

Letter of Agreement  
between  
Highline Education Association  
and the  
Highline School District

Specialist Schedules 2017-18


*For the 2017-18 school year, HEA and HSD agree to amend Section 4.1 of the Collective Bargaining Agreement as follows:*

**Section 4.1. Length of Work Day:** The on-site work day for all staff members not otherwise provided for in this Article shall not exceed seven and one-half (7 1/2) hours, except for responsibilities referred to in this Section, Paragraph C, including a thirty (30) minute duty-free lunch. Staff members who are required to travel between buildings in the course of their appointment shall not be scheduled to travel during their duty-free lunch. Staff members shall be available at their respective work sites for the benefit of pupils and patrons at least thirty (30) minutes before the students' school day begins and at least thirty (30) minutes after the students' school day ends. The workday for itinerant personnel is the same in hours as for all other staff members. Those staff members who are not assigned as part of a school faculty will construct their workday so as to fulfill their job requirements as arranged for with the immediate supervisor.

- A. Staff members may leave the school grounds during the thirty (30) minute duty-free lunch period after notifying the building administrator or designee. Such right may be denied for emergency reasons. Staff members are required to obtain building administrator's approval to leave the school grounds at times other than the duty-free lunch period.
- ~~B. Staff members assigned to the Educational Resources and Administrative Center shall have a workday on-site between 8:00 a.m. and 5:00 p.m. Each staff member will receive a sixty (60) minute duty-free lunch period during this time. Such staff members will have an eight (8) hour work day, excluding lunch, with a flexible starting and lunch time, which is dependent upon the work site.~~
- C. It is agreed that responsibilities dealing with school activities, school wide supervision and control will be shared by all staff members. The building administrator will establish a procedure to ensure equitable participation, within the parameters of Section D below. When a staff member has been assigned an activity and finds that he/she cannot fulfill the responsibility, the staff member is required to report this to the administrator in charge and the staff member will secure another staff member as a replacement, subject to the approval of the administrator.
- D. Flex hours: Staff members may be required to contribute no more than twenty (20) additional hours per year over and above the on-site time specified in Section 4.1 and/or the work year calendar described in Section 11.1 Each staff member may be assigned to specific activities, provided such activities do not exceed four (4) hours in duration. This paragraph is not to be construed to include the required participation in staff meetings under the terms of paragraph H below and a school's annual open house or graduation, nor is it intended to imply that activities will be created for the sole purpose of utilizing all of the twenty (20) hours. The additional hours in this paragraph are intended to give principals and building shared leadership teams flexibility to coordinate staff presence at critical meetings, duties or events at school while respecting the individual autonomy and responsibility of certificated staff members as professionals to determine how and when to accomplish the educational goals

and mission of their assigned positions. These hours encompass required time for involvement in supervision of student activities, maintenance of order and discipline, working for and with colleagues for common educational goals, and/or attendance at school related functions. The parties agree that staff members are encouraged to volunteer to participate in the supervision of student activities, maintenance of order and discipline, and/or attendance at school-related functions as the individual staff member chooses to do so in the furtherance of his or her own professional goals and activities.

- E. Staff members who are required to commit in excess of twenty (20) hours as provided for in paragraph D above will be compensated at the rates identified in Appendix D.
- F. The building principal, in consultation with each teacher, will schedule teacher planning time. Such planning time will occur either before, during and/or following the student instructional part of the teacher's work day.
- G. Staff members are required to attend staff meetings, unless specifically excused. Staff meetings will be scheduled on an as needed basis and as far in advance as possible. Staff meetings may be scheduled before, during or after the instructional day. Administrators are encouraged to end morning staff meetings at least ten (10) minutes before the instructional day begins. Staff meetings will be scheduled so that no staff member shall be required, except in emergencies, to attend more than one (1) staff meeting in any one calendar week. Building administrators are encouraged to conduct staff meetings, as much as possible, within the work day; however, if it is necessary for the staff meeting to exceed the normal work day, staff members will not be required to remain beyond the normal work day for more than forty-five (45) minutes unless the principal chooses to use flex hours described in Section E above, and provides at least one week's advance notice of the extended length; in no case shall the extended length be more than seventy-five (75) minutes beyond the normal work day. Principals may not hold individual staff members beyond the contract day and attribute the time to staff meetings. Principals will encourage staff participation by allowing all staff to generate agenda items and work collaboratively to create a balance of topics. HEA and HSD recognize that a range of issues will be covered at staff meetings including building operations (nuts and bolts), collaboration among staff teams and professional development.
- H. Except in an emergency, staff members at the elementary level shall not be assigned to recess or before school playground duty.
- I. Mandatory work performed outside the contracted year will be paid at per diem rate.

 11/31/18  
Steve Grubb                      Date  
Chief Talent Officer  
Highline School District

 1/31/18  
Sue McCabe                      Date  
President  
Highline Education Association