

Human Resources
Linda D. Littlefield
Executive Director of Human Resources



Date: October 1, 2013

To: Stanwood Camano School Board

From: Linda Littlefield

RE: Letters of agreement with PSE

Attached you will find a letter of agreement related to the Public School Employees collective bargaining agreement of September 1, 2011 – August 31, 2014 (the “Agreement”).

The letter of agreement serves to clarify language related to transfer in Section 7.11 of the Agreement. The letter amends current language and clarifies that the dates noted in current language apply to the start date of a position, not when it is posted. It also defines the terms promotion and transfer. Finally, it references other sections of the agreement that also apply to the definitions in this section. The letter identifies that Article VII Section 7.11 and Article X Section 10.7.1 applies only to transfer language and language in Article X Section 10.7.2 applies to promotions.

This letter of agreement resolves a grievance that was brought to the District in late June of 2013.

If you have any questions regarding these two letters of agreement, I will be happy to answer them for you. I recommend your approval of this letter of agreement.

1 **LETTER OF AGREEMENT**

2
3 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING
4 AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948,
5 STANWOOD-CAMANO PSE AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS
6 AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE
7 CURRENT COLLECTIVE BARGAINING AGREEMENT.

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9 The parties agree as follows:

- 10
11 1. That Section 7.11 shall be amended as follows:

12
13 **Section 7.11.**

14 Each employee is limited to one (1) transfer during the August 1 to January 31 time period and one (1)
15 transfer during the February 1 to July 31 time period for each year. The above dates refer to the job start
16 date not posting dates.

17
18 It is understood that the intent of this section is not to count it as a transfer if you submit a transfer request
19 but never actually make the transfer. This applies to actual transfers only.

20
21 Transfer - A transfer is a within classification, lateral move from one position to another with the same rate
22 of pay either within a work site or at another work site.

23
24 Promotion - A promotion is a move that includes an increase in the employee’s hourly rate of pay. A
25 promotion can be within or across classifications such as a Secretary I becoming an Office Manager (within
26 classification) or a Para-educator becoming a Secretary I (across classifications).

27
28 Language in the current collective bargaining agreement in Article VII, Section 7.11 and Article X, Section
29 10.7.1 applies to transfers only. Language in Article X, Section 10.7.2 applies to promotions.

30
31 This Letter of Agreement shall become effective September 1, 2013, shall remain in effect until August 31, 2014
32 and shall be attached to the current collective bargaining agreement.

33
34 PUBLIC SCHOOL EMPLOYEES
35 OF WASHINGTON/SEIU Local 1948

36
37 PUBLIC SCHOOL EMPLOYEES
38 OF STANWOOD

39
40 STANWOOD-CAMANO SCHOOL
41 DISTRICT #401

42 BY: _____
43 Grace Herigstad, Chapter President

44 BY: _____
45 Linda Littlefield, Executive Director, HR

DATE: _____

DATE: _____

