

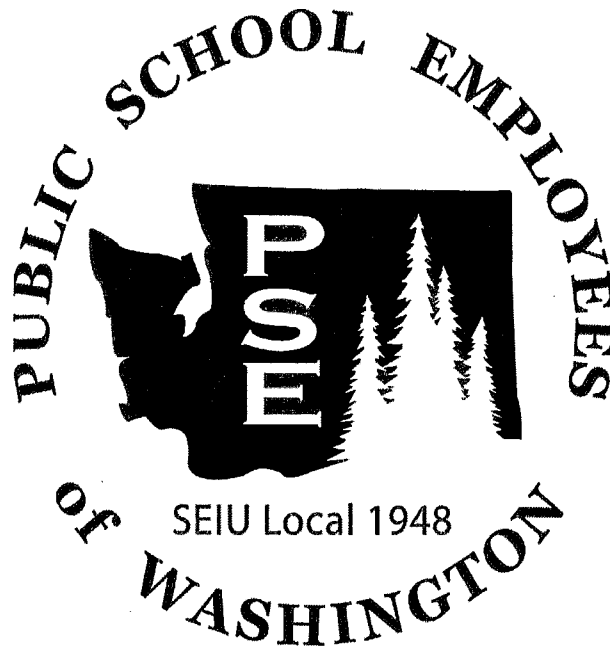
COLLECTIVE BARGAINING AGREEMENT BETWEEN

**CENTRALIA SCHOOL DISTRICT #401**

AND

**PUBLIC SCHOOL EMPLOYEES OF CENTRALIA #504**

SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2027



**Public School Employees of Washington / SEIU Local 1948**

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Schedule A (September 1, 2024 – August 31, 2025)  
Letter of Agreement (COVID-19)

1           **Section 1.4.1. Job Description Committee**

2           Beginning with the 2022-2023 school year, every three (3) years, at the request of the Association a  
3           committee shall be established to review job descriptions. PSE members of the committee shall be  
4           determined by the Association. District members of the committee shall be determined by the  
5           District.  
6

7           **Section 1.5. Bargaining Unit.**

8           The bargaining unit to which this Agreement is applicable shall include all positions in Schedule A  
9           attached hereto.  
10

11          **Section 1.6. Definitions.**

12           **Section 1.6.1. Substitutes.**

13           Pursuant to PERC rules, substitutes who work thirty (30) nonconsecutive days or twenty (20)  
14           consecutive days or more in any school year and who continue to be available for work are  
15           bargaining unit employees. Once a substitute is recognized as a bargaining unit substitute they will  
16           remain a bargaining unit substitute as long as they work a minimum of thirty (30) days each school  
17           year. Bargaining unit substitutes are subject to only the terms of Section 17.5 and Schedule A.  
18  
19

20           **Section 1.6.1.1. Short Term/Intermittent Substitute.**

21           Short term/intermittent substitutes are on call, working less than twenty (20) consecutive  
22           days in the same position.  
23

24           **Section 1.6.1.2. Long Term Substitute.**

25           A substitute who works twenty (20) to sixty (60) consecutive days in the same position is  
26           considered a long-term substitute.  
27

28          **Section 1.6.2. Temporary Positions.**

29           A temporary position is one created by the District for a minimum period of more than thirty (30)  
30           consecutive workdays up to a maximum period of the remainder of the current school/fiscal year.  
31           Temporary positions are covered by the terms of this Agreement the same as a permanent position  
32           except as otherwise indicated in the sub-sections of this section.  
33

34           **Section 1.6.2.1.**

35           Temporary positions exist when:

- 36  
37           A. A regular employee is on a leave of absence for three (3) months or more.  
38           B. Enrollment stability is uncertain.  
39           C. Pilot programs (funding situations).  
40           D. Extenuating circumstances created by legal issues.  
41

42           **Section 1.6.2.2.**

43           Temporary positions are temporary and may end when the need for a particular position no  
44           longer exists.  
45

46           **Section 1.6.2.3.**

47           Temporary employees are not subject to layoff protection or recall rights under the layoff  
18           provision.

1 District shall give due regard and consideration to the rights of the Association and the employees and to  
2 the obligations imposed by this Agreement.

3  
4 **Section 2.3.**

5 The names of elected officers and elected or appointed committee members of the Association shall be  
6 provided in writing to the superintendent of the District within ten (10) days after their election or  
7 appointment.

8  
9  
10  
11 **ARTICLE III**

12 **RIGHTS OF EMPLOYEES**

13  
14  
15 **Section 3.1. Non-Interference.**

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

24  
25 **Section 3.2. Matters of Personal Concern.**

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

28  
29 **Section 3.3. Right to Representation.**

30 Each employee subject to this Agreement has the right to have an Association representative present at  
31 discussions between themselves and supervisors or other representatives of the District provided the  
32 employee gives prior notice.

33  
34 **Section 3.4. Delegation to Association.**

35 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,  
36 exclusive of compensation for services rendered, to appropriate officials of the Association; provided,  
37 however, that it is expressly understood and agreed that the District will not be obligated to deal with any  
38 person or group not specified in this agreement.

39  
40 **Section 3.5. Non-Discrimination.**

41 The employer and the Association are committed to a policy of equal employment. All staff members will  
42 be treated equally at all times and without regard to race, color, religion, sex, age, national origin, military  
43 or marital status, sexual orientation, gender identity, political ideology, genetic information or disability,  
44 and any other basis protected by local, state, or federal law. This applies to all personnel actions including  
45 recruitment, hiring, training, transfer, promotion and demotion, layoff and recall, compensation and  
46 benefits, discipline, termination, and all other conditions or privileges of employment.



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ARTICLE IV

RIGHTS OF THE ASSOCIATION

**Section 4.1. Right to Represent.**

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

**Section 4.2. Notice to the Association.**

The Association will be notified within five (5) working days by the District of written grievances or formal, scheduled disciplinary actions taken against any employee in the bargaining unit. The Association is entitled to have an observer at scheduled hearings conducted by any District official arising out of a formal grievance and to make known the Association's views regarding the grievance or disciplinary action. Such views, if expressed, shall be in writing.

**Section 4.3. Orientation – Employee’s Rights.**

The District will provide PSE reasonable notification of new employee orientations where they shall be provided the opportunity to meet with the new employee(s) for thirty (30) minutes without management present. If PSE is unable to attend the new employee orientation they will be provided thirty (30) minutes with the employee during the employee’s workday.

**Section 4.4. Association Delegation to PSE.**

The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington / SEIU Local 1948 state organization; provided, however, that it is expressly understood and agreed that the District will not be obligated to deal with any person or group not specified in this agreement.

**Section 4.5. Association Leave.**

The president of the Association and designated representatives will be provided time off to a maximum of five (5) days per year to attend regional or state meetings, provided proper notice is given.

**Section 4.6. Access to Employees.**

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

**Section 4.7. Bulletin Boards.**

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





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ARTICLE VII

HOURS OF WORK AND OVERTIME

**Section 7.1. Work Week.**

The work week 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 work week of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

**Section 7.2. Work Shift/Week Change.**

Each employee shall be assigned to a definite and regular shift and work week, which shall not be changed without prior notice to the employee of two (2) calendar weeks, unless an emergency requires waiver of such notification requirement.

**Section 7.3. Defined Shift.**

Each employee shall be assigned to a definite shift with designated times of beginning and ending, with the understanding that an employee may be required to work beyond his/her assigned shift. Standby time will prevail and be compensated at the employee's base hourly rate. An employee is in standby time when there are forty-five (45) minutes or less between performing their defined shift, and the start of their next assignment. The Director of Transportation may extend standby time beyond forty-five (45) minutes when necessary. Standby time will be included in the calculation of an employee's FTE.

**Section 7.3.1.**

Bus drivers will be paid a minimum of one and one-half (1½) hours per a.m. or p.m. run, or three (3) hours per route (a.m. and p.m.).

**Section 7.3.2.**

Bus monitors will begin each school year with the same route they finished the previous year and will continue on that route until the October re-bid. Bus monitors' paid time will begin five (5) minutes before they are due to board the bus.

**Section 7.4. Rest Period(s).**

Employees shall be given a paid fifteen (15) minute rest period within each four (4) hours of continuous compensated time. In the event the employee is unable to leave assigned responsibilities for this rest period, the employee will be paid at the assigned wage for the rest period time unused.

**Section 7.5. Lunch.**

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

**Section 7.6. Work Shift Change to Higher Classification.**

Employees requested to work a shift regularly filled by a higher classification employee shall receive compensation at the higher shift level at a rate that will provide the employee with an increase in pay after two (2) days' work in a school year in the higher classification.



1 **Section 7.9.2.2.**

2 The driver of the motor pool route will receive a total of ten (10) minutes for the purpose of  
3 both pre-trip inspection and post trip cleaning of the interior of the vehicle. The driver of the  
4 midday motor pool route will be paid a minimum of one (1) hour of pay for these routes. If  
5 there are thirty (30) minutes or less between assignments, the base hourly rate shall continue  
6 uninterrupted.

7  
8 **Section 7.9.2.3.**

9 An employee may not substitute on a temporarily open midday motor pool route if it  
10 conflicts with the employee's designated assignment.

11  
12 **Section 7.9.3. XLT Run.**

13 An XLT run is a run following an afternoon run which will be added to the senior driver's regular  
14 daily scheduled bus run out of the school affected and who has the availability within their  
15 schedule. These runs are considered extensions of the regular daily scheduled bus run, not "Extra  
16 Trips", and are thus paid at the driver's normal rate of pay.

17  
18 **Section 7.9.4. McKinney Vento.**

19 McKinney Vento is the transportation of homeless students to and from school when they live  
20 outside their school service area.

21  
22 **Section 7.9.4.1.**

23 Route/driver FTE can fluctuate by adding McKinney Vento students to bus routes. Under  
24 these circumstances, driver seniority will not be used for increasing a specific route/driver's  
25 time, but rather:

- 26  
27 a. Routes that service students' temporary residence area or proximity thereof.  
28 b. Routes that can transport students in a timelier manner than other routes.  
29 c. If options a and b are met then seniority will prevail.

30  
31 **Section 7.9.4.2.**

32 For the purpose of recalculating the FTE due to McKinney Vento ridership, route increases  
33 will be measured at a minimum of fifteen (15) minutes and evaluated every thirty (30) days.  
34 FTE time increases will apply to both driver wages and benefits.

35  
36 **Section 7.9.4.3.**

37 McKinney Vento students may move at greater frequency. Therefore, any FTE/route time  
38 increases or decreases related to McKinney Vento ridership will be exempt from the  
39 seniority bumping process identified in Article X.

40  
41 **Section 7.9.4.4.**

42 FTE increases due to McKinney Vento ridership will be temporary in nature and the driver's  
43 FTE will return to the route's original FTE when McKinney Vento student(s) are no longer  
44 assigned to the route. In cases of student(s) riding through the end of the school year, the  
45 route will revert to its original FTE after the last day of school.

1 Extra Trip Assignments: Once a driver has accepted an extra trip assignment, it is his/her  
2 responsibility to perform it. Drivers must notify the assistant supervisor/designee as soon as  
3 possible if for any reason they are not able to fulfill their trip assignment. An unexcused absence  
4 will result in the driver losing their spot on the rotating bid board for a period of fifteen (15)  
5 working days. (Excused absences are only those that are for district approved, contractual leaves,  
6 excluding personal leave.)  
7

8 **Section 7.9.6.1. Extra Trip Eligibility.**

9 Extra trips will be made available to eligible drivers on a rotational basis, with the list  
10 starting anew each school year. An authorized driver will be eligible to take extra trips  
11 provided the driver meets the following criteria:  
12

- 13 A. Does not exceed more than two (2) conflicting extra trip per week involving all or part  
14 of a driver's daily work assignment.  
15
- 16 B. All drivers are required to follow all applicable Department of Transportation (DOT)  
17 regulations, excluding all DOT regulations regarding limitations of driving hours of  
18 service providing the following procedures are met. Extra trips which are scheduled to  
19 exceed DOT hours of service will be posted with an itinerary, within the itinerary there  
20 will be designated off duty hours noted as rest time with pay relieving the driver of all  
21 job related responsibilities to allow for appropriate rest/sleep. Hours of service are  
22 limited to ten (10) hours driving and/or fifteen (15) hours of total on duty time. Off duty  
23 rest time must be recorded on a trip log and will be paid at the same extra trip rate, but  
24 must be used for the sole purpose of rest/sleep. To bid for an interstate trip the driver  
25 must be eligible at the time of bid.  
26
- 27 C. Newly hired drivers with no previous bus driving experience are eligible to bid after  
28 thirty (30) work days of experience as a regularly employed Centralia driver. Newly  
29 hired drivers with previous bus driving experience are eligible to bid after fifteen (15)  
30 work days of experience as a regularly employed Centralia driver. Dependent on need,  
31 timelines above may be waived at management's discretion. Nothing in this agreement  
32 will preclude the District's use of regularly employed Centralia drivers prior to the use  
33 of substitutes.  
34

35 **Section 7.9.6.2.**

36 The transportation supervisor/designee, if the need arises, may assign extra trips to available  
37 drivers in an emergency situation. If this occurs, there will be no effect on driver's  
38 placement on the activity bid board.  
39

40 Extra trips that either immediately precede or follow a regular run time may be assigned to  
41 the route best suited to the activity involved on time and location; provided, however, that if  
42 the activity could best be served by two (2) or more routes, seniority would prevail.  
43

44 Extra trips of more than one (1) day duration, not immediately preceding nor following  
45 regular run times, will be posted as a unit for that specific activity.  
46

47 Altered Trips: Extra trips that are changed in length or starting times through no fault of the  
48 cooperative are considered luck of the draw and no compensatory trips or activity time will

1 Receipts are not required for meal reimbursement, but are required for travel expenses, registration  
2 fees, and lodging. The meal reimbursements provided by the District are only to be used for the  
3 purchase of food and non-alcoholic beverages.  
4

5 If a meal is provided for the driver at the event then no reimbursement will be allowed for that meal.  
6

7 **Section 7.9.8. Hazardous Road Conditions Driver Training.**

8 To be eligible for mountain pass driving potentially containing hazardous road conditions, as  
9 determined by the school district, drivers must successfully complete a district approved hazardous  
10 driver training program for driving on snow, ice and other conditions found on mountain roads.  
11 This specialized training will be offered to drivers, on a volunteer basis, at least once each school  
12 year. Mountain pass driving potentially containing hazardous road conditions will be made  
13 available to eligible drivers on a rotational basis, with the list starting anew each school year.  
14

15 **Section 7.9.9. Shriners and Knowledge Bowl Trips.**

16 The Shriners and Knowledge Bowl joint extra trips will be alternating trips on a rotational basis  
17 between drivers in the Centralia School District and Chehalis School District. Upon mutual  
18 agreement of the unions and the districts, additional joint extra trips may be allowed and will  
19 alternate on a rotational basis (regardless of the length, type, or frequency of the trip) between  
20 drivers in the Centralia School District and drivers in the Chehalis School District; provided,  
21 however, that only one (1) bus may be utilized on each joint extra trip. Sports events are not  
22 eligible to become joint extra trips.  
23

24 **Section 7.9.10. Bargaining Unit Work.**

25 Only employees regularly employed as transportation/food service employees will be used to fulfill  
26 all job assignments within the bargaining unit subject to this agreement, unless no qualified  
27 employee is available; then a substitute may be used. Except: District employees with valid  
28 credentials who are qualified to drive ten (10) passengers, including the driver, van only. They  
29 must be affiliated directly with the activity involved. The District will assure the provision of fiscal  
30 resources to cover bus fueling costs on trips across state. (This may include separate gas cards or  
31 VISA type cards.)  
32

33 **Section 7.9.11. Dispatcher Calendar.**

34 By the last working day in May, the District, a dispatcher representative and a Union representative,  
35 if needed, will meet to determine the dispatcher calendar for the upcoming school year.  
36

37 **Section 7.9.11.1**

38 If necessary, in even years, the most senior dispatcher will be assigned to the Chehalis  
39 school calendar and the least senior dispatcher will be assigned to the Centralia school  
40 calendar. In odd years, the most senior dispatcher will be assigned to the Centralia school  
41 calendar and the least senior dispatcher will be assigned to the Chehalis school calendar.  
42 This schedule may be altered with mutual agreement with a Union representative, both  
43 dispatchers and the Transportation Director. The calendars will switch at the beginning of  
44 the new school year.  
45

46 **Section 7.10. Food Service Training.**

47 Food service employees shall receive two (2) days for required food and physical safety training and  
48 preparation prior to school opening in the fall.



1 **Section 7.13. Regular Employees Working as Substitutes for Extended Leaves.**

2 Vacancies greater than thirty (30) consecutive work days which require a substitute will be offered to  
3 qualified available bargaining unit employees and awarded on a seniority basis. "Available" means the  
4 employee is not scheduled to work a shift that conflicts or overlaps the time of the substitute shift; however,  
5 if the employee will gain 30 minutes or more, the employee will be considered available. "Qualified"  
6 means the employee has the requisite knowledge and skills to successfully perform the substitute position  
7 as determined by the employee's supervisor. Under no circumstances will a regular shift, combined with a  
8 substitute shift, exceed eight (8) hours per day. A vacancy shall not exceed two (2) current employees  
9 being reassigned using this provision. When a regular employee is working as a substitute within their  
10 classification and job title, they shall be paid at the current rate of pay from Schedule A appropriate for the  
11 position being substituted. When a regular employee is working as a substitute in a different classification  
12 or a different job title within their classification, they will be paid at Step I on Schedule A, except in those  
13 instances when Step I is not a higher rate of pay.  
14

15 **Section 7.14 Events.**

16 The appropriate departments shall be notified of the need for their service at an event with at least ten (10)  
17 days' notice. Notice provided with less than ten (10) days may result in the department being unable to  
18 accommodate the request.  
19  
20  
21

22 **ARTICLE VIII**

23 **HOLIDAYS AND VACATIONS**

24  
25  
26 **Section 8.1. Holidays.**

27 All employees shall be eligible to receive the following paid holidays that fall within their work year.  
28

- 29
- |                           |                               |
|---------------------------|-------------------------------|
| 1. New Year's Day         | 7. Veterans' Day              |
| 2. Martin Luther King Day | 8. Thanksgiving Day           |
| 3. Presidents' Day        | 9. Day After Thanksgiving Day |
| 4. Memorial Day           | 10. Christmas Eve             |
| 5. Juneteenth             | 11. Christmas Day             |
| 6. Labor Day              | 12. New Years Eve             |
- 35

36 Food Service Secretary and Dispatcher shall receive the following additional paid holidays:  
37

- 38
1. Day Before Christmas Day
  2. Day Before New Year's Day
- 40

41 Full-time employees shall receive the following additional paid holidays.

- 42
1. Spring Vacation--Two (2) Days
  2. July 4
  3. Christmas Vacation--Two (2) Days
  4. Juneteenth
- 47



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ARTICLE IX

LEAVES

**Section 9.1. Sick Leave.**

**Section 9.1.1. Sick Leave Accrual and Expenditure.**

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than twelve (12) days of sick leave per school year (180 days). An employee who works eleven (11) working days in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned. The District shall project the number of annual hours and hours of sick leave at the beginning of the school year according to the estimated calendar months and hours the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year, after the first year of employment. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. A doctor's certificate may be required for illness lasting more than five (5) days.

**Section 9.1.2. Sick Leave Attendance Incentive.**

Sick leave accumulated under this section may be applied toward an attendance incentive plan in the following manner.

1. In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation; PROVIDED, that no employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.
2. At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued leave for illness or injury.

**Section 9.1.3. Transfer of Sick Leave.**

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



1 against an employee who uses this leave. The District may require a physician's verification for  
2 need of such leave use.  
3

4 **Section 9.3. Emergency Leave.**

5 One (1) day of paid emergency leave per year non-cumulative, approved by the employee's immediate  
6 supervisor under the following conditions.  
7

- 8 A. Emergency leave is defined as those situations that require the personal attention of  
9 District personnel and cannot be taken care of at any time other than when school is in  
10 session.  
11
- 12 B. A request for emergency leave must be approved by transportation or food service supervisor.  
13
- 14 C. Emergency leave credit may be used to supplement family bereavement leaves.  
15
- 16 D. Emergency leave cannot be granted for reasons of personal financial gain, recreation, or  
17 seeking other employment.  
18

19 **Section 9.4. Personal Leave.**

20 The District will grant three (3) days of personal leave with pay for the conducting of matters during the  
21 employee's normal work day that require the employee's personal attention with the following conditions.  
22 Employees are expected to transact customary personal business at times other than during the employee's  
23 normal work day.  
24

- 25 A. Personal leave will not be granted the first ten (10) or last five (5) working days of the school  
26 year.  
27
- 28 B. Personal leave shall not be used to extend a school break or holiday.  
29
- 30 C. A substitute employee must be available.  
31
- 32 D. Personal leave shall be requested at least two working days prior to the date of the leave.  
33
- 34 E. Accumulation of personal leave shall be allowed to a maximum of six (6) days.  
35
- 36 F. Unused personal leave in excess of two (2) days may be cashed out at Step 1 of the  
37 employee's salary schedule category. This shall be accomplished by completing a personal  
38 leave cash-out form and forwarding it to the District office no later than the last school day of  
39 the year. FTE for personal leave cash outs shall be based on what the employee's FTE is thirty  
40 (30) days prior to the last day of school.  
41
- 42 G. More than one (1) personal leave day per job classification may be approved by the  
43 supervisor so long as a substitute is available.  
44
- 45 H. Exceptions to items A and B may be considered under unusual circumstances by direction of a  
46 leave request through the unit supervisor to the Human Resources Department. District  
47 approval of such unusual circumstance requests are at the sole discretion of the District and  
48 action under this section of the contract will not be grievable.



1  
2 **Section 9.8.3. Rights While on Leave of Absence.**

3 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on an  
4 unpaid leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while  
5 the employee is on an unpaid leave of absence; provided, however, that if such leave is approved for  
6 extended illness or injury, seniority shall accrue.  
7

8 **Section 9.9. Attendance Incentive.**

9 Employees with perfect attendance in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> trimester of each school year covered by the terms  
10 and conditions of the agreement shall receive one (1) additional day of pay for each trimester in which an  
11 employee does not utilize sick leave and personal leave days. The specific start and finish of each trimester  
12 shall be established by the District's school calendar.  
13

14 **Section 9.10. Leave Proration.**

15 Employee benefits, excluding health care coverage, are provided with the expectation of a full year of  
16 work. If employment ends any time during the school year such benefits will be recalculated to determine  
17 the prorated share earned. If the employee has exceeded the earned benefits for that school year, and does  
18 not have enough accrued leave to cover their absences, then they will be required to compensate the  
19 District back any use over the prorated share for that school year. This pertains to sick leave, vacation, and  
20 personal leave.  
21

22 **Section 9.11. Domestic Violence Leave.**

23 The District will provide leave in accordance with RCW 49.76 which allows victims of domestic violence,  
24 sexual assault, or stalking to take reasonable leave from work to take care of legal needs and obtain health  
25 care. Such leave will be with or without pay at the employee's discretion; provided that an employee must  
26 have available sick leave, vacation leave or similar paid leave available to receive paid leave. Employees  
27 may also take reasonable leave to help a family member obtain needed treatment or services. For this  
28 section, family members include a child, spouse, parent, parent-in-law, grandparent, or a person with whom  
29 the employee is in a dating relationship. An employee choosing to use unpaid leave or more than five (5)  
30 days of sick leave will be required to submit a written request to the superintendent or designee. All  
31 requests for leave and District requests for verification of the request shall be consistent with RCW  
32 49.76.040, including the requirement that if advance notice is not possible due to an emergency situation or  
33 unforeseen circumstances, notice shall be provided to the District by the end of the first day leave is taken.  
34

35 **Section 9.12. Washington State Paid Family Medical Leave (PFML).**

36 Employees may be eligible to receive Paid Family and Medical Leave (PFML) under the Washington state  
37 Family and Medical Leave and Insurance Act (WAC 192-630-015). The District will comply with  
38 provisions of the law when administering leave under Washington PFML.  
39

40 **Section 9.12.1.**

41 PFML is fully administered by the Washington State Employment Security Department. Employees  
42 should visit [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for details. The District shall not discharge, threaten to  
43 discharge, demote, suspend, discipline or otherwise discriminate against an employee who uses this  
44 leave. Employees shall have the ability to use PFML consecutively with the employee's other leave  
45 entitlements unless the employee elects otherwise.  
46  
47  
48



- 1 1. Written notification on the evaluation form detailing deficiencies in performance which  
2 shall include the specific changes/improvement required; AND
- 3
- 4 2. An opportunity for the employee to remedy the identified deficiency(ies) with at least  
5 seven (7) days from date of concern to remedy the situation.  
6

7 *In Food Service, there will be no limit on the number of regular employees allowed to be reassigned using*  
8 *this provision, with a substitute used in the last spot. In Transportation, only one employee will be allowed*  
9 *to be reassigned using this provision.*  
10

11 Should an employee be returned to his/her former position due to unsatisfactory performance in the Trial  
12 Service period, all employees affected by the move will return to their previous assignment(s).  
13

14 If, by the end of ten (10) workdays or less, the Trial Service period does not prove satisfactory for the  
15 employee, the employee shall provide the Supervisor written notification of his/her intent to return to  
16 his/her former position. The District will have up to ten (10) days after receipt of written notification to  
17 return employee to his/her former position.  
18

19 If an employee leaves a position during the Trial Service period, for whatever reason, the next senior  
20 employee in the general job classification on the original posting will be offered the position. If there is no  
21 senior employee available, the position will be re-posted.  
22

#### 23 **Section 10.5. Loss of Seniority.**

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

- 25 A. Resignation;
- 26 B. Discharge for justifiable cause;
- 27 C. Retirement; or
- 28 D. Change in job classification within the bargaining unit, as hereinafter provided.  
29

#### 30 **Section 10.6. Maintenance of Seniority.**

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

- 32 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
- 33 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the  
34 United States; or
- 35 C. Time spent on other authorized leaves.  
36

#### 37 **Section 10.7. Seniority Within Classification.**

38 Seniority rights shall be effective within the general job classification. As used in this agreement, general  
39 job classifications are those set forth in Article I, Section 1.5.  
40

- 41 A. For promotions and assignment to new or open jobs or positions, the following application of  
42 seniority rights within the general job classification shall apply: 1) job title; and 2) seniority  
43 in general job classification.  
44

- 45 1. For promotions and assignment to new or open jobs or positions in food service, the  
46 following application of seniority rights within the general job classification will apply. In  
47 general, positions will be awarded on the basis of seniority, with the following exceptions:  
48

1 **Section 10.11.**

2 Employees in lay-off or reduced hours status shall have priority, in seniority order by classification, in  
3 filling new or open positions over less senior employees, substitutes, and outside candidates. Names shall  
4 remain on the re-employment list for fifteen (15) months. Employees in lay-off status may request to  
5 remain on the recall list for twenty-four (24) months by submitting the request in writing to Human  
6 Resources prior to the fifteen (15) months.

7  
8 **Section 10.12.**

9 An employee shall forfeit rights to re-employment if the employee does not comply with the requirements  
10 of this CBA, or if the employee does not respond to the offer of comparable re-employment within seven  
11 (7) business days. An employee on layoff status who rejects an offer of employment similar in wages,  
12 hours, and working conditions will be removed from layoff status.

13  
14 **Section 10.13.**

15 The District will provide the Association with advance notice and reasonable opportunity to discuss layoffs  
16 and/or reduction in hours including alternative options to layoff and/or reductions. In emergent situations,  
17 as currently provided by law, the District will negotiate these matters with the Association as soon  
18 implementation as is possible. It is the responsibility of those in layoff status to apply for available new or  
19 open positions. Employees on layoff status shall file their address, phone number and email address (if  
20 applicable) in writing with the Human Resources office of the District and shall thereafter promptly advise  
21 the District in writing of any change of address. The District shall send a certified letter to the last address  
22 on file for the employee or obtain the signature and date of an employee being offered re-employment.

23  
24 **Section 10.14. Bumping**

25 In the event an employee is laid off or has a reduction in time of 31 minutes or more per day, the employee  
26 will be allowed to bump the least senior employee within the same job classification, provided the  
27 employee:

- 28 • Has prior successful experience in the specific position; or
- 29 • Possesses the training and experience needed to successfully perform the essential functions of  
30 the position; and
- 31 • Possesses greater seniority than the employee who would otherwise be retained in the position.

32 If the employee does not wish to exercise this bumping right, the employee may opt to accept the reduction  
33 and remain in their current position or be placed on layoff.

34  
35 **Section 10.15. Position Postings.**

36 Transportation openings shall be posted in the transportation facility. Food service openings shall be  
37 posted in each kitchen.

38  
39 **Section 10.15.1. Summer Work**

40 Summer school openings shall be posted as described in Section 10.15. The District will fill  
41 positions with employees who apply consistent with Section 10.8, Seniority Application. The  
42 member shall be compensated based on the position for which they were hired for the summer and  
43 paid at their current step on that salary schedule. Employees will be compensated for the hours they  
44 work.

45  
46 **Section 10.16. Publication of Postings.**

47 The District shall publicize within the bargaining unit for five (5) working days the availability of open



1 employee with at least one (1) formal observation prior to the end of the school year. Supervisors will  
2 schedule a post-observation meeting with the employee to discuss what was observed during the formal  
3 observation. Video recordings will not be used to replace or supplant in-person evaluation observations.  
4

5 For anyone operating a vehicle associated with student transport, driver trainers will provide at least one (1)  
6 check-ride before the supervisor's formal observation. Check-rides will not be used in the formal  
7 evaluations. Check-rides are defined as a driver trainer reviewing the proficiency skills of the driver.  
8

9 Router/dispatchers, the food service secretary, and shop personnel are exempted from the formal  
10 observation with the understanding that the supervisors for these positions are providing continual  
11 observation. Additional reports and observations used in the evaluation, other than by the appropriate  
12 administrator, shall be identified as to their source on the evaluation form.  
13

### 14 **Section 11.2. Evaluation Content.**

15 Overall evaluations shall be marked with adequate space provided for supervisor comments. The  
16 evaluation will provide specific suggestions and measures which the employee must take to improve  
17 his/her performance in each of the areas wherein unsatisfactory performance has been indicated.  
18

### 19 **Section 11.3. Signature and Copies.**

20 An employee shall be given two (2) signed copies of his/her evaluation by the evaluating supervisor. One  
21 will be retained by the employee, and the other copy is to be returned to the District supervisor. The  
22 employee shall sign the District's copy of the evaluation to indicate that he or she has received a copy of  
23 the report. The signature of the employee does not necessarily imply that the employee agrees with the  
24 contents of the evaluation. In case of disagreement, the employee will have the right to attach a written  
25 rebuttal to the evaluation form. No evaluation shall be submitted to the District office, placed in the  
26 employee's file or otherwise acted upon without prior copies being presented to the employee. The  
27 employee may request a conference with the supervisor for clarification or discussion of issues with which  
28 the employee has concerns.  
29

### 30 **Section 11.4. Corrective Action and Probation.**

#### 31 **Section 11.4.1.**

32 Should unsatisfactory job performance(s) require immediate attention, the employee shall be given  
33 a written warning citing the reasons for immediate improvement and the corrective action which  
34 must be taken by the employee. The employee will be given a timetable to correct the  
35 unsatisfactory performance(s). The employee shall be required to sign a copy of the memo  
36 acknowledging receipt, not necessarily agreement with its content. A copy of the signed memo will  
37 be provided to the Association by the District.  
38  
39

#### 40 **Section 11.4.2.**

41 If an employee fails to correct the deficiencies within the timetable period, a formal probation will  
42 be enacted. In a meeting with the employee's supervisor, the employee will be given the specific  
43 required improvements along with strategies and resources to bring about the improvements, in  
44 writing. Both the supervisor and the employee will sign the plan of improvement. The  
45 probationary period shall be for a period of no more than sixty (60) working days. The employee  
46 shall be evaluated at least once in writing during the probationary period and the supervisor shall  
47 meet with the employee to discuss the evaluation within two (2) days of such evaluation. The  
48 employee will also be evaluated at the end of the probationary period in the same manner. The

1 shall continue, nor shall any action be taken with respect to the employee, until such representative of the  
2 Association has reasonable opportunity to be present. In no event, however, shall the meeting be delayed  
3 more than three (3) work days to accommodate such representation.  
4

5 **Section 12.4. Prior Discipline.**

6 No disciplinary action more than one (1) year old shall be applied toward future disciplinary actions unless  
7 the same or similar infraction is committed during the three (3) year period immediately succeeding the  
8 initial infraction. Material relating to circumstances involving extraordinary actions, for example, criminal  
9 activity, sexual improprieties, or danger to students and/or staff, may be exempted from the three (3) year  
10 rule.  
11

12 **Section 12.5. Notice of Complaint.**

13 Any complaint or allegation not called to the attention of the employee within fifteen (15) working days of  
14 receipt or composition may not be used as the basis for any disciplinary action against the employee.  
15

16 **Section 12.6. Notification to Non-Annual Employees.**

17 This section is intended to be applicable to those employees whose duties necessarily imply less than  
18 twelve (12) months (excluding vacations) work per year.  
19

20 **Section 12.6.1.**

21 Should the District decide to discharge any non-annual employee, the employee shall be so notified  
22 in writing prior to the expiration of the school year.  
23

24 **Section 12.6.2.**

25 Nothing contained herein shall be construed to prevent the District from discharging an employee  
26 for acts of misconduct occurring after the expiration of the school year.  
27

28 **Section 12.6.3.**

29 Nothing contained in this section shall in any regard limit the operation of other sections of this  
30 article.  
31

32 **Section 12.7. Notice of Discharge.**

33 Except in extraordinary cases, and as otherwise provided in this article, the District will give employees  
34 two (2) weeks' notice of intention to discharge. Discharge of an employee for cause (failure to comply  
35 with laws, rules, regulations, and/or work requirements) may be immediate without the two (2) week prior  
36 notification.  
37  
38  
39

40 **ARTICLE XIII**

41 **INSURANCE AND RETIREMENT**

42  
43  
44 **Section 13.1. Health Benefits.**

45 Employees projected to be working at least six hundred thirty (630) hours, or per the current School  
46 Employees' Benefit Board's (SEBB) regulations shall be eligible to receive a District contribution for their  
47 selected health benefits.  
48



1 areas (automotive, heavy-duty truck, or school bus) will receive a seventy-five cent (\$0.75) per hour  
2 increase for each ASE certification. In addition, mechanics and assistant mechanics who acquire and  
3 maintain EVT certification will receive an additional seventy-five cent ((\$0.75) per hour increase for each  
4 EVT certificate during the time they are working on an emergency or fire vehicle requiring EVT  
5 certification.  
6

7 **Section 14.3. Food Service Training/Certifications.**

8 Food service workers participating in the American School Food Service Association (ASFSA) who attend  
9 seventy-five percent (75%) or more of the meetings of the local ASFSA chapter each year will be  
10 reimbursed the cost of their annual membership dues. Food service workers who complete and maintain  
11 Level 1 ASFSA certification will be paid an additional forty-five cents (\$0.45) per hour. Food service  
12 workers who complete and maintain Level 2 ASFSA certification will be paid an additional sixty cents  
13 (60¢) per hour. The District will pay for Lead Food Service Workers to acquire and maintain their ServSafe  
14 certification once every five (5) years. Non-Lead Food Service Workers may acquire and maintain their  
15 ServSafe certification at their own expense.  
16

17 **Section 14.4. Secretarial/Dispatcher Apprenticeship.**

18 The District will support secretarial/dispatcher apprenticeship programs offered through Centralia  
19 College, the Washington Public School Classified Employees Joint Apprenticeship and Training  
20 Committee, or other supervisor approved program. Food service and transportation dispatchers who  
21 complete a state-approved apprenticeship program directly related to their current position will be paid  
22 an additional sixty cents (\$0.60) per hour.  
23

24 **Section 14.5. Professional Development Costs.**

25 All costs for professional development training required by the District shall be paid by the District  
26 including but not limited to registration, testing, travel, etc. Any employee may submit a Request for  
27 Action for training that enhances their position with the District and, if approved and during the  
28 employee's regular hours, they will receive their regular pay. If the direct supervisor denies request for  
29 training, an appeal may be made to Human Resources.  
30

31 **Section 14.6. Conference.**

32 Employees shall attend professional development trainings two days prior to the first day of school.  
33 These trainings shall occur within ten (10) business days prior to the first day of school. Employees  
34 shall also attend two (2) professional development trainings during conference days. One (1) during  
35 fall conferences and one (1) during spring conferences. Staff who are unable to attend training may use  
36 appropriate leave.  
37

38 Employees will have an opportunity to complete their scheduled hours for conference days. All conference  
39 day hours must be completed by the last working day in April. Hours may be made up in the following  
40 manner:  
41

42 **Section 14.6.1.**

43 Transportation employees shall attend professional development trainings two days prior to the first  
44 day of school. These trainings shall occur within 10 business days prior to the first day of school.  
45 Employees shall also attend two professional development trainings during conference days. One  
46 during fall conferences and one during spring conferences. Staff who are unable to attend training  
47 may use appropriate leave.  
48

1 **Section 15.5. Access to New Employees.**

2 The District will notify the Association of all new hires within ten (10) working days of the hire date. The  
3 Union will be provided with thirty minutes of paid time to meet with each newly hired bargaining unit member  
4 within the first month of hire. Paid time will be provided to both the Union representative as well as the new  
5 employee.  
6

7 **Section 15.6. Political Action Committee**

8 The District shall, upon receipt of written or voice authorization that conforms to legal requirements,  
9 deduct from the pay of such bargaining unit employee the amount of contribution the employee  
10 voluntarily chooses for deduction for political purposes and shall transmit the same to Public School  
11 Employees of Washington / SEIU Local 1948. Section 15.3 of the Collective Bargaining Agreement shall  
12 apply to these deductions.  
13

14 **Section 15.7. Member List**

15 The District will comply with RCW 41.56.035, Information to be provided to exclusive bargaining  
16 representative by Employer. The District will provide the Association a list, listing bargaining unit  
17 employees who are hired, re-hired, reinstated, transferred into or out of a bargaining unit, reclassified,  
18 promoted, downgraded as provided in RCW 41.56.035, upon any changes, placed on any type of leave, laid  
19 off, recalled from layoff or separated from the District. The report will include each listed bargaining unit  
20 employee’s name, job title, work location, personnel action and reason.  
21  
22

23  
24 **ARTICLE XVI**

25  
26 **GRIEVANCE PROCEDURE**

27  
28 **Section 16.1.**

29 Grievances or complaints arising between the District and its employees within the bargaining unit defined  
30 in Article I herein, with respect to matters dealing with the interpretation or application of the terms and  
31 conditions of this agreement, shall be resolved in strict compliance with this article.  
32

33 **Section 16.2. Grievance Steps.**

34  
35 **Section 16.2.1. Step 1.**

36 Employees shall first discuss the grievance with their immediate supervisor. If employees so wish,  
37 they may be accompanied by an Association representative at such discussion. All grievances not  
38 brought to the immediate supervisor in accordance with the preceding sentence within fifteen (15)  
39 working days of the occurrence of the grievance shall be invalid and subject to no further  
40 processing. The immediate supervisor shall respond to the grievance within fifteen (15) working  
41 days.  
42

43 **Section 16.2.2. Step 2.**

44 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding  
45 subsection, the employee shall, within fifteen (15) working days of the immediate supervisor's  
46 response referred to in the preceding subsection, reduce to writing a statement of the grievance  
47 containing the following.  
48



1 **Section 16.4.**

2 Time limits set forth above can be amended by mutual agreement.  
3  
4  
5

6 **ARTICLE XVII**

7 **SALARIES AND EMPLOYEE COMPENSATION**  
8  
9

10 **Section 17.1.**

11 Employees shall be compensated in accordance with the provisions of this agreement for all hours of  
12 assigned work.  
13

14 **Section 17.1.1. Direct Deposit.**

15 Direct deposit is the preferred method of payment. Staff hired after June 30, 2007, are required to  
16 use direct deposit. Staff currently using direct deposit may not revert back to individual payroll  
17 warrants.  
18

19 **Section 17.1.2. Annualization of Pay.**

20 An employee's annual base salary shall be averaged over twelve (12) months except extra work,  
21 extra trips, and overtime will be paid monthly.  
22

23 **Section 17.2. Salaries.**

24 Salaries for employees subject to this agreement, during the term of this Agreement, are contained in  
25 Schedule A attached hereto and by this reference incorporated herein.  
26

- 27 ○ For 2024-2025, hourly wages for the Dispatcher position shall be increased by 5.5% inclusive of the  
28 implicit price deflator ("IPD"). All other positions shall be increased by 4.7% inclusive of IPD.  
29
- 30 ○ For 2025-2026, hourly wages shall be increased by 4.3% or IPD, whichever is greater.  
31
- 32 ○ For 2026-2027, hourly wages shall be increased by 4.0% or IPD, whichever is greater.  
33

34 **Section 17.3. Right to Retroactivity.**

35 Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and  
36 conditions of Article XVIII, Section 18.3. Should the date of execution of this Agreement be subsequent to  
37 the effective date, salaries, including overtime, shall be retroactive to the effective date.  
38

39 **Section 17.4. Retroactive Pay.**

40 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this  
41 agreement if possible and in any case not later than the second regular payday. In the case of retroactive  
42 pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive pay shall be paid  
43 on the first regular payday following agreement on such schedule, if possible and in any case not later than  
44 the second regular payday.  
45

46 **Section 17.5. Incremental Steps.**

47 Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this  
48

1 permits (excluding basic driver's license) which are required by the District, state, or federal government  
2 for performance of duties within the employee's assignment. Regarding the Commercial Driver's License  
3 "behind the wheel test" and "written examination," District reimbursement will be for only one (1) test fee.  
4 In the event a driver fails the test/examination and attempts the test again, the District will not reimburse  
5 such additional costs incurred.

6  
7 **Section 17.12. Driver Trainer Pay.**

8 The driver trainer will be paid an additional one dollar (\$1.00) per hour stipend during the time they are  
9 working as a driver trainer. If the driver trainer is a Chehalis employee, he/she will be paid their regular  
10 hourly rate of pay plus one dollar (\$1.00) per hour.

11  
12 **Section 17.13. Tool Reimbursement.**

13 Mechanics and assistant mechanics shall be reimbursed up to eight hundred dollars (\$800) for tools. Tool  
14 receipts will be submitted to the transportation secretary for reimbursement.

15  
16 **Section 17.14. Shop Boot Allowance.**

17 Shop employees shall be reimbursed for work boots up to two hundred twenty-five dollars (\$225) every  
18 year.

19  
20 **Section 17.15. Food Service Shoe Allowance.**

21 Food Service employees shall be reimbursed for work shoes up to fifty dollars (\$50) each school year.

22  
23 **Section 17.16. Food Service Catering.**

24 Food service staff participating in catering events outside their regular work day will be paid their regular  
25 pay during regular work hours. For catering outside of their regular work hours, at District sponsored  
26 functions or for groups outside the District, the employees will be paid the overtime rate of one and one-  
27 half (1½) per hour. In-district catering work will be offered to the food service employees in the building  
28 where the event is being held by seniority. If additional help is needed, the work will be offered district-  
29 wide on a rotational seniority basis, with the list starting anew each school year.

30  
31  
32  
33 **ARTICLE XVIII**

34  
35 **SAFETY**

36  
37 **Section 18.1**

38 Health and safety protocols will be clearly communicated to all employees at each site. These protocols  
39 will be provided in writing to the employee at the employee's request. The District will have a Safety  
40 committee in compliance with Labor & Industries regulations and invite representation from PSE. If  
41 meetings are not conducted on worktime, PSE employees will receive hourly compensation as per Schedule  
42 A.

43  
44 **Section 18.2. Immunization**

45 The District may request proof of immunizations from its employees. Once immunization records have  
46 been provided to the District, such records shall be maintained in a confidential file separate from the  
47 employee's personnel file.



SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON / SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES  
OF CENTRALIA #504

BY: Leslie Taggart  
Leslie Taggart, Chapter Co-President

DATE: 10/19/24

BY: Cheryl Blum  
Cheryl Blum, Chapter Co-President

DATE: 10/24/24

CENTRALIA SCHOOL DISTRICT #401

BY: Lisa Grant  
Lisa Grant, Superintendent

DATE: 10.24.25

BY: Samantha Mitchell  
Samantha Mitchell, Exec. Dir. of HR

DATE: 10/24/24

BY: Tim Browning  
Tim Browning, Board President

DATE: 10-24-24



1 LETTER OF AGREEMENT

2  
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN  
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 AND THE CENTRALIA  
5 SCHOOL DISTRICT #401.  
6

7 The parties agree to the following for vaccinated employees:

- 8 • Vaccinated employees will provide proof of all required vaccines, the employer will record  
9 acknowledgement of the required vaccine in a file separate from their personnel file.  
10
- 11 • Employees who qualify for exemptions will provide documentation and the employer will record  
12 documentation provided for exemption in a file separate from their personnel file.  
13

14 In the event members are not in compliance with the vaccine condition of employment, the parties agree to  
15 the following:

- 16 • Unvaccinated employees will have until October 18, 2021, to be fully vaccinated. (Information will  
17 be retained in a file separate from their personnel file).  
18
- 19 • Employees who have received a COVID-19 vaccine and take sick leave due to vaccine side effects  
20 may be credited up to one day of sick leave so long as proof of vaccination has been submitted to  
21 the Human Resources Department.  
22
- 23 • Employees who do not meet the vaccination requirements will be placed on a re-employment list  
24 for the remainder of the 2021-22 school year, during this time should the employee meet the  
25 requirements of employment then the employee may return to a comparable open position. The  
26 District will follow the recall procedure contained in Section 10 of the current CBA when recalling  
27 employees on this list, with the exception of the time period of the re-employment list. Employees  
28 on the re-employment list will not accrue seniority, however their seniority will not be lost while on  
29 the re-employment list.  
30
- 31 • Employees may take appropriate and reasonable mask breaks.  
32
- 33 • Workers' Compensation: Consistent with the Health Emergency Labor Standards Act, any  
34 "frontline" (in building) employee who contracts COVID-19 and provides proof of diagnosis is  
35 presumed to have contracted the virus at work for purposes of Workers' Compensation eligibility,  
36 unless there is a preponderance of evidence to prove otherwise. Employees diagnosed with COVID-  
37 19 in this manner or directed to quarantine due to a worksite exposure may have access to Workers'  
38 Compensation benefits. For employees who meet these criteria, the District will supplement  
39 Workers' Compensation with paid administrative leave during time periods when the employee is  
40 unable to work as a result of such exposure. If the employee is required to quarantine due to a  
41 worksite exposure, but does not qualify for Workers' Compensation due to having tested negative  
42 for COVID-19, the employee will receive paid administrative leave or an alternative remote  
43 assignment for the period of quarantine. The District will communicate protocols for accessing  
44 these leaves to impacted employees. Employees will obtain testing at the earliest appropriate  
45 opportunity in such situations and will share the results with the District immediately upon receipt.  
46  
47

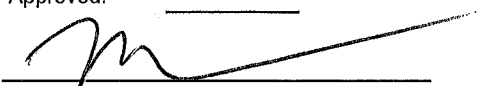

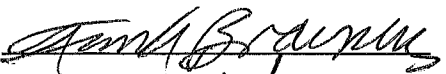
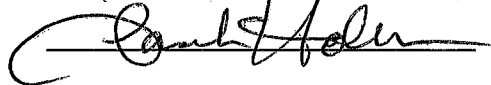


**Centralia School District**  
**2024-25 Public School Employees Salary Schedule**

<b>PSE</b>									
<b>Step:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>Kitchen Manager</b>						10-14 Yrs	15-19 Yrs	20+ Yrs	
2024-25	\$24.79	\$25.53	\$26.30	\$27.09	\$27.90	\$28.74	\$29.60	\$30.49	
<b>Secondary Lead</b>									
2024-25	\$23.34	\$24.04	\$24.76	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	
<b>Elementary Lead</b>									
2024-25	\$22.38	\$23.05	\$23.74	\$24.45	\$25.19	\$25.94	\$26.72	\$27.52	
<b>Secondary Food Service Worker</b>									
2024-25	\$20.58	\$21.20	\$21.84	\$22.49	\$23.17	\$23.86	\$24.58	\$25.32	
<b>Elementary Food Service Worker</b>									
2024-25	\$20.37	\$20.99	\$21.61	\$22.26	\$22.93	\$23.62	\$24.33	\$25.06	
<b>Delivery Warehouse</b>									
2024-25	\$24.52	\$25.26	\$26.02	\$26.80	\$27.60	\$28.43	\$29.28	\$30.16	
<b>Food Service Secretary</b>									
2024-25	\$22.12	\$22.79	\$23.47	\$24.17	\$24.90	\$25.65	\$26.42	\$27.21	
<b>Step:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>Bus Driver</b>						10-14 Yrs	15-19 Yrs	20+ Yrs	
2024-25	\$25.80	\$26.57	\$27.37	\$28.19	\$29.03	\$29.91	\$30.80	\$31.73	
<b>Bus Mechanic</b>									
2024-25	\$33.41	\$34.41	\$35.45	\$36.51	\$37.60	\$38.73	\$39.89	\$41.09	
<b>Assistant Mechanic</b>									
2024-25	\$26.75	\$27.55	\$28.38	\$29.23	\$30.11	\$31.01	\$31.94	\$32.90	
<b>Parts Serviceperson</b>									
2024-25	\$24.52	\$25.26	\$26.02	\$26.80	\$27.60	\$28.43	\$29.28	\$30.16	
<b>Utility Person</b>									
2024-25	\$24.52	\$25.26	\$26.02	\$26.80	\$27.60	\$28.43	\$29.28	\$30.16	
<b>Transportation Secretary/Dispatcher</b>									
2024-25	\$25.64	\$26.41	\$27.20	\$28.01	\$28.85	\$29.72	\$30.61	\$31.53	
<b>Bus Monitor</b>									
2024-25	\$19.22	\$19.80	\$20.39	\$21.01	\$21.64	\$22.28	\$22.95	\$23.64	
<b>Motor Pool Driver</b>									
2024-25	\$19.89	\$20.48	\$21.10	\$21.73	\$22.38	\$23.05	\$23.75	\$24.46	
<b>Extra Trip Rate</b>									
2024-25	\$23.00								

Bargaining Unit Substitutes will be paid at Step 1, Step 2 or Step 3 depending on experience (Section 17.5)

Approved:

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CENTRALIA SCHOOL DISTRICT (DISTRICT) AND PUBLIC-SCHOOL EMPLOYEES  
OF CENTRALIA (PSE)**

Section 7.3 of the Collective Bargaining Agreement between PSE and the District states:

Each employee shall be assigned to a definite shift with designated times of beginning and ending, with the understanding that an employee may be required to work beyond his/her assigned shift. Standby time will prevail and be compensated at the employee's base hourly rate, in circumstances of thirty (30) minutes or less between performing their defined shift, and up to the start of their next assignment.

A question has arisen as to whether the "standby time" referenced in Section 7.3 should be included in the calculation of full-time equivalent (FTE) daily hours for purposes of establishing an employee's total regular daily hours; and

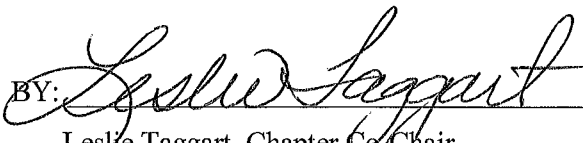
The inclusion of this time in the calculation of FTE would benefit employees by increasing the number of hours they are paid when accessing paid leave under the CBA; and

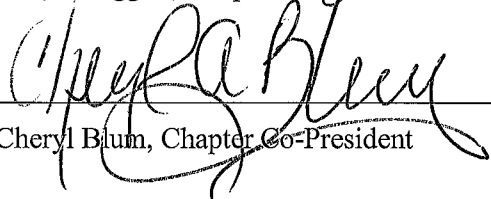
The parties wish to clarify the practice that will be used moving forward:

NOW, THEREFORE, the parties agree to the following:

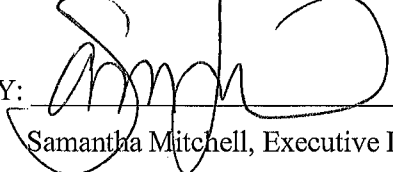
1. Regularly scheduled time periods between pre and post trip activities on routes or other defined work shifts that meet the definition of "standby time" in Section 7.3 of the CBA, or paid as "standby time" as a part of the employee's regular daily pay, will be included in the calculation of employees' FTE.
2. Currently bid routes / shifts will remain in effect without any need for rebidding until the normal bid cycle, or unless a subsequent change occurs that would otherwise require rebidding under the CBA.

**PUBLIC SCHOOL EMPLOYEES OF CENTRALIA Signatures of Authorized Agents:**

BY:  DATE: 11-1-23  
Leslie Taggart, Chapter Co-Chair

BY:  DATE: 11-3-23  
Cheryl Blum, Chapter Co-President

CENTRALIA SCHOOL DISTRICT NO. 401

BY:  DATE: 11-1-23  
Samantha Mitchell, Executive Director of Human Resources

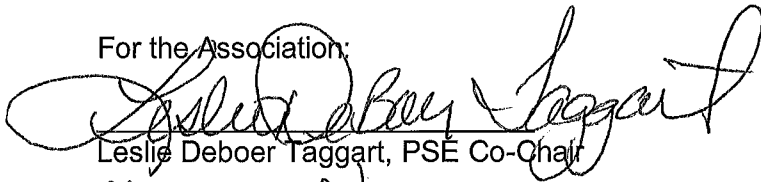
**Memorandum of Understanding  
Between the Centralia School  
District and  
the Public-School Employees of Centralia School District**

The Centralia School District is requesting a modification to the Public-School Employee (PSE) Collective Bargaining Agreement Section 10.16, Publication of Postings. This section currently states that *"The District shall publicize within the bargaining unit for five (5) working days the availability of an open position as soon as possible after the District is apprised of the opening."* The requested modification is to allow Derrick Nesary to be moved from an assistant mechanic at step 6 to a mechanic at step 1 without posting the position internally within the District.

- PSE and the District are collaborating to update job descriptions and are making changes to the assistant mechanic and mechanic job descriptions. Currently, Derrick Nesary is a step 6 assistant mechanic, but the work he is doing aligns more with mechanic responsibilities.
- PSE and the District have agreed to transfer Derrick Nesary to a Step 1 mechanic beginning October 1, 2024, without internally posting the open position, and the assistant mechanic position will not be filled.
- This is a one-time measure only and shall not be used to set precedent for future years.

All terms and conditions of the Collective Bargaining Agreement shall remain in full force and effect unless specifically modified by this MOU.

For the Association:

  
Leslie Deboer Taggart, PSE Co-Chair

10/9/24  
Date

  
Cheryl Blum, PSE Co-Chair

10/24/24  
Date

For the District:

  
Dr. Lisa Grant, Superintendent

9.26.24  
Date

  
Tim Browning, Board President

9/26/2024  
Date