

**Memorandum of Understanding
Between
The Kent School District No. 415
And
Kent Association of Educational Office Professionals No.708
Regarding addendum to the Salary Schedules for the 2022 – 2025 Collective Bargaining
Agreement (CBA)**

The parties agree to add the following notes to Salary Schedules A, B and C of the 2022-2025 CBA:

Schedule A - Notes

Note A-1: An employee will be credited for every contract year worked (September 1 through August 31 of each year). If the employee's most recent date of hire is between September 1st and January 31st, the employee will be considered to have worked a full contract year for longevity purposes.

Note A-2: The training rate shall be the employee's regular hourly rate and is for continuing employee development and training programs or required training.

Note A-3: Promotion Step increment Placement: Placement on a step increment due to a level change shall be such that as employees move from one group level to another, the pay increases shall not be less than four (4) percent. Therefore, placement shall be at Step 1 of the new level unless it does not meet the four (4) percent step increment minimum at which point placement will be moved to the step which meets this criteria. For employees moved to a different step (Step 1, 2 or 3) in a higher level than their current step at a lower level, due to promotion, the employee will not remain in the step for longer than the three (3) years, unless at the top step for that level. Example: for an employee promoted from Level 2, Step 4 to Level 3, Step 3, three years of service will need to be completed in the new position before the employee will be moved to the next step of Level 3. The employee will not be required to serve nine (9) years in the position before moving to Step 4 (years 10-14) of Level 3.

Note A-4: Reclassification Step Increment Placement: Salary step placement upon reclassification will be determined in accordance with Section 16.8.

Schedule B – Notes

Note B-1: Beginning with an employee's 15th year in the bargaining unit, the employee will be eligible for a longevity premium of 1.75% above the employee's current salary step per hour.

Note B-2: An employee will be credited for every contract year worked (September 1 through August 31 of each year). If the employee's most recent date of hire is between September 1st and January 31st, the employee will be considered to have worked a full contract year for longevity purposes.

Note B-3: Longevity is defined as years of service within the school district if reciprocity for such definition exists in other bargaining units or by district policy, otherwise longevity will be based on years of service within the KAEOP bargaining unit.

Schedule C – Notes

Note C-1: Beginning with an employee's 20th year in the bargaining unit, the employee will be eligible for a longevity premium of 2% above the employee's current salary step per hour.

Note C-2: An employee will be credited for every contract year worked (September 1 through August 31 of each year). If the employee's most recent date of hire is between September 1st and January 31st, the employee will be considered to have worked a full contract year for longevity purposes.

Note C-3: Longevity is defined as years of service within the school district if reciprocity for such definition exists in other bargaining units or by district policy, otherwise longevity will be based on years of service within the KAEOP bargaining unit.

Kent Association of Educational
Office Professional No.708

Kent School District No. 415

Brandi Pepperdine 10/13/22
Brandi Pepperdine Date
Kent Association of Educational
Office Professionals No.708

Israel Vela 10-13-2022
Israel Vela Date
Superintendent