

**COLLECTIVE BARGAINING AGREEMENT BETWEEN
STANWOOD-CAMANO SCHOOL DISTRICT #401**

AND

**PUBLIC SCHOOL EMPLOYEES OF
STANWOOD-CAMANO**

SEPTEMBER 1, 2014 - AUGUST 31, 2017



Public School Employees of Washington / SEIU Local 1948
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DECLARATION OF PRINCIPLES

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
2. The efficient administration of the system of public instruction and well being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
3. Subject to law and the paramount consideration of service to the public, employee-management relations should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.
4. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
5. It is the intent and purpose of the parties hereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

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P R E A M B L E

This Agreement is made and entered into between Stanwood-Camano School District Number 401 (hereinafter "District") and Public School Employees of Stanwood-Camano, an affiliate of Public School Employees of Washington (hereinafter "Association").

In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

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A R T I C L E I

R E C O G N I T I O N A N D C O V E R A G E O F A G R E E M E N T

Section 1.1.

The District hereby recognizes the Association as the representative of all employees in the bargaining unit described in Section 1.4, and the Association recognizes the responsibility of representing the interests of all such employees.

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Section 1.2.

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.59.20 (c) (i).(ii)

Section 1.3.

The District agrees to update and furnish copies of all job descriptions covered by the terms of this Agreement. Employees and the Association will be consulted and will provide input when job descriptions are updated.

Section 1.3.1.

Modification of existing position descriptions, or the creation of new position descriptions, shall require reopening of this Agreement pursuant to Article XVIII, Section 18.3, relative to hours, wages and working conditions for those new or modified position descriptions. Employees shall have regular access to those position descriptions from the District.

Section 1.3.2.

Mutually agreed upon conditions relative to personnel matters, pursuant to Section 1.3.1 herein, shall be retroactive to the effective date of those new or modified position descriptions.

Section 1.4.

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Custodial, Maintenance/Grounds, Transportation, Professional/Technical, Secretarial, Security, Paraeducators and Food Service.

EXEMPT: Administrative Secretary to the Superintendent; Fiscal Director; Accountant/Payroll/ Voucher Personnel; Custodial-Maintenance Supervisor; Transportation Supervisor; Food Service Supervisor; Special Programs Office Personnel (3); Volunteer Coordinator/Home School Liaison (1); Coordinator of Community Relations; Transportation Administrative Assistant; ASB Bookkeeper; and substitute employees. Any questions raised with regard to the District establishing exempt positions under the terms of this Agreement may be submitted to PERC for determination.

Section 1.4.1.

When ASB Bookkeeper (Pam Erickson) leaves her current position, the position shall be transferred to the PSE Collective Bargaining Agreement and the job description/salary shall be adjusted accordingly between PSE and the District.

Section 1.5. Definition of Positions.

- A. A Regular Position is an ongoing, year to year position that is covered by all of the provisions of this Agreement. The parties understand that certain positions are funded by grants and, if the position is eliminated due to the withdrawal of funding, affected employees will be in an unassigned status until such time as they bid on and are awarded an open position.
- B. A Temporary Position is a new position created by the District with the actual intent that the position will only last for a period of time during the school year for which it is created. Temporary positions typically are need-based and in nature will end when the need no longer

1 exists. In a student-need assignment, when student is absent without prior notification to the
2 employee the employee will work two hours and the shift will end. If an employee is notified
3 during the previous day before 8:00 PM that the student will be absent, the employee will not be
4 required to report to work and will not be paid.
5

6 An employee working in a temporary position is not considered a substitute employee and is
7 covered by all of the provisions of this Agreement. However, temporary positions, unlike regular
8 positions, terminate on or before, the end of each school year and the employee will be in a layoff
9 status subject to Article X, Section 10.11, 10.12, 10.13 and 10.14 of this Agreement. Temporary
10 positions expected to last thirty (30) or more work days shall be posted.
11

12 C. The term Substitute Employee shall refer to those persons employed to replace bargaining unit
13 employees who are absent from their regular assignment on a day-to-day basis.
14

- 15 1. Substitute employees who are employed for thirty-one (31) or more days and continue to be
16 available for employment are included in the unit, subject only to Schedule A, Substitute Pay.
17
- 18 2. Substitute positions are not subject to posting.
19
- 20 3. A bargaining unit employee, by seniority can cover for a position other than their own in their
21 own classification, and their vacated position will be filled by a substitute. Said employee will
22 stay in their own classification/building except for an emergency or at the employer's
23 discretion. In addition the following applies:
24
 - 25 a. Paraeducators may not cover for other regular employees on a day to day basis during their
26 regular contract time, unless it is within their classification and building, and directed by
27 their immediate supervisor.
 - 28 b. Food Service employees at the elementary level may utilize the hours of the vacated
29 position, with at least two unfilled hours going to the substitute.
 - 30 c. For absences of thirty (30) days or less and if determined necessary by the District for the
31 effective functioning of the secondary Food Service program, a bargaining unit employee in
32 a secondary Food Service kitchen, by seniority may cover for absent Food Service
33 employees in their building. A maximum of four employees may cover for a position other
34 than their own as a result of a single absence. The vacated regular position of the fourth
35 employee to cover for a coworker will be filled by a substitute. The hours of all regular
36 positions will remain intact.
37

38 D. The term Long-Term Substitute Employee shall refer to employees hired to fill positions on Board
39 approved leaves of absence. Such employees will be hired for the duration of such leave, during
40 which time they shall be subject to a probationary status of not more than sixty (60) working days
41 during which time the District may discharge the employee. Long Term Substitutes who are not
42 regular employees are subject to all provisions of this Agreement except Article IX and Article X.
43

44 Regular employees may fill a long-term leave position if it is thirty (30) working days or longer.
45 Said employees will not be required to resign his or her current position provided, however, that
46 this provision may only be utilized by one (1) employee per request. Except as provided for food

1 service in Section 1.5.C.3.c. Regular employees who fill positions on Board-approved leaves of
2 absence shall continue to be subject to all provisions of this Agreement.

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5 Bus Drivers may take a leave from their current position to work temporary vacated positions of
6 thirty (30) working days or more and at the end of the assignment of the temporarily vacated
7 position the employee shall return to the employee's previous assignment; provided, however, that
8 this provision may only be utilized by one employee per leave request.

9
10 Transportation employees may fill one additional long-term leave replacement position in a school
11 year provided that the long-term leave is more than thirty (30) working days and extends to the end
12 of the school year.

13
14 Regular employees filling a Long Term Leave position will establish seniority in the leave
15 replacement classification for one year beginning at the hire date in the new position.

16
17 Long-Term Substitute positions lasting longer than thirty (30) working days shall be subject to
18 posting.

19
20 **Section 1.6.**

21 The Stanwood-Camano School District will make a good faith effort not to replace existing bargaining
22 work by subcontractors. District subcontracting that has been done historically will continue. In case
23 of an emergency, the District may utilize subcontractors. In the case of a non-emergency situation,
24 such as, but not limited to, the inability to fill a posted position, the District will not contract out
25 without negotiation of the impacts of subcontracting with the union.

26
27 The use of student employees shall not displace bargaining unit employees.

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29 **Section 1.7.**

30 All days are identified as working days unless otherwise stated in the contract.

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34 **ARTICLE II**

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36 **RIGHTS OF THE EMPLOYER**

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38 **Section 2.1.**

39 It is agreed that the customary and usual rights, powers, functions, and authority of management are
40 vested in management officials of the District. Included in these rights in accordance with and subject
41 to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work
42 force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to
43 suspend, discharge, demote, or take other disciplinary action against employees; and the right to
44 release employees from duties because of lack of work or for other legitimate reasons. The District
45 shall retain the right to maintain efficiency of the District operation by determining the methods, the
46 means, and the personnel by which operations undertaken by the employees in the unit are to be
47 conducted.

1
2 **Section 2.2.**

3 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
4 District. In making rules and regulations relating to personnel policies, procedures and practices, and
5
6 matters of working conditions, the District shall give due regard and consideration to the rights of the
7 Association and the employees and to the obligations imposed by this Agreement.
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11 **ARTICLE III**

12 **RIGHTS OF EMPLOYEES**

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15 **Section 3.1.**

16 It is agreed that all employees subject to this Agreement shall have and shall be protected in the
17 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
18 The freedom of such employees to assist the Association shall be recognized as extending to
19 participation in the management of the Association, including presentation of the views of the
20 Association to the Board of Directors of the District or any other governmental body, group, or
21 individual. The District shall take whatever action required or refrain from such action in order to
22 assure employees that no interference, restraint, coercion, or discrimination is allowed within the
23 District to encourage or discourage membership in any employee organization.
24

25 **Section 3.2.**

26 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
27 Association representatives and/or appropriate officials of the District.
28

29 **Section 3.3.**

30 Employees subject to this Agreement have the right to have a PSE Board member, Shop Steward or
31 building representative present at discussions between themselves and supervisors or their
32 representatives of the District as herein provided in Article XV, the Grievance Procedure and for
33 investigatory interviews which may lead to disciplinary action and the administration of discipline.
34

35 **Section 3.4.**

36 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,
37 exclusive of compensation for services rendered, to appropriate officials of the Association.
38

39 **Section 3.5.**

40 Neither the District, nor the Association, shall unlawfully discriminate against any employee subject to
41 this Agreement on the basis of race, creed, color, national origin, sex, marital status, sexual orientation
42 including gender expression or identity, religion, age, honorably discharged veteran or military status,
43 or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service
44 animal by a disabled person.
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1 **Section 3.6.**

2 A personnel file shall be maintained for each employee and shall be kept at the District Office. An
3 employee shall have the right, upon reasonable notice, to inspect the contents of his or her personnel
4 file. Inspection shall be in the presence of a District representative at all times. File materials shall be
5 reproduced for the employee as promptly as is feasible at employee expense. An Association
6 representative may, at the employee's request, be present during the review. The employee may
7 authorize the Association, in writing, to review the personnel file on their behalf. This section does not
8 exclude a supervisor from maintaining their own working files, as they desire. At the request of an
9 employee, a working file can be reviewed annually by the employee with their supervisor. At the
10 written request of an employee, items of concern may be removed after three (3) years at the
11 supervisor's discretion.

12
13 **Section 3.6.1.**

14 No materials derogatory of the employee's conduct, service, character or personality shall be
15 placed in the personnel file without the employee's knowledge. Each employee shall be
16 provided a copy of all such material within fifteen (15) working days and shall acknowledge
17 receipt by signing the file copy. At that time the employee may respond to the statements by
18 attaching his/her own statement to the document.

19
20 **Section 3.7.**

21 The District will not install or use video cameras already installed for the purpose of evaluations. The
22 District will use video cameras for purposes allowed under the law.

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26 **ARTICLE IV**

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28 **RIGHTS OF THE ASSOCIATION**

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30 **Section 4.1.**

31 The Association has the right and responsibility to represent the interests of all employees in the unit;
32 to present its views to the District on matters of concern, either orally or in writing; to consult or to be
33 consulted with respect to the formulation, development, and implementation of industrial relations
34 matters and practices which are within the authority of the District; and to enter collective negotiations
35 with the object of reaching an agreement applicable to all employees within the bargaining unit.

36
37 **Section 4.2.**

38 The Association shall be promptly notified by the District of any grievances or disciplinary actions of
39 any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure
40 Articles contained herein. The Association is entitled to have an observer at hearings conducted by
41 any District official or body arising out of grievance and to make known the Association's views
42 concerning the case.

1 **Section 4.3.**

2 The District, as part of the general orientation of each new employee within the units subject to this
3 Agreement, shall describe to the employee his rights under the Public Employees Collective
4 Bargaining Act of 1967 and subsequent amendments thereto.

5
6 **Section 4.4.**

7 The Association reserves and retains the right to delegate any right or duty contained herein to
8 appropriate officials of the Public School Employees of Washington State Organization.

9
10 **Section 4.5.**

11 The President of the Association and designated representatives will be provided time off without loss
12 of pay to address chapter business that benefits both the Association and the District. The Association
13 has a maximum of fifteen (15) days per year to address these needs. Any leave beyond the designated
14 amount must be pre-approved by the District. The Association shall reimburse the District for salary
15 paid to substitute employees hired to replace the absent employee. Every effort will be made by the
16 Association to consider the impact on programs.

17
18 **Section 4.5.1.**

19 Any bargaining unit member who holds a State position in the Association shall be permitted
20 five (5) additional days of leave without pay to perform State functions, so long as appropriate
21 advance notice is provided to the immediate supervisor and the Superintendent.

22
23 **Section 4.6.**

24 On or before the first day of October and February of each year during the term of this Agreement, the
25 District shall provide Public School Employees of Washington with an updated list of all employees in
26 the bargaining unit.

27
28 **Section 4.7.**

29 Representatives of the Association, upon making their presence known to the District, shall have
30 access to the District premises during business hours, provided, that no conferences or meetings
31 between employees and Association representatives will in any way hamper or obstruct the normal
32 flow of work.

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34 **Section 4.8. Bulletin Boards.**

35 The District shall provide a bulletin board space in each school for the use of the Association. The
36 bulletins posted by the Association are the responsibility of the officials of the Association. Each
37 bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or
38 bulletins may not be posted. There shall be no other distribution or posting by employees or the
39 Association of pamphlets, advertising, political matters, notices of any kind, or literature on District
40 property, other than herein provided.

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42 **Section 4.8.1.**

43 The responsibility for the prompt removal of notices from the bulletin boards after they have
44 served their purpose shall rest with the individual who posted such notices.

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ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

Section 5.1.

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are policies, programs, and procedures relating to or affecting hours, wages, grievance procedures, and general working conditions of employees in the bargaining unit subject to this Agreement.

Section 5.2.

It is further agreed and understood that the District will consult with the Association, and meet with the Association upon its request, in the formulation of any changes being considered in existing benefits, policies, practices and procedures.

Section 5.3.

It is further recognized that this Agreement does not alter the responsibility of either party to advise, discuss or consult regarding matters concerning working conditions not covered by this Agreement.

Section 5.4.

The Association will, from time to time, as appropriate, be advised of current and predicted enrollment and/or financial information and the possible impact on employees.

ARTICLE VI

ASSOCIATION REPRESENTATION

Section 6.1.

The Association will designate a Conference Committee comprised of at least one (1) member from each building and/or one representative from each classification, who will meet with the Superintendent of the District or the Superintendent's representatives on a mutually agreeable regular basis to discuss appropriate matters.

Section 6.2.

The District will allow sufficient time for Association representatives to prepare an agenda for meetings scheduled with the Superintendent in accordance with Section 6.1. The District will provide suitable space to conduct such meetings.

Section 6.3.

When formal meetings are held between representatives of the Association and representatives of the District pursuant to Section 6.1, formal minutes shall be prepared upon request of the District or the Association. The Association will arrange for the preparation of such minutes and a draft will be made available electronically to representatives of the committee for review prior to final preparation.

1 **Section 6.4.**

2 The Association representatives shall represent the Association and employees in meeting with
3 officials of the District to discuss appropriate matters of mutual interest. They may receive and
4 investigate to conclusion complaints or grievances of employees and thereafter advise employees of
5 rights and procedures outlined in this Agreement and applicable regulations or directives for resolving
6 the grievances or complaints. They may not, however, continue to advise the employee on courses of
7 action after the employee has indicated a desire not to pursue a grievance. This does not, however,
8 preclude the Association's right to pursue the matter to conclusion. They may consult with the District
9 on complaints without a grievance being made by an individual employee.

10
11 **Section 6.5.**

12 Association representatives, when leaving their work, shall first obtain permission from their
13 immediate supervisor. The supervisor's permission in these instances will normally be granted. The
14 employees will report their return to work to their supervisors.

15
16 **Section 6.6.**

17 Association representatives may be allowed to attend meetings with the District during working hours.
18 Time may also be allowed for representatives to discuss with the employees grievances and
19 appropriate matters directly related to work situations in their area or craft. Association representatives
20 will guard against the use of excess time in the handling of such matters.

21
22 **Section 6.7.**

23 The District agrees to share the draft instructional calendar with PSE leadership early in the process of
24 calendar development. Any comments from PSE will be considered prior to finalizing the calendar for
25 presentation to the board.

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28 **ARTICLE VII**

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30 **HOURS OF WORK AND WORKING CONDITIONS**

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33 **Section 7.1.**

34 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)
35 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an
36 employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive
37 days of rest. A period of days will not be considered "consecutive" for the purposes of this section if
38 those days include any paid, or unpaid leave shift(s).

39
40 **Section 7.1.1.**

41 By mutual agreement of the District and the classification concerned, the work week and shift
42 may consist of four (4) consecutive days of ten (10) hours a day, and a thirty (30) minute
43 uninterrupted lunch period as near the middle of the shift as is practicable, and including a
44 fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which
45 shall occur as near the middle of each half shift as is practicable, provided at least one (1)
46 employee is on duty at the work site Monday through Friday except recognized holidays.

1 **Section 7.2.**

2 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be
3 normally changed without prior notice to the employee of fourteen (14) calendar days. Employees'
4 start times within his or her regular shift will not normally be changed without seventy-two (72) hour
5 prior notice. Job assignments within classifications shall not be changed without prior notice to the
6 employee of forty-eight (48) hours, except when the change is temporary or emergency in nature.
7 Notice, as it applies to this section, can be waived by mutual agreement between the affected
8 employee(s) and the District.
9

10 **Section 7.3.**

11 Each employee shall be assigned to a definite shift with designated times of beginning and ending.
12 The first shift is defined as any work shift beginning between 5:00 a.m. and 11:59 a.m. The second
13 shift is defined as any work shift beginning between 12:00 Noon and 9:59 p.m. The third shift is
14 defined as any work shift beginning between 10:00 p.m. and 4:59 a.m.
15

16 **Section 7.3.1.**

17 The first shift shall consist of eight and one-half (8-1/2) hours, for eight (8) hours
18 compensation, including a thirty (30) minute uninterrupted lunch period as near the middle of
19 the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15)
20 minute second half rest period, both of which rest periods shall occur as near the middle of each
21 half shift as is practicable.
22

23 **Section 7.3.2.**

24 The second shift shall consist of eight and one-half (8-1/2) hours, for eight (8) hours
25 compensation, including a thirty (30) minute uninterrupted lunch period as near the middle of
26 the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15)
27 minute second half rest period, both of which rest periods shall occur as near the middle of each
28 half shift as is practicable.
29

30 **Section 7.3.3.**

31 The third shift shall consist of seven and one-half (7-1/2) hours for eight (8) hours
32 compensation, including a thirty (30) minute uninterrupted lunch period as near the middle of
33 the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15)
34 minute second half rest period, both of which rest periods shall occur as near the middle of each
35 half shift as is practicable.
36

37 **Section 7.4. Rest Breaks For Less Than Full-Time Employees.**

38 In the event an employee is assigned to a shift less than the normal work shift previously defined in
39 this Article, so long as the shift is at least four (4) consecutive hours. The employee shall be given a
40 fifteen (15) minute rest period as near the middle of the shift as is practicable. If the shift is longer
41 than six (6) consecutive hours the employee shall be given a fifteen (15) minute first half and fifteen
42 (15) minute second half rest break, both of which rest periods shall occur as near the middle of each
43 shift as is practicable.
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1 **Section 7.5. Meal Breaks.**

2 Employees who work more than five (5) hours per day will be assigned an unpaid thirty (30) minute
3 uninterrupted meal break.

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5 Employees required to work through their regular lunch periods will be given time to eat at a time
6 agreed upon by the employee and supervisor. In the event the District requires an employee to forego
7 a lunch period and the employee works the entire shift, including the lunch period, the employee shall
8 be compensated for the foregone lunch period at overtime rates.

9
10 **Section 7.6.**

11 Employees requested by their immediate supervisor to work two (2) consecutive workdays at a shift
12 regularly filled by a higher classification, the employee shall receive the salary of the higher
13 classification commensurate with their seniority, from the first day. Employees working more than
14 twenty (20) consecutive work days at a higher classification shall receive any leave at the higher rate.

15
16 **Section 7.6.1.**

17 When a PSE District employee is subbing for food service delivery, they will be paid the food
18 service delivery rate of pay on the first day of substituting based on employees seniority.

19
20 **Section 7.7.**

21 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the
22 District will make every effort to notify each employee to refrain from coming to work. Employees
23 reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a
24 closure; provided, however, no employee shall be entitled to any such compensation in the event of
25 actual notification by the District of the closure prior to leaving home for work. Notification will be by
26 be local radio and television stations, school district website and/or the Stanwood-Camano School
27 District's own emergency school closure telephone information line.

28
29 **Section 7.8. Overtime.**

30 Normally, overtime assignments shall be distributed in accordance with the seniority provisions as
31 hereinafter provided. In the assignment of overtime, the District agrees to provide the employee with
32 as much advance notice as practicable in the circumstances. Normally, employees designated to work
33 overtime on days outside their regular workweek will be advised of the possibility no later than
34 twenty-four (24) hours prior to the end of the last shift before the overtime commences.

35
36 **Section 7.8.1. Overtime for Technology Staff.**

37 In recognition of the unique needs, personnel and skills required to support the technology and
38 communications infrastructure of the district, an on-call procedure shall be developed and
39 implemented as an operational protocol for the Technology group.

40
41 This protocol shall be created and actively maintained in partnership with the members of the
42 technology classification and management in order to provide ease of use, efficiency, support
43 of critical infrastructure, and support for the technology staff for their dedicated on-call
44 availability.

45
46 The on-call protocol will be reviewed, at a minimum, on an annual basis in order to make sure
47 the protocol is accomplishing the goals identified in paragraph two of this section. The protocol

1 will be revised or discontinued by mutual consent of management and PSE if deemed
2 appropriate following annual reviews of the protocol.

3
4 **Section 7.8.2.**

5 All hours worked in excess of forty (40) hours a week shall be compensated at the rate of one
6 and one-half (1½) times the employee's base pay.

7
8 **Section 7.8.3.**

9 All hours worked on the sixth (6th) consecutive day shall be compensated at the rate of one and
10 one-half (1½) times the employee's base pay. This section does not apply to any PSE member
11 who performs non-bargaining unit work for the district, such as driver's education, on their
12 sixth (6th) consecutive day of work.

13
14 **Section 7.8.4.**

15 All hours worked on the seventh (7th) consecutive day shall be compensated at the rate of twice
16 the employee's base pay.

17
18 **Section 7.8.5.**

19 Employees called back for emergencies or other unscheduled events on a regular workday, or
20 on the sixth (6th) or seventh (7th) consecutive workday, shall receive no less than two (2) hours
21 pay at the appropriate rate.

22
23 **Section 7.8.6.**

24 At times when the District's kitchen facilities are needed for cooking by community activities,
25 outside the normal working day, a food service employee normally assigned to work in the
26 building where the activity is scheduled to take place, shall be on duty, if such a need is
27 determined to exist by the Food Service Director. If the regular employee rejects work or is
28 unavailable, the Food Service Director shall determine a replacement.

29
30 **Section 7.8.6.1. Catering.**

31 When the District's kitchen facilities are needed to prepare food for catering activities
32 outside the normal work day, a food service employee normally assigned to work in the
33 building where the activity is scheduled to take place shall be asked to assist in the
34 catering service if such a need is determined to exist by the Food Service Director.
35 Employees in the building will be asked by order of seniority unless the additional
36 hours result in overtime. If the employee(s) in the building reject the work, the Food
37 Service Director shall determine a replacement from other interested food service
38 employees by seniority, provided that working the additional hours does not result in
39 overtime. This section is exempt from Section 10.7.

40
41 **Section 7.8.7.**

42 When any outside activities result in sufficient disarray of District property, at the immediate
43 supervisor's discretion and with District level approval, the District shall provide for
44 appropriate custodial services. When such work falls outside the normal work shift, the work
45 will be offered to the building employee on a seniority basis.

1 **Section 7.8.8.**

2 The custodian shall have one (1) hour for opening and one (1) hour for closing for non-profit
3 groups. For commercial and for-profit groups, custodians shall have one and one-half (1.5)
4 hours for opening and one and one-half (1.5) hours to close. If additional time beyond the one
5 (1) hour is required for opening and/or closing, the time will be recorded on a time sheet and
6 the facility user will be billed accordingly. Partial hours will be rounded up to the next quarter
7 hour.

8
9 **Section 7.9.**

10 The District shall identify the number of workdays for 260 day employees by August 1st of each
11 calendar year. Any day(s) in excess of 260 contract days shall result in a non-paid floating holiday.
12 Said holiday shall not result in a substitute and shall be mutually agreed upon by employee and
13 supervisor.

14
15 **Section 7.10.**

16 An employee who believes they are being required to complete work not covered by their job
17 description shall discuss their concern with their immediate supervisor. If the issue is not resolved to
18 the employee's satisfaction, the employee may submit a written request to be reclassified to the Human
19 Resources Office for review. Any employee-initiated cross classification work for personal
20 professional development is exempt from applying to the reclassification committee. The Human
21 Resource Office shall notify the Association that it has received a request for review.

22
23 **Section 7.10.1.**

24 The committee shall consist of two (2) representatives from the Association and two (2) from
25 the District. No employee requesting reclassification shall be involved in the review process.
26 The Reclassification Committee meets from October 1 to May 1. Any application received
27 after May 1 will not be reviewed until October of the next school year.

28
29 **Section 7.10.2.**

30 The committee may conduct its business at the District's option during non-working hours and
31 shall have the following responsibilities:

- 32
33 A. The committee is to conduct a review of the request to be reclassified.
34 B. The committee may:
35 1. Interview the employee requesting to be reclassified.
36 2. Interview the appropriate supervisory personnel and other relevant persons.
37 3. Review all documentation pertinent to the request.
38 C. The fact-finding committee shall maintain confidentiality of information.
39 D. Upon completion of its fact-finding review, the committee will make the decision and will
40 meet together with the District designee in Human Resources to provide an explanation for
41 the decision.
42 E. Should the District decide to reassign duties rather than reclassifying the employee, such
43 decision must be made within ten (10) working days from the completion of "D" and then
44 implemented within twenty (20) working days from the completion of "D". The
45 reclassification committee shall have the right to review the decision within sixty (60)
46 working days from the completion of "D". If the duties have not been reassigned, the
47 committee's decision to reclassify stands.

1 **Section 7.11.**

2 Each employee is limited to one (1) transfer during the August 1 to January 31 time period and one (1)
3 transfer during the February 1 to July 31 time period each year. The above dates refer to the job start
4 date not posting dates.

5
6 It is understood that the intent of this section is not to count it as a transfer if you submit a transfer
7 request but never actually make the transfer. This applies to actual transfers only.

8
9 Transfer - A transfer is a within classification, lateral move from one position to another with
10 the same rate of pay either within a work site or at another work site. A transfer can be across
11 classifications such as a Secretary I to a Secretary I, Para-educator to a Para-educator.

12
13 Promotion - A promotion is a move that includes an increase in the employee's hourly rate of
14 pay. A promotion can be within or across classifications such as a Secretary I becoming an
15 Office Manager (within classification) or a Para-educator becoming a Secretary I (across
16 classifications).

17
18
19
20 **ARTICLE VIII**
21
22 **HOLIDAYS AND VACATIONS**
23

24 **Section 8.1. Holidays.**

25 All employees shall receive the following paid holidays that fall within their work year:

- 26
27
- | | |
|---------------------------|--|
| 1. New Year's Day | 7. Veterans' Day |
| 2. Martin Luther King Day | 8. Thanksgiving Day |
| 3. Presidents' Day | 9. Day after Thanksgiving Day |
| 4. Memorial Day | 10. Christmas Day |
| 5. Independence Day | 11. Day before or after Christmas Day |
| 6. Labor Day | 12. Day before or after New Year's Day |
- 32
33

34 **Section 8.1.1. Unworked Holidays.**

35 Eligible employees shall receive pay equal to their normal work shift at their base rate in effect
36 at the time the holiday occurs. Employees who are on the active payroll on the holiday and
37 have worked either their last scheduled shift preceding the holiday or their first scheduled shift
38 succeeding the holiday, and are not on leave of absence, shall be eligible for pay for such
39 unworked holiday. An exception to this requirement will occur if employees can furnish proof
40 satisfactory to the District that because of illness they were unable to work on either of such
41 shifts, and the absence previous to such holiday, by reason of such illness, has not been longer
42 than thirty (30) regular workdays.

43
44 **Section 8.1.2. Worked Holidays.**

45 Employees who are required to work on the above described holidays shall receive the pay due
46 them for the holiday, plus twice their base rate for all hours worked on such holidays.

1 **Section 8.1.3. Holidays During Vacation.**

2 Should a holiday occur while an employee is on vacation, the employee shall be allowed to
3 take one extra day of vacation with pay in lieu of the holiday as such.
4

5 **Section 8.2. Vacations.**

6 All employees subject to this Agreement shall be credited with hours of vacation credit, based on hours
7 worked during the period September 1 through August 31. Such vacation credit shall be earned, vested
8 and used as designated in this Article.
9

10 **Section 8.2.1.**

11 Employees must provide five (5) days advance notice to their supervisor by submitting a
12 vacation leave request form. Supervisors have the discretion to waive this advance notice
13 requirement in the event of emergency, but will generally require advance notice of five (5)
14 days. Vacation credit will be computed in accordance with the following rules:
15

16 2014-2015

<u>Completed Years of Service</u>	<u>Credit</u>
0 - 5	One (1) hour of vacation for every 23.6 hours worked
6 - 10	One (1) hour of vacation for each 16.25 hours worked
11 - 15	One (1) hour of vacation for each 14.44 hours worked
16 - 20	One (1) hour of vacation for every 13 hours worked
20 Plus*	One (1) hour of vacation for each 11.82 hours worked

24 2015-2016

<u>Completed Years of Service</u>	<u>Credit</u>
0 - 5	One (1) hour of vacation for every 23.6 hours worked
6 - 10	One (1) hour of vacation for each 16.25 hours worked
11 - 15	One (1) hour of vacation for each 14.15 hours worked
16 - 20	One (1) hour of vacation for every 12.53 hours worked
20 Plus*	One (1) hour of vacation for each 11.56 hours worked

33 2016-2017

<u>Completed Years of Service</u>	<u>Credit</u>
0 - 5	One (1) hour of vacation for every 23.6 hours worked
6 - 10	One (1) hour of vacation for each 16.25 hours worked
11 - 15	One (1) hour of vacation for each 13.86 hours worked
16 - 20	One (1) hour of vacation for every 12.09 hours worked
20 Plus*	One (1) hour of vacation for each 11.31 hours worked

41
42
43 *Persons in this category shall schedule at least one (1) week vacation between September and
44 May
45
46
47

1 **Section 8.2.2.**

2 Vacation credit for part-time employees (less than 2,080 hours) shall be computed in
3 accordance with the following rules.
4

5
6 2014-2015

7 <u>Completed Years of Service</u>	<u>Credit</u>
8 0 - 5	One (1) hour of vacation for every 25.0 hours worked
9 6 - 14	One (1) hour of vacation for each 16.7 hours worked
10 15 - 20	One (1) hour of vacation for each 14.7 hours worked
11 20 Plus	One (1) hour of vacation for every 12.7 hours worked

12
13
14 2015-2016

15 <u>Completed Years of Service</u>	<u>Credit</u>
16 0 - 5	One (1) hour of vacation for every 25.0 hours worked
17 6 - 14	One (1) hour of vacation for each 16.7 hours worked
18 15 - 20	One (1) hour of vacation for each 13.88 hours worked
19 20 Plus	One (1) hour of vacation for every 12.23 hours worked

20
21
22 2016-2017

23 <u>Completed Years of Service</u>	<u>Credit</u>
24 0 - 5	One (1) hour of vacation for every 25.0 hours worked
25 6 - 14	One (1) hour of vacation for each 16.7 hours worked
26 15 - 20	One (1) hour of vacation for each 13.15 hours worked
27 20 Plus	One (1) hour of vacation for every 11.8 hours worked

28
29 **Section 8.2.3.**

30 In computing the total vacation credit for any period of service, part of an hour will be
31 disregarded if less than one-half (1/2) hour; otherwise, it will be counted as a full hour.
32

33 **Section 8.2.4.**

34 All hours worked will be counted in the computation of vacation credit, and hours worked at
35 premium rates shall be counted as straight-time hours in such computation. For every regular
36 workday from which an employee is absent due to a compensated leave, the hours of the
37 employee's normal work shift shall be credited as if worked.
38

39 **Section 8.2.5.**

40 Any employee who is discharged or who terminates employment shall receive payment for
41 unused accrued vacation up to thirty (30) days with their final paycheck.
42

43 **Section 8.2.6.**

44 Except as provided in the following section, any vacation credit currently due but unused by the
45 new accrual date each year shall be cumulative up to twenty-five (25) days based on average
46 daily hours worked, provided, however, no employee shall be denied accrued vacation benefit
47 due to District employment needs. Employees shall be able to request up to three (3) weeks of

1 vacation leave without their immediate supervisor's approval. Vacation request over three (3)
2 weeks will need approval by their immediate supervisor. Vacation requests will be in
3 accordance with Section 8.2.1.

4
5 **Section 8.2.7.**

6 Employees who work less than twelve (12) months per year shall receive payment for unused
7 accrued vacation prorated in their annual contract. Any employee who is discharged or who
8 terminates employment shall receive payment for unused accrued vacation credit with their
9 final paycheck. Any employee leaving without two (2) weeks written notice shall forfeit
10 accrued vacation credit and pay as liquidated damages. An exception to this requirement shall
11 be made for death, serious illness, or required military service of the employee or immediate
12 family member.

13
14 **Section 8.2.8.**

15 Vacations may be scheduled the two (2) weeks immediately prior to the first day of instruction
16 provided:

- 17
18 1. The building, in the case of custodial and maintenance employees, or the fleet, in the case
19 of transportation employees, is deemed ready for the opening of school by the supervisor.
20 2. There are no unusual circumstances requiring all employees to be on duty.
21 3. At least one (1) custodian must be on duty each day at each elementary school and middle
22 school and three (3) custodians must be on duty each day at the high school.
23 4. At least two (2) mechanics must be on duty each day at the transportation center.
24
25
26

27 **ARTICLE IX**

28 **LEAVES**

29
30 **Section 9.1. Sick Leave.**

31
32
33 **Section 9.1.1.**

34 Sick leave shall be earned based upon one (1) day per month worked to a maximum of twelve
35 (12) days per year. All accumulation shall be based on average daily hours worked. Deduction
36 of sick leave shall be based on the employee's scheduled workday. The District shall project
37 the number of annual hours of sick leave at the beginning of the school year and such
38 projection shall be posted to the employee's sick leave account. Accumulated sick leave will be
39 expended on an hourly rather than a daily basis. Leave not taken shall accumulate to its legal
40 limit.

41
42 Sick leave may be used for personal illness or injury and recovery therefrom; or to care for a
43 child of the employee under the age of eighteen with a health condition that requires treatment
44 or supervision; or to care for a spouse, registered domestic partner, parent, parent-in-law, or
45 grandparent of the employee who has a serious health condition or emergency condition.
46

1 A doctor's verification of illness may be required for illness lasting more than three (3)
2 consecutive days, or for employees who have exhausted all available sick leave. Doctor and/or
3 dental appointment time will be subtracted from an employee's accrued sick leave if taken
4 within the regular work day. Actual time in nearest quarter (1/4) hours will be subtracted, with
5 a minimum of a quarter (1/4) hour. Employees are strongly encouraged to make appointments
6 outside of the regular workday, whenever possible.

7
8 Up to three days of sick leave may be used upon the birth or adoption of the employee's child.

9
10 **Section 9.1.1.1. Sick Leave Attendance Incentive Program.**

11 In January of each year following any year in which a minimum of sixty (60) days of leave for
12 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an
13 option to receive remuneration for unused leave for illness or injury accumulated in the
14 previous year at a rate equal to one (1) day's monetary compensation of the employee for each
15 four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for
16 illness or injury for which compensation has been received shall be deducted from accrued
17 leave for illness or injury at the rate of four (4) days for every one (1) day's monetary
18 compensation.

19
20 **Section 9.1.1.2.**

21 At the time of separation from school district employment due to retirement or death,
22 an eligible employee or the employee's estate shall receive remuneration at a rate equal
23 to one (1) day's current monetary compensation for each four (4) full days accrued
24 leave for illness or injury. (WAC 392-136-020).

25
26 **Section 9.1.2.**

27 In the event employees are absent for reasons which are covered by Industrial Insurance, the
28 District shall pay the employee an amount equal to the difference between the amount paid the
29 employee by the Puget Sound Worker Comp and the amount the employee would normally
30 earn. A deduction shall be made from the employee's accumulated sick leave in accordance
31 with the amount paid to the employee by the District.

32
33 **Section 9.1.3. Leave Sharing.**

34 It is mutually agreed that the District will implement a leave-sharing program that is consistent
35 with State law and District policy.

36
37 **Section 9.1.4. Emergency Leave.**

38 Sick leave may also be used for emergencies. In the event of situations which require the
39 employee to be absent from duties, emergency leave shall be granted. A maximum of four (4)
40 prorated days may be used for emergency purposes each year. Additional days may be granted
41 by approval of the Superintendent.

42
43 Conditions for granting emergency leave, which comes out of sick leave, are as follows:

- 44
45 1. Emergencies are those events, which are suddenly precipitated, or which is of such a
46 nature that generally pre-planning by the employee is not possible. The situation cannot
47 be one of minor importance or mere personal convenience but, is serious, essentially

1 unavoidable and of importance. Example: a threat to the employee's property (flooding,
2 storm and fire).

- 3 2. The employee will call the principal/supervisor or designee and will explain the
4 situation and request that emergency leave be allowed.
- 5 3. Unused emergency leave shall not accrue from year to year.
- 6 4. Emergency leave, without any deduction from salary, may be determined and granted
7 by the Superintendent or designee for days in excess of days granted above as long as
8 sick leave is available to the employee.

9
10 **Section 9.2. Leave For Bereavement.**

11 Each employee shall be entitled to a maximum of five (5) days (per occurrence) leave with pay for
12 absence caused by death of an employee's child, stepchild, foster child, spouse, domestic partner,
13 parent, step-parent, grandparent, grandchild, sibling, or parent-in-law. In addition, an employee may
14 request one (1) day of leave for bereavement in cases of death of a close friend. Such requests shall be
15 submitted to the personnel office. Such bereavement leave shall not be deducted from sick leave.
16 Bereavement leave is noncumulative.

17
18 **Section 9.2.1.**

19 Each employee shall be entitled to a maximum of two (2) days leave with pay for absence
20 caused by death of an employee's child-in-law, sibling-in-law, aunt, uncle, nephew or niece.

21
22 **Section 9.2.2. Out of State Travel**

23 Exceptions to Section 9.2 and 9.2.1 may be granted by the Superintendent if travel time out of
24 state is required an additional two (2) days may be granted.

25
26 **Section 9.3. Family Care.**

27 In accordance with the State Family Care Act, RCW 49.12.265-49.12.295 and its implementing
28 regulations and definitions, an employee may use accumulated sick leave, vacation, or personal leave
29 to care for:

- 30
31 a) A child of the employee under the age of eighteen with a health condition that requires
32 treatment or supervision or eighteen years of age or older incapable of self care because of a
33 physical or mental disability; or
- 34 b) Employee's spouse, registered domestic partner, parent, parent-in-law, or grandparent with a
35 serious health condition or emergency condition.

36
37 Advance leave may not be used for this purpose until it has been earned. All normal conditions
38 relating to appropriate use of leave shall be applicable to family care leave, including reasonable notice
39 where possible and documentation of need upon reasonable request for verification.

40
41 Additionally, each employee shall be entitled to a maximum of two (2) days leave with pay to enable
42 the employee to care for a member of the employee's immediate family. Leave for family illness shall
43 be used only in the event the family member is unable to care for him/herself and there is no other
44 family member available to provide care. These additional days do not accumulate from year to year.

1 **Section 9.4. Personal Leave.**

2 An employee shall be granted up to two (2) full days of leave per year in 2014-2015 and increase by
3 one (1) full day in 2015-2016 totaling three (3) days with pay for personal reasons. An employee may
4 accumulate up to a maximum of four (4) in the 2014-2015 school year and increase to six (6) days of
5 leave at any given time in the 2015-2016 school year.

6
7 Employees shall submit in advance, whenever possible, a written request for personal leave to the
8 immediate supervisor for approval. Such written notice shall be signed by the supervisor.

9
10 No more than ten (10) percent of the employees per work site shall be granted personal leave for the
11 same day subject to the supervisor's discretion. It shall be the responsibility of the District to
12 immediately notify an employee requesting personal leave if the ten (10) percent employee limitation
13 has been exceeded. Failure to notify the employee by the District shall be construed as a granting of
14 said leave. Employee groups of less than ten (10) members, only one (1) employee per day may utilize
15 personal leave.

16
17 If not used, the less-than-twelve-month employee may receive remuneration for such time in the July
18 pay period; the twelve-month employee may receive compensation for the unused personal leave in the
19 August pay period. Employees shall receive remuneration for unused personal leave at a rate of
20 one-half (½) their normal rate of pay.

21
22 **Section 9.5. Family Leave.**

23 Eligible employees will have rights that are afforded under the FMLA or the State Family Leave Act,
24 Chapter 49.78 RCW.

25
26 **Section 9.5.1 Maternity Disability Leave.**

27 Upon application, the district shall grant disability leave to an employee who is temporarily
28 disabled because of pregnancy or childbirth.

29
30 The duration of temporary disability leave due to pregnancy or childbirth shall be limited to the
31 actual period of disability as determined by the employee's physician, including leave prior to
32 and after the birth of the child. Disability leave due to pregnancy or childbirth shall be deducted
33 from the employee's accrued sick leave and shall be counted as FMLA leave for FMLA-
34 eligible employees.

35
36 Employees may be eligible for up to 12 workweeks of unpaid time off under the State Family
37 Leave Act during any twelve-month period because of the birth of a child of the employee and
38 in order to care for the child, or because of the placement of a child with the employee for
39 adoption or foster care, provided such leave is taken during the twelve-month period beginning
40 on the date of such birth or placement.

41
42 **Section 9.6. Judicial Leave.**

43 In the event an employee is summoned to serve as a juror, or is named as a codefendant with the
44 District, such employee shall receive a normal day's pay for each day of required presence in court;
45 provided, however, that any compensation received beyond expenses for such service shall be paid to
46 the District. Such repayment shall not exceed the employee's normal daily pay. In the event that an
47 employee is a party in a court action, such employee may request a leave of absence.

1 **Section 9.7. Leave Of Absence.**

2
3 **Section 9.7.1.**

4 Upon recommendation of the immediate supervisor through administrative channels to the
5 Superintendent, and upon approval of the Board of Directors, an employee may be granted a
6 leave of absence for a period not to exceed one (1) year; provided, however, if such leave is
7 granted due to extended illness, one (1) additional year may be granted.
8

9 **Section 9.7.2.**

10 The returning employee will be assigned to the position, or equal position, occupied before the
11 leave of absence except as noted in Article XXI, Section 21.2. Employees hired to fill
12 positions of employees on leave of absence will be hired for a specific period of time, during
13 which they shall be subject to all provisions of this Agreement. It shall be the responsibility of
14 the employer to inform replacement employees of these provisions.
15

16 **Section 9.7.3.**

17 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
18 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
19 the employee is on leave of absence; provided, however, that if such leave is approved for
20 extended illness or injury, or for industrial injury, seniority shall accrue but shall not accrue for
21 more than two years per injury total.
22

23 **Section 9.8. Short-Term Adoption Leave.**

24 An employee, upon request, may be granted up to a maximum of three (3) days leave, on or about the
25 date of adoption of a child. Such leave shall be deducted from that accumulated pursuant to
26 Section 9.1.1 above.
27

28 **Section 9.9. Child Rearing Leave.**

29 Any employee who obtains custody of a minor child through birth, adoption, or any other legal means
30 shall be entitled to an unpaid leave of absence for a specified period of time not to exceed one calendar
31 year. The employee must provide written notification to the Superintendent and the immediate
32 supervisor two (2) weeks prior to going on leave. The leave shall be requested for a specific period of
33 time. The District may restrict return times to the first day of school and the first day of second
34 semester. At the conclusion of the leave the employee shall be reinstated to an equivalent position if
35 one exists, or placed on the reemployment list as specified in Section 10.10. Early return from leave
36 shall be at the District's discretion.
37

38 **Section 9.10. Religious Observances.**

39 Pursuant to state law, after consultation with Human Resources and pursuant to District guidelines,
40 employees are allowed two (2) unpaid holidays per calendar year for a reason of faith or conscience or an
41 organized activity conducted under the auspices of a religious denomination, church, or religious
42 organization. If the employee prefers to take specific days for a reason of faith or conscience, or to attend an
43 organized activity conducted under the auspices of a religious denomination, church, or religious
44 organization, the District will allow the employee to do so unless the employee's absence would impose an
45 undue hardship on the District or the employee is necessary to maintain public safety.
46

47 Undue hardship shall have the meaning established in rule by the Office of Financial Management.
48

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ARTICLE X

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 10.1.

Each new hire shall remain in a probationary status for a period of not more than sixty (60) working days following the hire date. During this probationary period the District may discharge such employee.

Section 10.2.

Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this Agreement retroactive to the hire date.

Section 10.3. Seniority.

No later than November 1 of each school year, the District will publish and distribute to all employees and the Association, a seniority list ranking each employee from greatest to least seniority.

In the event that more than one (1) individual has the same seniority ranking after applying the above provisions, all employees so affected shall participate in a drawing by lot, to determine position on the seniority list. The Association and all employees so affected shall be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.

Section 10.4.

The seniority rights of an employee shall be lost for the following reasons:

- A. Resignation;
- B. Discharge for justifiable cause;
- C. Retirement; or
- D. Change in job classification within the bargaining unit, as hereinafter provided.

Section 10.5.

Seniority rights shall not be lost for the following reasons, without limitation:

- A. Time lost by reason of industrial accident, industrial illness or judicial leave;
- B. Time on leave of absence for the purpose of serving in the Armed Forces of the United States;
- C. Time spent on other authorized leaves; or
- D. Time spent in layoff status as hereinafter provided.

Section 10.6.

Seniority rights shall be effective within the general job classification. As used in this Agreement, general job classifications are those set forth in Article I, Section 1.4.

Section 10.7.

The employee with the earliest hire date shall have preferential rights regarding shift selection and work outside the normal work schedule (including overtime). The employee with the earliest hire date shall have preferential rights regarding promotions, assignment to new or open jobs or positions, and

1 layoffs when ability and performance are substantially equal with applicant/junior employees. If the
2 District determines that seniority rights should not govern because an applicant/junior employee
3 possesses ability and performance substantially greater than a senior employee or senior employees,
4 the District shall set forth in writing to the employee or employees and the organization's grievance
5 committee chairman its reasons why the senior employee or employees have been bypassed.

6
7 **Section 10.7.1.**

8 Unit members that are transferring or being promoted must contact potential supervisor.
9 Supervisor facilitates realistic job preview which may include job shadow at no wage loss to
10 employee's current shift/hours. At the District discretion a substitute may be provided.

11
12 **Section 10.7.2.**

13 The District and the association have a mutual interest in supporting professional growth for
14 employees. Creating a system that supports job advancement opportunities (promotion) is one
15 way to support professional growth. Given this mutual interest, the right for an employee to
16 return to his or her previous job when advancement efforts are unsatisfactory, supports job
17 advancement efforts benefiting and protecting both the employee and the District.

18
19 The following procedure is intended to outline the right for an employee to return to his/her
20 previous position.

- 21
22 1. Within thirty (30) working days after beginning in a new position, either the employee
23 or his/her supervisor may direct a return to the employee's position.
24
25 2. During the thirty (30) working day right to return period, the vacated position will not
26 be filled on a permanent basis.

27
28 **Section 10.8.**

29 Employees who change job classifications within the bargaining unit shall retain their hire dates in the
30 previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire
31 date and a new classification.

32
33 **Section 10.9.**

34 The District shall publicize within the bargaining unit for five (5) working days the availability of new
35 or open positions. Existing positions may be increased up to sixty (60) minutes per day before the
36 additional time is considered an opening, requiring posting.

37
38 A copy of the job posting shall be forwarded to the President of the Association and to the Association
39 representative of the classification concerned.

40
41 **Reduction in Hours**

42
43 **Section 10.10. Definition:**

44 The term reduction of hours means a loss of time of at least one-half (.5) hours not due to disciplinary
45 reasons. A reduction of hours shall not constitute a layoff.

1 In case of reduction of hours the Union and District agree to meet and confer regarding said reductions.
2 As part of the meet and confer process, district seniority will be considered whenever possible,
3 dependent upon program need.

4
5 Regular employees (excluding temporary employees and substitutes) whose hours are reduced will
6 have the right to restoration of hours as hours become available within classification by seniority. As
7 long as the employee is qualified to assume the restored hours and does not conflict with the
8 employee's current schedule.

9
10 **Section 10.11.**

11 The term "layoff" shall mean termination from employment for other than disciplinary reasons.

12
13 **Section 10.11.1 Reduction in Force due to School Closure.**

14 In the event of a reduction in force due to school closure, a senior employee whose position is
15 being eliminated may replace the least senior employee in an equivalent or lower paid position
16 within their classification as identified in Schedule A. The senior employee must possess the
17 skills necessary to perform the duties of the position they will assume. The employee will have
18 30 working days in the position to demonstrate his/her ability to assume said position. If the
19 employee is unable to perform the skills of the new position the employee will be notified of
20 the concern on or before the 15th working day. If at 30 days in the position the employee
21 remains unable to demonstrate the required skills, the employee will be placed on lay-off status.
22 Senior employees may not replace others who have greater qualification (i.e. a Para educator I
23 may not replace a Para educator II) but may replace those with lesser qualifications (i.e. a
24 Secretary II may replace a Secretary I). The District will facilitate the process of lay-off and
25 placement until the least senior employee(s) being displaced is placed on lay-off status.

26
27 **Section 10.12.**

28 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
29 District according to seniority ranking.

30
31 When an employee is on the reemployment list, positions will be filled as follows:

- 32
- 33 • Open positions will be posted online on the District website to current employees and to those
 - 34 employees on the reemployment list.
 - 35 • Positions will be filled as provided in Section 10.7.
 - 36 • Employees shall not gain in hours or rate of pay solely because they are on the reemployment
 - 37 list unless they are the most senior in that classification.
 - 38 • Employees on the reemployment list are to have priority over outside candidates when filling
 - 39 an opening in the classification held immediately prior to layoff.
 - 40 • Names shall remain on the reemployment list for two (2) years.
- 41

42 **Section 10.13.**

43 Employees on layoff status shall file their contact information in writing with the personnel office of
44 the District and shall thereafter promptly advise the District in writing of any change of address. Said
45 employees are responsible for applying for open positions posted on the website. Employees may
46 notify the District of their interest in an open position by submitting a letter of interest either in person
47 or via email.

1 **Section 10.14.**

2 An employee shall forfeit rights to reemployment as provided in Section 10.12 if the employee does
3 not comply with the requirements of Section 10.13 to provide current contact information, or if the
4 employee does not respond to the offer of reemployment within fifteen (15) days.
5

6 **Section 10.15.**

7 The offer of reemployment must be in the same particular classification held immediately prior to
8 layoff and the new hours shall be at least 75% of the previous hours held.
9

10 **Section 10.16.**

11 A senior employee who bids a position contingent on serving a specific student(s) need as a
12 paraeducator assigned to transportation or driver shall be entitled to displace the least senior
13 paraeducator or driver in a transportation position to avoid layoff.
14

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16
17 **ARTICLE XI**

18
19 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**
20

21 **Section 11.1.**

22 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue
23 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.
24 If the District has reason to reprimand an employee, it shall be done in a manner that will not
25 embarrass the employee before other employees or the public.
26

27 **Section 11.2. Notification To Non-Annual Employees.**

28 This section is intended to be applicable to those employees whose duties necessarily imply less than
29 twelve- (12) months (excluding vacations) work per year.
30

31 **Section 11.2.1.**

32 Should the District decide to discharge any non-annual employee, the employee shall be so
33 notified in writing prior to the expiration of the school year.
34

35 **Section 11.2.2.**

36 Nothing contained herein shall be construed to prevent the District from discharging an
37 employee for acts of misconduct occurring after the expiration of the school year.
38

39 **Section 11.3.**

40 Except in extraordinary cases, and as otherwise provided in this Article, the District will give
41 employees two- (2) week's notice of intention to discharge.
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ARTICLE XII

INSURANCE AND RETIREMENT

Section 12.1. Entitlement.

Regular employees enrolled in any mutually approved insurance plan or plans, shall receive a prorated District benefit contribution, based on the employee's FTE status of the sum equal to the amount funded by the State for insurance purposes, 1 FTE = 1,440 hours of compensation per year. The District shall pay the maximum premium amount specified in this Section for mutually approved basic insurance programs. In addition, the District agrees to fund the insurance pool by \$21.00 per FTE per month during the 2014-2015 school year and increased to \$27.00 during the 2015-2016 school year and increased to \$35.00 in the 2016-2017 school year for the term of this Agreement. In the event of a double levy failure the District will pay only the state-funded monthly allocation.

Section 12.1.1.

All bargaining unit insurance dollars shall be pooled for the purpose of paying the cost of premiums of basic insurance coverage for each bargaining unit member. Only after members of the bargaining unit have received benefit of basic insurance coverage, shall pool dollars be used for optional coverage.

Section 12.1.2.

It is agreed that upon the closing of the insurance enrollment period the District shall compare the bargaining unit insurance premium usage to the size of the insurance premium pool. All such information shall be provided to the Association.

Section 12.1.3.

The District will pay for the entire cost of the amount funded/required by the state for retired employees' insurance (HCA) subsidy payments

Section 12.2. Insurance Pooling.

The FTE count for pool generation and pool distribution is closed with the submission of the S-275 Report. All employees subject to this Agreement who are hired after the submission of the S-275 Report of each year shall be entitled to the amount defined in Section 12.1 per FTE based upon 1,440 hours of work, and not participate in the insurance premium pool. Further, except for the addition of new dependents, enrollments of dependents close on the cutoff date for October payroll each year.

Section 12.3.

Individual employee's monthly entitlement for insurance plan contribution shall be apportioned as follows:

- A. The District shall first pay from the employee's entitlement the premium for Dental and Vision insurance, Long Term Salary Insurance and Life Insurance/Accidental Death and Dismemberment Insurance.
- B. Employees shall notify the District of their individual choice among mutually approved plans exclusive of Dental, Vision, Long Term Salary Insurance and Life Insurance/Accidental Death and Dismemberment Insurance.

1 C. In order to be eligible for benefits this Agreement, an employee must have a benefit factor of more
2 than .21 as calculated by the District's payroll department. (By way of example, this means an
3 employee who works 1.6 hours or less per day for at least 180 days or who works an average of 8
4 hours a week or less for at least 180 days would not be eligible for benefits.) Only those employees
5 eligible for benefits participate in the mandatory insurance programs set forth in this section.
6

7 **Section 12.4.**

8 Employees shall be entitled to augment their individual monthly entitlement among chosen insurance
9 plans subject to providing the District written authorization for withholding adjustments and
10 deductions.
11

12 **Section 12.5.**

13 The District shall provide tort liability coverage for all employees subject to this Agreement.
14

15 **Section 12.6.**

16 The District shall make required contributions for State Industrial Insurance on behalf of all employees
17 subject to this Agreement.
18

19 **Section 12.7.**

20 The District shall participate appropriately in the Washington State Unemployment Compensation
21 Fund requisite to providing unemployment benefits for all employees subject to this Agreement.
22

23 **Section 12.8.**

24 In determining whether an employee subject to this Agreement is eligible for participation in the
25 Washington State Public Employee's Retirement System, the District shall report all hours worked,
26 whether straight time, overtime or otherwise.
27

28 **Section 12.9.**

29 All employees subject to this Agreement shall be entitled to participate in mutually approved tax
30 shelter annuity plans. On receipt of a written authorization by an employee, the District shall make the
31 requisite withholding adjustments and deductions from the employee's salary.
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35 **ARTICLE XIII**
36
37 **PROFESSIONAL DEVELOPMENT**
38

39 **Section 13.1.**

40 In the mutual interest of the District and Association, the District shall cause funds to be available,
41 which may be used by employees subject to this agreement for professional development.
42

43 **Section 13.2.**

44 The members of PSE involved in the Conference Committee referenced in Section 6.1, will be
45 responsible to survey members regarding member interests as it relates to professional development.
46 The Conference Committee will schedule up to 3 meetings a year that include time on the agenda to
47 discuss professional development.

1 The administrator charged with organizing professional development for the District will attend these
2 meetings and will work with supervisors, building administrators, and staff to create a program to the
3 extent possible that addresses the professional development needs of employees and in light of district
4 goals.

5
6 **Section 13.3.**

7 The District will pay for the cost of classes for all mandatory training (First Aid, CPR, AED) as
8 required per job descriptions. Training will be provided outside of contracted time without
9 compensation to the employee.

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13 **ARTICLE XIV**

14
15 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

16
17 **Section 14.1.**

18 Each employee subject to this Agreement, who, on the effective date of this Agreement, is a member
19 of the Association in good standing, shall, as a condition of employment, maintain membership in the
20 Association in good standing during the period of this Agreement.

21
22 **Section 14.2.**

23 Any District employee, subject to this Agreement, who on the effective date of this Agreement is not a
24 member in good standing of the Association and does not wish to become a member, shall submit a
25 letter by certified mail to Public School Employees of Washington, P. O. Box 798, Auburn,
26 Washington, 98071, not later than November 1, stating that such employee does not wish to become a
27 member. Should any such employee fail to submit said letter within the specified period, such
28 employee shall immediately obtain and maintain membership in good standing of the Association as a
29 condition of continued employment.

30
31 **Section 14.3.**

32 Employees hired subsequent to the effective date of this Agreement who do not wish to become
33 members, shall submit a letter by certified mail to Public School Employees of Washington,
34 P. O. Box 798, Auburn, Washington, 98071, within thirty (30) days of hire, stating that such employee
35 does not wish to become a member. Should any such employee fail to submit said letter within the
36 specified period, such employee shall immediately obtain and maintain membership in good standing
37 of the Association as a condition of continued employment.

38
39 **Section 14.4.**

40 The parties recognize that an employee should have the option of declining to participate as a member
41 in the Association, yet contribute financially to the activities of the Association in representing such
42 employee as a member of the collective bargaining unit. Therefore, as an alternative to, and in lieu of
43 the membership requirements of the previous sections of this Article, an employee who declines
44 membership in the Association may pay to the Association each month a service charge as a
45 contribution towards the administration of this Agreement in an amount equal to the regular monthly
46 dues. This service charge shall be collected by the Association in the same manner as monthly dues.

1 **Section 14.5.**

2 Any employee who refuses to become a member of the Association in good standing or pay the service
3 charge in accordance with the previous sections, shall, at the option of the Association, be immediately
4 discharged from employment by the District.

5
6 **Section 14.6.**

7 The District will notify the President of Public School Employees of Stanwood-Camano of all new
8 hires within five (5) working days of the hire date. At the time of hire, the District will inform the new
9 hire of the terms and conditions of this Article.

10
11 **Section 14.7.**

12 Nothing contained in this Agreement shall require Association membership of employees who object
13 to such membership based on bona fide religious tenets or teachings of a church or religious body of
14 which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a
15 nonreligious charity or other charitable organization mutually agreed upon by the employee and the
16 Association. The employee shall furnish written proof that such payment has been made. If the
17 employee and the Association cannot agree on such matter, it shall be resolved by the Public
18 Employment Relations Commission (PERC) pursuant to RCW 41.56.122.

19
20 **Section 14.8. Checkoff.**

21 The District shall deduct PSE dues or service charges from the pay of any employee who authorizes
22 such deductions in writing pursuant to RCW 41.56.110. The District shall transmit all such funds
23 deducted to the Treasurer of the Public School Employees of Washington on a monthly basis.

24
25 **Section 14.9. COPE Contribution (Committee on Political Empowerment).**

26 The District shall, upon receipt of a written authorization form that conforms to legal requirements,
27 deduct from the pay of such bargaining unit employee the amount of contribution the employee
28 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union. The
29 employee may revoke the request at any time. At least annually, the employee shall be notified by
30 Public School Employees about the right to revoke the request.

31
32 The District shall deduct PSE voluntary political contributions from the pay of any employee who
33 authorizes such deductions in writing pursuant to RCW 41.56.110, provided a minimum of five (5)
34 employees request to participate in said salary deduction. The District shall transmit all such funds
35 deducted to the Treasurer of the Public School Employees of Washington on a monthly basis.

36
37 The Association will indemnify, defend, and hold the District harmless against any claims, suits,
38 orders, and/or judgments against the District on account of any check-off of Association dues or
39 voluntary political contributions.

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ARTICLE XV

GRIEVANCE PROCEDURE

Section 15.1.

Grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the Terms and Conditions of this Agreement, shall be resolved in strict compliance with this Article.

Section 15.2. Grievance Steps.

Section 15.2.1. Step 1.

Employees shall first discuss the grievance with their immediate supervisor. If employees so wish, they may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within thirty (30) days of the occurrence of the grievance shall be invalid and subject to no further processing.

Section 15.2.2. Step 2.

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall reduce to writing a statement of the grievance containing the following:

- A. The facts on which the grievance is based;
- B. A reference to the provisions in this Agreement which have been allegedly violated; and
- C. The remedy sought.

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the official in the Administration responsible for personnel. The parties will have five (5) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 15.2.3. Step 3.

If no settlement has been reached within the five (5) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District Superintendent or the Superintendent's designee. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 15.2.4. Step 4.

If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District Board of Directors. After such submission, the parties will have thirty (30) working days from

1 submission of the written statement of grievance to resolve it by indicating on the statement of
2 grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall
3 sign it. The Board of Directors reserves the right to summon the employee for an oral
4 statement of the grievance. The employee reserves the right to appear before the Board of
5 Directors to explain the grievance. At any appearance before the Board of Directors, the
6 employee may be accompanied by an Association representative or designee.

7
8 **Section 15.2.5. Step 5.**

9 If the grievance has not been resolved within thirty (30) days, referred to in the preceding
10 subsection, the aggrieved employee or District may refer the dispute to final and binding
11 arbitration. The aggrieved employee shall notify the District in writing of submission to
12 arbitration within ten (10) working days after receipt of the Board's written response in
13 Section 15.2.4.

14
15 Within ten (10) working days the Association and the District shall mutually agree upon an
16 arbitrator. If the parties fail to agree, a list of seven (7) qualified neutrals shall be requested by
17 the aggrieved party from the American Arbitration Association (AAA). Within ten (10)
18 working days after receipt of the list, the Association and the District shall alternately strike the
19 names on the list, and the remaining name shall be the arbitrator. The party not seeking
20 arbitration shall strike the first name.

21
22 The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this
23 Agreement in arriving at a decision of the issue or issues presented, and shall confine his
24 decision solely to the matters specified on the grievance form. The arbitrator shall confine
25 himself to the precise issues submitted for arbitration, and shall have no authority to determine
26 any other issues not so submitted to him. The arbitrator's remedy shall be limited to "make
27 whole remedies." The decision of the arbitration shall be final and binding upon the aggrieved
28 employee, the Association and the District.

29
30 The District and the Association shall share equally the arbitration fees and arbitrator's
31 expenses.

32
33
34 **Section 15.3.**

35 Neither the employer nor the Association shall discriminate against any employee for taking any action
36 under this Article.

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47 **ARTICLE XVI**

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TRANSFER OF PREVIOUS EXPERIENCE

9

Section 16.1.

10 Any new hire just previously employed by any school district in the State of Washington, and who is
11 hired to perform work similar to that in which previously engaged, will be given longevity credits in
12 the District in accordance with this Article.

13

Section 16.2.

14 The new hire shall be permitted to transfer prior work experience for placement on Schedule A only.
15
16
17

ARTICLE XVII

SALARIES AND EMPLOYEE COMPENSATION

18

Section 17.1.

19 Employees shall be compensated in accordance with the provisions of this Agreement for all hours
20 worked. Each employee shall receive a full accounting and itemization of authorized deductions,
21 hours worked, and rates paid with each paycheck.
22

23

Section 17.1.1.

24 Employees underpaid by fifty dollars (\$50.00) or more by an error of the District shall be made
25 whole within five (5) business days of notifying the District in writing. If the employee
26 contributed to the error, the correction and reimbursement shall be made at the next regular pay
27 period.
28

29

Section 17.2.

30 Employees working less than twelve (12) months during the period September 1 through August 31,
31 will be paid in twelve (12) equal installments starting September 30 and ending August 31st with
32 District paid benefits continuing in July and August.
33

34

Section 17.2.1.

35 Apportionment shall be consistent with the following rules:
36

- 37
- 38 A. Compensable benefits shall include: Forecasted annual hours of regular employment
39 (exclusive of extra trip/overtime/special services contingencies), eligible holiday pay and
40 vacation credit. This section does not effect the provisions of Section 17.5 (retroactive pay)
41 herein.
 - 42 B. The District shall adjust the monthly payments to accommodate significant changes in
43 hours of annual employment as soon as practicable.
 - 44 C. The District shall pay extra trips/overtime/special service as soon as practicable, but in no
45 case later than two (2) calendar months after the compensable occurrence.
46

1 **Section 17.3.**

2 Salaries in each classification are averaged, based on the following comparison districts: Arlington,
3 Lake Stevens, Marysville, Monroe, Mt Vernon, Oak Harbor, and Snohomish.

4
5 **Schedule A:** The salaries reflected on Schedule A are determined in the following way: The District
6 reviews the hourly pay for job-alike positions in the comparison districts.

7
8 An average low hourly rate is determined by taking the lowest hourly rate for each position in each
9 comparison district and averaging those rates. An average high hourly rate is determined by taking the
10 highest hourly rate for each position in each comparison district and averaging those rates. The
11 average low hourly rate becomes the step one rate (0-1 years) on Schedule A; the average high hourly
12 rate becomes the step three rate (8-14 years) on Schedule A. The step two rate (2-7 years) is
13 determined by subtracting ten cents (\$0.10) per hour from the step three rate. Step four (15-19 years),
14 step five (20 -24 years), and step six (25+ years) are longevity steps on Schedule A and are based on
15 the step three rate. Step four is currently paid 28 cents (\$0.28) per hour above the step three rate. Step
16 five is currently paid 43 cents (\$0.43) per hour above the step three rate, and step six is currently paid
17 60 cents (\$0.60) per hour above the step three rate.

18
19 Effective September 1, 2014, the District shall increase the 2014-2015 Schedule A positions by the
20 cohort average and in addition a two percent (2.0%) increase to all positions after the cohort average.

21
22 Effective September 1, 2015, the District shall increase the 2014-2016 Schedule A positions by two
23 percent (2.0%).

24
25 Effective September 1, 2016, the District shall increase the 2016-2017 Schedule A positions by two
26 percent (2.0%).

27
28 All eligible employees will receive step increases for the duration of the collective bargaining
29 agreement. Classified employees covered by this Agreement will receive State-authorized and fully
30 funded cost-of-living adjustments in addition to any negotiated salary increases. All wage increases
31 contained in this Agreement are contingent upon levy passage.

32
33 If there are increases or decreases in the State funding allocation for classified employees salaries
34 during the term of the Agreement, Section 17.3 and Schedule A may be reopened upon request by
35 either party to negotiate salary.

36
37 **Section 17.4.**

38 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this
39 Agreement if possible, and in any case not later than the second regular payday. In the case of
40 retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive
41 pay shall be paid on the first regular payday following agreement on such schedule, if possible, and in
42 any case not later than the second regular payday.

43
44 **Section 17.5.**

45 Incremental steps, where applicable, shall take effect on September 1 of each year during the term of
46 this Agreement; provided, the employee has been actively employed continuously since March 1 of the
47 previous employment year.

1 **Section 17.6.**

2 Any employee who changes job positions or classifications shall receive full longevity credit regarding
3 step placement on Schedule A.

4
5 **Section 17.7.**

6 For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter (1/4)
7 hour.

8
9 **Section 17.8.**

10 Any employee required, by the supervisor, to travel from one site to another in a private vehicle during
11 working hours shall be reimbursed at the current Internal Revenue Service reimbursement rate per
12 mile.

13
14 **Section 17.9.**

15 Employees required to remain overnight on District business shall be reimbursed for reasonable room
16 and board expenditures.

17
18 **Section 17.10.**

19 The District shall provide appropriate and sanitary restrooms for male and female employees adjacent
20 to their workstation.

21
22 **Section 17.11.**

23 Food Service employees upon reaching and maintaining the second and third step of their certification
24 shall receive an additional twenty-five (25) cents for each step. Their documentation must be
25 submitted by October 1st of each school year.

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28
29 **ARTICLE XVIII**

30
31 **TERM AND SEPARABILITY OF PROVISIONS**

32
33 **Section 18.1.**

34 The term of this Agreement shall be September 1, 2014 to August 31, 2017.

35
36 **Section 18.2.**

37 All provisions of this Agreement shall be applicable to the entire term of this Agreement
38 notwithstanding its execution date, except as provided in the following section.

39
40 **Section 18.3.**

41 This Agreement may be reopened and modified at any time during its term upon mutual consent of the
42 parties in writing. Should the state authorize and fund a Cost of Living Adjustment for any given year
43 during this Agreement, the District shall dispense the state identified percentage to all classifications
44 for salaries.

1 **Section 18.4.**

2 If any provision of this Agreement or the application of any such provision is held invalid, the
3 remainder of this Agreement shall not be affected thereby.

4
5 **Section 18.5.**

6 Neither party shall be compelled to comply to any provision of this Agreement which conflicts with
7 State or Federal statutes or regulations.

8
9 **Section 18.6.**

10 In the event either of the two- (2) previous sections is determined to apply to any provision of this
11 Agreement, such provision shall be renegotiated pursuant to Section 18.3.

12
13 **Section 18.7.**

14 Employees will report to work, when afforded safe conduct, if a third party is involved in a work
15 stoppage that does not involve the Agreement between the Stanwood-Camano School District and
16 Public School Employees of the Stanwood-Camano School District.

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20 **ARTICLE XIX**

21
22 **EMPLOYEE EVALUATION**

23
24 **Section 19.1.**

25 Employees within the bargaining unit with 180 days or fewer days of employment with the District
26 shall be evaluated at least once annually prior to June 1, but may be evaluated at any time. Employees
27 within the bargaining unit with more than 180 days of employment with the District shall be evaluated
28 at least once annually prior to July 1 or the employee's last working day of the year if the employee
29 does not work a full calendar year, but may be evaluated at any time. Should the District fail to issue
30 an employee an evaluation within the stated timeframe, such employee will be considered to have been
31 overall satisfactory for that evaluation period. Employees shall be provided a copy of the evaluation
32 and be notified of the evaluation conference at least twenty-four (24) hours prior to said conference.

33
34 At any time during the school/work year, if an administrator/supervisor is concerned that an employee
35 is unsatisfactory, the administrator/supervisor will discuss the performance concerns with the
36 employee and state the performance expectations. The performance concerns will be discussed
37 privately with the administrator/supervisor. Performance concerns cannot be used to mark an employee
38 unsatisfactory if these performance concerns were not discussed with the employee.

39
40 **Section 19.2.**

41 Employees shall be evaluated by their immediate supervisor(s), in writing, using forms with consistent
42 expectations and standards provided by the District. The form shall be signed by the supervisor(s) and
43 the employee. A copy of the form shall be provided to the employee following the discussion of the
44 evaluation by the supervisor(s) with the employee. An employee may attach his/her own written
45 comments to said evaluation.

46
47

1 **Section 19.3.**

2 If an employee's performance is judged unsatisfactory by the supervisor(s), the supervisor(s) shall
3 arrange a conference with the employee within ten (10) days of such determination and present a
4 District recommended plan for improvement. The establishment of a plan for improvement for
5 purposes of remediation of performance deficiencies shall not be considered disciplinary action.

6
7 **Section 19.4.**

8 This 60 (work day) plan of improvement shall specifically include:

- 9
10 1. The area of deficiency.
11 2. The recommended performance levels.
12 3. The activities necessary to reach the desired performance level.
13 4. A schedule for follow-up evaluations during the plan of improvement.

14
15 At the completion of the 60 work day plan of improvement, options may include:

- 16 a) discontinuation of plan of improvement;
17 b) continuation of plan of improvement for no more than another 60 work day period;
18 c) reassignment or termination of employment.
19

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21 **Section 19.5.**

22 The grievance procedure shall only apply to procedural violation of this Article.
23
24
25

26 **ARTICLE XX**

27
28 **APPRENTICESHIP**

29
30 **Section 20.1.**

31 Enrollees in the program shall receive the appropriate rate of pay for their positions, as specified on
32 Schedule A. Upon successful completion of the Washington Public School Classified Employees Joint
33 Apprenticeship and Training Committee (WPSCEJATC) or any other program that meets state and/or
34 local requirements, employees shall be eligible to receive the increase in their hourly rate of pay as
35 specified on Schedule A.
36

37 **Section 20.1.1.**

38 In the event an apprentice is deemed unsuccessful by the local JATC in completing any or all
39 parts of the approved standards, such apprentice waives contractual recourse through the
40 grievance procedure, Article XV.
41

42 **Section 20.1.2.**

43 The maximum approved ratio of apprentice to journey level employees shall be one-to-one. If,
44 at any given time, those requesting apprenticeship status exceeds the one-to-one ratio,
45 employees shall be selected based upon seniority.
46
47

1 **Section 20.2.**

2 Employees may enroll in the apprenticeship program or any other approved program that meets state
3 and/or local requirements. Enrollees who complete the program shall receive the appropriate rate of
4 pay for their positions, as specified on Schedule A.

5
6 **Section 20.3.**

7 Employees shall be responsible for tuition costs associated with college credits and for required books
8 and materials. No additional wage compensation shall be granted upon completion of the
9 apprenticeship program.

10
11 **Section 20.4.**

12 Participation in the apprenticeship program shall be completely voluntary for all employees.

13
14 **Section 20.5.**

15 Persons employed on the effective date of this Agreement may apply for the apprenticeship program at
16 any time new enrollees are accepted. Applications will be accepted annually prior to October 1st.

17
18 **Section 20.5.1.**

19 Such employees shall receive partial credit for time worked in the District as determined by the
20 WPSCEJATC.

21
22 **Section 20.6.**

23 This Article may be reopened at any time upon mutual agreement of the parties or as new
24 classifications are proposed by the local JATC for journey level status.

25
26
27
28 **ARTICLE XXI**

29
30 **TRANSPORTATION**

31
32 **Section 21.1. Transportation Classification.**

33 Personnel in the Transportation classification are recognized to present special shift problems, hence
34 the parties agree that shift assignments shall be established in the Transportation classification in
35 relation to daily routes and driving times requisite to meet schedules assigned by the Supervisor of
36 Transportation and in keeping with the following provisions.

37
38 **Section 21.2.**

39 All routes shall be annually rebid by seniority by October 15th. All routes that are bid and accepted
40 will be paid as bid unless no students are available to ride on a particular day. A driver on board
41 approved leave for one school year cannot bid a route for the current year. A person returning after a
42 year-long leave will take the least senior route until new routes are bid on or before October 15th.

43
44 **Section 21.3.**

45 It is agreed that all daily regular bus routes shall include one-half (1/2) hour per day for pre and post
46 trip inspections, to include fueling and cleaning of the vehicle used, in addition to actual driving time.
47 This would also include extra trips taken. Drivers of routes using cars or vans shall receive one-quarter

1 (1/4) hour per day in addition to actual driving time. A driver who reports to work and whose route is
2 subsequently canceled or whose route is reduced in time, shall receive a minimum call of two-(2)
3 hours compensation.

4
5 **Section 21.4.**

6 During the school year, any route which has been increased in sum total by thirty (30) minutes or more
7 for greater than ten (10) consecutive days of work shall be re-posted for bid as a new run.

8
9 **Section 21.4.1.**

10 Special education routes shall be exempted from the thirty (30) minute rule until one (1) week
11 after the student ridership count week.

12
13 **Section 21.5.**

14 All trips other than regular daily scheduled bus runs shall be compensated at the employee's base
15 hourly rate for the duration of the trip.

16
17 **Section 21.6. Special Education/Preschool Routes.**

18 Special Education and Preschool drivers shall be paid for a two (2) hour minimum call unless they
19 receive a pre-notification of a trip cancellation prior to leaving home. Drivers whose actual route is
20 less than the two-hour minimum will be assigned additional duties in the transportation department.

21
22 **Section 21.7. Extra Calls.**

- 23 A. All school bus trips, other than regular daily scheduled runs or those contiguous with the
24 normal work shift, shall be known as and referred to herein as "extra calls."
25
- 26 B. **Compensation.** Extra calls shall be compensated at the employee's base hourly rate for the
27 logged time of the trip (see Section 17.7). School bus drivers shall receive a minimum
28 compensation for each extra call assignment equivalent to two (2) hours driving time.
29
- 30 C. **Overtime.** Extra calls may not extend into overtime unless and until all trip board drivers are
31 into overtime and a substitute driver is not available. Such extra calls will be assigned to the
32 senior driver available in the rotation order. All hours worked in excess of forty (40) hours in
33 any workweek shall be compensated at the rate of one and one-half (1-1/2) times the driver's
34 base rate. In the event thirty (30) minutes or less remain between assignments, then, in such
35 event, the driver's base hourly rate shall continue without interruption. School bus drivers shall
36 receive a minimum compensation for each extra call assignment equivalent to two (2) hours
37 driving time.
38
- 39 D. **Overnight Extra Calls.** In the event an extra call requires a driver to stay overnight outside
40 the school district, such driver shall be compensated at the base rate for all hours worked,
41 except for a designated block of time for sleeping purposes where they may not be disturbed.
42 Drivers shall be entitled to expense reimbursement under Section 17.9 according to recognized
43 District standards adopted by the Board of Directors.
44
- 45 E. **Cancellation of Extra Calls.** If an extra call or trip should be cancelled without adequate
46 notice to allow the obligated drivers time to drive their regular route, such drivers shall be paid

1 as provided in Section 21.7(B) or the driver will be allowed the right to bid first on the next
2 week's trip board.

3
4 Any driver whose extra call or trip was cancelled with adequate notice will have the right to bid
5 first on the next weeks' trip board. If multiple trips are cancelled, the drivers bidding order will
6 be based on the order the trips were cancelled with the earliest cancellation bidding first.

7
8 **F. Extra Call Trip Board and Rotation List Management.**

- 9
10 1. The extra call trips consist of four (4) boards: the regular trip board (Friday through Thursday),
11 the weekend board, the combination week/weekend trip board and the short notice board. All
12 four (4) boards will be managed by the transportation shop stewards, or in their absence, an
13 elected alternate.
- 14 2. All regular, non-probationary drivers working less than forty (40) hours per week shall be
15 given the opportunity to sign up for extra calls. Assignments to the regular trip board will be
16 placed by seniority. Assignments to the weekend trip board, the weekday/weekend
17 combination trip board, and the short notice trip board will be awarded on a rotational basis
18 using the seniority list developed for extra call trips.
- 19
20 3. The standardized posting time for extra calls shall be Wednesday morning prior to regular runs.
21 It is acknowledged that each driver has the responsibility to check the trip board following the
22 Wednesday assignment meeting as well as daily status on the board.
- 23
24 4. All known trips for the next seven (7) days (Friday through Thursday) shall be posted prior to
25 Wednesday morning runs. An extra trip assignment meeting shall be held following the
26 Wednesday morning route. The driver must be present OR make use of the extra trip
27 assignment sheet for his/her preference of extra trips.
- 28
29 5. Any driver who chooses not to take the next assignment and is unavailable shall be passed over
30 for that round but receives no penalty.
- 31
32 6. If the time of a trip is substantially revised after the run has been assigned to a driver, the driver
33 will have the right to decline the run at the time of the notification of the change with no
34 penalty.
- 35
36 7. In addition to the regular trip board, a separate board (weekend trip board) will be used for
37 assignment of all weekend trips. Eligible drivers will sign up to be considered for weekend
38 trips as noted in paragraph two of this section. Weekend trips shall be assigned on a rotational
39 basis using the seniority list for extra call trips. If a weekend trip is canceled by the District,
40 the driver shall be awarded the next available weekend trip, if one is available. If not, the driver
41 shall be awarded a weekend extra trip the following weekend.
- 42
43 8. In addition to the regular trip board and the weekend trip board, a separate board will be used
44 for assignment of all combination weekday/weekend trips (combination trips). Eligible drivers
45 will sign-up to be considered for combination trips as noted in paragraph two of this section.
46 Combination trips shall be assigned on a rotational basis using the seniority list for extra call
47 trips. If a combination trip is canceled by the District, the driver shall be awarded the next

1 available combination trip, if one is available. If not the driver shall be awarded a combination
2 trip the following combination weekday/weekend.

3
4 9. Any trips that arise during the week following Wednesday's bidding and are in the present trip
5 assignment week will be assigned from the short notice trip board.

6
7 10. Turned in trips will result in the driver forfeiting a bid on the next week's trip boards, excluding
8 medical reasons and family emergencies.

9
10 **Section 21.8. Mid-Day Routes/Trips.**

11
12 A. Regular drivers who wish to bid mid-day routes/trips must have at least fifteen (15) minutes or
13 more between the scheduled return time of the extra trip and the scheduled start time of his/her
14 afternoon route. At the discretion of the transportation director, the fifteen (15) minute
15 requirement may be waived. This decision is non-grieveable.

16
17 B. If a driver is going to be late coming back from a mid-day trip, he/she shall call the
18 transportation department to notify them of the late arrival so that the Transportation
19 Supervisor can get a substitute for the scheduled route to be missed.

20
21 **Section 21.9. Shuttle Trips.**

22
23 A. A shuttle trip is defined as a school to school transporting of students. An example of this
24 would be transporting high school students to Twin City Elementary.

25
26 B. A shuttle trip will be compensated at the regular driver's hourly rate of pay. This compensation
27 will be a minimum of one (1) hour or the actual driving time, whichever is greater.

28
29
30 C. If there is no driver available for the shuttle, the Transportation Supervisor or designee can
31 assign the trip in emergency situations.

32
33 D. Whenever possible, the Transportation Supervisor or designee will schedule the shuttle trip as a
34 contiguous part of a driver's existing route. For example, a soccer pickup at the end of the
35 morning or afternoon run. In such cases, the driver will be paid for the actual time worked
36 rather than the one (1) hour minimum.

37
38 **Section 21.10. Charter Buses.**

39 When Stanwood-Camano School District students are involved with state and/or national
40 athletic/activities, the District reserves the right to charter transportation for the trip. This is limited to
41 one charter bus per team except for the football team, which may go in two buses. This provision does
42 not include the high school band trip.

1 **Section 21.11. Drug Testing.**

2 Random drug testing of employees, as required by state law, will be guided by the following concepts:

- 3
- 4 A. Employees who voluntarily come forward to inform the District of a drug and/or alcohol
5 dependency and of their immediate intent to enter a licensed treatment program will be granted
6 leave without pay. This voluntary information must be provided to the District by the
7 employee prior to notification of drug/alcohol testing.
- 8
- 9 B. Employees will not be required to undergo testing and evaluation procedures on a non-work
10 day.
- 11
- 12 C. All costs involved in any District required testing and evaluation procedures shall be borne by
13 the District.
- 14
- 15 D. Employees required to undergo testing will be given the opportunity by the District to review
16 testing policies and procedures prior to the time of testing.
- 17
- 18 E. Testing results, including the fact that an employee is tested, shall remain confidential. Any
19 written materials or information associated with such testing shall be retained in a secure
20 confidential file to which only the Superintendent and/or designee and the employee shall have
21 access.
- 22
- 23 F. Employees shall be placed on a paid leave of absence during any period they are off work due
24 to testing or evaluation requirements or results and prior to a final determination of
25 employment status.
- 26
- 27 G. Discipline imposed as a result of confirmed positive testing shall be according to state and
28 federal law and Stanwood-Camano School District policy and procedure.

29

30 **Section 21.12.**

31 Drivers will be compensated for mandatory meetings called by the Transportation Supervisor staff at
32 one hundred percent (100%) of their base hourly rate.

33

34 **Section 21.13.**

35 The District shall provide clean coveralls and shop towels to all mechanics in the Transportation
36 classification. The District will provide five hundred thirty-three dollars (\$533.) per year for tools that
37 are needed in the course of their jobs. In addition, the District will allow for a Consumer Priced Index
38 (CPI) increase annually not to exceed three percent (3%). In case of a double levy failure, the District
39 will provide a two hundred seventy-five dollar (\$275) tool allotment. The CPI increase will not apply
40 after a double levy failure. The District will use the Seattle-Tacoma-Bremerton Consumer Price Index,
41 All Items, 1982-84=100 for all Urban Consumers (CPI-U) issued by the U.S. Department of Labor,
42 Bureau of Labor Statistics, Western Information Office to adjust the annual reimbursement amount.
43 The CPI rate applied to the allowance for the fiscal school year will be the "Annual Average"
44 percentage for the most recent calendar year. (i.e., to determine the allowance amount for FY 2014-15
45 use the "Annual Average" rate for calendar year 2013).

1 Employees will be reimbursed for authorized expenses incurred pursuant to this section during the
2 current fiscal year upon submission of properly detailed invoices or receipts through the District's
3 normal accounts payable process.

4
5 **Section 21.14.**

6 All drivers shall receive two (2) hours compensation at the employee's base hourly rate if they choose
7 to clean buses at the end of the school year. Hours resulting from drivers choosing not to clean buses
8 shall be placed in a pool accessed by drivers willing to clean additional buses. Cleaning will meet
9 standards established by the transportation supervisory personnel.

10
11 **Section 21.15.**

12 All layovers shall be paid. The transportation director may assign tasks.

13
14 **Section 21.16. Department of Transportation Physical.**

15 The District will pay eighty dollars (\$80.00) of the cost of the Department of Transportation (DOT)
16 physical for drivers every other year. In the event of a double levy failure the District will not be
17 required to contribute to the cost of the DOT physical.

18
19
20
21 **ARTICLE XXII**

22
23 **PARAEDUCATORS.**

24
25 **Section 22.1.**

26 All paraeducators shall present evidence of skills and knowledge necessary to meet the needs of
27 students with disabilities and shall be supervised consistent with WAC 392-172A-02090 (1) (f).
28 Successful completion of the Paraeducator Apprenticeship Program or any other documented District
29 in-service program satisfies the requirement for presenting evidence of skills and knowledge of the
30 fourteen (14) Washington State Paraeducators Core Competencies. Paraeducators in Title 1 school-
31 wide programs shall meet ESEA standards for paraprofessionals.

32
33 **Section 22.2.**

34 Employees within the Paraeducator classification who normally work to assist a teacher in the
35 classroom will not be required to do lesson planning outside of the regular workday.

36
37 **Section 22.3.**

38 There shall be five (5) categories of paraeducators:

39
40 **Paraeducator I:** All members classified as Paraeducator I.

41
42 **Assist Paraeducator I:** All members classified as Paraeducator I who work in the Assist
43 program for three (3) hours or more per day.

44
45 **Paraeducator II:** All paraeducators who have completed the Apprenticeship Program and
46 those that have met the requirements of the NCLB Act (i.e.: AA degree or above, 90 college
47 credits, passing the test administered by ETS).

1 **Assist Paraeducator II:** All paraeducators who have completed the requirements above to
2 qualify as a Paraeducator II and who work in the Assist program for 3 or more hours per day.

3
4 **Paraeducator-Technical:** All paraeducators in a specific position that the District, in its
5 discretion, has posted as requiring some or all of the following: specialized experience and/or
6 technical training, education or certification. For example under the current Agreement such
7 positions include Occupational Therapist Assistant and Speech Language Pathologist Assistant.
8

9 **Section 22.4.**

10 Paraeducators working in Assist Special Education Classrooms are eligible with their supervisor's
11 prior approval, up to twenty (20) hours per year for meeting time. Meeting time may be used in August
12 through June of each year.
13
14

15 **ARTICLE XXIII**

16 **MAINTENANCE AND GROUNDS**
17
18
19

20 **Section 23.1.**

21 The District shall provide clean coveralls or a uniform to all maintenance/grounds employees that
22 request the service. In addition, they will be allowed, with supervisor's approval to purchase up to one
23 hundred seventy-six dollars (\$176) for pants, rain gear, coats, boots or insulated coveralls. In addition,
24 the District will allow for a Consumer Price Index (CPI) increase annually not to exceed three percent
25 (3%). The CPI increase will not apply after a double levy failure. The District will use the Seattle-
26 Tacoma-Bremerton Consumer Price Index, All Items, 1982-84=100 for all Urban Consumers (CPI-U)
27 issued by the U.S. Department of Labor, Bureau of Labor Statistics, Western Information Office to
28 adjust the annual reimbursement amount. The CPI rate applied to the allowance for the fiscal school
29 year will be the "Annual Average" percentage for the most recent calendar year. (i.e., to determine the
30 allowance amount for FY 2014-15 use the "Annual Average" rate for calendar year 2013).
31

32 Employees will be reimbursed for authorized expenses incurred pursuant to this section during the
33 current fiscal year upon submission of properly detailed invoices or receipts through the District's
34 normal accounts payable process.
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3.07

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU Local 1948

STANWOOD-CAMANO CHAPTER

STANWOOD -CAMANO
SCHOOL DISTRICT #401

BY: Grace Rene Herigstad
Grace Herigstad, Chapter President

BY: Jean Shumate
Jean Shumate, Superintendent

DATE: 9/16/14

DATE: 9/16/14

SCHEDULE A
STANWOOD-CAMANO SCHOOL DISTRICT
September 1, 2014 through August 31, 2015

<u>CLASSIFICATION</u>	<u>STEP 1</u> (0-1 YRS)	<u>STEP 2</u> (2-7 YRS)	<u>STEP 3</u> (8-14 YRS)	<u>STEP 4</u> (15-19 YRS)	<u>STEP 5</u> (20-24 YRS)	<u>STEP 6</u> (25+ YRS)	<u>SUB</u> <u>PAY</u>	
	(Average Low)		(Average High)	.28 Above Avg)	.43 Above Avg)	.60 Above Avg)		
MATRIX								
<u>CODE CUSTODIAL</u>								
PSE00; 58*	Custodians	\$17.58	\$19.52	\$19.62	\$19.90	\$20.05	\$20.22	\$15.79
PSE01; 53*	Lead Custodian	\$18.83	\$20.27	\$20.37	\$20.65	\$20.80	\$20.97	
PSE02; 56*	Middle School Lead Custodian	\$19.27	\$20.55	\$20.66	\$20.94	\$21.09	\$21.26	
PSE03; 57*	High School Lead Custodian	\$19.55	\$21.32	\$21.42	\$21.70	\$21.85	\$22.02	
<u>MAINTENANCE/GROUNDS</u>								
PSE04; 05*	Maintenance/Grounds	\$22.16	\$23.40	\$23.50	\$23.78	\$23.93	\$24.10	\$17.78
PSE06; 07*	Maintenance/HVAC	\$24.55	\$27.09	\$27.19	\$27.47	\$27.62	\$27.79	
PSE08; 09*	Lead Groundskeeper	\$22.16	\$24.36	\$24.46	\$24.74	\$24.89	\$25.06	
<u>TRANSPORTATION</u>								
PSE10	Bus Drivers	\$18.58	\$20.80	\$20.90	\$21.18	\$21.33	\$21.50	\$17.59
PSE11	Mechanics	\$22.03	\$25.51	\$25.61	\$25.89	\$26.04	\$26.21	\$18.43
PSE12	Lead Mechanic	\$23.89	\$25.91	\$26.01	\$26.29	\$26.44	\$26.61	
PSE13	Service Technician	\$18.31	\$19.69	\$19.83	\$20.11	\$20.26	\$20.43	
PSE62	Dispatcher/Driver Trainer	\$20.75	\$23.43	\$23.53	\$23.81	\$23.96	\$24.13	
<u>PROFESSIONAL/TECHNICAL</u>								
PSE14	Technology Specialist	\$25.69	\$26.22	\$26.33	\$26.61	\$26.76	\$26.93	\$17.57
PSE15	Systems Infrastructure Specialist	\$25.69	\$26.80	\$26.90	\$27.18	\$27.33	\$27.50	
PSE64	Technology Support	\$17.80	\$19.86	\$19.96	\$20.24	\$20.39	\$20.56	
PSE18	Non-certificated Reg Nurse	\$27.08	\$31.21	\$31.31	\$31.59	\$31.74	\$31.91	\$24.30
PSE19	LPN	\$20.38	\$24.10	\$24.20	\$24.48	\$24.63	\$24.80	\$18.81
PSE63	Family Liaison	\$18.36	\$19.05	\$19.16	\$19.44	\$19.59	\$19.76	
PSE20	<u>SECURITY</u>	\$18.64	\$21.11	\$21.22	\$21.50	\$21.65	\$21.82	\$16.73
<u>SECRETARIAL</u>								
PSE22; 23*	Office Manager	\$19.01	\$21.35	\$21.45	\$21.73	\$21.88	\$22.05	
PSE24; 25*	Secretary II	\$17.80	\$19.86	\$19.96	\$20.24	\$20.39	\$20.56	
PSE26; 27*	Secretary I	\$16.86	\$18.98	\$19.08	\$19.36	\$19.51	\$19.68	\$15.45
PSE28; 61*	Clerical	\$15.73	\$17.89	\$17.99	\$18.27	\$18.42	\$18.59	\$15.22
<u>PARA EDUCATORS</u>								
PSE29	Para Educator I	\$15.07	\$17.00	\$17.11	\$17.39	\$17.54	\$17.71	\$13.98
PSE30	Para Educator II	\$15.73	\$17.70	\$17.80	\$18.08	\$18.23	\$18.40	
PSE54	Assist Para Educator I	\$16.16	\$17.85	\$17.95	\$18.23	\$18.38	\$18.55	
PSE55	Assist Para Educator II	\$16.66	\$18.35	\$18.45	\$18.73	\$18.88	\$19.05	
PSE31; 59*	HS Library Asst./Textbook	\$15.96	\$17.38	\$17.50	\$17.78	\$17.93	\$18.10	
PSE32	Para Educator Technical	\$18.85	\$21.53	\$21.63	\$21.91	\$22.06	\$22.23	
PSE33; 60*	Campus Supervision	\$16.35	\$18.53	\$18.64	\$18.92	\$19.07	\$19.24	\$13.98
<u>FOOD SERVICE</u>								
PSE34; 35*	Food Service Assistant	\$13.35	\$15.18	\$15.28	\$15.56	\$15.71	\$15.88	\$12.32
PSE38; 39*	Food Service Manager Elem/Sec	\$15.62	\$17.46	\$17.56	\$17.84	\$17.99	\$18.16	
PSE42; 43*	Food Service High School Cook	\$15.52	\$17.28	\$17.38	\$17.66	\$17.81	\$17.98	
PSE46; 47*	Kitchen Manager	\$19.60	\$20.95	\$21.05	\$21.33	\$21.48	\$21.65	
PSE50; 51*	Mail/Food Delivery	\$17.32	\$19.26	\$19.36	\$19.64	\$19.79	\$19.96	\$14.68

*Employees who successfully complete the apprenticeship program or other programs meeting state or local requirements shall receive \$.50 increase in their hourly rate.

**When called upon for the purpose of being a driver's trainer, an employee will receive \$1.00 per hour increase in the rate of pay during the training period. (Management retains the right to train drivers per past practice and doing so is not subject to grievance).

Section 17.11 - Food service employees upon reaching and maintaining the second and third step of their certification shall receive an additional twenty-five (25) cents for each step. Their documentation must be submitted by October 1st of each school year.

SCHEDULE A
STANWOOD-CAMANO SCHOOL DISTRICT
September 1, 2015 through August 31, 2016

<u>CLASSIFICATION</u>	<u>STEP 1</u> (0-1 YRS)	<u>STEP 2</u> (2-7 YRS)	<u>STEP 3</u> (8-14 YRS)	<u>STEP 4</u> (15-19 YRS)	<u>STEP 5</u> (20-24 YRS)	<u>STEP 6</u> (25+ YRS)	<u>SUB</u> <u>PAY</u>
	(Average Low)		(Average High)	.28 Above Avg)	.43 Above Avg)	.60 Above Avg)	
MATRIX							
CODE	CUSTODIAL						
PSE00; 58*	Custodians	\$17.93	\$19.91	\$20.01	\$20.29	\$20.44	\$20.61 \$15.79
PSE01; 53*	Lead Custodian	\$19.21	\$20.68	\$20.78	\$21.06	\$21.21	\$21.38
PSE02; 56*	Middle School Lead Custodian	\$19.66	\$20.96	\$21.07	\$21.35	\$21.50	\$21.67
PSE03; 57*	High School Lead Custodian	\$19.94	\$21.75	\$21.85	\$22.13	\$22.28	\$22.45
<u>MAINTENANCE/GROUNDS</u>							
PSE04; 05*	Maintenance/Grounds	\$22.60	\$23.87	\$23.97	\$24.25	\$24.40	\$24.57 \$17.78
PSE06; 07*	Maintenance/HVAC	\$25.04	\$27.63	\$27.73	\$28.01	\$28.16	\$28.33
PSE08; 09*	Lead Groundskeeper	\$22.60	\$24.85	\$24.95	\$25.23	\$25.38	\$25.55
<u>TRANSPORTATION</u>							
PSE10	Bus Drivers	\$18.95	\$21.22	\$21.32	\$21.60	\$21.75	\$21.92 \$17.59
PSE11	Mechanics	\$22.47	\$26.02	\$26.12	\$26.40	\$26.55	\$26.72 \$18.43
PSE12	Lead Mechanic	\$24.37	\$26.43	\$26.53	\$26.81	\$26.96	\$27.13
PSE13	Service Technician	\$18.68	\$20.08	\$20.23	\$20.51	\$20.66	\$20.83
PSE62	Dispatcher/Driver Trainer	\$21.17	\$23.90	\$24.00	\$24.28	\$24.43	\$24.60
<u>PROFESSIONAL/TECHNICAL</u>							
PSE14	Technology Specialist	\$26.20	\$26.74	\$26.86	\$27.14	\$27.29	\$27.46 \$17.57
PSE15	Systems Infrastructure Specialist	\$26.20	\$27.34	\$27.44	\$27.72	\$27.87	\$28.04
PSE64	Technology Support	\$18.16	\$20.26	\$20.36	\$20.64	\$20.79	\$20.96
PSE18	Non-certificated Reg Nurse	\$27.62	\$31.83	\$31.94	\$32.22	\$32.37	\$32.54 \$24.30
PSE19	LPN	\$20.79	\$24.58	\$24.68	\$24.96	\$25.11	\$25.28 \$18.81
PSE63	Family Liaison	\$18.73	\$19.43	\$19.54	\$19.82	\$19.97	\$20.14
PSE20	<u>SECURITY</u>	\$19.01	\$21.53	\$21.64	\$21.92	\$22.07	\$22.24 \$16.73
<u>SECRETARIAL</u>							
PSE22; 23*	Office Manager	\$19.39	\$21.78	\$21.88	\$22.16	\$22.31	\$22.48
PSE24;25*	Secretary II	\$18.16	\$20.26	\$20.36	\$20.64	\$20.79	\$20.96
PSE26;27*	Secretary I	\$17.20	\$19.36	\$19.46	\$19.74	\$19.89	\$20.06 \$15.45
PSE28;61*	Clerical	\$16.04	\$18.25	\$18.35	\$18.63	\$18.78	\$18.95 \$15.22
<u>PARA EDUCATORS</u>							
PSE29	Para Educator I	\$15.37	\$17.34	\$17.45	\$17.73	\$17.88	\$18.05 \$13.98
PSE30	Para Educator II	\$16.04	\$18.05	\$18.16	\$18.44	\$18.59	\$18.76
PSE54	ASSIST Para Educator I	\$16.48	\$18.21	\$18.31	\$18.59	\$18.74	\$18.91
PSE55	ASSIST Para Educator II	\$16.98	\$18.71	\$18.81	\$19.09	\$19.24	\$19.41
PSE31; 59*	HS Library Asst./Textbook	\$16.28	\$17.73	\$17.85	\$18.13	\$18.28	\$18.45
PSE32	Para Educator Technical	\$19.23	\$21.96	\$22.06	\$22.34	\$22.49	\$22.66
PSE33; 60*	Campus Supervision	\$16.68	\$18.90	\$19.01	\$19.29	\$19.44	\$19.61 \$13.98
<u>FOOD SERVICE</u>							
PSE34;35*	Food Service Assistant	\$13.62	\$15.48	\$15.59	\$15.87	\$16.02	\$16.19 \$12.32
PSE38;39*	Food Service Manager Elem/Sec	\$15.93	\$17.81	\$17.91	\$18.19	\$18.34	\$18.51
PSE42;43*	Food Service High School Cook	\$15.83	\$17.63	\$17.73	\$18.01	\$18.16	\$18.33
PSE46; 47*	Kitchen Manager	\$19.99	\$21.37	\$21.47	\$21.75	\$21.90	\$22.07
PSE50; 51*	Mail/Food Delivery	\$17.67	\$19.65	\$19.75	\$20.03	\$20.18	\$20.35 \$14.68

*Employees who successfully complete the apprenticeship program or other programs meeting state or local requirements shall receive \$.50 increase in their hourly rate.

**When called upon for the purpose of being a driver's trainer, an employee will receive \$1.00 per hour increase in the rate of pay during the training period. (Management retains the right to train drivers per past practice and doing so is not subject to grievance).

Section 17.11 - Food service employees upon reaching and maintaining the second and third step of their certification shall receive an additional twenty-five (25) cents for each step. Their documentation must be submitted by October 1st of each school year.

SCHEDULE A
STANWOOD-CAMANO SCHOOL DISTRICT
September 1, 2016 through August 31, 2017

<u>CLASSIFICATION</u>	<u>STEP 1</u> (0-1 YRS)	<u>STEP 2</u> (2-7 YRS)	<u>STEP 3</u> (8-14 YRS)	<u>STEP 4</u> (15-19 YRS)	<u>STEP 5</u> (20-24 YRS)	<u>STEP 6</u> (25+ YRS)	<u>SUB</u> <u>PAY</u>	
	(Average Low)		(Average High)	.28 Above Avg)	.43 Above Avg)	.60 Above Avg)		
MATRIX								
<u>CODE CUSTODIAL</u>								
PSE00; 58*	Custodians	\$18.29	\$20.31	\$20.41	\$20.69	\$20.84	\$21.01	\$15.79
PSE01; 53*	Lead Custodian	\$19.59	\$21.09	\$21.20	\$21.48	\$21.63	\$21.80	
PSE02; 56*	Middle School Lead Custodian	\$20.05	\$21.38	\$21.49	\$21.77	\$21.92	\$22.09	
PSE03; 57*	High School Lead Custodian	\$20.34	\$22.19	\$22.29	\$22.57	\$22.72	\$22.89	
<u>MAINTENANCE/GROUNDS</u>								
PSE04; 05*	Maintenance/Grounds	\$23.05	\$24.35	\$24.45	\$24.73	\$24.88	\$25.05	\$17.78
PSE06; 07*	Maintenance/HVAC	\$25.54	\$28.18	\$28.28	\$28.56	\$28.71	\$28.88	
PSE08; 09*	Lead Groundskeeper	\$23.05	\$25.35	\$25.45	\$25.73	\$25.88	\$26.05	
<u>TRANSPORTATION</u>								
PSE10	Bus Drivers	\$19.33	\$21.64	\$21.75	\$22.03	\$22.18	\$22.35	\$17.59
PSE11	Mechanics	\$22.92	\$26.54	\$26.64	\$26.92	\$27.07	\$27.24	\$18.43
PSE12	Lead Mechanic	\$24.86	\$26.96	\$27.06	\$27.34	\$27.49	\$27.66	
PSE13	Service Technician	\$19.05	\$20.48	\$20.63	\$20.91	\$21.06	\$21.23	
PSE13	Dispatcher/Driver Trainer	\$21.59	\$24.38	\$24.48	\$24.76	\$24.91	\$25.08	
<u>PROFESSIONAL/TECHNICAL</u>								
PSE14	Technology Specialist	\$26.72	\$27.27	\$27.40	\$27.68	\$27.83	\$28.00	\$17.57
PSE15	Systems Infrastructure Specialist	\$26.72	\$27.89	\$27.99	\$28.27	\$28.42	\$28.59	
PSE64	Technology Support	\$18.52	\$20.67	\$20.77	\$21.05	\$21.20	\$21.37	
PSE18	Non-certificated Reg Nurse	\$28.17	\$32.47	\$32.58	\$32.86	\$33.01	\$33.18	\$24.30
PSE19	LPN	\$21.21	\$25.07	\$25.17	\$25.45	\$25.60	\$25.77	\$18.81
	Family Liaison	\$19.10	\$19.82	\$19.93	\$20.21	\$20.36	\$20.53	
PSE20	<u>SECURITY</u>	\$19.39	\$21.96	\$22.07	\$22.35	\$22.50	\$22.67	\$16.73
<u>SECRETARIAL</u>								
PSE22; 23*	Office Manager	\$19.78	\$22.22	\$22.32	\$22.60	\$22.75	\$22.92	
PSE24; 25*	Secretary II	\$18.52	\$20.67	\$20.77	\$21.05	\$21.20	\$21.37	
PSE26; 27*	Secretary I	\$17.54	\$19.75	\$19.85	\$20.13	\$20.28	\$20.45	\$15.45
PSE28; 61*	Clerical	\$16.36	\$18.62	\$18.72	\$19.00	\$19.15	\$19.32	\$15.22
<u>PARA EDUCATORS</u>								
PSE29	Para Educator I	\$15.68	\$17.69	\$17.80	\$18.08	\$18.23	\$18.40	\$13.98
PSE30	Para Educator II	\$16.36	\$18.41	\$18.52	\$18.80	\$18.95	\$19.12	
PSE54	ASSIST Para Educator I	\$16.81	\$18.57	\$18.68	\$18.96	\$19.11	\$19.28	
PSE55	ASSIST Para Educator II	\$17.31	\$19.07	\$19.18	\$19.46	\$19.61	\$19.78	
PSE31; 59*	HS Library Asst./Textbook	\$16.61	\$18.08	\$18.21	\$18.49	\$18.64	\$18.81	
PSE32	Para Educator Technical	\$19.61	\$22.40	\$22.50	\$22.78	\$22.93	\$23.10	
PSE33; 60*	Campus Supervision	\$17.01	\$19.28	\$19.39	\$19.67	\$19.82	\$19.99	\$13.98
<u>FOOD SERVICE</u>								
PSE34; 35*	Food Service Assistant	\$13.89	\$15.79	\$15.90	\$16.18	\$16.33	\$16.50	\$12.32
PSE38; 39*	Food Service Manager Elem/Sec	\$16.25	\$18.17	\$18.27	\$18.55	\$18.70	\$18.87	
PSE42; 43*	Food Service High School Cook	\$16.15	\$17.98	\$18.08	\$18.36	\$18.51	\$18.68	
PSE46; 47*	Kitchen Manager	\$20.39	\$21.80	\$21.90	\$22.18	\$22.33	\$22.50	
PSE50; 51*	Mail/Food Delivery	\$18.02	\$20.04	\$20.15	\$20.43	\$20.58	\$20.75	\$14.68

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