



**Memorandum of Understanding**  
between  
**Lake Washington School District**  
and  
**SEIU 925**  
Regarding  
**School Safety and Prevention Specialist**

Whereas, the Lake Washington School District (District) and SEIU 925 (Union) have in place a closed agreement dated August 16, 2019 through August 15, 2022

Whereas, on October 22, 2020, the District School Safety and Prevention Specialists received a certification for representation by the Union,

Whereas, the parties met to collaborate and bargain wages, benefits, and working conditions for School Safety and Prevention Specialists separately as the current agreement in place between the District and Union is closed.

Therefore, the District and the Union agree to the following:

**Contract Provisions to be adjusted and updated during reopener negotiations:**

1. Section 3.11.1 School Safety and Prevention Specialists will be assigned a shared office space in the office designated for the School Resource Officer (SRO). In the event an SRO needs to conduct business privately in this office, or the space is unavailable, or an office is not assigned, School Safety and Prevention Specialists may work with Building Administrators to find a workstation or office, if needed.
2. Section 3.13.1 Notification of Discipline. School Safety and Prevention Specialists shall be informed regarding student suspicions (in-school and out) and student expulsions. Building Administrators will provide information regarding student behavior to School Safety and Prevention Specialists when relevant and appropriate, in accordance with the law.
3. 5.3 Uniform Committee. The District and the Union will convene a Uniform Committee comprised of equal parts District and union representatives to identify and discuss the uniform needs of the School Safety and Prevention Specialist position. Union representatives on the committee will be released with pay during normal working hours in order to participate in the committee. The Committee will submit its findings, including suggested resolution to any impacts on working conditions, to the Labor Management Committee no later than the June 2021 Labor Management Committee Meeting for review and implementation.

4. 7. XX. Assignment of Additional Hours and extra work School Safety and Prevention Specialists.  
When overtime or additional hours assignments become available, the District will first offer the assignment to the School Safety and Prevention Specialist in the building. If the building School Safety and Prevention Specialist(s) refuse the assignment, the District will next offer the hours by District seniority to all School Safety and Prevention Specialists.
5. 7.1.3 Work Year for School Safety and Prevention Specialist. The work year for School Safety and Prevention Specialist Shall be 183 days. Regarding the three additional workdays there will be three LEAP day trainings, two in August, and either one in October or March, or the remaining day will be split into 4-hour periods for October and March. Notification of the scheduled LEAP days will be provided to employees within the first two weeks of August. Building training will be directed by building administrators and will be one of the LEAP days in August, the two (2) LEAP remaining days will be for School Safety and Prevention Specialist to do training with the District.
6. 7.4.2 School Safety and Prevention Specialist Training Committee. The District and the Union will convene a Professional Development Committee comprised of equal parts District and union representatives to identify and discuss the training needs of the School Safety and Prevention Specialists position. Union representatives on the committee will be released with pay during normal working hours in order to participate in the committee. The Committee will submit its findings, including suggested resolution to any impacts on working conditions, to the Labor Management Committee no later than the June 2021 Labor Management Committee Meeting for review and implementation. The Committee will reconvene on an annual basis to complete a skills gap analysis. The Committee will submit its findings, including suggested resolution to any impacts on working conditions, to the Labor Management Committee no later than the June of each year to the Labor Management Committee Meeting for review and implementation.
7. 15.3 District seniority: District seniority shall mean length of continuous service within the bargaining unit.  
  
15.3.1 To calculate the District Seniority for School Safety and Prevention Specialists, the District will use the date of hire for the CSM position. If an employee currently holds an SEIU bargaining unit position, the greater seniority date will be maintained.
8. **15.4 Building/Workgroup Seniority:** Building seniority for Instructional Assistants shall mean the length of continuous service within the instruction Assistant's current building. Workgroup Seniority for Technical Support Specialists, Extended Day IAs, Head Start and Ready Start Head Teachers, Head Start Assistant Teachers, and Family Support Specialists and School Safety and Prevention Specialists shall mean the length of continuous service within the specific workgroup.

9. Section 15.5.4 Assignment of Technical Support Specialists (TSSs) and School Safety and Prevention Specialists. The District shall provide TSSs and School Safety and Prevention Specialists a minimum of fourteen (14) calendar days' notice prior to changes to any technical support or School Safety and Prevention Specialists school year assignment changes. This notification requirement does not apply to school breaks, for TSSs, nor does it apply to temporary changes due to coverage of absent employees.

## 10. Salary Schedule

<u>Position Title</u>	<u>Position Code</u>	<u>Salary</u>	<u>Step</u>
<b>School Safety and Prevention Specialist</b>			
<u>0-5 years of service</u>		<u>31.30</u>	<u>A</u>
<u>6+ years of service</u>		<u>32.24</u>	<u>B (+3%)</u>

-Note: Salary will be placed on updated SEIU salary schedule. This will be added to the post 2022 reopener contract.

-Note: Salary is retro to November 1, 2020.

### Agreed Upon MOU Provisions not placed in Contract Language:

#### 1. **Work Place Consistency and Feedback Labor Management Meeting**

The District and Union agree to meet in a separate labor management meeting specifically to identify the areas of the job description that are not being applied consistently through each worksite, to ensure management expectations are clear amongst all sites, and for School Safety and Prevention Specialists to provide best practices and other feedback. This meeting will be scheduled no later than May 30, 2021. Union representatives on the committee will be released with pay during normal working hours in order to participate in this meeting. Any subsequent meetings will be scheduled if necessary.

#### 2. **Prof Tech Vacation Schedule**

School Safety and Prevention Specialists will remain status quo on the prof tech vacation schedule for the remainder of this contract year (20-21). On August 16, 2021, School Safety and Prevention Specialist's would then be moved to the SEIU schedule (Section 10.9.1) consistent with the remainder of the SEIU group.

**3. Shift Considerations and Middle School Allocation increased to 8 Hours and.**

The District will increase Middle School School Safety and Prevention Specialist allocations to 8-hour allocations, to be filled as a 1.0 FTE position by one employee. School Safety and Prevention Specialists will be assigned to a regular shift. These shifts will be day shifts occurring between 6:30 am to 7:30 pm, as determined by the employer based on school needs. Temporary changes within the work week may be made by mutual agreement between the employee and Risk and Safety Services. Permanent changes may be made in accordance with 15.5.4.

All other terms and conditions of the current 2019-2022 SEIU 925 contract not modified in this agreement will be in full force and applicable to the School Safety and Prevention Specialists. This MOU shall be in effect until the District and Union ratify the reopener contract for the current 2019-2022 contact.

Signed for the **LAKE WASHINGTON SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925 (SEIU):**

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

Signed for the **LAKE WASHINGTON SCHOOL DISTRICT:**

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