

Board 2/13/18

MEMORANDUM OF UNDERSTANDING  
between  
EDMONDS SCHOOL DISTRICT NO. 15  
and  
PROFESSIONAL-TECHNICAL EMPLOYEES

**THIS MEMORANDUM OF UNDERSTANDING** is supplemental to the 2016-19 Agreement by and between Edmonds School District No. 15 hereinafter referred to as the District, and Professional-Technical Employees, hereinafter referred to as Prof-Tech.

**Whereas**, the District recognizes that Prof –Tech employees may have advanced certifications and educational degrees that support the employee’s current work assignment,

**Therefore**, the District and Prof-Tech employees agree to the following regarding recognition of advanced certifications or educational degrees held by Prof-Tech employees and which support the employee’s current work assignment:

1. A Prof-Tech employee will be eligible to receive a maximum of one annual Education Stipend for completed educational degrees or advance certifications which meet the following criteria:
  - a. the education degree/advanced certification is in excess of the minimum qualifications of the employee’s position; and
  - b. the education degree/advanced certification is specifically relevant to the responsibilities of that position; and
  - c. the education degree/certification was not funded by the District, except that an individual’s professional development funding may be used
2. Any Prof-Tech position is eligible for the educational degree recognition, provided it meets the above criteria.

The only positions and designated certifications which will be recognized for the Education Stipend are those agreed to between the District and Prof-Tech and include:

<u>Position</u>	<u>Eligible Certificate(s)</u>
Educational Interpreter	SCL
Benefits Coordinator	GBA, RPA, CPM or CPB
Fiscal/HR Coordinator	PMP
Purchasing Agent	CPPB
Athletic Trainer	CSCS
Construction Project Coordinator	Architect License or Construction Management Certificate
Risk Management Coordinator	CPCU, AIC or AINS
Public Works Contract Coordinator	CAEC (any level)
Safety and Emergency Preparedness Specialist	Emergency Management Certificate

3. Only one and the highest degree or certification obtained will be recognized. No additional compensation will be provided for multiple degrees or certifications.
4. The stipend becomes effective beginning with the 2018-19 school year. If a sponsoring organization cancels or removes a certificate, the stipend will no longer be paid.
5. Those certificates requiring renewal must be maintained to keep the stipend. If the certification expires mid-year, the stipend will continue for the remainder of the year, however it must be renewed prior to September 1 for the stipend to be continued for the following year.
6. If an employee is eligible for the Education Stipend, the following implementation rules shall apply:
  - a. the employee shall submit documentation of the degree or certification to Human Resources for review and determination of eligibility for the stipend;
  - b. the degree/certification must be earned prior to September 1 to be eligible for the stipend for the current school year;
  - c. a copy of official college transcripts or a copy of the certificate with effective dates must reach Human Resources by October 15 to be eligible for the stipend for the current school year, unless the employee's work year becomes effective after September 1 in which case the necessary documents shall reach Human Resources within forty-five (45) days of the employee's effective start date
7. The annual stipend will be \$900 paid on a monthly basis in twelve (12) equal installments beginning with the September payroll. For those hired or those leaving the District after September 1, the stipend shall be prorated.

/Layne Erdman  
For the Association

1/26/2018  
Date

/ Debby Cater/  
For the District

1/26/2018  
Date