MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SPOKANE SCHOOL DISTRICT
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
FAMILY MENTAL HEALTH THERAPISTS

The District and the Association agree to the following Memorandum of Understanding (MOU) regarding the creation of 10-month Family Mental Health Therapist positions and the transition of current employees to the new positions. The decision to create the 10-month position option is due to employee interest and has not been made for financial reasons.

Both the District and Association agree that in the spring of 2019, this option will be offered to all current Family Mental Health Therapists. Up to half of the current positions can be 10-month positions. There must be at least one 12-month position for every 10-month position. After this initial offering of the positions, it shall be up to the District to post 10-month or 12-month positions. Existing contract language shall apply to any future postings.

Any 10-month position shall begin during the 2019-20 school year. The first summer that an employee would not work would be 2020. They shall be 198-day employees.

Meeting for All Mental Health Therapists and Process for Applying

The District shall share information about the new 10-month position at a regularly scheduled Mental Health Therapist meeting. SEA representatives shall be invited. Topics to be covered at this meeting shall include, but not be limited to, the process for applying for one of the positions, an explanation of how pay is spread out over 12 months, vacation, how moving to a 10-month position may impact retirement and benefits, the 10-month calendar, as well as the expectations of accepting a 10-month position. At such a meeting, the District shall also explain how and when employees shall close cases and/or transition them to a colleague who is working during the summer.

After the meeting, the District shall offer the 10-month option to all current Family Mental Health Therapists. Employees shall be able to submit their names via email to Katie Ridenhour for consideration, no later than 5 working days following the meeting. If more employees request to be reassigned to a 10-month position, than the number of positions available, seniority shall be used to determine who shall get the positions. No employee will be forced to take a 10-month position.

Anyone who requests to go to a 10-month position shall be officially resigning from their 12-month position. By resigning the employee would not lose existing seniority. Employees selected for a 10-month position will also be provided an offer letter in which they will need to sign in order to officially accept a 10-month position. If an employee wishes to return to a 12-month position they may apply to a 12-month position when a vacancy arises, consistent with the assignment and transfer provisions of the Collective Bargaining Agreement.
**Working Conditions**

The work year for the new 10-month positions shall begin six (6) days prior to the start of the student year and shall end two (2) days after the last day of school for students.

Non-twelve-month employee vacation leave language shall apply to these new positions (page 103 of the current contract).

10-month Mental Health Therapists shall be eligible for the non-twelve-month stipend (page 109).

*Only one job title shall exist; therefore, only one seniority list would be maintained.*

*For the purposes of reassignment, an employee’s work year will not be impacted through the reassignment process.*

**Transition of Students for the Summer and Summer Work**

All Mental Health Therapists will work to close or “pause” cases by the end of the school year. This may include any “transfer up” students going to a new level of education (elementary to middle or middle to high school).

By the end of April, Mental Health Therapists and Supervisors will review caseload and collaboratively develop a plan to manage the caseload over the summer. A summer transition plan with expectations will be shared.

By May 15, Supervisors shall assign student summer caseloads from the 10-month therapists to 12-month therapists. Decisions regarding reassignment of caseload shall not be made in an arbitrary, capricious or retaliatory manner. When reassigning clients, the following factors shall be considered:

- Travel time, school location and proximity
- Experience with the client population
- Experience with client age range
- Severity, intensity and frequency of symptom expression
- 12-month therapist’s caseload
- Equity in caseload

If a 12-month therapist has concerns with their summer caseload/workload, they will bring the concern to their Supervisor or the Program Director, if the Supervisor is not available.

In May, at a regularly scheduled Mental Health Therapist meeting, therapists shall be provided an opportunity to meet to discuss cases that are being transferred to a different therapist.

During the summer, 12-month therapists shall have access to 10-month therapist’s neighborhood school and office to facilitate services for the students they are serving during the summer months. 12-month therapists shall maintain their original supervisor for their entire caseload in the summer.

For services during the summer months, the service plan and staffing will determine the modality(s) of service (i.e. Individual, group, family sessions).

The District and the Association agree to this language for the 2019-20 school year, unless both parties mutually agree to amend this MOU.
FOR THE ASSOCIATION:

Katy Henry, President
Spokane Education Association

Rebecca Powell, UniServ Director
Spokane Education Association

6-21-19
Date

FOR THE DISTRICT:

Ramon Alvarez, Executive Director of Human Resources

Katie Ridenhour, Human Resources Manager

6/21/19
Date