

**WEST
V
EXTRA CURRICULAR ASSOCIATION**

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August 1, 2018 to July 31, 2021

PREAMBLE

In order to achieve the provisions of RCW 41.56, the Public Employees' Collective Bargaining Act (hereinafter); and to set forth prescribed rights with respect to wages, hours, terms and conditions of employment of the employees who hold extra-curricular positions in West Valley School District which do not require OSPI certification, this agreement is made and entered into by and between the District and the Association.

ARTICLE 1- ADMINISTRATION

Section 1- Recognition

- A. West Valley School District No. 363, herinafter referred to as the "District," recognizes the West Valley Extra-Curricular Activities Association, herinafter referred to as the "Association," as the exclusive bargaining representative for extra-curricular employees not requiring certification who are employed by the District.
- B. The term "employee" when used herinafter in the Agreement shall refer to extra-curricular employees represented by the Association.

Section 2- Conformity to Law

- A. This agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement or any application of this Agreement shall be found contrary to laws or declared invalid by a tribunal of competent jurisdiction, the remaining parts or portions of the Agreement shall remain in full force and effect.
- B. The District and the Association shall enter into negotiations within ten (10) days of notice that this contract is not in compliance with law, for the purpose of arriving at a mutually satisfactory replacement or deletion of the specific section(s) or provision(s).

Section 3- Distribution of the Agreement

Following ratification and signing of this Agreement, the District shall design and print the Agreement, the cost of which shall be borne equally by the Association and the District. The Association shall have the right to proof the Agreement prior to final printing. The Association and the District shall work jointly to distribute copies of this Agreement to all current represented employees. The District agrees to make a copy of the Agreement available for inspection by prospective employees upon their request.

Section 4- Reopen Clause

This agreement may be amended or modified only with the mutual consent of both parties.

ARTICLE 11- BUSINESS

Section 1- Management Rights

The District retains the right, unless modified by specific provisions within the Agreement, to direct all employees; hire, assign, determine the duties of, and retain employees and to suspend or discharge them for sufficient cause; relieve employees from duties because of lack of work or other legitimate reasons; determine the method, number and kinds of personnel required. The foregoing enumerated functions of the West Valley School District Board of Directors shall not be deemed to exclude other functions of the Board not specifically set forth.

Section 2- Association Rights

- A. The Association has the right and responsibility to represent the interests of employees in the unit, to present its views to the District on matters of concern, and to enter collective negotiations with the object of reaching agreement applicable to all employees within the bargaining unit.
- B. Representatives of the Association shall have access to District premises and equipment; provided that no conference or meeting between employees and the Association representatives will in any way hamper or obstruct the normal flow of work and it does not increase costs to the District. The Association shall reimburse the District for the costs of expendable office supplies. Association representatives will follow District policies and procedures and state regulations when visiting schools.

Section 3- Dues Deduction

- A. It is agreed that it shall be a condition of employment that all employees are members of the Association on the effective date of this Agreement and shall remain members in good standing. It shall further be a condition of employment that all new employees covered by this Agreement hired on or after its effective date shall either be Association members or become Association members within thirty (30) days after employment. Completed enrollment forms are to be returned to the Association president. The District agrees to deduct a minimum of \$10.00 per extra-curricular

contract under \$1,000 up to a maximum of \$20.00 total for extra-curricular contracts over \$1,000 as annual dues to be remitted to the Association. These deductions will be remitted to the Association with an itemized list of employee's names and amounts deducted within thirty (30) days of payment.

- B. In the event that the fair share representation fee is regarded by an employee as a violation of his/her right to non association, such bona fide objections will be resolved according to provisions of RCW 41.59.100 of the Public Employment Relations Committee; any contribution to a charitable organization, in lieu of a payment of a representation fee, shall be governed by RCW 41.59.100.
- C. The Association agrees to defend and hold the District harmless in any legal action brought against the District in reference to the collection of dues or representation fees.

Section 4- Joint Meetings

Representatives of the Parties shall meet as needed during the school year.

Section 5- No Strike/ No Lockout

The Association agrees that during the life of the agreement it will not authorize, condone, sanction, or take part in any strike, walkout, or work stoppage of employees covered by this Agreement.

ARTICLE 111- PERSONNEL

Section 1- Individual Contracts

All extra-curricular employment contracts are considered supplemental contracts and, when issued, are not continuing contracts within the scope of RCW 28A.405.210. The term of the extra-curricular contract will only be for the length of time as specified in the contract.

Section 2- Employee Files

An employee will, upon request, have the right to inspect the contents of his/her complete personnel file kept within the District.

Section 3- Leaves

Employees, who receive District approved paid leave, shall not lose status as a result of being on such approved leave.

Section 3- Evaluation

The Athletic Director evaluates Head Coaches: Head Coaches evaluate Assistant Coaches. A district approved evaluation tool will be used to evaluate extra-curricular employees.

ARTICLE 1V- SALARY

Employees will be compensated according to the extra-curricular payment formula included as Appendix A in this Agreement.

- A. Increment steps shall take effect on August 1 of each year.
- B. Payment may be made in one of two ways at the employee's option:
 - 1. Equal monthly payments over 12 months.
 - 2. Monthly payments during the contracted months.

Note: Payments will be made under option 1 unless a written request is received to payroll by September 15.
- C. An employee who is unable to perform duties under this agreement for serious health or emergency reasons shall be paid a prorated amount of the contract stipend for services rendered. At the request of the employee, the Association and the District will jointly determine if such absence qualifies as a serious health or emergency reason.
- D. Split Stipends
A varsity head coach and assistant coach may combine their stipends and be paid equally. In order for this to happen it must be agreed on by the following:
 - 1. Both coaches must approve
 - 2. The Athletic Director must approve
 - 3. The Superintendent or designee must approveThis will be a year to year contract and must be determined by September 15th of the new school year unless special circumstances come up.
- E. An employee receiving an overpayment or underpayment has an obligation to notify the payroll office. Errors made in payment will be corrected as promptly as possible. Employees who receive an overpayment will have the following options for repayment:
 - 1. Lump sum repayment.
 - 2. Equal payments to be completed by the end of the school year.
 - 3. If an employee terminates, the remainder of any overpayment shall be due in full upon termination.
- E. Any authorized employee who works any extra time for an official playoff or extended activities or equivalent will receive additional pay. This additional pay shall be computed using the regular stipend divided by the total weeks of the sport.
- F. For high school football, an additional \$1500 in pay will be provided to compensate coaches for the additional ten (10) required practices (to be distributed by head coach). The athletic director or head coach must submit a breakdown to payroll as to how the \$1500 will be distributed and submitted by August 1 to HR and payroll.

G. Staff Development

1. The district will pay registration fees for approved clinics.
2. Each high school head coach and each assistant will be eligible for up to \$280 per year, to cover expenses (food, lodging, & mileage) incurred to attend clinics. Receipts must be provided. The district van will be available and if used, a maximum of \$200 will be reimbursed. Part time staff will receive a prorated amount based on FTE.
3. High school and middle school football coaches will receive a \$50 stipend annually to attend mandatory training on concussion/sudden cardiac arrest & heat exhaustion; equipment fitting and current football techniques. A roster will be submitted by athletic directors to HR & payroll.

H. The District will provide substitutes as necessary.

ARTICLE VI- DURATION AND SIGNATORY PROVISION

This agreement is made and entered into between West Valley School District #363 and West Valley Extra-Curricular Activities Association. This Agreement shall be in full force and effect retroactive to August 1, 2018 and shall remain in effect through July 31, 2021. At any time that rules, regulations and/or laws are changed during the duration of this Agreement, this Agreement shall be reopened for the express purpose of negotiating the affected section(s). The parties shall meet to negotiate a successor Agreement not less than sixty (60) days prior to the expiration date.

Extra-Curricular Association Representative

Superintendent

Date

Date

Extra -Curricular Opening & Activity Schedule

Extra-Curricular Openings

Whenever an extra-curricular position becomes vacant during the school year, the employees shall be given notice of such vacancy through district e-mail notification. The District will not fill the position(s) for three (3) working days from the date of the publication of the District staff e-mail posting.

Athletic Activities Schedule

The athletic activities schedule is based on a three (3) part formula:

Points x Experience Factor x Base Salary

The criteria for the points system can be found on the following page. Points for specific sports can be found on ensuing pages. Experience factors are as follows:

| Experience | Factors |
|------------|---------|
| 0 | 0.00840 |
| 1 | 0.00955 |
| 2 | 0.01069 |
| 3 | 0.01184 |
| 4 | 0.01335 |

Base salary is \$33,130 for the 2018-2019 school year.

Provision: All coaches will carry experience levels from one coaching assignment to another.

Criteria for Points

Length of Season

This assumes a 3-hour daily time involvement and recognizes the number of weeks for the athletic season (a coach not involved in a 3-hour daily time involvement would have his or her points proportionately reduced).

| | |
|----------|-------------|
| 14 weeks | 7.33 points |
| 13 weeks | 7.00 points |
| 12 weeks | 6.67 points |
| 11 weeks | 6.33 points |
| 10 weeks | 6.00 points |
| 09 weeks | 5.67 points |
| 08 weeks | 5.33 points |
| 07 weeks | 5.00 points |
| 06 weeks | 4.67 points |

Additional Pay for Tournament

Tournament Pay = (Total Points/Weeks in Season) x additional weeks of tournament time x experience factor x base salary.

Safety

This recognizes that certain sports have greater safety responsibilities that are related to supervision.

| | | |
|------------------------------------|---|-----------------|
| Much responsibility | = | 4 points |
| Considerable responsibility | = | 3 points |
| Some responsibility | = | 2 points |
| Minimum responsibility | = | 1 points |

Pressure

This recognizes that there is a variation between sports in the degree of pressure imposed on coaches by the community, administration, student body, press and other outside factors.

High School

Middle School

| | |
|---|---|
| 8 | 2 |
| 7 | 1 |
| 6 | 0 |
| 5 | |
| 4 | |
| 3 | |
| 2 | |
| 1 | |
| 0 | |

Equipment & Field Maintenance

This recognizes that in some sports the coach has responsibility for field preparation and maintaining the equipment applicable to sport.

1 (one) points

Late Practice Factor

For any sport requiring a two (2) hour delay for practice, one (1) point will be added to the schedule.

Centennial Middle School

| | Length of Season <u>Weeks</u> | <u>Points</u> | Equipment & Field <u>Maintenance</u> | <u>Safety</u> | <u>Minimum Pressure</u> | <u>Late Factor</u> | <u>Total Points</u> |
|---------------------------------|-------------------------------------|---------------|--|---------------|-----------------------------|------------------------|-------------------------|
| Lightweight Football | 8 | 5.33 | 0 | 3 | 2 | 0 | 10.33 |
| Middleweight Football | 8 | 5.33 | 0 | 3 | 2 | 0 | 10.33 |
| Volleyball - 7th | 8 | 5.33 | 0 | 2 | 1 | 0 | 8.33 |
| Volleyball - 8th | 8 | 5.33 | 0 | 2 | 1 | 0 | 8.33 |
| Basketball - 7th (Girls) | 6 | 4.67 | 0 | 2 | 2 | 0 | 8.67 |
| Basketball - 7th (Boys) | 6 | 4.67 | 0 | 2 | 2 | 0 | 8.67 |
| Basketball - 8th (Girls) | 6 | 4.67 | 0 | 2 | 2 | 0 | 8.67 |
| Basketball - 8th (Boys) | 6 | 4.67 | 0 | 2 | 2 | 0 | 8.67 |
| Wrestling | 7 | 5.00 | 0 | 3 | 2 | 0 | 10.00 |
| Softball – 7th | 7 | 5.00 | 1 | 2 | 1 | 0 | 9.00 |
| Softball – 8th | 7 | 5.00 | 1 | 2 | 1 | 0 | 9.00 |
| Baseball – 7th | 7 | 5.00 | 1 | 2 | 1 | 0 | 9.00 |
| Baseball – 8th | 7 | 5.00 | 1 | 2 | 1 | 0 | 9.00 |
| Tennis (Girls) | 7 | 4.67 | 0 | 1 | 1 | 0 | 7.67 |
| Track (Girls) | 7 | 5.00 | 1 | 2 | 1 | 0 | 9.00 |
| Track (Boys) | 7 | 5.00 | 1 | 2 | 1 | 0 | 9.00 |
| Cross-Country (Boys) | 7 | 5.00 | 0 | 2 | 1 | 0 | 8.00 |
| Cross-Country (Girls) | 7 | 5.00 | 0 | 2 | 1 | 0 | 8.00 |

All assistant coaches will receive 70% (seventy) of the head coach formula, at the appropriate experience level.

West Valley High School

| | Length of Season <u>Weeks</u> | <u>Points</u> | Equipment & Field <u>Maintenance</u> | <u>Safety</u> | <u>Minimum Pressure</u> | <u>Late Factor</u> | <u>Total Points</u> |
|---|-------------------------------------|---------------|--|---------------|-----------------------------|------------------------|-------------------------|
| Varsity Football | 12 | 6.67 | 0 | 4 | 7.63 | 0 | 18.3 |
| Varsity Boys Basketball | 14 | 7.33 | | 4 | 7.63 | 0 | 18.96 |
| Varsity Wrestling | 12 | 6.67 | 0 | 4 | 7.63 | 0 | 18.3 |
| Varsity Baseball | 10 | 6 | 1 | 2 | 6.43 | 0 | 15.43 |
| Varsity Track (Boys) | 12 | 6.67 | 1 | 2 | 6.43 | 0 | 16.1 |
| Varsity Track (Girls) | 12 | 6.67 | 1 | 2 | 6.43 | 0 | 16.1 |
| Varsity Tennis (Boys) | 12 | 6.67 | 0 | 1 | 3.03 | 0 | 10.7 |
| Varsity Tennis (Girls) | 12 | 6.67 | 0 | 1 | 3.03 | 0 | 10.7 |
| Volleyball | 11 | 6.33 | 0 | 2 | 6.3 | 0 | 14.63 |
| Varsity Basketball (Girls) | 14 | 7.33 | 0 | 4 | 7.63 | 0 | 18.96 |
| Cross Country (Boys & Girls) | 10 | 6 | 0 | 1 | 4 | 0 | 11 |
| Golf | 11 | 6.33 | 0 | 1 | 1.83 | 0 | 9.16 |
| Softball | 11 | 6.33 | 1 | 2 | 6.43 | 0 | 15.76 |
| Soccer (Boys) | 11 | 6.33 | 0 | 2 | 6.3 | 0 | 14.63 |
| Soccer (Girls) | 11 | 6.33 | 0 | 2 | 6.3 | 0 | 14.63 |

All assistant coaches will receive 70% (seventy) of the head coach formula, at the appropriate experience level.

Activity Schedule

1. Dollars are computed by multiplying percentages times the extra curricular salary. Dollars are rounded off to the nearest \$1.
2. A new assignment starts at base pay (Step 0). Any previous experience in any activity will be applied to the new assignment.
3. The rate of advance is one step per year.

| West Valley High School | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 |
|--|---------------|---------------|---------------|---------------|---------------|
| Percussion Instructor | 0.0406 | 0.0446 | 0.0491 | 0.0540 | 0.0594 |
| Senior Activities (Graduation) Advisor | 0.0443 | 0.0487 | 0.0536 | 0.0590 | 0.0649 |
| Senior Class Advisor | 0.0210 | 0.0231 | 0.0254 | 0.0279 | 0.0307 |
| Junior Class Advisor | 0.0210 | 0.0231 | 0.0254 | 0.0279 | 0.0307 |
| Sophomore Class Advisor | 0.0189 | 0.0208 | 0.0229 | 0.0252 | 0.0277 |
| Freshman Class Advisor | 0.0189 | 0.0208 | 0.0229 | 0.0252 | 0.0277 |
| WDFY Advisor | 0.0370 | 0.0407 | 0.0448 | 0.0493 | 0.0542 |
| Knowledge Bowl Advisor | 0.0370 | 0.0407 | 0.0448 | 0.0493 | 0.0542 |
| Color Guard Instructor | 0.0406 | 0.0446 | 0.0491 | 0.0540 | 0.0594 |
| Assistant Drama Coach | 0.0349 | 0.0384 | 0.0422 | 0.0464 | 0.0510 |
| Coordinator of Community Pageants | 0.0189 | 0.0208 | 0.0229 | 0.0252 | 0.0277 |
| Head Cheerleading Advisor | 0.1491 | 0.1640 | 0.1804 | 0.1984 | 0.2182 |
| Assistant Cheerleading Coach | 0.0591 | 0.0650 | 0.0715 | 0.0787 | 0.0866 |
| Ticket Manager | 0.0591 | 0.0650 | 0.0715 | 0.0787 | 0.0866 |
| Spanish Club Advisor | 0.0210 | 0.0231 | 0.0254 | 0.0279 | 0.0307 |
| French Club Advisor | 0.0210 | 0.0231 | 0.0254 | 0.0279 | 0.0307 |
| Assistant Dance Coach | 0.0443 | 0.0487 | 0.0536 | 0.0590 | 0.0649 |

| Spokane Valley High School | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 |
|---|---------------|---------------|---------------|---------------|---------------|
| Senior Activities (Graduation) Advisor (.5 of WVHS) | 0.0443 | 0.0487 | 0.0536 | 0.0590 | 0.0649 |

| Dishman Hills High School | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 |
|---|---------------|---------------|---------------|---------------|---------------|
| Senior Activities (Graduation) Advisor (.5 of WVHS) | 0.0443 | 0.0487 | 0.0536 | 0.0590 | 0.0649 |

| District | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Special Olympics Advisor | 0.0285 | 0.0314 | 0.0346 | 0.0381 | 0.0420 |

| Centennial Middle School | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|
| Sports Coordinator | \$9,800 | \$10,600 | \$11,400 | \$12,200 | \$13,000 |

STAFFING MATRIX GUIDELINE

Middle School Coaching Staffing Matrix

| Sport | Number of Head Coaches | Number of Assistant Coaches |
|-------------------------------|------------------------|---|
| Baseball (7 th) | 1 | 1 (third coach at 35) |
| Baseball (8 th) | 1 | 1 (third coach at 35) |
| Basketball (7 th) | 1 each boys and girls | 1 each boys and girls (third coach at 30) |
| Basketball (8 th) | 1 each boys and girls | 1 each boys and girls (third coach at 30) |
| Cross Country | 1 | 1 (third coach at 30) |
| LW Football | 1 | 2 (fourth coach at 50) |
| MW Football | 1 | 2 (fourth coach at 50) |
| Softball (7 th) | 1 | 1 (third coach at 35) |
| Softball (8 th) | 1 | 1 (third coach at 35) |
| Tennis (girls) | 1 | 0 (second coach at 15) |
| Track | 1 each boys and girls | 1 each boys and girls (third coach at 35) |
| Volleyball (7 th) | 1 | 1 (third coach at 30) |
| Volleyball (8 th) | 1 | 1 (third coach at 30) |
| Wrestling | 1 | 1 (third coach at 25) |

The final determination of the need for additional coaches (i.e. 3rd coaches) will be made using the official roster of participants who have turned in necessary paperwork by the last practice before the first scheduled competition. Additional coaches, who are not hired due to insufficient numbers, will be paid for practices coached on a prorated basis. Each team may have one manager count as a participant.

High School Coaching Staffing Matrix

| Sport | Number of Head Coaches | Number of Assistant Coaches |
|---------------|------------------------|--|
| Baseball | 1 | 3 (varsity assistant, JV assistant and freshman assistant) |
| Basketball | 1 boys and 1 girls | 4 (varsity assistant, JV assistant, C team assistant and freshman assistant) |
| Cross Country | 1 boys and 1 girls | 1 each boys and girls |
| Football | 1 | 6 (additional assistant coach when turnout exceeds 16 to 1) |
| Golf | 1 boys and 1 girls | 0 |
| Soccer | 1 boys and 1 girls | 2 each boys and girls (varsity assistant and JV assistant) |
| Softball | 1 | 3 (varsity assistant, JV assistant, and freshman assistant) |
| Tennis | 1 boys and 1 girls | 1 each boys and girls |
| Track | 1 boys and 1 girls | 2 each boys and girls |
| Volleyball | 1 | 4 (varsity assistant, JV assistant, C team assistant and freshman assistant) |
| Wrestling | 1 | 2 (varsity assistant and JV assistant) |

The final determination of the need for additional coaches (i.e. 3rd coaches) will be made using the official roster of participants who have turned in necessary paperwork by the last practice before the first scheduled competition. Additional coaches, who are not hired due to insufficient numbers, will be paid for practices coached on a prorated basis. Each team may have one manager count as a participant.