

NEGOTIATED LABOR AGREEMENT

between

KETCHIKAN GATEWAY BOROUGH SCHOOL
DISTRICT TECHNOLOGY STAFF LABOR ORGANIZATION

and the

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

2018-2021

**2018-2021 TECHNOLOGY STAFF NEGOTIATED AGREEMENT BY AND BETWEEN
KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT, AND DISTRICT
TECHNOLOGY STAFF LABOR ORGANIZATION**

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KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT,
AND DISTRICT TECHNOLOGY STAFF LABOR ORGANIZATION**

This Agreement made this 20 day of June, 2018 by and between the Ketchikan Gateway Borough School District, hereinafter called the “Board”, the Ketchikan Gateway Borough School District Technology Staff Labor Organization, hereinafter called the “Organization” and technology staff:

ARTICLE I – RECOGNITION

Section 1 In regards to matters relating to terms and conditions of this agreement, the Ketchikan Gateway Borough School District Board of Education recognizes the Ketchikan Gateway Borough School District Technology Staff Labor Organization as the exclusive representative of the Computer Services Staff of the Ketchikan Gateway Borough School District, including but not limited to, Network Administrators, Servers Administrators, System Administrators, Repair Shop Technicians, Field Technicians, Technology Specialists, Software Specialists, Support Specialists and any employees hired in the district whose duties and responsibilities it is to diagnose, design, engineer, program, setup, build, repair, maintain and ensure the operations and functionality of the district computers, software and network systems.

Section 2 Except to the extent expressly abridged by a specific provision of this agreement, the Organization recognizes and agrees that the Board reserves and retains, solely and exclusively, all of its rights to manage the affairs of the District.

ARTICLE II - WORK INTERRUPTION

Section 1 It being understood that the services performed by the Technology Staff covered by this Agreement, are essential to the operation of the Ketchikan Gateway Borough School District and to the welfare of the public, dependent thereon, the Organization, the Ketchikan Gateway Borough School District and Technology Staff agree that there shall be no strike or other concerted cessation of work by the Technology Staff. The Board agrees, on its part, that there shall be no lockout of the Organization or technology staff. Technology Staff and Ketchikan Gateway Borough School District supports that no portion of the negotiating process shall be reserved as cause for loss of employment.

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ARTICLE III - CONFLICT WITH LAW

Should any Article, Section or provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted statute, ordinance, or other law, or by the decree of judgment of any court of competent jurisdiction, the invalidation of such Article, Section or provision will not affect the remaining portions hereof and such other parts and provisions will remain in full force and effect. Upon the invalidation of any Article, Section, or provisions hereof, the parties will meet and negotiate the parts and provisions concerned within thirty (30) days from the date the fact of such invalidation is communicated to them; provided, however, that the parties may mutually agree to extend the time for such negotiations during which time the Organization and the Ketchikan Gateway Borough School District recognize that it is not just cause, or notification for any Technology Staff lay off, or reduction in Technology Staff's current rate of pay.

ARTICLE IV - GRIEVANCE PROCEDURE

Section 1 An alleged violation, misinterpretation, or misapplication of a specific provision of this agreement, may be processed as a grievance as hereinafter provided.

Section 2 In the event that the Technology Staff or, Organization, believes there is a basis for a grievance, the Technology Staff, alleging the grievance, shall first discuss the alleged grievance with the building immediate supervisor within twenty-five (25) working days after the circumstances giving rise to such grievances occurred. Failure to meet the above time line shall cause the alleged grievance to be deemed waived and shall not be entitled to further consideration.

Step 1--Immediate Supervisor

If as a result of the informal discussion with the building immediate supervisor a grievance still exists, the Technology Staff may within ten (10) working days of the informal discussion invoke the formal grievance procedure to the Organization by submitting a written grievance indicating the specific Article(s) and Section(s) violated and remedy sought, dated and signed by the Technology Staff and an Organization representative. Within ten (10) working days of the receipt of the grievance form, the principal/immediate supervisor shall meet with the Technology Staff /Organization representative to hear the alleged grievance. The principal/immediate supervisor shall indicate his/her disposition of the grievance in writing within ten (10) working days of such meeting and shall furnish a copy to the grievant and/or the Organization.

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Step 2--Superintendent/Designee

If the grievance is not satisfactorily settled after Step 1, the grievance shall be transmitted by the Technology Staff /Organization to the Superintendent/designee within ten (10) working days after the completion of Step 1. Within ten (10) working days, the Superintendent/designee shall meet with the Organization representative on the grievance and shall indicate his/her disposition of the grievance in writing within ten (10) working days of such meeting and shall furnish a copy thereof to the grievant and/or Organization.

Step 3--School Board

If the Organization and the aggrieved party so elect, within ten (10) days after receipt of the Superintendent's findings, the Organization may request in writing that the School Board hear the case. The School Board or a sub-committee thereof shall meet with the grievant and/or the Organization and hear the problem within ten (10) days after the receipt of this request. The hearing will be private and the results thereof confidential if allowed by law. The Board will respond in writing to the grievant and the Organization within ten (10) days of the hearing.

Step 4--Arbitration

If the grievance is not satisfactorily settled after Step 3, the Organization may call for arbitration with a demand for such to the American Arbitration Association and a copy of the demand to the District. Such intent to arbitrate shall be submitted within ten (10) working days of receipt of the answer given in Step 3 to the American Arbitration Association.

- (a) The arbitration shall be conducted under the rules and jurisdiction of the American Arbitration Association.
- (b) Jurisdiction of the arbitrator shall only be in regard to the particular dispute before him/her, and s/he shall have no power or authority to add to, subtract from, modify or change in any way any of the terms of this agreement or to write any new clause, change an existing clause or write a new agreement. The arbitrator shall have no power to pass upon any subject not specifically provided for in this agreement.
- (c) Award of the arbitrator shall be final and binding and shall determine the subject of the arbitration for the duration of this agreement.
- (d) The arbitrator's decision shall be issued no later than twenty (20) working days from the date of the close of the hearings or from the date the final statements and proofs are submitted to him and be final and binding on both parties.
- (e) The expense and fees of the arbitrator shall be split equally by the District and the Organization.

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Section 3 A new Technology Staff during their ninety (90) working days probationary period may be discharged or laid off at any time with or without cause and such discharge shall not be subject to the grievance procedure.

Section 4 The time limits provided in this Article shall be strictly observed but may be extended by mutual written consent of the parties. If the grievant or Organization fails to meet the specific time limits as stated in this Article, said grievance shall be deemed withdrawn. If the District or its representative fails to meet specific time limits stated in this Article, the grievant may advance the grievance to the next appropriate step within the timelines specified. All written grievances shall be presented and discussed during non-working hours; however, if the employer or arbitrator schedules a meeting or hearing at Step 4 during the working hours of an Technology Staff where testimony is necessary to the presentation of the District or the Organization, the Technology Staff and if the Technology Staff so chooses, an Organization representative from the District shall suffer no loss in pay or benefits.

Section 5 All meetings and hearings under this procedure shall be closed to the public and shall include only the necessary parties, representatives and witnesses as provided by law.

Section 6 The Board shall not demote, reduce in pay, suspend, or otherwise discipline a Technology Staff specifically for filing a grievance or for lawful participation in the grievance procedure. The Organization or any of its representatives shall take no reprisals against any party for participation in the grievance procedure.

Section 7 The Board and the Organization agrees to make available to the other party all information in their possession pertinent to the issues of the grievance. This shall be done five (5) days prior to the hearing in Step 4. No new information shall be allowed as part of the arbitration after submission of such information unless mutually agreed to by the other party.

Section 8 If a question arises as to the grievability or arbitrability of a grievance such question must be settled by the arbitrator first. The grievance merits may not be presented until the grievability/arbitrability issue has been finalized.

Section 9 The grievant may request the presence of an Organization representative at any step of the grievance process.

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ARTICLE V – LEAVE

Section 1 – Annual Leave

Annual leave will accrued by the following schedule:

Year Service	Hours Earned Per Month	Days Earned Per Year
0-2	16.25	26
3-4	17.50	28
5-7	19.38	31
8-10	23.13	37
11-12	25	40
13	25.63	41

Annual Leave days not used by July 1 will be carried forward to the next year to a maximum of one hundred forty (140) days. An employee may use up to five (5) days of Annual Leave by providing a statement of the intent to use stated days to the Technology supervisor. More than five (5) consecutive days must have the approval of the Technology supervisor. Leave cannot be disapproved for emergencies, sickness or medical reasons. Upon ending employment 50 accrued annual leave days will be cashed out at the Technology Staff's hourly rate and to the employee in his/her final check. Technology Staff hired before July 1, 2015 may cash out up to 160 accrued days. At no point can a Technology Staff rate of leave accrual over the course of employment be reduced.

Section 2 – Personal Leave

Three (3) days of personal leave will be granted to each Technology Staff on July 1 of each year and accumulate to a maximum of three (3) days.

Section 3- Bereavement Leave

A maximum of five (5) days of bereavement leave plus up to two (2) days of travel time for a death outside of Ketchikan is available to each Technology Staff. Only death in the immediate family, (Appendix C), shall entitle the Technology Staff to bereavement leave, not deductible from annual leave.

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Section 4- Emergency Leave

Two (2) paid days of emergency leave may be granted by the Superintendent for travel delays outside the Ketchikan area beyond the Technology Staff's control. Up to three (3) paid days emergency medical leave may be granted by the Superintendent in the event no other leave is available. Written verification, by a physician, of the emergency must be submitted.

Section 5 - Legal Leave

- (a) Technology Staff who is called to serve on jury duty shall be granted leave without loss of pay or other benefits.
- (b) If required jury duty occurs during the Technology Staff's scheduled work period, the Technology Staff shall return to the District the pay received for such jury duty. If the required jury duty occurs outside the Technology Staff's regularly scheduled hours, the Technology Staff may keep the pay received for such jury duty.
- (c) Technology Staff excused from jury duty shall return to work within one (1) hour.
- (d) Technology Staff who is subpoenaed to appear as a witness in court, in a matter to which they are not a party, during their regularly scheduled work time, shall not suffer loss of pay or other benefits.

Section 6- Leave Without Pay

The Ketchikan Gateway Borough School District Board Education may, upon a Technology Staff's request, grant a leave of absence up to one (1) year subject to the terms and conditions set forth in Board Policy providing at least sixty (60) day notice of the request and a stated time of return.

Section 7- Military Leave

Technology Staff who is a member of the National Guard or Military Reserve may be granted special military leave to attend encampments or training periods without loss of pay. The District shall pay the Technology Staff's regular salary, less the amount each Technology Staff receives for National Guard or Military Reserve training duty during the period of such special leave, up to a maximum of two (2) weeks. A copy of the order issued by the appropriate authority for such training shall accompany requests for special military leave. Upon return to duty, the Technology Staff shall furnish the District evidence of the amount of National Guard or Reserve pay received during the period of special military leave.

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ARTICLE VI - HOLIDAYS

Section 1 All Technology Staff covered by this agreement shall have the following guaranteed paid holidays if they occur within their assigned work year and the Technology Staff works or is on approved paid leave the scheduled work day before and after the holiday:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas Day
Christmas Day
Day after Christmas
Day before New Years Day
New Years Day
Memorial Day
Day before July 4th
July 4th

Section 2 When any of the above holidays fall on a Sunday, the first subsequent weekday not designated as a holiday shall be observed as the holiday. When any of the above holidays fall on a Saturday, the closest previous weekday not designated as a holiday shall be observed as the holiday.

Section 3 If a Technology Staff eligible for holiday pay volunteers to do requested work and actually does work on one of the days enumerated in Section 1, he/she shall receive, double his/her straight-time hourly rate of pay times all hours worked on the holiday, in addition to his/her regular straight hourly rate times the number of hours he/she is regularly scheduled.

Section 5 Hours paid for, but not worked in accordance with the provisions of this Article, shall not be considered hours worked for the purpose of computing overtime pay.

ARTICLE VII - PUBLIC EMPLOYEES RETIREMENT

Section 1 PERS (Public Employees Retirement System) will be made available to all Technology Staff covered by this agreement.

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ARTICLE VIII - WORKING CONDITIONS

Section 1 The District may prescribe working rules not inconsistent with the terms of the agreement in addition to those in this agreement, pertaining to safety, reasonable work load, discipline and conduct. The District and the Organization agree not to hold Technology Staff legally, financially or morally liable for any event that may occur while under the direction of the Ketchikan Gateway Borough School District. Furthermore the District and the Organization agree to provide legal representation for the Technology Staff in the event that action or representation against the Technology Staff is taken in an employment related action.

Section 2 It being understood that the services performed by the Technology Staff covered by this Agreement are essential to the operation of the Ketchikan Gateway Borough School District and to the welfare of the public, dependent thereon, the Ketchikan Gateway Borough School District agrees to provide professional certified training of Technology Staff in matters pertaining to the duties of the Technology Staff, requested by the District, in a timely fashion, to maintain effective, safe and reasonable competence of his/her changing technical profession. If schooling is taken out-of-town at the District's insistence, room and board will be reimbursed at established per diem rates upon presentation of proper receipts, and transportation will be paid by the District. There will be no loss in wages while in training.

Section 3 Technology Staff will report to the Director of Technology, Technology Supervisor, Superintendent and or his/her designee. Technology staff evaluations will be conducted by one supervisor who will be identified by August 1 of each year. The Ketchikan Gateway Borough School District recognizes the Technology Supervisor sets the overall objectives and resources available for The Technology Staff in accordance with the Ketchikan Gateway Borough School Districts policies and direction. The Technology Supervisor in consultation with Technology Staff will develop deadlines, project, and work to be done. The Technology Staff in consultation with Technology Supervisor plans and carries out the assignments; resolves conflicts, coordinates work with others according to policy on his/her own initiative. The Technology Staff keeps the Technology Supervisor informed of progress, potentially controversial matters and far-reaching implications.

Section 4 The normal workday for Technology Staff shall be scheduled Monday through Friday during normal business hours no less than seven and one half (7 1/2) hours exclusive of meals. The normal workday or workweek may be modified by posted initial job description, or by mutual consent of the employee and supervisor. Work assigned beyond the normal workday shall be paid at the Technology Staff's regular hourly rate up to 40 hours in a week. Assigned work beyond 40 hours in a week and/or outside the normal workday shall be paid at one and one half (1 1/2) times the Technology Staff's regular hourly rate; this may include nights, weekends, and emergencies. Overtime for travel and training outside of Ketchikan will be agreed upon before the travel or training is scheduled.

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Section 5 The District recognizes the technical nature of the Technology Staffs positions and agrees to provide the tools and working environment necessary to reasonably complete requested task.

Section 6 No Technology Staff will be formally disciplined (including written reprimands and suspension without pay) without just cause. Issues involving just cause shall be resolved solely through the grievance procedure up to but not including arbitration.

Each Technology Staff will receive at least one written evaluation each school year by the Technology Supervisor, superintendent, or designee. Lack of receiving a written evaluation constitutes a unanimous positive review; the judgment of the evaluator is not subject to the grievance procedure. When a Technology Staff is evaluated, he/she will review the evaluation form. The Technology Staff may, in writing, comment upon any part of the evaluation. Such comments shall be attached to the evaluation form. The fact that a Technology Staff reviews and/or comments upon his/her official evaluation shall not mean that he/she agrees with such evaluation. Unless mutually agreed otherwise between the individual Technology Staff and the District, no formal evaluation document or any notes, comments, or other information used in its preparation will be made public.

Section 7 Upon request, a Technology Staff will be told of the location of his/her official District personnel file.

Material in a Technology Staff's personnel file may be removed from her/his file by mutual agreement of the District and the Technology Staff. Items contained in the personnel file will be maintained by the district and the Technology Staff will be notified in writing at any time a negative item is permanently added or removed from that file. At the end of Technology Staffs employment a copy of the entire contents personnel file shall be provided upon request to the former Technology Staff.

A Technology Staff has the right to examine any and all materials in his/her personnel file, and upon written request, obtain copies of any material in his/her file. A Technology Staff may comment in writing upon any material placed in his/her personnel file and have such comments attached to the material, which is referenced. A Technology Staff may include in his/her personnel file letters of recommendation from current or past supervisors, which may then be used when applying for a transfer or another position within the District.

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Section 8 The parties mutually agree that neither the District nor the Organization will discriminate in employment related matters against any person or persons on the grounds of race, religion, color or national origin, or because of the person's age, physical or mental disability, sex, sexual orientation, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinctions on the basis of age, physical or mental disability, sex, sexual orientation, marital status, changes in marital status, pregnancy, or parenthood. Furthermore, the Parties also agree to not discriminate against a Technology Staff in employment related matters on the basis of his/her involvement or lack of involvement in the Organization and the Parties agree to not use any items to compel or attempt to compel by means of a threat, intimidation, or other coercion to voluntarily concede to waiving of legal and legal bargaining rights.

ARTICLE IX - EDUCATION

Section 1 The School District will provide an educational assistance program for permanent, full-time Technology Staff to improve their position. The guidelines are:

- (a) The Technology Staff will have completed one full year of employment with the District prior to becoming eligible for such training.
- (b) The Technology Staff will be refunded tuition expenses in connection with the courses of study, which relates to the Technology Staff present or anticipated position.
- (c) The courses must be approved in advance by the Superintendent, included and available in, but not limited to Appendix C.
- (d) Tuition reimbursement shall be made within two pay periods after successful completion of the course and upon receipt of official transcripts showing the successful course completed.

Section 2 Any Technology Staff may, upon application to and approval by the Superintendent of approved courses; be excused for educational purposes without loss of pay. Educational leave is granted for the purpose which will promote and benefit the School District. The District recognizes that article IX of the negotiated agreement is, obligatory, budgeted as a part of the total cost of an employee and not the financial burden of the technology department. The District may require any member of the technology staff who after application and approval receives district paid tuition and quits during twelve (12) months following training to reimburse the district 1/12 of the tuition cost for each month remaining in the twelve month period.

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ARTICLE X - ECONOMIC BENEFITS AND WAGES

Section 1

- (a) An hourly wage will be paid to each Technology Staff on the last working day of each month. All payments are due on the last workday of the month. The Technology Staff shall be paid in twelve (12) equal payments based on a 260 day, 1,950 hour work year or 240 day 1800 hour work year, according to salary placement.
- (b) Salary placement will be on the attached salary schedule. (Appendix A)
- (c) Each Technology Staff who works at least one hundred forty (140) days during a year will receive an increment at the current negotiated salary percentage regardless of scale cap for each year of employment.
- (d) Each Technology Staff who completes a professional technical certification as reference in Appendix C or degree related to his position or intended position within the District will receive an incremental pay increase at the current negotiated salary percentage to a limit of the schedule cap. Each employee shall only be entitled to one additional step (in addition to his/her regular yearly step) with a recognized certification, or degree per years of employment, excluding the first year, if presented by March 1st of the year.
- (e) If negotiations for a successor Agreement extend beyond the expiration date of this Agreement, increments for that succeeding year will not occur until the conclusion of negotiations. Upon conclusion of negotiations, each Technology Staff salary placement on the successor Agreement will be retroactive to effective date of the successor Agreement unless agreed otherwise.

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Section 2

At the Insurance Committee's discretion, funds in excess of the terminal coverage charges plus a reasonable claims reserve may be spent to stabilize the employees' percentage of insurance premiums in any of the following ways:

(a.) The District will contribute the following per FTE for health insurance premiums out of the District operating fund:

To be determined and not less than any other district agreement for period between 2018-2021.

(b). At the Insurance Committee's discretion, funds in excess of the terminal coverage charges plus a reasonable claims reserve may be spent to stabilize the employees' percentage of insurance premiums in any of the following ways:

1. Offsetting increasing insurance costs
2. Reducing the employees' monthly payroll deductions for insurance
3. Increasing employees' insurance benefits

(c). In the event the insurance reserve fund falls below \$400,000 the insurance committee's discretion will be assumed by the District until the fund balance returns to a level above \$500,000.

Recommendations made by the insurance committee will be considered by the District when making its decision.

Section 3 A \$50,000 group term-life insurance policy will be made available to each permanent full and part-time Technology Staff.

Section 4 An employee who is not enrolled in the District's Health Insurance Plan, and whose spouse is the Primary carrier of the District's or another program may elect to choose just the life portion of the plan provided the carrier agrees.

Section 5 The District agrees to assume the cost for physical examinations required of Technology Staff as a condition for employment to a limit of \$250 per examination. There shall be no loss of wages if the physical is required during working hours.

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ARTICLE XI - LAYOFF

Section 1 During the life of the agreement, should the District decide to subcontract any, departmentalize or eliminate any Technology Staff work, the KGBSD recognize that it is not just cause, or notification for any Technology Staff lay off, or reduction in Technology Staff's current rate of pay. In the event it becomes necessary to reduce the number of Technology Staff, the District will determine the Technology Staff to be laid off. Layoffs may occur at any time. The District will notify Technology Staff within sixty (60) days of the intended dates. In the event of technology staffs work being moved to another department within the KGBSD the Technology staff shall first be offered to continue that work under the alternate department within thirty (30) days with at least the technology staffs current negotiated agreement. Any employee who is laid off and work subcontracted or departmentalized shall receive two (2) month's pay at the Technology Staff's current rate. Technology staff laid off may elect to cash out all accrued leave as of the last day worked at the Technology Staff's hourly rate in his/her final check.

Section 2 All Technology Staff laid off will be placed on Layoff Leave without pay for a period of up to two (2) years. No new Technology Staff will be hired until the position has been offered to all laid off Technology Staff and the laid off Technology Staff has confirmed notification.

Section 3 Recall rights will be lost by the Technology Staff if he/she fails to accept the offer within ten (10) days of the date he/she receives the offer.

ARTICLE XII - ORGANIZATION LEAVE

The bargaining unit will be granted ten (10) days of paid Organization leave a year. These days shall be used for Organization business with at least two days prior notice to the Superintendent.

ARTICLE XII - DURATION

This Agreement is retroactive to July 1, 2018 and shall remain in full force and effect through June 30, 2021. It is agreed that sections of this Agreement may be reopened by mutual consent at any time and any changes or modifications mutually agreed upon shall become effective as of the agreed upon date.

KGBSDTSLO

KGBSD

Date

Date

KGBSD Technology Department Pay Schedule 2018-2021																	
STEP→	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
2018-2019 Technology Department Pay Schedule																	
A - 260 Days																	
MONTH	80,932	81,856	82,780	83,704	84,628	85,552	86,476	87,400	88,324	89,248	90,172	91,096	92,020	92,944	93,868	94,792	95,716
B - 260 Days																	
MONTH	52,060	52,984	53,908	54,832	55,756	56,680	57,604	58,528	59,452	60,376	61,300	62,224	63,148	64,072	64,996	65,920	66,844
C - 240 Days																	
MONTH	31,924	32,788	33,652	34,516	35,380	36,244	37,108	37,972	38,836	39,700	40,564	41,428	42,292	43,156	44,020	44,884	45,748
2019-2020 Technology Department Pay Schedule																	
A - 260 Days																	
MONTH	81,632	82,556	83,480	84,404	85,328	86,252	87,176	88,100	89,024	89,948	90,872	91,796	92,720	93,644	94,568	95,492	96,416
B - 260 Days																	
MONTH	52,760	53,684	54,608	55,532	56,456	57,380	58,304	59,228	60,152	61,076	62,000	62,924	63,848	64,772	65,696	66,620	67,544
C - 240 Days																	
MONTH	32,624	33,488	34,352	35,216	36,080	36,944	37,808	38,672	39,536	40,400	41,264	42,128	42,992	43,856	44,720	45,584	46,448
2020-2021 Technology Department Pay Schedule																	
A - 260 Days																	
MONTH	82,332	83,256	84,180	85,104	86,028	86,952	87,876	88,800	89,724	90,648	91,572	92,496	93,420	94,344	95,268	96,192	97,116
B - 260 Days																	
MONTH	53,460	54,384	55,308	56,232	57,156	58,080	59,004	59,928	60,852	61,776	62,700	63,624	64,548	65,472	66,396	67,320	68,244
C - 240 Days																	
MONTH	33,324	34,188	35,052	35,916	36,780	37,644	38,508	39,372	40,236	41,100	41,964	42,828	43,692	44,556	45,420	46,284	47,148
260 Day Work Year-1950 Hours																	
A Administrator																	
Engineer																	
240 Day Work Year-1800 Hours																	
C Specialist																	

Organization: Ketchikan Gateway Borough School District Technology Staff Labor Organization

District: Ketchikan Gateway Borough School District, The Ketchikan Gateway Borough School Board, the Superintendent or his/her/their designee.

Immediate family: shall be considered persons having the relationship of husband, wife, father, son, daughter, mother, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, grandparent, niece, nephew or persons living at the Technology Staff 's household as a part of the family.

KGBSD: Ketchikan Gateway Borough School District, The Ketchikan Gateway Borough School Board, the Superintendent or his/her/their designee.

Technology Supervisor: Member of the technology department but not a member of the technology staff, not covered by the contractual bargaining agreement.

Technology Staff/ Bargaining Unit: Computer Services Staff of the Ketchikan Gateway Borough School District, including but not limited to, Network Administrators, Servers Administrators, System Administrators, Repair Shop Technicians, Field Technicians, Technology Specialists, Software Specialists, Support Specialists and any employees hired in the district whose duties and responsibilities it is to diagnose, design, engineer, program, setup, build, repair, maintain and ensure the operations and functionality of the district computers, software and network systems.

Temporary Employee: For the purpose of this contract a temporary employee shall be considered non-contractual employees that have been in the employment of the Ketchikan Gateway Borough School District Technology department for less than one year, not covered by the collective bargaining agreement.

Normal Business Hours: For the purpose of this collective bargaining agreement denotes 7am: to 5 pm.

Appendix C

Preapproved Courses

1. Certified Cisco Courses
2. Certified Microsoft Courses
3. Certified Apple Courses
4. Certified Oracle Courses
5. Certified CompTIA Courses
6. Certified VMware Courses
7. Certified Pearson Courses
8. Certified Linux Courses
9. Certified Google/Android Training
10. Certified Kace Training
11. Certified Encase Training
12. Certified Emergency Services Training

Upon Superintendent approval additional approved courses will be added to Appendix C.