Memorandum of Understanding by and between

Federal Way School District #210

and

Federal Way Education Association Education Support Professionals

Beginning in the 2024-2025 school year, Family Liaisons (FLs) were added to the existing FWEA-ESP bargaining group. The purpose of this MOU is to establish parameters around inclusion of Family Liaisons into existing language.

The Federal Way School District #210 and the Federal Way Education Association agree as follows:

Unless otherwise specified, all existing contract language in the FWEA-ESP contract will apply to Family Liaisons. In such cases, the distinction of "secretarial-clerical" or "family liaisons" will be added to relevant sections in the successor agreement as outlined below.

Declaration of Principles

2. Employees covered under this agreement shall have the opportunity to express their concerns regarding personnel policies and procedures to be developed affecting their employment.

Article I- Recognition and Definitions

Section 1.1- The District hereby recognizes the Association as the exclusive bargaining representative for all ESPs, which for the purposes of this contract refers to all secretarial-clerical and Family Liaison employees whose functional job titles are listed in Appendix A. This negotiated Agreement is applicable to and includes all such employees, except where explicitly referenced or exempted.

Section 4.5- Safety and Security

E. Family Liaisons who participate in home visits related to their job roles and responsibilities will be accompanied by an appropriate administrator or certificated staff member.

Section 4.7 Safety and Student Interactions

C. The District and Association recognize the purpose of the Family Liaison position is to build connections with families. To this end, Family Liaisons will not be directed to regularly provide general supervision duties (e.g. mealtime supervision, supervision of recess). Family Liaisons will not be required to regularly provide supervision to students who have been removed from the instructional environment for disciplinary reasons. Family notification regarding disciplinary incidents will not be the responsibility of the Family Liaison.

Section 4.9

Family Liaisons will participate in Communities of Practice (CoPs). Family Liaisons will be added to the Early Release rotation for district ESPs

Section 4.91

A survey will be conducted with all secretarial-clerical ESP staff to determine professional development topics. A separate survey will be administered to Family Liaisons. Topics will be calendared with professional development provided throughout the year based on the rotation schedule.

Section 4.9.5

ESPs will be sent a weekly communication containing relevant updates, including pertinent items pulled from District leadership communications, for their work.

Section 4.10 Work Station

Given the unique nature of the Family Liaison position (e.g. need to move throughout the educational environment) they will be provided a laptop upon request

Given the sensitive nature of the work and need for confidentiality, Family Liaisons will be assured access to a room to hold private meetings, conduct phone calls, and be provided a means of securing sensitive documents (e.g. locking file cabinet or office space).

Section 9.5

Recognizing that Family Liaisons often attend evening events, Family Liaisons and building Principals will collaborate to adjust the work schedule of the Family Liaison to allow for their attendance at events outside of their normal workday. These adjustments will account for "gap time" which exists when evening events are not contiguous with normal work hours.

Section 16.2 Job Description Committee

The parties agree to establish an ongoing Job Description Committee for the purpose of periodically reviewing and updating all existing job descriptions and overseeing the creation of new job descriptions as needed. The committee shall be comprised of an equal number of District and Association members. Each year, the parties will attempt to maintain at least two-thirds (2/3) of the membership of this committee from the previous year.

Whenever a previously non-represented group joins this bargaining unit, a joint review and if appropriate, revision of the job description will be completed within one (1) calendar year.

Section 16.5.1

For the purposes of recall, Family Liaisons and secretarial-clerical position recall pools will generally be established and maintained separately.

If there are secretarial-clerical persons available for work on the recall list, or persons who are on authorized leave and whose position has been eliminated and has a request to return to work, then the District will not post open bargaining unit position(s) that become available. Open position(s) must be used for staff members on the recall list or coming back from an authorized leave. In such cases, the persons will be given first consideration for the open position(s) either according to Article XIII (Authorized Leave without Pay) or Article XV (Reduction in Force). If there are no qualified persons in the employment pool or no persons on leaves of absence who are qualified for the open position(s), then the position(s) shall be posted according to Section 16.6.

If there are Family Liaisons available for work on the recall list, or persons who are on authorized leave and whose position has been eliminated and request to return to work, then the District will not post open bargaining unit position(s) that become available. Open position(s) must be used for members on the recall list or coming back from an authorized leave. In such cases, the persons will be given first consideration for the open position(s) either according to Article XIII (Authorized Leave without Pay) or Article XV (Reduction in Force). If there are no qualified persons in the employment pool or no persons on leaves of absence who are qualified for the open position(s), then the position(s) shall be posed according to Section 16.6.

For both secretarial-clerical and Family Liaison ESP positions, if there is more than one (1) person available for work on the recall list or more than one (1) person who has requested to return to work from an authorized leave, the length of service in the District in this bargaining unit shall be the determining factor when filling the position(s).

Section 17.1

Newly hired or rehired ESP employees including secretarial-clerical and Family Liaison positions are usually placed on the first experiential step of the salary schedule, according to the appropriate functional job title.

Section 17.2 Initial Salary Placement and Advancement

A. For purposes of secretarial-clerical placement on the salary schedule, all Federal Way School District secretarial-clerical employment will be counted. Any previous in-District secretarial-clerical work experience will be counted on a year-for-year basis, whether part time or full time.
B. For purposes of secretarial-clerical placement on the salary schedule, any previous secretarial-clerical work in a public school district in Washington shall be credited to the employee, giving credit for part time work as it adds up to full time equivalent
C. For purposes of secretarial-clerical placement on the salary schedule, previous full-time non-school district secretarial-clerical experiences may be credited for initial salary placement if such is determined by the Human Resources Director or designee to be a comparable experience.

D. Beginning in 2024-2025: For purposes of Family Liaison placement on the salary schedule, previous non-school district work experience related to the Family Liaison position may be credited for initial salary placement. Employees will engage in a verification process with Human Resources to determine appropriate placement on the salary schedule.

E. During the first year of employment, an employee shall be deemed to have worked one (1) full year on September 1, when incremental movement is determined, if the employee was hired prior to March 1 of that year and is otherwise eligible.

Section 17.5

For the purpose of computing seniority for all other purposes, employees shall be placed on the seniority list according to the original date of hire into the bargaining unit less the time accrued in non-bargaining unit positions.

For Family Liaisons: placement on the seniority list will be based on the entirety of time the employee worked under the job title "Family Liaison" within Federal Way Public Schools (FWPS).

Section 18.2

Whenever a previously non-represented group joins this bargaining unit, every effort will be made to initiate the creation of a joint evaluation tool within one (1) calendar year. If the group is already evaluated using an applicable and appropriate evaluation tool, review, and if necessary, revision of the tool will occur within one (1) calendar year. Adoption and implementation will occur in subsequent years. The evaluation tool will be included in Appendix B., and evaluation provisions in Section 18.2 will be applicable.

Section 21.1

The ESP Professional Development Committee shall be created for the purposes of identifying the professional development needs of the members, training options, developing training schedules that are flexible and accessible, and reviewing training handbooks and recommending changes

A. The ESP Professional Development Committee shall be comprised of not less than six (6) members, three (3) ESP, and three (3) from management. The Association and Management can mutually agree to expand committee membership to meet committee needs.
B. The committee will conduct an annual needs assessment. The survey will include the needs of all ESPs, inclusive of both secretarial-clerical and Family Liaison staff.
C. At least once each year, the committee shall review Training Manuals and Resources for ESPs, such as the Office manager Handbook, recommending changes to better support ESPs in their roles.

D. In August, the District will host a retreat for all ESPs. ESPs will attend as a building team. Buildings will remain open and coverage will be provided (e.g. secretarial-clerical ESPs from other schools, guest ESPs, administrators, creative scheduling, etc.). The coverage model will be a collaborative decision amongst impacted secretarial-clerical ESPs, building administration and district administration.

Section 28.6

The district values highly qualified ESPs and encourages educational advancement beyond the minimum requirements of the job. To this end, staff members covered by the FWEA-ESP CBA will be eligible for the following annual education stipends:

For positions which require a high school diploma only (secretarial and office staff), recognition of an associate's degree as the highest level of attainment is provided by the following stipend: $791.25

For positions which require a high school diploma only (secretarial and office staff) or an associate's degree (Family Liaisons), recognition of a bachelor's degree or higher as the highest level of attainment is provided by the following stipend: $1,318.75.

Each year, the above amounts will be increased by the inflationary adjustment index used by the legislature in the state budget (currently the implicit price deflator)

For staff members who start after September 1 and qualify for the stipend, the amount will be prorated based on the number of days worked.

For staff who are scheduled for fewer than four (4) hours per day, the amount of the stipend will be prorated based on the number of hours scheduled daily.

The degree must be awarded by October 1. Official Transcripts must be received in Human Resources by October 25. The stipend will be paid on the November paycheck.

Staff members with who have not yet earned a Bachelor's degree are eligible to receive up to $200 reimbursement annually for tuition for a completed credit-bearing class at an accredited college or university.

Section 4.7 Safety and Student Interactions

A. Each site will designate the location/person in each building to which a student who has been removed from the class will report. This plan will use the front office only transitionally to minimize the impact on secretarial-clerical ESP personnel. In schools without space/personnel outside of the office for students, certificated staff members or designated para-educators will be primarily responsible for maintaining the behavior of students who are sent out of class.
B. Except in emergency situations involving discipline, health, or safety, plan regarding the duration of transitional supervision and next steps will be established with the impacted secretarial-clerical ESPs. Secretarial-clerical ESPs and administrators will meet twice per year, in coordination with site discipline plan review, to discuss supervision of students and impact on secretarial-clerical ESPs. This meeting will also include a discussion of how to manage and

address regular interruptions within the office. As part of the supervision process, secretarial-clerical ESPs will not be expected to leave their workstation/site.

Section 9.16

In an effort to proactively support coverage for secretarial-clerical ESP absences, building administration and secretarial-clerical ESPs will meet prior to the start of the school year to determine a coverage plan for absences.

Section 9.3

In order to ensure the protection of the duty-free lunch and break periods for secretarial-clerical ESPs, on an annual basis, all secretarial-clerical ESPs will collaborate to build a rotation of lunches and breaks to ensure appropriate office coverage. These rotations will be submitted to the principal and revised as necessary.

Section 18.1- Evaluation. Secretarial-clerical employees will be evaluated as least annually using the evaluation rubric found in Appendix B in accordance with the process described in Section 18.2.

FWPS and FWEA are in mutually agreement that any CBA language not specified in this MOU is applicable to all ESPs (both secretarial-clerical and Family Liaisons).

FOR THE FEDERAL WAY EDUCATION ASSOCIATION ESP

Jane Brown

President

8/29/2025

Date

FOR THE BOARD OF EDUCATION FEDERAL WAY SCHOOL DISTRICT

Superintendent

8/26/25

Date