

1 MEMORANDUM OF UNDERSTANDING

2  
3 THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO BETWEEN THE PUBLIC  
4 SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, HIGHLAND ASSOCIATION  
5 AND THE HIGHLAND SCHOOL DISTRICT #203. THIS AGREEMENT IS ENTERED INTO  
6 PURSUANT TO ARTICLE XX, SECTION 20.3. OF THE CURRENT COLLECTIVE BARGAINING  
7 AGREEMENT.

8  
9 The Parties agree to the following:

- 10  
11 1. Wage rates for all employees in the Association shall be increased by nine (9%) percent effective  
12 September 1, 2018. This includes the one (1%) percent provided for in Section 20.3. of the  
13 Collective Bargaining Agreement (CBA) and the state-funded one and nine-tenths (1.9%) percent  
14 inflationary adjustment in the state allocation.  
15  
16 2. The wage rates for Paraeducators shall be increased an additional one (1%) percent effective  
17 September 1, 2018.  
18  
19 3. The provisions of paragraphs 1 and 2 above eliminate the requirement to reopen wages for the  
20 2019-20 work year, as provided in Section 20.3. of the CBA. Wage rates for 2019-20 shall be  
21 increased by the state-recognized inflationary adjustment, the Implicit Price Deflator (IPD). Any  
22 wage or salary increase provided to District Classified Staff not represented by the Association  
23 during the term of this agreement (September 1, 2018 to August 31, 2020) shall also be provided to  
24 employees represented by the Association.  
25  
26 4. The following provisions of the Collective Bargaining Agreement are amended as follows:

27  
28 **Section 6.8. Shortened Work Days (Delayed Starts).**

29 On days when there is an un-scheduled delayed start, employees' time will be recorded as a normal  
30 and customary work day, and the hours missed will be made up through an informal process  
31 between the affected employee and his/her supervisor.  
32

33 Examples of how to place hours on an employee's time sheet due to shortened days:

- 34  
35 • 12-1-10 Contracted hours 6 Hours worked 4  
36  
37 • 12-2-10 Contracted hours 6 Hours worked 7 one hour for lost time on 12-1-10 delayed start  
38  
39 • 12-3-10 Contracted hours 6 Hours worked 7 one hour for lost time on 12-1-09 delayed start.  
40

41 **Section 6.9. Early Release.**

42 The District may provide employee training opportunities on early release days that are not directly  
43 before a holiday or the last day of school. The Association may recommend trainings that employees  
44 identify. The employee may use one of the following options on these early release days; after the  
45 students have been dismissed for the day.

1. Work regularly scheduled hours.
2. Request vacation or personal leave for unworked hours.
3. Request compensatory time as accrued under Section 6.3.
4. Accept a deduction of pay for the unworked hours.
5. Attend a workshop/training approved by the supervising administrator.

**Section 7.1.**

All employees shall receive the following paid holidays that fall within their work year:

- |                                  |   |
|----------------------------------|---|
| 1. New Year's Day                | 8. Thanksgiving Day   |
| 2. Martin Luther King's Birthday | 9. Native American Heritage Day<br>(Day after Thanksgiving) |
| 3. Presidents Day                | 10. Day before Christmas                                    |
| 4. Memorial Day                  | 11. Christmas Day   |
| 5. Independence Day              | 12. New Year's Eve Day                                      |
| 6. Labor Day                     |   |
| 7. Veterans' Day                 |   |

**Section 8.3.**

Each employee covered by this Agreement shall be provided three (3) days of personal leave paid per year which may be utilized for any purpose, discrete from sick leave and accumulative up to five (5) days. Provided, however, no more than ten (10%) percent of the bargaining unit will be gone on any one day. Employees may cash out one (1) of the unused days of personal leave per year.

This agreement will remain in effect through August 31, 2020 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON / SEIU LOCAL 1948

HIGHLAND CHAPTER

HIGHLAND SCHOOL DISTRICT #203

BY: Melva St. George  
Melva St. George, Chapter President

BY: Mark Anderson  
Mark Anderson, Superintendent

DATE: 08-29-19

DATE: 8/27/19

