

Northshore Education Association
Moving Manual for Members
2006



What to do if you are...

**Moving to a new location,
Transferred (voluntarily or involuntarily),
Going through a remodel or construction project
And much more**

So you have to move...

There are many reasons you may be asked to re-locate and this manual is intended to outline your rights for most moving situations in the Collective Bargaining Agreement (contract) between the Northshore School District and the Northshore Education Association. Moving should involve minimal disruption to your classroom activities and you should be provided with a safe, comfortable environment in which to carry them out. This manual is intended to help you know your rights in the moving process.

After reading this information, if you find you need more information, consult your copy of the CBA, contact your NSEA building representative, your Principal, the Northshore School District's Human Resources Department, or the Northshore Education Association.

Remember, you are contracted to work 7.5 hours each day. Additional paid time for professional hours, technology training day, and days designated as "professional," "collaborative" and "building," should focus on student learning and teacher effectiveness and *not* on facility needs or requirements such as moving. Don't be tempted to use your designated time for relocation work.

A warm, clean, well-lighted place

If you and/or your colleagues are asked to re-locate, it is important that your work area be adequate to perform your duties.

Article 30 of your contract states:

The District shall provide furnished faculty lounges, dining areas which may incorporate faculty lounges, restrooms, appropriate office or classroom furniture, space to safely store materials, and parking space for educational employees.

Article 18.7.1 of your contract states in part:

The District will provide heated, lighted, and furnished facilities for such educational employees

The Memorandum of Understanding on District Safety Committee and Individual Site Health and Safety Committees states:

The District shall provide a safe and healthful working environment for all employees.

If you are assured that you are moving to a suitable environment, here are some guidelines for your re-location:

If you wish to transfer to another building...

This is an employee-initiated (or voluntary) transfer. Members who wish to voluntarily transfer to another building will not be provided with extra time or compensation to make the move. Members who make this decision also take on the responsibility for relocation. *(More information on employee-initiated transfers can be found in CBA Article 37).*

If you wish to move to another classroom...

If the move is your choice, you must take responsibility for that re-location without additional compensation. NSEA suggests you discuss the possibility for additional compensation with your principal, but the District is not bound by the contract to compensate members who choose to change classrooms.

If you are transferred to another building...

Your rights are outlined in Article 38 of the Collective Bargaining Agreement. Your consent is required in most involuntary transfer requests and you must be given 30 days written notice before you make the transfer. The 30 days notice requirement may be waived with the consent of the Association and the employee. NSEA recommends that you consult the Association before you make a decision.

If you consent to the move, Article 30.4 ensures that you will receive one day of per diem pay if you are “required to move from one location, either within the facility or to another facility.”

If you are transferred to another classroom...

The above language also applies to transfers that occur within the same building.

If your move is temporary (as in a remodel)...

Article 30.4 provides for one additional day of per diem pay for employees who are required to move and then move back. So, in a temporary move, employees are provided a total of two additional days of pay at per diem rate.

You may be entitled to more pay...

if you have “extenuating circumstances” surrounding your move. Article 30.4 states: *“In extenuating circumstances, additional days may be granted by the District.”*

You can apply...

by filling out a “Request for Pay form for a Certificated Educational Employee Involved in a Move.” These forms are available through your principal or the Human Resources department and each employee involved in the move should be given the same opportunity to apply for the extra pay.

You may request additional pay for “extenuating circumstances” on the same form. Criteria for consideration is listed on the back of the form and includes:

- 1) justified and necessary additional days spent in the move and
- 2) facts that support special consideration in a complicated move that includes a high number of materials, supplies, special equipment, etc.

Be sure to document your hours and keep supporting evidence about the time you work. There is no guarantee that you will receive “extenuating circumstance pay” but if you request it, you should keep records.

You can get help to move...

Article 30.6 states: “Upon request, the District shall provide moving assistance to educational employees who are required to relocate. Packing materials will be provided.”

**If you have further questions, contact your NSEA Building Representative
or call the Northshore Education Association
at 425-486-7101 ext. 19.**