

**Human Resources**  
Maurene Stanton  
Executive Director of Human Resources

---

Date: August 20, 2019

To: Stanwood Camano School Board

From: Maurene Stanton

RE: Letter of Agreement with PSE

Attached you will find a Letter of Agreement effective August 21, 2019-August 31, 2020. This agreement is in addition to contract language in the current Collective Bargaining Agreement between the Stanwood-Camano School District (the District) and the Public School Employees of Stanwood-Camano (PSE).

The Letter of Agreement clarifies the hiring process for classified staff.

If you have any questions regarding this letter of agreement, I will be happy to answer them for you.

I recommend your approval of this Letter of Agreement.

## Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF STANWOOD-CAMANO AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXI, SECTION 21.6 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

In order to clarify some elements of the hiring process the parties agree that the staff hiring process will be calculated as follows:

- Interview: 20 points
- Skills Testing: 20 points
  - Any skill testing or interviews conducted as a part of the application process will be equally administered to all candidates and will be based on the required qualifications found in the job description for the position.
  - Interviews and skills testing shall be administered in the same environment and free from surrounding distractions whenever possible. Employees will be allowed to use the same resources available to them on the job site.
  - All applicants will be given two (2) workdays notice before any interview or skills test unless a shorter timeline is agreed to by both the district and the applicant.
  - The District will provide accommodations for applicants with learning disabilities according to the American Disabilities Act (ADA).
- References: 20 points
  - Exemplary
    - All 4s and 5s
    - 18-20 points
  - Satisfactory
    - Mostly 4s and 5s
    - 14-17 points
  - Average
    - Mostly 3s-some variation
    - 10-14 points
  - Below Average
    - 2s-3s
    - 5-9 points
  - Poor
    - 1s
    - 0-4 points
- Work History (comprised of the following): 40 points
  - Seniority(20 points)
    - (1-7 Years=5 points; 8-14 years=10 points; 15-20 years=15 points; 21+ years=20 points)

- Evaluation (10 points)
  - Satisfactory ratings in all areas for the past 3 years= 10 points
  - One or more “needs improvement” in the past 3 years= 5 points
  - Unsatisfactory rating in past 3 years= points=0 points
- Discipline (5 points)
  - No discipline in past 3 years= 5 points
  - One letter of direction in the past 3 years= 4 points
  - Two letters of direction= 3 points
  - One letter of Reprimand/Suspension in the past 3 years = 0 points
- Attendance (5 points)
  - Unexcused absences/tardies/leave early= 0 points
  - Pattern of excused absences= 3 points
  - Excellent Attendance= 5 points

This Letter of Agreement shall become effective upon signature, shall remain in effect until August 31, 2020, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU Local 1948

PUBLIC SCHOOL EMPLOYEES  
OF STANWOOD-CAMANO #1125

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: *Jared Holley*  
Jared Holley, Chapter President

BY: \_\_\_\_\_  
Maurene Stanton, Exec. Dir. of HR

DATE: 8/19/19

DATE: \_\_\_\_\_



- 1
- 2
- 3
- 4
- 5

