

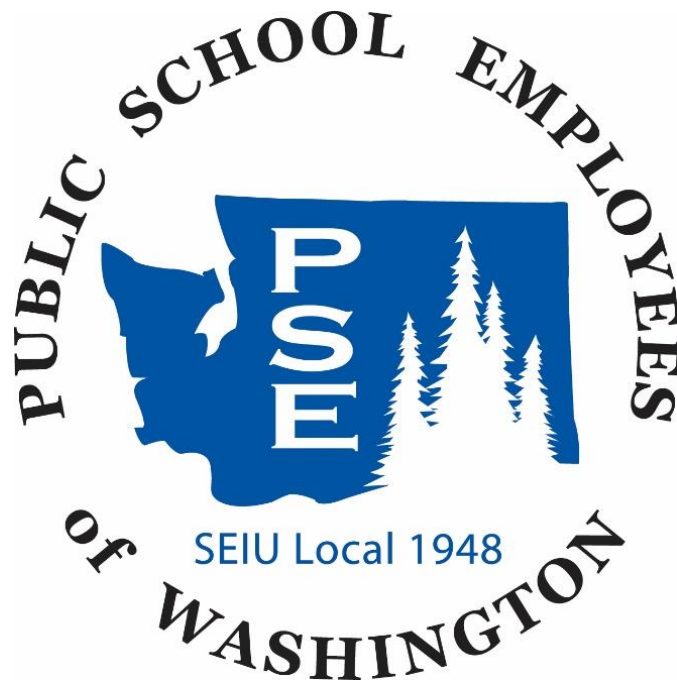
COLLECTIVE BARGAINING AGREEMENT BETWEEN

CHENEY SCHOOL DISTRICT #360

AND

PUBLIC SCHOOL EMPLOYEES OF CHENEY

SEPTEMBER 1, 2023 – AUGUST 31, 2026



Public School Employees of Washington/SEIU Local 1948

P.O. Box 798

Auburn, Washington 98071-0798

1.866.820.5652

www.pseclassified.org

TABLE OF CONTENTS

	Page
DECLARATION OF PRINCIPLES	1
PREAMBLE	1
ARTICLE I RECOGNITION AND COVERAGE OF AGREEMENT	1
ARTICLE II DISTRICT RIGHTS	3
ARTICLE III ASSOCIATION RIGHTS	3
ARTICLE IV LABOR/MANAGEMENT MEETINGS	5
ARTICLE V GRIEVANCE PROCEDURE	6
ARTICLE VI TRAINING	7
ARTICLE VII VACATIONS AND HOLIDAYS	9
ARTICLE VIII LEAVES	9
ARTICLE IX INSURANCE	13
ARTICLE X WORKING SHIFTS AND OVERTIME	14
ARTICLE XI TRANSPORTATION PROVISIONS	19
ARTICLE XII EMPLOYMENT NOTIFICATION	22
ARTICLE XIII DISCIPLINE AND DISCHARGE OF EMPLOYEES	23
ARTICLE XIV RETIREMENT	24
ARTICLE XV SAFETY	24
ARTICLE XVI SENIORITY, PROBATION, PLACEMENT	25
ARTICLE XVII LAYOFF AND RECALL	28
ARTICLE XVIII ASSOCIATION MEMBERSHIP AND CHECKOFF	29
ARTICLE XIX SEVERABILITY	30
ARTICLE XX SALARIES	31
ARTICLE XXI PERSONNEL FILE AND EVALUATION	32
ARTICLE XXII TERMS OF AGREEMENT	34
SIGNATURE PAGE	34
SCHEDULE A 2023-2024	35
SCHEDULE A 2024-2025	37
SCHEDULE A 2025-2026	39
DRUG AND ALCOHOL TESTING	41

1 Business Manager, Accounting Manager, Program Specialist-Administrative Assistant to the Directors
2 of Student Support Services, and Communications Coordinator.

3
4 **Section 1.3. Classifications.**

5 The bargaining unit to which this Agreement is applicable will consist of all classified employees as
6 listed in the current Schedule A, and includes all classifications as follows:

- 7 • Transportation
- 8 • Maintenance/Operations (Custodial, Grounds, Maintenance, State Licensed Trades)
- 9 • Technology/Printing
- 10 • Nutrition Services
- 11 • Secretarial/Clerical
- 12 • Paraeducators
- 13 • Accounting
- 14 • Specialists (LPN, COTA, Interpreter, Heath Aide, SSAS)

15
16 **Section 1.4. Employees Defined.**

17 Employees are defined as the following:

- 18
19 • Regular – an employee hired by the District for a specific position, hours, and shift.
- 20
21 • Itinerant/Permanent Substitute – an employee who is hired by the District for a minimum daily
22 shift to cover absences and needs in a specific classification or department and is likely to move
23 between locations throughout the year. Example: Classified staff directed out of student
24 services may be moved based on student need.
- 25
26 • Temporary – a position to fill a need in excess of thirty (30) days created by a leave of absence
27 or other short-term staffing need.
- 28
29 • Seasonal – a position hired for only a specific increment of time annually.
- 30
31 • Substitute – an “on call” individual to fill absences of regular, itinerant, and temporary
32 positions. (Does not accrue seniority.)

33
34 **Section 1.5. Temporary Positions.**

35 A temporary assignment is defined as an opening that the District can reasonably anticipate will
36 exceed thirty (30) school days. This may be created by a leave of absence, a short-term staffing need
37 which does not warrant the posting of a permanent position, or when extraordinary needs require a
38 temporary appointment.

39
40 Temporary positions will be posted with specific beginning and end dates, or likely length of
41 employment specified on the job posting. Employees hired to fill temporary positions will be subject to
42 all provisions of this Agreement.

43
44 **Section 1.6. Substitutes.**

45 All classified employees who are substitutes in the above job classifications are included in the
46 bargaining unit limited to the provisions of this Agreement as listed: Schedule A, Section 10.1.

47



1 Substitute positions will not exceed thirty (30) workdays unless a substitute position is extended by
2 mutual agreement between the District and the Association. Overload paraeducator positions may be
3 exempt from the thirty (30) workday provision.
4

5 **Section 1.7. Job Descriptions.**

6 The District will post current job descriptions for all positions subject to this Agreement on the District
7 website. The creation of new positions, or the modification of existing positions will require reopening
8 of this Agreement pursuant to Article XXII, Section 22.2. for negotiations including appropriate wage
9 rate and creation of a job description. All postings for new or open positions will be consistent with the
10 current job description for that position.

- 11 • Cheney School District will keep current and new job descriptions posted on the District
12 website under PSE.

13
14
15 **ARTICLE II**

16
17 **DISTRICT RIGHTS**

18
19 **Section 2.1.**

20 It is agreed that the customary and usual rights, powers, functions, and authority of management are
21 vested exclusively in management officials of the District. By way of illustration, not limitation, and in
22 accordance with and subject to applicable laws, regulations and the provisions of this Agreement, these
23 rights include: the right to direct the work force; the right to hire, promote, retain, transfer, and assign
24 employees in positions; the right to suspend, discharge, demote, or take other disciplinary action
25 against employees; the right to release employees from duty because of lack of work or other
26 legitimate reasons. The District will retain the right to maintain efficiency of the District operation by
27 determining the method, number, and kinds of personnel by which operations undertaken by
28 employees in the unit are to be conducted.
29
30
31

32 **ARTICLE III**

33
34 **ASSOCIATION RIGHTS**

35
36 **Section 3.1. Personnel Reports.**

37 Per RCW 41.56.003, on or before the first day of November and the first day of March of each year
38 during the term of this Agreement, the District will provide in Excel format to the PSE Chapter
39 President, Membership Officer, and the PSE Membership Department with a complete list of classified
40 employees covered under this agreement to include: name, address, cellular phone number (if on file),
41 home phone number (if on file), work phone number (if applicable), work email address, personal
42 email address (if on file), job title, rate of pay, and work site location. Upon request, additional
43 information such as seniority list, hire date for each classification worked, estimated annual pay, work
44 hours per day, workdays per year, SEBB eligibility, and union dues paid will be provided.
45

46 **Section 3.1.1. Applicability of Public Disclosure Laws.**

47 Nothing in this Agreement precludes the District from providing documents in accordance with
48 public disclosure laws. The District will notify the employee prior to the release of any

1 requested record. Employees shall have four (4) business days to notify the District if they plan
2 to file an injunction blocking the request.

3
4 **Section 3.2. Bulletin Boards.**

5 The District will provide bulletin boards for use by the Association, with the number and location of
6 such boards to be as mutually agreed. Materials posted will conform to the law, and will not reflect
7 negatively on the District, its management or its employees. Courtesy copies of material to be posted
8 will be provided to the building principal or administrator and the Superintendent at the time of
9 posting. The District will not assume the responsibility of or any liability for material posted.

10
11 **Section 3.3. In-District Mail.**

12 The Association will have the use of the interschool mail facilities and District email for distribution of
13 appropriate Association communications. A copy of such distributed communication will be provided
14 to the Superintendent or Superintendent's designee.

15
16 **Section 3.4. Visit by PSE Representative(s).**

17 Visitation rights may be granted by the Superintendent or a designated representative during duty
18 hours to representatives of the Public School Employees of Washington/SEIU Local 1948 to visit with
19 employees. The visiting delegate will notify the District of his/her arrival.

20
21 **Section 3.5. Association President Leave.**

22 Every effort will be made by the parties to schedule meetings outside of the Chapter President's
23 regular work hours to minimize time away in which a hardship would be created for the
24 building/department and/or a substitute would be required.

25
26 The Association President shall be provided with a reasonable amount of release time to conduct union
27 business. Such leave shall be subject to the following:

- 28 1. The release time shall be full pay, and the Association shall reimburse the District all actual
29 costs associated with the President's release. Additionally, the Association shall reimburse the
30 District for substitute costs if a substitute is utilized.
- 31 2. Whenever possible, notification of the leave shall be submitted two (2) working weeks before
32 the leave is to take effect.
- 33 3. Use of the leave may be hourly, half-day, or whole day increments.

34
35 **Section 3.5.1. Association Leave.**

36 Every effort will be made by the parties to schedule meetings outside of the Chapter officers
37 and/or designated representatives' regular work hours to minimize time away in which a
38 hardship would be created for the building/department and/or a substitute would be required.

39
40 In addition to Association President leave, the officers and/or designated representatives of the
41 Association shall be provided a reasonable amount of release time to conduct union business up
42 to a cumulative maximum of forty-five (45) days per fiscal year (9/1 – 8/31). Such leave shall
43 be subject to the following:

- 44
45 1. The released time shall be with full pay, and the Association shall reimburse the District
46 all actual costs associated with the officers or designated representative's release.
47 Additionally, the Association shall reimburse the District for substitute costs if a
48 substitute is utilized.

1 2. Whenever possible, notification of the leave shall be submitted two (2) working weeks
2 before the leave is to take effect.

3 3. Use of the leave may be hourly, half-day, or whole day increments.
4 Annually by September 15 and when changes occur, the Association shall inform the Human
5 Resources Director of the names of all Association Officers and Designated Representatives.
6

7 **Section 3.6. State Requested Release Time.**

8 Release time for Cheney PSE members requested by the Public School Employees of Washington/
9 SEIU Local 1948 (PSE) State organization may be granted to the employee. All costs associated with
10 the employee's absence will be reimbursed by PSE. Requests for release time will be handled through
11 the Human Resources Department.
12

13 **Section 3.7. School Calendar.**

14 The District agrees to meet, confer, and negotiate the calendar, as required by Washington State law, in
15 conjunction with all District employee groups. Changes required during the year due to weather
16 conditions and/or other emergency-type problems will be made by the District. The Association, in
17 conjunction with all District employee groups, will be consulted before days are designated to make up
18 missed time due to "school closure."
19

20 A Biennial calendar will be developed as follows:

- 21 1. Representatives from all District employee groups will be on the District's Calendar
22 Committee.
- 23 2. PSEC will have two (2) representatives on this committee. The District will consult with the
24 Chapter President for representatives from PSEC when the committee is being formed.
- 25 3. Potential calendars will be voted on by all District employees.
- 26 4. The calendar eventually receiving a majority of the votes cast will be submitted to the Board of
27 Directors for their consideration.
28

29 **Section 3.8. Communication.**

30 The District will utilize email as the primary form of communication to all staff. Thus, all employees
31 are expected to check email regularly on scheduled workdays and periodically during spring, winter,
32 and summer breaks.
33

34 Upon request, employees will be provided with training to include how to access email at work and
35 remotely utilizing a smart phone, tablet, or computer.
36
37

38 **ARTICLE IV**

39 **LABOR/MANAGEMENT MEETINGS**

40
41
42
43 **Section 4.1. Meetings.**

44 The Superintendent and/or his/her designee and the Association President and/or his/her designee will
45 meet throughout the school year to discuss matters of mutual concern. Additional persons may, by
46 mutual agreement, attend these meetings on an as-needed basis. It is the intent of the parties that
47 problems arising relative to the administration of this Agreement will also be discussed at these
48 meetings.

1 **Section 4.2. Labor/Management Committee.**

2 In order to promote communications within all classifications as defined in Section 1.3, the parties
3 agree to hold meetings as needed to discuss matters of mutual concern. One meeting will be held prior
4 to the school year. The Association delegation at these meetings will consist of elected representatives
5 from each classification. The District delegation will consist of the Department Supervisor for the
6 classifications listed above. Additional persons may participate as requested by either party.
7

8 **Section 4.3. Meeting Procedures.**

9 Meetings will be conducted at a mutually agreeable time. An agenda will be prepared in advance of
10 each meeting. As mutually agreed upon, the minutes will be shared with the other party at no cost.
11

12 **Section 4.4. Additional Attendees.**

13 All participants have the right to utilize the services of consultants in any deliberations between the
14 parties.
15

16
17 **ARTICLE V**

18
19 **GRIEVANCE PROCEDURE**
20

21 **Section 5.1. Grievance or Complaint.**

22 Grievances or complaints arising between the District and its employees within the bargaining unit
23 defined in this Agreement as matters dealing with the interpretation or application of the terms and
24 conditions of this Agreement will be resolved in strict compliance with this Article.
25

26 **Section 5.2. Handling Grievances.**

27 Discussions and negotiations in the handling of grievances, formally or informally, will take place
28 whenever feasible during work time.
29

30 **Section 5.3. Step I - Discussion.**

31 Employees will first discuss the grievance with their immediate supervisor, indicating that the meeting
32 is Step 1 of the grievance process. If employees so wish, they may be accompanied by an Association
33 representative at such discussion. All grievances not brought to the immediate supervisor in
34 accordance with the preceding sentence within twenty (20) business days of the occurrence, or
35 knowledge of the occurrence, the grievance will be invalid and subject to no further processing. The
36 supervisor will have ten (10) business days to schedule a discussion meeting. In response to the
37 discussion meeting, the supervisor will send the employee an email summarizing the meeting and give
38 his/her Step I response.
39

40 **Section 5.4. Step II - Written.**

41 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
42 subsection, the employee will provide a written statement of the grievance containing the following:

- 43 A. The facts on which the grievance is based.
44 B. A reference to the provisions in the Agreement which have been allegedly violated and the
45 remedy sought.
46

47 The employee will submit the written statement of grievance to the immediate supervisor for
48 reconsideration within ten (10) business days and will submit a copy to the Assistant Superintendent or

1 Director of Human Resources. The District will have ten (10) business days from submission of the
2 written statement of the grievance to respond to the grievance by indicating on the statement of the
3 grievance the District’s proposed disposition. If an agreeable disposition is made, all parties to the
4 grievance will sign it, and the grievance will be resolved.

5
6 **Section 5.5. Step III - Superintendent.**

7 If no agreeable disposition to the grievance specified in Step II, A has been reached within the ten (10)
8 business days referred to in the preceding subsection, and the Association believes the grievance to be
9 valid, a written statement of the specified grievance will be submitted within ten (10) business days to
10 the District Superintendent or the Superintendent’s designee. After such submission, the District will
11 have ten (10) business days from submission of the written statement of grievance to respond to it by
12 indicating on the statement of grievance the proposed disposition. If an agreeable disposition is made,
13 all parties to the grievance will sign it and the grievance will be resolved.

14
15 **Section 5.6. Step IV - Mediation.**

16 The Grievant and the Association have the option that if no settlement has been reached within the ten
17 (10) days referred to in the preceding subsection, and the Association believes the grievance to be
18 valid, a written statement of the grievance specified in Step II, A will be submitted to the
19 Superintendent for mediation within ten (10) workdays. The District and the Association will utilize
20 the services and procedures of the Public Employment Relations Commission (PERC).

21
22 **Section 5.7. Step V - Arbitration.**

23 If no settlement has been reached within the thirty (30) business days referred to in the preceding
24 subsection, the Association may appeal to binding arbitration if the Association believes the grievance
25 specified in Step II, A to be valid. The parties will apply to PERC for the State of Washington for the
26 assignment of an arbitrator to hear the grievance. The arbitrator will hold such hearing under oath as
27 may be required. The decision of the arbitrator will be final and binding upon the parties.

28
29 **Section 5.8. Timelines.**

30 The timelines above may be extended upon written mutual agreement of the parties.

31
32 **Section 5.9. Discrimination.**

33 The Employer and the employee will not discriminate against any individual employee or the
34 Association for taking action under this Article.

35
36
37
38 **ARTICLE VI**

39
40 **TRAINING**

41
42 **Section 6.1. Vector Safe Schools.**

43 The District will provide Vector “Safe Schools” mandated and optional trainings for classified
44 employees annually. Mandatory training will be expected to be completed during the employee’s
45 normal workday, as directed by their supervisor. Optional trainings may be considered as additional
46 training.

1 Annual training must be completed by October 1 of each year. Any employee who does not meet the
2 mandatory training timelines may be subject to disciplinary action as the training is a condition of
3 employment for all employees across the District.
4

- 5 • For employees who work less than year-round and directly serve students, in recognition of
6 time spent completing modules beyond the workday, the District will provide the following
7 groups compensation for the hours allotted for the annual Vector Safe Schools training
8 modules, provided the modules are fully completed by the end of the day October 1. Newly
9 hired employees will be afforded the same compensation as long as the assigned modules are
10 fully completed within thirty (30) calendar days from the date of hire.

- 11 ○ Bus Driver, Bus Aide, Dispatcher
- 12 ○ Nutrition Services staff
- 13 ○ Paraeducator
- 14 ○ Custodian (less than year -round)
- 15
- 16

17 **Section 6.2.**

18 The District will provide employees the opportunity for training to assist with developing skills needed
19 in their current position. Employee training may be provided on the job; during regularly scheduled
20 meetings; scheduled District, classification, or department in-services; and via written or online
21 training. The District will provide a minimum of six (6) hours of training per year for each employee.
22 The intent of the District is to provide new employees training within the first six (6) weeks of hire.
23

24 **Section 6.3. Staff Development Committee.**

25 The District and the Association agree to maintain ongoing labor management discussions regarding
26 Classified Staff Development in Cheney School District. Should the parties agree that a separate
27 committee be formed to handle the details of staff development through a committee, the parties will
28 form an Ad Hoc committee with equal numbers of representatives appointed by the District and the
29 Association.
30

31 **Section 6.4. Training Costs.**

32 Employees will be reimbursed for the following vocational training expenses, provided the
33 Superintendent or designee (e.g., principal or department supervisor) has approved the training.

- 34 A. Expenses and materials to attend courses that would be mutually beneficial to the employee and
35 the District.
- 36 B. Transportation and course-related expenses.
- 37

38 **Section 6.5. Mandatory Meetings and Trainings.**

39 The District agrees to compensate all employees at their hourly rate of pay for mandatory District
40 meetings and training sessions held outside of the regular work schedule (e.g., Principal's Day, First
41 Aid, others as defined by supervisor and/or job description).
42
43
44
45
46
47

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

ARTICLE VII

VACATIONS AND HOLIDAYS

Section 7.1.

Each twelve (12)-month employee will be granted annual vacations on the following basis:

<u>Years Completed</u>	<u>Vacation Accrual Rate</u>
0 - 4 years employment	10 days
5 - 9 years employment	15 days
10 + years employment	20 days

It is mutually agreed that vacations will, whenever possible, be scheduled at times when normal activities required by the Employer will be least disrupted. Supervisors will approve vacation requests. Requests for summer vacations will be submitted no later than June 1.

Vacation is to be used annually by August 31 of the year following the contract year in which the leave was earned. However, exceptions may be made with prior approval of the Superintendent/designee to carryover unused days. Up to three (3) days of accrued vacation leave, in excess of thirty (30) days, may be cashed out with supervisor approval. In the event of termination of employment, compensation will be provided for unused days according to federal and state law.

Section 7.2. Holidays.

Employees will be paid for the following holidays that fall within their contracted work year:

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

Section 7.3. Worked Holidays.

Employees who are required to work on the above described holidays will receive the pay due them for the holiday, plus one and one-half (1½) times their rate for all hours worked on the date of the holiday.

ARTICLE VIII

LEAVES

Section 8.1. Sick Leave.

Employees will be allowed sick, injury, and emergency leave without salary deduction on the basis of one (1) day per pay period of employment. The District will project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during the year. The employee will be entitled to the projected number of days of sick leave at

1 the beginning of the school year. Sick leave benefits will be paid at the employee’s hourly rate of pay
2 for the employee’s current regular workday.

3
4 In the event an employee separates from the District employment prior to the end of the school year
5 (fiscal year for year-round employees), any unearned sick leave will be recouped by the District per the
6 language above, “The District will project the number of annual days of sick leave at the beginning of
7 the school year according to the estimated calendar months the employee is to work during the year.”
8 In some situations, this may cause the District to shift hours/days used to unpaid leave upon departure.

9
10 Sick leave cash out will be in accordance with Washington State law and Cheney School District
11 Policy #5401.

12
13 **Section 8.1.1. Family Defined.**

14 Sick leave as earned in Section 8.1, may be used in the event of illness in the immediate family.
15 Immediate family is defined as anyone living within the household and/or parent, spouse,
16 sibling, child, spouse of child, grandparent, grandchild, aunt, uncle, niece, nephew, like
17 relationships of the spouse or step-relationships, or as defined by law.

18
19 **Section 8.1.2. Employee Leave Sharing.**

20 Employee leave sharing will be established in accordance with state law and Cheney School
21 District Policy and Procedure #5406. Employees should contact Human Resources for
22 information regarding the shared leave process.

23
24 **Section 8.1.3. Unpaid Medical Leave.**

25 Family Medical Leave Act (FMLA) and Washington State Paid Family and Medical Leave
26 (PFML) will be implemented according to state and federal law. Employees should notify their
27 supervisor and contact Human Resources for information regarding the unpaid medical leave
28 process.

29
30 **Section 8.2. Family Leave.**

31 Up to three (3) days of leave per school year may be granted at District discretion for the serious
32 illness of members of the immediate family (as defined by Section 8.1.1). Upon request, the employee
33 will provide medical documentation that verifies serious illness. Serious illness followed immediately
34 by death may be construed to be two (2) separate instances. Family leave is not cumulative. Family
35 leave will be in addition to sick leave.

- 36
37 A. Serious illness is defined as any illness or accident serious enough to cause confinement to a
38 hospital, other licensed health care facility or home, is directed by a physician. Such
39 confinement will also be construed to include the day upon which major surgery is performed,
40 or the day upon which a child is born. Additional days could be granted in cases where
41 complications follow surgery or childbirth.
42 B. Immediate family is defined in Section 8.1.1.

43
44 **Section 8.3. Bereavement Leave.**

45 Up to five (5) days of leave for each occurrence may be granted for death of members of the immediate
46 family (as defined by Section 8.1.1). Bereavement leave is not cumulative. Bereavement leave will be
47 in addition to sick leave. Upon request, the employee will provide verification.

1 **Section 8.4. Emergency Leave.**

2 Emergency leave may be granted by the Superintendent/designee for problems for which preplanning
3 an absence is not possible or could not relieve the necessity for the employee's absence. Emergency
4 leave granted to an employee will be deducted from his/her accumulated sick leave.

5
6 The following conditions apply to emergencies:

- 7 1. The problem has been suddenly precipitated.
- 8 2. Preplanning is not possible.
- 9 3. Preplanning cannot relieve the necessity for the employee's absence.
- 10 4. The problem is not minor or of mere convenience, but of a serious nature.
- 11 5. Automobile trouble shall not be considered an emergency except in the case of an accident.

12
13 **Section 8.5. Discretionary Leave.**

14 At the exhaustion of any of the leaves contained herein, the employee, at the Superintendent's
15 discretion, may continue to receive the employee's normal salary, but will reimburse the District for
16 the cost and benefits of any substitute that is required to fill the absent employee's position.

17
18 **Section 8.6. Jury Duty.**

19 In the event an employee is summoned to serve as a juror, or appear as a witness in court, such
20 employee will receive a normal day's pay for each day of required presence in court. Compensation
21 received by an employee for time spent serving on a jury will not be required to be remitted to the
22 District.

23
24 **Section 8.7. Parental Leave.**

25 An employee will be granted up to five (5) days parental leave to attend the birth/adoption or fostering
26 of a child(ren). If possible, prior notice will be given. Parental leave is not cumulative and will be
27 deducted from the employee's sick leave.

28
29 **Section 8.8. Family Medical Leave.**

30 Under the federal Family Medical Leave Act (FMLA), the Washington Paid Family and Medical
31 Leave (PFML), the Washington State Human Rights Commission Laws, the Washington Family Care
32 Act (FCA), and District Policy/Procedures, employees have certain rights and protections. With the
33 exception of FMLA, which extends medical benefits up to twelve (12) weeks for qualifying employees
34 who have exhausted their paid leave or exhaust it during their leave period, none of the above laws
35 provide for additional paid family leave time. Employees should contact Human Resources to review
36 their family medical leave options.

37
38 **Section 8.9. WA Paid Family & Medical Leave.**

39 Paid Family and Medical Leave (PFML) is an insurance program funded through premiums paid by
40 employers and employees via payroll withholding. PFML is fully administered by the Washington
41 State Employment Security Department. Employees should contact Human Resources and/or visit
42 www.paidleave.wa.gov for details.

43
44 PFML requires time away from the employer to be unpaid leave. Employees may initiate an
45 application for PFML benefits through the Employment Security Department and shall notify the
46 employer when applying. Eligibility is determined solely by the Employment Security Department.
47 Employees should contact Human Resources and/or visit www.paidleave.wa.gov for details. See also
48 Section 9.5.

1 **Section 8.10. Leave of Absence (Leave Without Pay).**

2 Leaves of absence without pay may be granted by the School Board for a period not to exceed one (1)
3 year but will be subject to renewal upon recommendation of the Superintendent. Leave of absence may
4 be due to illness, other health condition, personal hardship, humanitarian endeavor, educational
5 opportunity related to current position or occupation of interest to the District, or the duration of a
6 military obligation. Leaves of absence without pay for less than one year may be granted by the
7 Superintendent.

8
9 **Section 8.10.1.**

10 The employee will retain accrued sick leave, vacation, and seniority rights except as provided
11 herein, while on a leave of absence. A person granted leave as described in this section will,
12 upon return, be assigned the same or an equivalent position. However, vacation credits and sick
13 leave will not accrue while the employee is on leave of absence. While on a leave of absence,
14 seniority will be maintained for up to two (2) years from the date of the beginning of the leave
15 of absence. Placement on Schedule A upon return will be based on years of service.

16
17 Employees hired to fill positions of employees on leave of absence will be informed of this
18 provision by the District. In the event that a regular employee moves up to take the leave
19 without pay position, the existing position thus vacated, will remain available to the regular
20 employee to reclaim at the return of the leave of absence employee.

21
22 Cost of insurance premiums will be paid by the employee in accordance with the payment
23 schedule in effect in the District unless insurance costs are paid by the District in accordance
24 with state or federal law.

25
26 **Section 8.10.2. Return from Leave of Absence.**

27 Any employee on leave of absence will provide the District with an anticipated return to work
28 date. If an employee is returned from a medical leave of absence, a doctor's release will be
29 required by the District.

30
31 **Section 8.11. Personal Leave.**

32 Exclusive of vacation referenced in Section 7.1, each year-round employee will be granted two (2)
33 days of paid leave per year. Each less than year-round employee will be granted three (3) days of paid
34 leave per year. If unused, these days may be cashed out at the end of each year at the employee's rate
35 of pay.

36
37 For less than year-round employees, up to two (2) days of personal leave may be accumulated from
38 one school year to the next.

39
40 Personal leave accumulated from the previous year must be taken as leave and may not be cashed out.

41
42 Personal leave during the first five (5) student days or the last five (5) student days may be granted at
43 the discretion of the immediate supervisor. This leave may be taken in hourly increments.

44
45 Requests for use of personal leave for three (3) consecutive days must be submitted at least forty-eight
46 (48) hours prior to the date for which such leave is requested. Requests for this leave exceeding three
47 (3) consecutive days must be submitted as soon as possible but no less than three (3) weeks in advance
48 of the dates requested.

1 For retirement purposes, the annual cash-out is included in the two hundred forty (240) hour limit for
2 all leave cashed out that is counted towards the employee’s average final compensation period.

3
4 In the event an employee separates from District employment prior to the end of the school year (fiscal
5 year for year-round employees), any unearned personal leave will be recouped by the District.
6 Essentially, each of the three (3) personal leave days may be considered “earned” on a trimester basis
7 (Sept - Nov, Dec - Feb, Mar - May). In some situations, this may cause the District to shift hours/days
8 used to unpaid leave upon departure.

11 ARTICLE IX

13 INSURANCE

14 **Section 9.1. School Employee Insurance.**

- 15 • **Allocation** - Monthly insurance benefits will be equal to the amount allocated for this purpose by
16 the state legislature.
- 17
- 18 • **Benefits** - Basic Benefits are defined as dental, vision, life and accidental death and
19 dismemberment, long-term disability, and medical insurance. Other forms of insurance and
20 benefits include supplemental life and accidental death and dismemberment, supplemental long-
21 term disability, Medical Flexible Spending Arrangement (FSA), Dependent Care Assistance
22 Program (DCAP), Health Savings Account (HSA), and SmartHealth (wellness program).
- 23
- 24 • **Enrollment** - The open enrollment period for the School Employees Benefits Board (SEBB) will be
25 set by SEBB in the fall of each year. Options may not be changed after the enrollment period of
26 each year unless there is a qualifying event, or such change is mandated by federal or state law.
- 27
- 28 • **Eligibility** - All eligible part-time and full-time employees shall qualify to participate on an annual
29 basis. Eligibility is based on working 630 hours during the school year, not counting paid holidays
30 (special circumstances apply if any employee is hired after the start of the school year).
- 31

32 **Section 9.1.1. VEBA.**

33 The District shall provide, through its payroll system, the opportunity for the Association to
34 participate in a VEBA plan. The VEBA plan will include options for sick leave conversion,
35 monthly contributions, and/or cash out at the time of an eligible separation per state law.
36

37
38 PSE membership will vote annually to adopt/renew the parameters of their Association’s
39 VEBA plan in conjunction with the contract year (September 1-August 31).

40 **Section 9.2. Liability Coverage.**

41 The District will provide liability coverage for all employees subject to this Agreement.

42 **Section 9.3. State Industrial Insurance.**

43 The District will pay one hundred percent (100%) of State Industrial Insurance for all employees
44 subject to this Agreement, with the exception of medical aid premiums and supplemental pension
45 premiums.
46
47
48

1 **Section 9.4. Vandalism Reimbursement.**

2 The District will reimburse the employee for vandalism damage to an employee’s vehicle under the
3 following conditions:

- 4 A. The employee claiming the loss must be the registered owner or the spouse of the registered
5 owner of the family vehicle which has been damaged, and
- 6
- 7 B. There must be evidence that vandalism occurred while the vehicle was at the employee’s
8 assigned work location, and
- 9
- 10 C. A copy of a police report must be submitted with claim, and
- 11
- 12 D. Damage resulting from a collision or damage from another vehicle is not reimbursable, and
- 13
- 14 E. Reimbursement will be one-half (1/2) of the amount of the loss or one-half (1/2) of the
15 employee’s deductible, whichever is less, but not to exceed one hundred dollars (\$100.00) per
16 employee per school year.
- 17

18 **Section 9.5. WA Paid Family & Medical Leave.**

19 Paid Family and Medical Leave (PFML) is an insurance program funded through premiums paid by
20 employers and employees via payroll withholding. PFML is fully administered by the Washington
21 State Employment Security Department. Employees should contact Human Resources and/or visit
22 www.paidleave.wa.gov for details.

23
24 PFML requires time away from the employer to be unpaid leave. Employees may initiate an
25 application for PFML benefits through the Employment Security Department and shall notify the
26 employer when applying. Eligibility is determined solely by the Employment Security Department.
27 Employees should contact Human Resources and/or visit www.paidleave.wa.gov for details. See also
28 Section 8.9.

29
30
31 **ARTICLE X**

32 **WORKING SHIFTS AND OVERTIME**

33
34
35 **Section 10.1. Work Schedule.**

36 The normal work schedule will consist of five (5) consecutive days, Monday through Friday, followed
37 by two (2) days of rest, (Saturday and Sunday) except for those employees designated by the District
38 who regularly work on Saturday and Sunday whose normal work schedule will consist of five (5)
39 consecutive workdays plus two (2) consecutive days of rest.

40
41 **Section 10.1.1.**

42 Employees may bid on new or open positions pursuant to Article XVI, Section 16.5, if their
43 total hours per week do not exceed forty (40) hours. The average daily shift will be determined
44 by dividing the total number of hours for the week by five (5). This average daily shift
45 calculation will be utilized in the allocation of all categories of leave.



1 **Section 10.2. Start and End Times.**

2 Each employee will be assigned to a definite shift with designated times of beginning and ending.
3 Custodial building assignments will be reviewed on an annual basis by the Director of Maintenance or
4 designee.

5
6 **Section 10.2.1. Summer Shifts.**

7 Departments throughout the District who employ year-round employees (including but not
8 limited to transportation, technology, maintenance and custodial) will provide their staff the
9 opportunity to work an alternate shift in the summer. Year-round employees may choose to
10 work four (4) ten (10) hour shifts or five (5) eight (8) hour shifts beginning the first Monday
11 following the conclusion of the school year and ending the Friday three full weeks before the
12 first day of the new school year.

13 Employees must submit their summer work schedule preference in writing to their direct
14 supervisor by June 1.

15
16 **Section 10.3. Meal and Break Periods.**

17 The maximum work shift will consist of eight and one-half (8½) hours, including a thirty (30) minute
18 unpaid, uninterrupted lunch period, or nine (9) hours including a sixty (60) minute unpaid,
19 uninterrupted lunch period. All maximum shifts will include a fifteen (15) minute first-half and a
20 fifteen (15) minute second-half uninterrupted rest period.

21
22 **Section 10.3.1. Breaks and Lunch Periods.**

23 In the event an employee is assigned to a shift less than the maximum shift defined above, such
24 shift(s) will include the following break and lunch periods:

- 25 • From 2 to 4 hours 59 minutes worked - fifteen (15) minute break
- 26
27 • From 5 to 5 hours 59 minutes worked - fifteen (15) minute break,
28 thirty (30) minute unpaid, uninterrupted lunch
- 29
30 • From 6 to 8 hours worked - fifteen (15) minute break in each half shift; and a
31 thirty (30) minute unpaid, uninterrupted lunch
- 32
33

34 Breaks and lunch periods may not be used to start the regularly scheduled shift later or leave
35 the regularly scheduled shift early.

36
37 **Section 10.3.2. Modification to Schedule.**

38 If employees wish to modify their work schedule, the change must be approved in advance by
39 their supervisor.

40
41 **Section 10.3.3. Working through Breaks.**

42 Employees required to work through their regular breaks or lunch periods will be given break
43 time or time to eat at a time agreed upon by the employee and their immediate supervisor. In
44 the event that the employee works the entire shift, including the lunch period, the employee
45 will be compensated for the foregone lunch period.

1 **Section 10.4. Other Assignments.**

2
3 **Section 10.4.1. Compensation for Other Assignments.**

4 Employees requested to temporarily work in a position regularly filled by a higher
5 classification employee will receive compensation for the total time worked based on their own
6 experience and at the appropriate rate for the higher classification position.

7
8 Employees requested to work outside their normal job classification will be compensated at the
9 greater of (A) their normal base hourly rate or (B) Step I of the hourly rate of the position being
10 substituted, whichever is greater.

11
12 **Section 10.4.2. Substitute Teaching.**

13 Employees who possess an emergency substitute or teaching certificate may substitute within
14 the District. Employees requested by their supervisor to work as a substitute teacher for more
15 than fifty (50) minutes or a full secondary class period will receive an hourly stipend of three
16 dollars (\$3.00). Should the employee have daily time covered by this section, it will be noted to
17 payroll and documented on the employee's timesheet at the time the employee is requested to
18 work the assignment. This provision is to be used for emergency substitute teacher shortages or
19 when extenuating circumstances warrant placing a classified employee in this role. The use of
20 this provision is at the supervisor's discretion. Paraeducators will have the option to accept or
21 decline the assignment without repercussions.

22
23 **Section 10.5. Emergency Closure/Late Start/Early Release.**

24 In the event of an emergency situation which results in the early dismissal or late start of school,
25 provisions for student safety must be met and the school site/building secured.

26
27 **Section 10.5.1. Emergency Closure/Delayed Start/Early Release Staffing.**

28 A. In the event of a delayed start, all employees will be required to report to school as soon as
29 safely possible, but no later than the beginning of school. Designated site team members
30 will be required to arrive at the normal time.

31 1. Site Team shall consist of:

- 32 ○ Head secretaries
- 33 ○ Custodians
- 34 ○ Maintenance & Grounds
- 35 ○ Router
- 36 ○ Mechanics
- 37 ○ Technology Staff
- 38 ○ Department Secretaries (IT, Transportation, M&O, and Nutrition)

39
40 B. In the event of early dismissal for an emergent situation, staff will be advised by immediate
41 supervisor regarding any adjustment to their workday.

42
43 C. In the event of a delayed start or an early dismissal, employees will not suffer a loss of pay
44 as a result of the adjustment to the school day.

45
46 D. In the event of an emergency situation which requires a school closure, the employees listed
47 below will be required to report to work on time or as soon as safely possible. In the event

1 these employees are unable to report to work, they may utilize paid leave to include sick
2 (emergency leave), personal leave, or vacation.

3
4 **Report to Work as Soon as Safely Possible:**

- 5 • Year-Round Employees
 - 6 ○ Maintenance & Grounds
 - 7 ○ Custodians (year-round)
 - 8 ○ Mechanics
 - 9 ○ Driver Trainer
 - 10 ○ Router (year-round)
 - 11 ○ Technology Staff
 - 12 ○ Department Secretaries (IT, Transportation, M&O, and Nutrition)
- 13 • School Office Staff
 - 14 ○ Head secretaries
 - 15 ○ Registrars
 - 16 ○ High School Bookkeeper
 - 17 ○ High School Athletic Secretary
 - 18 ○ High School Career Center Secretary
- 19 • All other employees that work more than the one hundred eighty (180) day school
20 year

21
22 E. The employees listed below will make up the closure day with students, thus will not report
23 to work in the event of a school closure.

24
25 **Should Not Report to Work – As the Day Will be Made Up**

- 26 ○ Bus Drivers, Bus Aides
- 27 ○ Dispatcher, Router (school year)
- 28 ○ Nutrition Services (including Delivery Driver)
- 29 ○ Custodians (nine [9]-month)
- 30 ○ Attendance Secretaries
- 31 ○ Middle School Athletic Secretaries
- 32 ○ Library/Media Assistants
- 33 ○ SSS Support Assistant
- 34 ○ Secretary I/Paraeducators
- 35 ○ Instructional Paraeducators
- 36 ○ ECEAP staff
- 37 ○ Specialists (LPN, COTA, Health Aides, Interpreters, Student Support
38 Specialists, and Student Safety and Access Specialists)

39
40 **Section 10.5.2. Short Term Emergency Closure Notification.**

41 Employees who do not receive notification of a school closure prior to their normal reporting
42 time will receive two (2) hours pay at their base hourly rate. It is the responsibility of the
43 employee to listen to the designated public media stations, check voicemails, emails, and the
44 District website. Employees who are so notified, or who would have been notified had they
45 listened to or checked the designated notification methods, or who are actually notified by the
46 District of the closure prior to leaving home for work, will not be eligible for this provision.

1 **Section 10.5.3. Emergency Closure Waiver.**

2 When deemed applicable by the Superintendent, and an emergency closure waiver is approved,
3 emergency leave without loss of pay may be granted when severe inclement weather conditions
4 or other natural disasters prevent employees from reporting for scheduled work when a
5 school(s) is closed.
6

7 **Section 10.5.4. Long Term District Shut Down.**

8 In the event of an unusual school closure due to a pandemic, epidemic, or catastrophic event,
9 where any government official is requiring immediate closure, the District will make every
10 effort to notify each employee to refrain from coming to work utilizing the procedures listed in
11 10.5.2. The parties will make every effort to meet and confer throughout the period of time the
12 District is shut down regarding the process and impacts to employees.
13

14 **Section 10.6. Duty Calls.**

15 Employees will receive a minimum of two (2) hours compensation at their rate of pay for each duty
16 call. Such work will include, but not be limited to, special bus runs, conferences with students, parents
17 or administrators or attendance at other meetings called by the District.
18

- 19 • A duty call is defined as any work which is in addition outside of the regular work shift or
20 workday.
- 21 • If the time worked is a continuation of the normal work shift or workday, employees will be
22 compensated for the total hours worked at their appropriate rate of pay.
23

24 **Section 10.7. Overtime.**

25 As approved by the direct supervisor, all hours worked in excess of forty (40) hours per week will be
26 compensated at the rate of one and one-half (1½) times the employee’s hourly rate. For overtime
27 assignment process see Section 16.7.
28

29 **Section 10.7.1. Compensatory and Flex Time.**

30 Employees approved by their supervisor to work additional hours beyond their regularly
31 scheduled workday may elect to receive flex or compensatory time in lieu of paid time.

- 32 • Comp time is awarded at the rate of one and one-half (1½) hours for every additional hour
33 worked when hours worked exceed forty (40) hours per week as defined in Section 10.7.
- 34 • Flex time is awarded on an hour-for-hour basis for any additional time worked less than
35 forty (40) hours per week.
36

37 Time in lieu of pay must be mutually agreed upon by the supervisor and the employee. Total
38 accrued time may not exceed forty (40) hours per year-round employee or thirty-five (35) hours
39 per school-year employee per year. Any unused comp/flex time at the end of the school year
40 will be paid to the employee by the submission of an approved timesheet using established
41 District procedures.
42

43 **Section 10.8. Additional Hours.**

44 **Section 10.8.1. Extended Work Year.**

45 Prior to the beginning of each school year, all school year employees may receive additional
46 hours of preparation time at their regular rate of pay, at the direction of the site supervisor.
47 Additional time at the end of the school year may also be directed by the site supervisor.
48



1 **Section 10.8.2. Additional Time Up to Two Hours.**

2 When additional time up to two (2) hours is available within the school or department, the
3 following process shall be used:

- 4 1. Offer the available time to the most senior employee in the same classification in the
5 building or department who:
6 a. Is available at the District specified time.
7 b. Has the qualifications, performance, and ability.
8 c. Will not exceed eight (8) hours per day.
9 2. If time is turned down by the senior employee, that time shall then be offered to the next
10 senior employee in the same classification in the building or department as above.
11 3. If no employee within the building or department is available or accepts the time, the
12 District may post the time,

13 A maximum of two (2) hours additional time may be added to any one (1) position per school
14 year.

15
16 **Section 10.9. Collaboration Time.**

17 Paraeducators and other employees who work directly with students and certificated staff will have the
18 opportunity to meet at a regularly scheduled time as needed, per District-adopted calendar. Direct
19 supervisors will coordinate the scheduling of these meetings.
20
21
22

23 **ARTICLE XI**

24 **TRANSPORTATION PROVISIONS**

25
26
27 **Section 11.1. Shifts.**

28 Shifts will be established for transportation personnel in relation to routes and driving times necessary
29 to fulfill tasks assigned by the Transportation Supervisor. All drivers will receive, in addition to
30 assigned hours of driving time, pay for an additional one-half (½) hour per day. Such additional one-
31 half (½) hour will be used for bus cleanup and safety check.
32

33 The Transportation Supervisor will record by timesheets, for no longer than six (6) weeks, additional
34 time required for a regular route, other than a homeless student route (the McKinney-Vento Act).

35 When the adjustment to a route has been finalized, additional time will be added to the affected
36 driver's contract, or a new route will be established.
37

38 Drivers who are assigned to an activity route will be compensated, 2 hours minimum to include pre-
39 trip inspection and bus clean up at their regular rate of pay.
40

41 If there are thirty (30) minutes or less between regular assignments, the base hourly rate will continue
42 uninterrupted. Drivers will receive a minimum of one (1) hour pay for each Transportation Staff
43 Meeting.
44

45 **Section 11.2. Definitions.**

- 46 1. **Regular Route:** Regularly assigned routes (home to school, school to home).
47
48 2. **Special Trips:** Any trip other than regular daily or weekly assigned route.

- 1 3. Activity Route: Transporting students who remain after school for school-sanctioned activities.
- 2
- 3 4. Skill Center Route: Transporting students from the Spokane Skill Center back to Cheney High
- 4 School or Three Springs High School (minimum two (2) hours per day throughout the regular
- 5 school year according to the Skill Center calendar).
- 6
- 7 5. Mid-Day Route: Transporting students whose IEP states they can only attend school for part of the
- 8 day (home to school and/or school to home; minimum two [2] hours per day, times may vary
- 9 depending on need; drivers will be required to fill in time with other duties as necessary).
- 10
- 11 6. Night Dispatcher: This position is part of the Activity Route Program. Dispatcher will be required
- 12 to fill in as an Activity route driver when a substitute cannot be found.
- 13

14 **Section 11.3. Special Trips.**

15 The following guidelines will apply to special trips:

- 16
- 17 A. Trips, including overnight, will be offered to drivers on a seniority basis ("A" trips). The bid for
- 18 trips may include additional specified duties, as indicated on the trip ticket.
- 19
- 20 B. Trips, except overnight, that interfere with regular routes will be offered on a rotation basis,
- 21 utilizing the seniority list in descending order ("B" trips).
- 22
- 23 C. A Special Trip cannot interfere with any other contracted position (i.e., mid-day route, Skill
- 24 Center route, activity route, or shop duties), with the exception of overnight trips. A period of
- 25 fifteen (15) minutes will be allowed between trips, routes, or other District positions. Overnight
- 26 trips cannot interfere with any other contracted position held outside of the transportation
- 27 department (i.e., paraeducator, food service, custodial or maintenance, etc.). Drivers cannot bid
- 28 on trips that will cause them to exceed forty (40) hours per week, this includes any paid holiday
- 29 time.
- 30
- 31 D. A trip cannot interfere with position responsibilities held elsewhere in the District. A period of
- 32 fifteen (15) minutes will be allowed between trips, routes, or other District positions.
- 33
- 34 E. Trips will be compensated at the driver's base hourly rate for the duration of the trip.
- 35 Compensation for days (midnight to midnight) on overnight trips will be at an eight (8) hour
- 36 day plus reasonable expenses actually incurred.
- 37
- 38 F. Should an athletic team or activity require transportation of nine (9) students or fewer to a
- 39 specific site/event, a van may be used and the coach or activity leader with a Type II license
- 40 may drive the van. If more than nine (9) students, up to eighteen (18) students, need to attend
- 41 the event, a second van may be checked out, but a Bus Driver must drive the second van. In the
- 42 event that two (2) vans are requested, and there is a shortage of Bus Drivers, it may be up to the
- 43 Transportation Director to allow two (2) Type II drivers for the vans.
- 44
- 45 • In the event an athletic team or activity is student-sponsored (ASB, fundraisers, etc.),
- 46 the second van may also be driven by the coach or activity leader with a Type II license.
- 47

- 1 G. If a special trip (“A” trip) is cancelled more than two (2) hours prior to departure time, the
2 driver loses the hours for that trip. If a special trip (“A” trip) is cancelled less than two (2) hours
3 prior to departure time, the driver will be paid two (2) hours at their rate of pay.
4
- 5 H. If a special trip (“B” trip) is cancelled more than two (2) hours prior to departure, the driver
6 will be given first choice on a trip of comparable hours (within two [2] hours) scheduled for the
7 following week.
8
- 9 I. If a special trip (“B” trip) is cancelled less than two (2) hours prior to departure, the driver will
10 be given the choice of two (2) hours pay at their rate of pay or first preference on a trip of
11 comparable hours (within two [2] hours) scheduled for the following week.
12
- 13 J. If the date of a trip is changed, the assigned driver may either take the trip on the alternate date
14 or be given first preference on a trip scheduled for the following week with comparable hours.
15
- 16 K. A vehicle cleanup checklist is required to be used by drivers at the end of special trips (buses or
17 vans). Failure to complete will result in a loss of trip rotation.
18

19 **Section 11.4. Special Trip Assignment Process.**

- 20 A. Trips are posted at the Transportation Department at least two (2) weeks prior to the scheduled trip
21 date. In the event of late posting (within two (2) weeks) trips will be “flagged”.
22
- 23 B. “A” trips (as defined in Section 11.3.A.) will be assigned as follows:
24
 - 25 ● Monday – Assign trips for the following Thursday.
 - 26 ● Tuesday – Assign trips for the following Friday.
 - 27 ● Wednesday – Assign trips for the following Saturday, Sunday, Monday.
 - 28 ● Thursday – Assign trips for the following Tuesday.
 - 29 ● Friday – Assign trips for the following Wednesday.
- 30 C. “B” trips (as defined in Section 11.3.B.) will be bid at a drivers’ meeting held every Friday at 2:15
31 p.m. at the Transportation Department. In the event of early dismissal or no school, a notice will be
32 posted in the Transportation Department listing an alternative day and time.
33
- 34 D. Requests received after Thursday at 4:00 p.m. for trips the following week will be assigned based
35 on a rotating seniority “add-on” list maintained by the Transportation Department. Drivers will be
36 contacted by the Transportation Office.
37
- 38 E. Drivers must indicate they want a trip by either:
39
 - 40 ● signing on the back of the trip ticket (“A” trips) or,
 - 41 ● calling the transportation office (“A” or “B” trips), or,
 - 42 ● filling out a trip bid sheet (“B” trips)

43 Drivers who do not come into the transportation office on a daily basis will be notified by phone or
44 radio the day following the awarding of a special trip.
45

46 Drivers who do report to the transportation office daily will be responsible for checking trip
47 assignments.
48

1 **Section 11.5. Transportation Training for Special Needs.**

2 Appropriate, additional training will be provided for all Transportation Bus Supervision Aides and
3 Drivers who are assigned to special needs bus routes and/or trips. Annual training will be required for
4 assignment of special needs trips.

5
6 **Section 11.6. Activity Routes.**

7 Activity routes will be awarded based on the date of hire into an activity route, not on the District hire
8 date. Current activity route drivers will have preferential rights to a new or open activity route. Once a
9 route has been awarded to a driver for an activity route, that driver will have seniority for the duration
10 of that associated bus route.

11
12 **Section 11.7. Breakdowns.**

13 In the event of a breakdown or other problems resulting in delays, the driver will be compensated at
14 their rate of pay for all time worked.

15
16 **Section 11.8. Buses Parked at Home.**

17 Employees who are required to keep their bus at their home will be compensated thirty-five dollars
18 (\$35.00) per month for the months of November through March for electrical use for engine block
19 heating.

20
21 **Section 11.9. Commercial Driver's License and Mandatory Testing.**

22 All classified employees who are required to hold a Commercial Driver's License (CDL) will
23 participate in the federal, state and District's mandated drug and alcohol testing program (Schedule C).
24 Drivers will receive a minimum of two (2) hours paid time for mandated testing. Costs associated with
25 testing and renewing endorsements will be reimbursed by the District.

26
27 **Section 11.10. Transportation Permanent Substitutes.**

28 The District has established the position of Transportation Permanent Substitutes. Permanent
29 Substitutes must work thirty-two (32) hours per month on regular routes. These substitutes will be
30 placed on Schedule A according to years of experience, rather than on Step 1 as a regular substitute
31 would be. Permanent Substitutes may reject assignments at their discretion, provided however that
32 they maintain a level of at least thirty-two (32) hours of work per month on regular routes. This
33 position shall be included in the bargaining unit, but shall be limited to the following provisions of the
34 CBA: Schedule A. Any changes to the Transportation Permanent Substitute shall first be discussed
35 and negotiated between the District and the Association.

36
37 **Section 11.11. Retired Drivers.**

38 Drivers who retire from District employment and return as Substitute Bus Drivers will retain their Step
39 placement while driving sub routes.

40
41
42 **ARTICLE XII**

43
44 **EMPLOYMENT NOTIFICATION**

45
46 **Section 12.1. Letter of Assurance/Non-Assurance.**

47 Each employee will receive a letter of assurance or non-assurance as per Employment Security
48 Guidelines for the next school year from the District on or before May 15.

1 informed in writing of any disciplinary proceeding at least two (2) workdays prior to such proceeding,
2 except where immediate attention is necessary.
3
4

5 6 **ARTICLE XIV**

7 8 **RETIREMENT**

9 10 **Section 14.1.**

11 The District will comply with reporting requirements of the Washington State Public Employees
12 Retirement System with respect to all hours worked by employee members.
13
14

15 16 **ARTICLE XV**

17 18 **SAFETY**

19 20 **Section 15.1. First Aid Training.**

21 Since it is mutually recognized by the parties of this contract that safety within the confines of the
22 School District is paramount, the School District will make available first aid courses to all classified
23 employees within the School District. Employees required to take the First Aid class, as provided by
24 the District, will be paid their regular rate of pay or overtime rate, whichever is appropriate.
25

26 It is agreed that all employees will be vigilant in seeking out unsafe or hazardous objects or situations
27 and will report them immediately to the appropriate personnel for correction.
28

29 30 **Section 15.2. Licensing and Testing.**

31 The District will reimburse the cost of required job-related licensing, testing, and checks through
32 District-approved providers at the conclusion of one (1) year of continuous employment.
33

34 35 **Section 15.3. Paraeducators.**

36 Paraeducators are an integral part of the teaching team. As such, there are needs that pertain to the
37 ability to do their job safely.
38

39 40 **15.3.1. Access to Student Behavior Plans.**

41 A Paraeducator hired to work one-on-one with a student who has a behavior plan will be
42 provided with a copy of the plan, opportunity to provide input on the development or review of
43 the plan, and training on District crisis intervention.
44

45 A Paraeducator who experiences behavioral challenges with a student must inform the direct
46 supervisor and request clarification of the plan or that consideration be given to modification of
47 the plan. Paras may request specific information about each student regarding known triggers,
48 behaviors, and directions regarding how to respond.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

ARTICLE XVI

SENIORITY, PROBATION, PLACEMENT

Section 16.1. Transfer of Previous Experience.

New employees who have previous school District classified experience in a position comparable to that which she/he was hired for, will be hired in compliance with RCW 28A.400.300 and placed accordingly on PSEC Schedule A. Seniority is not transferable.

New and existing employees hired into designated Trades positions (per Schedule A) Journeyman and Accounting may be granted experience as it pertains to placement on PSEC Schedule A for comparable experience acquired outside of School District employment.

Section 16.2. District Seniority.

The District seniority of an employee within the bargaining unit will be established as of the date on which he/she began continuous daily employment with the District (hereinafter referred to as the “hire date”) unless such seniority will be lost as hereinafter provided.

Section 16.3. Classification Seniority.

The Classification seniority of an employee within the bargaining unit is defined as any time worked in the applicable classification. Seniority rights will be effective within the classification of the bargaining unit as shown on Schedule A.

Section 16.4. Probation.

Each new hire will remain in a probationary status for a period of not more than ninety (90) workdays of continuous employment, not to exceed six (6) contract months, following the hire date. It is understood that there is one (1) probationary period for each employee, except in the case of in-District transfers outside of current classification in which a thirty (30) day probationary period will be in effect (see next paragraph).

During this probation period, the District may discharge such employees at its discretion. The probationary employee is not eligible for In-District transfer, unless authorized by his/her supervisor. Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this agreement retroactive to the hire date.

Upon acceptance of an In-District transfer outside of the employee’s current classification, each newly transferred employee will remain on probationary status for a period of not more than thirty (30) workdays. During this thirty (30) day probationary period the employee will be evaluated at fifteen (15) workdays. The District will have the option of returning the employee to their former position by providing written notice of such.

Section 16.5. Loss of Seniority.

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

- A. Resignation.
- B. Discharge for justifiable cause.
- C. Retirement.

1 **Section 16.6. Seniority Retention.**

2 Seniority rights will not be lost for the following reasons but will not accrue:

- 3 A. Time lost by reason of industrial accident/illness or judicial leave.
- 4 B. Time spent on District-authorized leaves.
- 5 C. Layoff (May be lost in accordance with Article XVII).
- 6 D. Military Service.

7
8 **Section 16.7. Seniority Preference for Vacation.**

9 The employee with the greatest classification seniority at each job site or department shall have
10 preferential rights regarding vacation periods.

11
12 **Section 16.8. Seniority Preference for Overtime.**

13 The employee with the greatest classification seniority at each job site or department shall have
14 preferential rights regarding overtime and the right to decline overtime. If all employees decline the
15 overtime, the District may assign the least senior employee within their classification or department the
16 overtime.

17
18 Nothing in this provision, however, precludes the District from assigning overtime at its discretion
19 when an emergency occurs, or the District determines that immediate action is necessary.

20
21 **Section 16.8.1. Event Overtime (Custodians).**

22 If all custodians at a job site decline overtime for events, custodians throughout the District
23 shall be offered the overtime beginning with the most senior employee. If a custodian is called
24 and chooses not to work, the District will call the next custodian on the list. In the event all
25 custodians decline the work, employees from other classifications will be offered the hours at
26 Custodian I rate.

27
28 **Section 16.9. Seniority Tie.**

29 When necessary, seniority of employees hired on the same date shall be determined utilizing the
30 earliest application submission date and time. In the event the date and time cannot be determined
31 and/or a tie still exists, a coin toss will be administered.

32
33 **Section 16.10. Posting New or Open Positions.**

34 The District will publicize within the bargaining unit for five (5) workdays the availability of new or
35 open positions. A copy of all job postings will be emailed to the Association President, and current
36 classified employees.

37
38 **Section 16.10.1.**

39 In case of immediate need(s), the District may simultaneously post both inside and outside of
40 the bargaining unit, after consulting with the Association President.

41
42 During the summer break, specifically between the last day of the previous school year and the
43 first day of the following school year, notification of position openings will be made via the
44 District website and distributed via District email.

1 **Section 16.11. Transfer to New or Open Positions.**

2 When any employee applies for a new or open position within classification, A and B below apply.
3 When an employee applies for new or open positions outside of their current classification, A and C
4 below apply.

- 5 A. Qualifications, performance, and ability.
- 6 B. Classification Seniority per Section 16.3.
- 7 C. District Seniority per 16.2.

8
9 Where factor A is determined by the District to be substantially equal among applicants, then factor B
10 or C will govern, depending on whether the employee is applying within their current classification or
11 outside of their classification. The District will consider all eligible applications from District
12 employees before considering outside applicants. Those employees meeting the minimum
13 qualifications as specified in the job posting will be granted an interview. The District, upon written
14 and/or emailed request, will notify affected employees in writing of its reasons why they were not
15 selected within ten (10) days of the receipt of the request. Once per school year, in a classification that
16 supports students, the District will be allowed to fill an open position at their discretion from the pool
17 of In-District applicants for the open position based on student need. The District will notify the
18 Association President and Classification Representative via email before this provision is utilized with
19 their rationale so that the Chapter board has the ability to answer any and all membership questions.

20
21 **Section 16.11.1. Exemption from Testing.**

22 Employees who are performing a majority of their assigned time in the position which is open
23 may be deemed qualified for that position and may not be required to be tested.

24
25 **Section 16.11.2. Testing.**

26 Testing will be accepted as a valid tool for measuring ability, provided the test is directly
27 related to the qualifications required for the open position. The District maintains the right to
28 establish standard scores/levels of competency and will meet and confer with the Association
29 before changing a testing instrument. Applicants will be afforded the right to take the
30 keyboarding test daily during the open in-District application time frame.

31
32 **Section 16.11.3. Trial Period.**

33 An employee accepting assignment to another position will have ten (10) workdays (fifteen
34 [15] workdays for health aide positions) in which to decide if she/he is satisfied with the new
35 position. During this period, the employee will have the option of returning to the former
36 position by providing written notice to the Human Resources Department. The employee may
37 waive the trial period by providing written notice to the Human Resources Department.

38
39 **Section 16.12. Job Placement Review.**

40 An employee may request Director of Human Resources review of their classification or level
41 provided the following conditions are met:

- 42
- 43 A. A major function has been added to the employee's position that changes the level of
44 responsibility or skills required.
- 45 B. The position requires significantly higher levels of knowledge or skills than the current job
46 description.
- 47 C. The position requires a higher level of responsibility in decision-making or higher level of
48 authority not in the present classification level.

1 The Director of Human Resources shall provide a copy of any request to the PSE President. The HR
2 Director shall then make a recommendation to the Assistant Superintendent for a final decision.
3 Requests must be turned in by January 15 of each year. Requests will be reviewed annually by March
4 31. Employees will be given a written response including rationale for any denial. Approved changes
5 will be implemented at the beginning of the following school year. Those not granted
6 classification/level change may re-apply after two (2) years.

ARTICLE XVII

LAYOFF AND RECALL

14 The parties will meet and confer with regard to layoff of employees. Seniority and qualifications will
15 determine the order of layoff within the classification(s).

17 Seniority in any classification will be retained for two (2) years after leaving the classification. This
18 seniority may, at the option of the employee, be used for bidding into vacancies in the event of a
19 layoff.

Section 17.1. Employee Notification.

22 In the event a position ends, the employee will receive notification ten (10) business days prior to the
23 position ending. The District will make every effort to relocate the employee(s) to avoid layoff status.

Section 17.2. Recall List.

26 In the event of a layoff, an employee so affected will be placed on a recall list maintained by the
27 District according to classification seniority. Such an employee's seniority will apply in the filling of
28 any new or open positions for which the employee is qualified within the bargaining unit after the
29 position has been posted for consideration by the current bargaining unit members. The recall list will
30 be maintained for one (1) year.

Section 17.3. Address Notification.

33 An employee on layoff status will file his/her address, in writing, with the Human Resources
34 Department and will thereafter promptly (within thirty [30] workdays) advise the District, in writing,
35 of any change of address.

Section 17.4. Forfeit of Reemployment Rights.

38 An employee will forfeit all rights of reemployment as provided in Section 17.2 if the employee does
39 not comply with the requirements of Section 17.3, or if the employee does not respond to the offer of
40 reemployment within ten (10) business days from receipt of offer.

Section 17.5. Rejection of Reemployment.

43 An employee on layoff status who rejects an offer of reemployment, provided that such employee is
44 offered a position substantially equal in wages, hours, and benefits to that held prior to layoff, will be
45 considered to have voluntarily resigned and will forfeit seniority and all other accrued benefits.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE XVIII

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 18.1. Membership.

The parties recognize that each employee has the right to become a member of the Association and the District will not discriminate, restrain, retaliate, coerce, or interfere against any employee in that process. Each employee subject to this Agreement, who, on the effective date of this Agreement, is a member of the Association in good standing shall, as a condition of employment, maintain membership in the Association in good standing during the period of this Agreement.

Section 18.2. New Hire Notification.

Per RCW 41.56.003, the District will provide in Excel format to the Chapter President, Membership Officer, and the PSE Membership Department electronic notification of the name, address, cellular phone number (if on file), home phone number (if on file), work phone number (if applicable), work email address, personal email address (if on file), classification, job title, rate of pay, and work site location of all newly hired bargaining unit employees within twenty-one (21) business days from the date of hire.

Section 18.2.1. Personnel Updates

Personnel updates of classified employees in a bargaining unit position including new hires, terminations, etc. will be reported electronically to the Chapter President who will share the information with the PSE Field Representative and the PSE State Membership Department.

Section 18.3. Chapter Audit.

Upon request, the District shall provide PSE information on all bargaining unit employees for audit purposes. Information will include non-dues paying employees, with the employee's name, position, primary work location, address, phone, hire date, hourly rate of pay, number of contracted workdays and work hours per day, and FTE equivalent.

Section 18.4. Dues Authorizations and Revocations.

Public School Employees of Washington/SEIU Local 1948 (PSE) will be the custodian of the records related to dues authorizations and revocations. PSE agrees that as the custodian of the records, it has the responsibility to ensure the accuracy and safe keeping of those records.

Per RCW 45.56.110. an employee's written, electronic, or recorded voice authorization to have the employer deduct membership dues from the employee's salary must be made by the employee to Public School Employees of Washington/SEIU Local 1948 (PSE). If the Employer receives a request for authorization of deductions, the employer shall as soon as practicable forward the request to PSE. The employer agrees to accept dues authorizations as per RCW 41.80.100.

Upon receiving notice of the employee's authorization from PSE, the Employer shall deduct from the employee's salary membership dues and remit the amounts to PSE.

After the Employer receives confirmation from Public School Employees of Washington/SEIU Local 1948 that the employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second payroll after receipt of the confirmation.

1 The employer shall rely on information provided by Public School Employees of Washington/SEIU
2 Local 1948 regarding authorization and revocation of deductions.

3
4 **Section 18.4.1. E-Signature Authorization.**

5 The District agrees to accept dues authorizations via E-signature in accordance with “E-SIGN.”
6 PSE will be the custodian of all records related to E-signature authorizations. The Association
7 agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and
8 safekeeping of those records.

9
10 **Section 18.5. Voluntary Political Action Contribution (COPE).**

11 The District will upon receipt of a written authorization form that conforms to legal requirements,
12 deduct from the pay of such bargaining unit employee the amount of contributions the employee
13 voluntarily chooses for deduction for political purposes and will transmit the same to the Union on a
14 check separate from the Union dues transmittal check. The employee may revoke the request at any
15 time. At least annually, the employee shall be notified about the right to revoke the request by Public
16 School Employees of Washington/SEIU Local 1948.

17
18 **Section 18.6. Checkoff.**

19 The District will deduct PSE dues, assessment(s), representation fees, service charges or voluntary
20 political contributions from the pay of any employee after authorization of such deductions in writing
21 pursuant to RCW 41.56.110. The District will transmit all such funds deducted to the Treasurer of the
22 Public School Employees of Washington/SEIU Local 1948 on a monthly basis.

23
24 **Section 18.7. Local Chapter Dues.**

25 The District agrees to deduct local membership dues from all dues paying members on a monthly basis
26 and remit to the Treasurer of the Public School Employees of Cheney. The Association will inform the
27 District the amount of local dues to be collected.

28
29 **Section 18.8. Hold Harmless.**

30 The Association agrees to defend, indemnify, and hold the District harmless against any and all claims,
31 suits, orders or judgments brought or issued against the District as a result of any action taken or not
32 taken by the District under the provisions of this Article.

33
34
35
36 **ARTICLE XIX**

37
38 **SEVERABILITY**

39
40 **Section 19.1.**

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

43
44 **Section 19.2.**

45 Neither party will be compelled to comply with any provisions of this Agreement which conflicts with
46 state or federal statutes or regulations promulgated pursuant thereto.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE XX

SALARIES

Section 20.1. Salaries.

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

Section 20.2. Pay Statements.

Employees will be compensated by direct deposit in accordance with the provisions of this Agreement for all hours worked. The pay statements will be itemized, and it is the employee's responsibility to review his/her monthly pay statement via Skyward's Employee Access. Printed pay statements, W2s, and 1095s, will not be distributed.

Section 20.3. Rounding of Hours.

For the purpose of calculating daily hours, time worked will be rounded to the nearest quarter (1/4) hour.

Section 20.4. Hygiene Duties and Compensation.

The wage rate for Paraeducators who are assigned to positions which require the regular performance of hygiene duties will be increased by one dollar (\$1.00) per hour while said assignment is in effect. Hygiene duties are described as catheterization, special hygiene duties, specialized medical procedures, and other specialized areas as identified by the Student Support Services Department that exceed normally assigned job requirements.

Each September, the District will review Paraeducator positions that are performing hygiene duties as a routine part of their daily responsibilities as assigned by their supervisor (Principal or Director), thus no hygiene pay will be processed with the September paycheck. Once the positions performing said duties as part of their regularly assigned daily responsibilities are identified, hygiene pay will resume/begin with the October paycheck. October pay will include pay from September for positions that are determined applicable.

Section 20.5. Degree Salary Enhancement.

Employees holding the following degrees on or before September 1 will receive a salary enhancement as follows for the first or highest degree (may not be stacked in cases of multiple degrees):

- Associate Degree = \$0.50/hour
- Bachelor's Degree = \$1.00/hour
- Master's Degree = \$1.50/hour
- Doctorate Degree = \$2.00/hour

Degrees earned after September 1 will be included for the following school year. Official transcripts must be received in Human Resources by September 1.

Section 20.6. Experience Placement.

For the purpose of placement on Schedule A, employees will receive credit for a full year, provided they have a hire date on or before February 1 of the preceding year.

1 **Section 20.7. Changing Classifications.**

2 Employees who change job classifications involving a higher rate of pay within the bargaining unit
3 will be placed at the lowest step in the new job classification which does not cause a reduction in their
4 hourly rate of pay. Those employees will receive all regularly scheduled subsequent step increases for
5 the new job classification. When an employee accesses a position in a lower-paying classification, said
6 employee is acknowledging the lower rate of pay.
7

8 **Section 20.8. Use of Personal Vehicle.**

9 When an employee is directed to conduct District business which requires utilization of a personal
10 vehicle, a cost per mile reimbursement will be provided at the IRS specified rate.
11

12 **Section 20.9. Cell Phone.**

13 For any position that requires cell phone use, the employee has the choice of utilizing a District
14 provided cell phone or utilizing their personal cell phone. Those who choose to utilize their personal
15 cell phone will be responsible for providing information pursuant to public records requests laws. In
16 the event a public records request is received, the employee must abide by the timelines as requested
17 by the public records officer. Employees who utilize a District-provided cell phone will be required to
18 annually submit the necessary forms as outlined in Board Policy and Procedure #6250 by September 1
19 of each school year.
20
21
22

23 **ARTICLE XXI**

24 **PERSONNEL FILE AND EVALUATION**

25 **Section 21.1. Personnel File.**

26
27 There will be only one (1) personnel permanent file for each employee. These files will be kept in the
28 Administrative office and employees will be permitted to inspect these files upon request to the
29 Superintendent and/or the Superintendent’s designee.
30
31

32 Employees will receive a copy of all job-related materials placed in their personnel file within five (5)
33 days of its insertion. At the request of the employee, additional copies, limited to four (4) of each item
34 placed in the personnel file will be provided to the employee within ten (10) workdays of said request.
35 No materials concerning grievances will be added to this file unless requested by the employee.
36

37 The employee will be notified before derogatory material is placed in the employee’s personnel file. In
38 addition, the employee will be allowed to attach written comments to their evaluation and any other
39 document that is to be placed into the file. The comments will be attached to the relevant document
40 and will become a part thereto.
41

42 Employees may request the removal of materials from their personnel file two (2) years following their
43 insertion. If within the legal requirements of record keeping, the material may be removed from the
44 personnel file at the request of the employee. The District will not be arbitrary or capricious in its
45 decision(s). If the District deems that said materials should not be removed, the employee will be
46 provided an explanation.
47



1 **Section 21.1.1. Medical File.**

2 A separate file will be kept in the District Office for each employee that contains medical
3 information including, but not limited to, vaccinations.
4

5 **Section 21.2. Evaluations.**

6 The immediate supervisor will be responsible for the evaluation of employees assigned to them. The
7 evaluation may include input from a certificated or other staff member who works closely with the
8 employee. All employees will be evaluated with the appropriate evaluation forms included in this
9 Agreement as Schedule B, and all evaluations covered by this agreement will have rating categories of
10 Exceeds expectations, Meets expectations, Needs improvement, and Unsatisfactory.
11

12 All employees newly employed by the School District will be evaluated within the first ninety (90)
13 contract days of the commencement of their employment.
14

15 Employees transferring In-District to a new position may be evaluated by their immediate supervisor
16 within the first ninety (90) workdays. If during the ninety (90) day period the District and the employee
17 agree that additional training is necessary to satisfactorily perform the job, such training will be
18 provided without cost to the employee.
19

20 Upon acceptance of an In-District transfer outside of the employee’s current classification, each newly
21 transferred employee will remain on probationary status for a period of not more than thirty (30)
22 workdays. During this thirty (30) day probationary period, the employee will be evaluated at fifteen
23 (15) workdays. The District will have the option of returning the employee to their former position by
24 providing written notice of such. (Also see Section 16.4.)
25

26 All employees, including new employees, will be evaluated annually not later than ten (10) workdays
27 prior to the last day of school for less than full year employees and by August 3 for full year
28 employees.
29

30 Upon completion of an evaluation by the supervisor, the employee will be provided with a copy of the
31 evaluation. An evaluation conference will take place unless mutually agreed upon by the employee and
32 the supervisor.
33

34 The employee will sign the School District’s copy of the evaluation report to indicate that he or she has
35 received a copy of the report. The signature of the employee does not, however, imply that the
36 employee agrees with the contents of the evaluation report.
37

38 The employee will have the right to attach any comments to the evaluation report. This may be done at
39 the time the employee receives a copy and prior to the report being forwarded to the Superintendent/
40 designee or within ten (10) school days following the evaluation conference. No annual evaluation will
41 contain a “Needs Improvement” or “Unsatisfactory” rating unless the supervisor has previously
42 discussed his or her concern(s) with the employee.
43

44 **Section 21.3. Unsatisfactory Performance.**

45 All performance evaluations reflecting an unsatisfactory level of performance in two (2) or more
46 categories will state specific reasons for the unsatisfactory rating and a plan for improvement. The
47 employees’ performance will be reviewed within thirty (30) workdays. The employee may have an

1 Association representative present during the reviews. A written statement of the progress and/or
2 correction of the unsatisfactory performance will be attached to the evaluation.

3
4
5
6 **ARTICLE XXII**

7
8 **TERMS OF AGREEMENT**

9
10 **Section 22.1.**

11 The term of this Agreement will be September 1, 2023, to August 31, 2026, and will be open annually
12 for state-funded salary and benefit changes.

13
14 **Section 22.2. Reopeners.**

15 This Agreement will be reopened as necessary to consider the impact of any legislation enacted
16 following execution of this Agreement. Either party may demand the contract be reopened when
17 legislation enacted affects the terms and conditions herein or creates authority to alter personnel
18 practices in public employment.

- 19
20
 - Three (3) year contract
 - In 2025, two (2) language reopeners each with minimum financial impact (PSEC and District)
 - If the levy measure is passed in February 2024, the attached salary schedules for 2024-25 and
23 2025-26 will be implemented.

24
25 **Section 22.3.**

26 Neither the Public School Employees of Cheney, its agents, or its members will assist in or participate
27 in strikes, sanctions, slowdowns, or any concerted effort designed to improve its bargaining position
28 which interferes with, impedes, or impairs the normal operation of the Cheney Schools. In the event of
29 a strike or work interruption by another unit, members covered by this Agreement agree to report to
30 work and perform normal duties. There will be no lockout of employees instituted by the Cheney
31 School District. No classified employee will be required to cross a picket line if the employee believes
32 there to be physical danger in doing so.

33
34
35
36 **SIGNATURE PAGE**


37
38
39 PUBLIC SCHOOL EMPLOYEES OF
40 WASHINGTON / SEIU LOCAL 1948

41
42 CHENEY CHAPTER

43
44
45 BY: 
46 Robin Miller, Chapter President

47
48 DATE: Sept 28, 2023

CHENEY SCHOOL DISTRICT #360

BY: 
Dr. Ben Ferney, Superintendent

DATE: 9/29/23



**SCHEDULE A
CHENEY CLASSIFIED SALARY
SEPTEMBER 1, 2023 – AUGUST 31, 2024**

	DESCRIPTION	STEPS									
		1	2	3	4	5	6	7	8	9	10
TRANSPORTATION											
Mechanic IV	Shop Foreman	29.50	30.00	30.50	31.00	31.50	32.00	32.50	33.00	33.50	34.00
Mechanic III	ASE Certified	25.75	26.25	26.75	27.25	27.75	28.25	28.75	29.25	29.75	30.25
Mechanic II	Mechanic II	23.32	23.82	24.32	24.82	25.32	25.82	26.32	26.82	27.32	27.82
Mechanic I	Serviceman	22.05	22.55	23.05	23.55	24.05	24.55	25.05	25.55	26.05	26.55
Driver Trainer	Driver Trainer	27.71	28.21	28.71	29.21	29.71	30.21	30.71	31.21	31.71	32.21
Driver	Driver	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50
Non CDL Driver	Non CDL Driver	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50	22.00	22.50
Bus Supervision Aide	Supervision Aide	16.75	17.25	17.75	18.25	18.75	19.25	19.75	20.25	20.75	21.25
Dispatcher	Dispatcher	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50
Router/Support Spec.	Router/Support Specialist	21.93	22.43	22.93	23.43	23.93	24.43	24.93	25.43	25.93	26.43
MAINTENANCE											
State Licensed Journeyman	Electrician (ME01, 01), Plumber (PL01), HVAC (06A)	35.00	35.50	36.00	36.50	37.00	37.50	38.00	38.50	39.00	39.50
General Maintenance IV	Journeyman Carpenter, Journeyman Fabricator, Journeyman Painter, Specialty License Controls Technician	29.50	30.00	30.50	31.00	31.50	32.00	32.50	33.00	33.50	34.00
General Maintenance III	Carpenter, Electrician, Fabricator, HVAC, Plumber, Painter	25.75	26.25	26.75	27.25	27.75	28.25	28.75	29.25	29.75	30.25
General Maintenance II	General Maintenance	23.86	24.36	24.86	25.36	25.86	26.36	26.86	27.36	27.86	28.36
General Maintenance I	Warehouse & Delivery	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50	25.00
GROUNDS											
Groundsman III	Grounds Foreman	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00	30.50
Groundsman II	Licensed Sprayer/Grounds	24.50	25.00	25.50	26.00	26.50	27.00	27.50	28.00	28.50	29.00
Groundsman I	General Grounds/Mowing	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50	27.00
CUSTODIAL											
Custodian IV	HS/MS Lead	21.55	22.05	22.55	23.05	23.55	24.05	24.55	25.05	25.55	26.05
Custodian III	Elementary Lead	21.05	21.55	22.05	22.55	23.05	23.55	24.05	24.55	25.05	25.55
Custodian II	Night Lead	20.55	21.05	21.55	22.05	22.55	23.05	23.55	24.05	24.55	25.05
Custodian I	Custodian	20.05	20.55	21.05	21.55	22.05	22.55	23.05	23.55	24.05	24.55
TECHNOLOGY/PRINTER											
Technology IV	IT Systems Support Specialist	30.00	30.50	31.00	31.50	32.00	32.50	33.00	33.50	34.00	34.50
Technology III	IT Support Specialist	27.00	27.50	28.00	28.50	29.00	29.50	30.00	30.50	31.00	31.50
Technology II	SIS Specialist	24.25	24.75	25.25	25.75	26.25	26.75	27.25	27.75	28.25	28.75
NUTRITION SERVICES											
Kitchen Lead	Kitchen Lead	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50	25.00
Cook and Baker	Cook	19.00	19.50	20.00	20.50	21.00	21.50	22.00	22.50	23.00	23.50
Lead Line	Lead Line	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50	22.00	22.50
Cashier & Kitchen Assistant	Cashier & Kitchen Assistant	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50	22.00
Warehouse and Delivery	Warehouse and Delivery	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50	25.00



SCHEDULE A
CHENEY CLASSIFIED SALARY
SEPTEMBER 1, 2023 – AUGUST 31, 2024

SECRETARIAL/CLERICAL	DESCRIPTION	STEPS									
		1	2	3	4	5	6	7	8	9	10
Secretary IV	Department Head Secretary, School Building Office Manager	20.98	21.48	21.98	22.48	22.98	23.48	23.98	24.48	24.98	25.48
Secretary III	Compliance & Inventory-Nutrition Services, Compliance-SSS, HS Activities/Athletics, HS/MS Library Media Specialist, HS Registrar, HS Attendance	20.15	20.65	21.15	21.65	22.15	22.65	23.15	23.65	24.15	24.65
Secretary II	Elem and MS Attendance, Counseling & Career Center, Events Scheduler & Inventory-M&O, MS Activities/Athletics, MS Registrar, SSS/Student Records	19.20	19.70	20.20	20.70	21.20	21.70	22.20	22.70	23.20	23.70
Secretary I	Reception/Clerical Asst	17.80	18.30	18.80	19.30	19.80	20.30	20.80	21.30	21.80	22.30
Secretary I/Paraed	ALE, ISI	17.25	17.75	18.25	18.75	19.25	19.75	20.25	20.75	21.25	21.75
Support Assistant	Student Support Services	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.50	17.00	17.50
PARAEDUCATOR*											
Instructional Paraeducator	Behavior Specialist	18.35	18.85	19.35	19.85	20.35	20.85	21.35	21.85	22.35	22.85
Instructional Paraeducator	Self-Contained Paraeducator	17.80	18.30	18.80	19.30	19.80	20.30	20.80	21.30	21.80	22.30
Instructional Paraeducator	Instructional Paraeducator	17.25	17.75	18.25	18.75	19.25	19.75	20.25	20.75	21.25	21.75
Supervision/Aide	Bus, Locker Room, Recess/Lunch	16.75	17.25	17.75	18.25	18.75	19.25	19.75	20.25	20.75	21.25
ECEAP											
Family Support Spec.	Family Support Spec.	21.25	21.75	22.25	22.75	23.25	23.75	24.25	24.75	25.25	25.75
Lead Instructor	Lead Instructor	21.25	21.75	22.25	22.75	23.25	23.75	24.25	24.75	25.25	25.75
Instructional Paraeducator	Instructional Paraeducator, PK/ECEAP	17.25	17.75	18.25	18.75	19.25	19.75	20.25	20.75	21.25	21.75
ACCOUNTING											
Bookkeeper	Bookkeeper	20.00	20.50	21.00	21.50	22.00	22.50	23.00	23.50	24.00	24.50
SPECIALIST											
Student Safety & Access Specialist	Student Safety & Access Specialist	21.70	22.20	22.70	23.20	23.70	24.20	24.70	25.20	25.70	26.20
Student Support Spec.	Student Support Specialist	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50
LPN, COTA	LPN, COTA	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50
Interpreter	Sign Language Interpreter	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50	26.00	26.50
Health Aide	Health Aide	19.60	20.10	20.60	21.10	21.60	22.10	22.60	23.10	23.60	24.10
Employees holding the following degrees will receive a salary enhancement as follows:											
- Associate Degree = 50¢ per hour											
- Bachelors Degree = \$1.00 per hour											
- Masters Degree = \$1.50 per hour											
- Doctorate degree = \$2.00 per hour											
*Hygiene Pay = \$1.00 per hour											



**SCHEDULE A
CHENEY CLASSIFIED SALARY
SEPTEMBER 1, 2024 – AUGUST 31, 2025**

	DESCRIPTION	STEPS									
		1	2	3	4	5	6	7	8	9	10
TRANSPORTATION											
Mechanic IV	Shop Foreman	30.24	30.75	31.26	31.78	32.29	32.80	33.31	33.83	34.34	34.85
Mechanic III	ASE Certified	26.39	26.91	27.42	27.93	28.44	28.96	29.47	29.98	30.49	31.01
Mechanic II	Mechanic II	23.90	24.42	24.93	25.44	25.95	26.47	26.98	27.49	28.00	28.52
Mechanic I	Serviceman	22.60	23.11	23.63	24.14	24.65	25.16	25.68	26.19	26.70	27.21
Driver Trainer	Driver Trainer	28.40	28.92	29.43	29.94	30.45	30.97	31.48	31.99	32.50	33.02
Driver	Driver	22.55	23.06	23.58	24.09	24.60	25.11	25.63	26.14	26.65	27.16
Non CDL Driver	Non CDL Driver	18.45	18.96	19.48	19.99	20.50	21.01	21.53	22.04	22.55	23.06
Bus Supervision Aide	Supervision Aide	17.34	17.85	18.37	18.89	19.41	19.92	20.44	20.96	21.48	21.99
Dispatcher	Dispatcher	17.51	18.03	18.54	19.06	19.57	20.09	20.60	21.12	21.63	22.15
Router/Support Spec.	Router/Support Specialist	22.48	22.99	23.50	24.02	24.53	25.04	25.55	26.07	26.58	27.09
MAINTENANCE											
State Licensed Journeyman	Electrician (ME01, 01), Plumber (PL01), HVAC (06A)	35.88	36.39	36.90	37.41	37.93	38.44	38.95	39.46	39.98	40.49
General Maintenance IV	Journeyman Carpenter, Journeyman Fabricator, Journeyman Painter, Specialty License Controls Technician	30.24	30.75	31.26	31.78	32.29	32.80	33.31	33.83	34.34	34.85
General Maintenance III	Carpenter, Electrician, Fabricator, HVAC, Plumber, Painter	26.39	26.91	27.42	27.93	28.44	28.96	29.47	29.98	30.49	31.01
General Maintenance II	General Maintenance	24.45	24.96	25.48	25.99	26.50	27.01	27.53	28.04	28.55	29.06
General Maintenance I	Warehouse & Delivery	21.01	21.53	22.04	22.55	23.06	23.58	24.09	24.60	25.11	25.63
GROUNDS											
Groundsman III	Grounds Foreman	26.78	27.30	27.81	28.33	28.84	29.36	29.87	30.39	30.90	31.42
Groundsman II	Licensed Sprayer/Grounds	25.24	25.75	26.27	26.78	27.30	27.81	28.33	28.84	29.36	29.87
Groundsman I	General Grounds/Mowing	23.18	23.69	24.21	24.72	25.24	25.75	26.27	26.78	27.30	27.81
CUSTODIAL											
Custodian IV	HS/MS Lead	22.30	22.82	23.34	23.86	24.37	24.89	25.41	25.93	26.44	26.96
Custodian III	Elementary Lead	21.79	22.30	22.82	23.34	23.86	24.37	24.89	25.41	25.93	26.44
Custodian II	Night Lead	21.27	21.79	22.30	22.82	23.34	23.86	24.37	24.89	25.41	25.93
Custodian I	Custodian	20.75	21.27	21.79	22.30	22.82	23.34	23.86	24.37	24.89	25.41
TECHNOLOGY/PRINTER											
Technology IV	IT Systems Support Specialist	31.20	31.72	32.24	32.76	33.28	33.80	34.32	34.84	35.36	35.88
Technology III	IT Support Specialist	28.08	28.60	29.12	29.64	30.16	30.68	31.20	31.72	32.24	32.76
Technology II	SIS Specialist	25.22	25.74	26.26	26.78	27.30	27.82	28.34	28.86	29.38	29.90
NUTRITION SERVICES											
Kitchen Lead	Kitchen Lead	21.01	21.53	22.04	22.55	23.06	23.58	24.09	24.60	25.11	25.63
Cook and Baker	Cook	19.48	19.99	20.50	21.01	21.53	22.04	22.55	23.06	23.58	24.09
Lead Line	Lead Line	18.45	18.96	19.48	19.99	20.50	21.01	21.53	22.04	22.55	23.06
Cashier & Kitchen Assistant	Cashier & Kitchen Assistant	17.94	18.45	18.96	19.48	19.99	20.50	21.01	21.53	22.04	22.55
Warehouse and Delivery	Warehouse and Delivery	21.01	21.53	22.04	22.55	23.06	23.58	24.09	24.60	25.11	25.63



**SCHEDULE A
CHENEY CLASSIFIED SALARY
SEPTEMBER 1, 2024 – AUGUST 31, 2025**

SECRETARIAL/CLERICAL	DESCRIPTION	STEPS									
		1	2	3	4	5	6	7	8	9	10
Secretary IV	Department Head Secretary, School Building Office Manager	21.61	22.12	22.64	23.15	23.67	24.18	24.70	25.21	25.73	26.24
Secretary III	Compliance & Inventory-Nutrition Services, Compliance-SSS, HS Activities/Athletics, HS/MS Library Media Specialist, HS Registrar, HS Attendance	20.75	21.27	21.78	22.30	22.81	23.33	23.84	24.36	24.87	25.39
Secretary II	Elem and MS Attendance, Counseling & Career Center, Events Scheduler & Inventory-M&O, MS Activities/Athletics, MS Registrar, SSS/Student Records	19.78	20.29	20.81	21.32	21.84	22.35	22.87	23.38	23.90	24.41
Secretary I	Reception/Clerical Asst	18.33	18.85	19.36	19.88	20.39	20.91	21.42	21.94	22.45	22.97
Secretary I/Paraed	ALE, ISI	17.77	18.28	18.80	19.31	19.83	20.34	20.86	21.37	21.89	22.40
Support Assistant	Student Support Services	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.50	17.00	17.50
PARAEDUCATOR*											
Instructional Paraeducator	Behavior Specialist	18.99	19.51	20.03	20.54	21.06	21.58	22.10	22.61	23.13	23.65
Instructional Paraeducator	Self-Contained Paraeducator	18.42	18.94	19.46	19.98	20.49	21.01	21.53	22.05	22.56	23.08
Instructional Paraeducator	Instructional Paraeducator	17.85	18.37	18.89	19.41	19.92	20.44	20.96	21.48	21.99	22.51
Supervision/Aide	Bus, Locker Room, Recess/Lunch	17.34	17.85	18.37	18.89	19.41	19.92	20.44	20.96	21.48	21.99
ECEAP											
Family Support Spec.	Family Support Spec.	21.78	22.29	22.81	23.32	23.83	24.34	24.86	25.37	25.88	26.39
Lead Instructor	Lead Instructor	21.78	22.29	22.81	23.32	23.83	24.34	24.86	25.37	25.88	26.39
Instructional Paraeducator	Instructional Paraeducator, PK/ECEAP	17.85	18.37	18.89	19.41	19.92	20.44	20.96	21.48	21.99	22.51
ACCOUNTING											
Bookkeeper	Bookkeeper	20.80	21.32	21.84	22.36	22.88	23.40	23.92	24.44	24.96	25.48
SPECIALIST											
Student Safety & Access Specialist	Student Safety & Access Specialist	22.46	22.98	23.49	24.01	24.53	25.05	25.56	26.08	26.60	27.12
Student Support Spec.	Student Support Specialist	22.77	23.29	23.81	24.32	24.84	25.36	25.88	26.39	26.91	27.43
LPN, COTA	LPN, COTA	22.77	23.29	23.81	24.32	24.84	25.36	25.88	26.39	26.91	27.43
Interpreter	Sign Language Interpreter	22.77	23.29	23.81	24.32	24.84	25.36	25.88	26.39	26.91	27.43
Health Aide	Health Aide	20.29	20.80	21.32	21.84	22.36	22.87	23.39	23.91	24.43	24.94
Employees holding the following degrees will receive a salary enhancement as follows:											
- Associate Degree = 50¢ per hour											
- Bachelors Degree = \$1.00 per hour											
- Masters Degree = \$1.50 per hour											
- Doctorate degree = \$2.00 per hour											
*Hygiene Pay = \$1.00 per hour											



SCHEDULE A
CHENEY CLASSIFIED SALARY
SEPTEMBER 1, 2025 – AUGUST 31, 2026

	DESCRIPTION	STEPS									
		1	2	3	4	5	6	7	8	9	10
TRANSPORTATION											
Mechanic IV	Shop Foreman	30.99	31.52	32.04	32.57	33.09	33.62	34.15	34.67	35.20	35.72
Mechanic III	ASE Certified	27.05	27.58	28.10	28.63	29.15	29.68	30.21	30.73	31.26	31.78
Mechanic II	Mechanic II	24.50	25.03	25.55	26.08	26.60	27.13	27.65	28.18	28.70	29.23
Mechanic I	Serviceman	23.17	23.69	24.22	24.74	25.27	25.79	26.32	26.84	27.37	27.89
Driver Trainer	Driver Trainer	29.11	29.64	30.16	30.69	31.21	31.74	32.26	32.79	33.32	33.84
Driver	Driver	23.11	23.64	24.16	24.69	25.22	25.74	26.27	26.79	27.32	27.84
Non CDL Driver	Non CDL Driver	18.91	19.44	19.96	20.49	21.01	21.54	22.06	22.59	23.11	23.64
Bus Supervision Aide	Supervision Aide	17.86	18.39	18.92	19.46	19.99	20.52	21.05	21.59	22.12	22.65
Dispatcher	Dispatcher	18.04	18.57	19.10	19.63	20.16	20.69	21.22	21.75	22.28	22.81
Router/Support Spec.	Router/Support Specialist	23.04	23.57	24.09	24.62	25.14	25.67	26.19	26.72	27.24	27.77
MAINTENANCE											
State Licensed Journeyman	Electrician (ME01, 01), Plumber (PL01), HVAC (06A)	36.77	37.30	37.82	38.35	38.87	39.40	39.92	40.45	40.97	41.50
General Maintenance IV	Journeyman Carpenter, Journeyman Fabricator, Journeyman Painter, Specialty License Controls Technician	30.99	31.52	32.04	32.57	33.09	33.62	34.15	34.67	35.20	35.72
General Maintenance III	Carpenter, Electrician, Fabricator, HVAC, Plumber, Painter	27.05	27.58	28.10	28.63	29.15	29.68	30.21	30.73	31.26	31.78
General Maintenance II	General Maintenance	25.06	25.59	26.11	26.64	27.16	27.69	28.22	28.74	29.27	29.79
General Maintenance I	Warehouse & Delivery	21.54	22.06	22.59	23.11	23.64	24.16	24.69	25.22	25.74	26.27
GROUNDS											
Groundsman III	Grounds Foreman	27.58	28.11	28.64	29.17	29.71	30.24	30.77	31.30	31.83	32.36
Groundsman II	Licensed Sprayer/Grounds	25.99	26.52	27.05	27.58	28.11	28.64	29.17	29.71	30.24	30.77
Groundsman I	General Grounds/Mowing	23.87	24.40	24.93	25.46	25.99	26.52	27.05	27.58	28.11	28.64
CUSTODIAL											
Custodian IV	HS/MS Lead	22.97	23.51	24.04	24.57	25.11	25.64	26.17	26.70	27.24	27.77
Custodian III	Elementary Lead	22.44	22.97	23.51	24.04	24.57	25.11	25.64	26.17	26.70	27.24
Custodian II	Night Lead	21.91	22.44	22.97	23.51	24.04	24.57	25.11	25.64	26.17	26.70
Custodian I	Custodian	21.37	21.91	22.44	22.97	23.51	24.04	24.57	25.11	25.64	26.17
TECHNOLOGY/PRINTER											
Technology IV	IT Systems Support Specialist	32.14	32.67	33.21	33.74	34.28	34.81	35.35	35.89	36.42	36.96
Technology III	IT Support Specialist	28.92	29.46	29.99	30.53	31.06	31.60	32.14	32.67	33.21	33.74
Technology II	SIS Specialist	25.98	26.51	27.05	27.58	28.12	28.65	29.19	29.73	30.26	30.80
NUTRITION SERVICES											
Kitchen Lead	Kitchen Lead	21.54	22.06	22.59	23.11	23.64	24.16	24.69	25.22	25.74	26.27
Cook and Baker	Cook	19.96	20.49	21.01	21.54	22.06	22.59	23.11	23.64	24.16	24.69
Lead Line	Lead Line	18.91	19.44	19.96	20.49	21.01	21.54	22.06	22.59	23.11	23.64
Cashier & Kitchen Assistant	Cashier & Kitchen Assistant	18.39	18.91	19.44	19.96	20.49	21.01	21.54	22.06	22.59	23.11
Warehouse and Delivery	Warehouse and Delivery	21.54	22.06	22.59	23.11	23.64	24.16	24.69	25.22	25.74	26.27



**SCHEDULE A
CHENEY CLASSIFIED SALARY
SEPTEMBER 1, 2025 – AUGUST 31, 2026**

SECRETARIAL/CLERICAL	DESCRIPTION	STEPS									
		1	2	3	4	5	6	7	8	9	10
Secretary IV	Department Head Secretary, School Building Office Manager	22.26	22.79	23.32	23.85	24.38	24.91	25.44	25.97	26.50	27.03
Secretary III	Compliance & Inventory-Nutrition Services, Compliance-SSS, HS Activities/Athletics, HS/MS Library Media Specialist, HS Registrar, HS Attendance	21.38	21.91	22.44	22.97	23.50	24.03	24.56	25.09	25.62	26.15
Secretary II	Elem and MS Attendance, Counseling & Career Center, Events Scheduler & Inventory-M&O, MS Activities/Athletics, MS Registrar, SSS/Student Records	20.37	20.90	21.43	21.96	22.49	23.02	23.55	24.08	24.61	25.14
Secretary I	Reception/Clerical Asst	18.88	19.41	19.94	20.48	21.01	21.54	22.07	22.60	23.13	23.66
Secretary I/Paraed	ALE, ISI	18.30	18.83	19.36	19.89	20.42	20.95	21.48	22.01	22.54	23.07
Support Assistant	Student Support Services	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.50	17.00	17.50
PARAEDUCATOR*											
Instructional Paraeducator	Behavior Specialist	19.56	20.10	20.63	21.16	21.69	22.23	22.76	23.29	23.83	24.36
Instructional Paraeducator	Self-Contained Paraeducator	18.98	19.51	20.04	20.57	21.11	21.64	22.17	22.71	23.24	23.77
Instructional Paraeducator	Instructional Paraeducator	18.39	18.92	19.46	19.99	20.52	21.05	21.59	22.12	22.65	23.19
Supervision/Aide	Bus, Locker Room, Recess/Lunch	17.86	18.39	18.92	19.46	19.99	20.52	21.05	21.59	22.12	22.65
ECEAP											
Family Support Spec.	Family Support Spec.	22.43	22.96	23.49	24.02	24.55	25.07	25.60	26.13	26.66	27.19
Lead Instructor	Lead Instructor	22.43	22.96	23.49	24.02	24.55	25.07	25.60	26.13	26.66	27.19
Instructional Paraeducator	Instructional Paraeducator, PK/ECEAP	18.39	18.92	19.46	19.99	20.52	21.05	21.59	22.12	22.65	23.19
ACCOUNTING											
Bookkeeper	Bookkeeper	21.63	22.17	22.71	23.25	23.80	24.34	24.88	25.42	25.96	26.50
SPECIALIST											
Student Safety & Access Specialist	Student Safety & Access Specialist	23.36	23.90	24.43	24.97	25.51	26.05	26.59	27.13	27.66	28.20
Student Support Spec.	Student Support Specialist	23.68	24.22	24.76	25.30	25.83	26.37	26.91	27.45	27.99	28.52
LPN, COTA	LPN, COTA	23.68	24.22	24.76	25.30	25.83	26.37	26.91	27.45	27.99	28.52
Interpreter	Sign Language Interpreter	23.68	24.22	24.76	25.30	25.83	26.37	26.91	27.45	27.99	28.52
Health Aide	Health Aide	21.10	21.64	22.17	22.71	23.25	23.79	24.33	24.86	25.40	25.94
Employees holding the following degrees will receive a salary enhancement as follows:											
- Associate Degree = 50¢ per hour											
- Bachelors Degree = \$1.00 per hour											
- Masters Degree = \$1.50 per hour											
- Doctorate degree = \$2.00 per hour											
*Hygiene Pay = \$1.00 per hour											



DRUG AND ALCOHOL TESTING

This agreement is hereby incorporated by reference into the current collective bargaining agreement between Public School Employees of Cheney and the Cheney School District.

It is acknowledged that the Cheney School District already has a School District Policy and Procedure in place, No. 5202, Federal Motor Safety Administration Mandated Drug and Alcohol Testing Program, which complies with the Department of Transportation's rules and regulations pertaining to employee drug and alcohol testing. This policy and procedure were adopted unanimously by the Cheney School Board of Directors at their regularly scheduled meeting on January 11, 1995, and most recently updated by the Cheney School Board of Directors on November 16, 2016.

1. When employees holding Commercial Driver's Licenses (CDL's), are randomly selected for drug and alcohol testing, they are to proceed immediately and directly to the testing site. The District will reimburse the employee being tested with up to a maximum of two hours of salary to be tested. The employee going in to be tested will be responsible for his/her own transportation to and from the testing laboratory. However, if an employee is working his/her regular shift, he/she will not receive extra pay to take the test. The employee will be paid mileage at the District's rate if they are asked to use their personal vehicle to travel to the testing site. However, under certain circumstances, they may be allowed to utilize a District vehicle for that purpose, if one is available.
2. All persons hired after March 1, 1995, and required to hold a Commercial Driver's License (CDL), will then follow the same procedure as transportation personnel under the District's Drug and Alcohol Testing Program Policy and Procedure No. 5202.
3. If randomly tested District employees holding a Commercial Driver's License (CDL) are found to have a level of alcohol of .04 or above or test positive for drugs, they will be immediately terminated from their employment with the Cheney School District.
4. If randomly tested District employees holding a Commercial Driver's License (CDL) are found to have a level of alcohol from .02 to .039, they will be removed from their safety-sensitive job for a period of twenty-four (24) hours in accordance with the DOT requirements. Also, at that time the District's policy for progressive discipline will be enforced. However, any District employee so tested and found to have the above level of alcohol and who must be off duty for twenty-four (24) hours may access any unused sick leave they have accrued.
5. If a randomly selected employee holding a Commercial Driver's License (CDL) tests positive for drugs, they will be immediately terminated. If the terminated employee requests a second test, it must be done using the split sample previously taken from that employee. In addition, if the employee requests a second test be conducted, they will be required to pay the cost of that test. If the second test is returned with a negative result, the employee will be reinstated to their original position, and they will be reimbursed for any lost wages and benefits as well as the cost of the second test. If the second test returns a positive finding, the termination of that employee stands.
6. At any time an employee holding a Commercial Driver's License (CDL) is tested and receives a positive alcohol or controlled substance test under the District's policy and procedure or violates the other prohibitions of this policy and procedure, the District will provide the employee with information regarding the resources available to the employee for evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances. The District will not provide or pay for these services.

This agreement may be reviewed for clarification or possible changes whenever either the Cheney School District or the Public School Employees of Cheney representatives request such an action take place.