Memorandum of Understanding

Between University Place Classified Association and
the University Place School District

Re: Concerning 2018-19 additional hours for all classified employees

For the 2018-19 school year only, classified employees shall have 1% of their contracted hours rounded up to the nearest fifteen (15) minutes. This additional time shall be paid on time sheets submitted to building supervisors prior to August 31, 2019 for hours worked after September 1, 2018. These additional hours will be paid at 1.5 times the employee’s hourly rate regardless of overtime status.

The intent of the parties is to give employees opportunities to receive compensation for additional training, including SafeSchooRs. If additional hours remain after completion of training the employee may be compensated for additional hours worked and submitted on a timesheet for hours beyond their contracted day.

This agreement is for the 2018-19 school year only.

For the Association

[Signature]

9-14-18

For the District

[Signature]

9-13-18
Letter of Agreement

Between the

University Place School District and the

University Place Classified Association

RE: Call-back list

The parties wish to clarify the interpretation of the following language from the UPSD/UPCA Collective Bargaining Agreement:

3.8.5 By October 1 each year the district will solicit volunteers who wish to be placed on the Sonitrol lists for emergency call-backs at District buildings. Eligible volunteers are off duty members of the Maintenance and Operations and Security classifications. Management reserves the right to be placed on the Sonitrol lists and respond to any emergency. Order of placement of bargaining unit employees on such lists shall be as follows:

1. On duty Security personnel;
2. By seniority, qualified off-duty Custodian, Maintenance, Grounds and Security employees who live within the boundaries of the district;

The parties have, as a matter of practice, interpreted “within the boundaries of the district” to mean within reasonable driving distance of the school site. This practice has had the effect of considering seniority and qualifications ahead of in/out of district, but still considering a reasonable driving distance to ensure prompt response to the Sonitrol alert.

It is the intention of the District and Association to continue this interpretation. This LOA will be in effect for the 2018-19 school year. The parties will meet again prior to August 31, 2019 to determine whether to extend this interpretation and practice.

For the District

For the Association

11/27/18

Date

11-27-18

Date
Letter of Agreement

Between University Place Classified Association and

the University Place School District

Re: CBA Duration Language 10.1.2

The purpose of this Letter of Agreement is to fix a clerical error that was not discovered prior to printing the updated UPCA contract in October 2018. In 10.1.2 it states, “This agreement shall remain in full force and effect from September 1, 2015 to August 31, 2017.” In actuality, the language should read, “This agreement shall remain in full force and effect from September 1, 2018 to August 31, 2021.”

This agreement run through August 31, 2021.

For the Association

[Signature]

[Date] 5-13-19

For the District

[Signature]

[Date] 5/13/19
Letter of Agreement
Between University Place Classified Association and
the University Place School District

Re: CBA Duration Language 10.1.2

The purpose of this Letter of Agreement is to fix a clerical error that was not discovered prior to printing the updated UPCA contract in October 2018. In 10.1.2 it states, “This agreement shall remain in full force and effect from September 1, 2015 to August 31, 2017.” In actuality, the language should read, “This agreement shall remain in full force and effect from September 1, 2018 to August 31, 2021.” This agreement run through August 31, 2021.

For the Association

[Signature]
5-13-19

For the District

[Signature]
5/13/19
Letter of Agreement

between the

University Place Classified Association and the

University Place School District

RE: Less than 4-Hour Bus Drivers

The University Place Classified Association and the University Place School District agree to allow for three (3) less than 4-hour bus route positions for the 2019-20 school year.

This Letter of Agreement expires on August 31, 2020.

Doug McKinney  Date  8/27/19
UPCA President

Eric Brubaker  Date  8/27/19
Executive Director of Human Resources
Letter of Agreement

between the

University Place Classified Association and the

University Place School District

RE: Less than 4-Hour Bus Drivers

The University Place Classified Association and the University Place School District agree to allow for three (3) less than 4-hour bus route positions for the 2019-20 school year.

This Letter of Agreement expires on August 31, 2020.

[Signatures]
Doug McKinney             Date 8/27/19
UPCA President

Eric Brubaker             Date 8/27/19
Executive Director of Human Resources
Letter of Agreement

between the

University Place Classified Association and the

University Place School District

RE: Behavior Tech Pay and Windows System Administrator Pay

The University Place Classified Association and the University Place School District agree to add Behavior Techs to the LPN/SLPA/PTA/OTA pay line on the UPCA Salary Schedule and to create a new position in Tech called Windows Systems Administrator with the following pay scale:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>6-10</th>
<th>11-15</th>
<th>16-20</th>
<th>21+</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.60</td>
<td>$36.35</td>
<td>$37.10</td>
<td>$37.85</td>
<td>$38.60</td>
<td>$38.85</td>
<td>$39.10</td>
<td>$39.85</td>
</tr>
</tbody>
</table>

This Letter of Agreement expires on August 31, 2021.

Doug McKinney       Date       Eric Brubaker       Date
UPCA President       Executive Director of Human Resources

9-24-19            9/24/19
Letter of Agreement

between the

University Place Classified Association and the

University Place School District

RE: Behavior Tech Pay and Windows System Administrator Pay

The University Place Classified Association and the University Place School District agree to add Behavior Techs to the LPN/SLPA/PTA/OTA pay line on the UPCA Salary Schedule and to create a new position in Tech called Windows Systems Administrator with the following pay scale:

<table>
<thead>
<tr>
<th>Step</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>6-10</th>
<th>11-15</th>
<th>16-20</th>
<th>21+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay</td>
<td>$35.60</td>
<td>$36.35</td>
<td>$37.10</td>
<td>$37.85</td>
<td>$38.60</td>
<td>$38.85</td>
<td>$39.10</td>
<td>$39.85</td>
</tr>
</tbody>
</table>

This Letter of Agreement expires on August 31, 2021.

Doug McKinney 9-24-19
UPCA President

Eric Brubaker 9/24/19
Executive Director of Human Resources
Memorandum of Understanding

Between the

University Place School District and the

University Place Classified Association

RE: Call-back list

The parties wish to clarify the interpretation of the following language from the UPSD/UPCA Collective Bargaining Agreement:

3.8.5 By October 1 each year the district will solicit volunteers who wish to be placed on the Sonitrol lists for emergency call-backs at District buildings. Eligible volunteers are off duty members of the Maintenance and Operations and Security classifications. Management reserves the right to be placed on the Sonitrol lists and respond to any emergency. Order of placement of bargaining unit employees on such lists shall be as follows:

1. On duty Security personnel;
2. By seniority, qualified off-duty Custodian, Maintenance, Grounds and Security employees who live within the boundaries of the district;

The parties have, as a matter of practice, interpreted “within the boundaries of the district” to mean within reasonable driving distance of the school site. This practice has had the effect of considering seniority and qualifications ahead of in/out of district, but still considering a reasonable driving distance to ensure prompt response to the Sonitrol alert.

It is the intention of the District and Association to continue this interpretation. This MOU will be in effect beginning in the 2018-19 school year and expires on August 31, 2021 if not added to the new UPCA Collective Bargaining Agreement.

Doug McKinney 10-25-19
UPCA President

Date

Eric Brubaker 10/25/19
Executive Director of Human Resources
Letter of Agreement

between the

University Place Classified Association and the

University Place School District

RE: Class C Driver

The University Place Classified Association and the University Place School District agree to create a new line on future UPCA Salary Schedules under Transportation listed as Class C Driver. The Class C Driver rate will be $19.22 in 2018-19, $20.99 in 2019-20, and $21.62 in 2020-21 (same as Step 1 for HQ SPED Para in 2018-19 and Instructional Para in 2019-20 and 2020-21).

Class C drivers will be eligible to drive district vans and cars when Class B drivers are not available.

This Letter of Agreement expires on August 31, 2021 but can be extended if mutually agreed upon by UPCA and the District.

Doug McKinney 10-25-19
UPCA President

Eric Grubaker 10/25/19
Executive Director of Human Resources
Letter of Agreement

between the

University Place Classified Association and the

University Place School District

RE: Non-Vacation Windows for Custodial Staff

The University Place Classified Association and the University Place School District agree that in the best interest of ending and starting the school year smoothly, custodial staff will not be allowed to take vacation during the last five work days of the school year, the five work days after school ends, and the ten work days before the first day of school.

This Letter of Agreement expires on August 31, 2021 if not added to the new UPCA Collective Bargaining Agreement.

Doug McKinney  10-25-19  Eric Brubaker  10/25/19
UPCA President  Date  Executive Director of Human Resources
Letter of Agreement
between the
University Place Classified Association and the
University Place School District

RE: District Security Shirts and Chief/Lead Custodian and Crossing Guard Boots

The University Place Classified Association and the University Place School District agree that the District will purchase two to three (2-3) security shirts for district security staff on a biannual basis. The District will also purchase boots for chief/lead custodians and crossing guards, as needed.

<table>
<thead>
<tr>
<th>Position</th>
<th>Uniform</th>
<th>Procurement Method; Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maint./Grounds</td>
<td>T-shirt (5)/sweatshirt (2)</td>
<td>District purchased, annually</td>
</tr>
<tr>
<td>Maint./Grounds</td>
<td>Jacket (1)</td>
<td>District purchased, as needed</td>
</tr>
<tr>
<td>Maint./Grounds</td>
<td>One pair of protective boots</td>
<td>Employee Reimbursement via Payroll; annually</td>
</tr>
<tr>
<td>Maint./Grounds</td>
<td>Rain gear and rubber boots</td>
<td>District owned, as needed</td>
</tr>
<tr>
<td>Custodians</td>
<td>T-shirt (5)/sweatshirt (2)</td>
<td>District purchased, annually</td>
</tr>
<tr>
<td>Chief/Lead Custodians</td>
<td>Rain gear/Boots</td>
<td>District owned, as needed</td>
</tr>
<tr>
<td>Playground/Crossing Guard/Bus Supervisor</td>
<td>Safety vest(1)/umbrella(1)</td>
<td>District owned, as needed</td>
</tr>
<tr>
<td>Playground/Crossing Guard</td>
<td>All weather boots up to $75</td>
<td>Employee Reimbursement via Payroll; as needed</td>
</tr>
<tr>
<td>Food Service</td>
<td>Apron</td>
<td>District owned</td>
</tr>
<tr>
<td>Food Service</td>
<td>Non-slip shoes up to $75</td>
<td>Employee Reimbursement via Payroll</td>
</tr>
<tr>
<td>Tech</td>
<td>Polo shirt (5)</td>
<td>District purchased, annually</td>
</tr>
<tr>
<td>District Security</td>
<td>Security shirt (2-3)</td>
<td>District purchased, biannually</td>
</tr>
</tbody>
</table>

This Letter of Agreement expires on **August 31, 2021** if not added to the new UPCA Collective Bargaining Agreement.

\[Signature of Doug McKinney, UPCA President\] 10-25-19

\[Signature of Eric Brubaker, Executive Director of Human Resources\] 10/25/19
Letter of Agreement
between the
University Place Classified Association and the
University Place School District

RE: Additional Contracted Hours for Nutrition Services Staff

The University Place Classified Association and the University Place School District agree to add additional contracted days, as noted below, for Nutrition Services Staff beginning in the 2018-19 school year.

Kitchen Managers - Add three (3) additional days, increasing the contract from 178 days to 181 days. The additional days are:

<table>
<thead>
<tr>
<th></th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Staff Day</td>
<td>Catering and Kitchen Prep</td>
</tr>
<tr>
<td>*Team Day</td>
<td>Catering and Training</td>
</tr>
<tr>
<td>*Individual Day</td>
<td>Training</td>
</tr>
</tbody>
</table>

Food Service Workers - Add one (1) additional day as follows:

<table>
<thead>
<tr>
<th></th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Individual Day</td>
<td>Training</td>
</tr>
</tbody>
</table>

*Defined in UPEA contact Section 3.3.1

Section 3 - Calendar

3.3.1 The normal student and staff calendar shall be developed using the following formulas:
   A. Staff Day - Tuesday before Labor Day (district directed professional development day, must be on site and sign in to be paid)
   B. Team Day - Wednesday before Labor Day (district directed professional development day, must be on site and sign in to be paid)
   C. Individual Preparation and Planning Day - Thursday before Labor Day (district directed professional development day, must be on site and sign in to be paid)

This Letter of Agreement expires on **August 31, 2021** if not added to the new UPCA Collective Bargaining Agreement.

Doug McKinney 10-25-19
UPCA President

Eric Brubaker 10/25/19
Executive Director of Human Resources
Letter of Agreement
between the
University Place Classified Association and the
University Place School District

RE: Custodial Trainer

The University Place Classified Association and the University Place School District agree to allow the District’s Maintenance Manager the ability to offer custodial trainer extra hours not based on seniority to a custodian who would serve at various sites throughout the district, as needed. In the event that the extra hours push the custodian’s weekly total over 40 hours, the custodial trainer will be paid at their overtime rate.

This Letter of Agreement expires on August 31, 2021 if not added to the new UPCA Collective Bargaining Agreement.

Doug McKinney Date Eric Brubaker Date
UPCA President Executive Director of Human Resources
Letter of Agreement

between the

University Place Classified Association and the

University Place School District

RE: Cook Manager Sub Pay

The University Place Classified Association and the University Place School District agree to pay food service workers subbing for the cook manager at Step 1 of the grade level cook manager line on the UPCA Salary Schedule or the step that guarantees at least a $1.00 increase from their normal hourly wage.

This Letter of Agreement expires on August 31, 2021.

Doug McKinney
UPCA President

Date

Eric Brubaker
Executive Director of Human Resources

Date