

EDMONDS SCHOOL DISTRICT NO. 15
MEMORANDUM OF UNDERSTANDING
Between
EDMONDS SCHOOL DISTRICT NO. 15
and the
EDMONDS MANAGERS' ASSOCIATION
2017-20

This Memorandum of Understanding between Edmonds School District No. 15 (District) and the Edmonds Managers' Association (EMA), when approved by the District Board of Directors, shall be in effect July 1, 2017 through June 30, 2020.

1. **Work Year.** The full time work year shall consist of twelve months, July 1 through June 30 each year. The work year shall consist of all week days exclusive of holidays as set forth in Section 4 of this Memorandum and vacation days. As exempt employees under federal law, there is an understanding that such members of this employee association have discretion to manage his/her time and are not answerable for the number of hours worked or the number of tasks performed. They are paid for the general value of services performed. Therefore employees may adjust their hours and/or days to compensate for the additional work.

In those years when the work year contains 261 or 262 days, EMA members will only be expected to work 260 days. EMA members will work with their respective supervisors to determine a day(s) that he/she will not work.

If the District determines its interest would be best served to not offer an employment contract to an employee covered by this Agreement, such notification to the effected employee(s) shall occur as soon as is reasonably possible, but in no case later than May 15.

2. **Salary.** The Initial 2017-18 Manager's Salary Schedule is attached to this Memorandum of Understanding. After the effective date of the State funding, the Initial Schedule will be increased by a percentage equal to the cost of living adjustment for certificated staff provided for and funded in the State budget, retroactive to July 1, 2017, resulting in the "Initial" Schedule. The Initial Schedule will be adjusted after January 1, 2018 (no later than March 31, 2015), retroactive to July 1, 2017, resulting in the "Final" Schedule. The post-January 1, 2018 adjustment of the salary schedule for 2017-18 shall be equal to the overall percentage increase granted in the post-January 1 adjustment to the initial principals' salary schedule. In 2018-19 and 2019-20, schedule will be increased after January 1 or each year retroactive to July 1 of the previous year, pursuant to the same formula applicable to 2017-18.

Should the Legislature, through the State Appropriations Act, authorize and fund a percentage salary increase for administrators during the term of this Agreement, the District shall apply such percentage increase to the salary schedule retroactive to July 1.

Should the Legislature make adjustments to the District's salary allocations during the term of this agreement, the parties agree to meet to confer on the impacts of such adjustments, with a view to potential modification of the Agreement.

3. **Insurance.** Effective July 1 through August 31, 2017 the District shall contribute to a maximum of \$780.00 per month, on an FTE basis, toward the premiums for dental, medical, group term life insurance, vision, and long-term disability. The unspent balance will be pooled among eligible employees for the payment of premiums of only insurances listed in this paragraph.

Effective September 1, 2017 through June 30, 2018 the District shall contribute the approved state allocation, per month, on an FTE basis, toward the premiums for dental, medical, group term life insurance, vision, and long-term disability. This monthly contribution is based on the State insurance benefit allocation [reflecting payment by the District of the retiree subsidy out of local levy funds]. For the 2017-18 school year, the District

shall also contribute \$50.00 per month per FTE. The unspent balance will be pooled among eligible employees for the payment of premiums of only insurances listed in this paragraph.

For 2018-19 and 2019-2020, the concept and methodology set forth for 2017-18 will be utilized based on the State insurance benefit allocation per month. For the 2018-19 school year, the District shall also contribute an additional \$50.00 per month per FTE above the 2017-18 additional allocation (for a total of \$100.00 per month). The \$100.000 per month per FTE District contribution per month will be maintained in 2019-20. The unspent balance will be pooled among eligible employees for the payment of premium of only insurances listed in this paragraph. The District and the Managers' Association may mutually agree to adjust the menu of available plans or other details of the insurance program.

In the event the District Maintenance and Operations Levy at the maximum capacity should fail the insurance contribution shall be renegotiated by the District and Edmonds Managers' Association.

For the purposes of the calculation of insurance benefits only, 1,440 hours per year is considered a 1.0 FTE.

Pursuant to RCW 28A.400.275(1), the parties agree to abide by state laws relating to school district employee benefits. The parties acknowledge that the above insurance agreement is for a term of one year, subject to automatic extension for the ensuing year in the absence of written notice otherwise by one party to the other prior to May 1 of each year.

EAP - Employees who are eligible for District contributions for insurance benefits shall pay up to one dollar twenty cents (\$1.20) per month to restore the following provisions of the Employee Assistance Program: two additional visits per employee (for a total of 8 visits per fiscal year), dependent access to EAP services, and access to Stressline, a telephone consultation service provided by Far West Family Services. If, during the term of this agreement, an amount different than one dollar twenty cents (\$1.20) is required to fully fund the restored benefits described in this paragraph, the employee contribution will be adjusted to cover this cost.

4. **Holidays.** The District will provide the following paid holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	The Day After Thanksgiving
Memorial Day	The Day Before Christmas
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

A holiday falling on Saturday shall be taken on the preceding Friday. A holiday falling on Sunday shall be taken on the succeeding Monday. If two holidays fall on consecutive Friday/Saturday or Sunday/Monday, the succeeding Monday or preceding Friday shall be taken to ensure a four day (Friday-Saturday-Sunday-Monday) weekend.

5. **Vacation.**

A. **Annual Vacation Days.** Full-time employees shall be granted twenty-five (25) days of vacation annually. For purposes of vacation accrual and use, one (1) day will be comprised of eight (8) hours. Vacation shall be prorated for less than full-time employees.

B. **Vacation Accumulation and Vacation Cashout at Retirement for Employees With Hire Dates Prior to July 1, 1998.** Vacation may be accumulated to a maximum of fifty (50) days for carryover to an ensuing year. Under extraordinary circumstances the supervisor may authorize carryover of vacation in excess of fifty (50) days to an ensuing year.

Accumulated vacation shall be paid off at resignation by extending the resignation date to cover the amount of such vacation.

Upon termination of employment by reason of death or retirement under the Public Employee's Retirement system, the District shall allow the employee or, in the case of the employee's death, his/her estate, to elect to be paid for accumulated vacation in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any attendant financial penalty or other legal constraints, provided that an employee who terminates employment with the District holds a valid individual contract which includes a provision entitling such employee to paid vacation. Cashout of accumulated annual leave will be at the rate of 1/223rd of the employee's annual salary. Every employee should make arrangements to use excess accumulated annual leave before the employee's termination date.

- C. Vacation Accumulation and Vacation Cashout for Employees With Hire Dates After June 30, 1998. Vacation may be accumulated to a maximum of fifty (50) days for carryover to an ensuing year. Under extraordinary circumstances the supervisor may authorize carryover of vacation in excess of fifty (50) days to an ensuing year.

Upon termination of employment the District shall allow the employee or, in the case of the employee's death, his/her estate, to elect to be paid for accumulated vacation in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any attendant financial penalty or other legal constraints, provided that an employee who terminates employment with the District holds a valid individual contract which includes a provision entitling such employee to paid vacation. Cashout of accumulated annual leave will be at the rate of 1/223rd of the employee's annual salary. Every employee should make arrangements to use excess accumulated annual leave before the employee's termination date.

6. Leaves.

A. Sick Leave.

- (1) **Allotment/Accrual.** Employees shall earn sick leave at the rate of one (1) day per month worked to a maximum of twelve (12) days per year. For purposes of sick leave accrual and use, one (1) day will be comprised of eight (8) hours. Sick leave shall be prorated for less than full-time employees. Employees may accrue sick leave up to the number of contracted days during the work year. The annual allocation of twelve (12) days may be used without reducing the maximum allowable accumulation.

An employee new to the Edmonds School District may transfer uncompensated accumulated sick leave when such sick leave was accrued from employment in another Washington public school district, educational service district, the Office of the Superintendent of Public Instruction, or Washington Community College.

Provided the sick leave was not transferred to another employer, a former employee of the Edmonds School District will have his/her uncompensated accumulated sick leave in existence at the time of leaving the District restored upon reemployment by the District in the same or similar position.

- (2) **Sick Leave Use.** Employees may use sick leave for illness, injury, emergency, or doctor and dental appointments. An employee may also use sick leave to care for a child of the employee under the age of eighteen (18) with a health condition that requires treatment or supervision.
- (3) **Documentation.** Supporting statements from the attending physician or licensed practitioner may be required for each absence of five (5) or more consecutive days where sick leave is utilized. In the case of an employee's illness or injury and return to duty following an absence of five (5) or more consecutive days where sick leave is used, a statement from the physician or licensed practitioner certifying ability to return to work may be required. Such employee may also be

required to submit to an examination by a physician acceptable to the District. In such cases the District may refuse to reinstate the employee based on the physician's recommendations.

An employee who has been absent because of illness for five (5) or more consecutive workdays or who has been subject to an unusual number of absences each year for a period of two (2) or more years may be required to authorize District health personnel or a physician designated by the District to contact the employee's personal physician(s) or licensed practitioner(s) regarding his/her fitness to perform the work in question.

Refusal to comply with a request for the completion of this authorization may be cause for termination of employment.

- (4) **Critical Family Illness.** An employee may use up to three (3) days of sick leave per contract year in the event of critical illness or injury to a member of the employee's immediate family other than children under the age of eighteen (18) with a health condition which requires treatment or supervision. Immediate family consists of spouse, domestic partner, children, parents, grandchildren, grandparents, and siblings of the employee, spouse, or domestic partner and for those for whom the employee has a legal durable power of attorney. Critical family illness leave shall be deducted from sick leave or vacation at the employee's option.
- (5) **Family Care Leave.** An employee may use accumulated sick leave and other paid leave to care for (a) a child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, domestic partner, parent, parent-in-law, grandchildren, or grandparent of the employee or for whom the employee has a legal durable power of attorney, who has a serious health condition or an emergency condition. Advance leave may not be used for this purpose until it has been earned. All normal conditions relating to appropriate use of leave shall be applicable to family care leave, including reasonable notice where possible and documentation of need upon reasonable request for verification.
- (6) **Emergency Leave.** Up to two (2) days emergency leave with pay may be used for emergencies in any contract year. Such leave will be deducted from accumulated sick leave. Emergency leave for less than full-time employees will be prorated.
- (7) **Attendance Incentive Program.**
 - (a) **Annual Conversion.** Provided that RCW 28A.400.210 is valid and in effect, any employee who at the end of the calendar year shall have accumulated in excess of sixty (60) days of unused sick leave may elect to convert unused sick leave earned the previous year in excess of sixty (60) days to monetary compensation at the rate of 25% of the employee's per diem salary rate for each full day of eligible sick leave. Any such election shall be made by written notice to the District payroll officer during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of applicable regulations.
 - (b) **Separation from District Employment.** Provided that RCW 28A.400.210 is valid and in effect any employee who separates from District employment and who is an "eligible employee" as defined by RCW 28A.400.210(2) may elect (personally or by his/her personal representative, as appropriate) to convert accumulated unused sick leave days to monetary compensation at the rate of one (1) day's current compensation of the employee for each four (4) full days of accrued sick leave. For the purposes of attendance incentive program use, pursuant to WAC 392-136-075, leave shall accrue to a maximum of one hundred eighty (180) days, and no more than one hundred eighty (180) accrued sick leave days shall be eligible for conversion. Any such conversion shall be subject to the terms and conditions of applicable regulations.

B. Short-Term Leaves Not Deducted From Sick Leave. Short-term leaves from the District are expected to be of brief duration (usually less than one (1) month) and will usually result in the employee returning to his/her regularly assigned position. Short-term leaves are noncumulative. It is the responsibility of the employee to apply for short-term leave on the appropriate form and, if the leave is granted, to schedule the return date with the immediate supervisor.

- (1) **Personal Leave.** Up to two (2) days personal leave with pay may be used in any contract year to conduct personal business which cannot be scheduled at another time.
- (2) **Bereavement Leave.** Up to five (5) days of bereavement leave with pay may be used in the event of the death of a member of the immediate family. Immediate family consists of children, parents, grandparents, and siblings of the employee, spouse, or domestic partner. Up to seven days of bereavement leave with pay may be used in the event of the death of a spouse or domestic partner for bereavement. Up to two (2) additional days of leave with pay may be allowed for travel when such travel is outside the state of Washington.

One (1) day of bereavement leave with pay may be used for attendance at the funeral or memorial service of another relative (non-immediate family) or close personal friend.

- (3) **Birth or Adoption Leave.** One (1) day of leave with pay may be taken for the birth or adoption of the employee's child.
- (4) **Judicial Leave.** In the event an employee is summoned to serve as a juror, or required to appear as a witness in court for the District, or is named as a co-defendant with the District, the employee will be granted leave with pay for each day of required presence in court; provided, however, that any compensation received for service shall be remitted to the District.
- (5) **Military Training/Duty Leave.** Up to twenty-one (21) annual days of military training/duty leave will be granted when an employee who is a member of the National Guard or any Reserve Branch of the Armed Forces of the United States is ordered to active duty. This military leave will be granted without loss of pay or other benefit. Military leave will not be granted when the employee has choices of time for training/duty and one of the times is not in conflict with his/her normal work days. An employee whose spouse is being called into active duty will receive up to fifteen (15) days of unpaid leave in accordance with the Washington State Military Leave Act.

C. Long-Term Leaves. Long-term leaves are expected to be one year or less in duration to the extent feasible. At the end of the leave the employee will be returned to his/her former position or a position of similar nature. It is the responsibility of the employee to apply for long-term leave by letter to the Executive Director of Human Resources, and if the leave is granted, to advise the Executive Director of Human Resources of his/her return date at the earliest possible time; in no case shall the return date notice be provided later than April 1 for a return at the beginning of the next contract year. In addition to items 1-6 below employees will also enjoy those Family and Medical Leave rights required by state and federal law, including Servicemember Family Leave.

Health insurance and other insurance benefits provided through the District may remain in force throughout the leave period, at the employee's discretion, by the employee submitting to the District the monthly premium in advance of each payment due date, provided that such continuation of benefits is allowed by the insurance carrier.

- (1) **Health Leave.** Health leave without pay will be granted to an employee for absences due to illness or injury in excess of accumulated sick leave upon the employee's written request which must be accompanied by a supporting statement from the employee's physician. The health leave shall continue for the remainder of the school or contract year or until the employee is able to return to work if that occurs prior to the end of the current school or contract year.

Return to duty request following health leave shall be filed with the Executive Director of Human Resources at least fifteen (15) calendar days in advance of his/her intent to return to active employment. An employee failing to timely submit such a request will be deemed to have terminated his/her employment with the District at the expiration of his/her health leave.

An employee returning to duty after a health leave must present a written statement from his/her physician certifying that he/she is ready to return to work. The District may also require such an employee to submit to an examination by a physician of the District's choice. The final decision regarding return to duty shall be made by the Superintendent after communication with the immediate supervisor and the physician(s) involved.

- (2) **Child Care Leave.** Child care leave without pay will be granted to an employee for the purpose of caring for a child of the employee under the age of 6 or the care of a child of the employee under the age of 18 who has a terminal health condition. Whenever possible, an employee shall submit a written request for such leave at least forty-five (45) days prior to the beginning of the anticipated leave.

The employee must notify the Superintendent or designee in writing at least thirty (30) calendar days in advance of his/her desire to return to active employment, provided however, that such notification must be received by the District by April 1 if the date of return is the beginning of the next contract year. The employee's return from leave shall be at a time which is agreeable to the District.

- (3) **Leave of Absence.** Leave of absences without pay may be granted for up to one (1) year for employees who have completed two (2) years of employment with the District. Leave of absences will not be granted for alternative work experience, except as specified in C.6. below.
- (4) **Special Leave.** (To be available in case of reduction-in-force only).

Special leave without pay will be granted to a certificated employee eligible for retention or recall under Board Policy No. 6820 when the special leave will provide a position for a person who has not been retained and who is qualified for that position. Special leave without pay will be granted to a classified employee when the special leave will provide a position for a person who has not been retained and is qualified for the position.

While on leave the employee shall have the responsibility of notifying the District in writing by March 1 as to whether he/she wishes to return to regular employment with the District for the ensuing year. If such notice is not received by March 1, the individual's employment with the District will be terminated at the end of the leave period.

- (5) **Exchange Experience Leave.** Exchange experience leave may be granted to an employee who has completed two (2) years of employment with the District for the purpose of participating in exchange experiences in foreign countries. Leave will be for one (1) contract year subject to renewal for one (1) additional contract year.

Exchange experience leave may be with or without pay as determined by the exchange program. When the leave is with pay by the Edmonds School District the other exchange participant shall be paid by an agency other than the Edmonds School District. Requests for exchange experience leave for the following contract year shall be made no later than April 1 of the current contract year.

- (6) **Sabbatical Leave.** Employees shall be eligible for sabbatical leaves after six (6) or more years of continuous service in the District. Sabbatical leaves may be allowed for study, research, or travel that will be of service to the individual, the students, and the District. Sabbatical leaves may also be allowed for commercial or industrial work experience which will enhance the applicant's performance in his/her assignment.

One (1) full year of sabbatical leave may be granted to not more than two-thirds of one percent (.0067) of the total number of FTE positions covered by this policy in any one (1) year, said percent to be rounded to the nearest complete FTE.

The District retains the right to grant no sabbatical leaves in years of funding insufficiency as determined by the Board, which right and determination shall be final and not subject to the grievance procedure.

Upon expiration of sabbatical leave, subject to eligibility under layoff and recall provisions in effect at the time of expiration, the employee will be returned to his/her former position or one of similar nature. Unused accumulated leave to which the employee was entitled before the granting of the leave shall be restored to the employee upon return to active employment. For purposes of salary schedule placement and calculation of seniority, the year of leave shall be considered the same as a year of District service.

Status of Stipend and Insurance. An employee on sabbatical leave shall receive a stipend equal to fifty percent (50%) of total salary.

An employee on sabbatical leave shall not seek employment for compensation during the period of study, research, travel or work experience other than to supplement sabbatical leave income in carrying out the approved program. Such employment must be approved by the Superintendent or designee.

Within thirty (30) calendar days after his/her return from sabbatical leave, the employee will, if he/she was employed for compensation during the period of the sabbatical program, file with the Superintendent full details of this employment and income derived from it.

Health insurance and other insurance benefits provided through the District may remain in force throughout the period of such leave at the employee's discretion, by payroll deduction from each sabbatical stipend warrant.

Obligations of the Recipient of Sabbatical Leave.

(a) **Professional.** Within thirty (30) calendar days of his/her return from sabbatical leave, the recipient will file with the Superintendent a written report giving the substance of the program of study, travel, research, or work experience in which he/she had engaged, indicating the value for Edmonds School District schools which he/she believes to have grown out of his/her experience.

(b) **Financial**

- (1) An employee taking a sabbatical leave shall post a fidelity bond equal to the sum of the sabbatical stipend. At the time the employee returns to the District and the employer has signed a contract for the next school year he/she shall post a bond for one-half (½) of the sabbatical stipend. No bond will be required at the beginning of his/her second year of re-employment with the District.
- (2) In the event an employee on sabbatical leave fails to return to service in the District at the end of the leave the stipend received shall be repaid to the District immediately either in full through the bond, personal check or cash.
- (3) The potential stipend repayment obligation shall be canceled upon the immediate return of the employee to the District in the following manner:

- (a) One-half (½) of the potential stipend repayment obligation shall be canceled after the first year's service to the District.
- (b) The remaining one-half (½) of the potential stipend repayment obligation shall be canceled after the second year of service.
- (4) Should an employee be unable to return to the District, due to a physical or mental disability any repayment obligation will be suspended until the employee is again fit and able to return to his/her assignment in the District.

D. **Other Leaves.** Other leaves include leaves not specifically addressed by one of the above leaves and address rights under State and/or Federal law.

- (1) **Domestic Violence/Sexual Assault Leave.** Domestic Violence/Sexual Assault Leave is available to employees who are victims of domestic violence, sexual assault or stalking, or to employees with a family member who is a victim of domestic violence, sexual assault or stalking. Immediate family consists of child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship. Verification of the need for this leave will be submitted to the District. An employee may use sick leave and other paid time or unpaid leave time.

7. **Return to the Classroom Opportunity.** Applications will be accepted no later than March 1 of each year from certificated employees for assignment to classroom teaching positions for which they are qualified for the following school year; procedures are outlined in the District's Personnel Procedures Manual.

8. **Professional Improvement.** Each employee will be provided twenty-one hundred dollars (\$2,100) annually for professional improvement and membership dues for professional associations. Such monies may be used for travel expenses, conference registration, courses, seminars, membership dues, etc. The expenditure of these funds must be approved by the individual's supervisor. Unused monies of up to \$1,500 may be carried over for one year.

An employee may individually request approval to borrow against his/her professional improvement/dues allocation for the ensuing year. Upon resignation from the District any negative balance must be paid back to the District either personally or from budget funds managed by the employee.

9. **Liability Coverage.** Insurance coverage for liability and errors and omissions under the District's policies shall be provided for employees.

10. **Retreat.** The District will annually provide up to \$1,000 for funding of professional development activities planned by EMA for its members and/or others. Unused monies may be carried over for one year.

11. **Reclassification Request Deadline.** The annual deadline for individual reclassification requests will be January 15; major changes in responsibilities that occur after January 15 will be addressed as they occur.

12. **Project Stipend.** Each employee who meets the following criteria will be eligible for a stipend equal to ten (10) days of the employee's per diem rate of pay to complete a project for the District:

Fifteen years of service in one (1) of the following:

- (a) Certificated employment
- (b) School district employment
- (c) Career path employment leading to currently held position

Such stipend will be issued one (1) time only during the remainder of the individual's employment with the District and the project must be completed either during one (1) contract year or over two (2) consecutive

contract years. The project plan must be developed between the employee and the immediate supervisor by January 30 of the year in which the project is begun. The stipend will be paid in a lump sum at the completion of the project.

13. It is understood that the relationship between salary and benefits for employees represented by the Edmonds Managers' Association and salary and benefits for employees represented by the Edmonds Principals' Association has been maintained.
14. The EMA Executive Board will receive training in the position classification process. When a new EMA position is created, the District will notify the EMA Executive Board regarding the position and its placement on the salary schedule. The District will consider any input provided by EMA regarding new positions and classifications; however it is understood that the District retains the right to determine positions and classifications.
15. **Evaluation Workload.** The District and EMA recognize the impact of the teacher evaluation system on administrator workload. Any EMA member responsible for certificated evaluations who is concerned about the impact of the number of evaluations for which he/she is responsible, may contact the Executive Director of Human Resources to discuss possible options for support.
16. **Problem Solving Procedures.** When an alleged misapplication, misinterpretation, or violation of this Memorandum of Understanding is suspected, an employee may make a statement which contains:
 - The facts upon which the problem is based;
 - Reference to the specific section of this Memorandum of Understanding which is alleged to have been violated;
 - Remedy sought.

General Conditions:

- A. *Procedure.* Every effort shall be made to resolve problems related to implementation of the Memorandum of Understanding through free and informal communications and conferences between the employee and his/her immediate administrative supervisor. If this informal process fails to provide an acceptable adjustment of the problem the employee may refer the issue to the Superintendent or designee for discussion. If the issue is not resolved at the Superintendent level the employee may refer the issue to the Board of Directors. Every effort will be made to expedite the problem solving process.
 - B. *Confidentiality.* All matters pertaining to specific problems shall be confidential information and shall not be unnecessarily or indiscriminately related, disclosed or divulged by any participant in the problem solving process or by any employee of the district. Written records related to this problem solving procedure will be kept separately from an employee's file.
 - C. *Freedom from Reprisal.* Individuals involved in problem solving proceedings whether as the employee, a witness, a representative, or otherwise shall not suffer any restraint, interference, discrimination, coercion or reprisal on account of their participation in this problem solving process.
17. **Administrative Reductions.** Program and staff reductions may be required as a result of enrollment decline, failure of a special levy election, termination or reduction of funding of categorically-funded projects, other events resulting in a significant reduction in revenue, or a reallocation of funding. The board of directors, upon recommendation of the superintendent, shall determine which educational programs and services will be reduced, modified, or eliminated.

In the event that possible options for reducing administrative positions are under discussion in the district, then such possibilities must be discussed individually and privately with potentially impacted administrators by their direct supervisor as soon as possible and prior to any large district group processing.

The board of directors will determine the number of administrative positions to be eliminated or consolidated. In the event the superintendent recommends that a reduction in the administrative work force is in the best interest of the school district then the superintendent or designee will meet with the executive board of the Edmonds Managers' Association to discuss mutually agreeable ways of implementing the recommendations. The subsequent agreements will not be subject to the procedures contained in Section 14 of this Memorandum of Understanding. Generally, qualifications and seniority within job category shall govern such reductions. In the absence of agreement among the superintendent and the Edmonds Managers Association, the criteria for retention set forth in Parts C and E of PPM #IX-L shall govern. If a disagreement exists between the Edmonds Managers' Association and the District about which specific employees are subject to reduction, the Procedures for Reduction in Administrator Work Force #IX-L located in the Personnel Procedures Manual shall apply.

Certificated employees may be transferred to subordinate certificated positions (including nonsupervisory certificated positions) in accordance with RCW 28A.405.230. In the event the reduced or modified educational program also requires the reduction of nonsupervisory certificated positions, the retention rights of such employees as nonsupervisory certificated employees will be governed by the District-Edmonds Education Association collective bargaining agreement.

Employees who are not retained in administrator positions shall be placed in employment pools for the period between the establishment of the pool and the third November 1 after the pool is established for possible reemployment as administrators in job categories for which they qualify. Qualifications for reemployment shall be broadly construed and not limited in application only to positions previously held in the district. While in an employment pool, the individual may access Human Resources guidance in résumé preparation and district computers and office space when available for the purpose of career transition.

- 18. If either party wishes to discuss any changes that may impact the membership during the term of this agreement, the party can ask to meet and confer and mutually agree to open this MOU.

FOR EDMONDS MANAGERS' ASSOCIATION _____
DATE

FOR EDMONDS SCHOOL DISTRICT NO. 15 _____
DATE

NOTE: RE cell phone reimbursement, refer to Board Policy #3515 (facilitated by April Guentz, business office).

EDMONDS SCHOOL DISTRICT NO. 15
Lynnwood, Washington

MANAGERS' SALARY SCHEDULE

2017-18 Initial

Position	Base/BA	MA/Prof. Cert. Base/BA + 75*
Level IV - Program Director	\$135,460	\$138,226
Level III - Program Director	\$128,681	\$131,309
Level II – Manager	\$122,246	\$124,744
Level I - Program Manager	\$116,142	\$118,508

Earned Doctorate Stipend = \$2,400 Annually

This schedule is based on a full-time work year which includes 12 holidays and 25 vacation days; per diem based on 1/223 of the annual salary shall be used only for cashout of vacation and sick leave and pay for the Project Stipend. Salaries for less than full-time employees including resigning individuals whose employment is extended to utilize accrued vacation, shall be prorated using per diem based on 1/260 of the annual salary.

Education credits must be earned prior to September 1 to be used in salary calculations for that year. College transcripts must reach the District's Human Resources Office by October 15 to be applied to salary placement for the year, unless the employee's contract becomes effective after the first day of school, in which case the necessary documents shall reach the District's Human Resources Office within forty-five (45) days of the effective date of the contract.

Note: The difference between the educational columns is 2.04%.

* If a BA is not required for entry to a position, the right hand column may be attained by earning 75 quarter hours beyond the base education required at entry to the position.