

AGREEMENT

between the



**Board of Directors
Tacoma School District No. 10**

and the

**International Union of Operating
Engineers, Local 286
(Security)**

**Collective Bargaining Agreement
of
September 1, 2007 - August 31, 2010**

Tacoma, Washington

TACOMA SCHOOL DISTRICT No. 10

BOARD OF DIRECTORS

Jim Dugan, President
Kim Golding, Vice President
Kurt Miller
Connie Rickman
Debbie Winskill

INTERIM SUPERINTENDENT

Arthur O. Jarvis , Ed.D.

P. O. Box 1357
Tacoma, WA 98401-1357
(253) 571-1000

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PREAMBLE

The following articles of this Agreement constitute an agreement by and between the Board of Directors of Tacoma School District No. 10, hereinafter called the "Board" and the International Union of Operating Engineers, Local 286 (Security), hereinafter called the "Union."

The parties hereto agree as follows:

ARTICLE I DEFINITIONS AND RECOGNITION

Section 1. Definitions

1. **Board:** Board of Directors of Tacoma School District No. 10.
2. **District:** Tacoma School District No. 10.
3. **Employee:** Any employee of the District covered by this Agreement.
4. **Superintendent:** Superintendent of Tacoma School District No. 10.
5. **Supervisor:** Supervisor of Security.
6. **Union:** International Union of Operating Engineers, Local 286, (Security).
7. **Day:** The definition of day shall be a twenty-four (24) hour period of time starting with 11:00 p.m. and going to 10:59 p.m. twenty-four (24) hours later. For example, Sunday at 11:00 p.m. to 10:59 p.m. Monday would count as a day worked Monday, and Monday at 11:00 p.m. to 10:59 p.m. Tuesday would count as a day worked Tuesday, etc. Employees will be scheduled during their days off for the maximum amount of time off where possible.

Section 2. Recognition and Unit Designation

1. **Recognition:** The Board recognizes that the Union is the exclusive representative of all employees in the bargaining unit described in Section 2.
2. **Bargaining Unit:** The bargaining unit to which this Agreement is applicable is composed of all security patrol officers and campus security officers in the District; provided, however, that certain positions may be excluded from the bargaining unit when agreed to by the Board and the Union in a separate addendum to this Agreement.

ARTICLE II RIGHTS OF THE BOARD

Section 3. Rights of the Board

The Board retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the state of Washington and of the United States for the management and operation of the District, subject to the provisions of this Agreement.

ARTICLE III GENERAL CONTRACT PROVISIONS

Section 4. Grievance Procedure

If an employee considers that this Agreement has been violated, the employee shall use the following procedure to resolve the grievance:

1. **Informal Step:** The aggrieved employee shall meet with the immediate supervisor within twenty (20) regular working days following the date of the last occurrence of the grievance to discuss the grievance. For campus security, the immediate supervisor shall be considered the building principal.
2. **Step I:** In the event the grievance is not satisfactorily resolved in the Informal Step, the aggrieved employee and the Union representative shall, within ten (10) regular working days following the date of failure to resolve it in the Informal Step, present the grievance in writing to the immediate supervisor. For campus security, a copy shall be provided to the security supervisor.

Within ten (10) regular working days following receipt of the grievance, the Supervisor shall submit a written answer to the Union with a copy to the grievant.

3. **Step II:** In the event the grievance is not satisfactorily resolved in Step I, the aggrieved employee and the Union representative shall, within ten (10) regular working days following the date of failure to resolve in Step I, present the grievance in writing to the Superintendent with a copy to the Director of Labor & Legislative Relations.

Within ten (10) regular working days following receipt of the grievance, the Superintendent, or designee(s), shall arrange a meeting(s) between both parties in an attempt to resolve the grievance. The District will respond, in writing, within five (5) regular working days of the date of the meeting.

4. **Step III. Mediation:** In the event the two parties cannot arrive at a satisfactory resolution to the grievance at Step II, the parties may mutually agree to submit the

grievance at Step II to mediation. Either party must notify the other, in writing, within five (5) working days following the date for the Step II written response of their desire for mediation. The respondent shall respond, whether or not they agree to mediation, no later than two (2) working days prior to the Union's deadline for submission to arbitration or within five (5) working days of receipt of the written notification, whichever is sooner.

If the parties agree to mediation, then within five (5) working days of the agreement the parties shall jointly submit a request for mediation. Both parties must agree to where to submit the mediation request but it could include Pierce County Dispute Resolution Center. In addition, both parties shall share costs of mediation.

5. In the event the two parties cannot arrive at a satisfactory resolution of the matter in the manner herein prescribed, the Union may request binding arbitration on any grievance related to violation of this Agreement. If the Union determines to seek binding arbitration, it shall, within ten (10) work days following the date of the Step II written response, submit a request for a list of at least five (5) arbitrators from the Federal Mediation and Conciliation Service unless other arrangements are agreed to between the Union and the District. The parties will determine the arbitrator from this list by alternately striking names from the list. The arbitrator's decision will be in writing and will set forth the finding of fact, reasoning and conclusions. The arbitrator will be without power or authority to make any decision which is outside this Agreement.

The decision of the arbitrator will be submitted to the District and the Union and will be final and binding upon the parties. The costs of the services of the arbitrator will be borne equally by the District and the Union. In addition, each party will pay its own fees and costs of the arbitration.

6. The time limits specified within this grievance procedure may be extended by mutual agreement of the District and the Union.

Section 5. Negotiations Procedures

1. This Agreement will be open for negotiations no earlier than ninety (90) days and no later than sixty (60) days prior to the termination date of this Agreement, except as otherwise provided herein.
2. Each party to this Agreement will exchange the specific language for their proposed changes at the first negotiations meeting.
3. Negotiations shall be conducted at mutually agreeable times.
4. It is agreed that authorized representatives of the Board will meet with a committee from the Union to discuss job classification and wage rates before the budget is adopted.

5. Every effort will be made to complete negotiations by August 31, except when extended by mutual consent of the parties.

Section 6. Union Security

The Board recognizes that said security employees should properly become members of the Union, and in the belief that the best interests of the entire group may be served by the fullest support of the program, it is agreed that all present members of the Union will remain in good standing and that all future employees shall become members of the Union not later than 31 days after employment.

Section 7. Picket Clause

It is agreed that a security employee may refuse to cross a picket line established at the District premises if such picket line is sanctioned by the Pierce County Central Labor Council, unless crossing said picket line is necessary to maintain proper security of the District's property.

ARTICLE IV WAGES, HOURS AND BENEFITS

Section 8. Wages

1. Employees shall receive a salary increase equal to the state pass through percentage for cost-of-living increases for education employees for each year of the agreement; and increases of twenty-one cents (21¢) per hour in 2007-08, twenty-four cents (24¢) per hour in 2008-09 and twenty-nine cents (29¢) per hour in 2009-10. The bargaining unit will determine each year any increase into their Central Pension Fund. Wage increases are calculated by including the employees' Central Pension Fund contributions.
2. An employee is eligible for a service increment of five percent (5%) of the twelve (12) year salary rate after nineteen (19) years of service to the District. The increment will be calculated from the shadow wage scale, which includes the Central Pension Fund contribution, if any.
3. There shall be two general classifications for security officers:
 - a. Campus security officers will perform security functions at a particular facility under the direction of the appropriate administrator of that facility.
 - b. Security patrol officers will perform Districtwide security functions under the direction of the Supervisor of Security.
 - c. There shall be separate job descriptions for the two job functions.

4. For security patrol officers a minimum of 115 days worked and/or days of approved paid leave between September 1 and the following August 31 each year is required to qualify for a year of service. An eligible employee will receive the increment at 11:59 p.m. August 31 annually.

For campus security officers a minimum of ninety (90) days worked and/or days of approved paid leave between September 1 and the following August 31 each year is required to qualify for a year of service.

5. All work performed in excess of eight (8) hours per day or forty (40) hours in each five (5) consecutive day periods shall be paid for at the rate of time and one-half. All work performed on the seventh consecutive day shall be paid at the double time rate of pay.
6. Security employees required to return to duty after leaving the work site will receive a minimum of three (3) hours pay for callback at time and one-half the regular hourly rate.
7. If an employee is required to work on any legal paid holiday, the employee shall receive double time and one-half.
8. When an employee is subpoenaed to a court appearance that results from a job-related incident, the employee shall be paid for the appropriate hours in accordance with the contract. The hours spent in court will be determined from the time required on the subpoena request until the employee has completed his or her testimony. The time must be verified by the court clerk. Any compensation received while an employee is honoring a subpoena will be deducted from the employee's net salary.
9. In the event a security patrol officer is assigned to perform the duties of the Supervisor, the employee so assigned will be paid based on the first step of the Supervisor's classification. The assignment shall be at the discretion of the District.
10. Campus security officers may not cover a class unless there is no certificated employee or para-educator available.
11. Direct Deposit.

Employees shall be required to utilize direct payroll deposit.

12. **Pension Fund**

During the continuance of this collective bargaining agreement, the employer (District) shall pay into the CENTRAL PENSION FUND OF THE INTERNATIONAL UNION OF OPERATING ENGINEERS AND PARTICIPATING EMPLOYERS, on the account of each member of the bargaining unit, an hourly sum for every hour for which compensation was paid. The purpose of said payments shall be to provide retirement benefits for eligible employees pursuant to the provisions of said pension fund. The stipulated amount of any said sum and the designated effective date for payment of any said sum is defined and set forth on the following basis:

Effective September 1, 2007 the employer (District) shall pay a minimum hourly sum of .25 or more based on the annual election of employees per compensable hour for all bargaining unit employees, to be deducted from each employee's negotiated wages and which may be reported as taxable wages in the event that the District is required to do so.

Obligation to the Fund

The employer (District) and the Union agree to be bound by the respective agreement and Declaration of Trust entered into on the date set forth herein for the fund, as of September 7, 1960 establishing the Central Pension Fund of the International Union of Operating Engineers and Participating Employers, and by any amendments to the respective trust agreement and Declaration of Trust heretofore and hereafter adopted.

The employer (District) and Union consent to and accept the terms, conditions and provisions of the written Trust agreement and as amended, creating the said fund. The employer (District) and Union agree that the Trustees named in said Trust Agreement and their successors are and shall be its representatives and the employer (District) and Union consent to be bound by the acts of said Trustees and successor Trustees made pursuant to and in carrying out the provisions of said Trust Agreement.

The total amount due for the pay days of each calendar month shall be remitted in a lump sum to said fund not later than fifteen (15) days after the last business day of such month.

13. The District will participate in the International Union of Operating Engineers, Local 286, Training Trust at the rate of \$20.40 per full-time equivalent employee per month.

Section 9. Hours of Work

1. For security patrol officers Saturdays and Sundays, which are part of the employee's regular five-day (5), forty-hour (40) week, shall be paid on straight time.

All time worked for campus security officers over eight (8) hours per day, forty (40) hours per week or on the sixth consecutive day or on Saturday, shall be paid at time and

one-half the regular rate of pay. On the seventh consecutive day or on Sunday, the rate shall be at double the regular rate of pay.

2. Should the Supervisor decide that the security employees shall not work during inclement weather they shall not be paid.
3. High school and middle school campus security officers and security patrol officers shall work an eight-hour day to be scheduled by the principal between the hours of 6:30 a.m. and 4:30 p.m. unless an alternate schedule for a short-term basis is agreed to in writing by the officer.

The normal established work hours shall be as shown in Appendix D, except that in the event there is a vacant Security Patrol Officer position, staffing falls below 5, an officer is unable to work due to vacation, illness, injury, or any absence other than normal hours off, the schedule in Appendix D will be waived, and officers will be assigned to meet District needs. Qualified Campus Security Officers will be offered temporary Patrol Officer vacant (due to illness, injury, or vacation) positions during those times that Campus Security Officers are on vacation. If qualified Campus Security Officers are not available, or do not accept temporary Patrol Officer vacant positions, and the District determines emergency contracting of security service is required, the Union will be notified of the specific reason(s).

The District may, at its discretion, alter shifts in response to District needs, provided that the District notifies the affected employees twenty-four (24) hours in advance and that the employee has had more than twelve (12) hours off between shifts. If the District fails to notify the employee twenty-four (24) hours in advance, or grant at least ten (10) hours off between shifts, the District will pay the employee per hour premium pay (\$2.25) for each hour worked in addition to the employee's regular wages. Double-back schedules which are the result of shift changes due to rotation do not qualify for premium pay.

Each August (on or before August 25th) the Security Patrol Officers will bid on the security patrol assignments, by seniority, with final approval by the Security Supervisor.

If a Security Patrol Officer is bidding on a high school assignment, final approval may be in consultation with the high school principal. Security Patrol Officers also bid on shifts to be worked when school is not in session (winter break, spring break and summer break) on or before August 25th.

The Security Supervisor will contact the Union within two business days and prior to September 1 if any assignments will be made that are not consistent with the bids made by the officers. The assignments will take effect September 1, each year.

4. Early release days. On days in which District employees receive a scheduled early release, Security Patrol officers shall receive compensatory time and the Campus Security Officers work day shall be consistent with other classified employees assigned to schools.

Section 10. Overtime

1. Authorized overtime for campus security officers and security patrol shall be compensated at the applicable overtime rate of time and one-half in either pay or, at the request of the employee, compensatory time.
2. Authorization. Authorized overtime is defined as overtime approved in advance by the immediate supervisor. Overtime which is not authorized in advance by the immediate supervisor, will be compensated in pay or compensatory time, but may result in the imposition of discipline. However, if an administrator in charge of the division/department or designated supervisor is not available, an employee may work overtime in an emergency situation. In such a case, said employee must notify the supervisor in charge within twenty-four (24) hours of the overtime.
3. Compensatory time. Compensatory time may not be imposed by the District in lieu of overtime pay. The immediate supervisor must approve any compensatory time accumulated or used. Compensatory time may be accumulated up to forty (40) hours and shall be used as soon as possible. Documentation and approval for use of compensatory time shall be required on a District-provided form with a copy provided to the employee.
4. Overtime requests. Any requests for overtime hours for Campus Security and Security Patrol Officers shall be made through the appropriate immediate supervisor or Security Office. In the event that additional District security is required to cover school events or security personnel assigned to a school is not available, requests are to be coordinated through the Security Office.
5. Overtime assignments/rotation list. District security employees are to be provided the first opportunity to provide security at school-sponsored events, including summer school, and events at school sites for outside groups. If an overtime assignment is not accepted by any employee, the Security Supervisor may assign the overtime to the least senior employee on the appropriate list.
 - a. One seniority rotational list is prepared for Campus Security Officers and one for Security Patrol Officers. Each list begins with the most senior employee and ends with the least senior employee.
 - b. The first overtime opportunity of the year is offered to the most senior employee on the list. Security Patrol Officers who are not assigned to a high school will be offered overtime assignments by seniority rotation prior to Security Patrol Officers who are assigned to high schools. The assignment continues to be offered to the next most senior employee on the list until an employee accepts the overtime assignment. The next overtime assignment is offered to the next person on the list following the individual who accepted the previous assignment. This process continues on a rotating basis for each following available assignment.

- c. A Campus Security Officer who fails to appear for an overtime assignment at a school other than their regularly assigned school shall be removed from the overtime seniority rotational list for the remainder of the school year. Their regular supervisor may offer the Campus Security Officer overtime at their regularly assigned school.
 - d. A Patrol Security Officer who fails to appear for an overtime assignment shall be removed from the overtime seniority rotational list for the remainder of the school year. The Officer's building supervisor may offer the Security Patrol Officer overtime assignments at the Officer's regularly assigned school.
6. Security employees working overtime as described in (7.) and (8.) below shall receive a minimum of three (3) hours pay.
7. School-sponsored events. Except in case of emergency, all District security work for school-sponsored events shall be offered to the Campus Security Officer and Security Patrol Officer assigned to the building where the overtime is required, by seniority.
- a. For a scheduled school sponsored event the school will notify the Security Office a minimum of one week prior to the event when requesting a security officer. If there is less than one week notice of a school event, the Security Office will endeavor to schedule according to the rotational seniority. However, if there is no response within a reasonable time frame and a Security Officer is needed, then the Security Office may assign the overtime assignment to any Security Officer who is willing to accept the overtime assignment.
 - b. If the Campus Security Officer at the school is not available or the principal determines that additional unarmed security presence is required at such event, Campus Security Officers shall be offered the opportunity to work the assignment as described in 5 above. If no Campus Security Officer is available, at least one Security Patrol Officer shall be offered the assignment.
 - c. If the Security Patrol Officer at the school is not available, or the principal determines that an additional armed security presence is required at such event, Patrol Security Officers shall be offered the work assignment as described in 5 above. If off-duty Tacoma Police Department Officers are hired to provide armed security for a school-sponsored event, at least one Patrol Security employee shall be offered an opportunity to work as well.
8. Lincoln, Stadium and Mt. Tahoma bowls. The following provisions address District-sponsored events at Lincoln, Stadium, and Mt. Tahoma bowls when District schools are participating.
- a. If security is required, at least one Campus Security officer from each participating school will be requested to work overtime at bowl events. If

Campus Security Officers assigned to participating schools are unable to work bowl events, and unarmed presence is required for such event, other Campus Security Officers shall be provided the opportunity to work the event by use of the process described in (5) above.

- b. If armed security presence is required at bowl events, Patrol Security Officers shall be offered the assignment by use of the process described in (5) above.
 - c. If off-duty Tacoma Police Department officers are hired to provide security for bowl events, at least one Campus Security Officer and one Patrol Security Officer shall be offered an opportunity to work the event as well.
 - d. In the event added personnel above the minimum one campus security officer and/or one patrol officer and/or Tacoma Police Department are needed, members of the bargaining unit may be hired as crowd control or customer service personnel and shall be paid at the District's established rate for such work. Request for crowd control will be coordinated through the Security Office. The Security Office will notify the Union designee when District security personnel have been requested for crowd control.
9. Supervision. All personnel working school-sponsored events shall work at the direction of the principal or athletic director, as may be appropriate. District Security personnel may be required to coordinate customer service or crowd control.
10. Use of non-bargaining unit employees. Nothing in this section shall preclude the District from utilizing non-bargaining unit employees provided that provisions regarding bargaining unit coverage are met.

Section 11. Holidays

1. Security Patrol employees shall be granted thirteen (13) paid holidays and shall be guaranteed a minimum of thirteen (13) paid holidays per school year.

Campus security employees will be granted 12 paid holidays.

2. The following are legal paid holidays for patrol and campus security:

1.	Labor Day
2.	Veterans' Day
3.	Thanksgiving Day
4.	Day after Thanksgiving
5.	Christmas Eve Day
6.	Christmas Day
7.	New Year's Eve Day
8.	New Year's Day
9.	Martin Luther King, Jr., Day
10.	Presidents' Day
11.	Friday of Spring Break
12.	Memorial Day
13.	Independence Day (Patrol only)

3. Full-time employees will be compensated for eight hours pay for each calendar holiday. Employees will also be paid time and one-half for the first eight hours of work and double time and one-half for all hours worked in excess of eight hours for hours worked on the calendar holiday.
4. If the paid holiday falls on an employee's regular day off, said employee shall be given another day off in lieu of the paid holiday and this day off shall be taken within the same pay period that the holiday falls if possible and is subject to approval of the security officer.
5. A security patrol officer must request, in writing, to have a holiday off at least three (3) weeks prior to the applicable duty schedule; provided, however, an employee may request only one (1) holiday off when there are two (2) consecutive holidays. Requests will be approved by seniority. An employee may not request to work a holiday if the holiday falls on the employee's regular day off or courier assignment.

Section 12. Vacations

1. All Security Patrol employees employed as of September 1, 1992 shall receive twenty-two (22) days paid vacation effective with the 1992-93 school year. Temporary employees who have worked ninety (90) or more days for the District as of September 1,

1992 and are subsequently hired as regular employees, shall be eligible for twenty-two (22) days paid vacation. All other new employees hired after September 1, 1992 shall have paid vacation allocated as follows:

Patrol:	
0 -5 years.....	10 days
6-10 years	15 days
Over 11 years	22 days

Campus security officers shall receive one (1) hour vacation pay for each eleven and one-half (11 ½) hours of straight time worked during the regular student school year.

2. Prorated vacations will be allowed for all security patrol officers who terminate.
3. Days worked and days paid for by reasons of sick leave shall be counted in computing prorated vacations for security patrol officers.
4. The time of the vacation period shall be chosen by the security patrol officer, with the approval of the supervisor. Vacation days earned by August 31 must be taken by the following May 31 except as provided herein.
5. The Supervisor will establish a summer vacation schedule by April 5. Each security patrol officer who wants a summer vacation must submit a request in writing to the Supervisor by April 15. The Supervisor will approve vacation requests by seniority on or before May 1 annually. Security patrol officers will be allowed to take up to ten (10) working days of vacation during the summer. The summer vacation schedule shall be posted by May 5 annually. A senior security patrol officer cannot bump a less senior security patrol officer after days are approved. For purposes of implementation of this section, summer vacations shall be defined as commencing May 15 through Labor Day. Prior to posting the summer schedule, the schedule shall be shared with the Union.
6. Applications for non-summer vacations will be made subject to approval by the Supervisor and must be made at least two (2) weeks in advance. A security patrol officer who wants a vacation exceeding two (2) weeks must notify the Supervisor at least four (4) weeks in advance for scheduling purposes. Vacations may be split into one or two-week periods, if desired, and if approved, may be taken at any time of the year.
7. Beginning with the third year of employment in the District, a full-time security patrol officer is allowed to defer up to ten (10) days of vacation per year to a maximum of thirty (30) days.

A full-time security patrol officer may take up to thirty (30) consecutive vacation days when approved by the Supervisor.

An employee will only be paid for up to and including thirty (30) unused vacation days upon retirement, resignation, etc., from the District, provided, however, that an employee will not lose earned vacation.

Section 13. Insurance Benefits

1. All insurance programs shall be offered to the employees through the Tacoma School Sound Partnership Trust (hereinafter "TRUST"), unless otherwise expressly provided for the term of this Agreement.

The length of the appointment, responsibilities, and powers of the trustees shall be determined by the TRUST document, provided the trustees shall have no authority to act in violation of this Section.

2. In keeping with the powers and responsibilities as described in the TRUST document, the Trustees shall determine the insurance benefits to be provided and the contributions required of eligible full-time and eligible part-time plan participants. The TRUST shall offer group health, long-term disability, term, vision, and dental insurances.
3. The District shall provide an insurance benefit contribution to the TRUST of the State allocation amount per month, per FTE for eligible employees.

New employees beginning work outside the annual enrollment period will be allowed thirty 30 days from their starting date to make any selection regarding available option within the TRUST.

4. Eligibility

An employee is eligible for insurance benefits if the employee's regular working assignment is at least one (1.0) full-time equivalent employee (FTE). An employee whose working assignment is for at least a half (0.5) FTE but not full-time shall be eligible for prorated payment for insurance benefits.

An employee whose regular assignment is for less than half time is not eligible for insurance benefits.

In the event of a qualified change in family or employment status, an employee will be allowed thirty (30) days in which to enroll in the health insurance plan.

5. The insurance benefits contributions provided by this section may be reopened by the Union for negotiations by June 1 of each year or in any of the following events: (1) the TRUST is dissolved, or considers dissolving; (2) the TRUST acts in violation of this Section.

**ARTICLE V
GENERAL CONDITIONS**

Section 14. Program Procedures

1. The District will stock shoulder emblems (“Tacoma Public Schools Security Patrolman”). The District will issue five (5) emblems to a new security patrol officer and up to four (4) per fiscal year (September 1 - August 31) as needed for personal use. The uniform allowance for security patrol officers shall be \$130 per month, paid in monthly installments through payroll.
2. Each Campus Security Officer will be provided with five (5) shirts and three pairs of slacks and a windbreaker at initial issue and three shirts, two pairs of slacks and a windbreaker at the beginning of each school year. (For purposes of implementation, a committee of three campus security employees designated by the Union will provide input for the Risk Manager regarding uniform standards.)
3. No one shall be allowed to ride in District security vehicles other than security employees except when authorized by the Supervisor.
4. Employees shall not drink any alcoholic beverages for a period of at least six (6) hours before duty. Drinking on the job or evidence of intoxication while working will be deemed grounds for immediate dismissal.
5. The employees shall maintain a neat and clean appearance at all times while on duty.
6. New employees shall be required to complete at least eight (8) weeks on-the-job training for Tacoma School Patrol and one (1) week on-the-job training for Campus Security with pay before they shall be allowed to work alone. Any new patrol officer to the District shall receive training from the most experienced officers, provided that during the eight week training period the new officer will be provided a minimum of one week of experience on each shift of the rotation with the officers regularly assigned to each shift.
7. The work schedule for security patrol officers will be made out by the supervisor, or designee, for a two-week period. A copy will be given to each employee, with a copy posted on the security office bulletin board a least one (1) week in advance of the work schedule. The Union may receive a copy on request. The supervisor will endeavor to rotate the work shifts equitably amongst the security patrol officers.
8. Regular or other earnings (overtime and vacation) and total earnings are to be listed on all paycheck stubs.
9. It is agreed that security work will be performed only by the security patrol officers unless other measures must be taken in case of emergency.

10. **Required Training**

The District shall require up to fifty-six (56) hours annual training to be paid at the employee's hourly wage if outside the regular work day. The District may schedule this training on student waiver days. The District may require an additional twenty-four (24) hours annual training to be paid at the employee's hourly wage if outside the regular work day. Failure to participate in required training without a valid excuse approved by the Risk Manager/designee may result in discipline up to and including termination.

Optional Inservice Hours

Employees may, at their option, receive up to forty (40) hours pay annually at their hourly rate for participation in District approved training.

Training Levels/Wage Scale

The following supplemental hourly rates shall apply to employees who have met the designated training/experience requirements beginning September 1, 1998.

Level	Requirements	Compensation
Level 1	Successful completion of District-approved Reserve Police Academy, a total of two hundred (200) District-approved classroom hours training, successfully completed, or at least two (2) years of military experience.	\$.25 per hour
Level 2	Successful completion of Police Academy, or a total of four hundred (400) District-approved classroom hours training, successfully completed, or qualified as a military police officer.	\$.50 per hour
Level 3	Forty-five (45) quarter credit hours toward AA in Criminal Justice/Corrections, five (5) years as a commissioned police officer, or two years of service as a military police officer.	\$1.00 per hour
Level 4	AA degree in Criminal Justice/Corrections, and/or ten (10) years as a commissioned police officer, or five years of service as a military police officer.	\$2.00 per hour

Transcripts and records of training will be maintained by the Human Resources Office.

11. **Security Patrol Officers** will wear the authorized standard school patrol uniform which has been approved by the District. All uniforms must be worn in a neat and professional manner at all times.

Campus Security Officers will wear the authorized standard “soft” style uniform which has been approved by the District.

12. Security officers authorized to carry a weapon shall maintain weapon qualification with ammunition a minimum of twice annually. Such qualification certification shall be scheduled by the supervisor.
13. At the request of the security patrol officer, a ballistic vest shall be provided at District expense. If provided, use will be mandatory.

Section 15. Personnel Procedures

1. The District shall retain the sole right to the selection of new employees.
2. The probation period for security patrol officers shall be one (1) year and shall be six (6) months for the campus security officers.
3. Seniority
 - a. The security seniority of an employee shall be established only after successfully completing a probationary period of continuous employment with the employer.
 - b. The District shall supply the Union with a current listing of all employees covered by this Agreement which shall be:

- (1) Listed by job classification and job title.
 - (2) Updated as of January of each year.
 - (3) Shall include:
 - (a) Employee's name.
 - (b) Starting date in current classification.
 - (c) Date of hire with the District.
 - (d) Building seniority for campus security.
- c. The District will supply the Union with all revisions on the list.
- d. The seniority rights of an employee shall be lost for the following reasons:
- (1) Resignation.
 - (2) Discharge for any reasons contained in this Agreement.
 - (3) Retirement.
- e. Seniority rights shall not be lost for the following reasons:
- (1) Time lost by reason of industrial accident or industrial illness.
 - (2) Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States.
 - (3) Time spent on other authorized leave of absence, not to exceed one (1) year.
- f. Vacancies, Transfers and Promotions
- (1) Notification of any newly created position or any previously existing position to be filled will be advertised within ten (10) working days of the vacancy. Open positions shall be posted on the District website for at least five (5) working days during which time employees interested in the position may apply. Prior to approving the position for posting, the Security Supervisor shall send an email message to all members of the bargaining unit and the union office alerting them to the upcoming posting.
 - (2) The posting shall include classification, qualification, hours of work and wages.
 - (3) Bargaining unit employees will be given first consideration for position openings.
 - (4) The three (3) most senior qualified candidates, by seniority in the bargaining unit, will be interviewed. Other qualified candidates can fill the interview panel to three if there are not three candidates from the bargaining unit. The interview panel will consist of the building administrator/supervisor or designee and the Security Supervisor or designee. The building administrator or supervisor may choose to forego the interview process in

which case the senior employee of the qualified candidates will be assigned the position.

Selection Guidelines:

- a. The Human Resources Department shall assume overall responsibility for managing the selection process.
 - b. Each candidate interviewed shall respond to the same questions.
 - c. The interview panel will jointly develop questions for the interview. The Executive Director, Human Resources or designee will review the questions with the Supervisor to assure legal compliance and appropriateness. Questions must focus on the knowledge, skills, experience, and attitudes that contribute to success on the job and responses will be evaluated using a five-point scale. The scoring will be performed at the end of each individual interview. Principals should avoid making judgments on the candidates until the interviews have been completed.
 - d. If after the interviews, the top ranking candidate declines the position, the building administrator or supervisor can opt to select the second ranking candidate or interview the next senior candidates or other qualified candidates if there are no other candidates from the bargaining unit to assure a pool of three (3) candidates.
 - e. Efforts shall be made to conduct the interviews with all three (3) candidates on the same day. All interviews will be conducted by the same interviewers.
 - f. Selection shall be announced within five (5) days of the interview.
 - g. All interviewed candidates shall be notified in writing of the results of interview.
- (5) Open or unfilled positions shall not be filled for more than thirty (30) working days by a substitute without mutual consent of the District and Union.
 - (6) An employee interested in an advertised position must apply to the Human Resources Office within the published deadline.
 - (7) A permanent bargaining unit employee transferring to a new or vacant position of the same classification shall not be required to serve a probationary period as a new employee.
4. Promotions to a higher job classification shall be according to seniority and ability and successful completion of applicable required inservice training. It shall be the policy of the District to promote to supervisory positions insofar as possible from the ranks of the employees.
 5. Layoff and Recall Procedure

When the District eliminates a security patrol officer position, the District will lay off by seniority starting with the least senior security patrol officer; provided, however, the District will lay off part-time employees assigned to a security patrol officer position prior to laying off any full-time employee assigned to a security patrol officer position.

When the District eliminates a campus security officer position, the District will lay off by seniority starting with the least senior campus security officer; provided, however, the District will lay off part-time employees assigned to a campus security officer position prior to laying off any full-time employee assigned to a campus security officer position.

Part-time employees who are laid off will be placed on a part-time layoff list for fifteen (15) months from the date of layoff. The District will give preference by seniority within classification for rehire to persons on this part-time list before hiring a new employee to a security position; if rehired to a part-time security position within fifteen (15) months, said employee's previous hire-in date will establish the employee's seniority.

Full-time employees who are laid off will be placed on a full-time layoff list for fifteen (15) months from the date of layoff. The District will give persons on the full-time seniority list preference by seniority within classification for rehire to a security position; if rehired to a full-time security position within fifteen (15) months, said employee's previous hire-in date will establish the employee's seniority.

Employees will be recalled by seniority within classification. Employees with previous District experience in the classification will be given preference for rehire in that classification. An employee hired to a different classification must meet the position qualifications and requirements and must satisfactorily complete a ninety (90) day probationary period if recalled to a different classification.

A person on the layoff list must notify the Human Resources Department of any change in address or telephone number. A person who fails to notify the Human Resources Department of a change will lose all recall rights.

A person on the part-time layoff list who rejects an offer of part-time employment will be dropped from the layoff list and thereby lose all recall rights.

A person on the full-time layoff list, who rejects an offer of full-time employment, will drop to the bottom of the recall list. If a person rejects an offer of full-time employment a second time, they will be dropped from the layoff list and thereby lose all recall rights.

The District will notify an employee at least two weeks prior to the effective date of the layoff.

District experience beyond the probationary period in a classification establishes seniority rights in that classification for an employee.

6. The District agrees that employees will be laid off and recalled pursuant to Section 15, Item 5 of the collective bargaining agreement. Such employees shall be offered the opportunity for District employment within the custodial department until such time as a position is available within the security ranks pursuant to the provisions of the contract. Such offer of work is made under the following conditions:
 - a. The employee may be retained on the RIF list even though the employee does not take advantage of the opportunity for work within the custodial department.
 - b. An employee performing custodial work will be brought in at the approximate average custodial wage.
 - c. The employee will be brought in as a relief custodian and will perform such assignments as are usual for relief custodians. This means that the employee can be expected to be assigned to the swing shift.
 - d. The employee will attend any training as required by the Buildings and Grounds Department. Such training will be compensated at the hourly rate.
 - e. The employee would be eligible for moving into the custodial ranks as are other relief custodians.

7. Personnel Files

An employee may review the material in his or her personnel file(s) during regular business hours. Said employee may have a Union business agent accompany him/her, if desired.

Upon request, the District will provide a copy of any document(s) in the personnel file which has not been written by the employee or previously provided to the employee.

The District will provide a copy of any critical or commendatory written material to the employee at the time of its inclusion in the personnel file. Materials judged by the employee to be negative and/or derogatory may be answered by the employee in writing. Such response shall be attached to the material in question and become a part of the personnel file.

Section 16. Discipline

Discipline will be for cause. As such, an employee will not be disciplined for an arbitrary or capricious reason. The extent of any disciplinary action will be in keeping with the seriousness of the infraction. A process of progressive discipline will be used. Progressive discipline includes oral warning, written reprimand, suspension or termination as appropriate to the infraction. The employee will receive a copy of any written reprimand.

The District will notify an employee prior to a meeting set up for possible disciplinary action so that the employee may obtain Union representation. If representation is not available, the meeting will be rescheduled to a mutually agreeable time.

The District agrees to act in good faith in the dismissal of an employee. Should the Union present a grievance in connection with a dismissal or a demotion, the dismissal or demotion shall be reviewed under the terms of the grievance procedure.

All reprimands of employees shall be in writing. When an employee is terminated or placed on suspension for disciplinary action, a written notice will be given the employee with a copy sent to the Union Office.

Section 17. Travel Allowance

1. Employees approved by the Superintendent or designee to use their private vehicles to travel on school business shall be compensated at the IRS-established rate.
2. A list of all employees receiving local travel reimbursement shall be kept in the personnel office.
3. Travel from home to work or local PTA meetings and from work or last place of call to home is not reimbursable except when approved by the Superintendent, or designee.
4. When an employee is required to use a privately owned vehicle for patrol duties, the actual speedometer reading will be reimbursed.

Section 18. Payroll Deductions

1. The District will deduct all monthly Union dues, the Union's optional life insurance premium, the voluntary political action checkoff and payments to the Educational Employees Credit Union from the employee's paycheck if authorized by the employee.
2. The District will annualize an employee's regular wage. Said wages will be paid in twenty-four (24) equal installments (rounded off to the higher penny) on or before the 5th and the 20th of each month.

Section 19. Damage to Vehicles

1. The District will reimburse an employee for slashed tire(s) and/or damage caused to a vehicle due to forced entry which occurred in the course of his/her employment pursuant to the following conditions:

A police report must be filed and a copy of said report must be provided to the immediate supervisor within forty-eight (48) hours of the incident.

2. The reimbursement shall be subject to a fifty dollar (\$50.00) deductible with a \$1,000 maximum reimbursement of actual expenses for each loss.
3. Other vandalism or loss is not covered.
4. If the employee files a claim to his/her insurance carrier, the District will coordinate insurance benefits.
5. An employee must submit his/her claim on a form provided by the District. The claim for reimbursement must be made to the immediate supervisor within fifteen (15) days of the loss or damage, or the claim is waived.
6. The total obligation for reimbursement by the District for all participating bargaining units is \$25,000 for each fiscal year.

ARTICLE VI LEAVES

Section 20. Leaves With Pay

1. Sick Leave

At the beginning of each fiscal year, twelve (12) month employees will be credited with twelve (12) days of sick leave. Sick leave may be used for absences caused by illness, injury, and disabilities including those caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom.

- a. In addition, sick leave shall apply to emergencies. The following conditions apply to emergencies:
 - (1) The problem has been suddenly precipitated.
 - (2) Preplanning is not possible.
 - (3) Preplanning cannot relieve the necessity for the employee's absence.

- (4) The problem is not minor or of mere convenience, but of a serious nature.
- (5) Auto trouble shall not be considered an emergency except in case of an accident.

- b. Sick leave allowance for part-time employees or employees who work only part of the fiscal year shall be prorated. The unused portion of such allowance shall accumulate from year to year in accordance with current state law.
- c. Employees who resign from the District and are subsequently re-employed by the District shall retain the number of days of accumulated sick leave held at the time of resignation from the District provided that they have not been used while employed by another public agency.
- d. Campus Security Officers who are unable to report for work at the beginning of the school year due to illness, injury, or disability shall be paid their regular salary until all accumulated sick leave is exhausted.
- e. In the event a campus security officer becomes ill and will be unable to report to work the next shift, said employee will notify the immediate supervisor as soon as possible.
- f. In the event a security patrol officer becomes ill and will be unable to work the next shift, said employee shall immediately notify the Supervisor as follows: weekdays, call the security office; nights and weekends, call the Supervisor. In the event that either of these cannot be contacted, the employee should then attempt to notify the security patrol officer with whom he/she was scheduled to work on the next shift. The employee must notify the security office of the illness as soon as possible between 8 a.m. and 4 p.m. weekdays. If an employee goes home ill during a tour of duty, the employee shall, prior to going home, indicate the hours worked and the hours ill on the time card and shall also notify any other security patrol officer on duty so that the station can be covered.
- g. Any employee claiming benefits for more than five (5) consecutive work days from accumulated sick leave shall submit a medical report the sixth (6) work day of illness and every thirty (30) days thereafter while the illness persists. In the case of documented serious or life-threatening illness, follow-up medical reports may be waived.

- h. Supplemental Condition for Sick Leave Buyback:
In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation: PROVIDED, that no employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month. At the time of separation from District employment due to retirement, eligible resignation or death an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued leave for illness or injury.

2. Workers' Compensation (Industrial Insurance)

- a. Any injuries or industrial illnesses received while at work must be reported to the security office with the full history of the case on accident report blanks, as they are covered by the State Workers' Compensation Law. Employees are covered for the working days included in the first three (3) calendar days after the day of the accident from the employee's sick leave balance, if any.

Employees receive free medical aid for injuries on the job and may be treated by the physician of the employee's choice.

- b. The appropriate payroll clerk(s) will automatically allocate accrued sick leave for all working days included in the first three calendar days following an injury, except that guaranteed paid holidays which fall within the first three calendar days following an injury will be paid as holiday pay in lieu of sick leave for eligible employees in order to make total pay equal to regular pay.

For absences extending beyond three (3) calendar days, the appropriate payroll clerk(s) will automatically implement sick leave balancing to make total pay equal to regular pay. In addition, when sick leave has been exhausted, an employee may request in writing to use vacation pay balancing. An employee may request in writing at any time that sick leave not be used in order to make total pay equal to regular pay. Once this request is implemented, the decision cannot be changed. Sick leave used cannot be "bought back."

Guaranteed paid holidays which fall during a period of compensation will be paid to the employee in lieu of prorated sick leave and compensation.

The intent is to enable the employee to draw full pay, but not more than full pay, during the absence due to injury on the job.

- c. While on industrial insurance, sick leave, holiday and vacation benefits will continue to accrue to the employee in the same manner as if the injury had not occurred for a period of twelve (12) calendar months. The District's obligation to an employee for accrual of these fringes terminates at the end of twelve (12) calendar months.
- d. The District will continue to pay its share of the employee's health insurance subsidy only each month during the first twelve (12) months provided that the employee furnishes his/her share to the business office each month by check made payable to the Sound Partnership.
- e. At the end of one (1) calendar year from the date of the injury, the following applies:
 - (1) An employee who is not authorized to report back to work may request a leave of absence in writing. The leave request is subject to Board approval at its discretion.
 - (2) Said employee will be paid for all unused vacation pay earned.
 - (3) If said employee returns to active employment status with the District, his or her remaining sick leave balance will be reinstated in accordance with District policy.
 - (4) Group medical insurance benefits terminate; each employee must arrange for COBRA coverage, or his or her own medical insurance coverage, if desired.

Supplemental Condition:

The District, at its discretion, may establish a light duty position for any District employee who is on workers' compensation. The light duty position is not subject to posting, bidding, etc. Any District employee so assigned will not replace any current security patrol officer.

3. Bereavement Leave

The Board will allow up to five (5) days of paid bereavement leave at the time of death of any relative residing in the employee's household and/or the following family members: spouse, mother, father, daughter, son or siblings, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother and grandchild.

The Board will allow up to three (3) days of paid bereavement leave to attend or participate in family services in the event of the death of a brother-in-law or sister-in-law.

The Board will allow one (1) day of paid bereavement leave for attendance at the funeral of an aunt, uncle, nephew or niece.

Extensions may be granted by the Executive Director, Human Resources in extenuating circumstances.

Bereavement leave is nonaccumulative.

4. Family Illness Leave

Employees shall be granted a leave of absence with pay of not more than three (3) days during a year, when such absence is occasioned by the illness of any relative residing in the household of the employee and/or the following family members which necessitates the presence of the employee: spouse, mother, father, daughter, son or siblings. The employee will certify to the circumstances of the illness upon return to work. Such leave is nonaccumulative and is not to be taken from sick leave.

5. Extraordinary Leave

Extraordinary leave will be granted for up to two (2) days per year and is accumulative to a total of six (6) days. The following conditions apply to extraordinary leave:

- a. If an employee is in a position which requires a replacement employee, said employee must call the appropriate supervisor directly at least twenty-four (24) hours in advance of the absence in order to assure the availability of a replacement employee. Before leave is approved, a replacement employee, if required, must be available; provided, however, these limitations do not apply when extraordinary leave is used for family illness.
- b. Leave may not be used to extend a holiday, vacation or during the first or the last five (5) days of the student school year.

6. Military Service (National Guard/Reserve Annual Training Duty)

- a. Any employee who is a member of the Washington National Guard or of any organized reserve or armed forces unit of the United States shall be entitled to and shall be granted military leave of absence from his or her employment for a period not exceeding fifteen (15) days during each fiscal year.
- b. When military leave is granted, the employee shall receive his or her regular pay from the District.

7. Jury Duty, Subpoena Leave

Leaves of absence with pay are allowed for jury duty. Any compensation received for jury duty performed on working days will be deducted from the employee's net salary.

Leaves of absence will be granted when an employee is subpoenaed to appear in an official proceeding, if such proceeding does not involve self-employment, other employment, or an action against the District.

Any compensation received while an employee is honoring a subpoena will be deducted from employee's net salary, if it is determined that the employee is entitled to leave of absence.

Section 21. Leave Without Pay

1. Parental and Adoption Leave

- a. A female employee should notify the Human Resources Department by the end of the fourth month of her pregnancy to assist Human Resources in planning for replacement. Parental leave shall begin at a time determined suitable by the female employee and her personal physician after consultation with Human Resources. Insofar as possible, leave shall begin at a time which is consistent with the orderly continuance of the program.
- b. When the leave commences, the female employee will indicate to Human Resources the length of time she anticipates being on leave. An employee shall not be required to leave work during pregnancy but shall be allowed to work as long as she is capable of performing the duties of her job.
- c. If an employee indicates a desire to return to work within eight (8) calendar weeks after the birth of the child and has the approval of her personal physician, she may return to her previous assignment. Should the time exceed eight (8) calendar weeks after the birth of a child, the female employee may return to the first available vacancy for which she is qualified.
- d. An employee who is legally adopting a child (six (6) years or younger) may have the privileges of parental leave. The leave shall commence as soon as the child has been released to the care of the adopting parent(s). An employee on parental leave for adoption may return to the first available vacancy for which he or she is qualified.
- e. Parental leave shall not extend beyond eighteen (18) months of the date on which the child was born or adopted. Parental leave may be shared by the parents if it does not exceed the amount of leave available under the contract.

2. Political Leave

Upon request, employees may be granted political leave in accordance with the following provisions:

- a. With three (3) weeks' notice, an employee may be granted up to four (4) weeks of continuous leave without pay for the purpose of campaigning for the employee's own election. If the employee is not elected to the political office, the employee shall return to the same position held prior to the leave.
- b. If the employee is elected to the office, the Board may return the employee to the same or mutually agreed upon position until such time that the employee's elected term of office necessitates leaving the position. Any employee may hold a political office and continue as an employee as long as it does not interfere with his/her assignment.
- c. The Board may extend to the employee who is elected to a political office a leave of absence without pay up to one (1) year or a fraction of a year. Upon return from this type of leave, the employee will be returned to the same position. If political leave is extended beyond one (1) year, the person's right to return to the original position cannot be guaranteed.

3. Military Service (Active Duty) Leave

Any employee who volunteers or is inducted into active military duty shall be considered to be on a leave of absence without pay for the period of such service not to exceed five (5) years. Any employee who is recalled into active military duty shall be considered to be on a leave of absence without pay for the duration of recall. If employee requests re-employment within ninety (90) days of honorable discharge from such military service or after having presented other proof of having satisfactorily completed service, employee shall be reinstated and restored as nearly as existing circumstances permit, to the position previously held or to a position of like seniority, status and pay. Provided, that the Board need not re-employ such person if circumstances have so changed as to make it impossible, unreasonable, or against the public interest for Board to do so; provided further, that this section shall not apply to a temporary position.

If a person is not qualified for old position as a result of disability sustained during service, but is nevertheless qualified to perform the duties of another position under the control of the Board, employee shall be re-employed in such other position; provided, that such position shall provide like seniority, status and pay, or the nearest approximation thereto consistent with the circumstances of the case.

4. Optional Leave

An employee may be allowed one day off without pay per year. The leave is granted at the discretion of the security office and may be canceled if conditions do not allow the absence.

ARTICLE VII FURTHER PROVISIONS

Section 22. Agreement Clause

This Agreement expressed herein in writing constitutes the full and complete agreement between the Board and the Union and shall supersede any rules, regulations, policies, resolutions or practices of the District which shall be contrary to or inconsistent with its terms.

Section 23. Savings Clause

If any provision of this Agreement or any application of this Agreement to any employee or group of employees should be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

If the District would be in violation of State law or would incur any penalty or decrease in State support as a result of the compensation and benefits provided herein, Provisions of this contract affected by the ruling shall be reopened and the District and the Union shall renegotiate the provisions in accordance with the law.

Section 24. Copies of Agreement Clause

Copies of this Agreement shall be printed at the expense of the District. A copy of this Agreement will be provided the Union and to each employee covered by this Agreement.

Section 25. Duration Clause

This agreement and each of its provisions shall be in effect as of September 1, 2007 until August 31, 2010. Provided, however, this Agreement may be altered, added to, or deleted from through the voluntary and mutual consent of the District and the Union.

Section 26. Labor Management

Labor-Management Committee: At least quarterly, or at the written request of either the District or the Union. Labor-Management meetings shall be held, with no loss of pay to the employees, at a time mutually agreed upon. Items for discussion shall be submitted by the parties to determine the agenda. The purpose of these meetings shall be to resolve problems prior to them being reduced to writing as a grievance, to discuss any other problems or concerns that affect the bargaining unit, and to provide an opportunity to discuss improvements to the security program.

In no event can agreements reached in Labor-Management abridge, add to, or subtract from the collective bargaining agreement. The Union shall select up to three (3) employee representatives to the Labor-Management Committee who will serve for the duration of the agreement. The Director of Labor and Legislative Relations, Supervisor of Security and one principal shall represent the District. In order to assure open communication, there shall be no adverse impact nor shall there be any retribution for any employee as a result of participation in the Labor-Management Committee.

AGREEMENT

This Agreement is made and entered into by and between Tacoma School District No. 10 and the International Union of Operating Engineers, Local 286 (Security).

TACOMA SCHOOL DISTRICT NO. 10

President, Board of Directors

Date: _____

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 286 (SECURITY)

Business Manager

Date: _____

President

Date: _____

Business Representative

Date: _____

Appendix A: Salary Schedule

Appendix B: School Calendar 2007-08

Appendix C: Campus Security Calendar 2007-08

Appendix D: Security Officer Schedule - School in Session (non-vacation time)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Lead District Security Officer	10:00 18:00	10:00 18:00	10:00 18:00	10:00 18:00	10:00 18:00	Off	Off
Courier	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off
District Security Officer - Foss	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off
District Security Officer - Lincoln	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off
District Security Officer - Mt. Tahoma	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off
District Security Officer - Stadium	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off
District Security Office - Wilson	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off

Note: Principals may change the shift of the district security officer to an eight (8) hour shift that better meets the needs of the school, provided that the eight (8) hour shift be between the hours of 6:00 and 16:00.

The Night District Security Officer shift starting time of 22:00 is the evening before, meaning that Saturday shift begins at 10:00 pm Friday night.

Appendix D: Security Officer Duty Schedule - School Vacations

Shift# Officer	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Courier	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off
A	7:00 15:00	7:00 15:00	7:00 15:00	Off	Off	7:00 15:00	7:00 15:00
B	15:00 22:30	Off	Off	15:00 23:00	15:00 23:00	15:00 23:00	15:00 23:00
C	Off	Off	Off	6:00 16:00	6:00 16:00	14:00 24:00	14:00 24:00
C - Holiday Week	Off	Off	8:00 16:00	8:00 16:00	8:00 16:00	16:00 24:00	16:00 24:00
D	23:00 7:00	15:00 23:00	15:00 23:00	Off	Off	23:00 7:00	23:00 7:00
E	Off	23:00 7:00	23:00 7:00	23:00 7:00	23:00 7:00	23:00 7:00	Off
F	22:00 6:00	22:00 6:00	22:00 6:00	Off	Off	22:00 6:00	22:00 6:00
CAB	7:00 16:00	7:00 16:00	7:00 16:00	7:00 16:00	7:00 16:00	Off	Off

Note: Shifts beginning at 22:00 to 6:00 and 23:00 to 7:00 start the evening before the day shown. Example: 22:00 to 6:00 or 23:00 to 7:00 shift on Monday begins at 22:00 or 23:00 Sunday evening. For holiday purposes, the work week is Monday through Sunday.

Memorandum of Understanding

During the term of this agreement, 2007-2010, the District and the Union agree to study the effectiveness of a pilot program making ballistic vests available to campus security officers. Up to four officers (two at the middle school and two at the high school levels) may participate in the pilot. Officers must agree to participate for the full three years of the program, under the terms of the contract for use of ballistic vests (any officer who requests one must wear it while on duty). At the end of each year of the pilot the District and the Union will review the effectiveness of the program, including contributions to officer safety, contributions to school safety and other impacts on schools and other staff, impact on operations, and costs. The results of the pilot program will provide a basis for further negotiations at the end of the agreement.