

AGREEMENT

Between

Olympia School District No. 111

And

**Olympia
Activities and Athletics Association**



September 1, 2022 through August 31, 2025

Contents

PREAMBLE	4
ARTICLE I RECOGNITION	4
Section 1 The Association	4
Section 2 Management Rights	4
Section 3 Assignments	4
Section 4 Non-Discrimination--(Association Membership and Activity)	4
Section 5 Definition	4
ARTICLE II ASSOCIATION RIGHTS	5
Section 1 Use of Buildings, Equipment, Mail and Bulletin Boards, Hold Harmless	5
Section 2 Distribution of the Agreement	6
Section 3 Access and Association Business	6
Section 4 Availability of Information	6
Section 5 Association Meetings	6
Section 6 Coaches Training Program	7
Section 7 Association Exclusivity	7
Section 8 Association Consultation	7
Section 9 Board Agenda	7
Section 10 Released Time for Association Members	7
Section 11 Association Security	8
ARTICLE III EMPLOYEE RIGHTS AND RESPONSIBILITIES	8
Section 1 Non-Discrimination Clause	8
Section 2 Right to Due Process	8
Section 3 Progressive Discipline	8
Section 4 Expectation of Continued Employment	9
Section 5 OSD Action on Complaints	9
Section 6 Liability/Personal Property Protection	10
Section 7 Personnel Files	10
Section 8 Worker's Compensation	10
Section 9 Dispensing of Medication	11
Section 10 Hiring Practices	11
Section 11 Positions Not Currently on a Salary Schedule	11
Section 12 Staff Development: Coaches and Activity Director	11
Section 13 Maintenance of Standards	12
ARTICLE IV GENERAL WORKING CONDITIONS	12
Section 1 Facilities and Equipment	12
Section 2 Conditions	13
Section 3 Student Discipline	13

Section 4 Consideration of Additional Athletic/Activity Programs	13
ARTICLE V EVALUATION	13
Section 1 General	13
Section 2 Responsibility for Evaluation	14
Section 3 Evaluation Form	14
Section 4 Evaluation Periods	14
ARTICLE VI ECONOMIC PROVISIONS	14
Section 1 General Provisions	14
Section 2 Salary Schedule	14
Section 3 Non-certificated Hourly Conversion	15
Section 4 Salary Schedule Advancement	15
Section 5 Payment Method	16
Section 6 Duration of Basic Position Performance	16
Section 7 Expanded Work Time Remuneration	17
Section 8 Washington State Paid Family and Medical Leave	18
Section 9 Mileage Reimbursement	18
Section 10 Volunteer Clearance	19
ARTICLE VII GRIEVANCE PROCEDURE	19
Section 1 Purpose	19
Section 2 Definitions	19
Section 3 Procedure	19
ARTICLE VIII DURATION AND GENERAL PROVISIONS	20
Section 1 Contract Compliance	20
Section 2 Conformity to Law	20
Section 3 Duration	20
Section 4 Waiver and Complete Agreement	20
APPENDIX A OAAA EVALUATION FORM	22
APPENDIX B 2022-2023 SALARY SCHEDULE	25
APPENDIX C GRIEVANCE REVIEW REQUEST	27
APPENDIX D STAFFING ALLOCATIONS	28

PREAMBLE

This Agreement is by and between the Olympia School District III hereinafter called the "District", and the Olympia Activities and Athletics Association, hereinafter called the "Association". Official Communications from the District to the Association should be through the OAAA Coordinator.

ARTICLE I RECOGNITION

Section I The Association

The parties jointly recognize the Association as the exclusive bargaining agent for all extracurricular employees in positions which do not require an educational certificate for the purpose of negotiating in good faith in respect to wages, hours, terms and conditions of employment. Further, the individual signed contracts by employees include no requirements greater than those agreed to in this contract, state and federal laws, WIAA rules and regulations, Olympia School District policy and procedure and the Olympia School District Coaches Handbook. Any revisions to the handbook shall be reviewed jointly by the OAAA and the OSD.

Section 2 Management Rights

The management of the District and the direction of the work force are vested with the Employer subject to the terms of this Agreement. All matters not covered by the language of this Agreement shall be administered for the duration of the Agreement by the Employer in accordance with such policies and procedures as it from time to time shall determine. This Agreement shall supersede all written policies or practices which are contrary to or inconsistent with its terms, and further provides that no policies or practices will be adopted which are contrary to or inconsistent with its terms, during the period of this Agreement.

Section 3 Assignments

All persons holding positions covered by the agreement shall be notified who their supervisor is by the first day of their assignment. This person will be the person responsible for evaluation of the employee and also the person for the first step of any grievance.

Section 4 Non-Discrimination--(Association Membership and Activity)

Neither the OSD, nor the Association, will discriminate against any coach/activity director because of membership or non-membership in the Association, participation or non-participation in negotiations, or because of the exercise or non-exercise of the right to file grievances or otherwise seek to legally enforce this Agreement. The Association agrees that it will fairly represent all stipend recipients covered by this Agreement.

Section 5 Definition

For purposes of this agreement the term coach applies to any stipend holder in Appendix B, Salary Schedule.

ARTICLE II ASSOCIATION RIGHTS

Section 1 Use of Buildings, Equipment, Mail and Bulletin Boards, Hold Harmless

A. Use of Buildings

The Association will have the right to use school-building facilities for meetings outside of school hours pursuant to the following guidelines:

1. The buildings and grounds of the District are primarily for school district use. No use of facilities will be approved which interferes with the school program.
2. Before a District facility may be used, approval must be obtained on the appropriate application form supplied by the District.
3. When Sports or Activities are required to pay for custodial services the service provider will be in the building and available to the Coach throughout the time period service is to be provided.

B. *Use of Equipment*

The Association will have the right to use District office equipment pursuant to the following guidelines:

1. Such use of District equipment shall be subject to the approval of the building administrator and shall not be approved when such use will interfere with the school program.
2. The Association shall reimburse the District for the cost of any repairs or damages to equipment, which is shown to result from Association member's use for Association business.

C. *Use of District Mail Service*

The Association shall have the right to use the District's inter-building mail service, teachers' mail boxes, and the District's email service for communication purposes in compliance with state laws and regulations and the terms and conditions of this Agreement.

D. *Use of Bulletin Boards*

A bulletin board will be provided in each school for the use of the Association. Bulletins posted by the Association are the responsibility of the officials of the Association and shall be limited to official Association business. The District shall not assume responsibility of any liability for notices posted.

E. *Communication Technologies*

The parties recognize that in the fast pace multifaceted communication technologies of today there is a need to be flexible, careful, and cautious in all communication involving the OSD athletic and activity programs. To facilitate continued work and understanding on the growth of communication technologies, the OSD and OAAA will create a working group of two OSD-appointed employees and two-OAAA members.

1. Primary concern in all communication should be the safe and effective support of student participation in activities and athletics.
2. Coaches and activity directors are required to follow policies 4007, 5253, and 5254 regarding communication and the use of social media as it pertains to teams and/or activities.
3. All coaches must obtain an Olympia School District email account and abide by the District "Acceptable Use Procedures". This account shall be the official line of communication between coaches, athletes, parents, and school staff.
4. In order to facilitate #3 of this section the OSD will provide training and assistance to OAAA bargaining unit members in the use of the district's email program. This will include ongoing technical support.

5. The district and the association agree that electronic communications should be directed to team or groups within the team and may be monitored. Where appropriate these can be shared with Assistant coaches.

F. *Hold Harmless*

The Association expressly agrees to indemnify and hold the District harmless against any and all claims, demands, suits, attorneys' fees, or other forms of liability that may arise out of or by reason of the District's compliance with the terms of this section.

Section 2 Distribution of the Agreement

Within thirty days following ratification, copies of this Agreement shall be duplicated in sufficient quantity for distribution to employees. The cost of such duplicating shall be borne by the District. The Association shall be responsible for making available copies of the Agreement to all employees represented by the Association, provided that new employees hired after the initial distribution, shall be provided with a contract by the District Human Resources Office at the time of the signing of individual contracts.

Section 3 Access and Association Business

Duly authorized representatives of the Association shall be permitted access to District buildings for the purpose of transacting official Association business; provided that such access and transacting of Association business shall not disrupt or interfere with normal District operations as determined by the administration.

Section 4 Availability of Information

The District shall make available to the Association, within three working days after the Coordinator/President's request to the Superintendent, information needed in the representation of members of the bargaining unit. If additional time is necessary to compile information, this three-day period will be extended at the District's request. Such information shall include, but not be limited to, financial data, information that may be necessary for the processing of grievances or complaints, or information needed for the preparation of bargaining proposals.

In addition, the District will identify the assignment of any stipend by the name of the individual and job location. The District will provide stipend contract information at the request of the union.

Personnel information required by the Association shall be made available as permitted under state and federal laws and regulations; provided that a signed request is submitted by the employee involved designating the information to be released.

Section 5 Association Meetings

The Association agrees that meetings of members will not interfere with the school program as determined by the building administrator. The District acknowledges that Association meetings generally will be held after school hours, and will consult administrative personnel to avoid scheduling other meetings which would interfere with Association meetings.

Section 6 Coaches Training Program

Association members who are beginning their initial term of employment with the District shall be notified and attend a "new employee" orientation program conducted by the Human Resources Department.

At the beginning of each year/season the District shall conduct a professional development/training program. All coaches shall be notified and attend a minimum of one session per year.

Section 7 Association Exclusivity

Throughout this Agreement certain rights and functions are accorded and ascribed to the Association which are in addition to the rights and functions provided for in the rules, regulations, policies, resolutions and practices of the District. These rights and functions are accorded to the Association as the legal representative for all employees covered under this Agreement.

Section 8 Association Consultation

The District and Association agree that open exchange of ideas and suggestions regarding the Athletic and Activity programs in the Olympia School District is beneficial to all parties.

To facilitate the exchange of information and solicit suggestions the District and Association agree to schedule regular meetings between the Association President, or designee, and the Superintendent or Designee.

If at any time expansion, elimination or reduction of any athletic or activity programs is being considered, the District and Association agree to consult prior to a decision being made. Further, it is understood that the District may expand, eliminate, reduce or modify any program offering without the agreement of the Association.

Further, if modification to established athletic or activity program protocols are to be considered the District and Association agree that an open exchange of ideas with coaches who are directly impacted will take place. At the request of the stipend holder a representative of the OAAA may attend or be consulted.

The District agrees to invite the Association to appoint members to serve on district-wide committees convened to review and/or present recommendations directly related to program offerings and/or major modifications in operating procedure that have a direct effect on program offerings.

Section 9 Board Agenda

The District shall place on the agenda of each regular or special Board meeting, for consideration under the appropriate portion of the agenda, any matters so requested by the Association.

Section 10 Released Time for Association Members

- A. Upon written request of the Association, the District shall grant Association members released time of limited duration, without loss of pay or fringe benefits, for the purpose of conducting Association business. Such released time will not exceed eight days per year for an individual employee or a total of fifty-five days annually for all employees. Such released time will be granted if the building principal or program supervisor agrees that the release is consistent with the orderly conduct of the school or program, and dependent upon the availability of a satisfactory substitute.
- B. The District shall make salary and all other benefit payments to and on behalf of the Association member on released time as if they were not on released time, provided that the Association shall reimburse the District for the cost of the released employee's substitute.
- C. In the event that the State Auditor, Attorney General, or court of competent jurisdiction determines or rules the above released time provisions to be contrary to law or regulation, the said released time provisions shall thereupon be determined null and void, and all necessary adjustments shall be made by the District and the Association to conform to the law as determined by the Auditor, Attorney General or court of competent jurisdiction, and the Association shall reimburse the District for any funds determined to have been paid improperly by the District.

- D. In the event the Association fails to reimburse the District the amount for the released time shall be deducted from the employee's salary check.

Section 11 Association Security

A. Membership

1. It is recognized that the negotiation and administration of this Contract entail expenses, which appropriately are shared by all employees who are beneficiaries of this Contract. The terms and conditions of this Contract in regard to Association membership as provided in accordance with Chapter 41.59.100 RCW are set forth below.
2. The District shall furnish the Association a listing by name that includes email and mailing address of all bargaining unit employees employed by the District and their school locations and positions by request.

B. Payroll Deduction for Association Contributions

1. With respect to each Association member the District shall, upon receipt of an appropriate authorization form provided by the Union, make a monthly payroll deduction in the amount of the Association's regular and usual required monthly dues.
2. Each month the District shall promptly remit to the Association by check for Association dues.

ARTICLE III EMPLOYEE RIGHTS AND RESPONSIBILITIES

Section 1 Non-Discrimination Clause

The District and the Association will act in lawful compliance with federal and state laws and regulations regarding non-discrimination of employees.

Section 2 Right to Due Process

The right to the due process provisions apply throughout the school calendar year in which the employee is employed.

It is understood that the District and Association value the continuity of programs and the benefit that this continuity provides to students who participate.

Section 3 Progressive Discipline

Discipline of staff members shall be progressive in cases of unsatisfactory behavior or performance and should consist of the following steps:

1. Oral Warning with follow-up written reminder of this oral warning (providing brief summary of incident, including the date & time).
2. Letter of Direction clearly identifying the problem and a timeline to correct the problem.
3. Should the employee's behavior continue to be unsatisfactory, the principal or supervisor may recommend suspension with or without pay.
4. Continued failure to correct the unsatisfactory behavior after exercise of 1, 2, 3 of Section 3 of Article III may lead to discharge.

Prior to implementation of suspension with pay, suspension without pay or discharge the employee shall receive written notice identifying the inappropriate behaviors and the specific dates of incidents that result in this action. The written notice shall be copied to the OAAA.

The year-end evaluation of an employee involved in the steps in Article III, Section 3 should include specific concerns. The final evaluation cannot be used as “just cause” to discipline or terminate if the prior due process steps have not been followed.

Nothing in this section shall limit the District in taking immediate and severe disciplinary action, up to and including termination, in cases of sudden and/or severe performance issues, violation of District policy and procedure, WIAA regulations, professional/performance practices, local/state/federal law, and/or other behavioral issues.

Section 4 Expectation of Continued Employment

During the contracted season/term, no employee shall be disciplined, warned, reprimanded, suspended, reduced in rank or compensation, or deprived of any professional advantage without just and sufficient cause. All coaching contracts are issued annually for the duration for the season/term. At the conclusion of the season/term, individual contracts will be reviewed for renewal as provided in this section.

At the end of a contracted season/term, should the District determine that a contract not be renewed, an employee with two or more years of successful experience will be notified of the non-renewal within thirty (30) working days after the conclusion of the season/term. Further, should the District determine non-renewal based on occurrences outside the season/term of the contract, the employee will be notified within ten (10) working days of the District’s determination.

Section 5 OSD Action on Complaints

Any complaint of a disciplinary nature made against an Association member will be brought to the attention of the member within ten (10) working days; except in cases where the complaint involves a serious violation of law and premature notification could jeopardize the necessary investigation. Notification of the employee shall be made by the building athletic director or principal and will include the nature of the complaint and the name of the complainant.

When anonymous complaints of a disciplinary nature are received by the OSD and the OSD determines it will follow up on the complaint the following procedures will be followed:

1. The individual will be notified that there is an investigation being conducted into an anonymous complaint.
2. The individual will be provided with a projected time line for completion of the investigation.
3. The individual will receive a written notice of the alleged complaint(s).
4. The individual will be given the opportunity to respond orally and/or in writing to the allegations.
5. Throughout the investigation of any complaint the association designee shall be kept informed of the progress of the investigation.
6. The individual will be provided with a contact person who they can call or email regarding status and expected timeline for response.

An employee shall have the right to have a representative of their choosing present in meetings regarding disciplinary action, discharge or non-renewal based on the complaint.

When an internal investigation of a disciplinary nature is undertaken the District will notify the individual. From the date of notification of a District conducted investigation the District will make every effort to conclude the investigation in 20 days or less.

Section 6 Liability/Personal Property Protection

- A. The District agrees to provide for every employee covered by and during the terms of this Agreement liability insurance in the amount negotiated by the Districts insurance pool in case of suit arising from or in the performance of duties set forth in this agreement.

This coverage shall apply for any employee on or off District premises: Provided that such employee at the time of the act or omission was involved in an authorized/approved school-related activity related to their performance of duties covered under terms of this Agreement; provided further that any insurance maintained by the District which insures to the benefit of employees shall be subject to the policy terms and aggregate limits.

- B. The District shall maintain such coverage in the District's liability policy as is necessary to assure that the insuring company waives all rights to recovery from any certificated employee any money paid on behalf of the District and/or employees.

Section 7 Personnel Files

For purposes of this section, "personnel files" shall be defined to include those maintained as written material, electronic data, audio, or other forms of media.

- A. Employees shall be permitted to inspect all contents of their personnel files kept within the District.
- B. Employees will be provided copies of any letter of reprimand, complaints or evaluative materials added to the personnel file within ten days of said addition. The employee shall have the opportunity to attach his/her own answer or comments. At the request of the individual, a review committee will meet to determine if a letter of reprimand will be removed, if allowed by law, from the employee's file. The request may be made after the letter has been in the file for two years from the date the item is initially placed in the employee's file and each subsequent year if denied. Decisions of the committee may be appealed to the Superintendent or his/her designee. The committee will consist of the supervisor, the Director of Human Resources, and two OAAA representatives.
- C. All materials placed in personnel files will have member's signature and date of entry placed on them. The signature indicates the employee has seen the document(s). It does not necessarily indicate agreement with the content.
- D. Materials in building level personnel files will be discarded by the end the contract year.

Section 8 Worker's Compensation

Each employee is covered by Washington State Industrial Insurance. The District's coverage is handled by the ESD 113 Worker's Compensation Trust. In the event of an injury an employee should follow the procedure below:

- A. Complete the report entitled "Employee Incident Report" This form, when completed, should be forwarded to the District's Human Resources Office.

Section 9 Dispensing of Medication

No employee shall be required by the employer to dispense or administer medication except as allowed by state law (RCW 28A.210.260). Medications allowed to be dispensed or administered by coaches/activity advisors include over-the-counter medications and prescriptions for which the student in question has a valid prescription and parental approval for the dispensing or administration on file at the school. Employees dispensing or

administering medication must receive prior training conducted by a Registered Nurse or Licensed Athletic Trainer. At all times, the maintenance, dispensing and administration of medications shall be done in accord with OSD policy and procedure 3416/3416(P).

Coaches who have participating students approved to carry and administer their own medications will be notified of this approval.

Prior to the start of each season/term, and as may be appropriate during a season/term, coaches/activity advisors will be provided with appropriate information on student health conditions that may require the dispensing or administration of medication or treatment.

Section 10 Hiring Practices

- A. As vacancies become known by the site athletic director/principal, the District Human Resources office will implement the hiring process for the position.
- B. If the Human Resources Office, in consultation with the Association, determines a modification of established posting timelines is required the minimum posting time may be reduced.
- C. If a qualified internal employee applies for a position the athletic director and the principal may recommend that the applicant be offered the position without posting externally or considering outside applicants.
- D. When openings for an assistant coach position have been approved, the site athletic director will coordinate all interviews with the direct involvement and participation of the head coach for that activity/sport. The site athletic director, in direct consultation with the head coach, will make a recommendation for employment to the District

Section 11 Positions Not Currently on a Salary Schedule

Should the District decide to organize an additional extracurricular position which is more than casual or sporadic in nature and which does not appear on Appendix A, the District shall notify the Association and bargain an appropriate stipend for the position. No employee will be asked, directly or indirectly, to assume a responsibility for a position for which the stipend amount has not been bargained with the Association.

Section 12 Staff Development: Coaches and Activity Director

- A. The District shall provide \$16,000 yearly to a pool for staff development. Funds shall be allocated between high schools and middle schools; \$6,000 per high school and \$750 per middle school.

By April 1, coaches will notify their Athletic Director of any training they will be taking through the remainder of the contract year. Athletic Directors will notify the Business office of the amount of unused staff development by April 15. The District will devote the unused remainder of the funds towards the purchasing of equipment, as described in Article IV, Section 1. Training submitted beyond the April 1 deadline that is not accounted for will be paid by the building Athletic Department should the funds be depleted.

- B. Funds shall be used for professional trainings designed for the enhancement of knowledge and skills directly related to the activity or sport of the Association member; including but not limited to the ability to provide a safe environment and appropriate emergency care. These funds may be used to pay registration and/or direct expenses for attendance at pre-approved professional development opportunities and shall not be used to pay staff for attendance at athletic or activity staff, league, or

WIAA meetings. This may also include reimbursements for first aid/CPR, lifeguarding, and sport-specific safety trainings.

- C. All expenditure from the established building account shall receive prior approval of the site athletic director/middle school principal. Non-Association members may not use these funds for any purpose.
- D. If funds remain unspent as of June 1, they will be placed in a district account to be used for association member registration and lodging at the summer WIAA Coaches School. Prior to June 15, all coaches will be notified of this opportunity with funds being allocated on a first come-first served basis with priority given to those in their first or second year of coaching experience with the district.
- E. Each year, all coaches are required to attend the district “coaches meeting”, or a similarly provided training as provided by the district or its representative.
- F. Failure to attend required meetings and/or complete required district and/or WIAA trainings will result in disciplinary action.

Section 13 Maintenance of Standards

The district and the Association recognize their joint responsibility to require all coaches, paid and volunteer, to meet and maintain compliance with WIAA standards and District training requirements (OSD Coaches Handbook) as appropriate to and required of their assignment.

All WIAA requirements of the district, schools and individual coaches and/or activity advisors are incorporated and enforced as part of this agreement.

Provided further, it is the responsibility of individual coaches/activity advisors to report/verify completion of annual WIAA and district training requirements to the site athletic director who will maintain and report compliance.

To facilitate compliance with WIAA standards and district requirements, by October 15 of each year, the district/schools will make available a listing of available professional development opportunities.

ARTICLE IV GENERAL WORKING CONDITIONS

Section 1 Facilities and Equipment

The District in coordination with the site Athletic Director/MS Assistant Principal and Associated Student Body leadership shall budget for and make available reasonably necessary facilities, equipment, and materials so that all employees can perform their professional assignments.

The District will work with site Athletic Director/MS Assistant Principal at individual buildings, in coordination with Coaches, to develop site-based long-range plans for the purchase and maintenance of major athletic equipment; e.g. pole vault/high jump pits/wrestling mats. Upon completion, these plans will be submitted by the Athletic Director to the District requesting inclusion and consideration in the district’s long-range budget planning process.

If at any time prior to timelines established and funded through the building proposal major athletic equipment is in need of repair or replacement, due to a failure of the equipment, the building will work with the district in

determining cooperative methods to replace or repair the broken equipment. The district will place \$7,500 in an account to assist in this repair or replacement.

It is recognized that some activity and/or athletic programs may require the use of community-based facilities. In such cases the District will work with Athletic Directors to develop the best possible program operation in line with safety, security, and existing budgetary considerations.

Section 2 Conditions

The District shall maintain all District facilities in a safe and healthful condition. Where coaches have concerns regarding the facilities they utilize in their programs they should bring those concerns to their immediate supervisor. If those concerns are not addressed to the satisfaction of the coach they shall notify the Association Coordinator/President who will meet with the appropriate OSD designee regarding the issues.

Section 3 Student Discipline

- A. Coaches, paid and volunteer, shall support and uphold the rules and regulations pertaining to student behavior and compliance with OSD policy and procedure and WIAA rules and regulations.
- B. Coaches may establish general rules and disciplinary procedures for their teams which will be consistent with district and WIAA policies, regulations and procedures. Team rules must be reviewed and approved by the appropriate building level supervisor. Only after receiving written approval may these rules be distributed to students and parents. Further, the District will support and uphold disciplinary action implemented by a coach for violation of approved team rules, and the disciplinary action does not violate the above parameters, local/state/federal laws, District policy and procedure or WIAA regulations and is consistent with other team discipline previously imposed. Should there be a discrepancy, the appropriate building level supervisor will meet with the coach to arrive at agreed upon adjustment to the coach's rule/procedure. In the event the discrepancy cannot be resolved, the principal will make the final decision. If the coach is not satisfied that the building level decision is correct they may appeal to the Executive Director of Secondary Education who will have the final binding decision.
- C. The District shall support and uphold coaches in their efforts to maintain discipline and shall respond to all requests for assistance in dealing with discipline issues. Further, the District will support the authority of coaches to use lawful and age/developmentally appropriate disciplinary measures, for the safety and well-being of students and staff.

Section 4 Consideration of Additional Athletic/Activity Programs

The OSD and OAAA agree that joint efforts should be made to increase student participation in athletic/activity programs at all levels through the consideration of additional offerings.

Any new positions must be funded at the level of the current salary schedule. During the duration of this agreement this staffing component may be reopened by mutual agreement to provide proper support for safety, support and professional performance.

ARTICLE V EVALUATION

Section 1 General

The purpose of evaluation shall be to improve the performance of the employee.

Section 2 Responsibility for Evaluation

The Athletic Director, the principal or his/her designee is responsible for evaluating stipend holders under this agreement.

In order to assist the evaluator, a Head Coach may be asked to share their observations of an assistant's work with the evaluator. The employee may request that his/her evaluation be conducted by only an administrator. In such cases that request shall be granted on a year-to-year basis. Under no circumstances will written observations/evaluations by Head Coaches be used as part of a determination of non-renewal of Assistant Coaches. When non-renewal is being considered, the evaluation will be completed by the Athletic Director, the MS Assistant Principal or some other non-bargaining unit Administrator.

As part of the evaluation process the designated evaluator shall conduct observations of workouts/practices and attend one contest/performance.

Section 3 Evaluation Form

Each employee at the time of his/her employment or at the time revisions are made shall be given a copy of the evaluation form (Appendix A) to be used and shall be apprised of the specific criteria upon which they will be evaluated.

Section 4 Evaluation Periods

All employees shall be evaluated annually. Head Coaches shall be observed and evaluated by the Athletic Director and/or principal. Assistant Coaches may be observed by the Head Coach in order to assist the Athletic Director and/or MS Assistant Principal in their evaluations. All evaluations must be completed using the agreed form within 15 days of completion of the season. Copies of the evaluation will be given to the employee, site athletic director and District Human Resources office.

All members may be evaluated more frequently upon their request or if the site athletic director, principal or District administration determines it to be necessary.

As needed the Evaluation Forms, Appendixes A, shall be reviewed by a joint working group of the OAAA and OSD designees. The product of the working group will be submitted to the OAAA and OSD for sign off prior to implementation. Implementation will take place at the beginning of the subsequent school year.

ARTICLE VI ECONOMIC PROVISIONS

Section 1 General Provisions

The District agrees that all employees will be correctly placed on the salary schedule. The Salary Schedule Index is shown in Appendix B. No stipend shall be shared or split without prior approval of the Director of Human Resources.

Section 2 Salary Schedule

The salary schedule for the 2022-23 school year is located in Appendix B of this agreement. All percentages listed on the Association Salary Schedule are applied to the base salary as it appears in each year.

The salary schedule (Appendix B) will be adjusted upwards based on the Implicit Price Deflator (IPD) according to the March report of the Economic and Revenue Forecast Council presented by the Office of Financial Management for the upcoming fiscal year for each subsequent year of this contract.

The stipend for District coaching may be increased or decreased proportionately if the time commitment required is adjusted by Board or District action. Whenever this action is being considered there shall be discussions between the Association Coordinator/President and the Director of HR regarding the final formula.

Section 3 Non-certificated Hourly Conversion

Members agree to regulate the hours worked to avoid working in excess of forty (40) hours per week for the Olympia School District.

It is further agreed that although the hiring of a classified staff member at the high school level is discouraged, if a decision is made to hire a classified staff member, and it is approved by the District, Athletic Director and Principal schools may hire up to two classified staff members per high school in coaching roles.

Except as provided in Article VI, Sections 5 and 6, members agree that the established stipend amounts listed in Appendix B constitute full and complete payment for all activities related to the extracurricular assignment.

Section 4 Salary Schedule Advancement

Any person employed in a position listed on the approved OAAA salary schedule (Appendix B) who has held a similar position in another school district, college, university, community college or community club program shall be placed on the salary schedule as noted in the following chart when verified and prior to issuance of a contract. The presentation verification documentation is the sole responsibility of the prospective employee. All employees without verified and approved prior experience will be placed on Step 1 of the OAAA salary schedule.

The following chart is an example of how credit for previous coaching experience will be granted:

Experience in the SAME Sport	Current Sport Assignment	Credit Granted
High School, College, or Paid Club HEAD Coach of equal age group	High School Head Coach	Year for Year
High School, Middle School, College, or Paid Club HEAD Coach of equal age group	Middle School Head Coach	Year for Year
High School, Middle School, College, or Paid Club ASSISTANT Coach of equal age group	High School Head Coach	½ credit for each year of experience
Middle School Head Coach	High School Assistant Coach	½ credit for each year of experience
Middle School Head Coach	High School Head Coach	½ credit for each year of experience
High School Assistant Coach	Middle School Head Coach	Year for Year
High School Assistant Coach	Middle School Assistant Coach	Year for Year
High School Head Coach	Middle School Head Coach	Year for Year
No Experience will be granted for previous experience in a different sport.		

Experience in the SAME Activity	Current Activity Assignment	Credit Granted
High School Activities Coach	Middle School Activities Coach	Year for Year
High School Activities Coach	High School Activities Coach	Year for Year
High School, Middle School, College, or Paid Asst Activity Coach	High School Head Activities Coach	½ credit for each year of experience
High School Activities Coach	High School Activities Coach	Year for Year

Middle School Asst Activities Coach	High School Activities Coach	Year for Year
No Experience will be granted for previous experience in a different activity		

The following sports will be considered as Like sports for granting experience credit.		
Track	Cross Country	Like Sport
Girls	Boys	In the same sport are Like Sport
Baseball	Softball	Like Sport

The following Activities will be considered as Like Activities for granting experience credit.		
Drill	Cheer	Like Activity
Knowledge Bowl	Debate	Like Activity
Boys	Girls	In the same Activity are like activity
Other activities	Mutually agreed by parties	Approved activity

Movement to the next step on the OAAA schedule shall be based on two years of satisfactory service within the OSD at the same level. Any employee who takes a leave of absence from their position may return to the same step on the OAAA salary schedule as previously placed.

It is further agreed that although split stipends are discouraged, if a decision is made to split a stipend, and it is approved by the Human Resources Department, each portion of the stipend will be paid at the level of experience of the individual participant. For example: If a coach at step 12 is splitting a stipend with a new coach who would normally be at step 1, the experienced coach would be compensated at half of the step 12 stipend, and the new coach would be compensated at half of step 1.

Section 5 Payment Method

Regular part-time employees covered by this Agreement shall be paid by direct deposit. Payment for coaches/activity directors will be paid on the following schedule:

High School	
Fall	September-November
Winter	December-February
Spring	March-May
Middle School	
Fall	September-October
Winter 1	November-December
Winter 2	February-March
Spring	April-May

Should an employee have his or her position dropped during the season because of lack of student participants, he or she will be paid at their per diem rate for their time worked. If they have received overpayment they shall reimburse the District for the difference.

All compensation owed to an employee who is leaving the District shall, upon written request, be paid within the next full payroll cycle after the final day of work.

Section 6 Duration of Basic Position Performance

The Association and the District affirm that the salary amounts and percentages in Appendix B, reflect the contractual payment to stipend holders for delivery of the basic job performance expected e.g. field a team,

produce a play, supervise bus loading, conduct debates. At such time additional work is performed the District will provide additional remuneration in accordance with Article VI Section 7.

Section 7 Expanded Work Time Remuneration

With the goal of a fair and equitable approach to reimbursement for “Expanded Work Time” the parties agreed to a two tier reimbursement schedule

- A. The starting point for the calculation of “Expanded Work Time” impacting WIAA sports will be the first day after all qualifying competitions for WIAA district or state championship play has concluded such as league championships, non-qualifying meets, crossover games, sub-district competitions. The Association and District will establish a sport’s seasonal schedule at the beginning of each season.
- B. Any stipend holder having program participants qualifying for WIAA District championships shall receive per diem rate for the additional days worked. For the purposes of “Expanded Work Time” the compensation shall be calculated by dividing the stipend holder’s contractual salary by the number of days identified between the first day of official practice and the 1st day of practice prior to the District Tournament.

In no event shall any payment exceed 30% of the initial contract amount for the individual submitting the request for payment and in no case shall extended season pay be for more than 21 days.

- C. The parties further recognize that activity directors also supervise activities which have “Expanded Work Time” expectations. The “Expanded Work Time” calculations will be when participants qualify individuals or teams for statewide competition or where the program(s) they support moves into WIAA District or State competition. Daily per diem rate will be paid for time spent at District or State competitions to a maximum of 30%.

The following calculation method will be utilized to determine the per diem rate for the following:

- A. The Drill and Cheer stipend will be divided by the number of days in the sport that goes into extended season. This calculation will determine the extended season stipend.

Example:

Stipend divided by number of days in sports season

Basketball goes to playoffs. Basketball is a 57 day season

2969.00 div by 57=52.09

Extended season stipend would equal \$52.09 per day.

- B. The Drama stipend of 7% per year will be divided by number of days in the competition season. This calculation will determine the extended season stipend.

Example

7% div by 36 day competition season

Extended season stipend would equal \$XX per day.

- C. The Debate stipend of 17% per year will be divided by number of days in the competition season. This calculation will determine the extended season stipend.

*Example 17% stipend= \$6309.00
6309.00 div by 51 day competition season*

*Extended season stipend would equal \$123.71 per day with a cap
consistent with contract language*

- D. Knowledge Bowl stipend of 8% per year will be divided by the number of days in the competition season. This calculation will determine the extended season stipend.

“Expanded Work Time” will be paid to coaches when they work the post season. The maximum number of stipends that shall be paid are as follows:

Baseball	2	Soccer	2
Basketball	2	Swimming	2
Debate	2	Cheer	2
Drama	2	Drill	2
Fastpitch	2	Tennis	2
Football	5	Volleyball	2
Golf	2*	Wrestling	2
Gymnastics	2	Cross Country	2
Knowledge Bowl	2	Bowling	2
Track	3 (with no specialty coaches for individual events/athletes unless required by regulation of WIAA.)		

A split venue shall be defined as a competition in which students are located in 2 completely different physical locations or on different campuses. Students competing in the same building or physical location shall not be considered a split venue. The intent is that coaches need to be reasonably close in proximity and accessible. Should a venue discrepancy arise due to a unique situation, the OAAA President and OSD designee will make the final decision.

No coach/activity leader shall be paid for expanded work time and a subsequent activity/sport stipend unless the expanded pay is not for the same time periods e.g. Asst. Football Coach in post season who is also a paid Basketball coach and the practices are at different times. Employees who substitute for coaches who are participating in an expanded work activity will receive their per diem rate. At no time shall a substitute and a regular coach or assistant coach be compensated for the same duties at the same time.

Section 8 Washington State Paid Family and Medical Leave

Washington State Paid Family and Medical Leave (PFML). Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year. Such leave shall be used consecutively with the employee's other leave entitlements unless the employee elects otherwise. The District shall pay 50% of the premium.

Section 9 Mileage Reimbursement

An employee whose work assignment requires that the employee travel shall be paid mileage at the current IRS rate when the employee drives his/her own vehicle. In order for a member to receive reimbursement, a district travel request form must be completed and approved prior to travel and a completed, approved and signed District Travel Expense Voucher must be submitted to the District Business Office within 30 days of the travel.

In the event the District furnishes a District-owned vehicle and gasoline, the employee shall not receive a mileage payment.

Section 10 Volunteer Clearance

- A. The Head Coach and program supervisor shall determine what is a reasonable number of volunteers for each sport. Designated volunteers will undergo a district background check annually, as required by the district, WIAA rules, or state law.
- B. No volunteer may be assigned duties as a head coach of any level team and must act as an assistant coach under the on-site direct supervision of the paid coach. At no time may a volunteer be the sole coach in charge of any practice, pre-game preparation, or competition for a team or individual participant.
- C. Volunteers may not be assigned as the sole chaperone for transportation or overnight lodging.

ARTICLE VII GRIEVANCE PROCEDURE

Section 1 Purpose

The purpose of this article is to provide for the orderly and expeditious adjustment of grievances of employees of the District covered by this agreement.

Section 2 Definitions

As used in this article:

- A. "Grievance" means an alleged misinterpretation or misapplication of a term(s) of this agreement. Grievances of District policy are limited to filing a complaint with the School Board as defined in School Board policy 1312. To be accepted, a grievance must be identified and submitted no later than five working days from the event or condition on which the grievance is based. ("Working days" shall be defined as those days on which the individual(s) involved in filing the grievance would be on duty.)
- B. The applicability of this grievance procedure to evaluation and probation shall be limited to the failure of any principal or other supervisor to comply with the procedures for evaluation only.
- C. "Grievant" means an employee, a group of employees or the Association having a grievance.
- D. All references to days in this article refer to working days.
- E. The Grievance Form appears in Appendix C.

Section 3 Procedure

Step 1

In the event that an employee covered by this agreement wishes to voice a concern related to misinterpretation or misapplication of this agreement, he or she may address it to the person designated in Article V Section 2. If the resolution being sought is not in their realm of responsibility, the employee will be notified immediately. If the resolution is within their realm they shall respond in writing in five days of receipt of the concern.

Step 2

Should the **Step** 1 response not resolve the concern to the employee's satisfaction, the employee may file a written grievance with the District's: Executive Director of Secondary Education and the grievance must be filed within 5 days of receipt of the building resolution.

Step 3

The Executive Director of Secondary Education will respond to the grievance in five (5) days or request an extension from the grievant. If the Executive Director of Secondary Education does not resolve the grievance to the satisfaction of the grievant, it may be referred to the Superintendent who will respond five (5) days.

Step 4

The grievant may appeal the decision of the Superintendent to the OSD Board of Directors at its next regularly scheduled meeting. The Board will render a decision. If the decision of the Board is unacceptable to the grievant then it may be taken to binding arbitration by the rules of the American Arbitration Association. The cost of the arbitration will be divided between the parties.

At any step in the Procedure the employee may be represented by the Association

ARTICLE VIII DURATION AND GENERAL PROVISIONS

Section 1 Contract Compliance

The Superintendent and his/her designee shall meet at mutually agreed times with the Association President and his/her designee to discuss matters pertaining to compliance with this Agreement.

Section 2 Conformity to Law

The District and the Association agree that this Agreement shall be binding on both parties, except that if any section or provision is or shall be contrary to law, then such sections or provisions shall not be applicable, performed or enforced except to the extent permitted by law. The remainder of this contract shall not be affected thereby and the District and the Association shall enter into negotiations concerning alternative provisions for those sections of the Agreement affected.

Section 3 Duration

The period of this Contract shall be September 1, 2022 thru August 31, 2025.

Section 4 Waiver and Complete Agreement

This Agreement may be altered, changed, added to, deleted from or modified through the mutual consent of the parties. This Agreement constitutes the entire Agreement between the parties, concluding collective bargaining for its term, except for negotiations over a successor collective bargaining agreement, except as otherwise provided herein. In accordance with Section 3 above, before the expiration of this Agreement the parties shall meet and negotiate at mutually agreeable times in an effort to mutually agree on the terms and conditions of a successor agreement. Any changes initiated by the District while planning for future or current years shall not affect the District's ability to bargain in good faith with the Bargaining Unit.

ARTICLE IX NO STRIKE NO LOCKOUT CLAUSE

The Employer and the Association agree that disputes which may arise between them shall be settled without resort to strike or lockout. The Employer agrees it will not lock out any or all of its employees during the term of this Agreement and the Association agrees that there will be no strikes during the term of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal.

Attest:

For the Association:

For the District:

Kristina Cummins, President
Olympia Athletics and
Activities Association

Patrick Murphy, Superintendent
Secretary of the Board

Association Negotiating Team:
Mel Smith, Chief Negotiator
Nick Mullens, Olympia High School
Kristina Cummins, Capital High School
Henry Valz, Olympia High School
Cris Violette, Olympia High School
Danelle Wright, Washington Middle School

Signed copy of document on file with Human Resources



Human Resources

OAAA Evaluation

EMPLOYEE NAME		ACTIVITY	
TITLE		DATE	
		SCHOOL	

RATING SCALE	Satisfactory	Needs Improvement	Unsatisfactory
--------------	--------------	-------------------	----------------

** Needs Improvement and Unsatisfactory require specific details added to the comments section*

STANDARD 1 Communications	S	NI	U
1.1 Promotes communication with students, parents, staff, and/or administration.			
1.2 Shows self-control and poise in all areas related to activity/coaching responsibilities.			
1.3 Is approachable and provides an atmosphere for open dialogue with students.			

COMMENTS:

STANDARD 2 Organization and Management of the Environment	S	NI	U
2.1 Provides appropriate care of equipment and supplies.			
2.2 Completes all responsibilities for the job assignment.			

COMMENTS:

STANDARD 3 Knowledge of Activity	S	NI	U
3.1 Is well prepared and is knowledgeable in matters pertaining to the activity/sport.			
3.2 Abides by sport/event regulations including District, League, State, Washington Interscholastic Activities Association (WIAA), and National Federation of High School (NFHS) rules.			
3.3 Stays informed of current trends, techniques, and strategies. (training when applicable).			

COMMENTS:

STANDARD 4 Identification and Application of Ethical Conduct in the Activity	S	NI	U
4.1 Maintains self-control in the competitive arena, providing a positive example of behavior.			
4.2 Uses ethical means of motivation.			
4.3 Enforces all eligibility, training rules, codes, as well as District policies and procedures.			
4.4 Uses appropriate professional language with students, parents, and staff.			

COMMENTS:

STANDARD 5 Provision of a Safe Environment for Practices and Competitions	S	NI	U
5.1 Appropriately supervises students			
5.2 Organizes, supervises, and coordinates practice sessions and related activities with attention to individual and group safety.			
5.3 Understands the need for a safe environment for activities (e.g. recognizes the importance of first aid, treatment of injuries, and injury prevention as related to the activity)			

COMMENTS:

STANDARD 6 Relations with Other, Building/District Staff, & the Community	S	NI	U
6.1 Maintains a positive rapport with support personnel and staff from other sports/activities.			
6.2 Works in cooperation with building staff, District administration, and the community.			

COMMENTS:

SUMMARY OF OVERALL COACHING PERFORMANCE:

* Required Entry

My signature below indicates that I have seen this evaluation and discussed the content with my evaluator. It does not necessarily indicate agreement with the findings and I understand that I may submit a written response that shall accompany this evaluation.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

The Evaluator’s signature indicates that the employee has been observed during practices, events, and at other times reflective of organization, management, and communications. Final Evaluations for assistants may be completed with input from Activity Advisor/Head Coaches.

APPENDIX B 2022-2023 SALARY SCHEDULE

Extra Curricular Activities/Athletics				2022-2023			based on:		\$ 41,500					
		Steps 1 & 2		Steps 3 & 4		Steps 5 & 6		Steps 7 & 8		Steps 9 & 10		Steps 11&12		Steps 13&14
Head Coaches														
HS Head Football	94%	\$ 6,710	97%	\$ 6,924	17.2%	\$ 7,138	103%	\$ 7,352	106%	\$ 7,566	109%	\$ 7,780	112%	\$ 7,995
HS Head Basketball	94%	\$ 6,203	97%	\$ 6,401	15.9%	\$ 6,599	103%	\$ 6,796	106%	\$ 6,994	109%	\$ 7,192	112%	\$ 7,390
HS Head Baseball	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Fastpitch Softball	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Swimming	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Track	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Gymnastics	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Wrestling	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Volleyball	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Soccer	94%	\$ 5,539	97%	\$ 5,716	14.2%	\$ 5,893	103%	\$ 6,070	106%	\$ 6,247	109%	\$ 6,423	112%	\$ 6,600
HS Head Bowling	94%	\$ 4,525	97%	\$ 4,670	11.6%	\$ 4,814	103%	\$ 4,958	106%	\$ 5,103	109%	\$ 5,247	112%	\$ 5,392
HS Head Cross Country	94%	\$ 4,759	97%	\$ 4,911	12.2%	\$ 5,063	103%	\$ 5,215	106%	\$ 5,367	109%	\$ 5,519	112%	\$ 5,671
HS Head Golf	94%	\$ 4,759	97%	\$ 4,911	12.2%	\$ 5,063	103%	\$ 5,215	106%	\$ 5,367	109%	\$ 5,519	112%	\$ 5,671
HS Head Tennis	94%	\$ 4,759	97%	\$ 4,911	12.2%	\$ 5,063	103%	\$ 5,215	106%	\$ 5,367	109%	\$ 5,519	112%	\$ 5,671
MS Head Coaches	94%	\$ 3,160	97%	\$ 3,261	8.1%	\$ 3,362	103%	\$ 3,462	106%	\$ 3,563	109%	\$ 3,664	112%	\$ 3,765
Assistant Coaches														
HS Asst Football	94%	\$ 4,603	97%	\$ 4,750	11.8%	\$ 4,897	103%	\$ 5,044	106%	\$ 5,191	109%	\$ 5,338	112%	\$ 5,485
HS Asst Basketball	94%	\$ 4,525	97%	\$ 4,670	11.6%	\$ 4,814	103%	\$ 4,958	106%	\$ 5,103	109%	\$ 5,247	112%	\$ 5,392
HS Asst Baseball	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Fastpitch Softball	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Volleyball	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Swimming	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Wrestling	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Gymnastics	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Soccer	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Track	94%	\$ 4,369	97%	\$ 4,509	11.2%	\$ 4,648	103%	\$ 4,787	106%	\$ 4,927	109%	\$ 5,066	112%	\$ 5,206
HS Asst Bowling	94%	\$ 3,628	97%	\$ 3,744	9.3%	\$ 3,860	103%	\$ 3,975	106%	\$ 4,091	109%	\$ 4,207	112%	\$ 4,323
HS Asst Cross Country	94%	\$ 3,628	97%	\$ 3,744	9.3%	\$ 3,860	103%	\$ 3,975	106%	\$ 4,091	109%	\$ 4,207	112%	\$ 4,323
HS Asst Tennis	94%	\$ 3,628	97%	\$ 3,744	9.3%	\$ 3,860	103%	\$ 3,975	106%	\$ 4,091	109%	\$ 4,207	112%	\$ 4,323
HS Asst Golf	94%	\$ 3,628	97%	\$ 3,744	9.3%	\$ 3,860	103%	\$ 3,975	106%	\$ 4,091	109%	\$ 4,207	112%	\$ 4,323
MS Asst Coaches	94%	\$ 2,380	97%	\$ 2,456	6.1%	\$ 2,532	103%	\$ 2,607	106%	\$ 2,683	109%	\$ 2,759	112%	\$ 2,835
Activities - Other														
HS Debate	94%	\$ 6,203	97%	\$ 6,401	15.9%	\$ 6,599	103%	\$ 6,796	106%	\$ 6,994	109%	\$ 7,192	112%	\$ 7,390
HS Asst Debate	94%	\$ 2,497	97%	\$ 2,576	6.4%	\$ 2,656	103%	\$ 2,736	106%	\$ 2,815	109%	\$ 2,895	112%	\$ 2,975
HS Cheer	94%	\$ 7,139	97%	\$ 7,367	18.3%	\$ 7,595	103%	\$ 7,822	106%	\$ 8,050	109%	\$ 8,278	112%	\$ 8,506
HS Asst Cheer Team Coach	94%	\$ 3,979	97%	\$ 4,106	10.2%	\$ 4,233	103%	\$ 4,360	106%	\$ 4,487	109%	\$ 4,614	112%	\$ 4,741
HS Drill	94%	\$ 7,139	97%	\$ 7,367	18.3%	\$ 7,595	103%	\$ 7,822	106%	\$ 8,050	109%	\$ 8,278	112%	\$ 8,506
HS Asst Drill Team Coach	94%	\$ 3,979	97%	\$ 4,106	10.2%	\$ 4,233	103%	\$ 4,360	106%	\$ 4,487	109%	\$ 4,614	112%	\$ 4,741
HS Intramural	94%	\$ 3,394	97%	\$ 3,502	8.7%	\$ 3,611	103%	\$ 3,719	106%	\$ 3,827	109%	\$ 3,935	112%	\$ 4,044
HS Activity Director	94%	\$ 3,706	97%	\$ 3,824	9.5%	\$ 3,943	103%	\$ 4,061	106%	\$ 4,179	109%	\$ 4,297	112%	\$ 4,416
HS Knowledge Bowl	94%	\$ 3,004	97%	\$ 3,100	7.7%	\$ 3,196	103%	\$ 3,291	106%	\$ 3,387	109%	\$ 3,483	112%	\$ 3,579
HS Asst Knowledge Bowl	94%	\$ 1,560	97%	\$ 1,610	4.0%	\$ 1,660	103%	\$ 1,710	106%	\$ 1,760	109%	\$ 1,809	112%	\$ 1,859
HS Drama Advisor	94%	\$ 2,731	97%	\$ 2,818	7.0%	\$ 2,905	103%	\$ 2,992	106%	\$ 3,079	109%	\$ 3,166	112%	\$ 3,254
HS Drama Advisor per play	94%	\$ 2,146	97%	\$ 2,214	5.5%	\$ 2,283	103%	\$ 2,351	106%	\$ 2,419	109%	\$ 2,488	112%	\$ 2,556
HS Drama Advisor per Musical	94%	\$ 2,341	97%	\$ 2,415	6.0%	\$ 2,490	103%	\$ 2,565	106%	\$ 2,639	109%	\$ 2,714	112%	\$ 2,789
Drama -Tech Asst (per show)	94%	\$ 1,951	97%	\$ 2,013	5.0%	\$ 2,075	103%	\$ 2,137	106%	\$ 2,200	109%	\$ 2,262	112%	\$ 2,324
HS Orchestra Dir (per play)	94%	\$ 1,677	97%	\$ 1,731	4.3%	\$ 1,785	103%	\$ 1,838	106%	\$ 1,892	109%	\$ 1,945	112%	\$ 1,999
HS Security (0100-25-3050-XXX)	94%	\$ 3,121	97%	\$ 3,220	8.0%	\$ 3,320	103%	\$ 3,420	106%	\$ 3,519	109%	\$ 3,619	112%	\$ 3,718
MS Activity Director	94%	\$ 3,706	97%	\$ 3,824	9.5%	\$ 3,943	103%	\$ 4,061	106%	\$ 4,179	109%	\$ 4,297	112%	\$ 4,416
MS Intramural	94%	\$ 3,121	97%	\$ 3,220	8.0%	\$ 3,320	103%	\$ 3,420	106%	\$ 3,519	109%	\$ 3,619	112%	\$ 3,718
Elementary Bus Duty	94%	\$ 2,341	97%	\$ 2,415	6.0%	\$ 2,490	103%	\$ 2,565	106%	\$ 2,639	109%	\$ 2,714	112%	\$ 2,789
Elem Patrol (0100-25-3050-XXX)	94%	\$ 1,951	97%	\$ 2,013	5.0%	\$ 2,075	103%	\$ 2,137	106%	\$ 2,200	109%	\$ 2,262	112%	\$ 2,324
Computer Sys Operator/Lab*	94%	\$ 1,911	97%	\$ 1,972	4.9%	\$ 2,034	103%	\$ 2,095	106%	\$ 2,156	109%	\$ 2,217	112%	\$ 2,278

*A computer lab is defined as twenty or more computers located in close proximity for a LAN (Local Area Network) with a file server and printer(s).

Operation of the lab requires:

- software and account management on the file server
- maintenance and troubleshooting of computer hardware, software and network connections
- management and organization of computers for daily use (Code to Vocational Ed.)

A stipend is available to employees for whom the lab responsibility is not a part of the individual's assigned workload and therefore requires additional work activity beyond the normal expectation of the position.

Bus Duty Stipend-250 or more ridership = 2nd stipend

APPENDIX C GRIEVANCE REVIEW REQUEST

***Olympia School District
Olympia Education Association/Athletics & Activities Association***

GRIEVANCE REPORT FORM

Date the event or condition being grieved occurred: _____

Date the Grievance is being filed: _____ Name of Grievant: _____

Provision(s) of the Agreement alleged to be violated: _____

Statement of Grievance: _____

(if more space needed, make an attachment)

Remedy, specific relief sought: _____

(if more space needed, make an attachment)

Signature of Grievant _____ Date: _____

Step 1, 2, 3,4 response (circle one) _____

(if more space needed, make an attachment)

Signature of OSD Personnel responded and step and date of response

Signature _____ Date _____

APPENDIX D STAFFING ALLOCATIONS

Appendix D sets forth the staffing levels for a comprehensive Athletics and Activities program to which the District and Association are committed as a goal. If, after review of the program per Article II. Section 8, including discussion with the Coaches involved, the staffing allocations may be adjusted. There will be no additional allocations made for any activity/sport having more than one (1) team per competitive level. After discussion with the Athletic Director and Principal a program may add additional teams so long as the addition maintains the safe and secure environment for the participants.

The District is responsible for establishing a comprehensive, safe and secure Athletics and Activities program. This responsibility may be expanded, limited or reduced based on fiscal restrictions and following discussions with the OAAA.

High School

Sport	Coaching Funding allocation
Baseball	1 head coach & 2 assistants
Basketball **	1 head coach & 2 assistants
Cross Country **	1 head coach & 1 assistant
Fastpitch	1 head coach & 2 assistants
Football	1 head coach & 8 assistants
Golf **	1 head coach
Gymnastics	1 head coach & 1 assistant
Soccer **	1 head coach & 3 assistants
Tennis **	1 head coach & 1 assistants
Track and Field **	1 head coach & 2 assistants (.5 assistant Pole Vault for both)
Swimming **	1 head coach & 1 assistant
Volleyball	1 head coach & 3 assistants
Wrestling	1 head coach & 2 assistants
Bowling	1 head coach & 1 Assistant
Unified Sports	1 per school where program exists
Activities	
Cheer	1 head coach & 1 assistant
Drill	1 head coach & 1 assistant
Drama	1 Director & 1 Assistant (Technical)
Debate	1 head coach & 1 assistant
Knowledge Bowl	1 head coach & 1 assistant

Middle School Sports

Sport	Coaching Allocations *
Soccer **	1 head coach for each grade level 1 assistant for each grade level
Track and Field	1 head and 2 assistants total
Volleyball	1 head coach for each grade level 1 assistant for each grade level
Basketball**	1 head coach for each grade level 1 assistant for each grade level
Cross Country	1 head coach 1 assistant coach

* With the prior approval of the Executive Director of Secondary Education if one school does not use the entire allocation of coaches the unused portion of the allocation may be moved to another school having a higher participation level.

** This is a boys and girls coaching allocation.

If a high school does not use an entire allocation for a position in Appendix D the allocation may be shifted to another program within that school. The allocation of these funds must remain within the funding of positions listed in this Appendix D and is site specific.

Elementary – Patrol and Bus Duty may be paid at an hourly rate or stipend based on legal wage and hour requirements. Any changes made to the compensation structure will be made in compliance with State and Federal laws, and with mutual agreement as to the final compensation formula with OAAA leadership.

Patrol	1 per school where program is implemented
Bus Duty	1 per school where program is implemented