

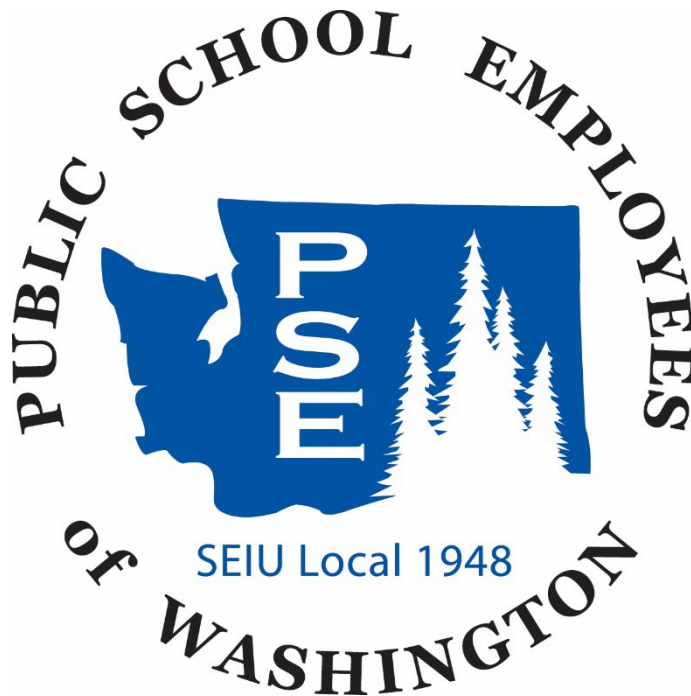
COLLECTIVE BARGAINING AGREEMENT BETWEEN

EASTMONT SCHOOL DISTRICT #206

AND

PUBLIC SCHOOL EMPLOYEES OF EASTMONT

SEPTEMBER 1, 2024 – AUGUST 31, 2027



Public School Employees of Washington / SEIU Local 1948

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1 **DECLARATION OF PRINCIPLES**

2
3 The parties agree that it has been and will continue to be in their mutual interest and purposes to promote
4 systematic and effective employee-management cooperation; to confer and negotiate in good faith, with
5 respect to grievance procedures and collective negotiations on personnel matters including wages, hours,
6 and working conditions; promote effective methods for prompt adjustment of differences; and to
7 promote full and reasonable employee participation in such personnel areas as are within the jurisdiction
8 of the employer.
9

10
11 **PREAMBLE**

12
13 This Agreement is made and entered into between Eastmont School District Number 206 (hereinafter
14 “District”) and the Public School Employees of Eastmont, an affiliate of Public School Employees of
15 Washington/SEIU Local 1948 (hereinafter “Association”).
16

17 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations
18 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the
19 parties agree as follows:
20

21 **ARTICLE I**

22 **RECOGNITION AND COVERAGE OF AGREEMENT**

23
24 **Section 1.1. Recognition.**

25
26 The District hereby recognizes the Association as the exclusive representative of all employees in the
27 bargaining unit described in Section 1.4, and the Association recognizes the responsibility of
28 representing the interests of all such employees.
29

30
31 Nothing contained herein shall be construed to include in the bargaining unit the administrative
32 assistant, administration building secretaries, board clerk, and/or maintenance and transportation
33 supervisors, whose duties necessarily imply a confidential relationship to the Board of Directors or
34 Superintendent of the District pursuant to RCW 41.56.030 (2).
35

36 **Section 1.2. Job Descriptions.**

37 The District will provide the Association with such amendments, changes, and additions to job
38 descriptions as positions are re-evaluated prior to a position being posted. Modification of existing
39 positions, or the creation of new positions, shall require reopening of this Agreement pursuant to
40 Section 17.3, for salaries only.
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1 **Section 1.3. Represented Positions.**

2 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
3 the following general job classifications, regardless of which page Schedule A the positions are listed
4 under:

- 5
- 6 ▪ Custodial: Head Custodian (Class A and Class B), Custodian, Events Custodian
- 7
- 8 ▪ Transportation: Transportation Mechanic, Service Mechanic, Mechanic Lead,
9 Dispatcher/Router, Bus Driver, Driver Trainer, Dispatcher Back-Up, District Courier, Bus
10 Washer
- 11
- 12 ▪ Maintenance: Carpenter, Electrician, Plumber, Grounds Foreman and Grounds, General
13 Maintenance, HVAC Tech, Maintenance Assistant
- 14
- 15 ▪ Campus Security: Campus Security
- 16

17 Classifications will be assigned at the time of creation of new positions.

18
19
20 **ARTICLE II**

21
22 **MANAGEMENT RIGHTS**

23
24 **Section 2.1. Management Rights.**

25 Management officials retain the right and obligation, according to Board Policy and subject to the
26 terms of this Agreement to:

- 27
- 28 1. Direct employees covered by this Agreement.
- 29
- 30 2. Hire, promote, demote, assign, and retain employees of the units and to suspend or discharge
31 employees for proper cause.
- 32
- 33 3. Relieve employees from duty because of lack of work or other legitimate reasons.
- 34
- 35 4. Determine the method, number, and kinds of personnel by which operations undertaken by
36 employees in the units are to be conducted.
- 37
- 38 5. Discuss with the local employee Organization policies effecting changes in personnel practices
39 that are of concern to employees within the units.
- 40
- 41 6. Discussion and negotiations with the District and the handling of grievances, formally or
42 informally, shall, whenever possible, take place on school time.
- 43

44 This section of the Agreement is not subject to the grievance procedure.



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ARTICLE III

RIGHTS OF THE EMPLOYEES

Section 3.1. Rights of Citizenship.

Employees shall be entitled to full rights of citizenship.

Section 3.2. Non-Discrimination.

The parties shall not discriminate against any employee because of membership or non-membership in the Association, race, creed, color, religion, national origin, age, sex, sexual orientation, including gender expression or identity, marital status, families with children, presence of any sensory, mental or physical disability, unless permitted by a bona fide occupational qualification, use of trained dog guide or service animal by a disabled person, or honorably discharged veteran or military status.

This section of the Agreement is not subject to the grievance procedure and will follow Board Policy 5010.

Section 3.3. Right to Organize.

Every employee shall have the right to freely organize, join, and support the Association in its endeavors. As a duly elected body exercising governmental power under the State of Washington, the Board shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred or protected by the statutes and constitutions of the United States and the State of Washington; or discriminate against any employee with respect to hours, wages, terms or conditions of employment by reason of their membership in the Association or their participation in activities of the Association.

Section 3.3.1. Right to Attend Association Meetings.

With permission of their supervisor, bargaining unit members will be allowed to flex their work shift in order to attend Association meetings.

Section 3.4. Personnel Files.

The District shall maintain the employee's personnel file at the District Office. Each employee's personnel file shall contain the following minimum items: application materials, evaluations, and assignment information. Any employee shall have the right to inspect all contents of his/her personnel file and shall be allowed to make a copy of any materials therein. A representative of the Association may, at the employee's request, accompany the employee in the review. Employees shall be given an opportunity to attach written comments to any written material in their file. The District shall provide an employee a copy of any derogatory material being placed into that employee's file.

Personnel files of classified employees are confidential to the extent permitted by law. Personnel files shall be available for inspection only to supervisory personnel, the employee, and the employee's duly authorized representative. The parties understand the contents of personnel files may be disclosed pursuant to the Public Records Act, RCW 42.56.

Section 3.4.1. Medical File.

Confidential medical information is maintained in a separate file.

1 **Section 3.5. Employee Evaluations.**

2 Each employee shall be evaluated by their direct supervisor, i.e., principal, assistant principal,
3 maintenance director, or transportation director. Input for custodial evaluations will come from the
4 head custodian, if applicable, principal, assistant principal, and the custodial supervisor. Evaluations
5 are to be in writing annually, no later than June 30th. Evaluations for school term employees shall be
6 completed by June 1. The evaluation will be discussed with each employee, and the employee will be
7 afforded the opportunity to attach written comments or statements to the evaluation report/form.
8

9 Employees with unsatisfactory rating(s) shall have been given the opportunity to correct any stated
10 deficiencies prior to the completion of the evaluation report. To the extent possible, employees who
11 receive unsatisfactory rating(s) shall have been apprised of the possibility of an unsatisfactory
12 evaluation no less than thirty (30) days before an evaluation meeting, unless there is a justifiable
13 reason why this notice could not be given. Employee evaluations are not subject to the grievance
14 procedure. Employees shall be evaluated on the evaluation form attached to this Agreement as
15 Schedule B.
16

17 **Section 3.6. Confrontational Situations.**

18 Employees, acting within the scope of their duties, may use reasonable measures with students,
19 patrons, or other persons as is necessary to protect his/herself, another employee or another student
20 from attack, physical or verbal abuse or injury, or to prevent damage to District or personal property.
21 Such measures shall be within the constraints imposed by District policy, Washington State, and/or
22 other applicable Federal laws. Should employees take action which is outside the constraints imposed
23 by applicable State and Federal laws, the District shall not be held liable for such action or defense of
24 such action.
25

26 The District shall provide insurance for the protection of employees while engaged in the maintenance
27 of order and discipline and the protection of school personnel and students and the property thereof
28 when that is deemed necessary by such employees. Such insurance protection includes liability
29 insurance covering injury to persons and property and insurance protecting those employees from loss
30 or damage of their personal property incurred while so engaged. This section shall remain consistent
31 with RCW 28A.400.370.
32

33 **Section 3.7. Harassment.**

34 The District agrees that harassment, as defined by law (including sexual harassment) and district
35 policy, will not be tolerated. An employee with a harassment complaint may file a written report with
36 the Superintendent/designee within thirty (30) days of the incident. Following an investigation by the
37 District, appropriate action as determined by the Superintendent/designee will be taken.
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ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1. Use of Buildings.

The Association and its representatives shall have the right to use District buildings for meetings and to transact Association business. Prior permission must be obtained from the Building Administrator.

Section 4.2. Use of Facilities and Equipment.

The Association shall have the right to use District facilities and equipment normally used by employees, including but not limited to computers, copiers, calculating machines, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use in accordance with public disclosure laws. The Association shall reimburse the District for all supplies and materials incidental to such use. Prior permission must be obtained from the building administrator.

Section 4.3. Use of Bulletin Boards.

The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards in employee rest areas or lounges in accordance with public disclosure laws.

Section 4.4. Use of Mail Service.

The Association shall have the right to use District mail service for communication purposes in accordance with public disclosure laws. Upon request, the District will provide the Association information as required under statute which will assist the Association in carrying out its responsibilities as the bargaining representative.

Section 4.5. Use of Internet and E-Mail Service.

The Association shall have the right to use the District internet and e-mail service for communication purposes. All use shall meet District technology use policies and procedures.

Section 4.6. Release Time for Association Representatives.

Any representative of the Association who is mutually scheduled by the parties to participate during work hours in grievance proceedings, conferences, or meetings with representatives of the District shall suffer no loss of pay.

Section 4.6.1. Release Time to Meet with New Hires.

The Association shall be allowed no less than thirty (30) minutes to meet with all newly hired classified employees represent by this agreement. These meetings are allowed during work time and are with pay.

Section 4.7. Grievance or Disciplinary Association Notification.

The Association shall be promptly notified by the District of any grievances or disciplinary action of any employee in the unit in accordance with provisions of discharge and grievance procedure articles contained herein. The Association is entitled to have an observer at hearings and discussions conducted by any District official or body arising out of grievance and make known the Association's view concerning the case.

1 **Section 4.8. PSE Official Representation.**

2 The Association reserves the right to delegate any right or duty contained herein to appropriate
3 officials of the Public School Employees of Washington/SEIU Local 1948 State Organization.
4

5 **Section 4.9. Notification to Chapter President.**

6 The District will provide the Chapter President notification in accordance with RCW 41.56.035.
7

8 The District will notify the Chapter President within ten (10) working days of a current employee
9 discharge, resignation, retirement, or transfer from one (1) classification to another.
10

11 **ARTICLE V**

12 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

13
14
15 **Section 5.1. Mandatory Subjects.**

16 It is agreed and understood that matters appropriate for consultation and negotiation between the
17 District and the Association are hours, wages, grievance procedures, and general working conditions of
18 employees in the bargaining unit subject to this Agreement.
19

20
21 **Section 5.2. Labor/Management Meetings.**

22 Association representative(s) may meet with the Superintendent or the Superintendent’s designee at
23 least once a month to review and discuss current problems and practices.
24

25 **ARTICLE VI**

26 **HOURS OF WORK AND OVERTIME**

27
28
29 **Section 6.1. Workweek.**

30 Each employee shall be assigned to a definite shift with designated times of beginning and ending. The
31 workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)
32 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an
33 employee to work a week of any five (5) consecutive days which are followed by two (2) consecutive
34 days of rest. If an employee’s workweek is rescheduled, a sub will be brought into replace that
35 employee’s shift.
36

37
38 **Section 6.1.1. Non-School Days.**

39 On days when students are not in attendance, and with a minimum of twenty-four (24) hours’
40 notice and prior approval of the supervisor, an evening shift employee may work the day shift
41 hours.
42

43 **Section 6.1.2. Student Early Release Days.**

44 On days when students have early release, and with a minimum of twenty-four (24) hours’
45 notice and prior approval of the supervisor, an evening shift employee may start his/her shift at
46 an earlier time.
47



1 **Section 6.1.3. Alternative Workweek.**

2 With prior approval of their site or department supervisor, maintenance and custodial crews
3 may opt for an alternative workweek to begin on the first Monday following the last day of
4 student attendance in June and to continue until the Friday before students return in the fall.
5 This alternative workweek would be four (4), ten (10) hour workdays staggered over a five (5)
6 day workweek provided the building/department has coverage every weekday.
7

8 **Section 6.1.4. Hours of Work – Bus Drivers.**

9 Bus drivers will be hired at a minimum of three (3) hours daily. If drivers assigned hours,
10 including route time and pre-trip are less than three (3) hours they will perform various work in
11 the transportation area for the balance of their day.
12

13 **Section 6.1.5. Bus Driver Workdays.**

14 Bus driver routes will be on student contact days excluding conference days.
15

16 If a driver works fewer days than the number of student days, they will make up the time.
17 Drivers will collaborate with the transportation director to determine how to make up the time.
18 Options for making up time include, but are not limited to, substitute driving for regularly
19 scheduled routes, cleaning buses, or other tasks assigned by the transportation director.
20

21 **Section 6.2. Callback – Non-Bus Drivers.**

- 22 1. A callback is defined as any work other than the normal work shift and workday, which is of an
23 unexpected and unplanned nature and noncontiguous with the normal shift or workday.
24
25 2. Minimum callback time shall be two (2) hours. Compensation shall be at the appropriate rate.
26
27 3. Callback is not for work already scheduled and assigned to an employee for a scheduled event
28 in the evening or on the weekend but shall be compensated at the appropriate rate. A scheduled
29 event will be paid a minimum of two (2) hours. The employee must remain on site for the
30 duration of the assignment.
31

32 **Section 6.2.1. Callback – Bus Drivers.**

- 33 1. A callback is defined as any work required by the District other than the normal work
34 shift and workday or a trip that the driver willingly signed up for.
35
36 2. A callback is of an unexpected and unplanned nature, noncontiguous with the normal
37 work shift or workday, and which occurs after the regular p.m. shift (run).
38 Noncontiguous is defined as any time beginning fifteen (15) minutes or more from the
39 end of the regular p.m. run. A callback, which occurs less than fifteen (15) minutes
40 from the end of the regular p.m. shift, will be considered a continuation of that p.m.
41 shift and shall receive a one (1) hour pay minimum.
42
43 3. Drivers shall receive a minimum of two (2) hours’ pay at the appropriate rate for each
44 callback.
45
46 4. Minimum callback time for bus drivers between the hours of 9 a.m. and 2 p.m. on
47 school days shall be one (1) hour.
48

1 **Section 6.2.2. Sub Drops, Pick Ups, Tickets.**

- 2 1. A “ticket” is defined as trip “ticket” from the trip board.
- 3
- 4 2. A “sub drop or pick up” is defined as part of a posted trip ticket on the under fifty (50)
- 5 miles board in which the start or end time of the posted trip would interfere with the
- 6 daily route of a regular driver.
- 7
- 8 3. Anything that is on a “ticket” or is a “sub drop or pick up,” is a minimum of one (1)
- 9 hour.
- 10

11 **Section 6.3. Lunch and Breaks.**

12 The normal work shift shall consist of eight and one-half (8½) hours, including a thirty (30) minute

13 unpaid, uninterrupted lunch period as near the middle of the shift as is practicable, and also including a

14 fifteen (15) minute first half and fifteen (15) minute second half rest period, except as provided in the

15 following section. For every three (3) hours over their regular shift, employees will receive a one (1)

16 hour paid lunch break. Custodians may, upon mutual agreement with the building principal, take a

17 longer lunch break.

18

19 **Section 6.4. Split Shifts.**

20 Upon mutual agreement between the employee and employer, the District may utilize split shifts. Each

21 half shift shall include a fifteen (15) minute rest period.

22

23 **Section 6.5. Bus Driver Shifts.**

24 Recognizing that bus drivers present special shift problems, the parties agree that shifts shall be

25 established in relation to routes and driving time requisite to fulfilling tasks assigned by the supervisor

26 of transportation, and provided that all bus drivers shall receive twenty (20) minutes per driving run, in

27 addition to actual hours of driving time, for the purpose of bus cleanup and bus warm-up and required

28 pre-/post-trip duties, and regular route fueling.

29

30 **Section 6.5.1. Bidding of Routes.**

31 Routes shall be posted on the second (2nd) Tuesday of August and be bid by seniority the third

32 (3rd) Tuesday of August. For purpose of calculating daily hours the time worked shall be

33 rounded to the nearest fifteen (15) minutes for each contracted route or extra assignment.

34 Drivers must be present during the bidding process or indicate to the transportation director in

35 advance if they will be bidding via phone or by proxy. Drivers who are not present either in

36 person, by phone or by proxy on the agreed-upon bidding date/time will be moved to the

37 bottom of the seniority list for bidding purposes. Written notice shall be given to drivers

38 verifying their contract time at the conclusion of route bidding. Notification shall include drive

39 time, pre/post trip, and route number.

40

41 **Section 6.5.1.1. Bus Washer and Courier.**

42 Bus washer and courier positions are bid positions by seniority.

43

- 44 1. Bus washer – annually
- 45 2. Courier – when vacated
- 46

1 **Section 6.5.2. Route Discrepancy.**

2 If there is a discrepancy between the computer and the actual route times, it shall be mutually
3 agreed between the driver and District to have a third (3rd) party ride the route and verify the
4 actual driving time. Changes made to the route must be approved by the transportation director
5 before implemented. Written notice shall be given to drivers, verifying time adjustment made
6 due to route discrepancy.
7

8 **Section 6.5.3. Description of Routes.**

9 Routes will be built and/or combined according to the transportation director or designee.
10

- 11 1. Regular Route – A contracted route during the school day consists of an a.m. route
12 segment and p.m. route segment.
- 13
- 14 2. Preschool and Special Needs Route – A contracted route during the school day consists
15 of an a.m. route segment and p.m. route segment.
16
- 17 3. Mid-Day Route – A contracted route time between the a.m. and p.m. segments of a
18 regular, preschool, or special needs route. Mid-day routes may be in conjunction with
19 a.m./p.m. route.
20
- 21 4. Extended Day Route – A time sheeted route after the regular, preschool, or special
22 needs route segment to take students home at the end of the extended day program.
23 Extended day routes are based on program funding.
24
- 25 5. School to School Transfers – A contracted route to take students from one school to
26 another school for daily academics. School to school transfers may be in conjunction
27 with a.m./p.m. route.
28
- 29 6. Temporary Routes – Temporary routes should last no longer than thirty (30) days, and
30 if longer than thirty (30) days, it shall be posted and filled from the seniority roster.
31

32 **Section 6.6. Bus Driver Trip Assignments.**

33 Trips other than regular daily scheduled runs shall be assigned by seniority on three (3) rotating rosters
34 to regular drivers only.
35

- 36 1. Fifty (50) miles and over.
- 37
- 38 2. Under fifty (50) miles.
- 39
- 40 3. Activity runs, i.e., swimming and bowling (assigned on two [2] to five [5] consecutive day
41 blocks).
- 42
- 43 4. A driver will not be eligible to take activity runs or trips under fifty (50) miles if it interferes
44 with the driver’s regular daily run, i.e., a.m., p.m., and midday runs.
45
- 46 5. Drivers may forfeit an activity run or an under fifty (50) trip in order to take an over fifty (50)
47 trip. The forfeited run or trip will be posted on the under fifty (50) board. If an under fifty (50)

1 trip is forfeited the driver will then rotate to the bottom of both the under fifty (50) and over
2 fifty (50) trip boards.

3
4 6. Drivers shall not exchange trips with other drivers or bid out of rotation.

5
6 7. Emergency Late Trips – An emergency late trip is defined as a trip being posted and leaving
7 within twenty-four (24) hours or less. The transportation supervisor has the discretion to assign
8 an emergency late trip in the most efficient manner available at the time and shall attempt to
9 give preference to the most senior driver if at all possible.

10
11 If an eligible driver accepts or refuses an available trip, the driver moves to the bottom of the roster.
12 Drivers must choose or deny a posted trip within twenty-four (24) hours of the pin placed by the
13 driver’s name before the start of their next shift. If they have not accepted/refused a trip in this
14 timeframe they will be moved to the bottom of the rotation roster. If a driver wishes to be excluded
15 from a trip roster, they will notify the transportation director in writing. The transportation director will
16 make the final decision as to who will drive when in the director’s judgement safety or potential
17 problems are inherent in the trip.

18
19 If a driver is late for or misses a trip that he/she has accepted, he/she will forfeit any new or previously
20 scheduled trips for one (1) week starting that day of infraction. This will not apply if the driver is late
21 or misses a trip due to District error. Once a driver has committed to a designated trip, the driver must
22 work with the transportation director or designee if any modifications are needed. In the event no
23 regular driver is available or interested, the District may assign trips described above to substitute
24 drivers.

25
26 **Section 6.6.1. Bus Driver Trip Assignments.**

27 Trip signing is at 9:30 a.m. on Thursday of each week by seniority, dependent on pin location.

28
29 All drivers wanting trips must be present unless on School District assignment. Those drivers
30 must fill out a trip proxy request form to be handed into the transportation supervisor or router
31 prior to 9:30 a.m. Thursday morning.

32
33 Any trips not filled on Thursday morning or come in after Thursday’s meeting will be posted
34 on the trip board and can be signed for at any time during the week by seniority, depending on
35 pin location.

36
37 Drivers who accept or refuse a trip will move the pin to the next driver on the seniority roster.
38 Drivers have until the end of their next working shift to accept or decline the trip. If a trip has
39 been offered to all drivers by seniority and the trip remains unclaimed, it can be awarded to any
40 driver available regardless of seniority.

41
42 If a driver wishes to be excluded from a trip roster, they will notify the transportation director
43 in writing. The transportation director will make the final decision as to who will drive when in
44 the director’s judgment safety or potential problems are inherent in the trip.

1 **Section 6.6.2. Summer School Runs.**

- 2 1. Summer school runs will be assigned by seniority and last the duration of summer
3 school.
4
5 2. Summer school daily routes shall include the total daily hours (i.e., a.m., p.m., mid-day)
6 plus twenty (20) minutes per driving run (cleanup, inspection, fueling).
7
8 3. Summer school runs shall be two (2) hours minimum.
9
10 4. Summer school routes do not include callback time unless the callback section above
11 applies.
12

13 **Section 6.6.3. Special Runs.**

14 Special runs, i.e., fire runs, shall be assigned by straight seniority. The rotating rosters shall be
15 established at the beginning of each school year, by seniority, for those employees desiring to
16 take these extra trips.
17

18 **Section 6.6.4. Reassigned Trips.**

19 If a driver comes in after 1:00 a.m. and their name comes up for another trip that morning and
20 the transportation supervisor will not allow them to drive the trip, they will be given the next
21 available trip.
22

23 **Section 6.6.5. Cancelled Trips.**

24 If a driver is assigned a trip and it is cancelled, the driver will get the next available trip. If the
25 next available trip is on the same day the driver is scheduled to drive an extra trip, that driver
26 shall have the option to take the next available trip which occurs on a different day.
27

28 **Section 6.6.5.1. Cancelled Trips Compensation.**

29 Drivers shall receive two (2) hours of pay if a trip is cancelled without notice on a
30 weekend and the driver has reported to the bus garage to prepare for the trip. In the
31 event a trip is cancelled without notice during the work week and a driver's regular
32 route has been reassigned, the driver may elect to work with the transportation director
33 on other duties to ensure regular route compensation is not lost.
34

35 **Section 6.6.6. Out-of-Town Trip Rules.**

36 On out-of-town overnight trips, the following definition will be observed:
37

- 38 1. Layover Time – The driver has parked the bus for the day and is free of responsibility
39 for the bus per notification by the coach/supervisor/administrator in charge. Layover
40 time is the driver's free time and is not compensated. Intent: Layover time is at the end
41 of the day when the driver is not called back until the next day.
42
43 2. Trip Waiting Time – Day starts from the time the driver is asked to be ready until the
44 end of the day when they are released. This will also include twenty (20) minutes per
45 driving run.
46
47 3. Overnight Trip Compensation – Including trip time, drivers will receive a minimum of
48 four (4) hours per day for overnight trips.

1
2 **Section 6.6.7. Special Needs Route.**

3 All drivers will receive the appropriate special education training at the annual in-service
4 training. Any new drivers hired after the annual in-service training will receive training within
5 sixty (60) days of hire.
6

7 **Section 6.7. Use of Recording Equipment.**

8 Video cameras used on buses are intended to monitor and improve student behavior, minimize damage
9 to buses, monitor routes when needed (with prior notification), and provide for an overall safer student
10 transportation program. Video files pulled by building administrators are intended to be used for
11 student behavior. Video cameras are not intended to replace the normal driver evaluation procedures.
12 The transportation supervisor will notify a driver any time video files are viewed as the result of a
13 concern or complaint regarding activity on the driver’s bus. These files are for official purposes only.
14 Drivers may request to view video files from their bus, provided the request does not cause the District
15 to incur additional compensation costs or violate state or federal law.
16

17 **Section 6.8. Overtime.**

18 Overtime rate is defined as being one and one-half (1½) times the employee’s regular hourly rate of
19 pay. Holiday and sick leave hours will be considered hours worked for the purpose of the computation
20 of overtime.
21

22 All employees working more than forty (40) hours per week shall be compensated at the overtime rate
23 for all hours worked in excess of forty (40) hours.
24

25 **Section 6.8.1. Overtime Necessity.**

26 Overtime work must be of special need and requires prior approval. When overtime is required,
27 a complete report must be submitted to the direct supervisor.
28

29 **Section 6.8.2. Overtime Assignment Within Buildings Unrelated to Events.**

30 Overtime shall first be available to the head custodian. If the head custodian declines overtime,
31 it shall first be offered based upon seniority to building custodians per Section 9.5.2. Each offer
32 of overtime must be kept in the head custodian area. This list will be maintained and must
33 include notes indicating the acceptance/decline of each custodian.
34

35 **Section 6.8.2.1. Event Overtime (Custodians).**

36 If all custodians at a job site decline overtime for events, custodians throughout the
37 district that have signed up to work events overtime shall be called off the District
38 overtime list starting with the most senior employee. The employee at the top of the list
39 has the first right of refusal. If a custodian is called and chooses not to work the District
40 will call the next custodian on the list.
41

42 **Section 6.8.2.2. Event Overtime List.**

43 The overtime list will initially start with seniority and will be updated annually.
44 Custodians may sign up at any time with their name starting at the bottom of the list.
45 Custodians may remove their name at any time.
46



1 **Section 6.8.3. Specific Skills Overtime Tasks.**

2 Overtime tasks that require specific skills or the use of specialized equipment may be assigned
3 by the director or designee according to qualifications, rather than seniority preference.
4 Seniority preference shall prevail among those qualified for the task.
5

6 **Section 6.8.4. Compensatory Time.**

7 Prior approved overtime may be paid either at overtime rates or taken as compensatory time at
8 the employee's option. Compensatory time shall be taken at the overtime rate of one and one-
9 half (1½) hours for each one (1) hour worked. A record of such time shall be kept. Employees
10 may accrue up to four (4) days of compensatory time. Compensatory time in excess of four (4)
11 days will be paid at the overtime rate. Employees may take two (2) days at a time.
12 Compensatory time shall be by mutual agreement between the building administrator and the
13 employee, at no less than four (4) hour increments if a sub is required. The use of
14 compensatory time will be requested and approved at least one (1) week in advance. There will
15 be a form provided for tracking purposes.
16

17 **Section 6.8.5. Substituting for a Head Custodian.**

18 A custodian who is assigned to substitute for a head custodian shall receive compensation equal
19 to the sixth (6th) step on the head custodian salary scheduled. The employee must work as a
20 head custodian for five (5) consecutive, uninterrupted days to receive the pay retroactive,
21 starting with the fourth (4th) day. The head custodian will get input from the building
22 administrator to determine who will substitute for the head custodian.
23

24 **Section 6.8.5.1. Substituting for Lead Mechanic.**

25 A mechanic who is assigned to substitute for a lead mechanic shall receive
26 compensation equal to the lead mechanic's hourly stipend. The employee must work as
27 a lead mechanic for five (5) consecutive, uninterrupted days to receive the pay
28 retroactive, starting with the fourth (4th) day.
29

30 **Section 6.8.6. Substitute for Unfilled Routes.**

31 When a regular substitute cannot be found, the following order shall be used, when possible, to
32 drive a.m./p.m. runs as substitutes for regular drivers. A reasonable effort shall be made to keep
33 a working pool of substitutes. The following list will be used in an emergency.
34

- 35 ■ Back-Up Dispatcher
- 36 ■ Mechanic
- 37 ■ Dispatch Router
- 38 ■ Director of Transportation

39 Final route assignments will be at the discretion of the transportation director.
40

41 **Section 6.8.7. Cross Classification Assistance (Custodial).**

42 In the event that additional custodial help is required, the custodial director may utilize
43 employees of the maintenance and transportation departments as long as it does not interrupt
44 their normal working shifts. Employees who are willing will be put onto the custodial overtime
45 list. In order to be placed on the overtime list, the employee must attend the same training as a
46 sub-custodian.
47
48

1 Cross-classification employees will be paid at Step 1 of the custodial pay scale. Time will be
2 kept on a separate time sheet clearly marked custodial overtime and will be turned in on the last
3 working day of the month.

4
5 **Section 6.8.7.1. Cross Classification Order.**

6 Overtime priority will be given to current custodians. If all custodians decline,
7 maintenance and transportation employees will be notified, using a seniority list as a
8 calling order starting with the most seniority. Nothing in this provision, however,
9 precludes the District from assigning overtime at its discretion when an emergency
10 occurs, or the District determines that immediate action is necessary.

11
12
13 **ARTICLE VII**

14
15 **HOLIDAYS AND VACATIONS**

16
17 **Section 7.1. Holidays for Year-Round Employees.**

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

- 20
21 1. Labor Day 8. New Year's Eve Day
22 2. Veterans Day 9. New Year's Day
23 3. Thanksgiving Day 10. Martin Luther King's Birthday
24 4. Day after Thanksgiving 11. Presidents Day
25 5. Christmas Eve 12. Memorial Day
26 6. Christmas Day 13. Independent Day
27 7. Day after Christmas 14. Juneteenth

28
29 **Section 7.1.1. Holidays for Less Than 260-Day Employees.**

30 All nine (9) to ten (10) month employees shall receive the following paid holidays:

- 31
32 1. Labor Day 7. New Year's Eve Day
33 2. Veterans Day 8. New Year's Day
34 3. Thanksgiving Day 9. Martin Luther King's Birthday
35 4. Day after Thanksgiving 10. Presidents Day
36 5. Christmas Eve 11. Memorial Day
37 6. Christmas Day

38
39 **Section 7.2. Worked Holidays.**

40 Employees who are required to work on the above holidays shall receive the pay due them for the
41 holiday, plus time and one-half (1½) their base rate for all hours worked on such holidays, except job
42 description assignments.

43
44 **Section 7.3. Unpaid Holidays.**

45 Employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience
46 or an organized activity conducted under the auspices of a religious denomination, church, or religious
47 organization. The employee may select the days on which the employee desires to take the two (2)
48 unpaid holidays after consultation with their supervisor. If an employee prefers to take the two (2)

1 unpaid holidays on specific days for the above reasons, the employer must allow the employee to do so
2 unless the employee's absence would impose an undue hardship on the employer. No more than two
3 (2) employees per worksite/building may be absent for an unpaid holiday on any given day.
4

5 There is a presumption of undue hardship in a school setting when employees are absent on certain
6 days and circumstances. In order to avoid an undue hardship:
7

- 8 1. Employees requesting to take unpaid holidays for reasons of faith or conscience are required to
9 submit a written request to their supervisor a minimum of two (2) weeks prior to the requested
10 day(s) off.
11
- 12 2. Absent specific written authorization from the Superintendent, issued at his/her sole discretion,
13 unpaid holidays shall be deemed an undue hardship and not available:
14
 - 15 a. The two (2) weeks prior to school starting.
 - 16 b. The first two (2) weeks of school or the last two (2) weeks of school.
 - 17 c. To be used to extend vacations, breaks, or holiday.
 - 18 d. As vacation days.
 - 19 e. To shorten the school year.
20

21 However, an employee may submit a written request to the Superintendent for unpaid holiday leave
22 which falls in conjunction with a, b, or d if the reason of faith or conscience is so scheduled. The
23 decision to grant a request for unpaid holiday time for a, b or e will be at the sole discretion of the
24 Superintendent.
25

26 **Section 7.4. Floating Holiday.**

27 Full-time employees are those working twelve (12) months/two thousand eighty (2,080) hours. Unless
28 agreed otherwise, all workdays in excess of the normal full-time work year of two hundred sixty (260)
29 days shall be a non-paid floating holiday. The Association President will be notified in September if
30 any non-paid days will be included in the contract year. This floating holiday will be taken at the
31 discretion of the employee on any day that school is not in session. This day will be scheduled with
32 approval of the immediate supervisor at least one (1) week in advance. The number of workdays
33 during the duration of this Agreement are as follows:
34

35 **Section 7.5. Vacations.**

36 Twelve (12) month employees subject to this Agreement shall be credited with hours of vacation
37 credit, based on hours worked, prorated against a maximum of two thousand eighty (2080) hours per
38 year.

<u>Years of Service</u>	<u>Vacation Earned Annually</u>
1st Year of Employment	Five (5) days
2nd through 6th Years of Employment	Ten (10) days
7th through 12th Years of Employment	Fifteen (15) days
13th through 19th Years of Employment	Twenty (20) days
20th + Years of Employment	After twenty (20) years of employment with the district, each employee will receive one (1) day added vacation for every additional year of employment, not to exceed twenty-four (24) days.



1 **Section 7.5.1. Maximum Vacation Accrual.**

2

<u>Years of Service</u>	<u>Maximum Vacation Accrual</u>
Less than 7 Years	Fifteen (15) days
7 through 12 Years	Twenty (20) days
13 + Years	Thirty (30) days

7

8 **Section 7.5.2. Vacations for Custodians.**

9 Custodial employees, having at least two (2) years of service, may take two (2) weeks of
10 vacation during the school year, provided that not more than one (1) custodian may be on
11 vacation at a time during the school year with approval of the supervisor. The school year shall
12 be defined as the one hundred eighty (180) days when students are present. Employees may
13 also take vacation during winter and spring breaks in addition to the two (2) weeks during the
14 school year. Employees may request an exception to this on a case-by-case basis. These
15 requests must be approved first by the building administrator. Final approval will be made by
16 the Superintendent’s designee.

17

18 **Section 7.6. Summer Vacation Schedule.**

19 Summer vacation schedule requests must be made by June 1st of each year and are subject to the
20 approval of the supervisor.

21

22 **Section 7.7. Forfeiting Vacation Without Proper Resignation.**

23 Any employee who resigns or otherwise discontinues employment with the Eastmont School District
24 #206 without first giving proper two (2) weeks’ notice shall lose any accumulated vacation time due
25 them.

26

27

28 **ARTICLE VIII**

29

30 **LEAVES**

31

32 **Section 8.1. Sick Leave.**

33 Leave with compensation for illness, injury, and emergencies shall be referred to as sick leave.

34

35 **Section 8.1.1. Sick Leave Accrual.**

36 Employees shall be granted one (1) day per working month of sick leave prorated to employee
37 day, not to exceed twelve (12) days per year. After accumulated sick leave is used, accrued
38 vacation and/or personal leave may be used prior to processing a salary deduction.

39

40 **Section 8.1.2. Use of Sick Leave.**

41 Employees may use sick leave for reasons defined in RCW 49.46.210.

42

43 **Section 8.1.3. Family Members.**

44 Employees shall be allowed to use accumulated illness, injury, or emergency leave (sick leave)
45 for the care of members of the immediate family with a serious illness requiring the presence of
46 the employee. For the purpose of this provision, immediate family shall mean spouse, children,
47 parents, siblings, stepparents, stepchildren, grandparents and grandchildren, and children whom
48 employees have legal guardianship over.

1
2 **Section 8.1.4. Sick Leave Use for Emergencies.**

3 Deduction from this allocation of leave days shall be granted by the District for situations of
4 such a nature that generally preplanning by the employee is not possible, one which is serious,
5 essentially unavoidable and of importance. Determination of deductions for other emergency
6 absence not covered in this provision will be left to the discretion of the Superintendent.
7

8 **Section 8.1.5. Family and Disability Leave.**

9 Family and disability leave (including Family Medical Leave) shall be granted in accordance
10 with federal and state statutes.
11

12 A. Family Medical Leave Act (FMLA): In addition to any other leave provided for
13 elsewhere in this Agreement, FMLA leave will be provided for as follows:

- 14
- 15 i. Eligibility. Any employee shall be eligible for Family Leave if they have
16 worked one thousand two hundred fifty (1250) hours and a minimum of twelve
17 (12) months.
 - 18 ii. Usage. Employees shall be provided twelve (12) weeks of unpaid leave during
19 any twelve (12) month period for any of the following reasons:
 - 20 1) To care for the employee’s child after birth, or placement for adoption
21 or foster care.
 - 22 2) To care for the employee’s spouse, child, or parent who has a serious
23 health condition.
 - 24 3) For a serious health condition of the employee.
 - 25 iii. Notification. The employee shall provide the District thirty (30) days advance
26 notice of his/her intent to use Family Leave when the need for the leave is
27 foreseeable.
 - 28 iv. Job Benefits and Protection. The District shall insure the following provisions:
 - 29 1) Maintain the employer’s contribution to the employee’s insurance
30 benefits during the duration of Family Leave.
 - 31 2) Grant, at the employee’s request, his/her usage of accrued sick leave
32 and/or annual leave prior to his/her going on unpaid leave.
 - 33 3) Grant the employee his/her previous position upon return from leave.
 - 34 4) Maintain any employee benefits that accrued prior to the start of the
35 leave.
- 36
37
38
39
40
41
42
43
44
45
46

47 B. Washington Family Care Act and other Applicable Laws: The District will comply with
48 all law (local, state, and federal) relating to Family and Disability Leaves.

1
2 **Section 8.1.6. Washington Paid Family and Medical Leave (PFML).**

3 Employees shall be eligible to receive Paid Family and Medical Leave under the Washington
4 State Family and Medical Leave. To be eligible for this leave, employees must have worked a
5 minimum of eight hundred twenty (820) hours within the past calendar year. The District will
6 comply with the PFML (Paid Family Medical Leave) to the extent required by law.
7

8 **Section 8.1.7. Notification.**

9 It is the responsibility of the employee that absences be reported as soon as possible to the
10 building principal or supervisor. Employees are required to enter their absences into the
11 absence tracking/substitute placement system.
12

13 **Section 8.1.8. Health Care Provider Written Notice.**

14 An absence of more than three (3) consecutive days because of illness may require a
15 physician's written notice.
16

17 **Section 8.2. Sick Leave Sharing.**

18 **Section 8.2.1. Right to Donate.**

19 Employees may donate annual or sick leave to a fellow employee who is suffering from, or has
20 a relative or a household member who is suffering from, an extraordinary or severe illness,
21 injury, impairment or physical or mental condition; a fellow employee who is a victim of
22 domestic violence, sexual assault, or stalking; or a fellow employee who has been called to
23 service in the uniformed services, which has caused or is likely to cause the employee to take
24 leave without pay or terminate his or her employment (Per RCW 41.04.650-41.04.665).
25
26

27 **Section 8.2.2. Sick Leave Donation.**

28 An employee who has an accrued sick leave balance of more than twenty-two (22) days may
29 donate such leave. Employees cannot donate sick leave days that would result in their sick
30 leave account going below twenty-two (22) days.
31

32 **Section 8.2.3. Status of Leave Employees.**

33 While an employee is on leave under this section, he or she shall be classified as an employee
34 and shall receive the same treatment in respect to salary, wages, and employee benefits as the
35 employee would normally receive if using accrued sick leave. Payment of sick leave shall be in
36 accordance with state statutes, rules, and regulations.
37

38 **Section 8.2.4. Sick Leave in Reserve.**

39 Employees may maintain up to forty (40) hours of applicable leave in reserve and still be
40 eligible for shared leave.
41

42 **Section 8.2.5. Intermittent and Nonconsecutive Shared Leave.**

43 Employees shall have access to intermittent and nonconsecutive use of shared leave, so long as
44 the leave has not been returned to the donor.
45

1 **Section 8.2.6. Unused Donated Leave.**

2 In the event the employee receiving donated leave does not use all leave donated, the unused
3 donated leave in such employee’s leave account shall be returned to donors, pro-rata, within
4 thirty (30) days after the donors’ use of accumulated leave ceases.

5
6 **Section 8.3. On-the-Job Injury and Leave.**

7 When an employee is injured on the job and is unable to perform his/her duties as a result of an on-the-
8 job injury or occupational disease or illness, and is directed by a health care provider not to return to
9 work, the employee may elect to use leave as follows (provided the employer does not elect to keep the
10 employee on full salary through means other than the use of accrued leave):

- 11
12 1. Choose unpaid leave thus receiving only his/her entitled temporary total disability (TTD)
13 benefit payment from the District’s industrial insurance; or
14
15 2. Elect to use a full day of accumulated leave (sick, annual, or other similar benefit) in addition
16 to their entitled TTD benefits; or
17
18 3. Elect to use a proportionate share of accumulated leave to make up the difference between the
19 workers’ compensation payments and the employee’s regular pay at the time of the injury.

20
21 **Section 8.4. Bereavement Leave.**

22 Each employee shall be allowed up to five (5) days of paid leave for each occurrence, noncumulative,
23 for a death of an immediate family member as defined below, and up to three (3) days of paid leave for
24 each occurrence, noncumulative, for the death of a family member as defined below. With prior
25 approval from the Superintendent/designee, two (2) additional days for bereavement may be granted
26 for extensive travel time out of state, with no deduction in salary.

27
28 In the event of the death of other close relatives, close personal friend, or co-worker, the employee
29 shall be granted up to one (1) day with pay. A request for additional time (travel) must be submitted to
30 the Superintendent/designee for his/her approval. The decision of the Superintendent/designee is final
31 and such extension shall be deducted from sick leave (a maximum of two [2] days, vacation, personal
32 leave or be considered leave without pay, at the employee’s option.

33
34 **Section 8.4.1. Bereavement Leave – Family Defined.**

35 Immediate family is defined as: mother, father, spouse, significant other, grandparents, step-
36 parents, brother, sister, grandchildren, and children either natural born, adopted, foster,
37 stepchild, or otherwise under legal custodial care.

38
39 Family member is defined as: mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt,
40 and uncle.

41
42 **Section 8.5. Jury Duty and Subpoena Leave.**

43
44 **Section 8.5.1. Jury Duty.**

45 Leaves of absence with pay shall be granted for jury duty. The employee shall notify the
46 District when notification to serve on jury duty is received.



1 **Section 8.5.2. Subpoena Leave.**

2 Appearance before a court, legislative committee, or quasi-judicial body as a witness or co-
3 defendant with the District in response to a subpoena or other legal directive should be
4 approved as authorized leave with pay. No compensation shall be granted if the employee is
5 subpoenaed by the Association, or if the employee is the plaintiff or defendant in a case. In the
6 event that an employee is a party in a court action not of his/her own making, such employee
7 may request the appropriate leave.

8
9 **Section 8.6. Personal Leave.**

10
11 **Section 8.6.1. Use.**

12 Personal leave is authorized to enable classified employees to take care of personal business
13 which requires absence during school hours and cannot be arranged for or scheduled on non-
14 business days or non-school hours.

15
16 **Section 8.6.2. Approval.**

17 Such personal absences will be granted and approved by the employee's direct supervisor.

18
19 **Section 8.6.3. Notice.**

20 The employee shall request use of personal leave at least one (1) week in advance of each
21 absence when possible. Provided further that not more than two (2) classified employees
22 covered in this agreement shall be authorized such leave at the same time in any one (1)
23 building without the approval of the Superintendent/designee.

24
25 **Section 8.6.4. Accumulation.**

26 Three (3) days of fully paid personal leave shall be granted each year. Said day, if unused, shall
27 accumulate to the maximum of five (5) fully paid days.

28
29 Employees who do not use any or part of their personal leave may request to cash-out up to two
30 (2) days at the employee's regular rate of pay. Requests for reimbursement must be submitted
31 to Human Resources by the last day of school. Reimbursements will be paid in the August
32 paycheck.

33
34 **Section 8.7. Unpaid Leave of Absence.**

35 Upon recommendation of the immediate supervisor through administrative channels to the
36 Superintendent or his/her designee, and upon approval of the Board of Directors, an employee may be
37 granted a leave of absence without pay for a period not to exceed one (1) year.

38
39 The returning employee will be assigned to the position occupied before the leave of absence, or a
40 similar assignment with the same salary and benefits.

41
42 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave
43 of absence. However, vacation credits, sick leave and seniority shall not accrue while the employee is
44 on leave of absence.

1 **Section 8.8. Annual Sick Leave Buy Back Option.**

2 1. Each January after the effective date of this Agreement, each eligible employee of the District
3 may elect to convert excess sick leave to monetary compensation.

4
5 2. Eligible employees, excess sick leave, and the conversion of excess sick leave to monetary
6 compensation shall be determined as follows:

7
8 1. Eligible Employees: In order to be eligible to convert excess sick leave days to
9 monetary compensation, an employee:

10
11 a. Shall have accumulated in excess of sixty (60) full days of unused sick leave
12 at a rate of accumulation no greater than one (1) full day per month (a
13 maximum of twelve [12] days per year) as of the end of the previous calendar
14 year; and

15
16 b. Shall provide written notice to his or her employer during the month of
17 January of his or her intent to convert excess sick leave days to monetary
18 compensation.

19
20 2. Excess Sick Leave: The number of sick leave days which an eligible employee may
21 convert shall be determined by:

22
23 a. Taking the number of sick leave days in excess of sixty (60) full days that
24 were accumulated by the employee during the previous calendar year at a rate
25 of accumulation no greater than one (1) full day per month (a maximum of
26 twelve [12] days per year); and

27
28 b. Subtracting therefore the number of sick leave days used by the employee
29 during the previous calendar year. The remainder, if any, shall constitute the
30 number of sick leave days, which may be converted to monetary
31 compensation.

32
33 3. Rate of Conversion: Sick leave days that are eligible for conversion shall be converted
34 to monetary compensation at the rate of twenty-five percent (25%) of the employee's
35 current, full-time daily rate of compensation for each full day of eligible sick leave.
36 Partial days of eligible sick leave shall be converted on a pro rata basis.

37
38 3. All sick leave days converted pursuant to this section shall be deducted from an employee's
39 accumulated sick leave balance.

40
41 4. Compensation received pursuant to the above shall follow Department of Retirement reporting
42 guidelines for the purpose of computing a retirement allowance.

1 **Section 8.8.1. Death or Retirement Sick Leave Buy Back.**

- 2 1. Eligible Employees: Each employee who subsequently terminates employment may
3 personally, or through his or her estate in the event of death, elect to convert all eligible,
4 accumulated, unused sick leave days to monetary compensation as provided in this
5 section. For the purposes of this section, an eligible employee shall be defined as:
6
7 a. Employees who separate from employment due to retirement or death.
8
9 b. Employees who separate from employment and who are at least age fifty-five
10 (55) and have at least ten (10) years of service in SERS 3.
11
12 c. Employees who separate from employment and who are at least fifty-five (55)
13 and have at least fifteen (15) years of service in SERS 2.
14
15 2. Eligible Sick Leave Days: All unused sick leave days that have been accumulated by an
16 eligible employee at a rate of accumulation no greater than one (1) full day per month of
17 employment as provided elsewhere in this Agreement (a maximum of twelve [12] days
18 per year), less sick leave days previously converted, and those credited as service
19 rendered for retirement purposes, may be converted to monetary compensation upon the
20 employee’s termination of employment due to retirement or death.
21
22 3. Rate of Conversion: Sick leave days that are eligible for conversion shall be converted
23 to monetary compensation at the rate of twenty-five percent (25%) of an employee’s
24 full-time daily rate of compensation at the time of termination of employment for each
25 full day of eligible sick leave, to a maximum of one hundred eighty (180) days. Partial
26 days of eligible sick leave shall be converted on a pro-rata basis.
27
28 4. All sick leave days converted pursuant to this section shall be deducted from an
29 employee’s accumulated sick leave balance.
30
31 5. Compensation received pursuant to this section shall follow Department of Retirement
32 reporting guidelines for the purpose of computing a retirement allowance.
33
34 6. Eligible sick leave days described above will be converted subject to the annual Sick
35 Leave Buy Back Memorandum of Understanding.
36
37

38 **ARTICLE IX**

39 **PROBATION AND SENIORITY PROCEDURES**

40 **Section 9.1. Probationary Status.**

41 Each new hire shall remain in a probationary status for a period of not more than one hundred eighty
42 (180) days following the hiring date. During this probationary period, the District may discharge such
43 employee at its discretion. At the end of the probationary period, the employee will be subject to all
44 rights and duties contained in this Agreement retroactive to their hire date.
45
46
47



1 **Section 9.2. Seniority Defined.**

2 The seniority of an employee in the bargaining unit shall be established as of the date on which they
3 were hired by the District (thereinafter “hire date”) unless such seniority shall be lost as hereinafter
4 provided.

5
6 **Section 9.3. Loss of Seniority Rights.**

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

- 8
9 1. Resignation.
10 2. Discharge for any reason contained in this Agreement.
11 3. Retirement.

12
13 **Section 9.4. No Loss of Seniority Rights.**

14 Seniority rights shall not be lost for the following reasons, without limitation:

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

20
21 **Section 9.5. Seniority Rights Within Job Classifications.**

22 Seniority rights shall be effective within the general job classification. In the event of a District wide
23 layoff the employee’s hire date in their current classification will be used. As used in this Agreement,
24 general job classifications are those set forth in Article I, Section 1.3.

25
26 **Section 9.5.1. Seniority Preference for Shift and Layoff.**

27 The employee with the earliest hire date shall have preferential rights regarding shift selection
28 and layoff.

29
30 **Section 9.5.2. Seniority Preference for Vacation.**

31 The employee with the earliest hire date at each job site shall have preferential rights regarding
32 vacation periods.

33
34 **Section 9.5.3. Seniority Preference for Overtime.**

35 The employee with the earliest hire date at each job site shall have preferential rights regarding
36 overtime and the right to refuse overtime. If all employees decline overtime, the District may
37 select from the seniority list at each job site, beginning with the employee with the least
38 seniority. Employees who have transferred to a new building within the District must wait
39 Thirty (30) calendar days before their District seniority is recognized (for overtime) for this
40 section only. Nothing in this provision, however, precludes the District from assigning
41 overtime at its discretion when an emergency occurs or the District determines that immediate
42 action is necessary.

43
44 **Section 9.5.4. Seniority Tie.**

45 Employees hired on the same date shall draw for seniority by lot at the time of hire.
46
47
48



1 **Section 9.6. Vacancies, Promotions, Selection, and Temporary Positions.**

2
3 **Section 9.6.1. Vacancies.**

4 The term “vacancy” means a vacancy shall be determined to exist only after such is formally
5 declared in writing by the District. The District shall meet with the Association no later than
6 (30) workdays after the vacancy occurs to discuss the vacant position.
7

8 **Section 9.6.2. Postings.**

9 The District shall publicize on the applicant system and via District e-mail for five (5) working
10 days the availability of vacant positions as soon as possible after the District is appraised of the
11 opening. The position(s) shall be filled within fifteen (15) working days after the closing date
12 of the posting.
13

14 **Section 9.6.3. Promotions.**

15 Promotions shall mean promoting from a custodian to a head custodian and moving an
16 employee between maintenance classifications with differing job duties.
17

18 **Section 9.6.4. Interviews.**

19 All qualified employees within the bargaining unit who apply for vacant positions shall be
20 granted an interview.
21

22 **Section 9.6.5. Selection.**

23 Selection of an applicant to fill a vacancy shall be made by the District according to
24 qualifications, performance, no less than the last five (5) consecutive years of employee
25 evaluations when applicable and seniority. Preference will be given for seniority if
26 qualifications, performance, and employee evaluations are considered substantially equal
27 between and among the applicants.
28

29 If the District determines that seniority rights should not govern, the District shall, if requested
30 by the affected employee, set forth in writing the reasons why he/she was not chosen for the
31 position.
32

33 **Section 9.6.6. Out of Classification Selection.**

34 If there is no applicant within the classification, then an applicant in another classification
35 within the bargaining unit shall have preferential rights over an outside applicant if the in-
36 District applicant’s qualifications are substantially equal between and among the applicants.
37

38 If the District determines that the in-district applicants do not have substantially equal
39 qualifications over outside applicants, the District shall, if requested by the affected employee,
40 set forth in writing the reasons why he/she was not chosen for the position.
41

42 **Section 9.7. Classification Changes.**

43 An employee who changes job classifications within the bargaining unit shall retain their seniority date
44 in the previous classification, notwithstanding that they have acquired an additional classification
45 seniority date.
46

1 **Section 9.7.1. Classification Changes - Hourly Rate.**

2 Employees who change positions within their classification shall receive credit for each
3 previous year of service for step placement on Schedule A. Employees who change job
4 classifications will be placed at the closest hourly rate in the new job classification that would
5 not result in a decrease of pay.
6

7 **Section 9.8. Temporary Positions.**

8 A temporary position is one created by the District for a minimum of thirty (30) working days. If the
9 position extends beyond ninety (90) working days, it will be posted as a permanent job. Short-term
10 layoff will not be used to circumvent this section. This section does not apply to temporary summer
11 employees – June 1 through September 1. This section does not apply to positions created by leave of
12 absence or positions created by authorized employee absence.
13

14 **ARTICLE X**

15 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

16 **Section 10.1. Just Cause.**

17 The District shall have the right to discipline an employee for justifiable cause. The issue of justifiable
18 cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District
19 has reason to reprimand an employee, it shall, when possible, be done in a manner which will not
20 embarrass the employee before other employees or the public. All disciplinary actions shall be made in
21 private and in confidence and never in the presence of students, parents, other employees, or at public
22 gatherings. All information forming the basis for any charge shall be made available to the employee.
23 An employee shall have the right to face their accuser.
24

25 **Section 10.1.1. Progressive Discipline.**

26 The following progression of employee discipline shall generally be followed: verbal
27 reprimand, written reprimand, suspension (with or without pay), termination.
28

29 **Section 10.2. Representation.**

30 An employee shall be entitled to have present a representative of the Association during any meeting
31 which could reasonably lead to discipline. Any complaint not called to the attention of the employee
32 may not be used as the basis for any disciplinary action against the employee.
33

34 **ARTICLE XI**

35 **INSURANCE**

36 **Section 11.1. Health Insurance.**

37 The District shall provide qualified employees with insurance benefits that align with the rules and
38 regulations set by the School Employee Benefit Board (SEBB).
39

40 **Section 11.1.1. Availability.**

- 41
- 42 1. Qualified employees who work or will work a minimum of six hundred thirty (630)
43 hours during the year.
44



2. Open enrollment window is determined by SEBB.
3. SEBB insurance plan information shall be provided to eligible employees during orientation or within ten (10) workdays of hire and at each open enrollment.
4. Employees are responsible for enrolling online or with forms provided by SEBB.

Section 11.1.2. Benefits.

1. Qualified employees will be provided SEBB benefits that include medical, dental, vision, basic life/accidental insurance, long-term disability insurance, and retiree subsidy (formerly Health Care Authority Carve-out).
2. Employees may select a carrier approved by SEBB.

Section 11.1.3. Premiums.

1. The District shall pay their portion of the employee premium as established by SEBB.
2. Employees will be responsible for their portion of the premium.
3. Any additional premium surcharges will be paid by the employee.

Section 11.1.4. Expiration.

1. Insurance will expire on the last day of the contract year (August 31st) unless an earlier separation date is indicated on the employee's resignation/retirement letter.
2. Mid-year separations will impact insurance coverage differently. Contact Human Resources for further information.

Section 11.2.

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

Section 11.3. Conversion of Personal Days Upon Separation or Retirement.

At the employee's request, employees who give two (2) weeks' notice and retire or separate employment may convert personal leave days at the employee's regular rate of pay.

Section 11.4. Retirement / Resignation Notification.

Retiring/resigning employee who notify the District in writing that they will be retiring or resigning will receive the following stipend:

- Six (6) Months Prior: Two hundred fifty dollars (\$250.00).

ARTICLE XII

MAINTENANCE OF MEMBERSHIP AND CHECKOFF

Section 12.1. Association Membership.

Each employee subject to this Agreement, who, on the effective date of this Agreement, is a member of the Association in good standing shall, maintain his/her membership in the Association during the

1 term of this Agreement unless membership is revoked through written request to Public School
2 Employees of Washington/SEIU Local 1948.

3
4 **Section 12.2. Political Withholding.**

5 The District shall upon receipt of a written authorization form that conforms to legal requirements,
6 deduct from the pay of such bargaining unit employees the amount of contributions the employee
7 voluntarily chooses for deduction for political purposes and shall transmit the same to Public School
8 Employees of Washington/SEIU Local 1948 on the PSE dues transmittal check. Section 12.3 of the
9 Collective Bargaining Agreement shall apply to these deductions. The employee may revoke the
10 request at any time. At least annually, the employee shall be notified by the Association about the right
11 to revoke the request.

12
13 **Section 12.3. Checkoff.**

14 It is mutually agreed that in compliance with RCW 41.56.110, the School District shall deduct PSE
15 dues and/or voluntary political contributions from the pay of all employees after authorization of such
16 deductions and shall remit all such funds to the Treasurer of the Public School Employees of
17 Washington/SEIU Local 1948 on a monthly basis.

18
19 **Section 12.3.1. Dues Authorization and Revocations.**

20 An employee's written, electronic, or recorded voice authorization to have the employer deduct
21 membership dues from the employee's salary must be made by the employee to Public School
22 Employees of Washington/SEIU Local 1948. Upon receiving notice of the employee's
23 authorization from Public School Employees of Washington/SEIU Local 1948, the employer
24 shall deduct from the employee's salary membership dues and remit the amounts to Public
25 School Employees of Washington/SEIU Local 1948.

26
27 The employee's authorization remains in effect until expressly revoked by the employee in
28 accordance with the terms and conditions of the authorization. An employee's request to revoke
29 authorization for payroll deductions must be in writing and submitted by the employee to
30 Public School Employees of Washington/SEIU Local 1948.

31
32 **Section 12.4. District Indemnification.**

33 The Association will indemnify, defend, and hold the District harmless against any claims, suits,
34 and/or judgments against the District on account of any check-off of Association dues or voluntary
35 political contributions.

36
37
38 **ARTICLE XIII**

39
40 **GRIEVANCE PROCEDURE**

41
42 **Section 13.1. Definitions.**

- 43 1. Grievance shall mean a written statement that a term of this Agreement has been violated.
44
45 2. Days shall mean employee employment days, except as otherwise indicated. If the stipulated
46 time limits are not met, the grievant shall have the right to appeal the grievance to the next
47 level.
48

1 **Section 13.2. Procedures.**

2
3 **Section 13.2.1. Informal Process.**

4 Every effort shall be made to resolve grievances or potential grievances through free and
5 informal communications between the grievant and the immediate supervisor. However, if such
6 informal process has failed to provide an acceptable adjustment of the grievance, then the
7 grievance may be processed as described. Once the grievance has been processed to Step I,
8 informal resolution of a grievance between an employee(s) and the immediate supervisor shall
9 not be granted unless agreed upon in writing by both parties.

10
11 **Section 13.2.2. Board or Association Grievance.**

12 The Board or the Association may file a grievance alleging a violation of this Agreement. The
13 Board shall initiate its grievance by the Superintendent reducing it to writing and filing it with
14 the Association President. All grievances of this nature shall begin at Step 2 and may be
15 admitted to arbitration as described herein.

16
17 **Section 13.2.3. Statutory Remedies.**

18 The parties recognize that an employee may pursue statutory remedies independent of any
19 remedy to which the employee may be entitled by the terms of this Agreement. In the event that
20 the employee elects to pursue such remedy, then those remedies which may otherwise be
21 available under the terms of this Agreement are expressly waived.

22
23 **Section 13.3. Steps.**

24
25 **Section 13.3.1. Informal Communication.**

26 Within thirty (30) calendar days following the act, which is the basis of the grievance, the
27 grievant may file a written grievance with either the building principal or immediate supervisor
28 with a copy to the Superintendent or designee. All employees shall have the right to
29 Association representation at each step of the grievance procedure. If an aggrieved party is not
30 represented by the Association; the Association shall have the right to be present to state its
31 views at all stages of the grievance procedure.

32
33 **Section 13.3.2. Step 1.**

34 The immediate supervisor shall meet with the grievant within five (5) days upon receipt of the
35 grievance and attempt a mutually satisfactory resolution of the grievance. If a satisfactory
36 resolution is reached at the meeting; it shall be reduced to writing and signed by the involved
37 parties. If no satisfactory agreement is reached, the grievant may, within five (5) days, appeal to
38 Step 2.

39
40 **Section 13.3.3. Step 2.**

41 If no settlement has been reached within the five (5) days referred to in the preceding
42 subsection, and the Association believes the grievance to be valid, a written statement of
43 grievance shall be submitted within fifteen (15) working days to the District Superintendent or
44 his/her designee. The Superintendent or the Superintendent's designee shall arrange a meeting
45 with the grievant to take place within five (5) days following receipt of the grievance appeal. If
46 a satisfactory resolution is reached at the grievance meeting, it shall be reduced to writing and
47 signed by all parties. Upon conclusion of the meeting, if no satisfactory agreement has been
48 reached, the Superintendent shall have five (5) days to provide a written decision together with

1 reasons. The Association shall have ten (10) days following receipt of the decision to request in
2 writing that the grievance be submitted to arbitration.

3
4 **Section 13.3.4. Step 3.**

5 If the grievance is still unresolved the grievant and/or Association representative has twenty
6 (20) working days to notify the District Human Resources Office in writing of its intent to go to
7 arbitration.

8
9 The dispute, claim or grievance arising out of the interpretation or the application of this
10 agreement shall be submitted to the American Arbitration Association under voluntary
11 arbitration rules, unless mutually agreed otherwise. The decision of the arbitrator shall be final
12 and binding on the parties. Expenses for the arbitrator's services and proceedings shall be borne
13 equally by the District and the Association.

14
15 Arbitration hearings normally will be held during working hours where practical. Employees
16 whose attendance as witnesses is required at hearings during their regular working hours shall
17 be on employer time when appearing at the hearing, provided the time spent as a witness is part
18 of the employee's regular working hours.

19
20 **Section 13.3.5. Arbitration Expenses.**

21 Expenses of the arbitration shall be borne equally by the parties.
22
23

24 **ARTICLE XIV**

25
26 **PRIOR WORKING EXPERIENCE**

27
28 **Section 14.1. Initial Salary Placement.**

29 New employees with similar job experience shall be hired at a salary step equivalent to a minimum of
30 one-half (1/2) of the number of years computed as job experience, to a maximum of five (5) years.
31

32 **Section 14.2. Washington School District Experience.**

33 When an employee leaves one school district within the State of Washington and commences
34 employment with the Eastmont School District, the employee shall retain the same longevity, leave
35 benefits, and other benefits (including years of experience on the salary schedule and vacation credit)
36 that the employee had in his or her previous position, provided that employees who transfer between
37 districts shall not retain any seniority rights other than longevity when leaving one school district and
38 beginning employment with the Eastmont School District. If the Eastmont School District has a
39 different system from that of the previous school district for computing longevity, leave benefits, and
40 other benefits, then the employee shall be granted the same longevity, leave benefits, and other benefits
41 as a person in the Eastmont District who has similar occupational status and total years of service.
42

43 If an employee transferring in is hired into a classification different than the classification held at the
44 previous school district, the employee shall be granted the same longevity (including years of
45 experience on the salary schedule and vacation credit but excluding seniority), leave benefits and other
46 benefits, as an employee in the Eastmont School District who makes a change in classification.
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ARTICLE XV

SALARIES

Section 15.1. Salary Schedule.

Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in Schedule A attached hereto and by this reference incorporated herein. Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Section 17.1. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

Section 15.2. Retroactive Pay.

Retroactive pay, where applicable, shall be paid on the first regular pay day following execution of this Agreement, or in the case of retroactive pay resulting from negotiations pursuant to Section 17.1, on the first regular pay day following agreement on such schedule.

Section 15.3. Step Movement.

Incremental steps, where applicable, shall take effect on September 1, provided the employee was on the active payroll on March 1.

ARTICLE XVI

MISCELLANEOUS

Section 16.1. Expenses.

Employees shall be reimbursed for District authorized expenses incurred while performing work assignments as follows:

1. For authorized travel outside the District, employees will request use of a District vehicle. If a District vehicle is not available, mileage will be reimbursed for an employee using his/her own vehicle at the state rate as determined by the State Superintendent of Public Instruction. Employees attending the same conference(s), meeting(s), or convention(s) may be required to use one vehicle for travel purposes.
2. Lodging, in accordance with District policy, while on authorized District business, including overnight out-of-town bus trips.
3. Meals, at the District rate, while on District business which requires the employee to remain on duty during normal meal periods. This provision does not apply to bus trips except during overnight out-of-town bus trips.

Section 16.2. Personal Vehicle Use.

The District shall pay, at District rate, mileage to the employee who is required by the District to use their privately owned vehicle to perform their assignment with prior approval of the central office.

Section 16.3. Bus Driver Drug / Alcohol Testing.

The District will implement mandatory bus driver drug/alcohol testing per DOT regulations.

1
2 **Section 16.4. Driver’s License Tests.**

3 The District shall fund the difference between the driver’s regular license renewal and their CDL
4 renewal costs.

5
6 **Section 16.4.1. Bus Driver License Requirements.**

7 Bus drivers are responsible to maintain their CDL, first aid and medical card, and any other
8 legal requirement to maintain their ability to drive a school bus. If any of the above lapses for
9 any reason, they will immediately be placed on leave without pay and may be subject to
10 disciplinary action up to and including discharge.

11
12 **Section 16.5. License Fees.**

13 The District will pay all license fees that the District requires for employees.

14
15 **Section 16.6. Staff Development.**

16 The District recognizes that employees desire opportunities to improve their job skills and knowledge.
17 The District will reimburse employees for tuition and other necessary course expenses for attending
18 job specific training, which has been approved in advance by the Superintendent.

19
20 **Section 16.7. Physical Examination.**

21 The District shall pay the fee for the required physical examination for each employee whose job
22 assignment requires a physical examination which is not covered by District provided insurance.

23
24 **Section 16.8. Necessary Immunizations.**

25 All employees in positions that may reasonably anticipate having an occupational exposure to
26 bloodborne pathogens will be offered the Hepatitis B vaccination series at District expense. Positions
27 in this Agreement that may reasonably anticipate an occupational exposure are maintenance workers,
28 custodians, and bus drivers who transport students on special needs routes.

29
30
31 **ARTICLE XVII**

32
33 **TERMS AND SEPARABILITY OF PROVISIONS**

34
35 **Section 17.1. Term.**

36 The term of this Agreement shall be September 1, 2024, through August 31, 2027.

37
38 **Section 17.2. Provisions.**

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

41
42 **Section 17.3. Openers.**

43 This Agreement may be reopened and modified at any time during its term upon mutual consent of the
44 parties, provided that this Agreement shall also be reopened as necessary to consider the impact of any
45 legislation enacted following execution of this Agreement which impact the terms and conditions
46 herein or create authority to alter personnel practices in public employment.



1 **Section 17.4. Validity.**

2 If any provision of this Agreement or the application of any such provision is held invalid, the
3 remainder of this Agreement shall not be affected thereby.
4

5 **Section 17.5. Confliction With State or Federal Statues.**

6 Neither party shall be compelled to comply to any provision of this Agreement which conflicts with
7 state or federal statutes or regulations promulgated pursuant thereto.
8

9 **Section 17.6. Conflicting Provisions.**

10 In the event either of the foregoing sections is determined to apply to any provision of this Agreement,
11 such provision shall be renegotiated pursuant to Section 17.3.
12

13 **Section 17.7. No Strike / No Lockout.**

14 The parties agree that during the life of this Agreement there shall be no strike by members of the
15 bargaining unit and no lockout by the District against members of the bargaining unit.
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24 **SIGNATURE PAGE**

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28
29 PUBLIC SCHOOL EMPLOYEES OF
30 WASHINGTON / SEIU LOCAL 1948

31
32 EASTMONT CHAPTER #1008

EASTMONT SCHOOL DISTRICT #206

33
34
35 BY: /e-signed by John Kiedrowski/

36 John Kiedrowski, Chapter President

BY: /e-signed by Kayla Brown/

Kayla Brown, Executive Director of
Human Resources/Title IX Officer

37
38
39 DATE: 11/18/24

DATE: 11/22/24



SCHEDULE A 2024 – 2025 (Transportation)

Transportation - 190 (180+10) (*Longevity paid monthly)								
Step	Transportation Mechanic	Trans. Service Mechanic	Dispatcher/ Router	*Bus Driver	**Bus Driver- Class II (+.75)	District Courier	Bus Washer	Bus Driver Trainer \$1.70
				Dispatcher Back-Up				
Matrix Code	TR-MECH	TR/SRV/M	DISP RTR	BD1-DBU	BD2-SPED	DO-COUR	BUS-WASH	BD-TRAIN
1	\$29.43	\$22.83	\$29.35	\$25.86	\$26.61	\$17.75	16.28	\$27.56
2	\$29.83	\$23.24	\$29.98	\$26.39	\$27.14	\$18.49	16.77	\$28.09
3	\$30.35	\$23.75	\$30.70	\$27.00	\$27.75	\$19.31	17.27	\$28.70
4	\$31.55	\$24.29	\$31.40	\$27.62	\$28.37	\$19.58	17.79	\$29.32
5	\$31.82	\$24.53	\$31.84	\$28.43	\$29.18	\$19.97	18.32	\$30.13
6	\$32.29	\$25.01	\$32.64	\$29.14	\$29.91	\$20.36	18.87	\$30.88
7	\$32.81	\$25.54						
8	\$33.17	\$25.89						
9	\$34.07	\$26.80						
10	\$34.92	\$27.47						
*Bus Driver:		General Education routes are excluded from Class II.						
**Bus Driver (Class II):		Special Education routes are classified by the Transportation Director. Bus drivers who are assigned to Special Education routes that support students with severe behavior needs to support functional behavior assessments, progress monitoring and behavioral interventions.						
Trip Rate for Extra Trips:		Bus Driver rate of pay.						
Bus Driver Trainer:		\$1.70	Additional per hour during training (does not increase with IPD increase)					
Bus Driver Sub Rate:		\$25.86						
Lead Mechanic:		\$1.65	(does not increase with IPD increase)					
ASE Certification:		\$0.75						
ASE Master Mechanic:		\$1.50						
Longevity paid Monthly: (paid at beginning of the year)		\$0.25	10-14 years					
		\$0.50	15-19 years					
		\$0.75	20-24 years					
		\$1.00	25 + years					



SCHEDULE A 2024 – 2025 (Maintenance)

Maintenance - 260 (246+14) (*Longevity paid monthly)					
Step	Journeyman II	Journeyman I	Trades	Maintenance	Maintenance Assistant
	<i>(Commercial; State-Licensed)</i>	<i>(Residential; State-Licensed)</i>	<i>(Apprentice/Trainee)</i>		
	Electrician	Electrician	Electrician	Grounds	
	Plumber	Plumber	Plumber	General Maintenance	
	HVAC	HVAC	HVAC		
			Carpenter		
			Grounds Foreman		
Matrix Code	JRN2/EPH	JRN1/EPH	TRD/EPHC	MAING/GM	MAIN-AST
1	\$42.52	\$39.83	\$33.19	\$27.23	\$22.83
2	\$44.64	\$41.84	\$34.87	\$27.63	\$23.28
3	\$46.87	\$43.94	\$36.65	\$28.37	\$23.82
4	\$49.20	\$46.12	\$38.45	\$28.87	\$24.29
5	\$51.67	\$48.44	\$40.37	\$29.13	\$24.66
6	\$54.25	\$50.85	\$42.40	\$29.58	\$25.15
7				\$30.10	\$25.58
8				\$30.46	\$26.03
9				\$31.34	\$26.81
10				\$32.12	\$27.48
Longevity paid Monthly: (paid at beginning of the year)		\$0.25	10-14 years		
		\$0.50	15-19 years		
		\$0.75	20-24 years		
		\$1.00	25 + years		



SCHEDULE A 2024 – 2025 (Custodial & Security)

Custodial - 260 (247+14) (*Longevity paid monthly)					Security - 190 (180+11) (*Longevity paid monthly)	
Step	Head Custodian	Head Custodian	Custodian	Events Custodian (+.75)	Step	Campus Security
	<i>Class A</i>	<i>Class B</i>				
Matrix Code	CUST-A	CUST-B	CUSTODIA	CUST EVT	Matrix Code	SECURIT
1	\$25.01	\$24.54	\$22.21	\$22.96	1	\$21.00
2	\$25.34	\$25.01	\$22.66	\$23.41	2	\$21.51
3	\$25.95	\$25.50	\$23.18	\$23.93	3	\$22.02
4	\$26.39	\$25.95	\$23.65	\$24.40	4	\$22.52
5	\$26.90	\$26.40	\$24.02	\$24.77	5	\$23.04
6	\$27.30	\$26.93	\$24.50	\$25.25	6	\$23.51
7	\$27.76	\$27.30	\$24.99	\$25.74	7	\$23.63
8	\$28.25	\$27.85	\$25.40	\$26.15	8	\$24.71
9	\$29.06	\$28.65	\$26.16	\$26.91		
10	\$29.79	\$29.37	\$26.81	\$27.56		
Class A Size Building:		Over 80,000 Sq. Ft. EHS/Jr. High/Sterling/Clovis				
Class B Size Building:		Up to 79,999 Sq. Ft. Casade/Grant/Kenroy/Lee/RI				
Shift Differential:		.20¢	Employees who work the majority of their shift after 4:00 p.m. will be paid .20¢/hour additional for 180 days.			
		.30¢	Employees who work the majority of their shift after 11:00 p.m. will be paid .30¢/hour additional for 180 days.			
Events Custodian:		.75¢	Additional \$0.75/hour for leading event functions. This will be timesheeted for work only during events and only subject to the Events Custodian.			
Longevity paid Monthly: (paid at beginning of the year)		.25¢	10-14 years			
		.50¢	15-19 years			
		.75¢	20-24 years			
		\$1.00	25 + years			



ADDENDUM A – COMPENSATORY TIME RECORD SHEET

**EASTMONT SCHOOL DISTRICT
COMPENSATORY TIME RECORD SHEET**

NAME: _____

Location	Date Comp. Earned	Work Performed	No. of Comp. Hours Earned	Date Comp. Taken	Comp. Hours Taken	Accumulated Total	Supervisor Verification

Please use this form to keep accurate records of any compensatory time you perform and turn in with monthly time sheets. Remember, overtime and compensating time must be approved in advance by your supervisor. Also, mark time sheet with the additional time on monthly basis, if taken as salary, and identify it as such.

Signed: _____



SCHEDULE B – PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

Eastmont School District

PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

Employee Name: _____ **Title:** _____ **Dept.:** _____

INSTRUCTIONS: Evaluate the employee’s performance in comparison to other employees in similar positions and classifications known to you. Place a check in the column which most nearly expresses your judgment.

CATEGORIES	EXCEPTIONAL	STRONG	AVERAGE	BELOW AVERAGE	UNSATISFACTORY
QUALITY OF WORK: Accuracy, thoroughness, effectiveness.	<input type="checkbox"/> Exceptional High Quality	<input type="checkbox"/> High Quality	<input type="checkbox"/> Average Quality	<input type="checkbox"/> Quality Often Unacceptable	<input type="checkbox"/> Unacceptable Quality
QUANTITY OF WORK: Extent to which employee’s efforts satisfy the amount of work required by this job.	<input type="checkbox"/> Exceptional High Output	<input type="checkbox"/> Output Above Average	<input type="checkbox"/> Average Output	<input type="checkbox"/> Output Below Average	<input type="checkbox"/> Unsatisfactory Output
PROBLEM SOLVING ABILITY: Resourcefulness; ability to assess dimensions of problems, determine priorities and reach quick, accurate solutions. DOES NOT APPLY <input type="checkbox"/>	<input type="checkbox"/> Exceptionally Skilled At Solving Problems	<input type="checkbox"/> Above Average Problem Solving Ability	<input type="checkbox"/> Average Problem Solving Ability	<input type="checkbox"/> Average Problem Solving Ability	<input type="checkbox"/> Unsatisfactory Problem Solving Ability
JUDGMENT: Decision-making based on considering appropriate information. DOES NOT APPLY <input type="checkbox"/>	<input type="checkbox"/> Exceptional Good Judgment	<input type="checkbox"/> Good Judgment	<input type="checkbox"/> Acceptable Judgment	<input type="checkbox"/> Judgment Often Unreliable	<input type="checkbox"/> Poor Judgment
ABILITY TO RELATE TO OTHERS: Cooperation, courtesy, tact, sensitivity.	<input type="checkbox"/> Exceptional Ability	<input type="checkbox"/> Above Average Ability	<input type="checkbox"/> Average Ability	<input type="checkbox"/> Limited Ability	<input type="checkbox"/> Relates to Others Poorly
INITIATIVE: The initiation of action; demonstrated willingness to exceed minimum performance required by job.	<input type="checkbox"/> Exceptionally Ambitious And Self-Starting	<input type="checkbox"/> Shows Strong Initiative	<input type="checkbox"/> Occasionally Initiates Action	<input type="checkbox"/> Rarely Shows Initiative	<input type="checkbox"/> Needs Constant Prodding
DEPENDABILITY: Reliability, degree to which employee can be depended upon to complete tasks.	<input type="checkbox"/> Exceptional Dependability	<input type="checkbox"/> Above Average Dependability	<input type="checkbox"/> Average Dependability	<input type="checkbox"/> Often Not Dependable	<input type="checkbox"/> Not Dependable
ATTENDANCE AND PUNCTUALITY: Adherence to assigned hours and days of work.	<input type="checkbox"/> Absent or Tardy Only for Illness or Emergency	<input type="checkbox"/> Good Attendance and Punctuality	<input type="checkbox"/> Average Punctuality and Attendance	<input type="checkbox"/> Not Regular In Attendance; Often Tardy	<input type="checkbox"/> Too Frequently Absent or Late
TECHNICAL KNOWLEDGE AND SKILLS: Demonstrated ability to apply technical knowledge and/or skills required to perform job; i.e. accounting theory, typing, data collection, mechanical maintenance, equipment operation, etc.)	<input type="checkbox"/> Exceptional Grasp and Ability to Apply Technical Aspects of the Job	<input type="checkbox"/> Above Average Technical Skills	<input type="checkbox"/> Average Technical Skills	<input type="checkbox"/> Limited Technical Skills	<input type="checkbox"/> Does Not Meet Minimum Standards
FLEXIBILITY & COOPERATION: Extent to which an employee is able to adjust to new situations.	<input type="checkbox"/> Exceptional Flexibility and Cooperation	<input type="checkbox"/> Strong Flexibility and Cooperation	<input type="checkbox"/> Average Flexibility and Cooperation	<input type="checkbox"/> Limited Ability to Adjust	<input type="checkbox"/> Rigid; Uncooperative



PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES, CONTINUED

COMMUNICATION SKILLS: Ability to communicate through use of the written and/or spoken word. DOES NOT APPLY <input type="checkbox"/>	<input type="checkbox"/> Exceptional Ability to Communicate	<input type="checkbox"/> Above Average Ability to Communicate	<input type="checkbox"/> Average Ability to Communicate	<input type="checkbox"/> Has Difficulty Communicating	<input type="checkbox"/> Has Extreme Difficulty Communicating
OVERALL MASTERY OF JOB: Extent to which employee demonstrates the level or performance required by the job.	<input type="checkbox"/> Exceptional Mastery of Job	<input type="checkbox"/> Above Average Mastery of Job	<input type="checkbox"/> Average Mastery of Job	<input type="checkbox"/> Below Average Mastery of Job	<input type="checkbox"/> Unsatisfactory Mastery of Job

EVALUATOR’S COMMENTS: (Evaluator must explain any Below Average or Unsatisfactory Ratings)

EMPLOYEE’S COMMENTS:

This report is based on my observation and knowledge. It represents my best judgment of this employee’s performance.

Evaluator’s Signature:		Date:	
Principal’s or Administrator’s Signature:		Date:	
Signature of Person Evaluated: <i>I have reviewed this report. My signature does not necessarily indicate agreement with the rating.</i>		Date:	

The Eastmont School District is an Equal Opportunity Employer



ATTACHMENT - OBSERVATION RIDE

EASTMONT SCHOOL DISTRICT TRANSPORTATION Observation Ride

Name: _____

DATE: _____

PERFORMANCE GENERAL		S	N.I.	U	N.O.
B.	Lane Changes – Right and Left				
	Check Mirrors				
	Blind Spot				
	Turn Signal				
	Smooth Transition				
C.	Traffic Signs, Signals, Officers				
	Stop Signs				
	Yield Signs				
	Traffic Lights				
D.	Speed				
	Expressway Speed				
	Road Speed				
	Residential Speed				
E.	Observation of Conditions				
	Use of Mirrors				
	L – R – L Turns Head				
	Looks for clues about movement of other vehicles and persons well ahead.				
F.	Turns				
	Left Turns				
	Right Turns				
G.	Stopping				
	Stops in correct lane for loading, unloading.				
H.	Position on Roadway				
	Maintains Proper Following Distance				
	Stays in Middle of Lane				
	Drives in Proper Lane				
	Correct lane usage before, during and after a turn.				
	Maintains good following distance.				
	Changes lanes properly.				
I.	Observing				
	Uses inside and outside mirrors properly.				
	Checks blind spots.				
	Checks left and right at intersection,				



Observation Ride, continued

PERFORMANCE GENERAL		S	N.I.	U	N.O.
J.	Communicating				
	Uses turn signals properly.				
	Signals well in advance.				
	Uses all signals properly.				
K.	Adjusting Speed				
	Adjusts according to driving conditions.				
	Adjusts when crossing and turning at intersections.				
	Adjusts according to roadway surface and configuration.				
	Adjusts when following another vehicle.				
L.	Judging Time, Space, and Distance				
	Adequate for turning.				
	Adequate for crossing intersection.				
	Adequate for lane change.				
	Adequate for passing.				
	Adequate for following.				
	Adequate when stopping.				
M.	Loading and Unloading				
	Proper use of eight-way flasher warning system.				
	Stops 10 feet from students.				
	Counts and recounts students as they enter or exit.				
	Applies parking brake.				
	Puts gear shift in neutral.				
	Rocks and rolls for correct mirror usage.				
	Signals students to cross in front of the bus.				
	Does not move the bus until all students are safe.				
	Student Behavior.				
N.	Attitude – Relaxed, Confident,				
O.	Attention				
	Is not distracted from driving.				
P.	Pre Trip Inspection.				
	Post Trip Inspection.				
	Interior Clean.				
	Exterior Clean.				

COMMENTS:

This is to certify that: _____ was observed driving bus # _____ on: _____

Driver: _____

Signature: _____ Date: _____

S- Satisfactory N.I.- Needs Improvement U.- Unsatisfactory N.O.- Not observed

