

MEMORANDUM OF UNDERSTANDING
BETWEEN SPOKANE PUBLIC SCHOOLS
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
CUSTODIAL EMPLOYEES

The District and the Association agree to the following Memorandum of Understanding (MOU) regarding impact to the custodial positions resulting from a change to the required 3rd class boiler's license qualification for the custodial level 4, 5 and 6 positions, precipitated by a change to the City of Spokane licensing requirements.

All custodians will be grandfathered into their current level. Custodians who currently hold a 3rd class license will be required to fulfill the new level certification requirement, during their workday. Following the certification course a knowledge check will be completed, if deficiencies are identified through the knowledge check, the custodian may be unqualified for transfer until additional training requirements are completed. The custodial leadership team will have an opportunity to review the framework of the knowledge check prior to implementation.

For custodians choosing to advance in the custodial profession, certification courses will be offered outside the workday on a routine basis. The District intends to provide frequent and accessible course offerings. Each fall the Custodial supervisors will generate and distribute an annual certification course offering schedule. Additional courses may be added to the course offering schedule at any time throughout the year.

All boilers licenses equivalent to or greater than a low-pressure boilers license will meet the eligibility requirement for the License/Certificate Stipend.

The collective bargaining agreement already allows employees to flex their start time, "by mutual agreement of the employee and the supervisor, schedules may be flexed based on building needs." This will include flexing schedules to allow head custodians to train/retrain custodial staff in their building, upon supervisor approval.

Measured exposure will be accommodated on a first come first serve basis, within a reasonable timeline of the custodian submitting a written request to their custodial supervisor. Employees shall be subbed out for their full eight (8) hour shift to be able to complete their measured exposure. Custodians who have had sub out of class exposure or previously held a head custodian position can submit a written request to their custodial supervisor identifying their prior workload exposure and request that it be considered to fulfill the exposure requirement.

Demonstrated skill checklist is intended to encourage custodians early in their career to seek professional development opportunities and work toward a higher-level position. The demonstrated skill checklist shall not replace the evaluation or discipline process. If an employee is not demonstrating the skills necessary, the checklist shall not be the first time they hear about the concern.

Custodians who are requested to present or develop a certification course will be compensated at the appropriate rate of pay as outlined in Article III – Personnel, Section 9 – Overtime.

The District shall seek agreement from Custodial staff to assist with training on-call substitutes.

Additionally, the Association and District agree to the following collective bargaining agreement language changes, due to impact as a result of the qualification changes.

Article III – Personnel, Section 16 – Assignment and Transfer, I. Voluntary Transfer:

6. The employee offered the position shall be the most senior employee who meets the qualifications.
 - a. If a license is listed as part of the job qualification for a position, the employee must obtain the license prior to submitting a transfer request.
 - b. If no qualified employee applies, the position shall be re-opened a second time to internal applicants. If there are still no employees who meet the qualifications, the most senior employee shall be offered the position.
 - i. An employee selected for the position without the proper license or certification requirement will be required to obtain meet the qualifications within 6 months. Under special circumstances, an extension may be granted.
 - ii. When promoted the pay rate adjustment will start on the first day of the job.

The above language replaces the existing contract language identified below:

- ~~6. The employee offered the position shall be the most senior employee with the proper license.~~
- ~~a. If a license is listed as part of the job qualification for a position, the employee must obtain the license prior to submitting a transfer request.~~
 - ~~b. If no current licensed employee applies, the District shall repost the position one (1) time to provide qualified employees with the proper license, the opportunity to apply.~~
 - ~~c. If no current licensed employee applies on the second posting, the position shall be re-opened to internal applicants without the proper license. An employee selected for the position without the proper license will be required to obtain the license within two (2) consecutive testing periods as allowed by the City Building Services Department.~~

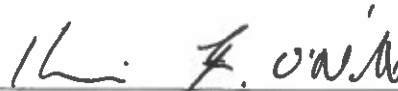
This MOU will remain in effect for the 2018-19 school year unless both parties agree to revisit. During the 2018-19 school year the custodial supervisors will provide regular updates regarding the certification program at the custodial leadership team meeting.

FOR THE ASSOCIATION:

FOR THE DISTRICT:



Katy Henry, President, SEA



Kevin O'Neill, Executive Director
Human Resources



Rebecca Powell, UniServ Director, SEA



Ramon Alvarez, Director, Employee &
Labor Relations

8/17/18

Date

8/17/18

Date

SPOKANE PUBLIC SCHOOLS

CUSTODIAL CERTIFICATION PROGRAM

DATE: August 16, 2018

Line	Topic	Recip	Subject Category	Frequency	Delivery	Provider/Notes	Duration (minutes)
			A - Standards and Best Practices B - Tools and Equipment, C - Safety & Security D - Soft Skills E - Leadership F - Informational, Mandatory	A - Annual B - Biennial C - One Time	A - Vivid Online B - Safe Schools Online C - In Person/Hands On E - SkillSoft, Other F - Summer		
CERTIFICATION - LEVEL 2 & 3							
1	Galaxy Door Scheduling	2	A	C	C	Peer	20
2	Effective Communication - Level 1	2	D	C	B		30
3	Time Management and Efficiency	2	F	C	B	Facilities	30
4	Disinfection and Sanitation	2	A	C	B	Vendor	20
6	Fire Drills and Fire Panel	2	C	C	C	Peer	30
7	Introduction to SchoolDude	2	B	C	C	Peer	20
8	Winter Responsibilities, Snow and Ice Mitigation	2	A	A	F	2018	30
9	Outdoor Equipment: Snow Blower, Small Tractor, Leaf Blower	2	B	C	C	Facilities	20
10	Integrated Pest Management (IPM) Level 1	2	A	A	B		24
Total Classroom Minutes							90

CERTIFICATION - LEVEL 4							
1	Level 4 - Expectations and Responsibilities	4	A	C	B	Supervisor	30
2	Indoor Air Quality	ALL	C	C	B		22
3	Custodial Service Substitution Guideline	2	A	C	B	Facilities	15
4	Summer Cleaning	4	A	C	B	Peer	30
5	Logs - Boiler, Generator, Play Ground	4	A	C	E	New	20
6	Leadership Topics - Level 1	4	D	C	E		30
7	Integrated Pest Management (IPM) Level 2	4	A	C	C	Facilities	30
8	Project Coordination	4	E	C	E		30
9	Effective Communication - Level 2	4	D	C	E		30
10	Work Requests & Ordering Supplies	4	A	C	F	2018	20
11	Understanding Custodial Staffing and Service Level	4	A	C	E		20
12	Basic Grounds, Exterior Building, Irrigation Controls	4*	A	C	C	2018	60
13	Clorox 360	4**	B	C	C	Vendor	30
14	Lead Skills	4	E	C	E		30
15	Elementary Work Load Exposure	4	A	C	C	Peer	490
16	Low Pressure Boiler License	4	B	C	C	Independent	60
17	Demonstrated Skill - Level 1 (Time Management)	4	A	C	C		
18	Demonstrated Skill - Level 2 (Work Quality)	4	A	C	C		
19	Demonstrated Skill - Level 3 (Customer Service and Team Relations)	4	A	C	C		
Total Classroom Minutes							90

CERTIFICATION - LEVEL 5 & 6							
1	Level 5 & 6 - Expectations and Responsibilities	5	A	C	C	Supervisor	60
2	Conflict Resolution	5	D	C	E	Supervisor/HR	60
3	Advanced Cleaning - Athletic Facilities	5	A	C	C	Supervisor	60
4	Effectively Serving a Middle School Population	5	D	C	E	T&L	120
5	Effectively Serving a High School Population	6	D	C	E	T&L	60
6	Leadership Topics - Level 2	6	D	C	E		45
7	Leadership Topics - Level 3	6	D	C	E		45
8	Secondary Work Load Exposure	6	D	C	C	Peer	60
Total Classroom Minutes							120

