

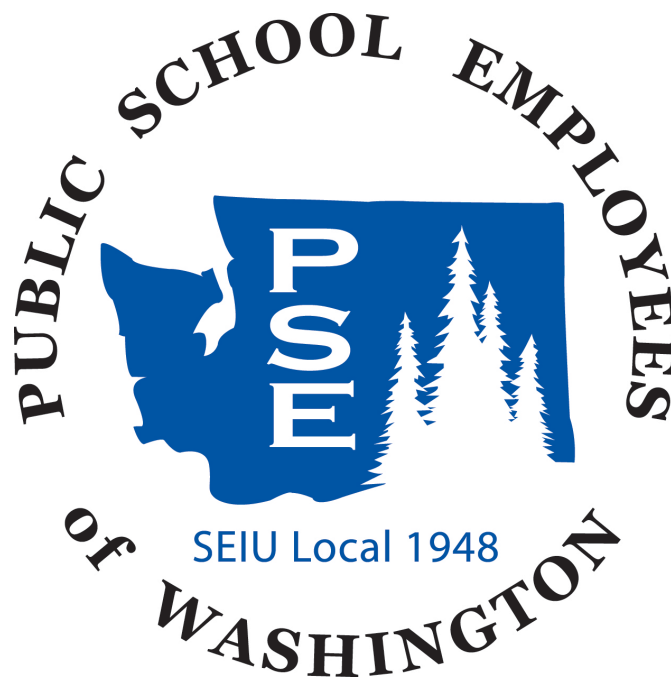
COLLECTIVE BARGAINING AGREEMENT BETWEEN

**DARRINGTON SCHOOL DISTRICT #330**

AND

**PUBLIC SCHOOL EMPLOYEES OF  
DARRINGTON SCHOOL DISTRICT #1105**

SEPTEMBER 1, 2022 - AUGUST 31, 2025



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

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1 **Section 1.2.**

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

5  
6 **Section 1.3.**

7 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the  
8 following general job classifications: Custodial, Paraprofessionals, Food Service, Secretarial-Clerical,  
9 Transportation, Technical, Maintenance and Grounds, EXCEPT: Business Manager (1), Accounts  
10 Payable Specialist (1), and Payroll Officer (1).

11  
12 **Section 1.4.**

13 A temporary position is one created by the District for a minimum period of thirty (30) consecutive  
14 working days to a maximum period of the remaining school year. A temporary position is one in which  
15 no other employee retains property rights. A temporary position is not considered a substitute position  
16 and the employee is covered by this negotiated Agreement. However, temporary positions terminate at  
17 the end of each school year and said employee falls back into a layoff status as explained in Section 10.10  
18 through Section 10.13.

19  
20 **Section 1.4.1.**

21 Former Darrington School District PSE employees that have previously worked five (5) or more  
22 years in a classification as a regular employee with the District and return as a substitute employee  
23 in that classifications shall be paid at Step II (2).

24  
25 It is understood and agreed that substitute employees shall be limited to coverage by Article I,  
26 Article VII, Sections 7.6, 7.6.2, 7.6.6, 7.6.7 and Schedule A; provided, however, that disputes  
27 arising from the provisions referred to above regarding substitute employees shall be resolved in  
28 accordance with Article XV, the Grievance Procedure.

29  
30 **Section 1.5.**

31 A substitute employee is one who fills in for another employee. Substitute employees are not  
32 covered by this negotiated Agreement, except as it pertains to definition of employed.

33  
34  
35  
36 **ARTICLE II**

37  
38 **RIGHTS OF THE EMPLOYER**

39  
40 **Section 2.1.**

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



1 **Section 2.2.**

2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
3 District. In making rules and regulations relating to personnel policies, procedures and practices, and  
4 matters of working conditions, the District shall give due regard and consideration to the rights of the  
5 Association and the employees and to the obligations imposed by this Agreement.  
6

7 **Section 2.3.**

8 The District agrees to not subcontract work currently performed by members of the bargaining unit as per  
9 Section 1.3, of the Agreement. The immediately preceding sentence does not limit the District from  
10 subcontracting work associated with activities not customarily performed by the bargaining unit such as  
11 but not limited to construction of a new school building or other capital improvement projects.  
12  
13  
14

15 **ARTICLE III**

16 **RIGHTS OF EMPLOYEES**

17  
18  
19 **Section 3.1.**

20 It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise  
21 of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom  
22 of such employees to assist the Association shall be recognized as extending to participation in the  
23 management of the Association, including presentation of the views of the Association to the Board of  
24 Directors of the District or any other governmental body, group, or individual. The District shall take  
25 whatever action required or refrain from such action in order to assure employees that no interference,  
26 restraint, coercion, or discrimination is allowed within the District to encourage or discourage  
27 membership in any employee organization.  
28

29 **Section 3.2.**

30 Each employee shall have the right to bring matters of personal concern to the attention of appropriate  
31 Association representatives and/or appropriate officials of the District.  
32

33 **Section 3.3.**

34 Employees subject to this Agreement have the right to have Association representatives or other persons  
35 present at formal disciplinary discussions between themselves and supervisors or other representatives of  
36 the District. Included are investigatory interviews when an employee reasonably believes that discipline  
37 could result.  
38

39 **Section 3.4.**

40 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,  
41 exclusive of compensation for services rendered, to appropriate officials of the Association.  
42

43 **Section 3.5.**

44 Neither the District, nor the Association, shall discriminate against any employee subject to this  
45 Agreement on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin,  
46 veteran status, religion, age or marital status or with any sensory, mental, or physical disability, or the use  
47 of a trained dog guide or service animal by a person with a disability or any other basis prohibited by law

1 with respect to a position, provided, that the duties of said position may be performed efficiently by the  
2 employee without danger to the health or safety of employee or others.

3  
4 **Section 3.6.**

5 Classified employees, upon request and appointment, have the right to inspect all contents of their  
6 personnel file kept within the District. Upon request, a copy of any documents contained therein shall be  
7 afforded the employee at his/her expense. No derogatory material shall remain in an employee's file for  
8 more than three (3) years from the date of entry. The employee shall acknowledge that they have read  
9 such material by affixing their signature and the date on the actual copy to be filed with the understanding  
10 that such signature merely signifies that they have read the material to be filed. Such signature does not  
11 necessarily indicate agreement with its content. An employee may attach comments to any material that  
12 is a part of the personnel file, which shall be dated and signed. Derogatory material not brought to the  
13 attention of the employee in compliance with this section, or not placed into the official personnel file(s)  
14 may not be used for any purpose adverse to the employee's interests. After eighteen (18) months from the  
15 date of entry, employees may request, in writing, that the Superintendent consider the removal of  
16 disciplinary documents from their personnel file. The Superintendent will respond, in writing, within ten  
17 (10) working days of the receipt of the request. The Superintendent's decision is final.  
18  
19  
20

21 **ARTICLE IV**

22 **RIGHTS OF THE ASSOCIATION**

23  
24  
25 **Section 4.1.**

26 The Association has the right and responsibility to represent the interests of all employees in the unit; to  
27 present its views to the District on matters of concern, either orally or in writing; to consult or to be  
28 consulted with respect to the formulation, development, and implementation of industrial relations matters  
29 and practices which are within the authority of the District; and to enter collective negotiations with the  
30 object of reaching an agreement applicable to all employees within the bargaining unit.  
31

32 **Section 4.2.**

33 The Association is entitled to have an observer at hearings conducted by any District official or body  
34 arising out of discharge or grievance and to make known the Association's views concerning the case.  
35

36 **Section 4.3.**

37 The District shall provide the names of new employees and their respective job classifications to the  
38 President of the Association or designee. These names and classifications will be provided by the District  
39 within ten (10) working days of employment start date. New employees will be provided an opportunity  
40 to meet with an Association representative for thirty (30) minutes within ninety (90) days of the  
41 employee's start date. These opportunities will occur during new employee orientations whenever  
42 possible. The District shall provide the following on a quarterly basis:

- 43 • Name
- 44 • Primary Work Location (School or Building Location)
- 45 • Job Title
- 46 • Job Classification
- 47 • Address
- 48 • Phone

- Personal Email
- Hire Date
- Hourly Rate of Pay
- Contracted Number of Days
- Number of Hours Contracted per Day

**Section 4.4.**

The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington State Organization.

**Section 4.5. Association Leave.**

The President of the Association and designated representatives will be provided time off without loss of pay to a maximum of ten (10) days per year to attend District, regional or State meetings when the purpose of those meetings is in the best interests of the District as determined by the District administration. Additional days may be granted by permission of the Superintendent.

**Section 4.6.**

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

**Section 4.7. Bulletin Boards.**

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

**Section 4.7.1.**

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

**ARTICLE V**

**APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

**Section 5.1.**

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are those affecting hours, wages, grievance procedures and general working conditions of employees in the bargaining unit subject to this Agreement.

**Section 5.2.**

It is further agreed and understood that the District will consult with the Association, and meet with the Association upon its request, in the formulation of any changes being considered in existing benefits, policies, practices and procedures.



1 **Section 5.3.**

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

5  
6 **Section 5.4.**

7 When a layoff of bargaining unit employees is contemplated for any reason or when a significant event  
8 causes the District to consider changes in the employment hours of bargaining unit employees, the  
9 Association shall be consulted prior to the implementation of any non-emergency actions. Employees  
10 subject to layoff will receive notice no later than the last instructional day of the student school year.  
11

12  
13  
14 **ARTICLE VI**

15  
16 **ASSOCIATION REPRESENTATION**

17  
18 **Section 6.1.**

19 The Association will designate a Conference Committee of two (2) members who will meet with the  
20 Superintendent of the District and the Superintendent's representatives on a mutually agreeable regular  
21 basis to discuss appropriate matters. If the District forms a site-based or building-based committee which  
22 is to include members of the Association as well as members of management, the Association will have  
23 the right to designate which of its members shall sit on such a committee.  
24

25 **Section 6.1.1.**

26 Prior to adopting a school calendar, the District will present a minimum of two (2) proposed  
27 calendars with clearly distinct options to all Association employees to indicate their preference by  
28 ballot. Except in emergencies, once the calendar is adopted, it will not be changed or altered  
29 without prior discussion between the Association and the District. Every effort should be made on  
30 the part of the District and the Association to come to agreement on the calendar by the May board  
31 meeting.  
32  
33

34  
35 **ARTICLE VII**

36  
37 **HOURS OF WORK AND OVERTIME**

38  
39 **Section 7.1.**

40 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)  
41 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee  
42 to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.  
43

44 **Section 7.2.**

45 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be changed  
46 without prior notice to the employee of three (3) calendar weeks, except in cases of emergency or if  
47 mutually agreed to by the employee and the employee's supervisor.  
48





1 **Section 7.3.**

2 The normal shift shall consist of eight and one-half (8½) hours, for eight (8) hours compensation,  
3 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is practicable,  
4 and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of  
5 which rest periods shall occur as near the middle of each half shift as is practicable.

6  
7 **Section 7.3.1.**

8 All employees assigned to a shift less than the normal work shift but working three and one-half  
9 (3½) or more hours per day shall receive one (1) paid fifteen (15) minute rest period per day. All  
10 employees, except Bus Drivers, working five (5) or more hours per day, shall be allowed a thirty  
11 (30) minute unpaid, uninterrupted lunch period as near the middle of the shift as is practicable.

12  
13 **Section 7.4.**

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

18  
19 **Section 7.5. Closures.**

20 In the event of an unusual school closure due to inclement weather, plant in operation, or the like, the  
21 District will make reasonable effort to notify each employee. Employees required to work, who can travel  
22 to the school safely, and who report to work, shall receive a minimum of two (2) hours pay in the event of  
23 such a closure. Employees not required to work shall not be entitled to any such compensation in the  
24 event of notification by the District of the closure prior to the start of the employee's shift.

25  
26 **Section 7.6.**

27 Recognizing that personnel in the Transportation classification present special shift problems, the parties  
28 agree that shifts shall be established in that classification in relation to routes and driving times requisite  
29 to fulfilling tasks assigned by the Supervisor of Transportation, or Lead Driver as designee; provided,  
30 however, that employees in the Transportation classification shall be entitled to the benefits of Section 7.4  
31 to the same degree as any other employee; and provided further that all bus drivers shall receive pay for  
32 thirty (30) minutes per day for the purpose of bus cleanup and bus warmup in addition to actual hours of  
33 driving time. All trips other than regular daily scheduled bus runs shall be compensated at the employee's  
34 base hourly rate for the duration of the trip; provided, however, that bus drivers shall be subject to the  
35 provisions relative to overtime hereinafter provided in Section 7.7.1. If there are thirty (30) minutes or  
36 less between assignments, the base hourly rate shall continue uninterrupted.

37  
38 Drivers shall receive a minimum of two (2) hours pay for each duty call. A duty call is defined as any  
39 work other than the normal work shift and workday, noncontiguous with the normal work shift or  
40 workday. The Transportation Supervisor, or Lead Driver as designee, will use every effort to route extra  
41 and special runs to regular Transportation Department drivers wishing to take these runs. Whenever  
42 possible, school field trips, sport event trips, etc., shall be posted one (1) week in advance.

43  
44 Bus drivers who drive either an a.m. or p.m. route shall receive a minimum of two (2) hours of  
45 compensation per day. Bus drivers who drive both an a.m. and p.m. route shall receive a minimum of  
46 four (4) hours of compensation per day. Included within the above two (2) and four (4) hour minimum is  
47 thirty (30) minutes per day for the purpose of bus cleanup and warmup.

1 **Section 7.6.1.**

2 A full route bid will be held each year before school starts. The District will reach an agreement with  
3 the PSE Transportation Representative of the proposed date of the full route bid. The District will  
4 give Drivers a minimum of five (5) days' notice before such route bid and will distribute with the  
5 notice the proposed routes to bid on. Bidding of routes is by seniority.  
6

7 **Section 7.6.1.1.**

8 During the school year, any contracted route which has been increased in sum total by  
9 thirty (30) minutes or more for greater than ten (10) consecutive days of work shall be re-  
10 posted for bid as a new run.  
11

12 **Section 7.6.2. Extra Trips.**

13 Extra trip assignments will be based upon seniority. Drivers will be eligible for extra runs if their  
14 total paid hours of regularly assigned runs combined with extra trip assignments do not exceed  
15 forty (40) hours per week.  
16

17 During the first week of September for the month of September and on the last business Monday  
18 of each month thereafter, the Transportation Supervisor, or Lead Driver as designee will meet with  
19 the eligible driver to allow the drivers to select the trip assignments according to seniority. The  
20 most senior driver will choose first among assignments and then each driver, in seniority rotation,  
21 will choose an assignment until all assignments for the month are filled. (Substitute drivers may  
22 be assigned to an extra run if no eligible driver is available.) A typed copy of the assignment sheet  
23 will be provided to each driver prior to choosing and a finalized copy of the chosen assignments  
24 will be posted by the first of the month. The assignment of extra trips shall not be re-opened due to  
25 the cancellation of a trip.  
26

27 Transportation requirements, in support of extra trips, providing no suitable regular drivers or  
28 substitute wishes to voluntarily accept the extra trip, shall be supported by a Transportation  
29 Department driver. Mandatory assignment of extra trips will be made to the least senior regular  
30 driver.  
31

32 East side trips shall be assigned based on a continuing (more than one (1) school year) separate  
33 rotating roster. A running record of these assignments shall be posted and kept current by the  
34 Transportation Supervisor, or Lead Driver as designee.  
35

36 **Section 7.6.2.1.**

37 If an extra trip is cancelled by the District after it has been awarded to a driver and within  
38 an hour of scheduled departure, the driver shall be entitled to two (2) hours of pay.  
39

40 **Section 7.6.3. Previously Canceled Extra Trips.**

41 If an extra trip that was awarded by Section 7.6.2 is canceled, the original driver who was awarded  
42 the hours will have first right of refusal to take the rescheduled trip. Exceptions to this section will  
43 be if the trip puts the driver in overtime status.  
44

45 **Section 7.6.4. Short Notice Trips.**

46 Short notice runs not on the extra trip assignment list shall also be offered to regular and trip  
47 qualified substitute drivers on a rotating seniority basis. A running record of these assignments  
48 shall be posted and kept current by the Transportation Supervisor, or Lead Driver as designee.

1  
2 Transportation requirements, in support of short notice trips, providing no suitable regular drivers  
3 or substitute wishes to voluntarily accept the extra trip, shall be supported by a Transportation  
4 Department driver. Mandatory assignment of extra trips will be made to the least senior regular  
5 driver.  
6

7 **Section 7.6.4.1.**

8 If a short notice trip is cancelled by the District after it has been awarded to a driver and  
9 within an hour of scheduled departure, the driver shall be entitled to two (2) hours of pay.  
10

11 **Section 7.6.4.2.**

12 Recognizing that special needs riders present a unique situation. To maintain consistency  
13 for these students, trial runs, etc. shall be excluded from short notice trips.  
14

15 **Section 7.6.5. Seniority Ranking for Substitute Drivers.**

16 Seniority ranking for substitute drivers shall be determined based upon the total number of days  
17 driven in the previous school year. Seniority ranking for substitutes shall only be applied to  
18 Section 7.6.2 and 7.6.4 and shall be revised annually on August 15.  
19

20 **Section 7.6.6.**

21 The Special Education Driver and Aide shall be compensated at the regular rate for actual hours  
22 daily and shall be subject to the provisions of Section 7.7.1 herein.  
23

24 **Section 7.6.7.**

25 On overnight trips, drivers shall be compensated at the appropriate hourly rate for the duration of  
26 the trip, except twelve (12) hours of meal and sleeping time is to be deducted without pay,  
27 provided the employee is not required to work during the time so designated. Should a driver be  
28 required to work during the aforesaid twelve (12) hours, they will be compensated at the  
29 appropriate hourly rate. Non-driving time shall be paid at 100% (one hundred percent) of the  
30 driver's regular hourly rate. Drivers have the right to bring up safety concerns associated with  
31 lengthy drives that are after hours.  
32

33 **Section 7.6.8. Use of Vans.**

34 The parties agree and understand the following clarifies the District use of vans to transport  
35 students:  
36

- 37 1. A van with a driver other than a District bus driver may be used if nine (9) or fewer students  
38 are to be transported to a District authorized event or activity. Any additional cleaning of vans  
39 will be time-sheeted by the drivers up to a maximum of one (1) hour per trip.  
40
- 41 2. When there are more than nine (9) students to be transported, an additional van (or vans) may  
42 be used provided that the additional van(s) used to transport students will be driven by a  
43 District bus driver(s); provided, however, the following playoff and summer trips are exempt  
44 from the requirements that such additional van (or vans) will be driven by a District bus driver:  
45  
46  
47  
48

1 Playoff activities (District, Region, and/or State)

- 2
- 3 • Boys and Girls Basketball • Football
- 4 • Wrestling • Baseball
- 5 • Volleyball • Softball
- 6

- 7 3. When no District bus drivers are available to transport students to a District authorized event
- 8 or activity, the District at its option may elect to transport students by charter or by more than a
- 9 single van with drivers other than District bus drivers.
- 10
- 11 4. Lack of available District bus drivers will be verified with the transportation Association
- 12 representative.
- 13

14 **Section 7.6.9. End of the Year Cleanup.**

15 At the end of the school year each bus driver shall receive up to three (3) extra hours of pay per

16 bus at their hourly rate to clean up any bus.

17

18 **Section 7.7. Overtime.**

19 **Section 7.7.1.**

20 All hours worked in excess of forty (40) hours per week shall be compensated at the rate of one

21 and one-half (1½) times the employee's base pay. All overtime must receive prior administrative

22 approval.

23

24 **Section 7.7.1.1. Compensatory Time Off.**

25 A full-time employee may, at his/her option, request compensatory time off in lieu of

26 overtime compensation or payment for authorized hours worked beyond the employee's

27 normal work shift. Compensatory time, if granted, may be accrued; provided, however,

28 that record shall be maintained and there must be a reasonable expectation that the

29 employee will be provided an opportunity to expend the accrued time during the current

30 fiscal year. The District shall not solicit employees to accept compensatory time in lieu of

31 other compensation. Compensatory time in lieu of overtime as provided in this Article

32 shall be accrued at the rate of one and one-half (1-1/2) hours for each hour worked. All

33 compensatory time must receive prior administrative approval.

34

35

36 **Section 7.7.1.2. Flex Time.**

37 An employee regularly assigned fewer than eight (8) hours per day may, at his/her option,

38 request time off in lieu of authorized hours worked beyond the employee's normal work

39 shift. Such exchange of time off for pay for hours of work is known as Flex Time. Flex

40 time, if granted, may be accrued; provided, however, that records shall be maintained and

41 there must be a reasonable expectation that the employee will be provided an opportunity

42 to expend the accrued time during the current fiscal year. All Flex Time must receive prior

43 administrative approval.

44

45 **Section 7.7.2.**

46 All authorized hours worked on the sixth (6th) consecutive day shall be compensated at the rate of

47 one and one-half (1½) times the employee's base pay. All authorized hours worked on the sixth

1 (6th) consecutive day in excess of the employee's normal shift shall be compensated at a rate twice  
2 the employee's base pay.

3  
4 **Section 7.7.3.**

5 All authorized hours worked on the seventh (7th) consecutive day shall be compensated at the rate  
6 of twice the employee's base pay. All authorized hours worked on the seventh (7th) consecutive  
7 day in excess of the employee's normal shift shall be compensated at a rate of four (4) times the  
8 employee's base pay.

9  
10 **Section 7.7.4.**

11 Employees called back by an administrator on a regular workday or called on the sixth (6th) or  
12 seventh (7th) consecutive workday, shall receive no less than two (2) hours pay at the appropriate  
13 rate, and if more than four (4) hours are worked under such circumstances, the employee shall  
14 receive a minimum eight (8) hours pay and an appropriate lunch period.

15  
16 **Section 7.7.5.**

17 Holidays, vacations and all other paid leaves will be considered hours worked.

18  
19 **Section 7.8. Drug Testing for Drivers.**

- 20
- 21 1. Drivers cannot be required to undergo testing between the last student day of a school year and the  
22 first student day of the following school year.
  - 23  
24 2. All costs, including mileage and time to and from testing, involved in any testing and evaluation  
25 procedures (including voluntary split-sample testing) shall be borne by the District. Costs  
26 associated with further testing, as a result of a positive test, shall be borne by the employee. In the  
27 event of an accident, testing costs shall initially be borne by the District. If the accident is shown  
28 to be the fault of the driver because of drug or alcohol use, the driver shall be billed for the testing  
29 costs.
  - 30  
31 3. Employees required to undergo testing will be given a written summary by the District which will  
32 review testing policies and procedures prior to the time of testing. This review will include an  
33 explanation of the employee's confidentiality rights. The employee will be required to sign an  
34 acknowledgement that he/she has received and read this review.
  - 35  
36 4. Employees required to undergo testing shall not be required to have anyone accompany them to  
37 the testing facility.
  - 38  
39 5. Testing results, including the fact that an employee is tested, shall remain confidential. Any  
40 written materials or information associated with such testing shall be retained in a secure  
41 confidential file, separate from the employee's personnel file, to which only the Superintendent,  
42 District office exempt employees and the employee shall have access. The District will implement  
43 policies to discipline employees who breach confidentiality related to testing.
  - 44  
45 6. A positive result of a drug or alcohol test shall not be considered a just cause for automatic  
46 termination. During any period an employee is off work due to testing or evaluation requirements  
47 or results, and prior to a final determination of his/her employment status, said employee shall be  
48 placed on a paid leave of absence, unless the reason for the testing is the result of an accident. If

1 the employee is being tested as the result of an accident, the employee will be placed on unpaid  
2 leave until a final determination of his/her employment is rendered.

- 3
- 4 7. Discipline imposed as a result of confirmed positive testing shall be appropriate to the severity of  
5 the confirmed offense.
- 6
- 7 8. The District will attempt to offer alternative employment to any driver whose driving privileges  
8 have been revoked due to a confirmed positive drug/alcohol test until the driver has been cleared  
9 to drive, based on a case-by-case analysis. The ultimate decision regarding alternative  
10 employment rests with the District.
- 11
- 12 9. Procedures for reinstatement to driving duties shall be applied uniformly and consistently to all  
13 affected employees.

14

15 **Section 7.9. Compensation for Non-Year-Round Employees During Winter, Spring and Summer**  
16 **Breaks.**

17 Non-year-round employees who are required by an administrator to work non-school days during Winter,  
18 Spring and Summer breaks will get no less than two (2) hours compensation.

19

20

21

22 **ARTICLE VIII**

23 **HOLIDAYS AND VACATIONS**

24

25

26 **Section 8.1. Holidays.**

27 All employees shall receive the following paid holidays that fall within their work year:

28

- |                                     |                              |
|-------------------------------------|------------------------------|
| 29 1. New Year's Day                | 8. Veterans' Day             |
| 30 2. Martin Luther King's Birthday | 9. Thanksgiving Day          |
| 31 3. Presidents' Day               | 10. Day after Thanksgiving   |
| 32 4. Memorial Day                  | 11. Day before Christmas Day |
| 33 5. Juneteenth                    | 12. Christmas Day            |
| 34 6. Independence Day              | 13. Day after Christmas Day  |
| 35 7. Labor Day                     |                              |
- 36

37 **Section 8.1.1. Unworked Holidays.**

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

46

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1 **Section 8.1.2. Worked Holidays.**

2 Employees who are required to work on the above described holidays shall receive the pay due  
3 them for the holiday, plus their base rate for all hours worked on such holidays.  
4

5 **Section 8.1.3. Holidays During Vacation.**

6 Should a holiday occur while an employee is on vacation, the employee shall be allowed to take  
7 one (1) extra day of vacation with pay in lieu of the holiday as such.  
8

9 **Section 8.2. Vacations.**

10 All employees subject to this Agreement shall be eligible for days of vacation credit, based on completed  
11 years of employment, effective each first of September.  
12

13 **Section 8.2.1.**

14 Employees with less than one (1) year's employment shall receive vacation credit on a pro rata  
15 basis.  
16

17 **Section 8.2.2.**

18 Employees with zero (0) through the end of their first (1<sup>st</sup>) year of employment shall be granted  
19 ten (10) days of vacation credit each year. Employees with one (1) through the end of their fifth  
20 (5<sup>th</sup>) year of employment shall be granted twelve (12) days of vacation credit each year.  
21 Employees, upon the beginning of their sixth (6<sup>th</sup>) year of employment, shall receive an additional  
22 day of vacation for each year of employment to a maximum of twenty-four (24) days.  
23

24 Employees who work less than two hundred sixty (260) days receive pay in lieu of vacation at the  
25 same rates.  
26

27 **Section 8.2.4.**

28 "Day of Vacation" shall be the employee's assigned daily shift pursuant to Section 7.2 herein.  
29

30 **Section 8.2.5.**

31 Time on layoff and time on authorized leave of absence will be counted as continuous service for  
32 the purpose of establishing and retaining eligibility dates.  
33

34 **Section 8.2.6.**

35 Employees who are on permanent, two hundred and sixty (260) day schedules may cash out five  
36 (5) days of unused vacation annually and carry no more than thirty-five (35) days forward to the  
37 next year.  
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ARTICLE IX

LEAVES

**Section 9.1. Sick Leave.**

**Section 9.1.1.**

All employees shall receive twelve (12) days of compensated leave each year to be used for illness, injury and emergencies. Employees assigned less than one hundred eighty (180) workdays shall be entitled to such leave on a pro-rata basis. Extended illness beyond three (3) days in succession will require a letter from the employee's attending physician to the Superintendent or designee stating that continued absence from work by the employee is necessary. Leave as stated herein shall be accumulative up to the legal limit. The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. Sick leave may be utilized as allowed by the provisions of RCW 49.12.270 and as defined by WAC. Extended care beyond three (3) days in succession will require a letter from the family member's attending physician to the Superintendent stating that continued home care by the employee is necessary.

**Section 9.1.2.**

In the event employees are absent for reasons which are 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 up to the capacity of the employee's accumulated sick leave.

**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.

**Section 9.1.4.**

The leave and attendance incentive provisions of RCW 41.04.340 as currently in effect, and rules and regulations promulgated pursuant thereto, are by this reference incorporated herein.

**Section 9.1.5. Leave Sharing.**

All voluntary leave sharing among bargaining unit members shall be in strict compliance with the provisions of current RCW, WAC and SPI Bulletins and Directives.

Should a staff member suffer from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment of physical or mental condition which will





1 cause the staff member to go on leave-without-pay status or terminate his or her employment, they  
2 may submit, in writing, a request for sick leave sharing. The PSE President and Superintendent  
3 will review each request, for approval.

4  
5 An employee may transfer sick leave to another employee requesting shared leave as long as they  
6 maintain a minimum of one hundred seventy six (176) hours or twenty two (22) days of sick leave  
7 after the transfer. There is no limit to the number of days that may be transferred. Employees  
8 may also donate any amount of accrued vacation days as long as they maintain a balance of ten  
9 (10) days.

10  
11 Once leave has been transferred pursuant to this section, transferred days shall be deducted from  
12 the employee's accumulated sick leave and will be credited to the receiving employee, as needed,  
13 on a rotation basis if more than one donor exists. Leave shall be transferred based on a day-for-  
14 day donated basis. Any leave donated by a staff member that remains unused shall be returned to  
15 the donor(s) at the end of the school year. To the extent administratively feasible, leave  
16 transferred by more than one staff member shall be returned on a pro-rata basis based on the roster  
17 established by the date donated leave was received into the payroll office.

18  
19 **Section 9.1.6.**

20 A qualifying family medical leave will enable the employee to take twelve (12) weeks of unpaid  
21 leave beyond his/her accrued sick leave.

22  
23 **Section 9.2. Emergency Leave.**

24 Emergency leave shall be granted for not more than three (3) days per year and shall not be deducted from  
25 sick leave. Such leave shall be defined and granted as follows:

- 26  
27 A. The problem must have been suddenly precipitated or must be of such a nature that preplanning  
28 could not relieve the necessity for the employee's absence.
- 29  
30 B. For a family illness to qualify, the ill person must be a member of the immediate family and the  
31 illness must be such that it causes a family emergency. Family means the employee's child,  
32 spouse, parent, parent-in-law, or grandparent.

33  
34 Applications requesting consideration for an absence under the personal emergency provision shall be  
35 made on forms available in school offices and addressed to the Superintendent. A completed application  
36 form for emergency leave shall be submitted to the Superintendent within ten (10) workdays after return  
37 to duty.

38  
39 **Section 9.3. Maternity Leave.**

40 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such  
41 time as the employee, and their medical advisor, deem necessary. Employees granted maternity leave  
42 must return to work not later than one (1) year following the granting of the maternity leave. Employees  
43 granted maternity leave may, at their option, be allowed compensation for maternity leave in accordance  
44 with Section 9.1.1 above. Before returning to work, the employee must be certified by their physician as  
45 ready and able to return.

1           **Section 9.3.1. Parenting Leave and Adoption Leave.**

2           During the first six (6) weeks after the birth or adoption of a child, an employee may be granted up to  
3           ten (10) days parenting or adoption leave. This leave shall be deducted from accrued sick leave.  
4

5           **Section 9.4. Judicial Leave.**

6           In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named as a  
7           codefendant with the District, such employee shall receive a normal days pay for each day of required  
8           presence in court. In the event that an employee is a party in a court action, such employee may request a  
9           leave of absence.  
10

11           **Section 9.5. Leave Of Absence.**

12  
13           **Section 9.5.1.**

14           Upon recommendation of the immediate supervisor through administrative channels to the  
15           Superintendent, and upon approval of the Board of Directors, an employee may be granted a leave  
16           of absence for a period not to exceed one (1) year; provided, however, if such leave is granted due  
17           to extended illness, one (1) additional year may be granted.  
18

19           **Section 9.5.2.**

20           A returning employee will be assigned to the position similar to that occupied before the leave of  
21           absence. Employees hired to fill positions of employees on leave of absence will be hired for a  
22           specific period of time, during which they shall be subject to all provisions of this Agreement. It  
23           shall be the responsibility of the employer to inform replacement employees of these provisions.  
24

25           **Section 9.5.3.**

26           The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on  
27           leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while the  
28           employee is on leave of absence; provided, however, that if such leave is approved for extended  
29           illness or injury, seniority shall accrue.  
30

31           **Section 9.6. Personal Leave.**

32           Based upon their normal FTE, all employees are entitled to three (3) days of paid personal leave per year.  
33           Unused personal leave may accumulate from year to year to a maximum of six (6) days. Unused days of  
34           personal leave will be cashed out at whole day increments at the employee's hourly rate of pay. Payment  
35           for personal leave must be applied for in writing prior to the last day of school and will be paid on the last  
36           working day in July.  
37

38           **Section 9.6.1.**

39           Employees must notify their supervisor, in writing, at least two (2) days in advance of taking such  
40           leave.  
41

42           **Section 9.6.2.**

43           A limited number of personal leaves will be granted prior to and after a long weekend, vacation or  
44           holiday. A total of approximately eight (8) percent of all District employees will be allowed leave  
45           at one (1) time adjacent to a long weekend, vacation or holiday. The primary determinant will be  
46           no disruption to the learning environment. The individual requesting leave has the primary  
47           responsibility to ensure an uninterrupted learning environment. Requests for leave extending a  
48           break need to be forwarded to the supervisor at least forty-five (45) calendar days in advance of

1 the desired leave date. The majority of approvals for leave requests adjacent to an extended break  
2 will be determined at least thirty (30) calendar days prior to the requested date. One (1) or two (2)  
3 leaves will be held for unplanned and unanticipated needs.

4  
5 **Section 9.6.3.**

6 Once an individual has been granted leave adjacent to an extended break, future requests for  
7 similar leave for the next three years are deemed lower priority than requests from individuals who  
8 have not had leaves granted adjacent to an extended break during the last three (3) years.

9  
10 **Section 9.7. Bereavement Leave.**

11 Up to ten (10) days per school year of bereavement leave may be taken in case of a death in the family or  
12 close friend. Bereavement leave shall not be deducted from accumulated sick leave.

13  
14 Upon request to the Superintendent, additional bereavement leave may be granted.

15  
16 **Section 9.8. Unpaid Religious Holidays.**

17 In accordance with RCW 1.16.050 employees are entitled to two (2) unpaid holidays per calendar year for  
18 a reason of faith or conscience or an organized activity conducted under the auspices of a religious  
19 denomination, church, or religious organization. The employer must allow the employee to do so unless  
20 the employee's absence would impose an undue hardship on the employer. Undue hardship shall have the  
21 meaning established in rule by the Office of Financial Management under Section 2 of this act.

22  
23 **Section 9.9. Family and Medical Leave Act.**

24 As provided by State and Federal law, eligible employees will be allowed to take up to twelve (12) weeks of  
25 unpaid family and medical leave time off per year, per family, in the event of the birth or adoption of a child, or  
26 placement (in foster care) of a son or daughter, or in the event that they experience a serious illness which  
27 prevents them from performing the functions of their job, or if they need to take time off to care for a seriously  
28 ill family member or registered domestic partner.

29  
30 In addition, Washington's Paid Family and Medical Leave Program provides up to twelve (12) weeks of  
31 protected leave in a twelve-month period for eligible employees. To be eligible, an employee must be  
32 employed at least twelve (12) months with the employer and must have worked eight hundred and twenty  
33 (820) hours in the twelve (12) month period preceding the requested leave. In most cases, the FLA will run  
34 concurrently with the FMLA and the enforcement rights are under the federal law.

35  
36  
37  
38 **ARTICLE X**

39  
40 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

41  
42 **Section 10.1.**

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

1 **Section 10.2.**

2 Each new hire shall remain in a probationary status for a period of not more than ninety (90) working  
3 days (regardless of hours worked per day) following the hire date. During this probationary period the  
4 District may discharge such employee at its discretion.

5  
6 **Section 10.3.**

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

9  
10 **Section 10.4.**

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

- 12 A. Resignation;
- 13 B. Discharge for justifiable cause;
- 14 C. Retirement; or
- 15 D. Change in job classification within the bargaining unit as hereinafter provided.

16  
17 **Section 10.5.**

18 Seniority rights shall not be lost for the following reasons:

- 19 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
- 20 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the  
21 United States;
- 22 C. Time spent on other authorized leaves; or
- 23 D. Time spent in layoff status as hereinafter provided.

24  
25 **Section 10.6.**

26 Seniority rights shall be effective within the bargaining unit. As used in this Agreement, the bargaining  
27 unit is defined as set forth in Article I, Section 1.3.

28  
29 **Section 10.6.1.**

30 Employees working in more than one (1) general job classification shall enjoy seniority in each  
31 such classification, provided they continue such duties with no more than one (1) year break in  
32 service. Such break in service of more than one (1) year shall result in loss of seniority.

33  
34 **Section 10.7.**

35 The employee with the earliest hire date shall have preferential rights regarding shift selection, vacation  
36 periods, special services (including overtime), promotions, assignment of new or open jobs or positions,  
37 and layoffs when ability and performance are substantially equal with junior employees. Such  
38 preferential rights shall not include "bumping" rights; senior employees shall have no right to arbitrarily  
39 or capriciously displace other employees. If the District determines that seniority rights should not  
40 govern because a junior employee possesses ability and performance substantially greater than a senior  
41 employee or senior employees, the District shall set forth in writing to the employee or employees its  
42 reasons why the senior employee or employees have been bypassed.

43  
44 **Section 10.8.**

45 Employees who change job classifications within the bargaining unit shall retain their hire date in the unit  
46 for the purpose of longevity but will have a new seniority date based on employment in the new job  
47 classification.

1 **Section 10.9.**

2 The District shall post, exclusively for five (5) workdays, new or open positions on bulletin boards in the  
3 following locations: The Admin Building, the Elementary School Staff Lounge, the High School Staff  
4 Lounge, and the Bus Barn. Postings shall be distributed to each classified employee’s district email  
5 address during the school year and mailed to each classified employee’s home address during the summer  
6 break. The District will not post or publicize positions to the general public until after the fifth day of  
7 posting within the bargaining unit unless an emergency exists, in which case the District will post on  
8 shorter notice. The Chapter President will be notified of instances of shorter notice.

9  
10 **Section 10.9.1.**

11 Temporary and permanent positions will be posted as required by the collective bargaining  
12 agreement. Permanent, temporary, and long-term substitute positions will be offered to bargaining  
13 unit employees. The Superintendent shall determine whether a position is posted as temporary. If  
14 a position which is posted as temporary continues beyond the 29th day, the Superintendent will  
15 notify the Association’s local Chapter President, and the position will be posted as provided in  
16 Section 10.7 of this Agreement. At that point, the employee holding this temporary position will  
17 be accorded all privileges noted above in Section 10.7.

18  
19 **Section 10.10.**

20 In the event of layoff, employees so affected are to be placed on a re-employment list maintained by the  
21 District according to layoff ranking. Such employees shall be considered with current employees when  
22 there is an opening in the classification held immediately prior to layoff. Names shall remain on the re-  
23 employment list for two (2) years. Employees will be laid off within classification and by seniority within  
24 that classification.

25  
26 **Section 10.11.**

27 Employees on layoff shall provide the District with their current address and telephone number(s).  
28 Employees may also provide a current email address to the District. All information and preference of  
29 notification method must be provided in writing to the District personnel office. It is the employee’s  
30 responsibility to notify the District in writing of any change in address, phone number(s) or email address.

31  
32 **Section 10.12.**

33 An employee shall forfeit rights to reemployment as provided in Section 10.10 if the employee does not  
34 comply with the requirements of Section 10.11, or if the employee does not respond to the offer of  
35 reemployment within seven (7) calendar days.

36  
37 **Section 10.13.**

38 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other accrued  
39 benefits; provided, that such employee is offered a position substantially equal to that held prior to layoff.



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**ARTICLE XI**

**DISCIPLINE AND DISCHARGE OF EMPLOYEES**

**Section 11.1.**

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public. The employer will remind the employee that they are entitled to union representation should there be any meeting involving discipline or any meeting that could reasonably lead to discipline.

**Section 11.1.1. Progressive Discipline.**

Except in felonious circumstances and where just cause exists, the District may exercise progressive standards of discipline. Depending upon the severity of the offense, discipline may begin at any step. However, if circumstances justify, some steps may be eliminated. Such discipline shall include, but not be limited to, the following steps:

- A. Verbal warning
- B. Letter of reprimand
- C. Suspension without pay
- D. Termination

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

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

**Section 11.2.1.**

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

**Section 11.2.2.**

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

**Section 11.2.3.**

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

**Section 11.3.**

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

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ARTICLE XII

INSURANCE AND RETIREMENT

**Section 12.1.**

**Section 12.2. SEBB.**

The District shall pay the current School Employees Benefit Board (SEBB) base rate for medical coverage each month for each employee who works at least six hundred and thirty (630) hours per year. This amount represents the District paying one hundred percent (100%) of the retiree carve-out for each year.

**Section 12.2.1.**

In addition to the SEBB base rate, the District will contribute thirty (\$30) per month per each FTE into the employee's VEBA account. The District shall pay the maximum premium amount specified in this Section for District-approved basic insurance programs which may include medical, dental, vision, group term life, and group long-term disability insurance coverage. Optional programs may include group long-term disability insurance coverage, VEBA I, cancer insurance, accident insurance, salary insurance and/or supplemental group life insurance.

**Section 12.2.2. School Employees Benefit Board Insurance.**

Annual enrollment for classified employee group insurance programs shall be based upon SEBB timelines. The enrollment of newly employed classified employees shall be completed within the time specified by SEBB.

If State law allows, when both husband, wife, and or registered domestic partner are employed by the District, their combined insurance contributions to be paid by the District may be applied after meeting the requirements of the State law, at their option to a joint insurance plan or two (2) plans rather than two (2) separate plans carried by each individual.

**Section 12.3.**

The District shall provide tort liability coverage for all employees subject to this Agreement.

**Section 12.4.**

The District shall participate appropriately in Washington State Unemployment Compensation Fund requisite to providing unemployment benefits for all employees subject to this Agreement.

**Section 12.5.**

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

**Section 12.6.**

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

1  
2 **Section 12.7 VEBA.**

3 Association members shall vote as a unit each year on the VEBA options available by law. The  
4 Association President will present the results of any such election annually to the Superintendent or  
5 Superintendent’s designee by September 30 of each year.  
6  
7

8  
9 **ARTICLE XIII**  
10  
11 **VOCATIONAL TRAINING**  
12

13 **Section 13.1.**

14 Employees attending training courses required by State regulation or District policy as a condition of  
15 continued employment will be paid by the School District, at the employees' regular hourly rate of pay for  
16 all time in attendance, plus any fee, tuition, or transportation costs. All classified employees shall obtain a  
17 first aid card at the direction of the District. The District will schedule and/or approve the classes in  
18 advance and pay the class fee. The District will also pay the employee(s) for the actual number of hours  
19 required to take the class at the employee(s) current hourly wage. Employees who allow their first aid  
20 certification to lapse, through no fault of the District, may be subject to discipline up to and including  
21 termination.  
22

23 **Section 13.1.1.**

24 Employees hired for a job which requires first aid certification as a condition of employment in the  
25 job posting shall be expected to obtain their initial certification on their own time at their own  
26 expense, unless such training is provided by the District. No employees shall be charged a fee by  
27 the District for any refresher training.  
28

29 **Section 13.1.2.**

30 When travel outside the District boundaries is required, travel time shall be considered as hours  
31 worked. If the total time for the travel and training exceeds the employee’s normal workday, the  
32 supervisor can reschedule the employee’s workload to result in a normal workweek for the  
33 employee.  
34

35 **Section 13.2.**

36 Employees attending training courses or seminars requested by the employee and approved by the District  
37 will suffer no loss of regular salary, if the course requires them to attend on their regular school  
38 employment time, but no salary payment will be made for any time an employee would not have regularly  
39 worked.  
40

41 **Section 13.3.**

42 Transportation must be cleared with the School District management so as to pool rides as much as  
43 possible. Paid transportation expense allowed will be for the lesser of; (A) Normal and reasonable  
44 expenses from the District Administrative Office to the training location and return, or (B) Normal and  
45 reasonable expenses from the employee's principal residence to the training location and return.  
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**ARTICLE XIV**

**ASSOCIATION MEMBERSHIP AND CHECKOFF**

**Section 14.1.**

The District will notify the Association of all new hires within ten (10) working days of the hire date. At the time of hire, the District will inform the new hire of the terms and conditions of this Article. Employees who are members of the bargaining unit will not be required to join the Association.

**Section 14.2. COPE - 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 Association on the Association dues transmittal check. Section 14.3 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 by the Association State Office about the right to revoke the request. The District shall not be obligated to make deductions of any kind under this Section 14 when the deduction would cause the employee's pay to drop below the current Federal or State minimum hourly wage requirement. Once any funds are remitted to the Association, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Association.

**Section 14.3. Checkoff.**

The District shall deduct Association dues, service charges or voluntary political contributions from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The Association shall be responsible for collecting any such written authorizations and furnishing same to the District. The District shall not be obligated to make deductions of any kind under this Section 14 when the deduction would cause the employee's pay to drop below the current Federal or State minimum hourly wage requirement. Once any funds are remitted to PSE, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Association.

**ARTICLE XV**

**GRIEVANCE PROCEDURE**

**Section 15.1.**

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

**Section 15.2. Grievance Steps.**

**Section 15.2.1.**

Employees shall first discuss the grievance with their immediate supervisor and provide a written statement. If employees so wish, they may be accompanied by an Association representative at

1 such discussion. All grievances not brought to the immediate supervisor in accordance with the  
2 preceding sentence within thirty (30) working days of the occurrence of the grievance shall be  
3 invalid and subject to no further processing.  
4

5 **Section 15.2.2.**

6 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding  
7 subsection, the employee shall reduce to writing a statement of the grievance containing the  
8 following:  
9

- 10 A. The facts on which the grievance is based;
  - 11 B. A reference to the provisions in this Agreement which have been allegedly violated; and
  - 12 C. The remedy sought.
- 13

14 The employee shall submit the written statement of grievance to the immediate supervisor for  
15 reconsideration and shall submit a copy to the official in the Administration responsible for  
16 personnel. The parties will have twenty (20) working days from submission of the written  
17 statement of grievance to resolve it by indicating on the statement of grievance the disposition. If  
18 an agreeable disposition is made, all parties to the grievance shall sign it.  
19

20 **Section 15.2.3.**

21 If no settlement has been reached within the twenty (20) working days referred to in the preceding  
22 subsection, and the Association believes the grievance to be valid, a written statement of grievance  
23 shall be submitted within ten (10) working days to the District Superintendent or the  
24 Superintendent's designee. After such submission, the parties will have ten (10) working days  
25 from submission of the written statement of grievance to resolve it by indicating on the statement  
26 of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall  
27 sign it.  
28

29 **Section 15.2.4.**

30 If no settlement has been reached within the ten (10) working days referred to in the preceding  
31 subsection, and the Association believes the grievance to be valid, the employee may demand  
32 arbitration of the grievance. The grievance shall then be submitted to arbitration under the  
33 Voluntary Labor Arbitration Rules of the American Arbitration Association. The Parties agree to  
34 accept the arbitrator's award as final and binding upon them. The parties further agree that the  
35 party, which the judgment is made against, will pay the full cost of the arbitration. Should a  
36 compromise decision be made, costs shall be shared. The arbitrator shall make the decision for  
37 payment if requested by either party.  
38

39 **Section 15.3.**

40 The grievance or arbitration discussions shall take place whenever possible on school time outside of  
41 normal bus run times. The employer shall not discriminate against any individual employee or the  
42 Association for taking action under this Article.  
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**ARTICLE XVI**

**SALARIES AND EMPLOYEE COMPENSATION**

**Section 16.1.**

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall receive an annual statement with the first paycheck of the school term or the first paycheck as a district employee specifying the following items: Exact days of work during the school year (September 1 through August 31), hours of work each day of work, days of holiday, days of vacation, hourly rate of pay, annual salary, and insurance benefit dollar amount for the year.

**Section 16.2.**

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

**Section 16.2.1.**

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article XVII, Section 17.3. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

**Section 16.2.2.**

Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this Agreement if possible, and in any case not later than the second regular payday. In the case of retroactive pay resulting from negotiations pursuant to Article XVII, Section 17.3, such retroactive pay shall be paid on the first regular payday following agreement on such schedule, if possible, and in any case not later than the second regular payday.

**Section 16.2.3.**

The In-House Substitute hourly rate applies to in-District employees who have completed their probationary period and who fill in for another in-District employee who earns a higher (non-probationary) wage. The in-House Substitute hourly rate shall be ninety percent (90%) of Step 1 on Schedule A. In any instance where an employee's Regular wage is more than the In-House Substitute wage, the employee shall continue to earn their regular wage.

**Section 16.2.4.**

In the event that the District utilization of funds is below the State funded amount, the parties will negotiate Schedule A.

**Section 16.3.**

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

**Section 16.4.**

Employees traveling on approved school business will be required to use District vehicles when available. Private automobiles will be used only with the approval of the immediate supervisor. In the event a District vehicle is not available, as determined by the immediate supervisor, employee use of their private vehicle on approved school business will be compensated at the current IRS mileage rate. Provided,

1 however, employees may choose to use their private vehicle in lieu of an available District vehicle with  
2 no compensation for mileage paid by the District.

3  
4 **Section 16.5.**

5 Employees required to remain overnight on District business shall be reimbursed for lodging.  
6 Reimbursement of meals shall be based upon the Washington State Office of Financial Management Per  
7 Diem Meal Rates. Employees may utilize the advance travel account upon prior approval of the  
8 Superintendent.

9  
10 **Section 16.6.**

11 Employees shall be reimbursed by the District any cost not covered by health insurance for physical  
12 examinations, if required by the District or State.

13  
14 **Section 16.7.**

15 Less than full-time employees shall be paid in twelve (12) equal pay checks. Annual hours of  
16 employment, holiday hours, and vacation hours at the hourly rate shall constitute the base figure for  
17 proration into equal segments. Payroll warrants shall be issued to the employee on the last District  
18 workday of each month.

19  
20 **Section 16.8. Driver Shortage Incentive.**

21 During periods of critical need, when the District is concerned about a potential shortage of drivers, the  
22 District may offer the incentive of bus license reimbursement.

23  
24 **Section 16.9. Longevity Recognition.**

25 Employees who have worked fifteen (15) years or more for the Darrington School District and notify the  
26 Superintendent, in writing, of their retirement prior to May 1, will be awarded one hundred dollars (\$100)  
27 per year for each year of service to their final year's annual salary.

28  
29 **Section 16.10. School Nutritional Association Premium.**

30 All food service employees shall receive the following salary premiums effective the first of the month  
31 following verification and receipt in the Personnel Office for the School Nutrition Association  
32 certification so long as the first of the month falls during the student year. Should the certificate be  
33 received and verified after May 31, the pay will become effective the first working day of the following  
34 student year.

35	Level 1	Additional two percent (2%) per hour
36	Level 2	Additional three percent (3%) per hour.
37	Level 3	Additional five percent (5%) per hour.

38  
39 **Section 16.11. Paraeducators Premium.**

40 Paraeducators whose regular required duties are to perform catheterization, toileting and feminine hygiene,  
41 gastrostomy, or diapering of students or Paraeducators whose regular, required duties include primary  
42 responsibility for students with IEP's in formal District behavior support or life skills programs shall  
43 receive a one dollar (\$1.00) per hour premium for all hours worked. No individual shall receive more  
44 than one (1) one dollar (\$1.00) per hour premium under this section. No student shall generate more than  
45 one (1) per hour premium.

- 46
- 47 • Beginning September 1, 2020, all paraprofessionals shall receive salary premiums effective the
- 48 first month following verification and receipt in the Personnel Office for the following



1 certifications so long as the first month falls during the student year. Should the certificate be  
2 received and verified after May 31, the pay will become effective the first working day of the  
3 following student year.

4		
5	Sped Cert	2.5%
6	Advanced Cert	3.0%
7	ELL Cert	2.5%
8		

9 **Section 16.12. Transfer of Previous Experience.**

10 When any employee in a similar occupational status leaves a school district within the State and commences  
11 employment with this District, the employee shall retain the same leave benefits and other benefits that the  
12 employee would have had in this District. Seniority rights shall not be transferred in any manner. Longevity  
13 is fully transferable for salary schedule placement.

14  
15 **Section 16.12.1.**

16 Newly hired employees may petition the District for longevity credit based upon employment  
17 outside of Washington in any school setting. New employees must request such credit and  
18 provide documentation from previous employers demonstrating relevant experience within thirty  
19 (30) days of hire. Upon review of the documentation and understanding the nature of the  
20 experience the District may elect to allow full or partial longevity credit. Appeals may be  
21 addressed to the Superintendent, whose decision shall be final and binding. Decisions shall not be  
22 subject to the grievance procedure.

23  
24  
25  
26 **ARTICLE XVII**

27  
28 **TERM AND SEPARABILITY OF PROVISIONS**

29  
30 **Section 17.1.**

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

32  
33 Schedule A for 2022-2023 shall be increased by 3% plus IPD (8.5% total increase).

34  
35 Schedule A for 2023 – 2024 shall be increased by 2% which encompasses the Implicit Price Deflator  
36 (IPD) unless the Implicit Price Deflator is higher than 2% in which case that higher number shall apply.

37  
38 Schedule A for 2024-2025 shall be increased by 2% which encompasses the Implicit Price Deflator (IPD)  
39 unless the Implicit Price Deflator is higher than 2% in which case that higher number shall apply.

- 40  
41 ○ Compensation for Lead Driver hours will be three dollar (\$3.00) premium above Bus Driver  
42 rate.  
43  
44 ○ Compensation for Driver Trainer hours will be three dollar (\$3.00) premium above Bus Driver  
45 rate.  
46  
47 ○ Compensation for Food Service Lead hours will be three dollar (\$3.00) premium above  
48 Assistant Cook rate.

- Compensation for Facilities Lead hours will be three dollar (\$3.00) premium above the base hourly rate of the person who holds the designation of Facilities Lead.

**Section 17.1.1.**

For each year of this Agreement, the District agrees to pass through the legislatively approved and funded salary increase or the District paid increase, whichever increase is greater.

**Section 17.2.**

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

**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, that this Agreement shall be reopened as necessary to consider the impact of any legislation (State or Federal) enacted following execution of this Agreement which may arguably benefit classified employees.

**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.

**Section 17.5.**

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

**Section 17.6.**

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

**ARTICLE XVIII**

**APPRENTICESHIP**

**Section 18.1.**

All employees enrolled as apprentices by the Washington Public School Classified Employees Joint Apprenticeship and Training Committee (W.P.S.C.E.J.A.T.C.) shall be subject to terms of this Agreement; except that the W.P.C.E.J.A.T.C. shall have jurisdiction to ensure that apprentices successfully complete all requirements of the program as approved and registered with the Washington State Apprenticeship and Training Council.

**Section 18.1.1.**

In the event an apprentice is deemed unsuccessful in completing any or all parts of the approved standards, such apprentice waives contractual recourse through the grievance procedure, Article XV.

1 **Section 18.2.**

2 Employees enrolled as apprentices shall receive the standard rate of pay as specified on Schedule A.

3  
4 **Section 18.2.1.**

5 Upon successful completion of the apprenticeship program, as administered by the  
6 W.P.S.C.E.J.A.T.C., the journey person shall receive the journey rate of pay.

7  
8 **Section 18.2.2.**

9 The journey rate of pay shall be ninety cents (\$0.90) per hour above the standard rate of pay as  
10 designated on Schedule A.

11  
12 **Section 18.3.**

13 Employees shall be responsible for tuition costs associated with college credits and for required books and  
14 materials.

15  
16 **Section 18.4.**

17 Persons employed on the effective date of this Agreement may apply for the apprenticeship program at  
18 any time new enrollees are accepted. Such employees may apply and be accepted on the basis of District  
19 seniority.

20  
21 **Section 18.4.1.**

22 Such employee shall receive partial credit for time worked in the District as by the  
23 W.P.S.C.E.J.A.T.C.

24  
25 **Section 18.4.2.**

26 Participation in the apprenticeship program shall be completely voluntary for employees hired  
27 prior to September 1, 1990.

28  
29 **Section 18.5.**

30 The District and Association shall agree upon apprentice job descriptions within one hundred eighty (180)  
31 days of the effective date of this Agreement. Such descriptions shall conform to state apprenticeship  
32 standards.

33  
34 **Section 18.6.**

35 This Article may be reopened at any time upon mutual agreement of the parties.  
36  
37  
38

39 **ARTICLE XIX**

40 **EVALUATIONS**

41  
42 **Section 19.1. Evaluations.**

43 Evaluations shall be based on job functions included in the position description applicable to the  
44 assignment and specific duties identified by the supervisor consistent with the position description.  
45 Evaluations shall rate the employee on the quality of performance and such ratings shall be used when  
46 considering promotion or reassignment. Deficiencies in performance shall be noted and utilized to  
47 identify needed training and/or establishment of probationary periods.  
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At any time during the work year, if an administrator or supervisor is concerned that an employee’s performance is unsatisfactory, the administrator or supervisor will discuss the performance concerns with the employee and state the performance expectations. The performance concerns will be discussed privately. An employee will not be rated unsatisfactory for performance concerns on their annual evaluation if these were not previously discussed with the employee, except for performance concerns regarding punctuality and attendance.

The employee shall have the right to review the evaluation, seek clarifications and attach comments. Employees will sign the evaluation indicating that they are aware of its contents. The judgment of the supervisor on the quality of performance shall not be the subject of a grievance but procedural matters may be settled utilizing the grievance process.

An employee may be evaluated at any time on District-approved forms, provided, however, each employee shall be evaluated at least once annually by the appropriate District administrator or supervisor. Evaluations shall be done annually for the current school year only. Evaluations for employees who work a two hundred and sixty (260) day contract will be completed by August 31, evaluations for all other employees shall be completed by the last student day. A copy of the signed evaluation shall be provided to each employee.





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**SIGNATURE PAGE**

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

DARRINGTON CHAPTER #1105

BY: signed by Linn Brooks  
Linn Brooks, Chapter President

DATE: 12/09/2022

DARRINGTON SCHOOL DISTRICT #330

BY: Signed by Tracy Franke  
Tracy Franke, Superintendent

DATE: 12/09/2022



VEBA PLAN

Darrington School District (“District”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Benefit Association Trust for Public Employees in the State of Washington (collectively the “Plans”): the **Standard HRA Plan**, which shall be integrated with the Employer’s or another qualified group health plan and to which the Employer shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the **Post-separation HRA Plan** to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer’s or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer agrees to contribute to the Plans on behalf of all employees in the Public School Employees (“Group”) defined as eligible to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans.

**The following selected contribution(s) shall be made during the term of this agreement:**

**Mandatory Employee Contributions:** The District and the Group agree that the Group’s compensation package will be changed such that eligible employees shall receive additional benefits in the form of VEBA Plan contributions equal to twenty six dollars and 50/100 (\$26.50), which shall be calculated and contributed on a monthly basis, and the employee’s salary shall be reduced in an equal amount. Such contributions shall be made on behalf of all group employees defined as eligible and shall be considered and referred to as employer contributions.

**Unused State Allocated Employee Benefit Dollars:** Eligibility for contributions on a monthly basis is limited to employees with unused state allocated employee benefit dollars to their credit after the pooling process has been completed in accordance with RCW 28A.400.270 and 28A.400.280. To be eligible during the term of the Plan, an employee must have unused state allocated employee benefit dollars during the term of this agreement.

**Vacation Leave Contributions – Retirement or Separation from Service:** Eligibility for contributions at retirement or separation from service is limited to employees who retire or separate from service with vacation leave cash-out rights during the term of this agreement.

**Personal Leave Contributions:** Eligibility for contributions is limited to employees who have accumulated <##> days of unused personal leave. To be eligible, an employee must have unused personal leave cash-out rights during the term of this agreement.

**Sick Leave Contributions – Annual:** Eligibility for contributions on an annual basis is limited to employees who have accumulated 180 days (or more if eligible<sup>(1)</sup>) of unused sick leave. To be eligible during the term of this agreement, an employee must have earned at least 180 days of unused sick leave as of the effective date, not including any front loaded days.

**Sick Leave Contributions – Retirement or Separation from Service:** Eligibility for contributions at retirement or separation from service is limited to employees who retire or separate from service with sick leave cash-out rights during the term of this agreement.

**NOTE:** All leave cash out contributions on behalf of each eligible employee shall be based on the cash-out value of leave days or hours accrued by such employee available for contribution in accordance with statute and District policy or procedure. For sick leave cash-outs, it is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with RCW 28A.400.210. If an employee eligible for such sick leave contribution fails to sign and submit such agreement to the District, the District will not make sick leave cash-out contributions to the Plan at any time during the term of this agreement, and any and all excess sick leave which, in the absence of this agreement, would accrue to such employee during the term hereof shall be forfeited together with all cash rights that pertain to such excess sick leave.

**Other Contributions:** (Please specify the employee eligibility and current formula for determining the contribution)

<sup>(1)</sup> Employees whose employment contract exceeds 180 days may accrue sick leave up to their annual contract amount. Such employee groups may consider a higher eligibility threshold for annual sick leave contributions to the VEBA Plan. <sup>(2)</sup> The language in this model agreement assumes the term shall coincide with the employee group’s contract year (i.e. September 1 to August 31).

1  
2 **LETTER OF AGREEMENT**  
3

4 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING  
5 AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF DARRINGTON AND THE  
6 DARRINGTON SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT  
7 TO ARTICLE XVII SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING  
8 AGREEMENT.  
9

10  
11 The Darrington School District and the Public School Employees of Darrington agree that the duties and  
12 responsibilities of BECCA shall be compensated in a stipend as outlined below:  
13

14  
15 An employee required to perform duties and responsibilities for District compliance with Washington  
16 State Truancy (BECCA Bill) and Compulsory Attendance will receive a differential of one thousand five  
17 hundred dollars (\$1,500) for all hours of assigned work requiring BECCA responsibilities. Said pay is  
18 based on up to six hundred (600) hours of work per school year. Said duties and responsibilities include,  
19 but are not limited to, juvenile court requirements, filing and monitoring student records required by law  
20 in order to fulfill the District's statutory and court-ordered obligations. The number of hours of assigned  
21 work requiring increased BECCA responsibilities may be reviewed and adjusted based on the record of  
22 actual hours of authorized work. Authorized hours of work required for BECCA responsibilities in excess  
23 of six hundred (600) hours of work per school year, will be paid a premium of two dollars and fifty cents  
24 (\$2.50) per authorized hour of work.  
25

26  
27 This Letter of Agreement shall become effective upon signature of both parties and shall remain in effect  
28 until August 31, 2025 and shall be attached to the current Collective Bargaining Agreement.  
29

30  
31 PUBLIC SCHOOL EMPLOYEES  
32 OF WASHINGTON/SEIU LOCAL 1948

33  
34 DARRINGTON CHAPTER, #1105

DARRINGTON SCHOOL DISTRICT, #330

35  
36  
37 BY: signed by Linn Brooks  
38 Linn Brooks, Chapter President

BY: signed by Tracy Franke  
Tracy Franke, Superintendent

39  
40  
41 DATE: 12/09/2022

DATE: 12/09/2022  
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Schedule A  
Darrington School District  
September 1, 2023 - August 31, 2024

	A	B	C	D	E	F	G	H	I	J
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1-3 Yrs	4-5 Yrs	6-10 Yrs	11-15 Yrs	16-20 Yrs	21-25 Yrs	26-30 Yrs	30+ Yrs
		In-House	Recog.	Recog.	Recog.	Recog.	Recog.	Recog.	Recog.	Recog.
	Substitute	Substitute	Exp.	Exp.	Exp.	Exp.	Exp.	Exp.	Exp.	Exp.

**CUSTODIAL - MAINTENANCE - GROUNDS**

Custodian	\$21.36	\$24.03	\$26.70	\$27.13	\$27.32	\$27.50	\$27.85	\$28.22	\$28.57	\$28.92
Maintenance	\$25.93	\$29.18	\$32.42	\$32.79	\$32.93	\$33.08	\$33.37	\$33.67	\$33.96	\$34.26
Groundskeeper I	\$21.36	\$24.03	\$26.70	\$27.13	\$27.32	\$27.50	\$27.85	\$28.22	\$28.57	\$28.92
Groundskeeper II	\$22.38	\$25.18	\$27.98	\$28.46	\$28.65	\$28.84	\$29.23	\$29.62	\$30.00	\$30.39
Seasonal Custodian/Groundskeeper I	\$21.36	\$24.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**TECHNICAL**

Lead Technologist	\$30.19	\$33.97	\$37.74	\$38.11	\$38.26	\$38.40	\$38.70	\$38.99	\$39.29	\$39.58
Assistant Technologist	\$19.09	\$21.47	\$23.86	\$24.31	\$24.49	\$24.66	\$25.02	\$25.38	\$25.74	\$26.09
Seasonal Technologist	\$15.71	\$17.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SLPA/COTA	\$30.27	\$34.06	\$37.84	\$38.24	\$38.39	\$38.54	\$38.83	\$39.13	\$39.42	\$39.71
RN	\$30.47	\$34.28	\$38.08	\$38.49	\$38.79	\$39.49	\$40.20	\$40.63	\$40.90	\$41.19
LPN	\$26.17	\$29.44	\$32.71	\$33.06	\$33.32	\$33.90	\$34.52	\$34.90	\$35.13	\$35.38

**TRANSPORTATION**

Mechanic-Driver	\$26.06	\$29.32	\$32.58	\$32.97	\$33.13	\$33.29	\$33.60	\$33.92	\$34.23	\$34.55
Bus Driver	\$21.91	\$24.65	\$27.39	\$27.80	\$27.96	\$28.12	\$28.44	\$28.77	\$29.09	\$29.41
Lead Driver	\$25.02	\$27.76	\$30.50	\$30.91	\$31.07	\$31.23	\$31.55	\$31.88	\$32.20	\$32.53
Non-CDL Driver	\$18.37	\$21.62	\$24.02	\$24.42	\$24.58	\$24.74	\$25.07	\$25.39	\$25.72	\$26.04

**ADMINISTRATIVE ASSISTANT - SECRETARIAL - CLERICAL**

School Secretary	\$22.02	\$24.77	\$27.52	\$27.92	\$28.08	\$28.24	\$28.54	\$28.85	\$29.17	\$29.47
Department Secretary	\$22.02	\$24.77	\$27.52	\$27.92	\$28.08	\$28.24	\$28.54	\$28.85	\$29.17	\$29.47
Clerical Assistant	\$18.22	\$20.50	\$22.78	\$23.20	\$23.38	\$23.55	\$23.89	\$24.23	\$24.57	\$24.91

**FOOD SERVICE**

Kitchen Manager	\$21.47	\$23.57	\$25.71	\$26.14	\$26.32	\$26.49	\$26.83	\$27.18	\$27.52	\$27.86
Assistant Cook	\$18.36	\$20.45	\$22.60	\$23.03	\$23.20	\$23.38	\$23.72	\$24.07	\$24.41	\$24.75
Cashier	\$16.34	\$18.38	\$20.42	\$20.80	\$20.96	\$21.11	\$21.42	\$21.72	\$22.03	\$22.33
Food Service Worker	\$17.18	\$19.33	\$21.48	\$21.91	\$22.08	\$22.25	\$22.60	\$22.94	\$23.28	\$23.63

**PARAPROFESSIONALS**

Paraeducator	\$18.22	\$20.50	\$22.78	\$23.20	\$23.38	\$23.55	\$23.89	\$24.23	\$24.57	\$24.91
Library Media Specialist	\$20.16	\$22.68	\$25.20	\$25.63	\$25.80	\$25.96	\$26.30	\$26.64	\$26.98	\$27.32

\*Compensation for Lead Driver hours will be \$3.00 premium above Bus Driver rate.

\*Compensation for Driver Trainer hours will be \$3.00 premium above Bus Driver rate.

\*Compensation for Food Service Lead hours will be \$3.00 premium above Assistant Cook rate.

\*Compensation for Facilities Lead hours will be \$3.00 premium above the base hourly rate of the person who holds the designation of Facilities Lead.

\* In-House Substitute hourly rate shall be at least 90% of Step 1 on Schedule A.

Schedule A  
Darrington School District  
September 1, 2024 - August 31, 2025

	A	B	C	D	E	F	G	H	I	J
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			1-3 Yrs	4-5 Yrs	6-10 Yrs	11-15 Yrs	16-20 Yrs	21-25 Yrs	26-30 Yrs	30+ Yrs
		In-House	Recog.	Recog.	Recog.	Recog.	Recog.	Recog.	Recog.	Recog.
	Substitute	Substitute	Exp.	Exp.	Exp.	Exp.	Exp.	Exp.	Exp.	Exp.

**CUSTODIAL - MAINTENANCE - GROUNDS**

Custodian	\$22.15	\$24.92	\$27.68	\$28.14	\$28.33	\$28.52	\$28.88	\$29.26	\$29.63	\$29.99
Maintenance	\$26.89	\$30.26	\$33.62	\$34.00	\$34.15	\$34.30	\$34.61	\$34.91	\$35.22	\$35.52
Groundskeeper I	\$22.15	\$24.92	\$27.68	\$28.14	\$28.33	\$28.52	\$28.88	\$29.26	\$29.63	\$29.99
Groundskeeper II	\$23.21	\$26.11	\$29.01	\$29.51	\$29.71	\$29.91	\$30.31	\$30.71	\$31.11	\$31.51
Seasonal Custodian/Groundskeeper I	\$22.15	\$24.92								

**TECHNICAL**

Lead Technologist	\$31.31	\$35.23	\$39.14	\$39.52	\$39.67	\$39.83	\$40.13	\$40.44	\$40.74	\$41.05
Assistant Technologist	\$19.79	\$22.27	\$24.74	\$25.21	\$25.39	\$25.58	\$25.95	\$26.32	\$26.69	\$27.06
Seasonal Technologist	\$16.29	\$18.33								
SLPA/COTA	\$31.39	\$35.32	\$39.24	\$39.66	\$39.81	\$39.96	\$40.27	\$40.57	\$40.88	\$41.18
RN	\$37.38	\$42.00	\$46.67	\$47.62	\$48.10	\$49.08	\$50.08	\$50.58	\$51.10	\$51.61
LPN	\$27.14	\$30.52	\$33.92	\$34.28	\$34.55	\$35.16	\$35.79	\$36.19	\$36.43	\$36.88

**TRANSPORTATION**

Mechanic-Driver	\$27.03	\$30.41	\$33.78	\$34.19	\$34.36	\$34.52	\$34.84	\$35.17	\$35.50	\$35.82
Bus Driver	\$22.72	\$25.57	\$28.41	\$28.83	\$28.99	\$29.16	\$29.50	\$29.83	\$30.17	\$30.50
Lead Driver	\$25.95	\$28.79	\$31.63	\$32.05	\$32.22	\$32.39	\$32.72	\$33.06	\$33.39	\$33.73
Non-CDL Driver	\$19.05	\$22.42	\$24.91	\$25.32	\$25.49	\$25.66	\$26.00	\$26.33	\$26.67	\$27.00

**ADMINISTRATIVE ASSISTANT - SECRETARIAL - CLERICAL**

School Secretary	\$22.83	\$25.69	\$28.54	\$28.95	\$29.11	\$29.28	\$29.60	\$29.91	\$30.25	\$30.56
Department Secretary	\$22.83	\$25.69	\$28.54	\$28.95	\$29.11	\$29.28	\$29.60	\$29.91	\$30.25	\$30.56
Clerical Assistant	\$18.90	\$21.26	\$23.62	\$24.06	\$24.24	\$24.42	\$24.77	\$25.12	\$25.48	\$25.83

**FOOD SERVICE**

Food Service Lead	\$22.27	\$24.44	\$26.66	\$27.11	\$27.29	\$27.47	\$27.82	\$28.18	\$28.54	\$28.90
Assistant Cook	\$19.04	\$21.21	\$23.44	\$23.88	\$24.06	\$24.24	\$24.60	\$24.96	\$25.31	\$25.67
Cashier	\$16.94	\$19.06	\$21.18	\$21.57	\$21.73	\$21.89	\$22.21	\$22.53	\$22.84	\$23.16
Food Service Worker	\$17.82	\$20.04	\$22.27	\$22.72	\$22.90	\$23.07	\$23.43	\$23.79	\$24.15	\$24.50

**PARAPROFESSIONALS**

Paraeducator	\$18.90	\$21.26	\$23.62	\$24.06	\$24.24	\$24.42	\$24.77	\$25.12	\$25.48	\$25.83
Library Media Specialist	\$20.91	\$23.52	\$26.14	\$26.57	\$26.75	\$26.93	\$27.28	\$27.63	\$27.98	\$28.33

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