

COLLECTIVE BARGAINING AGREEMENT BETWEEN

ASOTIN-ANATONE SCHOOL DISTRICT #420

AND

PUBLIC SCHOOL EMPLOYEES OF ASOTIN-ANATONE

SEPTEMBER 1, 2022 - AUGUST 31, 2025



Public School Employees of Washington/SEIU Local 1948
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1 **Section 1.3. Job Descriptions.**

2 The District shall provide current job descriptions for all positions subject to this Agreement. In the
3 event the District modifies existing bargaining unit positions, or creates new bargaining unit positions,
4 the District agrees to negotiate with the Association concerning the appropriate wage rate for the
5 modified or new positions that are part of the bargaining unit. Any positions which may be questionable
6 as to inclusion or exclusion in the bargaining unit may be submitted to the Public Employees Relations
7 Commission for their decision.

8
9 **Section 1.4. Bargaining Unit Defined.**

10 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
11 the following general job classifications: Custodial, Maintenance, Food Service, Paraeducators, Office
12 Administration, and Transportation.

13
14 *Excluded:* Transportation Supervisor, Business Manager, Payroll/HR Administrative Assistant,
15 Grounds Supervisor, AP/Executive Assistant, Facilities Supervisor, Food Services Supervisor,
16 Technology Supervisor, and any employee who is a member of the School Board.

17
18 **Section 1.5. Definitions of Employees.**

- 19
20 1. *Twelve (12) month Classified Employee* - is one who works forty (40) hours or more per week
21 for twelve (12) months a year.
- 22
23 2. *Full-time Classified Employee* - is one who works thirty (30) hours or more per week during
24 the school year.
- 25
26 3. *Regular/Part-time Classified Employee* - is one who works less than thirty (30) hours per week
27 during the school year.
- 28
29 4. *Temporary Classified Employee* - is defined as anyone hired on a temporary basis for a pre-
30 determined amount of time, not to exceed ninety (90) continuous days in a twelve (12) month
31 period and who does not replace a regular employee.
- 32
33 5. *Replacement Classified Employee* - is an employee who fills a position created by an employee
34 on any approved extended leave of more than twenty (20) days. The length of the replacement
35 period would be less than one-hundred twenty (120) hours a month for five (5) consecutive
36 months, as pursuant to the Affordable Health Care Act Laws and Guidelines, unless the
37 employee is already in a benefit eligible position.
- 38
39 • Current employees who apply for replacement positions will be given priority over
40 outside candidates.
- 41
42 • Current employees who apply for replacement positions will be returned to their
43 previously held position upon the completion of the replacement position.
- 44
45 • The replacement employee's position may be filled with a substitute at the District's
46 discretion.
- 47

- 1 6. *Substitute Classified Employee* - An individual who works for an existing employee of the
2 District, in one (1) of the general job classifications, as defined in Section 1.4., of who is absent
3 from their duties. A substitute employee shall not be represented by the Collective Bargaining
4 Agreement.
- 5
- 6 a. Substitute employees may also be utilized to work in newly created or unfilled
7 position(s) until the District is able to fill the position permanently. The District will
8 strive to fill all unfilled positions as soon as possible.
- 9
- 10 b. Shall current employees be requested by the District to substitute in a position they shall
11 not suffer a loss in wages and shall be protected under the Collective Bargaining
12 Agreement.
- 13

14 **Section 1.6. Summer Temporary Help.**

15 The District reserves the right to hire temporary help (hires) for general custodial work, grounds,
16 building projects, maintenance, Paraeducators, administrative assistants, food services and
17 transportation at the standard rate as indicated on Schedule A. Employees within the classification of
18 the CBA will have the first opportunity to work before outside hiring is considered, providing the total
19 hours worked per week do not exceed forty (40) hours. The exception will be summer help currently
20 filled by students.

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24 **ARTICLE II**

25 **RIGHTS OF THE EMPLOYER**

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28 **Section 2.1. District Rights.**

29 It is agreed that the customary and usual rights, powers, functions, and authority of management are
30 vested in management officials of the District. Included in these rights in accordance with and subject
31 to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work
32 force, the right to hire, promote, retain, transfer, and assign employees in positions. And further, the
33 right to suspend, discharge, demote, or take other disciplinary action against employees; and the right
34 to release employees from duties because of lack of work or for other legitimate reasons. The District
35 shall retain the right to maintain efficiency of the District operation by determining the methods, the
36 means, and the personnel by which operations undertaken by the employees in the unit are to be
37 conducted.

38

39 **Section 2.2. Reasonable Rules and Regulations.**

40 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
41 District. In making rules and regulations relating to personnel policies, procedures and practices, and
42 matters of working conditions, the District shall give due regard and consideration to the rights of the
43 Association and the employees and to the obligations imposed by this Agreement.

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ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1. Union Participation

It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group, or individual.

Section 3.2. Matters of Concern.

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

Section 3.3. Representation.

Employees subject to this Agreement have the right to have Association representatives present at discussions between themselves and supervisors or other representatives of the District as hereinafter provided. Employees shall have the right to have other persons with primary information present at such meetings.

Section 3.4. Delegation.

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

Section 3.5. Equal Opportunity and Non-Discrimination.

The District will follow District Policy and RCW 49.58 in complying with all state requirements concerning equal opportunity and nondiscrimination.

Section 3.6. Weingarten Rights.

Employees subject to this Agreement have the right to have Union representatives or other persons present at discussions between themselves and supervisors or other District representatives.

Section 3.7. Personal File.

There shall be only one official personnel file for each employee, to be kept in the District office. Each employee reserves the right to see all material placed in his/her personnel file and to review the entire file on request. During said review, an official or representative of the Union may be present, and the employee may initial and make a photocopy of any material in the file.

Section 3.7.1. Removal from Personnel File.

Each employee shall be provided a copy of any derogatory materials placed into his/her personnel file within five (5) days of its inclusion. At that time the employee shall date and initial material to signify receipt. Derogatory material not brought to the attention to the employee in compliance with this section may not be used for any purpose adverse to the employee's interests. Derogatory material contained in the file may be removed after two (2) years of its placement in the file, at the discretion of the Superintendent. Administrators have the right to maintain an appropriate working file, documenting non-disciplinary level matters



1 that are not required to be placed in the personnel file. The employee shall have the right to
2 respond, in writing, to any materials in the file and have such response become part of the file.
3

4 **Section 3.8. Classified Staff Responsibilities.**

5 Bargaining unit members shall not be held responsible for making lesson plans for teachers and/or
6 classrooms. Bargaining unit members shall not conduct evaluations of other classified staff.
7 Paraeducators working with students who have a designated IEP plan, 504 plan, or a Behavior Plan
8 shall have access to the student's IEP, 504, or Behavior Plan information upon request, and be
9 provided adequate and necessary training to carry out those plans and/or responsibilities or have rights
10 of refusal without fear of reprisal. The District shall provide adequate funding and resources to ensure
11 classified staff will acquire the skills and knowledge necessary to meet the needs of students with
12 disabilities, including students identified with behavioral disabilities.
13

14 **Section 3.9. Employees Assisting with Student Diabetic Needs.**

15 Employees assigned duties for a student with diabetes under the parameters of RCW 28A.210.330 (2)
16 (a, b) shall be provided the required training and right of refusal as described in the respective code.
17

18 **Section 3.10. Employees Assisting with Student Catheterization Needs.**

19 Employees assigned duties for a student requiring catheterization under the parameters of RCW
20 28A.210.280 shall be provided the required training and right of refusal as described in the respective
21 code.
22

23 **Section 3.11. Employees Assisting with the student Epinephrine Injection Needs.**

24 Effective July 28, 2013, unlicensed employees asked to use epinephrine auto injectors under the
25 parameters of RCW 28A.210.383 shall be provided the required training and right of refusal as
26 described in the respective code.
27

28 **Section 3.12. Employees Assisting with Student Medication and Nursing Services Needs.**

29 Effective July 1, 2014, under the parameters of RCW 28A.210, unlicensed employees asked to
30 administer medications or performing nursing services not previously recognized in law shall be
31 provided the required training and right of refusal as described in the respective code.
32

33 **Section 3.13. Non-Licensed Healthcare Services Employees**

34 Non-licensed Healthcare Services employees assigned to a student(s) with diabetes, tube-feeding,
35 catheterization, toileting/diapering, medication and/or nursing services needs, epinephrine injections,
36 or nasal spray administration shall be provided training and/or the right of refusal. Employees electing
37 to accept these duties shall receive a stipend of fifty cents (\$0.50) per hour for up to eight (8) hours per
38 day, while providing services to the student(s). Notwithstanding the right of refusal described in this
39 section and 3.10. - 3.12., employees hired, and voluntarily agreeing at the time of hire to provide these
40 services may be subject to layoff/replacement if they subsequently refuse to provide those services.
41

42 **Section 3.14. Immunizations.**

43 Per policy and Administrative Directive 6512, all employees are required to complete an Immunization
44 History form to be placed on file at the district office. In the event of an outbreak of a vaccine-
45 preventable disease in school, the local health officer has the authority to exclude all susceptible
46 persons. A staff member may claim an exemption for health, religious or philosophical reasons unless
47 otherwise ordered by the local, state, or federal health authorities. However, such a staff member who
48 files an exemption may be excluded if an outbreak occurs at the employee's school.

1 **Section 3.15. Harassment.**

2 The Employer is committed to providing a work environment free from unlawful harassment. The
3 District and its employees will follow Board Policy on the notification and appropriate action for any
4 harassment claims.

5
6 **Section 3.16. Safe Working Environment.**

7 The Employer and the Association recognize the right of employees to have a workplace that meets
8 legal standards for safety and health and pledge their joint efforts to ensure that all such standards are
9 met. In the event, the employee is assigned to a position wherein the employee’s physical health or
10 physical safety is in jeopardy, the district will take any necessary steps to reduce the risk of illness or
11 injury.

12
13 **Section 3.16.1. Workplace.**

14 The District will follow Board policy regarding Health and Safety. Such policies are available
15 to employees and the community on the District website. The District has a Safety Committee
16 and invites each bargaining unit group to have representation. Meetings are held either before
17 or after school, so they do not interfere with the workday. They are not required and will not be
18 paid.

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21 **ARTICLE IV**

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23 **RIGHTS OF THE ASSOCIATION**

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25 **Section 4.1. Responsibility of Association.**

26 The Association has the right and responsibility to represent the interests of all employees in the unit;
27 to present its views to the District on matters of concern, either orally or in writing; to consult or to be
28 consulted with respect to the formulation, development, and implementation of personnel policies
29 which affect employees covered by this Agreement; and to enter collective negotiations with the object
30 of reaching an agreement applicable to all employees within the bargaining unit.

31
32 **Section 4.2. Notice of Discipline or Grievance.**

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

38
39 **Section 4.3. Delegation.**

40 The Association reserves and retains the right to delegate any right or duty contained herein to
41 appropriate officials of the Public School Employees of Washington/SEIU Local 1948 State
42 Organization.

43
44 **Section 4.4. Convention.**

45 The President or duly elected or appointed delegate shall be allowed a maximum of one (1) day with
46 pay to attend the State PSE Convention, provided that such time off has been prearranged with the
47 Administration. Pay for this day will be allowed, so long as a substitute is not required, and only if
48 that day falls during the employee’s work year.



1 **Section 4.5. Chapter Information Request.**

2 On or before the first day of November, the district shall provide the PSE Chapter President and Field
3 Representative with information regarding each employee. This information shall include, but not to be
4 limited to, Name, address, phone number, job title/or classification, primary work location (i.e., Asotin
5 High), hire date, hourly rate of pay, number of contracted work hours per day, and number of
6 contracted workdays per year.

7
8 **Section 4.5.1.**

9 The District shall furnish to the Association upon request any information which is accessible
10 under the statutes of the State of Washington.

11
12 **Section 4.6. Use of District Facilities.**

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

17
18 **Section 4.7. New Employee Orientation.**

19 It is agreed that an integral part of each employee’s tenure with the employer is the understanding of
20 this Agreement and the role of the Association in the employment setting. As such, each new
21 employee, as part of his/her orientation shall be provided an opportunity to attend a one (1) hour
22 session where they will receive an overview of the Association and this Agreement, pursuant to RCW
23 41.56.037. The parties agree that it is highly beneficial for all bargaining unit employees to receive a
24 comprehensive new employee orientation as soon as possible, and the District shall provide this
25 opportunity to the newly hired employee within ninety (90) days of being hired.

26
27 **Section 4.8. Bulletin Boards.**

28 The district will provide bulletin boards for use by the Association in each school breakroom.
29 Materials posted will conform to law, and will not reflect negatively on the District, it’s management
30 or its employees. Courtesy copies of materials to be posted will be provided to the building principal
31 (or administrator) and the Superintendent at the time of posting, upon request. The District will not
32 assume the responsibility of, or any liability for material posted. The Association shall be responsible
33 for the prompt removal of any outdated postings on the board.

34
35 **Section 4.9. In-District Mail.**

36 The Association will have use of the interschool mail facilities and District email for distribution of
37 appropriate Association communications. A copy of such distributed communication will be provided
38 to the Superintendent or Superintendent’s designee, upon request.

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41
42 **ARTICLE V**

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44 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

45
46 **Section 5.1. Mandatory Subjects of Bargaining.**

47 It is agreed and understood that matters appropriate for consultation and negotiation between the
48 District and the Association are policies, programs, and procedures relating to or effecting hours,



1 wages, grievance procedures and general working conditions of employees in the bargaining unit
2 subject to this Agreement.

3
4 **Section 5.2. Obligation to Meet and Confer.**

5 It is further agreed and understood that the District will consult with the Association, and meet with the
6 Association upon request, by scheduling additional labor management meetings per Section 6.1.

7
8 **Section 5.3. Working Conditions.**

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

12
13 **Section 5.4. Workload Information.**

14 Upon request, the Association will be advised of current and predicted workload information. The
15 Association will be provided, upon request, SPI and District generated documents such as S-277 and
16 S-730.

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20 **ARTICLE VI**

21
22 **ASSOCIATION REPRESENTATION**

23
24 **Section 6.1. Labor Management.**

25 The Association will designate a committee, which shall consist of the Chapter President, and one (1)
26 representative who will meet with the Superintendent on a regular basis to discuss items of mutual
27 concern. Dates, times, and places for the meetings shall be set at the beginning of the school year. No
28 less than four (4) meetings shall be held in any school year.

29
30 **Section 6.2. Meetings.**

31 Meetings will be held during the day at such times that will cause the least disruption of the work
32 schedule of the District.

33
34
35
36 **ARTICLE VII**

37
38 **HOURS OF WORK AND OVERTIME**

39
40 **Section 7.1. Schedule.**

41 Each employee shall be assigned to a definite shift and workweek with designated times of beginning
42 and ending. The workweek shall consist of five (5) consecutive days, Monday through Friday,
43 followed by two (2) consecutive days of rest, Saturday, and Sunday.

44
45 **Section 7.1.1.**

46 No employee in the custodial unit shall be assigned to a split shift. Less than full-time custodial
47 employees may be assigned a workweek other than that provided in Section 7.1, on a case-by-
48 case or situation-by-situation basis. Such assignments require one (1) week advance notice of

1 the change in shift and workweek; provided, however, that such notice may be waived by the
2 employee. The District reserves the right to alter shifts in the event of a bona fide emergency.

3
4 **Section 7.2. Breaks.**

5 Employees are entitled to a paid fifteen (15) minute break for every four (4) hours worked. Breaks are
6 allowed no later than the third hour in a work shift. The District will allow an employee to break up a
7 rest period and take several “mini” breaks totaling fifteen (15) minutes, within the four (4) hour work
8 period, as a substitution for a single fifteen (15) minute break.

9
10 If the employee’s shift is more than five (5) hours, they are entitled to a thirty (30) minute unpaid,
11 uninterrupted meal period. If an employee is required to remain on duty or conduct work while on a
12 meal period, the employee will be paid for the thirty (30) minute meal period. The employee must
13 work at least two (2) hours into the shift before being required to take a meal period. The meal period
14 cannot start later than five (5) hours after the beginning of the shift.

15
16 If an employee works an eight (8) hour shift, they are granted two (2) paid, fifteen (15) minute breaks
17 and one (1) thirty (30) minute unpaid meal period.

18
19 An employee can elect to take their break or meal period at a later time, provided an approved
20 written statement is on file with the supervisor and the modification of a meal or break period is not
21 disruptive to the assigned job duties. All guidelines are pursuant to the Department of Labor Laws,
22 2016.

23
24 **Section 7.2.1.**

25 When overtime becomes available in all classifications, it will be offered in the following
26 order:

- 27
28 1) Seniority up to forty (40) hours per week within the classification.
29 2) Junior Employees or employees in other classifications if job skills and training
30 qualifications are met.
31 3) Substitute employees whenever regular employees are not available.

32
33 The District will strive to keep overtime hours throughout the year equal among its regular
34 employees and will work with the District to minimize the amount of overtime when possible.

35
36 **Section 7.3. Breaks for Work Outside Normal Shift.**

37 In the event an employee is assigned to a shift less than the normal shift defined in Section 7.2., the
38 employee shall be given a fifteen (15) minute rest period during each four (4) hours of work.

39
40 **Section 7.4. Transportation.**

41 Shifts shall be established for transportation personnel in relation to routes and driving time necessary
42 to fulfill tasks assigned by the Transportation Supervisor. Each route shall receive in addition to actual
43 hours of driving time, one-half (½) hour per day for the purpose of cleaning, checking safety devices,
44 defrosting windshields, fueling, and warming buses according to EPA requirements.

45
46 **Section 7.4.1.**

47 When a regular open bus route is posted it will be offered to regular drivers according to
48 seniority, then to substitute drivers, and finally to outside drivers.

1 **Section 7.5. Extra Trips.**

2 Extra trips shall be defined as any and all bus runs or trips other than regular scheduled daily routes
3 and shall be assigned to driver personnel in the following order: (1) Route Drivers, according to
4 seniority and, (2) Substitute Employees, whenever regular drivers are not available.

5 The Transportation Supervisor will strive to keep any monthly extra hours equal among route drivers
6 willing to work extra hours. Assignments shall start on a seniority basis.

7
8 Drivers wanting to drive extra trips shall sign up for extra trips at the beginning of the school year.
9 Once a driver signs up for the trip, a more senior driver may bump them up to six (6) school days prior
10 to the trip. Senior drivers cannot bump a driver five (5) days prior to a trip or cancel a trip unless they
11 become ill or have an emergency. New drivers shall have the right to sign up for extra trips if hired
12 during the school year.

13
14 It is not the intent of the District to have non-transportation employees drive regularly scheduled extra
15 trips.

16
17 **Section 7.5.1. Overnight Trips.**

18 Drivers shall be paid their regular hourly rate for all time during the driver’s normal workday.
19 Any on duty time outside the driver’s normal workday shall be reimbursed at the
20 extracurricular rate or time and one-half (1.5) the extracurricular rate for any on duty time over
21 forty (40) hours in that week. The District will provide the driver with room and meals on the
22 District schedule and where applicable room may be shared with adults only, so long as the
23 same sex. There shall be no pay for off duty or sleeping time outside the normal workday.

24
25 **Section 7.5.1.1.**

26 In the event any trip is canceled after having been assigned, and the driver is not
27 notified of the cancellation prior to reporting for the run, such driver shall be
28 compensated two (2) hours, show up time.

29
30 **Section 7.6. Trip Drivers.**

31 The trip driver position will have first opportunity to bid for available extra-curricular and co-
32 curricular trips. After the trip driver is assigned a trip, he/she will not be bumped from that trip.
33 After the trip driver selects a trip that day any remaining available trips will need to be filled by
34 utilizing Article VII section 7.5. of the collective bargaining agreement. This position will be paid at
35 the bus driver rate on Schedule A.

36
37 **Section 7.7. Overtime.**

38 Employees who work overtime, that is hours over forty (40) hours per workweek (Sunday through
39 Saturday, excluding paid leave), will be paid at the rate of one and one half (1½) times the regular
40 wage for each hour of overtime worked. The District agrees to pay overtime for any hours over the
41 forty (40) hour workweek per the Fair Labor Standards Act 29.C.F.R. 778.115. Per Exemption 778.400
42 the District will pay overtime at the hourly rate of the classification that caused the normal workweek
43 to go over forty (40) hours. If the employee chooses, he/she may take compensatory time at the same
44 rate, according to the Fair Labor Standards Act regulations. All overtime hours must be prior approved
45 by the employee’s supervisor.



1 **Section 7.7.1.**

2 If the employee chooses to take compensatory time in lieu of wages, compensatory time is at
3 the rate of one and one-half (1½) hours for each hour worked over forty (40) hours in a week.
4 All compensatory time must be approved by the supervisor in order to be credited to an
5 employee or used by an employee. An employee will be allowed to accumulate up to three (3)
6 days of compensatory time on the books at any one time.
7

8 **Section 7.7.2.**

9 Compensatory time may be taken at the employee's discretion providing it does not constitute a
10 hardship for the District. Employees must cash out all unused compensatory time annually with
11 August payroll.
12

13 **Section 7.8. Employee Compensation in other Positions/Classifications.**

14 All employees who are required or assigned to work in a higher paid classification or position will be
15 paid the rate of the higher paid position in the employee's current longevity step or one dollar (\$1.00)
16 per hour more than their current rate of pay, whichever is greater. Employees who are required or
17 assigned to work as a substitute in a supervisor position will be paid the supervisor rate in the
18 employee's current longevity step or two dollars and fifty cents (\$2.50) per hour more than their
19 current rate of pay, whichever is greater. Employees who are required or assigned to work in a lower
20 paid classification or position shall not suffer a loss of pay for their time worked in the lower paid
21 position.
22

23 **Section 7.9. Transportation Shifts.**

24 Each transportation employee shall be assigned to a definite shift with designated starting and ending
25 times for AM and PM regular routes. All routes will be bid annually, by seniority, prior to the first day
26 of school. Work schedules showing the employee's initial shift, as well as contracted workdays and
27 hours, shall be given to the employee in writing prior to the first day of work. Schedule adjustments
28 will be updated regularly according to District needs. Notice of any modifications of the employee's
29 assigned shift (workdays and/or hours) shall be given to the employee within three (3) days prior to
30 such reassignment. Any reduction of hours shall occur in accordance with Article X, Section 10 of this
31 Agreement.
32

33 **Section 7.10. Emergency Closure/Late Start/Early Release.**

34 In the event of an emergency situation (including events of inclement weather) which results in the
35 early dismissal or late start of school, employees will not be required to suffer a loss of pay as a result
36 of the adjustment to the school day. Employees shall have the option on these days to continue
37 working their normal shift, utilize appropriate accrued leave, or flex any remaining unworked time to
38 be worked at a later date. Employees who opt to flex their time to account for these days will be
39 required to make up any lost time within thirty (30) calendar days, and the make-up of this lost time
40 may not put the employee into overtime status.
41

42 **Section 7.10.1. Staff Arrival on Late Start Days.**

43 Because the District values the safety of its employees, on late start days triggered by inclement
44 weather, staff members are required to report as soon as safely possible, but no later than the
45 beginning of their shift, or refer to Section 7.9.
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1 **Section 7.11. Paraeducator Minimum Requirements.**

2 Effective September 1, 2019, all classified school employees defined as Paraeducators who work under
3 the supervision of a certificated or licensed staff member(s) to support and assist in providing
4 instructional and other services to students and their families must meet the following minimum
5 requirements, pursuant to RCW 28A.413.040:
6

- 7 1. Be at least eighteen (18) years of age and hold a high school diploma or its equivalent; **and**
- 8
- 9 2. (a) Have received a passing grade on the education testing service (ETS) paraeducator
10 assessment; **or**
11 (b) Hold an Associates of Arts (AA) degree; **or**
12 (c) Have earned seventy-two (72) quarter credits or forty-eight (48) semester credits at an
13 institution of higher education; **or**
14 (d) Have completed a registered apprenticeship program.
- 15
- 16 3. Paraeducators must have all documentation within thirty (30) days of hire date.
17

18 **Section 7.11.1. Obtaining Minimum Requirements.**

19 Paraeducators hired before September 1, 2019, who do not meet the minimum requirements
20 outlined in section 7.9. of this Agreement will be eligible to take the ETS Paraeducator
21 Assessment at the expense of the District in order to ensure compliance with the law. The
22 District shall only be required to cover the cost of initial testing for paraeducators on the ETS
23 assessment. Any additional tests will be paid by the employee. Employees notified by the
24 District prior to September 1, 2019, that there is insufficient record on file that they meet the
25 minimum paraeducator requirements shall have thirty (30) days from receipt of notice to file all
26 necessary documents and records with the District. Employees who fail to comply within thirty
27 (3) days of receipt of notice shall be placed on layoff status until they can meet the
28 requirements, or the District can place them into a non-instructional position.
29

30 **Section 7.12. Paraeducator Courses of Study.**

31 Effective September 1, 2019, all paraeducators who meet the minimum requirements for the position
32 shall comply with the provisions set forth in RCW 28A.413 regarding paraeducator standards of
33 training.
34

35 **Section 7.13. Administrative Assistants – Extra Time.**

36 Administrative Assistants will follow the following procedures to report time worked that occur
37 outside of their regular workday.
38

- 39 A. Time spent calling for Substitutes will be entered on a monthly additional hour sheet to include
40 date, amount of time and which employee they were calling for auditing purposes.
- 41
- 42 B. Time spent checking e-mail in July and August for checking emails during the summer on an
43 additional hour's sheet not to exceed 1 hour per week.
44
45
46
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48

ARTICLE VIII
HOLIDAYS AND VACATIONS

Section 8.1. Holidays.

All twelve (12) month employees shall receive the following paid holidays:

- | | |
|---------------------------|------------------------------|
| 1. Labor Day | 7. New Year's Eve Day |
| 2. Veterans Day | 8. New Year's Day |
| 3. Thanksgiving Day | 9. Martin Luther King Jr Day |
| 4. Day after Thanksgiving | 10. Presidents' Day |
| 5. Christmas Eve Day | 11. Memorial Day |
| 6. Christmas Day | 12. Juneteenth |
| | 13. Independence Day |

All less than twelve (12) month employees shall receive the following paid holidays:

- | | |
|--------------------|-------------------------------|
| 1. Labor Day | 6. Thanksgiving Day |
| 2. New Year's Day | 7. Day after Thanksgiving Day |
| 3. President's Day | 8. Christmas Eve |
| 4. Memorial Day | 9. Christmas Day |
| 5. Veteran's Day | |

Administrative Assistants who are less than twelve (12) months shall also have included Martin Luther King Day and Juneteenth for a total of eleven (11) holidays.

Section 8.1.1. Unworked Holidays.

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

Section 8.1.2. Worked Holidays.

Upon supervisor approval, employees who work on the above-described holidays shall receive double (2) time. Payroll will be adjusted for those hours already included in their contract pay. Employees who work on national holidays not listed above for their classification shall receive double (2) time.

Section 8.1.3. Holidays During Vacation.

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

1 **Section 8.1.4.**

2 In the event that one of the listed holidays falls on a Saturday, Friday will be declared a non-
3 workday. A non-workday in lieu of a holiday that falls on a Saturday or Sunday can be changed
4 to another day during that pay cycle upon the written request from the employee to the District
5 and if approved by the District office.
6

7 **Section 8.2. Vacation.**

8 All full-time employees shall receive paid vacations in accordance with the following schedule.
9

10 **Section 8.2.1.**

11 Between zero (0) and five years of service, ten (10) days paid vacation.
12

13 **Section 8.2.2.**

14 After five (5) years of service, fifteen (15) days paid vacation.
15

16 **Section 8.2.3.**

17 After ten (10) years of service, twenty (20) days paid vacation.
18

19 **Section 8.2.4.**

20 Generally, employees are expected to schedule vacation time before the start of school in the
21 Fall. However, any employee required to postpone approved vacation due to the needs of the
22 district, will be allowed to take their vacation before June 1 of the school year on non-student
23 contact days, with the approval of the immediate supervisor and the superintendent.
24

25 **Section 8.2.5.**

26 Eligibility for use of vacation shall be determined as follows:
27

- 28 1. The District shall project the number of vacation days an eligible employee will accrue
29 during the year and make those available to the employee at the beginning of each year.
30 These days will be prorated over the term of their annual employment contract.
31 Employees whose employment is terminated during the year, and who have utilized
32 more than their total earned vacation allocation, shall reimburse the District for such
33 leave used. This amount shall be deducted from the employee’s final paycheck from
34 the District.
- 35 2. Vacation may be expended in half-day increments at the option of the employee.
- 36 3. New hires will be able to receive and use their allotment for vacation days after ninety
37 (90) days of service with the District. Employees hired mid-year shall receive a prorated
38 amount of vacation days to match the percent of the year being paid on their contract.
39
40
41

42 **ARTICLE IX**

43 **LEAVES**

44 **Section 9.1. Illness, Injury and Emergency Leave.**

45 Employees who regularly work full-time shall accrue illness, injury, and emergency leave at the rate of
46 one (1) day of illness, injury or emergency leave for each calendar month worked, but shall accrue not
47
48



1 less than ten (10) days per school year. Leave earned under this section will accumulate in accordance
2 with RCW 28A.310.240. An employee who works eleven (11) workdays in any calendar month will be
3 given credit for the full calendar month. The District shall allocate sick leave on the last day of every
4 month that leave is earned. Sick leave benefits shall be paid on the basis of base hourly rate applicable
5 to the employee's normal daily work shift; provided, however, that should an employee's normal daily
6 work shift increase or decrease subsequent to an accumulation of days of illness, injury, or emergency
7 leave, such benefits will be paid in accordance with his/her normal daily work shift at the time the
8 leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. In
9 any instance an employee is absent for five (5) or more consecutive days for illness or injury, a written
10 statement by the Doctor releasing the employee back to work must be provided to the District by the
11 employee prior to the employee's return. The note must clearly state what, if any, restrictions to duties
12 exist for the employee upon their return to work. In any instance an employee is gone five (5) or more
13 consecutive days to care for a family member for illness or injury, a written statement by the Doctor is
14 not required for the employee to return to work.

15
16 **Emergency Leave:** An employee may utilize three (3) days of sick leave as provided under this section
17 for emergency leave. Emergency leave taken by an employee shall be deducted from that employee's
18 leave accrued under this section. Where practicable, an employee shall provide the Superintendent as
19 much notice as is possible under the circumstances that require the employee to take emergency leave.
20 The granting of emergency leave shall be limited to a problem that has suddenly precipitated, is
21 unplanned, and where preplanning could not relieve the necessity for the employee's absence

22 23 **Section 9.1.1. Sick Leave Buy Back.**

24 At the time of separation from school district employment due to retirement, death or in
25 accordance with 28A.400.210, an eligible employee or the employee's estate shall receive
26 remuneration at a rate equal to one (1) day's current monetary compensation for each four (4)
27 full day's accrued leave for illness or injury. Employees will be allowed to sell back to the
28 District, on a yearly basis, sick leave days in excess of sixty (60) days beginning in January of
29 1997. The number of sick days earned by the employee minus the number of sick leave days
30 used in the last twelve (12) months (January through December) can be cashed out at the rate of
31 4 to 1 (4 sick days warrants 1 day of pay). The employee must have sixty (60) days sick leave
32 available after the buy-back.

33 34 **Section 9.1.1.2.**

35 In November the PSE Union President will be provided a VEBA contract that they will
36 either approve or disapprove for their entire bargaining group:

- 37 • Monthly VEBA Contributions
- 38 • Yearly VEBA Contributions
- 39 • Retirement VEBA Contributions

40
41 The Union may submit a new tiered-rating system for the monthly VEBA contributions
42 as per IRS guidelines. The contract and the tiered-rating system must be submitted to
43 the District one (1) week prior to the December board meeting of each year.

44 45 **Section 9.1.2.**

46 Employees who have accrued sick leave while employed by another public school district in
47 the State of Washington shall be given credit for such accrued sick leave upon employment by
48 the District.

1 **Section 9.1.3. Leave Sharing.**

2 Leave sharing shall be made available in accordance with district policy and RCW 41.04.665

3
4 **Section 9.2. Bereavement Leave.**

5 Each employee may utilize up to five (5) days per year to cover absences due to a death in the
6 employee's immediate family. Such leave is not cumulative and is not deducted from sick leave. The
7 employee shall, if possible, give his/her immediate supervisor twenty-four (24) hour notice prior to the
8 requested effective date of the bereavement leave. If not possible, the employee shall give as much
9 notice as is practical under the circumstances. Immediate family is defined as father, mother, sister,
10 brother, wife, husband, children, grandchildren, grandparents, uncle, aunt, nephew, niece, father-in-law,
11 mother-in-law, sister-in-law, brother-in-law, fiancée, or a more distant relative who was living in the
12 same household. Up to two (2) days of leave will be granted in the event of the death of a close personal
13 relationship. *NOTE:* The total bereavement leave available per year is five (5) days.

14
15 **Section 9.3. Personal Leave.**

16 Each employee shall have two (2) paid personal leave days per year to be used for personal business,
17 household, or family matters, which require absence during school hours. Notification, if possible, to
18 the employee's principal or other immediate supervisor for personal leave shall be made at least two
19 (2) days before taking such leave. The employee shall not be required to state the reason for taking
20 such leave.

21
22 Unused personal days shall accumulate up to five (5) days. The District shall pay for substitutes for
23 any of the days used. At the employee's discretion, he/she will be reimbursed for the unused personal
24 leave days (maximum of three [3] days) at the substitute pay rate; payment to be made in June of each
25 year.

26
27 **Section 9.4. Leave Without Pay.**

28 Absence for personal business and pleasure will result in deduction of the basic salary for each day
29 missed. Request for absences for personal business or pleasure should be made in writing and
30 presented to the immediate supervisor or designee at least three (3) days prior to the requested absence.
31 An employee's personal leave must be exhausted before unpaid leave can be used.

32
33 **Section 9.5.**

34 In the event an employee is absent for reasons which are covered by Industrial Insurance, the District
35 will not deduct sick leave or pay if the employee turns over the L&I check for the days absent.

36
37 **Section 9.6. Leave of Absence.**

38 **Section 9.6.1.**

39 Upon recommendation of the immediate supervisor through administrative channels to the
40 Superintendent, and upon approval of the Board of Directors, an employee may be granted a
41 leave of absence without pay for a period not to exceed one (1) year. If such leave is granted
42 due to extended illness, one (1) additional year may be granted. Notification to return to work
43 following a one (1) year leave must be made in writing thirty (30) days prior to the termination
44 of such leave. If such request to return to work is not received, then the employee waives the
45 right to the previous position or any other position in the District.
46
47

1 **Section 9.6.2.**

2 The returning employee will be assigned to the position occupied before the leave of absence.
3 Employees hired to fill positions of employees on leave of absence will be hired for a specific
4 period of time, during which they shall be subject to all provisions of this Agreement. It shall
5 be the responsibility of the employer to inform replacement employees of these provisions.
6

7 **Section 9.6.3.**

8 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
9 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
10 the employee is on leave of absence; provided, however, that if such leave is approved for
11 extended illness or injury, seniority shall accrue up to a maximum of two (2) additional years.
12

13 **Section 9.6.4.**

14 Family leave will be granted in accordance with the Federal Family Leave Act of 1993.
15

16 **Section 9.6.5. Paid Family and Medical Leave (PMFL).**

17 Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical
18 Leave under the Washington State Family and Medical Leave and Insurance Act. To be eligible
19 for this leave, employees must have worked a minimum of 820 hours within the past calendar
20 year. Such leave shall be used consecutively with the employee’s other leave entitlements
21 unless the employee elects otherwise.
22

23 Commencing January 1, 2019, the District will contribute one hundred percent (100%) of the
24 payroll premium to fund this leave. The District shall use the state insurance as the carrier for
25 PFML to ensure ongoing compliance with the law. When such leave is used for
26 pregnancy/maternity disability, the District shall maintain health insurance benefits during
27 periods of approved PFML.
28

29 **Section 9.6.6. Reimbursement of Un-earned Leave Used.**

30 All leaves allocated at the beginning of each year (including, but not limited to; personal leave,
31 vacation leave) will be prorated in the event of early termination. Hours will be rounded up to
32 the nearest quarter hour. Employees whose employment is terminated during the year, and who
33 have utilized more than their total earned leave allocation (in any category), shall reimburse the
34 District for such leave used. This amount shall be deducted from the employee’s final paycheck
35 from the District.
36

37 **Section 9.7. Domestic Violence Leave.**

38 Pursuant to RCW 49.76.030, the District will grant leave for employees directly involved with
39 domestic violence. Pursuant to RCW 49.46.210 the employee will be allowed to use accrued sick leave
40 or vacation. If employee does not have either of those leaves, the employee will be allowed to take
41 leave without pay.
42

43 **Section 9.8. Faith or Conscience Leave.**

44 Pursuant to WAC 357-31-052, the District will grant two (2) unpaid leave days per year to employees
45 for faith or conscience.
46
47
48



1 **Section 9.9. Jury Duty.**

2 An employee that is required to attend a court hearing or is on jury duty will be provided time off with
3 pay if the employee has the court sign the attached verification (see back of contract) that they
4 attended. Beginning September 1, 2022, they will no longer need to turn in their jury duty check.

5
6 If an employee fails to turn in the signed attached verification, they will be required to turn in a leave
7 without whether that be a paid or unpaid leave.
8

9
10 **ARTICLE X**

11 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

12
13
14 **Section 10.1.**

15 The seniority of an employee within the bargaining unit shall be established as of the date on which the
16 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be
17 lost as hereinafter provided. In the event two or more people are hired the same day, seniority will be
18 established by drawing lots. The District will be responsible for conducting the drawing. An authorized
19 Association representative shall be present, and the District will notify the Association President in
20 writing of the results.
21

22 **Section 10.2.**

23 Each new hire shall remain in a probationary status for a period of up to one hundred and twenty (120)
24 workdays following the hire date. During this probationary period the District may discharge such
25 employee at its discretion. Bus drivers may be required to complete one winter season on probation.
26

27 **Section 10.3.**

28 Upon completion of the probationary period, the employee will be subject to all rights and duties
29 contained in this Agreement retroactive to the hire date.
30

31 **Section 10.4.**

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

- 33 A. Resignation.
- 34 B. Discharge for justifiable cause.
- 35 C. Retirement.
- 36 D. Laid off in excess of one (1) year.
- 37 E. Failure to report following a recall or completion of a leave of absence.
- 38 F. Service outside the bargaining unit, including as a supervisor within Asotin-Anatone School
39 District, in excess of six (6) months.
40

41 **Section 10.5.**

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

- 43 A. Time lost by reason of industrial accident, industrial illness, or judicial leave, as provided in
44 Section 9.6.3.
- 45 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
46 United States.
- 47 C. Time spent on other authorized leaves.
- 48 D. Time spent in layoff status as hereinafter provided.



1 **Section 10.6.**

2 Seniority rights shall be effective within the general job classification as specified in Section 1.4. of
3 this agreement.

4
5 **Section 10.7.**

6 The employee with the earliest hire date shall have absolute preferential rights regarding shift selections,
7 vacation periods and special services including overtime as defined in Sections 7.5. and 7.6. The
8 employee with the earliest hire date shall have preferential rights regarding promotions, assignment to
9 new or open jobs or positions, and layoffs when ability and performance are substantially equal with
10 junior employees. If the District determines that seniority rights should not govern because a junior
11 employee possesses ability and performance substantially greater than a senior employee or senior
12 employees, the District shall set forth in writing to the employee or employees and the Association's
13 grievance committee chairperson its reasons why the senior employee or employees have been
14 bypassed. Ties shall be broken in the following manner: employees shall be placed on the seniority list
15 by application date, then by drawing lots.

16
17 **Section 10.8.**

18 Employees who change job classifications within the bargaining unit shall retain their hire dates and
19 classification seniority in the previous classification, notwithstanding that they have acquired a new
20 classification seniority date. Seniority in the vacated job classification shall not accrue while the
21 employee is not working in that classification.

22
23 **Section 10.9.**

24 The District shall publicize five (5) workdays the availability of open positions covered under the PSE
25 Agreement as soon as possible after the District is apprised of the opening. Publications will be
26 completed through staff email, postings in all lounges, kitchens bus garage, and general public. A copy
27 will be provided to the PSE Chapter President.

28
29 **Section 10.10. Reduction in Force (RIF/Layoff) and Recall.**

30 In the event of layoff, the District will first meet and confer with the Association.

31
32 **Section 10.10.1. Position Displacement.**

33 In the event a position displacement is caused by, but not limited to, a layoff, position
34 elimination, exercise of seniority rights, a reduction of hours below insurance or retirement
35 eligibility, or the like, the following criteria shall be utilized:

- 36
37
- 38 1. Notice will be posted to allow staff to volunteer for reduction or layoff.
 - 39 2. In the event of a layoff, if a senior employee is in a position that will be eliminated or
40 has been bumped from their position by a more senior employee, they will be
41 considered "displaced." Senior employees may volunteer for displacement during a
42 layoff situation, but do not have bumping rights for a voluntary displacement. Senior
43 employees who volunteer for displacement from their current position in layoff
44 situations must move to an open comparable position for which they are qualified. If
45 none exists, the senior employee will be placed on layoff status.
 - 46 3. The displaced employee must move to an open comparable position for which they are
47 qualified, if one exists. A position is comparable if it is the same or fewer hours (within
thirty [30] minutes per day or two and one-half [2½] hours per week) and the same or

1 fewer days per year (within three [3] contracted workdays), except that open positions
2 that negatively affect benefit status are not considered comparable.

- 3 4. If the displaced employee voluntarily chooses to move to a less comparable open
4 position, the hours and payrate of the new position will become their new base.
5 5. If there are no comparable open positions, the displaced employee may exercise his/her
6 seniority rights by bumping a less senior employee from their position, so long as the
7 displaced employee meets the qualifications for the position. If the employee chooses to
8 bump into a less comparable position, the hours of the new position will become their
9 base.
10 6. If by reason of seniority, there are no remaining comparable or open positions for which
11 they are eligible, the displaced employee will be placed on layoff status.

12
13 Laid off employees shall remain on the recall list for one (1) year from the date of layoff.

14
15 **Section 10.10.2. Recall from Layoff.**

16 It is a priority to provide employment opportunities for employees on the layoff list. After first
17 being offered to still-employed bargaining unit members who desire a transfer, remaining open
18 positions are offered to laid-off employees by order of seniority, provided the laid-off employee
19 had provided the district with a current mailing address and telephone number or contact.

20
21 Employees in layoff status who cannot be reached via telephone will receive notification of
22 open positions via certified letter and will have five (5) workdays from date of receipt to
23 respond, provided however that receipt should be no longer than fifteen (15) workdays from
24 date notification is mailed. It is the responsibility of the laid off employee to ensure that the
25 District has current and accurate record of their contact information.

26
27 **Section 10.10.3. Opportunities for Reemployment.**

28 An employee on layoff status who rejects an offer of reemployment or fails to respond,
29 provided that such employee is offered a position substantially equal (within three [3]
30 contracted workdays per year and thirty [30] minutes per day, or two and one-half [2½] hours
31 per week) to the position held at the time of layoff, shall be considered to have voluntarily
32 resigned and shall forfeit seniority and all other accrued benefits.

33
34 Once an employee on the layoff list accepts a position, it becomes their new condition of
35 employment with no further link to their previously held position or to the layoff list. However,
36 employees on the layoff list may accept substitute opportunities and remain on the layoff list.

37
38
39
40
41 **ARTICLE XI**

42
43 **DISCIPLINE, EVALUATIONS AND DISCHARGE OF EMPLOYEES**

44
45 **Section 11.1.**

46 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue
47 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.
48 If the District has reason to reprimand an employee, it shall be done in a manner, which will not

1 embarrass the employee before other employees or the public. The following progression of employee
2 discipline shall generally be followed: oral warning, written reprimand, suspension, termination. The
3 District may bypass the steps of progressive discipline because of the severity of the employee conduct
4 that constituted just cause for discipline.

5
6 **Section 11.2.**

7 Should the District decide to discharge or layoff any non-annual employee, the employee shall be so
8 notified in writing prior to the expiration of the school year.

9
10 **Section 11.2.1.**

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

13
14 **Section 11.2.2.**

15 Nothing contained in this section shall in any regard limit the operation of other sections of this
16 Article.

17
18 **Section 11.3.**

19 Except in extraordinary cases, and as otherwise provided in this Article, the District will give
20 employees two (2) weeks' notice of intention to discharge or layoff.

21
22 **Section 11.4. Evaluation.**

23 Each employee subject to this Agreement shall be evaluated annually, in May, by his immediate
24 supervisor. Such evaluation shall be made utilizing the employee evaluation sheet/s attached hereto
25 and by this reference incorporated herein. The immediate supervisor shall write an analysis of the
26 employee's job performance during the past school year. Each employee subject to this Agreement
27 may appeal his/her evaluation to the Administrator responsible for personnel. Any item on the
28 referenced evaluation forms rated "3" or "4" shall be accompanied by written explanation as to why it
29 has been so rated and how it can be improved. Employees shall have the right to attach a written
30 narrative to the evaluation form. Such addendum shall be signed by the employee and attached to the
31 referenced evaluation form.

32
33
34
35 **ARTICLE XII**
36
37 **INSURANCE**

38
39 **Section 12.1. School Employee Benefits Board (SEBB) Program.**

40 Beginning January 1, 2020, and each year thereafter, the District shall pay the full portion of the
41 employer contribution to the School Employees Benefit Board (SEBB) for employee health insurance
42 for all employees, including substitutes, who meet the eligibility requirements outlined below and as
43 prescribed by WAC 182-30 and 182-31. The employer contribution will be equal to the state funded
44 allocation rate and will be paid throughout the school year. Inclusive of employer funding will be
45 payment of the retiree carve-out for all eligible employees. For purposes of benefits provided under
46 SEBB, school year shall mean September through August.



1 **Section 12.2. Insurance Information.**

2 The District agrees to provide timely information about SEBB insurance plans to eligible employees
3 during the year (as required or recommended by SEBB) and at each open enrollment period.
4 Enrollment will be from October 1 to November 1 of each year, or as otherwise set by SEBB.

5
6 **Section 12.3. Employee Eligibility.**

7 The District agrees to follow SEBB eligibility rules for employees, including substitutes, who are
8 anticipated to work 630 hours or more per school year. In addition to themselves, individual employees
9 may also cover any dependents deemed eligible under current or future SEBB requirements.

10
11 **Section 12.4. CDL Costs Reimbursed.**

12 The District will reimburse all costs associated with testing and renewal of endorsements associated
13 with an employee’s or substitute employee’s Commercial Driver’s License (CDL). This will also
14 include costs associated with physical examinations. The District will reimburse employee upon
15 submission of paid receipts.

16
17 **Section 12.5.**

18 In determining whether an employee subject to this Agreement is eligible for participation in a
19 Washington State Public Employees Retirement System, the District shall report all hours worked,
20 whether straight time, overtime, or otherwise.

21
22 **Section 12.5.1.**

23 The employee retirement contribution to a Public Employee's Retirement System shall be tax
24 deferred in accordance with applicable State rules and regulations.

25
26
27
28 **ARTICLE XIII**

29
30 **PROFESSIONAL DEVELOPMENT**

31
32 **Section 13.1. Opportunities for Training.**

33 The District will provide employees the opportunity for training to assist with developing skills needed
34 in their current position as funding is available. Employee training may be provided on the job; during
35 regularly scheduled meetings; scheduled District, classification, or department in-services; and via
36 written or online training. The intent of the District is to provide new employees training within the
37 first six (6) weeks of hire.

38
39 **Section 13.2. Training Costs.**

40 Employees will be reimbursed for the following vocational training expenses, provided the
41 Superintendent or designee (e.g., principal or department supervisor) has approved the training.
42 Expenses and materials to attend courses that would be mutually beneficial to the employee and the
43 District. Transportation and course-related expenses.

44
45 **Section 13.3. Mandatory Meetings and Trainings.**

46 The District will pay all employees’ regular hourly rate of pay for mandatory District meetings,
47 trainings, and tests. Furthermore, the District shall pay all employees’ regular hourly rate of pay for all



1 District approved meetings, trainings, and tests (pursuant to Section 7.10.1.1.). All employee
2 compensation during training will be subject to the overtime provisions of this agreement.
3
4

5 6 ARTICLE XIV

7 8 ASSOCIATION MEMBERSHIP AND CHECKOFF

9 10 **Section 14.1. Association Membership.**

11 Each employee subject to this Agreement has the right to become an Association member in good
12 standing by paying monthly dues. Maintaining membership with the association entitles the employee
13 to additional benefits of union membership. The Association shall be the custodian of record in regard
14 to employee's Association membership.
15

16 **Section 14.2. New Hire Notification.**

17 The District will notify the Field Representative and Association President of all new hires within ten
18 (10) workdays of the hire date. At the time of hire, the District will inform the new hire of the terms
19 and conditions of this Article.
20

21 **Section 14.3. Political Action Committee.**

22 The District shall, upon receipt of a written authorization form that conforms to legal requirements,
23 deduct from the pay of such bargaining unit employee the amount of contribution the employee
24 voluntarily chooses for deduction for political purposes and shall transmit the same to the Association
25 on a check separate from the dues transmittal check. Section 14.4 of the Collective Bargaining
26 Agreement shall apply to these deductions. The employee may revoke the request at any time. At least
27 annually, the employee shall be notified by the PSE State Office, about the right to revoke the request.
28

29 **Section 14.4. Checkoff.**

30 The employer shall deduct PSE state dues from the pay of any employee who authorized such
31 deductions in writing pursuant to RCW 41.56.110. The Employer shall transmit all such funds
32 deducted to the treasurer of the Public School Employees of Washington/SEIU Local 1948.
33 Transmissions will include payments and an electronic list of all represented employees with
34 deduction amounts. Transactions will be sent within five (5) days from the date of payroll.
35 Submissions are to include all employees covered by the Collective Bargaining Agreement. A
36 dues remittance form needs to accompany the payment every month and include membership
37 status changes.
38

39 **Section 14.4.1. Voice Authorization/E-Signature Authorization.**

40 An employee's written, electronic, or recorded voice authorization to have the employer deduct
41 membership dues from the employee's salary must be made by the employee to Public School
42 Employees of Washington/SEIU Local 1948 (PSE). If the employer receives a request for
43 authorization of deductions, the employer shall as soon as practicable forward the request to
44 PSE. Upon receiving notice of the employee's authorization from Public School Employees of
45 Washington/SEIU Local 1948, the employer shall deduct from the employee's salary
46 membership dues and remit the amounts to PSE, within five (5) business days from the date
47 of payroll.
48

1 The employee's authorization remains in effect until expressly revoked by the employee in
2 accordance with the terms and conditions of the authorization. An employee's request to revoke
3 authorization for payroll deductions must be in writing and submitted by the employee to
4 Public School Employees of Washington/SEIU Local 1948 (PSE) in accordance with the terms
5 and conditions of the authorization. Revocations will not be accepted by the employer if the
6 authorization is not obtained by the employee to PSE. After the employer receives confirmation
7 from the exclusive bargaining representative that the employee has revoked authorization for
8 deductions, the employer shall end the deduction effective on the first payroll after receipt of
9 the confirmation. The employer shall rely on information provided by the exclusive bargaining
10 representative regarding the authorization and revocation of deductions.
11

12 **Section 14.5. District Hold Harmless.**

13 The District assumes no obligation, financial or otherwise arising out of the provisions of this Article,
14 and the Association will indemnify, defend, and hold the District harmless for any and all claims,
15 grievances, arbitrations, awards, suits, attachments or other proceedings arising out of or by reason of
16 any action taken by the District for the purpose of the District's acceptance of voice and/or electronic
17 authorization of membership and/or the Association's representations regarding the existence of a valid
18 membership authorization, as well as for complying with any of the provisions of this Article of the
19 Agreement.
20

21 **Section 14.6. Member Lists.**

22 The Employer will provide PSE a monthly bargaining unit list transmitted electronically to
23 membership@pseofwa.org, the chapter Membership Officer (or other chapter officer if there is no
24 Membership Officer), and the Union Representative containing every bargaining unit employee's:
25 name, employee number, classification, job title, work location, personal phone number, address, work
26 and personal e-mail address, hourly rate of pay, hours worked, gross pay, union dues paid and
27 language preference.
28

29 The Employer will provide PSE a monthly bargaining unit list transmitted electronically, listing
30 bargaining unit employees who are hired, rehired, reinstated, transferred into or out of the bargaining
31 unit, reclassified, promoted, downgraded, placed on leaves of absence of any type including disability,
32 placed on layoff, recalled from layoff, separated (including retirement), added to or deleted from the
33 bargaining unit. This report will include each listed bargaining unit employee's name, employee
34 number, job title, work location, personnel action and reason and be color coded by category.
35
36
37
38

39 **ARTICLE XV**

40 **GRIEVANCE PROCEDURE**

41 **Section 15.1.**

42 Grievances arising between the District and its employees within the bargaining unit defined in Article
43 I herein, with respect to matters dealing with the interpretation or application of the Terms and
44 Conditions of this Agreement shall be resolved in strict compliance with this Article.
45
46
47

1 **Section 15.2. Grievance Steps.**

2
3 **Section 15.2.1.**

4 Employees shall first discuss the grievance with their immediate supervisor. If employees so
5 wish, they may be accompanied by an Association representative at such discussion. All
6 grievances not brought to the immediate supervisor in accordance with the preceding sentence
7 within twenty (20) workdays of the occurrence of the grievance shall be invalid and subject to
8 no further processing.

9
10 **Section 15.2.2.**

11 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
12 subsection, within ten (10) days of the informal meeting, the employee shall reduce to writing a
13 statement of the grievance containing the following:

- 14
15 A. The facts on which the grievance is based.
16 B. A reference to the provisions in this Agreement which have been allegedly violated.
17 C. The remedy sought.

18
19 The employee shall submit the written statement of grievance to the immediate supervisor for
20 reconsideration and shall submit a copy to the official in the Administration responsible for
21 personnel. The parties will have five (5) workdays from submission of the written statement of
22 grievance to resolve it by indicating on the statement of grievance the disposition. If an
23 agreeable disposition is made, all parties to the grievance shall sign it.

24
25 **Section 15.2.3.**

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

33
34 **Section 15.2.4.**

35 If no settlement has been reached within five (5) workdays referenced in the preceding
36 subsection, and the Association believes the grievance to be valid, a written statement of the
37 grievance shall be submitted to the School Board within five (5) workdays. The Board will hear
38 the grievance at its next regularly scheduled meeting or schedule a special meeting to hear the
39 grievance so a decision can be rendered within fifteen (15) workdays. If an agreeable
40 disposition is made, all parties shall sign it.

41
42 **Section 15.2.5.**

43 If no settlement has been reached within thirty (30) workdays referenced in the preceding
44 subsection, and the Association believes the grievance to be valid, the employee may demand
45 arbitration of the grievance. Such demand for arbitration must be submitted in writing to the
46 Superintendent by the grievant within five (5) workdays of the receipt of the Board of Directors
47 answer to the grievance, as specified in Section 15.2.4.

1 The parties shall meet within seven (7) workdays after written notice of the demand for
2 arbitration is received by the District to attempt to select a mutually agreeable arbitrator. If the
3 parties are unable to reach such an agreement within seven (7) workdays of the aforementioned
4 meeting, then either party may request the Public Employees Relations Commission (PERC) to
5 send a list of arbitrators. Each party retains the right to reject one list in its entirety and request
6 that a new list be sent. After the list is received, the parties or designated representatives shall
7 strike names from the list. The grieving party shall strike the first name, and each party shall
8 then alternately strike a name from the list. The last name on the list shall serve as arbitrator.
9 The arbitrator selected will confer with the parties and shall hold a hearing promptly and shall
10 issue his/her decision not later than twenty (20) workdays from the close of the hearing. The
11 arbitrator's decision will be in writing and will set forth his/her reasoning and conclusions of
12 the issue(s) submitted to him/her. The arbitrator shall have no authority to extend, alter, or
13 modify the Agreement, and his/her findings shall be limited solely to the interpretation of the
14 express terms of the Agreement.

15
16 The decision of the arbitrator shall be final and binding on the parties.

17
18 The costs of the services of the arbitrator and the cost of the hearing room will be split equally
19 by the District and the Association. All other costs entailed in arbitration will be borne by the
20 party incurring them.

21
22 **Section 15.3.**

23 The grievance or arbitration discussions shall take place at mutually acceptable times. The employer
24 shall not discriminate against any individual employee or the Association for taking action under this
25 Article.

26
27
28
29 **ARTICLE XVI**

30
31 **SALARIES AND EMPLOYEE COMPENSATION**

32
33 **Section 16.1.**

34 Employees shall be compensated in accordance with provisions of this Agreement for all hours
35 worked.

36
37 **Section 16.2.**

38 Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in
39 Schedule A attached hereto and by this reference incorporated herein.

40
41 **Section 16.3.**

42 Incremental steps, where applicable, shall take effect on the September 1 payroll of that school year, if
43 the employee was hired before December 31. Employees hired January 1 or after will have an
44 anniversary date of September 1 the following year.

45
46 **Section 16.4.**

47 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (1/4) hour.
48

1 **Section 16.5.**

2 Employees shall be paid at current District rates for any authorized use of private vehicles.

3
4 **Section 16.6.**

5 Upon approved overnight travel, District employees will complete a travel packet and will receive
6 advance travel funds pursuant to District Policy.

7
8 **Section 16.7.**

9 The District shall pay the cost of all mandatory testing for Paraeducators, Pursuant to Section 7.9.1.
10 and Article XIII of this Agreement.

11
12 **Section 16.8.**

13 Employees will be allowed to give advisory input on the school calendar.

14
15 **Section 16.9.**

16 Current employees who request to substitute at the discretion of the District will be paid no less than
17 the substitute rate for the position in which they are subbing. Current employee(s) who are requested
18 by the District to substitute during their workday shall suffer no loss in wages.

19
20
21
22 **ARTICLE XVII**

23
24 **TERM AND SEPARABILITY OF PROVISIONS**

25
26 **Section 17.1.**

27 The term of this Agreement shall be September 1, 2022 to August 31, 2025.

28
29 **Section 17.2.**

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

32
33 **Section 17.3.**

34 The Agreement may be reopened and modified at any time during its term upon mutual consent of the
35 parties in writing. Provided, however, that this Agreement shall be reopened annually to renegotiate
36 Schedule A and fringe benefits; and provided further, that this Agreement shall be reopened as
37 necessary to consider the impact of any legislation enacted following execution of this Agreement
38 which may arguably benefit classified employees.

39
40 **Section 17.4.**

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

43
44 **Section 17.5.**

45 Neither party shall be compelled to comply to any provision of this Agreement which conflicts with
46 State or Federal statutes or regulations promulgated pursuant thereto.



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Section 17.6.

In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 17.3.

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

ASOTIN-ANATONE CHAPTER

ASOTIN-ANATONE SCHOOL DISTRICT #420

BY: */Signed by/*
 Miranda Weber, Chapter President

BY: */Signed by/*
 Dale Bonfield, Superintendent

DATE: *5/4/23*

DATE: *5/4/23*



SCHEDULE A
ASOTIN/ANATONE SCHOOL DISTRICT #420
SEPTEMBER 1, 2022 - AUGUST 31, 2023

Position	Year 1-5	Year 6-10	Year 11-15	Year 16 & Beyond
<u>PARAEDUCATORS</u>				
Paraeducator	17.75	18.63	19.56	20.54
ParaSpecialist (grandfathered)	18.19	19.10	20.05	21.06
Media Specialist	20.70	21.73	22.82	23.96
<u>TRANSPORTATION</u>				
All Bus Driving and Standbay	21.54	22.62	23.75	24.94
<u>OFFICE ADMINISTRATION</u>				
HS Admin Asst/ASB Act Payable	23.38	24.55	25.78	27.06
Administrative Assistant	21.27	22.33	23.45	24.62
<u>CUSTODIAL</u>				
Lead Custodian	21.44	22.51	23.63	24.81
Custodial	20.41	21.43	22.51	23.64
<u>FOOD SERVICE</u>				
Food Service Helper	16.57	17.40	18.27	19.19
Assist. Cook	17.13	17.99	18.89	19.83
Custodial/FS Helper	18.09	19.00	19.95	20.95



ADDENDUM A

TRANSPORTATION SUPERVISOR CLAUSE

SEPTEMBER 1, 2022 – AUGUST 31, 2023

The parties agree that for the duration of the 2022-2023 school year, the Transportation Supervisor shall be eligible to perform bus driver duties, specifically those of route driving, for a period of no longer than two (2) hours per school day. The parties agree that at the conclusion of the 2022-2023 school year this Addendum shall be renegotiated, with the understanding that these duties have historically been, and shall remain, classified work that belongs to the Asotin-Anatone PSE bargaining unit. This Addendum shall be non-precedent setting in nature. This Addendum shall apply only to this position and no transfer of this Agreement may be made to another individual or position of the District.

Numeric Rating	Performance Descriptions	Comments/Clarification
_____	Personal organization is such that employee can perform effectively and efficiently.	_____
_____	Is not a complainer. Does not waste time and energy on things that employee cannot resolve or that are not job-related.	_____
_____	Shows creativity and looks for innovative ways to improve performance.	_____

Additional comments on strengths or deficiencies by supervisor:

Employee Comments: (Optional)

Type of Evaluation: _____ Regular Annual
 _____ Probationary
 _____ Supplementary

Recommendation: _____ Continued Employment
 _____ Place on Probation*
 _____ Remove from Probation*
 _____ Transfer*
 _____ Termination*

*Supervisor is required to explain rationale for either of these recommendations in the following space:

Reviewed by: _____ Date: _____

Employee: _____ Date: _____

Employee signature signifies that conference to discuss this form has been held on the date above. Signature does not signify agreement. Administrative reviewer may add narrative comment.

Copies: Original - Personnel File
 Copy to employee



ASOTIN - ANATONE SCHOOL DISTRICT #420

Classroom Paraprofessionals Evaluation Form

Name of Employee: _____ Assignment: _____

Evaluator: _____ Evaluation Date: _____

Evaluation is conducted to:

- (a) Promote a better understanding of job requirements.
- (b) Explain overall expectations of administrators and supervisors.
- (c) Recognize the individual employee's level of competence.
- (d) Encourage professional growth and improvement of school district programs.

The evaluation of classified employees shall be performed at least annually with additional evaluations at the discretion of the supervisor/evaluator.

- 1 Exceeds expectations
- 2 Meets expectations
- 3 Needs improvement
- 4 Does not meet minimum requirements
- n/o Not observed

KNOWLEDGE OF WORK: _____ Demonstrates an understanding of all phases of the job and related matters.

VOLUME OF WORK: _____ Produces a satisfactory amount of work as outlined in the appropriate job description, or such other tasks which may reasonably be assigned.

QUALITY OF WORK: _____ Performs the duties of the job in a satisfactory manner.

DEPENDABILITY: _____ Demonstrates a history of regular attendance and punctuality.

JUDGMENT: _____ Demonstrates an ability to make prudent decisions, deal with unexpected situations and follow outlined procedures.

INITIATIVE: _____ Demonstrates an ability to be self-directed, takes pride in his/her work and requires a minimum of supervision.

COOPERATIVENESS: _____ Demonstrates an ability to be self-directed, takes pride in his/her work and requires a minimum of supervision.

ORGANIZATIONAL SKILLS: _____ Demonstrates an ability to plan/organize duties effectively.

CONFIDENTIALITY: _____ Deals with confidential information in an ethical and professional manner.

ATTITUDE: _____ Demonstrates appropriate and positive disposition toward staff, students, job, and supervision.

PERSONAL APPEARANCE: _____ Demonstrates appropriate dress and grooming on the job.

INTERPERSONAL SKILLS: _____ Demonstrates an ability to cooperate well with staff, students, and community.



ASOTIN - ANATONE SCHOOL DISTRICT #420

Bus Driver Evaluation Form

Name of Employee: _____ **Position:** _____

Evaluator: _____ **Date:** _____

Evaluation is conducted to:

- (a) Promote a better understanding of job requirements.
- (b) Explain overall expectations of administrators and supervisors.
- (c) Recognize the individual employee's level of competence.
- (d) Encourage professional growth and improvement of school district programs.

The evaluation of classified employees shall be performed at least annually with additional evaluations at the discretion of the supervisor/evaluator.

- 1 Exceeds expectations
- 2 Meets expectations
- 3 Needs improvement
- 4 Does not meet minimum requirements
- n/o Not observed

JOB SKILLS OBSERVED ON BUS BY EVALUATOR	A.	Pre-trip Inspection	_____
	B.	Driving Ability	_____
	C.	Pupil Management	_____
	D.	Bus Care	_____
	E.	Safety and Judgment	_____

ATTITUDE AND INTERPERSONAL SKILLS	A.	Demonstrates a positive disposition toward the staff, students, job and supervision.	_____
	B.	Demonstrates an ability to cooperate well with students and community.	_____

COOPERATIVENESS	A.	Demonstrates a willingness to accept new assignments, suggestions or new methods and ideas.	_____
-----------------	----	---	-------

ATTENDANCE	A.	Dependability	_____
	B.	Punctuality	_____

RECORD KEEPING	A.		_____
----------------	----	--	-------

PERSONAL APPEARANCE	A.	Demonstrates appropriate dress and grooming in keeping with the job.	_____
---------------------	----	--	-------

INITIATIVE	A.	Demonstrates an ability to be self-directed, takes pride in his/her work and requires a minimum of supervision.	_____
------------	----	---	-------



If any area is marked either "needs improvement" or "does not meet minimum requirements" specific steps to improve performance will be noted in the "comments" section and/or on a separate sheet attached to this form.

Signature of Evaluator

Title

Date

Signature of Employee

Date

Employee's signature indicates receipt of this evaluation but does not necessarily imply agreement.



1 MEMORANDUM OF UNDERSTANDING

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ASOTIN-
5 ANATONE CHAPTER AND THE ASOTIN-ANATON SCHOOL DISTRICT #420 PURSUANT TO
6 ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT
7

8
9 The parties agree to the following:
10

11
12 For the 2022-23 school year, bus drivers that are en route before 11:00 am will be reimbursed for lunch
13 not to exceed WA state per diem. Drivers will also be reimbursed for dinner for any meals that are not
14 provided if they return after 7:00 pm., not to exceed WA state per diem. Receipts must be attached and
15 submitted to the additional hour's sheet on the same payroll cycle as the trip. Per IRS requirements,
16 reimbursement will be done through payroll so taxes can be withheld.
17

18
19 Current Washington Per Diem Rates is attached.
20
21
22
23
24
25
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30
31
32

33 This Memorandum of Understanding shall become effective September 1, 2022, shall remain in effect
34 until August 31, 2023, and shall be attached to the current Collective Bargaining Agreement.
35
36
37

38 PUBLIC SCHOOL EMPLOYEES OF
39 WASHINGTON/SEIU LOCAL 1948

40 ASOTIN-ANATONE CHAPTER

ASOTIN-ANATONE SCHOOL DISTRICT #420

41
42
43
44 BY: */Signed by/*
45 Miranda Weber, Chapter President

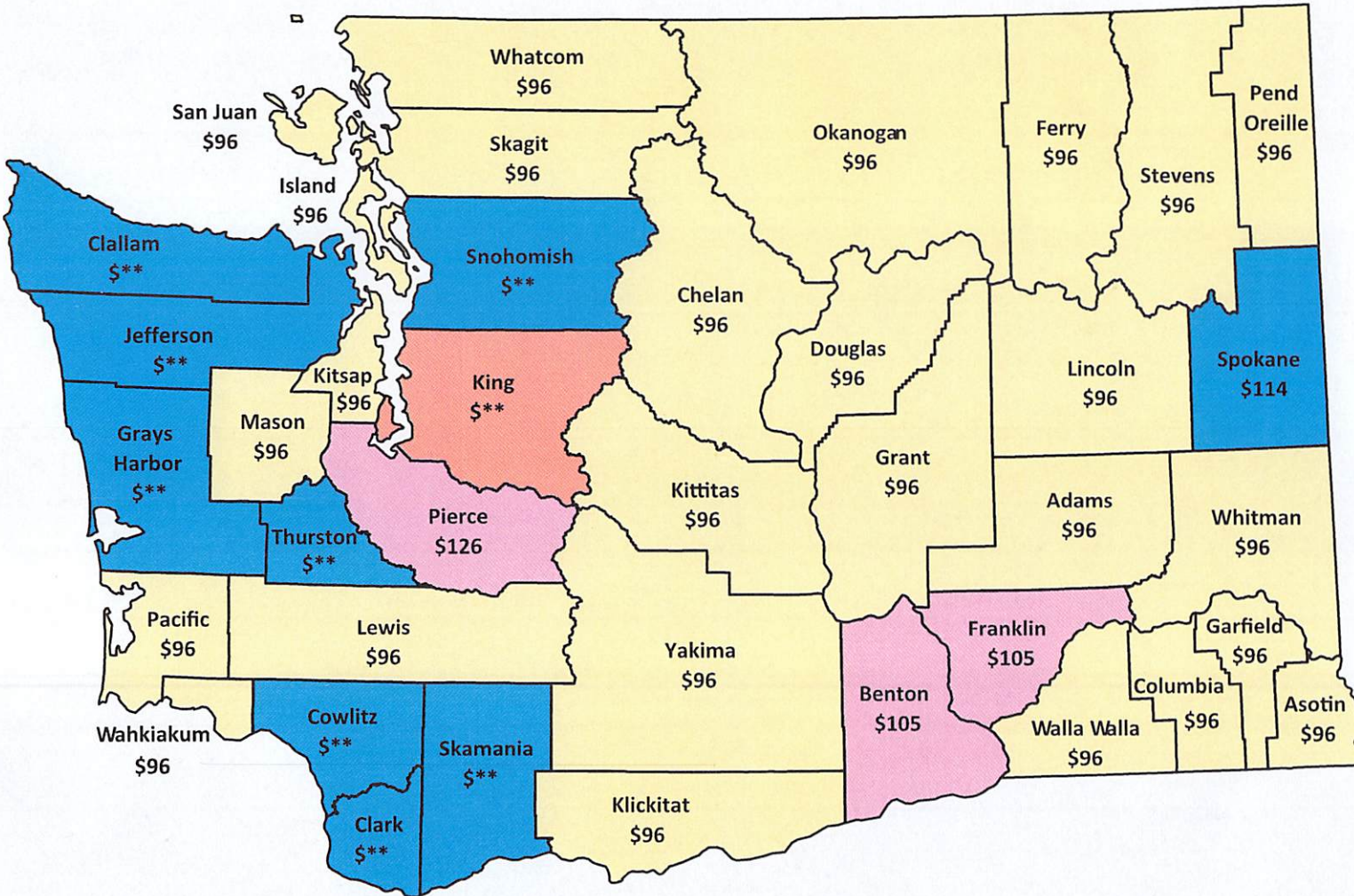
BY: */Signed by/*
Dale Bonfield, Superintendent

46
47 DATE: *9/1/22*

DATE: *9/1/22*



Per Diem Rates - As of July 1, 2022



TOTAL	B	L	D
\$59	\$15	\$18	\$26
\$69	\$17	\$21	\$31
\$74	\$19	\$22	\$33
\$79	\$20	\$24	\$35

\$ Maximum Lodging Rate
**** Seasonal Lodging Rates for Counties:**

Clark, Cowlitz, & Skamania	06/01 - 10/31	\$182
	11/01 - 05/31	\$152
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$104
Grays Harbor	07/01 - 08/31	\$137
	09/01 - 06/30	\$111
King	05/01 - 10/31	\$232
	11/01 - 04/30	\$176
Snohomish	06/01 - 08/31	\$139
	09/01 - 05/31	\$116
Thurston	09/01 - 10/31	\$112
	11/01 - 08/31	\$133

POV Mileage Rate

The privately owned vehicle mileage reimbursement rate is \$0.625 per mile. (effective 7/1/2022)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

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5 ANATONE CHAPTER AND THE ASOTIN-ANATON SCHOOL DISTRICT #420 PURSUANT TO
6 ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8 The parties agree to the following:
9

- 10
11 1. The two (2) hour route minimum will be waived due to the need for a one (1) hour route in the
12 afternoon.
13
14 2. The parties agree that at the conclusion of the 2022-23 school year this shall be renegotiated,
15 with the understanding that routes historically have been a two (2) hour minimum.
16
17 3. This memorandum shall be non-precedent setting in nature.
18
19
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27

28 This Memorandum of Understanding shall become effective upon signature of both parties, shall
29 remain in effect until June 30, 2023, and shall be attached to the current Collective Bargaining
30 Agreement.
31
32
33
34
35

36 PUBLIC SCHOOL EMPLOYEES OF
37 WASHINGTON/SEIU LOCAL 1948

38 ASOTIN-ANATONE CHAPTER

ASOTIN-ANATONE SCHOOL DISTRICT #420

39
40
41
42 BY: /signed by/
43 Miranda Weber, Chapter President

42 BY: /signed by/
43 Dale Bonfield, Superintendent

44
45
46 DATE: 5/4/23

46 DATE: 5/4/23
47
48



1 **MEMORANDUM OF UNDERSTANDING**

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3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ASOTIN-
5 ANATONE CHAPTER AND THE ASOTIN-ANATON SCHOOL DISTRICT #420 PURSUANT TO
6 ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:

- 10
11 1) Due to budget cuts the accompanist position was reduced for the 2022-2023 school year.
12
13 2) The Music accompanist position will have a split shift since the district does not have funds to
14 cover the time between shifts.
15
16 3) Joel Pals and Daelynn Knoll will work together to verify hours on the Payroll Tracking-Music
17 google document to verify the yearly hours worked do not go beyond the yearly hours donated.
18
19 4) The accompanist will turn in time sheets for hours worked on the 15th and the 30th of each
20 month. Hours will be paid monthly as worked with no guarantee of paycheck in July and
21 August. The Superintendent will sign off on all time sheets.
22
23 5) Joel Pals and Daelynn Knoll will work with Human Resources to verify that pay and benefits
24 do not exceed the grants obtained: AAEF \$1000, Music Matters \$3000, PTO \$1050 and the
25 Asotin-Anatone SD \$300 contribution for a total of \$5,350.
26
27
28
29
30

31 This Memorandum of Understanding shall become effective upon signature of both parties, shall
32 remain in effect until June 30, 2023, and shall be attached to the current Collective Bargaining
33 Agreement.
34

35
36
37 PUBLIC SCHOOL EMPLOYEES OF
38 WASHINGTON/SEIU LOCAL 1948

39
40 ASOTIN-ANATONE CHAPTER

ASOTIN-ANATONE SCHOOL DISTRICT #420

41
42
43 BY: /signed by/
44 Miranda Weber, Chapter President

BY: /signed by/
Dale Bonfield, Superintendent

45
46 DATE: 5/4/23

DATE: 5/4/23



1 **MEMORANDUM OF UNDERSTANDING**

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3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ASOTIN-
5 ANATONE CHAPTER AND THE ASOTIN-ANATONE SCHOOL DISTRICT #420 PURSUANT TO
6 ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8 Washington's Highly Capable Program is a component of the state's program of basic education.
9 School districts provide instruction, activities, and services that accelerate learning for young learners
10 identified as Highly Capable. To be eligible for identification, students must be enrolled in a school
11 district, charter school, or tribal-education compact school. Districts must define an educational
12 program for Highly Capable students, and comply with specific program-related provisions that,
13 integrated as a whole across the K–12 continuum, will deliver a comprehensive and equitable
14 education for Highly Capable students.
15

16 A para-pro with the district is working through Wes Nicholas at the elementary school to test eligibility
17 and assist students in the highly capable program.
18

19 Funding for the 2022-23 school year is available to provide additional pay/benefits for the increased
20 workload for testing K-12 students. This increase will be added to the para-pro’s hourly rate as
21 follows:
22

- 23 • Employee shall receive an additional eight dollars and fifty cents (\$8.50) per hour for time
24 working with highly capable students.
- 25 • Highly Capable funding will be reviewed each year. This additional salary could be eliminated
26 if state funding does not continue or if an AEA member wants to assume this position.
27
28
29
30
31

32 This Memorandum of Understanding shall become effective September 1, 2022, shall remain in effect
33 until June 30, 2022 and be attached to the current Collective Bargaining Agreement.
34
35
36
37

38 PUBLIC SCHOOL EMPLOYEES OF
39 WASHINGTON/SEIU LOCAL 1948
40

41 ASOTIN-ANATONE CHAPTER
42
43 BY: */Signed by/*
44 Miranda Weber, Chapter President
45

46 ASOTIN-ANATONE SCHOOL DISTRICT #420
47
48 BY: */Signed by/*
 Dale Bonfield, Superintendent

49 DATE: *5/4/23*

DATE: *5/4/23*



1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ASOTIN-
5 ANATONE CHAPTER AND THE ASOTIN-ANATONE SCHOOL DISTRICT #420 PURSUANT TO
6 ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 Both parties agree to the following:

- 10
11
12 1. 2023/2024 - Increase of 8.7% to all steps and classifications.
13 Schedule A is attached.
14
15 2. 2024/2025 - Increase of IPD to all steps and classifications.
16
17 3. 2025/2026 - Increase of IPD to all steps and classifications.
18
19 4. The Asotin-Anatone contract expires August 31, 2025. All other contract language will be
20 negotiated per usual starting in late Spring of 2025.
21
22
23
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29 This Letter of Agreement shall become effective September 1, 2023 and shall be attached to the
30 current Collective Bargaining Agreement.
31
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33
34
35

36 PUBLIC SCHOOL EMPLOYEES OF
37 WASHINGTON/SEIU LOCAL 1948

38 ASOTIN-ANATONE CHAPTER

ASOTIN-ANATONE SCHOOL DISTRICT #420

39
40
41
42 BY: /signed by/
43 Miranda Weber, Chapter President

BY: /signed by/
Dale Bonfield, Superintendent

44
45
46 DATE: 9/22/23

DATE: 9/22/23



SCHEDULE A
ASOTIN-ANATONE SCHOOL DISTRICT
SEPTEMBER 1, 2023 – AUGUST 31, 2024

Position	Year 1-5	Year 6-10	Year 11-15	Year 16 & Beyond
<u>PARAEDUCATORS</u>		5%	5%	5%
Paraeducator	19.29	20.25	21.27	22.33
Paraeducator-Medically Fragile	20.29	21.30	22.37	23.49
ParaSpecialist (grandfathered)	19.77	20.76	21.80	22.89
Media Specialist	22.50	23.63	24.81	26.05

<u>TRANSPORTATION</u>				
All Bus Driving and Standbay	23.41	24.58	25.81	27.10

<u>OFFICE ADMINISTRATION</u>				
Administrative Assistant	23.12	24.28	25.49	26.76
HS Admin Asst/ASB Act Payable	25.41	26.68	28.01	29.42

<u>CUSTODIAL</u>				
Lead Custodian	23.31	24.48	25.70	26.98
Custodial	22.19	23.30	24.46	25.69
Grounds/Custodial	22.19	23.30	24.46	25.69

<u>FOOD SERVICE</u>				
Food Service Helper	18.01	18.91	19.86	20.85
Assist. Cook	18.62	19.55	20.53	21.55
Custodial/FS Helper	19.66	20.64	21.68	22.76

8.7% increase in column 1-5
5% increase between columns



PSE Salary Schedule A

2024-25

(3.7% above 2023-24)

POSITION	Year 1-5	Year 6-10	Year 11-15	Year 16 & Beyond
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PARAEDUCATORS

	5%	5%	5%	
Paraeducator	\$20.00	\$21.00	\$22.05	\$23.15
Paraeducator-Medically Fragile (\$1 more per hour)	\$21.00	\$22.00	\$23.05	\$24.15
ParaSpecialist (grandfathered)	\$20.50	\$21.53	\$22.61	\$23.74
Media Specialist	\$23.33	\$24.50	\$25.73	\$27.02

TRANSPORTATION

All Bus Driving and Standby	\$24.28	\$25.49	\$26.76	\$28.10
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OFFICE ADMINISTRATION

Administrative Assistant	\$23.98	\$25.18	\$26.44	\$27.76
HS Admin Asst/ASB Act Payable	\$26.35	\$27.67	\$29.05	\$30.50

CUSTODIAL

Lead Custodian	\$24.17	\$25.38	\$26.65	\$27.98
Custodial	\$23.01	\$24.16	\$25.37	\$26.64
Grounds/Custodial	\$23.01	\$24.16	\$25.37	\$26.64

FOOD SERVICE

Food Service Helper	\$18.68	\$19.61	\$20.59	\$21.62
Assist. Cook	\$19.31	\$20.28	\$21.29	\$22.35
Custodial/FS Helper	\$20.39	\$21.41	\$22.48	\$23.60

3.7% increase in column 1-5

5% increase between columns

DocuSigned by:

Dale Bonfield

822FA3176266440

Dale Bonfield, Superintendent

5/17/2024

Date

DocuSigned by:

Miranda Weber

A3D920DB147A4A0

Miranda Weber, PSE President

5/16/2024

Date