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LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF AUBURN AEOP CHAPTER AND THE AUBURN SCHOOL DISTRICT #408. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVI, SECTION 16.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

Beginning with the 2022-2023 school year, the parties agree to the following changes in contract language:

Section 7.10.1. High School Office Assistants.

The benchmark for adding three (3) additional hours of daily time is 1,700 students or as designated by the OSPI challenging schools list. Enrollment will be reviewed on a month-to-month basis. Substitute coverage for these hours will be provided if the enrollment trigger is met. Those high schools wishing to appeal the District's decision not to grant additional time should contact the Assistant Superintendent, Human Resources in writing for review and final determination with a copy to the PSE AAEOP President/Co-Presidents. An additional four (4) hours per day of office time will be assigned to schools at 1,800 or more students. March-enrollment and/or the challenging schools list will be used when determining assistance for the upcoming school year and the person will begin three (3) days prior to school starting. **The three (3) days will be worked on the Tuesday through Thursday prior to the start of school.** The office manager shall **work with HR if there is a desire to flex two of the three days based on building needs.** Should enrollment significantly drop below or increases above the threshold for two (2) months in a row, the District will meet with the Association about the adjustment in hours.

Section 7.10.2. Middle School Office Assistants.

The benchmark for adding three (3) additional hours of daily time is 800 or more students or as designated by the OSPI challenging schools list. Enrollment will be reviewed on a month-to-month basis. Substitute coverage for these hours will be provided if the enrollment trigger is met. Those middle schools wishing to appeal the District's decision not to grant additional time should contact the Assistant Superintendent, Human Resources in writing for review and final determination with a copy to the PSE AAEOP President/Co-Presidents. An additional four (4) hours per day of office time will be assigned to schools at 900 or more students. March enrollment and/or the challenging schools list will be used when determining assistance for the upcoming school year and the person will begin three (3) days prior to school starting. **The three (3) days will be worked on the Tuesday through Thursday prior to the start of school.** The office manager shall **work with HR if there is a desire to flex two of the three days based on building needs.** Should enrollment significantly drop below or increases above the threshold for two (2) months in a row, the District will meet with the Association about the adjustment in hours.

Section 7.10.3. Elementary School Office Assistants.

The total enrollment will include ECE/Peer Model Students and ECEAP enrolled students. The **minimum staffing for office enrollment will be three (3) hours at each elementary.** Enrollment will be reviewed on a month-to-month basis. Substitute coverage for these hours will be provided if the enrollment trigger is met. Those elementary schools wishing to appeal the District's decision not to grant additional time should contact the Assistant Superintendent, Human Resources in writing for review and final determination with a copy to the PSE AAEOP President/Co-Presidents. An additional four (4) hours per day of office time will be assigned to schools at 525 or more students. An additional three (3) hours per day of office time will be assigned to schools at 690 or more students. March will be used when determining assistance for the upcoming school year and the person will begin three (3) days prior to school starting.

The three (3) days will be worked on the Tuesday through Thursday prior to the start of school. The office manager shall work with HR if there is a desire to flex two of the three days based on building needs. Should enrollment significantly drop below or increases above the threshold for two (2) months in a row, the District will meet with the Association about the adjustment in hours.

Section 8.1 Holidays.

All employees shall receive the following paid holidays that fall within their work year:

- | | |
|--------------------------------|---------------------------------|
| 1. New Year's Day | 7. Veterans' Day |
| 2. Martin Luther King, Jr. Day | 8. Thanksgiving Day |
| 3. Presidents' Day | 9. Native American Heritage Day |
| 4. Memorial Day | 10. Christmas Eve |
| 5. Independence Day | 11. Christmas Day |
| 6. Labor Day | 12. New Year's Eve |
| | 13. Juneteenth |

Section 8.2.1 Vacation Time.

For 12 month employees, vacation is pro-rated based on start and end date.

Less-than-12-month

Years of Service

Hours of Vacation Credit

1 - 9

One (1) hour for each eighteen (18) hours worked not to exceed 120 hours per year, calculated as 5.30% per base, paid in the form of a stipend on the employee's monthly paycheck.

10 +

One (1) hour for each ten (10) hours worked not to exceed 160 hours per year, calculated as 9.57% of base, paid in the form of a stipend on the employee's monthly paycheck.

12 Months +

Years of Service

Days per year

1-5

15

6+

20

Section 8.2.1.1. Less-than-12-Month.

At the beginning of the tenth (10th) year of the collective bargaining agreement school year, the employee will move to the next vacation accrual level.

An employee with less than a twelve (12) month assignment may not take vacation days off during the school year; instead they will receive paid vacation credit prorated in their annual pay over a twelve (12) month period. Those employees who work less than their full annual assignment will receive vacation credit according to the number of hours worked in the year.

Section 9.9. Personal Leave. Add additional language:

Once annually, excess personal leave over the allotted carry over amount will automatically be cashed out at the employee's regular rate of pay.

Personal leave is pro-rated based on the employee's start and end date.

Section 9.10. Attendance Incentive. Shall be struck in its entirety.

Section 15.8.3.1. Prior WA Educational Experience. Add additional language.

Effective immediately upon receipt of verification of employment, individuals with Washington State educational experience, in the related field, will be placed one (1) year to one (1) year for applicable experience on the salary schedule.

Section 15.8.3.2. Non-Educational Experience.

After the probationary period, if allowed approved through the petition process noted in 15.8.3 above, two (2) or more years of applicable experience in business, will be eligible for a one (1) step advancement.

Section 15.12. 260 Workdays. Will be struck.

PUBLIC SCHOOL EMPLOYEES
OF AUBURN AEOP

BY: Ann Gilbert
Ann Gilbert, Chapter President

DATE: 7/15/22

AUBURN SCHOOL DISTRICT #408

BY: Chris Callaham
Chris Callaham
Assistant Superintendent of Human Resources

DATE: 8/2/22