

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**EAST VALLEY SCHOOL DISTRICT #90**

AND

**PUBLIC SCHOOL EMPLOYEES OF EAST VALLEY (YAKIMA)**

SEPTEMBER 1, 2024 –AUGUST 31, 2028



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

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<http://pseclassified.org>

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1 **DECLARATION OF PRINCIPLES**

2  
3 Participation of employees in the formulation and implementation of personnel policies affecting them  
4 contributes to effective conduct of school business.

5  
6 The efficient administration of the system of public instruction and well-being of employees requires  
7 that orderly and constructive relationships be maintained between the parties hereto.

8  
9 Subject to law and the paramount consideration of service to the public, employee-management  
10 relations should be improved by providing employees an opportunity for greater participation in the  
11 formulation and implementation of policies and procedures affecting the conditions of their  
12 employment.

13  
14 Effective employee-management cooperation requires a clear statement of the respective rights and  
15 obligations of the parties hereto.

16  
17 It is the intent and purpose of the parties hereto to promote and improve the efficient administration of  
18 the District and the well-being of employees within the spirit of the Public Employees Collective  
19 Bargaining Act, to establish a basic understanding relative to personnel policies, practices and  
20 procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

21  
22 **PREAMBLE**

23  
24 This Agreement is made and entered into between East Valley School District # 90 (hereinafter  
25 "District" or "Employer") and the East Valley School District Local Chapter of the Public School  
26 Employees of Washington (hereinafter "Association"), an affiliate of the Public School Employees of  
27 Washington / SEIU Local 1948.

28  
29 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations  
30 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the  
31 parties agree as follows:

32  
33 **ARTICLE I**

34  
35 **RECOGNITION AND COVERAGE OF AGREEMENT**

36  
37 **Section 1.1.**

38  
39 The District hereby recognizes the Association as the exclusive representative of all employees in the  
40 bargaining unit described in Section 1.3, and the Association recognizes the responsibility of  
41 representing the interests of all such employees.

42  
43 **Section 1.2.**

44  
45 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties  
46 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the  
47 Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).



1 **Section 1.3.**

2 The bargaining unit to which this Agreement is applicable is as follows. All classified employees in the  
3 following general job classifications: Paraprofessional, Student Supervision Assistant, Food Service,  
4 Secretarial, Custodial/Grounds/Maintenance, Transportation, School Nurse, Technology Technician,  
5 and Security Officer. Excluded: Central Office Personnel, Supervisors, and Assistant Maintenance  
6 Supervisor. The District will grandfather employees in the job classification of Aides hired prior to  
7 June 1988, so that such employees will retain seniority in the classifications of Paraprofessional and  
8 Student Supervision Assistant.

9  
10 **Section 1.4.**

11 The District will provide the Association with complete job descriptions for all employees subject to  
12 this Agreement.

13  
14 **Section 1.5.**

15 The District will provide the Association President with such amendments, changes, and additions to  
16 job descriptions as they may from time to time occur.

17  
18 **Section 1.6. Definitions.**

19  
20 Workday – Defines any day employee is scheduled to be at work.

21  
22 Business Day – Defines the days East Valley School District Administrative Offices are open for  
23 business.

24  
25 Regular Employee – One who is hired by the employer and who is assigned a regular work schedule.

26  
27 Full-Time Employee – A regular employee who works at least two thousand eighty (2,080) hours per  
28 year.

29  
30 Less Than Full-Time Employee – A regular employee who works less than two thousand eighty  
31 (2,080) hours per year.

32  
33 Substitute Employee – One who is on an approved substitute list and who fills in for a regular  
34 employee. Upon completion of thirty (30) consecutive workdays the substitute employee will be  
35 considered a long-term substitute. The long-term substitute shall not be covered by any of the terms  
36 and provisions of the Agreement, except that such long-term substitute employee shall receive pay at  
37 Step 1 of the salary schedule dependent of the position and a proration of sick leave and personal leave  
38 as provided by this agreement. The substitute employee may be eligible for insurance benefits as  
39 determined by SEBB eligibility requirements. A current sub list will be provided to each building  
40 secretary monthly.

41  
42 Temporary Employee – Employees who are, 1) in non-permanent positions not to exceed the duration  
43 of the regular school year, or 2) in a non-permanent position which is provided by temporary funding,  
44 an increase or change in enrollment. Temporary employees will retain seniority rights for the duration  
45 of their assignment. Temporary employees will be paid based on Schedule A. Temporary employees  
46 assigned to positions that are more than thirty (30) consecutive days shall receive a proration of sick  
47 leave and personal leave as provided by this Agreement. Temporary employees may be eligible for  
48 insurance benefits as determined by SEBB eligibility requirements.



1  
2 Supplemental Employee – An existing hourly employee who is hired to perform services outside of  
3 their regular school day or school year. Supplemental employees will submit a monthly time sheet and  
4 be paid only for the actual scheduled hours worked not to exceed forty (40) hours per week.

5  
6 Summer School Employees – Are considered supplemental employees and are not eligible to utilize  
7 leaves as designated in Article IX of this Agreement.

8  
9 Over Shift – When an employee’s supervisor authorizes an employee to work extended time beyond  
10 their regular shift. In the event an over shift occurs thirty (30) out of forty-five (45) consecutive  
11 workdays, the District will reevaluate the occurrence and modify the practice.

12  
13 Seasonal Employees/Additional Hours - Current employees are encouraged to request to be placed on  
14 the sub list for seasonal employment. Current employees will be considered prior to hiring non-district  
15 employees for seasonal substitute work. Employees being placed on the sub list within their  
16 classification shall be utilized according to Section 10.7.

17  
18  
19 **ARTICLE II**

20  
21 **RIGHTS OF THE EMPLOYER**

22  
23 **Section 2.1.**

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

31  
32 **Section 2.2.**

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

37  
38  
39 **ARTICLE III**

40  
41 **RIGHTS OF EMPLOYEES**

42  
43 **Section 3.1.**

44 It is agreed that the employees in the units defined herein shall have and shall be protected in the  
45 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.  
46 The freedom of such employees to assist the Association shall be recognized as extending to  
47 participation in the management of the Association, including presentation of the views of the  
48 Association to the Board of Directors of the District or any other governmental body, group or

1 individual. The District shall take whatever action required or refrain from such action in order to  
2 assure employees that no interference, restraint, coercion, or discrimination is allowed within the  
3 District to encourage or discourage membership in any employee organization.  
4

5 **Section 3.2.**

6 Each employee shall have the right to bring matters of personal concern to the attention of appropriate  
7 Association representatives and/or the employee's immediate supervisor and, if the matter is not  
8 resolved, other appropriate officials of the District.  
9

10 **Section 3.3.**

11 Employees of the units subject to this Agreement have the right to have Association representatives  
12 present at discussions between themselves and supervisors or other representatives of the District as  
13 hereinafter provided when the employee reasonably believes the discussion might result in disciplinary  
14 action.  
15

16 **Section 3.4. Equal Opportunity and Nondiscrimination.**

17 The District and the Union are committed to a policy of equal employment opportunity. All employees  
18 shall be treated fairly at all times and without regard to race, color religion, sex, age, national origin,  
19 military or marital status, sexual orientation, gender identity, political ideology, genetic information or  
20 disability, and any other basis protected by local, state, or federal law. This applies to all personnel  
21 actions including recruitment, hiring, training, transfer, promotion and demotion, layoff and recall,  
22 compensation and benefits, discipline, termination and all other conditions or privileges of  
23 employment.  
24

25 **Section 3.5. Harassment.**

26 The District is committed to providing a work environment free from unlawful harassment. The  
27 District will not tolerate actions, words, jokes, or comments based on an individual's sex, race,  
28 ethnicity, age, religion, sexual orientation, or any other legally protected characteristic. Any employee,  
29 supervisor, or bargaining unit member engaging in sexual or other unlawful harassment will be subject  
30 to appropriate corrective action up to and including termination of employment.  
31

32 **Section 3.6. Employee Assistance.**

33 If an employee is determined to have been falsely accused of child abuse or sexual misconduct while  
34 carrying out his/her assigned duties, the employee is eligible for the following:  
35

- 36 1. First priority for transfer to a vacant position provided the employee is qualified.
- 37 2. Use of sick leave upon written recommendation by a physician.
- 38 3. The District will offer an Employee Assistance Program.  
39

40 **Section 3.7.**

41 An employee who is threatened with physical harm by any person or group while carrying out assigned  
42 duties shall immediately notify the immediate supervisor or Superintendent, and/or, if necessary, the  
43 appropriate authority. Immediate steps shall be taken, in cooperation with the employee, to provide for  
44 the employee's safety. Precautionary measures for the employee's safety shall be reported to the  
45 Superintendent at the earliest possible time.  
46  
47

1 **Section 3.8. Personnel Files.**

- 2 A. Employees or former employees within two (2) years of termination of employment shall have the  
3 right to inspect all contents of their complete personnel file kept within the District as well as  
4 non-confidential employment references leaving the District. Anyone, at the employee's request,  
5 may be present during this review. Upon request, a copy of any documents contained therein shall  
6 be afforded an employee at no cost. More than one (1) copy will be at cost.  
7
- 8 B. No secret, alternate, or other official personnel file shall be kept anywhere in the District except  
9 supervisors may keep a working file containing observation and evaluation information and  
10 employee discipline. Employees shall, upon request, have the right to inspect all contents of the  
11 working file. A separate file for processed grievances, if any, shall be kept apart from the  
12 employee's personnel file.  
13
- 14 C. Any derogatory material/complaint not discussed or shown to an employee within ten (10) business  
15 days after receipt or completion of any investigation regarding the complaint shall not be allowed  
16 as evidence in any grievance or in any disciplinary action against such employee.  
17
- 18 D. No evaluation, correspondence, or other material making derogatory reference to an employee's  
19 competence, character, or manner shall be kept or placed in the personnel file without the  
20 employee's knowledge and exclusive right to attach his/her own written contents.  
21
- 22 E. All information forming the basis of any employee discipline as outlined in Section 11.1 shall be  
23 limited to matters and events occurring during the previous three (3) years and shall then be  
24 expunged from the personnel file and the working file upon the employee's request. This shall not  
25 pertain to letters of discipline regarding sexual misconduct or harassment which may remain in the  
26 employees file indefinitely.  
27

28 **Section 3.9. Surveillance Camera.**

29 All bargaining unit members are advised that their behavior and conduct while on duty may be subject  
30 to monitoring by supervisory personnel.  
31

- 32 • Surveillance cameras are intended as a security device for the East Valley School District to  
33 deter potential malicious activities in and around the School District property. Surveillance  
34 cameras are not intended to be used as a tool to evaluate employee performance.  
35
- 36 • Employees may be subject to disciplinary action if they are observed during their work shift to  
37 be doing something inappropriate or that is in direct violation of the School District policy. Any  
38 behavior that may be observed on a recording, that may be inappropriate or may violate policy,  
39 will be addressed in accordance with procedures outlined in the collective bargained  
40 Agreement.  
41

42 **Section 3.10. Public Disclosure.**

43 Nothing in this Agreement precludes the District from providing documents in accordance with public  
44 disclosure laws. The District shall notify the employee and the Union prior to the release of any  
45 requested record. Employees shall have four (4) business days to notify the District if they plan to file  
46 an injunction blocking the request.  
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**ARTICLE IV**

**RIGHTS OF THE ASSOCIATION**

**Section 4.1.**

The Association has the right and responsibility to represent the interests of all employees in the bargaining unit; to present their views to the District on matters of concern, either orally or in writing; and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit.

**Section 4.2.**

The Association shall promptly be notified by the District of any disciplinary actions of any employee in the bargaining unit in accordance with the provisions of Articles XV and XI. The Association is entitled to have an observer at hearings conducted by any District official or body arising out of grievance and to make known the Association's views concerning the case.

**Section 4.3.**

The Employer shall follow RCW 41.56.035 and 41.56.037 and provide PSE in an editable digital file format to [membership@pseofwa.org](mailto:membership@pseofwa.org) of all newly hired bargaining unit employees within twenty-one (21) business days from the date of hire in an appropriate bargaining unit and every one hundred twenty (120) days for all employees in an appropriate bargaining unit.

**The information will include:**

The employee's name; salary or rate of pay; work location; date of hire; and, if a change in position, the new position start date.

The employee's available contact information, which may include:

- Cellular, home, and work telephone numbers.
- Work and personal email addresses.
- Home address or personal mailing address.
- The employee's job title
- Employee ID or unique identifier.

**Section 4.4.**

The Association reserves and retains the right to delegate any right or duty contained herein, within the scope of statute, to appropriate officials of the Public School Employees of Washington/SEIU Local 1948 State Organization.



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**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 and working conditions of employees in the bargaining unit subject to this Agreement.

**Section 5.2.**

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

**ARTICLE VI**

**ASSOCIATION REPRESENTATION**

**Section 6.1.**

The Association representatives shall represent the Association and employees in meeting with officials of the District to discuss appropriate matters of mutual interest. They may receive and investigate to conclusion complaints or grievances of employees on District time as long as it does not negatively impact the Association representative's regular work without prior approval of supervisor, and thereafter advise employees of rights and procedures outlined in this Agreement and applicable regulations or directives for resolving the grievances or complaints. They may not, however, continue to advise the employee on courses of action after the employee has indicated that he does not desire to pursue a grievance. This does not, however, preclude the Association's right to pursue the matter to conclusion. They may consult with the District on complaints without a grievance being made by an individual employee.

**Section 6.2.**

Visitation rights shall be granted to the designated representative of the Public School Employees of Washington to visit with employees in the appropriate bargaining units for purposes of grievance procedures and/or general information data. The visiting delegate shall notify the School District of their arrival. Such visits shall not disrupt the normal operation of the school.

**Section 6.3. Labor Management Committee.**

The Labor Management committee is designed to allow the parties to meet at mutually scheduled times to discuss appropriate matters that do not require negotiations. The committee shall consist of the Association President and up to four (4) members chosen by the Association and up to four (4) management representatives chosen by the District. Committee meeting times shall be mutually agreed upon between the parties.

**Section 6.4. Equity, Diversity, and Inclusion.**

Members of the Labor Management Committee will attend at least two (2) workshops on topics related to workplace equity, diversity, and/or inclusion. The workshops are intended to increase skill and awareness on hidden bias, cultural competency, and leadership skills. The Committee will be an

1 integral part in promoting a workplace where each employee is a part of a just work environment  
2 where the value of diversity and inclusion are understood and advanced to include the impact of biases  
3 in the workplace. The Committee will further review all policies and procedures that pertain to  
4 discrimination, harassment, equity, and inclusion, provide input on existing education modules and  
5 recommendations for further workshops related but not limited to equity, diversity, and inclusion. The  
6 workshops, planning groups and discussions will be on paid time for all Committee members.  
7  
8

## 9 ARTICLE VII

### 10 HOURS OF WORK AND OVERTIME

#### 11 **Section 7.1.**

12 Each employee shall be assigned to a definite shift with designated times of beginning and ending.  
13

##### 14 **Section 7.1.1.**

15 By January 1, 2022, the District will provide each employee access to a workstation or other  
16 device to use for communication on the District email system.  
17  
18

#### 19 **Section 7.2. Alternative Work Schedule.**

20 During summer vacation, winter holiday vacation and spring break vacation, scheduled employees  
21 may request to meet with supervisor to discuss alternative work schedules not to exceed forty (40)  
22 hours per week.  
23  
24

#### 25 **Section 7.3.**

26 All employees who work a shift containing four (4) successive hours shall be entitled to a fifteen (15)  
27 minute break near midway in the four (4) hour period. Employees whose shift consists of five (5)  
28 consecutive hours or more shall be entitled to a thirty (30) minute meal period. Employees whose shift  
29 consists of at least six (6) hours shall be entitled to two (2), fifteen (15)-minute breaks, both of which  
30 shall occur as near the middle of each half shift as practicable. Employees may not waive their right to  
31 a rest period pursuant to RCW 49.12, WAC 296-126-092. This does not preclude the District from  
32 modifying the timing of breaks and meal period based on needs of the District.  
33

#### 34 **Section 7.4.**

35 A standard workweek shall consist of five (5) consecutive days, Monday through Friday, followed by  
36 two (2) consecutive days of rest, Saturday and Sunday; provided however, the District may assign an  
37 employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive  
38 days of rest. This does not preclude the District from modifying the employee's day based on needs of  
39 the District.  
40

#### 41 **Section 7.5.**

42 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be  
43 changed without prior notice to the employee of three (3) calendar weeks; provided, however, this  
44 notice may be waived by the employee. The employer may waive the three (3) calendar week notice  
45 for emergency purposes. The District Security Officer position is an exception to this requirement and  
46 every attempt will be made to develop a schedule at least one (1) week in advance.  
47

1 **Section 7.6.**

2 The normal shift for Custodial, Maintenance, and Grounds employees shall consist of eight (8) hours  
3 excluding a thirty (30) minute duty-free lunch period as near the middle of the shift as is practicable,  
4 also including a fifteen (15) minute first half rest period and a fifteen (15) minute second half rest  
5 period, both of which rest periods shall occur as near the middle of each half shift as is practicable.  
6 This does not preclude the District from modifying the hours based on needs of the District.

7  
8 **Section 7.7.**

9 Each bus driver's a.m. shift, mid-day shift and p.m. shift shall consist of a minimum of two (2) hours  
10 of work.

11  
12 **Routes:**

- 13  
14 A. For routes that are 1.75 hours or less, pre-and post-trip duties and any additional work needed  
15 will be part of the two (2) hours minimum.  
16  
17 B. For routes that are more than 1.75 hours, Driver shall receive fifteen (15) minutes per route for  
18 pre-and post-trip duties.  
19  
20 C. All drivers will receive fifteen (15) minutes per day for cleaning duties.  
21

22 **Trips:**

- 23  
24 A. Any trips with a departure and return time within the workday (6:00 a.m. to 5:00 p.m.), Driver  
25 will receive fifteen (15) minutes for pre-and post-trip duties.  
26  
27 B. Any trips with a departure or return time outside of the workday (6:00 a.m. to 5:00 p.m.),  
28 Driver will receive thirty (30) minutes for pre-and post-trip duties.  
29  
30 C. For any trips conducted on non-school days, Driver will receive forty-five (45) minutes for pre-  
31 and post-trip duties.  
32  
33 D. All Drivers will receive fifteen (15) minutes per trip for cleaning duties.  
34

35 **Section 7.8. Definition and Posting of Trips:**

- 36 A. Trips are placed in one of six categories:

- 37  
38 1. Regular trips: Any trip taken within a school day Monday-Friday.  
39  
40 2. Weekend trips: Any trip taken on a weekend.  
41  
42 3. Two (2) hours or less: Any trip taken on a school day, which generates two (2) hours or  
43 less.  
44  
45 4. Overnight trips: Any trip taken which requires the Driver to stay overnight prior to  
46 returning to the District.  
47

1 5. Last minute trips: Trips that need to be assigned within twenty-four (24) hours or less of  
2 trip date and departure time.

3  
4 6. Drop and return trip: Drop students at a site and driver returns to the District. Drop and  
5 return trips shall be limited to the following:

- 6  
7 a) Trips within the School District boundaries.  
8 b) Trips outside the School District boundaries that enable Drivers to return to the  
9 District to complete regular routes.  
10 c) Trips no more than ten (10) miles outside School District boundaries.

11  
12 B. At the beginning of the school year all Drivers' names are put in order by seniority in each  
13 category to begin the rotation.

14  
15 C. Each trip is issued a post date and a pull date and arranged in order of category, date, and time.  
16 Each driver is responsible for checking the board daily for trip postings. A Driver may sign up  
17 for any trip.

18  
19 D. Assignment of trips is based on the Driver's placement on the rotation schedule for the  
20 category and status of other trips already assigned each Driver. Drivers with multiple job  
21 classifications shall be allowed to take up to two (2) unpaid shifts per school year for trips as  
22 long as a substitute is secured. Driver must indicate by number their preference or otherwise it  
23 will be assumed there is no preference.

24  
25 E. If a Driver declines a trip which has been assigned to them, they will be placed at the bottom of  
26 the rotation. The declined trip will be re-posted to be reassigned.

27  
28 F. If a trip is canceled, the Driver will retain their position in rotation. No special trip assignment  
29 consideration will be given to the Driver of a cancelled trip.

30  
31 G. If a trip date or time is changed after the trip has been assigned and the Driver assigned to the  
32 trip cannot take the trip, the Driver will not be penalized and will remain in rotation.

33  
34 H. The District will strive to provide a two (2) week notice for trips.

35  
36 **Section 7.9.**

37 The Transportation Supervisor shall prepare and maintain a list of "eligible" Drivers for trips. A Driver  
38 shall be considered "eligible" when they have been hired as a regular employee. All such "eligible"  
39 Drivers shall be included on the list, provided: 1) the Driver has not requested to be deleted, or 2) the  
40 supervisor has disqualified a Driver with a written explanation of the disqualification. The supervisor  
41 or designee shall assign trips on an equitable rotating basis from the list. The supervisor and/or  
42 Superintendent retain the responsibility and the authority to deviate from the rotation sequence. The  
43 bargaining unit may request a written or oral explanation for such a deviation.

44  
45 **Section 7.9.1.**

46 Only classified personnel shall be eligible for trips; provided, however, in an emergency  
47 situation where no classified Drivers are available, the District may select qualified Drivers  
48 from outside the bargaining unit. The District may contract out to a charter service up to five



1 (5) buses per year. See Board Policy 6630. On a case-by-case basis, upon mutual agreement,  
2 charter trips that are taken because no eligible Drivers are available will not count as part of the  
3 five (5) charter service allotment.  
4

5 **Section 7.9.2.**

6 When more than one (1) van is needed to transport students to the same event, one (1) of the  
7 vans will be driven by a current bargaining unit Driver, provided a bargaining unit Driver is  
8 available.  
9

10 **Section 7.10. Trip Compensation.**

11 Drivers will receive regular pay for actual duty hours worked with overtime pay for duty hours  
12 exceeding forty (40) hours per week. Duty hours include drive time and standby time at the event.  
13 Standby time is the time that a Driver is expected to be available as determined by the person(s) in  
14 charge of the trip. For overnight trips, this does not include sleep time or off duty time after the time  
15 the driver is informed that they are off duty.  
16

17 Drivers on overnight trips will be contracted at the employee's hourly rate of pay for at least the  
18 minimum hours specified on the trip request form. A minimum of five (5) hours pay will be provided  
19 for "non-driving" days on an overnight trip. ("Non-driving" is a day when the Driver is not driving  
20 from Yakima or to Yakima). Drivers will be reimbursed for meals and lodging not already provided by  
21 trip sponsors based on District policies and procedures pertaining to reimbursement.  
22

23 **Section 7.11.**

24 It is mutually agreed where extended travel (eight [8] hours or more) and expenses to the employee are  
25 involved, the employee will be reimbursed for meals as per District policies and procedures pertaining  
26 to reimbursement if meals are not provided by the trip sponsor.  
27

28 **Section 7.12.**

29 Bus Drivers shall be compensated at the employee's base hourly rate for the duration of the time spent  
30 in the repair of their buses. One (1) hour minimum.  
31

32 **Section 7.13. Overtime.**

33 All hours worked in excess of forty (40) hours per week shall be compensated at the rate of one and  
34 one-half (1½) times the employee's base hourly rate.  
35

36 **Section 7.13.1.**

37 Employees called back for special service on a regular workday or called on the sixth (6th) or  
38 seventh (7th) consecutive day shall receive no less than two (2) hours pay per call at the  
39 appropriate rate.  
40

41 **Section 7.14. School Delay or Closure.**

42 If an employee's workday is less time than regularly scheduled, as a result of a school delay or  
43 cancellation, employees shall have the following options:  
44

45 **Delayed Start:**

46 We expect all employees to report to work at their regular time if they are able to safely arrive at work.  
47  
48

1 For any missed time, all employees may choose one or any combination of the following options:

- 2
- 3 A. The employee may accept a deduction of pay for the unworked hours.
- 4 B. The employee may have the time deducted from emergency or personal leave.
- 5 C. Full-time employees may request a deduction in his/her vacation leave.
- 6 D. Work additional hours at a later date, within the pay period, as approved by the supervisor.
- 7

8 **Cancellation of School:**

9 *Full-Time Employees* - We expect full-time employees to report to work at their regular time if they  
10 are able to safely arrive at work.

11

12 For any missed time, all employees may choose one or any combination of the following options:

- 13
- 14 A. The employee may accept a deduction of pay for the unworked hours.
- 15 B. The employee may have the time deducted from emergency or personal leave.
- 16 C. The employee may request a deduction in his/her vacation leave.
- 17 D. Work additional hours at a later date, within the pay period, as approved by the supervisor.
- 18

19 *Part-Time Employees* - are not expected to work and the day missed will be made up at a later time  
20 during the year.

21

22 **Section 7.15. Training New/Existing Employees.**

23 A training plan will be created for each new employee or existing employee in a new assignment. The  
24 plan will include not more than three (3) days of paid training with a current employee selected by  
25 management. Training will take place prior to the employee being placed in a position.

26

27

28 **ARTICLE VIII**

29

30 **HOLIDAYS AND VACATIONS**

31

32 **Section 8.1. Holidays.**

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

- 34
- 35 1. New Year's Day
- 36 2. Martin Luther King's Birthday
- 37 3. President's Day
- 38 4. Memorial Day
- 39 5. Juneteenth
- 40 6. Independence Day
- 41
- 42 7. Labor Day
- 43 8. Veterans' Day
- 44 9. Thanksgiving Day
- 45 10. American Heritage Day
- 46 11. Day before Christmas
- 47 12. Christmas Day
- 48

42 **Section 8.1.1. Unworked Holidays.**

43 Eligible employees shall receive pay equal to their normal work shift at their base rate in effect  
44 at the time the holiday occurs. An employee who is on the active payroll on the holiday and has  
45 worked either their last scheduled shift preceding the holiday or their first scheduled shift  
46 succeeding the holiday, and is not on leave of absence, shall be eligible for pay for such  
47 unworked holiday. An exception to this requirement will occur if the employee can furnish  
48 proof satisfactory to the District that because of sick leave or family illness leave as defined in

1 Section 9.3, they were unable to work on either of such shifts, and their absence previous to  
2 such holiday by reason of such illness has not been longer than thirty (30) regular workdays.

3  
4 **Section 8.1.1.1.**

5 When the holidays listed in Section 8.1 fall on a Saturday, they will be observed on the  
6 preceding Friday. When the holiday falls on a Sunday, they will be observed on the  
7 following Monday.

8  
9 **Section 8.1.2. Worked Holidays.**

10 Employees who are required to work on the above-described holidays shall receive their  
11 regular pay for the holiday and one and one-half (1½) times their normal rate of pay for all  
12 additional hours worked.

13  
14 **Section 8.2. Vacations.**

15 Vacations shall consist of five (5) working days after one (1) year of service; and ten (10) working  
16 days after two (2) years of service. Each employee covered by this Agreement shall be entitled,  
17 following ten (10) years of employment, to fifteen (15) days paid vacation. Following fifteen (15)  
18 years of experience, each full-time employee shall be entitled to one (1) additional day of paid vacation  
19 each year to a maximum of twenty (20) days.

20  
21 Employees will be eligible to use vacation time beginning with September 1, following their hire date.  
22 The calculation of the amount of vacation available to new hires beginning with September 1 after  
23 their hire date, is the pro-rated amount generated from their initial hire date until August 31.

24  
25 On September 1 of the following year of employment, employees will receive the full vacation credit  
26 as stated in Section 8.2 of the CBA.

27  
28 Employees may carry a maximum of five (5) vacation days from the preceding year. (In any given  
29 year, an employee would have no more vacation days than their allocation for the year plus five [5]  
30 days from the previous year.) Any days in excess of the limit on September 1, shall be lost.

31  
32 **Section 8.2.1.**

33 Vacations shall be scheduled at the request of the employee unless such vacation would disrupt  
34 the normal operation of the School District. Such vacation must be approved by the employee's  
35 immediate supervisor.

36  
37 **Section 8.2.2.**

38 Less than full-time employees shall receive vacation prorated as per the full-time employee  
39 vacation schedule (Section 8.2), e.g., one hundred eighty (180)-day employees shall receive  
40 180/260 of the full-time employee vacation at the same experience step.

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**ARTICLE IX**

**LEAVES**

**Section 9.1. Leave For Illness, Injury and Emergency.**

- A. Each employee shall receive twelve (12) days sick leave per year. Employees working less than one hundred and eighty (180) days shall receive sick leave in the same ratio as the number of days worked is to one hundred and eighty (180). Each employee’s full yearly allocation of sick leave shall be granted on September 1 of each year. Sick leave benefits shall be paid on the basis of the basic hourly rate applicable to the employee's normal daily work shift at the time sick leave is taken; 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 his/her 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. After five (5) consecutive days, the District may require a verification statement from a healthcare provider as defined by law, physician, or other health care practitioner. Any employee or former employee using more sick leave than they have available is obligated to reimburse the District for any overpayment existing at the end of the year.
- B. Substitute employees shall accumulate sick leave based upon actual hours worked in the District and in accordance with Washington State law.
- C. Leave for emergency may be granted due to a problem that has been suddenly precipitated or is unplanned, or where pre-planning could not relieve the necessity for the employee’s absence. Emergency leave shall be deducted from sick leave.

**Section 9.1.1.**

Employees are eligible for sick leave cash out in accordance with RCW 28A.400.210. Sick leave cash out will not be paid in any budget year that has a general fund reduction because of double levy loss.

**Section 9.1.2.**

Donation of leave to co-worker: Classified employees leave sharing will be administered in compliance with RCW 28A.400.380 and WAC 392-136A. All donated leave will be given voluntarily. Such donations will remain confidential.

**Section 9.2. Washington State Paid Family Leave (PFML).**

The District shall notify employees about the benefits available under Paid Family and Medical Leave (PFML) benefits allowed by law, in a place customarily used to post other employee-related notices. Employees will be required to file a claim for PFML benefits with the Employment Security Division (ESD) at the following email address: [paidleave.wa.gov/get-ready-to-apply](mailto:paidleave.wa.gov/get-ready-to-apply). All payments will come from the ESD.



1 Employees will be required to contact the Employment Security Guidelines to determine the amount of  
2 leave available. To qualify for PFML, meet minimum hours required in employment in Washington  
3 State during the qualifying period Employment Security will determine the employee’s eligibility and  
4 benefits. Employees should go to [esd.wa.gov/paid-family-medical-leave/benefits](https://esd.wa.gov/paid-family-medical-leave/benefits) or  
5 [www.paidleave.wa.gov](https://www.paidleave.wa.gov) for all information pertaining to this leave. The District and employees shall  
6 pay premium costs as per state law.

7  
8 **Section 9.2.1 Family Medical Leave (FMLA).**

9 The District shall follow the current federal law as to the qualifications and implementations of  
10 FMLA. The most current and official information about FMLA can be obtained directly from  
11 the Department of Labor website: [dol.gov/general/topic/benefits-leave/FMLA](https://dol.gov/general/topic/benefits-leave/FMLA).

12  
13 **Section 9.3. Bereavement Leave.**

14 In the event of a death of a family member, (See definition in Article IX, Sec. 9.3 below) five (5) days  
15 of leave at full pay shall be granted. In the event of a death of a friend, three (3) days of leave with full  
16 pay shall be granted. This shall not be deducted from sick leave. Additional days or exceptions to this  
17 Section may be granted by the Superintendent. Such additional days shall be deducted from sick leave.

18  
19 **Section 9.4. Family Illness Leave.**

20 Each employee shall be granted three (3) days paid leave per year for family illness of members of the  
21 employee's immediate household. An employee is authorized to utilize sick leave for the following  
22 reasons (reference RCW 49.46.210): To provide care for a family member with mental or physical  
23 illness, injury, or health condition; care of a family member who needs medical diagnosis, care or  
24 treatment of a mental or physical illness, injury or health conditions; or care for a family member who  
25 needs preventative medical care needed to provide care for a family member with a mental or physical  
26 illness, injury, or health condition. Family means any of the following:

- 27
- 28 A. A child, including a biological, adopted, or foster child, stepchild, or child to whom the  
29 employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or  
30 dependency status.
- 31 B. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee  
32 or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis  
33 when the employee was a minor child.
- 34 C. A spouse.
- 35 D. A registered domestic partner.
- 36 E. A grandparent.
- 37 F. A grandchild.
- 38 G. A sibling.

39  
40 After three (3) consecutive days the District may require a verification statement from a physician or  
41 other practitioner.

42  
43 **Section 9.5. Personal Leave.**

44 Each school year, three (3) days of personal leave shall be granted each employee. Personal leave may  
45 be accumulated up to six (6) days. Application for personal leave must be submitted three (3)  
46 workdays in advance except in emergencies. Approval for personal leave will be based on the  
47 District’s ability to obtain adequate staffing.



1 At the end of the school year, the employee may cash out up to five (5) days at the employee’s current  
2 per diem rate.

3  
4 **Section 9.6. Jury Duty Leave.**

5 A. Leaves of absence with pay shall be granted for jury duty at the employee’s normal rate of pay.  
6 The employee shall notify the District when notification to serve on jury duty is received.

7  
8 B. Any meal or mileage reimbursement shall be retained by the employee.

9  
10 **Section 9.7. Subpoena Leave.**

11 A. Leaves of absence with pay shall be granted when an employee is subpoenaed to appear in court.  
12 Except for subpoenas for personal matters (i.e., divorce, personal lawsuit, bankruptcy, etc.) If any  
13 witness fees are paid, that amount shall be deducted from the employee's regular pay.

14  
15 B. Any meal or mileage reimbursement shall be retained by the employee.

16  
17 **Section 9.8. Military Leave.**

18 A. Every officer and employee of the state or of any county, city, or other political subdivision thereof  
19 who is a member of the Washington National Guard or of the Army, Navy, Air Force, Coast  
20 Guard, or Marine Corps Reserve of the United States, or of any organized reserve or armed forces  
21 of the United States shall be entitled to and shall be granted military leave of absence from such  
22 employment for a period not exceeding twenty-one (21) days during each year beginning October 1  
23 and ending the following September 30. Such leave shall be granted in order that the person may  
24 report for active duty, when called, or take part in active training duty in such manner and at such  
25 time as he or she may be ordered to active duty or active training duty. Such military leave of  
26 absence shall be in addition to any vacation or sick leave to which the officer or employee might  
27 otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During  
28 the period of military leave, the officer or employee shall receive from the state, or the county, city,  
29 or other political subdivision, his or her normal pay. RCW 38.40.060.

30  
31 B. Upon return from leave, the employee shall be placed in the position last held or a similar position  
32 in the District. Military leave of absence is construed as regular service in regard to salary  
33 increments.

34  
35 **Section 9.9. Extended Unpaid Leave of Absence.**

36 Upon recommendation of the immediate supervisor through administrative channels to the  
37 Superintendent, and upon approval of the Board of Directors, an employee may be granted an extended  
38 unpaid leave of absence for a period not to exceed one (1) year.

39  
40 **Section 9.10. Return From Leave.**

41 The returning employee will not necessarily be assigned to the identical position occupied before the  
42 leave of absence. However, provided a vacancy exists for which the employee is qualified, the  
43 employee shall be reinstated to a position equivalent in duties and salary to that held at the time the  
44 request for leave of absence was approved.

45



1 **Section 9.11. Retention of Benefits.**

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

5  
6 **Section 9.12. Unpaid Leave.**

7 An employee may request the District to grant them up to three (3) days of unpaid leave when a  
8 situation necessitates leave in excess of the employee’s accumulated personal leave. This leave will be  
9 granted by the Superintendent if coverage is available, however, leave will not exceed the five (5)  
10 consecutive days of combined personal leave and unpaid leave.

11  
12 **Section 9.13. Faith or Conscience Leave.**

13 Employees are entitled to two (2) unpaid holidays per calendar year for a reason of Faith or  
14 Conscience as defined by applicable RCW’s (reference RCW 1.16.050, RCW 43.41.109, and WAC  
15 82-56-030). Employee’s desiring to take the two (2) unpaid holidays may select the holidays they  
16 desire off after consultation with the District and the District may deny the request if the employee’s  
17 absence would impose an undue hardship on the District or the employee is necessary to maintain  
18 public safety.

19  
20 **Section 9.14. Domestic Violence Leave.**

21 RCW 49.76 allows victims of domestic violence, sexual assault, or stalking to take reasonable leave  
22 from work to take care of legal needs and obtain health care. Such leave will be with or without pay at  
23 the employee’s discretion. In the event the employee elects to take the leave with pay such pay will be  
24 drawn from the employee’s available leave balance. Employees may also take reasonable leave to help  
25 a family member obtain needed treatment or services. In addition to the definition of “family member”  
26 in Article IX, Section 9.3, this section shall include any dating partner, domestic partner, significant  
27 other, or other person whom the employee is dating. To the extent possible, Employees shall give the  
28 District advance notice of the Employee’s intention to take leave, and the District may require that the  
29 request for leave be supported by verification of the need for leave.

30  
31  
32 **ARTICLE X**

33  
34 **PROBATION AND SENIORITY**

35  
36 **Section 10.1.**

37 The seniority of an employee in the bargaining unit shall be established as of the date on which they  
38 report to work for full time employment (hereinafter "hire date") unless such seniority shall be lost as  
39 hereinafter provided. Seniority of employees with identical hire dates shall be determined, within the  
40 group, by a number drawing. The number one (1) represents the most senior position within the group.  
41 The order of draw shall also be determined by a numbered draw. The employer shall conduct the  
42 drawing with all the involved employees present unless an individual employee chooses not to attend.

43  
44 **Section 10.2.**

45 Each new hire shall remain in a probationary status for a period of not more than ninety (90) school  
46 days following the hiring date. During this probationary period, the District may discharge such  
47 employee at its discretion.



1 **Section 10.3.**

2 At the end of the probationary period, the employee will be subject to all rights and duties contained in  
3 this Agreement retroactive to their hire date.

4  
5 **Section 10.4.**

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

- 7
- 8 A. Resignation.
- 9 B. Discharge for any reason contained in this Agreement.
- 10 C. Retirement.
- 11 D. Completion of temporary position.
- 12 E. Change in job classifications within the bargaining unit, as hereinafter provided.

13  
14 **Section 10.5. Seniority rights shall Not be lost for the following reasons, without limitation:**

- 15 A. Time lost by reason of industrial accident, industrial illness, or jury duty.
- 16 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the  
17 United States.
- 18 C. Time spent on other authorized leaves of absence, not to exceed one (1) year.

19  
20 **Section 10.6.**

21 Seniority rights shall be effective within the general job classification. As used in this Agreement,  
22 general job classifications are those set forth in Article I, Section 1.3.

23  
24 **Section 10.7.**

25 The employee with the earliest hire date shall have preferential rights regarding shift selection,  
26 vacation periods and special services including overtime. The employee with the earliest hire date shall  
27 have preferential rights regarding promotions, assignment to new or open positions, and layoffs when  
28 ability and performance are equal with junior employees or other candidates being considered for a  
29 position. If the District determines the seniority rights should not govern because a junior employee or  
30 other candidate possesses ability and performance greater than a senior employee or senior employees,  
31 the District shall set forth in writing, if requested, to the employee or employees and the organizations’  
32 grievance committee chairman its reasons why the senior employee or employees have been bypassed.

33  
34 **Extra Work for Paraeducators and Secretaries**

35 Building specific work that requires additional hours or overtime, will be awarded based upon  
36 building, department, and/or grade level seniority. In-building seniority is based on an individual’s  
37 overall, District-wide seniority date in relation to individuals in the same general job classification  
38 within a specific building. For the purpose of kindergarten orientation only, the District shall be  
39 permitted to award up to seven (7) hours per year to Paraeducators who work or are expected to work  
40 directly with kindergarten classes. Should a situation arise where the District feels it is necessary to  
41 award additional hours to a specific group of Paraeducators or Secretaries, the District will seek  
42 permission to do so by providing the President with a proposal for consideration of the Chapter.

43  
44 **Section 10.7.1.**

45 Except as hereinafter provided regarding Driver overtime, Bus Drivers with the earliest hire  
46 date shall have preferential rights to over-shift (extra) time except when it creates overtime. If  
47 all contracted Drivers have worked forty (40) hours, then over shift time will be assigned by  
48 seniority. Overtime will be allowed for Bus Drivers transporting their assigned bus to and from





1 the co-op for maintenance or other repair facility or when no contracted Driver is available.  
2 Extracurricular and field trips will not be affected by the overtime, provided further overtime  
3 shall be allowed for employees working on seat repair or other occasional job when a particular  
4 skill or ability is required.

5  
6 **Section 10.7.1.1. Bumping Rights.**

7 In the event of a reduction within the Transportation Department of fifteen (15) minutes  
8 or more the affected Driver will have the opportunity to displace a junior Driver to  
9 recapture time lost.

10  
11 **Section 10.7.2.**

12 If a Custodian is required to open a building on a weekend, seniority among that building's  
13 Custodians will be applied.

14  
15 **Section 10.7.3.**

16 If a Custodian is requested to respond to an emergency, selection of the responding employee  
17 will be determined by the District and based on proximity and response time.

18  
19 **Section 10.8.**

20 An employee who changes job classifications within the bargaining unit shall retain their hire date in  
21 the previous classification for a period of one (1) year, notwithstanding that he has acquired a new hire  
22 date and a new classification.

23  
24 **Section 10.9.**

25 The District shall publicize within the bargaining unit the availability of open positions as soon as  
26 possible after the District has determined an opening exists. During the academic year, positions will  
27 be posted in the District office and individual buildings, and on the District website. During academic  
28 breaks, positions will be posted in the District office and on the District website. If an employee wishes  
29 to be notified of positions that become available during the summer, the employee shall notify the  
30 District office prior to the end of the school year in writing, including a summer address.

31  
32 **Section 10.10.**

33 If a position has been posted and not filled from within the classification, the qualified applicants, as  
34 determined by the District shall be granted an interview along with all appropriately qualified out-of-  
35 district candidates.

36  
37 **Section 10.11.**

38 Any temporary position filled for ninety (90) accumulated school days shall be posted as an open or  
39 vacated position pursuant to Article X. The District retains the option to list the position as “temporary  
40 position will cease should assigned student(s) leave the District.”

41  
42 **Section 10.12. Layoff.**

43  
44 **Section 10.12.1.**

45 Layoff shall be defined as a necessary reduction in the work force beyond normal attrition due  
46 to shortage of funds.

1 **Section 10.12.2.**

2 In the event of a necessary reduction in the work force, the District shall first lay off  
3 probationary employees, the least senior employee, by date of hire. The only exceptions to  
4 seniority shall be in the case of employees who have specialized skills that no senior employees  
5 possess. Special skills are those skills required in the job description. The District will not  
6 change the duties of the position from which an employee was laid off is such change of duties  
7 will adversely impact the employee’s ability to be recalled to that position, unless the District  
8 and Association agree change is required to meet student needs. Employees losing their job  
9 because of reduction in force shall be placed on a re-employment list maintained in the  
10 District’s Human Resources Department. In no case shall a new employee be employed by the  
11 District while there are laid off employees who are qualified for a vacancy or newly created  
12 position.

13  
14 **Section 10.12.3.**

15 Employees on layoff shall retain their seniority and accrued benefits except for insurance  
16 benefits for purposes of recall for a period of two (2) years. Any employee on layoff for more  
17 than two (2) years shall lose his/her seniority layoff eligibility and any further rights under this  
18 provision. A written letter of intent to remain on the list must be on file in the Human  
19 Resources Department by June 1 each year.

20  
21 **Section 10.12.4.**

22 The District will inform all employees in writing that insurance benefits can be maintained  
23 during layoff for a period of eighteen months (COBRA notification). The District will also  
24 inform in writing and verbally explain to employees that insurance benefits can be maintained  
25 during layoff, provided the employee pays the premium.

26  
27 **Section 10.12.5.**

28 Failure to comply with any of the provisions in Section 10.12-10.12.4 will result in the removal  
29 of the laid off employees from the recall list.

30  
31 **Section 10.12.6.**

32 All benefits to which an employee was entitled at the time of layoff, including unused  
33 accumulated leave shall be restored to the employee upon his/her return to work.

34  
35 **Section 10.12.7.**

36 Employees who have been laid off will be given the opportunity to substitute and will be paid  
37 at their current classification rate at the time of layoff for a period of two (2) years. Employees  
38 who wish to substitute must notify the District and upon such notification will be called to  
39 substitute in positions for which they are qualified according to seniority. Employees who  
40 refuse such employment will be responsible to notify the District when they wish to be  
41 considered for future assignment.

42  
43 **Section 10.13. Recall.**

44  
45 **Section 10.13.1.**

46 The District shall make every effort to offer laid off employees positions compatible with their  
47 past experience and training. When openings within the bargaining unit occur, employees on  
48 the re-employment list will be given the opportunity to fill the open position after current

1 employees have an opportunity to be considered and return at their previous salary Step on  
2 Schedule A prior to layoff. They shall be called in reverse order of layoff for a position for  
3 which they meet the qualifications as stated in the job description. The District shall make  
4 recall employees aware of all potential openings that may re-open within a reasonable amount  
5 of time.

6  
7 **Section 10.13.2.**

8 Notices of recall shall be sent by certified or registered mail or personal contact to the last  
9 known address and/or telephone number as shown on District records. The recall notification  
10 shall state the assignment, time, and date on which the employee is to report back to work. It  
11 shall be the employee's responsibility to keep the District notified as to his/her current mailing  
12 address and telephone number. A recall employee shall be given three (3) working days to  
13 notify the District of his/her intention to return to work. The employee shall return to work no  
14 later than five (5) days from the receipt of the callback notice except in extreme circumstances.

15  
16 The District may fill the position on a temporary basis provided the recalled employee has  
17 notified the District of intent to work within the three (3) workdays.

18  
19 **Section 10.13.3.**

20 An employee may refuse a position to which he/she is recalled one (1) time and retain his/her  
21 position on the recall list. If an employee refuses the position, the District shall skip that  
22 employee and recall the next person in order on the recall list. No employee may turn down a  
23 recall position more than once as long as the position is equivalent in hours, duties and days to  
24 the position held and if the employee is qualified for the position. Should an employee refuse to  
25 accept a recall after turning down one (1) notice of a position for which the employee is  
26 qualified, he/she shall lose their position on the recall list and be placed at the bottom of that  
27 list. If the employee refuses any further recall the employee's name shall be removed from the  
28 recall list. The District shall state in the recall letter that the employee has the right to refuse  
29 recall one (1) time of a qualified position and the consequences of refusal. Any refusal of a  
30 position shall be in writing to the Human Resources Department within three (3) workdays.

31  
32 **Section 10.13.4.**

33 When recall occurs within one (1) week of the beginning of the school year, the District may  
34 contact the laid off employee by telephone. It shall be the responsibility of the employee to  
35 provide a telephone number at which he/she can be reached by the District during this period.

36  
37 **Section 10.13.5.**

38 Failure to comply with any provisions in Section 10.13 - 10.13.4 will result in the removal of  
39 the laid off employee from the recall list.

40  
41  
42 **ARTICLE XI**

43  
44 **DISCHARGE OF EMPLOYEES**

45  
46 **Section 11.1.**

47 The District shall have the right to discipline or discharge any employee subject to this Agreement for  
48 justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance

1 procedure hereinafter provided. If the District has reason to discipline an employee, it shall be done in  
2 private. The following progression of employee discipline shall generally be followed: oral warning  
3 summarized in writing, written reprimand, suspension, termination. Depending of severity of issue,  
4 one or more disciplinary steps may be bypassed. Whenever possible, the association leadership will be  
5 appraised in advance of meeting.

6  
7 **Section 11.2. Notification to Temporary and Less Than Full-Time Employees.**

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

10  
11 **Section 11.2.1.**

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

14  
15 **Section 11.2.2.**

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

18  
19 **Section 11.2.3.**

20 Nothing contained in this section shall in any regard limit the operation of other sections of this  
21 article.

22  
23  
24 **ARTICLE XII**

25  
26 **INSURANCE AND RETIREMENT**

27  
28 **Section 12.1.**

29 The District agrees to provide the insurance plans, follow employee eligibility rules and provide  
30 funding for all bargaining unit members and their dependents as required by state law, the State  
31 Operating Budget, and the School Employees Benefits Board (SEBB). Inclusive of District funding  
32 will be payment of the retiree carve-out for all eligible employees.

33  
34 **Section 12.1.1.**

35 The District agrees to provide timely information about SEBB insurance plans to eligible  
36 employees during the school year (as required by SEBB) and at each open enrollment period.

37  
38 **Section 12.1.2.**

39 All employees will be provided insurance coverage through the School Employee Benefit  
40 Board (SEBB) in accordance with state laws or regulations related to School District employee  
41 insurance benefits. More information can be found on the District's website.

42  
43 **Section 12.2.**

44 District shall provide tort liability coverage for all employees subject to this Agreement.  
45  
46  
47  
48

1 **Section 12.3.**

2 In determining whether an employee subject to this Agreement is eligible for participation in the  
3 Washington State Department of Retirement System Plans, the District shall report all hours worked,  
4 whether straight time, overtime or otherwise.

5  
6 **Section 12.4. VEBA.**

7 On November 1 of each year of this agreement, the District shall contribute five hundred dollars  
8 (\$500.00) to a VEBA account for each employee covered by the provisions of this collective  
9 bargaining agreement for each employee that is contracted for one thousand eighty (1080) hours or  
10 more. Employees contracted for less than one thousand eighty (1080) hours shall receive a proration of  
11 the VEBA contribution based on the number of hours contracted.

12  
13  
14 **ARTICLE XIII**

15  
16 **VOCATIONAL TRAINING**

17 **Section 13.1.**

18 In the mutual interests of the District and Association, the District may cause funds to be available  
19 which may be used by employees subject to this Agreement for vocational improvement.

20  
21 **Section 13.2.**

22 Such funds may be utilized for the following purposes:

- 23
- 24 A. Salary and reimbursement for employees subject to this Agreement to attend recognized
- 25 vocational courses within a radius of one hundred miles.
- 26
- 27 B. Expenses and materials to establish courses of study within the confines of the District which
- 28 would be of mutual benefit to the employee and the District.
- 29
- 30 C. Purchase of recognized vocational courses from local, state, or national educational institutes
- 31 which would improve the potential of employees subject to this Agreement.
- 32

33 **Section 13.3.**

34 Employees shall be compensated at the employees' base hourly rate for any courses and/or training  
35 required as a condition of continued employment except as directed by law. The District will pay the  
36 cost of registration, materials, and employee time for required first aid training. The District will pay  
37 up to one (1) hour annually for appointments related to CDL physicals.

38  
39 **Section 13.4.**

40 Employees whose job classifications require a specialized certification are responsible for obtaining  
41 and or maintaining their certificate. The employee must complete the requirements as identified by the  
42 District or state law to be eligible for employment.



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## ARTICLE XIV

### ASSOCIATION MEMBERSHIP, POLITICAL ACTION, AND CHECKOFF

#### **Section 14.1. Dues and Checkoff.**

The Association, which is the legally recognized exclusive bargaining representative of the classified employees as described in the recognition clause of this Agreement, shall have the right to have deducted from the salary of members of the Association (upon receipt of authorization), an amount equal to the fees and dues required for membership in the Association, including any local Chapter dues.

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

The District does not discriminate, retaliate, coerce, or interfere with an employee's right to join the Association. Upon authorization of any public employee within the bargaining unit, the District shall deduct from the pay of such public employee the monthly amount of dues, certified by the Treasurer of the Public School Employees of Washington/SEIU Local 1948 (PSE) and shall transmit the same to the Treasurer of PSE. Upon authorization, the District shall deduct local dues as established by the local East Valley Chapter and remit the same to the Treasurer of the local Chapter.

#### **Section 14.2. Checkoff.**

The District shall deduct PSE state and local dues from the pay of any employee who has authorized such deductions in writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the treasurer of the Public School Employees of Washington. Transmissions will include payments and an electronic list of all represented employees with deduction amounts. Transactions will be received by the first Monday following payroll. Submissions are to include all employees covered by the Collective Bargaining Agreement. A dues remittance form shall accompany the payment every month and include membership status changes.

#### **Section 14.3. Political Action Committee.**

The District shall, upon receipt of the authorization form that conforms to legal requirements deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a separate check or electronic transfer.

#### **Section 14.4. Membership Authorizations and Revocations.**

An employee's written, electronic, or recorded voice authorization to have the District deduct membership dues from the employee's salary must be made by the employee to Public School Employees of Washington/SEIU Local 1948 (PSE). In the event that the District receives a request for authorization of deductions, the District shall as soon as practicable forward the request to PSE.

Upon receiving notice of the employee's authorization from Public School Employees of Washington /SEIU Local 1948 (PSE), the District shall deduct from the employee's salary membership dues and remit the amounts to PSE, by the first Monday following payroll.

1 The employee's authorization shall remain in effect until expressly revoked by the employee in  
2 accordance with the terms and conditions of the authorization. An employee's request to revoke  
3 authorization for payroll deductions must be in writing and submitted by the employee to Public  
4 School Employees of Washington/SEIU Local 1948 (PSE) in accordance with the terms and  
5 conditions of the authorization. Revocations shall not be accepted by the District if the authorization  
6 has not first been delivered by the employee to PSE. After the District receives confirmation from the  
7 PSE that the employee has revoked authorization for deductions, the District shall end the deduction  
8 effective on the first payroll after receipt of the confirmation. The District shall rely on information  
9 provided by PSE regarding the authorization and revocation of deductions.

10  
11 **Section 14.5. Hold Harmless.**

12 The Union will indemnify, defend, and hold the District harmless against any and all claims,  
13 grievances or other legal actions arising out of the provisions of this article.

14  
15 **Section 14.6. Access To New Employees of The Bargaining Unit.**

16 The District shall provide the Chapter President or designee reasonable access to new employees of the  
17 bargaining unit for up to thirty (30) minutes during new employee orientation for the purposes of  
18 presenting information about PSE to the new employee.

19  
20  
21 **ARTICLE XV**

22  
23 **GRIEVANCE PROCEDURES**

24  
25 **Section 15.1.**

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

29  
30 **Section 15.2. Grievance Steps.**

31  
32 **STEP 1 – Informal: Immediate Supervisor.**

33 The employee shall first discuss the grievance with their immediate supervisor. If the employee  
34 wishes, he may be accompanied by an Association representative at such discussion. All  
35 grievances not brought to the immediate supervisor in accordance with the preceding sentence  
36 within twenty (20) business days of the occurrence of the grievance shall be invalid and subject to  
37 no further processing.

38  
39 **STEP II – Written: Immediate Supervisor, Administration.**

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

- 43  
44 A. The facts on which the grievance is based.  
45 B. A reference to the provisions in this Agreement, which have been allegedly violated.  
46 C. The remedy sought.  
47 D. The signature of the grievant and the date of the grievance.  
48

1 The employee shall submit the written statement of grievance to their immediate supervisor for  
2 reconsideration and shall submit a copy to the official in the Administration responsible for  
3 personnel. The parties will have five (5) business days from submission of the written statement of  
4 grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable  
5 disposition is made, all parties to the grievance shall sign it.  
6

7 **STEP III – Superintendent Designee.**

8 If no settlement has been reached within the five (5) business days referred to in the preceding  
9 subsection, and the Association believes the grievance to be valid, a written statement of grievance  
10 shall be submitted within fifteen (15) business days to the District Superintendent or their designee.  
11 After such submission, the parties will have ten (10) business days from submission of the written  
12 statement of grievance to resolve it by indicating on the statement of grievance the disposition. If  
13 an agreeable disposition is made, all parties to the grievance shall sign it.  
14

15 **STEP IV – School Board.**

16 If no settlement has been reached within the ten (10) business days referred to in the preceding  
17 subsection, and the Association believes the grievance to be valid, a written statement of grievance  
18 shall be submitted within fifteen (15) business days to the District Board of Directors. After such  
19 submission, the parties will have thirty (30) business days from submission of the written statement  
20 of grievance to resolve it by indicating on the statement of grievance the disposition. If an  
21 agreeable disposition is made, all parties to the grievance shall sign it. The Board of Directors  
22 reserves the right to summon the employee for an oral statement of the grievance. The employee  
23 reserves the right to appear before the Board of Directors to explain the grievance. At any  
24 appearance before the Board of Directors, the employee may be accompanied by an Association  
25 representative or designee.  
26

27 **STEP V – Mediation.**

28 If no settlement has been reached within thirty (30) business days, and the Association believes the  
29 grievance to be valid, the employee may request the grievance be referred to a neutral mediator in  
30 accordance with RCW 41.56. The advice of the neutral mediator shall be advisory only, and not  
31 binding on the parties. In the event that mediation of the grievance is sought pursuant to this  
32 section, the District Board of Directors shall render a decision regarding disposition of the  
33 grievance within thirty (30) business days following completion of the mediation process.  
34

35 **STEP VI – Arbitration.**

36 If no settlement has been reached within the ten (10) days referred to in the preceding subsection,  
37 and the Association believes the grievance to be valid, the Association shall have thirty (30)  
38 workdays from receipt of the District’s written decision to request in writing that the grievance be  
39 submitted to arbitration. Any dispute, claim or grievance arising out of or relating to the  
40 interpretation, or the application of this Agreement shall then be submitted to arbitration under the  
41 Voluntary Labor Arbitration Rules of the American Arbitration Association. If mutually agreed,  
42 the parties may submit to arbitration under the Expedited Labor Arbitration Rules of the American  
43 Arbitration Association. The parties further agree to accept the arbitrator’s award as final and  
44 binding upon them. Each party shall bear its own costs of arbitration, except that the fees and  
45 charges of the arbitrator, if any, shall be shared equally by the parties.  
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## ARTICLE XVI

### TRANSFER OF PREVIOUS EXPERIENCE

#### **Section 16.1.**

Any new hire who has previously been employed within the job classification for which they were hired for by any school district shall be awarded longevity credit and placed at the applicable Step on the Schedule A. Any new hire who has previously been employed in a different classification for a minimum of four (4) years by any school district shall be placed at Step II on the Schedule A.

#### **Section 16.2.**

For any employee hired after August 1, 2021, longevity credit shall be granted by the Superintendent for work in specialized areas outside of the School District in a comparable professional setting, at a rate of a half (½) year for each year of experience. The minimum amount of longevity credit allowable is four (4) years and the maximum is ten (10) years with the employee providing the District with verification of past experience on request.

#### **Section 16.3.**

The longevity credit so transferred shall be applicable to all benefits herein including Schedule A, except the seniority provisions.

## ARTICLE XVII

### SALARIES

#### **Section 17.1.**

Salaries for employees subject to this Agreement are contained in Schedule A attached hereto and by this reference incorporated herein. For each year of this Agreement, wage rates for salary steps I, II, III, and IV on schedule A shall be increased.

#### **FISCAL:**

For 2024-2025, 3.7%.

For 2025-2026, 2.5% or IPD, whichever is greater.

For 2026-2027, 2.1% or IPD, whichever is greater.

For 2027-2028, 2.0% or IPD, whichever is greater.

Beginning in the 21<sup>st</sup> year of employment, employees will receive a five hundred dollar (\$500.00) annual longevity bonus to be paid in their final paycheck of each fiscal year.

#### **Section 17.1.1.**

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked as required by the employer.

1 **Section 17.2.**

2 Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms  
3 and conditions of Section 20.3. Should the date of execution of this Agreement be subsequent to the  
4 effective date, salaries, including overtime, shall be retroactive to the effective date.

5  
6 **Section 17.3.**

7 Retroactive pay resulting from negotiations pursuant to Section 20.3 shall be paid on the first regular  
8 pay day following agreement on such schedule, if possible.

9  
10 **Section 17.4.**

11 Incremental steps, where applicable, shall take effect on September 1 of each year during the term of  
12 this Agreement provided the employee has been actively employed continuously for at least one-half  
13 (½) of the previous employment year.

14  
15 **Section 17.5.**

16 New categories may be added to Schedule A, as needed, by the Superintendent. However, salaries for  
17 new categories shall be negotiated with the Association.

18  
19 **Section 17.6.**

20 Any employee who changes job positions or classifications shall receive full longevity credit regarding  
21 placement on Schedule A.

22  
23 **Section 17.7.**

24 Once employed, the District will reimburse the employee for renewal of licenses and certificates  
25 required for continued employment.

26  
27 **Section 17.8.**

28 Employees requested to work a shift regularly filled by a higher classification employee shall receive  
29 compensation equal to that normally received by the employee in the higher classification. Employees  
30 requested by the supervisor to work a shift regularly filled by a lower paying classified employee shall  
31 receive the employee's higher current rate.

32  
33 **Section 17.9.**

34 The District shall provide liability insurance covering injury to employees and their property, and  
35 insurance protecting employees from loss or damage of their personal property incurred while engaged  
36 in the maintenance of order and discipline and the protection of school personnel and students, and the  
37 property thereof when that is deemed necessary by such employees as outlined by RCW 28A.400.370.

38  
39 **Section 17.10. Liability / Personal Property Damage.**

40 Coverage will be afforded to bargaining unit employees for loss of personal property occurring during  
41 the course of their employment, provided that the employee exercised reasonable safeguards in  
42 maintaining security of the personal belongings. Items under twenty-five dollars (\$25) will not be  
43 subject to claim pursuant to this section. The District shall reimburse employee deductible for damage  
44 caused by verified vandalism to the employee's vehicle on District property, sustained during the  
45 course of employment. Payment will be made after the employee has provided documentation of their  
46 expenditure and of submission to the employee's own insurance carrier. The limit of liability of non-  
47 motor vehicle loss shall be two hundred-fifty dollars (\$250) per claim. (Liability in accordance with  
48 RCW 28A.400.360.)

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**Section 17.11. Translation.**

Classified employees who are directed by their building principal/District administrator and are able to provide translation services will be paid an additional two dollars (\$2) per hour when translating for an extended time periods (greater than thirty [30] minutes). This time will include, but not be limited to: parent conferences, IEP meetings, and discipline hearings.

**Section 17.12. Payment.**

- A. Employees shall be paid in twelve (12) monthly installments. Payments are to be made on or before the last working day of each month.
- B. In the event of a mistake in payment resulting in an underpayment, corrections shall be made by the next paycheck. A cumulative error, in which an overpayment has occurred, shall be corrected at the rate of accumulation, unless other arrangements have been worked out by the employee and the District Office.
- C. It is understood that payroll corrections, both overpayments and underpayments, will be limited to a maximum period of thirty-six (36) months prior to the determination of the overpayment/underpayment.

**ARTICLE XVIII**

**EVALUATIONS**

**Section 18.1. Evaluations.**

- A. The immediate supervisor will annually evaluate the performance of each employee in their current position using the Classified Personnel Performance Evaluation form approved by the District and the bargaining unit.
- B. The written evaluation will be discussed in detail with each individual employee.
- C. All unsatisfactory ratings must be accompanied by a written indication of specific weaknesses and a specific written recommendation for improvement. The employee evaluation summary will provide a reasonable timeline and assistance to allow the employee to the opportunity to improve performance to a satisfactory level.
- D. A copy of the employee’s annual evaluation will be given to the employee and the original evaluation will become a part of the employee’s personnel file. The annual evaluation shall be completed by June 1.
- E. Each employee shall be evaluated only on the bargained evaluation form and only administrative/management personnel shall evaluate employees.



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## ARTICLE XIX

### PROFESSIONAL DEVELOPMENT TRAINING, AND ENHANCEMENT PAY

#### **Section 19.1.**

The District will sponsor a Professional Development Program available to all job classifications.

1. Training must be pre-approved in writing by supervisor or District Office (See Appendix A for approval form).
2. Pay upgrades will take place only at the beginning of each school year. Notification of credits/clock hours must be submitted by September 15. Transcripts or official documentation must be submitted by October 15.
3. One (1) pay level per year. Hours in excess of thirty (30) may be carried over to the following year.
4. Principals and/or supervisor shall have the latitude to approve courses that will serve to improve student achievement or building-related goals. Courses directly related to an individual's current assignment may also be considered.
5. Approved activities shall include the following:
  - A. In-service or college courses
  - B. Workshops, seminars, and conferences
  - C. Building-based workshops
  - D. ESD workshops
  - E. District-approved workshops
6. Only classes taken from September 1, 2001, are eligible for consideration. New employees are eligible to earn credit toward salary enhancement immediately after beginning employment with the East Valley School District. Exceptions for previous coursework taken will be reviewed on an individual basis.
7. The approval of training activities as well as the award of incentive pay is non-grievable.
8. In instances where course work is required or in the opinion of the principal, the coursework is remedial in nature, the courses taken shall not qualify for enhanced salary under this program.

Level I Training – thirty (30) additional hours of training required –  
twenty-five cents (\$0.25)/hour enhancement.

Level II Training – thirty (30) additional hours of training required –  
twenty-five cents (\$0.25)/hour enhancement.

Level III Training – thirty (30) additional hours of training required –  
twenty-five cents (\$0.25)/hour enhancement.

1 **Section 19.1.1.**

2 The Life Skills, Developmental Pre School, Social Intervention Program Para Educators and  
3 Para-Educators whose primary assignment includes diapering, toileting, feminine hygiene  
4 tasks, tube feeding, using a hoist and/or hygiene related duties will receive an additional one  
5 dollar and twenty-five cents (\$1.25) per hour.  
6

7 Bus Aids will receive an additional fifty cents (\$0.50) per hour for hygiene-related duties.  
8

9 **Section 19.1.2. Training for Classifications.**

10 Paraeducators shall be contracted for an additional three (3) days of training annually. All one  
11 hundred eighty (180)-day employees shall be contracted for an additional two (2) days of  
12 training annually.  
13

14 **Section 19.2.**

15 The District and Association representative will establish a committee to address staff development.  
16 The District will provide up to thirty five hundred dollars (\$3,500) per year for professional staff  
17 development (workshops, seminars, etc.). The specific expenditure of these funds will be determined  
18 jointly by a committee of two (2) administrators, designated by the Superintendent of designee and two  
19 (2) Association members, designated by the Association President.  
20

- 21 1. Training must be pre-approved in writing by supervisor or District Office (See Appendix A for  
22 approval form).  
23
- 24 2. Pay upgrades will take place only at the beginning of each school year. Notification of  
25 credits/clock hours must be submitted by September 15. Transcripts or official documentation  
26 must be submitted by October 15.  
27
- 28 3. One (1) pay level per year. Hours in excess of thirty (30) may be carried over to the following  
29 year.  
30
- 31 4. Principals and/or supervisor shall have the latitude to approve courses that will serve to  
32 improve student achievement or building-related goals. Courses directly related to an  
33 individual's current assignment may also be considered.  
34
- 35 5. Approved activities shall include the following:  
36
  - 37 A. In-service or college courses
  - 38 B. Workshops, seminars, and conferences
  - 39 C. Building-based workshops
  - 40 D. ESD workshops
  - 41 E. District-approved workshops  
42
- 43 6. Only classes taken from September 1, 2001, are eligible for consideration. New employees are  
44 eligible to earn credit toward salary enhancement immediately after beginning employment  
45 with the East Valley School District. Exceptions for previous coursework taken will be  
46 reviewed on an individual basis.  
47
- 48 7. The approval of training activities as well as the award of incentive pay is non-grievable.

1  
2 8. In instances where course work is required or in the opinion of the principal, the coursework is  
3 remedial in nature, the courses taken shall not qualify for enhanced salary under this program.  
4

5  
6 **ARTICLE XX**

7  
8 **TERM AND SEPARABILITY OF PROVISIONS**

9  
10 **Section 20.1.**

11 The term of this Agreement shall be September 1, 2024, to August 31, 2028.  
12

13 **Section 20.2.**

14 All provisions of this Agreement shall be applicable to the entire term of this Agreement  
15 notwithstanding its execution date, except as provided in the following section.  
16

17 **Section 20.3.**

18 This Agreement may be reopened and modified at any time during its term upon mutual consent of the  
19 parties in writing. Provided, however, this Agreement shall be opened to consider the impact of any  
20 legislation enacted following execution of this Agreement which affects the terms and conditions  
21 herein or create authority to alter personnel practices in public employment.  
22

23 **Section 20.4.**

24 If any provision of this Agreement or the application of any such provision is held invalid, the  
25 remainder of this Agreement shall not be affected thereby.  
26

27 **Section 20.5.**

28 Neither party shall be compelled to comply with any provision of this Agreement which conflicts with  
29 state or federal statutes or regulations promulgated pursuant thereto.  
30

31 **Section 20.6.**

32 In the event either of the foregoing sections is determined to apply to any provision of this Agreement,  
33 such provision shall be renegotiated pursuant to Section 20.3.  
34

35 **Section 20.7.**

36 Any and all previous memorandums of understanding or letters of agreement between Public School  
37 Employees of East Valley and the East Valley School District become null and void upon ratification  
38 of this Agreement.  
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**SIGNATURE PAGE**

EAST VALLEY CHAPTER #413

EAST VALLEY SCHOOL DISTRICT #90

BY: */e-signed by Cynthia Beehler/*  
Cynthia Beehler, Co-Chapter President

BY: */e-signed by Russell Hill/*  
Russell Hill, Superintendent

DATE: *09/18/24*

DATE: *09/11/24*

BY: */e-signed by Erin Poirier/*  
Erin Poirier, Co-Chapter President

DATE: *09/14/24*



**SCHEDULE A 2024-2025**

**EAST VALLEY SCHOOL DISTRICT**

**SEPTEMBER 1, 2024 - AUGUST 31, 2025**

	1-4 Years	Level I	Level II	Level III	5-10 Years	Level I	Level II	Level III	11-15 Years	Level I	Level II	Level III	16-20+ Years	Level I	Level II	Level III
	Step I	Training	Training	Training	Step II	Training	Training	Training	Step III	Training	Training	Training	Step IV	Training	Training	Training
Building Head Secretary	\$24.87	\$25.12	\$25.37	\$25.62	\$26.34	\$26.59	\$26.84	\$27.09	\$27.03	\$27.28	\$27.53	\$27.78	\$28.53	\$28.78	\$29.03	\$29.28
High School Assistant Secretary	\$22.71	\$22.96	\$23.21	\$23.46	\$23.80	\$24.05	\$24.30	\$24.55	\$24.46	\$24.71	\$24.96	\$25.21	\$25.80	\$26.05	\$26.30	\$26.55
High School Counseling Secretary	\$22.71	\$22.96	\$23.21	\$23.46	\$23.80	\$24.05	\$24.30	\$24.55	\$24.46	\$24.71	\$24.96	\$25.21	\$25.80	\$26.05	\$26.30	\$26.55
Food Service Secretary	\$24.87	\$25.12	\$25.37	\$25.62	\$26.34	\$26.59	\$26.84	\$27.09	\$27.03	\$27.28	\$27.53	\$27.78	\$28.53	\$28.78	\$29.03	\$29.28
Middle School Assistant Secretary	\$22.71	\$22.96	\$23.21	\$23.46	\$23.80	\$24.05	\$24.30	\$24.55	\$24.46	\$24.71	\$24.96	\$25.21	\$25.80	\$26.05	\$26.30	\$26.55
Elementary/Asst. Secretary	\$22.71	\$22.96	\$23.21	\$23.46	\$23.80	\$24.05	\$24.30	\$24.55	\$24.46	\$24.71	\$24.96	\$25.21	\$25.80	\$26.05	\$26.30	\$26.55
Maintenance/ Transportation Secretary	\$24.87	\$25.12	\$25.37	\$25.62	\$26.34	\$26.59	\$26.84	\$27.09	\$27.03	\$27.28	\$27.53	\$27.78	\$28.53	\$28.78	\$29.03	\$29.28
Paraprofessional	\$20.16	\$20.41	\$20.66	\$20.91	\$21.53	\$21.78	\$22.03	\$22.28	\$22.13	\$22.38	\$22.63	\$22.88	\$23.34	\$23.59	\$23.84	\$24.09
Librarian	\$20.58	\$20.83	\$21.08	\$21.33	\$21.96	\$22.21	\$22.46	\$22.71	\$22.57	\$22.82	\$23.07	\$23.32	\$23.80	\$24.05	\$24.30	\$24.55
Accompanist/ Vocal Music Program	\$32.63	\$32.88	\$33.13	\$33.38	\$34.32	\$34.57	\$34.82	\$35.07	\$35.28	\$35.53	\$35.78	\$36.03	\$37.22	\$37.47	\$37.72	\$37.97
Student Supervision Assistant	\$19.31	\$19.56	\$19.81	\$20.06	\$20.65	\$20.90	\$21.15	\$21.40	\$21.24	\$21.49	\$21.74	\$21.99	\$22.41	\$22.66	\$22.91	\$23.16
Migrant Home Visitor	\$20.16	\$20.41	\$20.66	\$20.91	\$21.53	\$21.78	\$22.03	\$22.28	\$22.13	\$22.38	\$22.63	\$22.88	\$23.34	\$23.59	\$23.84	\$24.09
Lead Cook	\$22.72	\$22.97	\$23.22	\$23.47	\$23.81	\$24.06	\$24.31	\$24.56	\$24.48	\$24.73	\$24.98	\$25.23	\$25.81	\$26.06	\$26.31	\$26.56
Inventory Specialist	\$22.29	\$22.54	\$22.79	\$23.04	\$23.36	\$23.61	\$23.86	\$24.11	\$24.01	\$24.26	\$24.51	\$24.76	\$25.34	\$25.59	\$25.84	\$26.09
Assistant Cook	\$21.01	\$21.26	\$21.51	\$21.76	\$22.02	\$22.27	\$22.52	\$22.77	\$22.64	\$22.89	\$23.14	\$23.39	\$23.88	\$24.13	\$24.38	\$24.63
Driver (Mail, Food Service, Van Transport)	\$22.60	\$22.85	\$23.10	\$23.35	\$23.66	\$23.91	\$24.16	\$24.41	\$24.31	\$24.56	\$24.81	\$25.06	\$25.65	\$25.90	\$26.15	\$26.40





**SCHEDULE A 2024-2025 (continued)**

**EAST VALLEY SCHOOL DISTRICT**

**SEPTEMBER 1, 2024 - AUGUST 31, 2025**

	1-4 Years	Level I	Level II	Level III	5-10 Years	Level I	Level II	Level III	11-15 Years	Level I	Level II	Level III	16-20+ Years	Level I	Level II	Level III
	Step I	Training	Training	Training	Step II	Training	Training	Training	Step III	Training	Training	Training	Step IV	Training	Training	Training
Bus Driver	\$25.51	\$25.76	\$26.01	\$26.26	\$26.69	\$26.94	\$27.19	\$27.44	\$27.41	\$27.66	\$27.91	\$28.16	\$28.93	\$29.18	\$29.43	\$29.68
Bus Driver Trainer	\$27.51	\$27.76	\$28.01	\$28.26	\$28.69	\$28.94	\$29.19	\$29.44	\$29.41	\$29.66	\$29.91	\$30.16	\$30.93	\$31.18	\$31.43	\$31.68
Grounds/Maintenance	\$25.38	\$25.63	\$25.88	\$26.13	\$26.43	\$26.68	\$26.93	\$27.18	\$27.17	\$27.42	\$27.67	\$27.92	\$28.66	\$28.91	\$29.16	\$29.41
Custodian	\$24.88	\$25.13	\$25.38	\$25.63	\$25.93	\$26.18	\$26.43	\$26.68	\$26.62	\$26.87	\$27.12	\$27.37	\$28.09	\$28.34	\$28.59	\$28.84
Building Maintenance Engineer	\$30.10	\$30.35	\$30.60	\$30.85	\$31.53	\$31.78	\$32.03	\$32.28	\$32.41	\$32.66	\$32.91	\$33.16	\$34.20	\$34.45	\$34.70	\$34.95
Skilled Maintenance/ HVAC Tech.	\$33.13	\$33.38	\$33.63	\$33.88	\$34.64	\$34.89	\$35.14	\$35.39	\$35.61	\$35.86	\$36.11	\$36.36	\$37.56	\$37.81	\$38.06	\$38.31
Skilled Maintenance/ Electrician Tech	\$33.13	\$33.38	\$33.63	\$33.88	\$34.64	\$34.89	\$35.14	\$35.39	\$35.61	\$35.86	\$36.11	\$36.36	\$37.56	\$37.81	\$38.06	\$38.31
Mechanic	\$32.63	\$32.88	\$33.13	\$33.38	\$34.18	\$34.43	\$34.68	\$34.93	\$35.12	\$35.37	\$35.62	\$35.87	\$37.06	\$37.31	\$37.56	\$37.81
Registered Nurse	\$40.19	\$40.44	\$40.69	\$40.94	\$42.09	\$42.34	\$42.59	\$42.84	\$43.27	\$43.52	\$43.77	\$44.02	\$45.64	\$45.89	\$46.14	\$46.39
Licensed Practical Nurse	\$25.62	\$25.87	\$26.12	\$26.37	\$29.10	\$29.35	\$29.60	\$29.85	\$29.91	\$30.16	\$30.41	\$30.66	\$31.55	\$31.80	\$32.05	\$32.30
Speech Language Pathologist Assistant	\$25.62	\$25.87	\$26.12	\$26.37	\$29.10	\$29.35	\$29.60	\$29.85	\$29.91	\$30.16	\$30.41	\$30.66	\$31.55	\$31.80	\$32.05	\$32.30
Certified Occupational Therapist Assistant	\$24.70	\$24.95	\$25.20	\$25.45	\$29.10	\$29.35	\$29.60	\$29.85	\$29.91	\$30.16	\$30.41	\$30.66	\$31.55	\$31.80	\$32.05	\$32.30
Applied Behavior Clinician	\$25.62	\$25.87	\$26.12	\$26.37	\$29.10	\$29.35	\$29.60	\$29.85	\$29.91	\$30.16	\$30.41	\$30.66	\$31.55	\$31.80	\$32.05	\$32.30
Brailist Specialist	\$25.62	\$25.87	\$26.12	\$26.37	\$29.10	\$29.35	\$29.60	\$29.85	\$29.91	\$30.16	\$30.41	\$30.66	\$31.55	\$31.80	\$32.05	\$32.30
American Sign Language (ASL) Interpreter	\$25.61	\$25.86	\$26.11	\$26.36	\$29.10	\$29.35	\$29.60	\$29.85	\$29.91	\$30.16	\$30.41	\$30.66	\$31.55	\$31.80	\$32.05	\$32.30
Security Officer	\$26.19	\$26.44	\$26.69	\$26.94	\$27.41	\$27.66	\$27.91	\$28.16	\$28.19	\$28.44	\$28.69	\$28.94	\$29.73	\$29.98	\$30.23	\$30.48
Technology Technician	\$33.14	\$33.39	\$33.64	\$33.89	\$34.68	\$34.93	\$35.18	\$35.43	\$35.66	\$35.91	\$36.16	\$36.41	\$37.63	\$37.88	\$38.13	\$38.38

NOTE: Life Skills and Social Intervention Program Para-Educators receive an additional \$1.25 per hour

NOTE: Bus aids will receive an additional \$0.50 per hour for hygiene related duties.

