



# **Bellevue Education Association**

*Building Futures Through Public Education*

## **2016-2019 COLLECTIVE BARGAINING AGREEMENT QUICK REFERENCE GUIDE**

Gen Huff [WA]

BELLEVUE EDUCATION ASSOCIATION 1800 112th Ave NE. Suite 205-E. Bellevue, WA. 98004



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## LEAVE

Each full-time employee is credited 12 days of leave annually. Unused days of leave carry over year to year, accumulating to a maximum of 180 days.

### Leave in the following categories comes out of this allotment

- Sick leave (SmartFindExpress)
  - Can be taken for personal illness, doctor appointments, care for a spouse, domestic partner, child, parent, in-law, or grandparent
- Emergency leave (SmartFindExpress, paperwork required)
  - Can be taken for family illness, hospitalization, accidents, serious damage to personal property, business or legal matters that must be taken care of during school hours, and one day for ceremonies such as marriages or graduations.
- Religious leave (paperwork required)
  - Employees may take up to 3 days of leave for religious purposes. See CBA for specific details.
- Personal leave (SmartFindExpress)
  - 3 days available
  - Cannot be taken during the first and last 5 days of the year, the day before or after Thanksgiving, winter, mid-winter, and spring breaks
  - Must be requested at least 3 days prior to the leave date
  - On a given day, there is no limit to the number of people who can request leave (limit of 20 may be put in place if needed.)
  - Up to two days of this leave can be carried forward to the next year for a cumulative total of 5 days
- Childcare leave (paperwork required)
  - Request for leave must be made no less than 20 days before the beginning of the leave,
  - If employees want to be paid for this leave, they must use accrued sick leave
  - Maternity leave begins on the day of the birth
  - Mothers can take 6 weeks for vaginal birth and 8 weeks for c-section birth
  - Non-birth parents may take up to three weeks of leave

### The following types of leave do not come out of this allotment (Paperwork required)

- Bereavement leave
  - Up to 5 days available. See CBA for specific details.
  - Can be taken in the case of the death of any member of the employee's household including a spouse, domestic partner, child, parent, in-law, grandparent, grandchild, step-parent, or sibling
  - This leave is a gift of the district and does not come out of an employee's leave allotment
  - One day may be taken for the death of a close personal friend, with a limit of 3 days per year
- Consulting leave



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- A pool of 150 days exists for employees to access for the purposes of consulting with other organizations
- An employee is able to request up to 8 days of this type of leave
- Leave without pay
  - Applications for leave without pay will be made as early as possible to the employee's supervisor who will make a recommendation to human resources
  - Granting leave without pay is not guaranteed, so employees should not make plans prior to approval

For information on other forms of leave, see Article 17 of the 2016-2019 BEA-BSD Collective Bargaining Agreement.

## PROFESSIONAL DEVELOPMENT

**Additional salary all certificated staff can earn this year regardless of FTE.**

**This pay is not included on the salary schedule because you do not automatically receive the pay.**

### **Paid Professional Days (No students at all levels):**

Sixty (60) hours of per diem pay can be earned for participation in the optional Professional Days below. These are locally bargained paid per diem days. Individuals only earn the designated pay for signing in and participating in the activities outlined below. For full eight (8) hour Professional Days, time may be worked in four (4) or (8) hour segments only. Except where indicated, the district decides the scope of the activities for any given day. **Except where specified, other choices are not an option if you want to receive pay for these days.** Since one 8 hour day equals approximately 0.5%, completing these hours will earn you an additional 3.75% of the base.

- **August 28, 29, 30, 2017 (Everyone.)** Pay will show up on Sept paycheck.
  - Before the school year begins, building and department level meetings
- **Friday, October 13, 2017 (Everyone)** Pay will show up on Nov paycheck.
  - For all employees, there will be an eight (8) hour Professional Development Day in October. **The District will sponsor professional development on this day.** PD must occur on October 13<sup>th</sup>. Teachers must inform their supervisor if they are attending professional development outside the district on this day.
  - Additionally, **trainings from outside organizations offering professional development as part of the State-wide In-service Day may be used** as an appropriate professional development option. Proof of attendance is required and can be uploaded here: [PD Verification Form Drop Box](#)  
The Drop Box can also be found on your BSD Sharepoint, Curriculum Home.
- **Friday, March 16, 2018 (Elementary only)** Pay will show up on the April or May paycheck.
  - For **Elementary** staff, there will be an eight (8) hour Professional Development Day in March. Staff who work at both the Elementary and Secondary level choose which day they would like to work.
- **Monday, March 19, 2018 (Secondary only)** Pay will show up on the April or May paycheck.



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- For **Secondary** staff, there will be an eight (8) hour Professional Development Day in March. Staff who work at both the Elementary and Secondary level choose which day they would like to work.

## **Hourly Paid Professional Development**

**April, May and/or June 2018 (Everyone)** Pay will show up on the June paycheck.

Four (4) hours for collaboration in planning transitions for the next school year. Buildings will collectively determine when this will occur during April, May and/or June. Meetings must be a minimum of one (1) hour in length, and must occur before or after the student day or on a non-restricted Wednesday afternoon planning time.

## **District Designated Professional Development**

Up to eight (8) hours of per diem pay can be earned for completion district designated training. Training will be in two (2) hour blocks on Sept 27, Oct 25, Nov 29 and Mar 28.

## **Individually Directed Professional Development**

Up to eight (8) hours of per diem pay can be earned for completion of professional development selected by the individual. This can be PD provided by BSD on Wednesday afternoons, as well as before or after school. Additionally, individuals may turn in verification of participation in PD provided by organizations outside of BSD. Training taken during the summer of 2018 also applies.

\*Update – as of September 2018, the verification process for these hours may change. Check with the ITCL in your building for procedure!

## **CERTIFIED SALARY**

Each cell on the **BSD Salary Schedule** is composed of 3 elements:

**Base Pay:** Base pay is comprised of funds the district receives **from the state** based on the staff mix funding formula. Bellevue is **NOT** on the state Salary Allocation Model (SAM), we have our own salary schedule. This is where **Cost of Living Increases (COLA)** from the state are reflected. This year there is an increase to the base of **1.8%** of last year's base in every cell. We will not know if there are COLA increases for years 2 and 3 of the contract until after next year's legislative session.

**TRI Pay:** The remainder of your salary is a result of **local negotiations** between BEA and BSD. It is often referred to as **TRI pay** (Time, Responsibility, and Incentive). Funding comes from the passage of levies by Bellevue voters. Full explanation of these hours can be found in Article 22, Section 8

### **Incentive Pay: Article 22, Section 8, Part A**

These funds are paid to all employees in the collective bargaining unit, but the amount is prorated up and down by FTE. **No extra work or documentation required.** This pay is **automatically included in monthly pay throughout the year.** This is where your locally funded pay increases which require no extra time or responsibility are found. This is **the largest part of your TRI**, and it is provided in recognition of the performance of additional professional responsibilities outside the regular workday. Such at the sole discretion of the employee. New in this contract:

- 2016-2017 2% increase plus higher per diem rate (1.8%) for calculating 136 hours included in the formula
- 2017-2018 2% increase, per diem rate will depend on whether the legislature increases the base, new longevity bonuses for years 20-24, and 25+



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- 2018-2019, 2.8% increase, per diem rate will depend on whether the legislature increases the base

## **T&R Supplemental Pay: Article 22, Section 8, Part B**

The following **128 hours of per diem pay** are available to all employees in the collective bargaining unit. The hours/pay are prorated for those working less than 0.4 FTE. The pay is **automatically included in your monthly pay warrant throughout the year**. There is a sign off sheet at the end of the year stating that you completed the associated work, but it is minimal. In addition to non-student days, work performed before/after student hours, Wednesday afternoon, and during planning count toward these hours.

1. The District-wide expectations for **sixty-four (64) hours** of per diem pay include:
  - Parent conferences, both formal and informal
  - Professional development, including district-sponsored workshops, technology training, building-level or externally sponsored workshops or classes.
  - Participation in curriculum development, review and/or revision.
  - Activities related to National Board Certification, Professional Certification, or discipline-specific professional certification.
  - Paperwork and meetings related to IDEA, IEPs, MDT meetings, health screenings, student academic tracking or other professional responsibilities required by state or federal statutes.
  - Working together in grade-level, discipline or building-level teams to analyze assessment data to use in improving instruction.
  - Library management responsibilities.
2. **Sixty-four (64) hours of per diem pay** are to be used for work related to the District's technology initiative. The District-wide expectations for these hours include:
  - Technology training and individual application and implementation of District-provided technology equipment, software and the web-based curriculum and assessment resources.
  - Participation in the development of technology-related resources for the improvement of instruction.

## **EARLY RELEASE WEDNESDAYS**

### **Modified Workweek MOU, pg. 136 of the 2016-2019 BEA/BSD Collective Bargaining Agreement**

The purpose of Wednesday early release is to provide common time for certificated staff to actively participate in self-identified priorities, staff driven collaboration, and professional development.

The time after students are released on Wednesday until the end of the workday is staff members' individual planning time. Staff determine what work they will do during that time with the exception of:

#### **Building Wednesdays**

- 10 Wednesdays throughout the year will be reserved for building level professional development. Staff and administration will determine the schedule of the 10 Wednesdays together.
- The entire staff of a building should reach consensus on three critical aspects:



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1. What “self-identified priorities” and “staff driven collaboration” does your building have for this time?
  2. Do you need to use the “up to 90 minutes” available and all 10 meeting times?
  3. Which Wednesdays during the year does your staff want to reserve for these meetings?
- Attendance at Building Wednesday Meetings is optional for ESA staff. Each ESA department will determine which 10 Wednesdays they will meet for this “Building” time.
  - Part time staff who do not work on Wednesday afternoons are not required to come in and attend meetings that are scheduled during a time that they would not normally work

## District Designated Professional Development

- District level professional development will be offered on the four Wednesdays designated with a “D” on the BSD calendar. Attendance is optional, and staff may earn additional per diem pay by attending.

## Restricted Wednesdays

- Restricted Wednesday are designated with an “R” on the BSD calendar. No building or district sponsored meetings, trainings or professional development will be scheduled on these days. These Wednesdays are reserved for staff planning time.

## EVALUATIONS

### **Section 2 – The Observation Process applies to all employees.**

There are new statewide definitions for the terms “**observe**” and “**observation**”. The new expanded definition is designed to address the many elements of our professions not easily observed during a classroom visit. The definition is as follows:

“The gathering of evidence made through classroom or worksite visits, or other visits, work samples or conversations that allow for the gathering of evidence of the performance of assigned duties for the purpose of examining evidence over time against the instructional framework (where applicable).”

### **Observations:**

- Minimum of 2 (except 3<sup>rd</sup> year provisional who have a minimum of 3)
- Maximum of 5
- New employees within the first 90 days
- The maximum number of observations may be exceeded with the agreement of the employee or when the employee is receiving support through a formal assistance plan.

|                           |
|---------------------------|
| <b>Feedback Timelines</b> |
|---------------------------|



|  |  |
|--|--|
| <b>Observation Feedback</b>              | Oral post-observation feedback within 3 school days (when possible)<br>Written feedback within 15 school days          |
| <b>Second Observation Written Report</b> | The second observation write up must be provided to the employee <u>no later than May 11<sup>th</sup></u> at 5:00 p.m. |
| <b>Year End Annual Summary</b>           | Year End Annual Summaries must be provided to employees no later <b>than June 15<sup>th</sup></b> at 5:00 p.m.         |

### Section 3. Evaluative Criteria and Components for Library Media Specialists, Instructional Support Personnel, and School Nurse

There are no changes in the criteria.

Staff in these categories are rated satisfactory or unsatisfactory in the Annual Summary.

The Memorandum of understanding addresses the development of a new system for non-classroom teachers:

- 4 tiered to align with classroom teacher
- No student growth requirements
- Focused Option to align with classroom teacher model
- Developed with participation of staff in each category

### Sections 4 through 8 TPEP for Classroom Teachers:

*Comprehensive Evaluation* – All 8 Criteria, 3 Student Growth Goals/Measures

- Non-continuing and Provisional Contract Teachers on Comprehensive all years
- Continuing contract teachers on Comprehensive at least once in a four-year cycle
- Continuing contract teachers with an Annual Score of less than proficient

*Focused Evaluation* – 1 Criterion, 1 Student Growth Goal/Measure

- Continuing contract teachers scoring Proficient or Distinguished on Comprehensive
- 3 years of Focused
- Teacher's Comprehensive Score carries forward as the Focused Score for all 3 years to encourage true professional growth model
- Criterion selected by the teacher, approved by evaluator
- Serious concerns by evaluator triggers move back to Comprehensive according to contract rules. Contact BEA President immediately

| Important deadlines for TPEP |                                  |                       |
|------------------------------|----------------------------------|-----------------------|
|                              | Elementary and Year Long Courses | Semester Long Courses |





|   |  |   |
|---|--|---|
| <b>Student Growth Goal Drafts</b><br><br><b>(Optional but highly recommended)</b> | Student Growth Goals may be submitted to evaluator for feedback.<br><br><u>Any time prior to <b>January 31<sup>st</sup></b> at 5:00 p.m.</u> | Optional: Student Growth Goals may be submitted to evaluator for feedback*<br><br><u>Any time prior to <b>February 28<sup>th</sup></b> at 5:00 p.m.</u> |
| <b>Student Growth Goal Evaluator Feedback</b>                                     | Evaluator feedback on Draft Goals must be received within 15 school days from submission.  | Evaluator feedback on Draft Goals must be received within 15 school days from submission.   |
| <b>Final Student Growth Goals due in eVAL</b>                                     | Student Growth Goals must be uploaded into eVAL<br><br><u>No later than <b>February 28<sup>th</sup></b> at 5:00 p.m.</u>                     | Student Growth Goals must be uploaded into eVAL<br><br><u>No later than <b>March 30<sup>th</sup></b> at 5:00 p.m.</u>                                   |
| <b>Student Growth Measurements</b>  | Student Growth Measurements must be uploaded to eVAL<br><br><u>No later than <b>April 30<sup>th</sup></b> at 5:00 p.m.</u>                   | Student Growth Measurements must be uploaded to eVAL<br><br><u>No later than <b>May 25<sup>th</sup></b> at 5:00 p.m.</u>                                |
| <b>Artifacts</b>  | Artifacts must be uploaded in eVAL<br><br><u>No later than <b>May 25<sup>th</sup></b> at 5:00 p.m.</u>                                       | Artifacts must be uploaded in eVAL<br><br><u>No later than <b>May 25<sup>th</sup></b> at 5:00 p.m.</u>  |

## Section 10. Intervention Assistance

Contact BEA President immediately if an evaluator expresses serious concerns or would like to begin an Assistance Plan.