

1 **Letter of Agreement**

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3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN  
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, ASSOCIATION OF  
5 OFFICE PERSONNEL OF EDMONDS #1106 AND THE EDMONDS SCHOOL DISTRICT #15.  
6

7 The parties agree as follows:

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9 District employees currently hired and working at Elementary and K-8 schools as the “Office Assistant”  
10 in the Edmonds School District and reside in the Classified Support Staff (CSS) chapter will be moved to  
11 the Office Personnel (OP) chapter effective September 1, 2018 in the role of “Elementary Office Support  
12 Secretary”.

13  
14 Effective September 15, 2018, all employees hired into the OP group must meet the following minimum  
15 qualifications effective:

- 16 a. 18 years of age and hold a high school diploma or equivalent; and
- 17 b. Hold a post-secondary or advanced degree; or
- 18 c. Earned a minimum of 10 relevant college credits; or
- 19 d. Have 3 years of relevant experience.

20  
21 Elementary Office Support Secretaries shall be placed at the newly created level “A” starting at \$19.78  
22 per hour and be placed on a 190 day calendar. Elementary Office Support Secretaries will have a union  
23 seniority date of September 1, 2018. Leave eligibility date will carry over from the employee’s current  
24 leave eligibility date.

25  
26 Elementary Office Support Secretary Positions shall be included in insurance pooling of the OP group.

27  
28 This agreement is dependent on a corresponding agreement from the CSS chapter releasing this specific  
29 group of employees.

30  
31 This Letter of Agreement shall become effective upon signatures of all parties, shall remain in effect until  
32 August 31, 2019, and shall be attached to the current collective bargaining agreement.

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34 PUBLIC SCHOOL EMPLOYEES  
35 OF WASHINGTON/SEIU Local 1948

36  
37 EDMONDS ASSOCIATION OF  
38 OF OFFICE PERSONNEL #1106

EDMONDS SCHOOL DISTRICT #15

39  
40  
41  
42 BY:                   /Cherrol Minshall/                    
43           Cherrol Minshall, Chapter President

BY:           /Mark W Roschy/                    
Mark Roschy, H R Director, Classified Staff

44  
45  
46 DATE:           6/13/2018                  

DATE:           6/13/2018