

COLLECTIVE BARGAINING AGREEMENT BETWEEN

COLUMBIA / HUNTERS SCHOOL DISTRICT #206

AND

PUBLIC SCHOOL EMPLOYEES OF

COLUMBIA / HUNTERS

September 1, 2022 – August 31, 2025



Public School Employees of Washington/SEIU Local 1948
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1 **P R E A M B L E**

2
3 This Agreement is made and entered into between Columbia/Hunters School District Number 206
4 (hereinafter "District") and The Columbia/Hunters PSE, an affiliate of Public School Employees of
5 Washington/SEIU Local 1948 (hereinafter "Association").
6

7 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations
8 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the
9 parties agree as follows:
10
11

12 **A R T I C L E I**

13 **RECOGNITION AND COVERAGE OF AGREEMENT**

14
15
16 **Section 1.1.**

17 The District hereby recognizes the Association as the exclusive representative of all employees in the
18 bargaining unit described in Section 1.2, and the Association recognizes the responsibility of
19 representing the interests of all such employees.
20
21

22 **Section 1.2.**

23 The bargaining unit to which this Agreement is applicable is as follows: All regular classified
24 employees, in the following classifications: Transportation; Custodial/Maintenance; Paraeducator;
25 Secretary/Clerical; and Food Service, except the Business Manager, and District Secretary.
26 (Transportation and Maintenance supervisors may remain in the bargaining unit but must fulfill the
27 supervision requirements of the district job descriptions and of their own supervisor.)
28

29 **Section 1.2.1. Exclusions.**

30 Nothing contained herein shall be construed to include in the bargaining unit any person whose
31 duties as deputy, administrative assistant, or secretary necessarily imply a confidential
32 relationship to the Board of Directors or Superintendent of the District pursuant to WAC 391-
33 25-320.
34

35 **Section 1.3. Substitute Employees.**

36 A substitute employee is one who fills in for another employee.

- 37 1. Substitute employees who work less than one-sixth of the workdays in a normal academic year
38 are not covered by this Agreement.
39
40 2. Substitute employees doing bargaining unit work who work one-sixth of a normal academic
41 year, (twenty [20] consecutive or thirty [30] intermittent workdays) and continue to be available
42 for work, will be included in the bargaining unit limited to the following provisions of the
43 collective bargaining agreement: Article III; Article VII, Section 7.3; and negotiation of salary.
44

45 **Section 1.4. Job Descriptions.**

46 Descriptions for any positions subject to this Agreement will be on file with the District Business
47 Office and on the District website. Job descriptions will be given to each employee, upon request and
48 upon changes to a job description. A copy of all job descriptions will be provided to the Chapter



1 President and Secretary of the Public School Employees of Columbia School District. An employee
2 subject to this Agreement may provide input and seek clarification at any time from the
3 Superintendent. Job Descriptions will be reviewed every two (2) years and amended as needed. Neither
4 party shall be entitled to grieve any alleged violation of this section.
5
6
7

8 ARTICLE II

10 RIGHTS OF THE EMPLOYER

12 **Section 2.1. Management Rights.**

13 It is agreed that the customary and usual rights, powers, functions, and authority of management are
14 vested in management officials of the District. Included in these rights, but not limited to, in
15 accordance with and subject to applicable laws, regulations, and terms of this Agreement is the right to
16 direct the work force, the right to hire, promote, retain, transfer and assign employees in positions; the
17 right to suspend, discharge, demote, or take other disciplinary action against employees, and the right
18 to release employees from duties because of lack of work or for other legitimate reasons. The District
19 shall retain the right to maintain efficiency of the District operation by determining the methods, the
20 means, and the personnel by which operations undertaken by the employees in the bargaining unit are
21 to be conducted.
22

23 **Section 2.2. Rule Making.**

24 The right to make reasonable rules, policies and regulations shall be functions of the District.
25
26
27

28 ARTICLE III

30 RIGHTS OF THE EMPLOYEES

32 **Section 3.1. Rights to Join and Assist.**

33 It is agreed that all employees within the bargaining unit as defined herein shall be protected in the
34 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
35

36 **Section 3.2. Personal Concerns.**

37 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
38 Association representatives and/or appropriate officials of the District.
39

40 **Section 3.3. Disciplinary Representation.**

41 Employees subject to this Agreement have the right, upon prior notification to the District, to have
42 Association representatives or other persons present at investigatory interviews between themselves
43 and their supervisor. When asked to a meeting, the employee has the right to ask and be told the
44 purpose of the meeting. If the employee reasonably believes the meeting might result in disciplinary
45 action other than to give notice of concern/counseling, he/she may request an Association
46 Representative.
47
48

1 **Section 3.4.**

2 Evaluations of classified employees will be completed annually by May 15. The evaluation will be
3 based on the job description and other appropriate information collected by the supervisor and
4 administration. The evaluator and the employee will sign the evaluation form. The employee's
5 signature will signify only that the employee has received and read the form.

6
7 If the employee is not in agreement with the evaluation, the employee may submit an attachment to the
8 evaluation form citing extenuating circumstances.

9
10 **Section 3.5.**

11 Evaluations reflecting an unsatisfactory level of performance shall be followed by specific goals and
12 improvement areas. A remedial plan or process leading to potential loss of employment may be
13 prescribed by the direct supervisor and/or administration. The employee's performance in the
14 unsatisfactory areas will be monitored by the supervisor on a quarterly basis in order to eliminate
15 surprises and insure communication. Any concerns the supervisor may have with the employee's
16 performance that has not been brought to the attention of the employee within the quarter school year
17 that the incident/concern occurred shall not be placed on the employee's evaluation. Review
18 conferences can be scheduled at the request of the supervisor or employee.

19
20 Employees will have a reasonable opportunity to correct deficiencies. If disciplinary action is
21 contemplated, a representative of the union will be invited to attend. Written documentation of all
22 observations and conferences will be maintained by the direct supervisor in a working file until the
23 final evaluation is completed. Appropriate documentation then will be forwarded to the official district
24 personnel file.

25
26 **Section 3.6.**

27 Employees assigned duties for a student with diabetes, under the parameters of RCW 28A.210.330 (2)
28 (a, b) and employees who administer student catheterization services to a student under RCW
29 28A.210.280, shall be provided the training and right of refusal as described in the respective codes.

30
31
32 **ARTICLE IV**

33
34 **RIGHTS OF THE ASSOCIATION**

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36
37 **Section 4.1. Association to Represent Employees.**

38 The Association has the right and responsibility to represent the interests of all employees in the unit,
39 to present its views to the District on matters of concern either orally to the Superintendent or
40 supervisor, or in writing to the Superintendent or supervisor; and to enter collective negotiations with
41 the object of reaching an agreement applicable to all employees within the units.

42
43 **Section 4.2.**

44 The Association is entitled to have an observer at formal hearings conducted by the Superintendent,
45 designee, or Board arising out of any grievance and to make known the Association's views
46 concerning the matter.

1 **Section 4.3. New Hires.**

2 The names of employees filling positions covered by this Agreement will be provided to the President
3 and Field Representative of the Association within ten (10) days of hire date. The Association shall
4 provide such employee with a copy of this Agreement.

5
6 **Section 4.3.1. New Employee Orientation.**

7 The Employer will provide PSE reasonable access to new employees of the bargaining unit for the
8 purposes of presenting information about PSE to the new employee. "Reasonable access" for the
9 purposes of this section means the access to the new employee occurs within one (1) week of the
10 employee's start date within the bargaining unit; the access is for no less than thirty (30) minutes,
11 and no more than one (1) hour without Superintendent approval. The access occurs during the new
12 employee's regular work hours at the employee's regular worksite, or at a location mutually agreed
13 to by the Employer and PSE.

14
15 **Section 4.4. Bulletin Boards.**

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

22
23 **Section 4.4.1.**

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

26
27 **Section 4.5. Use of District Facilities.**

28 The Association shall have the right to use school facilities and equipment at reasonable times when such
29 equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and
30 supplies incident to such use. The Association shall have the right to use District buildings for meetings
31 and to transact official business so long as it does not interfere with the employee's regular work.

32
33 **Section 4.6. Use of District Communications.**

34 The Association may use school mail facilities, electronic mail, or other communication services for
35 distribution of official Association communications. School mail and facilities shall be used for purposes
36 intended to enhance District-employee relations. District mail facilities shall not be used to distribute
37 materials in support or opposition to statewide election issues or election campaigns.

38
39
40
41 **ARTICLE V**

42
43 **MATTERS FOR NEGOTIATIONS**

44
45 **Section 5.1. Items for Negotiation.**

46 It is agreed and understood that matters appropriate for negotiation between the District and the
47 Association are matters relating to hours, wages, and working conditions of employees in the
48 bargaining unit subject to this Agreement.

1 **Section 5.2. Parties to Meet and Confer.**

2 It is further recognized that this Agreement does not alter the responsibility of either party to mutually
3 meet and confer with the other party.
4

5
6 **ARTICLE VI**

7
8 **LABOR MANAGEMENT COMMITTEE**
9

10 **Section 6.1. Committee Makeup.**

11 The Association will designate a Labor Management Committee of up to four (4) members who will
12 meet with the Superintendent of the District and his designated representatives on a mutually agreeable
13 basis to discuss appropriate matters. Prior to mutually agreeing to meet, the party requesting shall
14 identify the agenda items.
15

16 **Section 6.2. Committee Duties.**

17 The Association representatives shall represent the Association and employees in meeting(s) with
18 officials of the District to discuss appropriate matters of mutual interest.
19

20
21 **Section 6.3. Meeting Attendance.**

22 Association representatives will be allowed time during working hours for attendance at Labor
23 Management committee meetings with the District when meetings are scheduled during that
24 employee's shift. Such release time must have the Superintendent's approval.
25
26
27

28 **ARTICLE VII**

29
30 **HOURS OF WORK AND OVERTIME**
31

32 **Section 7.1.**

33 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)
34 consecutive days of rest, Saturday, and Sunday; provided, however, the District may assign an
35 employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive
36 days of rest. A split week, workdays may be instituted by the District with ten (10) days' notice.
37

38 **Section 7.1.1.**

39 Paraeducators who lose time as a result of early release days or late start days will be allowed
40 to make up the lost time, as directed by the District.
41

42 **Section 7.2.**

43 Each employee shall be assigned to a definite and regular shift and workweek, which shall be changed
44 with prior notice to the employee of one (1) calendar week.
45

46 **Section 7.2.1.**

47 In the event of an unusual school closure due to inclement weather, plant in-operation, or the
48 like, the District will make every effort to notify each employee to refrain from coming to

work. Employees reporting to work shall receive a minimum of two (2) hours pay at the employee's hourly rate of pay; provided, however, no employee shall be entitled to any such compensation in the event of actual notification by the District of the closure prior to leaving home for work. Employees reporting for work must work two (2) hours to receive pay for the two (2) hours.

Section 7.2.2. Emergency Closure/Late Start/Early Release.

In the event of an emergency situation (including events of inclement weather) which results in the early dismissal or late start of school, employees will not be required to suffer a loss of pay as a result of the adjustment to the school day. Employees shall have the option on these days to continue working their normal shift, utilize appropriate accrued leave, or flex any remaining unworked time to be worked at a later date. Flextime shall be understood to mean mutually agreed upon hours of work that are compensated on an hour-for-hour basis. All flextime hours must have prior approval from the building administrator, provided however, that employees shall have the right to work all flexed hours within a thirty (30) workday period from the date the time was flexed. Employees shall have the option to bank for thirty (30) working days such hours and apply such time as mutually agreed upon between the employee and building administrator. Flextime hours do not accumulate beyond thirty (30) working days or the last day of school, whichever is applicable.

Section 7.3.

Each employee shall be assigned to a definite shift with designated times of beginning and ending as reasonably possible; a thirty (30) minute uninterrupted, unpaid lunch period as near the middle of the shift as is practicable; a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable. An employee must work at least six (6) hours per day to receive both rest periods. If a shift is to be changed, notice shall be given as soon as practicable.

Section 7.4.

In the event an employee is assigned to a shift less than the normal work shift previously defined in this Article, the employee shall be given a fifteen (15) minute rest period for each three (3) hours of work.

Section 7.5.

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

Section 7.6.

Employees who are requested or assigned to work any position in the District that is normally paid at a higher rate shall be paid at the higher rate for all hours worked in the assignment, based on years of service with the District on Schedule A. If the employee is requested to work in a position that receives lesser compensation, he/she shall not suffer a loss in wages or benefits for filling said position.

Section 7.6.1. Substitute Teacher's Pay.

All those with an emergency substitute certificate shall earn the hourly rate equal to the current substitute rate at the District if they are asked or assigned to substitute in a classroom for a

teacher by a member of the management team during their normal workday. If their regular salary is higher, she/he will not suffer a loss in wages. For purposes of this section, the established current substitute rate at the District shall be no less than one hundred fifty dollars (\$150.00) per seven (7) hour day.

Section 7.7. Transportation Provisions.

Recognizing that personnel in the Transportation classification present special shift considerations, the parties agree that shifts shall be established in that classification in relation to routes and driving times requisite to fulfilling tasks assigned by the Supervisor of Transportation. Regular home to school routes, AM and PM, will be paid at the driver's regular hourly rate for a minimum of four (4) hours per day to include safety check, warm up and clean up. All trips other than regularly daily scheduled bus runs shall be compensated at the employee's regular hourly rate of pay, to include thirty (30) minutes total for warm-up, safety check, and cleanup. Drivers may be asked to assist with student supervision at the activity or stay on the bus.

Section 7.7.1. Route Assignments and Bidding Procedure.

Regular home to school routes AM and PM shall be assigned on the basis of seniority unless otherwise specified in this Agreement. All routes will be bid annually prior to the first day of school. The hours bid at that time will be considered the "base bid" for the ensuing school year. Any route that increases or decreases more than thirty (30) minutes from the base bid will be re-opened for bid. Increases or decreases of route time will be determined by the average hours of actual drive time up to and including December 1 of each school year.

Section 7.7.2. Pupil Transportation - Supplemental Bus Runs.

All bus runs other than regularly assigned runs shall be supplemental runs and shall include, but not be limited to, music, athletics, extra-curricular, performing arts, extended learning, field trips, and non-programmed. Drivers for supplemental bus runs shall be paid at the driver's regular rate of pay, port-to-port, for hours spent on supplemental bus trips.

Section 7.7.2.1.

Other District owned transportation assets may be used on supplemental runs when nine (9) or fewer students are participating in the activity.

Section 7.7.3. General Eligibility.

Section 7.7.3.1.

Drivers will be eligible for supplemental runs if their total paid hours of regularly assigned runs combined with supplemental runs do not exceed forty (40) hours per calendar week. All drivers will be restricted to a maximum of four (4) hours overtime per week unless additional overtime is approved by the Transportation Supervisor. In the event all drivers have forty (40) hours, supplemental runs shall be assigned by seniority on a rotating basis; that is, once the seniority list is established in September each year. The rotation will be continued for the remainder of the year.

Section 7.7.3.2.

All regular drivers are eligible for supplemental trips in the event no regular drivers are available, then a substitute may be used for a supplemental run. Regular drivers with a child involved in the activity will be given first consideration; however, all driving

assignments are subject to administrative approval. Trading trips will be allowed with approval of the transportation supervisor. The transportation supervisor will reschedule trips turned down by a driver.

The transportation supervisor will assign supplemental trips, on a rotating basis, based on seniority using the following chart:

		% of Driving Hours (Approximate)							
# of Drivers on trip or activity list	1	100							
	2	60	40						
	3	40	32	28					
	4	30	26	23	21				
	5	26	23	20	17	14			
	6	24	21	18	15	12	10		
	7	23	20	16	14	11	9	7	
	8	22	18	15	13	11	9	7	5

Activity runs and extra trips will be assigned on separate rotations by seniority.

Section 7.7.4. Overnight Trips.

When a regular driver misses one (1) or more shifts because of carrying out an extra trip assignment, that driver shall receive his/her regular compensation for at least the number of hours involved in the shift(s) not driven because of the extra trip assignment. If the extra trip actual driving time is in excess of the hours involved in the missed shift(s), then compensation for actual driving time shall be computed using the driver's regular hourly rate, except as provided otherwise herein.

On overnight trips, paid time will end when the driver is released from duty by the trip supervisor. Sleep time will not be paid time. Drivers will be paid a minimum of eight (8) hours for each day away from the District, provided that on the day the trip leaves, hours driven by the driver on regular routes etc., will be counted in the eight (8) hours and the day the trip returns to the District will be paid on actual time.

When the District assigns a "backup" driver to go on an extra trip, the "backup" driver shall be paid at the "backup" drivers' regular rate of pay. The Transportation Supervisor will communicate all backup driver assignments to the Superintendent prior to the trip.

Section 7.8. Overtime.

Overtime assignments shall be distributed in accordance with the seniority provisions as hereinafter provided. In the assignment of overtime, the District agrees to provide the employee with as much advance notice as practicable.

Section 7.8.1.

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

1 **Section 7.8.1.1. Compensatory Time Off.**

2 An employee may request compensatory time off in lieu of overtime compensation.
3 Compensatory time, if granted, may be accrued; provided however, that records shall be
4 maintained and there must be a reasonable expectation that the employee will be
5 provided an opportunity to expend the accrued time. Compensatory time in lieu of
6 overtime as provided in this Article shall be accrued at the rate of one and one-half (1½)
7 hours for each hour worked if the total weeks' time exceeds forty (40) hours.
8 Employees are expected to get pre-approval from their supervisor before working more
9 than forty (40) hours in the same week. Compensatory time must be used within a
10 reasonable period of time, mutually agreed to between the supervisor and the employee.
11

12 **Section 7.8.2.**

13 All hours worked on the sixth (6th) consecutive day in excess of the employee's normal
14 workweek shall be compensated at the rate of one and one-half (1½) times the employee's base
15 pay if forty (40) hours are exceeded.
16

17 **Section 7.8.3.**

18 Employees called back on a regular workday or called on the sixth (6th) or seventh (7th)
19 consecutive workday, shall receive no less than two (2) hours pay at the appropriate rate.
20 Employees must work two (2) hours to be compensated. If more than four (4) hours are worked
21 under such circumstances, the employee shall receive an unpaid thirty (30) minute lunch
22 period.
23

24 **Section 7.8.4.**

25 Employees who are less than full-time will be offered extra hours first within the bargaining
26 unit and classification as more hours become available, if qualified, as determined by the
27 district. Temporary positions that become available will be offered to bargaining unit
28 employees in the classification first by seniority, if qualified. If no employee in the
29 classification is available the position may be offered to an employee out of classification, if
30 qualified.
31

32 **Section 7.9. School Calendar.**

33 Proposed school calendar options will be given to the Association President for bargaining unit input.
34 The calendars will then be returned to the Superintendent for submittal to the School Board of
35 Directors.
36

37 **Section 7.10. Classified Staff Responsibilities.**

38 Classified staff shall not be held responsible for making lesson plans for teachers and/or classrooms.
39 Classified paraeducators will receive weekly lesson schedules from designated certificated teachers.
40 Classified staff shall not conduct evaluations of other classified staff. Paraeducators working with
41 students who have a designated IEP plan, 504 plan, or a Behavior Plan shall have access to the
42 student's IEP, 504, or Behavior Plan information upon request, and be provided adequate and
43 necessary training to carry out those plans and/or responsibilities.
44

45 **Section 7.11. Fundamental Course of Study.**

46 Pursuant to RCW 28A.413, instructional K-12 paraeducators who meet the minimum requirements for
47 the position shall be required to complete the Fundamental Course of Study (FCS). The District shall
48 provide fourteen (14) hours of paid training, and associated costs, on the State standards of practice for

all eligible paraeducators annually provided that the funds are allocated from the State. The District will also provide access to computers and other technology needed to be successful in obtaining the FCS.

Section 7.11.1. General Paraeducator Certificate.

Upon completion of the FCS, as outlined in section 7.11.2.1., eligible instructional K-12 paraeducators shall be required to complete an additional seventy (70) hours of training on the State standards of practice to earn a General Paraeducator Certificate. The General Paraeducator Certificate course of study must be completed by the paraeducator within three (3) years of completion of their FCS course of study. The General Paraeducator Certificate will not expire.

Section 7.11.2. Subject Matter Certificate.

Eligible instructional K-12 paraeducators may also complete paraeducator Subject Matter Certificates (SMC). The SMC courses consist of English Language Learner (ELL) and Special Education (SPED) Certificates. Both certificates require additional twenty (20) hours of professional development in the specific subject area. SMC certificates will expire and may be renewed after five (5) years. All course hours for SMC will count toward the General Paraeducator Certificate as well. The SMC is not a requirement for employment. Paraeducators seeking to receive an SMC must first complete the FCS.

Section 7.11.3. Advanced Paraeducator Certificate.

Paraeducators may choose to obtain an Advanced Paraeducator Certificate (APC). To obtain the APC, paraeducators will complete seventy-five (75) hours of professional development related to the following job functions: assisting high-impact classrooms, assisting in specialized instructional support, instructional technology applications, mentoring/coaching other paraeducators, and acting as a short-term emergency substitute teacher. This certificate is not a requirement for employment. The APC will expire and may be renewed after five (5) years. Paraeducators seeking to receive the APC must first complete the FCS and General Paraeducator Certificate.

ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1. Holidays.

All twelve (12) month employees shall receive the following paid holidays that fall within their work year:

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

Section 8.1.1.

Less than twelve (12) month employees will be granted one (1) paid holiday, Presidents' Day.

Section 8.1.2. Unworked Holidays.

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

Section 8.1.3. Worked Holidays.

Employees who are required to work on the above-described holidays shall receive the pay due them for the holiday, plus compensation at the rate of one and one-half (1½) times the employee's base rate for all hours worked on such holidays.

Section 8.1.4. Holidays During Vacation.

Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such.

Section 8.1.5. Holidays on Weekends.

A holiday which falls on a Sunday shall be treated as falling on the next workday. A holiday which falls on a Saturday shall be treated as falling on the nearest preceding workday.

Section 8.2. Vacations.

All twelve (12) month bargaining unit employees subject to this Agreement shall earn vacation time according to their placement on Schedule A:

Upon Completion of:	Vacation Earned	Upon Completion of:	Vacation Earned
Less than 1 year completed	5 days	10th Year	15 days
1st Year	6 days	11th Year	16 days
2nd Year	7 days	12th Year	17 days
3rd Year	8 days	13th Year	18 days
4th Year	9 days	14th Year	19 days
5th Year	10 days	15th Year	20 days
6th Year	11 days	16th Year	21 days
7th Year	12 days	17th Year	22 days
8th Year	13 days	18th Year	23 days
9th Year	14 days	19th Year	24 days
		20 + Years	25 days

Section 8.2.1.

Any vacation credit currently due but unused by the accrual date each year may be carried over for one (1) year following the accrual date with the approval of the immediate supervisor and

administration. No vacation may be carried over for more than one (1) year beyond the date on which it became due; provided, however, no employee shall be denied accrued vacation benefits due to District employment needs. Employees who have carried over vacation time, and have then subsequently elected to utilize vacation time, shall be required to utilize their carried over vacation time first, prior to using any recently accrued time from the current year.

ARTICLE IX

LEAVES

Section 9.1. Sick Leave.

Section 9.1.1.

Each employee shall accumulate one (1) day of sick leave for each calendar month worked. An employee who works eleven (11) workdays in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated for leave purposes up to a maximum of the number of contract days agreed to in the given employee's contract days, but not greater than one (1) fiscal year (260 days). Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift.

Section 9.1.2.

In the event employees are absent for reasons covered by Industrial Insurance, the District shall pay the employee an amount equal to the difference between the amount paid the employee by the Department of Labor and Industries and the amount the employee would normally earn. A deduction shall be made from the employee's accumulated sick leave in accordance with the amount paid to the employee by the District. If no sick leave is available, no payment from the District shall be made.

Section 9.1.2.1.

Employees may use their accrued paid sick leave to care for themselves or a family member for the following reasons:

1. Mental or physical illnesses, injuries, or health conditions.
2. The need for medical diagnosis, care, or treatment of mental or physical illnesses. Injuries, or health conditions.
3. The need for preventative medical care.

For the purpose of using paid sick leave to care for a family member, "family member" includes the following:

1. A child – including a biological, adopted, or foster child; stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian of, or is a de facto parent regardless of age or dependency status.
2. A parent – including a biological, adoptive, de fact, or foster parent, stepparent, or legal guardian or an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

3. A spouse.
4. A registered domestic partner.
5. A grandparent.
6. A grandchild.
7. A sibling.

Section 9.1.2.2.

Employees may use their accrued paid sick leave when the District has been closed by order of a public official for any health-related reason or when an employee's child's school or place of care has been closed by order of a public official for any health-related reason.

Section 9.1.2.3.

Employees may use their accrued paid sick leave to do the following:

1. Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
2. Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
3. Attend health care treatment for a victim who is the employee's family member.
4. Obtain, or assist the employee's family member in obtaining, services from a domestic violence shelter, a rape crises center, or a social services program for relief from domestic violence, sexual assault of stalking.
5. Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
6. Participate, for the employee or the employee's family member, in safety planning, temporary or permanent relocation, or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

For purpose of using paid sick leave for domestic violence, sexual assault, or stalking, "family member" has the following definition: Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Section 9.1.3.

Employees who have accrued sick leave while employed by another public school district in the state of Washington shall be given credit for such accrued sick leave upon employment by the District, if employment commences within one (1) year of the previous school district employment. The incoming employee will provide the District with appropriate documentation of the accrued sick leave to be transferred and their last work date, as verified by the previous school district.

Section 9.1.3.1.

Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member or because the employee's child's

1 school or place of care is closed by order of a public official for any health-related
2 reason.

3
4 If an employee's absence is foreseeable, the employee must provide notice to his or her
5 supervisor at least ten (10) days, or as early as practicable, before the first day of paid
6 sick leave is used. If possible, the notification must include the expected duration of the
7 absence.

8
9 If an employee's absence is unforeseeable, the employee must contact his or her
10 supervisor as soon as possible before the required start of his or her shift. If
11 circumstances allow, employees should provide notice as soon as the employee learns
12 of the need for paid sick leave. If possible, the notification should include the expected
13 duration of the absence.

14
15 **Section 9.1.3.2.**

16 Employees must give advance oral or written notice as soon as possible for the
17 foreseeable use of paid sick leave to address issues related to their or their family
18 member being a victim of domestic violence, sexual assault, or stalking.

19
20 If an employee is unable to give advance notice because of an emergent or unforeseen
21 circumstance related to the employee's family member being a victim of domestic
22 violence, sexual assault, or stalking, the employee or his or her designee must give oral
23 or written consent to his or her supervisor no later than the end of the first day that the
24 employee takes leave.

25
26 **Section 9.1.4.**

27 If an employee has used paid-sick leave for more than four (4) consecutive days, the employee
28 must provide verification that establishes or confirms that the use of paid sick leave is for an
29 authorized purpose.

30
31 **Section 9.1.4.1.**

32 When taking leave to care for themselves or a family member, employees must provide
33 a doctor's note or a signed statement from a health care provider indicating that the use
34 of paid sick leave is to care for themselves or a family member for an authorized
35 purpose.

36
37 Verification must be provided to the District within ten (10) calendar days of the first
38 day employees used paid sick leave to care for themselves or a family member.

39
40 Employees are not required to provide any details concerning the specific nature of the
41 health condition in order to use paid sick leave – unless otherwise required by law. Any
42 information employees provide will be kept confidential.

43
44 **Section 9.1.4.2.**

45 When taking leave because an employee's child's school or place of care is
46 closed by order of a public official for any health-reason, the employee must provide
47 the order from the public official.

Verification must be provided to the District within ten (10) calendar days of the first day an employee used paid sick leave for this purpose.

Section 9.1.4.3.

When an employee has taken leave because the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee must provide any one or more of the following as verification:

1. A written statement that the employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking and that the leave was taken to address related issues.
2. A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
3. Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking.
4. A court order of protection.
5. Documentation from any of the following persons from whom an employee or an employee's family member sought assistance from in addressing the domestic violation situation indicating that the employee or the employee's family member is a victim.
 - a. An advocate for victims of domestic violence, sexual assault, or stalking.
 - b. An attorney.
 - c. A member of the clergy.
 - d. A medical professional.

Verification must be provided to the District within a reasonable time period during or after the leave.

Section 9.1.4.4.

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must explain to his or her supervisor that the absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense on the employee.

Within ten (10) calendar days of receiving the employee's request, the employee's supervisor will make a reasonable effort to identify alternatives for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense. This might include accepting the employee's written explanation as a form of verification or mitigating the employee's out-of-pocket expenses associated with obtaining medical verification.

The District may choose not to pay an employee for paid sick leave taken until verification is provided.

If agreement cannot be reached after the employee's supervisor considers the employee's explanation and attempts to identify alternatives to meet the verification requirement, the employee may consult with the Washington State Department of Labor and Industries. However, the employee may not file a grievance under this agreement.

1 **Section 9.1.5. Sick Leave Sharing.**

2 The District agrees to establish and maintain a leave sharing program that is consistent with
3 chapter 392-172A WAC, except as hereafter stipulated.
4

5 Each individual's request for shared leave will be reviewed by the Superintendent or designee.
6 Before the District will approve a request for shared leave, the employee must submit the
7 applicable documentation described in WAC 392-136A-055. The Superintendent's decision is
8 final.
9

10 Donated leave will be calculated on a day donated and day received basis. The District will not
11 allow employees to share leave with employees of other districts or state employers or to receive
12 leave from employees of other districts or state employers.
13

14 **Section 9.1.6.**

15 At the time of separation from school district employment, an eligible employee or the
16 employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary
17 compensation for each four (4) full days accrued leave for illness or injury to a maximum of one
18 hundred and eighty (180) days. An eligible employee means (as defined in RCW 28A.400.210
19 [2]):
20

- 21 A. Employees who separate from employment due to retirement or death.
22 B. Employees who separate from employment and who are at least age fifty-five (55) and
23 have at least ten (10) years of service in SERS (3).
24 C. Employees who separate from employment and who are at least age fifty-five (55) and
25 have at least fifteen (15) years of service in SERS (2).
26

27 **Section 9.1.7. Sick Leave Attendance Incentive Program.**

28 In January of the year following any year in which a minimum of sixty (60) days of leave for
29 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an
30 option to receive remuneration for unused leave for illness or injury accumulated in the previous
31 year at a rate equal to one (1) day's monetary compensation of the employee for each four (4)
32 days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury
33 for which compensation has been received shall be deducted from accrued sick leave for illness
34 or injury at the rate of four (4) days for every one (1) day's monetary compensation pursuant to
35 RCW 41.04.340.
36

37 **Section 9.2. Bereavement Leave.**

38 Each employee shall be entitled to a maximum of five (5) days leave with pay per occurrence for absence
39 caused by death to an employee's (or employee's spouse or domestic partner's) child, spouse, sibling,
40 grandparent, grandchild, parent, son-in-law or daughter-in-law, parent-in-law, registered domestic
41 partner, or a person living in the same household as the employee. Bereavement leave shall not be
42 deducted from sick leave. Bereavement leave is non-cumulative.
43

44 Employees shall be entitled to a maximum of one (1) day leave with pay per occurrence for absence
45 caused by death of a close friend. This Bereavement leave shall be deducted from sick leave and is
46 non-cumulative. In unusual cases where extreme hardship is evident or extensive travel is required the
47 District may grant Bereavement leave in addition to the days specified above. Employees must provide
48 relationship to deceased when applying for leave.

1 **Section 9.3. Emergency Leave.**

2 Each employee shall be entitled to two (2) days emergency leave paid per year. Emergency leave is
3 noncumulative and is deductible from sick leave. Emergency Leave is defined as leave for a problem
4 that must not have been anticipated and must be of such nature that preplanning was not possible, or
5 where preplanning could not relieve the necessity for the employee's absence. Emergency Leave, when
6 possible, must have prior approval of the Superintendent. The Superintendent may grant exceptions
7 when prior approval is not possible.
8

9 **Section 9.4. Maternity Leave.**

10 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such
11 time as the employee, and her medical advisor, deem necessary. Employees granted maternity leave
12 must return to work not later than one (1) year following the granting of the maternity leave.
13 Employees granted maternity leave may, at their option, be allowed compensation for maternity leave
14 in accordance with Section 9.1.1 above. Her physician must inform the District that she is unable to
15 return to work. Before returning to work, the employee must be certified by her physician as ready and
16 able to return. Seniority shall accrue during this leave.
17

18 **Section 9.5. Paternity Leave.**

19 A male employee, upon request, may be granted up to three (3) days leave, on or about the date of the
20 birth of his child or placement of a child through adoption or foster care. Such leave shall be deducted
21 from sick leave that accumulated pursuant to Section 9.1.1 above.
22

23 **Section 9.6. Judicial Leave.**

24 In the event an employee is summoned to serve as a juror, or subpoenaed as a witness in court, or is
25 named as a codefendant with the District, such employee shall receive a normal day's pay for each day
26 of required presence in court; provided, however, that any compensation received for such service shall
27 be paid to the District. Such repayment shall not exceed the employee's normal daily pay less bona
28 fide expenses. In the event that an employee is a party in a court action, such employee may request a
29 leave of absence.
30

31 **Section 9.7. Leave of Absence.**

32
33 **Section 9.7.1.**

34 An employee may be granted a leave of absence for a period of one (1) year upon
35 recommendation of the immediate supervisor through administrative channels to the
36 Superintendent and upon approval of the Board of Directors. Upon written request from the
37 employee an additional one (1) year may be granted upon approval of the Superintendent and
38 the Board of Directors.
39

40 **Section 9.7.2.**

41 The returning employee may be assigned to the position occupied before the leave of absence,
42 or if the position is not available in the District, to a position substantially equal if one is
43 available. Employees hired to fill positions of employees on leave of absence will be hired for a
44 specific period of time and shall be subject to all provisions of this Agreement. In the event that
45 there are employees junior to the employee holding the position, when the employee on leave
46 returns, Article X shall govern if layoffs are necessary.
47
48

1 **Section 9.7.3.**

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

7
8 **Section 9.8. Personal Leave.**

9 Each employee who is not eligible for vacation leave shall be entitled to three (3) days personal leave
10 paid per year. Personal leave shall not be deducted from sick leave. An Employee may accumulate up
11 to a maximum of five (5) days. At the end of the school year, employees have the option to roll over up
12 to two (2) days of personal leave to the next school year.

13
14 **Section 9.9. Paid Family and Medical Leave (PFML).**

15 Employees may be eligible for Paid Family and Medical Leave (PFML) benefits as allowed by law.
16 The Employment Security Department (ESD), not the District administers PFML and determines who
17 qualifies for benefits.

- 18
19
 - The District shall annually notify employees about the benefits available under PFML.
 - Employees will be required to file a claim for PFML benefits with the ESD at the following
20 email address: <https://paidleave.wa.gov/get-ready-to-apply/>. All payments will come from the
21 ESD.
 - Employees will be required to contact the Employment Security Guidelines to determine the
22 amount of leave available.
 - To qualify for PFML, employees must work no less than eight hundred and twenty (820) hours
23 in employment in Washington State during the qualifying period ESD will determine the
24 employee's eligibility and benefit.
 - Employees should go to: <https://esd.wa.gov/paid-family-medical-leave/benefits>,
25 or: www.paidleave.wa.gov for all information pertaining to this leave.
 - District and employees shall pay premium costs as per state law.
 - When an employee is seeking PFML, the employee will provide notice to the District of the
26 intent to seek PFML.

27
28
29
30
31
32
33 **Section 9.10. In-Service.**

34 There shall be at least two (2) days of in-service for classified employees annually prior to the first day
35 of student attendance. This in-service will be held to best ensure each classified employee thoroughly
36 understands their role and job duties for the upcoming school year. Each classified employee shall
37 receive their schedule, job descriptions, work assignments, necessary equipment, relevant information,
38 and any other useful item(s) that may enhance their preparation for the upcoming school year. All
39 hours spent while in in-service training shall be paid at the employee's regular hourly rate, per
40 Schedule A. One (1) day shall be used to fulfill part of the paraeducator training requirements under
41 RCW 28A.413.

ARTICLE X

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 10.1.

The seniority of an employee within the bargaining unit shall begin as of the date on which the employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided. Seniority for employees hired on the same day will be determined by a drawing of lots as soon as practical after each employee's hire date has been established.

Section 10.1.1.

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

Section 10.1.2.

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

Section 10.2. Trial Service.

A trial service period of forty (40) workdays shall be required when a permanent employee assumes a new position. The timelines listed above may be extended under unusual circumstances upon mutual consent of the parties.

A trial service period provides an opportunity for (a) the supervisor to observe, supervise and evaluate the employee's work in the new position; (b) the employee to experience the responsibilities of the new position without jeopardizing his/her employment in the District. An employee in a trial service period will be evaluated by the supervisor at the end of:

- A. Twenty (20) workdays. Included in the evaluation will be written notification detailing deficiencies in performance which shall include the specific changes/improvements required.
- B. Forty (40) workdays. Included in the evaluation will be notification of the employee's continued status.

If an employee leaves a position during the Trial Service period, for whatever reason, the next senior employee in the job classification on the original posting will be considered for the position. If there is no other senior employee in the job classification to offer the position to, the position shall be re-posted.

Section 10.3.

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

- A. Resignation.
- B. Discharge.
- C. Retirement.

1 **Section 10.4.**

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

- 3 A. Time lost by reason of industrial accident or industrial illness for which a leave is
4 permitted, or judicial leave.
5 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
6 United States.
7 C. Time spent on other authorized leaves.
8 D. Time spent in layoff status as hereinafter provided.
9

10 **Section 10.5.**

11 Seniority rights shall be effective within the general job classification. As used in this Agreement,
12 general job classifications are those set forth in Article I, Section 1.2.
13

14 **Section 10.5.1.**

15 Employees with the earliest hire date shall have preferential rights regarding shift selection,
16 vacation periods, overtime opportunities, promotions, assignment to new or open jobs or
17 positions, and layoffs when the ability and performance are substantially equal with junior
18 employees and/or other candidates. Overtime in the transportation classification is subject to the
19 terms of Article VII, Section 7.7.2.1.
20

21 **Section 10.6.**

22 Employees who change job classifications within the bargaining unit shall retain their hire dates in the
23 previous classification, notwithstanding that they have acquired a new hire date and a new
24 classification. Employees will retain longevity rights for placement on Schedule A.
25

26 **Section 10.7.**

27 The District shall publicize within the bargaining unit for five (5) workdays the availability of new and
28 open positions as soon as possible after the District is apprised of the opening. A copy of the job
29 posting shall be forwarded to the President of the Association.
30

31 **Section 10.8.**

32 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
33 District. Recall to new or open positions shall be in reverse order of the layoff subject to the
34 provisions of Section 10.5.1. Names shall remain on the reemployment list for one (1) year, from date
35 of layoff. Current employees have preferential seniority rights over employees on layoff status to new
36 or open positions.
37

38 **Section 10.9.**

39 Employees on layoff status shall file their addresses in writing with the personnel office of the District
40 and shall thereafter promptly advise the District in writing of any change of address.
41

42 **Section 10.10.**

43 An employee shall forfeit rights to reemployment as provided in Section 10.8 if the employee does not
44 comply with the requirements of Section 10.9, or if the employee does not respond to the offer of
45 reemployment within fifteen (15) days.
46

47 **Section 10.11.**

48 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other

1 accrued benefits; provided, that such employee is offered a position substantially equal to that held
2 prior to layoff.

3 4 5 **ARTICLE XI**

6 7 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

8 9 **Section 11.1.**

10 The District shall have the right to discipline or discharge an employee for cause. The issue of cause
11 shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has
12 reason to reprimand an employee, it shall be done in a manner, which will not embarrass the employee
13 before other employees or the public.

14 15 **Section 11.2. Notification to Non-Annual Employees.**

16 This section is intended to be applicable to those employees whose duties imply less than twelve (12)
17 months' work per year.

18 19 **Section 11.2.1.**

20 Should the District decide to discharge or lay off any non-annual employee, the employee shall
21 be so notified in writing by May 15.

22 23 **Section 11.2.2.**

24 Nothing contained herein shall be construed to prevent the District from discharging an
25 employee for acts of misconduct.

26 27 28 **ARTICLE XII**

29 30 **INSURANCE AND RETIREMENT**

31 32 **Section 12.1. School Employees Benefits Board (SEBB).**

33 In accordance with state law, the District will offer to eligible employees all benefits offered by the
34 School Employees Benefits Board (SEBB), administered by the Washington State Health Care
35 Authority (HCA). The District will pay the employer contributions to the HCA for SEBB insurance
36 coverage for all eligible employees and their dependents as mandated by state laws and the rules
37 promulgated by the HCA. Employees projected to work six hundred thirty (630) hours or more shall be
38 eligible for SEBB benefits.

39 40 41 **Section 12.2.**

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

44 45 **Section 12.3.**

46 The District shall make contributions to the Washington State Unemployment Compensation Fund
47 requisite to providing unemployment benefits for all employees subject to this Agreement.

1 **Section 12.4.**

2 In determining whether an employee subject to this Agreement is eligible for participation in the
3 Washington State Public Employees Retirement System (PERS) or the Washington State School
4 Employees Retirement System (SERS), the District shall report all hours compensated, whether
5 straight time, overtime or otherwise.
6

7 **Section 12.5.**

8 The District shall provide Tort Liability insurance for all employees while each employee is acting
9 within the scope of their employment.
10
11

12
13 **ARTICLE XIII**

14
15 **MAINTENANCE OF MEMBERSHIP/CHECKOFF AND HOLD HARMLESS**
16

17 **Section 13.1. Association Membership.**

18 Each employee subject to this Agreement has the right to voluntarily join the Association as a member
19 in good standing by paying monthly dues. The Association shall be the custodian of record in regard to
20 employee's Association membership.
21

22 **Section 13.2. Checkoff.**

23 The Employer shall deduct PSE state dues from the pay of any employee who authorized such
24 deductions in writing pursuant to RCW 41.56.110. The employers shall transmit all such funds
25 deducted to the treasurer of the Public School Employees of Washington/SEIU Local 1948.
26 Transmissions will include payments and an electronic list of all represented employees with deduction
27 amounts. Transactions will be received by the first Monday following payroll. Submissions are to
28 include all employees covered by the Collective Bargaining Agreement. A dues remittance form needs
29 to accompany the payment every month and include membership status changes.
30

31 **Section 13.2.1. Member Lists.**

32 The Employer will provide PSE a monthly bargaining unit list transmitted electronically to
33 membership@pseofwa.org, and chapter President. Included will be those who are hired,
34 rehired, reinstated, transferred into or out of the bargaining unit, reclassified, promoted,
35 downgraded, placed on leaves of absence of any type (including retirement), and those added or
36 deleted from the bargaining unit. All should contain each bargaining unit employee's: name;
37 classification; job title; personal phone number; address; work and personal e-mail address;
38 hourly rate of pay; hours worked; FTE; SEBB eligibility; gross pay; union dues paid; and
39 language preference. Additionally, twice a year before November 1 and before April 1, the
40 District shall provide a bargaining unit list transmitted electronically to PSE's Field
41 Representative. This list should contain each bargaining unit employee's: name; classification;
42 job title; personal phone number; address; work and personal email address; hourly rate of pay;
43 hours worked per day; FTE; SEBB eligibility; gross pay; and language preference.
44

45 **Section 13.2.2. Authorizations and Revocations.**

46 The District shall deduct PSE state dues, local dues, assessments, service charges or voluntary
47 political contributions from the pay of any employee who authorizes such deductions in writing
48 pursuant to RCW 41.56.110. PSE will be the custodian of the records related to dues

authorizations. PSE agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and safekeeping of those records.

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.

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, by the first Monday following payroll.

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

Section 13.3. Hold Harmless.

The Association agrees to defend, indemnify, and hold the District harmless against any and all claims, suits, orders, or judgments brought or issued against the District as a result of any action taken or not taken in reference to the dues deductions provided in Article XIII.

Section 13.4. Political Action Committee.

The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a check separate from the Union dues transmittal check. Section 13.2.2. of the Collective Bargaining Agreement shall apply to these deductions. The employee may revoke the request at any time. At least annually, the employee shall be notified about the right to revoke the request by Public School Employees of Washington/SEIU Local 1948.

ARTICLE XIV

GRIEVANCE PROCEDURE

Section 14.1.

Grievances arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the alleged violations of the terms of this Agreement shall be resolved in strict compliance with this Article. Nothing contained in this Article shall limit the right of employees to pursue adjustment of their grievances according to RCW 41.56.080.

1 **Section 14.2. Grievance Steps.**

2
3 **Section 14.2.1. Step 1.**

4 Employees shall first discuss the grievance with their immediate supervisor. An employee may
5 be accompanied by an Association representative at such discussion if they so wish. All
6 grievances not brought to the immediate supervisor in accordance with the preceding sentence
7 within twenty (20) workdays of the occurrence of the grievance shall be invalid and subject to
8 no further processing. The immediate supervisor will have five (5) workdays to give the
9 grievant an oral response.

10
11 **Section 14.2.2. Step 2.**

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

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

18
19 The employee shall have five (5) workdays to submit the written statement of grievance to the
20 immediate supervisor for reconsideration. The supervisor and the employee will have five (5)
21 workdays to meet to discuss the grievance. The supervisor will have three (3) workdays from
22 the conclusion of the meeting to indicate on the statement of grievance the disposition.

23
24 **Section 14.2.3. Step 3.**

25 If no settlement is reached at the Supervisor level, the employee shall have five (5) workdays to
26 submit the grievance to the Superintendent. The Superintendent and the employee shall meet
27 within five (5) workdays to hear the grievance. The Superintendent shall have three (3)
28 workdays to respond to the grievance.

29
30 **Section 14.2.4. Step 4.**

31 If no settlement is reached at the Superintendent's step, the grievant/Association may request a
32 hearing with the School Board. The hearing shall be held within twenty (20) workdays of the
33 request. The School Board will then make a decision within five (5) workdays following the
34 hearing.

35
36 **Section 14.2.5. Step 5.**

37 If no settlement is reached at the School Board step, and the Association believes the grievance
38 to be valid, the employee may within ten (10) workdays demand arbitration of the grievance.
39 The grievance shall be submitted to arbitration under the Voluntary Labor Arbitration rules of the
40 American Arbitration Association (AAA). The decision of the arbitrator shall be final and
41 binding on the parties. Each party shall bear its own cost of arbitration except that, the fees, and
42 charges of the arbitrator, if any, shall be shared equally by both parties.

43
44 **Section 14.3.**

45 The grievance discussions will take place on school time whenever possible. The employer shall not
46 discriminate against any individual employee or the Association for action taken under this Article.

1 **Section 14.4.**

2 The time limits provided in this Article shall be strictly observed unless extended by written agreement
3 of the parties. Failure of the Association to proceed with its grievance within the time limits provided
4 shall result in the dismissal of the grievance. Failure of the Board or its representatives to take the
5 required action within the time limits provided shall cause the grievance to be automatically elevated
6 to the next level of the grievance procedure.

7
8 **Section 14.5. Workday Defined.**

9 For the purposes of Article XIV, a workday shall be defined as days that the Columbia School District
10 office is open for business.
11

12
13 **ARTICLE XV**

14
15 **TRANSFER OF PREVIOUS EXPERIENCE**
16

17 **Section 15.1.**

18 Any new hire who had just previously been employed by any school district in the state of Washington
19 and is hired to perform work similar to that in which previously engaged, shall be given longevity
20 credits in the District.
21

22 **Section 15.2.**

23 Any new hire previously employed outside Columbia School District who is hired to perform work
24 similar to that in which he/she was previously engaged, shall be allowed longevity credit. The District
25 shall meet with the Association to determine proper salary placement for non-district years of service.
26
27

28
29 **ARTICLE XVI**

30
31 **SALARIES AND EMPLOYEE COMPENSATION**
32

33 **Section 16.1.**

34 Employees shall be compensated in accordance with the provisions of this Agreement for all hours
35 worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours
36 worked, and rates paid with each paycheck.
37

38 **Section 16.2.**

39 The parties agree to negotiate for salaries and insurance for each year of the term. Any allocation from
40 the state legislature will be provided on September 1 of the year of the term. Incremental steps will be
41 implemented on September 1 of each year of the term when applicable.
42

43 **Section 16.3.**

44 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter ($\frac{1}{4}$) hour.
45

46 **Section 16.4. Employee Business Expenses.**

47 Employees shall be reimbursed for authorized expenses incurred while performing work assignments
48 including, but not limited to, the following:

- Mileage, at the District's mileage rate, for travel between work sites via private vehicle, or during travel via private vehicle while on District approved business.
- Lodging, for room while on District business, including overnight transportation department work assignments.
- Meals, at the District established rate, while on District business which requires that the employee remain on duty during normal meal periods outside the employee's regularly scheduled shift, including transportation department work assignments.
- Physical examinations, if required by the District or State, in an amount equal to the lesser of the cost of the examination or one hundred twenty-five dollars (\$125.00).
- Required renewal of licenses or permits (excluding driver's license) which are required by the District or State for performance of duties within the employee's assignment.
- Other authorized or incurred business expenses as appropriate, if approved.

Section 16.5. Salary Placement for Hired Substitutes.

Substitute employees who are subsequently hired by the District as a regular, permanent employee shall be placed on the Schedule A salary schedule according to the years of experience they earned while working as a substitute.

ARTICLE XVII

TERM AND SEPARABILITY OF PROVISIONS

Section 17.1.

The term of this Agreement is September 1, 2022 to August 31, 2025.

Section 17.2.

All provisions of this Agreement shall be applicable to the entire term of this Agreement.

Section 17.3.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate Schedule A, insurance benefits, and as necessary, to consider the impact of any legislation enacted following execution of this Agreement. Either party may demand the contract be reopened when legislation enacted affects the terms and conditions herein or creates authority to alter personnel practices in public employment.

Section 17.4.

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

1 **Section 17.5.**

2 Neither party shall be compelled to comply with any provisions of this Agreement which conflicts with
3 State or Federal statutes or regulations promulgated pursuant thereto that were enacted prior to the
4 effective date of this Agreement.

5
6 **Section 17.6.**

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

9
10 **Section 17.7.**

11 The Agreement expressed herein in writing constitutes the entire Agreement between the parties'
12 negotiations and no oral statement shall add to or supersede any of its provisions during its term.
13 Provided, however, if the parties hereto have commenced negotiations for a new contract in
14 accordance with statutory requirements and such negotiations are continuing at the termination of date
15 of this Agreement, the provisions of this Agreement shall remain in full force and effect for one (1)
16 calendar year or the effective date of a new contract, whichever first occurs. Nothing herein shall be
17 construed to interfere with any person's ability to initiate a representation questions or election with
18 PERC.

19
20 The parties acknowledge that each has had the unlimited right and opportunity to make proposals with
21 respect to any matter being the proper subject for collective bargaining. The results of the exercise of
22 that right are set forth in this Agreement. Therefore, except as otherwise provided in this Agreement,
23 each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with
24 respect to any subject or matter not specifically referred to or covered by this Agreement.

25
26 **Section 17.8. No Strike or Lockout.**

27 The Association agrees that during the life of this Agreement they will not cause, authorize, condone,
28 sanction, or take part in any strike, walk out, work stoppage, withholding of services for any reason.

29
30 The District agrees that during the life of this Agreement there shall be no lockout of employees for
31 any reason.

32
33
34
35 **ARTICLE XVIII**

36
37 **PERSONNEL FILES**

38
39 **Section 18.1.**

40 There shall be only one (1) official personnel file for each employee. Said files shall be kept in the
41 District administration office. All performance or disciplinary materials placed in the personnel file
42 shall be signed and dated by the employee. Each employee shall have the right upon request, and after
43 making an appointment for that purpose with the Superintendent, to review the contents of his/her
44 official personnel file. The review shall be made in the presence of the Superintendent or his designee.
45 During the review employees shall be allowed to copy, at a reasonable cost, material therein and shall
46 be permitted to make a written inventory of material there, and, on request, have such inventory signed
47 and dated by a representative of the administration.

Section 18.2.

Each employee shall be provided a copy of all material placed in his or her personnel file upon request and payment for copying. An employee may attach comments to any material that is a part of the personnel file.

Section 18.3.

Employees may request the removal of derogatory materials from their personnel file no sooner than three (3) years following their insertion. If the District deems said materials should not be removed, the employee shall be provided an explanation.

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

COLUMBIA / HUNTERS CHAPTER

BY: /Signed by/
Andrea Hughes, Chapter President

DATE: 01/06/23

COLUMBIA SCHOOL DISTRICT #206

BY: /Signed by/
Greg Price, Superintendent

DATE: 01/06/23



SCHEDULE A
COLUMBIA HUNTERS SCHOOL DISTRICT #206
SEPTEMBER 1, 2022 – AUGUST 31, 2023

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10 to 14 (+\$0.50)	YEAR 15 to 19 (+\$0.75)	YEAR 20 to 24 (+\$1.00)	YEAR 25+ (+\$1.25)
TRANSPORTATION													
Bus Driver	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Transportation Supervisor	\$21.63	\$21.93	\$22.24	\$22.54	\$22.85	\$23.15	\$23.46	\$23.76	\$24.07	\$24.57	\$25.32	\$26.32	\$27.57
Substitute Driver	Same rate as drivers, no limit on longevity												
CUSTODIAL/MAINTENANCE													
Custodian	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Maintenance Supervisor	\$21.32	\$21.63	\$21.93	\$22.24	\$22.54	\$22.85	\$23.15	\$23.46	\$23.76	\$24.26	\$25.01	\$26.01	\$27.26
Substitute Custodian	\$15.51	\$15.78	\$16.07	\$16.34	\$16.62								
PARAEDUCATOR													
Paraeducator	\$16.06	\$16.34	\$16.62	\$16.89	\$17.17	\$17.45	\$17.72	\$18.00	\$18.28	\$19.05	\$19.83	\$20.61	\$21.39
Para w/30 semester credits/45 quarter credits	\$16.62	\$16.89	\$17.17	\$17.45	\$17.72	\$18.00	\$18.28	\$18.55	\$18.83	\$19.61	\$20.39	\$21.16	\$20.69
Para w/60 semeseter credits/90 quarter credits or an AA degree	\$17.17	\$17.45	\$17.72	\$18.00	\$18.28	\$18.55	\$18.83	\$19.11	\$19.39	\$20.16	\$20.94	\$21.72	\$21.25
Preschool Coordinator	\$18.00	\$18.28	\$18.55	\$18.83	\$19.11	\$19.39	\$19.66	\$19.94	\$20.22	\$20.99	\$21.77	\$22.55	\$22.08
Preschool Coordinator w/30 semester credits/45 quarter credits	\$18.55	\$18.83	\$19.11	\$19.39	\$19.66	\$19.94	\$20.22	\$20.49	\$20.77	\$21.55	\$22.32	\$23.10	\$22.63
Preschool Coordinator w/60 semester credits/90 quarter credits or an AA degree	\$19.11	\$19.39	\$19.66	\$19.94	\$20.22	\$20.49	\$20.77	\$21.05	\$21.32	\$22.10	\$22.88	\$23.66	\$23.18
Substitute Paraeducator	\$15.51	\$15.78	\$16.07	\$16.34	\$16.62								
FOOD SERVICE													
Head Cook	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Food Service Worker	\$17.67	\$17.97	\$18.28	\$18.58	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.61	\$21.36	\$22.36	\$23.61
Substitute Food Service Worker	\$15.51	\$15.78	\$16.07	\$16.34	\$16.62								
SECRETARIAL/CLERICAL													
Office Assistant	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Substitute Secretary Clerical	\$15.51	\$15.78	\$16.07	\$16.34	\$16.62								

Paraeducators who have completed a Subject Matter Certificate (SMC), pursuant RCW 28A.413, shall receive \$0.50/hour in addition to their current rate of pay for each SMC completed.

Paraeducators who have completed the Advance Paraeducator Certificate (APC), pursuant to RCW 28A.413., shall receive \$1.00/hour in addition to their current rate of pay.

All full-time employees' work year will be September 1 to August 31 of each year.

Part-time employees' work year will be according to the school calendar for each year.

Employees who retire or leave District employment but return to work as a Substitute will maintain longevity credit on Schedule A to a maximum of Year 8.

A year of experience for substitutes shall be defined as more than 240 hours worked for Transportation subs, 720 hours worked for

Paraeducator/Secretarial-Clerical/Custodial-Maintenance/Food Service substitutes.

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, COLUMBIA-HUNTERS CHAPTER AND THE COLUMBIA SCHOOL DISTRICT #206 PURSUANT TO ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

As a result of the increase of minimum wage in the state of Washington effective January 1, 2023, the parties agree to the following:

1. To increase Substitute wage at Year 1 to fifteen dollars and seventy-four cents (\$15.74) per hour.
2. Schedule A is attached.

This Letter of Agreement became effective January 1, 2023 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

COLUMBIA-HUNTERS CHAPTER

BY: /Signed by/
Andrea Hughes, Chapter President

DATE: 04/28/23

COLUMBIA SCHOOL DISTRICT #206

BY: /Signed by/
Greg Price, Superintendent

DATE: 05/2/23

**PSE SCHEDULE A
COLUMBIA SCHOOL DISTRICT #205
JANUARY 1, 2023 – AUGUST 31, 2023**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10 to 14	YEAR 15 to 19	YEAR 20 to 24	YEAR 25+
TRANSPORTATION													
Bus Driver	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Transportation Supervisor	\$21.63	\$21.93	\$22.24	\$22.54	\$22.85	\$23.15	\$23.46	\$23.76	\$24.07	\$24.57	\$25.32	\$26.32	\$27.57
Substitute Driver	Same rate as drivers, no limit on longevity												
CUSTODIAL/MAINTENANCE													
Custodian	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Maintenance Supervisor	\$21.32	\$21.63	\$21.93	\$22.24	\$22.54	\$22.85	\$23.15	\$23.46	\$23.76	\$24.26	\$25.01	\$26.01	\$27.26
Substitute Custodian	\$15.74	\$16.01	\$16.28	\$16.55	\$16.82								
PARAEDUCATOR													
Paraeducator	\$16.06	\$16.34	\$16.62	\$16.89	\$17.17	\$17.45	\$17.72	\$18.00	\$18.28	\$19.05	\$19.83	\$20.61	\$21.39
Para w/30 semester credits/45 quarter credits	\$16.62	\$16.89	\$17.17	\$17.45	\$17.72	\$18.00	\$18.28	\$18.55	\$18.83	\$19.61	\$20.39	\$21.16	\$20.69
Para w/60 semeseter credits/90 quarter credits or an AA degree	\$17.17	\$17.45	\$17.72	\$18.00	\$18.28	\$18.55	\$18.83	\$19.11	\$19.39	\$20.16	\$20.94	\$21.72	\$21.25
Preschool Coordinator	\$18.00	\$18.28	\$18.55	\$18.83	\$19.11	\$19.39	\$19.66	\$19.94	\$20.22	\$20.99	\$21.77	\$22.55	\$22.08
Preschool Coordinator w/30 semester credits/45 quarter credits	\$18.55	\$18.83	\$19.11	\$19.39	\$19.66	\$19.94	\$20.22	\$20.49	\$20.77	\$21.55	\$22.32	\$23.10	\$22.63
Preschool Coordinator w/60 semester credits/90 quarter credits or an AA degree	\$19.11	\$19.39	\$19.66	\$19.94	\$20.22	\$20.49	\$20.77	\$21.05	\$21.32	\$22.10	\$22.88	\$23.66	\$23.18
Substitute Paraeducator	\$15.74	\$16.01	\$16.28	\$16.55	\$16.82								
FOOD SERVICE													
Head Cook	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Food Service Worker	\$17.67	\$17.97	\$18.28	\$18.58	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.61	\$21.36	\$22.36	\$23.61
Substitute Food Service Worker	\$15.74	\$16.01	\$16.28	\$16.55	\$16.82								
SECRETARIAL/CLERICAL													
Office Assistant	\$18.89	\$19.19	\$19.50	\$19.80	\$20.11	\$20.41	\$20.71	\$21.02	\$21.32	\$21.82	\$22.57	\$23.57	\$24.82
Substitute Secretary Clerical	\$15.74	\$16.01	\$16.28	\$16.55	\$16.82								

Paraeducators who have completed a Subject Matter Certificate (SMC), pursuant RCW 28A.413, shall receive \$0.50/hour in addition to their current rate of pay for each SMC completed.

Paraeducators who have completed the Advance Paraeducator Certificate (APC), pursuant to RCW 28A.413., shall receive \$1.00/hour in addition to their current rate of pay.

All full-time employees' work year will be September 1 to August 31 of each year.

Part-time employees' work year will be according to the school calendar for each year.

Employees who retire or leave District employment but return to work as a Substitute will maintain longevity credit on Schedule A to a maximum of Year 8.

A year of experience for substitutes shall be defined as more than 240 hours worked for Transportation subs, 720 hours worked for Paraeducator / Secretarial-Clerical / Custodial-Maintenance / Food Service substitutes.

1 LETTER OF AGREEMENT

2
3
4 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
5 THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948 COLUMBIA-
6 HUNTERS CHAPTER AND THE COLUMBIA SCHOOL DISTRICT #206 PURSUANT TO
7 ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING
8 AGREEMENT.
9

10
11 The parties agree to the following:
12

- 13
14 1. An increase of four-point five percent (4.5%) will be applied to Schedule A for all
15 classifications for the 2023-2024 school year.
16
17 2. Schedule A is attached.
18
19
20
21
22
23
24
25
26
27

28 This Letter of Agreement is effective September 1, 2023, and shall be attached to the current
29 Collective Bargaining Agreement.
30
31
32
33
34

35 PUBLIC SCHOOL EMPLOYEES OF
36 WASHINGTON / SEIU LOCAL 1948

37
38 COLUMBIA-HUNTERS CHAPTER

COLUMBIA SCHOOL DISTRICT #206

39
40
41
42 BY: /Signed by/
43 Andrea Hughes, Chapter President
44

BY: /Signed by/
Greg Price, Superintendent

45
46 DATE: 10/6/23
47
48

DATE: 10/10/23

SCHEDULE A
COLUMBIA-HUNTERS SCHOOL DISTRICT #206
SEPTEMBER 1, 2023 – AUGUST 31, 2024

	YEAR <u>1</u>	YEAR <u>2</u>	YEAR <u>3</u>	YEAR <u>4</u>	YEAR <u>5</u>	YEAR <u>6</u>	YEAR <u>7</u>	YEAR <u>8</u>	YEAR <u>9</u>	YEAR <u>10 to 14</u>	YEAR <u>15 to 19</u>	YEAR <u>20 to 24</u>	YEAR <u>25+</u>
<u>TRANSPORTATION</u>													
Bus Driver	\$20.63	\$20.96	\$21.29	\$21.62	\$21.96	\$22.29	\$22.62	\$22.95	\$23.29	\$23.83	\$24.65	\$25.74	\$27.11
Transportation Supervisor	\$22.60	\$22.92	\$23.24	\$23.56	\$23.88	\$24.19	\$24.51	\$24.83	\$25.15	\$25.67	\$26.46	\$27.50	\$28.81
Substitute Driver	Same rate as drivers, no limit on longevity												
<u>CUSTODIAL/MAINTENANCE</u>													
Custodian	\$19.74	\$20.06	\$20.37	\$20.69	\$21.01	\$21.33	\$21.65	\$21.97	\$22.28	\$22.81	\$23.59	\$24.64	\$25.94
Maintenance Supervisor	\$22.28	\$22.60	\$22.92	\$23.24	\$23.56	\$23.88	\$24.19	\$24.51	\$24.83	\$25.35	\$26.14	\$27.18	\$28.49
Substitute Custodian	\$16.45	\$16.73	\$17.01	\$17.29	\$17.58								
<u>PARAEDUCATOR</u>													
Paraeducator	\$16.79	\$17.07	\$17.36	\$17.65	\$17.94	\$18.23	\$18.52	\$18.81	\$19.10	\$19.91	\$20.72	\$21.54	\$22.35
Para w/30 semester credits/45 quarter credits	\$17.36	\$17.65	\$17.94	\$18.23	\$18.52	\$18.81	\$19.10	\$19.39	\$19.68	\$20.49	\$21.30	\$22.12	\$21.62
Para w/60 semeseter credits/90 quarter credits or an AA degree	\$17.94	\$18.23	\$18.52	\$18.81	\$19.10	\$19.39	\$19.68	\$19.97	\$20.26	\$21.07	\$21.88	\$22.69	\$22.20
Preschool Coordinator	\$18.81	\$19.10	\$19.39	\$19.68	\$19.97	\$20.26	\$20.55	\$20.84	\$21.13	\$21.94	\$22.75	\$23.56	\$23.07
Preschool Coordinator w/30 semester credits/45 quarter credits	\$19.39	\$19.68	\$19.97	\$20.26	\$20.55	\$20.84	\$21.13	\$21.42	\$21.70	\$22.52	\$23.33	\$24.14	\$23.65
Preschool Coordinator w/60 semester credits/90 quarter credits or an AA degree	\$19.97	\$20.26	\$20.55	\$20.84	\$21.13	\$21.42	\$21.70	\$21.99	\$22.28	\$23.10	\$23.91	\$24.72	\$24.23
Substitute Paraeducator	\$16.45	\$16.73	\$17.01	\$17.29	\$17.58								
<u>FOOD SERVICE</u>													
Head Cook	\$19.74	\$20.06	\$20.37	\$20.69	\$21.01	\$21.33	\$21.65	\$21.97	\$22.28	\$22.81	\$23.59	\$24.64	\$25.94
Food Service Worker	\$18.46	\$18.78	\$19.10	\$19.42	\$19.74	\$20.06	\$20.37	\$20.69	\$21.01	\$21.53	\$22.32	\$23.36	\$24.67
Substitute Food Service Worker	\$16.45	\$16.73	\$17.01	\$17.29	\$17.58								
<u>SECRETARIAL/CLERICAL</u>													
Office Assistant	\$19.74	\$20.06	\$20.37	\$20.69	\$21.01	\$21.33	\$21.65	\$21.97	\$22.28	\$22.81	\$23.59	\$24.64	\$25.94
Substitute Secretary Clerical	\$16.45	\$16.73	\$17.01	\$17.29	\$17.58								

- ~ Paraeducators who have completed a Subject Matter Certificate (SMC), pursuant RCW 28A.413, shall receive \$0.50/hour in addition to their current rate of pay for each SMC completed.
- ~ Paraeducators who have completed the Advance Paraeducator Certificate (APC), pursuant to RCW 28A.413., shall receive \$1.00/hour in addition to their current rate of pay.
- ~ All full-time employees' work year will be September 1 to August 31 of each year.
- ~ Part-time employees' work year will be according to the school calendar for each year.
- ~ Employees who retire or leave District employment but return to work as a Substitute will maintain longevity credit on Schedule A to a maximum of Year 8.
- ~ A year of experience for substitutes shall be defined as more than 240 hours worked for Transportation subs, 720 hours worked for Paraeducator/Secretarial-Clerical/Custodial-Maintenance/Food Service substitutes.



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, COLUMBIA/HUNTERS CHAPTER AND THE COLUMBIA SCHOOL DISTRICT #206 PURSUANT TO ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Support vehicle drivers are employees who transport students to and from school in a school vehicle that is not a school bus. A non-CDL transportation driver transports students in a District car or van and their time and mileage can be counted as transportation expenses. To be a non-CDL transportation driver, the following required training items that are non-school bus specific must be successfully completed and documented:

- One (1) day training class (non-school bus specific)
- First-aid card
- Narcan training
- DOT physical
- DOL driving abstract
- Physically fit disclosure form
- Criminal record check (fingerprinting)
- Pre-employment drug screening
- Copy of current driver's license

Support vehicle drivers will be paid accordingly:

- \$18.63 per hour – when transporting students without non-CDL transportation qualifications
- \$20.13 per hour – when transporting student with non-CDL transportation qualifications

If an employee currently has an hourly wage greater than either of these wages, that employee will continue to earn their current rate of pay so no loss of wages occurs.

Wages for employees without qualifications will change to wages for employees with qualifications on the day all requirements are completed.

1 The District would like to encourage employees who are willing to drive a support vehicle to obtain
2 their non-CDL transportation qualifications. For an employee who is willing, the District will pay for
3 the expenses incurred by an employee to obtain their non-CDL transportation qualifications, including,
4 but not limited to:

- 5
- 6
- 7 • travel, if a school vehicle is not available;
- 8 • time spent in training outside of normal school hours at wages specified above;
- 9 • granting professional leave to attend training if a current employee;
- 10 • reimbursement of fees related to completing above qualifications;
- 11
- 12

13 This MOU is not precedent setting and should the decision be made to do this as a practice, the parties
14 agree to meet and discuss.

15

16

17 This Memorandum of Understanding is effective March 1, 2024, through August 31, 2024, and shall
18 be attached to the current Collective Bargaining Agreement.

19

20

21 PUBLIC SCHOOL EMPLOYEES OF
22 WASHINGTON / SEIU LOCAL 1948

23

24 COLUMBIA / HUNTERS CHAPTER

COLUMBIA SCHOOL DISTRICT #206

25

26 BY: /E-signed by Andrea Hughes/
27 Andrea Hughes, Chapter President

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29 BY: /E-signed by Greg Price/
Greg Price, Superintendent

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DATE: 04/18/24

DATE: 04/08/24

1 **LETTER OF AGREEMENT**

2
3 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING
4 AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU
5 LOCAL 1948 COLUMBIA / HUNTERS CHAPTER AND THE COLUMBIA SCHOOL DISTRICT
6 #206. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVII, SECTION 17.3 OF
7 THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
8

9
10 The parties agree to the following:
11

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13
14 An increase of five percent (5%) will be applied to the Schedule A for all classifications.
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29 This Letter of Agreement is effective September 1, 2024, and shall be attached to the current
30 Collective Bargaining Agreement.
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36 PUBLIC SCHOOL EMPLOYEES OF
37 WASHINGTON / SEIU LOCAL 1948

38
39 COLUMBIA / HUNTERS CHAPTER

COLUMBIA SCHOOL DISTRICT #206

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41
42 BY: /e-signed by Andrea Hughes/
43 Andrea Hughes, Chapter President

BY: /e-signed by Greg Price/
Greg Price, Superintendent

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45 DATE: July 29, 2024
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DATE: July 31, 2024

SCHEDULE A 2024-2025
COLUMBIA/HUNTERS SCHOOL DISTRICT #206
SEPTEMBER 1, 2024 – AUGUST 31, 2025

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10 to 14	YEAR 15 to 19	YEAR 20 to 24	YEAR 25+
TRANSPORTATION													
Bus Driver	\$21.66	\$22.01	\$22.36	\$22.70	\$23.05	\$23.40	\$23.75	\$24.10	\$24.45	\$25.02	\$25.88	\$27.03	\$28.46
Transportation Supervisor	\$23.73	\$24.07	\$24.40	\$24.73	\$25.07	\$25.40	\$25.74	\$26.07	\$26.41	\$26.95	\$27.78	\$28.88	\$30.25
Substitute Driver	Same rate as drivers, no limit on longevity												
CUSTODIAL/MAINTENANCE													
Custodian	\$20.72	\$21.06	\$21.39	\$21.73	\$22.06	\$22.40	\$22.73	\$23.06	\$23.40	\$23.95	\$24.77	\$25.87	\$27.24
Maintenance Supervisor	\$23.40	\$23.73	\$24.07	\$24.40	\$24.73	\$25.07	\$25.40	\$25.74	\$26.07	\$26.62	\$27.44	\$28.54	\$29.91
Substitute Custodian	\$17.27	\$17.57	\$17.86	\$18.16	\$18.46								
PARAEDUCATOR													
Paraeducator	\$17.62	\$17.93	\$18.23	\$18.54	\$18.84	\$19.14	\$19.45	\$19.75	\$20.06	\$20.91	\$21.76	\$22.61	\$23.47
Para w/30 semester credits/45 quarter credits	\$18.23	\$18.54	\$18.84	\$19.14	\$19.45	\$19.75	\$20.06	\$20.36	\$20.66	\$21.52	\$22.37	\$23.22	\$22.70
Para w/60 semester credits/90 quarter credits or an AA degree	\$18.84	\$19.14	\$19.45	\$19.75	\$20.06	\$20.36	\$20.66	\$20.97	\$21.27	\$22.12	\$22.98	\$23.83	\$23.31
Preschool Coordinator	\$19.75	\$20.06	\$20.36	\$20.66	\$20.97	\$21.27	\$21.57	\$21.88	\$22.18	\$23.03	\$23.89	\$24.74	\$24.22
Preschool Coordinator w/30 semester credits/45 quarter credits	\$20.36	\$20.66	\$20.97	\$21.27	\$21.57	\$21.88	\$22.18	\$22.49	\$22.79	\$23.64	\$24.50	\$25.35	\$24.83
Preschool Coordinator w/60 semester credits/90 quarter credits or an AA degree	\$20.97	\$21.27	\$21.57	\$21.88	\$22.18	\$22.49	\$22.79	\$23.09	\$23.40	\$24.25	\$25.10	\$25.96	\$25.44
Substitute Paraeducator	\$17.27	\$17.57	\$17.86	\$18.16	\$18.46								
FOOD SERVICE													
Head Cook	\$20.72	\$21.06	\$21.39	\$21.73	\$22.06	\$22.40	\$22.73	\$23.06	\$23.40	\$23.95	\$24.77	\$25.87	\$27.24
Food Service Worker	\$19.39	\$19.72	\$20.06	\$20.39	\$20.72	\$21.06	\$21.39	\$21.73	\$22.06	\$22.61	\$23.43	\$24.53	\$25.90
Substitute Food Service Worker	\$17.27	\$17.57	\$17.86	\$18.16	\$18.46								
SECRETARIAL/CLERICAL													
Office Assistant	\$20.72	\$21.06	\$21.39	\$21.73	\$22.06	\$22.40	\$22.73	\$23.06	\$23.40	\$23.95	\$24.77	\$25.87	\$27.24
Substitute Secretary Clerical	\$17.27	\$17.57	\$17.86	\$18.16	\$18.46								

- Paraeducators who have completed a Subject Matter Certificate (SMC), pursuant RCW 28A.413, shall receive \$0.50/hour in addition to their current rate of pay for each SMC completed.
- Paraeducators who have completed the Advance Paraeducator Certificate (APC), pursuant to RCW 28A.413., shall receive \$1.00/hour in addition to their current rate of pay.
- All full-time employees' work year will be September 1 to August 31 of each year.
- Part-time employees' work year will be according to the school calendar for each year.
- Employees who retire or leave District employment but return to work as a Substitute will maintain longevity credit on Schedule A to a maximum of Year 8.
- A year of experience for substitutes shall be defined as more than 240 hours worked for Transportation subs, 720 hours worked for Paraeducator/Secretarial-Clerical/Custodial-Maintenance/Food Service substitutes.



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, COLUMBIA / HUNTERS CHAPTER AND THE COLUMBIA SCHOOL DISTRICT #206 PURSUANT TO ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Support vehicle drivers are employees who transport students to and from school in a school vehicle that is not a school bus. A non-CDL transportation driver transports students in a District car or van and their time and mileage can be counted as transportation expenses. To be a non-CDL transportation driver, the following required training items that are non-school bus specific must be successfully completed and documented:

- One (1) day training class (non-school bus specific)
- First-aid card
- Narcan training
- DOT physical
- DOL driving abstract
- Physically fit disclosure form
- Criminal record check (fingerprinting)
- Pre-employment drug screening
- Copy of current driver's license

Support vehicle drivers will be paid accordingly:

- \$19.66 per hour – when transporting students without non-CDL transportation qualifications
- \$21.16 per hour – when transporting student with non-CDL transportation qualifications

If an employee currently has an hourly wage greater than either of these wages, that employee will continue to earn their current rate of pay so no loss of wages occurs.

Wages for employees without qualifications will change to wages for employees with qualifications on the day all requirements are completed.

The District would like to encourage employees who are willing to drive a support vehicle to obtain their non-CDL transportation qualifications. For an employee who is willing, the District will pay for the expenses incurred by an employee to obtain their non-CDL transportation qualifications, including, but not limited to:

- travel, if a school vehicle is not available;
- time spent in training outside of normal school hours at wages specified above;
- granting professional leave to attend training if a current employee;
- reimbursement of fees related to completing above qualifications;

This MOU is not precedent setting and should the decision be made to do this as a practice, the parties agree to meet and discuss.

This Memorandum of Understanding is effective upon signature, will remain in effect until August 31, 2025, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

COLUMBIA / HUNTERS CHAPTER

BY: /e-signed by Andrea Hughes/
Andrea Hughes, Chapter President

DATE: 08/16/24

COLUMBIA SCHOOL DISTRICT #206

BY: /e-signed by Greg Price/
Greg Price, Superintendent

DATE: 08/12/24