

**MEMORANDUM OF UNDERSTANDING
between
EDMONDS SCHOOL DISTRICT NO. 15
and
EDMONDS MANAGERS' ASSOCIATION
2016-17**

This Memorandum of Understanding **regarding Performance Plan Procedures for members of Edmonds Managers' Association** is supplemental to the 2014-17 Memorandum of Understanding (MOU) between the Edmonds School District No. 15 (District) and the Edmonds Managers' Association (Association) and shall be in effect July 1, 2016 through June 30, 2017.

WHEREAS, the District and Association are committed to ongoing professional growth and support of EMA members, including providing opportunities for administrators to remediate material performance deficiencies.

THEREFORE, the parties agree to the following:

1. In the event that an employee has material performance deficiencies in one or more areas defined in the goal setting and/or job expectations or evaluation criteria, the employee and his/her supervisor will work to develop a plan designed to improve the employee's performance in the deficient areas. If the supervisor and employee are unable to agree upon a mutually acceptable plan of improvement, the supervisor may prepare and deliver such plan to the employee. At the request of the employee, an EMA board member may accompany the employee to the plan meeting, for the purpose of hearing the conversation between the parties and to help answer questions for the EMA member. The Executive Director of Human Resources may be involved throughout the process.
2. The plan will be based on the particular performance circumstances. The plan will include areas needing improvement and suggested specific actions, including timelines. During the plan period, the supervisor will meet with the employee in a manner consistent with the plan to discuss progress. The employee may be removed from the plan at any time if he/she has demonstrated improvement to the satisfaction of the supervisor.
3. If an employee is determined to not have made improvements in his/her performance, the supervisor will make a recommendation on an appropriate course of action to the Superintendent. The Superintendent retains the right to determine which course of action is appropriate.
4. Nothing in these procedures shall apply or preclude the discharge or adverse effect for sufficient cause pursuant to RCW 28A.405.300 or RCW 28A.400.300 (1); nonrenewal pursuant to RCW 28A.405.210; transfer to a subordinate certificated position pursuant to RCW 28A.405.230; or reassignment of a classified administrator to a different position pursuant to the District's management authority. The Superintendent will determine if a plan of improvement will precede an adverse personnel decision.

/Barbara Lloyd/	/Jo Callaghan/	6/22/16	6/16/16
FOR EDMONDS MANAGERS' ASSOCIATION		DATE	
/Debby L. Carter/		6/14/16	
FOR EDMONDS SCHOOL DISTRICT NO. 15		DATE	