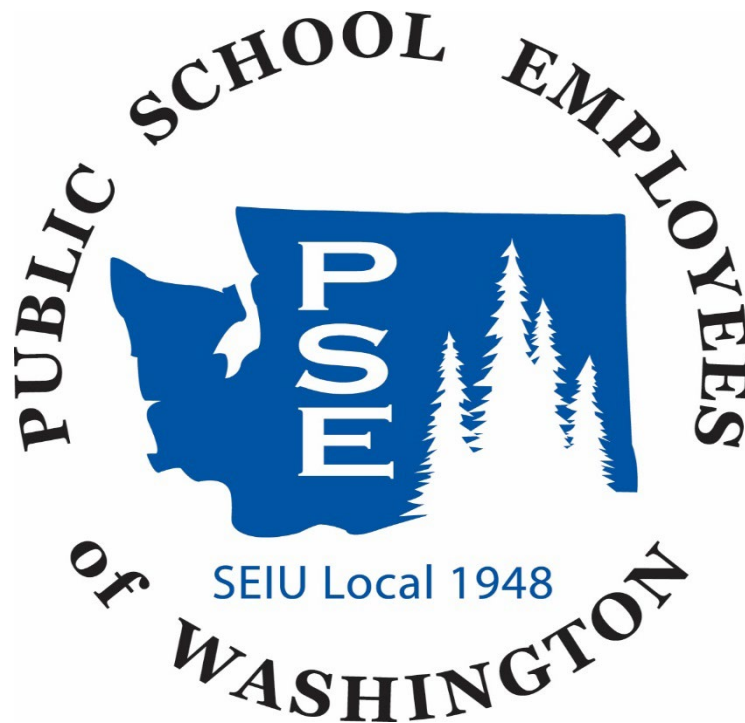


COLLECTIVE BARGAINING AGREEMENT BETWEEN  
**BURLINGTON-EDISON SCHOOL DISTRICT #100**  
AND  
**PUBLIC SCHOOL EMPLOYEES**  
**BURLINGTON-EDISON CHAPTER # 803**

SEPTEMBER 1, 2023 - AUGUST 31, 2025



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## TABLE OF CONTENTS

	Page
PREAMBLE	1
ARTICLE I	1
ARTICLE II	3
ARTICLE III	3
ARTICLE IV	4
ARTICLE V	5
ARTICLE VI	6
ARTICLE VII	11
ARTICLE VIII	13
ARTICLE IX	18
ARTICLE X	20
ARTICLE XI	21
ARTICLE XII	22
ARTICLE XIII	22
ARTICLE XIV	23
ARTICLE XV	24
ARTICLE XVI	24
ARTICLE XVII	27
ARTICLE XVIII	28
ARTICLE XIX	29
SIGNATURE PAGE	31
SCHEDULE A	32

1  
2  
3  
4  
5  
6  
7  
8  
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11  
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13  
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**P R E A M B L E**

This Agreement is made and entered into between Burlington-Edison School District (hereinafter "District") and the Public School Employees of Burlington-Edison, an affiliate of Public School Employees of Washington (hereinafter "Association").

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

**ARTICLE I**  
**RECOGNITION AND COVERAGE OF AGREEMENT**

**Section 1.1.**

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit as defined in Section 1.4, except as described in Section 1.2, and the Association recognizes the responsibility of representing the interests of all such employees.

**Section 1.2.**

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).

**Section 1.3.**

The District agrees to provide current job descriptions for all positions covered by this Agreement to the President of the local chapter, upon request. Requests for reevaluation of existing positions will be made in writing to the Superintendent with a copy to the Association President. Job descriptions that are changed by the District which reflect substantial changes impacting the hours, wages and working conditions of the employee and new job descriptions that are created by the District covering employees under the scope of this Agreement will be made available to the President of the local chapter in advance of the implementation, if possible.

**Section 1.3.1. Reclassification Committee.**

A request for reclassification shall be submitted in writing to the Human Resources Office. A reclassification request must include the employee's current job title, the perceived increased job duties and/or responsibilities on which the reclassification request is made, and the proposed position and/or rate of pay.

Reclassification requests shall be reviewed by a committee comprised of two (2) employees appointed by the Association and two (2) non-bargaining unit employees appointed by the District. The committee may conduct its business at the District's option during non-working hours and shall have the following responsibilities:

- A. Review the written reclassification request;
- B. Interview the employee and their supervisor regarding current job requirements; and



- 1 C. Review all relevant documentation including the employee’s current job description.  
2 Upon completion of the above, the committee shall make a decision regarding the request and  
3 shall provide an explanation for the decision. Said decision shall not be subject to review or  
4 appeal through the Article XIV – Grievance Procedure.  
5

6 The written and verbal contents of a reclassification request and review shall be confidential except  
7 as required by law.  
8

9 **Section 1.4.**

10 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the  
11 following general job classifications:  
12

13	Administrative Assistant	Maintenance - Grounds
14	Instructional Assistants	Professional - Technical
15	Custodial	Technology Support
16	Food Service	Transportation

17

18 The Superintendent/Board of Directors' Secretary, Payroll Secretary and the District Auditor are exempt  
19 from Association representation.  
20

21 **Section 1.5. Definition of Positions.**  
22

- 23 A. Regular Position is a position covered by all of the provisions of this Agreement. The parties  
24 understand that certain positions are funded by grants and, if the position is eliminated due to the  
25 withdrawal of funding, affected employees will be in a layoff status until such time as they bid on  
26 and are awarded an open position.
- 27 B. Temporary Position is a new position created by the District with the actual intent that this position  
28 will only last for a period during the school year for which it is created. An employee shall work in a  
29 temporary position for a minimum of sixty (60) working days to be covered by all the provisions of  
30 this Agreement. In addition, upon completion of the term of the temporary position, the leave  
31 replacement employment is terminated.
- 32 C. Substitute Employee is one who fills in for another employee.
- 33 1. Substitute employees who work for less than thirty (30) workdays in a school year are not  
34 covered by this Agreement.
  - 35 2. Substitute employees who work thirty (30) or more intermittent workdays in a school year  
36 period are included in the bargaining unit limited to the Sub column of Schedule A and the  
37 grievance procedure with regard to the proper application of Schedule A.
  - 38 3. Substitute employees hired to fill position on Board-approved leaves of absence will be hired  
39 for the duration of such leave, during which time they shall be subject to Schedule A and the  
40 grievance procedure with regard to the proper application of Schedule A. In addition, upon  
41 completion of the term of the leave, the leave replacement substitute’s employment is  
42 terminated.
- 43 D. The District may hire AVID tutors and pay them at minimum wage; AVID tutors shall not be covered  
44 by the provisions of this Agreement.  
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**ARTICLE II**

**RIGHTS OF THE EMPLOYER**

**Section 2.1.**

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

**Section 2.2.**

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

**ARTICLE III**

**RIGHTS OF THE EMPLOYEES**

**Section 3.1.**

Neither the District nor the Association shall directly or indirectly interfere with, restrain, coerce, or discriminate against the employees in the free exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining, or in the free exercise of any other right under RCW 41.56.

**Section 3.2.**

Each employee, after having brought a matter of concern regarding the application or interpretation of this Agreement to their immediate District Supervisor and not receiving satisfaction, shall have the right to bring the specific question regarding the application or interpretation of the Agreement to the appropriate Association representatives and/or appropriate District officials.

**Section 3.3.**

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.

**Section 3.4.**

Neither the District, nor the Association, shall unlawfully discriminate against any employee with respect to the employment of any person because of the person's age, gender, marital status, race, creed, color, national origin, sexual orientation, or the presence of any sensory, mental, or physical handicap disability, unless based upon a bona fide occupational qualification provided that the prohibition against discrimination



1 because of such handicaps disabilities shall not apply if the particular disability prevents the proper  
2 performance of the particular worker or others involved.

3  
4 **Section 3.5.**

5 The District agrees to consult with, discuss, and receive input from the Association with regards to those  
6 bargainable conditions of employment concerning the employees' work year.

7  
8 **Section 3.6.**

9 Nothing in this agreement precludes the District from providing documents in accordance with public  
10 disclosure laws. The District will notify the employee prior to the release of any requested record pursuant  
11 to RCW 42.56.250. Employees may contact Human Resources or their designee for further information  
12 regarding their rights under the current law.

13  
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15  
16 **ARTICLE IV**

17  
18 **RIGHTS OF THE ASSOCIATION**

19  
20 **Section 4.1.**

21 The Association has the right and responsibility to represent the interests of all employees in the unit by  
22 presenting its concerns either orally or in negotiations on personnel matters, including wages, hours, and  
23 working conditions in accordance with RCW 41.56.030, Subsection (4).

24  
25 **Section 4.2.**

26 The Association will be notified by the District of a grievance by an employee in the bargaining unit when  
27 such grievance is presented to the District in accordance with the terms of Article XIV. The Association is  
28 entitled to have an observer at formal hearings conducted by District officials regarding matters arising out  
29 of a grievance and to make known the Association's views concerning the case.

30  
31 **Section 4.3.**

32 The District will provide a monthly bargaining unit list transmitted electronically in Excel format to  
33 [membership@pseofwa.org](mailto:membership@pseofwa.org) and the Association Membership Officer (or whomever is responsible at the  
34 Association level for Membership) containing each bargaining unit employee's: name; employee number;  
35 classification; job title; work location; personal phone number; address; work e-mail address; hourly rate of  
36 pay; FTE, SEBB eligibility and union dues paid. The District will provide each new employee with a copy  
37 of this Agreement which will be furnished to the District by the Association.

38  
39 **Section 4.4.**

40 The Association reserves and retains the right to delegate any right or duty contained herein to appropriate  
41 officials of the Association.

42  
43 **Section 4.5.**

44 The District will agree to provide personnel information submitted to OSPI regarding employees in the  
45 bargaining unit upon reasonable request by the Association.

1 **Section 4.6. Bulletin Boards.**

2 The District shall provide bulletin board space in each school, if requested by the Association member in  
3 said school, for the use of the Association. The bulletins posted by the Association are the responsibility of  
4 the officials of the Association. Each bulletin shall be signed by the Association official responsible for its  
5 posting. Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by  
6 employees or the Association of pamphlets, advertising, political matter, notices of any kind, or literature on  
7 District property, other than herein provided.

8  
9 **Section 4.6.1.**

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

12  
13 **Section 4.7.**

14 Up to twenty (20) days of leave shall be available each school year to the Association, for use by employees  
15 designated by the Association, for the purpose of conducting Association business. Such days shall be known  
16 as Association Leave and requests for such days must be in writing to the Superintendent or Designee at  
17 least five (5) working days prior to the release day(s) requested, except by mutual agreement. The cost for  
18 substitutes will paid for from chapter funds. Additional Association Leave will be considered by the District  
19 on a case-by-case basis.

20  
21 **Section 4.8.**

22 Night custodians may be allowed to attend PSE meetings for a maximum of ninety (90) minutes per  
23 meeting, provided their building is secured and locked before leaving, and provided further that they shall  
24 complete their regular duties.

25  
26 **Section 4.9.**

27 Association leadership shall have access to new employees for thirty (30) minutes at the end of each new  
28 employee orientation for classified employees. For classified employees hired outside of the scheduled new  
29 employee orientation sessions, the District agrees to allow Association leadership to meet with newly hired  
30 employee(s) during the employee’s paid time (extra time will not be paid by the district for this purpose).  
31 Association leadership will be responsible for scheduling said meetings.

32  
33 **Section 4.10.**

34 The District’s Human Resources Department will provide Association leadership with contact information  
35 for all newly hired classified employees, including their name, address, phone number, email address, and  
36 worksite, within such time frame as to facilitate a meeting with Association leadership within the first thirty  
37 (30) days of employment.

38  
39  
40  
41 **ARTICLE V**

42  
43 **ASSOCIATION REPRESENTATION**

44  
45 **Section 5.1.**

46 The Association will designate a Conference Committee of three (3) members who will meet with the  
47 Superintendent of the District and/or the Superintendent's designated representatives on a mutually  
48 agreeable basis to discuss appropriate matters.



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**Section 5.2.**

The District will provide suitable space to conduct such meetings.

**Section 5.3.**

When formal meetings are held between representatives of the Association and representatives of the District pursuant to Section 5.1, formal minutes may be prepared upon the request of either party. Preparation of the minutes will be by a mutually agreed upon person participating in the meeting. Copies of the completed minutes will be furnished to the Association and the District.

**Section 5.4.**

The Association representative shall represent the Association and employees in meetings with officials of the District to discuss the application and interpretation of this Agreement. They may receive and investigate complaints or grievances of employees and thereafter advise employees of rights and procedures outlined in this Agreement. They may not, however, continue to advise the employee on courses of action after the employee has indicated that he does not desire to pursue a grievance.

**ARTICLE VI**

**HOURS OF WORK AND OVERTIME**

**Section 6.1.**

Normally, the workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

**Section 6.1.1.**

Except in the case of an emergency, each employee shall be assigned to a definite and regular shift workweek, and work schedule with a definite beginning and ending time which shall not be changed without prior notice to the employee of three (3) calendar weeks, provided, however, this notice may be waived by the employee.

**Section 6.2.**

Each employee shall be assigned to a definite shift with designated times of beginning and ending. The first shift is defined as any work shift beginning between 5:00 a.m. and 1:29 p.m. The second shift is defined as any work shift beginning between 1:30 p.m. and 6:00 p.m., except in the case of bus drivers who work a morning route only, these hours shall be considered as a first shift.

**Section 6.2.1.**

The first shift shall consist of eight (8) hours of work out of a minimum of eight and one-half (8½) hours or a maximum of nine (9) hours of consecutive time coinciding with a minimum of thirty (30) minutes to a maximum of sixty (60) minutes of uninterrupted lunch period as near the middle of the shift as is practicable and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which shall occur as near the middle of each half shift as is practicable.





1  
2 **Section 6.2.2.**

3 The second shift shall consist of seven and one-half (7½) hours of work out of eight (8) hours of time  
4 coinciding with a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is  
5 practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second half  
6 rest period, both of which rest periods shall occur as near the middle of each half (½) shift as is  
7 practicable.  
8

9 **Section 6.3.**

10 In the event an employee is assigned to a shift less than the normal work shift previously defined in this  
11 Article, the employee shall be given a fifteen (15) minute rest period for each three (3) hours of work. A  
12 maximum of two (2) fifteen (15) minute breaks will be allowed. Shifts in excess of four (4) hours per day  
13 shall include, in addition to the above, a non-paid uninterrupted lunch period of not less than thirty (30)  
14 minutes, to be as near the middle of the shift as possible.  
15

16 **Section 6.4.**

17 Employees required to work through their regular lunch periods will be given time to eat at a time agreed  
18 upon by the employee and the supervisor. In the event the District requires an employee to forego a lunch  
19 period and the employee works the entire shift, including the lunch period, the employee shall be  
20 compensated for the foregone lunch period at overtime rates.  
21

22 **Section 6.5.**

23 In the event of an unusual school closure due to inclement weather, the District will provide information to  
24 employees by updating the Burlington Edison School District Emergency Information line at 360.542.3420.  
25 Staff can also access the Burlington Edison School District website and click on Emergency Information.  
26 When there is a school closure, all twelve (12) month employees are required to report at their regularly  
27 scheduled time or as close to that time as conditions permit, or may request to work remotely with  
28 supervisor approval and when the employee may still fully perform the functions of their job. Employees  
29 who could not be notified and who report to work will be paid a two (2) hour minimum call at their base  
30 rate; provided, however, that no employee shall be entitled to a minimum call in the event of actual or  
31 constructive notification of the closure by the District prior to leaving home. In the event of delayed starting  
32 time for students due to inclement weather, all employees, except bus drivers, are required to report at their  
33 regularly scheduled time.  
34

35 **Section 6.6.**

36 The District may increase time within a position up to one (1) hour per day. Increases of more than one (1)  
37 hour per day within a position shall be considered a new and open position and shall be posted per  
38 Sections 9.6.1 and 9.9. except as provided in Section 6.6.1. below.  
39

40 **Section 6.6.1.**

41 Instructional Assistants (excluding substitutes) whose regularly scheduled hours of work are  
42 reduced more than a total of one (1) hour during two (2) consecutive school years will have  
43 first right of refusal to restoration of hours as they become available in the Assistant's  
44 building/worksites provided the Assistant is qualified to perform the work of the available  
45 hours. If more than one (1) employee has lost hours in excess of one (1) hour within a  
46 building/worksites time added back will be offered on the basis of seniority provided the  
47 Assistant has submitted a written showing of interest for additional time to his/her principal  
48

1 or site supervisor. Principals/directors will notify all employees within their  
2 building/worksite about any available extra hours. An employee will forfeit rights to  
3 reinstate hours if they do not respond to the first offer of hours within three (3) workdays.  
4

#### 5 **Section 6.7. Bus Driver Workday and Added Time.**

6 Shifts shall be established for transportation personnel in relation to the routes and driving times necessary  
7 to fulfill tasks assigned by the Transportation Director. The work time for bus drivers will be the actual  
8 route time plus one-half (½) hour per day (two and one-half (2½) per week) for the purpose of checking,  
9 maintaining, cleaning, and washing their assigned vehicle. If the driver is assigned to more than one (1)  
10 vehicle during the regular workday, the time for cleaning, fueling, and safety inspection shall apply to each  
11 vehicle. A maximum of three (3) hours per assigned vehicle(s) for end-of-year responsibilities of cleaning  
12 and inspections may be reported for payment on a timesheet.  
13

14 Extra trips (all trips other than regular daily scheduled runs) shall be compensated at the employee's regular  
15 hourly rate for two (2) hours or actual time, whichever is greater. If there is forty-five (45) minutes or less  
16 between the regular assignment and an extra run, time for added pay will begin at the end of the regular  
17 shift.  
18

19 Extra trip bus drivers shall be required to check their bus at thirty (30) minute intervals. Employees on  
20 standby shall be required to check their bus at thirty (30) minute intervals. Overnight trips shall be the same  
21 as extra trips except eight (8) hours shall be deducted for driver's unpaid personal time. If weekly hours of  
22 paid work exceed forty (40), overtime rates shall apply.  
23

#### 24 **Field Trip Board**

##### 25 **Eligibility**

- 26
- 27 A. All regular AM/PM drivers will be placed on the Biddable Trip Board. The trip board will be in  
28 seniority order and a complete rotation will be made before substitutes are called to drive an extra trip.  
29 New drivers will be placed on the trip board as soon as they become a regular AM/PM driver.
- 30 B. Drivers shall not be considered eligible for extra trips if the extra trip conflicts in any way with the  
31 driver's regularly assigned duties, or if the extra trip would require the District to pay overtime, unless  
32 the District decides otherwise.
- 33 C. Each year, drivers may take up to eight (8) extra trips for personal reasons called "special requests". The  
34 District shall have the right to accept or deny such requests. The driver shall not lose next rotation on  
35 the trip board if the special request was taken from the non-biddable trip board and the special request is  
36 accepted. If the driver special requests a trip that is taken from the regular trip board (am/pm drivers) and  
37 the request is accepted, the driver will then lose the next rotation on the trip board. More than two (2)  
38 "special request" trips per day must be approved by the District.
- 39 D. AM Drivers – Each year, drivers may take up to eight (8) extra trips for personal reasons called "special  
40 requests". The District shall have the right to accept or deny such requests. The driver shall not lose next  
41 rotation on the trip board if the special request was taken from the non-biddable trip board and the  
42 special request is accepted. If the driver special requests a trip that is taken from the regular trip board  
43 (AM drivers) and the request is accepted, the driver will then lose the next rotation on the trip board.  
44 More than two (2) "special request" trips per day must be approved by the District.  
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1 **Award Guidelines**

- 2 A. The driver who is awarded the trip will receive a trip sheet at the time of bidding.
- 3 B. Dispatchers may assign trips or emergency short notice trips on which no one bids.
- 4 C. If the trip is canceled, the driver has the option to take the re-scheduled trip or return to the top of the trip
- 5 roster for the next round of bidding.

6  
7 **Logistics**

- 8 A. There will be two (2) lists kept by seniority. One (1) for regular trips and one (1) for short notice trips.
- 9 B. A Short Notice Trip Board will be available to regular AM/PM drivers.
- 10 C. The standardized bidding time for field trips will be Monday mornings or the first working day of the
- 11 week, after the regular AM bus runs.
- 12 D. Field trips shall be assigned on a rotating seniority basis. Each quarter, drivers will be listed by seniority
- 13 to start the rotation.
- 14 E. All known trips for the next fourteen (14) days shall be posted. Each driver has the responsibility to
- 15 check the posting. If a driver is unable to attend the Monday bidding session, it is the driver’s
- 16 responsibility to give the dispatcher their preference.

17  
18 **Section 6.7.1.**

19 Supplemental/Extended routes shall be bid per Section 9.6.1, provided such assignment does not  
20 cause hardship on operation of the District. Any additional time, e.g., extra runs, music runs, midday  
21 runs, Head Start, Kindergarten and extended time, shall be reposted annually.

22  
23 **Section 6.7.2.**

24 All new and open routes that increase by thirty (30) minutes or more, by the end of the third (3<sup>rd</sup>)  
25 week of the school year, shall be re-posted. Any new or open routes that increase by thirty (30)  
26 minutes or more during the school year shall be re-posted within thirty (30) days of the increase in  
27 time.

28  
29 **Section 6.8.**

30 The District shall only use employees classified as regular bus drivers, including substitutes; meeting federal  
31 and Washington State requirements for school bus drivers to drive District buses unless an emergency  
32 arises. An emergency presupposes that a regular bus driver is not available and requires the use of a  
33 qualified driver.

34  
35 **Section 6.8.1. Charters.**

- 36 A. The District may charter buses for ROTC trips. In addition, the District has the discretion of
- 37 chartering up to four (4) trips per school year for any reason.
- 38 B. The District may use a charter bus when there are not enough drivers or equipment to cover a
- 39 trip(s).

40  
41 **Lack of Drivers:** The District cannot fill routes or scheduled trips with regular drivers or substitute  
42 drivers. The supervisor, mechanics, or the dispatcher will not be considered as a driver in this  
43 situation. They are reserved for emergencies. The District does recognize if a mechanic is used in  
44 an emergency, the regular driver would have priority to the trip/route with the most hours.

45  
46 **Lack of Equipment:** All buses are in use or out of service. The District needs two (2) sixty-six (66)  
47 plus passenger buses on standby during the daily route time. Excluded from long trips are the  
48 District buses that do have storage compartments that will hold some of the items to be safely



1 transported on some of the extra trips (i.e., marching band instruments), nor can these items be safely  
2 stowed in the passenger area of the school bus for long trips. A committee, comprised of the  
3 Association President, the two (2) Association representatives for bus drivers, and the transportation  
4 supervisor will determine when in the interest of safety an alternate mode of transportation may be  
5 used (such as charter buses).

6  
7 **Section 6.8.2. Van Usage.**

8 Van/SUV-type vehicles may be used to transport no more than sixteen (16) students. When  
9 transporting more than sixteen (16) students, a school bus shall be required except as noted in the  
10 preceding Section 6.8.1. Charters.

11  
12 **Section 6.9.**

13 Bus drivers shall be paid at the appropriate rate for downtime because of road restrictions. On downtime  
14 days the driver would be requested to report for work each day unless notice is given to the contrary.

15  
16 **Section 6.9.1.**

17 The Supervisor of Transportation will hold a minimum of two (2) driver's meetings annually.  
18 Drivers shall receive their regular rate of pay for attendance at all such meetings.

19  
20 **Section 6.9.2. Video Cameras.**

21 The District uses video cameras in school buses to monitor student behavior and such use is not  
22 intended to replace or supplant the normal driver evaluation procedure. The parties understand and  
23 agree to the following items concerning utilization of video tapes recorded on school buses.

- 24  
25 A. The Transportation Supervisor will make reasonable efforts to accommodate drivers who  
26 request to view video tapes taken on their bus by scheduling such viewing at times which do  
27 not interfere with the normal operation of the Transportation Department or cause the District  
28 to incur additional compensation costs.  
29 B. Drivers will be invited to attend meetings requested by parents to view video tapes on school  
30 buses which include their child or affected driver.

31  
32 **Section 6.10.**

33 Upon employment as a substitute or regular bus driver employees will receive pay for twenty (20) hours of  
34 training at the substitute rate of pay. Upon employment as a substitute or regular non-CDL driver,  
35 employees will receive pay for fifteen (15) hours of training at the substitute rate of pay.

36  
37 Upon hire, the District will reimburse a successful candidate for the cost of CDL license, permit test, permit  
38 license and CDL physical for any employee required by the District to obtain a CDL and bus driver license  
39 after he/she already is employed in a position not requiring such training and licensing. If an employee  
40 separates from employment prior to one hundred twenty (120) school days, the employee will have these  
41 reimbursements deducted from the employee's final paycheck.

42  
43 Bus Driver Trainee must fulfill required background checks before compensation is provided; however,  
44 training can commence prior to background checks.

45  
46 The Annual In-service training is recognized as a separate activity and all current or separated staff who  
47 attend and sign an intent to bid on a route or be a substitute Bus Driver will be paid for first-aid and Annual  
48 In-service training.

1 **Section 6.11.**

2  
3 **Section 6.11.1.**

4 In the assignment of overtime, the District agrees to provide the employee with as much advance  
5 notice as practicable in the circumstances. Normally an employee designated to work overtime on  
6 days other than the workweek will be advised of the possibility no later than twenty-four (24) hours  
7 prior to the end of the last shift before the overtime commences.  
8

9 **Section 6.11.2.**

10 All hours compensated in excess of forty (40) hours in a normal week shall be compensated at the  
11 rate of one and one-half (1½) times the employee's regular pay. A normal week is defined in Section  
12 6.1 as hours worked Monday through Sunday. Bus drivers are paid in accordance with Section 6.8.  
13

14 **Section 6.11.3.**

15 All normal shift hours worked on the sixth consecutive day shall be compensated at the rate of one  
16 and one half (1½) times the employee's regular pay except with a prior agreement between employee  
17 and the immediate supervisor to trade normal hours for sixth or seventh day hours. All hours worked  
18 on the seventh consecutive day shall be compensated at a rate twice the employee's regular pay.  
19

20 **Section 6.11.4.**

21 Employees called back on the sixth or seventh consecutive workday shall receive no less than two  
22 (2) hour's pay at the appropriate rate. If asked to stay beyond the normal shift on a regular workday,  
23 the employee shall receive no less than one (1) hour's pay at the appropriate rate.  
24

25 **Section 6.11.5.**

26 Employees called back outside the regular, assigned workday will receive no less than two (2) hour's  
27 pay, at time and one half the employee's regular rate of pay.  
28

29 **Section 6.12.**

30 Employees will participate in all state required professional development as determined by the District.  
31 Such training will be provided during an employee's regular working hours when possible. Any hours  
32 required outside of the employee's normal workday will be paid at the applicable rate of pay.  
33

34 **Section 16.13.**

35 Employees holding a valid emergency teaching certificate who are requested by the District to act as a  
36 certificated substitute shall receive the certificated substitute rate of pay or the employee's regular hourly  
37 rate of pay plus one dollar fifty cents (\$1.50), whichever is greater, for all hours worked in that capacity.  
38

39  
40 **ARTICLE VII**

41  
42 **HOLIDAYS AND VACATIONS**

43  
44 **Section 7.1.**

45 All employees shall receive the following paid holidays that fall within their scheduled work year:  
46  
47  
48



- |   |                           |                                       |
|---|---------------------------|---------------------------------------|
| 1 | 1. New Year's Day         | 8. Labor Day                          |
| 2 | 2. Martin Luther King Day | 9. Veterans' Day                      |
| 3 | 3. President's Day        | 10. Thanksgiving Day                  |
| 4 | 4. Friday of Spring Break | 11. Day after Thanksgiving            |
| 5 | 5. Memorial Day           | 12. Day before or day after Christmas |
| 6 | 6. Juneteenth             | 13. Christmas Day                     |
| 7 | 7. Independence Day       | 14. New Year's Eve Day                |

8

9 **Section 7.1.1. Unworked Holidays.**

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

18

19 **Section 7.1.2. Worked Holidays.**

20 Employees who are required to work on the above described holidays shall receive the pay due them  
 21 for the holiday, plus the addition of one and one-half (1½) times their regular hourly rate for hours  
 22 worked for the first eight (8) hours on such holiday. For all hours worked in excess of eight (8)  
 23 hours, the employee shall be paid at twice their regular hourly rate of pay. It is the intent of the  
 24 District and the Association to align all classified and certificated holidays where possible; if not  
 25 possible, and the classified holiday falls on a regular school day, then an alternate holiday will be  
 26 taken by affected classified personnel or will be paid as described in the preceding paragraph.

27

28 **Section 7.1.3. Holidays During Vacation.**

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

31

32 **Section 7.2. Vacations.**

33 All employees working twelve (12) months two hundred sixty (260 days) subject to this Agreement shall be  
 34 credited with days of vacation credit, based on days worked during the fiscal year September 1 through  
 35 August 31. Said vacation credit shall be earned and used as stipulated in this Article and Article XVI,  
 36 Section 16.5.

37

38 Employees working twelve (12) months two hundred sixty (260 days) shall take vacation days as paid  
 39 release time. Vacation may be taken as it is earned on a monthly basis or may be accrued as per Section  
 40 7.2.2.

41

42 Periods of vacation shall be scheduled in advance with the department supervisor. The vacation credit  
 43 schedule for full-time employees is as follows:

	Vacation Days	Vacation Days
<u>Year(s) of Service with the District</u>	<u>Annually</u>	<u>Monthly</u>
1st through 5th year	10	.83
6th through 14th year	15	1.25
15th through 20th year	20	1.66



1	21st year	21	1.75
2	22nd year	22	1.83
3	23rd year	23	1.92
4	24th year	24	2.00
5	25th year	25	2.08
6	26 <sup>th</sup> year	26	2.17
7	27 <sup>th</sup> year	27	2.25
8	28 <sup>th</sup> year	28	2.33
9	29 <sup>th</sup> year	29	2.41
10	30 <sup>th</sup> year	30	2.5

11  
12 **Section 7.2.1.**

13 Full time employees may not carry a balance of vacation days earned in excess of two (2) years.  
14 Any time accumulated beyond two (2) years as of August 31 of any year will be lost unless a time  
15 extension or additional pay (at the employee’s regular per diem) is mutually agreed to between the  
16 District and the employee. Upon separation from service by reasons of resignation, layoff, dismissal,  
17 retirement, or death, employees are entitled to a lump sum payment of unused vacation. No  
18 contributions will be made to an employee’s retirement account for accrued vacation in excess of  
19 thirty (30) days.

20  
21 **Section 7.2.2.**

22 Time on authorized leave of absence will be counted as continuous service for the purpose of  
23 establishing and retaining eligibility dates.

24  
25 **Section 7.2.3.**

26 Those employees who are considered school-year employees (less than 260 days employees) shall  
27 not take vacation days during their employment year. Effective September 1, 2016, vacation pay is  
28 incorporated into hourly rate. This was a one (1) time adjustment to the hourly rate.

30  
31  
32 **ARTICLE VIII**

33  
34 **LEAVES**

35  
36 **Section 8.1.**

37 Each employee shall be granted and accrue sick leave at a rate of twelve (12) days per year. Sick leave shall be  
38 vested when earned and may be accumulated up to the legal maximum for illness, injury, and emergencies,  
39 and accrue at a rate not more than twelve (12) days per annum. The District shall project the number of  
40 annual days of sick leave at the beginning of the school year according to the estimated calendar months the  
41 employee is to work during that year. Should an employee leave the employment of the District having used  
42 more sick leave than earned or accumulated, the employee's final pay warrant shall be adjusted for the  
43 amount of the unearned leave. Sick leave benefits shall be paid on the basis of base hourly rate applicable to  
44 the employee's normal daily work shifts; provided, however, that should an employee's normal daily work  
45 shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be  
46 paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the  
47 accumulated benefits will be expended on an hourly rather than a daily basis.



1 Employees, upon finding it necessary to be absent from their assigned duties by reason of illness or injury,  
2 shall notify their immediate supervisor at the earliest possible moment stating the reason. For planned  
3 surgeries or anticipated disablements which will necessitate illness or injury leave, the affected employee  
4 shall notify his or her immediate supervisor a reasonable time before the leave of the anticipated dates  
5 during which leave will be required, usually sixty (60) days in advance for planned or anticipated  
6 disablements or maternity disability. The employee shall provide a statement from his/her licensed medical  
7 doctor stipulating that the employee's health condition requires that disability leave be granted at the time of  
8 requested leave.

9  
10 Upon return to duty the employee shall be required to sign an absence report verifying that the absence was  
11 due to illness or injury. After five (5) consecutive days absence or pattern of regular, excessive or unusual  
12 absences, the District may ask the employee to provide a physician verification of the nature and extent of  
13 the illness.

14  
15 Physical disablement caused by maternity, childbirth and recovery therefrom shall be considered as a form  
16 of illness for the purposes of this leave. An employee who takes maternity disability leave shall return to  
17 work within ninety (90) days of childbirth unless the employee's doctor certifies in writing that she is unable  
18 to assume her duties. Use of sick leave shall only be available during the period of time a licensed medical  
19 doctor certifies that the employee is disabled and cannot work.

20  
21 **Section 8.1.1. Emergency Leave.**

22 Emergency leave may be granted for not more than four (4) days per year to classified employees  
23 with no deduction in pay. This leave is non-cumulative and will be taken from sick leave.

24 Emergency leave may be taken in case of emergencies as defined in the following:

- 25 A. The problem must have been suddenly precipitated, must be of such a nature that pre-  
26 planning is not possible or where pre-planning could not relieve the necessity for the  
27 person's absence.  
28 B. The problem cannot be one of minor importance or of mere convenience but must be  
29 of a serious nature.

30  
31 **Section 8.1.2. Sick Leave Attendance Incentive Program.**

32 In January of the year following any year in which a minimum of sixty (60) days of leave for illness  
33 or injury is accrued, and each January thereafter, any eligible employee may exercise an option to  
34 receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate  
35 equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued  
36 leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which  
37 compensation has been received shall be deducted from accrued leave for illness or injury at the rate  
38 of four (4) days for every one (1) day's monetary compensation. No employee may receive  
39 compensation for sick leave accumulation in excess of one (1) day per month. Payment must be  
40 made no later than the March payroll.

41  
42 **Section 8.1.3.**

43 At the time of separation from school district employment due to retirement or death, an employee or  
44 the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary  
45 compensation for each four (4) days accrued leave for illness or injury.

46  
47 For the purposes of this subsection, "eligible employee" means (a) employees who separate from  
48 employment due to retirement or death; (b) employees who separate from employment and who are



1 at least fifty-five (55) and have at least ten (10) years of service under the Washington School  
2 Employees Retirement System Plan 3 as defined in RCW 41.35.010(31); or (c) employees who  
3 separate from employment and who are at least fifty-five (55) and have at least fifteen (15) years of  
4 service under the Washington School Employees Retirement System Plan 2 as defined in RCW  
5 41.35.010(30), or under the Public Employees Retirement System Plan 2 as defined in RCW  
6 41.40.010(34).

7  
8 **Section 8.1.4. Shared Leave.**

9 Employees represented by this Agreement shall be able to utilize all rights and obligations available  
10 to them through any District-administered leave sharing program as authorized by state law and by  
11 District policies and procedures.

12  
13 **Section 8.2. Leave for Bereavement.**

14 Each employee shall be entitled to a maximum of five (5) days with pay for absence caused by death of a  
15 family member. "Family member" is defined as an individual(s) residing in the member's home, an  
16 immediate family member, or an extended family member. Bereavement leave is non-cumulative. The  
17 District reserves the right to require the employee to provide documentation regarding such leave requests.

18  
19 **Section 8.2.1. Family Illness.**

20 For serious illness of a spouse or family member, leave will be granted up to the extent of the  
21 employee's accumulated sick leave per year. Such leave shall be deducted from sick leave. Family  
22 shall be defined as everyone listed in Section 8.2 not including uncle, aunt, nephew, niece, brother-  
23 in-law, or sister-in-law.

24  
25 **Section 8.2.2.**

26 An employee, having exhausted all leaves in Article VIII (excluding Section 8.3, Personal Leave),  
27 may be granted a leave of absence without pay without loss of the District contribution towards  
28 benefits. Such leave of absence without pay must have approval from the Director of Human  
29 Resources or designee.

30  
31 **Section 8.3. Personal Leave.**

32 Four (4) days of personal leave will be allowed for the 2023-2024 school year. Five (5) days of personal  
33 leave will be allowed for the 2024-2025 school year. Employees shall provide as much advance notice as  
34 reasonably possible but no less than three (3) school days. These days, when used will not be subtracted  
35 from the employee's sick leave. Such leave is non-cumulative and shall not be used to extend vacations or  
36 holidays, unless approved by the immediate supervisor and superintendent or designee. This leave shall not  
37 be used by more than ten percent (10%) of the workforce on any given day. Personal leave will be prorated  
38 based on the following hire dates for the first year of employment. Employees with a planned mid-year  
39 resignation will have personal leave allocation pro-rated accordingly.

1 **Pro-Rated Schedule for 2023-24 school year:**

2

Hired as of November 30	Four (4) personal days
Hired between December 1 and February 1	Two (2) personal days
Hired after February 1	No personal days

3  
4  
5

6 **Pro-Rated Schedule for 2024-25**

7

Hired as of November 30	Five (5) personal days
Hired between December 1 and February 1	Three (3) personal days
Hired after February 1	No personal days

8  
9  
10

11 **Pro-Rated Schedule for Mid-Year Resignation for 2023-24 (based on effective date)**

12

Resignation after April 1	Four (4) personal days
Resignation between December 1 and March 30	Two (2) personal days
Resignation before December 1	No personal days

13  
14  
15

16 **Pro-Rated Schedule for Mid-Year Resignation for 2024-25 (based on effective date)**

17

Resignation after April 1	Five (5) personal days
Resignation between December 1 and March 30	Three (3) personal days
Resignation before December 1	No personal days

18  
19  
20

21  
22 Personal leave must be used prior to thirty (30) calendar days of the end of the employee's regular work  
23 year, unless special dispensation is granted by the Director of Human Resources. Employees may receive  
24 remuneration for up to three (3) unused personal leave days in the August pay period.

25 **Section 8.4. Maternity Leave.**

26  
27 Physical disablement caused by maternity, childbirth and recovery therefrom shall be considered as a form  
28 of illness for the purposes of sick leave. An employee who takes maternity disability leave shall return to  
29 work within ninety (90) days of childbirth unless the employee's doctor certifies in writing that she is unable  
30 to assume her duties. Use of sick leave shall only be available during the period of time a licensed medical  
31 doctor certifies that the employee is disabled and cannot work.

32 **Section 8.5. Adoptive Leave.**

33  
34 Up to three (3) days paid leave will be granted to an employee, either male or female, upon adoption of a  
35 child under six (6) years old. Said leave must be taken within twelve (12) months of adoption and, unless an  
36 emergency, the employee must give thirty (30) days prior notice for such leave. Such leave shall be  
37 deducted from the employee's accumulated sick leave.

38 **Section 8.6. Judicial Leave.**

39  
40 In the event an employee is summoned to serve as a juror or is named as a co-defendant with the District,  
41 the employee shall give reasonable notice of the obligation to serve and evidence of jury duty attendance  
42 must be presented at the end of the leave. Any compensation received for such service shall be made as a  
43 payroll deduction; however, such repayment shall not exceed the employee's normal daily pay less bona fide  
44 expenses. In the event an employee is summoned to court for any other reason, the employee may request  
45 an unpaid leave of absence.

1 **Section 8.7. Leave of Absence.**

2 Upon recommendation of the immediate supervisor through administrative channels to the superintendent,  
3 and upon approval of the Board of Directors, an employee may be granted a leave of absence for a period  
4 not to exceed one (1) year, provided, however, if the leave is granted due to extended illness or injury, one  
5 (1) additional year may be granted at the end of the first year.  
6

7 The employee will retain accrued sick leave, vested vacation and seniority rights while on leave of absence.  
8 However, vacation credits, sick leave and all other employment-related benefits shall not accrue. When an  
9 employee is on leave of absence, she/he must notify the District in writing of their intentions to return at  
10 least ninety (90) days prior to the expiration of the leave or rights to return will be lost.  
11

12 Current employees shall be allowed to move to a leave of absence assignment (subject to the seniority  
13 provisions of Section 9.6.1), provided that only one (1) such employee may do so for each leave of absence.  
14

15 **Section 8.7.1.**

16 A returning employee, if returning from a leave of absence necessitated by an illness or injury, will  
17 be assigned to the position occupied before the leave of absence. Current employees shall be  
18 allowed to move to such a leave of absence assignment (subject to the provisions of Section 9.6.1);  
19 provided, however, only one (1) employee may leave their regular assignment for each leave of  
20 absence.  
21

22 In instances where an employee must be on sick leave for forty-five (45) or more consecutive days of  
23 work, a current employee may fill the position based upon the conditions stated above. At the  
24 conclusion of the leave assignment, the employee will return to the employee's regular assignment.  
25 New employees hired as a result of such leave of absence will be hired for a specific period of time  
26 during which they shall be subject to all terms and conditions of this Agreement.  
27

28 **Section 8.7.2. Non-Medical Leave of Absence.**

29 Only employees who have been employed by the Burlington-Edison School District for five (5)  
30 years are eligible to apply for a non-medical leave of absence. However, the employee's supervisor  
31 may waive this requirement if it does not present a hardship to the Burlington-Edison School  
32 District. Examples of non-medical leaves of absence include, but are not limited to, a once in a  
33

34 lifetime vacation opportunity or living overseas when a spouse's employer transfers them. Such  
35 leaves should not be considered a "safety net" to preserve employment while one tries out other  
36 employment.  
37

38 In order to evaluate all non-medical leave requests, a committee will be established with membership  
39 representing both the Public School Employees and the Burlington-Edison School District. The  
40 committee's function will be to review such leave requests and make recommendations to the  
41 Superintendent, who will in turn make recommendations to the Board of Directors. One (1)  
42 employee per unit is eligible for a leave of absence, although the supervisor may waive this  
43 requirement if it does not present a hardship to the Burlington-Edison School District.  
44

45 A returning employee, if returning from a non-medical leave of absence will be assigned to the  
46 position occupied before the leave of absence, if it exists. If the employee's actual position does not  
47 exist, but a vacancy that is equivalent in duties and salary to the one held at the time the request for  
48 the non-medical leave was approved does, the employee shall be reinstated to that position, provided

1 he/she is qualified. If neither type of position exists at the time the employee returns from the leave  
2 of absence, they shall be placed on layoff status.

3  
4 **Section 8.7.2.1.**

5 The employee will retain accrued sick leave, vested vacation rights and seniority rights while  
6 on leave of absence. However, vacation credits and sick leave shall not accrue while the  
7 employee is on leave of absence.

8  
9 **Section 8.8. Military Leave.**

10 Military leave will be granted with the State and Federal Laws.  
11  
12  
13

14 **ARTICLE IX**

15 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**  
16  
17

18 **Section 9.1.**

19 The seniority of an employee within the bargaining unit shall be established as of the date on which the  
20 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be lost as  
21 hereinafter provided.  
22

23 **Section 9.2.**

24 Each new hire shall remain on a probationary status for a period of not more than six (6) months following  
25 the hire date. During this probationary period the District may discharge such employee at its discretion.  
26

27 **Section 9.3.**

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

31 **Section 9.4.**

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; or  
36 D. Change in job classification within the bargaining unit, as hereinafter provided.  
37

38 **Section 9.5.**

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

- 40 A. Time lost by reason of industrial accident, industrial illness or judicial leave;  
41 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the  
42 United States;  
43 C. Time spent on other authorized leaves of absence; or  
44 D. Time spent in layoff status up to eighteen (18) months.  
45

46 **Section 9.6.**

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

1  
2  
3  
4 **Section 9.6.1.**

5 The employee with the earliest hire date shall have preferential rights to vacation periods and shift  
6 selection. The employee with the earliest hire date shall have seniority rights regarding assignment  
7 to new or open jobs (positions) within classification, reduction in hours, and layoff when ability and  
8 performance are substantially equal with junior employees. If the District determines that seniority  
9 rights should not govern, the District shall set forth the reasons in writing to the employee or  
10 employees bypassed.  
11

12 **Section 9.7.**

13 Employees who change job classifications within the bargaining unit shall retain their hire dates in the  
14 previous classification until September 1 of the following school year, notwithstanding that they have  
15 acquired a new hire date and a new classification.  
16

17 **Section 9.7.1.**

18 Employees performing duties within two (2) or more classifications shall be placed on the seniority  
19 list of each classification. The seniority of an employee within each classification shall be  
20 established as of the hire date on which the employee began work in each classification.  
21

22 **Section 9.8.**

23 The District shall publicize within the bargaining unit for five (5) working days the availability of open  
24 positions as soon as possible after the District is apprised of the opening. An open position is defined as any  
25 position covered by this Agreement which is new or has become vacant because of transfer, resignation,  
26 termination, leave of absence, or death; provided, the District determines to fill such open position. Each  
27 posting shall include the following information: building location, hours, specific assignment and duties. A  
28 copy of the job posting shall be forwarded to all Association members via district e-mail. Employees  
29 covered by this Agreement who desire to be considered for new or changed job responsibilities that may  
30 occur after the close of the instructional year may access job opportunities on the District web site  
31 (<http://www.be.wednet.edu>).  
32

33 **Section 9.8.1.**

34 A single job posting for a food service, custodial or bus driver open position may be used by the  
35 District to fill the open position and any subsequent open position within the same job classification.  
36

37 **Section 9.9.**

38 In the event of layoff, affected employees will be given at least thirty (30) days' notice. Such employees are  
39 to be placed on a reemployment list maintained by the District according to seniority. The employee's  
40 classification shall be determined by placement on the salary schedule from which a majority of pay is  
41 received. Names shall remain on the re-employment list for eighteen (18) months from the date of layoff.  
42

43 **Section 9.10.**

44 Employees on layoff status are solely responsible to monitor any job postings and to actively pursue  
45 openings appropriate to their re-employment. The District is not responsible for notifying employees in  
46 layoff status of job openings and/or postings. Employees shall file their current address in writing within  
47 five (5) days with the personnel office of the District and shall thereafter promptly advise the personnel  
48 office of the District in writing within five (5) days of any change of address.  
49

1 **Section 9.11.**

2 An employee shall forfeit rights to re-employment as provided in Section 9.10 if the employee does not  
3 comply with the requirements of Section 9.11, or if the employee does not respond to the offer of a position  
4 within seventy-five percent (75%) of their original position for re-employment, within five (5) days of  
5 receipt of registered letter or personal contact.

6  
7 **Section 9.12.**

8 An employee on layoff status who rejects an offer of re-employment forfeits seniority and all other accrued  
9 benefits; provided, that such employee is offered a position in the employee's classification as determined  
10 above, substantially equal to that held prior to layoff.

11  
12  
13  
14 **ARTICLE X**

15  
16 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

17  
18 **Section 10.1.**

19 The District shall have the right to discipline or discharge an employee for justifiable cause. If the District  
20 has reason to reprimand an employee, it shall be done in a manner, whenever possible, which will not  
21 embarrass the employee before other employees or the public. The issue of justifiable cause shall be  
22 resolved in accordance with Article XIV herein.

23  
24 **Section 10.1.1.**

25 Except in extraordinary situations, the District agrees to follow a progressive discipline policy as  
26 established by the District.

27  
28 **Section 10.2. Notification of Non-Annual Employees.**

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

31  
32 **Section 10.2.1.**

33 Should the District decide to discharge any non-annual employee, the employee shall be so notified  
34 in writing prior to June 30 of the school year, except in case of a program discontinuance; then, the  
35 District will give two (2) weeks written notice which will not have the June 30 requirement.

36  
37 **Section 10.2.2.**

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

40  
41 **Section 10.3.**

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

44  
45 **Section 10.4.**

46 Employees shall have the right, upon request and during regular administrative office business hours, with a  
47 District representative present, to inspect the contents of their personnel file at the administrative center.  
48 Each employee will be notified within five (5) working days of placement of materials in his/her personnel



1 file. Employees shall have the right to attach written comments to the material in the file. The District shall  
2 inform the employee when evaluative or disciplinary material is placed in the personnel file.  
3

## 4 5 **ARTICLE XI**

### 6 7 **INSURANCE AND RETIREMENT**

#### 8 9 **Section 11.1.**

10 The District shall provide basic and optional benefits through the School Employees Benefits Board (SEBB)  
11 under the rules and regulations adopted by the SEBB. The employer agrees to provide timely information  
12 about SEBB insurance plans to eligible employees to the extent required by law.  
13

#### 14 **Section 11.1.1.**

15 The employer agrees to track hours worked for all employees, including substitutes, and will notify  
16 employees of their earliest date of eligibility of SEBB benefits.  
17

#### 18 **Section 11.2.**

19 The District shall provide liability coverage for all employees subject to this Agreement provided such  
20 employee, at the time of the act or omission complained of, was acting in good faith within the scope of  
21 their employment, or under the direction of the Board, and was not guilty of gross negligence or an  
22 intentional tort in such act or failure to act.  
23

#### 24 **Section 11.3.**

25 The District shall meet all legal requirements in determining whether an employee subject to this Agreement  
26 is eligible for participation in the Washington State Public Employees' Retirement System.  
27

#### 28 **Section 11.4.**

29 All employees subject to this Agreement shall be entitled to participate in a tax shelter annuity plan  
30 recognized by the District. On receipt of a written authorization by an employee, the District shall make the  
31 requisite withholding adjustments and deductions from the employee's salary.  
32

#### 33 **Section 11.5.**

34 Beginning with the 2024-25 school year, the District will contribute thirty (\$30) per month into each SEBB-  
35 eligible employee VEBA account.  
36  
37

## 38 39 **ARTICLE XII**

### 40 41 **VOCATIONAL TRAINING**

#### 42 43 **Section 12.1.**

44 The District will establish a training fund in the amount of ten thousand dollars (\$10,000) for the purpose of  
45 providing in-service training programs that are designed to improve the job skills and safety of classified  
46 employees. A variety of training opportunities will be developed and offered. If the District requires  
47 attendance of the employee, regular salary rates will be paid for attendance. In no event will overtime rates  
48 be paid. If attendance is voluntary, the employee may utilize this fund for the payment of tuition, travel

1 expenses, maintenance expenses and materials required for such attendance. Such application must be  
2 approved by the employee’s supervisor, the PSE Chapter President, and final approval will be granted by the  
3 Superintendent or their designee.

4  
5 **Section 12.2.**

6 The District shall provide an opportunity for each employee to attend First Aid and CPR classes on an  
7 annual basis. Such courses shall be offered at no cost to the employee.

8  
9 **Section 12.3. Professional Day.**

10 Each Secretary subject to this Agreement shall be allowed one (1) Professional Day annually for the purpose  
11 of attending workshops or other vocational improvement opportunities. If the training takes place during  
12 normal working hours, the employee shall suffer no loss in pay for attendance at said training and a  
13 substitute will be provided by the District if possible and needed. Requests for utilization of the  
14 Professional Day shall be submitted to the employee’s immediate supervisor. The immediate supervisor  
15 shall have the sole discretion to approve or disapprove such requests. The Professional Day is non-  
16 cumulative.

17  
18 **ARTICLE XIII**

19  
20 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

21  
22  
23 **Section 13.1.**

24 The District will make a payroll deduction for Association membership dues and assessments upon receipt  
25 of a written authorization executed by an individual employee. Any deductions for political contributions  
26 subject to RCW 42.17A.495 shall be separately authorized in writing by the employee on forms that comply  
27 with WAC 390-17-100 and be revocable by the employee at any time. The District shall provide all  
28 employees annual notice of their rights regarding payroll deductions for political contributions under WAC  
29 390-17-110.

30  
31 **Section 13.2.**

32 Prior to the beginning of each school year, the Association will give written notice to the District of the  
33 percent of gross pay assessed for dues required of an Association member. The deductions authorized by the  
34 above provisions will be made in twelve (12) installments from each paycheck beginning the pay period of  
35 September through the pay period in August of each year. Employees who commence employment after  
36 September or terminate employment before June shall have their deductions prorated. Each month during  
37 the school year, the District will send the Association all money deducted for dues accompanied by a list of  
38 names of those employees for whom payroll deductions were made.

39  
40 **Section 13.3.**

41 The Association will refund to the District any amounts paid to it in error.

42  
43 **Section 13.4.**

44 The Association and its affiliates will defend, indemnify, and hold the District harmless against all liability,  
45 including allegations, claims, actions, suits, demands, damages, obligations, losses, settlements, judgments,  
46 costs and expenses (including attorneys’ fees) that arise out of any action taken or not taken by the District  
47 in implementation of this section.





1 **Section 13.5.**

2 Each Association member shall have one dollar (\$1.00) deducted per month for the local Association  
3 scholarship. This shall be listed as the Association Scholarship Fund on payroll stubs.  
4

5  
6 **ARTICLE XIV**

7  
8 **GRIEVANCE PROCEDURE**  
9

10 **Section 14.1.**

11 Grievances or complaints arising between the District and its employees within the bargaining unit defined  
12 in Article I herein, with respect to the interpretation or application of the terms and conditions of this  
13 Agreement, shall be resolved in strict compliance with this Article.  
14

15 **Section 14.2. Grievance Steps.**

16  
17 **Section 14.2.1.**

18 The employee shall first discuss the grievance with the immediate supervisor and every effort shall  
19 be made to resolve the grievance. All grievances not brought to the immediate supervisor within  
20 twenty (20) working days of the occurrence of the event giving rise to the grievance shall be invalid  
21 and subject to no further processing. Evidence that this step has taken place will be in the form of a  
22 statement signed by the immediate supervisor that such discussion has taken place.  
23

24 **Section 14.2.2.**

25 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding  
26 subsection, the employee shall reduce to writing a statement of the grievance containing the  
27 following:  
28

- 29 A. The facts on which the grievance is based;  
30 B. A reference to the provisions in this Agreement which have been allegedly violated; and  
31 C. The remedy sought.  
32

33 The employee shall submit the written statement of grievance to the employee's immediate  
34 supervisor for reconsideration of the grievance. A copy of the grievance shall be simultaneously  
35 submitted to the official in the administration responsible for personnel. The immediate supervisor  
36 will have five (5) working days from submission of the written statement of grievance to resolve it  
37 by indicating on the statement of grievance the disposition.  
38

39 **Section 14.2.3.**

40 If no settlement has been reached within the five (5) working days referred to in the preceding  
41 subsection, and the Association believes the grievance to be valid, the written statement of grievance  
42 shall be submitted within fifteen (15) working days to the District Superintendent or the  
43 Superintendent's designee. After such submission, the parties will have ten (10) working days from  
44 submission of the written statement of grievance to resolve it by indicating on the statement of  
45 grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign  
46 it.  
47

1 **Section 14.2.4.**

2 If no settlement has been reached within ten (10) working days of receipt of the written disposition  
3 of the grievance from Section 14.2.3. the Association may submit the grievance for final and binding  
4 arbitration. An arbitrator will be selected from a list of arbitrators acquired from the American  
5 Arbitration Association (AAA) or the Federal Mediation and Conciliation Service (FMCS).  
6

7 The arbitrator shall have no power to add to, subtract from, or modify the provisions of this  
8 Agreement in arriving at a decision and shall confine his/her decision solely to the alleged violation  
9 of this Agreement as set forth in this grievance procedure. Any “make whole” remedies will be  
10 limited to the term(s) of the Agreement under which the grievance was filed.  
11

12 The Decision of the arbitrator shall be final and binding upon the aggrieved employee, Union, and  
13 the District. The costs of the arbitrator shall be borne equally by the parties. Each party shall bear its  
14 own costs, including any attorney fees, as a party to arbitration.  
15

16 **Section 14.3.**

17 Section 14.2.1 of this grievance discussion may take place whenever possible on school time. Neither the  
18 employer nor the Association shall discriminate against any individual employee for taking action under this  
19 Article.  
20  
21

22 **ARTICLE XV**

23 **TRANSFER OF PREVIOUS EXPERIENCE**

24  
25  
26  
27 **Section 15.1.**

28 When any employee leaves a school district within the State and commences employment with this District,  
29 the employee shall retain the same leave benefits and other benefits that the employee had in the previous  
30 position.  
31

32 **Section 15.1.1.**

33 If this District has a different system for computing leave benefits, and other benefits, then the  
34 employee shall be granted the same leave benefits and other benefits as an employee in the District  
35 who has similar occupational status and total years of service.  
36

37 **Section 15.2.**

38 Previous employees of Burlington-Edison School District who do not qualify under Sections 15.1 and 15.1.1  
39 and who return to work in this District in the same classification, shall receive longevity credit on the basis  
40 of years worked for Burlington-Edison School District.  
41  
42  
43

44 **ARTICLE XVI**

45 **SALARIES AND EMPLOYEE COMPENSATION**  
46  
47



1 **Section 16.1.**

2 Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked.  
3 The employees shall receive the following list when they receive their October paychecks or as soon as the  
4 information is available and can reasonably be assembled for the then current school year. The salary and  
5 compensation information shall consist of:

- 6  
7 A. Hours per day on which salary currently is based;  
8 B. Regular hourly pay rate;  
9 C. Projected workdays per year;  
10 D. Number of accrued sick leave days;  
11 E. Projected vacation days.

12  
13 This statement to employees is understood to be informational only and shall be subject to adjustments when  
14 necessary to reflect any change in assignment, length of workday or work year.

15  
16 **Section 16.1.1.**

17 Since the work year for full-time employees averages out to be two hundred sixty one (261) days per  
18 year, the parties have agreed that full-time employees shall be paid for two hundred sixty (260) days  
19 and shall not have to work one day each school year. That day may be any non-school day, with the  
20 supervisor's approval. Two (2) weeks' notice will be given, which may be waived by the supervisor.

21  
22 **Section 16.2.**

23 Salaries for employees subject to this Agreement are contained in Schedule A attached hereto and by  
24 reference incorporated herein; see Schedule A for 2023-2024 salaries effective September 1. For the 2024-  
25 2025 school year, the wage rates on Schedule A shall be increased by the state-funded inflationary  
26 adjustment for classified employees (IPD) plus one percent (1%).

27  
28 **Section 16.3.**

29 Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and  
30 conditions of Article XVII, Section 17.3.

31  
32 **Section 16.3.1.**

33 Employees shall receive longevity pay (3% of current pay) upon completion of nine (9) years of  
34 service with the District. Said longevity increase shall commence with the September pay period of  
35 the tenth year as per Section 16.5. Years of service for the purpose of longevity pay shall be  
36 consecutive in any job classification or combination of job classifications without interruption,

37  
38 PROVIDED; that employees may be granted leaves of absence, i.e., medical, sabbatical, with said  
39 leave to be agreed upon by the bargaining unit and the District. Time on leave will not be considered  
40 for longevity. Employees will receive an additional three percent (3%) increase after completion of  
41 year fourteen (14). Additional increases of four percent (4%) shall occur with the September pay  
42 period of the twentieth year, and each five (5) years thereafter. Said increases are shown in Schedule  
43 A.

44  
45 **Section 16.4.**

46 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this  
47 Agreement if possible and in any case not later than the second regular pay day. In the case of retroactive  
48 pay resulting from negotiations pursuant to Article XVII, Section 17.3, and such retroactive pay shall be  
Collective Bargaining Agreement 2023-2025  
Burlington-Edison Chapter #803 and  
the Burlington-Edison School District #100



1 paid on the first regular payday following agreement on such schedule, if possible and in any case not later  
2 than the second regular payday.

3  
4 **Section 16.5.**

5 For the purpose of determining incremental steps on Schedule A, pay shall take effect on September 1 of  
6 each year during the term of this Agreement; PROVIDED, the employee has been actively employed  
7 continuously for at least six (6) months of the employee's previous employment year.

8  
9 **Section 16.6.**

10 Any employee who changes job positions within a classification shall receive full longevity credit regarding  
11 step placement on Schedule A.

12  
13 **Section 16.7.**

14 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (¼) hour.

15  
16 **Section 16.8.**

17 Any employee required to travel from one site to another in a private vehicle during working hours shall be  
18 reimbursed on a per-mile basis at the IRS allowable rate for mileage reimbursement.

19  
20 **Section 16.9.**

21 Employees required to remain overnight on District business shall be reimbursed for room and board  
22 expenditures according to District policies and procedures.

23  
24 **Section 16.10.**

25 The District agrees to furnish up to five (5) sets of clean coveralls per week for each mechanic and up to  
26 two (2) sets of clean coveralls, eleven (11) shirts, and eleven (11) sets of pants, per week, for each employee  
27 in the Mechanic, Maintenance and Grounds job classification. Employees who take this allowance shall  
28 wear District provided gear. The District will provide raingear at each worksite for custodians to use. Each  
29 custodian, food service, and maintenance employee will be reimbursed up to one hundred dollars (\$100) per  
30 year for the purchase of safety footwear. The District will develop safety footwear shoe requirements and  
31 employees are required to wear appropriate safety footwear.

32  
33 **Section 16.11.**

34 In cases where the District makes an error in an employee's check, the District will remedy the problem.  
35 When the error is more than fifty dollars (\$50), the District will reimburse the employee by check within ten  
36 (10) working days.

37  
38 **Section 16.12.**

39 Employees requested to work a shift regularly filled by a higher classification employee shall receive  
40 compensation equal to the higher classification based upon their own work experience step on the first day  
41 and thereafter working that shift. Only one (1) employee will move up on the schedule when a vacancy is  
42 filled.

43  
44 **Section 16.13.**

45 If physical exams are a requirement of employment by either District or State policies, the District will  
46 cover the expense of said physical exam; provided, the employee uses the District required medical  
47 provider.

1 **Section 16.14.**

2 It is mutually understood that the District will pay the testing fee for all current transportation department  
3 employees who are required to take the commercial driver’s test. Additionally, the District will reimburse  
4 regular drivers or substitute drivers for initial testing fees provided the employee works successfully for the  
5 District for at least six (6) months. The District further agrees to pay the cost of Hepatitis B shots when  
6 requested by an employee covered by this Agreement, up to a maximum of thirty (30) employees per year.  
7

8 **Section 16.15.**

9 Any bilingual Association member who is asked to interpret will receive an additional one dollar fifty cents  
10 (\$1.50) per hour at their current hourly rate for each hour they interpret. Each member must complete an  
11 interpreting log and submit it to Payroll. Said interpreting log must be signed by the member’s immediate  
12 supervisor. It is understood that any interpreting done as part of the member’s normal work responsibilities  
13 will not be paid at the additional one dollar fifty cents (\$1.50) per hour.  
14

15 **Section 16.15.1**

16 A Bilingual Resource Specialist who is proficient in Mixteco and/or Triqui dialects, and regularly  
17 provides translating services as such, will have an additional one dollar fifty cents (\$1.50) per hour  
18 added to their hourly wage listed in Schedule A.  
19

20 **Section 16.16.**

21 Employees with a two (2) year degree or higher shall receive an additional fifty cents (\$0.50) to their hourly  
22 wage listed in Schedule A. Instructional Assistants may receive an additional fifty cents (\$0.50) for either  
23 obtaining Paraprofessional Status as listed in Section 19.2.1 or for obtaining a two (2) year or degree or  
24 higher; Instructional Assistants may only receive one increase of fifty cents (\$0.50) beyond successful  
25 completion of the Apprenticeship Program.  
26

27 **Section 16.17.**

28 An Instructional Assistant who works in designated special education classrooms and/or programs (i.e. Life  
29 Skills, EBD) will have an additional one dollar (\$1.00) added to their hourly wage listed in Schedule A.  
30

31 **Section 16.18.**

32 Designated Association positions/employees may be provided compensation for cell phone usage, on an as  
33 needed basis, as determined by District and Building Administration. Said compensation will be as follows:

- 34 A. Maintenance-Grounds personnel will be provided compensation at an annual rate of four  
35 hundred eighty dollars (\$480), to be paid out in twelve (12) month increments (Forty dollars  
36 (\$40) per month).
- 37 B. Personnel in other classifications will be provided compensation at an annual rate of three  
38 hundred sixty dollars (\$360), to be paid out in twelve (12) month increments (Thirty dollars  
39 \$30 per month).

40  
41 Annually the District and the Association will evaluate and mutually agree upon the list of positions eligible  
42 for this reimbursement.  
43

44  
45 **ARTICLE XVII**

46  
47 **TERM AND SEPARABILITY OF PROVISIONS**



1 **Section 17.1.**

2 The term of this Agreement shall be September 1, 2023 to August 31, 2025.

3  
4 **Section 17.2.**

5 All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its  
6 execution date, except as provided in the following Section.

7  
8 **Section 17.3.**

9 This Agreement may be reopened and modified at any time during its term upon mutual consent of the  
10 parties in writing; provided, however, that this Agreement shall be reopened if the District fails to pass a  
11 maintenance and operations levy, or as necessary to consider the impact of any legislation enacted following  
12 execution of this Agreement which directly affects the terms and conditions herein, creates authority to alter  
13 personnel practices in public employment, or reduces the District’s levy authority or changes how levy  
14 funds may be spent. If the parties agree to reopen, or one or more of the preceding events requiring  
15 reopening occur, the District and the Association shall meet and consult regarding modification of any  
16 provisions of this Agreement, including, but not limited to, Section 16.2.

17  
18 **Section 17.4.**

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

21  
22 **Section 17.5.**

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

25  
26 **Section 17.6.**

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

29  
30  
31  
32 **ARTICLE XVIII**

33  
34 **SUBSTITUTE CLASSIFIED EMPLOYEES**

35  
36 **Section 18.1.**

37 Employees of the District whose normal work schedule is for less than twelve (12) months who are  
38 employed as a substitute during normal holidays and/or vacations shall be paid at the substitute rate as  
39 shown on Schedule A in the appropriate classification and job category for which they are substituting.

40  
41 **Section 18.2.**

42 Employees of the District who retire with ten (10) or more years' experience, including transfer credit, and  
43 who are employed in a substitute capacity for a classified position, shall be paid at the same Step on  
44 Schedule A as was held by them at the time of retirement from the District.

45  
46 **Section 18.3.**

47 Any individual who is not a current employee of the District or is not a retired former employee with ten  
48 (10) or more years of service in the District, and who is employed in a substitute capacity for classified  
Collective Bargaining Agreement 2023-2025  
Burlington-Edison Chapter #803 and  
the Burlington-Edison School District #100



1 position, shall be paid at the substitute rate as shown on Schedule A in the appropriate classified and job  
2 category.

3  
4 **Section 18.4. Definition of Days.**

5 As used in Article XVIII, days shall be defined as follows:

- 6  
7 A. The classified substitute employee must work the same number of hours as the employee being  
8 replaced.  
9 B. One-half (½) regular bus run would equal one-half (½) day.  
10 C. Extra bus runs of less than three (3) hours shall receive no credit for a day. Extra bus runs between  
11 three (3) and less than six (6) hours shall receive credit for a half (½) day. Extra bus runs of six (6)  
12 hours or more shall receive credit for a full day.

13  
14 **Section 18.5.**

15 The District may, at its discretion, and after discussion with the Conference Committee, (Article V) place a  
16 substitute employee at a higher salary step than the mandatory Step One.

17  
18  
19  
20 **ARTICLE XIX**  
21  
22 **APPRENTICESHIP**

23  
24 **Section 19.1.**

25 All employees enrolled as apprentices by the Washington Public School Classified Employees Joint  
26 Apprenticeship and Training Committee (WPSCEJATC) shall be subject to all terms of this Agreement;  
27 except that the (WPSCEJATC) shall have jurisdiction to insure that apprentices successfully complete all  
28 requirements of the program as approved and registered with the Washington State Apprenticeship and  
29 Training Council.

30  
31 **Section 19.1.1.**

32 In the event an apprentice is deemed unsuccessful by the local JATC in completing any or all parts  
33 of the approved standards, such apprentice waives contractual recourse through the grievance  
34 procedure, Article XIV.

35  
36 **Section 19.1.2.**

37 The maximum approved ratio of apprentice to journey level employees shall be one-to-one (1:1). If,  
38 at any given time, those requesting apprentice status exceeds the one-to-one (1:1) ratio, employees  
39 shall be selected based upon seniority.

40  
41 **Section 19.2.**

42 Employees enrolled as apprentices shall receive the appropriate rate of pay for their positions, as specified  
43 on Schedule A.

44  
45 **Section 19.2.1.**

46 Upon successful completion of apprenticeship standards and recognition by the WPSCEJATC of  
47 journey status, the journey person shall receive:

1 Instructional Assistant – Shall receive an additional fifty cents (\$0.50) per hour to their regular wage  
2 upon successful completion of the Apprenticeship Program. The individuals who received  
3 apprenticeship status prior to September 1, 1991, shall receive an additional four cents (\$0.04) per  
4 hour to the regular wage for Instructional Assistant I.

5  
6 Paraprofessional Status – The Instructional Assistant who completes the Educational  
7 Paraprofessional Apprenticeship Program shall receive an additional fifty cents (\$0.50) per hour to  
8 their wage.

9  
10 Administrative Assistant – Shall receive an additional fifty cents (\$0.50) per hour to their regular  
11 wage upon successful completion of apprenticeship standards and recognition by the WPSCEJATC  
12 of journey status.

13  
14 Food Service – Shall receive an additional fifty cents (\$0.50) per hour to their regular wage for  
15 journey status or by maintaining ASFSA certification. This premium shall also apply to the  
16 Administrative Assistant for Food Services.

17  
18 Mechanic - Shall receive an additional fifty cents (\$0.50) per hour to their regular wage for  
19 WPSCEJATC journey status or acquisition of ASE certification.

20  
21 Custodian – Shall receive an additional fifty cents (\$0.50) per hour to their regular wage upon  
22 successful completion of the Facilities Custodial Technician I apprenticeship program.

23  
24 **Section 19.2.2.**

25 Sign Language Interpreters who hold a level three or higher certificate of competence shall receive  
26 an additional one dollar fifty cents (\$1.50) per hour to their regular hourly wage.

27  
28 **Section 19.2.3**

29 The Maintenance-Grounds Classification personnel who attain Journeyman status shall receive an  
30 additional fifty cents (\$0.50) per hour to their wage.

31  
32 **Section 19.3.**

33 Employees shall be responsible for tuition costs associated with college credits and for required books and  
34 materials. Please refer to Article XII, Vocational Training, for financial aid.

35  
36 **Section 19.4.**

37 Participation in the apprenticeship program shall be completely voluntary for all employees within each  
38 classification a negotiated program exists.

39  
40 **Section 19.5.**

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

43  
44 **Section 19.5.1.**

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




1 **Section 19.6.**

2 This Article may be reopened at any time upon mutual agreement of the parties or as new classifications are  
3 proposed by the local JATC for journey level status.  
4  
5  
6

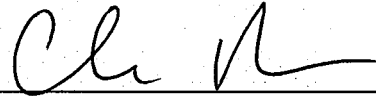
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13 PUBLIC SCHOOL EMPLOYEES  
14 OF WASHINGTON/SEIU LOCAL 1948

15  
16 BURLINGTON-EDISON CHAPTER #803

17  
18  
19 BY:   
20 Rey Salinas, Chapter President

BURLINGTON-EDISON SCHOOL DISTRICT #100

21  
22  
23 BY:   
24 Dr. Chris Pearson, Superintendent

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PSE Schedule A  
 Burlington-Edison School District  
 September 1, 2024 - August 31, 2025

<b>ASSISTANT</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Instructional Assistant	20.97	23.30	24.08	24.89	25.94	26.72	28.31	29.12	30.80	32.53	33.65	34.77

<b>FOOD SERVICE</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Assistant Lead Cook		24.96	25.75	26.56	27.56	28.36	29.78	30.60	32.32	34.10	35.24	36.39
Central Kitchen Cook-Baker		22.19	22.97	23.69	24.73	25.44	26.75	27.51	29.10	30.74	31.79	32.85
Cook/Cashier	19.97	22.19	22.97	23.69	24.73	25.44	26.75	27.51	29.10	30.74	31.79	32.85
Head Baker		27.06	27.94	28.84	30.02	30.85	32.41	33.31	35.19	37.12	38.37	39.61
Head Cook		25.02	25.82	26.63	27.63	28.42	29.84	30.67	32.39	34.17	35.31	36.45
High School Head Cook		26.54	27.34	28.15	29.15	29.94	31.36	32.18	33.91	35.69	36.83	37.97
Lead Cook		28.33	29.28	30.20	31.44	32.35	33.99	34.93	36.91	38.95	40.26	41.57

<b>MAINTENANCE / GROUNDS</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Assistance Grounds		22.81	23.62	24.39	25.45	26.23	27.01	27.80	28.85	29.90	30.94	32.00
Building Maintenance		35.91	37.02	38.09	39.58	40.64	41.74	42.84	44.30	45.76	47.22	48.68
Grounds Maintenance		29.85	30.87	31.82	33.14	34.11	35.10	36.09	37.39	38.71	40.02	41.34
Maintenance Lead		37.14	38.25	39.32	40.81	41.87	42.97	44.06	45.53	46.99	48.45	49.91

<b>CUSTODIAL</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Custodian	24.27	26.96	27.82	28.68	29.84	30.71	31.61	32.50	33.72	34.92	36.12	37.32
District Lead Custodian		31.26	32.21	33.18	34.47	35.43	36.47	37.51	38.91	40.30	41.69	43.08
Head Custodian		29.52	30.43	31.34	32.56	33.45	34.41	35.36	36.62	37.89	39.15	40.43
High School Head Custodian		30.36	31.27	32.18	33.40	34.29	35.28	36.25	37.55	38.85	40.15	41.45
High School Night Custodian		27.80	28.65	29.52	30.68	31.55	32.47	33.40	34.64	35.87	37.12	38.35
Custodial Lead		36.36	37.49	38.65	40.19	41.34	42.50	43.65	45.19	46.72	48.25	49.80

<b>ADMINISTRATIVE ASSISTANTS</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Admin Assistant/Office Manager	25.92	28.80	29.77	30.71	32.00	32.89	34.60	35.60	37.67	39.79	41.17	42.54
Administrative Assistant	23.76	26.40	27.25	28.11	29.25	30.09	31.63	32.55	34.43	36.37	37.62	38.88

<b>TRANSPORTATION</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Bus Driver	26.18	29.08	30.00	31.20	32.11	33.47	35.17	36.17	38.26	40.40	41.79	43.17
Motor Pool Driver	22.87	25.41	26.32	27.52	28.43	29.79	31.50	32.50	34.58	36.72	38.11	39.50
Courier	24.01	26.67	27.57	28.45	29.62	30.56	32.14	33.05	34.98	36.94	38.23	39.50
Dispatcher/Driver Trainer		31.16	32.17	33.24	34.66	35.70	37.55	38.62	40.88	43.19	44.68	46.17
Freight Delivery	25.88	28.76	29.67	30.87	31.78	33.14	34.85	35.84	37.93	40.07	41.46	42.85
Head Mechanic		35.66	36.82	37.94	39.52	40.69	41.85	43.02	44.57	46.12	47.67	49.21
Mechanic		32.96	34.01	35.10	36.47	37.53	38.60	39.69	41.12	42.55	44.00	45.43

PSE Schedule A  
 Burlington-Edison School District  
 September 1, 2024 - August 31, 2025

<b>ASSISTANT</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Instructional Assistant	20.97	23.30	24.08	24.89	25.94	26.72	28.31	29.12	30.80	32.53	33.65	34.77

<b>FOOD SERVICE</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Assistant Lead Cook		24.96	25.75	26.56	27.56	28.36	29.78	30.60	32.32	34.10	35.24	36.39
Central Kitchen Cook-Baker		22.19	22.97	23.69	24.73	25.44	26.75	27.51	29.10	30.74	31.79	32.85
Cook/Cashier	19.97	22.19	22.97	23.69	24.73	25.44	26.75	27.51	29.10	30.74	31.79	32.85
Head Baker		27.06	27.94	28.84	30.02	30.85	32.41	33.31	35.19	37.12	38.37	39.61
Head Cook		25.02	25.82	26.63	27.63	28.42	29.84	30.67	32.39	34.17	35.31	36.45
High School Head Cook		26.54	27.34	28.15	29.15	29.94	31.36	32.18	33.91	35.69	36.83	37.97
Lead Cook		28.33	29.28	30.20	31.44	32.35	33.99	34.93	36.91	38.95	40.26	41.57

<b>MAINTENANCE / GROUNDS</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Assistance Grounds		22.81	23.62	24.39	25.45	26.23	27.01	27.80	28.85	29.90	30.94	32.00
Building Maintenance		35.91	37.02	38.09	39.58	40.64	41.74	42.84	44.30	45.76	47.22	48.68
Grounds Maintenance		29.85	30.87	31.82	33.14	34.11	35.10	36.09	37.39	38.71	40.02	41.34
Maintenance Lead		37.14	38.25	39.32	40.81	41.87	42.97	44.06	45.53	46.99	48.45	49.91

<b>CUSTODIAL</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Custodian	24.27	26.96	27.82	28.68	29.84	30.71	31.61	32.50	33.72	34.92	36.12	37.32
District Lead Custodian		31.26	32.21	33.18	34.47	35.43	36.47	37.51	38.91	40.30	41.69	43.08
Head Custodian		29.52	30.43	31.34	32.56	33.45	34.41	35.36	36.62	37.89	39.15	40.43
High School Head Custodian		30.36	31.27	32.18	33.40	34.29	35.28	36.25	37.55	38.85	40.15	41.45
High School Night Custodian		27.80	28.65	29.52	30.68	31.55	32.47	33.40	34.64	35.87	37.12	38.35
Custodial Lead		36.36	37.49	38.65	40.19	41.34	42.50	43.65	45.19	46.72	48.25	49.80

<b>ADMINISTRATIVE ASSISTANTS</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Admin Assistant/Office Manager	25.92	28.80	29.77	30.71	32.00	32.89	34.60	35.60	37.67	39.79	41.17	42.54
Administrative Assistant	23.76	26.40	27.25	28.11	29.25	30.09	31.63	32.55	34.43	36.37	37.62	38.88

<b>TRANSPORTATION</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Bus Driver	26.18	29.08	30.00	31.20	32.11	33.47	35.17	36.17	38.26	40.40	41.79	43.17
Motor Pool Driver	22.87	25.41	26.32	27.52	28.43	29.79	31.50	32.50	34.58	36.72	38.11	39.50
Courier	24.01	26.67	27.57	28.45	29.62	30.56	32.14	33.05	34.98	36.94	38.23	39.50
Dispatcher/Driver Trainer		31.16	32.17	33.24	34.66	35.70	37.55	38.62	40.88	43.19	44.68	46.17
Freight Delivery	25.88	28.76	29.67	30.87	31.78	33.14	34.85	35.84	37.93	40.07	41.46	42.85
Head Mechanic		35.66	36.82	37.94	39.52	40.69	41.85	43.02	44.57	46.12	47.67	49.21
Mechanic		32.96	34.01	35.10	36.47	37.53	38.60	39.69	41.12	42.55	44.00	45.43

PSE Schedule A  
 Burlington-Edison School District  
 September 1, 2024 - August 31, 2025

<b>PROFESSIONAL/TECHNICAL</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Accounts Payable Specialist		31.64	32.56	33.45	34.64	35.56	36.59	37.63	39.02	40.40	41.79	43.17
ASB Bookkeeper		29.32	30.26	31.18	33.12	33.37	35.07	36.07	38.15	40.28	41.67	43.04
Bilingual Resource Specialist		31.69	32.45	33.26	34.26	35.06	36.87	37.91	40.11	42.35	43.80	45.26
Campus Security Officer		33.64	34.64	35.67	37.01	38.02	39.99	41.12	43.51	45.95	47.53	49.10
Construction Manager		37.40	38.54	39.30	41.08	42.15	43.38	44.62	46.26	47.90	49.55	51.20
District Enrollment Specialist		30.65	31.60	32.56	33.83	34.74	36.45	37.45	39.51	41.63	43.00	44.37
Graduation Specialist		43.82	44.27	44.71	45.14	45.58	47.93	49.31	52.17	55.11	57.00	58.91
Health Room Assistant	21.94	24.38	25.16	25.94	27.02	27.77	29.19	30.01	31.73	33.50	34.64	35.78
High School Registrar		28.80	29.77	30.71	32.00	32.89	34.60	35.60	37.67	39.79	41.17	42.54
Home Visitor		26.58	27.29	28.00	28.88	29.42	30.92	31.79	33.61	35.49	36.71	37.91
HR/Payroll Assistant		29.89	30.81	31.70	32.89	33.80	34.78	35.77	37.08	38.40	39.72	41.03
Intervention Specialist		43.62	45.10	46.57	48.51	49.97	52.55	54.05	57.21	60.43	62.52	64.60
Library Technician I	25.79	28.65	29.43	30.21	31.24	32.01	33.64	34.60	36.59	38.63	39.95	41.28
Library Technician II	22.56	25.06	25.84	26.62	27.65	28.42	29.87	30.70	32.47	34.28	35.45	36.62
Occupational Therapist Aide		20.07	20.77	21.39	22.26	22.92	24.08	24.74	26.16	27.61	28.53	29.47
Occupational Therapist Assistant		37.88	39.17	40.44	42.15	43.39	45.63	46.94	49.67	52.46	54.27	56.08
School Nurse	31.15	34.61	35.46	36.29	37.14	37.98	39.93	41.06	43.45	45.88	47.46	49.03
Sign Language Interpreter / Braille		31.09	32.24	32.95	34.19	35.25	37.05	38.11	40.31	42.57	44.03	45.49
Special Education Technical Support		29.04	29.87	30.63	31.66	32.43	34.09	35.04	37.07	39.14	40.48	41.81
Speech-Language Pathology Aide		20.07	20.77	21.39	22.24	22.91	24.08	24.76	26.16	27.61	28.53	29.47
Speech-Language Pathology Assistant		37.88	39.18	40.45	42.15	43.39	45.63	46.94	49.67	52.46	54.27	56.08
Student Store Manager	22.06	24.51	25.34	26.09	27.23	27.98	29.40	30.23	31.96	33.74	34.90	36.04
Team Support Specialist		26.44	27.25	28.03	29.06	29.82	31.34	32.22	34.07	35.98	37.21	38.44
Transitional Specialist		26.51	27.28	28.03	29.03	29.81	31.33	32.21	34.06	35.96	37.18	38.41

<b>TECHNOLOGY SUPPORT</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
Assist. Technical Systems Coordinator		42.83	44.22	45.58	47.46	48.82	50.25	51.68	53.59	55.51	57.42	59.33
Data Systems Manager		39.34	40.56	41.77	43.42	44.66	45.98	47.28	49.03	50.78	52.53	54.28
Network Support Specialist I		39.34	40.56	41.77	43.42	44.66	45.98	47.28	49.03	50.78	52.53	54.28
Network Support Specialist II		38.13	39.33	40.53	42.12	43.30	44.58	45.85	47.54	49.24	50.93	52.62
Programmer/Database Analyst		53.65	54.49	55.34	56.19	57.05	58.72	60.40	62.65	64.90	67.14	69.39
Technical Assistant		27.16	28.06	28.95	30.15	31.07	31.96	32.87	34.07	35.28	36.48	37.68
Technology Office Manager		28.24	29.16	30.05	31.24	32.15	33.09	34.02	35.28	36.52	37.76	39.01

<b>GEAR UP</b>	<b>Sub</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 - 29</b>	<b>30 - 34</b>	<b>35</b>
District Coordinator		43.81	44.26	44.70	45.13	45.57	47.92	49.30	52.16	55.11	57.00	58.91
Site Lead		35.67	36.11	36.54	36.98	37.41	37.85	38.27	38.71	39.14	41.02	41.46