

**Northshore Educational Office Professionals Association (NEOPA)  
Summary of Tentative Agreement**

**General Membership Meeting**

**February 29, 2024**

**1) DURATION**

**a) Two Year Agreement:**

- Year One: 2024-2025
- Year Two: 2025-2026

**2) CONCESSIONS**

**a) Work Year Reduced by Three Days:**

- In the 2024-2025 and 2025-2026 school years, the work year of each NEOPA employee who works a calendar greater than 195 days shall be reduced by three days.
- The District and NEOPA will work together to identify the days to be reduced on each of the impacted work year calendars.

**b) Staffing Cut @ Elementary Schools Under 300 Students:**

- Beginning in the 2024-2025 School year, the Secretary position will be cut to four hours.
- Impacted employees may choose to stay at current building in the reduced assignment, or shall be offered up to two opportunities to accept positions of the same hours at the same classification level as their current positions.

**c) Suspension of Peak and Overtime Hours:**

- Suspended for the duration of the CBA – Re-instated in 2026-2027 school year.
- District and NEOPA will co-write a joint Memo that will be sent to all supervisors and NEOPA employees annually, and will include the following information/reminders:
  - The employer/NSD is held legally responsible when overtime is worked, and remains obligated to pay overtime.
  - Both employers/supervisors and employees will be directed that overtime is not to be worked without pre-approval during this time when the peak/overtime hours are suspended. ALL overtime must be pre-approved by your supervisor.
  - If it has been approved, the definitions for overtime pay rates and compensatory time options in the collective bargaining agreement (CBA, or contract) still apply.

**d) Reclassification:** Suspended for the 2024-2025 and 2025-2026 school years.

### 3) NEGOTIATED ASSURANCES OR IMPROVEMENTS

#### a) **Compensation:** Maintained IPD

##### ➤ **2024-2025:**

- Salary Schedule will be increased by the Implicit Price Deflator (IPD): 3.7%
- Applied to Appendix A, A-1 and PSP

##### ➤ **2025-2026:**

- Salary Schedule will be increased by the Implicit Price Deflator (IPD): currently estimated to be 2.4% (will likely change)
- Applied to Appendix A, A-1 and PSP

#### b) **Staffing Assurances & Enhancements:**

##### ➤ **New Language:**

- The District and the Association have worked closely to address the stability of the District's finances. The parties agree that there will be no further reduction in NEOPA positions for the duration of this agreement.

##### ➤ **Graphics Center:**

- The District will staff the Graphics Center with a minimum of one position: "Digital Press & Mail Center Technician." This will be a Prof Tech 1/8-hour/260-day position.
- The District will communicate annually in August to all District employees what the expectations are in regards to print and copy services.

#### c) **Turkey Prep Day:**

- Four hours of the Wednesday before Thanksgiving will be treated like a holiday!
- School-based NEOPA employees are entitled to leave 30 minutes after student dismissal.
- Non-school based employees will work four hours on that day – they need to coordinate their workday with their supervisor to assure appropriate coverage.

#### d) **Work Outside of Classification:** Removed the five consecutive days requirement, i.e., higher pay used to be provided if an employee worked for five consecutive days in a higher-level position. It is now paid when the employee is assigned to work in a higher-level position for a day or more.

#### e) **Calendar and Workyear:**

- Prior to finalization and/or publication of District calendar and work year calendar for each group, the District will seek input from NEOPA leadership in order to determine and address impacts on the bargaining unit.
- Gained language calling out our right to bargain the calendar.
- Language now cross-references the work years in Appendices B-1 and B-2, and commits the parties to developing a calendar for any position not listed in the appendices.

f) **Maintained and Clarified Registrar Support:**

- 40 Hours of Registrar Support for each High School is Maintained.
  - Added Language Clarifying Current Practice, i.e., the support includes Secondary Academy for Success (SAS) and Innovation Lab
- Clarified/codified current practice of supporting Innovation Lab equal to SAS.

g) **Leaves:**

- Leave Sharing:
  - Leave Sharing will be possible between any employee, regardless of employee group.
  - The District will now administer the leave sharing program, including assisting with eligibility questions and notifying other employees across the District, up to two announcements/requests.
  - Individual employees may also continue to solicit leave donations.
- Bereavement Leave:
  - Streamlined the categories from four to two (5/3/2/1 → 5/2)
  - Relaxed definitions (e.g., Mother, father, spouse, registered domestic partner, child, brother, sister, or others living in the same immediate household → death in the employee's family or household)
- Substitute Sick Leave – Added language aligning with new (not so new) statute:
  - Subs accrue one hour of sick leave for every forty hours worked, and can use the leave in one hour increments, starting after they've worked 90 days in the District.
  - They can utilize their leave in the same way as other, regular employees, including for caring for their health needs or the health needs of their family members.
  - Leave is tracked in Employee Access, and a maximum of forty hours can be carried over from year to year.
- Increased Gender Equity/Removed Seniority Penalty for Leave – Employees now earn credit while on leave, including unpaid leave.

h) **Seniority:** Broadened the definition to grant credit for work in a temporary assignment of at least six months, if rehired within 12 months of separation date.

i) **NNRAP & Confidentials:**

- Unable to resolve recognition clause and subcontracting issue(s) related to NNRAP positions.
- New positions: District agrees to inform NEOPA at least one week prior to final approval of a position when creating any new NNRAP position to assure the Association has notice of new positions which may require discussion regarding unit membership.

- j) **District Offered PD:** When NEOPA members are required to implement a new system or process, the District will provide training *prior* to implementation, whenever possible.
- k) **Workspace:**
  - The District will provide a workspace that is supportive of accurate completion of tasks which demand minimal interruption to achieve accurate and timely completion.
  - The parties agreed in the CBA that it is important that NEOPA employees have meaningful input in workplace location and design decisions in order to ascertain how to best support accurate and timely task completion.
  - Prior to assigning or reassigning an employee to a workspace, or substantively changing their working environment, NEOPA employee(s) shall be consulted.
- l) **Special Workload Provisions:**
  - NEOPA employees shall not be responsible for implementing or overseeing student discipline.
  - In order to assure that school offices remain a productive working environment, each school will have a plan to support the office staff when student behavior has a significant disruptive impact. Such plan shall include identification and priority of administrator support as well as other student behavior support options available for students in the office environment.
- m) **Job Descriptions:**
  - Job descriptions will be developed by a Director of Human Resources and shall not vary by job site.
  - All job descriptions shall be reviewed and potentially updated, at a minimum, every five years.
- n) **Professional Input:** Added “timelines” to the factors about which the District will inform the Association when significant changes in adoptions, programs or initiatives are being considered, to allow dialog and provide input regarding potential impact on NEOPA members’ duties or workload prior to any implementation decision(s).
- o) **Video Monitoring:** Staff will be informed annually about where security cameras are placed.
- p) **Clean-up:**
  - Clean-up typos
  - Remove old gendered references
  - Adjust/Clean up cross-references
  - Broaden supervisory language (not always a principal)
  - Remove outdated references to skills testing (22.70)