

LETTER OF AGREEMENT  
between  
SHORELINE SCHOOL DISTRICT NO. 412 and SEIU, LOCAL 925 TRANSPORTATION

WORK ENVIRONMENT and COMMUNICATION

This Letter of Agreement regarding **WORK ENVIRONMENT and COMMUNICATION** is supplemental to the 2021-202X Collective Bargaining Agreement (CBA) between Shoreline School District No. 412 (District) and Service Employees International Union, Local 925, Transportation Employees (SEIU 925 Transportation).

WHEREAS, District administrators have a responsibility to build and maintain a healthy, functional and safe work environment for all staff; and

WHEREAS, the Parties share an interest in improving the current work environment to be a place that attracts and retains excellent employees and provides a setting where people choose to work together as a team to mutually resolve challenges and concerns; and

WHEREAS, the Parties believe respectful, timely, and productive communication between all parties is the foundation of building strong professional relationships;

NOW THEREFORE, the District and SEIU 925 Transportation agree:

- 1) The Director and Supervisor will meet each week with the Union Stewards at a mutually-agreed upon time. The purpose of the meeting is to establish open and timely communication and to jointly address workplace concerns. The agenda for the meeting shall be developed by the Director, Supervisor and Union Stewards, and notes and action items from the meeting shall be jointly reviewed, distributed to staff via district email, and posted in the Staff Lounge. The stewards shall be paid for this meeting time at their normal hourly rate of pay.
- 2) The Director will schedule a one-hour mandatory monthly staff meeting on the 1<sup>st</sup> Early Release Wednesday of each month, immediately following the scheduled return of the last bus. The calendar of meeting dates for the year shall be published and distributed to all staff before the first day of the school year. The agenda for each meeting shall be developed jointly by the Director, Supervisor, Driver Trainer, and Union Stewards and posted at least 24 hours prior to the start time of the meeting. Notes from the meeting shall be jointly reviewed, distributed to all staff via district email, and posted in the Staff Lounge.
- 3) Additional training opportunities for all employees, as provided in the CBA, shall be scheduled during non-student time during the year. The calendar of training dates shall be posted prior to the beginning of the school year, and additional dates may be scheduled as needed.
- 4) As provided in the CBA, employees shall be paid and expected to check their district email account on a daily basis. Management shall arrange for training to all staff to read and send messages via their district email account. In the event access to the system does not work smoothly, the District shall bring in resources to fix the problem. The employees' responsibility to read their district email on a daily basis shall be suspended during any period of time the email system does not work smoothly.
- 5) The Parties shall jointly review the CBA with all staff, following approval of the contract.
- 6) The Labor Management Committee shall have a standing agenda item to review the status of implementation of the terms of this Agreement, and promptly address any issues or concerns.

SEIU 925, TRANSPORTATION

*Linda M Wright*

For the Union

November 17th 2021

Date

SHORELINE SCHOOL DISTRICT # 412

*Mark A Miller*

For the District

*11/17/2021*

Date