

MEMORANDUM OF UNDERSTANDING
Between
SHORELINE SCHOOL DISTRICT
And
SEIU 925, TRANSPORTATION EMPLOYEES

Mobility Assistants

The purpose of this Memorandum of Understanding, entered into by the District and SEIU 925 Transportation, is to identify mutually agreed upon practices for assignment of routes and hours to mobility assistant employees.

Definition – Seniority shall be based on the employee's date of hire into a regular (not substitute) Mobility Assistant position, *or the employee's date of hire into a regular (not substitute) position in the SEIU 925, Transportation Union, whichever is earlier.*

Assignment of routes/shifts:

Regular hours – initial assignment: At or before the beginning of each school year, the mobility assistants will meet and the department shall display all routes for which a permanent mobility assistant will be assigned (or which contain permanent hours with another segment that is temporary), with the minimum hours for each route. Mobility Assistants shall select their regularly scheduled routes in seniority order. If the Mobility Assistant cannot be present to choose routes, the Union representative may make the selection for the employee, provided the Supervisor and Union representative have received written request for selection from the absent employee; however, in cases of emergency, a verbal request will be accepted for selection.

Temporary hours: At the start of the school year, once regular hours have been assigned, temporary hours will be selected in seniority order. If a temporary route is added during the year, it shall be offered to mobility assistants in seniority order. Only those whose current schedules (including other district assignments) can accommodate the available hours can select the route.

If temporary routes or hours are eliminated due to student movement, reassignment, or other reasons, the Mobility Assistant assigned to this route shall not continue with those hours, but other individuals' temporary assignments shall not change. This Mobility Assistant, if available, is eligible to choose other temporary routes that may occur in the future by seniority order, as described above.

Posting of Vacant Routes: If a permanent (or partially permanent) mobility assistant route becomes vacant for any reason, or a new route is created, or an increase of more than one hour occurs in any route time, the Supervisor shall post the run within five (5) days of its creation or vacancy, for a forty-eight (48) hour period. Mobility Assistants may sign for the route and it will be filled with the most senior employee indicating interest and whose current schedule (including other district assignments) can accommodate the available hours.

Route "re-pick": Due to the nature of route changes and/or adjustments each fall, on or before October 31 of each year the routes for mobility assistants will be re-chosen based on the method described for the initial assignment.

Involuntary Re-assignment of Mobility Assistants: If it is evident that a mobility assistant is not capable of handling, in a manner satisfactory to the Transportation Director, any situation involving students, building staff, administrators, the public, or equipment, the Transportation

Director shall have the right to reassign the mobility assistant in question, after a hearing with the Human Resources Director. The Union Representative shall have every opportunity to be present at said hearing. Any mobility assistant being reassigned for reasons included in this section shall receive a minimum of two (2) hours of additional training during the assistant's regularly assigned hours. In the event the re-assignment results in a loss of hours, the Parties will meet to review the situation prior to the re-assignment.

Summer School/Extended School Year (ESY): Summer School and ESY routes shall be posted for sign-ups and chosen by seniority.

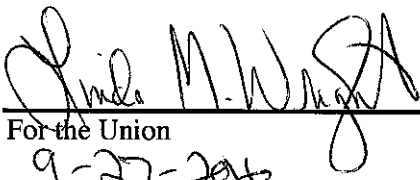
Leave replacement: If a mobility assistant will be absent for longer than thirty (30) working days, the route shall be posted for bid as a temporary route within ten (10) working days of Human Resources or the Transportation Director being notified that the position is available.

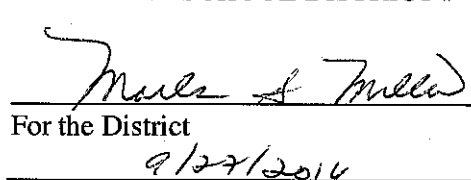
Reduction in Work Force

After initial or subsequent assignments, if any mobility assistants possess permanent hours and do not receive work time during the assignment process, they shall be subject to the provisions for recall, as described in section 18.0 of the contract.

SEIU 925 TRANSPORTATION

SHORELINE SCHOOL DISTRICT # 412





For the Union

For the District

9-27-2016
Date

9/27/2016
Date

Board Approval 9/26/2016