

May 9, 2017 Board Approved

MEMORANDUM OF UNDERSTANDING
between
EDMONDS SCHOOL DISTRICT NO. 15
and
ADMINISTRATIVE ASSISTANTS ORGANIZATION
2017-19

This Memorandum of Understanding is supplemental to the 2016-19 Memorandum of Understanding (MOU) between the Edmonds School District No. 15 (District) and the Administrative Assistants, and shall be in effect September 1, 2017 through August 31, 2019.

At the August 17, 2016 meet and confer with the District and Administrative Assistants, the District was asked to explore salary/midpoint amounts of Administrative Specialists (current Professional-Technical employees who support Cabinet) compared to salary/midpoint amounts of Administrative Assistants.

April 14, 2017, the District met with Administrative Assistants to inform them of the results of the study. These results were accepted by the Administrative Assistants.

Therefore, beginning September 1, 2017, the Administrative Assistants and the District have agreed to a different salary structure for Administrative Assistants. Administrative Specialists who support Executive Directors will have a position title change to Administrative Assistant, and will become part of the Administrative Assistants employee group. The salary structure will be a two-step structure, based on the Cabinet-level person being supported, and longevity with the District.

ADMINISTRATIVE ASSISTANTS SALARY SCHEDULE		
2017-18 Initial		
<i>Effective September 1, 2017</i>		
POSITION	Step 1 (0-9 years)	Step 2 (10+ years)
Administrative Assistant to the <i>SUPERINTENDENT</i>	\$76,084	\$77,414
Administrative Assistant to <i>ASSISTANT SUPERINTENDENT</i>	\$66,177	\$67,340
Administrative Assistant to <i>EXECUTIVE DIRECTOR</i>	\$63,822	\$64,959

Annual salary based on 2080 hours. Salaries for less than full-time employees will be prorated. Longevity stipend for employees with 15+ continuous years of District service, is defined in the Administrative Assistants 2016-19 MOU, Section 2.B. Annual Board stipend for Administrative Assistant to the Superintendent is defined in the Administrative Assistants 2016-19 MOU, Section 2.C.

/Shelley Roehl/

4/25/17

FOR ADMINISTRATIVE ASSISTANTS ORGANIZATION

DATE

/Debby L. Carter/

4/25/17

FOR EDMONDS SCHOOL DISTRICT NO. 15

DATE