

**PROCEDURAL AGREEMENT
2007-10
--TABLE OF CONTENTS--**

ARTICLE I	GENERAL PROVISIONS	PAGE
------------------	---------------------------	-------------

Section 1.1	Recital - Witnesseth.....	I-1
Section 1.2	Recognition	I-1
Section 1.3	Definitions	I-1
Section 1.4	Relationship of the Parties.....	I-2
Section 1.5	No Strike.....	I-2
Section 1.6	Savings Clause	I-2
Section 1.7	Publication and Distribution of Agreement.....	I-3
Section 1.8	Appendices	I-3
Section 1.9	Agreement Waivers.....	I-3

ARTICLE II	RIGHTS OF THE PARTIES	PAGE
-------------------	------------------------------	-------------

Section 2.1	Association Rights.....	II-1
Section 2.2	Agency Fee.....	II-2
Section 2.3	Management Rights.....	II-3
Section 2.4	Employee Rights	II-3
Section 2.5	Nondiscrimination	II-4

ARTICLE III	SALARIES, STIPENDS AND BENEFITS	PAGE
--------------------	--	-------------

Section 3.1	Employee Contracts	III-1
Section 3.2	Salaries and Stipends.....	III-1
Section 3.3	Rules and Regulations Pertaining to Salary Schedule Placement.....	III-4
Section 3.4	Liability Insurance Benefits/Worker's Compensation.....	III-5
Section 3.5	Health, Life and Disability Insurance.....	III-5
Section 3.6	Travel Reimbursement	III-7
Section 3.7	Payroll Deduction.....	III-8
Section 3.8	Substitute Unavailability	III-8

ARTICLE IV	LEAVES OF ABSENCE	PAGE
-------------------	--------------------------	-------------

Section 4.1	Compensated Leave Days--Sick Leave	IV-1
Section 4.2	Family Care Leave	IV-3
Section 4.3	Compensated Days--Not Deducted From Sick Leave	IV-3
Section 4.4	Partially Compensated Leave--Short Leave.....	IV-6
Section 4.5	Extended Leaves of Absence Without Compensation	IV-6
Section 4.6	Extended Leave With Partial Compensation.....	IV-11
Section 4.7	Local, Statewide or National Association Officer Leave.....	IV-14

ARTICLE V	RIGHTS	PAGE
Section 5.1	Student Behavior Management	V-1
Section 5.2	Personnel Files	V-2
Section 5.3	Building Files	V-3
Section 5.4	Staff Protection - Procedures for Assault Cases.....	V-4
Section 5.5	Just Cause	V-5

ARTICLE VI	CONDITIONS OF EMPLOYMENT	PAGE
Section 6.1	Work Year, Work Week, Work Day	VI-1
Section 6.2	Assignment to More Than One Duty Station.....	VI-2
Section 6.3	Additional Time For Specialists.....	VI-2
Section 6.4	Parent Conferences.....	VI-3
Section 6.5	Employee Facilities	VI-4
Section 6.6	School Calendar	VI-4
Section 6.7	Work Load Relief.....	VI-5
Section 6.8	Patron Complaints	VI-14
Section 6.9	Job Sharing.....	VI-15
Section 6.10	Joint Committees.....	VI-15
Section 6.11	Individual Discretionary Funds.....	VI-15

ARTICLE VII	GRIEVANCE PROCEDURE	PAGE
Section 7.1	Definitions.....	VII-1
Section 7.2	Grievance Steps.....	VII-1
Section 7.3	Arbitration Costs	VII-3
Section 7.4	Jurisdiction of the Arbitrator	VII-3
Section 7.5	Time Limits	VII-3
Section 7.6	Grievance and Arbitration Hearings.....	VII-3
Section 7.7	Freedom From Reprisal.....	VII-3
Section 7.8	Individual Complaints	VII-4
Section 7.9	Continuity of Grievance	VII-4
Section 7.10	Assistance in Investigation.....	VII-4

ARTICLE VIII	LAYOFF AND RECALL	PAGE
Section 8.1	Employee Seniority And Category Lists.....	VIII-1
Section 8.2	Provisions For Layoff.....	VIII-1
Section 8.3	Provisions For Recall	VIII-5

ARTICLE IX	EMPLOYEE PROFESSIONAL ASSESSMENT	PAGE
Section 9.1	Responsibility.....	IX-1
Section 9.2	Professional Growth and Assessment Process	IX-1
Section 9.3	Long Form Evaluation Process	IX-3
Section 9.4	Probation Process	IX-5

Section 9.5	Exclusions	IX-6
Section 9.6	Criteria For Long Form Evaluation - Teachers	IX-6
Section 9.7	Criteria For Long Form Evaluation - Certificated Support Personnel	IX-8
Section 9.8	Criteria For Long Form Evaluation - Library Media Specialists	IX-10
Section 9.9	Criteria For Long Form Evaluation - Counselors	IX-12
Section 9.10	Criteria For Long Form Evaluation - Professional Nurses.....	IX-13
Section 9.11	Criteria For Long Form Evaluation - Occupational and Physical Therapists	IX-15
Section 9.12	Criteria For Long Form Evaluation - School Psychologists	IX-18
Section 9.13	Criteria For Long Form Evaluation - Speech-Language Pathologists	IX-21

ARTICLE X	VACANCIES AND TRANSFERS	PAGE
------------------	--------------------------------	-------------

Section 10.1	Assignments Within a Building and/or Program	X-1
Section 10.2	Changes in Subject or Grade Level Assignment Within a Building.....	X-1
Section 10.3	Vacancies.....	X-1
Section 10.4	Provisions Controlling Voluntary and Involuntary Transfers.....	X-3
Section 10.5	Voluntary Transfer	X-3
Section 10.6	Involuntary Transfer.....	X-4
Section 10.7	Voluntary Exchange	X-6
Section 10.8	Special Education Transfer	X-7

ARTICLE XI	CERTIFICATED SUBSTITUTES	PAGE
-------------------	---------------------------------	-------------

Section 11.1	Agency Fee - The Following Will be Implemented at the Request of the Association.....	XI-1
Section 11.2	Rates of Pay.....	XI-1
Section 11.3	Conditions of Employment	XI-5
Section 11.4	Staff Protection - Procedure for Assault Cases	XI-6
Section 11.5	Discipline of Students	XI-7
Section 11.6	Release From Assignment/Exclusion From a Building	XI-7
Section 11.7	Substitute Teacher Handbook	XI-8
Section 11.8	Travel Reimbursement	XI-8
Section 11.9	Liability Insurance Benefits	XI-8
Section 11.10	Personnel Files	XI-9
Section 11.11	Management Rights.....	XI-9
Section 11.12	Substitute Rights.....	XI-9
Section 11.13	Nondiscrimination	XI-10
Section 11.14	No Strike.....	XI-10
Section 11.15	Grievance Procedure	XI-11
Section 11.16	Definitions.....	XI-14

ARTICLE XII	DURATION AND TOTALITY OF AGREEMENT	PAGE XII-1
--------------------	---	-------------------

APPENDICES

Appendix 1	Assignment of Wages Form
Appendix 2	Assignment of Wages Form for Religious Objections
Appendix 3-a	Initial Certificated Employees' Salary Schedule
Appendix 3-b	Separate Salary Schedule
Appendix 4	Extra Duty Salary Schedule
Appendix 5-a	Separate Contract Schedule
Appendix 5-b1	I-728 Separate Contract Verification Form
Appendix 5-b2	Verification of Performance, Supplemental Professional Activities
Appendix 5-c	Nonsupervisory Certificated Employees' Separate Contract Extra Days and Additional Services
Appendix 6	Application for Voluntary Transfer
Appendix 7	Complaint by the Aggrieved
Appendix 8a-8s	<i>Evaluation Forms:</i>

(NOTE: *Appendix 8 forms* are only available on the *district's web page* at www.edmonds.wednet.edu,
click on "Links for Staff," scroll down and
click on Human Resources Services," scroll down and
click on EEA Evaluation Forms.
These are in downloadable Word format.)

- 8-a Formal Observation Form - Teacher
- 8-b Formal Observation Form - Library Media Specialist
- 8-c Formal Observation Form - Counselor
- 8-d Formal Observation Form - Professional Nurse
- 8-e Formal Observation Form - Occupational and Physical Therapist
- 8-f Formal Observation Form - School Psychologist
- 8-g Formal Observation Form - Speech-Language Pathologist
- 8-h Formal Observation Form - Certificated Support Personnel
- 8-i Final Evaluation Report - Teacher
- 8-j Final Evaluation Report - Library Media Specialist
- 8-k Final Evaluation Report - Counselor
- 8-l Final Evaluation Report - Professional Nurse
- 8-m Final Evaluation Report - Occupational and Physical Therapist
- 8-n Final Evaluation Report - School Psychologist
- 8-o Final Evaluation Report - Speech-Language Pathologist
- 8-p Final Evaluation Report - Certificated Support Personnel
- 8-q Professional Growth Goal Planning Worksheet
- 8-r Standards for the Teaching Profession Continuum
- 8-s Professional Growth and Assessment Verification Form