

September 1, 2021 – August 31, 2025

Collective Bargaining AGREEMENT

between

Spokane School District No. 81
Board of Directors
And the
Spokane Education
Association

Representing

Extracurricular



EXTRACURRICULAR TABLE OF CONTENTS

PREAMBLE	4
ARTICLE I – ADMINISTRATION.....	5
Section 1 – Definitions	5
Section 2 – Recognition	6
Section 3 – Conformity to Law	6
Section 4 – Nondiscrimination	7
Section 5 - Distribution of Agreement.....	7
ARTICLE II – BUSINESS	8
Section 1 - Administration of the Agreement.....	8
Section 2 - Association Rights	8
Section 3 – Management Rights	9
Section 4 - No Strike/No Lockout	10
ARTICLE III – PERSONNEL	11
Section 1 – Individual Contracts.....	11
Section 2 – Reissuance of Contracts	11
Section 3 – Employee Protection	12
Section 4 – Indoor Air Quality	13
Section 5 – Worker’s Compensation	13
Section 6 – Loss and/or Damage of Personal Property.....	13
Section 7 – Loss or Damage of District Property.....	14
Section 8 – Student Discipline	15
Section 9 – Coaching/Supervisor Decisions.....	15
Section 10 – Threat and/or Assault on an Employee	15
Section 11 – Potentially Dangerous Students and Patrons	17
Section 12 – Student Health Needs	18
Section 13 - Employee Files	18
Section 14 - Progressive Discipline.....	20
Section 15 – Assignment and Vacancy.....	21
Section 16 – Workload.....	23
Section 17 – Training.....	30
Section 18 – Identification Cards	30
Section 19 – Volunteer Opportunities	31

Section 20 – Equipment.....	31
ARTICLE IV – SALARY.....	32
ARTICLE V – SETTLEMENT OF GRIEVANCES	36
Section 1 – Definitions	36
Section 2 - Time Limits	36
Section 3 - Limitations of Grievances.....	37
Section 4 - No Reprisals	37
Section 5 - Submission of Grievances	37
Section 6 - Grievance Processing Steps.....	37
Section 7 – Arbitration Costs	40
ARTICLE VI – LEAVE	41
ARTICLE VII – DURATION AND SIGNATORY PROVISIONS	44
ADDENDUM A – 2021/22 SALARY SCHEDULE	45
ADDENDUM B.....	51

PREAMBLE

This Agreement is made and entered into between Spokane School District No. 81, hereinafter referred to as the “District,” and the Spokane Education Association, hereinafter referred to as the “Association,” on behalf of the Extracurricular employees of the District.

The parties agree it is paramount that the District and the Association work collaboratively to address the challenge of improving the quality of public education. We have the best chance of meeting this challenge if we continue to work together. Focused and intentional work, guided by our mutual interests, will ensure that our students are prepared to lead productive lives in a democratic society.

The District and the Association are committed to the development of a trusting, respectful environment where the participation of all school employees in the work of improving student learning is encouraged and expected. Our joint efforts to develop trust and respect in the organization will focus on a strong commitment to:

- engage in open, honest, and appropriate communication
- share information, knowledge, and experience
- address concerns through collaborative problem solving
- refrain from making judgments until we have a clear understanding of the issues involved
- provide individuals with the opportunity to be involved in those decisions that directly affect their work situation
- value each individual in the organization and respect individual differences
- encourage innovation and risk-taking with a focus on the improvement of student learning

The Association and District believe in the value of identifying our mutual interests and working together to address those interests. A shared understanding of our common interests will allow us to maximize the personal, creative, and academic potential of each student and staff member in the school system.

Our mutual commitment to work collaboratively does not change the fundamental roles and responsibilities assumed by both the District and the Association. The District understands that it is the responsibility of the Union to advocate for its members and to ensure that the rights of individual members are protected for the benefit of all members. The Association understands that it is the District’s responsibility to address the issues of the larger community of educators, students, and parents and to ensure that the work of the District is driven by the mission, philosophy, and goals established by the Board of Directors in accordance with State rules and regulations.

ARTICLE I – ADMINISTRATION

Section 1 – Definitions

- A. The term "District" shall mean the Spokane School District No. 81, Spokane County, Washington State, or its agents.
- B. The term "Board" shall mean the Board of Directors of the District.
- C. The term "Association" and/or "Union" shall mean the Spokane Education Association, which is affiliated with the Washington Education Association, and the National Education Association.
- D. The term "parties" shall mean the District and the Association.
- E. The term "Agreement" shall mean this collective bargaining agreement, which shall be signed by the parties.
- F. The term "employee" shall mean any member of the bargaining unit as set out in this Agreement.
- G. The term "day" shall mean any day the District Business Office is open for business with the public unless otherwise specified in specific sections of this Agreement.
- H. The term "Superintendent" shall mean the chief administrative officer of the District or their designee.
- I. The term "Extracurricular Lead" shall mean Athletic Director/Athletic Coordinator/Elementary Extracurricular Leader for purposes of contract reference.
- J. The term "President" shall mean the President of the Association or their designee.
- K. The term "Labor Management" shall mean a meeting between District administration and union leaders.
- L. The term "RCW" shall mean the Revised Code of Washington.
- M. The term "WAC" shall mean the Washington Administrative Code.
- N. The term "WIAA" shall mean Washington Interscholastic Activities Association.

- O. The term “co-curricular” shall mean non-remedial activities which occur outside of the school day.
- P. The term “extracurricular” shall include athletics and academic activities outside of the regular school day.
- Q. The term “academic enrichment” shall mean student activities which are academic in nature and occur outside the school day.
- R. The term “intramural” shall mean athletic activities which occur inside of an individual school building(s).
- S. The term “student supervision” shall include: school patrol, middle school bus supervision, middle and high school cafeteria supervision.
- T. The term “intermural” shall mean extracurricular activities which occur between schools in the District.
- U. The term “interscholastic” (e.g. WIAA) shall mean extracurricular activities which occur between schools within Spokane Public Schools and schools in other school districts.

Section 2 – Recognition

The District hereby recognizes the Spokane Education Association an affiliate of the Washington Education Association and the National Education Association, as the exclusive bargaining representative for all non-supervisory extracurricular employees employed by the District. Athletic Directors and Activities Coordinators are excluded.

Section 3 – Conformity to Law

This agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement or if the application of such provision should be found contrary to law or declared invalid by a tribunal of competent jurisdiction, the remaining parts or portions of this Agreement shall remain in full force and effect. The parties agree that the courts and PERC shall be considered tribunals of competent jurisdiction in such matters. Should the state auditor and/or attorney general issue an opinion that a contract provision or practice does not comply with law, the parties agree that either side has the right to seek legal determination of such opinion and if declared invalid, the invalid portion will be stricken from the Agreement upon receipt of such decision.

The Employer and the Association shall enter into negotiations within ten (10) working days for the purpose of arriving at a mutually satisfactory replacement or deletion of the specific section(s) or provision(s).

Section 4 – Nondiscrimination

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the bases of age, sex, marital status, race, color, creed, religion, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. Both the District and the Association shall bear the responsibility for complying with this provision of the Agreement. The parties agree to not use this clause to file frivolous grievances.

- A. There shall be no discrimination, interference, restraint, coercion, or harassment, including sexual harassment, by the District or the Association of any District or Association employee, member of the Board, or its representatives.
- B. Further, the personal and private lives of employees are not a matter of concern of the District or the Association unless the employee's work performance is adversely affected.
- C. The District agrees not to interfere with the rights of employees to become members of the Association.
- D. The parties further agree that decisions of employees regarding volunteer assignments including voluntary workshops and in-service training which are outside their regular coaching duties shall be made absent coercion, pressure, or unlawful discrimination.
- E. Unless the context in which they are used clearly requires otherwise, words used in this Agreement denoting gender shall include both masculine and feminine, and words denoting numbers shall include both the singular and the plural.

Section 5 - Distribution of Agreement

- A. Following ratification and signing of this Agreement, the District shall print a mutually determined number of copies of this Agreement. The Association will accept the Agreement on behalf of the employees and will be responsible for distribution of the copies. Additional copies shall be provided to the Association.
- B. The cost of printing the Agreement shall be borne equally by the District and the Association. The District and the Association shall jointly agree to the format and shall proof the Agreement prior to the printing.
- C. There shall be two (2) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the District, and one (1) by the Association.

ARTICLE II – BUSINESS

Section 1 - Administration of the Agreement

- A. The District and the Association shall conduct regular Labor Management meetings for the purpose of providing continuing communication between the parties and promoting constructive labor management relations. Each party shall determine their own representation and will jointly decide upon the meeting format.
- B. Meetings shall be conducted regularly between the superintendent and/or designee and the Association president and/or designee to discuss District and school operations affecting employees. These shall be information sharing only. By mutual agreement, additional representatives of either party may be in attendance.
- C. The District and Association will convene an Extracurricular Leadership Team that will meet on a regular basis to discuss and address unit specific issues as they arise.

Section 2 - Association Rights

- A. The District will provide the Association with the use of the District interschool mail facilities for distribution of official Association communications so long as such communications are clearly labeled as Association materials and provided further that such communications are not in violation of the law. Courtesy copies will be made available to the District and the principal/supervisor upon request.
- B. The District will allow the Association and its respective affiliates the use of District facilities for Association meetings provided such meetings do not interfere with or interrupt the normal school day. Such meetings will be held outside duty hours. Exceptions may be granted by the building principal.
- C. Other than meetings as provided above, duly authorized representatives of the Association and its respective affiliates shall be permitted to transact Association business on school property, provided that this shall not interfere with or interrupt normal school operations. Provided further that said representatives shall notify the building administrator or designee of their presence.
- D. The District will provide bulletin boards at locations mutually agreed upon for use by the Association. All materials posted shall be clearly labeled as official Association materials. Such bulletin boards shall only be used for the following notices:
 - 1. Association meetings and announcements

2. Official policy statements of the Association
3. Reports of Association committees
4. Association Election notices
5. Recreational and social affairs of the Association
6. Other official Association notices

Notices or announcements should not contain anything reflecting unfavorably upon the District, its management, or any of its employees. Association officers and members shall not use expendable school district materials in the transaction of Association business without reimbursement to the District.

- E. The Association and its members shall have the right to use the District email and other electronic communication systems consistent with District policy and state law. Electronic files exist and are subject to public disclosure.
- F. The District agrees to furnish the Association all public records pursuant to state law.
- G. The Association will hold the District harmless for any suit or claim made against the District arising out of released time for attending to Association business.

Section 3 – Management Rights

- A. The District retains the right, unless modified by specific provisions within this agreement, to direct all employees; hire, promote, demote, assign, reassign, determine the duties of, and retain employees and to suspend or discharge them for sufficient cause, relieve employees from duties because of lack of work or other legitimate reasons; determine the method, number and kinds of personnel required.
- B. The parties agree that the District retains all the customary, usual, and exclusive rights, decision-making prerogatives, functions, and authority connected with, or in any way incident to, its responsibility to manage the affairs of the District or any part of it.
- C. The foregoing enumerated functions of the Board shall not be deemed to exclude other functions of the Board not specifically set forth.
- D. The parties agree that, in specified provisions of this Agreement, final decisions are reserved exclusively with the District Management. Such matters are referred to as “final authority matters.” Final decisions shall not be subject to the grievance procedures.

Section 4 - No Strike/No Lockout

- A. The Association agrees that during the life of the Agreement it will not authorize, condone, sanction, or take part in any strike, walkout, or work stoppage of employees covered by this Agreement.
- B. The District agrees that during the life of this Agreement there shall be no lockout of employees covered by this Agreement. School closures caused by a strike of another employee group will not be considered a lockout if students make up the days at some other time.
- C. This section is inoperative during periods in which the Agreement is reopened.

ARTICLE III – PERSONNEL

Section 1 – Individual Contracts

- A. Individual extracurricular assignments are initiated at the site. Once an individual is selected for an assignment the Extracurricular lead will submit the individual's name and pay request to Human Resources. All pay requests submitted to Human Resources prior to the payroll processing deadline will be processed in the month received. Any pay information submitted after the deadline will be processed the following month.
- B. Each site will be provided with confirmed payment information for the extracurricular assignments at the site. Human Resources will provide payment information to employees holding extracurricular positions for each sport/activity. The employee payment notice shall inform each employee of the term length of assignment and scheduled pay dates. Questions about pay should be directed to Human Resources. Unforeseen circumstances may delay communication of payment information.
- C. Employees will receive an electronic notice of their assignment and payment information, employees are responsible for signing the contract prior to the deadline identified in the notification email.
 - 1. All extracurricular employment assignments are considered supplemental assignments. When issued, extracurricular assignments are not continuing contracts within the scope of RCW 28A.405.210 and the nonrenewal of such contracts are not subject to sufficient or just cause standards. The term of the extracurricular assignments will only be for the length of time as specified in the assignment.
 - 2. All individual employment contracts shall be subject to and consistent with Washington State statutes and this Agreement.

Section 2 – Reissuance of Contracts

- A. If the District does not re-issue an individual extracurricular assignment, the District will inform the employee of the reason upon request. This decision will be made within three (3) months of the season/activity end date except in instances of gross misconduct.
 - 1. For athletic activities the season end date will be the final contest.
 - 2. For non-athletic activities the season end date will be the last meeting, performance, or competition for the club or activity.

- B. Any complaint that may result in non-renewal of the supplemental contract shall be brought to the attention of the employee. When information relating to the complaint is shared with the employee, an Extracurricular Lead or administrator shall be in attendance.

Section 3 – Employee Protection

- A. The District shall provide a safe and healthy working environment for all employees.
 - 1. An employee shall immediately report potentially unsafe or hazardous conditions to their supervisors.
 - 2. Unresolved conditions may be submitted for discussion at Labor Management meetings.
- B. If there is a situation in which security support is needed, employees will have contact information to access district campus safety and administrators. Extracurricular Leads will make this information available to employees.
- C. Social Security numbers will be treated as private and confidential information while recognizing the fact that they may be needed to be used for documentation when mandated by federal or state regulation.
- D. An employee should not accept a position that requires working in a building alone unless they understand the potential danger and is qualified to assume the assignments. An employee without access to a communication device may work with the Athletic Director/coordinator/elementary extracurricular leader to create a plan in the event of an emergency.
- E. The District will strive to improve security in parking lots and shall vigorously pursue investigations of vandalism occurring on school property and shall report to the affected employee/Association.
- F. Each facility shall have a building-wide crisis plan.
 - 1. These plans shall be comprehensive, and include plans for the gym, cafeteria, library, multi-purpose room, outside and any other area used by employees and/or students.
 - 2. The crisis plan must be in print and a copy provided to each staff member at review and information sessions at the beginning of each school year. Extracurricular employees may request a copy of the building crisis plan from the Athletic Director/Activity Coordinator/Elementary Extracurricular Leader.

In those situations where it is mutually determined appropriate, the District will provide legal defense in criminal cases. In those situations where criminal charges arising out of employment have been filed against an employee, the District agrees to reimburse all legal

fees as deemed reasonable by the court to the employee if they are found innocent of the charges. All necessary forms for implementing the provisions shall be made available by the District in every building.

- G. Before a portable can be used as a workstation, the District will provide a functional communications system between the portable and main office.

Section 4 – Indoor Air Quality

- A. If an extracurricular employee has a concern about indoor air quality, the employee shall notify the athletic director/activity coordinator/Elementary Extracurricular Leader or principal about the concern. The building will involve the District Industrial Hygienist as appropriate.

Section 5 – Worker's Compensation

- A. If an employee is injured on the job, an incident report will be filed in a timely manner to document the injury.
- B. Employees who sustain a personal injury/illness, covered by workers' compensation, in the course of employment will be paid full salary for the period of absence less the amount of the workers' compensation award made for disability due to such injury/illness.
- C. Such absence shall not be charged to the annual or accumulated illness leave up to a maximum of thirty (30) workdays.
- D. If a deduction in accumulated leave or salary has been implemented by the District, the leave bank or salary will be reinstated upon receipt of the Department of Labor and Industry order and notice form approval.
- E. After thirty (30) workdays, such absence shall be charged to the annual or accumulated illness leave in the pro rata amount paid by the District.
- F. The above provision is applicable only to those employees employed by the District in positions in which sick leave is accumulated.
- G. The District shall enter into an interactive dialogue with an employee who has or incurs an injury or medical condition that may require accommodations in order to perform job duties.
- H. Compensation for employees on rehabilitation shall be determined by the Department of Labor and Industry's Loss of Earning Power Standards.

Section 6 – Loss and/or Damage of Personal Property

- A. The District agrees that it will include employees as insureds in the District's liability policy. The District shall reimburse the employees for:

1. The replacement of any clothing or other personal property damaged or destroyed in a disturbance as defined by state statutes.
 2. Any District-registered personal property used for extracurricular purposes at an authorized site which has been damaged, destroyed, or stolen during the course of their employment. Such reimbursement shall be for the amount of the loss, not to exceed the amount of the deductible of the employee's personal insurance or \$250, whichever is less.
 3. Personal items damaged, destroyed, or stolen from the building or work station, provided steps have been taken to secure such property by locking or other appropriate security measure(s). Such reimbursement shall be for the amount of the loss, not to exceed the amount of the deductible of the employee's personal insurance or \$250, whichever is less.
- B. The District shall reimburse vandalism to an employee's vehicle under the following conditions:
1. The employee claiming the loss must be the registered owner or the spouse of the registered owner of the family vehicle which has been damaged.
 2. The vandalism must have occurred while the employee was at an authorized work site performing district business.
 3. Damage resulting from a collision or damage from another vehicle is not reimbursable.
 4. Reimbursement shall be made per vandalism occurrence in the amount of \$250 or the employee's deductible, whichever is less.
- C. Any incident initiating a claim for reimbursement for loss must be reported by the employee to the building principal and to the District security department.
- D. All claims for reimbursement for loss, except "B.1" above, require a certification of valid insurance with the amount of the employee's deductible, by a representative of the employee's insurance company. Forms will be available from the District business office.
- E. For those employees who have no personal insurance, the District agrees to submit the claim(s) to the District's insurance company for consideration.

Section 7 – Loss or Damage of District Property

- A. Employees shall not be liable for district property that is damaged, destroyed, or stolen provided prudent steps have been taken to protect such property.

Section 8 – Student Discipline

- A. The District administration shall, the extent provided by law, support and uphold employees in their efforts to maintain discipline in the District and shall be responsive to all employees' requests regarding discipline problems. Further, the authority of employees to use prudent disciplinary measures for the safety and wellbeing of students and employees is supported by the Board.
- B. In the exercise of authority by an employee to control and maintain order and discipline, the employee will use reasonable and professional judgement concerning matters not provided for by specific policies adopted by the District and consistent with federal or state laws or regulations.
- C. A supervisor or coach shall not permanently remove a student from an activity or team without consultation and approval from school administration.
- D. Employees shall not discriminate against a student on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.
- E. A task force shall create an athlete/participant code of conduct during the spring of 2022.

Section 9 – Coaching/Supervisor Decisions

- A. The District shall support and uphold the normal and customary decisions of coaches/advisors regarding playing time, level, position, participation and game strategy, provided that such decisions are not made in an arbitrary or capricious manner, or otherwise violate District policies and procedures, or federal or state laws or regulations.
- B. Coaching and supervisor decisions shall not discriminate against a student on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

Section 10 – Threat and/or Assault on an Employee

- A. The District shall take reports of threats and assault seriously.
- B. Any case of a threat and/or assault upon an employee by a student, parent, or guardian shall promptly be reported to the employee's supervisor or designee.

- C. The District shall meet with the employee about the allegation of a threat or assault.
- D. The District shall inform the employee of any action taken in response to the student as reported after conferring with the employee.
- E. The District acknowledges the extraordinary impact that serious threats and assault on staff members has on the educational process and will, therefore, take more severe disciplinary action for exceptional misconduct.
 - 1. Such disciplinary action may include expulsion or emergency expulsion whenever appropriate in accordance with student due process rights.
 - 2. The District shall follow the law when disciplining Special Education students.
 - 3. The Athletic Director/Coordinator/Elementary Extracurricular Leader shall inform the employee on those legal rights and alternative courses of action available to the employee.
- F. Threats or assaults that have resulted in a documented medical condition shall be reviewed by the District and may not result in the loss of sick or vacation leave.
- G. The District will refer reports of threats and assault to the authorities as appropriate.
- H. School visitor information shall include notice of the District's expectation regarding physical or verbal abuses, intimidations or interference with an employee's ability to perform their duties.
- I. The Employee Assistance Plan is available for any employee and information about this program can be found in the Benefits Office.
- J. Individuals on school premises under the influence of alcohol or who have possession of drugs or other non-prescribed narcotic substances will be prosecuted to the fullest extent provided by law.
- K. The District shall prosecute to the fullest extent of the law, any individual who physically or verbally abuses or intimidates or interferes with an employee performing their duties. To accomplish this end, the District will provide the affected employees with legal counsel at no cost to the employee.
- L. The District recognizes the importance of the Athletic Code of Conduct at the secondary level and common participation expectations for elementary participants.

Section 11 – Potentially Dangerous Students and Patrons

- A. After school officials have been alerted regarding a potentially dangerous student, parent, other adult, or visitor; they will notify affected staff in a timely manner, and in accordance with all state and federal laws.
- B. All staff, on a need to know basis as defined by law, shall be informed prior to being assigned student(s) who evidence behaviors that could present a safety problem to other students or staff. In addition all staff, based on a need to know basis as defined by law, shall have access to the above-mentioned information as they feel the need arises.
 - 1. “Shall be informed” is a shared responsibility between staff and administration and support staff.
 - 2. “Evidenced behaviors” are obtained through a self-report registration document as well as any other information that clearly presents a safety problem.
 - 3. As per law, a student cannot, however, be withheld from class pending the schools receipt of the student’s records.
 - 4. Affected staff shall be provided with specific information about the known behavior pattern(s) of the student(s), including the student record except as outlined in school district policy where release by the student is necessary or where the record is the working notes only seen by the person making them.
 - 5. Staff will be provided with suggested strategies for managing those behaviors. The sharing of confidential information about a student is to be done discretely and only for the purpose of providing a safe learning and working environment for all staff and students, and may not be used to isolate, ostracize, target, label, or in any way violate the confidentiality rights of the involved student(s). Any other information that is not contained in the student record that is not confidential will be communicated to staff who have a need and an interest to know.
- C. The sharing of confidential information about a student’s family is to be done discretely and only for the purpose of providing a safe learning and working environment for all staff and students and may not be used to isolate, ostracize, target, label, or in any way violate the confidentiality rights of the involved student(s).
 - 1. All staff, based on a need to know basis as defined by law, shall be informed prior to being assigned student(s) whose family evidences behaviors that could present a safety problem to the students or staff.

2. Affected staff shall be provided with specific information about the known behavior pattern(s) of the involved person(s) and suggested strategies for managing those behaviors.

Section 12 – Student Health Needs

- A. Coaches shall be able to request student health information.
- B. No employee shall be required by the District to dispense or administer medication or perform other medical functions unless they have been provided with proper training and if they so volunteers. Should an employee provide such medication or perform any medical functions during the course of their assigned duties, the employer agrees to hold harmless such employee from any and all liability that might result there from.

Section 13 - Employee Files

- A. Personnel Files
 1. The personnel file is a District file and shall be maintained in the District's Human Resources office.
 2. Personnel files are confidential and shall be available for inspection only to the appropriate administrative staff and the individual employee.
 3. All disciplinary action, excluding verbal warnings, shall be placed in this file.
 4. By prior appointment, an employee shall have the opportunity to review the contents of their file and copy, at the employee's expense, materials within the file.
 5. A review of the personnel file will be supervised by the Chief Human Resources Officer or designee(s).
 6. The employee may request an additional individual, chosen by the employee, be present for the personnel file review.
 7. The employee may work with the Chief Human Resources Officer, or designee, to add material to, or delete material from, their personnel file. The employee shall have an opportunity to attach written comments to anything in their file.
 8. Any derogatory document not provided to an employee within fifteen (15) work days after receipt shall not be allowed as evidence in any grievance or in any disciplinary action against such employee.

- a. No evaluation, correspondence or other material making derogatory reference to an employee's character or manner shall be kept or placed in the personnel file without the employee having been provided a copy first and been provided the opportunity to attach their own comments.
 - b. Such written response shall become part of the employee's written personnel records.
9. All confidential materials currently in an employee's personnel file will remain except as removed according to the procedure outlined. Confidential materials can be placed in an employee's personnel file only with the employee's permission.

B. Supervisor File

1. An employee's principal or program supervisor may maintain a supervisory file at their work site for the purpose of containing material pertinent to the employee's performance.
2. Counseling/expectation memos and verbal warnings shall also be placed in this file. Information about removing these documents from employee files is listed below.
3. The supervisory file will be open for review by the employee upon request of the employee to set a mutually agreeable time, within twenty-four (24) hours if possible, for such review.
 - a. The employee may choose to have a representative present.
 - b. The employee may copy materials from the file at their own expense.
4. The supervisor file may be maintained as long as the principal or program supervisor has the responsibility for evaluating the employee's performance at the work site or program.
 - a. When those responsibilities end, the contents of the file will be destroyed except for written documentation of counseling sessions and verbal warnings which will be forwarded to Human Resources. Documentation forwarded to Human Resources will be filed in the personnel director's office.

C. Application and Screening Materials

The District will maintain application and screening materials in order to fill vacant positions. Materials are organized in relation to a posted vacancy and subsequent hiring process. Employees may review application materials the employee themselves have submitted.

D. District Records

1. The District maintains other types of records related to grievances, discipline, and litigation.

2. If the District keeps a discipline record longer than what is stated in the timelines below, it will not be used as the basis for discipline.
3. Records of grievances are kept in District Records.
4. District records are not available for review by the employee and will be available only to District administrative staff or legal counsel involved in the processing of grievances, discipline, or litigation.
5. District records will be kept separate from other District files.

E. Document Removal from Supervisor and Personnel File

After two (2) years during which the employee has not had a recurrence of the behavior cited, the progressive disciplinary document will revert to the next lowest step of progressive discipline. At that time, the references to the oldest disciplinary action taken shall be removed and copies destroyed. After two (2) additional years with no recurrence, the record of the next oldest disciplinary action shall be removed and destroyed. These provisions shall occur at the request of the affected employee.

F. Applicability of Public Disclosure Laws

Nothing in this agreement precludes the District from providing documents in accordance with public disclosure laws. The District will notify the employee prior to the release of any requested document(s).

Section 14 - Progressive Discipline

- A. The District has the right to discipline, suspend, or dismiss for just cause.
- B. Prior to instituting progressive discipline steps, the District will have made a reasonable attempt to counsel with the employee and to clarify job expectations. All disciplinary action shall be in accordance with the principles of progressive discipline. Progressive discipline may include: verbal warning, written warning, and written reprimand. The District may bypass the steps of progressive discipline because of the severity of the employee conduct that constituted just cause for discipline.
- C. No employee shall be disciplined in any form whatsoever without such employee being informed by their supervisor of the right to have representation from the Association.
- D. After a supervisor concludes that actions of an employee may be cause for discipline, they shall notify the employee of the nature of the concern which has come to their attention and allow the employee an opportunity to meet with the supervisor and respond.

1. Such notification must include complainant(s)' name(s).
 2. An employee shall have the right to be accompanied by a representative of the Association during any such meeting.
 3. If, after the investigation is complete, the District chooses to discipline the employee, the District may hand deliver the letter of discipline to the employee without calling a special meeting.
 4. An employee shall have the right to attach a statement to any written record placed in their file as a result of disciplinary action and shall have access to the grievance procedure.
- E. After two (2) years during which the employee has not had a recurrence of the behavior cited, the progressive disciplinary procedure will revert to the next lowest step of progressive discipline. At that time, the reference to the oldest disciplinary action take shall be removed and copies destroyed. After two (2) additional years with no recurrence, the record of the next oldest disciplinary action shall be removed and destroyed. These provisions shall occur at the request of the affected employee.
- F. The Washington Administrative Code governing acts of unprofessional conduct will be used as the guidelines for employees. In the event the disciplinary action falls under these standards, the two year provision of this section may not apply.

Section 15 – Assignment and Vacancy

- A. Assignment. All extracurricular employment assignments are considered supplemental assignments consistent with Article III Personnel, Sections 1 and 2. When the employee currently holding the position is requested by their supervisor to continue in the same position for the next season and/or school year, a posting is not required.
- B. Posting of Vacancies. If the position is not filled as described in A above, or if prior postings have already generated an adequate pool of candidates, or if an emergency results in an untimely vacancy; Extracurricular positions will be posted as outlined below:
1. The building principal or designee will notify building staff, including extracurricular only employees, of the anticipated vacancy via email. Building staff interested in consideration for the vacancy must notify the principal or designee in writing within two (2) days.
 2. Concurrently the Extracurricular Lead will submit a request to post the position vacancy on the District Human Resources Employment site for a minimum of five (5) working days.

3. Current District staff interested in consideration for the posted vacancy must notify the Principal or designee in writing within two (2) days of the position vacancy open date. If a District staff is selected within two (2) days the posting will be canceled.
 4. The Principal or designee will consider qualified applicants in this order, In-Building, In-District, then external.
- C. The Notice of Position Vacancy shall contain all information necessary for an individual to evaluate their interest in a position. For example:
1. Position location and supervisor;
 2. Description of responsibilities, qualifications, and terms and conditions of employment;
 3. Identification of existing waiver and any other governance documents and where the employee can obtain copies of inspection; and
 4. Timelines and procedures for applying for and filling the position vacancy.
- D. Filing of Vacancies
1. In filling posted extracurricular positions, the District will:
 - a. Take into consideration the building and program needs; this may include obtaining feedback from building staff, students, parents, and the community as appropriate.
 - b. Screen all applicant files who submit a timely application letter; and
 - c. Determine applicants to be interviewed based on comparative qualifications of each.
 - d. Hiring teams shall include the Extracurricular Lead as part of their job responsibility.
 - e. While the hiring process may include public candidate forums with students and/or parents, the hiring decision itself will not include parents or students.
- E. Substantive quality determinations of prospective candidates and the candidate selected to fill the position will be determined by the District and shall not be subject to the grievance procedure.
- F. Full-time PE specialist, or if there is no full-time PE specialist the person with the most PE FTE, for each elementary building will be given the right of first refusal in filling the position of equipment coordinator. Should no PE specialist fill the position, the position should be

offered to other building staff, then the Principal Assistant. The position will be reoffered to the PE specialist then building staff annually.

Section 16 – Workload

The District and the Association shall create a task force to evaluate the building hour allocations, stipend amounts, and job duties for non-athletic activities. This task force shall review and evaluate ASB duties assigned across school sites as well. This will be done for all levels, elementary, middle and high school and will inform bargaining for the next fully open contract. The work of this task force shall be completed by the spring of 2024.

A. Elementary

1. Elementary Activities: Each elementary school will be provided the following allocation for offering coed intramural extracurricular activity programs and for academic enrichment with employees compensated at the negotiated hourly rate of pay:
 - a. Less than 400 students – 110 hours
 - b. 400 – 499 students – 130 hours
 - c. 500-599 students – 145 hours
 - d. 600 or more students - 160 hours
2. Elementary Athletics:
 - a. All elementary schools shall offer at least two (2) sports provided funding is available. Coaches will be paid consistent with the stipend amount listed on the salary schedule. Each sport will have two (2) coaches for these district designated sports provided there is sufficient participation. Additional coaches will be added in the following manner:
 - i. Cross country: At sixty (60) participants there shall be one (1) additional coach. Additional coaches shall be added for every additional thirty (30) participants. Each school site will receive up to 25 hours of aide time. Requests for additional coaches above the prescribed ratios will be considered, upon requests by the extracurricular building leader/building principal, if there are unique circumstances that necessitate a review.
 - ii. One cross country zone leader position will be provided per park site (five total leader positions) at the elementary level. They shall be paid for ten (10) hours at the negotiated hourly rate. A half day substitute shall be provided on meet days provided substitutes are available and if the other in-district position they hold requires coverage.
 - iii. Basketball: There shall be two (2) teams per school, one for boys and one for girls. At sixty (60) participants there shall be one (1) additional coach. Additional coaches shall be added for every additional (20) participants. Requests for

additional coaches above the prescribed ratios will be considered, upon request by the extracurricular building leader/building principals, if there are unique circumstances that necessitate a review.

- b. Elementary schools may use their building activity allocation hours to offer additional sports.
 - i. Elementary school athletic activities will be staffed on a ration of thirty (30) student participants to one (1) coach except for cross country and basketball which are staffed as identified above.
- c. Should the District wish to add additional sports at the elementary level, the District shall negotiate the staffing ratios with the Association prior to implementing the sports at the school sites.
- d. Additional coaches hired will continue through the entire season (intermural and interschool seasons) as long as the number of students participants is maintained above the agreed upon ratio.

3. Elementary Activities

- a. Each elementary school will be provided the following allocation for school patrol advisor positions with employees compensated at the stipend level as indicated below and included in the Salary Schedule in Addendum A of this Agreement:
 - i. 600 or more students – Level 1
 - ii. 599 students – Level 2
 - iii. 400-499 students – Level 3
 - iv. Less than 400 students – Level 4
- b. Should additional reoccurring activities be added at the elementary level (e.g. robotics, STEM, Legos) the District shall negotiate with the Association the placement on the salary schedule prior to implementing the activities at the school site.
- c. ASB advisors who are employed in full time positions with the District shall be provided three (3) days of release time to complete ASB duties as needed.
 - i. ASB advisors are paid consistent with the amount on the salary schedule.

4. Elementary Equipment Coordinator

- a. Each elementary school will be provided one (1) equipment coordinator position.
- b. The position will be filled according to Article III, Section 15, F.
- c. The duties for this work include:

- i. Inventory and maintain a storage system for all extracurricular athletics (including equipment and uniforms).
- ii. Work with building leadership to maintain recess equipment (including inventory, ordering and storage when needed).
- iii. Coordinate with the Extracurricular Building Representative around facilities, logistics, and program needs for all extracurricular athletics.
- d. Employees in this position shall be paid a stipend according to the salary schedule in Addendum A.

5. Elementary Extracurricular Building Representative

- a. Each elementary school will be provided one (1) Elementary Extracurricular Building Representative position.
- b. These positions shall be offered to all certificated and classified staff at the school site and chosen by the principal. This position can only be filled by principals or principal assistants if not other building staff are interested in filling the position. If the position is held by a principal or principal assistant then it shall be reoffered to staff annually.
- c. The duties for this work include:
 - i. Coordinate payments for extra-curricular contracts.
 - ii. Assist in finding coaches and activity staff.
 - iii. Attend trainings and meetings related to the position.
- d. Employees in this position shall be paid a stipend according to the salary schedule in Addendum A.

B. Middle School

The District and Association agree to create an MOU prior to the opening of the 2 northside middle schools. This MOU will outline the inclusion of 6th grade students in athletics and activities. All contract areas impacting by moving 6th grade students to middle school shall be bargained in the MOU.

- 1. Each Middle school will be provided the following allocation for offering extracurricular school activities with employees compensated at the negotiated hourly rate of pay:
 - a. All middle schools shall receive 817 hours.
- 2. Middle School Athletics: Coaches will be allocated to sports in each of the middle schools in the following manner.

- a. Special Consideration shall be given based on high student participation. Building principal or designee and the Athletic Coordinator shall make the request to Human Resources based on athlete safety and athlete to coach ratio. Human Resources will review, confirm and provide a timely response to the request. Facilities shall be considered as part of this provision.
- b. Athletic Coordinator, Principal and Head Coach will determine the appropriate number of coaches needed if athlete participation is low and make a recommendation to Human Resources.
- c. Boys/Girls Basketball
 - i. 1 boys head coach for 7th grade
 - ii. 1 boys head coach for 8th grade
 - iii. 1 girls head coach for 7th grade
 - iv. 1 girls head coach for 8th grade
 - v. 1 boys JV coach for 7th grade
 - vi. 1 boys JV coach for 8th grade
 - vii. 1 girls JV coach for 7th grade
 - viii. 1 girls JV coach for 8th grade
- d. Baseball/Softball
 - i. 1 boys head coach
 - ii. 1 girls head coach
 - iii. 1 boys JV coach
 - iv. 1 girls JV coach
- e. Boys/Girls 7th/8th Track
 - i. 2 boys coaches
 - ii. 2 girls coaches
- f. Boys/Girls cross country
 - i. 1 boys head coach
 - ii. 1 girls head coach
- g. Wrestling
 - i. 1 head coach
 - ii. 1 assistant Coach
- h. 7th/8th Volleyball

- i. 1 eighth grade head coach
- ii. 1 seventh grade head coach
- iii. 1 eighth grade JV coach
- iv. 1 seventh grade JV coach

i. 7th/8th Flag Football

- i. 1 head coach
- ii. 1 JV coach

3. Middle School Athletic Coordinators

- a. Release period: Middle school athletic activities coordinators employed in another in-building position at the site will be provided a planning period each day (.2 FTE). Athletic Coordinators shall not opt out of release time in order to receive pay. When practicable, the planning period should occur at the end of the day, reducing the need for substitutes.
- b. Up to five (5) release days will be provided to attend required athletic planning meetings organized by WIAA and WSSAAA, as well as preparing for track meets, cross country meets, All-City events, and other athletic coordinator duties. Athletic Coordinators may be called back to the building due to a fail to fill for events that can be rescheduled including GSL meetings.
- c. The stipend amount will be in accordance with the salary schedule found in Addendum A.

4. Each middle school shall be allocated four (4) days of release time for the ASB advisor to complete ASB duties as needed.

- a. ASB advisors are paid at the negotiated rate in the salary schedule.

5. Middle School Non-Athletic Activities

- a. Nonathletic activities include the following, music performance, marching, drill team and Jazz band. Other activities include bus supervision, cafeteria supervision, publications and building academic enrichment. Addendum A provides the salary schedule for these activities.

C. High School

- 1. High School Athletics – over the duration of this agreement, coaches will be added to sports in the following manner:

- a. Beginning Fall 2021 coaches will be added to the following sports:
 - i. 2 Assistant Football Coaches
 1. 1 Junior Varsity Assistant
 2. 1 Freshman Assistant
 - ii. 1 Baseball Coach
 - iii. 1 Fast Pitch Softball Coach
 - iv. 2 Track Coaches (1 boy/1 girl) and 1 additional Pole Vault Coach
 - v. 1 Slow Pitch Softball Coach
 - vi. When females participate in wrestling the coaching allocation will be based on participation numbers and allocated by the district appropriately. For participation in female contests, female athletes from SPS schools may be combined to travel to these events. This will allow for girls to participate in female contests.
2. Programs shall not pool to hire additional coaches.
3. Coaching positions may be split between two coaches. Each coach shall receive a percentage of the stipend amount based on their individual experience. Both coaches will accrue 1 year of coaching experience.
4. Athletic Director, Principal and Head Coach will determine the appropriate number of coaches needed if athlete participation is low and make a recommendation to Human Resources.
5. Special consideration shall be given based on high student participation. Building principal, Athletic Director and Head Coach shall make the request to Human Resources based on athlete safety and athlete to coach ratio. Human Resources will review, confirm and provide a timely response to the request.
6. High School coaches' allocation shall be consistent with the salary schedule.
7. Varsity Post Season
 - a. Post season means the post league practice and contests that qualify teams and individual athletes for state competition.
 - b. The District will pay a stipend for additional time a coach works during the post season play.
 - c. Head Coaches that have teams and or individual athletes that move into post season play as defined in paragraph 7(a) above shall be paid at \$250 per week for each week of coaching in the post season.
 - d. Varsity assistants that have teams that move into post season play as defined in paragraph 7(a) above shall be paid at \$250 per week for each week of coaching in the post season.

- e. Compensation requests for assistant coaches of other sports during post season play will be reviewed on a case by case basis. Consideration will be given to the number of participating student athletes.

8. Extracurricular Activities

- a. Each high school will be provided the following allocation for offering extracurricular activities with employees compensated at the negotiated hourly rate of pay:
 - i. Less than 1000 students - 285 hours
 - ii. 1000 students or more - 355 hours
- b. Alternative High School and attendant programs will be allocated 705 hours for offering extracurricular school activities with employees compensated at the negotiated hourly rate.
- c. A high school assistant Debate coach will be hired when combined boys/girls team members total more than thirty-four (34) total participants.
 - i. An additional assistant debate coach may be requested as deemed necessary by district administration and coach.
 - ii. Additional coaches hired will continue through the entire season as long as the number of student participants is maintained above the agreed upon ratio.
- d. ASB advisors who are employed in full time positions with the District shall be provided four (4) days of release time to complete ASB duties as needed. The ASB advisor may choose to use this time to release other staff to support ASB work.
- e. The High School Orchestra instructor stipend shall be the same as the Band Director provided they are Orchestra-only instructors. Music instructors with the responsibility for both band and orchestra will be compensated in a manner consistent with the salary schedule.

9. Transportation

- a. Teams requiring transportation may make arrangements with buses, rental vehicles, the motor pool, or use their personal vehicles. In those instances when employees operate their personal vehicles in performance of official District business, the employees will seek email authorization from their Principal or designee prior to use.
- b. The employee agrees to operate the vehicle in compliance with the District Procedure 6625 – Instructional Field Trips and Extracurricular Events Travel Procedure.
- c. Employee requests for reimbursement will be based on the documentation of actual

usage of personal vehicles presented in a form and manner approved by the District.

- d. The reimbursement rate shall be the IRS rate in effect at time of travel.
- e. A form will be created and provided to coaches to be submitted to the Director of Transportation in the event of a delay of thirty (30) minutes or more for transportation to arrive.

10. Grants

- a. It is important that employee workload and District budget implications are considered before an application is made for any grant.
- b. Consequently, all grant applications must follow the procedures established by Labor Management as indicated on the Grant Application Form, available on-line in the Policies and Procedures Manual.

Section 17 – Training

- A. In accordance with the WIAA coaching standards, the District agrees to provide training in conjunction with each athletic season for Spokane Public Schools extracurricular employees to receive required training.
- B. As a condition of employment, all newly hired employees will be required to complete all required training applicable to their assignment. The District may provide this training through an online training program. Newly-hired extracurricular employees will be expected to complete the on-line prior to beginning service.
- C. Current extracurricular employees will be required to complete the WIAA certification requirements and the District training on an annual basis. This required training time is included within the base compensation for all coaching assignments.
- D. Extracurricular employees who do not complete the required training will not be offered extracurricular contracts in subsequent years.
- E. The Extracurricular Lead will participate in annual training related to hiring and extracurricular pay processes. The training will be provided by Human Resources.

Section 18 – Identification Cards

- A. The District will provide employees with their initial photo identification card. Any employee who loses their ID card will be responsible for contacting the Security Office to obtain a new ID card. Employees will be charged a replacement fee not to exceed the actual cost of replacing the ID card. Employees whose cards have been damaged or lost on the job may

receive a replacement ID card at no cost.

Section 19 – Volunteer Opportunities

- A. Volunteers shall not do work normally assigned to bargaining unit members. No volunteer shall be engaged in activities which result in the replacement of currently employed workers (including reduction of hours); nor shall any volunteer prevent the employment of persons who would otherwise be hired.
- B. If volunteers are involved in activities that involve additional supervision by District employees (so long as that additional supervision is not part of the employee's normal work assignment), that employee shall be able to choose whether or not to provide the additional supervision to the volunteer.
- C. Volunteers wishing to complete a project that would normally be assigned to bargaining unit members shall follow the Volunteer and Community Support Program process in accordance with Spokane Public Schools Policy and Procedure.
- D. Volunteer coaches who are subsequently hired into coaching into the same activity/sport for which they volunteered, may be required to reimburse the District for fingerprint fees.

Section 20 – Equipment

Capital purchase requests will be initiated through the Athletic Director or Fitness Department Lead. The request includes filling out a completed Capital Equipment Request Form. The budgetary authority over Athletics/Fitness will review requests, historical purchases, and consult with Purchasing and Capital Projects to coordinate decisions around allocating these funds.

The District will prioritize safety in these considerations.

This section will neither require nor limit the ability of a school to fundraise for equipment purchases.

ARTICLE IV – SALARY

- A. Employees will be compensated according to the extracurricular salary schedule included as Addendum A in this Agreement.
 - 1. For the duration of this agreement, extracurricular salaries and stipends shall receive an increase of the legislative approved inflationary adjustment (IPD).
 - 2. The following high school athletic salary schedules shall receive an eleven (11) percent increase. This would return the compensation to levels that recognize season length and workload as well as other factors that were determined in the past. This increase will be applied to the 2021/22 schedule prior to any inflationary adjustment (IPD) increases.
 - a. Track
 - b. Football
 - c. Basketball
 - d. Baseball
 - e. Fast Pitch Softball
 - f. Volleyball
 - g. Wrestling
 - 3. The extracurricular salary schedule will extend the years of experience to 15 steps. Anyone currently on step 8 will move to step 9 for the next season during the 2021/22 school year.
- B. The “Negotiated Rate” shall be \$28.00 for the length of the agreement.
- C. The Extracurricular Lead is responsible for determining the number of hours a classified staff member may work in their extra-curricular position based upon the budgeted stipend for the position and the blended rate. The District shall use the following formula to determine the hourly rate for classified staff working under this contract.
 - 1. The employee shall earn minimum wage for any hours they work beyond their regular position up to a total of 40 hours in one week.
 - 2. Hours worked beyond 40 shall be paid at time and a half of the employee’s blended rate. The blended rate is determined using the employee’s average hourly weekly earning in both their regular position and their extracurricular position up to 40 hours; using minimum wage as the factor for the extracurricular position.
- D. The Elementary cross country stipend shall be paid according to the salary schedule in Addendum A.

- E. The Elementary basketball stipend shall be according to the salary schedule in Addendum A.
- F. The building principal or designee will be responsible for approving payment to employees assigned extracurricular positions for services rendered at the site.
- G. The first extracurricular payment will occur with the September payroll.
- H. Employees will receive equal payments from the beginning of the activity to the end of the activity.
- I. An employee receiving an overpayment or underpayment has an obligation to notify the payroll office. Errors made in payment will be corrected in the current payroll period when possible, or the next payroll period, with due consideration given to avoiding employee hardships.
 - 1. Employees who are underpaid by the District shall be retroactively paid back to the start of underpayment.
 - 2. Employees who receive an overpayment by the District will have the following options for repayment, provided that the total monthly amount being paid back, even in multiple instances of overpayments, is a minimum of \$25 and does not require the employee to repay more than five percent (5%) of the employee's disposable earnings. Additional overpayment options may be utilized, if approved, when unique circumstances exist:
 - a. Lump sum repayment.
 - b. Equal payments to be completed by the end of the school year.
 - c. Equal payments spread over one year.
 - d. If an employee terminates, the remainder of any overpayment shall be due in full and taken out of the final payroll earnings statement.
 - e. In the event the District identifies an overpayment or underpayment prior to payday, the District will notify the employee of the error. If the error is an underpayment, the District will provide separate payment to the employee on payday to correct the underpayment. If the error is an overpayment, the employee will be required to prove a lump-sum payment for the overpayment on payday.
- J. Any error which results in an incorrect salary placement will be corrected by District payment or employee repayment only from the present year. Prior year's placement error will be adjusted only if such error is brought to the attention of the Human Resources department of the District prior to October 1 of the present year.
- K. Payroll warrants will provide a specific breakdown of all deductions made from the gross

salary amount.

L. For salary placement purposes, experience credit shall be credited as follows:

1. Upon initial hire for a secondary extracurricular position, it will be the responsibility of the employee to complete an Extracurricular Experience Verification form as included in Addendum B of this Agreement for each activity/sport assigned for salary placement purposes.
2. For a secondary extracurricular position, experience must be in a like position.
3. School district experience must be in the same extracurricular activity, at (or above) the organizational level of the current assignment (elementary, middle, or high school), with responsibilities and title commensurate with (or beyond) those of the current assignment.
 - a. If the individual has three (3) or more years of experience at one level lower (elementary to middle school or middle school to high school) they will be granted one step of experience at the higher level.
 - b. When candidates are hired from school districts with different grade configurations, the specific grade level coached will be used to determine appropriate experience credit.
 - c. When candidates are hired from outside the school district and their comparative years of experience exceeds 9 years, their placement in the first year will start at step 8 at the highest.
4. In order to gain experience on the coaching schedule, an employee must coach for more than half of the season. If the experience is from out-of-district, the activity season must have been of the same or longer duration as is common in Spokane Public Schools.
5. Only one (1) year of experience may be earned per activity each year and applied to the following, not the current school year, even if more than one (1) activity or team is coached or advised.
6. When promoted (i.e. junior varsity to varsity) within the same extracurricular activity (e.g., football to football, cross country to cross country, etc.) and within the same organizational level in the district (elementary, middle and high school), placement on the salary schedule will be to the first point at which an increase in salary occurs.
 - a. A year of experience in a past program assistant role will count as a year of experience as an assistant coach.
7. When an employee moves from a middle school coaching position to a high school coaching position in the same sport, they will be placed at the step closest to, but not less

than, the amount they were making as a middle school coach.

8. For employees hired on or after the effective date of this agreement, initial placement on the salary schedule shall be on the first step of the salary schedule for the applicable position. The District may consider placement beyond the first step, based on prior related experience for the position.
- M. Certificated staff working in the homework center will be paid at the negotiated rate consistent with the provision above. Classified staff working as a coordinator or instructor will be paid at the appropriate rate. Classified homework center monitors will be paid \$15.00 per hour.

ARTICLE V – SETTLEMENT OF GRIEVANCES

Section 1 – Definitions

- A. A grievance is defined as an alleged violation of a specific term of this Agreement or a dispute regarding an interpretation of the Agreement.
- B. A grievant shall mean an individual employee, group of employees within a building or program, or the Association.
- C. To the extent that time limits are expressed in days, days shall refer to school days when school is in session during the student calendar, and actual business days during the summer.

Section 2 - Time Limits

- A. Grievances shall be processed as rapidly as possible; the number of days indicated at each step shall be considered as maximum, and every effort shall be made to expedite the process, except that any grievance shall be processed during the period in which the parties involved are available.
- B. A grievant must file a grievance within twenty (20) days of the alleged act or within twenty (20) days of the date of knowledge of the act, whichever is later.
- C. Grievances regarding assignment/transfer, will follow the steps described below:
 - 1. From the time an employee was notified of a reassignment, involuntary transfer, other change of position, or was notified that they were not selected for a voluntary transfer, the employee will have five (5) days to file a formal written grievance.
 - 2. Once the grievance is filed it will be expedited.
 - 3. If the Superintendent or their designee rules in favor of the grievant, the grievant will be offered the position that was grieved. The employee originally selected for the transfer will be returned to their former position. If the grievant is denied the grievance, the grievant may appeal the grievance to arbitration. However, the transfer position will be permanently filled by the employee who was selected.
- D. Failure of either party to comply with the time limits set forth herein will serve to declare the grievance as settled based upon the last request made or last answer provided, and no further actions shall be taken.
- E. Time limits as specified herein may be extended by mutual concurrence of the parties; provided however, no request for extension of time limits shall be made by either party after the applicable time limits in any of the grievance steps have already expired.
- F. The parties agree not to use the concept of a continuing grievance.

Section 3 - Limitations of Grievances

- A. The grievance procedure shall not apply to assignment to administrative or supervisory positions or transfer of administrative or supervisory employees to subordinate positions.
- B. Non-renewal of employees shall be grievable only through Step Three of the grievance procedure. Such grievance shall pertain solely to alleged procedural discrepancies.
- C. Grievances relating to employee workload shall be grievable only through Step Three of the grievance procedure contained herein.
- D. Grievances based only on the Preamble shall be grievable only through Step Three of the grievance procedure contained herein. All other grievance limitations outlined in the Collective Bargaining Agreement remain in effect.

Section 4 - No Reprisals

There shall be no reprisals of any kind against any party in interest for reasons of participation in the grievance procedure.

Section 5 - Submission of Grievances

- A. Each grievance will be submitted separately except in cases where-in both the District and the Association mutually agree to have more than one (1) grievance handled at one time.
- B. If a grievance affects a group of employees or the Association, the Association may initiate and submit an Association grievance in writing to the District superintendent directly, signed by the president of the Association, and the processing of such grievance shall be commenced at Step Three.
- C. Step One of the procedure shall begin with the responsible administrator.

Section 6 - Grievance Processing Steps

- A. Step One/Informal

Within twenty (20) days of the alleged act or within twenty (20) days of the date of knowledge of the act, whichever is later, the employee shall request a meeting with their immediate supervisor/principal to discuss the potential contract violation and potential solutions. The parties acknowledge that it is most desirable for an employee and their immediate supervisor to resolve problems through free and informal communications.

1. This informal discussion will not be bypassed unless it is an Association or class action grievance.
2. Every effort shall be made to resolve the problem at this level in an informal manner.

3. An employee requesting such a meeting shall identify the subject of the concern.
4. If the complaint is not resolved it shall be moved to Step Two.

B. Step Two

If the complaint is not resolved it shall be reduced to writing by the grievant and submitted to the Principal or Supervisor within five (5) days of the response at Step One-Informal.

1. A written grievance should include the article, section, and the specific term(s) violated or misinterpreted the specific factual basis for the grievance, the relief sought and the grievant's name and signature.
2. Upon receipt, the Principal or Supervisor shall arrange a conference to discuss the written grievance.
 - a. The grievant and an association representative (if the grievant desires) will be present at the conference.
 - b. Human Resources or co-supervisors may also attend the meeting to assist in discussing a resolution.
 - c. If the Association is not in attendance, they shall be notified of the Step Two grievance meeting.
3. Within five (5) days following the conference, the supervisor will provide the grievant and the Association with a written response to the grievance. Such response will include the basis upon which the decision was based.

C. Step Three

In the event that the grievant is not satisfied with the disposition of the grievance at Step Two, he/ she shall within five (5) days refer the grievance in writing to the superintendent or their designee.

1. The superintendent or designee shall meet with the grievant in order to discuss the grievance and possible resolutions.
2. The superintendent or designee shall provide the grievant with a written disposition of the grievance within five (5) days of such meeting.

D. Step Four

1. Mediation - The Association and the District may mutually agree to mediate the grievance through the Washington State Public Employment Relations Commission (PERC). Such request will be made to PERC within ten (10) working days after the Step Three decision. If the parties do not mutually agree to the mediation, the grievance will move to Step Five.

E. Step Five

1. Arbitration

The Association, at its sole discretion, may advance any grievance to final and binding arbitration which has not been resolved through the use of the above enumerated grievance steps and procedures and is not subject to the exclusions herein.

2. The Association will notify the other party in writing that the matter is to be submitted for arbitration.
3. Arbitrations shall be filed with either the American Arbitration Association (AAA) or the Federal Mediation and Conciliation Services (FMCS) within fifteen (15) days of receipt of the Step Three response, or Step Four if applicable.
4. The arbitrator shall be selected from a list provided by FMCS or AAA. The parties shall separately rank and strike the names of arbitrators on the list and return their list to the appropriate agency for final arbitrator selection.
5. The arbitrator to hear the case shall be chosen using the process described in the following section of this article.
6. The arbitrator shall follow the rules of the American Arbitration Association and/or the Federal Mediation & Conciliation Service and shall have no authority to extend, alter, or modify this Agreement or its terms. The arbitrator shall limit their findings and decision solely to specific terms of this Agreement and application of such terms herein set forth. The arbitrator shall have no power to extend or limit the Agreement beyond what the parties have agreed upon. The arbitrator shall be without power to award punitive damages.
7. The arbitrator shall make a written report of their findings of fact and decision including the basis in law, if any, for such decision, to the District, the Association, and the grievant within thirty (30) days after the final hearing is concluded.
8. The arbitrator's decision shall bind both of the parties. Both parties retain their usual right to seek legal relief regarding any arbitrator's decision.

Section 7 – Arbitration Costs

The District and the Association shall each bear its own expenses involved in the processing of a grievance. The two (2) parties shall share equally the cost of the arbitrator.

ARTICLE VI – LEAVE

A. District Employees in Extra-Curricular Positions Who Otherwise Do Not Accrue Leave in Other Positions with Spokane Public Schools:

1. Employees shall report absences from extracurricular activities/athletic events to their Extracurricular Lead or designee as soon as possible.
2. When it is deemed necessary the Extracurricular Lead or designee will obtain coverage for the absent employee.
3. In the event an employee is unable to complete an extracurricular assignment due to an extended illness or injury, the assignment may be ended and prorated in order to assign the extracurricular activity to a new employee.
4. Accrual of Sick Leave
 - a. Employees shall accrue non-compensable sick leave at the rate of one (1) hour sick leave for every forty (40) hours worked.
 - b. Earned sick leave will not be accumulated in excess of 40 hours as of August 31st. Up to forty (40) hours of unused sick leave will carry over to the next school year.
5. Use of Sick Leave
 - a. Employees are entitled to use accrued sick leave beginning on the ninetieth (90th) calendar day after the start of their employment.
 - b. Employees using sick leave will be compensated at the rate of pay associated with the assignment(s) from which the employee is absent. Paid sick leave hours will not count towards the calculation of overtime.
 - c. Staff members may use paid sick leave to care for themselves or their family members; when the staff members' workplace or children's school or place of care has been closed by a public official for any health-related reason; bereavement; or for absences that qualify for leave under the Domestic Violence Leave Act.
 - d. For purposes of this section, sick leave will be deducted at a rate of 2 hours for an extracurricular practice and 4 hours for an extracurricular contest/performance.
6. Reporting of Sick Leave
 - a. Employees must report any absence (foreseeable and unforeseeable) to their extracurricular lead as soon as possible before the required start of their extracurricular assignment. Employees must also complete and submit the designated form for timekeeping purposes.
 - b. When an absence(s) has an adverse impact on the program, the employee may be asked to present a doctor's statement attesting to the illness or injury necessitating

the employee's continued absence.

- c. The Extracurricular Lead or designee will determine if a substitute is needed to cover the absence.

7. Separation from Employment

- a. Sick leave accrued under this section is non-compensable and is therefore not eligible for cash-out.
- b. If an employee separates from employment and is rehired by the District within twelve (12) months after the date of separation, the employee's accrued/unused sick leave will be reinstated.

B. District Employees Who Accrue Sick Leave in Positions with Spokane Public Schools and Who Hold Extracurricular Assignments:

1. Employees shall report absences from extracurricular activities/athletic events to their Extracurricular Lead or designee as soon as possible.
2. An employee who needs to be absent from an extracurricular practice or contest/performance due to illness or injury may be excused by the Extra-curricular Lead or designee without loss of pay for the absence, if, in the judgment of the Extra-curricular Lead or designee, duties can be covered to the satisfaction of all concerned.
3. The Extra-curricular Lead or designee will determine if a substitute is needed to cover the absence.
4. The excused absence specified in this subsection is limited to three absences.
5. In the event an employee is unable to complete an extracurricular assignment due to an extended illness or injury, the assignment may be ended and prorated in order to assign the extracurricular activity to a new employee.
6. Should an employee be approved for jury duty leave from their regular District assignment the employee will contact the Extracurricular lead regarding the start of jury service.
 - a. Should an employee be released from jury duty prior to the start of the extracurricular activity, they shall attend the activity.
 - b. When an employee is unable to perform their extracurricular responsibility as a result of jury duty, they shall do so without loss of pay and/or benefits.
7. Should an employee be approved for bereavement leave from their regular District assignment, the leave will be extended to their extracurricular assignment under the terms specified in the collective bargaining agreement governing the employee's regular assignment, if applicable. If the employee's regular assignment is not governed by a


collective bargaining agreement, the terms of the employee's bereavement leave will be governed by Board Policy 5403 (Emergency and Discretionary Leaves). The employee will report their absence as described in B(1) above.

C. Unapproved/Unpaid Absences


1. Absences not covered by accrued sick, jury, bereavement leave, or other absences not otherwise approved will result in loss of pay.

ARTICLE VII – DURATION AND SIGNATORY PROVISIONS

This Agreement is made and entered into between School District No. 81 of Spokane, Washington, the Employer, and the Spokane Education Association. This Agreement shall be in full force and effect beginning with the ratification by both parties and shall remain in full force in effect through August 31, 2025. At any time that rules, regulation and or law is changed during the duration of this Agreement, this agreement shall be reopened for the express purpose for negotiating the affected sections. The parties shall meet to negotiate a successor Agreement no less than sixty (60) days prior to the expiration date.




President/Bargaining Chair,
Spokane Education Association




President,
Board of Directors

July 28, 2021
Date

Aug. 11, 2021
Date



Bargaining Chair,
Spokane Education Association



Secretary,
Board of Directors

7/28/2021
Date

8-11-2021
Date

ADDENDUM A – 2021/22 SALARY SCHEDULE

Sept. 1, 2021

SPOKANE SCHOOL DISTRICT NO. 81 EXTRACURRICULAR SALARY SCHEDULE 2021-22																		
HIGH SCHOOLS ATHLETIC ACTIVITY	B/G	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Designated # of Positions
FOOTBALL																		
Varsity	B	6,455	6,665	6,881	7,108	7,339	7,580	7,832	8,087	8,347	8,614	8,889	9,174	9,467	9,770	10,083	10,406	5
Varsity Assistant	B	4,936	5,097	5,263	5,435	5,613	5,796	5,989	6,183	6,382	6,587	6,798	7,015	7,240	7,471	7,710	7,957	25
Junior Varsity	B	4,556	4,705	4,857	5,018	5,180	5,350	5,529	5,708	5,891	6,080	6,275	6,475	6,683	6,896	7,117	7,345	5
Junior Varsity Assistant	B	4,176	4,313	4,453	4,599	4,748	4,905	5,068	5,232	5,400	5,573	5,752	5,936	6,126	6,322	6,524	6,733	10
Freshman	B	4,556	4,705	4,857	5,018	5,180	5,350	5,529	5,708	5,891	6,080	6,275	6,475	6,683	6,896	7,117	7,345	5
Freshman Assistant	B	4,176	4,313	4,453	4,599	4,748	4,905	5,068	5,232	5,400	5,573	5,752	5,936	6,126	6,322	6,524	6,733	10
BASKETBALL																		
Varsity	B/G	5,824	6,015	6,210	6,415	6,622	6,840	7,067	7,298	7,531	7,772	8,021	8,278	8,543	8,816	9,098	9,389	10
Junior Varsity	B/G	4,368	4,511	4,657	4,810	4,967	5,130	5,300	5,473	5,649	5,830	6,016	6,209	6,407	6,612	6,824	7,042	20
Freshman	B/G	4,368	4,511	4,657	4,810	4,967	5,130	5,300	5,473	5,649	5,830	6,016	6,209	6,407	6,612	6,824	7,042	10
BASEBALL																		
Varsity	B	4,732	4,887	5,046	5,212	5,380	5,558	5,742	5,929	6,119	6,315	6,517	6,725	6,940	7,163	7,392	7,628	5
Junior Varsity	B	4,004	4,135	4,269	4,409	4,553	4,703	4,858	5,017	5,178	5,343	5,514	5,691	5,873	6,061	6,255	6,455	10
Freshman	B	4,004	4,135	4,269	4,409	4,553	4,703	4,858	5,017	5,178	5,343	5,514	5,691	5,873	6,061	6,255	6,455	10
FAST PITCH SOFTBALL																		
Varsity	G	4,732	4,887	5,045	5,211	5,381	5,557	5,742	5,929	6,119	6,315	6,517	6,725	6,941	7,163	7,392	7,628	5
Junior Varsity	G	4,004	4,135	4,269	4,410	4,553	4,703	4,858	5,017	5,177	5,343	5,514	5,690	5,873	6,061	6,254	6,455	10
Freshman	G	4,004	4,135	4,269	4,410	4,553	4,703	4,858	5,017	5,177	5,343	5,514	5,690	5,873	6,061	6,254	6,455	10
TRACK																		
Varsity (If 1 Position)	B/G	5,460	5,639	5,822	6,013	6,208	6,412	6,625	6,841	7,060	7,286	7,519	7,760	8,008	8,264	8,529	8,802	0
Varsity (If 2 Positions)	B/G	4,732	4,887	5,046	5,212	5,380	5,558	5,742	5,929	6,119	6,315	6,517	6,725	6,940	7,163	7,392	7,628	10
Varsity Assistant	B/G	4,004	4,135	4,269	4,409	4,553	4,703	4,858	5,017	5,178	5,343	5,514	5,691	5,873	6,061	6,255	6,455	35
Freshman	B/G	4,004	4,135	4,269	4,409	4,553	4,703	4,858	5,017	5,178	5,343	5,514	5,691	5,873	6,061	6,255	6,455	10
CROSS-COUNTRY																		
Varsity	B/G	4,416	4,560	4,708	4,864	5,021	5,187	5,359	5,534	5,711	5,894	6,082	6,277	6,478	6,685	6,899	7,120	10
Freshman	B/G	2,944	3,041	3,139	3,242	3,347	3,458	3,572	3,689	3,807	3,929	4,054	4,184	4,318	4,456	4,599	4,746	10
SOCCER																		
Varsity	B/G	4,416	4,560	4,708	4,864	5,021	5,187	5,359	5,534	5,711	5,894	6,082	6,277	6,478	6,685	6,899	7,120	10
Junior Varsity	B/G	3,864	3,991	4,120	4,256	4,394	4,538	4,689	4,842	4,997	5,157	5,322	5,492	5,668	5,849	6,036	6,229	10
Assistant	B/G	3,239	3,345	3,453	3,566	3,682	3,803	3,929	4,057	4,187	4,321	4,460	4,602	4,750	4,902	5,059	5,220	10

**SPOKANE SCHOOL DISTRICT NO. 81
EXTRACURRICULAR SALARY SCHEDULE 2021-22**

Sept. 1, 2021

HIGH SCHOOLS		B/G	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	# of Positions
ATHLETIC ACTIVITY																			
TENNIS																			
Varsity	B/G	4,416	4,560	4,708	4,864	5,021	5,187	5,359	5,534	5,711	5,894	6,082	6,277	6,478	6,685	6,899	7,120	10	
Assistant *	B/G	2,944	3,041	3,139	3,242	3,347	3,458	3,572	3,689	3,807	3,929	4,054	4,184	4,318	4,456	4,599	4,746	5	
* When the combined boys and girls players total more than 30 (31+), an additional Assistant Tennis coach will be allocated																			
SLOW PITCH SOFTBALL																			
Varsity	G	4,784	4,940	5,101	5,268	5,440	5,619	5,805	5,994	6,186	6,384	6,589	6,799	7,017	7,242	7,473	7,712	5	
Assistant	G	4,048	4,180	4,317	4,459	4,603	4,755	4,911	5,072	5,234	5,402	5,574	5,753	5,937	6,127	6,323	6,525	5	
GOLF																			
Varsity	B/G	4,416	4,560	4,708	4,864	5,021	5,187	5,359	5,534	5,711	5,894	6,082	6,277	6,478	6,685	6,899	7,120	10	
WRESTLING																			
Varsity	B/G	5,824	6,015	6,210	6,415	6,622	6,840	7,067	7,298	7,531	7,772	8,021	8,278	8,543	8,816	9,098	9,389	5	
Varsity Assistant *	B/G	4,368	4,511	4,657	4,810	4,967	5,130	5,300	5,473	5,649	5,830	6,016	6,209	6,407	6,612	6,824	7,042	10	
* When females participate in wrestling an additional coaching allocation will be based on participation and allocated by the district.																			
Freshman	B/G	3,641	3,759	3,881	4,009	4,139	4,275	4,416	4,561	4,707	4,858	5,013	5,174	5,339	5,510	5,686	5,868	5	
VOLLEYBALL																			
Varsity	G	4,732	4,887	5,045	5,211	5,381	5,557	5,742	5,929	6,119	6,315	6,517	6,725	6,941	7,163	7,392	7,628	5	
Junior Varsity	G	4,004	4,135	4,269	4,410	4,553	4,703	4,858	5,017	5,177	5,343	5,514	5,690	5,873	6,061	6,254	6,455	10	
Freshman	G	4,004	4,135	4,269	4,410	4,553	4,703	4,858	5,017	5,177	5,343	5,514	5,690	5,873	6,061	6,254	6,455	5	
GYMNASTICS																			
Varsity	G	5,153	5,321	5,493	5,674	5,858	6,051	6,251	6,456	6,663	6,876	7,096	7,323	7,558	7,799	8,049	8,307	5	
Varsity Assistant	G	3,681	3,801	3,924	4,053	4,185	4,322	4,465	4,611	4,759	4,911	5,068	5,231	5,398	5,571	5,749	5,933	5	
COMPETITIVE CHEER																			
Varsity	G	4,416	4,560	4,708	4,864	5,021	5,187	5,359	5,534	5,711	5,894	6,082	6,277	6,478	6,685	6,899	7,120	5	

**SPOKANE SCHOOL DISTRICT NO. 81
EXTRACURRICULAR SALARY SCHEDULE 2021-22**

Sept. 1, 2021

HIGH SCHOOLS NON ATHLETIC ACTIVITY	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Designated # of Positions
Dance/Drill Team Advisor	5,151	5,321	5,494	5,674	5,859	6,053	6,250	6,454	6,662	6,875	7,095	7,322	7,557	7,798	8,048	8,306	5
Cheerleader Spirit Advisor	5,888	6,081	6,278	6,485	6,695	6,915	7,144	7,379	7,614	7,858	8,109	8,369	8,637	8,913	9,198	9,492	5
Cheerleader Assistant Spirit Advisor	2,944	3,041	3,139	3,243	3,348	3,458	3,573	3,689	3,807	3,929	4,055	4,184	4,318	4,456	4,599	4,746	5
Music, Band ONLY*	5,888	6,081	6,278	6,485	6,695	6,915	7,144	7,379	7,614	7,858	8,109	8,369	8,637	8,913	9,198	9,492	5
Music, Orchestra ONLY*	5,888	6,081	6,278	6,485	6,695	6,915	7,144	7,379	7,614	7,858	8,109	8,369	8,637	8,913	9,198	9,492	5
Music, Band & Orchestra	6,992	7,221	7,454	7,701	7,950	8,212	8,484	8,762	9,042	9,332	9,630	9,938	10,256	10,585	10,923	11,273	5
Music, March/Pep	1,103	1,140	1,177	1,216	1,256	1,297	1,340	1,383	1,427	1,473	1,520	1,568	1,619	1,670	1,724	1,779	5
Music, Vocal	5,888	6,081	6,278	6,485	6,695	6,915	7,144	7,379	7,614	7,858	8,109	8,369	8,637	8,913	9,198	9,492	5
Musical/Participant	737	760	784	811	837	864	892	923	952	982	1,014	1,046	1,080	1,114	1,150	1,187	10
Debate	4,417	4,560	4,708	4,864	5,021	5,187	5,358	5,534	5,711	5,894	6,082	6,277	6,478	6,685	6,899	7,120	5
Debate Assistant (if over 34 participants)	2,944	3,041	3,140	3,243	3,348	3,458	3,573	3,689	3,807	3,929	4,055	4,184	4,318	4,456	4,599	4,746	5
ASB Advisor **	3,127	3,230	3,335	3,445	3,557	3,675	3,796	3,919	4,045	4,174	4,308	4,445	4,588	4,734	4,886	5,042	5
Annual (Yearbook)	3,681	3,801	3,924	4,053	4,184	4,322	4,465	4,611	4,759	4,911	5,069	5,231	5,398	5,571	5,749	5,933	5
Drama, Semester	2,576	2,661	2,747	2,837	2,930	3,026	3,125	3,227	3,331	3,438	3,548	3,661	3,778	3,899	4,024	4,153	5
Class Advisor, 12th	1,840	1,901	1,962	2,026	2,092	2,160	2,233	2,305	2,379	2,455	2,534	2,615	2,698	2,785	2,874	2,966	5
Class Advisor, 11th, 10th, 9th	737	760	784	811	837	864	892	923	952	982	1,014	1,046	1,080	1,114	1,150	1,187	15
Stage Instruction	1,472	1,519	1,570	1,621	1,674	1,729	1,786	1,844	1,904	1,965	2,028	2,093	2,160	2,229	2,300	2,374	5
Cafeteria Supervision	3,312	3,420	3,531	3,647	3,765	3,890	4,019	4,150	4,283	4,420	4,562	4,708	4,858	5,014	5,174	5,340	5
Academic Enrichment, per Bldg	2,408																5
Extigency, per Bldg	2,187																5
NEGOTIATED EXTRACURRICULAR RATE	28.00																
SCHOOL ACTIVITIES (PAID AT THE NEGOTIATED RATE)																	
Less than 1,000 students	7,980																0
1,000 or more students	9,940																5
Alternative High School Activites	19,740																

* Instructors who teach both Band & Orchestra shall receive the **Band & Orchestra** stipend as outlined above. Individual instructors shall not be paid both the Band ONLY and Orchestra ONLY stipends at their full amount. Contact Human Resources with questions.

** Plus release time - 4 Days

**SPOKANE SCHOOL DISTRICT NO. 81
EXTRACURRICULAR SALARY SCHEDULE 2021-22**

Sept. 1, 2021

MIDDLE SCHOOLS																		Designated
ATHLETIC ACTIVITY	B/G	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	# of Positions
BASKETBALL																		
8th Grade	B/G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	12
8th Grade JV	B/G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	12
7th Grade	B/G	2,355	2,433	2,511	2,593	2,677	2,766	2,858	2,952	3,046	3,144	3,244	3,348	3,455	3,566	3,680	3,798	12
7th Grade JV	B/G	2,355	2,433	2,511	2,593	2,677	2,766	2,858	2,952	3,046	3,144	3,244	3,348	3,455	3,566	3,680	3,798	12
BASEBALL																		
7th/8th Grade	B	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
7th/8th Grade JV	B	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
SOFTBALL																		
7th/8th Grade	G	2,355	2,433	2,511	2,593	2,677	2,766	2,858	2,952	3,046	3,144	3,244	3,348	3,455	3,566	3,680	3,798	6
7th/8th Grade JV	G	2,355	2,433	2,511	2,593	2,677	2,766	2,858	2,952	3,046	3,144	3,244	3,348	3,455	3,566	3,680	3,798	6
TRACK																		
8th Grade	B/G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
8th Grade Assistant	B/G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
7th Grade	B/G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
7th Grade Assistant	B/G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
CROSS COUNTRY																		
7th & 8th Grade	B/G	2,061	2,128	2,197	2,270	2,343	2,421	2,501	2,582	2,665	2,750	2,838	2,929	3,023	3,119	3,219	3,322	12
WRESTLING																		
7th & 8th Grade	B	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
7th & 8th Grade Assistant	B	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
VOLLEYBALL																		
8th Grade	G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
8th Grade JV	G	2,650	2,736	2,826	2,919	3,013	3,111	3,214	3,319	3,426	3,535	3,648	3,765	3,886	4,010	4,138	4,271	6
7th Grade	G	2,355	2,433	2,511	2,593	2,677	2,766	2,858	2,952	3,046	3,144	3,244	3,348	3,455	3,566	3,680	3,798	6
7th Grade JV	G	2,355	2,433	2,511	2,593	2,677	2,766	2,858	2,952	3,046	3,144	3,244	3,348	3,455	3,566	3,680	3,798	6
FLAG FOOTBALL																		
7th/8th Grade	B	1,178	1,216	1,256	1,297	1,339	1,383	1,429	1,475	1,523	1,571	1,622	1,674	1,727	1,782	1,839	1,898	6
7th/8th Grade JV	B	1,178	1,216	1,256	1,297	1,339	1,383	1,429	1,475	1,523	1,571	1,622	1,674	1,727	1,782	1,839	1,898	6
ATHLETIC COORDINATOR		7,820	8,076	8,338	8,612	8,892	9,185	9,489	9,799	10,112	10,435	10,769	11,114	11,470	11,837	12,215	12,606	6
ATHLETIC COORDINATOR PLANNING		.2 FTE																6
ATHLETIC COORDINATOR - RELEASE DAYS		5																6

**SPOKANE SCHOOL DISTRICT NO. 81
EXTRACURRICULAR SALARY SCHEDULE 2021-22**

Sept. 1, 2021

MIDDLE SCHOOLS NON ATHLETIC ACTIVITY	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Designated # of Positions
MUSIC, EACH SEMESTER																	
5 Performance Class	1,840	1,901	1,962	2,026	2,092	2,160	2,233	2,305	2,379	2,455	2,534	2,615	2,698	2,785	2,874	2,966	6
4 Performance Class	1,472	1,519	1,570	1,621	1,674	1,729	1,786	1,844	1,904	1,965	2,028	2,093	2,160	2,229	2,300	2,374	6
3 Performance Class	1,103	1,140	1,177	1,216	1,256	1,297	1,340	1,383	1,427	1,473	1,520	1,568	1,619	1,670	1,724	1,779	6
2 Performance Class	737	760	784	811	837	864	892	923	952	982	1,014	1,046	1,080	1,114	1,150	1,187	6
1 Performance Class	368	380	393	406	418	432	447	460	475	490	506	522	539	556	574	592	6
Marching, Year	368	380	393	406	418	432	447	460	475	490	506	522	539	556	574	592	6
Drill Team, Each Semester	1,288	1,330	1,373	1,419	1,465	1,512	1,564	1,614	1,666	1,719	1,774	1,831	1,889	1,950	2,012	2,076	6
Jazz Band, Each Semester *	1,288	1,330	1,373	1,419	1,465	1,512	1,564	1,614	1,666	1,719	1,774	1,831	1,889	1,950	2,012	2,076	
ASB ADVISOR - STIPEND	4,048	4,180	4,317	4,459	4,603	4,755	4,911	5,072	5,234	5,402	5,574	5,753	5,937	6,127	6,323	6,525	6
OTHER ACTIVITIES																	
Bus Supervision	1,656	1,710	1,766	1,823	1,883	1,945	2,009	2,075	2,142	2,210	2,281	2,354	2,429	2,507	2,587	2,670	6
Cafeteria Supervision - 2 lunches	3,312	3,420	3,531	3,647	3,765	3,890	4,019	4,150	4,283	4,420	4,562	4,708	4,858	5,014	5,174	5,340	12
Publications (Yearbook)	2,944	3,041	3,140	3,243	3,348	3,458	3,573	3,689	3,807	3,929	4,055	4,184	4,318	4,456	4,599	4,746	6
Academic Enrichment, Bldg	2,408																
NEGOTIATED EXTRACURRICULAR RATE	28.00																
SCHOOL ACTIVITIES (PAID AT THE NEGOTIATED RATE)	22,876																6
ASB ADVISORS - RELEASE DAYS	4																6

* Jazz Band Stipend is for performances outside the work day and not for work performed within a certificated staff member's 1.0 FTE contract.

SPOKANE SCHOOL DISTRICT NO. 81
EXTRACURRICULAR SALARY SCHEDULE 2021-22

Sept. 1, 2021

ELEMENTARY SCHOOLS			Designated
ATHLETIC & NON ATHLETIC ACTIVITIES	B/G	0	# of Positions
EXTRACURRICULAR BUILDING REPRESENTATIVE		750	35
ATHLETIC ACTIVITIES			
CROSS COUNTRY			
Coach 1	B/G	738	35
Coach 2	B/G	738	35
BASKETBALL			
Boy's Coach		536	70
Girl's Coach		536	70
EQUIPMENT COORDINATOR		536	35
NONATHLETIC ACTIVITIES			
MUSIC			
Performance		92	35
Performance Organization		92	35
OTHER ACTIVITIES			
ASB Advisor - Release Days		3	35
ASB Advisor - Stipend		737	35
Imagination Celebration		368	35
Academic Enrichment, Bldg		2,369	35
NEGOTIATED EXTRACURRICULAR RATE		28.00	
SCHOOL PATROL (PAID AT THE NEGOTIATED RATE)			
Level 1 (600 students or more)		1,808	
Level 2 (500 - 599 Students)		1,391	
Level 3 (400 - 499 Students)		1,252	
Level 4 (Less than 400 Students)		1,113	
SCHOOL ACTIVITIES, HOURS PER BLDG. (PAID AT THE NEGOTIATED RATE)			
Less than 400 Pupils (110)		3,080	
400 to 499 Pupils (130)		3,640	
500 to 599 Pupils (145)		4,060	
600 or more Pupils (160)		4,480	
CROSS COUNTRY ZONE LEADER (PAID AT THE NEGOTIATED RATE)		280	5
Cross Country Supervision Aide Hours		25	35

ADDENDUM B

EXTRACURRICULAR EXPERIENCE VERIFICATION

This form is to be completed by each new coach, supervisor, etc., who will be paid on an extracurricular contract. One form is to be completed for each activity or sport by each coach, supervisor, etc., who was not serving in this role in Spokane Public Schools during the last school year. The information on this form will be used to determine the initial placement on the appropriate supplemental salary schedule.

NAME _____ SCHOOL _____

SPECIFIC TITLE OF SPORT/ACTIVITY COACHED _____

I HAVE COACHED THIS SPORT/ACTIVITY FOR _____ YEARS.

PAID: _____ OR _____ If answer is no, proceed to bottom of page and sign and date.
Yes No

Experience at any level is desirable, enhances the applicant's ability to perform and, may influence the hiring of an applicant. However, to be considered for salary consideration the following must be applicable:

1. Experience must be in a school district on a paid, supplemental contract basis.
2. Experience must be in the same extracurricular activity, at (or above) the organizational level of the current assignment (Elementary, Middle, or High School), with responsibilities and title commensurate with (or beyond) those of the current assignment. If the individual has three (3) or more years of experience at one level lower (elementary to middle school or middle school to high school) they will be granted one step of experience at the higher level. When candidates are hired from school districts with different grade configurations, the specific grade level coached will be used to determine appropriate experience credit.
3. In order to gain experience on the coaching schedule, an employee must coach for more than half of the season. If the experience is from out-of-district, the activity season must have been of the same or longer duration as is common in Spokane Public Schools.
4. Only one year of experience may be earned per activity each year and applied to the following, not the current school year, even if more than one activity or team is coached or advised.
5. When promoted (i.e. junior varsity to varsity) within the same extracurricular activity (e.g., football to football, cross country to cross country. Not baseball to softball or cross country to track) and within the same organizational level in the district (elementary, middle and high school), placement on the salary schedule will be to the first point at which an increase in salary occurs.
6. When an employee moves from a middle school coaching/activity position to a high school coaching/activities position in the same sport/activity, he/she will be placed at the step closest to, but not less than, the amount he/she was making as a middle school coach.
7. Experience in coaching college level students may be applicable. This will be determined through analysis of individual situations by the Human Resources Office.
8. Upon initial hire for an extracurricular position, it will be the responsibility of the employee to complete an Extracurricular Experience Verification form for each activity/sport assigned for salary placement purposes.

PAID COACH/ADVISOR EXPERIENCE:

School year service was rendered	Sport/Activity	Grade Level	School/Location*	Phone Number	Position Held	
					HEAD	ASSIST

* Washington State Sexual Misconduct Disclosure form(s) must also be completed for each district.

I verify that the information on this page is true, correct and complete. If I have given false or incomplete statements, the district may, at its sole discretion, without notice or due process, terminate my employment contract.

SIGNATURE _____

DATE _____

revised 10.01.2020