

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, 2022 - August 31, 2025

Tacoma, Washington

TACOMA SCHOOL DISTRICT #10

BOARD OF DIRECTORS

Elizabeth Bonbright, President

Lisa Keating, Vice President

Enrique Leon

Korey Strozier

Chelsea McElroy

SUPERINTENDENT

Joshua J. Garcia

<p>Tacoma Education Association 3049 S 36th St., Suite 300 Tacoma, WA 98409 (253) 565-4411</p>	<p>Tacoma School District No. 10 P.O. Box 1357 Tacoma, WA 98401-1357 (253) 571-1000</p>
---	---

Table of Contents

PREAMBLE.....	1
ARTICLE I – DEFINITIONS AND RECOGNITION	1
Section 1. Definitions	1
Section 2. Anti-Bias and Nondiscrimination.....	3
Section 3. Recognition and Unit Designation.....	3
Section 4. Rights of the Board	4
Section 5. Bargaining Unit Privileges.....	4
Section 6. Dues Deductions	4
Section 7. Grievance Procedure.....	5
Section 8. Bargaining Procedures and Labor Management Meetings.....	7
Section 9. Staff Diversity Plan.....	8
Section 10. Equitable Treatment.....	8
Section 11. Harassment and Discrimination.....	8
Section 12. Site-Centered Decision-Making	9
ARTICLE II - SALARY, HOURS AND BENEFITS.....	9
Section 13. Salary and Classifications	9
Section 14. Work Year.....	13
Section 15. Work Day.....	15
Section 16. Peer Review	18
Section 17. Professional Growth	19
Section 18. Mentoring	23
Section 19. Closure of Work Sites Due to Inclement Weather.....	24
Section 20. Insurance Benefits.....	25
Section 21. Travel Allowance.....	25
Section 22. Staff Protection	26
Section 23. Tax-Sheltered Annuity Programs	30
ARTICLE III - GENERAL CONDITIONS	30
Section 24. Systems and Process Advisory Review Committee	30
Section 25. School Building Office Overtime Relief Pool.....	31
Section 26. Coverage Pay	31
Section 27. Reorganizations	32
Section 28. Job Description	32
Section 29. Evaluation.....	32
Section 30. Cause	34
Section 31. Classification Review Procedure	35

Section 32. Position Openings	37
Section 33. Special Project Staffing	39
Section 34. Displacement/Reduction in Force.....	40
Section 35. Resignation and Retirement.....	42
ARTICLE IV - LEAVES.....	42
Section 36. General Leave Provisions	42
Section 37. Leaves With Pay	43
Section 38. Leaves Without Pay	48
ARTICLE V – FURTHER PROVISIONS	50
Section 39. Agreement Clause.....	50
Section 40. Savings Clause.....	50
Section 41. Copies of Agreement Clause	50
Section 42. Amendments Clause	50
Section 43. Duration and Reopeners Clause.....	50
AGREEMENT.....	52
APPENDICES	53
Appendix I – District Harassment, Bullying, and Intimidation Form	53
Appendix II – 2022-23 Office Professional Salary Schedule.....	54
Appendix III – 2022-23 Professional Technical Salary Schedule.....	55
Appendix IV – 2022-2023 10-Month OP Calendar	56
Appendix V – 2022-2023 12-Month OP/PT Calendar	57
Appendix VI – Peer Review of Individual Workload Equity Request Form	58
Appendix VII – Technology Stipend Request/Professional Growth Plan Form.....	59
Appendix VIII – Request for use of PD Technology Hours for Non-District Training.....	60
Appendix IX – Employee Personal Property Loss/Damage Claim Form	61
Appendix X – District Equipment Theft/Damaged/Loss Report	63
Appendix XI – Systems and Process Issue Review Form.....	65
Appendix XII – Professional Technical Classification Listing	66
Appendix XIII – Classification Questionnaire Form.....	70

1 **PREAMBLE**

2
3 The following articles of this Agreement constitute the full and complete agreement by and
4 between the Board of Directors of Tacoma School District No. 10, hereinafter called the "Board,"
5 the Tacoma Association of Educational Office Professionals, and the Tacoma Association of
6 Public School Professional-Technical Employees, hereinafter called the "Association."
7

8 **The parties hereto agree as follows:**
9

10 **ARTICLE I – DEFINITIONS AND RECOGNITION**

11 **Section 1. Definitions**

- 12 A. **Board:** Board of Directors of Tacoma School District No. 10.
- 13 B. **District:** Tacoma School District No. 10.
- 14 C. **Superintendent:** Superintendent of Tacoma School District No. 10.
- 15 D. **Association:** Tacoma Association of Educational Office Professionals (OP) and Tacoma
16 Association of Public School Professional and Technical Employees (PT).
- 17 E. **Employee:** Any employee of the District covered by this Agreement.
- 18 F. **Professional-Technical:** Positions require advanced education such as a vocational
19 diploma, A.A. or B.A. degree; job training or experience may be substituted in
20 accordance with the job description. In addition, the District and the Association agree to
21 include specialized positions, which are not exempt, that are not covered under existing
22 bargaining units.
- 23 G. **Regular Full-Year Employee:** An individual who has completed the new employee
24 probationary period and is employed in a budgeted 1.0 FTE position, working eight (8)
25 hours/day for the scheduled work year. Said employee receives full benefits and is
26 assigned a specific work calendar.
- 27 H. **Regular Part-Year Employee:** An individual who has completed the new employee
28 probationary period and is employed in a budgeted position a minimum of four (4)
29 hours/day. Said employee receives prorated benefits and is assigned a specific work
30 calendar.
- 31 I. **Replacement Employee:** An individual employed to fill in an available position caused
32 by an extended leave of absence in excess of three (3) months. Said employee receives
33 prorated benefits based upon the term of the assignment.
- 34 J. **Seniority:** Seniority means the length of service within the District as a member covered
35 by this Agreement. Seniority accrued in a position represented by one (1) Association

1 continues to apply if a bargaining unit member transfers to a position represented by the
2 other Association. Seniority among employees with the same seniority date shall be
3 determined by lot. Seniority shall not be lost for authorized leave or layoff status.
4 Seniority will be restored to members who resign and are rehired by the District.

5 **K. Substitute Employee:** An individual employed on an "on call" basis, usually assigned to
6 "fill in" for an employee who is absent. A substitute employee who works twenty (20)
7 days in one (1) assignment or thirty (30) days in a fiscal year has the rights included in
8 the following sections of the agreement:

9 Section 1 Definitions

10 Section 2 Anti-Bias and Nondiscrimination

11 Section 3 Recognition and Unit Designation

12 Section 4 Rights of the Board

13 Section 5 Bargaining Unit Privileges

14 Section 6 Dues Deduction

15 Section 7 Grievance Procedure

16 Section 8 Bargaining Procedures and Labor-Management Meetings

17 Section 9 Staff Diversity Plan

18 Section 10 Equitable Treatment

19 Section 11 Harassment and Discrimination

20 Section 15 Work Day

21 Section 21 Travel Allowance

22 Section 22 Staff Protection

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

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

32

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

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

6 **Section 3. Recognition and Unit Designation**

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

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

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

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

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

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

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

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

37

1 **Section 4. Rights of the Board**

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

6 **Section 5. Bargaining Unit Privileges**

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

21 **Section 6. Dues Deductions**

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

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

30 **Substitutes:** The Association must notify the Superintendent in writing no later than September
31 1 annually of the amount of the payroll deduction for substitutes. The District will deduct the
32 amount specified by the Association for dues if authorized in writing by a regular substitute.

33 The Association agrees to defend, indemnify and hold the District harmless (suits by the District
34 excepted) against any and all claims, suits, orders or judgments brought or issued against the
35 District pursuant to proper implementation of this section contingent upon the District's
36 agreement that the Association shall be authorized to defend such suit through an attorney of the
37 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.

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

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

1. Employee/Association Option: At the employee's option, a grievance may be submitted in writing to the Board prior to a request for arbitration if the aggrieved

1 employee is not satisfied with the disposition of the grievance at Level III, or if no
2 decision has been rendered within five (5) business days after the meeting with the
3 Superintendent, or designated representative(s). The President of the Board shall
4 review the grievance appeal and shall determine whether or not a Board level
5 grievance appeal shall be held. If the Board level grievance appeal is not held, the
6 President of the Board shall reply to the grievant in writing within five (5) days.

- 7 2. If the grievance is submitted to the Board, the Association's time limit for requesting
8 arbitration is tolled until the Board action is completed. The Association may, within
9 ten (10) business days after the receipt of the request, submit the grievance to
10 arbitration by so notifying the Superintendent in writing.
- 11 3. The Association may request a list of arbitrators from the Federal Mediation and
12 Conciliation Service. The District and the Association will select an arbitrator by
13 alternately striking names from the list until an arbitrator is determined.
- 14 4. As an alternative, the Association may submit the grievance to the American
15 Arbitration Association (AAA). If the AAA is used the parties will be bound by the
16 voluntary rules and procedures of the AAA for the selection of the arbitrator.
- 17 5. The arbitrator shall confer promptly with the representatives of the District and of the
18 Association, review the record of prior meetings and hold such further hearings as
19 deemed necessary.
- 20 6. The arbitrator will have authority to hold hearings and make procedural rules.
21 Findings will be issued within a reasonable time after the date of the close of the
22 hearings or, if oral hearings have been waived, from the date the final statement and
23 evidence are submitted to the arbitrator.
- 24 7. The arbitrator's findings shall be submitted in writing as soon as possible to the
25 District and to the Association and shall set forth findings of fact, reasoning, and
26 conclusions on the issues submitted. The arbitrator's decision shall be consistent with
27 existing statutes and shall be binding on both parties.
- 28 8. Any costs for the services of the arbitrator shall be shared equally by the District and
29 the Association.
- 30 9. Fees which are charged by an arbitrator for canceling or postponing an arbitration
31 hearing shall be paid by the party who initiates the cancellation or the postponement,
32 unless the District and the Association mutually agree to other arrangements in
33 reaching a settlement to the grievance.

34 **G. SUPPLEMENTAL CONDITIONS:**

- 35 1. At each step of the procedure for adjusting grievances, the employee may be
36 accompanied by a designated representative of the Association. Any person(s)
37 employed by the District or Association who might contribute to resolution of the
38 grievance may be requested by the employee and/or the official representative.
- 39 2. When a grievance hearing is held at Level III and the grievance involves an
40 immediate supervisor, the supervisor shall be present if requested by the grievant.

- 1 3. Exclusive representation for a grievant shall be through the Association except for an
2 employee who may elect self-representation.
- 3 4. There shall be no reprisal by the Association, the District or its employees by reason
4 of the involvement of any person in the grievance procedure.
- 5 5. Nothing herein contained shall be construed as limiting the right of any employee
6 having a grievance to discuss the matter informally with an appropriate member of
7 the administration.
- 8 6. A grievance may be lodged by the Association.
- 9 7. Certain grievances which are not under the jurisdiction of the immediate
10 administrative supervisor and are based upon administrative action taken by an
11 administrator other than the immediate supervisor shall be initiated at Level III of the
12 grievance procedure. A copy of the grievance shall be provided to the immediate
13 supervisor.
- 14 8. The District agrees to furnish the Association, upon request of a designated
15 representative, information which may be necessary to process any grievance or
16 complaint.

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

- 18 A. Bargaining will be conducted at times and places mutually agreeable to the negotiators
19 named by each party, provided the first meeting shall be held within ten (10) business
20 days after a request by either party.
- 21 B. At least five (5) negotiators on the Association team will be released from work to
22 negotiate without loss of pay when day sessions are scheduled. Substitutes will be
23 provided by the District as needed.
- 24 C. Agreements reached between the parties to this Agreement shall become effective only
25 when signed by the Board and the Association after ratification.
- 26 D. Labor Management Meetings: At least monthly or at the written request of the District or
27 the Association, labor management meetings shall be held to discuss issues of mutual
28 interest to the parties; to resolve concerns regarding the interpretation and implementation
29 of the Agreement and to provide an opportunity for the Association to provide feedback
30 to the Superintendent's designee on District operations and direction.

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

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

38 In order to assure communication, agendas and minutes for meetings shall be taken and

1 distributed by the parties.

2 **Section 9. Staff Diversity Plan**

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

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

7 **Section 10. Equitable Treatment**

8 A. The District and the Association agree to comply with all state and federal guidelines
9 and/or regulations. Therefore, all applicants seeking employment opportunities will be
10 considered and will not be discriminated against on the basis of race, sex, gender
11 expression or identity, age, sexual orientation, veteran or military status, the use of a
12 trained guide dog or service animal, creed, religion, or disability. This is in accordance
13 with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973,
14 as amended; Title IX of the Education Amendments of 1972, as amended and Chapter
15 28A.640/RCW. 39

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

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

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

21 E. The District and Association agree that mutual respect for one another helps support a
22 safe and civil work environment.

23 **Section 11. Harassment and Discrimination**

24 Tacoma School District will provide a safe and healthy environment where harassment and
25 discrimination are not tolerated by or toward students, families, community, or school
26 employees.

27 A. Any employee who has a complaint regarding harassment may file said complaint with
28 the employee's direct supervisor. If the complaint is not satisfactorily resolved or if the
29 complaint involves the supervisor, the complaint should be made to the appropriate level
30 director.

31 B. Any employee who has a complaint regarding discrimination based on race; religion;
32 creed; color; national origin or ancestry; sex; gender identity or expression; sexual
33 orientation; age; pregnancy; marital or veteran status; the presence of any sensory,
34 mental, or physical disability or the use of a trained dog guide or service animal by a
35 person with a disability may file said complaint with the Assistant Superintendent of
36 Human Resources. The appropriate form may be obtained on the District website. A

1 copy of the form is reproduced in Appendix I of this Agreement.

2 The District will meet with the employee to discuss possible resolutions.

3 **Section 12. Site-Centered Decision-Making**

4 Employees have the right to initiate and participate in their location's site-centered decision-
5 making (SCDM) team and process as established in Section 17 of the Agreement in effect
6 between the District and the Association certificated unit.

8 **ARTICLE II - SALARY, HOURS AND BENEFITS**

9 **Section 13. Salary and Classifications**

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

12 Year 1 (2022-23):

- 13 • State pass through percentage amount for cost of living increases for educational
14 employees (IPD) and three percent (3%) applied to the OP salary schedule and two
15 percent (2%) on the PT salary schedule.

16 Year 2 (2023-24):

- 17 • State pass through percentage amount for cost of living increases for educational
18 employees (IPD) and two percent (2%) applied to both salary schedules.

19 Year 3 (2024-25):

- 20 • State pass through percentage amount for cost of living increases for educational
21 employees (IPD) and two percent (2%) applied to the OP salary schedule and one
22 percent (1%) on the PT salary schedule.

23 B. The salary schedule is effective September 1 annually.

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

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

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

- 1 E. Employees whose classifications are changed at the end of a school year are given their
2 service increment and then placed on the corresponding step of the new classification.
- 3 F. Effective on the twenty-first (21st) consecutive work day of temporary reassignment, the
4 employee reassigned will be compensated at the employee's regular step at the higher
5 classification retroactive to the first day of such assignment. No adjustment in salary will
6 be made for temporary reassignments of less than twenty (20) consecutive work days or
7 for temporary reassignments when an employee is on normal vacation.
- 8 G. An employee will be advanced one (1) service increment on the salary schedule for one
9 hundred fifteen (115) or more days worked and/or paid days of leave performed between
10 September 1 and the following August 31 annually. The service increment is effective
11 the following September 1. A ten (10) month employee is entitled to a year of service for
12 ninety-eight (98) or more regular work days and/or paid days of leave pursuant to the
13 annual work schedule for ten (10) month employees. The service increment is effective
14 the first working day of the annual work schedule of the new school year for ten (10)
15 month employees.
- 16 H. After fifteen (15) years of service to the Tacoma School District an employee will receive
17 a fifteen (15) year service increment. A fifteen (15) year service increment equals one (1)
18 regular increment at the employee's present classification.
- 19 After nineteen (19) years of service to the Tacoma School District an employee will
20 receive a twenty (20) year service increment. A twenty (20) year service increment
21 equals one (1) regular increment at the employee's present classification.
- 22 After twenty-four (24) years of service to the Tacoma School District, an employee will
23 receive a twenty-five (25) year two percent (2%) step increase.
- 24 After twenty-nine (29) years of service to the Tacoma School District, an employee will
25 receive a twenty-five (25) year three percent (3%) step increase.
- 26 I. Senior Staff Opportunity: Office Professional/Professional-Technical employees who
27 give notice of their retirement sixty (60) days prior to their retirement date in any given
28 school year shall be eligible for two (2) additional days of work, at their per diem rate of
29 pay, as mutually agreed to by their supervisor.
- 30 J. A former employee who returns to the employ of the District within five (5) years of date
31 of termination may be reappointed on the same step of the salary schedule, but not
32 necessarily at the same classification, to which said employee was entitled at the time of
33 resignation. A former employee whose absence exceeds five (5) years will be
34 reappointed on the same basis as prevails for original employment.
- 35 K. A part-year Professional-Technical employee, shall receive the appropriate proration of
36 the annual salary for the scheduled days. In addition, all part-year employees shall be
37 paid at the appropriate daily rate for full-year employees for the classification for
38 additional work, such as workshops, overtime, etc.
- 39 L. Overtime work for Office Professionals or Professional Technical employees is any
40 required work beyond eight (8) hours of pay per day or forty (40) hours of pay per week,
41 except for work schedule changes pursuant to the "Work Day" section of this Agreement,

1 and will be paid at the time and one-half rate for the hours worked, pursuant to Section
2 15.H.3. Overtime work required on Sundays, holidays or when recalled while on an
3 authorized vacation will be paid at the double time rate for the hours worked.

4 1. Overtime which is not authorized in advance by the division head or authorize
5 supervisor may be subject to appropriate discipline; provided, however, if an
6 administrator in charge of the division/department or designated supervisor is not
7 available, an employee may work overtime in an emergency situation. In such a case,
8 said employee must notify the supervisor in charge within twenty-four (24) hours of
9 the overtime.

10 2. An employee who works overtime shall be compensated with pay or compensatory
11 time, and shall report the overtime for compensation in the pay period when the time
12 was worked. The employee and supervisor must agree if compensatory time is to be
13 chosen in lieu of overtime pay. No employee will be permitted to accumulate more
14 than one hundred (100) hours of compensatory time which has been earned at the
15 time and one-half or double time rates. Compensatory time earned will not be lost.
16 Any overtime required by an employee with one hundred (100) hours of accumulated
17 compensatory time will be paid at the appropriate rate in accordance with the regular
18 payroll cycle.

19 3. Every year compensatory leave balances as of August 31 will be paid off in
20 September at the rate earned during the preceding year. If a compensatory time
21 balance is not paid by the District or used by the employee before termination of
22 employment, it will be paid as part of the employee's final pay warrant.

23 M. In the event an employee in a department is absent ten (10) working days, the supervisor
24 will endeavor to ensure an equitable distribution of said employee's workload among
25 remaining staff. If such an absence creates an extraordinary hardship on an individual
26 employee, the employee may request a meeting with the supervisor, Manager, Employee
27 Support of the Director of Employee and Labor Relations, and association representation
28 to resolve the workload concern. If a satisfactory resolution is not achieved, the
29 employee may pursue the grievance process. If a "remaining" employee is required to
30 work additional hours in order to complete their regular work assignments, compensation
31 will be in accordance with the provisions of this section.

32 N. EDUCATIONAL PROGRAM – Office Professionals who have a two (2) year associate
33 degree will receive additional pay at twenty-nine cents (\$.29) per hour.

34 O. An OP who has completed work on an approved Associate of Arts degree must file a
35 request with the Human Resources Office on or before September 10 to receive the
36 stipend for the current school year. A request that is received by the Human Resources
37 Office after September 10 will not be considered until the following school year.

38 P. Information regarding approved programs can be obtained from the Human Resources
39 department.

40 Q. SUPPLEMENTAL CONDITIONS – Employees will be granted service increments and
41 employees will be granted a new stipend from the Professional Standards Program or the
42 Educational Program in accordance with this section. Service increments for twelve (12)

1 month employees shall be effective on September 1 of each year and for ten (10) month
2 employees the first working day of the annual work schedule each year; provided,
3 however, increments will NOT be implemented if the state freezes wages.

4 R. Salary Warrants – The District will pay an employee's regular salary in twenty-four (24)
5 equal installments (rounded off to the higher penny) on or before the fifth (5th) and the
6 twentieth (20th) of each month. All bargaining unit employees will have their bi-monthly
7 pay warrants deposited by automatic payroll deposit to an institution(s) of their choice.

- 8 1. Deduction of salary from absences not covered by paid leave or vacation is based on
9 the number of working days in the fiscal year plus days allowed for vacation and
10 holidays.
- 11 2. Daily rates of pay are based on an employee's annual salary divided by the number of
12 regular working days in the contract year (2080 hours or 260 days for twelve (12)
13 month employees) inclusive of paid holidays and vacation.
- 14 3. The overtime pay rate for Professional Technical employees shall be based on an
15 employee's hourly rate of pay (annual salary divided by 2080 hours) and calculated at
16 the overtime rate of pay. The overtime pay rate for Office Professionals shall be
17 based on the employee's hourly rate and calculated at the overtime rate of pay.
- 18 4. An employee who works less than the authorized schedule may have a salary
19 adjustment downward. The installments are based on the actual number of hours
20 worked plus hours of absence covered under "Leaves of Absence with Pay." This
21 total is multiplied by the hourly rate to determine the total salary which an employee
22 has earned for the fiscal year. The difference between the latter sum and the total of
23 salary installments paid to date or scheduled to be paid will determine the amount of
24 the salary adjustment.
- 25 5. Office Professionals who work less than full time may be assigned substitute work
26 subject to the following conditions.
 - 27 a. Placement on the substitute secretary roster will be by written request and
28 subject to approval by the Human Resources department which will assess
29 requests based on
 - 30 i. Needs of the Substitute Office;
 - 31 ii. The employee's skills/qualifications;
 - 32 iii. The employee's hours of availability; and
 - 33 iv. Past performance evaluations, if available.
 - 34 b. Pay will be at the established substitute secretary rate of pay. There will
35 be no additional benefits or increase to the employee's benefit eligibility
36 level.
 - 37 c. The employee will be placed on the substitute secretary roster with no
38 special privileges or priority consideration for assignments.

- 1 d. The employee cannot accept assignments that will require the District to
- 2 pay overtime wages (work in excess of forty (40) hours/week).
- 3 e. There is no compensation for travel to and from a substitute assignment.
- 4 f. The employee must be able to fulfill the complete work schedule of their
- 5 regular assignment.
- 6 g. The employee will be asked to sign a statement acknowledging the
- 7 aforementioned conditions as well as receipt of the standard procedural
- 8 information for substitute secretaries.

9 **Section 14. Work Year**

10 A. The work year for regular full-year employees will be two hundred forty-six (246) work

11 days and fourteen (14) holidays except as provided herein.

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

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

14 allocated as follows:

15	Years of Service	Days of Vacation
16	Beginning with 0 years	14
17	Beginning with 6 years	18
18	Beginning with 11 years	23
19	Beginning with 15 years	24
20	Beginning with 20 years	25

21 B. Ten (10) month employees shall be scheduled for no less than one hundred and ninety-

22 four (194) work days and thirteen (13) paid holidays. Vacation shall be prorated

23 consistent with the formula for full-year regular employees. In the event the District

24 changes to an alternate summer schedule of four (4) - ten (10) hour work days per week

25 prior to the end of the June work period for ten (10) month employees, the employees, in

26 consultation with their supervisors, may work their regular schedules, may work the four

27 (4) - ten (10) schedule, or may utilize available leave or compensatory time.

28 Ten (10) month Office Professional pay is based on total number of days in the year paid

29 equally over twenty-four (24) periods pro-rata to the assigned FTE. Vacation days are

30 added to the end of the work calendar to determine total number of days an employee is

31 paid.

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

33

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

- 3 1. Labor Day
- 4 2. Veterans' Day
- 5 3. Day before Thanksgiving Day
- 6 4. Thanksgiving Day
- 7 5. Day after Thanksgiving Day
- 8 6. Christmas Eve Day
- 9 7. Christmas Day
- 10 8. New Year's Eve Day
- 11 9. New Year's Day
- 12 10. Martin Luther King, Jr., Day
- 13 11. President's Day
- 14 12. Memorial Day
- 15 13. Juneteenth
- 16 14. Independence Day

17
18 E. A prorated vacation will be allowed a ten (10) month or a twelve (12) month employee
19 who resigns or who works less than the scheduled work year. Days worked and days of
20 paid leave shall be counted in computing prorated vacations.

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

26 G. Administrators and supervisors shall communicate to their departments annually
27 regarding appropriate times to schedule vacations, and times when the work load in the
28 department will curtail the availability of vacation leave. Administrators and supervisors
29 shall work with employees to assure that reasonable vacation leave may be taken
30 annually. All vacation schedules must be approved by the administrator of the particular
31 division or immediate supervisor. Approved vacations will only be revoked when there is
32 an unforeseen and time-dependent shift in workload and with the approval of the
33 appropriate cabinet member. If an employee has obtained at least sixty (60) days
34 advanced approval of a vacation, the District has the option of permitting the employee to
35 use the vacation leave, or allowing the employee to choose a compensation premium of
36 twenty-five dollars (\$25) per day of cancelled vacation or reimbursement for the
37 employee's documented nonrefundable vacation costs attributable to the employee's
38 immediate family.

39 H. A twelve (12) month employee is allowed to defer up to a maximum of fifteen (15) days
40 of vacation. Vacation days earned by August 31 must be taken by the following August
41 31, except as provided herein.

42 In the event an employee's vacation balance on August 31 exceeds the negotiated limit,
43 the employee and their supervisor will develop a plan for utilization of the excess balance
44 by December 31. The plan will be submitted to the Human Resources department and

1 Payroll Office on or before September 1 annually.

- 2 I. A twelve (12) month employee may take up to thirty (30) consecutive vacation days, but
3 not more than the number earned, when approved by the administrator of the particular
4 division or immediate supervisor.
- 5 J. An employee will be paid for up to and including thirty (30) unused earned vacation days
6 upon retirement or resignation from the District; provided, however, that an employee
7 will not lose earned vacation. Any vacation days in excess of thirty (30) must be taken
8 prior to effective retirement or resignation. In case of death, the District will pay all
9 earned vacation and compensatory time to the employee's estate in full.
- 10 K. Elementary Office Coordinators shall have the equivalent of six (6) optional days at the
11 hourly rate of pay in order to assist with opening and closing of school. The days may be
12 worked in one-half (1/2) or full day increments and shall be scheduled with the building
13 principal. One additional office staff member may have the equivalent of six (6) optional
14 days to assist with this process. The funds for these activities must be completed no later
15 than August 31st of that year.
- 16 L. School-based employees shall work their regular hours on non-student days pursuant to
17 the District's application to the state for a waiver of up to five (5) student instructional
18 days each year. One-half (1/2) of these waiver days, which shall not be any waiver day
19 prior to the first day of school, will be used for District-wide staff meetings for like staff
20 categories. All personnel who are interested in attending will be allowed to attend. For
21 this day the District shall notify the public that the school offices will be closed for the
22 duration of the meeting. For the remainder of the waiver days calendared the focus of
23 their work responsibilities on these days shall be determined in collaboration with the
24 approval of their supervisors based upon the following priorities:
- 25 1. Building or program-based activities, supporting the school improvement process,
 - 26 2. Training required for the employee's specific position,
 - 27 3. District-offered staff development, and
 - 28 4. Work related to the employee's normal assignment.

29 **Section 15. Work Day**

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

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

39

- 1 B. The regular work day of Professional Technical employees is established as eight (8)
2 hours exclusive of the time allowed for lunch, on five (5) consecutive days between the
3 hours of 5:00 a.m. through 5:00 p.m.
- 4 C. Employees are allowed a fifteen (15) minute duty-free break for each four (4) hours of
5 work in the morning and in the afternoon.
- 6 D. An employee may take a one-half (½) hour lunch or a one (1) hour lunch if approved by
7 the appropriate administrator, provided that the required number of hours of work are
8 fulfilled.
- 9 E. Any temporary change in the work schedule will be approved, for a short-term, only if the
10 change is feasible for the District. A change in the work schedule will be allowed if the
11 administrator in charge of the department/division, or designee, determines that the
12 change in the work schedule meets the needs of the District. Work schedules may be
13 arranged during any given work week for absence due to inclement weather, natural
14 disasters, emergencies, or for routine medical, dental and legal appointments. Prior
15 approval must be received by the appropriate division head, or designee. The
16 rescheduled hours will be made up at the employee's regular rate of pay.
- 17 F. Early Dismissal Days – On early dismissal day(s), employees will be released thirty (30)
18 minutes after students are released. Employees not assigned to a school building will
19 work the middle school schedule or four and one-half (4 ½) consecutive hours, including
20 a fifteen (15) minute break, past their scheduled arrival time. Employees may be released
21 on an alternate day or work alternate hours on the regularly scheduled early release day
22 when mutually agreed to by the employee and their immediate supervisor. In addition,
23 ten (10) month employees shall be entitled to an early release on the last day of work in
24 June. For twelve (12) month employees, an early release shall be scheduled the day prior
25 to the New Year's Eve holiday.
- 26 G. Shift Pay
- 27 1. An employee who is regularly scheduled to a shift of which some or all hours fall
28 between the hours of 5:00 p.m. and 5:00 a.m. shall receive a premium of two dollars
29 (\$2.00) per hour. Second (2nd) shift is defined as three (3) or more hours of an
30 employee's schedule worked daily or weekly between 5:00 p.m. and 5:00 a.m. Shift
31 deferential shall be paid for the entire shift which qualifies. When an employee is
32 regularly assigned to an afternoon or evening shift that qualifies for shift deferential,
33 they shall continue to receive the shift deferential during temporary assignment, not to
34 exceed five (5) working days, to a shift that does not qualify.
- 35 2. If the district chooses to implement an alternative summer work schedule, normal
36 shift pay will apply.
- 37 3. The hours worked between 3 p.m. and 5 a.m. will be considered to be worked on the
38 day the shift begins.
- 39 4. An employee regularly assigned to a shift with the majority of hours falling between
40 5:00 p.m. and 5:00 a.m. who works overtime will receive overtime pay based upon
41 the premium rate.

- 1 5. An employee will be paid the shift rate of pay only for hours worked. Leaves with
2 pay, holidays and vacation are based upon employee's regular rate of pay.
- 3 6. An employee will not be required to change shifts without a minimum of one (1)
4 eight (8) hour break.
- 5 7. An employee designated as lead employee on a shift who works overtime shall
6 receive overtime pay based on the appropriate lead rate of pay.
- 7 8. Any employee designated as lead employee on a shift shall receive lead pay based on
8 the same step as they are currently assigned.
- 9 9. When an employee is requested to assume a lead position in the absence of another
10 employee already designated as lead, the employee requested to assume the lead
11 position shall be paid at the appropriate lead rate of pay and if applicable the
12 appropriate shift differential pay.
- 13 10. In the event that there is more than one employee in a program or department with the
14 same job classification and description, any assignment to a second (2nd), third (3rd),
15 split or irregular shift shall be made by seniority, with the most senior employee(s)
16 selecting shift assignments first.

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

- 19 1. The affected employees shall be notified in writing no later than October 1 annually.
- 20 2. A summer work schedule shall commence the last week in June until two (2) weeks
21 prior to the beginning of school in the fall.
- 22 3. The summer schedule shall consist of four (4) - ten (10) hour days, which will equal a
23 one and one-quarter (1 ¼) eight (8) hour work day for the purpose of benefits such as
24 leaves, vacation, etc. Employees will receive breaks as provided for by the Fair
25 Labor Standards Act.
- 26 4. Overtime pay for employees shall be paid the negotiated rate for time worked over ten
27 (10) hours per day or forty (40) hours per week.
- 28 5. The week of July 4 will be a work week with eight (8) hours of work per day, with
29 July 4 a holiday.
- 30 6. All work sites conducting business during the summer schedule shall be open
31 Monday through Thursday. Hours may be worked between 5 a.m. and 6 p.m.;
32 provided, however, second (2nd) and third (3rd) shift employees' regular schedules
33 may be extended two (2) hours to accommodate four (4) - ten (10) hour work days.
- 34 7. Employees choosing to modify their ten (10) hour work schedule to individual,
35 personal or family circumstances may use accrued compensatory time, appropriate
36 leave as provided in the bargaining Agreement or make up time prior to the
37 completion of the third (3rd) week in September.
- 38 8. Any deviation from the ten (10) hour, four (4) day week must be submitted by the

1 employee to the Assistant Superintendent of Human Resources or designee, on or
2 before the start of the summer work schedule.

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

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

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

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

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

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

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

31 **Section 16. Peer Review**

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

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

- 1 B. Once the Peer Review process is triggered, the employee files a request for a Peer Review of
2 Individual Workload Equity with Human Resources, with copies to the Association and the
3 employee's supervisor. It is expected that this process will be completed within thirty (30)
4 calendar days, unless an extension is mutually agreed upon. Peer Review requests will be
5 made on the Peer Review of Individual Workload Equity Request Form, Appendix VI of this
6 agreement.
- 7 C. On receipt of the request for Peer Review of Individual Workload Equity Form, Human
8 Resources shall schedule a meeting with a Peer Review of Individual Workload Equity
9 Committee within seven (7) calendar days (timelines may be extended by mutual agreement).
- 10 D. The Peer Review of Individual Workload Equity Committee shall consist of the affected
11 employee, their Principal or Supervisor, Association Appointees (peers), an Association
12 Representative, District Appointees, a Human Resources department representative, and other
13 personnel necessary to solve the problem(s).
- 14 E. Following the meeting, Human Resources shall distribute to all committee members, with a
15 copy to the Association, a summary of the recommended resolution from the Peer Review
16 meeting. Human Resources shall provide the District's response and shall respond in writing
17 with the final outcome, including the implementation timeline, to each member of the Peer
18 Review of Individual Workload Equity Committee within five (5) business days.
- 19 F. A pool of \$10,000 per year is available to fund the Committee's recommendation (when
20 needed) and the District has concluded it can implement the resolution for inequitable
21 workload situations analyzed in the peer review process.
- 22 G. The Committee shall utilize the process and timelines indicated and reflected on the Request
23 for Peer Review of Individual Workload Equity.

24 Section 17. Professional Growth

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

- 28 • Twenty (24) hours annually

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

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

1 extra work.

2 Eligible reimbursement may include, but is not limited to:

- 3 a. Payment for registration;
- 4 b. Tuition;
- 5 c. Mileage;
- 6 d. Lodging;
- 7 e. Substitutes;
- 8 f. Workshop fees;
- 9 g. Educational materials;
- 10 h. Books;
- 11 i. Extra pay for professional development attendance outside regular work hours
- 12 or on non-work days, except Sundays and holidays; and
- 13 j. Membership in professional organizations.

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

24 Employees shall be responsible for payment of applicable taxes and payroll

25 deductions resulting from reimbursement of expenses.

- 26 4. Travel costs for professional development activities may only be reimbursed if the
- 27 travel is approved pursuant to District travel policies.

- 28 5. An employee may accumulate up to \$4,500 in professional development funds.

- 29 6. **Professional Development Technology Stipend** – \$1,450 from the professional
- 30 development allocation for Office Professional and Professional Technical
- 31 employees may be redirected for the purpose of a Professional Development
- 32 Technology Stipend (Appendix VII). The Stipend Request must be submitted to their
- 33 supervisor for approval between September 1 and October 31 of each year. The
- 34 Stipend Request must be received by the Professional Development office no later
- 35 than November 1 of each year. Equipment that is a necessary or logical component
- 36 of an employee's regular work is the responsibility of the District to purchase, and
- 37 shall not be purchased with professional development funds.

- 38 B. The parties agree that professional development should be aligned with District goals, the
- 39 District's Strategic Plan, and the District's School Improvement Plans (see form in
- 40 Appendix VIII for approval for non-district training). Professional Development shall be
- 41 relevant and meaningful, resulting in acquisition, enhancement, and refinement of skills
- 42 and knowledge which further learning. At least quarterly, or at the written request of the

1 District or the Association, Professional Development meetings shall be held to discuss
2 issues surrounding staff/professional development.

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

- 6 • Mentoring;
- 7 • Alignment of professional development system with certification requirements;
- 8 • Use of Professional Development funds that are in accordance with the guidelines
9 established by the Association; and
- 10 • Coordination of professional development opportunities.

11 C. **Professional Development Pool Funds** – In each year of the Agreement, a guaranteed
12 pool of in-service professional development hours of up to \$10,000 will be available to
13 interested Office Professional and Professional Technical employees who have depleted
14 their annual allocation of professional development hours. On a first-come, first-served
15 basis, Office Professional and Professional Technical employees may access up to six (6)
16 hours of additional professional development hours at the negotiated rate of overtime pay.
17 Funds are only available until the pool is depleted. The District and the Association will
18 jointly develop procedures for accessing the pool dollars.

- 19 1. The hours are optional for each employee.
- 20 2. Employees will be allowed to use the additional hours of work for in-service
21 professional development activities outside regular work hours or on non-work days
22 approved by the District.
- 23 3. Employees shall be responsible for payment of applicable taxes and payroll
24 deductions resulting from reimbursement of expenses.

25 D. Employees may be released from their regular assignments to participate in District-
26 offered or approved professional development activities that support their professional
27 development plans. The professional development plan must have been reviewed and
28 approved by the supervisor, and the supervisor may withdraw permission to attend the
29 professional development activity if there is an unanticipated shift in workload. School-
30 based employees are also subject to the terms of Section 14.L regarding attendance at
31 professional development activities on non-student work days.

32 E. For Office Professional and Professional Technical employees, the District will also
33 schedule an in-service day in August on a regular non-student workday on a date
34 scheduled by the OP/PT Labor Management. Employees are strongly encouraged to
35 attend.

36 F. **Professional Excellence Program** – The Professional Excellence Program (PEP) is
37 designed as a collaborative effort between the District and OP/PT employees to
38 exemplify Tacoma School District’s strong commitment to provide quality training
39 opportunities for OP/PT staff. PEP classes make available comprehensive and diverse
40 training opportunities that are designed to build skills and knowledge, enhance work
41 performance, and provide opportunities for professional and promotional goals.

1 PEP classes are offered under a variety of training components. Components include, but
2 are not limited to topics such as: Office Skills, Communications, Human Relations,
3 Technology Applications, District Programs and Procedures, and Independent Study.

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

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

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

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

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

31 **G. Alternative Course Work PEP Stipends**

32 Alternative course work will be defined as follows:

- 33 • Ten (10) hours per credit hour
- 34 • Ten (10) hours per continuing education units
- 35 • Fifteen (15) hours per semester credit

36 A PEP stipend of \$400 shall be earned after completion of thirty (30) hours of required (if
37 applicable), alternative coursework and/or elective course work. A maximum of four (4)
38 PEP program award stipends may be earned in one (1) year, not to exceed \$1600. If
39 completing an alternative coursework program, a minimum of thirty (30) hours would

1 need to be completed for PEP stipend eligibility. Alternative coursework in excess of
2 thirty (30) hours will result in a pro-rated stipend.

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

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

12 **Section 18. Mentoring**

13 The District and Association shall establish a peer-mentoring program for those employees new
14 to their job title or position. The purpose of this program shall be to assist in the development of
15 current employees and orientation of new employees.

16 Mentors shall be recruited and selected from among experienced colleagues for the specific job
17 titles and/or duties and responsibilities. Mentors and mentees will be matched by way of an
18 annual application process. The application shall be available on the District staff website.
19 Applications for those interested in mentoring, should include a basic showcase of knowledge,
20 skills and abilities that can be offered to mentees. Mentors shall be matched with mentees by the
21 District and Association in consultation with the supervisor.

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

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

28 Categories of mentors include:

- 29 1. Onboarding: Assigned, experienced mentor with new hire employee mentee during
30 the onboarding process and continued for the first year of employment. There may be
31 up to 10 mentors in this category per year. Each mentor will have access to 5 hours at
32 their regular rate of pay for this purpose.
- 33 2. New Assignment: Assigned, experienced or skill-specific mentor with employee who
34 is new to and assignment. There may be up to 10 mentors in this category per year.
35 Each mentor will have access to 5 hours at their regular rate of pay for this purpose.

36
37 Association representatives will meet with the District representatives to discuss and determine
38 the appropriate peer mentor and release time authorized for mentor or mentee to mentor
39 employees. The mentor is expected to keep the mentorship confidential and not discuss any

1 mentorship details with other District employees.
2 Association representatives will meet with the District representatives to discuss and determine
3 any appropriate mentoring and release time necessary to assist employees who have been
4 reassigned or are struggling in their current assignment.
5 The District and Association will work with supervisors to provide opportunities for the
6 mentoring activities to take place during the mentor's and employee's normal workday.
7 In the spring of 2023, the District and Association will convene a team to reassess the
8 mentorship process and implementation.

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

- 10 A. In the event the District deems it necessary to close school locations or adjust the
11 schedule of school locations due to inclement weather, all employees shall follow the
12 same closure or adjusted work schedule. The work calendar will be revised in order to
13 provide a minimum of three (3) days of work after the student school year.
- 14 B. When the District deems it necessary to close the school locations or the employee is
15 unable to report to work, twelve (12) month employees may use appropriate leave or
16 work remotely after conferring with their supervisor. Employees working ten (10) month
17 work schedules shall have a revised work calendar to allow for the completion of the
18 agreed upon number of work days and allow for a minimum of three (3) days of work
19 after the student school year.
- 20 C. In the event the District adjusts the daily work schedule of the District, lost time will not
21 be required to be made up, unless additional time is lost beyond the adjusted schedule, at
22 which time the employee may use appropriate makeup time.
- 23 D. Appropriate leave shall consist of accrued compensatory time, earned vacation, or
24 personal leave. Twelve (12) month employees without accrued leave may opt to go into
25 arrears on vacation leave up to the number of days work sites are closed due to inclement
26 weather.
- 27 E. The immediate supervisor's decision to deny an employee's request will not be arbitrary
28 or capricious. The employee may appeal the immediate supervisor's decision to the
29 appropriate divisional administrator.
- 30 F. An employee on approved leave, on a day the District adjusts the daily work schedule
31 pursuant to this section, will only have leave deducted equal to the number of hours the
32 District was actually in session.

33

1 **Section 20. Insurance Benefits**

2 A. **School Employees Benefits Board (SEBB) Program** – Employees will be provided
3 benefits through SEBB:

- 4 • Basic Live and Accidental Death and Dismemberment Insurance
- 5 • Basic Long-term Disability
- 6 • Vision and Dental (including orthodontia if offered)
- 7 • Medical Plan

8 B. **District Provided Benefits** – If the District offers any additional benefits, the District
9 will offer said plans to employees.

10 C. **Eligibility** – All employees, including substitute employees, shall be eligible for full
11 insurance coverage under the SEBB program if they work or are anticipated to work 630
12 hours or more in an eligibility year, so long as they maintain an employee/employer
13 relationship

14 Any employee who has worked 630 hours in the previous two (2) years and is returning
15 to a similar position(s) will be deemed eligible for benefits.

16 Employees are responsible for their share of the monthly premium and must keep
17 payments current to maintain benefits, regardless of whether they are working or not.

18 D. **Substitutes** – The District will not sever the employee/employer relationship with
19 substitute employees solely to avoid initial or ongoing benefit eligibility.

20 E. **Legislative Changes and Reopeners** – If the Washington State Legislature changes
21 provisions of the SEBB to allow for changes in employer contribution towards elective
22 benefits, or substantially changes the medical coverage provisions, either party may
23 reopen this agreement for negotiations over the changes.

24 **Section 21. Travel Allowance**

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

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

30 C. In most circumstances personal vehicle use for District business is currently covered
31 through the Washington State Risk Management Pool policy. In recognition that an
32 insurance carrier may take issue with business use, association members, who average
33 400 miles or more per month, may request reimbursement for the additional cost
34 associated with their policy for a *business use rider/endorsement* or *commercial auto*
35 *insurance*. The District will reimburse based on paid receipts and not estimates up to \$50
36 per month.

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

2 **Section 22. Staff Protection**

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

5 Appropriate staff shall be notified in advance of the name of the designee in the absence of an
6 administrator.

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

12 1. Student discipline matters shall be communicated to parents/guardians by the
13 administrator or designee, not by an employee.

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

- 15 1. Verbal or physical threats, intimidation or assault or interference with an employee by
16 use of force or violence; or
- 17 2. Failure by a student to comply with written rules and regulations established by the
18 District; or
- 19 3. Failure by a student to comply with the instructions of an employee made within the
20 scope of their authority; or
- 21 4. Failure by a student to submit to the reasonable disciplinary actions of employees; or
- 22 5. Conduct which materially and substantially interferes with the educational process; or
- 23 6. Failure to identify oneself upon request by an employee in the school building, on
24 school grounds, or at school sponsored events.

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

- 32 1. No employee(s) other than certificated school nurses and special education personnel
33 currently assigned to serve medically impaired students shall be required to provide
34 Clean Intermittent Catheterization (CIC).
- 35 2. Any training required in CIC for such personnel shall be provided at no cost to the
36 employee. For all open positions that require CIC, such requirement shall be
37 specified in the job posting.

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

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

12 E. **Staff Information** – The District shall provide information to all employees annually
13 concerning all applicable federal, state and local laws and District rules, regulations and
14 procedures pertaining to student rights, employee rights, due process and the processing
15 of student discipline. Appropriate staff shall be notified of all student safety plans or any
16 important information needed to aid in student success.

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

- 21 1. A violent offense (includes weapons)
- 22 2. A sex offense
- 23 3. Inhaling toxic fumes
- 24 4. A controlled substance violation
- 25 5. A liquor violation
- 26 6. Assault and other crimes involving physical harm
- 27 7. Kidnapping, unlawful imprisonment, custodial interference
- 28 8. Harassment
- 29 9. Arson, reckless burning, malicious mischief

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

33 Any information received by a school principal or school personnel is confidential and
34 may not be further disseminated except as provided in RCW 28A.225.330 and RCW
35 13.04.155, other applicable statutes or case law, and the Family Educational Rights and
36 Privacy Act.

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

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

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

19 Procedures for submitting a claim:

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

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

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

40

1 Procedures for submitting a claim:

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

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

12 reimbursement.

13 Damage that occurs to District equipment/property, due to employee negligence, will be

14 processed on the District Equipment Theft/Damaged/Loss Report, unless covered under

15 the provisions of the Required Transportation of Equipment. The employee may be

16 billed for the repairs or replacement of the damaged equipment/property.

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

20 Technology support personnel required to transport District equipment in their personal

21 vehicle(s) shall be covered for vehicle damage or District equipment loss under the

22 following conditions and in the course of their work and typical work hours:

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

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

28 Procedures for submitting a claim:

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

34 Employees will be notified of resolution of the claim.

- 35 **K. Personal Information:** The District shall not provide any personal information concerning
- 36 employees, such as names, addresses, phone numbers, etc. to any person not required by

1 law (including subpoenas and The Washington Public Records Act) or to any commercial
2 or charitable organization without specific Employee approval or Association agreement.

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

4 M. Security Cameras – Security cameras are intended as security devices for Tacoma Public
5 Schools to deter potential malicious activities in and around school property. Any
6 employee issue resulting from the use of surveillance cameras shall be handled in
7 accordance with Section 30 (Cause). Notification of the District use of security cameras
8 will be posted conspicuously at each District work site, effective on ratification.

9 N. **Damage to Personal Durable Medical Equipment** – The District will reimburse an
10 employee for damage or theft of Durable Medical Equipment including such things as
11 hearing aids, glasses, and wheelchairs used by the employee in the course of their
12 employment pursuant to the following conditions:

- 13 1. The equipment is necessary for the employee to perform their job duties.
- 14 2. A police report, if applicable, must be filed and a copy of said report must be
15 provided to the District within 48 hours of the incident.
- 16 3. Reimbursement shall be based upon the replacement costs.
- 17 4. The District may, at its discretion, require an employee to show reasonable
18 evidence of theft or damage.
- 19 5. If the Durable Medical Equipment is necessary for employees to perform their job
20 duties, a reasonable leave request may be granted by the supervisor/District, with
21 no leave being drawn from the employee’s accrued balances.
- 22 6. An employee must submit their claim on a form provided by the district. The
23 claim for reimbursement must be made to the District/principal within thirty (30)
24 days of theft or damage or the claim is waived.

25 **Section 23. Tax-Sheltered Annuity Programs**

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

32 **ARTICLE III - GENERAL CONDITIONS**

33 **Section 24. Systems and Process Advisory Review Committee**

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

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

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

5 Timelines may be extended by mutual agreement.

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

8 The Committee shall consist of:

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

14 **Section 25. School Building Office Overtime Relief Pool**

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

17 B. In 2022-2023, a 0.5 FTE OP 1 will be added to each elementary with enrollment of 425
18 students or more based on enrollment on the third (3rd) Friday of September.

19 C. In 2023-2024, a 0.5 FTE OP 1 will be added to each middle school with enrollment of
20 600 students or more and to each elementary school with enrollment of 425 students or
21 more based on enrollment on the third (3rd) Friday of September.

22 D. The District will fund an office overtime relief pool with \$140,000 in each contract year.
23 This money shall be used to fund approved overtime (per Section 13.L.1) in school
24 buildings exclusively for office staff. This pool shall not be accessed on Sundays or
25 holidays. All overtime relief pool requests shall be submitted in a timely manner and
26 requests shall not exceed the allowable pool funds. Any unused overtime relief pool
27 funds shall be carried over to the next contract year.

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

32 **Section 26. Coverage Pay**

33 This section applies only to an Office Professional who works in a school where there are only
34 two Office Professionals assigned. Due to unavailability of a full-day substitute, an Office
35 Professional who is required by the principal to cover the duties of an absent Office Professional
36 resulting in an overload of normally assigned duties and potential reduction of meal/break period
37 shall be paid \$50 per day for Coverage Pay without a full-day Substitute

1 **Section 27. Reorganizations**

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

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

10 **Section 28. Job Description**

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

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

18 C. No bargaining unit member, unless it is stated in their job description, shall be required or
19 asked to perform recess, lunchroom, crossing guard, bus supervision duties, or student
20 supervision duties outside of the student’s school day.

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

23 **Section 29. Evaluation**

24 A. Probationary Period

25 1. New employee to the District

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

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

32 c. A formal evaluation will be given to the employee no later than ninety (90) days
33 into the probationary period and at least two (2) weeks prior to the end of the
34 probationary period. Summer break for ten (10) month employees shall not be
35 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, with the same position title, 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

1 administrator; or

2 c. The employee has transferred to a new position.

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

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

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

37 **Section 30. Cause**

38 A. An employee will not be disciplined for an arbitrary or capricious reason. Discipline will
39 be for cause. The extent of any disciplinary action will be in keeping with the seriousness
40 of the infraction. When applicable, corrective action steps will be considered prior to

1 implementation of discipline. A process of progressive discipline will be used.
2 Progressive discipline includes verbal warning, written reprimand, suspension, or
3 termination as appropriate to the infraction. The employee will receive a copy of any
4 written reprimand.

5 B. An employee shall be entitled to have a representative of the Association present during
6 any disciplinary action, except for verbal warnings. When a request for such
7 representation is made, no action shall be taken with respect to the employee until such
8 representative of the Association is present.

9 C. An employee shall be entitled to have a representative of the Association present during
10 any hearing conducted by the administration or the Board.

11 D. Any complaint not called to the attention of the employee may not be used as the basis
12 for any disciplinary action against the employee. Materials reviewed by an employee and
13 judged by the employee to be derogatory to their service, character, or personality may be
14 answered and/or refuted by the employee in writing. Such written response shall be
15 permanently attached to said materials and shall become a part of their personnel file.

16 E. If an employee is on administrative leave every effort will be made to expedite the
17 investigation process. Employees shall receive twice monthly status updates of their
18 case, and such cases will be reviewed at each labor-management meeting.

19 **Section 31. Classification Review Procedure**

20 A. The Association may initiate requests for up to four (4) individual job classifications for a
21 total of four (4) classification reviews in any given year.

22 B. Human Resources will attach a time-stamped classification initiation form (Appendix
23 XIII) acknowledging receipt of the questionnaire and indicating the log number, and date
24 of proposed site visit. Forms will be sent within ten (10) working days of receipt in
25 Human Resources to the employee and Association.

26 C. The Compensation Analyst will compile the results of site visits and interviews and will
27 recommend a classification level. The District has the option of reorganizing the work of
28 the position to better reflect the original classification, if the Compensation Analyst
29 recommends a new classification level. A detailed written notification of the District's
30 decision on the classification review request shall be sent to the employee and the
31 Association within forty (40) working days of receipt of classification questionnaire. This
32 written notification shall include the classification tool scores and corresponding rubric.
33 If a decision cannot be made within forty (40) working days of receipt, the District will
34 notify the employee and the Association. Concerns about timelines will be heard by the
35 Labor-Management Committee.

36 D. If a reclassification results in assignment of the position to a lower pay grade, the
37 incumbent shall not experience a loss of pay. The employee will be placed on the step in
38 the new grade which is closest to, but not less than the current salary step. If the
39 employee's current salary at the time of reclassification exceeds the maximum of the new
40 range, the employee's salary will be frozen until such time as the new salary rate equals

1 or exceeds the current salary amount.

2 E. The effective date for classification of new positions and/or reclassification of existing
3 positions as a result of changes in position responsibilities shall not be determined until
4 the classification review procedure has been completed.

5 F. Individual reclassifications shall become effective at the time of receipt of the request
6 indicated by the time stamped form however, if the reclassification involves multiple
7 incumbents, the determination shall become effective at the beginning of the next fiscal
8 year unless otherwise agreed to by the District and the Association.

9 G. If the Association or employee is not satisfied with the District's decision in Section
10 31.C, the Association or employee, within ten (10) working days of receipt of the
11 classification decision, may request an appeal hearing in writing. The request for appeal
12 shall indicate the name of the Association Representative.

13 H. The appeal review committee shall consist of a chair appointed by the Superintendent,
14 three (3) members of the Association appointed by the Association President and three
15 (3) administrators/supervisors appointed by the Assistant Superintendent of Human
16 Resources, and a mutually agreed upon neutral, third party as the seventh member. A
17 representative of Human Resources shall be available to the appeal review committee to
18 present the Department's decision. The employee, with Association representation, shall
19 be present at the committee meeting. The committee will meet within twenty (20)
20 working days from the time stamped receipt of the written notice of appeal. The decision
21 making process will be that of simple majority and will be final. The written decision and
22 rationale will be issued within seven (7) days of the meeting.

23 If the Association is not satisfied with the appeal review committee's decision, the
24 Association reserves its right to negotiate the appropriate classification of a position for a
25 successor Agreement or next fiscal year.

26 I. Supplemental Conditions:

27 1. Transferring a position from this bargaining unit to another bargaining unit can only
28 be accomplished if the District and the bargaining units involved all mutually agree.

29 2. Establishing the classification of a new position or changing the classification of a
30 vacant position will be accomplished by the classification review procedure. If a
31 vacated position is not going to be filled or is to be eliminated, the District will meet
32 with the Association to provide rationale for the decision.

33 3. An employee who has been reclassified will not be adversely affected in their
34 experience step.

35 4. The District will not consider a reclassification as a compensation increase.

36 5. The District will obtain the Association's input prior to establishing the classification
37 of any and all new or vacant positions.

38

1 **Section 32. Position Openings**

- 2 A. Interested OPs and PTs will be given first consideration for position openings in either
3 bargaining unit.
- 4 B. All open positions will be listed on the District website for a minimum of five (5) work
5 days (working days of the Human Resources department.)
- 6 C. The District will transmit a copy of all open positions to the Association President, Vice
7 President, and OP/PT Representative no later than day one (1) of the position listing. The
8 Association will have five (5) working days of the Human Resources department to file
9 an appeal regarding classification criteria or qualification.
- 10 D. The Association will be notified as soon as the District is aware that a position is going to
11 be vacated. In the event a position will be left vacant the Association shall be notified of
12 why the position will be left vacant within thirty (30) calendar days after the position has
13 been vacated.
- 14 E. An employee interested in an advertised position must apply in accordance with the
15 application instructions, within the published deadline.
- 16 F. If the position is not filled within twenty (20) calendar days after the posting closes, and
17 the person selected has been serving in the position as a temporary or substitute
18 employee, they will receive the regular rate of pay and all accrued regular employee
19 benefits, including seniority, retroactive to the twentieth (20th) calendar day after the
20 posting closed.
- 21 G. A practical exercise may be required by the District to identify specific skills required for
22 the new position. In the event such a practical exercise may be required, applicants will
23 be notified of what the practical exercise will entail at the time the interview is scheduled.
24 Candidates will not be required to retake basic tests that they have successfully passed
25 (e.g. MS Excel, MS Word, etc.)
- 26 H. Considerations in the assignment of employees in Tacoma Public Schools are
 - 27 • The safety of students;
 - 28 • Program quality and continuity; and
 - 29 • Needs of the District.

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

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

- 36 • The requirements of the position;
- 37 • Employee qualifications including professional development certifications and

1 alternative qualification;

- 2 • Individual school/program or department requirements; and
- 3 • Suitability of the applicant in terms of the needs of the position including success
- 4 in previous assignments.

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

- 8 I. Displaced employees applying for and meeting the above criteria, where ability and
9 performance are substantially equal, shall be given preference based upon seniority.
 - 10 J. In the case of vacant Office Coordinator or key Office Professional positions in
11 administrative departments as mutually agreed by the Labor Management Committee, the
12 appropriate administrator may choose to interview any three (3) applicants meeting
13 minimum qualifications.
 - 14 K. Once a selection has been made, applicants who were interviewed but not selected will be
15 notified by the Human Resources department or designee. Unsuccessful finalists may
16 request to meet with the position supervisor for feedback regarding the selection. Any
17 grievances regarding the selection must be made in writing within a five (5) work day
18 grace period following said notification. The successful candidate will not be transferred
19 to the new assignment until the five (5) work days have passed since unsuccessful
20 candidates have been notified. If a grievance is filed, the successful candidate's current
21 position shall not be permanently filled until mutually agreed to by the Association and
22 District.
 - 23 L. If the District requires that an employee interview for an advertised vacant position during
24 the employee's work day, the employee shall not be required to use earned compensatory
25 time or leave without pay or receive a deduction in salary for time missed or any other
26 applicable contractual benefits.
 - 27 M. If at any time there are fewer than two (2) qualified internal candidates, the District may
28 choose to:
 - 29 1. Repost the position, or
 - 30 2. Include alternatively qualified candidates, substitutes, hourly employees or external
 - 31 candidates to bring to three (3) the total number of qualified applicants.
- 32 “Alternatively qualified” candidates shall be given the opportunity to show where their
33 experience/training can be substituted for minimum requirements. Employees interested
34 in consideration as alternatively qualified shall submit their materials to the Assistant
35 Superintendent of Human Resources or designee. If there are fewer than two (2) qualified
36 internal candidates and fewer than three (3) total candidates, the District may choose to:
- 37 1. Repost the position, or
 - 38 2. Select from the available candidates.

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

3 **Section 33. Special Project Staffing**

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

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

- 15 • Job duties;
- 16 • Classification; and
- 17 • Project progress.

18 B. Special project team members are those individuals assigned to work on the designated
19 project.

- 20 1. Team members' regular position titles and pay classifications will remain the same
21 during the project, unless a team member's position is reclassified. Job duties and
22 responsibilities for assignments to the project team will be established consistent with
23 the team members' current job descriptions and salary classifications and consistent
24 with specific requirements provided for in the team responsibilities.
- 25 2. Prior to special project team selection, the district shall notify association members,
26 seeking individuals who would be interested in being part of the project team.
- 27 3. The authorized work year for team members will be a twelve (12) month work
28 schedule. In the event an employee is returning to a 10-month position, or to an FTE
29 position that is less than the Special Project assignment, the District will make
30 arrangements to ensure that the employee does not experience a negative impact to
31 their pay/benefits through the end of the given fiscal year.
- 32 4. Overtime will be authorized and paid in accordance with the Fair Labor Standards
33 Act and this contract.
- 34 5. Team members and other regular employees temporarily assigned to cover positions
35 of team members retain the right to their former positions at the completion of their
36 participation in the project. If their former positions no longer exist (due to
37 reorganization, reduction-in-force, etc.), they will be provided the rights of displaced
38 employees. Regular employees temporarily selected and assigned to cover positions

1 of team members shall have the position title and salary classification of the position
2 they are filling on a temporary basis.

- 3 C. As defined in Section 1.I, replacement employees will be hired, as needed, to replace
4 team members or other regular employees temporarily assigned to cover positions of
5 team members. The employment of these replacement employees will be consistent with
6 replacement employees hired to fill positions for employees on leave. Replacement
7 employees do not have any rights to assignments after the conclusion of the project. In
8 lieu of replacement employees, supervisors may utilize project funding for staffing
9 purposes for substitute extra help or overtime.

10 **Section 34. Displacement/Reduction in Force**

11 A. The District will notify the Association prior to the elimination of any occupied
12 bargaining unit position. Notice of reorganization will be provided to the Association
13 pursuant to Section 24.

14 B. The District may displace employee(s) in case of emergency, elimination of position(s),
15 staffing needs, reorganization, District needs, other factors which may involve personnel
16 shifts, or to prevent undue disruption of the program(s). The employee(s) shall be given
17 reason for the action in writing. Such displacements will not be done arbitrarily or
18 capriciously.

19 C. Placement following Displacement

20 It is the responsibility of the displaced employee to apply for open positions for which
21 they are qualified.

22 The District will endeavor to reassign an employee who has been displaced to a position
23 of like classification The District will notify the Association prior to such reassignment.

24 D. Displaced Employee Rights

25 1. A displaced employee who is assigned, pursuant to Section 34.D.2 to a position of
26 lower salary classification and who cannot be placed within said classification
27 without a loss in salary will be frozen at the salary rate said employee would have
28 been at on September 1 of the following school year, as if they had remained in the
29 previous assignment, until the employee's regular rate of pay on the salary schedule
30 equals or exceeds the frozen rate of pay. Displaced employees applying for positions
31 and referred for consideration shall be given preference based on seniority in
32 accordance with Section 32.I Position Openings.

33 2. An employee reassigned to a position that is more than two (2) classifications below
34 that of the previous assignment will be required to apply, if qualified, for vacancies
35 that fall within two (2) classifications of the previous assignment, while maintaining
36 the grandfathered rate of pay.

37 3. An employee who has been displaced due to the elimination of their position shall
38 have the right to return to their former position if reinstated for a period of thirty (30)
39 months from the last day of the school year during which they were displaced,

1 regardless of whether or not the employee has accepted another position. For Office
2 Professional(s), the employee may also exercise return rights to an open position for
3 which the employee is qualified at the same school or work site or department for a
4 period of thirty (30) months following displacement, provided the position is at the
5 same or lower classification. Additionally, for Office Professionals in the event that
6 one or more full-time positions in a school or department is reduced to less than a
7 full-time assignment, and duties are combined, resulting in a full-time position, the
8 most senior qualified employee that has been displaced may exercise return rights to
9 the new position.

- 10 4. In the event that the employee opts not to return to their former position, the
11 employee will only be considered for subsequent openings consistent with the
12 applicable assignment and transfer provisions of the collective bargaining agreement.
- 13 5. Pursuant to guidelines jointly developed by the District and the Association,
14 employees in the layoff pool who have signed up to work as substitutes in the District
15 may access the guaranteed pool of professional development funds described in
16 Section 17.A in order to obtain training needed to qualify for District positions.

17 E. Reduction in Force

- 18 1. The District will notify the Association at least ten (10) working days prior to Board
19 action and provide an opportunity to discuss alternatives.
- 20 2. Employees in federal or state-funded training programs are not eligible for layoff
21 rights.
- 22 3. When the Board deems it necessary to reduce the work force, qualifications and
23 seniority in the District will be considered. The District will adhere to seniority as
24 nearly as possible. A reduction in employee(s) work hours shall be considered a
25 reduction in force unless otherwise agreed to by the District and the Association.
- 26 4. An employee will be given one (1) months' notice prior to the effective date of the
27 layoff.
- 28 5. An employee will be paid for accumulated vacation and compensatory time.
- 29 6. An employee who is reinstated pursuant to this section will retain seniority, service
30 increments and days of accumulated sick leave; provided, however, that the sick leave
31 days have not been used while employed by another public agency.
- 32 7. An employee who is laid off will be placed in a layoff pool for up to two (2) years;
33 provided that said individual notifies the Human Resources department every six (6)
34 months in writing of their interest in reemployment.

35 Members of the layoff pool will be selected in order of seniority for vacant bargaining
36 unit positions at the same classification, work year and compensation level of the
37 position from which the individual was laid off. Placement from the layoff pool is
38 dependent upon the individual meeting the criteria in Section 32, Position Openings.
39 An employee so selected shall serve a probationary period of three (3) months, which
40 may be extended by an additional three (3) months by the District with written notice

1 to the employee and the Association. A professional growth plan shall be developed
2 during the first month of employment by the employee and supervisor. During the
3 probationary period monthly conferences will be conducted with the employee to
4 review work performance. Any deficiencies in work performance will be
5 communicated to the employee in writing and the employee will have an opportunity
6 to rectify the documented deficiencies. During the probationary period the District
7 retains the right to return the employee to the layoff pool, with ten (10) days written
8 notice to the employee and the Association of the reasons. Unsuccessful probationary
9 periods do not toll the two (2) year maximum time in the layoff pool.

10 8. A member of the layoff pool will have preference for rehire over an external applicant
11 for a period of two (2) years from the effective date of the layoff.

12 9. Any member who rejects a third offer of reemployment will lose all layoff rights.

13 **Section 35. Resignation and Retirement**

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

20 **ARTICLE IV - LEAVES**

21 **Section 36. General Leave Provisions**

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

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

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

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

1 In addition, an employee who demonstrates a sudden change in or an irregular pattern of
2 attendance may be required to submit an initial medical report and follow-up reports.
3 Requests for exceptions to leave provisions may be granted by the Assistant Superintendent,
4 Human Resources, or designee.

5 **Section 37. Leaves With Pay**

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

7 1. At the beginning of each fiscal year:

8 a. Twelve (12) month employees will be credited with twelve (12) days of sick
9 leave.

10 b. Ten (10) month employees will be credited with ten (10) days of sick leave.

11 c. Pursuant to state laws, employees may accumulate up to one hundred eighty (180)
12 days of sick leave for cash out through the state attendance incentive program.

13 d. For use as leave, twelve (12) month employees may accumulate up to two
14 hundred fifty-nine (259) days of sick leave (two hundred forty-seven (247) plus
15 the annual allocation of twelve (12) days).

16 e. Ten (10) month employees may accumulate up to two hundred four (204) days of
17 sick leave (one hundred ninety-four (194) plus the annual allocation of ten (10)
18 days).

19 f. Sick leave days in excess of two hundred fifty-nine (259) or two hundred four
20 (204) days will not be credited to an employee's annual sick leave account.

21 g. Employees affected by this maximum may participate in sick leave sharing, cash
22 out excess days pursuant with subsection B of this section, or participate in the
23 annual sick leave cash out under the Voluntary Employee Benefits Association
24 (VEBA) plan.

25 2. Employees who are contracted for less than a full year (one hundred eighty (180)
26 days) or less than a 1.0 FTE shall receive a proration of the twelve (12) days.

27 3. The unused portion of sick leave allowance shall accumulate from year to year in
28 accordance with current State law.

29 4. Sick leave shall apply to illness, or injury to employee, illness or injuries to family
30 members covered by the state Family Care Act, RCW 42.12.265-295, and up to three
31 (3) days for emergencies. The following conditions apply to emergencies:

32 a. The problem has been suddenly precipitated.

33 b. Pre-planning is not possible.

34 c. Pre-planning cannot relieve the necessity for the employee's absence.

35 d. The problem is not minor or of mere convenience, but of a serious nature.

1 e. Auto trouble shall not be considered an emergency except in case of an accident.

2 5. Any employee claiming benefits of more than five (5) consecutive work days for
3 reasons of illness or injury shall submit a medical report the sixth (6th) consecutive
4 work day and every thirty (30) days thereafter while the illness persists.

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

7 A physician's release must be submitted to the Human Resources department upon
8 return to work if absence is for medical reasons and leave is more than five (5) days.

9 6. Employees who resign from the District and are rehired shall retain the number of
10 days of accumulated sick leave held at the time of resignation from the District
11 provided that the sick days have not been used while employed by another employer
12 or paid pursuant to the attendance incentive program.

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

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

28 Annually, the Association shall conduct an election to determine whether the employees
29 will participate in a VEBA plan for cash out of sick leave at retirement or separation from
30 the District, annual sick-leave cash-out, or retirement leave cash-out. The District will
31 assist the Association in distributing materials required for the vote. Should employees
32 elect to participate in the VEBA plan, the Association and District will follow the state
33 and federal law regarding the implementation of the program, the eligibility for
34 participation and the determination of cash out payment amounts.

35 C. Parental / Adoption Leave

36 1. An employee may choose to use paid sick leave and personal leave for the birth of a
37 child. The employee may access up to twelve (12) weeks using paid sick leave and/or
38 PFMLA. The benefits of the federal and state Family and Medical Leave Act also
39 apply to childbirth.

40 2. An employee who is legally adopting a child may access parental leave. The leave
41 shall commence as soon as the child has been placed to the care of the adopting

1 parent(s). An employee may choose to use paid sick leave and personal leave before
2 or after the actual adoption for up to six (6) weeks if the adoption occurs within the
3 United State or up to eight (8) weeks if the adoption occurs outside the United State,
4 up to the amount of their accrued paid leave.

5 D. Bereavement Leave

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

8 Family member means an individual with any of the following relationships to the
9 employee:

- 10 a. Spouse and parents thereof;
11 b. Sons and daughters and spouses thereof;
12 c. Parents and spouses thereof;
13 d. Brothers and sisters and spouses thereof;
14 e. Grandparents and grandchildren and spouses thereof;
15 f. Domestic partner and parents thereof, including domestic partners of any
16 individual in b through e of this definition as defined by School Employees
17 Benefits Board, or other governmental agency; and
18 g. Any individual related by blood or affinity whose close association with the
19 employee is the equivalent of a family relationship as approved by Assistant
20 Superintendent of Human Resources.

- 21 2. Bereavement leave is non-accumulative.

- 22 3. Requests for exceptions to bereavement leave provisions may be granted in
23 extraordinary circumstances, including travel consideration, by the Assistant
24 Superintendent, Human Resources department/designee.

25 E. Family Leave – Employees shall be granted a leave of absence with pay of not more than
26 four (4) days during a contract year to support members of their families.

27 Family member means an individual with any of the following relationships to the
28 employee:

- 29 1. Spouse and parents thereof;
30 2. Sons and daughters and spouses thereof;
31 3. Parents and spouses thereof;
32 4. Brothers and sisters and spouses thereof;
33 5. Grandparents and grandchildren and spouses thereof;
34 6. Domestic partners and parents thereof, including domestic partners of any individual
35 in 2 through 5 of this definition; and

1 7. Any individual related by blood or residing within the employee's household.

2 If the need is such that additional leave is required, the employee may use their personal
3 sick leave or personal leave to address their family needs as described above.

4 Additionally, benefits of federal and state Family and Medical Leave laws may apply.

5 F. Personal Leave – Personal Leave will be granted for up to two (2) days per year and is
6 cumulative to a total of six (6) days. The following conditions apply to personal leave:

7 1. The employee must report their absence in accordance with departmental procedures.

8 2. Ten percent (10%) of staff may use leave to extend a holiday, vacation, or break
9 period or during the first (1st) or last five (5) days of the student school year with
10 thirty (30) days notice prior to the date requested. This will be approved by Human
11 Resources on a first come first served basis and upon confirmation of substitute
12 coverage as appropriate.

13 3. Leave may not be used for a job action (e.g. strike, protest, or board meeting
14 attendance.)

15 4. When the absence is reported after 6:00AM on the same day the leave is to be used,
16 the employee will make a good faith effort to contact the building/department
17 directly.

18 G. Military/Reserve Duty and Annual Training Leave

19 1. Any employee who is a member of the Washington National Guard or of any
20 organized reserve or armed forces unit of the United States shall be entitled to and shall
21 be granted military leave of absence in accordance with RCW 38.40.060 upon
22 presentation of valid orders.

23 2. Military leave shall be granted in order that the person may take part in active training
24 duty when required to do so by the military service if such duty cannot be taken during
25 non-work days.

26 3. When military leave is granted, the employee shall receive their regular pay from the
27 District.

28 H. Jury Duty, Subpoena Leave

29 1. Leaves of absence with pay are allowed for jury duty. Any compensation received
30 for jury duty performed on contract days will be deducted from the employee's net
31 salary. An employee dismissed from jury duty must report to their assignment if such
32 release occurs at such time the employee could complete one-half (1/2) of a work day.

33 2. Leaves of absence with pay shall be granted for an employee who is subpoenaed to
34 testify in an official proceeding except as provided below:

35 a. If the proceeding involves the District and the employee has a direct or indirect
36 interest in the outcome, leave with pay shall be restricted to the first (1st) eight (8)
37 employees subpoenaed to testify per specific proceeding. If more than eight (8)
38 employees are subpoenaed, such leave for each additional employee over eight (8)

1 shall be without pay. One designated Association representative shall be granted
2 leave with pay to attend such proceeding upon being subpoenaed and shall not be
3 included within the count of the first (1st) eight (8) employees if the proceeding
4 involves the Association.

5 b. If the proceeding involves self-employment or other employment, leave shall be
6 without pay.

7 c. Any compensation received while an employee is honoring a subpoena will be
8 deducted from employee's net salary, if it is determined that the employee is
9 entitled to a leave of absence.

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

12 I. Professional Leave

13 1. Leaves of absence with pay and with or without reimbursement of certain expenses
14 may be granted to employees for the purpose of attending professional meetings.
15 Requests for such leave shall be on the appropriate form required by the District.
16 Additional forms are required to be completed if travel is involved consistent with
17 Board Policy and Regulation 6132R. Final approval for professional leave is
18 delegated to the Superintendent, or designee, except in the case of leave involving
19 travel outside the State of Washington. Leave involving professional meetings
20 outside the State must be approved by the Superintendent and Board.

21 2. Categories of professional leave which are permitted without salary deductions are as
22 follows:

23 a. Substitute and necessary expenses paid by the District. This category applies to
24 employees authorized by the Board to attend educational conferences.

25 b. Substitute paid by the District; necessary expenses paid by the educator or outside
26 agency. This category applies to employees authorized by the Board to attend
27 educational conferences in cooperation with outside agencies.

28 c. Substitute paid by the educator or their sponsor; no expenses paid by the District.

29 J. State Paid Family Medical Leave

30 Employees shall be eligible to receive Paid Family and Medical Leave (PFMLA) under
31 the Washington state Family Medical Leave and Insurance Act. To be eligible for this
32 leave, employees must have worked a minimum of eight hundred twenty (820) hours in
33 accordance with state law. Employees may initiate the use of this leave prior to
34 exhausting all accumulated leave. Tacoma Public Schools shall pay thirty-seven percent
35 (37%) of the payroll premium, and the employee shall pay sixty-three percent (63%) of
36 the premium as stipulated by the state. When such leave is used for pregnancy/maternity
37 disability, the District shall maintain health insurance benefits during periods of approved
38 PFMLA leave. Employees will be allowed to supplement PFMLA benefits with
39 accumulated sick leave in order to maintain compensation, at the employee's election, in
40 accordance with all state and federal laws.

- 1 K. The District will comply with all provisions of any state leave requirements imposed
2 upon it (eg. Washington State Paid Sick Leave, Washington State Paid Family & Medical
3 Act, etc.)

4 **Section 38. Leaves Without Pay**

5 A. Parental and Adoption Leave

- 6 1. An employee should notify the Human Resources department by the end of the fourth
7 (4th) month of pregnancy to assist the Assistant Superintendent, Human Resources, in
8 planning for replacement.
- 9 2. Parental leave shall begin be available to male and female employees and shall begin
10 at a time determined suitable by the employee and attending physician after
11 consultation with the Assistant Superintendent, Human Resources, or designee.
12 Insofar as possible, leave shall begin at a time which is consistent with the orderly
13 continuance of the program.
- 14 3. An employee shall not be required to leave work during pregnancy but shall be
15 allowed to work as long as they are capable of performing the duties of their job.
- 16 4. An employee who is legally adopting a preschool child six (6) years or younger shall
17 have the privileges of parental leave. The leave shall commence as soon as the child
18 has been placed to the care of the adopting parent(s). An employee may choose to
19 use paid sick leave and personal leave before or after the actual adoption for up to six
20 (6) weeks if the adoption occurs within the United State or up to eight (8) weeks if the
21 adoption occurs outside the United State, up to the amount of their accrued paid
22 leave.
- 23 5. Parental and adoption leaves may run consecutively for a period not to extend beyond
24 eighteen (18) months from the birth, or placement in the case of adoption of the child.
- 25 6. At the completion of parental adoption leave, additional leave without pay to the end
26 of the current school year may be requested. The benefits of the federal and state
27 Family and Medical Leave Act laws may apply. For additional Family and Medical
28 Leave Act information, please visit the Human Resources website.

29 B. Political Leave: Upon request, employees may be granted political leave in accordance 30 with the following provisions:

- 31 1. With three (3) weeks' notice, an employee may be granted up to four (4) weeks of
32 continuous leave without pay for the purpose of campaigning for employee's own
33 election. If the employee is not elected to the political office, the employee shall
34 return to the same position held prior to the leave.
- 35 2. If the employee is elected to the office, the Board may return the employee to the
36 same or mutually agreed upon position until such time that employee's elected term of
37 office necessitates leaving their assignment. Any employee may hold a political
38 office and continue as an employee as long as it does not interfere with the
39 assignment.

- 1 3. The Board may extend to the employee who is elected to a political office a leave of
2 absence without pay up to one (1) year, or a fraction of a year.

3 C. Study Leave

- 4 1. An employee may be granted a leave of absence without pay for the purpose of study,
5 not to exceed one (1) year. An employee on study leave may return to the same
6 position of like classification.
- 7 2. A leave of absence without pay for study entitles a staff member to a service
8 increment on a salary schedule, provided that during the school year in the leave
9 period at least twenty-two (22) semester hours or thirty-three (33) quarter hours of
10 college credit have been earned in a degree program that has been approved by the
11 District and the Association.
- 12 3. A study leave may be renewed for a second (2nd) year.

13 D. Military Service (Active Duty)

- 14 1. Any employee who volunteers or is inducted or is recalled into active military duty
15 shall be considered to be on a leave of absence without pay for the period of such
16 service not to exceed five (5) years. If the employee requests re-employment within
17 ninety (90) days of honorable discharge from such military service or after having
18 presented other proof of having satisfactorily completed service, the employee shall
19 be reinstated and restored, as nearly as existing circumstances permit, to the position
20 previously held or to a position of like seniority, status and pay; provided that the
21 employer District need not re-employ such person if circumstances have so changed
22 as to make it impossible, unreasonable, or against the public interest for employer the
23 District to do so; provided further that this section shall not apply to a temporary
24 position. Provided further, that to the extent permitted by law, this section shall not
25 apply to an individual filling a temporary position at the time of the request for leave.
- 26 2. If a person is not qualified for their old position as a result of disability sustained
27 during service, but is nevertheless qualified to perform the duties of another position,
28 under the control of the employer District, the employee shall be re-employed in such
29 other position; provided that such position shall provide like seniority, status and pay,
30 or the nearest approximation thereto consistent with the circumstances of the case.

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

- 34 1. Overseas teaching/educational travel/exchange programs: Leave may be granted to
35 teach overseas, teach an exchange program, or pursue a program of educational
36 travel. Such leave may be renewed; renewals are limited to three (3).
- 37 2. Other: The Board may grant leave for a specific purpose recommended by the
38 Superintendent.

39

1 **ARTICLE V – FURTHER PROVISIONS**

2 **Section 39. Agreement Clause**

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

6 **Section 40. Savings Clause**

7 A. If any provision of this Agreement or any application of this Agreement to any employee
8 or group of employees should be found contrary to law, then such provision or
9 application shall not be deemed valid and subsisting except to the extent permitted by
10 law, but all other provisions or applications shall continue in full force and effect.

11 B. If the District would be in violation of State law or would incur any penalty or decreases
12 in State support as a result of the compensation and benefits provided herein, the excess
13 compensation and/or benefits provided shall be reduced to the maximum amount legally
14 allowable without the District incurring any penalty or reduction in support. The
15 reduction in compensation shall be made on a prorated basis among all employees who
16 received an increase in compensation under this collective bargaining agreement.

17 **Section 41. Copies of Agreement Clause**

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

21 **Section 42. Amendments Clause**

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

24 **Section 43. Duration and Reopeners Clause**

25 A. This Agreement and each of its provisions is binding and effective from September 1,
26 2022 to August 31, 2025. Other sections may be opened by mutual agreement of the
27 District and Association.

28 B. In the event that there is a significant loss of revenue to the District resulting from a levy
29 failure, legislative action or passage of an initiative or referendum the parties shall reopen
30 applicable sections of the agreement within thirty (30) calendar days.

31 C. Either party may reopen any provision of the agreement with written notice by March 1
32 annually, provided that the Labor Management Committee process has determined that
33 contract amendments are in the best interests of the District and the Association.

- 1 D. In addition, the parties may open applicable sections of the agreement to implement task
- 2 force and committee recommendations as provided for in the Agreement.

AGREEMENT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

AGREEMENT

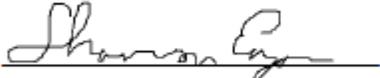
This Agreement is made and entered into between Tacoma School District No. 10 and the Tacoma Association of Education Office Professionals, and the Tacoma Association of Public School Professional and Technical Employees.

For Tacoma School District No. 10

 6 July 2022

Elizabeth Bonbright, President Date
Board of Directors

For Tacoma Education Association

 24 June 2022

Shannon Ergun, President Date
Tacoma Education Association

APPENDICES

Appendix I – District Harassment, Bullying, and Intimidation Form

<p>Tacoma Public Schools Discrimination Complaint Form</p> <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"><input type="checkbox"/> Age<input type="checkbox"/> Color<input type="checkbox"/> Creed<input type="checkbox"/> Gender Identity or Expression<input type="checkbox"/> Marital Status<input type="checkbox"/> National Origin or Ancestry<input type="checkbox"/> Pregnancy<input type="checkbox"/> Race<input type="checkbox"/> Religion<input type="checkbox"/> Sensory, Mental, or Physical Disability<input type="checkbox"/> Sex<input type="checkbox"/> Sexual Orientation<input type="checkbox"/> Use of a Trained Dog Guide/Service Animal by a Person with a Disability<input type="checkbox"/> Veteran Status	
Complainant Name: <input type="text"/>	Date: <input type="text"/>
Work Location: <input type="text"/>	
Telephone (Home/Work/Cell): <input type="text"/> <input type="text"/>	
Alleged harasser(s)/individual(s) alleged to be engaging in discrimination: <input type="text"/>	
Complaint: <input type="text"/>	
<small>See also: Nondiscrimination Policy 5265, Nondiscrimination Regulation 5265R, Sexual Harassment Policy 5266</small>	
<small>Return completed form to: Human Resources Office</small>	<small>Rev. 11/1/15</small>

Appendix II – 2022-23 Office Professional Salary Schedule

2022-2023 OFFICE PROFESSIONAL SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2022

Signed copy on file

CLASSIFICATION	Steps											
	1	2	3	4	5	6	7	8	15	19	24	29
OP - 1	21,988	23,223	24,408	25,492	26,693	27,844	29,047	30,655	32,313	34,091	34,773	35,816
OP - 2	23,105	24,205	25,374	26,541	27,742	28,911	30,096	31,704	33,481	35,309	36,015	37,095
OP - 3	24,070	25,272	26,388	27,573	28,724	29,994	31,009	32,753	34,547	36,460	37,189	38,305
OP - 4	25,103	26,254	27,472	28,606	29,791	30,908	32,109	33,768	35,495	37,391	38,139	39,283
OP - 5	27,134	28,319	29,452	30,704	31,856	32,991	34,209	35,884	37,594	39,456	40,245	41,452
OP - 6	28,301	29,470	30,704	31,856	32,991	34,209	35,359	37,069	38,915	40,810	41,626	42,875
OP - 7	29,401	30,519	31,704	32,855	34,091	35,258	36,409	38,118	39,897	41,808	42,644	43,923
OP - 8	31,247	32,465	33,617	34,733	35,953	37,137	38,322	39,997	41,792	43,637	44,510	45,845
OP - 9	32,809	34,088	35,298	36,470	37,751	38,994	40,238	41,997	43,882	45,819	46,736	48,137

SPECIAL NOTE: This schedule was based on the allocation by the State Legislature that included 5.5% Implicit Price Deflator (IPD) and may be subject to change by the Legislature during the 2022-23 fiscal year

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

Appendix III – 2022-23 Professional Technical Salary Schedule

2022-2023 PROFESSIONAL - TECHNICAL SALARY SCHEDULE EFFECTIVE September 1, 2022 *Signed copy on file*

CLASSIFICATION	Steps											
	1	2	3	4	5	6	7	8	15	19	24	29
PT - 1	39,669	41,357	43,063	44,755	46,457	48,149	49,848	52,305	54,886	57,604	58,756	60,519
PT - 2	42,038	44,031	46,024	48,016	50,010	52,003	53,996	56,820	59,790	62,915	64,173	66,098
PT - 3	46,781	48,774	50,767	52,755	54,749	56,748	58,741	61,637	64,680	67,872	69,229	71,306
PT - 4	52,315	54,797	57,287	59,772	62,261	64,752	67,232	70,754	74,462	78,368	79,935	82,333
PT - 5	57,697	61,083	64,465	67,841	71,227	74,611	77,993	82,582	87,435	92,578	94,430	97,263
PT - 6	67,905	71,677	75,447	79,223	82,994	86,768	90,542	95,716	101,195	106,976	109,116	112,389
PT - 7	78,896	83,180	87,447	91,728	96,002	100,286	104,560	110,458	116,985	123,265	125,730	129,502
PT - 8	91,111	95,817	100,522	105,231	109,931	114,642	119,349	125,893	132,789	140,064	142,865	147,151
PT - 9	104,336	108,470	112,605	116,733	120,865	124,988	129,131	135,245	141,636	148,337	151,304	155,843
PT - 10	113,036	116,605	120,182	123,755	127,333	130,908	134,485	140,109	145,967	152,068	155,109	159,762
PT - 11	118,688	122,435	126,191	129,943	133,700	137,453	141,209	147,114	153,265	159,671	162,864	167,750

SPECIAL NOTE: This schedule was based on the allocation by the State Legislature that included 5.5% Implicit Price Deflator (IPD) and may be subject to change by the Legislature during the 2022-23 fiscal year

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

Appendix IV – 2022-2023 10-Month OP Calendar

Tacoma Public Schools 2022-23 10-Month OP/PT Calendar – Updated 7/20/22 194 days + 13 holidays																																																									
<p>1st First day of work for 22-23</p> <p>2nd Non-workday</p> <p>5th Labor Day Holiday</p> <p>8th First Student Day</p> <p>13th Kindergarten Start Date</p> <p>20 workdays</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">SEPTEMBER 22</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>N</td><td>3</td></tr> <tr><td>4</td><td>H</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>11</td><td>12</td><td>K8</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	SEPTEMBER 22							S	M	T	W	Th	F	S					1	N	3	4	H	5	6	7	8	9	11	12	K8	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
SEPTEMBER 22																																																									
S	M	T	W	Th	F	S																																																			
				1	N	3																																																			
4	H	5	6	7	8	9																																																			
11	12	K8	14	15	16	17																																																			
18	19	20	21	22	23	24																																																			
25	26	27	28	29	30																																																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">OCTOBER 22</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: right;">21 workdays</p>	OCTOBER 22							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					
OCTOBER 22																																																									
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																																																								
<p>11th Veterans' Day Holiday</p> <p>23rd, 24th, 25th Thanksgiving Break</p> <p>18 workdays</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">NOVEMBER 22</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>H</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>H</td><td>H</td><td>H</td><td>25</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	NOVEMBER 22							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	H	H	H	25	27	28	29	30										
NOVEMBER 22																																																									
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	H	H	H	25																																																			
27	28	29	30																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">DECEMBER 22</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>N</td><td>N</td><td>N</td><td>N</td><td>H</td><td>24</td></tr> <tr><td>25</td><td>H</td><td>N</td><td>N</td><td>N</td><td>H</td><td>31</td></tr> </table> <p style="text-align: right;">Dec 19 – Dec 30 Winter Break/ No school</p> <p style="text-align: right;">12 workdays</p>	DECEMBER 22							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	N	N	N	N	H	24	25	H	N	N	N	H	31							
DECEMBER 22																																																									
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	N	N	N	N	H	24																																																			
25	H	N	N	N	H	31																																																			
<p>2nd New Year's Day holiday (observed)</p> <p>3rd School resumes</p> <p>16th Martin Luther King Jr. Day</p> <p>20 workdays</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">JANUARY 23</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>H</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>H</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	JANUARY 23							S	M	T	W	Th	F	S	1	H	3	4	5	6	7	8	9	10	11	12	13	14	15	H	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
JANUARY 23																																																									
S	M	T	W	Th	F	S																																																			
1	H	3	4	5	6	7																																																			
8	9	10	11	12	13	14																																																			
15	H	17	18	19	20	21																																																			
22	23	24	25	26	27	28																																																			
29	30	31																																																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">FEBRUARY 23</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>18</td><td>18</td></tr> <tr><td>19</td><td>H</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: right;">17th Snow make-up day</p> <p style="text-align: right;">20th Presidents' Day Holiday</p> <p style="text-align: right;">18 workdays</p>	FEBRUARY 23							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	18	18	19	H	21	22	23	24	25	26	27	28											
FEBRUARY 23																																																									
S	M	T	W	Th	F	S																																																			
			1	2	3	4																																																			
5	6	7	8	9	10	11																																																			
12	13	14	15	16	18	18																																																			
19	H	21	22	23	24	25																																																			
26	27	28																																																							
<p>23 workdays</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">MARCH 23</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	MARCH 23							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								
MARCH 23																																																									
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																																																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">APRIL 23</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>N</td><td>N</td><td>N</td><td>N</td><td>N</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: right;">3rd – 7th Spring Break</p> <p style="text-align: right;">15 workdays</p>	APRIL 23							S	M	T	W	Th	F	S							1	2	N	N	N	N	N	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
APRIL 23																																																									
S	M	T	W	Th	F	S																																																			
						1																																																			
2	N	N	N	N	N	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28	29																																																			
30																																																									
<p>26th Snow make-up day</p> <p>29th Memorial Day Holiday</p> <p>21 workdays</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">MAY 23</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>8</td><td>27</td></tr> <tr><td>28</td><td>H</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	MAY 23							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	8	27	28	H	30	31										
MAY 23																																																									
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	8	27																																																			
28	H	30	31																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">JUNE 23</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>H</td><td>20</td><td>21</td><td>22</td><td>E</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>E</td><td></td></tr> </table> <p style="text-align: right;">19th Juneteenth holiday</p> <p style="text-align: right;">23rd Last Day of School/Early Release</p> <p style="text-align: right;">30th Last day of work</p> <p style="text-align: right;">August 2023 Enrollment Days: August 22, 28, 24</p> <p style="text-align: right;">August 2023 Regular workdays: August 26, 28, 28, 30, 31</p> <p style="text-align: right;">June: 21 workdays August: 5 workdays</p>	JUNE 23							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	H	20	21	22	E	24	25	26	27	28	29	E								
JUNE 23																																																									
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	H	20	21	22	E	24																																																			
25	26	27	28	29	E																																																				
<p>N = Non-workday H = Holiday (no school)</p> <p>88 = School Starts K8 = Kindergarten Start Date E = Early Release S = Snow Make-Up Day</p>																																																									

Appendix V – 2022-2023 12-Month OP/PT Calendar

Tacoma Public Schools 2022-23 12-Month OP/PT Calendar – Updated 7/20/22 246 days + 14 Holidays																																																									
<p>5th Labor Day holiday</p> <p>8th First student day</p> <p>13th Kindergarten start date</p> <p>21 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">SEPTEMBER 22</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>H</td> <td>6</td> <td>7</td> <td>8^S</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>K^S</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>	SEPTEMBER 22							S	M	T	W	Th	F	S					1	2	3	4	H	6	7	8 ^S	9	10	11	12	K ^S	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
SEPTEMBER 22																																																									
S	M	T	W	Th	F	S																																																			
				1	2	3																																																			
4	H	6	7	8 ^S	9	10																																																			
11	12	K ^S	14	15	16	17																																																			
18	19	20	21	22	23	24																																																			
25	26	27	28	29	30																																																				
<p>11th Veterans' Day holiday</p> <p>23rd, 24th, 25th Thanksgiving Break</p> <p>18 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">NOVEMBER 22</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>H</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>H</td> <td>H</td> <td>H</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NOVEMBER 22							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	H	H	H	26	27	28	29	30										
NOVEMBER 22																																																									
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	H	H	H	26																																																			
27	28	29	30																																																						
<p>2nd New Year's Day holiday (observed)</p> <p>3rd School resumes</p> <p>16th Martin Luther King Jr. Day</p> <p>20 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">JANUARY 23</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>H</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>H</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	JANUARY 23							S	M	T	W	Th	F	S	1	H	3	4	5	6	7	8	9	10	11	12	13	14	15	H	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
JANUARY 23																																																									
S	M	T	W	Th	F	S																																																			
1	H	3	4	5	6	7																																																			
8	9	10	11	12	13	14																																																			
15	H	17	18	19	20	21																																																			
22	23	24	25	26	27	28																																																			
29	30	31																																																							
<p>23rd, 26th Christmas Eve and Christmas Day holidays (observed)</p> <p>29th Early Release</p> <p>30th New Year's Eve holiday (observed)</p> <p>19 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">DECEMBER 22</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>H</td> <td>24</td> </tr> <tr> <td>25</td> <td>H</td> <td>27</td> <td>28</td> <td>E</td> <td>H</td> <td>31</td> </tr> </tbody> </table>	DECEMBER 22							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	H	24	25	H	27	28	E	H	31							
DECEMBER 22																																																									
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	H	24																																																			
25	H	27	28	E	H	31																																																			
<p>20th Presidents' Day Holiday</p> <p>19 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">FEBRUARY 23</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>H</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	FEBRUARY 23							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	H	21	22	23	24	25	26	27	28											
FEBRUARY 23																																																									
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	H	21	22	23	24	25																																																			
26	27	28																																																							
<p>7th Friday of Spring Break (non-workday)</p> <p>19 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">APRIL 23</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>N</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	APRIL 23							S	M	T	W	Th	F	S							1	2	3	4	5	6	N	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
APRIL 23																																																									
S	M	T	W	Th	F	S																																																			
						1																																																			
2	3	4	5	6	N	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28	29																																																			
30																																																									
<p>29th Memorial Day holiday</p> <p>22 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">MAY 23</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>H</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	MAY 23							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	H	30	31										
MAY 23																																																									
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	H	30	31																																																						
<p>19th Juneteenth holiday</p> <p>23rd Last Day of School/ Early Release</p> <p>21 workdays</p>	<table border="1"> <thead> <tr> <th colspan="7">JUNE 23</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>H</td> <td>20</td> <td>21</td> <td>22</td> <td>E</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>	JUNE 23							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	H	20	21	22	E	24	25	26	27	28	29	30								
JUNE 23																																																									
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	H	20	21	22	E	24																																																			
25	26	27	28	29	30																																																				
<p>4th Independence Day Holiday</p> <p>20 days</p>	<table border="1"> <thead> <tr> <th colspan="7">JULY 23</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>H</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	JULY 23							S	M	T	W	Th	F	S							1	2	3	H	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					
JULY 23																																																									
S	M	T	W	Th	F	S																																																			
						1																																																			
2	3	H	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																																																								
<p>23 days</p>	<table border="1"> <thead> <tr> <th colspan="7">AUGUST 23</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	AUGUST 23							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									
AUGUST 23																																																									
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																																																					
<p>N = Non-workday H = Holiday (no school) 8^S = School Starts K^S = Kindergarten Start Date E = Early Release S = Snow Make-Up Day</p>																																																									

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:
<small>within 7 days of receipt</small>	
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 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

SUBMIT ORIGINAL TO THE DISTRICT CLAIMS MANAGER – CAB 5TH FLOOR
RETAIN A COPY FOR YOUR FILES

1. **The loss or damage must be reported to *Tacoma Police, employee's administrator and to the District's Safety & Security Department within 48 hours of the incident.**
 - *If loss or damage is due to theft or vandalism, a police report must be filed and a copy of the police report must be provided to the employee's principal/supervisor within 48 hours of the incident, or the claim will be denied.
 - A Tacoma Police report can be filed by completing an online [form](#) or by calling the non-emergency number at 253-287-4455.
 - If loss or damage is due to other reasons, a police report may not be required, but the employee must still notify Safety & Security at safety@tacoma.k12.wa.us or by calling 253-571-1255.
2. **The claim must be submitted on the District claim form.**
 - The completed form must be provided to the Claim Manager within the number of days specified by the employee's Collective Bargaining Agreement, or the claim may be denied
 - Submit the original form to the District's Claim Manager – CAB 5th floor
 - Retain a copy for your files
3. **The employee is required to submit the following documents with the District claim form.**
 - a. **For vehicle damage, include the following:**
 - A copy of the repair cost and receipt of payment
 - Declaration page of the automotive insurance policy showing the deductible amount
 - A copy of the police report
 - b. **For items stolen or damaged:**
 - Refer to the applicable employee Collective Bargaining Agreement
4. **The District may at its discretion, require an employee to show additional evidence of theft or damage.**
 - Each claim form is reviewed by the Claims Manager for final approval or denial
5. **Reimbursement is limited to a maximum of \$1,000 per occurrence or as stated in the applicable Collectible Bargaining Agreement.**
 - An employee's personal insurance policy is the [primary coverage](#)
 - The District will reimburse the employee for their deductible ONLY or out of pocket expenses, not to exceed \$1,000
 - In accordance with RCW 46.30, if the employee does not have insurance coverage, the District may not reimburse the loss
6. **For further information, please refer to:**
 - The applicable employee Collective Bargaining Agreement located on the [HUB](#)
 - District [Policy 6540](#) and [Regulation 6540R](#)



Employee Personal Property Loss / Damage Claim Form Instructions

SUBMIT ORIGINAL TO THE DISTRICT CLAIMS MANAGER – CAB 5TH FLOOR

RETAIN A COPY FOR YOUR FILES

Employee Name _____ Employee ID # _____

Mailing Address _____ City _____ Zip _____

Work Location _____ Bargaining Group _____

Date of Loss _____ Time of Loss _____ Location of Loss _____

(include District building/school name and location of parking lot)

Property Description

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

Name of Insurance Company _____
 (Include a copy of the insurance policy showing coverage(s) and the deductible amount)

AMOUNT TO BE PAID

\$ _____

Describe how the loss / damage occurred

Reported To: Police Report # _____ Safety & Security Principal / Administrator Date Reported _____
 (If loss due to theft or vandalism)

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 _____

FOR ACCOUNTING USE ONLY

Company	Accounting Unit	Account	Amount	Accounting Control	Payment Date
10	97000.68__012	4292	\$		

Appendix X – District Equipment Theft/Damaged/Loss Report

TACOMA SCHOOL DISTRICT NO. 10
District Equipment Theft/Damage/Loss Report

Track-It #

[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 _____ <i>Note: Submit this report to Help Desk (electronic submittal preferable) as soon as practical and retain copy for file.</i>						
REPORTED TO: <input type="checkbox"/> School Security <input type="checkbox"/> Police Department Police Report # _____ <input type="checkbox"/> HELP Desk						
DETAILS OF INCIDENT						
Briefly describe how incident occurred including damaged, lost and/or stolen equipment, glass damage, painting on walls/bldgs, and other damage to buildings or grounds. List possible witnesses, if known. (limit 500 characters)						
DISTRICT EQUIPMENT STOLEN OR DAMAGED OR LOST						
ITEM DESCRIPTION	MAKE	MODEL	SERIAL #	BARCODE	ORIG. VALUE <small>(ENTERED BY PURCH)</small>	
LOSS OF CONFIDENTIAL INFORMATION						
Did the equipment contain confidential information (student data, personnel data, other)?						
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, contact District Legal Services immediately! Ext.1013						
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 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

Professional Technical Classification Listing			
FILE #	TITLE	LEVEL	LAST
		PT	REVISED
D04-94	.Net Developer	9	4/19
D21-07	Accounting Specialist, Transportation_AR	6	10/18
D06-17	Accounting Technician_AR	6	5/01
D06-09	Accounting Technician, Accounts Receivable	6	4/21
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	5/18
D04-02	Administrative Tech, IT	6	5/21
D22-17	Apple Network Specialist_AR	8	10/01
D06-22	ASB Accounting Specialist_AR	7	6/06
D20-12	Assistant Buyer	6	7/21
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	5/18
D05-29	Benefits Specialist	7	5/18
D12-33	Bilingual Program Associate	6	5/18
D06-34	Bindery Technician	4	3/20
D15-07	Braille Specialist	6	5/18
D09-29	Budget Accounting Technician, C&I_AR	6	4/15
D10-36	Budget Accounting Technician, CTE	6	5/18
D04-02	Budget Accounting Tech, Technology Services_AR	6	4/15
D13-29	Budget Accounting Technician, Early Learning	6	5/18
D09-17	Budget Accounting Technician, Title I/LAP	7	5/20
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	5/18
D18-03	Capital Projects Lead Accountant_AR	7	1/02
D11-05	Classified Professional Development Records Specialist, AI	5	12/08
D04-18	Computer Operator II_AR	4	7/08
D04-13	Data Center Analyst_AR	8	1/04
D04-10	Data Center Technician_AR	7	7/08
D05-07	Data Specialist, Human Resources_AR	6	6/06
D06-24	Design and Printing Technician_AR	5	11/08
D06-35	Compliance Technician, Grants	7	5/21
D04-85	Data Systems Training Specialist	6	7/18
D04-95	Database Developer	9	9/19
D06-27	Duplicator and Press Operator_AR	5	5/18
D05-64	Employment Services Specialist_AR	4	07/15
D04-41	Enrollment Specialist	6	12/20
D18-28	Engineering Technician II	7	5/18

D18-07	Engineering Technician II, Architectural AR	7	8/92
D22-12	Equipment Repair Technician AR	6	10/01
D10-13	Equity and Diversity Specialist AR	7	10/03
D17-31	Facilities Analyst/SMART Coordinator AR	9	10/00
D04-97	Enterprise Applications and Cloud Administrator	9	2/20
D04-103	Enterprise Applications Analyst	8	2/22
D04-98	Enterprise Applications Specialist	7	2/20
D12-78	Facilities Scheduler	5	5/21
D06-29	Finance/Payroll System Specialist	8	5/18
D05-23	Fingerprint Technician	4	5/18
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	5/18
D14-47	High School Student Data Specialist	6	5/18
D05-63	HR Data Specialist	5	5/18
D05-58	HR Staffing Specialist, AR	6	11/13
D05-40	HR Generalist, AR	6	12/11
D05-61	HR Generalist	7	5/18
D05-62	HR Services Specialist	6	5/18
D04-33	IT Customer Service Specialist	5	7/18
D05-71	Integrated Systems Support Specialist AR	8	07/18
D09-13	Instructional Materials & PCard Technician	5	8/17
D12-65	International Program Associate	6	5/18
D12-66	Intervention Program Associate AR	6	12/15
D04-92	Innovative Technology Specialist	9	8/18
D06-08	Lead Accounting Technician AR	8	5/18
D21-06	Lead Bus Routing Specialist	7	11/19
D05-41	Lead Human Resources Generalist	8	5/18
D22-11	Lead Equipment Repair Technician AR	7	9/18
D06-26	Lead Graphics Specialist	6	05/18
D05-65	Lead HR Services	8	5/18
D08-32	Lead Payroll Specialist	8	2/19
D06-23	Lead Printing and Graphics	7	5/18
D22-03	Library Technician Specialist	5	5/18
D06-33	Mail Tech Operator	4	12/20
D17-33	Maintenance Support Specialist	5	2/18
D17-31	Maintenance & Operations Specialist	9	5/18
D12-32	McKinney Vento Coordinator	5	6/19
D04-39	Network Analyst	9	8/18
D04-74	Network Security Analyst	9	8/18
D04-48	Network Technician	8	6/18
D04-28	Novell LAN/WAN Specialist AR	9	02/01
D25-14	Nutrition Services Support Clerk	5	05/18
D25-03	Nutrition Services Field Assistant	7	05/18
D02-24	Off Set Press Operator AR	5	11/08
D04-91	Office 365 Administrator	8	3/21
D04-82	PDC Technician	4	5/18
D17-20	Payroll and Support Specialist, Facilities Operations	5	5/18

D08-31	Payroll Specialist I	6	5/18
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
D12-79	Project Specialist	7	9/21
D04-72	Project Specialist, HR Systems Support AR	7	12/14
D12-74	Project Specialist, Tacoma Whole Child Initiative AR	7	2/18
D04-34	Project Facilitator AR	7	9/99
D02-05	Public Information Assistant	7	7/21
D11-05	Records Specialist, Professional Development, AR	6	10/13
D11-06	Records Specialist, Professional Development AR	6	03/17
D04-93	Reporting Analyst	8	2/19
D03-10	Research and Evaluation Specialist AR	9	11/96
D03-06	Research and Evaluation Specialist I AR	5	8/98
D04-78	SCCM Specialist	8	5/18
D10-28	Science Materials Center Specialist	5	5/18
D04-61	Security and Documentation Control Analyst AR	9	1/04
D05-06	Senior Data Specialist, Human Resources AR	7	1/07
D04-07	Senior Networking Analyst	10	5/18
D04-89	SharePoint Developer	8	8/18
D04-24	SQL Analyst	8	5/18
D04-88	SQL Database Administrator	8	8/18
D04-04	Senior Systems Analyst AR	9	1/20
D04-46	Senior Systems Analyst, Financial AR	9	9/03
D04-44	Senior Systems Analyst, HR/Payroll AR	9	9/03
D04-40	Senior Systems Analyst, Student System AR	9	2/13
D16-16	Special Education Data Specialist AR	5	5/14
D14-46	Strength and Conditioning Specialist	6	5/18
D03-11	Student Assessment Coordinator	7	5/18
D04-41	Student Enrollment Specialist AR	4	7/17
D03-19	Student Information Specialist	6	9/17
D03-09	Student Assessment Specialist AR	6	2/10
D16-25	Student Services Data Specialist	6	8/19
D16-26	Student Services Support Tech	5	8/21
D03-06	Student System Specialist I AR	5	8/07
D04-42	Student Information Systems and Data Specialist	7	2/21
D04-43	Student System Specialist III	7	5/18
D12-66	Support Program Associate	7	5/18
D17-42	Support Specialist, Strategic Ops	5	5/22
D04-05	Systems Analyst	8	7/18
D04-33	Technical Services Help Desk Specialist AR	3	12/04
D04-32	Technical Web Analyst AR	9	11/03
D04-87	Technical Writer	7	1/20
D04-31	Technology Service Technician I AR	5	8/04
D04-25	Technology Support Technician	6	8/18
D04-36	Technology Support Specialist AR	8	12/04
D04-104	Technology Trainer	6	4/22'
D04-29	Telecommunications Analyst	9	9/18

D04-100	Tier 2 Technology Support Technician	7	3/21
D04-20	Telecommunications Coordinator_AR	8	1/97
D21-18	Transportation Support Specialist	5	Nov-21
D22-19	TV and Video Production Coordinator	8	5/18
D04-68	Web Technician	7	5/18
D04-67	Web Developer	9	8/18
D05-54	Wellness Communications Specialist_AR	7	7/10
	Archive		
	High School degree; some technical training		
	Total Active = 94		

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

Name <input type="text"/>	Work location <input type="text"/>
Current Job Title <input type="text"/>	Proposed Job Title (if a change is requested) <input type="text"/>
Current Salary Classification <input type="text"/>	Requested Salary Classification (optional) <input type="text"/>
Current Bargaining Unit <input type="text"/>	Proposed Bargaining Unit (if a change is requested) <input type="text"/>
Name of Immediate Supervisor <input type="text"/>	Name of Next Highest Supervisor <input type="text"/>
Current Authorized Work Year <input type="text"/>	How long have you worked in this specific position? <input type="text"/>

LIST ALL POSITION INCUMBENTS BELOW, IF APPLICABLE:

Name	Work Location	Work Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

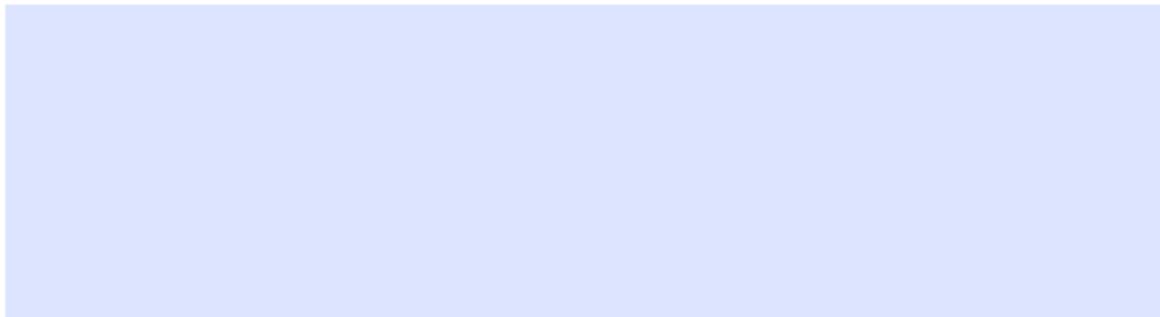
Does your position require exposure to hazardous or unusual working conditions beyond the typical office or classroom situation? If so, please describe and indicate any special equipment/clothing required.

A large rectangular area that has been redacted with a solid light blue color, covering the response to the question about hazardous or unusual working conditions.

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

A large rectangular area that has been redacted with a solid light blue color, covering the response to the question about work guidance.

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

A large rectangular area that has been redacted with a solid light blue color, covering the response to the question about work reviews.

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