

COLLECTIVE BARGAINING AGREEMENT BETWEEN

ELLENSBURG SCHOOL DISTRICT

AND

PUBLIC SCHOOL EMPLOYEES OF ELLENSBURG

SEPTEMBER 1, 2021 - AUGUST 31, 2024



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

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PSE Schedule A: September 1, 2021 – August 31, 2022

PSE Schedule A: September 1, 2022 – August 31, 2023

PSE Schedule A: September 1, 2023 – August 31, 2024

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**P R E A M B L E**

Pursuant to the conditions set forth in the Public Employees Collective Bargaining Act of 1967, this constitutes an agreement between the employer, the School Board, and the Public School Employees Local Organization, an affiliate of the Public School Employees of Washington/SEIU Local 1948.

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

**A R T I C L E   I**

**RECOGNITION AND COVERAGE OF AGREEMENT**

**Section 1.1.**

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.5, and the Association recognizes the responsibility of representing the interests of all such employees.

**Section 1.2.**

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

**Section 1.3.**

The District will provide current job descriptions when each position is posted.

**Section 1.4.**

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

**Section 1.5.**

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Transportation, Food Services, Custodians, Maintenance/ Grounds, Educational Assistants, Secretaries, Printer, and Professional Technician positions listed on Schedule A.

Excluded: Director of Finance, Custodial/Maintenance/Grounds Director, Transportation Director, Assistant Transportation Director, Food Service Director, Community Schools Director, Executive Director of Financial Services, Director of Technology, Network Administrator I, Network Administrator II, Executive Director of Finance and Operations, School Safety officer, Behavior Interventionist, Administrative Secretary to the Superintendent, Administrative Assistant-Superintendent Office, Director of Human Resources, Administrative Student Records Specialist,



1 Administrative Assistant- Human Resources, HR Specialist I, HR Specialist II, HR Specialist III,  
2 Accounts Payable/Purchasing Coordinator, Accounts Payable/Purchasing Officer, Fiscal Assistant I,  
3 Fiscal Assistant II, Fiscal Assistant III, Payroll Coordinator, Payroll Officer, Transportation  
4 Supervisor, School Based Mental Health Therapist, Community Coalition Coordinator, Nurse  
5 Supervisor and School Based Mental Health Interventionist.  
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8 **Section 1.6. Definition of Employees.**

9 A. Permanent employees: Employees assigned to permanent positions.  
10

11 a. Regular full-time:

12 Any employee who is employed for forty (40) hours per week for full twelve (12)  
13 month calendar year two thousand eighty hours (2,080).  
14

15 b. Regular part-time:

16 An employee who is employed for less than forty (40) hours per week or less than  
17 twelve (12) months per year.  
18

19 B. Temporary employees: Employees who are employed for a specified period of time or replacing a  
20 permanent employee on an authorized leave.  
21

22 C. Substitute employees: Employees employed on a casual basis for a short duration, usually one (1)  
23 day at a time.  
24

25 a. A substitute is a casual employee working less than thirty (30) accumulative days in any  
26 twelve (12) month period.  
27

28 b. After thirty (30) accumulative days of employment in any twelve (12) month period,  
29 contractual rights are limited to Step 1, of the current Schedule A.  
30

31 D. Probationary employees: New employees or current permanent employees who receive  
32 appointments to open permanent positions outside of their current classification. However, current  
33 employees who fail the new probation period, shall be allowed to return to their former  
34 job/classification.  
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**ARTICLE II**

**RIGHTS OF THE EMPLOYER**

**Section 2.1.**

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

**Section 2.2.**

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

**ARTICLE III**

**RIGHTS OF EMPLOYEES**

**Section 3.1.**

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

**Section 3.2.**

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

**Section 3.3.**

Employees of the units subject to this Agreement have the right to have Association representatives or other persons present at any hearing concerning a grievance filed by the employee and at any disciplinary hearing.

1 **Section 3.4. Non-Discrimination**

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

8  
9 **Section 3.5.**

10 The District may allow employees to alter regular scheduled shifts in order to attend regularly  
11 scheduled meetings of the Association, as approved by the Superintendent.

12  
13 **Section 3.6. Personnel Files.**

14 There shall be only one (1) official personnel file for each employee. Said files shall be kept in the  
15 District administration office. Each employee shall have the right, upon request, and after making an  
16 appointment for that purpose with the personnel administrator, to review the contents of his/her official  
17 personnel file. The review shall be made in the presence of the administrator responsible for  
18 safekeeping of these files. During the review employees shall be allowed to copy any material therein  
19 and shall be permitted to make a written inventory of material there, and, on request, have such  
20 inventory signed and dated by a representative of the administration.

21  
22 **Section 3.6.1.**

23 Each employee shall be provided a copy of all material placed in his or her personnel file  
24 within five (5) days of its insertion. An employee may attach comments to any material that is  
25 a part of the personnel file. Any negative materials except annual personnel evaluations and  
26 information regarding criminal behavior shall be expunged from employee personnel file after  
27 three (3) years from date of inclusions. The employee shall make a written request to the  
28 District personnel office for this purpose. The employees shall have the right of addendum to  
29 any material placed in their personnel file. Working files kept by supervisors shall be purged at  
30 the end of the school year.

31  
32 **Section 3.7. Evaluations.**

33 Each employee shall be assigned a supervisor of record for the purpose of evaluation and the grievance  
34 procedure. At a minimum, all employees shall be evaluated yearly by their assigned supervisor. If  
35 deemed necessary by the Supervisor, employees may be evaluated more than once annually. Each  
36 Supervisor shall address concerns as they come up throughout the year with employee. Evaluations  
37 shall be completed and discussed with the employee by the last workday of the employee’s work year.  
38 However, if the employee or supervisor is not available before or on the last workday, the supervisor  
39 shall schedule a meeting for the evaluation conference when the employee returns to work.

40  
41 Evaluations will be based upon direct observation by the employee’s immediate supervisor. The  
42 employee and his/her supervisor shall meet to discuss the evaluation. The employee shall sign the  
43 school District’s copy of the evaluation report to indicate that he/she has received a copy of the report.  
44 The signature of the employee does not, however, necessarily imply that the employee agrees with the  
45 contents of the evaluation report. The employee shall have the right to attach any comments to the  
46 evaluation report.



1 If an employee's previous overall evaluation contains five (5) of eight (8) ratings of needs  
2 improvement or unsatisfactory, transfer may be denied at the discretion of the superintendent.  
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## 5 6 ARTICLE IV

### 7 8 RIGHTS OF THE ASSOCIATION

#### 9 10 **Section 4.1.**

11 The Association has the right and responsibility to represent the interests of all employees in the unit;  
12 to present its views to the District on matters of concern, either orally or in writing; and to enter  
13 collective negotiations with the object of reaching an agreement applicable to all employees within the  
14 bargaining unit.  
15

#### 16 **Section 4.2.**

17 The Association shall promptly be notified by the District of any grievances or disciplinary actions of  
18 any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure  
19 Articles contained herein. The Association is entitled to have an observer at hearings conducted by  
20 any District official or body arising out of grievance and to make known the Association's views  
21 concerning the case.  
22

#### 23 **Section 4.3. Member Lists.**

24 The District shall provide PSE a monthly bargaining unit list transmitted electronically to  
25 [membership@pseofwa.org](mailto:membership@pseofwa.org) and chapter President or designee, containing every bargaining unit  
26 employee's: name; employee number; classification; job title; work location number; address; work  
27 email address; hourly rate of pay; hours worked; gross pay; union dues paid.  
28

29 The District shall provide PSE, to the best of their ability, a monthly bargaining unit list transmitted  
30 electronically, listing bargaining unit employees who are hired, rehired, reinstated, transferred into or  
31 out of the bargaining unit, reclassified, promoted, downgraded, placed on leaves of absence of any type  
32 including disability, placed on layoff, recalled from layoff, separated (including retirement), added to  
33 or deleted from the bargaining unit. This report shall include each listed bargaining unit employee's  
34 name, employee number, job title, work location.  
35

#### 36 **Section 4.4. New Hire Notification.**

37 The District shall provide PSE, to the best of their ability, an electronic notification of the name,  
38 classification, job title, work location, and work email address of all newly hired bargaining unit  
39 employees at least ten (10) working days, when possible, of their start date.  
40

#### 41 **Section 4.5. Association Representative.**

42 The Association reserves and retains the right to utilize persons of its choice to represent it in all  
43 matters relating to this contract and its representation of employees of the District, including  
44 appropriate officials of the Public School Employees of Washington / SEIU Local 1948 State  
45 Organization.  
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1 **Section 4.6. Time off for Union Work.**

2 The President of the Association and designated representatives will be provided time off without loss  
3 of pay to a maximum of ten (10) days per year to attend regional or State meetings when the purpose  
4 of those meetings is in the best interests of the District as determined by the District administration; the  
5 association shall reimburse the District for the cost of substitutes if needed and any other cost  
6 associated with the Association activity. There will be no punitive actions on evaluations or negative  
7 verbal or written repercussions for the use of time off as provided in this section.

8  
9 **Section 4.7. Access to New Employees of the Bargaining Unit.**

10 The District shall provide PSE reasonable access to new employees of the bargaining unit for the  
11 purposes of presenting information about PSE to the new employee as provided by The New  
12 Employee Access Law (SB 6229 and RCW 41.56). The access is for no less than thirty (30) minutes;  
13 and the access occurs during the new employee’s regular work hours at the employee’s regular  
14 worksite, during new employee orientation, or at a location mutually agreed to by the District and PSE.

15  
16 **Section 4.8. New Employee Orientation.**

17 The District shall provide PSE at least three (3) days’ notice before any formal scheduled New  
18 Employee Orientation, and within 48 hours in advance of the orientation shall provide an electronic list  
19 of expected participants. The District shall provide PSE no less than thirty (30) minutes to make a  
20 presentation at the beginning of each New Employee Orientation. District representatives shall not be  
21 present during PSE’s presentation. PSE shall have the right to distribute materials, such as PSE new  
22 hire packets, at the Orientation. If the meeting is conducted virtually, the District shall provide PSE  
23 with a current personal email and phone number to reach each new hire, consistent with the New Hire  
24 Notification section below. The District, as a part of the general orientation of each new employee,  
25 shall provide such employee with a list of chapter leaders and contact information furnished by the  
26 Association.

27  
28 **Section 4.9. Officers and Classification Representatives.**

29 The Association shall notify the District in writing of the selection of classification representatives and  
30 officers, on or before the first day of October of each year.

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37 **ARTICLE V**

38 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

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41 **Section 5.1.**

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





1 **Section 5.2.**

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

5  
6 **Section 5.3.**

7 The Agreement expressed herein in writing constitutes the entire agreement between the parties and no  
8 oral statement shall add to or supersede any of its provisions.

9  
10 **Section 5.3.1.**

11 The parties acknowledge that each has had the unlimited right and opportunity to make  
12 proposals with respect to any matter deemed a proper subject for collective bargaining. The  
13 results of the exercise of that right are set forth in this Agreement. Therefore, except as  
14 otherwise provided in this Agreement, each voluntarily and unqualifiedly agree to waive the  
15 right to oblige the other party to bargain with respect to any subject or matter not specifically  
16 referred to or covered by this Agreement.

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20 **ARTICLE VI**

21  
22 **ASSOCIATION REPRESENTATION**

23  
24 **Section 6.1. Labor Management Committee.**

25 The Association will designate a Labor/Management Committee of three members and the PSE Field  
26 Representative who will meet with the Superintendent of the District or his/her designated  
27 representative on a mutually agreeable regular basis to discuss appropriate matters.

28  
29 **Section 6.2.**

30 The Association representatives shall represent the Association and employees in meeting with  
31 officials of the District to discuss appropriate matters of mutual interest. They may receive and  
32 investigate to conclusion complaints or grievances of employees and thereafter advise employees of  
33 rights and procedures outlined in this Agreement and applicable regulations or directives for resolving  
34 the grievances or complaints. They may not, however, continue to advise the employee on courses of  
35 action after the employee has indicated a desire not to pursue a grievance. This does not, however,  
36 preclude the Association’s right to pursue the matter to conclusion. They may consult with the District  
37 on complaints without a grievance being made by the individual employee.

38  
39 **Section 6.3. Association Time for Meeting with District.**

40 Time during working hours will be allowed to the Association representatives for attendance at  
41 meetings with the District. The length of time and scheduling will be determined by the  
42 Administration.

43  
44  
45 **Section 6.4.**

46 Visitation rights shall be granted to the Designated Representative of the Public School Employees of  
47 Washington/SEIU Local 1948 to visit at reasonable times with employees in the bargaining units for  
48 purposes of grievance procedures and/or general information. The visiting Representatives shall notify



1 the Central Office of his/her expected arrival and in no way shall hamper or obstruct the normal flow  
2 of business.

3  
4 **Section 6.5. Bulletin Boards.**

5 The District shall provide bulletin board space on each work site for the use of the Association. The  
6 Association shall have the right to post notices of activities and matters of Association concern on these  
7 bulletin boards. The bulletins posted by the Association must be signed by the person posting the item  
8 and are the responsibility of the officials of the Association. The Association shall hold the District  
9 harmless for the content of the posting.

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17 **ARTICLE VII**

18 **HOURS OF WORK**

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21 **Section 7.1.**

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

26  
27 For the Technology Department only, a workweek shall consist of four (4) consecutive days falling  
28 between Monday and Friday, followed by three (3) consecutive days of rest.

29  
30 **Section 7.2.**

31 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be  
32 changed without prior notice to the employee of one (1) calendar week; provided, however, this notice  
33 may be waived by the employee, and the employer may change the existing workweek in case of  
34 emergency without prior notice. It is agreed and understood that routine absences which may be  
35 covered by substitute employees shall not constitute an emergency for the purposes of this Section.

36  
37 **Section 7.3.**

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

39  
40 **Section 7.3.1.**

41 All shifts shall consist of eight and a-half (8½) hours, including a thirty (30) minute  
42 uninterrupted and unpaid lunch period as near the middle of the shift as is practicable, and also  
43 including a fifteen (15) minute first half and fifteen (15) minute second half rest period, both of  
44 which rest periods shall occur as near the middle of each half shift as is practicable. In the  
45 event an employee is assigned to a shift less than the normal work shift previously defined in  
46 this Article, the employee shall be given a fifteen (15) minute rest period for each three (3)  
47 hours of consecutive work.

<u>Consecutive Hours</u> <u>Work Shift</u>	<u>Unpaid Lunch Break</u>	<u>Paid Rest Break</u>
6-8	One (1) 30-minute lunch break	Two (2) 15-minute rest break
5	One (1) 30-minute lunch break	One (1) 15-minute rest break
3-4 3/4	No lunch break	One (1) 15-minute rest break

For the Technology Department only; a shift shall consist of ten and a-half (10 ½) hours including a thirty (30) minute uninterrupted and unpaid lunch period as near the middle of the shift as is practicable, and also including a fifteen (15) minute first half and fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable.

**Section 7.4.**

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

**Section 7.5.**

Employees requested to work a shift regularly filled by a higher classification employee shall receive compensation equal to that normally received by the employee in the higher classification, based on the experience Step.

**Section 7.6. Overtime.**

Overtime assignments shall be distributed in accordance with the seniority provisions as hereinafter provided.

In the assignment of overtime, the District agrees to provide the employee with as much advance notice as practicable in the circumstances. Normally, employees designated to work overtime on days outside their regular workweek will be advised of the possibility no later than twenty-four (24) hours prior to the end of the last shift before the overtime commences.

When a special activity results in the need for extra time to prepare a facility for normal use, as determined by the Custodial Supervisor, a custodian assigned to that building will be paid overtime for the extra work.

All overtime must have prior approval by the Superintendent of Schools or the employee’s immediate supervisor.

**Section 7.6.1.**

All hours worked in excess of eight (8) hours per day and/or forty (40) hours per week shall be compensated at the rate of one and a-half (1½) times the employee’s base pay, provided bus drivers shall receive one and a-half (1½) times the extra trip rate if applicable.

For the Technology Department only: all hours worked in excess of ten (10) hours per day and/or forty (40) hours per week shall be compensated at the rate of one and one-half (1 ½) times the employee’s base pay.



1 **Section 7.6.2.**

2 All hours worked on Saturday, in excess of the employee’s normal workweek, as defined  
3 herein, shall be compensated at the rate of one and one-half (1½) times the employee’s base  
4 pay, provided, however, this Section shall not apply to bus drivers.

5  
6 **Section 7.6.3.**

7 All hours worked on Sunday, in excess of the employee’s normal workweek, as defined herein,  
8 shall be compensated at the rate of twice the employee’s base pay; provided, however, this  
9 Section shall not apply to bus drivers.

10  
11 **Section 7.6.4.**

12 Employees called back on a regular workday, or called on Saturday or Sunday, shall receive no  
13 less than two (2) hours pay at the appropriate rate. Callback may only be authorized by the  
14 Superintendent, Building Principal, Supervisor, or Police-Fire Department.

15  
16 **Section 7.7. Drivers Only.**

17 Recognizing that personnel in the Transportation Unit present special shift problems, the parties agree  
18 that shifts shall be established in that unit in relation to routes and driving times requisite to fulfilling  
19 tasks assigned by the supervisor of the Transportation Unit. All bus drivers shall receive thirty-five  
20 (35) minutes per day for the following preliminary and postliminary activities: pre-trip inspection, bus  
21 warm-up, bus cleanup, requested record keeping/reporting and extended winter driving.

22  
23 No more than two (2) driver’s routes shall be paid for less than three (3) hours per day. Drivers whose  
24 routes are scheduled for less than three (3) hours per day except for the two (2) listed above will make  
25 up time up to three (3) hours within the department at the direction of the Department Supervisor.

26  
27 **Section 7.7.1.**

28 Drivers shall have the opportunity to drive in place of an absent driver when that work does not  
29 conflict with their regularly assigned school bus driving or regularly assigned work in other  
30 classifications. The assignment of this type of work will be made by rotation. The rotation will  
31 begin at the beginning of the year with the most senior driver. Drivers wishing to perform this  
32 type of work must sign the rotation list to be eligible. Drivers may request their names be  
33 added to the rotation, provided that the requesting driver will not be eligible for this type of  
34 work until a full rotation has been completed. Drivers who pass on this type of work five (5)  
35 consecutive times will be removed from the rotation unless the Transportation Director  
36 determines that the driver’s reasons for passing are legitimate.

37  
38 Driver’s assigned routes with less than forty (40) hours per week will have the opportunity to  
39 work in other classifications when needed; however, drivers will not be awarded work that  
40 conflicts with assigned positions in other classifications.

41  
42 Drivers shall be paid for all their scheduled time regardless if a portion of their route time based  
43 on the most current sign NOE is canceled. If a portion of the route is canceled, then the  
44 supervisor has the right to find other work for the employee to do.

45  
46 **Section 7.7.2. Wait Time.**

47 Drivers who have wait time during regularly scheduled bus runs shall be compensated for such  
48 time at the driver’s regular hourly rate, up to one (1) hour per day. Drivers shall be available to



1 perform Transportation work during this time if deemed necessary by the Transportation  
2 Supervisor/Director.

3  
4 **Section 7.7.3.**

5 When an extra trip falls within drivers' regular run times, on weekdays, the drivers shall be  
6 paid their base hourly rate for all time that falls within their regular run times.

7  
8 **Section 7.7.4.**

9 All overnight trips will be assigned on a straight seniority basis. These trips will be paid twelve  
10 (12) hours per twenty-four (24) hour day. The day will be considered to have started when the  
11 driver reports to work for the trip. In the last part of the trip, if a full day is not completed, the  
12 driver will be paid for the number of hours between the end of previous day and the end of the  
13 trip, up to twelve (12) hours. When an overnight trip falls within the driver's regular run times,  
14 on weekdays, the drivers shall be paid their base hourly rate for all time that falls within their  
15 regular run times. Reasonable meals and lodging will be paid.

16  
17 **Section 7.7.5. Extra Trip & Stand-by Pay.**

18 The rate of pay for driving time during extra trips will be the driver's base hourly rate. Stand-  
19 by time will be paid at the driver's base hourly rate.

20  
21 **Section 7.7.6. Summer Trip Rotation.**

22 Summer trips will be assigned by rotation. The rotation will begin following the last day of the  
23 academic calendar and end the day before the first day of the new school year. The rotation  
24 will begin with the most senior driver and will proceed in order of seniority. Drivers interested  
25 in summer trips will request their names be added to the trip driver list before the last day of  
26 school according to the academic calendar. Drivers may request their names be added to the  
27 rotation, provided that the requesting driver will not be eligible for a trip until a full rotation has  
28 been completed. Drivers may request their names be removed from the rotation.

29  
30 **Section 7.7.7.**

31 Drivers shall be guaranteed two (2) hours pay for all call out time for unscheduled trips, events,  
32 or emergencies.

33  
34 **Section 7.7.8.**

35 All regular drivers shall be reimbursed at their hourly rate for required staff meetings, student  
36 and/or parent meetings, and the three (3) hour annual certification meeting.

37  
38 **Section 7.7.9. Basic Trip Board - Rotation Trips.**

- 39 A. Trip lists will be maintained in order of seniority.  
40 B. Trips will be assigned by rotation. The rotation will begin at the beginning of the school  
41 year with most senior driver and will proceed in order of seniority.  
42 C. Drivers interested in trips will request their names be added to the trip list before school  
43 begins.  
44  
45 D. A driver may request the addition of his or her name to the trip list during the school year.  
46 A full rotation must be completed before that driver is eligible to bid a trip.  
47 E. A driver may request his or her name removed from the trip driver list.  
48

- 1 F. Drivers must be present at bid in order to bid. If a driver is on official school District  
2 business or on pre-approved leave, that driver may bid by proxy.  
3 G. When it is a driver's turn to bid on a trip, the driver will choose one trip from the available  
4 trips for the week in question.  
5 H. A set time and day of the week will be established for bidding. Trips will be bid for the  
6 following week.  
7 I. Trips will be posted at least two (2) weeks prior to bid or as close thereto as possible, but  
8 not less than twenty-four (24) hours prior to bid.  
9 J. When a trip is cancelled or postponed and that trip has been bid by a driver, that driver will  
10 have the opportunity to take a like time and day trip from the current bid week. This driver  
11 shall not lose his/her turn in the trip rotation.  
12

### 13 **Section 7.7.10. Short Notice Board.**

- 14 A. Trip lists will be maintained in order of seniority.  
15 B. Short-notice trips will be assigned by rotation. The rotation will begin at the beginning of  
16 the school year with the most senior driver and will proceed in order of seniority.  
17 C. All trips added to the trip list for a given week following the bid for that week will be added  
18 to the short-notice board.  
19 D. A driver may request the addition of his or her name to the trip list during the school year.  
20 A full rotation must be completed before that driver is eligible to bid a trip.  
21 E. Short-notice trips will be posted on the short-notice trip board with a closing time and date.  
22 F. In the event that a Bargaining unit driver is not available or willing to take an extra trip, the  
23 District may assign the trip to a substitute driver. In emergencies situations (trips that need  
24 to be assigned within twelve [12] hours), the Supervisor may assign a driver as needed.  
25

### 26 **Section 7.7.11. Ski Trips.**

27 All ski trips for the school year will be assigned by seniority to a single driver. That driver  
28 must be available to drive each ski trip without exception.  
29

### 30 **Section 7.8. School Delay or Closure.**

31 During inclement weather or emergencies that might require the schools to close down, the District  
32 shall make reasonable efforts to inform employees that they should not report for work. The efforts  
33 will be satisfied by notices given on specified radio stations, television stations, or website.  
34 Maintenance and custodial staff may be required to work to protect facilities, engage in snow removal,  
35 or other assigned tasks related to the safety of the buildings and facilities.  
36

37 Classified Staff Weather/Emergency Conditions Guidelines for Delayed Starts or Closures:

- 38 • Weather/Emergency conditions can result in the delayed opening of schools/work sites.  
39 Employees should assume they will complete their regular work schedule each day. When  
40 weather conditions create hazards and delay employee's arrival to work, their work schedule  
41 may need to be adjusted. Adjustments to work schedule will be coordinated with the  
42 supervisor and the impacted employee.
- 43 • If a classified employee cannot arrive for their regular work schedule due to weather/  
44 emergency conditions, the employee is to decide what adjustments he/she needs to make to  
45 travel safely and report to work.
- 46 • Extreme weather conditions may require an employee to arrive late to work or leave early from  
47 work.  
48

- If for some reason the adjustment of the employee’s workday to start later and end later is not viable for the employee or the District, then the employee may access emergency leave, unpaid leave or if possible, make up the missed work hours.
- When weather/emergency conditions result in school closure after the school day has begun or the cancelation of routes/programs or the emergency early release of students, the employees will work their regular schedule unless the Superintendent closes their school and/or department due to unsafe conditions. (The employee may access emergency leave, per Section 9.8. or unpaid leave for the missed work hours.)
- When schools or departments are closed before the workday begins, less than 260-day employees will not work on that day, unless previous arrangement have been made by their supervisor. The day will be made up later in the year per the calendar, unless the calendar day is waived by OSPI.

There may be exceptions to an individual’s situation, so the employee should contact his/her supervisor or Human Resources, if the supervisor is not available, to receive guidance on his/her situation.

**ARTICLE VIII**  
**HOLIDAYS AND VACATIONS**

**Section 8.1. Holidays.**

All employees shall receive the following paid holidays that fall within their school/work year of September through June up to (180 days of service):

- |                                  |                           |
|----------------------------------|---------------------------|
| 1. New Year’s Day                | 6. Thanksgiving Day       |
| 2. Martin Luther King’s Birthday | 7. Day after Thanksgiving |
| 3. Presidents’ Day               | 8. Day before Christmas   |
| 4. Memorial Day                  | 9. Christmas Day          |
| 5. Veterans’ Day                 |                           |

**Section 8.1.1. Holidays.**

All employees shall receive the following paid holidays that fall within their school/work year of September through August (181-215 days of service):

- |                                  |                           |
|----------------------------------|---------------------------|
| 1. New Year’s Day                | 6. Veterans’ Day          |
| 2. Martin Luther King’s Birthday | 7. Thanksgiving Day       |
| 3. Presidents’ Day               | 8. Day after Thanksgiving |
| 4. Memorial Day                  | 9. Day before Christmas   |
| 5. Labor Day                     | 10. Christmas Day         |

**Section 8.1.2. Holidays.**

All employees shall receive the following paid holidays that fall within their school/work year of September through August (260 days of service):



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

7

8 **Section 8.1.3. Unworked Holidays.**

9 All employees shall receive pay equal to their normal work shift at their base rate in effect at  
 10 the time the holiday occurs. Employees who are on the active payroll on the holiday and have  
 11 worked either their last scheduled shift preceding the holiday or their first scheduled shift  
 12 succeeding the holiday, and are not on leave of absence, shall be eligible for pay for such  
 13 unworked holiday. An exception to this requirement will occur if employees can furnish proof  
 14 satisfactory to the District that because of illness they were unable to work on either of such  
 15 shifts, and the absence previous to such holiday, by reason of such illness, has not been longer  
 16 than thirty (30) regular workdays. If a paid holiday falls on a weekend, the employee shall  
 17 receive an extra day's pay at the appropriate rate or another day off.

18

19 **Section 8.1.4. Worked Holidays.**

20 Employees who are required to work on the above described holidays shall receive the pay due  
 21 them for the holiday, plus one and one-half (1½) times their base rate for all hours worked on  
 22 such holidays.

23

24 **Section 8.1.5. Holidays During Vacation.**

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

27

28 **Section 8.2. Vacations.**

29

30 **Section 8.2.1.**

31 Vacations shall be granted to all full-time (twelve [12] month) employees as follows:

- |    |                                      |   |                     |
|----|--------------------------------------|---|---------------------|
| 32 | At completion of 1 year of service   | - | 5 days of vacation  |
| 33 | At completion of 2 years of service  | - | 10 days of vacation |
| 34 | At completion of 3 years of service  | - | 11 days of vacation |
| 35 | At completion of 4 years of service  | - | 13 days of vacation |
| 36 | At completion of 5 years of service  | - | 15 days of vacation |
| 37 | At completion of 6 years of service  | - | 16 days of vacation |
| 38 | At completion of 7 years of service  | - | 17 days of vacation |
| 39 | At completion of 8 years of service  | - | 18 days of vacation |
| 40 | At completion of 9 years of service  | - | 19 days of vacation |
| 41 | At completion of 10 years of service | - | 20 days of vacation |

42

43

44 Upon completion of eleven (11) years of service, and each subsequent year, each employee  
 45 shall receive twenty (20) days paid vacation plus one (1) additional day of paid vacation per  
 46 year of service beyond ten (10) to a maximum of twenty-five (25) days paid vacation.





1 In the last year of employment with the District, leading up to retirement, any PERS Plan I  
2 employee may convert any accumulated vacation into salary to increase retirement credits up to  
3 the limits allowed by State Statute, presently thirty (30) days or two hundred forty (240) hours.  
4

5 **Section 8.2.2.**

6 It is mutually agreed that vacations shall be scheduled at the request of the employee. If the  
7 request is during the regularly scheduled school year, Administrative approval will be required.  
8 This approval must be within five (5) workdays of receipt of request.  
9

10 **Section 8.2.3.**

11 Under certain circumstances, upon agreement between the employee and the District, advance  
12 vacation of up to that earned in one (1) year may be granted and taken. An employee may  
13 accumulate a maximum of twenty (20) days' vacation from the previous year for one (1) year  
14 or be paid.  
15

16 **Section 8.2.4.**

17 Vacation requests are limited to fifteen (15) consecutive days, unless the School District agrees  
18 to waive this limit.  
19

20 **Section 8.2.5.**

21 Eligibility for use of vacation credit shall be determined as follows.  
22

23 **Section 8.2.5.1.**

24 An employee becomes eligible to use his vacation credit after reaching his first  
25 eligibility date.  
26

27 **Section 8.2.5.2.**

28 The eligibility date of an employee newly hired or hired after termination of  
29 employment shall occur on the anniversary date of his employment; provided, however,  
30 that employees shall be eligible for benefits accruing during the first year prorated to the  
31 next July 1.  
32

33 **Section 8.2.5.3.**

34 Time on layoff and time on authorized leave of absence will be counted as continuous  
35 service for the purpose of establishing and retaining eligibility dates.  
36

37 **Section 8.2.6.**

38 Any employee who is discharged, or who terminates employment, shall receive payment at  
39 his\her base rate (defined as the employees' current rate of pay on the current Schedule A), for  
40 unused vacation credit with their final paycheck.  
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**ARTICLE IX**

**LEAVES**

**Section 9.1. Sick Leave.**

**Section 9.1.1.**

Each employee shall accumulate twelve (12) days sick leave per year or a pro-rated portion of twelve (12) days if the employee works less than his/her normal work year.

The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift increase or decrease one (1) subsequent to an accumulation of days of sick leave. Sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. A health care provider's signed statement may be required for leave lasting more than five (5) consecutive workdays. (Note: RCW 49.46.210 actually requires "exceeding three [3] days").

RCW 28A.400.300 allows the District to grant compensated leave for illness, injury, and emergency. The District shall grant each employee twelve (12) compensated leave days for illness, injury, and emergency each employment year. Each employee shall be allowed to accumulate illness, injury, and emergency up to the number of days of annual employment. Such an accumulation shall not exceed the number of employment days.

**Section 9.1.2. Family Leave.**

An employee is authorized to utilize sick leave for the following reasons: To provide care for a family member with mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health conditions; or care for a family member who needs preventative medical care needed to provide care for a family member with a mental or physical illness, injury, or health condition. Family means any of the following:

- A. A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
- B. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- C. A spouse.
- D. A registered domestic partner.
- E. A grandparent.
- F. A grandchild; or
- G. A sibling.

1 **Section 9.1.3. Verification of Sick Leave Use.**

2 For absences exceeding five (5) days the District may require verification that an employee’s  
3 use of paid sick time is consistent within the law and Board Policy 5401. If requested the  
4 verification will be provided to the District within ten (10) days after the employee returns from  
5 the leave. The District’s requirement for verification may not result in an unreasonable burden  
6 or expense on the Employee and may not exceed privacy or verification requirements otherwise  
7 established by law.

8  
9 **Section 9.1.4. Washington Paid Family and Medical Leave.**

10 Employees shall be eligible to receive Paid Family and Medical Leave under the Washington  
11 State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees  
12 must have worked a minimum of 820 hours within the past calendar year. Such leave shall be  
13 used consecutively with the employee’s other leave entitlements unless the employee elects  
14 otherwise. As provided by state law, the District shall pay only the employers’ portion of the  
15 payroll premium to fund this leave. The District shall use the state insurance as the carrier for  
16 PFML to ensure ongoing compliance with the law. When such leave is used for  
17 pregnancy/maternity disability, the District shall maintain health insurance benefits during  
18 periods of approved PFML.

19  
20 **Section 9.1.5. Industrial Insurance.**

21 In the event employees are absent for reasons which are covered by Industrial Insurance, the  
22 District shall pay the employee an amount equal to the difference between the amount paid the  
23 employee by the Department of Labor and Industries and the amount the employee would  
24 normally earn, decreased by the amount required to pay the Department of Labor and Industries  
25 retirement contribution on behalf of the employee. The District shall pay the difference  
26 between the employee’s normal daily earnings and that provided by the Industrial Accident  
27 Insurance and have such difference deducted from any accumulated sick leave.

28  
29 **Section 9.1.6.**

30 Employees who have accrued sick leave while employed by another public school District in a  
31 similar capacity in the State of Washington shall be given credit for such accrued sick leave  
32 upon employment by the District.

33  
34 **Section 9.1.7. Sick Leave Cash Out.**

35 This leave and its accumulation of days shall be subject to any and all the provisions of the sick  
36 leave conversion contained in RCW 28A.400.210.

37  
38 **Section 9.1.8. Sick Leave Sharing.**

39 The District shall provide Employees the ability to donate leave days in a manner that is  
40 aligned with RCW 41.04.665. Bargaining unit members who have accumulated more than one  
41 hundred seventy-six (176) hours of sick leave may donate sick leave days to other employees in  
42 any twelve (12) month period. The employee donating the days shall specify the number of  
43 days to be donated. No transfer of sick leave shall cause the donator leave accumulation to fall  
44 below one hundred seventy-six (176) hours of sick leave as of the date of transfer. Employees  
45 who donate sick leave shall be allowed to specify which employee shall receive the donated  
46 leave.

1 **Section 9.2. Bereavement Leave.**

2 Each employee shall be entitled to a maximum of five (5) days leave with pay for each occasion when  
3 absence is caused by the death of a relative. Employees who have the burden of funeral arrangements  
4 or additional hardships may request from the Superintendent two (2) additional days of bereavement  
5 leave. Such leave shall not be deducted from sick leave and is noncumulative. Other bereavement  
6 leave may be considered on a case-by-case basis and is at the discretion of the Superintendent or  
7 Supervisor.

8  
9 **Section 9.3. Parental Leave.**

- 10 A. It is an unfair practice to discharge an employee or penalize her in terms and conditions of  
11 employment because she requires time away from work for childbearing.
- 12  
13 B. It is an unfair practice for an employer to refuse to hire a woman because she is pregnant, unless  
14 the pregnant condition of the woman currently prevents her from performing the job. The burden  
15 shall be on the District to show that its decision not to hire a woman because of pregnancy was  
16 based on adequate practice to refuse to hire an applicant because he\she will be entitled to parental  
17 leave, or because he or she may become entitled to parental leave.
- 18  
19 C. An employee who substantially fulfills the notice requirements of this section shall be entitled to  
20 take a leave of absence for childbirth for a reasonable length of time and thereafter return to his\her  
21 job under the same uniform terms and conditions as any other employee consistent with District  
22 policy on temporary disability. He\she shall not be required to leave work at the expiration of any  
23 arbitrary time period during pregnancy but shall be allowed to work as long as he\she is capable of  
24 performing the duties of his\her job and as long as his\her physician concurs. To be entitled to  
25 parental leave under this section, an employee shall inform his\her supervisor in advance of his\her  
26 intention to take leave and the approximate time he\she expects to return to work, and within thirty  
27 (30) calendar days after childbirth shall inform the employer of the specific day he\she will return  
28 to work. Such leave shall be taken from accumulated sick leave. An employee wishing to return to  
29 work prior to six (6) weeks following childbirth must produce a certificate of health.
- 30  
31 D. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery  
32 there from are, for all job-related purposes, temporary disabilities and should be treated as such  
33 under any health or temporary disability insurance or sick leave plan available in connection with  
34 employment.

35  
36 Written and unwritten employment policies and practices involving matters such as the availability  
37 of extension of leave time, the accrual of benefits and privileges, such as seniority, retirement,  
38 pension rights, and other service credits sick leave plan, formal or informal, shall be applied to  
39 disability due to pregnancy or childbirth on the same terms and conditions as they are applied to  
40 other temporary disabilities.

- 41  
42 E. If an employer provides maternity insurance coverage to wives of male employees, the same  
43 coverage must also be provided to female employees.

- 44  
45 F. The law against discrimination and these rules apply to married and unmarried woman alike. An  
46 employer's maternity leave policy and benefits must apply equally to married and unmarried  
47 women.

1 G. Employees seeking maternity leave may receive PFML benefits per the Employment Security  
2 Department guidelines at no less than twelve (12) weeks and as much as sixteen (16) weeks. While  
3 there is no time limit on pregnancy disability, for the purpose of PFML benefits, this period may  
4 extend the benefit to a maximum of sixteen (16) weeks. The employee may also access all other  
5 available leave benefits, as described in this section. All of the provision of Section 9.3. shall be  
6 interpreted consistent with the rules and regulations of maternity/paternity leave within the law.  
7

8 **Section 9.3.1. Adoption Leave.**

9 An employee who is adopting a child shall be granted up to seven (7) days leave with pay in  
10 order to complete the adoption process. Such leave shall be deducted from accumulated sick  
11 leave and may be used for court and legal procedures, home study and evaluation, and \or  
12 required home visitation by the adoption agency.  
13

14 **Section 9.4. Judicial Leave.**

15 In the event an employee is summoned to serve as a juror or appear as a witness in court for the School  
16 District, or is named as a codefendant with the District, such employee shall receive a normal day's  
17 pay for each day of required presence in court; provided, however, that any compensation received for  
18 such service shall be paid to the District. Such repayment shall not exceed the employee's normal  
19 daily pay. In the event that an employee is a party in a court action, or subpoenaed for proceedings of  
20 a personal nature, e.g., settlement of a family estate, custody or divorce proceeding, etc., the employee  
21 may use personal leave or be granted leave without pay.  
22

23 **Section 9.5. Leave of Absence from the District.**

24 **Section 9.5.1.**

25 Upon recommendation of the immediate supervisor through administrative channels to the  
26 Superintendent, and upon approval of the Board of Directors, an employee may be granted a  
27 leave of absence for a period not to exceed one (1) year; provided, however, if such leave is  
28 granted due to extended illness, one (1) additional year may be granted. Classified employees  
29 shall be granted a leave of absence for continuing education that qualifies within their job  
30 classification.  
31

32 **Section 9.5.2.**

33 The returning employee will be assigned a position equivalent to the position occupied before  
34 the leave of absence. Permanent employees hired to fill positions of employees on leave of  
35 absence will be hired for a specific period of time, during which they shall be subject to all  
36 provisions of this Agreement. The employment relationship with temporary employees filling  
37 these positions will end at the specified period of time communicated for the duration of the  
38 position. It shall be the responsibility of the employer to inform replacement employees of  
39 these provisions.  
40

41 **Section 9.5.3. Medical Leave of Absence.**

42 In the event an employee requires a medical leave of absence for the ensuing school year, a  
43 written notice shall be submitted along with a health care provided verification, to the  
44 Personnel Office as soon as reasonable. Approval shall be considered as quickly as possible.  
45  
46  
47  
48

1 **Section 9.5.4.**

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

7 **Section 9.5.5.**

8 Employees who enlist, or have enlisted, in the Armed Forces of the United States shall be  
9 granted an extended leave of absence for a length of time sufficient to cover their initial term of  
10 active duty.  
11

- 12 A. The District shall provide qualified Employees with Military Leave in accordance with  
13 State law, District Policy (5407), and Federal law.  
14
- 15 B. Every officer and employee of the state or of any county, city, or other political subdivision  
16 thereof who is a member of the Washington national guard or of the army, navy, air force,  
17 coast guard, or marine corps of the United States, or of any organized reserve or armed  
18 forces of the United States shall be entitled to and shall be granted military leave of absence  
19 from such employment for a period not exceeding twenty-one (21) days during each year  
20 beginning October 1st and ending the following September 30th. Such leave shall be  
21 granted in order that the person may report for active duty, when called, or take part in  
22 active training duty in such manner and at such time as he or she may be ordered to active  
23 duty or active training duty. Such military leave of absence shall be in addition to any  
24 vacation or sick leave to which the officer or employee might otherwise be entitled, and  
25 shall not involve any loss of efficiency rating, privileges, or pay. During the period of  
26 military leave, the officer or employee shall receive from the state, or the county, city, or  
27 other political subdivision, his or her normal pay.  
28
- 29 C. Upon return from leave, the employee shall be placed in the position last held or a similar  
30 position in the District. Military leave of absence is construed as regular service in regard to  
31 salary increments.  
32

33 **Section 9.6. Personal Leave.**

34 Employees shall be granted three (3) days personal leave per year, discrete from any other leaves. No  
35 reason needs to be given to take this leave. The intent of this leave is to enable the employee to meet  
36 legal, personal, financial, or family obligations resulting from conditions and/or occurring at a time  
37 impossible for the employee to control. Personal Leave days may be combined with unpaid leave if  
38 approved by the Supervisor.  
39

40 No personal leave days may be taken on the first or last day of school. No more than two (2)  
41 employees per building or work group may be gone on personal leave at one time. Applications for  
42 personal leave must be received by the supervisor three (3) workdays in advance. Approval or denial  
43 of the request from the immediate supervisor must be provided to the employee within three (3)  
44 working days after the day of submittal. Personal leave may be used to extend a holiday one (1) time  
45 per year.  
46

47 Personal leave will not be carried over into the next school year. At the end of the fiscal school year  
48 any unused personal leave day(s) will automatically be cashed out at the hourly rate of pay earned in



1 their last paycheck of the school year. All personal leave days will be tracked on the employees  
2 monthly pay stub.

3  
4 **Section 9.6.1. Unpaid Leave.**

5 Employees shall be granted four (4) days unpaid leave and no more. An employee must  
6 exhaust all vacation and personal days before using unpaid leave. Applications for unpaid  
7 leave must be received by the supervisor three (3) workdays in advance. This leave is  
8 noncumulative.

9  
10 **Section 9.7. Family and Medical Leave.**

11 The PSE employees shall be granted the Federal Family and Medical Leave provisions in accordance  
12 with prevailing Federal Statutes.

13  
14 **Section 9.8. Emergency Leave.**

15 A maximum of five (5) days paid leave will be granted annually for emergencies which require the  
16 employee's presence. An emergency is defined as a situation which is unplanned or unanticipated and  
17 is suddenly precipitated, or when preplanning would not relieve the emergency. Such leave is  
18 noncumulative, to be deducted from sick leave upon use. Employees must notify their supervisor as  
19 soon as possible within the first day of the emergency and the remaining days of leave if applicable  
20 will be subject to approval by the supervisor. This leave is available to all employees.

21  
22 **Section 9.9. Faith or Conscience Leave.**

23 The District shall provide Employees with Faith or Conscience leave in accordance with State law.  
24 Employees are entitled to two (2) unpaid holidays per calendar year for a reason of Faith or  
25 Conscience as defined by applicable RCW's (reference RCW 1.16.050, RCW 43.41.109 and WAC 82-  
26 56-030).

27  
28 **Section 9.10. Domestic Violence Leave.**

29 The District shall provide Employees with Domestic Violence leave in accordance with State law.  
30 Employees who are victims of domestic violence, sexual assault, or stalking shall be entitled to take  
31 reasonable leave from work to take care of legal needs and obtain health care. Such leave will be with  
32 or without pay at the employee's discretion. Employees shall be entitled to take reasonable leave to  
33 help a family member obtain needed treatment or services. In addition to the definition of "family  
34 member" in Article IX, Section 9.1.2., this section shall include any dating partner, domestic partner,  
35 significant other, or other person whom the employee is dating.

36  
37  
38 **ARTICLE X**

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

42  
43 **Section 10.1.**

44 The seniority of an employee within the bargaining unit shall be established as of the date on which the  
45 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be  
46 lost as hereinafter provided. Provided further, should two (2) or more employees in the same  
47 classification be hired on the same day, seniority shall be determined by the application date. Should  
48 the application dates be the same, these employees' seniority shall be determined by lot.

1 **Section 10.2.**

2 Each new hire shall remain in a probationary status for a period of not more than six (6) months  
3 following the hire date. During this probationary period the District may discharge such employee at  
4 its discretion.

5  
6 **Section 10.2.1.**

7 Employees who, during their probationary period, go on leave shall have their probationary  
8 period extended by the number of calendar days they are on leave including any intervening  
9 non workdays (not to include sick leave).

10  
11 **Section 10.2.2.**

12 Newly hired probationary employees have no seniority rights and are not subject to (or protected  
13 by) the progressive disciplinary steps in Article XI or the grievance procedure in Article XV to  
14 the extent the employee may not grieve a termination while on probation.

15  
16 **Section 10.2.3.**

17 Newly hired probationary employees must complete their probationary period before being  
18 considered for another District job.

19  
20 **Section 10.3.**

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

23  
24 **Section 10.4.**

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

- 26  
27 A. Resignation;  
28 B. Discharge for sufficient cause;  
29 C. Retirement;  
30 D. Change in job classification within the bargaining unit, as hereinafter provided; or  
31 E. Layoff more than twelve (12) months.

32  
33 **Section 10.5.**

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

- 35  
36 A. Time lost by reason of industrial accident, industrial illness or judicial leave;  
37 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United  
38 States;  
39 C. Time spent on other authorized leaves of absence; or  
40 D. Time spent on layoff less than twelve (12) months.

41  
42 **Section 10.6.**

43 Seniority rights shall be effective within the general job classification. As used in this Agreement,  
44 general job classifications are those set forth in Article I, Section 1.5.

- 45  
46 A. Non-Instructional Aides must meet minimum requirements of AA degree or seventy-two (72)  
47 credits at an accredited college or university to accrue seniority rights within the Educational  
48 Assistants classification.





1 **Section 10.7.**

2 The employee with the earliest hire date shall have preferential rights regarding shift selection,  
3 vacation periods and special services including overtime. The employee with the earliest hire date  
4 shall have preferential rights regarding promotions, assignment to new or open jobs or positions, and  
5 layoffs when ability and performance are substantially equal with junior employees. If the District  
6 determines the seniority rights should not govern because a junior employee possesses ability and  
7 performance substantially greater than a senior employee or senior employees, the District shall set  
8 forth in writing, if requested, to the employee or employees and the organization’s grievance  
9 committee chairman its reasons why the senior employee or employees have been bypassed. In the  
10 event the District determines within six (6) months that an employee who has been promoted or  
11 transferred is incapable of performing required duties, such employee shall be returned to the position  
12 previously held or an equivalent position or discharged for sufficient cause.

13  
14 **Section 10.7.1.**

15 For permanent full-time or part-time positions, time increases or decreases of up to one (1) hour  
16 per day shall not be considered a new or open job or position and shall not be required to be  
17 posted. This language will apply to individual increases or decreases but will not be applied on  
18 an across-the-board basis.

19  
20 **Section 10.8.**

21 Employees who change job classifications within the bargaining unit shall retain their hire dates in the  
22 previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire  
23 date and a new classification.

24  
25 **Section 10.9.**

26 All vacancies and new positions shall be publicized to the staff and the Association through a written  
27 notice which shall be distributed to each classified building secretary or department supervisor and  
28 forwarded to the President of the Association as far in advance of the date of the opening of any  
29 vacancy or new position as possible. The position will be posted to in-District employees for five (5)  
30 workdays, with an additional five (5) days to be allowed for interviewing and/or testing, if required  
31 before it is opened to the public. The job posting shall give information about the open position  
32 regarding building, hours of job, duties required, etc. Employees in any classification shall have  
33 preferential rights over “out-of-District applicants”. Employees applying for open or posted positions  
34 outside their classification shall have preferential rights over out-of-District applicants pursuant to  
35 Section 10.7.

36  
37 **Section 10.9.1.**

38 Any temporary position shall be declared open and posted for bid no later than twenty (20)  
39 consecutive workdays from its inception.

40  
41 **Section 10.9.2.**

42 Any permanent position filled by a substitute employee for more than thirty (30) consecutive  
43 workdays, shall be posted and filled as a temporary position with benefits to protect the return  
44 provisions of the employee on leave. The posting shall indicate the length of the temporary  
45 position.



1 **Section 10.9.3. Job Postings.**

2 The District shall post job openings on the Ellensburg School District employment page and  
3 send an email of the posting to each PSE employee.  
4

5 **Section 10.9.4.**

6 For drivers only, the posting provisions included in the above cited sections of the Collective  
7 Bargaining Agreement shall apply to the initial open position. Subsequent vacancies caused by  
8 bargaining unit employees exercising their rights under Sections 10.7., 10.8., and 10.9. may be  
9 filled by less formal means, such as a meeting of all interested classification employees.  
10

11 **Section 10.9.5.**

12 If an employee is requesting to apply for or transfer into a position that causes any conflict with  
13 their schedules, the District will deny their request to “de-conflict” their schedules in order to  
14 qualify them for the position. The District’s expectation is that employees are available to  
15 fulfill the time requirements of their positions, and any scheduling conflicts will disqualify the  
16 employee for the position.  
17

18 **Section 10.10. Layoffs.**

19 **Section 10.10.1. Definitions.**

- 20
- 21 A. A “layoff” is an indefinite separation from employment.
  - 22 B. “Bumping” is the displacement of an employee with lower seniority rights (junior  
23 employee) to avoid the layoff of an employee with higher seniority rights (senior  
24 employee).
  - 25 C. A “like position” (i.e., substantially equal) is a position that falls within one (1) hour of  
26 the “layoff position”.  
27

28 **Section 10.10.2.**

29 Should the need for layoff occur, employees will be laid off in their general job classification  
30 by seniority. In the event of layoff, employees so affected are to be placed on a reemployment  
31 list maintained by the District according to layoff ranking. Such employees are to have priority  
32 in filling any opening not claimed by present senior employees, in the classification held  
33 immediately prior to layoff. Returning employees will be brought back in accordance with the  
34 seniority ranking. Names shall remain on the reemployment list for one (1) year.  
35

36 **Section 10.10.3.**

37 Except in extraordinary cases, the District shall give a two (2) week notice of intent to layoff.  
38 The District shall give an employee two (2) weeks’ severance pay when laid off. For  
39 performance related sufficient cause discharges, a panel of three (3) members, two (2)  
40 classified staff and one (1) administrator, will determine if severance pay is justified, between  
41 one-half (½) day and two (2) weeks, may be granted. No severance pay will be granted if an  
42 employee is discharged for misconduct.  
43

44 **Section 10.10.4.**

45 Employees on layoff status shall file their addresses in writing with the personnel office of the  
46 District and shall thereafter promptly advise the District in writing of any change of address.  
47  
48

1 **Section 10.10.5.**

2 An employee shall forfeit rights to reemployment as provided in Section 10.10. if the employee  
3 does not comply with the requirements of Section 10.11, or if the employee does not respond to  
4 the offer of reemployment within ten (10) workdays.

5  
6 **Section 10.10.6.**

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

10  
11  
12 **ARTICLE XI**

13 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

14  
15  
16 **Section 11.1.**

17 The District shall have the right to discipline or discharge an employee for sufficient cause. The issue  
18 of sufficient cause shall be resolved in accordance with the grievance procedure hereinafter provided.  
19 If the District has reason to reprimand an employee, it shall be done in a professional manner and not  
20 before other employees or the public.

21  
22 **Section 11.1.1.**

23 In any disciplinary action where, formal charges are to be given an employee, the District shall  
24 provide the following notification:

- 25 A. A minimum of twenty-four (24) hour notice prior to the scheduled meeting time to  
26 allow the employee time to arrange for union representation.
- 27 B. A copy of any written charges, a minimum of twenty-four (24) hours after the above  
28 referenced meeting.
- 29 C. Meetings not held during the employees working hours will be paid for by the District  
30 at their regularly hourly rate.

31  
32 **Section 11.2. Intent to Rehire.**

33 It is mutually agreed that the School District shall notify employees of intent to rehire for the next  
34 school year, prior to the employee’s last working day of the current school year.

35  
36 **Section 11.2.1.**

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

39  
40 **Section 11.3.**

41 Nothing contained herein shall be construed to prevent the District from immediately discharging an  
42 employee for sufficient cause, or a probationary (at will) employee, or for an employee failure to  
43 complete a mutually agreed last chance agreement.

44  
45 **Section 11.3.1.**

46 For sufficient cause discharges, the employees past employment record with the District shall  
47 be considered.



1 **Section 11.4. Weingarten Rights.**

2 “If this discussion could in any way lead to my being disciplined or terminated, or affect my personal  
3 working conditions, I respectfully request that my union representative, officer or steward be present at  
4 the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not  
5 to answer any questions.”

6  
7 “WIENGARTEN” rights attach in the following situation:

- 8 A. The interview by management must be investigatory in nature;
- 9 B. The employee must reasonably believe that discipline or discharge may result; and
- 10 C. The employee must affirmatively request representation from a union representative.

11  
12 The Association representative is not permitted to interfere with management’s right to conduct the  
13 investigatory interview. “WIENGARTEN” rights are not applicable when engaging in performance  
14 counseling as this does not concern disciplinary matters but rather, performance issues. This rule does  
15 not apply to routine conversations, giving of instruction, counseling or training for needed corrections in  
16 work techniques.

17  
18  
19  
20 **ARTICLE XII**

21  
22 **INSURANCE AND RETIREMENT**

23  
24 **Section 12.1. School Employees Benefit Board (SEBB Insurance).**

25 The District shall provide qualified employees with insurance benefits that align with the rules and  
26 regulations set by the SEBB (School Employees Benefits Board).

27  
28 **Availability:**

- 29 1. Employees are qualified if they work or will work a minimum of 630 hours during the year.  
30 Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits.  
31 For purposes of benefits provided under SEBB, a school year shall mean September 1 through  
32 August 31. The effective date of coverage is the first day of the month following the day the  
33 employee begins work.
- 34 2. Open enrollment begins as per SEBB rules.
- 35 3. Individuals must enroll on-line themselves or with forms provided by SEBB.

36  
37 **Benefits:**

- 38 1. Qualified Employees will be provided SEBB benefits that include medical, dental, vision, basic  
39 life/accidental insurance, and long-term disability insurance. Employees may select optional  
40 benefits at their own expense.
- 41 2. Employees will select a carrier approved by SEBB and available in the county they live in or as  
42 per SEBB rules.

43  
44 **Premiums:**

- 45 1. The district shall pay their portion of the employee premium as established by SEBB.
- 46 2. Employees will be responsible for their portion of the premium.
- 47 3. Premium surcharges will be paid by the employee.



1 Benefit Termination:  
2 Any employee terminating employment shall be entitled to receive the District insurance contribution  
3 for the remainder of the calendar month in which the contribution is effective. In cases where  
4 separation occurs after completion of the employee's full contract obligation (i.e., the end of the school  
5 year), benefit coverage will continue through August 31 of that year.

6  
7 Implementation Issues:  
8 The parties agree to meet and negotiate, to the satisfaction of both parties, any discrepancies or  
9 disagreements that develop as the SEBB program is implemented. Should any contract language be  
10 found not to be allowed under State law and/or SEBB rules, State law and SEBB rules shall govern.

11  
12 **Section 12.2. SEBB Information.**  
13 The District agrees to provide information about SEBB insurance plans to eligible employees as required  
14 and/or recommended by SEBB and at each open enrollment period.

15  
16 **Section 12.3. Enrollment Period.**  
17 The District will follow the open Enrollment period set by SEBB. After the annual enrollment period  
18 ends, no insurance options may be added or deleted by the employee except for changes in family  
19 status or job status. If an employee fails to enroll within the open enrollment period, they shall be  
20 placed in the default medical, dental, and vision as plans, determined by SEBB.

21  
22 If an employee is hired after the open enrollment period, they may enroll in approved plans prior to  
23 their first day of the month following hire date. If an employee fails to enroll, they will be placed in the  
24 default medical, dental, and vision plans as determined by SEBB. Employee coverage will begin the  
25 first day of the month following the hire date.

26  
27 **Section 12.4.**  
28 The District shall provide liability coverage for all employees subject to this Agreement.

29  
30 **Section 12.5.**  
31 The District shall make required contributions for the State Industrial Insurance on behalf of all  
32 employees subject to this Agreement.

33  
34 **Section 12.6.**  
35 In determining whether an employee subject to this Agreement is eligible for participation in the  
36 Washington State Public Employees Retirement System, the District shall report all hours worked,  
37 whether straight time, overtime, or otherwise.

38  
39 **Section 12.7.**  
40 PSE members shall be allowed to participate in the VEBA program.

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**ARTICLE XIII**

**VOCATIONAL/EDUCATIONAL TRAINING**

**Section 13.1.**

The District and Association representatives will establish a committee to address staff development. The committee will include two (2) PSE members and two (2) District administrative employees. This committee will meet on as needed basis. All funds will be approved through the established committee.

**Section 13.2.**

Within reason all new PSE employees in the following classification: Instructional Assistants, Secretaries and Professional Technicians will be assigned a mentor selected by the District. The mentor will help train the new employee and be available to answer questions as needed and will spend at least (1) day shadowing their mentor at the discretion of the supervisor. The mentor will be compensated an additional fifty cents (\$0.50) per hour while the new employee is shadowing them. This will be considered time worked for the mentor and new employee.

**Section 13.3.**

Employees scheduled one-hundred eighty (180) days or less will have one (1) day added to their pay plan reflected on their current signed notice of employment to attend the District mandated trainings on a day scheduled by the District before school begins. If additional time permits, they can use this time to do additional work directed by their supervisor.

**ARTICLE XIV**

**ASSOCIATION MEMBERSHIP AND CHECKOFF**

**Section 14.1.**

The District will make available to the President of the Association the work location, step placement, and experience steps credited on each new hire. The notice of employment form must be at the District Office within a reasonable period of time, not to exceed ten (10) workdays.

**Section 14.2. Checkoff.**

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

1  
2 **Section 14.2.1. Chapter Dues Deduction.**

3 Once during each school year on the employee's October pay warrant, the District shall deduct  
4 local Chapter dues from the pay of all members of the Association and remit to the chapter  
5 treasurer. Prior to September 1, the amount of said deduction shall be conveyed to the District  
6 by the Chapter President.  
7

8 **Section 14.3. Authorizations and Revocations.**

9 An employee's written, electronic, or recorded voice authorization to have the District deduct  
10 membership dues from the employee's salary must be made by the employee to Public School  
11 Employees of Washington/SEIU Local 1948 (PSE). If the District receives a request for authorization  
12 of deductions, the District shall as soon as practicable forward the request to the Union President or  
13 designee. Upon receiving notice of the employee's authorization from PSE, the District shall deduct  
14 from the employee's salary membership dues and remit the amounts to Public School Employees of  
15 Washington/SEIU Local 1948, by the first Monday following payroll.  
16

17 The employee's authorization remains in effect until expressly revoked by the employee in accordance  
18 with the terms and conditions of the authorization. An employee's request to revoke authorization for  
19 payroll deductions must be in writing and submitted by the employee to PSE in accordance with the  
20 terms and conditions of the authorization. Revocations will not be accepted by the District if the  
21 authorization is not obtained by the employee to PSE. After the District receives confirmation from the  
22 exclusive bargaining representative that the employee has revoked authorization for deductions, the  
23 District shall end the deduction effective on the first payroll after receipt of the confirmation. The  
24 District shall rely on information provided by the exclusive bargaining representative regarding the  
25 authorization and revocation of deductions.  
26

27 **Section 14.4.**

28 The Association agrees to defend and hold the District harmless against any legal action brought  
29 against the District in reference to valid membership.  
30

31 **Section 14.5. Political Action Committee.**

32 The District shall, upon receipt of a written authorization form that conforms to legal requirements,  
33 deduct from the pay of such bargaining unit employee the amount of contribution the employee  
34 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on the  
35 monthly dues transmittal check. Section 14.2. of the Collective Bargaining Agreement shall apply to  
36 these deductions. The employee may revoke the request at any time. At least annually, the employee  
37 shall be notified by the PSE State Office, about the right to revoke the request.  
38  
39  
40

41 **ARTICLE XV**

42 **GRIEVANCE PROCEDURE**

43  
44 **Section 15.1. General.**

45 Grievances or complaints arising between the District and its employees within the bargaining unit  
46 defined in Article I herein, are limited to matters dealing with the interpretation or application of the  
47 Terms and Conditions of this Agreement and shall be resolved in strict compliance with this Article.  
48

1 Newly hired employees who have not completed their probationary period do not have grievance rights  
2 regarding discipline and discharge.

3  
4  
5 **Section 15.2. Definitions.**

- 6 1. "Day" means school days except during the summer, then it shall be defined as business office  
7 days.  
8 2. "Grievant" means a member or group of members filing a grievance.  
9 3. "Grievance" shall mean a claim by a grievant that a dispute exists involving the interpretation  
10 or application of the Terms or Conditions of this agreement.  
11

12 **Section 15.3. Grievance Steps.**

13  
14 **Section 15.3.1. Step 1.**

15 Employees shall first discuss the grievance with their immediate supervisor. If employees so  
16 wish, they may be accompanied by an Association representative at such discussion. All  
17 grievances not brought to the immediate supervisor in accordance with the preceding sentence  
18 within twenty (20) school days of the occurrence of the grievance shall be invalid and subject  
19 to no further processing.  
20

21 **Section 15.3.2. Step 2.**

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

- 25 A. The facts on which the grievance is based;  
26 B. A reference to the provisions in this Agreement which have been allegedly violated; and  
27 C. The remedy sought.  
28

29 The employee shall submit the written statement of grievance to the immediate supervisor for  
30 reconsideration and shall submit a copy to the official in the Administration responsible for  
31 personnel in the employee's area of responsibility. The parties will have five (5) workdays  
32 from submission of the written statement of grievance to resolve it by indicating on the  
33 statement of grievance the disposition. If an agreeable disposition is made, all parties to the  
34 grievance shall sign it.  
35

36 **Section 15.3.3. Step 3.**

37 If no settlement has been reached within the five (5) days referred to in the preceding  
38 subsection, and the Association believes the grievance to be valid, a written statement of  
39 grievance shall be submitted within fifteen (15) workdays to the District Superintendent or  
40 his/her designee. After such submission, the parties will have ten (10) workdays from  
41 submission of the written statement of grievance to resolve it by indicating on the statement of  
42 grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall  
43 sign it.  
44

45 **Section 15.3.4. Step 4.**

46 If no settlement has been reached within the ten (10) days referred to in the preceding  
47 subsection, and the Association believes the grievance to be valid, a written statement of  
48 grievance shall be submitted within fifteen (15) workdays to the District Board of Directors.



1 After such submission, the parties will have thirty (30) workdays from submission of the  
2 written statement of grievance to resolve it by indicating on the statement of grievance the  
3 disposition. If an agreeable disposition is made, all parties to the grievance shall sign it. The  
4 Board of Directors reserves the right to summon the employee for an oral statement of  
5 grievance. The employee reserves the right to appear before the Board of Directors to explain  
6 the grievance. At any appearance before the Board of Directors, the employee may be  
7 accompanied by an Association representative or designee.

8  
9 **Section 15.3.5. Step 5.**

10 If no settlement has been reached within the thirty (30) days referred to in the preceding  
11 subsection, and the Association believes the grievance to be valid, the employee may demand  
12 arbitration of the grievance. Any dispute, claim or grievance arising out of or relating to the  
13 interpretation or the application of this Agreement shall then be submitted to the American  
14 Arbitration Association. The decision of the arbitrator shall be final and binding on both  
15 parties. Each party shall bear its own costs and expenses and an equal share of the arbitrators'  
16 fees of arbitration.

17  
18 **Section 15.4.**

19 The grievance or arbitration discussions shall take place whenever possible on school time. The  
20 employer shall not discriminate against any individual employee or the Association for taking action  
21 under this Article.

22  
23  
24 **ARTICLE XVI**

25 **TRANSFER OF PREVIOUS EXPERIENCE**

26  
27  
28 **Section 16.1. Candidate Placement.**

29 New hires with no immediate school experience but with job related experience may be allowed up to  
30 one (1) year service credit on Schedule A. In the absence of a qualified, skilled or experienced internal  
31 candidate, the District may hire qualified candidates for the open positions of IT, Nurses, SLPA,  
32 Mechanic, Occupational Therapy, and Physical Therapy, and compensate them within the negotiated  
33 Schedule A where they deem appropriate based upon verified experience, skills and qualifications.  
34 Employees hired without school district experience will not benefit from longevity pay until they have  
35 served ten (10) years in the School District.

36  
37 **Section 16.2.**

38 Transfer of previous benefits by classified employees from one school District to another in the State  
39 of Washington shall be according to current and prevailing state statute.

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**ARTICLE XVII**

**SALARIES AND EMPLOYEE COMPENSATION**

**Section 17.1.**

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

**Section 17.2.**

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

**Section 17.3.**

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article XIX, Section 19.3. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

**Section 17.4.**

Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this Agreement, if possible and in any case not later than the second regular payday. In the case of retroactive pay resulting from negotiations pursuant to Article XIX, Section 19.3., such retroactive pay shall be paid on the first regular payday following agreement on such schedule, if possible and in any case not later than the second regular payday.

**Section 17.5.**

Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement; provided the employee has been actively employed continuously for at least one-half (½) of the previous employment year. At no time will a person not receive a pay increase as the result of an increase in the salary schedule due to the fact they are on the last step of the salary schedule.

**Section 17.6.**

Any employee who changes job positions or classification shall receive full longevity for step placement on Schedule A.

**Section 17.7.**

When acting in accordance with the assigned duties or when required to travel from one building site to another in his/her own private vehicle during working hours, an employee shall be reimbursed for such travel at the rate currently in effect as per Federal reimbursement rate.

**Section 17.8.**

Employees required to remain overnight on District business shall be reimbursed for room and board expenditures.

**Section 17.9. Longevity Pay.**

The following longevity payments will be made to employees who qualify:

- A. At the beginning of the 11<sup>th</sup> full \*year of service and every year thereafter, the hourly rate of each employee shall be increased by the equivalent of one (1) weeks' salary.
- B. At the beginning of the 16<sup>th</sup> full \*year of service and every year thereafter, the hourly rate of each employee shall be increased by the equivalent of two (2) weeks' salary.
- C. At the beginning of the 21<sup>st</sup> full \*year of service and every year thereafter, the hourly rate of each employee shall be increased by the equivalent of three (3) weeks' salary.

\*Eligibility for longevity pay is based on full years of service in relation to the fiscal year of the School District. For example: An employee hired December 1, 1976 will begin their 11<sup>th</sup> full year of service on September 1, 1987. There will be a one (1) month grace period in recognition of the fact that many employees begin employment at the beginning of school, which is after September 1.

**Section 17.10.**

Employees shall be reimbursed at their regular hourly rate for required District meetings, staff meetings, student and/or parent meetings, fees for required classes and required shots that are necessary for continued employment. The District shall pay a maximum of one hundred dollars (\$100.00) for all employment required physicals.

**Section 17.11.**

Food Service staff will receive one (1) labor (free) lunch per day. The lunch must be eaten on site.

**Section 17.12.**

Maintenance/janitorial staff who assist with unloading Food Service commodities will receive one (1) labor (free) lunch each delivery.

**Section 17.13.**

Elementary staff who assist the Food Service staff during barbeques will receive one (1) labor (free) lunch.

**ARTICLE XVIII**

**DRUG AND ALCOHOL TESTING**

**Section 18.1.**

Both parties agree to abide by all federal and state laws relating to drug and alcohol testing in connection with CDL license regulation, and with the District's Drug-Free Workplace Policies and Procedures. Employees will be paid at their hourly rate if it exceeds their contracted hours for drug testing.



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**ARTICLE XIX**

**TERM AND SEPARABILITY OF PROVISIONS**

**Section 19.1. Term.**

The term of this Agreement shall be September 1, 2021 to August 31, 2024.

**Section 19.2.**

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

**Section 19.3. Openers.**

This agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing. This Agreement shall be reopened as necessary to consider the impact of any legislation enacted following the execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment.

**Section 19.4.**

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

**Section 19.5.**

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

**Section 19.6.**

In the event either of the two (2) previous sections is determined to apply to any provision of the Agreement, such provision shall be renegotiated pursuant to Section 19.3.

**Section 19.7.**

During the term of this Agreement the Association will not cause or sanction its employees to take part in any strike, slow down or work stoppage against the District.



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**SIGNATURE PAGE**

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

ELLENSBURG CHAPTER

ELLENSBURG SCHOOL DISTRICT #401

BY:           */signed by/*            
          Shannon Corey, Chapter President

BY:           */signed by/*            
          Jinger Haberer, Superintendent

DATE:           *April 22, 2022*          

DATE:           *April 22, 2022*          



PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2021 - August 31, 2022

	STEP 1 (2%) 1-3 yr	STEP 2 (3%) Year 4-7	STEP 3 (3%) + (2% Factor) Year 8+
<b>TRANSPORTATION</b>			
Head Mechanic	27.41	29.12	29.70
Mechanic	25.56	27.20	27.74
Vehicle Maintenance Technician	17.90	19.28	19.66
Driver	21.03	22.42	22.86
Driver- Non CDL	17.90	19.28	19.66
Driver Trainer	21.72	22.85	23.31
Extra Trip Rate	19.87	20.07	20.47
<b>FOOD SERVICE</b>			
Kitchen Mgr. I	17.88	19.26	19.64
Kitchen Mgr. II	17.07	18.19	18.55
Cook & Baker	16.46	17.75	18.11
Veg Prep	16.46	17.75	18.11
Food Service Assistant (all locations)*	16.00	16.27	16.59
<b>CUSTODIANS</b>			
Head Custodian	20.04	21.62	22.05
Leadman	18.45	19.95	20.35
Custodian	17.51	18.89	19.27
Custodian (190 days)	17.51	18.89	19.27
Building Attendant	18.55	19.95	20.35
Shift Differential (PM shift custodians)	0.35	0.35	0.35
<b>MAINTENANCE</b>			
Head Grounds	20.51	22.03	22.47
Grounds, Maintenance Helper	18.18	19.55	19.95
Delivery Driver/Grounds-Maintenance/Custodian	19.29	20.76	21.18
Skilled Craftsman II	23.32	28.67	29.24
<b>EDUCATIONAL ASSISTANTS</b>			
Non-Instructional	16.00	16.27	16.59
Paraprofessionals:			
Parapro Group II (Spec. Ed., LAP, Title 1, Migrant, ESL)	16.17	17.52	17.87
Parapro Group II AA (Spec. Ed., LAP, Title 1, Migrant, ESL)	16.59	18.14	18.50
Paraprofessionals EBD/Connections Programs			
Parapro Group III (EBD/ Connections Program)	17.28	18.64	19.01
Parapro Group III-AA (EBD/ Connections Program)	17.71	19.26	19.64
Library Assistants:			
Group I (Elementary/Morgan)	16.42	17.72	18.07
Group II (High School)	17.69	18.82	19.19



PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2021 - August 31, 2022

	STEP 1 (2%) 1-3 yr	STEP 2 (3%) Year 4-7	STEP 3 (3%) + (2% Factor) Year 8+
<b>SECRETARIES</b>			
Office Assistant	16.00	16.75	17.08
Secretary II	18.05	19.42	19.80
Secretary III	19.32	20.43	20.84
Secretary IV/Data Specialist	20.59	21.78	22.21
<b>PRINTERS</b>			
Print Shop Technician	21.07	22.89	23.34
Print Shop Assistant I	16.00	15.90	16.22
Print Shop Assistant II	18.55	19.68	20.08
<b>PROFESSIONAL TECHNICIANS</b>			
IT Specialist	25.65	27.49	28.04
Health Room Assistant	16.00	16.57	16.90
Migrant Home Visitor/Assistive Technology Specialist	18.37	19.99	20.39
LPN	27.97	30.19	30.79
COTA/ASL Interpreter	21.21	22.85	23.31
Registered Nurse	32.01	34.26	34.95
Speech Implementor	24.93	26.62	27.15

All substitutes bus drivers and Registered Nurses will be compensated at Step 3  
 All other substitutes shall be compensated at Step 1

**Secretary Classification:**

Office Assistant - All district office assistants  
 Secretary II - Special Services Student Records Sec., Vocational Ed Sec., EXCEL School Sec., Food Serv.  
 Secretary III - EHS Attendance Sec., MMS Attendance/Counseling Sec.  
 Elementary Sec., Community Schools/Admin. Services Sec., Transportation/Maintenance Sec.  
 Secretary IV - EHS Principal's Sec., EHS Counseling Sec., MMS Principal's Sec.,  
 Special Services Sec., EHS ASB/Co-curricular Sec., Data Specialist

1 on 1 Parapro's and EBD/Connection Program Parapro

Para's that are hired as a 1 on 1 with a student or for the EBD/Connection program will be within their own classification for the purpose of Seniority Rights. As of the Date of this agreement all employees in the Parapro classification seniority dates will be grandfathered in unless they voluntarily move positions.

All Para I moved to Para II

Increased steps to \$16 if below

Additional Step Year 8- with .02 from Step 2

STEP 1-2% Increase

STEP 2-3% Increase

Step 3- 3% increase

\*Cashier, Server and Food Service Assistant combined into one position  
 and new title is Food Service Assistant



PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2021 - August 31, 2022

	STEP 1	STEP 2	STEP 3	Longevity Hourly Rates		
	Years 1-	Years 4-7	Years 8+	(11-15 Years)	(16-20 Years)	(21+ Years)
<b>TRANSPORTATION</b>						
Head Mechanic	27.41	29.12	29.70	30.27	30.84	31.41
Mechanic	25.56	27.20	27.74	28.27	28.81	29.34
Vehicle Maintenance Technician	17.9	19.28	19.66	20.04	20.42	20.79
Driver	21.03	22.42	22.86	23.46	24.06	24.66
Driver-Non CDL	17.9	19.28	19.66	20.18	20.69	21.21
Driver Trainer	21.72	22.85	23.31	23.92	24.54	25.15
Extra Trip Rate	19.87	20.07	20.47			
<b>FOOD SERVICE</b>						
Kitchen Mgr. I	17.88	19.26	19.64	20.16	20.67	21.19
Kitchen Mgr. II	17.07	18.19	18.55	19.04	19.53	20.01
Cook & Baker	16.46	17.75	18.11	18.59	19.06	19.54
Veg Prep	16.46	17.75	18.11	18.59	19.06	19.54
Food Service Assist ( cashier, server)	16.00	16.27	16.59	17.03	17.46	17.90
<b>CUSTODIANS</b>						
Head Custodian	20.04	21.62	22.05	22.47	22.90	23.32
Leadman	18.45	19.95	20.35	20.74	21.13	21.52
Custodian (260 days)	17.51	18.89	19.27	19.64	20.01	20.38
Custodian (190 days)	17.51	18.89	19.27	19.78	20.28	20.79
Building Attendant	18.55	19.95	20.35	20.77	21.20	21.62
Shift Differential (PM shift custodians)	0.35	0.35	0.35			
<b>MAINTENANCE</b>						
Head Grounds	20.51	22.03	22.47	22.90	23.33	23.77
Grounds, Maintenance Helper	18.18	19.55	19.95	20.33	20.72	21.10
Delivery Driver/Grounds-Maintenance/Custodian	19.29	20.76	21.18	21.59	21.99	22.40
Skilled Craftsman II	23.32	28.67	29.24	29.80	30.36	30.93
<b>EDUCATIONAL ASSISTANTS</b>						
Non-Instructional	16.00	16.27	16.59	17.03	17.46	17.90
<b>Paraprofessionals:</b>						
Parapro Group II (Spec. Ed., LAP, Title 1, Migrant, ESL)	16.17	17.52	17.87	18.34	18.81	19.28
Parapro Group II AA (Spec. Ed., LAP, Title 1, Migrant, ESL)	16.59	18.14	18.50	18.99	19.47	19.96
<b>Paraprofessionals EBD/Connections Programs</b>						
Parapro Group III (EBD/ Connections Program)	17.28	18.64	19.01	19.51	20.01	20.51
Parapro Group III-AA (EBD/ Connections Program)	17.71	19.26	19.64	20.16	20.67	21.19
<b>Library Assistants:</b>						
Group I (Elementary/Morgan)	16.42	17.72	18.07	18.55	19.02	19.50
Group II (High School)	17.69	18.82	19.19	19.70	20.20	20.71
<b>SECRETARIES</b>						
Office Assistant	16.00	16.75	17.08	17.53	17.98	18.43
Secretary II	18.05	19.42	19.80			
Secretary III	19.32	20.43	20.84	Varies by position		
Secretary IV/Data Specialist	20.59	21.78	22.21			





PRINTERS						
Print Shop Technician	21.07	22.89	23.34	23.79	24.24	24.69
Print Shop Assistant I	16.00	15.90	16.22	16.53	16.84	17.16
Print Shop Assistant II	18.55	19.68	20.08	20.47	20.85	21.24

PROFESSIONAL TECHNICIANS						
IT Specialist	25.65	27.49	28.04	28.58	29.12	29.66
Health Room Assistant	16.00	16.57	16.90	17.34	17.79	18.23
Migrant Home Visitor/Assistive Technology Specialist	18.37	19.99	20.39	20.93	21.46	22.00
LPN	27.97	30.19	30.79	31.60	32.41	33.22
COTA/ASL Interpreter	21.21	22.85	23.31	23.92	24.54	25.15
Registered Nurse	32.01	34.26	34.95	35.87	36.79	37.71
Speech Implementor	24.93	26.62	27.15	27.86	28.58	29.29

All substitutes bus drivers and Registered Nurses will be compensated at Step 3  
 All other substitutes shall be compensated at Step I

**Secretary Classification:**

- Office Assistant - All district office assistants
- Secretary II - Special Services Student Records Sec., Vocational Ed Sec., EXCEL School Sec., Food Serv.
- Secretary III - EHS Attendance Sec., MMS Attendance/Counseling Sec.  
 Elementary Sec., Community Schools/Admin. Services Sec., Transportation/Maintenance Sec.
- Secretary IV - EHS Principal's Sec., EHS Counseling Sec., MMS Principal's Sec.,  
 Special Services Sec., EHS ASB/Co-curricular Sec., Data Specialist

1 on 1 Parapro's and EBD/Connection Program Parapro  
 Para's that are hired as a 1 on 1 with a student or for the EBD/Connection program will be within their own classification for the purpose of Seniority Rights. As of the Date of this agreement all employees in the Parapro classification seniority dates will be grandfathered in unless they voluntarily move positions.

All Para I moved to Para II  
 Increased steps to \$16 if below  
 Additional Step Year 8- with .02 from Step 2  
 STEP 1-2% Increase  
 STEP 2-3% Increase  
 Step 3- 3% increase  
 \*Cashier, Server and Food Service Assistant combined into one position  
 and new title is Food Service Assistant

**Secretaries Longevity Hourly Rates**

SECRETARIES	1 Week	2 Weeks	3 Weeks (21+ Years)
	(11-15 Years)	(16-20 Years)	
Secretary II	20.31	20.81	21.32
Secretary III (MMS ) - 210 Days	21.34	21.83	22.33
Secretary III (Elementary Secretaries ) - 207 Days	21.34	21.85	22.35
Secretary IV (Data Specialist) - 240 Days	22.67	23.14	23.60
Secretary IV (SPED ) - 228 Days	22.70	23.18	23.67
Secretary IV (Athletics) - 210 Days	22.74	23.27	23.80
Secretary IV (MMS) - 216 Days	22.72	23.24	23.75
Secretary IV (SPED ) - 218 Days	22.72	23.23	23.74
Secretary IV (EHS) - 205 Days	22.75	23.29	23.84
Secretary IV (Counseling) - 222 Days	22.71	23.21	23.71



PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2022 - August 31, 2023

	STEP 1 (2%) 1-3 yr	STEP 2 (2%) Year 4	STEP 3 (2%) Year 8+
<b>TRANSPORTATION</b>			
Head Mechanic	27.96	29.70	30.30
Mechanic	26.07	27.74	28.30
Vehicle Maintenance Technician	18.26	19.66	20.06
Driver	21.45	22.86	23.32
Driver- Non CDL	18.26	19.66	20.06
Driver Trainer	22.15	23.31	23.78
Extra Trip Rate	20.26	20.47	20.88
<b>FOOD SERVICE</b>			
Kitchen Mgr. I	18.24	19.64	20.03
Kitchen Mgr. II	17.41	18.55	18.92
Cook & Baker	16.79	18.11	18.47
Veg Prep	16.79	18.11	18.47
Food Service Assistant (all locations)	16.32	16.59	16.92
<b>CUSTODIANS</b>			
Head Custodian	20.44	22.05	22.49
Leadman	18.82	20.35	20.76
Custodian	17.86	19.27	19.66
Custodian (190 days)	17.86	19.27	19.66
Building Attendant	18.92	20.35	20.76
Shift Differential (PM shift custodians)	0.35	0.35	0.35
<b>MAINTENANCE</b>			
Head Grounds	20.92	22.47	22.92
Grounds, Maintenance Helper	18.54	19.95	20.34
Delivery Driver/Grounds-Maintenance/Custodian	19.67	21.18	21.60
Skilled Craftsman II	23.79	29.24	29.83
<b>EDUCATIONAL ASSISTANTS</b>			
Non-Instructional	16.32	16.59	16.92
Paraprofessionals:			
Parapro Group II (Spec. Ed., LAP, Title 1, Migrant, ESL)	16.49	17.87	18.22
Parapro Group II AA (Spec. Ed., LAP, Title 1, Migrant, ES)	16.92	18.50	18.87
Paraprofessionals EBD/Connections Programs			
Parapro Group III (EBD/ Connections Program)	17.62	19.01	19.39
Parapro Group III-AA (EBD/ Connections Program)	18.07	19.64	20.03
Library Assistants:			
Group I (Elementary/Morgan)	16.75	18.07	18.43
Group II (High School)	18.04	19.19	19.58
<b>SECRETARIES</b>			
Office Assistant	16.32	17.08	17.42
Secretary II	18.41	19.80	20.20
Secretary III	19.70	20.84	21.26
Secretary IV/Data Specialist	21.00	22.21	22.65



PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2022 - August 31, 2023

	STEP 1 (2%) 1-3 yr	STEP 2 (2%) Year 4	STEP 3 (2%) Year 8+
<b>PRINTERS</b>			
Print Shop Technician	21.49	23.34	23.81
Print Shop Assistant I	16.32	16.22	16.55
Print Shop Assistant II	18.92	20.08	20.48
<b>PROFESSIONAL TECHNICIANS</b>			
IT Specialist	26.16	28.04	28.60
Health Room Assistant	16.32	16.90	17.24
Migrant Home Visitor/Assistive Technology Specialist	18.73	20.39	20.80
LPN	28.53	30.79	31.41
COTA/ASL Interpreter	21.63	23.31	23.78
Registered Nurse	32.65	34.95	35.65
Speech Implementor	25.43	27.15	27.70

All substitutes bus drivers and Registered Nurses will be compensated at Step 3  
 All other substitutes shall be compensated at Step I

**Secretary Classification:**

- Office Assistant - All district office assistants
- Secretary II - Special Services Student Records Sec., Vocational Ed Sec., EXCEL School Sec., Food Serv.
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- Elementary Sec., Community Schools/Admin. Services Sec., Transportation/Maintenance Sec.
- Secretary IV - EHS Principal's Sec., EHS Counseling Sec., MMS Principal's Sec., Special Services Sec., EHS ASB/Co-curricular Sec., Data Specialist

**1 on 1 Parapro's and EBD/Connection Program Parapro**

Para's that are hired as a 1 on 1 with a student or for the EBD/Connection program will be within their own classification for the purpose of Seniority Rights. As of the Date of this agreement all employees in the Parapro classification seniority dates will be grandfathered in unless they voluntarily move positions.

All Para I moved to Para II

All Steps 2% increase

Cashier, Server and Food Service Assistant combined into one position and new title is Food Service Assistant



PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2023 - August 31, 2024

	STEP 1 (2%) 1-3 yr	STEP 2 (2%) Year 4	STEP 3 (2%) Year 8+
<b>TRANSPORTATION</b>			
Head Mechanic	28.52	30.30	30.90
Mechanic	26.60	28.30	28.86
Vehicle Maintenance Technician	18.62	20.06	20.46
Driver	21.88	23.32	23.79
Driver- Non CDL	18.62	20.06	20.46
Driver Trainer	22.59	23.78	24.25
Extra Trip Rate	20.67	20.88	21.30
<b>FOOD SERVICE</b>			
Kitchen Mgr. I	18.60	20.03	20.43
Kitchen Mgr. II	17.76	18.92	19.30
Cook & Baker	17.13	18.47	18.84
Veg Prep	17.13	18.47	18.84
Food Service Assistant( All Location)	16.65	16.92	17.26
<b>CUSTODIANS</b>			
Head Custodian	20.85	22.49	22.94
Leadman	19.20	20.76	21.17
Custodian	18.22	19.66	20.05
Custodian (190 days)	18.22	19.66	20.05
Building Attendant	19.29	20.76	21.17
Shift Differential (PM shift custodians)	0.35	0.35	0.35
<b>MAINTENANCE</b>			
Head Grounds	21.34	22.92	23.38
Grounds, Maintenance Helper	18.91	20.34	20.75
Delivery Driver/Grounds-Maintenance/Custodian	20.06	21.60	22.03
Skilled Craftsman II	24.26	29.83	30.43
<b>EDUCATIONAL ASSISTANTS</b>			
Non-Instructional	16.65	16.92	17.26
Paraprofessionals:			
Parapro Group II (Spec. Ed., LAP, Title 1, Migrant, ESI)	16.82	18.22	18.59
Parapro Group II AA (Spec. Ed., LAP, Title 1, Migrant,	17.26	18.87	19.25
Paraprofessionals EBD/Connections Programs			
Parapro Group III (EBD/ Connections Program)	17.98	19.39	19.78
Parapro Group III-AA (EBD/ Connections Program)	18.43	20.03	20.43
Library Assistants:			
Group I (Elementary/Morgan)	17.09	18.43	18.80
Group II (High School)	18.40	19.58	19.97
<b>SECRETARIES</b>			
Office Assistant	16.65	17.42	17.77
Secretary II	18.78	20.20	20.60
Secretary III	20.10	21.26	21.68
Secretary IV/Data Specialist	21.42	22.65	23.11



PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2023 - August 31, 2024

	<b>STEP 1</b> <b>(2%)</b>	<b>STEP 2</b> <b>(2%)</b>	<b>STEP 3</b> <b>(2%)</b>
	1-3 yr	Year 4	Year 8+
<b>PRINTERS</b>			
Print Shop Technician	21.92	23.81	24.29
Print Shop Assistant I	16.65	16.55	16.88
Print Shop Assistant II	19.29	20.48	20.89
<b>PROFESSIONAL TECHNICIANS</b>			
IT Specialist	26.68	28.60	29.17
Health Room Assistant	16.65	17.24	17.58
Migrant Home Visitor/Assistive Technology Specialist	19.11	20.80	21.22
LPN	29.10	31.41	32.03
COTA/ASL Interpreter	22.07	23.78	24.25
Registered Nurse	33.30	35.65	36.36
Speech Implementor	25.94	27.70	28.25

All substitutes bus drivers and Registered Nurses will be compensated at Step 3  
 All other substitutes shall be compensated at Step I

**Secretary Classification:**

Office Assistant - All district office assistants  
 Secretary II - Special Services Student Records Sec., Vocational Ed Sec., EXCEL School Sec., Food Serv.  
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 Elementary Sec., Community Schools/Admin. Services Sec., Transportation/Maintenance Sec.  
 Secretary IV - EHS Principal's Sec., EHS Counseling Sec., MMS Principal's Sec.,  
 Special Services Sec., EHS ASB/Co-curricular Sec., Data Specialist

1 on 1 Parapro's and EBD/Connection Program Parapro

Para's that are hired as a 1 on 1 with a student or for the EBD/Connection program will be within their own classification for the purpose of Seniority Rights. As of the Date of this agreement all employees in the Parapro classification seniority dates will be grandfathered in unless they voluntarily move positions.

All Para I moved to Para II

All Steps 2% increase

Cashier, Server and Food Service Assistant combined into one position and new title is Food Service Assistant



**LETTER OF AGREEMENT**

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ELLENSBURG CHAPTER AND THE ELLENSBURG SCHOOL DISTRICT #401 PURSUANT TO ARTICLE XIX SECTION 19.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Amending of the 1on 1 Parapro and EBD/Connection Program Parapro language on Schedule A for the 2022-2023 and 2023-2024 school years.

Current language that reads:

Paras that are hired as a 1 on 1 with a student or for the EBD/Connection program will be within their own classification for the purpose of Seniority Rights. As of the Date of this agreement all employees in the Parapro classification seniority dates will be grandfathered in unless they voluntarily move positions.

Amended language shall read:

As determined by the Director of Special Programs, Para III’s who work with students with significant social/emotional/developmental needs. Responsibilities include student toileting assistance. Likely daily occurrences of extreme behavior (kicking, biting, hitting, elopement), not on an occasional basis.

If a Para III position is reclassified as a Para II based on review from an IEP/504 meeting, the Para will be moved to a Para II job title and pay on the appropriate step of schedule A. The seniority date within the classification will remain the same and the employee shall have preferential rights regarding new or open jobs or positions at the time of reclassification. “Bumping” rights, as outlined in Section 10.10.1. will not apply, since the reclassification of a Para III to Para II is not a layoff, which is an indefinite separation from employment.

It is agreed that retroactive compensation for affected employees during the 2022-2023 school year will be disbursed in equal monthly installments commencing with the date this LOA is signed through August 31, 2023.

Paras classified as Para III’s prior to this LOA will be grandfathered at the Para III classification and rate for the remainder of the 2022-2023 school year. These Para III’s will be appropriately classified as a Para II or Para III for the 2023-2024 school year depending on the position. This clause does not prohibit either employee from applying for any open positions as a Para II or Para III during the 2022-2023 school year.



1 This Letter of Agreement will be effective September 1, 2022, shall remain in effect until August 31,  
2 2024, and be attached to the current Collective Bargaining Agreement .  
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5 PUBLIC SCHOOL EMPLOYEES OF  
6 WASHINGTON/SEIU LOCAL 1948

7  
8 ELLENSBURG CHAPTER

ELLENSBURG SCHOOL DISTRICT #401

9  
10 BY:  /E-signed by Shannon Corey/  
11 Shannon Corey, Chapter President

BY:  /E-signed by Jinger Haberer/  
Jinger Haberer, Superintendent

12  
13 DATE:  June 9, 2023

DATE:  June 6, 2023

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1 **LETTER OF AGREEMENT**

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3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN  
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ELLENSBURG  
5 CHAPTER AND THE ELLENSBURG SCHOOL DISTRICT #401 PURSUANT TO ARTICLE XIX  
6 SECTION 19.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.  
7

8  
9 The parties agree to the following:  
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11  
12 EXEL School Secretary, a Secretary II classification, will be retitled as ALE Secretary and be re-  
13 classified as a Secretary III position. The reclassification reflects the requirements and responsibilities  
14 of the position and is attached.  
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16  
17 The 2023-2024 Schedule A is updated, as attached, to reflect the re-classification.  
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24 This Letter of Agreement will be effective October 18, 2023, and shall be attached to the current  
25 Collective Bargaining Agreement, which expires August 31, 2024.  
26  
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28 PUBLIC SCHOOL EMPLOYEES OF  
29 WASHINGTON/SEIU LOCAL 1948

30  
31 ELLENSBURG CHAPTER

ELLENSBURG SCHOOL DISTRICT #401

32  
33 BY:  /E-signed by Lanie Sharon/  
34 Lanie Sharon, Chapter President

BY:  /E-signed by Troy Tornow/  
Troy Tornow, Superintendent

35  
36 DATE:  Oct 25, 2023

DATE:  Oct 23, 2023  
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PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2023 - August 31, 2024

	STEP 1	STEP 2	STEP 3
	2%	2%	2%
	1-3 year	Year 4	Year 8 +
<b><u>TRANSPORTATION</u></b>			
Head Mechanic	\$ 28.52	\$ 30.30	\$ 30.90
Mechanic	\$ 26.60	\$ 28.30	\$ 28.86
Vehicle Maintenance Technician	\$ 18.62	\$ 20.06	\$ 20.46
Driver	\$ 21.88	\$ 23.32	\$ 23.79
Driver- Non CDL	\$ 18.62	\$ 20.06	\$ 20.46
Driver Trainer	\$ 22.59	\$ 23.78	\$ 24.25
Extra Trip Rate	\$ 20.67	\$ 20.88	\$ 21.30
<b><u>FOOD SERVICE</u></b>			
Kitchen Mgr. I	\$ 18.60	\$ 20.03	\$ 20.43
Kitchen Mgr. II	\$ 17.76	\$ 18.92	\$ 19.30
Cook & Baker	\$ 17.13	\$ 18.47	\$ 18.84
Veg Prep	\$ 17.13	\$ 18.47	\$ 18.84
Food Service Assistant( All Location)	\$ 16.65	\$ 16.92	\$ 17.26
<b><u>CUSTODIANS</u></b>			
Head Custodian	\$ 20.85	\$ 22.49	\$ 22.94
Leadman	\$ 19.20	\$ 20.76	\$ 21.17
Custodian	\$ 18.22	\$ 19.66	\$ 20.05
Custodian (190 days)	\$ 18.22	\$ 19.66	\$ 20.05
Building Attendant	\$ 19.29	\$ 20.76	\$ 21.17
Shift Differential (PM shift custodians)	\$ 0.35	\$ 0.35	\$ 0.35
<b><u>MAINTENANCE</u></b>			
Head Grounds	\$ 21.34	\$ 22.92	\$ 23.38
Grounds, Maintenance Helper	\$ 18.91	\$ 20.34	\$ 20.75
Delivery Driver/Grounds-Maintenance/Custodian	\$ 20.06	\$ 21.60	\$ 22.03
Skilled Craftsman II	\$ 24.26	\$ 29.83	\$ 30.43
<b><u>EDUCATIONAL ASSISTANTS</u></b>			
Non-Instructional	\$ 16.65	\$ 16.92	\$ 17.26
Paraprofessionals:			
Parapro Group II (Spec. Ed., LAP, Title 1, Migrant, ES	\$ 16.82	\$ 18.22	\$ 18.59
Parapro Group II AA (Spec. Ed., LAP, Title 1, Migrant,	\$ 17.26	\$ 18.87	\$ 19.25
Paraprofessionals EBD/Connections Programs:			
Parapro Group III (EBD/ Connections Program)	\$ 17.98	\$ 19.39	\$ 19.78
Parapro Group III-AA (EBD/ Connections Program)	\$ 18.43	\$ 20.03	\$ 20.43
Library Assistants:			
Group I (Elementary/Morgan)	\$ 17.09	\$ 18.43	\$ 18.80
Group II (High School)	\$ 18.40	\$ 19.58	\$ 19.97

PSE Schedule A  
 Ellensburg School District #401  
 September 1, 2023 - August 31, 2024

	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
	<b>2%</b>	<b>2%</b>	<b>2%</b>
	<b>1-3 year</b>	<b>Year 4</b>	<b>Year 8 +</b>
<b><u>SECRETARIES</u></b>			
Office Assistant	\$ 16.65	\$ 17.42	\$ 17.77
Secretary II	\$ 18.78	\$ 20.20	\$ 20.60
Secretary III	\$ 20.10	\$ 21.26	\$ 21.68
Secretary IV/Data Specialist	\$ 21.42	\$ 22.65	\$ 23.11
<b><u>PRINTERS</u></b>			
Print Shop Technician	\$ 21.92	\$ 23.81	\$ 24.29
Print Shop Assistant I	\$ 16.65	\$ 16.55	\$ 16.88
Print Shop Assistant II	\$ 19.29	\$ 20.48	\$ 20.89
<b><u>PROFESSIONAL TECHNICIANS</u></b>			
IT Specialist	\$ 26.68	\$ 28.60	\$ 29.17
Health Room Assistant	\$ 16.65	\$ 17.24	\$ 17.58
Migrant Home Visitor/Assistive Technology Specialist	\$ 19.11	\$ 20.80	\$ 21.22
LPN	\$ 29.10	\$ 31.41	\$ 32.03
COTA/ASL Interpreter	\$ 22.07	\$ 23.78	\$ 24.25
Registered Nurse	\$ 33.30	\$ 35.65	\$ 36.36
Speech Implementor	\$ 25.94	\$ 27.70	\$ 28.25

***Effective September 1, 2023***

All substitutes bus drivers and Registered Nurses will be compensated at Step 3  
 All other substitutes shall be compensated at Step 1

**Secretary Classification:**

Office Assistant - All district office assistants  
 Secretary II - Special Services Student Records Sec., Vocational Ed Sec., Food Serv. Sec.  
 Secretary III - EHS Attendance Sec., MMS Attendance/Counseling Sec., ALE Sec.  
 Elementary Sec., Community Schools/Admin. Services Sec., Transportation/Maintenance Sec.  
 Secretary IV - EHS Principal's Sec., EHS Counseling Sec., MMS Principal's Sec.,  
 Special Services Sec., EHS ASB/Co-curricular Sec., Data Specialist

1 on 1 Parapro's and EBD/Connection Program Parapro  
 Para's that are hired as a 1 on 1 with a student or for the EBD/Connection program will be within their own classification  
 for the purpose of Seniority Rights. As of the Date of this agreement all employees in the Parapro classification seniority dates will be grandfathered in unless they voluntarily move positions.

All Para I moved to Para II

All Steps 2% increase

Cashier, Server and Food Service Assistant combined into one position and new title is Food Service Assistant

# Ellensburg School District 401

## 2023-2024- Classified Secretary III (4000)

### JOB POSTING

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#### **Job Details**

*Posting ID*                    **4000**  
*Title*                            **2023-2024- Classified Secretary III**  
*Description*

**\*\*\*\* Posting updated on 10/17/2023\*\*\*\***

**POSITION TITLE:** Secretary III, 207 days per year, 6 hours per day.

**POSITION LOCATION:** **ALE/Choice Programs**

**POSITION REPORTS TO:** Building Principal

#### **PRIMARY FUNCTION:**

Under the direction of the Principal, the Secretary III will be responsible for providing clerical support to the Principal; management of the daily operations and functions of the office, including oversight and direction of office support staff; maintaining accurate student records and substitute staff assignments and timesheets.

#### **MAJOR RESPONSIBILITIES:**

- Contributing to a positive school climate by maintaining a high level of professionalism
- Providing confidential clerical support to the Building Principal, including calendar maintenance and the processing of mail
- Providing management of all office operations and functions, including oversight and direction of office support staff and customer service responsibilities
- Providing customer service and support at the counter and on the telephone Performing the duties of a liaison for the Principal, Staff, Students and Parents
- Managing General Fund and/or ASB Fund accounts, including all cash handling, receipting, and depositing processes, and providing accurate recording and reporting of all transactions
- Initiating purchase processes, including ordering, tracking and timely submission of documentation for payment, and providing accurate recording and reporting of all transactions
- Managing and maintaining student registration and withdrawal processes, including accurate recording and reporting
- Maintaining accurate student enrollment counts and schedule changes, and providing accurate updates and monthly reporting processes in the Skyward computer system
- Maintaining student records abiding by all FERPA Regulations
- Managing and maintaining student attendance records, including monitoring of absences, communicating with the parents, compiling data for BECCA requirements, inputting the data into the Skyward computer system, and providing accurate reporting of the entire process
- Preparing, auditing and submitting the monthly P223 Student Enrollment Reports
- Maintaining accurate and organized student discipline files
- Managing inventory of supplies, keys, booklets, etc
- Maintaining opening and closing procedures of the School Building
- Providing assistance in the Health Room as needed
- Performing other duties as assigned

#### **QUALIFICATIONS:**

##### **Education and Experience**

- High School Diploma or equivalent to
- A minimum of 2 years of demonstrated successful “office management” experience

**Knowledge, Skills and Abilities**

- Demonstrated ability to handle confidential matters in an ethical manner
- Demonstrated ability to establish effective working relationships and interact successfully with all school district staff and students
- Demonstrated ability to work independently, take initiative, and accept the responsibility of providing effective workmanship in a fast paced environment
- Demonstrated ability to give direction and act in a supervisory capacity during an emergency situation in a calm, confident manner
- Demonstrated ability to problem solve and provide logical solutions in complex situations
- Demonstrated strong interpersonal, oral and written communication skills
- Demonstrated high level of computer proficiency and application of technology
- Demonstrated ability to comprehend and utilize mathematical calculation
- Demonstrated ability to produce and maintain accurate records
- Knowledge of WSIPC and Skyward software system preferred
- Bilingual skills preferred

**REQUIREMENTS:**

- Must qualify to work in the proximity of children under the conditions of an WSP/FBI background check and Sexual Misconduct Disclosure
- Successful completion a clerical skills assessment test

**CONDITIONS OF EMPLOYMENT:**

Representation: Public School Employees, Ellensburg Chapter  
 Work Year: 207 Days – 198 Work Days – 9 Holidays  
 Work Day: 6 Hours Per Day  
 Salary: PSE Salary Schedule

**Acknowledgment**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Applicants interested must follow the application procedures carefully. Consideration will only be given to fully completed application files. Minorities and persons with disabilities are encouraged to apply. **Applicants of diverse backgrounds encouraged to apply.**

**BENEFITS:** Health insurance benefits for employees working 630 hours or more per year include medical, dental, vision, life, and long-term disability plans through the School Employees Benefits Board (SEBB).

[School employees | Washington State Health Care Authority](#)

Retirement benefits provided through the WA State Department of Retirement Systems (DRS).

[State of Washington: Department of Retirement Systems](#)

190 Day Employees - Paid leave benefits to include 12 days of sick leave, three personal leave days

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$20.10 to \$21.68</b>
<i>Salary Code</i>	<b>Per Hour</b>	<i>Job Category</i>	<b>Classified</b>
<i>External Job Application</i>	<b>Classified Application</b>	<i>Internal Job Application</i>	<b>Internal Application</b>

<i>Location</i>	<b>Choice Programs</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>10/17/2023</b>	<i>General Start Date</i>	<b>10/23/2023</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>	<b>1768</b>	<b>2023-2024- Classified Secretary III</b>

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Classified Survey</b>
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1 **LETTER OF AGREEMENT**

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3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN  
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ELLENSBURG  
5 CHAPTER AND THE ELLENSBURG SCHOOL DISTRICT #401 PURSUANT TO ARTICLE XIX  
6 SECTION 19.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.  
7

8  
9 The Parties agree to the following:  
10

11  
12 To add the position of HVAC Technician to the Schedule A.  
13

14  
15 The 2023-2024 Schedule A is updated, as attached, to reflect the position addition and its wage. The  
16 job description is also attached to this LOA.  
17

18  
19 This Letter of Agreement shall become effective upon signatures, shall remain in effect until August  
20 31, 2024, and shall be attached to the current Collective Bargaining Agreement.  
21

22  
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24  
25 PUBLIC SCHOOL EMPLOYEES OF  
26 WASHINGTON/SEIU LOCAL 1948

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28 ELLENSBURG CHAPTER

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31 ELLENSBURG SCHOOL DISTRICT #401

32 BY: /signed by Lanie Sharon/  
33 Lanie Sharon, Chapter President

34 BY: /signed by Troy Tornow/  
35 Troy Tornow, Superintendent

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DATE: Dec 15, 2023

DATE: Dec 15, 2023



HVAC/R Technician  
Ellensburg School District  
Job Description

**JOB SUMMARY:**

This position leads and performs in a variety of mechanical maintenance functions, which encompass all trades and disciplines. The HVAC/R Technician maintains District heating, cooling, ventilation, and refrigeration systems to meet Federal and State codes and requirements. Additional responsibilities will include; new equipment installation to replace existing apparatuses, part orders, assigning work and monitoring performance and conduct, directing HVAC personnel and troubleshooting HVAC/R equipment. The HVAC/R Technician will monitor and maintain computerized building automation systems, electrical installations, electrical reports, and other mechanical related work as assigned.

**REPORTING RELATIONSHIPS:**

Reports to Facilities/Maintenance Director. Provides lead direction on HVAC systems.

**DUTIES AND RESPONSIBILITIES:**

1. Monitors the performance of District HVAC/R equipment to ensure it is performing to ventilation codes and energy efficiency standards.
2. Responds to emergency situations involving HVAC equipment and plumbing, coordinates the shutdown and restarting of HVAC systems, during and after power outages. Troubleshoots electric, electronic and DDC control systems.
3. Works with DDC systems to manage and monitor building comfort levels and energy consumptions. Make changes and adjustments as necessary.
4. Troubleshoots and repairs heating, cooling, refrigeration and ventilation equipment while using best practices to achieve minimal 'down time' for equipment.
5. Ensures HVAC equipment, shop areas and vehicles are maintained properly. Tests HVAC/R equipment and makes necessary adjustments for efficient operation.
6. Performs preventative maintenance (filter and coil changes, lubrication) on a regular basis.
7. Orders parts, tools and supplies from various vendors, verifies orders on arrival, prepares estimates/cost sheets for projects and assists with budget planning. Makes recommendations on whether malfunctioning equipment should be repaired or replaced.
8. Installs new HVAC equipment, mechanical system electrical devices and other electrical components (pumps, motors, contactors and thermostats).

9. Communicates with building staff regarding the status of repairs and installations. Keeps the Director aware of unusual, or costly, situations.
10. Coordinates with subcontractor representatives; ensures they are performing duties as specified by contracts with the District such as installation, replacement, testing and modifications to District Systems. Makes arrangements for warranty service.
11. Offers information and training to staff concerning the operation and status of HVAC systems.
12. Responds to District emergencies, including those not related to HVAC/R in the absence of the Director. Assists other maintenance and grounds personnel in the completion of their duties.
13. Maintains accurate records (manual and computerized) on repairs, system modifications trend logs PM records work orders and other records required by policies and regulations.
14. Investigates new work orders and projects as requested by the Director.
15. Serves as the point of contact in the absence of the Director for HVAC-related issues.
16. Help with the administrative job tasks requested by the Director.
17. Help with the online ticketing system
18. Other duties as assigned by the Director of Facilities/Maintenance

#### WORKING CONDITIONS:

Required to work at heights or in narrow spaces to service equipment; required to visually concentrate on detail; required to stand for prolonged periods; exposed to high noise levels and hazardous chemicals; periodically required to lift and carry heavy supplies or equipment; occasionally required to wear protective clothing. Willing to work overtime, including weekend overtime. Safety awareness required when working with equipment. Requires travel between work sites. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

#### Knowledge, Skills and Abilities

- Demonstrates ability to perform as a journeyman level HVAC/R technician.
- Proven history of safety-focused work experience.
- Ability to use power tools, hand tools, test equipment and specialized HVAC/R tooling; including acetylene brazing torches.
- Ability to install and repair electrical wiring related to HVAC/R systems, consistent with current codes and practices.
- Knowledge of codes and practices related to HVAC/R performance in a school environment.



- Knowledge of a wide variety of HVAC/R equipment, including (but not limited to): Gas burners, heat pumps, low pressure boilers, heat recovery units, exhaust fans, circulation pumps, piping and building controls for the operation of these systems.
- Knowledge of Automated Building Control Systems.
- Must have the ability to lead, direct, motivate, inspire, encourage work in a positive manner.
- required to perform basic math, including calculations using fractions, percents, and/or ratios
- Read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.
- Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes.
- Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment.

#### Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating Skilled Craftsman work.

#### Licenses/Special Requirements

- Valid Washington State Drivers License
- EPA Universal Refrigerant Certification Card, or Universal Technician License
- Criminal Justice Fingerprint Clearance
- First Aid/CPR Certificate, District to pay all acquisition and renewal costs
- Licensed Journeyman with at least 1 year of HVAC work experience, Commercial experience preferred

#### CONDITIONS OF EMPLOYMENT:

- Representation: Public School Employees, Ellensburg Chapter
- Salary: PSE Salary Schedule
- Benefits: SEBB



**PSE Schedule A**  
**Ellensburg School District #401**  
**September 1, 2023 - August 31, 2024**

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>Longevity Hourly Rates</u>		
	Years 1-3	Years 4-7	Years 8+	1 Week (11-15 Years)	2 Weeks (16-20 Years)	3 Weeks (21+ Years)

**TRANSPORTATION**

Head Mechanic	\$ 28.52	\$ 30.30	\$ 30.90	\$ 31.49	\$ 32.09	\$ 32.68
Mechanic	\$ 26.60	\$ 28.30	\$ 28.86	\$ 29.42	\$ 29.97	\$ 30.53
Vehicle Maintenance Technician	\$ 18.62	\$ 20.06	\$ 20.46	\$ 20.85	\$ 21.25	\$ 21.64
Driver	\$ 21.88	\$ 23.32	\$ 23.79	\$ 24.42	\$ 25.04	\$ 25.67
Driver-Non CDL	\$ 18.62	\$ 20.06	\$ 20.46	\$ 21.00	\$ 21.54	\$ 22.08
Driver Trainer	\$ 22.59	\$ 23.78	\$ 24.25	\$ 24.89	\$ 25.53	\$ 26.16
Extra Trip Rate	\$ 20.67	\$ 20.88	\$ 21.30			

**FOOD SERVICE**

Kitchen Mgr. I	\$ 18.60	\$ 20.03	\$ 20.43	\$ 20.97	\$ 21.51	\$ 22.04
Kitchen Mgr. II	\$ 17.76	\$ 18.92	\$ 19.30	\$ 19.81	\$ 20.32	\$ 20.82
Cook & Baker	\$ 17.13	\$ 18.47	\$ 18.84	\$ 19.34	\$ 19.83	\$ 20.33
Veg Prep	\$ 17.13	\$ 18.47	\$ 18.84	\$ 19.34	\$ 19.83	\$ 20.33
Food Service Assist ( cashier, server)	\$ 16.65	\$ 16.92	\$ 17.26	\$ 17.71	\$ 18.17	\$ 18.62

**CUSTODIANS**

Head Custodian	\$ 20.85	\$ 22.49	\$ 22.94	\$ 23.38	\$ 23.82	\$ 24.26
Leadman	\$ 19.20	\$ 20.76	\$ 21.17	\$ 21.58	\$ 21.98	\$ 22.39
Custodian (260 days)	\$ 18.22	\$ 19.66	\$ 20.05	\$ 20.44	\$ 20.82	\$ 21.21
Custodian (190 days)	\$ 18.22	\$ 19.66	\$ 20.05	\$ 20.58	\$ 21.11	\$ 21.63
Building Attendant	\$ 19.29	\$ 20.76	\$ 21.17	\$ 21.61	\$ 22.05	\$ 22.49
Shift Differential (PM shift custodians)	\$ 0.37	\$ 0.37	\$ 0.37			

**MAINTENANCE**

Head Grounds	\$ 21.34	\$ 22.92	\$ 23.38	\$ 23.83	\$ 24.28	\$ 24.73
Grounds, Maintenance Helper	\$ 18.91	\$ 20.34	\$ 20.75	\$ 21.15	\$ 21.55	\$ 21.95
Delivery Driver/Grounds-Maintenance/Custodian	\$ 20.06	\$ 21.60	\$ 22.03	\$ 22.45	\$ 22.88	\$ 23.30
<b>HVAC Technician</b>	<b>\$ 30.00</b>	<b>\$ 32.10</b>	<b>\$ 34.35</b>	<b>\$ 35.07</b>	<b>\$ 35.78</b>	<b>\$ 36.50</b>
Skilled Craftsman II	\$ 24.26	\$ 29.83	\$ 30.43	\$ 31.02	\$ 31.60	\$ 32.19

**EDUCATIONAL ASSISTANTS**

<b>Non-Instructional Paraprofessionals:</b>	\$ 16.65	\$ 16.92	\$ 17.26	\$ 17.71	\$ 18.17	\$ 18.62
Parapro Group II (Spec. Ed., LAP, Title 1, Migrant, ESL)	\$ 16.82	\$ 18.22	\$ 18.59	\$ 19.08	\$ 19.57	\$ 20.06
Parapro Group II AA (Spec. Ed., LAP, Title 1, Migrant, ESL)	\$ 17.26	\$ 18.87	\$ 19.25	\$ 19.76	\$ 20.26	\$ 20.77

**Paraprofessionals EBD/Connections Programs**

Parapro Group III (EBD/ Connections Program)	\$ 17.98	\$ 19.39	\$ 19.78	\$ 20.30	\$ 20.82	\$ 21.34
Parapro Group III-AA (EBD/ Connections Program)	\$ 18.43	\$ 20.03	\$ 20.43	\$ 20.97	\$ 21.51	\$ 22.04

**Library Assistants:**

Group I (Elementary/Morgan)	\$ 17.09	\$ 18.43	\$ 18.80	\$ 19.29	\$ 19.79	\$ 20.28
Group II (High School)	\$ 18.40	\$ 19.58	\$ 19.97	\$ 20.50	\$ 21.02	\$ 21.55

**SECRETARIES**

Office Assistant	\$ 16.65	\$ 17.42	\$ 17.77	\$ 18.24	\$ 18.71	\$ 19.17
Secretary II	\$ 18.78	\$ 20.20	\$ 20.60			
Secretary III	\$ 20.10	\$ 21.26	\$ 21.68	Varies by position		
Secretary IV/Data Specialist	\$ 21.42	\$ 22.65	\$ 23.11			



**PSE Schedule A**  
**Ellensburg School District #401**  
**September 1, 2023 - August 31, 2024**

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>Longevity Hourly Rates</u>		
	Years 1-3	Years 4-7	Years 8+	1 Week (11-15 Years)	2 Weeks (16-20 Years)	3 Weeks (21+ Years)

**PRINTERS**

Print Shop Technician	\$ 21.92	\$ 23.81	\$ 24.29	\$ 24.76	\$ 25.22	\$ 25.69
Print Shop Assistant I	\$ 16.65	\$ 16.55	\$ 16.88	\$ 17.20	\$ 17.53	\$ 17.85
Print Shop Assistant II	\$ 19.29	\$ 20.48	\$ 20.89	\$ 21.29	\$ 21.69	\$ 22.10

**PROFESSIONAL TECHNICIANS**

IT Specialist	\$ 26.68	\$ 28.60	\$ 29.17	\$ 29.73	\$ 30.29	\$ 30.85
Health Room Assistant	\$ 16.65	\$ 17.24	\$ 17.58	\$ 18.04	\$ 18.51	\$ 18.97
Migrant Home Visitor/Assistive Technology Specialist	\$ 19.11	\$ 20.80	\$ 21.22	\$ 21.78	\$ 22.34	\$ 22.90
LPN	\$ 29.10	\$ 31.41	\$ 32.03	\$ 32.87	\$ 33.72	\$ 34.56
COTA/ASL Interpreter	\$ 22.07	\$ 23.78	\$ 24.25	\$ 24.89	\$ 25.53	\$ 26.16
Registered Nurse	\$ 33.30	\$ 35.65	\$ 36.36	\$ 37.32	\$ 38.27	\$ 39.23
Speech Implementor	\$ 25.94	\$ 27.70	\$ 28.25	\$ 28.99	\$ 29.74	\$ 30.48

Effective September 1, 2023

All substitutes bus drivers and Registered Nurses will be compensated at Step 3  
 All other substitutes shall be compensated at Step I

**Secretary Classification:**

- Office Assistant - All district office assistants
- Secretary II - Special Services Student Records Sec., Vocational Ed Sec., Food Serv.
- Secretary III - EHS Attendance Sec., MMS Attendance/Counseling Sec., ALE Sec Elementary Sec., Community Schools/Admin. Services Sec., Transportation/Maintenance Sec.
- Secretary IV - EHS Principal's Sec., EHS Counseling Sec., MMS Principal's Sec., Special Services Sec., EHS ASB/Co-curricular Sec., Data Specialist

1 on 1 Parapro's and EBD/Connection Program Parapro

Para's that are hired as a 1 on 1 with a student or for the EBD/Connection program will be within their own classification for the purpose of Seniority Rights. As of the Date of this agreement all employees in the Parapro classification seniority dates will be grandfathered in unless they voluntarily move positions.

All Para I moved to Para II

Increased steps to \$16 if below

Additional Step Year 8- with .02 from Step 2

STEP 1-2% Increase

STEP 2-3% Increase

Step 3- 3% increase

\*Cashier, Server and Food Service Assistant combined into one position and new title is Food Service Assistant

**Secretaries Longevity Hourly Rates**

	1 Week (11-15 Years)	2 Weeks (16-20 Years)	3 Weeks (21+ Years)
<b>SECRETARIES</b>			
Secretary II	\$ 21.13	\$ 21.65	\$ 22.18
Secretary III (MMS) - 210 Days	\$ 22.20	\$ 22.71	\$ 23.23
Secretary III (Elementary Secretaries) - 207 Days	\$ 22.20	\$ 22.73	\$ 23.25
Secretary IV (Data Specialist) - 240 Days	\$ 23.59	\$ 24.07	\$ 24.55
Secretary IV (SPED) - 228 Days	\$ 23.62	\$ 24.12	\$ 24.63
Secretary IV (Athletics) - 210 Days	\$ 23.66	\$ 24.21	\$ 24.76
Secretary IV (MMS) - 216 Days	\$ 23.64	\$ 24.18	\$ 24.71
Secretary IV (SPED) - 218 Days	\$ 23.64	\$ 24.17	\$ 24.70
Secretary IV (EHS) - 205 Days	\$ 23.67	\$ 24.24	\$ 24.80
Secretary IV (Counseling) - 222 Days	\$ 23.63	\$ 24.15	\$ 24.67



1 **LETTER OF AGREEMENT**

2  
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN  
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, ELLENSBURG  
5 CHAPTER (“PSE”) AND THE ELLENSBURG SCHOOL DISTRICT #401 (“District”) PURSUANT  
6 TO ARTICLE V, SECTION 5.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.  
7

8  
9 Preamble:

10  
11 In a recent review of those necessary tasks falling on those days immediately preceding and  
12 immediately following the school year, the District has determined a need to increase the number of  
13 contracted days for the Lead High School Secretary position (Secretary IV) by five (5) additional days.  
14 The Lead High School Secretary position is currently contracted for two hundred five (205) days. The  
15 position is filled by a current employee of the District.  
16

17 The parties agree to the following:

- 18  
19 1. The parties hereby agree to increase the number of contracted days for the Lead High School  
20 Secretary position (Secretary IV) to two hundred ten (210) contracted days per year.  
21  
22 2. The parties agree to waive any existing contractual requirement to post the revised position, as  
23 may be required under Section 10.7 – Probation, Seniority, and Layoff Procedures, or any other  
24 provision of the parties Collective Bargaining Agreement (CBA).  
25  
26 3. This Agreement is entered subject to the mutual understanding of the parties that this is a one-  
27 time, non-precedent setting waiver. If it is later determined that this position needs additional  
28 days, the High School Lead Secretary position shall be posted, unless otherwise mutually  
29 agreed to by the parties.  
30  
31 4. Contractual references in the parties’ CBA and schedule A denoting this position as two  
32 hundred five (205) days shall be amended to two hundred ten (210) days.  
33

34 This Letter of Agreement will be effective upon signature by the undersigned.  
35  
36

37 PUBLIC SCHOOL EMPLOYEES OF  
38 WASHINGTON/SEIU LOCAL 1948

39  
40 ELLENSBURG CHAPTER

41  
42 BY: */e-signed by Lanie Sharon/*  
43 Lanie Sharon, Chapter President

44  
45 DATE: *July 3, 2024*  
46  
47  
48

40 ELLENSBURG SCHOOL DISTRICT #401

41  
42 BY: */e-signed by Troy Tornow/*  
43 Troy Tornow, Superintendent

44  
45 DATE: *July 1, 2024*  
46  
47  
48

