

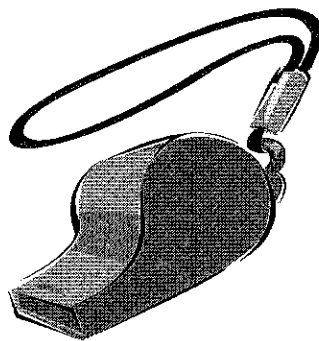
# **AGREEMENT**

**Between**

**Olympia School District No. 111**

**And**

**Olympia Education Association  
Activities And Athletics Department**



**September 1, 2010 through August 31, 2013**

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## **PREAMBLE**

This Agreement is by and between the Olympia School District III hereinafter called the "District", and the Olympia Education Association/Activities and Athletics Association, hereinafter called the "Association". The Olympia Education Association/Activities and Athletics Association is affiliated with the Olympia Education Association (OEA), the Washington Education Association (WEA) and the National Education Association (NEA).

## **ARTICLE I RECOGNITION**

### **Section I The Association**

The parties jointly recognize the Association as the exclusive bargaining agent for all extracurricular employees in positions which do not require an educational certificate for the purpose of negotiating in good faith in respect to wages, hours, terms and conditions of employment.

### **Section 2 Management Rights**

The management of the District and the direction of the work force are vested with the Employer subject to the terms of this Agreement. All matters not covered by the language of this Agreement shall be administered for the duration of the Agreement by the Employer in accordance with such policies and procedures as it from time to time shall determine. This Agreement shall supersede all written policies or practices which are contrary to or inconsistent with its terms, and further provides that no policies or practices will be adopted which are contrary to or inconsistent with its terms, during the period of this Agreement.

## **ARTICLE II ASSOCIATION RIGHTS**

### **Section 1 Use of Buildings, Equipment, Mail and Bulletin Boards, Hold Harmless**

#### **A. Use of Buildings**

The Association will have the right to use school-building facilities for meetings outside of school hours pursuant to the following guidelines:

1. The buildings and grounds of the District are primarily for school district use. No use of facilities will be approved which interferes with the school program.
2. Before a District facility may be used, approval must be obtained on the appropriate application form supplied by the District.

#### **B. Use of Equipment**

The Association will have the right to use District office equipment pursuant to the following guidelines:

1. Such use of District equipment shall be subject to the approval of the building administrator and shall not be approved when such use will interfere with the school program.

2. The Association shall reimburse the District for the cost of any repairs or damages to equipment, which is shown to result from Association use.

### **C. Use of District Mail Service**

The Association shall have the right to use the District's interbuilding mail service and teachers' mail boxes for communication purposes in compliance with state laws and regulations and the terms and conditions of this Agreement, provided that the use of the mail service shall not disrupt or interfere with normal District operation.

### **D. Use of Bulletin Boards**

A bulletin board will be provided in each school for the use of the Association. Bulletins posted by the Association are the responsibility of the officials of the Association and shall be limited to official Association business. The District shall not assume responsibility of any liability for notices posted.

### **E. Hold Harmless**

The Association expressly agrees to indemnify and hold the District harmless against any and all claims, demands, suits, attorneys' fees, or other forms of liability that may arise out of or by reason of the District's compliance with the terms of this section.

## **Section 2      Distribution of the Agreement**

Within thirty days following ratification, copies of this Agreement shall be duplicated in sufficient quantity for distribution to employees. The cost of such duplicating shall be borne by the District. The Association shall be responsible for making available copies of the Agreement to all employees represented by the Association. Provided that new employees hired after the initial distribution, shall be provided with a contract by the District Personnel Office at the time of the signing of individual contracts.

## **Section 3      Access and Association Business**

Duly authorized representatives of the Association shall be permitted access to District buildings for the purpose of transacting official Association business; provided that such access and transacting of Association business shall not disrupt or interfere with normal District operations as determined by the administration.

## **Section 4      Availability of Information**

The District shall make available to the Association, within three working days after the President's request to the Superintendent, information needed in the representation of members of the bargaining unit. If additional time is necessary to compile information, this three-day period will be extended at the District's request. Such information shall include financial data, information that may be necessary for the processing of grievances or complaints, or information needed for the preparation of bargaining proposals.

Upon receipt of a written request, the District will make available for the Association a copy of:

- A. Each insurance contract applicable to employees covered by this Agreement.
- B. The administrative procedures for the placement of employees on the Salary Schedule (App. A).

C. A list of job descriptions for all bargaining unit positions.

Personnel information required by the Association shall be made available as permitted under state and federal laws and regulations; provided that a signed request is submitted by the employee involved designating the information to be released.

#### **Section 5 Association Meetings**

The Association agrees that meetings of members will not interfere with the school program as determined by the building administrator. The District acknowledges that Association meetings generally will be held on Wednesday afternoons, after school hours, and will instruct administrative personnel to avoid scheduling other meetings which would interfere with Association meetings.

#### **Section 6 Orientation Program**

The Association shall be given sufficient time at the beginning of the work year to present Association programs at the orientation meeting for new members of the OEAAAA bargaining unit.

#### **Section 7 Association Exclusivity**

Throughout this Agreement certain rights and functions are accorded and ascribed to the Association which are in addition to the rights and functions provided for in the rules, regulations, policies, resolutions and practices of the District. These rights and functions are accorded to the Association as the legal representative for all employees covered under this Agreement.

#### **Section 8 Association Consultation**

The District and the Association agree that open exchange of ideas and suggestions regarding the Athletics and Activities in the Olympia School District is beneficial to the parties

To facilitate exchanges of information and solicit suggestions, the District agrees to consult with the Association when proposing elimination, reduction or major modifications to any extracurricular programs and activities offered by the District.

The District agrees to invite the Association to appoint individuals to serve on district-wide committees related extracurricular athletics and activities. In the interest of transparency all committees will keep minutes of their discussions and recommendations and these will be shared with the District and Association.

#### **Section 9 Board Agenda**

The District shall place on the agenda of each regular or special Board meeting, for consideration under the appropriate portion of the agenda, any matters so requested by the Association.

#### **Section 10 Released Time for Association Members**

A. Upon written request of the Association, the District shall grant Association members released time of limited duration, without loss of pay or fringe benefits, for the purpose of conducting Association business. Such released time will not exceed eight days per year for an individual employee or a total of fifty-five days annually for all employees. Such released time will be granted if the building

principal or program supervisor agrees that the release is consistent with the orderly conduct of the school or program, and dependent upon the availability of a satisfactory substitute.

- B. The District shall make salary and all other benefit payments to and on behalf of the Association member on released time as if he/she were not on released time, provided, that the Association shall reimburse the District for the cost of the released employee's substitute.
- C. In the event that the State Auditor, Attorney General, or court of competent jurisdiction determines or rules the above released time provisions to be contrary to law or regulation, the said released time provisions shall thereupon be determined null and void, and all necessary adjustments shall be made by the District and the Association to conform to the law as determined by the Auditor, Attorney General or court of competent jurisdiction, and the Association shall reimburse the District for any funds determined to have been paid improperly by the District.
- D. In the event the Association fails to reimburse the District the amount for the released time shall be deducted from the employee's salary check.
- E. The Association expressly agrees to indemnify and hold the District harmless against any and all claims, demands, suits, attorney's fees, or other forms of liability that may arise out of or by reason of the District's compliance with the terms of this Section.

## **Section 11 Association Security**

### **A. Membership**

- 1. In the event an employee is a dues paying member in good standing of a Washington Education (WEA) certificated or classified bargaining unit, he/she will not be required to pay dues and shall be a member in good standing of the Association.
- 2. The District shall furnish the Association a listing by name of all bargaining unit employees employed by the District and their school locations by September 15 of each year. A list of corrections and changes to this list shall be furnished to the Association at monthly or other agreed-upon periods thereafter.

### **B. Payroll Deduction for Association Dues**

- 1. With respect to each employee who is not a member of WEA the District shall, With respect to each employee who is not a member of WEA the District shall, upon receipt of an appropriate authorization form included with their return their signed contract, make an annual deduction from the first check issued to the employee in the amount of the Association's regular annual dues. (See Appendix H) If the employee is not a WEA member and works in more than one bargaining unit position, there will be only one such deduction.
- 2. Each month the District shall promptly remit to the Association by check those monies deducted under A (1).
- 3. The Association agrees to notify the District regarding the dollar amount of annual dues no later than August 1 of each calendar year.

## **ARTICLE III      EMPLOYEE RIGHTS AND RESPONSIBILITIES**

### **Section 1      Non-Discrimination Clause**

The District and the Association will act in lawful compliance with federal and state laws and regulations regarding non-discrimination of employees.

### **Section 2      Right to Due Process**

For employees with a full year contract with the District, this article shall apply throughout the duration of an employee's contract year. For all other employees, this article shall apply for the duration of the supplemental contract.

No employee shall be disciplined, warned, reprimanded, suspended, reduced in rank or compensation or deprived of any professional advantage without just and sufficient cause. Nonrenewal of a supplemental contract is not subject to just cause.

Nothing in this section shall limit the District in taking immediate and severe disciplinary action in cases of sudden and/or extraordinary behavioral or performance problems.

Any complaint of a disciplinary nature made against a unit member, and the name of the complainant will be brought to the attention of the member within fifteen working days except in cases where the complaint involves a serious violation of law and premature notification could jeopardize the necessary investigation. If an employee is not advised of the complaint in accordance with these standards, it may not be used in future disciplinary actions or evaluations.

An employee shall have a right to have present a representative of his/her own choosing in meetings regarding disciplinary action, discharge or nonrenewal.

### **Section 3      Liability/Personal Property Protection**

A. The employer agrees to provide for every employee covered by and during the terms of this Agreement liability insurance as set forth in RCW 28A.400.360 in the amount of not less than \$250,000 in case of suit arising from or in the performance of duties.

This coverage shall apply for any employee on or off District premises: Provided that such employee at the time of the act or omission was involved in an authorized school-related activity; provided further that any insurance maintained by the District which inures to the benefit of employees shall be subject to the policy terms and aggregate limits.

B. The District shall maintain such coverage in the District's liability policy as is necessary to assure that the insuring company waives all rights to recovery from any certificated employee any money paid on behalf of the District and/or employees.

### **Section 4      Personnel Files**

For purposes of this section "personnel files" shall be defined to include those maintained as written material, electronic data, audio, or other forms of media. Employees shall be permitted to inspect all contents of their OEA/AAD personnel files kept within the District.

## **Section 5 Worker's Compensation**

Each employee is covered by Washington State Industrial Insurance. The District's coverage is handled by the ESD 113 Worker's Compensation Trust. In the event of an injury an employee should follow the procedure below:

- A. Complete the report entitled "Report of Accident/Injury." (Appendix D) Part I of the form is to be completed by the employee and Part III if pertinent; Part II is to be completed by the supervisor or principal. If the employee does not intend to seek medical attention then this is the only report that need be filed. If the employee intends to seek medical help then a second report must also be filed (see B. below). This form is to be forwarded to the District Payroll Department.
- B. If the employee intends to obtain medical attention then he/she should fill out the top 2/3 of the form entitled "Self Insurer Accident Report" (Appendix E); the bottom portion is to be filled out by other District employees. This form, when completed, should also be forwarded to the District Payroll Department.

## **Section 6 Dispensing of Medication**

No employee shall be required by the employer to dispense or administer medication except for the school nurse and as allowed by state law. Medications allowed to be dispensed or administered by employees covered by this contract include over-the-counter medicines and prescriptions for which the student in question has a valid prescription. In order for medication to be dispensed or administered a parental approval form must be signed.

The listing of all medication that may be dispensed or administered must be clearly identified on the medical travel card.

## **Section 7 Hiring Practices**

- A. As vacancies become known by the site athletic director/principal, the District Director of Health, Fitness and Athletic Programs will be notified. As vacancies become known, The District Director of health, Fitness and Athletic programs will follow established District procedures for posting and hiring.
- B. If the Human Resources Office and District Director of Health, Fitness and Athletic Programs, in consultation with the Association, determine a modification of established posting timelines is required the minimum posting time may be reduced.
- C. If a qualified internal employee applies for a position the athletic director and the principal may recommend that the applicant be offered the position without posting externally or considering outside applicants.
- D. When openings for an assistant coach position has been approved, the site athletic director will coordinate all interviews with the direct involvement and participation of the head coach for that activity/sport. The site athletic director, in direct consultation with the head coach, will make a recommendation for employment to the District

**Section 8      Positions Not Currently on a Salary Schedule**

Should the District decide to organize an additional extracurricular position which is more than casual or sporadic in nature and which does not appear on Appendix A, the District shall notify the Association and bargain an appropriate stipend for the position. No employee will be asked, directly or indirectly, to assume a responsibility for a position for which the stipend amount has not been bargained with the Association.

**Section 9      Staff Development**

- A. The District shall provide \$10,000 yearly to a pool for staff development. Funds shall be allocated between high schools and middle schools; \$3,500 per high school and \$750 per middle school.
- B. Funds shall be used for professional trainings designed for the enhancement of knowledge and skills directly related to the activity or sport of the Association member and/or the member's ability to provide a safe environment and/or for the appropriate emergency and health care needs of participants in the activity or sport.
- C. All expenditure of funds from the established pool shall receive prior approval of the site athletic director/principal. Funds may not be used for staff development or any other purpose by non-Association members.

**ARTICLE IV   GENERAL WORKING CONDITIONS**

**Section 1      Facilities and Equipment**

The District in coordination with building principals and Associated Student Body leadership shall budget for and make available reasonably necessary facilities, equipment, and materials so that all employees can perform their professional assignments.

It is recognized that some activity and/or athletic programs may require the use of community-based facilities. In such cases the District shall be responsible for determining the needs of the program and entering into any and all contracts.

**Section 2      Conditions**

The District shall maintain all District facilities in a safe and healthful condition.

**Section 3      Student Discipline**

- A. Acceptable behavior shall be expected of all students who participate in an activity or sport.
- B. The District shall support and uphold employees in their efforts to maintain discipline and shall respond to all employees' requests for assistance in dealing with discipline problems. Further, the authority of employees to use lawful and appropriate disciplinary measures for the safety and well being of students and employees is supported by the District.

C. Each secondary school will develop a plan to monitor crowd behavior and to deal with injury situations at extracurricular activities.

## **ARTICLE V EVALUATION**

### **Section 1      General**

The purpose of evaluation shall be to improve the performance of the employee.

### **Section 2      Responsibility for Evaluation**

The Athletic Director, the principal or his/her designee is responsible for evaluating Association members, so long as that person is not a member of the bargaining unit. No bargaining unit member shall be involved in the evaluation of a contemporary.

The Athletic Director or principal may designate a Head Coach to assist in the observation process of their Assistant Coaches; unless the employee requests evaluation by only an administrator. In such cases that request shall be granted on a year-to-year basis. Under no circumstances will written observations/evaluations by Head Coaches be used as part of a determination of non-renewal of Assistant Coaches. When non-renewal is being considered, the evaluation will be completed by the Athletic Director, the Principal or some other non-bargaining unit Administrator.

### **Section 3      Evaluation Form**

Each employee within thirty days of his/her employment or within thirty days from the commencement of the school year or within thirty days of the adoption of this Agreement, whichever is later, shall be given a copy of the evaluation form (Addendum A or B) to be used and shall be apprised of the specific criteria upon which he/she will be evaluated.

### **Section 4      Evaluation Periods**

All employees shall be evaluated annually. Head Coaches shall be observed and evaluated by the Athletic Director and/or principal. Assistant Coaches may be observed by the Head Coach in order to assist the Athletic Director and/or principal in their evaluations. All evaluations must be completed using the agreed form within 15 days of completion of the season. Copies of the evaluation will be given to the employee, site athletic director and District Human Resources office.

Beginning after the 4<sup>th</sup> year of successful experience in the same position, members may apply for a Professional Growth Option to satisfy evaluation requirements. Members may only apply for this option once in a two year period.

All members may be evaluated more frequently upon their request or if the site athletic director, principal or District administration determines it to be necessary.

During the Fall of 2011-2012 school year and OSD/OEAAAAA will be formed to develop new evaluation instruments – separate High School, Middle School, Head Coach, Assistant Coach, Activities and PGO process. This work is expected to conclude by November 1, 2011.

## **ARTICLE VI ECONOMIC PROVISIONS**

### **Section 1 General Provisions**

The District agrees that all employees will be correctly placed on the salary schedule. The Salary Schedule Index is shown in Appendix A.

### **Section 2 Base Salary**

The Base Salary for purposes of this agreement shall be \$33,772. This base salary amount shall increase after a yearly review if there is a consistent increase across the cells of that current year's teacher's salary schedule. All percentages listed on the Association Salary Schedule (Appendix A) are applied to the base salary.

The base pay for District coaching may be increased or decreased proportionately if the time commitment required is adjusted by Board or District action.

### **Section 3 Noncertificated Hourly Conversion**

Members agree to regulate the hours worked to avoid working in excess of forty (40) hours per week for the Olympia School District.

Except as provided in Article VI, Sections 5 and 6, members agree that the established stipend amounts listed in Appendix A constitute full and complete payment for all activities related to the extracurricular assignment.

### **Section 4 Length of Season**

The start of the coaching season begins as per WIAA rules and regulations. Extended season begins the first day after every team in the league has finished the league's regular season and begins practices for the post season competition for which all teams or athletes for which all team or athletes do not automatically qualify. The Association and District will establish a sport's seasonal schedule at the beginning of each season.

Activities do not qualify for extended season pay.

### **Section 5 Extended Season Pay**

Post regular season salary shall be awarded on a per-diem basis contingent upon the number of participants advancing. For the purposes of extended season pay, per diem compensation shall be calculated by dividing the stipend by 50. The length of time used for practice prior to qualifying competition shall be no longer than one week (six days) with the exception of split season sports. Coaches shall be paid consistent with the following schedule when athletes qualify as individuals.

Qualifying as individuals: swimming, tennis, gymnastics, golf, track/field, wrestling, tennis, and cross-country (cross-country may also qualify as an entire team).

1-2 participants	15% of per diem
3-4 participants	25% of per diem
5-6 participants	50% of per diem
7-9 participants	75% of per diem
10 or more participants	100% of per diem

Coaches shall be paid at the 100% rate when an entire team as defined by WIAA qualifies for post season.

The maximum number of stipends that shall be paid for extended season pay will be as follows for the sports listed:

Baseball	2	Soccer	2
Basketball	2	Swimming	1
Fastpitch	2	Tennis	1
Football	5	Volleyball	2
Golf	1	Wrestling	2
Gymnastics	1	Cross Country	1
Track	2 (with no specialty coaches for individual events/athletes unless required by regulation of WIAA. The number of participants in the specialty will determine the amount of per diem paid to the coach – see table for individual participants).		

In no event shall any payment exceed 30% of the initial contract amount for the individual submitting the request for payment and in no case shall extended season pay be for more than 21 days.

No coach shall be paid for extended season pay and a subsequent season, at the same time. Employees who substitute for coaches who are participating in an extended season will receive the per diem rate or the extended season pay for the missing coach, whichever is less.

**Section 6 Mileage Reimbursement**

An employee whose work assignment requires that the employee travel shall be paid mileage at the current IRS rate when the employee drives his/her own vehicle. In order for a member to receive reimbursement, a completed, approved and signed District Travel Expense Voucher must be submitted to the District Business Office within 30 days of the travel.

In the event the District furnishes a District-owned vehicle and gasoline, the employee shall not receive a mileage payment.

**Section 7 Salary Schedule Advancement**

All members who have previously held a position in the Olympia School District which is listed on the OEA/AAA salary schedule (Appendix A), and who take a similar position (same sport or related sport in high school, any other sport in middle school, and the same position in elementary school) be placed on step 3. Movement to the next step on the salary schedule is based on two years of satisfactory service within the Olympia School District at the same level. Any employee who takes a leave of absence from his or her OEA/AAA position may return to the same step on the salary schedule. All other employees

will begin at step one of the salary schedule. Any newly hired coach with experience as a coach in a previous school district, college, university or community college in the same sport shall be credited with their years experience in such capacity and such credit shall be reflected for the purposes of calculating his/her stipend. To receive credit for prior service, these coaches shall provide proof of service (on employment verification forms to be supplied by the District) within 30 days of employment.

## **Section 8 Payment Method**

Regular part-time employees covered by this Agreement shall be paid by direct deposit. Payment for head coaches who are regular employees of the Olympia School District will be paid in eleven equal payments beginning with the October paycheck. Should an employee have his or her position dropped because of lack of student participants, he or she will reimburse the District for any funds paid to them for that sport or activity.

With the exception of the fall season payment for employees who are not regular employees of the Olympia School District, and all assistant coaches (unless otherwise requested by coaches who are regular district employees), will be paid in equal payments that run from the beginning of their season(s) to the end of their season(s). Those who participate in fall activities or sports will begin their payments with the October paycheck.

All compensation owed to an employee who is leaving the District shall, upon written request, be paid within the next full payroll cycle after the final day of work.

## **ARTICLE VII GRIEVANCE PROCEDURE**

### **Section 1 Purpose**

The purpose of this article is to provide for the orderly and expeditious adjustment of grievances of employees of the District covered by this agreement.

### **Section 2 Definitions**

As used in this article:

- A. "Grievance" means an alleged misinterpretation or misapplication of a term(s) of this agreement. Grievances of District policy are limited to filing a complaint with the School Board as defined in School Board policy 1312. To be accepted, a grievance must be identified and submitted no later than forty-five working days from the event or condition on which the grievance is based. ("Working days" shall be defined as those days on which the individual(s) involved in filing the grievance would be on duty.)
- B. The applicability of this grievance procedure to evaluation and probation shall be limited to the failure of any principal or other supervisor to comply with the procedures for evaluation only.
- C. "Grievant" means an employee, a group of employees or the Association having a grievance.

### **Section 3 Procedure**

Step 1

In the event that an employee covered by this agreement wishes to voice a concern he or she may address it to the respective building principal (Building Level Concern form, Appendix B.)

**Step 2**

Should the principal not resolve the concern to the employee's satisfaction, the employee may file a grievance with the District's Human Resource Director.

**Step 3**

If the Director of Personnel does not resolve the grievance to the satisfaction of the grievant, the employee may refer the grievance to the Superintendent, or designee, whose decision will be final.

No step in this process may extend beyond 20 working days. At any step in the Grievance Procedure the grievant may be represented by the Association.

**ARTICLE VIII DURATION AND GENERAL PROVISIONS**

**Section 1 Contract Compliance**

The Superintendent and his/her designee shall meet at mutually agreed times with the Association President and his/her designee to discuss matters pertaining to compliance with this Agreement.

**Section 2 Conformity to Law**

The District and the Association agree that this Agreement shall be binding on both parties, except that if any section or provision is or shall be contrary to law, then such sections or provisions shall not be applicable, performed or enforced except to the extent permitted by law. The remainder of this contract shall not be affected thereby and the District and the Association shall enter into negotiations concerning alternative provisions for those sections of the Agreement affected.

**Section 3 Duration**

The period of this Contract shall be September 1, 2010 through August 31, 2013.

**Section 4 Waiver and Complete Agreement**

This Agreement may be altered, changed, added to, deleted from or modified through the mutual consent of the parties. This Agreement constitutes the entire Agreement between the parties, concluding collective bargaining for its term, except for negotiations over a successor collective bargaining agreement, except as otherwise provided herein. In accordance with Section 3 above, before the expiration of this Agreement the parties shall meet and negotiate at mutually agreeable times in an effort to mutually agree on the terms and conditions of a successor agreement.

**ARTICLE IX NO STRIKE NO LOCKOUT CLAUSE**

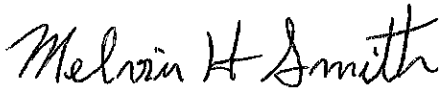
The Employer and the Association agree that disputes which may arise between them shall be settled without resort to strike or lockout. The Employer agrees it will not lock out any or all of its employees during the term of this Agreement and the Association agrees that there will be no strikes during the term of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal.

Attest:

For the Association:

For the District:



Melvin H. Smith, President  
Olympia Education Association Athletics and  
Activities Association



William Lahmann, Superintendent  
Secretary of the Board

Association Negotiating Team:

Todd McDougal, Olympia High School  
Colleen Wells, Marshall Middle School  
Kevin Wright, Capital High School

**Appendix A Elementary and Middle School Evaluation Report - Activity or Athletics Positions**  
**(This document is to be revised Fall 2011.)**

**ELEMENTARY AND MIDDLE SCHOOL EVALUATION REPORT**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Assignment: \_\_\_\_\_

*Evaluation Code: (S) Satisfactory; (N) Needs Improvement; (DNA) Does Not Apply*

	S	N	DNA
Maintains a balanced of social, academic and physical development of students.			
Has the ability to teach the skills of the activity/sport.			
Maintains professional relationships with students, parents and colleagues.			
Possesses appropriate experience for the position.			
Demonstrates emotional stability and self-control.			
Has experience appropriate for the position.			
Exhibits characteristics which make one a positive personal example for participants.			
Understands the rules and regulations of the sport/activity.			
Pursues knowledge that pertains to the position.			
Selects/maintains equipment and keeps an accurate inventory of supplies, as applicable.			
Coordinates the program with other school staff.			
Arranges appropriate programs of recognition for participating students.			
Emphasizes safety precautions and practices.			

I do  I do not  recommend this employee continue in this position for the next school year.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I do  I do not  agree with this evaluation.

I do  I do not  wish to continue in this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Within five (5) days of the employee's receipt of the Evaluation Report, the employee may submit comments concerning the report, which shall be attached to the report in the employee's file and considered with the Evaluation Report.

**Related Information**

1. **Area of Strength** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Areas Needing Attention** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Recommendations** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix B High School Evaluation Report - Activity or Athletics Positions**  
**(This document to be revised Fall 2011.)**

**HIGH SCHOOL EVALUATION REPORT**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Assignment: \_\_\_\_\_

*Evaluation Code: (1) Excellent; (2) Above Average; (3) Average; (4) Below Average; (5) Unsatisfactory*

**Professional and Personal Relations**

**1 2 3 4 5 Comments**

	1	2	3	4	5	Comments
Cooperates with administration and athletic director						
Rapport with coaching staff						
Organization of staff						
Relationship with student body and faculty						
Relationship with players - exercises fairness						
Relationship with parents, press, boosters, etc.						
Conduct during games, practices, general						
Attendance at meetings, clinics, etc.						
Attitude toward officials						
Enthusiasm						
Personal appearance						
Development of students' academic progress and citizenship awareness (year around)						

**Coaching Performance**

**1 2 3 4 5 Comments**

	1	2	3	4	5	Comments
Handling eligibility of students						
Handling of athletic injuries						
Transportation and scheduling						
Care of equipment - inventories						
Care of facilities (connected with program)						
Supervision of students (locker room, trips, etc.)						
Program organization (practices, games, etc.)						
Budget management - purchasing procedures						
Follows district, league and WIAA policies						
Employs good teaching procedures (sportsmanship)						
Provides for maximum participation						
Teaches fundamental skills						
Program development						

**Related Information**

**1. Areas of Strength** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Areas Needing Attention** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Recommendations** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do  I do not  recommend this employee continue in this position for the next school year.

\_\_\_\_\_  
Evaluator's Signature Date

I do  I do not  agree with this evaluation.

I do  I do not  wish to continue in this position.

\_\_\_\_\_  
Employee's Signature Date

Within five (5) days of the employee's receipt of the Evaluation Report, the employee may submit comments concerning the report, which shall be attached to the report in the employee's file and considered with the Evaluation Report.



**Appendix D**

**Grievance Review Request**

This form is to be utilized when referring a grievance to the Director of Personnel as provided in the Grievance Procedure.

Name of Grievant: \_\_\_\_\_

Dates of private conferences as provided in Step I:

Name of Administrator with whom conferences were held:

\_\_\_\_\_

1. Alleged facts on which the grievance is based:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Specific provisions of the Agreement between the District and the Olympia Education Association/Activities and Athletics Department which are alleged to have been violated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Remedy being sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Grievant

Please make 3 extra copies of this form:

- original to Principal
- 1st copy to staff member
- 2nd copy to school building representative
- 3rd copy to OEA/AAA

## Appendix E Incident Report

**Appendix F Self Insurer Accident Report**

## Appendix G

## Coaching Ratios

### Coaching Allocations

Appendix F details the number of coaches allocated for each sport. If participation does not reach the number required for a team at any competitive level (Varsity, Junior Varsity or C/Freshman) the allocation of coaches for that activity/sport will be decreased by one (1). There will be no additional allocations made for any activity/sport having more than one (1) team per competitive level.

The District maintains the right and responsibility to direct participant and team numbers, offer and sustain a fiscally sound program and other discretionary participation decisions. The District will consult with the Association prior to implementing any decisions directly related to participation and team numbers.

#### High School Sport

Sport	Coaching Funding Allocation
Baseball	1 head coach & 2 assistants
Basketball**	1 head coach & 2 assistants
Cross Country**	1 head coach & .5 assistant
Fastpitch	1 head coach & 2 assistants
Football	1 head coach & 7 assistants
Golf**	1 head coach
Gymnastics	1 head coach & .5 assistant
Soccer**	1 head coach & 2 assistants
Tennis**	1 head coach & 1 assistant
Track and Field**	1 head coach & 2 assistants (.5 assistant pole vault for both)
Swimming**	1 head coach & .5 assistant
Volleyball	1 head coach & 2 assistants
Wrestling	1 head coach & 2 assistants

#### Middle School Sports

Sport	Coaching Allocations*
Soccer**, Volleyball, Basketball**, Wrestling	1 head for each grade level 1 assistant for each grade level

\* With the prior approval of the District Director of Health, Fitness and Athletic Programs if one school does not use the entire allocation of coaches the unused portion of the allocation may be moved to another school having a higher participation level.

\*\* This is a boys and girls coaching allotment.

**Appendix H**

OEA-AAA Dues Withholding Form

I am a member of the OEA-WEA-NEA which automatically makes me a member of the OEA-AAA.

I am not a member of the OEA-WEA-NEA and wish to join as a voting member of the OEA-AAA, the District is authorized to withhold the annual OEA-AAA dues from my first check.

I do not wish to join the OEA-AAA and understand that the agency fee equal to the OEA-AAA dues will be withheld from my first check.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Appendix I

Extra Curricular Activities/Athletics  
2010-11

based on: **\$ 34,426**

P Code	Position	1a & 1b		2a & 2b		3a & 3b		4a & 4b		5a & 5b		6a & 6b	
		Steps 1 & 2		Steps 3 & 4		Steps 5 & 6		Steps 7 & 8		Steps 9 & 10		Steps 11 & 12	
AW	HS Head Basketball	94%	\$ 5,501	97%	\$ 5,677	17%	\$ 5,852	103%	\$ 6,028	106%	\$ 6,204	109%	\$ 6,379
AF	HS Head Football	94%	\$ 5,501	97%	\$ 5,677	17%	\$ 5,852	103%	\$ 6,028	106%	\$ 6,204	109%	\$ 6,379
AW	HS Head Gymnastics	94%	\$ 5,178	97%	\$ 5,343	16%	\$ 5,508	103%	\$ 5,673	106%	\$ 5,839	109%	\$ 6,004
AW	HS Head Wrestling	94%	\$ 5,178	97%	\$ 5,343	16%	\$ 5,508	103%	\$ 5,673	106%	\$ 5,839	109%	\$ 6,004
AF/AW	HS Head Swimming	94%	\$ 5,178	97%	\$ 5,343	16%	\$ 5,508	103%	\$ 5,673	106%	\$ 5,839	109%	\$ 6,004
AS	HS Head Baseball	94%	\$ 4,530	97%	\$ 4,675	14%	\$ 4,820	103%	\$ 4,965	106%	\$ 5,109	109%	\$ 5,254
AS	HS Head Softball	94%	\$ 4,530	97%	\$ 4,675	14%	\$ 4,820	103%	\$ 4,965	106%	\$ 5,109	109%	\$ 5,254
AF	HS Head Volleyball	94%	\$ 4,530	97%	\$ 4,675	14%	\$ 4,820	103%	\$ 4,965	106%	\$ 5,109	109%	\$ 5,254
AS	HS Head Track	94%	\$ 4,530	97%	\$ 4,675	14%	\$ 4,820	103%	\$ 4,965	106%	\$ 5,109	109%	\$ 5,254
AF/AS	HS Head Soccer	94%	\$ 4,530	97%	\$ 4,675	14%	\$ 4,820	103%	\$ 4,965	106%	\$ 5,109	109%	\$ 5,254
AF	HS Head Cross Country	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AF/AS	HS Head Golf	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AF/AS	HS Head Tennis	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AW	HS Asst Basketball	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AF	HS Asst Football	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AS	HS Asst Baseball	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AS	HS Asst Softball	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AF/AW	HS Asst Swimming	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AF	HS Asst Volleyball	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AW	HS Asst Wrestling	94%	\$ 3,883	97%	\$ 4,007	12%	\$ 4,131	103%	\$ 4,255	106%	\$ 4,379	109%	\$ 4,503
AF/AS	HS Asst Soccer	94%	\$ 3,236	97%	\$ 3,339	10%	\$ 3,443	103%	\$ 3,546	106%	\$ 3,650	109%	\$ 3,753
AS	HS Asst Track	94%	\$ 3,236	97%	\$ 3,339	10%	\$ 3,443	103%	\$ 3,546	106%	\$ 3,650	109%	\$ 3,753
AW	HS Asst Gymnastics	94%	\$ 3,236	97%	\$ 3,339	10%	\$ 3,443	103%	\$ 3,546	106%	\$ 3,650	109%	\$ 3,753
A513	MS Activity Director	94%	\$ 3,236	97%	\$ 3,339	10%	\$ 3,443	103%	\$ 3,546	106%	\$ 3,650	109%	\$ 3,753
	MS Head Coaches		\$ 2,331		\$ 2,404		\$ 2,478		\$ 2,553		\$ 2,629		\$ 2,707
A523/4	HS Intramural	94%	\$ 2,912	97%	\$ 3,005	9%	\$ 3,098	103%	\$ 3,191	106%	\$ 3,284	109%	\$ 3,377
AF	HS Asst Cross Country	94%	\$ 2,912	97%	\$ 3,005	9%	\$ 3,098	103%	\$ 3,191	106%	\$ 3,284	109%	\$ 3,377
AF/AS	HS Asst Tennis	94%	\$ 2,912	97%	\$ 3,005	9%	\$ 3,098	103%	\$ 3,191	106%	\$ 3,284	109%	\$ 3,377
AF/AS	HS Asst Golf	94%	\$ 2,912	97%	\$ 3,005	9%	\$ 3,098	103%	\$ 3,191	106%	\$ 3,284	109%	\$ 3,377
A523/4	MS Intramural	94%	\$ 2,589	97%	\$ 2,671	8%	\$ 2,754	103%	\$ 2,837	106%	\$ 2,919	109%	\$ 3,002
	MS Asst Coaches		\$ 1,184		\$ 1,869		\$ 1,927		\$ 1,985		\$ 2,045		\$ 2,136
A533	HS Debate	94%	\$ 5,501	97%	\$ 5,677	17%	\$ 5,852	103%	\$ 6,028	106%	\$ 6,204	109%	\$ 6,379
A543/4	HS Pep Staff Adv (per season)	94%	\$ 3,236	97%	\$ 3,339	10%	\$ 3,443	103%	\$ 3,546	106%	\$ 3,650	109%	\$ 3,753
A553/4	HS Drill Team (per season)	94%	\$ 3,236	97%	\$ 3,339	10%	\$ 3,443	103%	\$ 3,546	106%	\$ 3,650	109%	\$ 3,753
A573	HS Drama Advsr(+3% play)	94%	\$ 2,589	97%	\$ 2,671	8%	\$ 2,754	103%	\$ 2,837	106%	\$ 2,919	109%	\$ 3,002
A583	HS Activity Director	94%	\$ 2,589	97%	\$ 2,671	8%	\$ 2,754	103%	\$ 2,837	106%	\$ 2,919	109%	\$ 3,002
A593	HS Security (0100-25-3000)	94%	\$ 2,589	97%	\$ 2,671	8%	\$ 2,754	103%	\$ 2,837	106%	\$ 2,919	109%	\$ 3,002
A593	Weight Rm Super (per season)	94%	\$ 2,589	97%	\$ 2,671	8%	\$ 2,754	103%	\$ 2,837	106%	\$ 2,919	109%	\$ 3,002
A623/4	HS Asst Drill Team (per season)	94%	\$ 1,942	97%	\$ 2,004	6%	\$ 2,066	103%	\$ 2,128	106%	\$ 2,190	109%	\$ 2,252
A643	Elementary Bus Duty	94%	\$ 1,942	97%	\$ 2,004	6%	\$ 2,066	103%	\$ 2,128	106%	\$ 2,190	109%	\$ 2,252
A653	HS Bldg. Computer Leader	94%	\$ 1,618	97%	\$ 1,670	5%	\$ 1,721	103%	\$ 1,773	106%	\$ 1,825	109%	\$ 1,876
A643	HS Photography	94%	\$ 1,618	97%	\$ 1,670	5%	\$ 1,721	103%	\$ 1,773	106%	\$ 1,825	109%	\$ 1,876
A673	Elem Patrol (0100-25-3000)	94%	\$ 1,618	97%	\$ 1,670	5%	\$ 1,721	103%	\$ 1,773	106%	\$ 1,825	109%	\$ 1,876
A683	Computer Sys Operator/Lab*	94%	\$ 1,618	97%	\$ 1,670	5%	\$ 1,721	103%	\$ 1,773	106%	\$ 1,825	109%	\$ 1,876
A673	Orchestra Dir (per play)	94%	\$ 1,294	97%	\$ 1,336	4%	\$ 1,377	103%	\$ 1,418	106%	\$ 1,460	109%	\$ 1,501
A1X13	Extended Season												

\*A computer lab is defined as...

Twenty or more computers located in close proximity that for a LAN (Local Area Network) with a file server and printer(s).

Operation of the lab requires:

- \* software and account management on the file server
- \* maintenance and trouble shooting of computer hardware, software and network connections
- \* management and organization of computers for daily use (Code to Vocational Ed.)

A stipend is available to employees for whom the lab responsibility is not a part of the individual's assigned workload and therefore requires additional work activity beyond the normal expectation of the position.

Bus Duty Stipend-250 or more ridership = 2nd stipend

- A793 Garden Volunteer Coordinator
- A793 Espresso Stand Supervisor

(code to Vocational Ed.)

Appendix J

Extra Curricular Activities/Athletics  
2011-12

based on: **\$ 33,772**

Position	1a & 1b		2a & 2b		3a & 3b		4a & 4b		5a & 5b		6a & 6b	
	Steps 1 & 2		Steps 3 & 4		Steps 5 & 6		Steps 7 & 8		Steps 9 & 10		Steps 11 & 12	
HS Head Basketball	94%	\$ 5,397	97%	\$ 5,569	17%	\$ 5,741	103%	\$ 5,913	106%	\$ 6,086	109%	\$ 6,258
HS Head Football	94%	\$ 5,873	97%	\$ 6,060	18.5%	\$ 6,248	103%	\$ 6,435	106%	\$ 6,623	109%	\$ 6,810
HS Head Gymnastics	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,870	106%	\$ 5,012	109%	\$ 5,154
HS Head Wrestling	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,870	106%	\$ 5,012	109%	\$ 5,154
HS Head Swimming	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,870	106%	\$ 5,012	109%	\$ 5,154
HS Head Baseball	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 4,965	106%	\$ 5,370	109%	\$ 5,254
HS Head Softball	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 4,965	106%	\$ 5,370	109%	\$ 5,254
HS Head Volleyball	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,965	106%	\$ 5,012	109%	\$ 5,254
HS Head Track	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,965	106%	\$ 5,012	109%	\$ 5,254
HS Head Soccer	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,965	106%	\$ 5,012	109%	\$ 5,254
HS Head Cross Country	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Head Golf	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Head Tennis	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Asst Basketball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Asst Football	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Asst Baseball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Asst Softball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Asst Swimming	94%	\$ 3,492	97%	\$ 3,603	11%	\$ 3,715	103%	\$ 3,826	106%	\$ 3,938	109%	\$ 4,049
HS Asst Volleyball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
HS Asst Wrestling	94%	\$ 3,492	97%	\$ 3,603	11%	\$ 3,715	103%	\$ 3,826	106%	\$ 3,938	109%	\$ 4,049
HS Asst Soccer	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
HS Asst Track	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
HS Asst Gymnastics	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
MS Activity Director	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
MS Head Coaches		\$ 2,287		\$ 2,358		\$ 2,431		\$ 2,504		\$ 2,579		\$ 2,656
HS Intramural	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
HS Asst Cross Country	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
HS Asst Tennis	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
HS Asst Golf	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
MS Intramural	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
MS Asst Coaches		\$ 1,162		\$ 1,833		\$ 1,890		\$ 1,947		\$ 2,006		\$ 2,095
HS Debate	94%	\$ 5,397	97%	\$ 5,569	17%	\$ 5,741	103%	\$ 5,913	106%	\$ 6,086	109%	\$ 6,258
HS Pep Staff Adv	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 5,218	106%	\$ 5,370	109%	\$ 5,522
HS Drill Team	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 5,218	106%	\$ 5,370	109%	\$ 5,522
HS Drama Advsor(per production)	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
HS Activity Director	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
HS Security (0100-25-3000)	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
Weight Rm Super (per season)	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
HS Asst Drill Team	94%	\$ 1,905	97%	\$ 1,966	6%	\$ 2,026	103%	\$ 2,087	106%	\$ 2,190	109%	\$ 2,252
Elementary Bus Duty	94%	\$ 1,905	97%	\$ 1,966	6%	\$ 2,026	103%	\$ 2,087	106%	\$ 2,190	109%	\$ 2,252
HS Bldg. Computer Leader	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
HS Photography	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
Elem Patrol (0100-25-3000)	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
Computer Sys Operator/Lab*	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
Orchestra Dir (per play)	94%	\$ 1,270	97%	\$ 1,310	4%	\$ 1,351	103%	\$ 1,391	106%	\$ 1,432	109%	\$ 1,472
Extended Season												

\*A computer lab is defined as...

Twenty or more computers located in close proximity that for a LAN (Local Area Network) with a file server and printer(s).

Operation of the lab requires:

- \* software and account management on the file server
- \* maintenance and trouble shooting of computer hardware, software and network connections
- \* management and organization of computers for daily use (Code to Vocational Ed.)

A stipend is available to employees for whom the lab responsibility is not a part of the individual's assigned workload and therefore requires additional work activity beyond the normal expectation of the position.

Bus Duty Stipend-250 or more ridership = 2nd stipend

Wrestling, Swimming Head Coaches in the current positions are grandfathered in at 16% for the term of this contract

Gymnastics Head Coach in current position grandfathered in at 16% for 2011-12

Garden Volunteer Coordinator

Espresso Stand Supervisor (code to Vocational Ed.)

Appendix K

Extra Curricular Activities/Athletics  
2012-13

based on: **\$ 33,772**

P Code	Position	1a & 1b		2a & 2b		3a & 3b		4a & 4b		5a & 5b		6a & 6b	
		Steps 1 & 2		Steps 3 & 4		Steps 5 & 6		Steps 7 & 8		Steps 9 & 10		Steps 11 & 12	
AW	HS Head Basketball	94%	\$ 5,397	97%	\$ 5,869	17%	\$ 5,741	103%	\$ 5,913	106%	\$ 6,086	109%	\$ 6,258
AF	HS Head Football	94%	\$ 5,873	97%	\$ 6,060	18.5%	\$ 6,248	103%	\$ 6,435	106%	\$ 6,623	109%	\$ 6,810
AW	HS Head Gymnastics	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,870	106%	\$ 5,012	109%	\$ 5,154
AW	HS Head Wrestling	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,870	106%	\$ 5,012	109%	\$ 5,154
AF/AW	HS Head Swimming	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,870	106%	\$ 5,012	109%	\$ 5,154
AS	HS Head Baseball	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 4,965	106%	\$ 5,370	109%	\$ 5,254
AS	HS Head Softball	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 4,965	106%	\$ 5,370	109%	\$ 5,254
AF	HS Head Volleyball	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,965	106%	\$ 5,012	109%	\$ 5,254
AS	HS Head Track	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,965	106%	\$ 5,012	109%	\$ 5,254
AF/AS	HS Head Soccer	94%	\$ 4,444	97%	\$ 4,586	14%	\$ 4,728	103%	\$ 4,965	106%	\$ 5,012	109%	\$ 5,254
AF	HS Head Cross Country	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AF/AS	HS Head Golf	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AF/AS	HS Head Tennis	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AW	HS Asst Basketball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AF	HS Asst Volleyball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AS	HS Asst Baseball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AS	HS Asst Softball	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AF/AW	HS Asst Swimming	94%	\$ 3,492	97%	\$ 3,603	11%	\$ 3,715	103%	\$ 3,826	106%	\$ 3,938	109%	\$ 4,049
AF	HS Asst Gymnastics	94%	\$ 3,809	97%	\$ 3,931	12%	\$ 4,053	103%	\$ 4,174	106%	\$ 4,296	109%	\$ 4,417
AW	HS Asst Wrestling	94%	\$ 3,492	97%	\$ 3,603	11%	\$ 3,715	103%	\$ 3,826	106%	\$ 3,938	109%	\$ 4,049
AF/AS	HS Asst Soccer	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
AS	HS Asst Track	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
AW	HS Asst Gymnastics	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
A513	MS Activity Director	94%	\$ 3,175	97%	\$ 3,276	10%	\$ 3,377	103%	\$ 3,479	106%	\$ 3,650	109%	\$ 3,753
	MS Head Coaches		\$ 2,287		\$ 2,358		\$ 2,431		\$ 2,504		\$ 2,579		\$ 2,656
A523/4	HS Intramural	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
AF	HS Asst Cross Country	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
AF/AS	HS Asst Tennis	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
AF/AS	HS Asst Golf	94%	\$ 2,857	97%	\$ 2,948	9%	\$ 3,039	103%	\$ 3,131	106%	\$ 3,222	109%	\$ 3,313
A523/4	MS Intramural	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
	MS Asst Coaches		\$ 1,162		\$ 1,833		\$ 1,890		\$ 1,947		\$ 2,006		\$ 2,095
A533	HS Debate	94%	\$ 5,397	97%	\$ 5,869	17%	\$ 5,741	103%	\$ 5,913	106%	\$ 6,086	109%	\$ 6,258
A543/4	HS Pep Staff Adv	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 5,218	106%	\$ 5,370	109%	\$ 5,522
A553/4	HS Drill Team	94%	\$ 4,762	97%	\$ 4,914	15%	\$ 5,066	103%	\$ 5,218	106%	\$ 5,370	109%	\$ 5,522
A573	HS Drama Advsor(per production)	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
A583	HS Activity Director	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
A593	HS Security (0100-25-3000)	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
A593	Weight Rm Super (per season)	94%	\$ 2,540	97%	\$ 2,621	8%	\$ 2,702	103%	\$ 2,783	106%	\$ 2,864	109%	\$ 2,945
A623/4	HS Asst Drill Team	94%	\$ 1,905	97%	\$ 1,966	6%	\$ 2,026	103%	\$ 2,087	106%	\$ 2,190	109%	\$ 2,252
A643	Elementary Bus Duty	94%	\$ 1,905	97%	\$ 1,966	6%	\$ 2,026	103%	\$ 2,087	106%	\$ 2,190	109%	\$ 2,252
A653	HS Bldg. Computer Leader	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
A643	HS Photography	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
A673	Elem Patrol (0100-25-3000)	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
A683	Computer Sys Operator/Lab*	94%	\$ 1,587	97%	\$ 1,638	5%	\$ 1,689	103%	\$ 1,739	106%	\$ 1,790	109%	\$ 1,841
A673	Orchestra Dir (per play)	94%	\$ 1,270	97%	\$ 1,310	4%	\$ 1,351	103%	\$ 1,391	106%	\$ 1,432	109%	\$ 1,472
A1X13	Extended Season												

\*A computer lab is defined as...

Twenty or more computers located in close proximity that for a LAN (Local Area Network) with a file server and printer(s).

Operation of the lab requires:

- \* software and account management on the file server
- \* maintenance and trouble shooting of computer hardware, software and network connections
- \* management and organization of computers for daily use

(Code to Vocational Ed.)

A stipend is available to employees for whom the lab responsibility is not a part of the individual's assigned workload and therefore requires additional work activity beyond the normal expectation of the position.

Bus Duty Stipend-250 or more ridership = 2nd stipend

Wrestling, Swimming Head Coaches in the current positions are grandfathered in at 16% for the term of this contract

Gymnastics Head Coach in current position grandfathered in at 15% for 2012-13

A793 Garden Volunteer Coordinator

A793 Espresso Stand Supervisor

(code to Vocational Ed.)