

Letter of Agreement

This Letter of Agreement is entered into between LAKEVIEW SCHOOL DISTRICT (the "District") and THE LAKEVIEW SECRETARIAL ASSOCIATION/MEA/NEA (the "Association").

November 7, 2022

The District and the Association agree to the following changes to Article IX of the collective bargaining agreement as follow.

Section 2. Transfers and Promotions.

- A. Employees in the unit may bid and have the right to be interviewed for a vacancy provided he/she has the minimum qualifications for the position as indicated on the job posting. An employee who is under a less than satisfactory evaluation or a plan of improvement may not bid on any vacancy. Transfers and promotions within the bargaining unit shall be made considering all both qualifications in the following manner:

Employees bidding on a position within their same classification (Class I-IV) will be presumed to ~~be qualified~~ meet minimum qualifications for that position. When multiple employees from the same classification apply, a more senior employee will be presumed more qualified unless the hiring supervisor can show that a person with less seniority is more qualified. In that case, the position will be awarded to the most senior applicant from that same classification. For example, if a Class IV position is posted and there are two applicants who are also currently Class IV employees, the most senior would be awarded the position. If a Class IV position is posted and there are three applicants, (one Class IV employee, two Class II employees), the Class IV employee (who is in the same classification as the posted position), will be presumed more qualified than the Class II employees, and therefore is entitled to be awarded the position. When employees from other classifications apply, a more senior employee will be presumed more qualified unless the hiring supervisor can show that a person with less seniority is more qualified.

~~Qualifications include an employee's skills, relevant experience, evaluations and work record. These qualifications will be considered when there is no employee applying for the vacancy that currently works in the same classification (example: a vacancy for a Class IV position is posted, but no current Class IV employees apply for it). When employees from other classifications apply, a more senior employee will be presumed more qualified unless the hiring supervisor can show that a person with less seniority is more qualified using the employee's skills, relevant experience,~~

evaluations and work record. In such a situationWhen a recommendation is made that does not follow the guidelines above, the Supervisor must provide the justification for choosing the less senior applicant (if requested) to the satisfaction of Human Resources and the Association President. Qualifications include an employee's skills, relevant experience, evaluations and work record.

Involuntary transfers shall be minimized and made only for just cause.

B. Trial Period. The successful applicant shall be given a trial period of up to fifteen (15) working days to determine:

1. His/her desire to remain on the job.
2. His/her ability to perform the job.

During the fifteen (15) workday trial period, the employee shall have the opportunity to revert back to his/her former position. If the employee is unsatisfactory in the new position, he/she shall be returned to his/her former position. Notice and reasons shall be submitted to the employee (if same is requested), in writing, by the Employer. The matter may then become a proper subject for a special conference, upon request of the affected employee.

Acceptance of Position

Once a member has bid on a vacant position, completed the trial period and has been awarded the position, that same member cannot bid on another position for one (1) calendar year, unless the superintendent, in their sole discretion, deems an exception be made for meritorious reasons. The one (1) year period would begin the day the member completes the trial period and accepts the position. In the event, the member does not complete the trial period and returns to their former position, they are allowed to bid on positions within the unit within the next calendar year.

- C. Vacancies created by an employee serving a trial period may be filled by the Employer with a substitute without posting such vacancy for the duration of the trial period.

Neither the District nor the Association waive any other rights or protections under the Master Agreement.

FOR LAKEVIEW SCHOOL DISTRICT

By: Wm. Patten
Its: superintendent
Dated: 11-11-22

FOR LAKEVIEW SECRETARY
ASSOCIATION/MEA/NEA

By: Amy Bukakis
Its: President
Dated: 11-11-22