ORIGINAL TO DISTRICT CLAIMS MANAGER (CAB - 4th Floor);  
RETAIN ONE COPY FOR YOUR FILES**

\_\_\_\_\_  
Director of Financial Services

RESET FORM

## Appendix X – District Equipment Theft/Damaged/Loss Report

TACOMA SCHOOL DISTRICT NO. 10						Track-It #
District Equipment Theft/Damage/Loss Report						
[To Be Initiated by Person Reporting Loss and Completed by Principal or Site Administrator]						
Location:			Today's Date:			Date & Time of Incident:
Name & Position of Person Reporting Loss:						
TYPE OF INCIDENT						
<input type="checkbox"/> Theft <input type="checkbox"/> Burglary <input type="checkbox"/> Vandalism <input type="checkbox"/> Other _____						
Note: Submit this report to Help Desk (electronic submittal preferable) as soon as practical and retain copy for file.						
REPORTED TO: <input type="checkbox"/> School Security <input type="checkbox"/> Police Department   Police Report # _____ <input type="checkbox"/> HELP Desk						
DETAILS OF INCIDENT						
Describe how incident occurred including damaged, lost and/or stolen equipment, glass damage, painting on walls or buildings, and other damage to buildings or grounds. List possible witnesses, if known.						
DISTRICT EQUIPMENT STOLEN OR DAMAGED						
ITEM DESCRIPTION	MAKE	MODEL	SERIAL #	BARCODE	ORIG. VALUE <small>(ENTERED BY PURCHASING)</small>	
LOSS OF CONFIDENTIAL INFORMATION						
Did the equipment contain confidential information (student data, personnel data, other)?						
Yes <input type="checkbox"/> No <input type="checkbox"/> <span style="color: red;">If Yes, contact District Legal Services immediately! Ext.1013</span>						
Based upon the circumstances of the incident, have steps been taken to prevent theft/loss/damage in the future, including but not limited to adequately safeguarding assets while in the custody of the employee? YES <input type="checkbox"/> NO <input type="checkbox"/> (please mark one)						
PRINCIPAL/ADMINISTRATOR: _____				DATE: ____/____/____		
CLAIMS REVIEW (COMPLETED BY PURCHASING)						
Current Value (based on date of loss) _____						
Disposition _____						
Purchasing Director's Signature: _____ Date: _____						
Copy sent to: <input type="checkbox"/> Finance <input type="checkbox"/> Legal Services <input type="checkbox"/> Originator <input type="checkbox"/> Other _____						
Reimbursement Amount: \$ _____ <input type="checkbox"/> AR <input type="checkbox"/> Supplemental						
Finance Notes: _____						
FROM	Company	Accounting unit	Account	Activity	AcCAT	Amount
	10	97000.68.501012				
TO	Company	Accounting unit	Account	Activity	AcCAT	Amount

### **Fixed Asset Equipment Theft/Damage/Loss Reporting Steps**

Administrators must follow these steps for submitting the loss report form:

- 1) Individuals who are granted custody of District equipment shall report the loss, damage or theft of such equipment to the appropriate administrator on a District Theft/Damage/Loss Report form
- 2) The administrator responsible for the equipment must take prompt action. If loss is due to theft immediately notify School Security and the Tacoma Police Department within 10 working days of the knowledge of the loss in order to be considered for reimbursement.
- 3) Administrator ensures the Theft/Damage/Loss Report form is complete, including the item description and barcode.
- 4) If the equipment contained confidential information (student data, personnel data, other) Administrator must check the *Yes* block in the section titled "Loss of Confidential Information" and immediately contact District Legal Services at extension 1013. Legal Services will follow-up and report as necessary.
- 5) Administrator submits Report electronically to Technology Customer Service Center via email ([help@tacoma.k12.wa.us](mailto:help@tacoma.k12.wa.us)). For the loss to be considered for reimbursement the report must be submitted within 30 days of the knowledge of the loss.

## Appendix XI – Systems and Process Issue Review Form



Requests are to be submitted to the Deputy Superintendent.

Copies are also to be submitted to HR, the Association and the employee's supervisor.

### To be completed by employee

Date Requested: \_\_\_\_\_

Requester: \_\_\_\_\_

School / Department: \_\_\_\_\_

Positions impacted: \_\_\_\_\_

Participants necessary to solve the problem: \_\_\_\_\_

Brief statement of the workload issue: \_\_\_\_\_

### To be completed by Human Resources

Date Received: \_\_\_\_\_ Designation of Committee completed: \_\_\_\_\_

Committee Meeting Scheduled for: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
within 5 days of receipt

Participants necessary to solve the problem: \_\_\_\_\_

Deputy Supt. / Designee: \_\_\_\_\_

Asst. Supt. HR / Designee: \_\_\_\_\_

Program Director: \_\_\_\_\_

Association UniServ Rep: \_\_\_\_\_

District Appointees: \_\_\_\_\_

Association Appointees: \_\_\_\_\_

Others : \_\_\_\_\_

Requests for information sent to: \_\_\_\_\_ Responses to information requests due: \_\_\_\_\_

### — Disposition —

Recommendations due: \_\_\_\_\_ Recommendations forwarded to Supt: \_\_\_\_\_  
within 5 days of committee meeting

Timeline extensions made?: \_\_\_\_\_

Superintendent's decision due: \_\_\_\_\_  
within 10 days

Recommendations: \_\_\_\_\_

Superintendent signature: \_\_\_\_\_

Attach additional sheets as necessary.

## Appendix XII – Professional Technical Classification Listing

<b>FILE #</b>	<b>TITLE</b>	<b>LEVEL PT</b>	<b>LAST REVISED</b>
D04-94	.Net Developer	9	4/19
D06-09	Accounting Technician, Accounts Receivable	5	3/18
D06-10	Accounting Technician, Depository Accounts	6	5/18
D06-11	Accounting Technician, Grants	6	5/18
D06-14	Accounting Technician, Subsidiary Accounts	6	5/18
D06-04	Accounts Payable Specialist	6	9/16
D20-12	Assistant Buyer	6	10/98
D21-04	Assistant Bus Routing Specialist	5	12/19
D12-75	Athletic/Activities Technician	4	3/18
D04-86	Azure Architect	10	7/18
D05-37	Benefits Assistant	6	10/15
D05-29	Benefits Specialist	7	09/15
D12-33	Bilingual Program Associate	6	5/18
D15-07	Braille Specialist	6	4/99
D10-36	Budget Accounting Technician, CTE	6	12/08
D13-29	Budget Accounting Technician, Early Learning	6	10/15
D06-32	Budget Technician	6	1/19
D15-10	Budget Technician, SPED	6	5/18
D04-84	Business Intelligence Analyst	10	7/18
D20-02	Buyer	7	7/16
D04-85	Data Systems Training Specialist	6	7/18
D04-95	Database Developer	9	9/19
D06-27	Duplicator and Press Operator	5	5/18
D05-64	Employment Services Specialist	4	07/15
D18-28	Engineering Technician II	7	11/07
D06-29	Finance/Payroll System Specialist	8	2/16
D05-23	Fingerprint Technician	4	1/00
D25-13	Food Services Free & Reduced Meal Specialist	4	5/18
D17-18	General Support Clerk, Maintenance	6	5/18
D13-24	Head Start Enrollment Technician	6	5/02
D14-47	High School Student Data Specialist	6	04/16
D05-63	HR Data Specialist	5	07/15
D05-61	HR Generalist	7	08/15
D05-62	HR Services Specialist	6	08/15
D04-33	IT Customer Service Specialist	5	07/18
D05-71	Integrated Systems Support Specialist	8	07/18

D09-13	Instructional Materials & PCard Technician	5	8/17
D12-65	International Program Associate	6	12/15
D04-92	Innovative Technology Specialist	9	8/18
D06-08	Lead Accounting Technician	8	5/18
D21-06	Lead Bus Routing Specialist	7	11/19
D05-41	Lead Human Resources Generalist	8	11/15
D06-26	Lead Graphics Specialist	6	11/08
D05-65	Lead HR Services	8	10/16
D08-32	Lead Payroll Specialist	8	2/19
D06-23	Lead Printing and Graphics	7	3/17
D22-03	Library Technician Specialist	5	03/15
D17-33	Maintenance Support Specialist	5	2/18
D17-31	Maintenance & Operations Specialist	9	2/16
D12-32	McKinney Vento Coordinator	5	6/19
D04-39	Network Analyst	9	10/04
D04-74	Network Security Analyst	9	08/18
D04-48	Network Technician	8	06/18
D25-14	Nutrition Services Support Clerk	5	05/18
D25-03	Nutrition Services Field Assistant	7	05/18
D04-91	Office 365 Administrator	8	8/18
D04-82	PDC Technician	4	5/18
D17-20	Payroll and Support Specialist, Facilities Operations	5	5/18
D08-31	Payroll Specialist I	6	9/16
D08-30	Payroll Specialist II	7	3/19
D25-04	Payroll Specialist, Food Services	6	5/18
D06-25	Printing and Bindery Technician	6	5/18
D09-17	Program Technician, Title I/LAP	6	05/18
D02-05	Public Information Assistant	7	7/07
D11-06	Records Specialist, Professional Development	6	03/17
D04-93	Reporting Analyst	8	2/19
D04-78	SCCM Specialist	8	3/16
D10-28	Science Materials Center Specialist	5	8/16
D04-07	Senior Networking Analyst	10	3/16
D04-89	SharePoint Developer	8	8/18
D04-24	SQL Analyst	8	6/13
D04-88	SQL Database Administrator	8	8/18
D04-04	Senior Systems Analyst	9	5/18
D14-46	Strength and Conditioning Specialist	6	1/12
D03-11	Student Assessment Coordinator	7	10/15

D03-19	Student Information Specialist	6	9/17
D16-25	Student Services Data Specialist	6	8/19
D04-42	Student System Specialist	6	8/17
D04-43	Student System Specialist III	7	5/13
D12-66	Support Program Associate	7	02/16
D04-05	Systems Analyst	8	07/18
D04-87	Technical Writer	7	8/18
D04-25	Technology Support Technician	6	8/18
D04-29	Telecommunications Analyst	9	9/18
D21-18	Transportation Support Specialist	4	12/19
D22-19	TV and Video Production Coordinator	8	9/12
D04-68	Web Technician	7	10/12
D04-67	Web Developer	9	8/18
	High School degree; some technical training		

Total Active = 88

2017 Total > 7 years = 29

2018 Total > 7 years = 15

2019 Total > 7 years = 8



## Appendix XIII – Classification Questionnaire Form

### **TACOMA PUBLIC SCHOOLS Division of Human Resources**

#### **REQUEST FOR CLASSIFICATION REVIEW**

To begin the official classification review process, complete the Request for a Classification Review to Reclassify a Job form (next page); complete this packet; secure required signatures, and return to the Human Resources Department. Incomplete requests will be returned for completion.

If this job is held by a number of incumbents, please submit only one classification review packet for the group. Upon receipt of the completed packet, the Compensation Analyst will review your request with the Assistant Superintendent of Human Resources. You will be contacted to schedule a meeting with yourself, your Supervisor/Administrator, and Human Resources to review the position. Please refer to your negotiated agreement for information about the classification review process.

If you have any questions, please call 253-571-1063.

### Request for a Classification Review to Reclassify a Job

☐ Reclassification request: Current job title: \_\_\_\_\_  
Current bargaining unit: \_\_\_\_\_  
Current classification: \_\_\_\_\_

This request is the result of:

- ☐ Filling a recent vacancy  
☐ Adding a new FTE (*Requires Deputy Superintendent Approval*)  
☐ Additional duties assigned to job  
☐ Reorganization  
☐ Other

Is there adequate funding: *(to be answered by Supervisor)*

Proposed job title: \_\_\_\_\_

Proposed bargaining unit: \_\_\_\_\_

Expected classification: (optional – will not affect classification outcome) \_\_\_\_\_

Describe reason for the changes in the existing position/job: *(to be answered by Initiator)*

\_\_\_\_\_

Describe how these changes affect other department/program positions: *(to be answered by Initiator)*

\_\_\_\_\_

Do you anticipate any other changes in department/program positions/jobs within the next six months? *(to be answered by Supervisor)* ☐ yes ☐ no If yes, please explain in detail:

Initiator \_\_\_\_\_ ☐ Incumbent ☐ Supervisor Date: \_\_\_\_\_

---

#### Approval

_____ Immediate Supervisor	_____ Date	_____ Assistant Supt., Human Resources	_____ Date
_____ Second Line Supervisor	_____ Date	_____ Chief Financial Officer	_____ Date
		_____ Deputy Superintendent	_____ Date

After approval from the Supervisors and, if applicable, the Deputy Superintendent, forward the packet to Human Resources. cc: Immediate Supervisor, Second Line Supervisor, Compensation Analyst

**TACOMA PUBLIC SCHOOLS**  
**Division of Human Resources**

**Classification Review Questionnaire**  
**Employee Instructions**

A classification review request may be initiated by an employee or by his/her Supervisor. Classification reviews will be conducted in accordance with the pertinent collective bargaining agreement.

The classification review request will be considered when the following items are submitted: *(you may submit additional information by attaching relevant documents to this form)*

**Your packet is ready to submit when:**

- ☐ Incumbent(s) has completed Section I & II.
  - ☐ The job description is attached. *(You may edit it, if desired, but do not re-type it.)*
  - ☐ Immediate Supervisor has completed Section III and IV.
- or-
- A copy of the questionnaire was submitted to the immediate supervisor on \_\_\_\_\_ and was not returned to the incumbent(s) from the Department/Division administrator within 15 working days.
- ☐ All incumbents have been notified of this request. *(You may skip this step if your responsibilities and duties are significantly different than other incumbents in the position or if there are no other incumbents in this position).*
  - ☐ An organizational chart is attached, showing this position and its relationship to all other positions in your unit/Section/department.

- Indicate if you would like to be represented by your association representative.

☐ Yes      ☐ No      (Check one)

- Forward this questionnaire to your immediate supervisor for completion of Section III.

**BE SURE TO MAKE A COPY FOR YOUR FILES**

# **CLASSIFICATION QUESTIONNAIRE** **Tacoma Public Schools**

## **I. GENERAL INFORMATION**

<p>Name</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	<p>Work location</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>
<p>Current Job Title</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	<p>Proposed Job Title (if a change is requested)</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>
<p>Current Salary Classification</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	<p>Requested Salary Classification (optional)</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>
<p>Current Bargaining Unit</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	<p>Proposed Bargaining Unit (if a change is requested)</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>
<p>Name of Immediate Supervisor</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	<p>Name of Next Highest Supervisor</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>
<p>Current Authorized Work Year</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	<p>How long have you worked in this specific position?</p> <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>

LIST ALL POSITION INCUMBENTS BELOW, IF APPLICABLE:

Name	Work Location	Work Phone Number

☐ Check here if your responsibilities and duties are significantly different than other incumbents in the position.

## II. POSITION INFORMATION

This form will be used to obtain basic information about your job and will serve as a major tool in the classification review of your position. Therefore, you should be as clear and concise as possible. Since this form is intended for general use, some of the questions may not apply to your job. If not, indicate "not applicable". If the questions do apply, be specific and illustrate your statements with examples, when possible.

What major responsibilities have been added to your position?

What major responsibilities have been removed from your position?

Have the additional duties been performed by other employees in the past? If so, whom?

Why are the duties and responsibilities changing?

What other positions in the District do you perceive as being comparable to yours? Why?

Indicate your responsibilities for subordinate positions (if appropriate):

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Assign Work | <input type="checkbox"/> Check work                  | <input type="checkbox"/> Train new employees       |
| <input type="checkbox"/> Evaluate    | <input type="checkbox"/> Give input to evaluation    | <input type="checkbox"/> Schedule work assignments |
| <input type="checkbox"/> Discipline  | <input type="checkbox"/> Recommend hiring/dismissals |  |

List titles or describe subordinate positions:

If written materials such as reports or letters are part of your duties, indicate the extent of your responsibilities:

- |                                  |                                  |                                  |                                    |
|----------------------------------|----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Compile | <input type="checkbox"/> Edit    | <input type="checkbox"/> Compose | <input type="checkbox"/> Reproduce |
| <input type="checkbox"/> Type    | <input type="checkbox"/> Develop | <input type="checkbox"/> Compute | <input type="checkbox"/> Calculate |

List any equipment, tools, or office machines used in performing your job duties:

List computer software applications used in performing your job duties:

Job contacts made by your position. Examples: School Board; Local/State Government Agencies; Legislative groups; Federal Government Agencies; General Public (parents, media, vendors); Students; District Management Team/Administrative Cabinet. Indicate frequency and purpose:

Does your position require unusual physical effort? If so, please describe.

Does your position require exposure to hazardous or unusual working conditions beyond the typical office or classroom situation? If so, please describe and indicate any special equipment/clothing required.

Explain the kind and amount of work guidance you receive from Supervisors, manuals, or established procedure:

Explain in what way and how often your work is reviewed by your supervisor:

List in the order of importance the most critical duties and responsibilities you perform on a regular basis. Indicate the approximate percentage of time you spend on each function.

Approximate Percentage	Typical duties and responsibilities
100%	Total

Requestor Signature

Date



**TACOMA PUBLIC SCHOOLS**  
**Division of Human Resources**  
**Classification Review Questionnaire**

**Supervisor Instructions**

Sections III and IV of this questionnaire are for yours and the department Administrator's completion. As the immediate Supervisor reviewing this form, you are responsible for verifying that the statements made constitute a true and accurate description of the duties and responsibilities of the job. However, please do NOT alter any statements made by the employee in Section II. Complete all parts of Section III. Upon completion, please forward the materials to the Department/Division administrator for his/her signature in Section IV thereby acknowledging review of this request. The completed questionnaire should be returned to the employee making the request within 15 working days.

If you have any questions, please call 253-571-1063.

### III. SUPERVISORY REVIEW/COMMENTS

Please review the statements made in Section II about position information and note any discrepancies.

Are any of the major functions listed on page three performed by other employees in your section/department? If yes, list the functions and the other employee(s) who share those responsibilities.

Indicate the minimum qualifications you would recommend for this position, keeping in mind the position itself and not the individual who now occupies it.

Education:

Experience:

Skills:

Abilities:

Knowledge of:

Special licenses/certificates:

Desirable qualifications, but not required:

What decisions can the position incumbent make on his/her own?

Describe the consequences of a decision error for this position.

Provide rationale for the assignment of additional duties and responsibilities to this position.

Additional comments:

Please sign and forward to the Department or Division Head.

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

#### IV. DEPARTMENT/DIVISION HEAD REVIEW

Comments:



---

Department/Division Head

Date