

**SEATTLE COLLEGES BOARD OF TRUSTEES  
NOTICE OF SPECIAL MEETING**

**August 3, 2022**

<b>PUBLIC COMMENT</b>	<b>9:00 a.m.</b>	<b>Zoom</b>
<b>SPECIAL MEETING</b>	<b>9:15 a.m.</b>	<b>Zoom</b>

**AGENDA**

<b>9:00 a.m.</b>	<b>CALL TO ORDER</b>	
<b>9:00 a.m.</b>	<b>APPROVAL OF AGENDA</b>	<b>Tab 1</b>
<b>9:00 a.m.</b>	<b>PUBLIC COMMENTS</b>	
<b>9:15 a.m.</b>	<b>ACTION ITEMS</b>	
	1. Contract between AFT Seattle Professional Staff Local 6550 and Seattle Colleges	<b>Tab 2</b>
<b>9:30 a.m.</b>	<b>INFORMATION ITEMS</b>	
	1. Interim Chancellor Search Update	
<b>10:00 a.m.</b>	<b>ADJOURNMENT</b>	

The next meeting of the Board of Trustees will be held on Thursday, September 8 at Seattle Central College, Room BE1110. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

**EXECUTIVE SESSIONS**

*An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would*

*likely result in adverse consequence to the district; (4) To consider, as a quasi-judicial body, a quasi-judicial matter between named parties; (5) To consider matters governed by the administrative procedure act, chapter 34.05 RCW; and/or (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.*

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**AGREEMENT**

**SEATTLE COLLEGE DISTRICT VI**

**BOARD OF TRUSTEES**

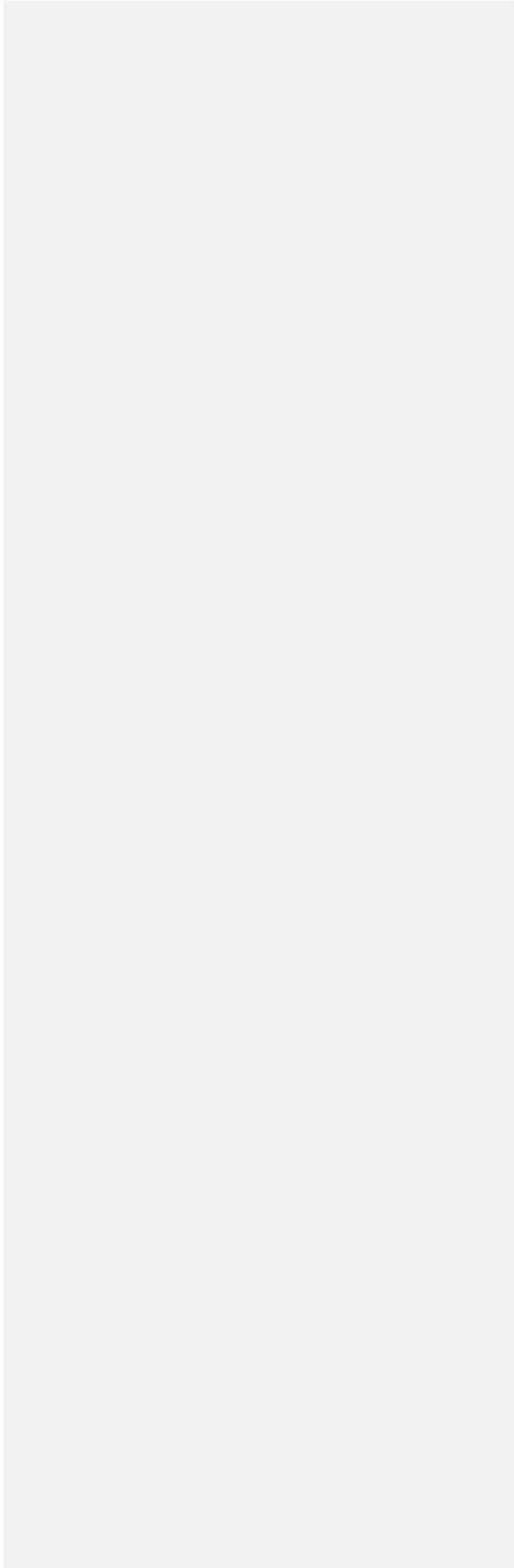
**and**

**AFT SEATTLE PROFESSIONAL STAFF**

**LOCAL 6550**

AFT/AFT WA/AFL-CIO

~~August~~July 1, 202~~2~~18 – June 30, 202~~5~~4



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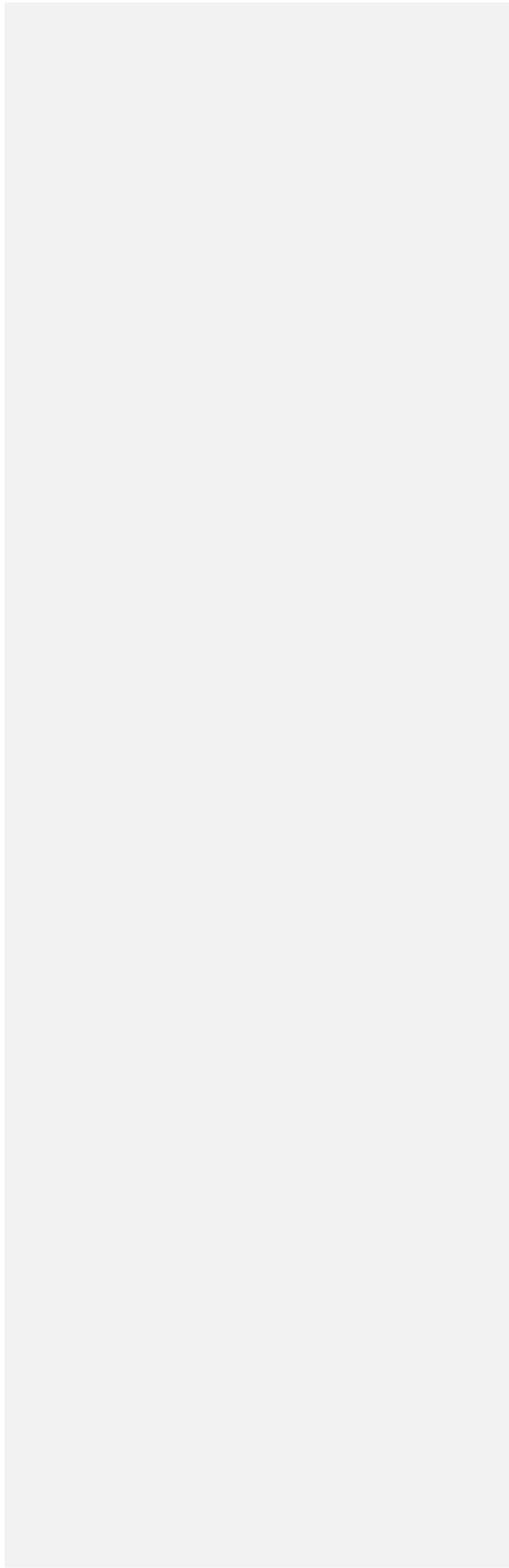
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1 **PREAMBLE**

2 This AGREEMENT is by and between the BOARD OF TRUSTEES OF SEATTLE COLLEGE DISTRICT VI and  
3 AFT SEATTLE PROFESSIONAL STAFF, Local 6550, AFT/AFT WA/AFL-CIO. The term "District" used herein  
4 after shall mean the Seattle College District or its lawfully delegated representative. The term "AFT-SPS"  
5 shall mean American Federation of Teachers - Seattle Professional Staff Union.

6  
7 **ARTICLE 1 – RECOGNITION OF BARGAINING AGENT**

8 **Section 1.1 – Recognition:** The District recognizes AFT-SPS as the sole and exclusive bargaining agent  
9 for professional staff employees of Seattle Colleges District VI as referenced by RCW 41.56.021.

10  
11 **ARTICLE 2 – UNION RIGHTS**

12 **Section 2.1 – ~~Agency Shop~~Union Dues:** All professional staff, full-time and part-time, may become  
13 members of the AFT-SPS and pay membership dues as set by the AFT-SPS.

14 Notification to Employees The Employer will inform, in writing, new, transferred, promoted, or  
15 demoted employees prior to appointment into positions included in the bargaining unit(s) of the Union’s  
16 exclusive representation status. Upon appointment to a bargaining unit position, the Employer will  
17 furnish the employees with the Union payroll deduction authorization form provided by the Union. The  
18 Employer will inform employees, in writing, when they are leaving a position included in a bargaining  
19 unit. shall, as a condition of continued employment, on or after the thirtieth (30<sup>th</sup>) day after the  
20 beginning of said employment, become members of the AFT-SPS or pay a representation fee equal to  
21 the periodic dues uniformly required as a condition of acquiring or retaining membership in the AFT-SPS.  
22 This fee shall be to reimburse the AFT-SPS for the expense of representing members of the bargaining  
23 unit. The District shall provide payroll deduction of such fees or dues and, upon written authorization as  
24 allowed by current law, contributions to political action committees. Such deductions shall be remitted  
25 to the authorized AFT-SPS representative within seven (7) calendar days of the issuance of payroll  
26 checks.

27  
28 Payroll Deduction -The District shall provide payroll deduction of union dues and, upon written  
29 authorization as allowed by current law, contributions to political action committees. Such deductions  
30 shall be remitted to the authorized AFT-SPS representative within seven (7) calendar days of the  
31 issuance of payroll checks.

32 Should a dispute arise between a union member and the union or its affiliates with regard to the  
33 amount of dues or the uses of monies derived by dues deductions or other funds, the College shall be  
34 held harmless from any and all liabilities arising out of these disputes.

35 If a professional staff member asserts a right of non-association based on bona fide religious tenets or  
36 teachings of a church or religious body of which he or she is a member, that professional staff member

1 ~~shall pay to an agreed upon non-religious charity or other charitable organization an amount of money~~  
2 ~~equivalent to the periodic dues uniformly required as a condition of acquiring or retaining membership~~  
3 ~~in the AFT-SPS, in accordance with statute.~~

4 **Section 2.2 – Monthly Member Roster:** The District shall provide the AFT-SPS President with a  
5 monthly roster of the names, supervisor, available updated home addresses, phone numbers, dates of  
6 hire, and titles of all professional staff employees.

7 **Section 2.3 – Requests for Information:** The District shall furnish to AFT-SPS, upon request any and  
8 all information relevant to the request from representative of professional staff employees. Requests  
9 shall normally be acknowledged within ten (10) calendar days and the information provided as soon as  
10 practical thereafter, consistent with the nature of the material requested. The acknowledgement will  
11 either include the expected date on which the information will be provided or reasons why the District  
12 cannot comply with the AFT-SPS's request. Such information will be provided at no cost to the other  
13 party. Where a party believes an information request involves unusual cost or is unduly burdensome,  
14 the AFT-SPS and the District will promptly meet to discuss the request, and may enter into agreements  
15 to modify the request or share the costs in producing the information.

16 The District shall furnish to the AFT-SPS a copy of the proposed District budget upon request. The AFT-  
17 SPS President or designee shall be given the opportunity to comment on the District budget.

18 **Section 2.4 – Union Representatives:**

19 **Section 2.4.1 - List of Representatives:** The AFT-SPS will provide the District with a written list  
20 of the names of each current union representative.

21 The Union will maintain the list. The District will not recognize an employee as a union  
22 representative if their name does not appear on the list.

23  
24 **Section 2.4.2 - Paid Release Time:** Union representatives will be granted a reasonable amount  
25 of time during their normal working hours to address contractual issues without loss of pay.

26  
27 **Section 2.5 – Use of Bulletin Boards and Facilities:** The AFT-SPS shall have the right to use  
28 reasonable bulletin board space at each of the campuses which will be designated by the college or  
29 campus. The AFT-SPS shall have the right to use District facilities including rooms for AFT-SPS meeting  
30 purposes provided that such usage does not interfere with the regular activities of the District. Any  
31 increased costs associated with the use of District facilities will be borne by the AFT-SPS. Such costs will  
32 be estimated prior to the use of facilities.

33 **Section 2.6 – Use of District Mailbox:** The District shall furnish an AFT-SPS designated mailbox at  
34 each college.

35 **Section 2.7 – Use of District Computer & E-Mail Systems:** The AFT-SPS and its members will be  
36 permitted reasonable use of District computer equipment and email for purposes of meeting  
37 announcements and/or contract related issues. Communications using state equipment should not be

1 considered confidential. With notice to AFT-SPS, the District may refuse to continue this practice due to  
2 substantiated violation of ethical practices.

3 **Section 2.8 – AFT-SPS Meetings:** Employees shall be released to attend AFT-SPS meetings so long as  
4 such meetings do not interfere with the employees’ regular work responsibilities. Employees from  
5 across the District shall be allowed to participate in person or via distance learning technologies if  
6 available at no additional cost to the District.

7 **Section 2.9 – Board of Trustees Representation:** An AFT-SPS representative shall be recognized by  
8 the Board at all open Board meetings and may request items to be entered into the agenda. The AFT-  
9 SPS representative shall be furnished agendas, minutes, and study materials mailed to the public.

10

11 **ARTICLE 3 – DISTRICT / AFT-SPS RELATIONS**

12 **Section 3.1 – Agreement Management Committee:** An Agreement Management Committee  
13 (AMC) shall be formed for the purposes of reviewing the administration of this Agreement and/or of  
14 Board policies affecting the AFT-SPS employees’ working conditions and attempting to resolve problems  
15 that may arise.

16 The AMC will meet quarterly on mutually agreeable dates provided agenda items are proposed.  
17 Additional meetings will be scheduled on an as-needed basis. These meetings are not intended to  
18 bypass the grievance procedure and shall not constitute an invitation to renegotiate the provisions of  
19 this Agreement.

20 Section 3.1.1 - Compensation Committee Report: Prior to each meeting of the AMC, the District will  
21 provide AFT-SPS with a report containing a summary of all actions taken by the District Compensation  
22 Committee subsequent to the last report provided under this section. The report will, at a minimum,  
23 include the following: 1) the name of the employee impacted by the request; 2) the name of the  
24 individual making the request to the District Compensation Committee; 3) the nature of the action(s)  
25 requested; 4) the disposition of the request by the District Compensation Committee; and 5) the date  
26 the District Compensation Committee’s disposition.

27 If the AMC does not meet, the report will be provided to AFT-SPS on the last week of the quarter.

28 **Section 3.2 – AMC Meetings:** The participation by AFT-SPS employees on the AMC shall not interfere  
29 with the individual’s work responsibilities.

30 **Section 3.3 – Notice of Change:** Prior to any significant change in working conditions or other terms  
31 of employment, the AFT-SPS will be provided thirty (30) calendar days' advance notice. Less than thirty  
32 (30) calendar days, but as many as practical, may be given in emergency situations. A “significant  
33 change” is one that rises to the level of being subject to a demand to bargain either for content or  
34 impact.

35

36 **ARTICLE 4 – MANAGEMENT RIGHTS**

1 **Section 4.1 – Scope of Management Rights:** At its sole discretion, subject to the terms and  
2 conditions of this agreement, the District retains all rights and duties of management which will include,  
3 but not be limited to, the right to hire, assign work and job responsibilities, evaluate, correct and/or  
4 discipline work performance of all its employees; to evaluate the performance of its programs and  
5 operations, and to determine when and where facilities and operational resources will be located and  
6 maintained in part or in whole—including the size and structure of its workforce and all operations in  
7 support of its mission.

8

9 **ARTICLE 5 – GRIEVANCE PROCEDURE**

10 **Section 5.1 – Definition of Grievance:** A grievance is a complaint concerning any condition, action,  
11 or lack of action on the part of the District that the AFT-SPS believes to be a violation, misinterpretation,  
12 or misapplication of this Agreement or statute. All grievances shall be raised at the lowest level where  
13 settlement of the issue(s) can be made and shall be processed in a timely manner.

14 **Section 5.2 – Grievance Consolidation:** When two or more grievances involving the same alleged  
15 violation have been submitted, the District and the AFT-SPS may agree to consolidate them for  
16 processing.

17 Any employee or employee(s) who believe(s) a violation of this contract has occurred, or the AFT-SPS  
18 on behalf of an employee or a group of employees shall attempt to informally resolve all differences and  
19 questions relative to this Agreement. If agreement cannot be reached, a grievance may be filed by the  
20 AFT-SPS. The District shall give the AFT-SPS the opportunity to be present at such discussions to make  
21 the views of the AFT-SPS known.

22 **Section 5.3 – Informal Resolution of Differences:** Any employee or employee(s) who believe(s) a  
23 violation of this contract has occurred, or the AFT-SPS on behalf of an employee or a group of  
24 employees shall attempt to informally resolve all differences and questions relative to this Agreement.  
25 If agreement cannot be reached, a grievance may be filed by the AFT-SPS. The District shall give the  
26 AFT-SPS the opportunity to be present at such discussions to make the views of the AFT-SPS known

27 **Section 5.4 – Time Lines:** To be timely, a grievance must be filed in writing not more than thirty (30)  
28 calendar days after the employee’s or AFT-SPS’s cognizance of the facts upon which the grievance is  
29 based. All grievance meetings shall be held during the employee’s working hours. Following the initial  
30 filing of a grievance, the timelines herein may be extended in writing by mutual agreement.

31 **Section 5.4.1 - Union Responsibility:** In the event AFT-SPS fails to move a grievance to the next  
32 step, the grievance shall be deemed settled and closed on the basis of the District’s last answer  
33 unless both parties mutually agree to extend time limits.

34 **Section 5.4.2 - District Responsibility:** In the event the District fails to respond within the  
35 timelines, the grievance shall be referred back to the union. The union will have the option to  
36 move the grievance on to the next step as if a response had been given. The timeline for  
37 exercising this option will the relevant deadlines in Section 5.5, automatically move to the next  
38 step, excluding mediation or arbitration.

1           **Section 5.4.3 - Bypassing Steps:** Steps of this procedure may be bypassed with mutual consent  
2 of the District and AFT-SPS. A copy of the written grievance will be supplied to the HR Director  
3 and the immediate supervisor.

4           **Section 5.5 – Formal Grievance Steps:**

5           **Step 1 – Supervising Administrator or Designee:**

6 The grievance shall be committed to writing, dated, and signed by the grievant(s) and the AFT-SPS  
7 representative unless filed on behalf of the bargaining unit in which case it must be signed by the AFT-  
8 SPS representative only. The written grievance shall state the facts upon which it is based, the  
9 applicable provision(s) of this Agreement, and the remedy sought. The administrator shall acknowledge  
10 receipt of the grievance. The administrator will meet in person or confer by telephone with a union  
11 representative/representatives and the grievant within fourteen (14) days of receipt of the grievance  
12 and will respond in writing to the Union within fourteen (14) days after the meeting. ~~shall discuss the~~  
13 ~~matter with the employee and the AFT-SPS representative. Within twenty (20) calendar days of the~~  
14 ~~receipt of the written grievance, the administrator shall respond in writing to the employee and the AFT-~~  
15 ~~SPS representative.~~The AFT-SPS representative shall acknowledge service of the response. If the  
16 response does not grant the remedy requested, the administrator shall include an explanation.

17           **Step 2 – Vice President’s Review:**

18 The AFT-SPS, in its sole discretion, may forward the grievance to the Vice President or designee of the  
19 supervising administrator within fifteen (15) calendar days if not satisfied with the Step 1 response. The  
20 Vice President will meet in person or confer by telephone with a union representative/representatives  
21 and the grievant within fourteen (14) days of receipt of the grievance, and will respond in writing to the  
22 Union within fourteen (14) days after the meeting. ~~Within fifteen (15) calendar days, the Vice President~~  
23 ~~shall meet with the AFT-SPS representative and the grievant(s) and respond.~~ -In the event the  
24 supervising administrator is a Vice President, the matter may be submitted directly to the President or  
25 designee.

26           **Step 3 – President’s Review:**

27 If the AFT-SPS is not satisfied with the response of the Vice President or designee, the AFT-SPS may elect  
28 to present the matter in writing within ~~four~~fourteen (14) calendar days to the President (or designee). All  
29 evidence, arguments or reasons pertaining to the employee’s grievance must be presented during the  
30 grievance process in order to be included as part of any subsequent hearing. The President (or designee)  
31 shall meet with the employee and the AFT-SPS representative within fifteen (15) calendar days of the  
32 request. The President shall have ~~four~~fourteen (14) calendar days from the time of the meeting to issue a  
33 written response.

34  
35           **Step 4 – Mediation (Optional):**

36 Prior to moving to arbitration (Step 5), the parties may jointly request mediation by the Public  
37 Employment Relations Commission (PERC) within ~~fifteen~~twenty-one (21) calendar days from the date  
38 of the President’s response. Any grievance not resolved in mediation may be submitted by AFT-SPS to

1 arbitration within ~~fifteen~~twenty-one (2115) calendar days from the date the mediator declares an  
2 impasse. In the event mediation fails to reach agreement on the issue before the parties, any offers of  
3 settlement made during the mediation process shall be considered null and void.

4 **Step 5 – Arbitration:**

5 The AFT-SPS may, within ~~twenty-one~~twenty-one (2115) calendar days following the written response of the  
6 President (or President's designee) or mediator's declaration of impasse, notify the District of its intent  
7 to arbitrate the grievance. AFT-SPS shall request a list of at least seven (7) arbitrators, in the Northwest,  
8 to be provided by PERC to the parties. The parties shall attempt to designate a mutually agreeable  
9 arbitrator. If unable to do so, within ~~twenty-one~~twenty-one (2115) calendar days of receipt of that list, the  
10 parties shall flip a standard issue US quarter to determine who shall strike the first name; thereafter  
11 each will alternate striking one of the names until one name remains. The person whose name remains  
12 shall be selected as the arbitrator.

13 The arbitrator shall not have any power to modify, add to, subtract from, or disregard any of the terms  
14 and conditions of this Agreement. In addition, the jurisdiction of the arbitrator shall be subject to the  
15 following provisions:

16 a) The arbitrator shall adjudicate only issues that arise under the express terms and conditions  
17 of this Agreement.

18 b) The arbitrator shall not have authority to extend interpretations to matters other than those  
19 applicable to the particular issue(s) in the grievance.

20 c) The arbitrator's decision and award shall not grant relief extending beyond a make-whole  
21 remedy.

22 d) The arbitrator's decision and award shall include a statement of the issue(s), the remedy (if  
23 any), and the reasoning and grounds upon which the decision is based, and shall be rendered  
24 within thirty (30) days of the arbitration or the date written briefs are received or as agreed  
25 between the arbitrator and the parties.

26 e) The arbitrator's decision and award shall be based on the evidence and matters presented to  
27 the arbitrator during the hearing, and written briefs, if submitted.

28 f) The arbitrator will retain jurisdiction until such time as the award is completed.

29 g) The arbitrator shall not have the authority to remand an issue back to the parties for  
30 negotiations.

31 h) The arbitrator may require/subpoena any person to attend as a witness and to bring with ~~him~~  
32 ~~or her~~they any book, record, document, or other evidence. The fees for such attendance shall  
33 be paid by the party requesting issuance of the subpoena and shall be the same as the fees of  
34 witnesses in the superior court. Arbitrators may administer oaths. Subpoenas shall be issued  
35 and signed by the arbitrator and shall be served in the same manner as subpoenas to testify  
36 before a court of record in this state.

1 i) The arbitrator may, at the request of a party for good cause shown, order examination by  
2 deposition of witness(es) where such discovery is relevant and appropriate. Fees and/or  
3 expenses for depositions shall be paid by the party making such request.

4 j) The fees and expenses of the arbitrator shall be borne equally by the parties.

5 **Section 5.6 – Alternate Arbitration Procedure:** Should the parties mutually agree to an alternative  
6 arbitration procedure, the matter will be referred to a PERC Labor Relations Adjudicator/Mediator  
7 appointed by the Executive Director pursuant to RCW 41.56.125 who shall serve as arbitrator. A copy of  
8 the contract the grievance was filed under and any documentation that is part of the grievance history  
9 shall be provided to the arbitrator along with the written statements of the parties' positions in advance  
10 of the hearing. The parties will meet as expeditiously as possible.

11 Present at the hearing will be an AFT-SPS representative and the grievant(s), and up to two  
12 administrators appointed by the President or designee. Each party may present a limited number of  
13 witnesses. The parties will present oral arguments and will be allowed brief rebuttals. The arbitrator is  
14 encouraged to question any participant at the hearing or call for additional information, as ~~they~~he/she  
15 deems necessary. Following such hearing, the arbitrator will render an immediate oral decision,  
16 followed by a written summary judgment. The decision of the arbitrator will be final and binding on all  
17 parties. There will be no recordings, transcription or other records kept of such hearings.

18 **Section 5.7 – Hearings:** All hearings shall be conducted during normal working hours at a time and  
19 place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.  
20 Employees directly participating in such hearings shall be granted released time. Each party shall bear  
21 the expenses of presenting ~~his or her~~their case.

22 **Section 5.8 – Protection of Participants in Procedure:** Individuals involved in the grievance  
23 procedure shall not suffer any restraint, interference, discrimination, coercion, or reprisal as a result of  
24 any legal participation in the grievance procedure. Any grievance pending arbitration shall in no way be  
25 prejudiced by the termination of the grievant(s).

26 **Section 5.9 – Retroactivity:** Any adjustment, judgment, or settlement awarded as a result of a  
27 grievance, where applicable, may be retroactive to the date of the violation.

## 28 29 **ARTICLE 6 – CLOSURES AND SUSPENDED OPERATIONS**

30 **Section 6.1 – Notice:** When the District determines that operations of all or part of the institution  
31 shall be suspended, the following shall be applicable to employees:

32 a) Suspension occurring prior to the start of the work day will be broadcast to employees by  
33 media serving the community, and by District and campus internal channels.

34 b) For suspensions occurring during the work day, employees will be notified via the campus  
35 alert systems.

1 **Section 6.2 – Partial-Day Emergency or Designated Closure:** In the event of a partial-day closure,  
2 employees may be required to return to work.

3 **Section 6.3 – Suspended Operations:** Employees relieved from their regular work assignment due to  
4 suspended operations will not be required to make up time missed as a result of closures in those  
5 instances where classes are cancelled.

6 **Section 6.4 – Essential Employees:** The District may designate essential employees who may be  
7 required to work remotely or on site during a period of suspended operation. Other employees may be  
8 notified of their need to work during suspended operations, dependent on operational needs.

9 **Section 6.5 – Winter Break Closure:** The District may, at its discretion, schedule a closure during the  
10 inter-quarter period between Fall and Winter quarters. Announcement of this closure will generally be  
11 made no later than first day of the Fall instructional quarter.

12 In the event that the District closes during this inter-quarter period, the District will provide employees  
13 hired on or before December 15 of the applicable year with at least two personal leave days for use  
14 during this closure. Excluding paid holidays authorized pursuant Article 7, employees shall use a  
15 combination of these personal leave days, unpaid leave or other paid leave such as vacation, consistent  
16 with this Agreement.

17 Employees required to work during the winter closure may use their personal leave day(s) on an  
18 alternative day during the month of December.

19 These personal days are non-accumulative and may not be carried forward into the next calendar year.

## 20 **ARTICLE 7 – HOLIDAYS**

21 **Section 7.1 – Recognized Holidays:** The Seattle College District shall observe the following paid  
22 holidays:

23 The first day of January, commonly called New Year's Day;

24 The third Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.; Day

25 The third Monday of February, to be known as Presidents' Day and celebrated as the anniversary of the  
26 births of Abraham Lincoln and George Washington;

27 The last Monday of May, commonly known as —

28 Memorial Day;

29 The nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African  
30 slaves learned of their freedom;

31 The fourth day of July, the anniversary of the Declaration of  
32 Independence; Day

33 The first Monday in September, to be known as Labor Day;

34 The fourth Thursday in November, to be known as Thanksgiving Day;

35 The Friday immediately following the fourth Thursday in November, to be known as Native American  
36 Heritage Day;

37 The twenty-fourth of December, commonly called Christmas Eve; and

38 The twenty-fifth day of December, commonly called Christmas Day;

39 Personal Day

1  
2 **Section 7.2 – Holiday Pay Eligibility:** An employee will receive pay equivalent to the employee’s  
3 work shift on the holiday. When a holiday falls on an employee's regularly scheduled day off, ~~they~~he/she  
4 shall receive ~~a day in lieu of an alternate day off for~~ the holiday.

5  
6 **ARTICLE 8 – VACATION LEAVE**

7 **Section 8.1 – Accrual:** Employees are entitled to annual leave that accrues at a rate of two (2) - eight  
8 (8) hour days per calendar month of completed service. As of December 31<sup>st</sup> of any year, exempt  
9 employees’ leave balances should be at or below 352 hours. Hours above 352 as of December 31<sup>st</sup> will  
10 be extinguished.

11 **Section 8.1.1 – Hired Before Mid-Month:** New employees hired before the 16th of a month  
12 receive credit for the entire month.

13 **Section 8.1.2 – Hired After Mid-Month:** If hired on the 16th or later, the employee's leave  
14 accrual will start on the first of the following month.

15 **Section 8.2 – Accrual During Leave Without Pay:** Employees on Leave Without Pay (LWOP) more  
16 than ten (10) work days in any calendar month shall not accrue vacation for that month.

17 **Section 8.3 – Scheduling of Vacation:** The employing unit supervisor shall schedule vacation leave at  
18 a time most convenient to the work of the unit. Leave will be scheduled in accordance with the wishes  
19 of the employee in any amount up to the total of the earned leave credits when possible. Before leave is  
20 taken, the employee shall obtain written approval from ~~his or her~~their supervisor.

21 **Section 8.3.1 – Leave Balance Reporting:** Employees’ leave balances will be available online via  
22 the employer's Time Leave Reporting (TLR) tool.

23 **Section 8.4 – Part-time Employees:** Employees working less than full-time but at least 50% of full-  
24 time schedules for more than six (6) months shall accrue vacation leave credit on the same pro-rata  
25 basis that their position bears to a full-time employee.

26 **Section 8.5 – Temporary Employees:** Upon hire, employees who are working at a minimum 50% for  
27 more than six (6) consecutive months shall accrue vacation of a proportional basis to a full time  
28 schedule.

29

30 **ARTICLE 9 – SICK LEAVE / LEAVES OF ABSENCE**

31 **Section 9.1 – Accrual:** A full-time employee shall accrue one (1) - eight (8) hour day of sick leave credit  
32 for each month of completed professional service.

33 **Section 9.1.1 – Part-time Employees:** Part-time employees shall accrue sick leave on the same  
34 pro-rata basis that their appointment bears to a full-time schedule.

1           **Section 9.1.2 – During Leave Without Pay (LWOP):** Sick leave credits shall not accrue during  
2           leave without pay when it exceeds ten (10) work days in any calendar month.

3           **Section 9.2 – Sick Leave Usage:** Employees shall be allowed to access sick leave because of illness,  
4           disability, or injury of the employee or to care for a member of their immediate family. Sick leave may  
5           also be granted for condolence or bereavement where the employee has exhausted paid bereavement  
6           leave. Immediate family is defined as the employee's parent, spouse, domestic partner or child  
7           (biological, adopted, foster, step, and those of whom employee stand in loco parentis).

8           **Section 9.3 – Sick Leave Reporting:** Employees should report illness or disability to their immediate  
9           supervisor at the beginning of any period of sick leave and daily thereafter unless prearranged.

10          Sick leave will be reported on the approved form.

11          **Section 9.4 – Sick Leave While on Vacation:** An employee shall have the appropriate time of  
12          vacation leave restored to his/her/their credit if they/he/she becomes eligible for sick leave while on  
13          vacation leave. The employee shall submit a request for change in leave status to his or her/their  
14          supervisor within two days upon returning to work.

15

16          **Section 9.5 – Parental Leave:** Parental leave shall be granted because of the birth of a child to the  
17          employee and in order to provide care or because of the placement of a child with the employee for  
18          adoption or foster care. Notice of such leave should be given to the supervisor as much in advance as  
19          possible.

20

21                 **Section 9.5.1 – Months of Parental Leave Allowed:** Parental leave shall not total more than six  
22                 (6) consecutive calendar months, including any portion covered by Family Medical Leave  
23                 (FMLA), unless additional time is granted by the District.

24

25                 **Section 9.5.2 – Leave Combination:** Parental leave may be a combination of accrued paid leave  
26                 and/or leave without pay. The combination and use of paid and unpaid leave shall be the choice  
27                 of the employee.

28

29          **Section 9.6 – Attendance Incentive Program:** Attendance incentives or sick leave buy-out programs  
30          will be in accordance with provisions found in RCW 41.04.340.

31                 **Section 9.6.1 – Annual Sick Leave Buyout Option:** In January of the year following a year in  
32                 which a minimum of sixty (60) days of sick leave is accrued, and each following January, an  
33                 eligible employee may exercise an option to receive remuneration for unused sick leave  
34                 accumulated in the previous year at a rate of 25% or equal to one day's monetary compensation  
35                 of the employee for each four full days of accrued sick leave in excess of sixty (60) days. Sick  
36                 leave for which compensation has been received shall be deducted from accrued sick leave at  
37                 the rate of four (4) days for every one day of monetary compensation.

38                 **Section 9.6.2 – Sick Leave Buyout at Retirement or Death:** At the time of separation from  
39                 employment with the college district due to retirement or death, an eligible employee or the

1 employee's estate will receive remuneration at a rate equal to one (1) day of current monetary  
2 compensation of the employee for each four (4) full days of accrued sick leave.

3 **Section 9.6.3 – Sick Leave Reimbursement into VEBA:** Contingent on a vote by the AFT-SPS to  
4 authorize continuation of the VEBA program, employees shall have all funds generated by sick  
5 leave buyout at retirement contributed to a Voluntary Employee's Beneficiary Association  
6 (VEBA). AFT-SPS may give notice to the District at any time that they wish to cancel participation  
7 in the VEBA program for the next plan year consistent with the program's guidelines and IRS  
8 rules.

9 **Section 9.7 – Family Medical Leave Act (FMLA):** Pursuant to the Federal Family Medical Leave Act  
10 of 1993 (FMLA), eligible employees shall be entitled to a total of twelve (12) workweeks of absence  
11 during a twelve (12) month period for one or more of the events cited below:

- 12 a) the birth of a child and to care for the newborn child within one year of birth;
- 13 b) the placement with the employee of a child for adoption or foster care and to  
14 care for the newly placed child within one year of placement;
- 15 c) to care for the employee's spouse, child, or parent who has a serious health  
16 condition;
- 17 d) serious health condition that makes the employee unable to perform the  
18 essential functions of ~~his or her~~their job;
- 19 e) any qualifying exigency arising out of the fact that the employee's spouse, son,  
20 daughter, or parent is a covered military member on "covered active duty;" or
- 21 f) Twenty-six workweeks of leave during a single 12-month period to care for a  
22 covered service member with a serious injury or illness if the eligible employee  
23 is the service member's spouse, son, daughter, parent, or next of kin (military  
24 caregiver leave).

25 Pursuant to the Paid Family and Medical Leave Act of Washington State (PFMLA)  
26 employees who have worked 820 hours in the qualifying period (equal to 16 hours a  
27 week for a year) will be able to apply to take paid medical leave or paid family leave.  
28 The Seattle College District will deduct the premiums for in accordance with the PFMLA.

29 **Section 9.7.1 – Eligibility:** An eligible employee is one who has worked for the District for at  
30 least twelve (12) months and for at least 1,250 hours during the previous twelve (12) month  
31 period.

32 **Section 9.7.2 – Other Provisions:** When it is determined that an employee's leave meets the  
33 eligibility requirements under FMLA, the District shall notify the employee that part or all of the  
34 requested leave falls under FMLA requirements. An eligible employee can take up to twelve  
35 (12) weeks of leave during a twelve (12) month period. The District will measure the twelve (12)  
36 month period forward from the date the requesting employee's first FMLA leave begins. The

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1 employee's next FMLA leave year would begin the first time FMLA leave is taken after  
2 completion of the previous twelve (12) month period.

3 The District may require medical certification for leave under FMLA. Employees may use any  
4 combination of paid or unpaid leave to which they are entitled toward the FMLA entitlement.  
5 Employee absences shall be granted on an intermittent or reduced schedule at the employee's  
6 request when medically documented. Employees granted FMLA leave will be required to give  
7 timely notice of intent to return. Upon returning to work after the employee's own FMLA  
8 qualifying illness, the employee will be required to provide a fitness for duty certificate from a  
9 health care provider. The District will maintain its portion of paid medical benefits during the  
10 FMLA period, even if the leave is unpaid. The employee has the right to return to the same or  
11 equivalent job upon return from approved FMLA leave.

## 13 **ARTICLE 10 – MISCELLANEOUS LEAVES**

14 **Section 10.1 – Military Leave:** The District will comply with all current laws relative to military leave.

15 **Section 10.2 – Civic Duty Leave:** Paid leave of absence for jury duty, or to respond to a subpoena for  
16 a legal proceeding must be granted to employees. If the employee is a plaintiff or a defendant in a case  
17 not related to ~~his or her~~their employment, there shall be no compensation.

18 **Section 10.3 – Bereavement Leave:** Paid leave in addition to sick and vacation leave shall be granted  
19 for bereavement. Up to five (5) days of bereavement leave shall be granted for each death of a family  
20 member or household member. "Family members" is defined as mother, father, sister, brother,  
21 mother-in-law, father-in-law, husband, wife, domestic partner, grandparent, grandchild, son, daughter,  
22 stepchild, or a child in the custody of and residing in the home of the employee. Up to four (4)  
23 additional days may be granted for out of state travel.

24 **Section 10.4 – Shared Leave:** The purpose of the Washington Shared Leave program (RCW  
25 41.04.665) is to permit Seattle District employees to come to the aid of another Seattle District  
26 employee who is suffering from, or has a relative or household member suffering from, an extraordinary  
27 or severe illness, injury, impairment, physical or mental condition which has caused or is likely to cause  
28 the employee to take leave without pay or terminate their employment, and the employee has depleted  
29 or will likely deplete ~~his/her~~their leave reserves.

30 The employee in need of leave shall submit to the District HR or its designee, prior to approval or  
31 disapproval, a medical certificate from a licensed physician or health care practitioner verifying the  
32 employee's required absence, and the expected date of return to work. The District shall determine the  
33 amount of leave, if any, which an employee may receive under these rules, not to exceed five hundred  
34 and twenty-two (522) days.

35 The employee is not required to deplete all of their accrued vacation and sick leave and can maintain up  
36 to forty (40) hours of vacation leave and up to forty (40) hours of sick leave to qualify for shared leave.

1 The District agrees to consider other methods of accommodating the employee's needs, such as  
2 modified duties, modified hours, flextime, or special assignments in lieu of shared leave usage.

3 **Section 10.5 – Leave Without Pay (LWOP):**

4 **Section 10.5.1 – Reasons for LWOP:** Leave without pay may be allowed for reasons such as:

- 5 a) Conditions applicable for leave with pay
- 6 b) Disability
- 7 c) Educational pursuit
- 8 d) Leave for government service in the public interest
- 9 e) Parental leave
- 10 f) Family or household care emergencies
- 11 g) To accommodate annual work schedules of employees occupying cyclic year  
12 positions
- 13 h) Serious health condition of an eligible employee's child, spouse, or parent
- 14 i) To mitigate the consequences of victims of domestic violence, sexual assault or  
15 stalking

16 **Section 10.5.2 – Requests in Writing:** Requests for planned leave without pay must be  
17 submitted in writing and approved by the appropriate supervisor.

18 **Section 10.5.3 – Non-Accrual During LWOP:** Vacation leave and sick leave credits will not  
19 accrue during leave without pay which exceeds ten (10) work days in any calendar month.

20 **Section 10.5.4 – Duration of LWOP:** Leave without pay extends from the time an employee's  
21 leave commences until ~~he/she is they are~~ scheduled to return to continuous service, unless at  
22 the employee's request the appropriate administrator agrees to an earlier date. Leave without  
23 pay shall not exceed twelve (12) months except for educational leave which may be allowed for  
24 the duration of actual attendance. Leave without pay may be extended for up to an additional  
25 twelve months upon signed request of the employee and signed approval of the appropriate  
26 administrator.

27 **Section 10.5.5 – Return to Work:** An employee will return to work at the same rate of pay in  
28 the same or comparable position and in the same geographical area.

29 **Section 10.6 – Victims of Domestic Violence Leave:** In accordance with RCW 7.69.030, employees  
30 who are victims of domestic violence, sexual assault, or stalking as defined by state law may take  
31 reasonable vacation or sick leave, intermittent leave with or without pay, or work on a reduced  
32 schedule. The College may request leave requested under this section be supported by verification in  
33 accordance with WAC 357-31-730.

1 **Section 10.7 – Exclusion from Arbitration:** Decisions regarding permissive extension of leave  
2 benefit(s) as specified in this Article are the exclusive right of the District. Should an employee disagree  
3 with the decision, they may request reconsideration by the President within seven (7) calendar days of  
4 the decision, but any decision by the President is final and binding without right of recourse.

5

6 **ARTICLE 11 – WORKLOAD**

7 **Section 11.1 – Reasonable Workload:** Employees exempt from overtime have the flexibility to work  
8 more or less than 40 hours per week, with an emphasis on results and meeting business needs.  
9 Employees exempt from overtime are expected to work as many hours as necessary to fulfill their  
10 responsibilities and provide the public services which they have been assigned. Full-time employees  
11 exempt from overtime will generally work 40 hours per week.

12 Full-time employees who are overtime eligible will generally work 40 hours per week.

13 Part-time overtime-exempt employees are not expected to consistently work in excess of the FTE for  
14 which they have been hired. Exempt employees are expected to work as many hours as necessary to  
15 fulfill their responsibilities and provide the public services which they have been assigned, and the salary  
16 paid is full compensation for work performed.

17 Employees’ assignments will be consistent with current job descriptions and reasonable workloads.  
18 Individual schedules may change from time to time as approved by the supervisor to accommodate  
19 workload or employee requests for flexibility.

20 Any additional compensation for additional duties requires recommendation by the College President  
21 and approval by the District Compensation Committee (DCC), and must include clear documentation of  
22 the circumstances warranting additional compensation.

23

24 **Section 11.2 – Stipend Work:** Eligible “stipend work” is any substantial but temporary assignment not  
25 covered by the employee’s current professional responsibilities defined by the essential functions of  
26 their current job description and is not reasonably covered by the duty statement “performs other  
27 duties as assigned.”

28 “Stipend Work” eligible for a stipend is defined as:

29 1. A work assignment for a defined period of time but not more than six (6) months or

30 2. A work assignment to a recurring responsibility, such as managing a specific grant.

31 The Compensation Committee may approve an extension of a stipend beyond six (6) months as long as  
32 the total stipend length does not exceed twelve (12) months. At the end of the extension, the employer  
33 must determine the ongoing viability of the assignment.

34 Stipend pay will be effective once the stipend work has been assigned, and the employee accepts, the  
35 Prior to the assignment start date, “stipend work” will be:

1. Described in the Request for Exempt Change Form
2. Recommended by the immediate supervisor and the College President (or Vice Chancellor), and
3. Approved by the Compensation Committee.

4. Based on operational needs, an employee may be assigned duties not to exceed a 5% increase in workload and for not more than six (6) weeks without additional compensation.

**Section 11.32 – Permanent Change in Duties:** Prior to accepting or making permanent changes in duties the employee or supervisor will request a review by the DCC using the Request for Exempt Change Form. This review will also determine if additional pay is appropriate when additional permanent duties or assignments impact the employee’s overall scope of responsibilities and essential functions. Generally, one request regarding a position will be considered in any fiscal year. The District will provide the employee and AFT-SPS notice of the outcome of its decision within thirty (30) days of the DCC’s decision being made.

**Section 11.4 – Temporary Assignment / Position:** A time-limited position lasting one year in duration with a specific start and end date. Any assignment lasting more than one year requires an open, competitive search. A temporary employee has no right or expectation of regular or continuing employment.

A temporary assignment/position is one that does not exist on an ongoing basis and has a specific beginning and ending date. Employees do not have an expectation of continued employment in a temporary assignment.

**Section 11.5 – Interim Assignment:** Transitionally performing all or most of the duties of a vacant position for up to twelve months unless otherwise agreed.

An Interim Assignment is one when an ongoing position is vacant and there is a need to fill the position on a transitional basis. When the reason for the vacancy changes, the interim assignment is subject to change.

**Section 11.6 – Return Rights:** While performing work as part of a temporary or interim assignment, a current employee retains the right to return to their previous position and salary at the end of their temporary or interim assignment.

~~**Section 11.3 – Reevaluation:** Reevaluation is the process by which an existing or revised position is evaluated for placement in the proper salary grade. All reevaluations require the use of the Request for Exempt Change form and approval of the DCC. Forms are submitted to the DCC by the campus HR Director. Reevaluation of a position may or may not result in a change of salary grade or annual salary. Within sixty (60) days, the DCC will determine action to be taken on a Position Reevaluation and notify the employee, supervisor and AFT-SPS in writing of the decision and the rationale. Generally, one request regarding a position will be considered in any fiscal year.~~

1 **ARTICLE 12 – COMPENSATION**

2 **Section 12.1 – Stipend Pay:** Compensation for “stipend work” will be determined by  
3 considering factors such, but not limited to: the nature of the work to be undertaken; the  
4 amount of time to complete the work; the employees’ rate of pay; the rate of pay for other  
5 employees who undertake similar work; and the business needs of the District.

6 Employees who are assigned, and accept, stipend pay will receive compensation for “stipend  
7 work” performed from the date which the assignment is accepted and the stipend work  
8 commences. The compensation rate for stipend work will be the amount approved by the  
9 District Compensation Committee. No employee is obligated to begin “stipend work” until the  
10 rate of compensation has been fully approved.

~~Eligible “stipend work” is any substantial but temporary assignment not covered by the employee’s current professional responsibilities defined by the essential functions of their current job description and is not reasonably covered by the duty statement “performs other duties as assigned.”~~

14 ~~Work eligible for a stipend is defined as:~~

- 15 ~~1. An assignment for a defined period of time but not more than six (6) months or~~
- 16 ~~2. An assignment to a recurring responsibility, such as managing a specific grant.~~

17 ~~The Compensation Committee may approve an extension as long as the total stipend length does not~~  
18 ~~exceed twelve (12) months. At the end of the extension, the employer must determine the ongoing~~  
19 ~~viability of the assignment.~~

20 ~~Prior to the assignment start date, stipend work will be:~~

- 21 ~~1. Described in the Request for Exempt Change Form~~
- 22 ~~2. Recommended by the immediate supervisor and the College President, and~~
- 23 ~~3. Approved by the Compensation Committee.~~

24 ~~Based on operational needs, an employee may be assigned duties not to exceed a 5% increase in~~  
25 ~~workload and for not more than six (6) weeks without additional compensation.~~

27 **Section 12.2 – Scheduled Increases:** The District will adjust salaries for all represented professional  
28 staff employees during the term of the July 1, 2022~~18~~ – June 30, 2025~~1~~ contract as indicated below:  
29 according to the following schedule:

- 31 1. COLAs as authorized or allocated by the Legislature will be added to employees’ base salaries  
32 effective July 1 of each year or as otherwise directed by the Legislature.

33

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2. Effective June 30, 2022, existing King County regional pay authorized by the legislature will be include as part of employees' base pay. Compensation for new hires will be inclusive of this King County regional pay.

3. Effective October 1, 2022, the minimum salary for all full time positions in the bargaining unit will be \$64,000. Application of this minimum salary to employees who work less than full-time will have their salary pro-rated consistent with this agreement.

a. All employees earning less than this minimum salary on September 30, 2022 will have their salary raised to \$64,000 effective October 1, 2022.

b. Employees whose salary is not raised pursuant to subsection a above may request a salary reevaluation, consistent with Section \*\*. \* below between September 1, 2022 and October 15, 2022. Such requests will be effective October 1, 2022. Such requests will not be subject to the general limitation regarding the number of requests for a salary reevaluation in a fiscal year outlined in Section \*\*. \* below. The District will provide at least \$75,000 for bargaining unit employees to implement the re-evaluations in aggregate to base salaries.

4. All represented professional staff employees who have not received the equivalent of a \$2,000 increase in annual salary per the increases outlined above (Sec 12.2.3.a and/or b) will receive a one-time lump sum payment of \$2,000 on November 1, 2022. Employees working less than full-time will receive an amount proportional to their FTE.

5. Effective July 1, 2023, the following retention increment schedule shall apply to all eligible employees.

<u>Salary Grade</u>	<u>Step 1 (1 year retention)</u>	<u>Step 2 ( 2 years)</u>	<u>Step 3 (3 years)</u>	<u>Step 4 (4 years)</u>	<u>Step 5 (5 years)</u>
Grade 417	0%	5.00%	1%	0%	0%
Grade 418	0%	5.00%	1%	0%	0%
Grade 419	0%	5.00%	1%	0%	0%
Grade 420	0%	5.00%	1%	0%	0%
Grade 421	0%	2.50%	0.5%	0%	0%
Grade 422	0%	2.50%	0.5%	0%	0%
Grade 423	0%	2.50%	0.5%	0%	0%
Grade 424	0%	1.25%	0.5%	0%	0%
Grade 425	0%	1.25%	0.5%	0%	0%
Grade 426	0%	1.25%	0.5%	0%	0%
Grade 427	0%	1.25%	0.5%	0%	0%

6. For purposes of implementing the retention increment schedule, June 30, 2022 will be used to determine length of employment for current employees and therefore eligibility for an

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1 increment (i.e. all employees employed on June 30, 2022 will have an initial longevity date for  
2 retention increment purposes of June 30, 2022).

3 a. Notwithstanding the above, employees employed in a bargaining unit position with a  
4 salary grade of 420 or higher on June 30, 2022 will receive one year of credit towards  
5 any increments, regardless of actual employment date.

6 7. On July 1 of each year, employees eligible for an increment will receive an increase to their base  
7 pay, after any additional increases due on July 1, based on the schedule above. The increment  
8 will be based upon the employee's current position and salary on July 1 of the year in which the  
9 increment is due.

10 8. To receive an increment, an employee must have been employed a minimum of twelve full  
11 months within the bargaining unit prior to July 1 of any given year. Time spent in a position  
12 outside the bargaining unit in an interim or temporary appointment will count towards an  
13 employee's length of service.

14 9. Employees hired after June 30, 2022 will be eligible to increment on July 1 of the year following  
15 completion of at least twelve full months of continuous employment. For example, an employee  
16 hired on September 1, 2022 would not be eligible to Step 1 increment until July 1, 2024, and  
17 Step 2 increment until July 1, 2025

18 10. The District will commission a comprehensive salary survey for all non-faculty, civil service  
19 exempt position to be completed no later than July 1, 2024. The District will provide at least  
20 250,000\$ for bargaining unit employees to implement the recommendations of this salary  
21 survey. Distribution and allocation of these monies will be determined through bargaining after  
22 completion of the survey.

23 1. Effective July 1, 2018, the District will implement a two percent (2%) across the board pay  
24 increase.

25 1. Effective July 1, 2019, the District will implement a one percent (1%) across the board pay  
26 increase.

27 These increases are in addition to any COLAs that may be distributed during the term of this contract.

28 **Section 12.3 – Reevaluation:** Reevaluation is the process by which an existing or revised position is  
29 evaluated for placement in the proper salary grade. All reevaluations require the use of the Request for  
30 Exempt Change form and approval of the DCC. Forms are submitted to the DCC by the campus HR  
31 Director. Reevaluation of a position may or may not result in a change of salary grade or annual salary.  
32 Within ~~thir~~sixty (360) days, the DCC will determine action to be taken on a Position Reevaluation and  
33 notify the employee, supervisor and AFT SPS in writing of the decision and the rationale. Generally, one  
34 request regarding a position will be considered in any fiscal year.

35 **Section 12.4 – Compensation Rate – Overtime Exempt Employees:** Employees who are exempt from  
36 overtime will be advised of the same in their appointment letter and will be paid an annual salary, paid  
37 in equal semimonthly installments.

38 Occasional absences of less than two (2) hours do not require the use of paid or unpaid leave,  
39 however employees must inform their supervisor of those absences.

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An employee's immediate supervisor or the supervisor's designee may approve overtime-exempt employee absences with pay for extraordinary or excessive hours worked, without charging leave.

**Section 12.5 – Overtime Eligible Employees:** Employees who are eligible for overtime will be advised of the same in their appointment letter and will be paid an annual salary, in equal, semi-monthly installments

For full- and part-time employees who are overtime eligible, overtime will be paid for hours worked in excess of forty (40) hours in an assigned work week. Overtime pay will be paid at one and one half (1.5) times the employee's hourly rate. An employees' hourly rate will be determined by dividing their annual salary by 2088 hours, if full-time.

Hours worked in excess of forty (40) in a week and therefore eligible for overtime pay, must be preapproved by a supervisor.

Part-time overtime-eligible employees are not expected to consistently work in excess of the FTE for which they have been hired.

1. Overtime-Eligible Employees –Time Reporting

1. Overtime-eligible employees will accurately report time worked in accordance the time reporting processes determined by the District.

Compensatory time:

Pay or compensatory time off: Employees earning over time may choose to receive payment for over time worked or may elect to use compensatory time.

Maximum Compensatory Time: Employees may accumulate no more than one hundred and sixty (160) hours of compensatory time.

Compensatory Time Use: Employees must have the approval of their supervisor prior to using compensatory time.

Compensatory Time Cash Out:

- All compensatory time must be used by June 30th of each year.
- If compensatory time balances are not scheduled to be used by the employee by April of each year, the supervisor will contact the employee to review their schedule.
- The employee's compensatory time balance will be cashed out every June 30th or when the employee separates from the College.
- As an exception to ## above, an appointing authority or their designee may allow an employee to carry forward up to twenty-four (24) hours of compensatory time past June 30 when the compensatory time was earned during the months of May and June and the employee's workload does not allow them to take leave prior to June 30.

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**ARTICLE 13 – CONDITIONS OF EMPLOYMENT**

**Section 13.1 – Regular Employment:** A regular position is an employment position which:

- a) the District expects to have funding for the foreseeable future, without any currently known or currently anticipated termination;
- b) is ordinarily filled through a competitive recruitment under the District’s established hiring procedure.

**Section 13.2 – Reasonable Expectation of Employment:**

**Section 13.2.1 – Regular Employment:** An employee hired or placed into a position designated as regular full or part-time and has acceptable job performance, adheres to District policies, and demonstrates acceptable professional/personal behavior, will maintain the reasonable expectation of continued employment with the District.

**Section 13.2.2 – Grant-Funded Employment:** Employees hired into grant-funded positions shall have reasonable assurance of employment subject to withdrawal or expiration of grant funds, or subject to the nonrenewal provisions in Section 13.3.

**Section 13.3 – Non-Renewal:** All non-renewals are subject to the following provisions:

- a) Non-renewal decisions must be vetted and approved by the respective college President and district Vice Chancellor/Chief Human Resources Officer.
- b) Prior to receiving the 30-day written notice, the affected employee will have the opportunity to present reasons to the President/Chancellor or designee (not directly involved in the original decision) why the employment contract should be continued.
- c) The District may choose to non-renew an employee without cause, with 30 days written notice. Except for grant-funded positions, non-renewals shall have an effective date of July 1. At the employer’s discretion, the employee may be placed on home assignment for the 30-day notification period.
- d) Except for grant-funded positions, if “time in service” is less than two years, the affected employee will receive severance equal to one month’s pay at the employee’s regular salary.
- e) Except for grant-funded positions, if “time in service” is two years or more, the affected employee will receive severance equal to six months’ pay at the employee’s regular salary.
- f) For grant-funded positions, if “time in service” is five years or more, the affected employee will receive severance equal to six month’s pay at the employee’s current salary.

**Section 13.4 – Dismissal for Cause:** An employee may be dismissed for cause at any time. Dismissal for cause may be subject to the grievance procedure.

**Section 13.5 – Sufficient Cause:** Sufficient cause for termination shall include, but not be limited to:

- a) Conviction of work-related crime;
- b) Conviction of a crime which prohibits successful performance of the job;

- 1 c) Gross misconduct and/or insubordination;
- 2 d) Willful and egregious violation of District rules, policies, procedures, or directives;
- 3 e) Documented incompetence in the performance of professional duties;
- 4 ~~f) Neglect of duty or abandonment of position;~~
- 5 f) \_\_\_\_\_
- 6 g) ~~Protected class harassment and discrimination~~Sexual harassment;
- 7 h) Acts of moral turpitude;
- 8 i) Workplace violence;
- 9 j) Knowing and willful breach of ethics;
- 10 k) Conviction for aiding and abetting or participating in:
  - 11 1) Any unlawful act of violence;
  - 12 2) Any unlawful act resulting in destruction of Seattle College property; or
  - 13 3) Any unlawful interference with the orderly conduct of the education process.

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14 **Section 13.6 – Temporary & Interim Assignment:** ~~Appointments may be made for temporary~~  
 15 ~~assignments and interim assignments without a competitive recruitment under the District’s established~~  
 16 ~~hiring procedure. The District will first consider current employees for appointments to temporary or~~  
 17 ~~interim assignments. time limited position lasting one year in duration with a specific start and end~~  
 18 ~~date. Any assignment lasting more than one year requires an open, competitive search. A temporary~~  
 19 ~~employee has no right or expectation of regular or continuing employment.~~

20 **Section 13.7 – Interim Assignment:** ~~Temporarily filling a vacant position for up to twelve months~~  
 21 ~~unless otherwise agreed.~~

22 **Section 13.78 – Return Rights:** Upon completion of a temporary or interim assignment the employee  
 23 has the right to return to their previous position and salary.

24 **Section 13.89 – Displacement/Reassignment of Regular Employees:** In the event that the District  
 25 reorganizes, terminates programs, or otherwise needs to displace regular employees, advance notice  
 26 shall be given to AFT-SPS. If changes will result in termination of professional staff employees, the  
 27 District shall notify the AFT-SPS at least thirty (30) calendar days prior to the change and the following  
 28 shall apply:

- 29 a) The District shall reassign an affected employee to a comparable vacant position.
- 30 a. Comparable, for this section, shall mean a position that is equivalent in pay,  
 31 responsibilities and similar location.
- 32 ~~a) b.~~ If a comparable position is not available, and the employee is qualified to fill an  
 33 existing vacancy, the employer has the option to offer that vacant position to the  
 34 employee. If the employee rejects the secondary offer, the severance provisions

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1 below (subsections b and c below) shall apply. This subsection (Section 13.9.a.2)  
2 shall not be subject to the grievance procedure.

- 3 b) If a regular employee who has been employed with the District less than two (2) years  
4 cannot be reassigned, the employee shall receive one (1) month full compensation upon  
5 employment termination.  
6 c) If a regular employee who has been employed with the District two (2) years or more cannot  
7 be reassigned, the employee shall receive six (6) months full compensation upon  
8 employment termination.

9  
10 **ARTICLE 14 – PROFESSIONAL DEVELOPMENT**

11 **Section 14.1 – Purpose:** The District recognizes the value of having its employees participate in  
12 education and skill development training and shall consider requests for such opportunities. The District  
13 will encourage and support employees in their development and pursuit of professional development,  
14 subject to approval.

15 **Section 14.2 – SCD Tuition Waiver:** Employees may take Seattle Colleges District (SCD) classes  
16 during work time with no loss of pay in accordance with the SCD Tuition Waiver Policy, if approved by  
17 the supervisor, and does not interfere with the completion of employee work assignments.  
18 Consideration for release time to take classes during work time will be limited to trainings or courses  
19 directly related to the employee's current position as determined by the supervisor. The District shall  
20 waive tuition and fees for all employees who wish to take SCD classes per RCW 28B.15.558.

21 **Section 14.3 – Workshops:** Workshops are generally less than two weeks in duration, and focus on  
22 training that promotes employee development and growth. Attendance is subject to preapproval by the  
23 supervisor and will be considered as time worked for employees.

24 **Section 14.4 – Professional Leave:** Professional Leave is used for pursuing development  
25 opportunities between two (2) weeks and one (1) quarter in duration.

- 26 a) Guidelines for Professional Leave -- Professional leave for employees is for the purpose of  
27 demonstrably improving professional capabilities and knowledge and thus enhancing the  
28 potential for contribution to the institution and its goals. Programs longer than one quarter  
29 would be approved under the leave of absence process.  
30 b) Eligibility -- To be eligible for professional leave, an employee must have completed FTE of three  
31 (3) or more years of full-time employment with the District.  
32 c) Applications for Professional Leave -- Employees who wish to apply for professional leave must  
33 submit their application to their appropriate supervisor three months prior to the requested  
34 start date. Exceptions can be made due to extenuating circumstances. The supervisor will  
35 submit the application to the College President.  
36 d) Decision of the Appointing Authority -- The final decision to grant a professional leave to an  
37 employee rests with the District Chancellor. The decision must take into consideration all cost  
38 factors involved with the leave and for filling the vacated position. Professional leave requests  
39 funded with individual college funds will be reviewed and approved by the President or the

- 1 Chancellor. Two or more slots for professional development leave may be granted each year  
2 subject to the leave approval process defined above.
- 3 e) Other Factors in Granting Leave -- Major factors in evaluating the request for professional leave  
4 will include cost considerations, the employee's professional leave application, demonstrated  
5 resources and feasibility of the proposal.
  - 6 f) Leave Extensions -- The recipient of professional leave may request additional leave without pay  
7 beyond the approved professional leave period. Approval for any additional leave period must  
8 be obtained from the College President and District Chancellor prior to a leave extension. The  
9 College President and District Chancellor will stipulate the conditions and terms upon which  
10 additional leave will be granted.
  - 11 g) Compensation -- An employee granted professional leave will receive 100 percent of salary  
12 during the length of the leave.
  - 13 h) Committed Service Upon Return From Leave -- Recipients of professional leave must agree in  
14 writing to return to the District immediately upon completion of leave for a period equal to the  
15 length of the leave granted. If the recipient does not return to District employment from  
16 professional leave as specified, or following the termination of an extension of the leave without  
17 pay, the recipient will refund all pay received during the leave period.
  - 18 i) Employment by the District -- An employee awarded professional leave may not be employed by  
19 the District, with the exception that the employee may teach up to a 33% workload during the  
20 hours outside of their pre-leave approved work schedule.
  - 21 j) Status upon Return from Leave -- At the conclusion of the approved leave the District agrees to  
22 continue such employees in the same position or comparable position, and at a salary no less  
23 than the one received when departing on leave.
  - 24 k) Written Report -- Recipients of professional leave will submit three copies of a written report  
25 concerning their professional leave activities within sixty (60) days after returning from  
26 professional leave. One copy of this report will be forwarded to the appropriate supervisor. Two  
27 copies will be forwarded to the Vice Chancellor/Chief Human Resources Officer.
  - 28 l) Fringe Benefit Status -- Employees will continue to accrue all fringe benefits during the period of  
29 any paid professional leave. Insurance and retirement contributions are made through regular  
30 payroll deductions.

31 **Section 14.5 – Copyrights & Patents:** The ownership of any materials, processes or inventions  
32 developed solely by an employee's individual effort, research and expense, conducted on ~~his or her~~their  
33 own time, shall vest in the employee and be copyrighted or patented, if at all, in ~~his or her~~their name.

34 The ownership of materials, processes or inventions produced solely for the District and at District  
35 expense shall vest in the District and be copyrighted or patented, if at all, in its name.

36 Where materials, processes or inventions are produced by an employee using significant personnel,  
37 time, facilities or other District resources, the parties shall enter into a written agreement as to the  
38 ownership, including copyrights or patents prior to production. In the event there is no such prior  
39 written agreement, the ownership shall vest in the District.

40

1 **ARTICLE 15 – REDUCTION IN FORCE (RIF)**

2 **Section 15.1 – Declared Financial Emergencies:** If the Board of Trustees declares a financial  
3 emergency, or if the State Board for Community and Technical Colleges declares a financial emergency,  
4 Reduction in Force (RIF) procedures may be applied to professional staff positions. In such instances,  
5 professional staff employees whose positions are being reduced or eliminated will be given ninety (90)  
6 calendar days' notice with a copy to the AFT-SPS. In the case of a RIF, the District reserves the right to  
7 laterally transfer candidates who meet the minimum qualifications for any vacant position within the  
8 bargaining unit to avoid layoff, with salary set at the rate for the position the employee has been  
9 performing.

10

11 **ARTICLE 16 – JOB DESCRIPTIONS / HIRING / VACANCIES / TRANSFER / UNIT WORK**

12 **Section 16.1 – Job Descriptions:** All regular and part-time professional staff positions shall have a  
13 current job description. The job description will detail the collection of assigned specific work, duties,  
14 tasks, authorities, scope, primary responsibilities, and activities undertaken by a singular  
15 employee, essential functions, and the assigned supervisor. ~~The supervisor and local HR Director must~~  
16 ~~approve a final copy.~~

17 **Section 16.1.a - Changes in Job Descriptions:** When changes are made to a current job  
18 description that equate to a change in terms and conditions of employment, the union shall be given  
19 notification and an opportunity to discuss the proposed changes prior to final approval by the supervisor  
20 and HRD.

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21 **Section 16.2 – Hiring New Positions Union Notification:** When a new position, regardless of  
22 bargaining unit status, is created or an existing position is reallocated or modified, the District will  
23 provide AFT-SPS with the proposed new or changed job description within five (5) days prior to final  
24 approval\*. -If the AFT-SPS believes a position should be included in the bargaining unit, the AFT-SPS will  
25 request a meeting with the campus HRD to discuss their concerns.

26 Nothing in this Article waives the right of the union to pursue further action as a result of the employer's  
27 decision.

28 **Section 16.3 – Search Committees:** AFT-SPS is entitled to representation on search committees for  
29 Associate Vice Presidents, Vice Presidents, Presidents, Vice Chancellors and Chancellor. HR Services will  
30 indicate the number of representatives as appropriate to the search. Prior to the commencement of  
31 any search, HR Services will meet with the entire committee to discuss ethical and procedural  
32 guidelines.

33 **Section 16.4 – Notice of Vacancies:** The District will post regular positions for a minimum of seven  
34 (7) calendar days, including e-mail notice to all professional staff employees.

35 **Section 16.5 – Unit Work:** The District will notify the AFT-SPS in the event that an AFT-SPS  
36 position/work is being considered for removal from the bargaining unit.

37

1 **ARTICLE 17 – PERSONNEL FILE**

2 **Section 17.1 – General:** The District shall retain one official personnel file for each employee. This file  
3 shall reside in the District Human Resources Office. Any officer or administrator of the District shall  
4 maintain no other official personnel file. This provision shall not preclude the maintenance of all lawful  
5 payroll records by the business office or maintenance of other essential records by appropriate  
6 personnel for the operation of the District. An electronic facsimile of personnel file documents such as  
7 leave slips, notices of assignment, and performance evaluations in lieu of actual documents may be  
8 kept.

9 **Section 17.2 – Placement of Material in the File:** Material concerning any employee may be placed  
10 in the personnel file after the employee has been notified has been given an opportunity to read,  
11 append or answer any charges, complaints, or statements, and sign and date the material. Such signing  
12 signifies acknowledgement, but does not imply agreement.

13 **Section 17.3 – Removal of Adverse Material:** If there has been no action or complaint of the same  
14 or similar nature, the adverse material shall be removed upon the request of the employee after two (2)  
15 years from the date of placement unless it is demonstrated that such information may be related to a  
16 violation of federal or state law or regulations. The College President or designee shall consider a  
17 written request for the early removal of adverse material and advise the requesting party in writing of  
18 the action taken. The decision of the College President will not be subject to the grievance procedure.

19 **Section 17.3.1 – Timeliness:** Adverse material more than two (2) years old shall not be used for  
20 disciplinary purposes unless there have been complaints of the same nature during those two  
21 (2) years.

22 **Section 17.4 – Right to Review and Make Copies:** With advance notice, an employee may view the  
23 contents of their personnel and medical files except for confidential materials. When viewing their file,  
24 an employee may be accompanied by another person. The employee may also give signed written  
25 permission to a designee to review their personnel file on their behalf.

26 The employee may request to receive a copy of the files' contents or to photocopy the contents in the  
27 presence of the person responsible for the file. Excessive copies may be subject to a fee of up to 10  
28 cents per page.

29 **Section 17.5 – Operational Files:** Administrators may keep operational files on individual employees.  
30 Additional employee files may include supervisory, attendance, and payroll information. Employees  
31 have the right to review operational files as provided for in Section 17.4.

32

33 **ARTICLE 18 – PERFORMANCE EVALUATIONS**

34 **Section 18.1 – General:** The District will conduct an employee's annual performance evaluation.

35 **Section 18.2 – Purpose of Evaluations:** The performance evaluation process will be a participative  
36 and collaborative process to:

- 1 a) review the employee's past performance
- 2 b) establish future performance expectations
- 3 c) recommend training/development needs
- 4 d) identify other organizational support that the employee may need
- 5 e) review, update (as needed), and sign off on current job description
- 6 f) review and update career objectives and plans relevant to employee advancement and
- 7 growth.

8 **Section 18.3 – Workload Review:** The current job description and the employee's workload will be  
9 reviewed during the annual performance evaluation.

10 **Section 18.4 – Plan for Improvement:** In the event an evaluation shows areas in need of further  
11 development, the employee and supervisor may proceed with the development of a plan for  
12 improvement designed to strengthen the areas identified. The plan for improvement will be developed  
13 jointly and may include desired outcomes, a timeline for evaluating progress and the resources  
14 available.

15 **Section 18.5 – Disciplinary Action:** Performance evaluations shall not be used to initiate disciplinary  
16 action.

17 **Section 18.6 – Retention:** Performance evaluations will be retained in an employee's personnel file.

18 **Section 18.7 – Employee Copy:** An employee will receive a copy of the completed performance  
19 evaluation.

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## 23 **ARTICLE 19 – INSURANCE & PENSION BENEFITS**

24 **Section 19.1 – Medical Insurance Benefit:** The District will contribute an amount as determined by  
25 the Public Employees Benefits Board (PEBB) annually for benefits. The District shall deduct any  
26 employee contributions necessary to fully fund PEBB coverage. As determined by the PEBB, this  
27 insurance may include dental, life and long-term disability insurance coverage.

28 **Section 19.2 – Retirement Benefit:** The Teacher's Insurance Annuity Association (TIAA) and the  
29 Washington Public Employees Retirement System (WPERS) are available to employees; however, if an  
30 employee has been a member of the Washington State Teachers Retirement System (WSTRS) the  
31 employee may choose to remain on that prior plan. The specific standards for eligibility have been  
32 established and the Employee Services Department is responsible for making the information available  
33 to employees.

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2 **ARTICLE 20 – HEALTH / SAFETY**

3 **Sections 20.1 – Reporting Safety Issues:** Employees are encouraged to report to Campus Security  
4 circumstances and/or individuals which may present a threat anywhere on campus. Campus Security  
5 personnel will investigate and report the incidents as needed. Employees should additionally report the  
6 threat to their supervisor. If the supervisor is the threatening party, the employee should report the  
7 event to Security and the Director of Human Resources.

8 **Section 20.2 – Safety Committee:** Washington Industrial and Safety Health Act (WISHA) standards  
9 and procedures shall be conspicuously posted and adhered to at each college campus and district office.  
10 The Professional Staff representative(s), recommended by the AFT-SPS President, will serve as a  
11 representative of the AFT-SPS on the College Safety Committee.

12 **Section 20.3 – District’s Role:** In partnering with AFT-SPS to provide a safe environment, the District  
13 will take appropriate steps to mitigate the danger and provide a threatened employee with information  
14 regarding what response(s) are planned or have been taken.

15 **Section 20.4 – Employees’ Role:** In partnering with the District, employees shall endeavor to avoid  
16 unsafe work practices and agree to aid the District wherever possible in promoting a healthy and safe  
17 environment in the workplace.

18 **Section 20.5 – Reporting Hazardous Conditions:** Hazardous or unsafe work conditions shall be  
19 reported to a supervisor or another administrator. The affected employee shall not be required to  
20 resume work in the area or perform the hazardous task until the hazard or condition is corrected. A  
21 request to leave or move to a temporary alternate worksite may be granted by the employee's  
22 immediate supervisor.

23 **Section 20.6 – Workplace Violence / Hostile Work Environment:** The District is committed to its  
24 employee's safety and health. As such, workplace violence or a hostile work environment will not be  
25 tolerated.

26 The institution defines workplace violence to include verbal threats, threatening behavior or physical  
27 assaults occurring in the workplace by a stranger, customer, client or co-worker.

28 The District will make reasonable efforts to see that all employees adhere to practices that are designed  
29 to make the workplace safe and secure.

30 Employees are encouraged to come forward with their concerns or complaints about workplace  
31 violence or a hostile work environment and can initiate this process by first contacting their campus HR  
32 Director. Immediate and appropriate action, as described in the complaint procedure, will be taken to  
33 resolve complaints. Retaliation against any individual for making a complaint or cooperating in an  
34 investigation will not be tolerated.

35 **Section 20.7 – Non-Discrimination:** Neither the District nor the AFT-SPS shall discriminate against  
36 any employee on the basis of race, creed, color, national origin, sex, sexual orientation, sexual identity,

1 disabling condition, marital status, age, religious or civil affiliation, or presence of any physical, sensory,  
2 or mental disability, or veteran status.

3 **Section 20.8 – Workforce Diversity:** The District and AFT-SPS recognize and reaffirm their support  
4 and commitment to the concept of Workforce Diversity.

5

#### 6 **ARTICLE 21 – TRAVEL / PARKING**

7 **Section 21.1 – Travel:** Employees required to travel in order to perform their duties will be  
8 reimbursed within thirty (30) days for any authorized travel expenses after receipt of the properly  
9 completed Travel Expense Voucher (e.g., mileage and/or per diem), in accordance with the regulations  
10 established by the Office of Financial Management and the District policies.

11 **Section 21.2 – Parking:** The District provides on-campus parking for employees in accordance with  
12 the Commute Trip Reduction Program. Employees who are employed at more than 50% of full time for  
13 more than six (6) months shall have the opportunity to purchase parking permits through payroll  
14 deduction. Appropriate parking permits shall be issued to all employees of the District who purchase  
15 parking.

16 **Section 21.2.1 – Parking Fee Increases:** The impact of changes to parking fees shall be  
17 bargained with AFT-SPS prior to implementation.

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#### 19 **ARTICLE 22 – SAVINGS CLAUSE**

20 **Section 22.1 – Partial Invalidity:** If any provisions of this agreement shall be found in violation of the  
21 law or invalid by any court or administrative agency of competent jurisdiction, such provision(s) shall be  
22 deemed invalid. The remainder of the Agreement will remain in full force and effect. AFT-SPS and the  
23 District will meet for the purpose of re-negotiation of any Article or portion of this Agreement found to  
24 be in violation of the law or invalid. Such request by either party shall be in writing within sixty (60)  
25 calendar days of an article or section being found in violation of the law.

26 **Section 22.2 – Release Time For Negotiations:** Employee(s) on the AFT-SPS -bargaining team shall  
27 be given reasonable time during work hours to participate in negotiations, without loss of pay or other  
28 benefits, provided this release time does not interfere with the day-to-day operations of the institution.

29 **Section 22.3 – Distribution of Agreement:** An electronic copy of the Agreement shall be posted to  
30 the District web site.

31 **Section 22.3.1 – New Hires:** Newly hired employees shall be provided with the link to this  
32 Agreement.

33 **Section 22.4 – Term of Agreement:** The term of this Agreement shall be from July 1, 2018 through  
34 June 30, 2021.

1 **Section 22.5 – Successor Agreement:** Either party may request negotiations of a Successor  
2 Agreement by notifying the other party in writing prior to expiration. If such notice is given, negotiations  
3 will begin at a time agreed upon by the parties.

4 **Section 22.6 – Wage Reopener:** In the event the legislature authorizes or allocates funding for salary  
5 increases for exempt employees, this Agreement shall be reopened for the limited purposes of  
6 bargaining the distribution of such funds.

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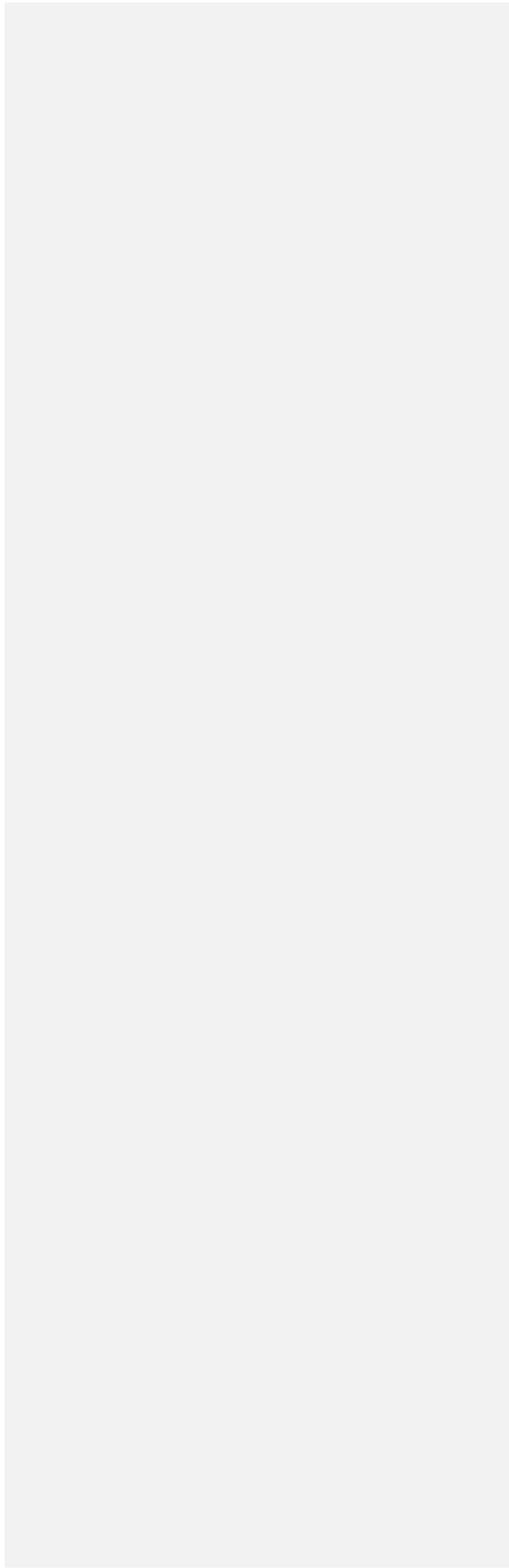
SIGNED this \_\_\_\_ day of \_\_\_\_\_, at Seattle, Washington.

FOR THE AMERICAN FEDERATION OF TEACHERS, SEATTLE PROFESSIONAL STAFF,

\_\_\_\_\_  
Cody Hiatt, President of AFT-SPS Local 6550

FOR THE BOARD OF TRUSTEES, SEATTLE COLLEGES DISTRICT VI,

\_\_\_\_\_  
~~Shouan Pan~~Dr. Rosie Rimando-Charunsap  
Acting Chancellor, Seattle Colleges ~~Board of Trustees~~



**Appendix A: Salary Grades**  
Effective July 1, 2022

		Minimum	Band 2	Band 3	Grade 423	Midpoint	Band 4	Band 5	Max	Formatted Table			
						\$ 5,323.83	\$ 5,704.13	\$ 6,084.26	\$ 6,337.92	\$ 6,591.48	\$ 6,971.61	\$ 7,351.74	\$ 7,731.87
<b>Grade</b>	Annual	\$50,840.30	\$54,472.64	\$ 58,103.94	<b>424</b>	\$ 5,603.15	\$ 6,044.20	\$ 6,537.70	\$ 7,084.97	\$ 7,696.64	\$ 8,378.31	\$ 9,134.98	\$ 9,982.65
<b>417</b>	Monthly	\$ 4,236.69	\$ 4,539.39	\$ 4,841.99		\$ 5,043.76	\$ 5,044.96	\$ 5,548.23	\$ 6,080.78	\$ 6,552.41	\$ 7,014.38	\$ 7,520.83	\$ 8,079.91
<b>Grade</b>	Annual	\$52,738.04	\$56,505.63	\$ 60,272.19	<b>425</b>	\$ 5,617.83	\$ 6,124.27	\$ 6,696.89	\$ 7,342.45	\$ 8,062.70	\$ 8,869.25	\$ 9,766.00	\$ 10,757.95
<b>418</b>	Monthly	\$ 4,394.84	\$ 4,708.80	\$ 5,022.68		\$ 5,231.94	\$ 5,248.91	\$ 5,762.24	\$ 6,391.19	\$ 7,153.14	\$ 7,957.90	\$ 8,819.62	\$ 9,741.62
<b>Grade</b>	Annual	\$54,734.89	\$58,644.97	\$ 62,554.01	<b>426</b>	\$ 5,616.04	\$ 6,166.67	\$ 6,777.18	\$ 7,459.23	\$ 8,282.33	\$ 9,249.43	\$ 10,274.55	\$ 11,361.66
<b>419</b>	Monthly	\$ 4,561.24	\$ 4,887.08	\$ 5,212.83		\$ 5,430.00	\$ 5,448.81	\$ 5,975.10	\$ 6,596.28	\$ 7,314.55	\$ 8,138.79	\$ 9,074.64	\$ 10,126.64
<b>Grade</b>	Annual	\$56,849.45	\$60,910.27	\$ 64,971.10	<b>427</b>	\$ 5,617.83	\$ 6,248.31	\$ 6,944.35	\$ 7,717.14	\$ 8,650.14	\$ 9,654.48	\$ 10,734.17	\$ 11,893.21
<b>420</b>	Monthly	\$ 4,737.45	\$ 5,075.86	\$ 5,414.26		\$ 5,639.86	\$ 5,865.46	\$ 6,203.86	\$ 6,642.18				
						Includes King County Premium Pay							
<b>Grade</b>	Annual	\$59,063.13	\$63,281.93	\$ 67,500.72	<b>428</b>	\$ 5,703.28	\$ 6,344.28	\$ 7,059.58	\$ 7,953.37	\$ 9,000.37	\$ 10,126.55	\$ 11,338.00	\$ 12,640.73
<b>421</b>	Monthly	\$ 4,921.93	\$ 5,273.49	\$ 5,625.06		\$ 5,703.28	\$ 5,703.28	\$ 6,093.90	\$ 6,445.38	\$ 6,896.86	\$ 7,358.34	\$ 7,830.82	\$ 8,314.30
						Includes 3.25% COLA effective July 1, 2022							
<b>Grade</b>	Annual	\$61,415.17	\$65,801.23	\$ 70,189.35	<b>429</b>	\$ 5,711.23	\$ 6,407.43	\$ 7,179.43	\$ 8,042.52	\$ 9,088.52	\$ 10,274.55	\$ 11,506.55	\$ 12,789.55
<b>422</b>	Monthly	\$ 5,117.93	\$ 5,483.44	\$ 5,849.11		\$ 6,092.70	\$ 6,336.45	\$ 6,702.04	\$ 7,067.63	\$ 7,528.11	\$ 8,003.59	\$ 8,494.07	\$ 9,000.55
	Annual	\$63,885.94	\$68,449.59	\$ 73,011.17		\$ 76,054.98	\$ 79,097.76	\$ 83,659.35	\$ 88,223.00				

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**APPENDIX A: Salary Grades**

<b>Grades</b>		<b>Minimum</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Midpoint</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Maximum</b>
<b>116</b>	<b>Annual</b>	\$ 42,300	\$ 45,322	\$ 48,343	\$ 50,357	\$ 52,382	\$ 55,393	\$ 58,414
	<b>Monthly</b>	\$ 3,525	\$ 3,777	\$ 4,029	\$ 4,196	\$ 4,365	\$ 4,616	\$ 4,868
<b>117</b>		\$ 43,851	\$ 46,984	\$ 50,116	\$ 52,204	\$ 54,293	\$ 57,425	\$ 60,557
		\$ 3,654	\$ 3,915	\$ 4,176	\$ 4,350	\$ 4,524	\$ 4,785	\$ 5,046
<b>118</b>		\$ 45,488	\$ 48,737	\$ 51,986	\$ 54,152	\$ 56,318	\$ 59,568	\$ 62,817
		\$ 3,791	\$ 4,061	\$ 4,332	\$ 4,513	\$ 4,693	\$ 4,964	\$ 5,235
<b>119</b>		\$ 47,210	\$ 50,582	\$ 53,954	\$ 56,202	\$ 58,450	\$ 61,823	\$ 65,195
		\$ 3,934	\$ 4,215	\$ 4,496	\$ 4,684	\$ 4,871	\$ 5,152	\$ 5,433
<b>120</b>		\$ 49,034	\$ 52,536	\$ 56,039	\$ 58,374	\$ 60,709	\$ 64,211	\$ 67,713
		\$ 4,086	\$ 4,378	\$ 4,670	\$ 4,865	\$ 5,059	\$ 5,351	\$ 5,643
<b>121</b>		\$ 50,943	\$ 54,582	\$ 58,221	\$ 60,647	\$ 63,073	\$ 66,711	\$ 70,350
		\$ 4,245	\$ 4,549	\$ 4,852	\$ 5,054	\$ 5,256	\$ 5,559	\$ 5,863
<b>122</b>		\$ 52,972	\$ 56,755	\$ 60,540	\$ 63,061	\$ 65,584	\$ 69,368	\$ 73,151
		\$ 4,414	\$ 4,730	\$ 5,045	\$ 5,255	\$ 5,465	\$ 5,781	\$ 6,096
<b>123</b>		\$ 55,103	\$ 59,039	\$ 62,974	\$ 65,599	\$ 68,223	\$ 72,158	\$ 76,094
		\$ 4,592	\$ 4,920	\$ 5,248	\$ 5,467	\$ 5,685	\$ 6,013	\$ 6,341
<b>124</b>		\$ 57,353	\$ 61,450	\$ 65,546	\$ 68,277	\$ 71,008	\$ 75,105	\$ 79,202
		\$ 4,779	\$ 5,121	\$ 5,462	\$ 5,690	\$ 5,917	\$ 6,259	\$ 6,600
<b>125</b>		\$ 62,708	\$ 67,187	\$ 71,666	\$ 74,653	\$ 77,639	\$ 82,118	\$ 86,597
		\$ 5,226	\$ 5,599	\$ 5,972	\$ 6,221	\$ 6,470	\$ 6,843	\$ 7,216
<b>126</b>		\$ 68,939	\$ 73,864	\$ 78,788	\$ 82,071	\$ 85,353	\$ 90,278	\$ 95,202
		\$ 5,745	\$ 6,155	\$ 6,566	\$ 6,839	\$ 7,113	\$ 7,523	\$ 7,934
<b>127</b>		\$ 75,510	\$ 80,903	\$ 86,297	\$ 89,892	\$ 93,488	\$ 98,882	\$ 104,275
		\$ 6,293	\$ 6,742	\$ 7,191	\$ 7,491	\$ 7,791	\$ 8,240	\$ 8,690
<b>128</b>		\$ 82,461	\$ 88,352	\$ 94,242	\$ 98,168	\$ 102,095	\$ 107,985	\$ 113,875
		\$ 6,872	\$ 7,363	\$ 7,854	\$ 8,181	\$ 8,508	\$ 8,999	\$ 9,490
<b>129</b>		\$ 89,795	\$ 96,209	\$ 102,623	\$ 106,899	\$ 111,175	\$ 117,588	\$ 124,002
		\$ 7,483	\$ 8,017	\$ 8,552	\$ 8,908	\$ 9,265	\$ 9,799	\$ 10,334
<b>130</b>		\$ 97,510	\$ 104,475	\$ 111,440	\$ 116,083	\$ 120,726	\$ 127,691	\$ 134,656
		\$ 8,126	\$ 8,706	\$ 9,287	\$ 9,674	\$ 10,061	\$ 10,641	\$ 11,221

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