



Secretarial/Clerical Summary

This document is a digest of the unit-specific settlements for Secretarial/Clerical. Anything underlined in this document is the new contract language. Anything that has a strike-through is no longer in the contract. Other language is summarization of new changes. Any section that is not addressed in these documents remains the same. The purpose of this document is to provide a summary of the Secretarial/Clerical tentative agreement for the 2016 General Membership Meeting and is pending ratification.

In addition to gains made as outlined in the overall summary document, the following additions were made to the Secretarial/Clerical Collective Bargaining Agreement:

Change in Levels

Moved Library Clerks and the Level 4 job titles to Level 6.

Stipends Section

- Rolled the Certificate Stipend (\$200), the Training Stipend (\$200), and the Clothing/Supplies/Materials Stipend (\$200) into one new stipend called the Contract Incentive Stipend. This new stipend will be increased by the same percentage as the salary and COLA in each year of the contract.
- For 2016-17, the total amount will be \$629 and it will be paid in equal installments over 12 months.
- This stipend will NOT be pro-rated based on the number of hours an employee works.
- This stipend does count toward your overall compensation for retirement purposes.

Staff Training and Development Section

- **We eliminated the mandatory August In-Service.** Instead, the District will provide training in a variety of other ways. They must give at least 2 weeks' notice of the date, time and location. They can require employees to be at training during their regular work day or after hours but it must be paid.
- For employees who got paid for coming in early for this day (194 and 198 work day employees) an extra day shall be added to their work year beginning 2017-18.

Single Point of Entry

We have added 2 hours of in-building hires for elementary schools (see Allocation of Hours for School Secretaries section) and plan to continue to monitor single point of entry as it continues to be implemented. We were able to come to agreement on a MOU to address many of the issues related to the program. We chose to put it in a MOU so that we can update it as needed throughout the life of the contract.

(NEW)
MEMORANDUM OF UNDERSTANDING
Between
Spokane Public Schools
And
The Spokane Education Association
Representing
Secretarial/Clerical Employees

The District and the Association agree that the 2016-2017 collective bargaining agreement shall include this Memorandum of Understanding, designed to address the need to support effective implementation of the single point of entry safety initiative. The District and the Association agree that the following actions will take place:

- The District's Campus Safety Department will provide training for single point of entry in each site for as many employees as practicable, and will include all office staff and the resource officer assigned to each school.
 - Functionality and purpose of single point of entry
 - What to look for and questions to ask when determining who to let in the building
 - Protocol to follow if entry is denied
 - Strategies for continued excellent customer service when visitors become upset
 - Ways that administrators and the campus resource officers can support the office staff
- By June of 2017, employees will have an opportunity to discuss single point of entry best practices and processes, for secretarial clerical staff, by school level. This opportunity will be facilitated and will result in the development of an initial best practice document for single point of entry, to be reviewed and finalized during the 2016-17 school year.
- By September 2016, the District will investigate opportunities for changing the times that single point of entry doors will be closed and locked based on regular student entry timelines.
- By September 30, 2016, single point of entry best practices for non-secretarial staff will be developed by the office of Campus Safety and will be shared with all staff at single point of entry sites.
- In addition to the regular allocation of hours for secretaries, the District shall provide up to two (2) in-building hire hours per day based on the MI schedule to assist in the office and support with workload concerns. The District shall develop a document to define what duties could be assigned to these positions.
- Beginning September 2016, all sites with a visitor kiosk system will be provided funds for supplies. Upon full implementation, the District may decide to include the additional funds within the building supply allocations.
- A representative from the Office of Campus Safety will attend leadership meetings at least twice a year to provide updates and seek feedback about single point of entry.

This Memorandum of Understanding is in effect until a successor Collective Bargaining Agreement is ratified by the parties or may be amended by mutual agreement.

Allocation of Hours for School Secretaries Section

- Added language to clarify how and when the allocation of hours is actually done and to better acknowledge that the district should be making changes to allocation during the summer if there are significant changes to programs and student enrollment.
- Took back the WebSmartt breakfast duties from the Nutrition Services staff at elementary schools that had single-point-of-entry.
- Provided all elementary schools with 2 additional hours for in-building hires to assist the office during busy times. The district will provide help in understanding the types of work that these employees can do.
- Clarified that the district shall determine the start and end dates for all employees and that they will communicate to all employees prior to the end of the school year about what their work year will look like. These will also be in the back of the contract as an addendum.

Workload Section

- Made slight changes to the language to help build teamwork in the office. These changes include involving all parties in working together to prioritize workload and clarifying the purpose and need for regular secretarial meetings in each building.
- In addition, we worked with the district to come up with a Memorandum of Understanding (MOU) to address several workload concerns. This MOU will be part of the final contract.

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The District and the Association agree that the 2016-2017 collective bargaining agreement shall include this Memorandum of Understanding, designed to address the need to create more efficient and effective processes and to reduce workload. The District and the Association agree that the following actions will take place.

- The District will work with the leadership team to develop best practice manuals for significant processes in the schools.
 - The significant processes will be identified through the updates of job descriptions that occur during the 2016-17 school year.
 - Following the job description update process, the leadership team will prioritize the processes to be reviewed for creation of the best practice manual.
 - The leadership team's work plan will include development of the highest priority best practice manuals.
 - The leadership team will review progress on the best practice manuals annually.
- During the 2016-17 school year, the District will implement an electronic time reporting solution with an intent to reduce the time required for site timekeepers.
- During the 2016-17 school year the District will pilot a School Certified Nurse Assistant model in several schools. Part of the implementation plan will be to determine whether this model could provide health room support in the office during peak times. This pilot is included in an ESS MOU.

- During the 2016-17 school year, the leadership team will develop a list of requests from the district office departments that adversely impact the school offices. The District will utilize this list to assist them in determining how to better plan and coordinate request to schools.
- The District will develop a memo regarding Fail to Fill positions. This information will be provided to every administrator and timekeeper and will be explained so that the fail to fill process will be more efficient.
- The District will work to improve student discipline and behavior data definitions and reporting accuracy. This will include communications to each school, to clarify both what and how to report student discipline and behavior data in a more consistent manner. The District will monitor this work throughout the 2016-17 school year.
- The District will provide training about current contract language regarding student discipline, PBIS, and restorative discipline practices as referenced in the Certificated MOU about student discipline.
- At express sites, the District will continue to provide an additional 20 minutes of time for each activity leader for the 2016-17 school year. The District will encourage that this time be used to support the school office staff.

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Updated Job Classification Study MOU

The reclassification process and committee remain on hold pending the completion of job descriptions. We agreed to outline the process for completing this work in a MOU.

(NEW)
MEMORANDUM OF UNDERSTANDING
Between
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Secretarial/Clerical

The District and The Association agree that the 2015-2016 collective bargaining agreement references a job classification study to be completed by April 2016. Based on work completed through April 2016, and the District and the Association agree that the work to be completed should be clarified and the timeline should be adjusted:

- The District will finalize all job descriptions in accordance with the agreed upon proposed language changes for all job descriptions.
- All school based employees will receive a copy of their updated job descriptions after the final update.
- The District will propose an updated matrix for use in determining the appropriate classification and level for jobs within the work unit by November 15, 2016. Responsibility, complexity and scope/impact of the job will be the primary factors in determining classification and levels.
- In accordance with a successor CBA, the District will review all represented positions and provide the SEA with a list of any positions that appear to require a title change from the District's perspective by January 31, 2017.
- After each job description within each job classification is updated, the District and SEA will follow the reclassification process outlined in the successor agreement for reclassification reviews for all positions identified by the District and additional positions requested by the employees or by SEA.

This Memorandum of Understanding is in effect until a successor Collective Bargaining Agreement is ratified by the parties.

Library Task Force MOU

This MOU is in both this contract and the certificated agreement.

(NEW)
MEMORANDUM OF UNDERSTANDING
Between
Spokane Public Schools
And
The Spokane Education Association
Representing
Secretarial/Clerical
School Library Task Force

- A. The School Library Task Force is established to gather data and make recommendations for school library staffing and support. Recommendations will be made to the district Superintendent and will be provided to the School Board for consideration in establishing district budget parameters.
 - B. The task force recommendations will include:
 - a. Data regarding library staffing levels, library programs and activities, library schedules and other non-staff support
 - b. Data regarding library staffing levels, library programs and activities, library schedules and other non-staff support in other districts in the local area and districts that are of a similar size within Washington State
 - c. Summaries of research regarding best practices for library programs and activities, including staffing levels
 - d. At least 3 formula options for providing library staffing. One formula option must be revenue neutral at a district level
 - e. Recommendations for a schedule of implementing any changes to library staffing
 - f. Estimated costs of implementing recommendations, including major assumptions
 - g. Potential impacts to staff and to students that would occur as a result of the recommendations.
 - C. The task force will be made up of:
 - a. Four representatives from District administration identified by the Superintendent
 - b. One school principal or designee from each school level
 - c. Two librarians from each school level identified by the school librarians
 - d. At least one education support personnel currently assigned to support libraries from each school level agreed to by the Association and the District
 - e. Two representatives of the SEA to be identified by the SEA President.
- A. The task force will begin in September 2016. An interim report will be provided to the Superintendent and the SEA President by March 31, 2017.

- B. To the extent possible, the report recommendations will be arrived through consensus. If recommendations are not reached through consensus, the report will identify the preferred option that the majority of the members support and may include additional options along with the pros and cons of each option presented.

Summer Work and Summer Mail Delivery Sections

- Added language to clarify that no 10-month employee shall be required to open offices during the summer.
- If an employee chooses to work during the summer for the purpose of summer mail delivery or to open an office, employees shall be paid at their regular rate of pay.
- We also defined the rate of pay for non-secretarial/clerical employees who may do this work instead. (\$12.00 an hour)

Building Supplemental Hours

- All sites shall receive 70 supplemental hours. (This is no loss to anyone and increases the number of hours at some sites.)

Technology Section

- Attempted to get language that would demonstrate how vital it is to have an opportunity to be trained in new systems and software before it is launched.

Every effort will be made to provide employees with dedicated opportunities to learn new systems before they are implemented. Employees shall be provided adequate and ongoing training on all equipment, software, and programs that are essential to perform their job duties ~~they are expected to use.~~

Assignment and Transfer Section

- Tried to write language to clarify certain confusing sentences in this language. Did not change intent in these areas.
- Eliminated the need for a required library clerk meeting. Wrote language to ensure that any reassignments for library clerks would be made prior to the end of the school year. Kept the same process if there is a need for a change.
- Added language that helped support the goal of making more positions 8 hours. When there is a mid-year separation, hours may be given to staff who are less than 8 hours before posting the position.
- Employees who are involuntarily transferred will still be able to fill out a comparable position form, but the district will only be required to match employees to their requested position for two years instead of until a match is offered. This language puts our contract more in line with how other units handle involuntary transfers.

Secretarial/Clerical Leadership Team

- In addition to working on job descriptions (as stated in the Overall Summary Document on white paper), the Leadership Team will also do the following:
 - act as a committee to discuss changes, concerns and issues regarding equipment, software and programs
 - provide input into training opportunities for employees
 - discuss single-point-of-entry at least twice a year with Campus Safety
 - continue to develop best practice manuals for significant processes.