

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**SOUTH KITSAP DISTRICT NO. 402**  
**and**  
**PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP**

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP AND THE SOUTH KITSAP SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE 16.3 SECTION XVI OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

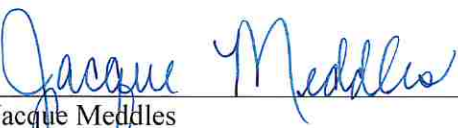
The Parties agree to the following:

1. The District and the Union will utilize Educational Management Solutions (EMS) to conduct a Job Description Review Study of all (Public School Employees) PSE job descriptions.
2. The District will provide employees the opportunity to review the draft job descriptions. Any feedback the employees have regarding the draft job descriptions, including any essential function changes to their positions, will be provided to the District Human Resources Department by close of business on September 30, 2022. All job descriptions will then be sent to the EMS Committee for review
3. The District will notify employees by email of the use of EMS, and that any and all feedback regarding the draft job description needs to be returned to Human Resources prior to the close of business on September 30, 2022.
4. The EMS Committee will finish their business and make modifications to job descriptions and Schedule A of the Agreement November 1st of the 2022-2023 School Year.

This Memorandum of Understanding shall become effective September 1, 2022, shall remain in effect until August 31, 2023.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON SEIU/LOCAL 1948

PUBLIC SCHOOL EMPLOYEES OF  
SOUTH KITSAP

  
Jacquie Meddles  
Chapter President

8/24/22  
Date

SOUTH KITSAP SCHOOL DISTRICT  
NO. 402

  
Leigh Sinclair  
Assistant Director, Human Resources

24 Aug 2022  
Date