

**Collective Bargaining Agreement
between the
Nine Mile Education Association
and the
Nine Mile Falls School District No. 325
2022-2023 Addendum**

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Section 13 - Substitutes

D. Substitute Pay

1. Substitute pay will be evaluated by the district annually to consider current rates in the area.
2. The District will not change substitutes for the sole purpose of avoiding long-term substitute status.

E. Subbing on Prep

1. Pay: Represented employees, at the request of their supervisor or her/his designee, may voluntarily be used as substitutes during their preparation time. Employees may elect to receive pay at a rate of \$50.00 per hour. Elementary teachers who lose their prep due to specialist classes being canceled will also be eligible to receive pay at \$25.00 per half-hour. Employees shall report this time on Appendix H – Record of In-House Substitution Form. Time shall be rounded to the nearest quarter hour. (2015)
2. Comp Time: Employees, at their discretion, may choose to “bank” hours and exchange them, in half-day or full-day increments for release time. Banked days (in full day increments) may be used from the time they are accrued until the last day of school of the school year FOLLOWING the year it was accrued. For example, a day earned by substituting during prep time in October 2018 may be used anytime between the day it is accrued in October 2018 until the last day of school in the 2019-2020 school year. (2018)
 - a. “Banked” time shall accrue at the following rates:
 - i. At the elementary level each half-hour shall equal .1 of a day
 - ii. At the secondary level each period in a six-period day shall equal .2 of a day
 - b. No more than 3 full days per employee may be banked for comp time in a given school year. After 3 full days have been earned, all additional subbing on prep shall be submitted for pay at the \$50/hour rate.

All provisions in this section regarding substitutes shall supersede any previously-existing contradictory language elsewhere in the contract. (2022)

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Section 3 - Birth, Parental, and Foster/Adoption Leave

A. Leave may include sick, annual, Federal (unpaid) Family and Medical Leave Act (FMLA), State Paid Family and Medical Leave (PFML) as administered by the Washington State Employment Department, long-term disability benefits available through SEBB and the Washington Health Care Authority (as guided by the Washington State Human Rights Commission and protected by the Washington Law Against Discrimination), extended leave of absence without pay up to the beginning of the next school term or school year (with board approval), or shared leave. The basic provisions of each of these leaves are described in School Board Policy 5404, which shall be updated to reflect all current applicable laws. Employees are encouraged to meet with Human Resources and/or Payroll to go over their options and will be provided basic benefit information.

B. Employees are asked to notify the district, in writing, of the need for, and anticipated timeline of, Birth, Parental, and/or Foster/Adoption leave at least six (6) weeks prior to the expected commencement of the leave, if possible. They may provide this notice to their direct supervisor and/or to Human Resources.

C. There may be limitations on leave when both parents are employees of the school district. Employees may schedule parental leave as provided for by law.

D. Employees shall notify the district, in writing, of their anticipated return from leave as soon as is reasonably possible. Return from leave may be determined by the employee and their doctor, if applicable. They may provide this notice to their direct supervisor and/or to Human Resources. Any employee returning from Birth, Parental, and/or Foster/Adoption leave(s) shall be restored to their previous position, or to an equivalent position. (2022)

Section 4 - Child Rearing Leave An employee may also be granted up to one (1) year of unpaid leave in addition to applicable leaves as described above, with Board approval, for the purpose of rearing their child. Any employee returning from this extended child-rearing leave shall be restored to their previous position, or to an equivalent position.

Section 5. Breaks for Lactation/Expression of Milk: The District shall provide reasonable accommodation regarding the expression of breast milk, as provided for by law in the Washington Pregnant Workers' Accommodation Rights. The employee may reach out to their direct supervisor and/or to Human Resources to request these arrangements. (2022)

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Article IV Leaves

Section 10: Annual Leave

- A. Upon written request to, and with approval of the Superintendent or his/her designee, each employee shall be allowed three (3) days with pay per year, and two (2) additional, optional days with substitute salary deducted from the employee. Employees are asked to monitor their leave balances and document their request to use the additional day(s) with substitute salary deducted, through the district's electronic absence management system (i.e. Red Rover) in the "Notes to Administrator" field. Annual leaves may be carried over not to exceed...

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Section 11 - Attendance at Meetings and Conferences

- A. Sub coverage may be available for attendance at Meetings and Conferences, as outlined in Article VI: Section 5: Item H: Support for Outside Professional Development. Upon written request to, and with advance written approval of, the Superintendent or his/her designee, sub coverage and monetary support for prior-approved expenses may be granted for employees to attend approved professional meetings and conferences or visit other schools, exceeding the amounts provided for in Article VI: Section 5: Item H: Support for outside Professional Development, in exceptional circumstances.
- B. Requests for such leave must be submitted at least seven (7) school days prior to the date of the requested professional development. (for the purposes of remaining consistent with other Purchase Order timelines).

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Section 1: Student Discipline

L. Referrals for Special Education Services: Annually, the District shall clearly communicate with each employee the referral process for Special Education services as outlined in Board policy, including the rights, roles, responsibilities of, and information available to all employees.

M. Behavioral Needs: It is the goal of the District and the Association to proactively provide a safe learning and working environment for all students and employees, while supporting student growth. The District will comply with all pertinent state and federal laws and Board policy and procedure when serving students who have behavioral needs. Employees working with a student with behavioral needs will have access to student records and accommodation plans.

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Section 5: Curriculum, Staff, and School Development

H: Support for outside Professional Development

A. In order to support the Professional Development of certificated staff, the District will annually allocate funds into a certificated employee professional development fund. The District shall allocate six thousand, five hundred dollars (\$6,500) per year for the certificated employee professional growth fund. Any unused funds will be carried over to the next year, subject to a maximum amount in the fund of thirteen thousand dollars (\$13,000), with the balance reported to the Association monthly.

B. In order to access the employee professional growth fund, an employee must apply to the Association Executive Board for funding for expenses to attend professional development outside of the district, including but not limited to sub coverage, conference fees or registration, travel, lodging, and other related expenses from the established fund. If an application is approved by the Association's Executive Board, costs may be covered directly by the district (sub coverage or by Purchase Order) or by reimbursement to the employee, which shall be made after all receipts have been submitted using a Monthly Expense Report Form. Any additional balance in the fund on August 5th will be re-allocated by the Association, divided among approved applicants whose documented expenses exceeded the initial approval amount. All approved expenses must be submitted to the district no later than August 10th after the school year in which they were approved.

C. The Association's Executive Board will be responsible for reporting to the District the names of association members that have been approved for funding along with the amount approved. It is the responsibility of approved members to request the Purchase Order(s) and substitutes, and/or provide the required documentation and receipts in order to be reimbursed.

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Article VII Grievance Procedure

Section 2: Definitions

B. A grievance is a claim by a grievant that a dispute exists involving the interpretation or misapplication of this Agreement or School District Policy.

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Article VII - Grievance Procedure

Section 4: Employee Rights to Representation

B. If the association finds that a grievance affects a group of employees or the Association, the Association may submit such grievance in writing to the Superintendent directly, and the process will begin at Step 2. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Step 2.

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Appendix A

Salary Schedule

Please see attached spreadsheet.

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Appendix B

Extra-Curricular Salary

	0	2	4	6
LMS Athletic Coordinator (scheduled .2 FTE)	16.85	16.85	16.85	16.85

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Appendix J: Certificated Extra Pay Timesheet

In witness hereof, the parties have entered into this agreement this _____ day of _____, 2022.

For the Association:

For the District:

NMEA President

NMFSD Superintendent