

COLLECTIVE BARGAINING AGREEMENT

**Kelso School District #458**

AND

Public School Employees of Kelso Chapter #1 #508

SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2028



Public School Employees of Washington/SEIU Local 1948  
PO Box 798  
Auburn, WA 98071-0798  
1.866.820.5652  
[www.pseclassified.org](http://www.pseclassified.org)

## TABLE OF CONTENTS

|                           |   |    |
|---------------------------|---|----|
| DECLARATION OF PRINCIPLES |   | 1  |
| PREAMBLE                  |   | 1  |
| ARTICLE I                 | RECOGNITION AND COVERAGE OF AGREEMENT                 | 2  |
| ARTICLE II                | RIGHTS OF THE EMPLOYER                                | 3  |
| ARTICLE III               | RIGHTS OF EMPLOYEES                                   | 4  |
| ARTICLE IV                | RIGHTS OF THE ASSOCIATION                             | 5  |
| ARTICLE V                 | ASSOCIATION REPRESENTATION                            | 7  |
| ARTICLE VI                | APPROPRIATE MATTERS FOR CONSULTATION &<br>NEGOTIATION | 8  |
| ARTICLE VII               | HOURS OF WORK   | 9  |
| ARTICLE VIII              | OVERTIME/EXTRA TIME                                   | 12 |
| ARTICLE IX                | HOLIDAYS  | 13 |
| ARTICLE X                 | LEAVES  | 14 |
| ARTICLE XI                | LEAVE OF ABSENCE                                      | 17 |
| ARTICLE XII               | VACATIONS   | 18 |
| ARTICLE XIII              | SENIORITY   | 19 |
| ARTICLE XIV               | PROBATIONARY PERIOD                                   | 22 |
| ARTICLE XV                | DISCIPLINE AND DISCHARGE OF EMPLOYEES                 | 23 |
| ARTICLE XVI               | TRANSFER OF PREVIOUS EXPERIENCE                       | 25 |
| ARTICLE XVII              | RETIREMENT  | 25 |
| ARTICLE XVIII             | INSURANCE   | 26 |
| ARTICLE XIX               | PROFESSIONAL AND VOCATIONAL TRAINING                  | 26 |
| ARTICLE XX                | SAFETY  | 28 |
| ARTICLE XXI               | POSITION DESCRIPTIONS AND EVALUATIONS                 | 28 |
| ARTICLE XXII              | MAINTENANCE OF MEMBERSHIP                             | 29 |
| ARTICLE XXIII             | CHECKOFF  | 29 |
| ARTICLE XXIV              | GRIEVANCE PROCEDURE                                   | 31 |
| ARTICLE XXV               | SALARIES  | 32 |
| ARTICLE XXVI              | TERM  | 34 |
| SIGNATURE PAGE            |   | 35 |
| SCHEDULE A                | 2024-2025   | 36 |
| ADDENDUM                  |   | 39 |

## DECLARATION OF PRINCIPLES

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
2. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
3. Subject to law and the paramount consideration of service to the public, employee-management relations should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.
4. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
5. It is the intent and purpose of the parties hereto to promote and improve the efficient administrations of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.
6. The District and the Association agree that employers and employees should be treated with dignity and respect. The Association agrees to ask its members to follow through in reporting concerns to their immediate supervisor. If warranted, the District and/or the Association will work with the employee and the supervisor to resolve issues of concern.

## PREAMBLE

This agreement is made and entered into between Kelso School District Number 458 (hereinafter "District" or "Employer") and the Kelso School District Local Chapter #1 of the Public School Employees of Washington (hereinafter "Association"), an affiliate of the Public School Employees of Washington / SEIU Local 1948 state organization.

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

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## ARTICLE I

### RECOGNITION AND COVERAGE OF AGREEMENT

#### **Section 1.1. Recognition.**

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

#### **Section 1.2. Exclusion.**

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. Bargaining Unit Make-Up.**

The bargaining unit to which this agreement is applicable is as follows. Any and all employees performing work as classified employees in the following general job classifications with specific job titles listed on Schedule A: secretarial; reception/substitute service; accounting; print shop; paraeducator; activities facilitator; interpreter; computer support technician; campus security; transition specialist; health care specialist; certified therapist's assistant; intervention specialist; assistant intervention specialist; food service; custodial; and maintenance; EXCEPT those employees in the following positions: directors, supervisors, managers, assistant managers, administrative assistant to the superintendent; administrative assistant to the executive directors; administrative assistants to the directors, and all human resources and payroll staff; which positions shall be excluded from the bargaining unit pursuant to 1.2 above. Also excluded will be all future administrative assistants hired to work exclusively for the District office administrators.

#### **Section 1.4. Reclassification Process.**

In the event an employee believes that the responsibility level of their position's duties and/or level of required skill and ability have been changed significantly so as to make inappropriate the salary placement determined by the most recent round of bargaining, the employee may complete an application for reclassification to another existing position listed on Schedule A.

\*Increased workload and added tasks of a similar level are not considered in the reclassification process.

The employee will contact the Human Resources Department prior to November 1<sup>st</sup> to schedule a reclassification orientation. Upon attending a reclassification orientation in the Human Resources Department, the employee will submit the completed application to their supervisor and the Association for approval by signature. Once the reclassification application is signed by the supervisor and the Association, the employee will submit for review the completed application to the Human Resource Director who will either approve the application or submit the application to the reclassification committee. Incomplete applications will not be considered for reclassification.

If a supervisor refuses to sign the application for reclassification, the Human Resource Director shall have the authority to accept the application from an employee absent of supervisor signature approval.

1 The Reclassification Review Committee (RRC) will review applications submitted between November  
2 1<sup>st</sup> and November 30<sup>th</sup> annually. The Reclassification Review Committee (RRC) will provide non-  
3 biased decisions based on the evidence provided by the filing employee and supervisor. The entire  
4 process will be confidential. Any information shared during the process shall be shared and remain  
5 among the committee members only. Evidence of the type of work added to the position will be used  
6 by the Reclassification Review Committee (RCC) as the determining factor in approving the  
7 application.

8  
9 The Reclassification Review Committee (RRC) will consist of up to six (6) members: Up to three (3)  
10 bargaining unit members and up to three (3) district members. Each party will be responsible for  
11 selection of its own members. Members of the Reclassification Review Committee (RRC) shall agree  
12 to the Reclassification Review Committee (RRC) Ground Rules ensuring their ability to complete the  
13 committee's function.

14  
15 The Reclassification Review Committee (RRC) will review the application and may request additional  
16 data in order to make a determination. The Reclassification Review Committee (RRC) will submit its  
17 report and recommendations to the Superintendent annually. The employee will receive a written  
18 response when a final determination is made. Final determinations will be made by December 31<sup>st</sup>.

19  
20 Should the employee be granted reclassification, the employee will be subject to a new seniority date  
21 within the new classification.

22  
23 Should the employee be denied reclassification, the employee must wait a minimum of three (3) years  
24 before submitting a new reclassification application.

25  
26 All approved reclassification applications will be compensated retroactively to November 1<sup>st</sup> of the  
27 current school year. The Association may submit up to four (4) reclassification requests per year.

## 28 29 **Section 1.5. Substitutes.**

30 Substitute employees who meet PERC requirements for inclusion in the bargaining unit shall be  
31 included in the bargaining unit, but subject only to Article XXII (Maintenance of Membership), Article  
32 XXIII (Checkoff), and Schedule A.

## 33 34 35 36 **ARTICLE II**

### 37 38 **RIGHTS OF THE EMPLOYER**

#### 39 40 **Section 2.1. Customary and Usual Rights.**

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

1 **Section 2.2. Reasonable Rules and Regulations.**

2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
3 District. In making rules and regulations relating to personnel policies, procedures, and practices, and  
4 matters of work conditions, the District shall give due regard and consideration to the rights of the  
5 Association and the employees and to the obligations imposed by this agreement.  
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8

9 **ARTICLE III**

10 **RIGHTS OF EMPLOYEES**

11 **Section 3.1. Association Membership.**

12 It is agreed that the employees in the units defined herein shall have and shall be protected in the  
13 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.  
14 The freedom of such employees to assist the Association shall be recognized as extending to  
15 participation in the management of the Association, including presentation of the views of the  
16 Association to the board of directors of the District or any other governmental body, group or  
17 individual. The District shall take whatever action required or refrain from such action in order to  
18 assure employees that no interference, restraint, coercion, or discrimination is allowed within the  
19 District to encourage or discourage membership in any employee organization.  
20  
21  
22

23 **Section 3.2. Employee Right.**

24 Each employee shall have the right to bring matters of personal concern to the attention of appropriate  
25 Association representative and/or appropriate officials of the District.  
26

27 **Section 3.3. Association Representation.**

28 Employees of the units subject to this agreement have the right to have Association representatives  
29 present at discussions between themselves and supervisors or other representatives of the District as  
30 hereinafter provided in Article XV and Article XXIV.  
31

32 **Section 3.4. Personnel File.**

33 Each employee shall be provided a copy of all material placed in any of his/her personnel file within  
34 five (5) days of its insertion; except as noted below, all derogatory material contained in the file will be  
35 considered for removal two (2) years after its placement in the file upon written request of the  
36 employee. All derogatory material must be signed by the employee as acknowledgment of receipt  
37 before being placed in the personnel file.  
38

39 The employee may review and copy the entire file upon request. An employee may attach comments to  
40 any material that is part of the personnel file. Bargaining unit members may request written  
41 explanation of derogatory materials retained in personnel files that are exempted from the two (2) year  
42 rule.  
43

44 **Section 3.5. Americans with Disabilities Act.**

45 The Kelso School District shall comply with all federal and state laws regarding discrimination and the  
46 Americans with Disabilities Act.  
47  
48

1 **Section 3.6. Video Cameras.**

2 The primary purpose of video cameras being installed on District property is to provide staff and  
3 students with a higher level of security. Employees will be notified in writing when video cameras  
4 have been installed at their work location. Employees and their representatives will be allowed to  
5 review the videotape(s) by submitting a written request to the District's human resources director.  
6 Viewing of the videotape(s) will be on the employee's own time unless the viewing is at the request of  
7 the District. Videotapes will not be copied, released, or used for training without the written consent of  
8 the human resources director and the employees who are shown on the videotapes.  
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11

12 **ARTICLE IV**

13 **RIGHTS OF THE ASSOCIATION**

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16 **Section 4.1. Employee Representation.**

17 The Association has the right and responsibility to represent the interests of all employees in the unit;  
18 to present its views to the District on matters of concern, either orally or in writing; to consult or to be  
19 consulted with respect to the formulation, development, and implementation of industrial relations  
20 matters and practices which are within the authority of the District; and to enter collective negotiations  
21 with the object of reaching an agreement applicable to all employees within the units.  
22

23 **Section 4.2. Association Representation.**

24 The Association president shall be notified within five (5) days of any grievance or written disciplinary  
25 action against an employee in accordance with the provisions of the discharge and grievance  
26 procedures article contained herein. The Association is entitled to have an observer at hearings  
27 conducted by any District official or body arising out of a grievance and to make known the  
28 Association's views concerning the case.  
29

30 **Section 4.3. New Employee Orientation.**

31 The District, as a part of the general orientation of each new employee within the unit subject to this  
32 agreement, shall distribute a handbook to employees furnishing information on insurance plans, sick  
33 leave policy, and other pertinent information. The Association shall provide each new employee with a  
34 copy of this agreement. The District shall grant 30 minutes of release time to the Association or  
35 designee to be present during orientation.  
36

37 The Union shall have access to newly hired employees within the bargaining unit during the  
38 Employee's New Employee Orientation process as follows:  
39

- 40 1. Within the first thirty (30) calendar days from date of hire.
- 41 2. During regular work hours and without loss of compensation.
- 42 3. Notification of the orientation for newly hired employees will be made by the Employer to the  
43 Association Representative, no less than five (5) days prior to the new employee orientation.
- 44 4. Any employee who misses their scheduled orientation will be notified and required to attend a  
45 make-up attendance date. The makeup attendance date shall be scheduled within thirty (30)  
46 calendar days of the initial missed orientation, such notification will be provided to the  
47 Association.



5. An Association Representative, including, but not limited to, officers, stewards, and members, shall conduct the sessions covered under this agreement.

#### **Section 4.4. Delegate to PSE of Washington.**

The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington / SEIU Local 1948 state organization.

#### **Section 4.5. PSE Regional and State Meetings.**

The Association will be provided time off without loss of pay to a maximum of ten (10) days per year to attend regional or state meetings.

#### **Section 4.6. Information Requests.**

Upon request, the District shall provide the Public School Employees of Washington / SEIU Local 1948 with information including but not limited to names, work assignments, work locations, hourly wage, hours per year, yearly wage, mailing address, telephone number and FTE for each employee in the bargaining unit. This information will be provided within fourteen (14) business days from the date of the emailed request. If this request cannot meet the 14 day timeline, the district will provide an approximate timeline for the request.

##### **Section 4.6.1.**

- (1) If the employer has the information in the employer's records, the employer shall, in accordance with RCW 51.56.035, provide to the Exclusive Bargaining Representative the following information for each employee in an appropriate bargaining unit:
  - (a) The employee's name and date of hire;
  - (b) The employee's contact information, including: (i) Cellular, home, and work telephone numbers; (ii) work and the most up-to-date personal email addresses; and (iii) home address or personal mailing address; and
  - (c) Employment information, including the employee's job title, salary or rate of pay, and work site location or duty station.
- (2) The employer must provide the information to the exclusive bargaining representative in an editable digital file format:
  - (a) Within 21 business days from the date of hire for a newly hired employee in an appropriate bargaining unit; and
  - (b) Every 120 business days for all employees in an appropriate bargaining unit.

Such information will be transmitted to PSE Membership ([membership@pseofwa.org](mailto:membership@pseofwa.org)) and the local President.

#### **Section 4.7. Association Bulletin Boards.**

The District shall provide a bulletin board space in each school for the use of the Association. The bulletins posted by the Association are the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins may not be posted. The Association will have the right to use District email for communications with its members. Association use of email is intended for scheduling of meetings and general correspondence to individual or group members. The District will provide a group email



1 account for Association use. The Association agrees to abide by the District Acceptable Use of Policy  
2 (AUP) related to internet and email use; and follow all rules, regulations, policies and laws related to  
3 use of the email account. There shall be no other distribution or posting by employees or the  
4 Association of pamphlets, advertising, political matters, notices of any kind, or literature on District  
5 property, other than herein provided.

6  
7 **Section 4.7.1.**

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

10  
11 **Section 4.8. Release Time.**

12  
13 **Section 4.8.1.**

14 Representatives of the Local Association shall be granted release time when such time is paid  
15 in full by the Association. The Association will pay associated substitute-costs and remit  
16 payment via invoice to the District Business Office.

17  
18 **Section 4.8.2.**

19 Any bargaining unit member who holds a state elected position in the Association shall be  
20 granted intermittent release time when such time is paid in full by PSE. The Association will  
21 pay associated substitute-costs and remit payment via invoice to the District Business Office.

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25 **ARTICLE V**

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27 **ASSOCIATION REPRESENTATION**

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29 **Section 5.1. Requested Meetings.**

30 Meetings requested by the superintendent, or designee in the District's behalf, shall, when possible, be  
31 scheduled within the assigned District working time of the Association president, or designee, in  
32 conformance with Section 5.5 of the agreement between the parties. Meetings requested by the  
33 Association president, or designee in the Association's behalf, may be scheduled within or outside of  
34 the assigned District working time of Association president or designee.

35  
36 **Section 5.2. Meetings.**

37 Meetings deemed mutually beneficial to both parties may be scheduled within or outside the assigned  
38 District working time of the Association president, or his/her designee, in conformance with Section  
39 5.5 of the agreement between the parties. The District will bear no cost for meetings that extend  
40 beyond the work day. The employer will minimize scheduling time outside of the workday for these  
41 events unless such time is not feasible. The employer and union are committed to collaborating in good  
42 faith to ensure the scheduling of these events prioritizes the needs and preferences of all involved  
43 individuals.

1 **Section 5.3. Association Representatives.**

2 The Association representatives shall represent the Association and employees in meetings with  
3 officials of the District to discuss appropriate matters of mutual interest. They may receive and  
4 investigate to conclusion non-contractual complaints or grievances of employees on District time, and  
5 thereafter advise employees of rights and procedures outlined in this agreement and applicable  
6 regulations or directives for resolving the grievances or complaints. Association representatives, along  
7 with designated grievants and witnesses, shall not suffer any loss of pay when mutually scheduled to  
8 participate in negotiations or grievance hearings during established work hours. The employer and  
9 union are committed to collaborating in good faith to ensure the scheduling of these events prioritizes  
10 the needs and preferences of all involved individuals.  
11

12 **Section 5.4. Leaving Work.**

13 Association representatives, when leaving their work, shall first obtain permission from their  
14 immediate supervisor or building principal. The employees will report their return to work to their  
15 immediate supervisor or building principal.  
16

17 **Section 5.5. Time During Work Hours.**

18 Association representatives will be allowed time during work hours for attendance at meetings with the  
19 District. Association representatives will guard against the use of excess time in the handling of such  
20 matters.  
21

22 **Section 5.6. Visitation.**

23 Visitation rights shall be granted to the designated representative of the Public School Employees of  
24 Washington / SEIU Local 1948 to visit with employees in the appropriate bargaining units for  
25 purposes of grievance procedures and/or general information data. The visiting delegate shall notify  
26 the school district of his/her arrival. Such visits shall be scheduled outside the employee's work time  
27 except as mutually agreed upon by the District. For purposes of this article, the employee's breaks and  
28 lunch shall be considered outside the employee's work time.  
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32 **ARTICLE VI**

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34 **Section 6.1. Working Conditions.**

35 It is agreed and understood that matters appropriate for consultation and negotiation between the  
36 District and the Association are policies, programs, and procedures relating to or affecting general  
37 working conditions of employees in the units subject to this agreement, including but not limited to  
38 such matters as safety, training, employee-management cooperation, employee services, methods of  
39 adjusting grievances, appeals, leave, promotion plans, demotion practices, pay practices, reduction-in-  
40 force practices, and hours of work.  
41

42 **Section 6.2. Changes to Existing Benefits.**

43 It is further agreed and understood that the District will meet and confer with the Association, upon its  
44 request, in the formulation of any changes being considered in existing benefits, policies, practices and  
45 procedures which affect this agreement.  
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1 **Section 6.3. Workload Information.**

2 The Association will, from time to time, as appropriate, be advised of current and predicted workload  
3 information.  
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7 **ARTICLE VII**

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9 **HOURS OF WORK**  
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11 **Section 7.1. Work Shifts.**

12 Each employee shall be assigned in advance to a definite and regular shift with designated times of  
13 beginning and ending, plus a definite work week, which shall not be changed involuntarily without  
14 five (5) working days' notice with the exception of emergencies and positions posted as having  
15 flexible hours.  
16

17 The work schedule shall consist of either five (5) eight (8) hour or less work days or four (4) ten (10)  
18 hour work days. At least two (2) regularly scheduled consecutive days off shall follow the above work  
19 weeks unless otherwise agreed upon by the District and employee. The ten (10) hour scheduling will  
20 be used only when agreeable to both the majority of employees involved in the District.  
21

22 Each shift of more than four (4) hours shall include a minimum thirty (30) minute uncompensated and  
23 uninterrupted lunch period. Employees required to work through their lunch period shall be  
24 compensated at the appropriate rate. All shifts shall have a fifteen (15) minute rest period for each four  
25 (4) hours worked. A ten (10) hour shift shall have an additional fifteen (15) minute rest period.  
26

27 **Section 7.1.1.**

28 For the purpose of computing overtime, the work week shall be defined as beginning on  
29 Monday at 12:00 a.m. and ending on Sunday at 11:59 p.m., except for employees authorized to  
30 work an alternate work week.  
31

32 **Section 7.1.2.**

33 The agreed upon full-time work-year is 260 days.  
34

35 **Section 7.2. Reassigned Time.**

36 Supervisors may reassign an employee to work another employee's regular awarded shift in their  
37 absence. When employees are reassigned by their supervisor to work a shift regularly filled by a higher  
38 classification the employee shall receive the rate of pay from Schedule A appropriate for the position  
39 being assigned to and the assignee's years of service. The permanent relief custodial/maintenance  
40 classification is exempt from this provision.  
41

42 **Section 7.2.1. Reassigned Time (Custodial Classification Only).**

43 Reassigned time shall be distributed to qualified employees in accordance with the seniority  
44 provisions on a building/shift basis as hereinafter provided.  
45

46 Reassigned time shall be distributed in the following order: first to qualified senior permanent  
47 employees in that classification working in the building on that shift; second to qualified senior  
48 permanent employees in that classification whose primary assignment is in that building; and

third to qualified senior permanent employees in that classification. In emergency situations, supervisors may reassign any qualified employee and/or substitute employees after it is first offered to senior permanent employees in that classification working in the building on that shift. The employee shall receive the rate of pay from Schedule A appropriate for the position being assigned to and the assignee's years of service.

### **Section 7.3. Unusual School Closure.**

In the event of an unusual school closure due to inclement weather, plant being non-operational, or the like, the District will make every effort to notify employees to refrain from coming to work. Employees reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event of actual notification by the District of the closure prior to leaving home for work. Media announcement will service as actual notification.

#### **Section 7.3.1.**

In the event of an unusual school dismissal due to inclement weather, plant being non-operational, or the like, employees shall be allowed the opportunity to choose one of the following options to make up the time loss attributed to the school dismissal:

- A. Utilize emergency leave. \*
- B. Utilize personal leave. \*
- C. Work at a later date/time with principal/supervisor approval.
- D. Choose to take uncompensated leave.

\*Must have adequate sick leave balance and/or personal leave days available.

### **Section 7.4. Night Custodians.**

Night custodians shall be allowed to attend a maximum of one (1) Public School Employees meeting monthly, provided that they shall be absent from their building no more than ninety (90) minutes, and, provided further, they shall work their full regularly assigned time. The time absent from the building to attend such meeting shall not count as working hours and shall not interfere with the business of the District. Employees shall give twenty-four (24) hour prior notice to their supervisor.

#### **Section 7.4.1.**

Permanent relief/custodial/maintenance positions will be two hundred sixty (260) day, eight (8) hour positions. The job posting will indicate that hours may be flexible and the position will move to various locations as needed.

### **Section 7.5. Temporary Positions During the School Year.**

#### **Section 7.5.1.**

A temporary position is one created by the District for a minimum period of more than thirty (30) consecutive work days up to a maximum period of the remainder of the current school year.

##### **Section 7.5.1.1.**

When a permanent bargaining unit employee accepts a temporary position before January 1, the permanent position to be vacated will be considered a temporary leave-

replacement position and will be posted and hired. When a permanent bargaining unit employee accepts a temporary position after January 1, the permanent position to be vacated will not be considered as a temporary position and it will be filled by a substitute.

**Section 7.5.1.2.**

When an employee with a loss of temporary assignment is working as a substitute, the employee will be paid the rate of pay from Schedule A appropriate for the position being substituted and the employee's years of service. The employee must take the initiative to place himself or herself on the substitute list. The District will make an effort to contact those on the substitute list; however, it is agreed that Section 7.5.1.2 is not subject to the grievance procedure.

**Section 7.5.2.**

A casual position is one created by the District for a period not to exceed thirty (30) consecutive work days.

**Section 7.5.3.**

A permanent position is one that is neither temporary nor casual.

**Section 7.5.4.**

Permanent and temporary positions will be posted as required by Article XIII. Casual positions will not be posted. Permanent and temporary positions will be made available to permanent bargaining unit employees by seniority. Casual positions will not.

**Section 7.6. Extra-Curricular Activities.**

Association members who are otherwise qualified may apply for opportunities to work with pay with the school staff in programs sponsored by the District.

**Section 7.7. Regular Employees Working as Substitutes.**

Employees expressing a desire to work as a substitute must take the initiative to place themselves on the substitute list at the District Office. Vacancies requiring a substitute will first be offered to qualified available bargaining unit employees who are on the substitute list. Available means the employee is not scheduled to work a shift that overlaps the time of the substitute shift. Under no circumstances will a regular shift, combined with a substitute shift, exceed eight (8) hours per day.

When a regular employee is working as a substitute within or outside their classification, they shall be paid at the current rate of pay from Schedule A appropriate for the position being substituted and the employee's years of service.

**Section 7.8. Work Calendar (Full Year Employees).**

The work calendar for a full year employee is 260 regular days. In school years when more than 260 regular days are available, the Association shall receive prior written notification from the District that July 3 or July 5 will be designated as the excess non-work day(s). These are unpaid, non-work days.

## ARTICLE VIII

### OVERTIME/EXTRA TIME

#### **Section 8.1. Overtime/Extra Time.**

Overtime/extra time (time not awarded) assignments shall be distributed to qualified employees in accordance with the seniority provisions on a building/shift basis as hereinafter provided.

Overtime/extra time assignments shall be offered in the following order: first to qualified senior permanent employees in that classification working in the building on that shift; second to qualified senior permanent employees in that classification whose primary assignment is in that building; and third to qualified senior permanent employees in that classification. In emergency situations, any qualified employee and/or substitute employees shall be offered the overtime/extra time after it is first offered to senior permanent employees in that classification working in the building on that shift. In the assignment of overtime/extra time, the District agrees to provide the employee with as much advance notice as practicable in the circumstances. Overtime/extra time assignments must be approved by management officials designated by the district.

#### **Section 8.1.1. Overtime/Extra Time by Department (Maintenance and Food Service).**

Overtime/extra time (time not awarded) assignments shall be distributed to qualified employees in accordance with the seniority provisions on a work assignment basis as hereinafter provided. Overtime/extra time assignments shall be offered in the following order: first to qualified senior permanent employees in that classification working on the work assignment on that shift; and second to qualified senior permanent employees in that classification. In emergency situations, substitute employees shall be offered the overtime/extra time after it is first offered to senior permanent employees in that classification. In the assignment of overtime/extra time, the District agrees to provide the employee with as much advance notice as practicable in the circumstances. Overtime/extra time assignments must be approved by management officials designated by the District.

#### **Section 8.2. Excess Hours.**

All hours worked in excess of eight (8) straight-time hours in one (1) day, or in excess of ten (10) straight-time hours in one (1) day if working a ten (10) hour shift four (4) day week, or in excess of forty (40) straight-time hours in one (1) week, shall be compensated at the rate of one and one-half (1½) times the employee's base pay. Holiday hours and non-deducted leaves will count as worked hours. Vacation and deducted leaves will not be counted as hours worked for the purpose of overtime calculations.

#### **Section 8.3. Requested Time by a Supervisor.**

Employees who are requested by a supervisor to work outside of their regularly scheduled work shift and agree to accept the extra time shall receive their regular rate of pay for hours worked until Section 8.2 is applicable, at which time overtime will be paid. Employees will be provided with the same breaks and lunch period as outlined in Section 7.1. Such employees shall be paid to the next quarter (¼) hour.

#### **Section 8.4. Mandatory Meetings.**

Employees who are required by a supervisor to attend a mandatory meeting outside of their regularly scheduled work day shall receive their regular rate of pay for hours worked, unless Section 8.2 is applicable. Should a meeting begin or end more than thirty (30) minutes before or after an employee's



work day, the employee will receive not less than two (2) hours of pay. Should a meeting begin or end thirty (30) minutes or less before or after an employee's work day, the employee's paid time will continue uninterrupted and will be rounded up to the next quarter (¼) hour. There will be no pyramiding (duplicating) of paid time.

**Section 8.5. Requested Time by a Supervisor (Emergency).**

Employees who are required by a supervisor to report to work outside of their regularly scheduled work shift for an emergency or other reason needing immediate attention shall receive time and a half (1½) for the hours worked or no less than two hours at the regular rate of pay, whichever is greater. Employees will be provided with the same breaks and lunch period as outlined in Section 7.1. Such employees shall be paid to the next (¼) hour.

**ARTICLE IX**

**HOLIDAYS**

**Section 9.1. Holidays.**

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

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Labor Day                    | 7. New Year's Eve     |
| 2. Veterans' Day                | 8. New Year's Day     |
| 3. Thanksgiving Day             | 9. Martin Luther King |
| 4. Native American Heritage Day | 10. President's Day   |
| 5. Christmas Eve Day            | 11. Memorial Day      |
| 6. Christmas Day                | 12. Juneteenth        |
|                                 | 13. Independence Day  |

**Section 9.2. Unworked Holidays.**

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on a paid status on his/her last scheduled shift preceding the holiday or his/her first scheduled shift succeeding the holiday shall be eligible for pay for such unworked holiday.

**Section 9.2.1.**

Employees who work in a higher classification during a period of time encompassing a holiday shall be paid at the higher classification rate of pay for the holiday. Employees who work in a higher classification either immediately before or immediately after a holiday shall be paid at their normal rate of pay for the holiday.

**Section 9.3. Worked Holidays.**

Employees who are authorized by their supervisor to work on the above described holidays shall receive the pay due them for the holiday, plus one and one-half (1½) times their base rate for all hours worked on such holidays, unless the employee starts to work at 10:00 p.m. or thereafter on that date.



Employees who work an alternate work week (other than Monday through Friday) by mutual agreement with their supervisor may work a normally scheduled holiday at their regular rate of pay and take his/her normally scheduled work day(s) as a paid holiday.

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

## LEAVES

Each eligible employee shall accrue twelve (12) days of sick leave each year. Sick leave shall be vested when earned. School year employees (up to 193 days, including holidays) will accrue sick leave based on their awarded time prorated over a ten (10) month period.

Compensation may not be allowed for accumulated sick leave at the time the employee leaves the employment of the District unless criteria is met for RCW 28A.400.212. However, accumulated leave is transferrable from one district to another within the State of Washington. Employees transferring from other districts within the state will be credited with sick leave they have previously accumulated. Sick leave accumulated by an employee at the time of leaving the service of the District on a leave of absence may be reinstate only when he/she returns to employment in the District immediately following expiration of the granted leave of absence.

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

At the time of separation from school district employment, an eligible employee or the employee's estate, pursuant to the current governing RCW, shall receive remuneration at the rate equal to one (1) day's current monetary compensation for each four (4) days accrued leave for illness or injury.

1       **Section 10.1.3.**

2       At the end of March and August, the District shall provide one and one-half (1½) days of pay at  
3       the employee's regular rate of pay to any employee who has been employed for the entire first  
4       half of the school year and/or the entire last half of the school year and who has not used any  
5       leave days from Article X, Section 10.1, Sick Leave; Section 10.3, Family Leave (Washington  
6       State Family Care Leave); Section 10.7, Industrial Insurance Leave; Section 10.9, Emergency  
7       Leave; or Section 10.11, Uncompensated Leave. Sick Leave Buy Back does not affect this  
8       provision. For year-round employees, the summer break is exempt from this benefit.  
9

10       **Section 10.1.4. Substitute Sick Leave.**

11       Each substitute shall accrue one hour of paid sick leave for every forty (40) hours worked. A  
12       maximum of forty (40) hours of sick leave may be carried into the following year, as per  
13       initiative 1433.  
14

15       **Section 10.2. Family Medical Leave Act (FMLA).**

16       The District will comply with provisions of the law when administering leave under FMLA. The  
17       District shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise  
18       discriminate against an employee who uses this leave. All other leaves run concurrently with FMLA.  
19

20       **Section 10.3. Paid Family Medical Leave (PFML).**

21       The District will comply with provisions of the law when administering leave under Washington  
22       PFML. Paid Family Medical Leave premiums are .4% of the employee's gross wages per month. The  
23       total premium is split fifty/fifty between employee and employer. During periods of approved PFML,  
24       the employee will continue to receive the employer contribution towards SEBB benefits.  
25

26       **Section 10.4. Bereavement Leave.**

- 27       a. Up to five (5) days of non-deducted, paid leave will be allowed for each occurrence at the time  
28       of death (exceptions may be granted by the superintendent or their designee) for members of  
29       the immediate family.  
30

31       For purposes of this section only, immediate family shall include parent, spouse, domestic  
32       partner\*, children, brother, sister, grandchild (all including in-law and step relationships),  
33       grandparents, uncle, aunt, nephew, niece, and/or cousin of the employee, guardian and ward  
34       and dependents living in the household.  
35

36       \*Register with Kelso School District by completion of affidavit.  
37

- 38       b. In the event of the death of a colleague or student in a school where the employee works, the  
39       employee may use up to one (1) whole day of leave to attend a funeral or memorial service.  
40
- 41       c. Exceptions to the provisions contained in this section may be granted upon submission of  
42       request to the Superintendent (or designee).  
43

44       **Section 10.5. Leave Accrual.**

45       Each employee shall have electronic access to view their leave balances and leave accruals.  
46  
47  
48

1 **Section 10.6. Judicial Leave.**

2 In the event an employee is summoned to serve as a juror, subpoenaed related to District business or  
3 named as a codefendant with the District, such employee shall receive a normal day's pay for each day  
4 of required presence. Any compensation received for such service may be kept by the employee. In the  
5 event that an employee is released from jury duty prior to the conclusion of his/her shift, the employee  
6 will be expected to return to his/her shift. Employees will be expected to work a total of eight (8)  
7 hours, or their regular shift, inclusive of all jury duty hours served.

8  
9 **Section 10.7. Industrial Insurance.**

10 Employees who are absent for reasons that are covered by industrial insurance and receive time loss  
11 benefits can choose from the following options:

- 12  
13 1. Elect to reimburse "buy back" hours of accrued leave benefits that were provided by the  
14 District. This amount will be the difference between the amount paid by the District and the  
15 amount paid by Worker's Compensation to equal an amount the employee would normally earn.

16  
17 The Association believes that this option is in the best interest of most employees in most  
18 circumstances. Employees may consult with Human Resources if they have questions about  
19 their options under this section. Option 2 may leave employees without access to District health  
20 insurance benefits and options 3 and 4 may exhaust employee leave balances and lead to their  
21 termination from the District.

- 22  
23 2. Elect to only receive time loss benefits from Workers' Compensation.  
24  
25 3. Elect to receive time loss benefits from Workers' Compensation plus full wages by utilizing  
26 accrued sick leave from District.  
27  
28 4. Elect to receive time loss benefits from Workers' Compensation plus full wages by utilizing  
29 accrued vacation leave from the District.  
30

31 Employees may change their election at a later date and any future change will be effective from that  
32 date forward.

33  
34 **Section 10.8. Leave Sharing.**

35 Employees will be allowed to participate in leave sharing pursuant to RCW 28A.400.380, WAC  
36 392.126.004 through WAC 392.126.104, and District Policy 5406.

37  
38 **Section 10.9. Emergency Leave.**

39 Upon request, emergency leave shall be granted up to a total of five (5) days in any one (1) year. Such  
40 leave shall be deducted from accumulated leave. Emergencies are defined as those situations which  
41 cannot be dealt with outside of working hours which are unplanned and which require the individual to  
42 absent himself/herself from his/her duties. Emergencies are not defined as injury or sickness to the  
43 employee.

44  
45 **Section 10.10. Personal Leave.**

46 Each employee shall be granted two (2) days of personal leave each year of the contract. Employees  
47 with more than fifteen (15) years of service shall receive one (1) additional personal day after fifteen  
48 (15) years of service. Personal leave shall be subject to the following restrictions:

1. Such leave shall be subject to the needs of the District and the approval of the supervisor;
2. A one (1) day notice will be given, if possible;
3. With a minimum of ten (10) working days written request, prior approval may be given to use up to five (5) personal leave days to extend a school holiday, student non-attendance day, or vacation; provided, no more than ten percent (10%) of the staff at any one building or department (maintenance or food service) may be gone. Any fraction will be rounded up to the next higher number;
4. Personal leave time may be taken in quarter (.25) hour increments equivalent to fifteen (15) minutes.
5. Employees hired after January 1 shall be granted only one (1) day of personal leave in the school year they are hired;
6. A separate leave bank will be available for personal leave and personal leave balances will be available to view online.
7. Two (2) unused personal leave days may be carried over and combined with the following year's personal leave days. A maximum of five (5) personal leave days may be accrued and utilized in one (1) year. Personal days may be used by obtaining prior approval from the supervisor and following the restrictions listed above in Section 10.10 number 3.
8. Personal Leave Cash out; Employees shall be allowed to cash out unused personal leave at one hundred (100) percent of current pay rate at the end of the school year.
9. Employees may cash out two (2) unused personal days per school year at one hundred (100) percent of current pay rate at the end of the school year by requesting the cash out in writing to the Human Resources department. A form to request cash out is available on the District website. Cash out of unused personal days will not preclude the employee from eligibility of the provisions described in Section 10.1.3. Employees who choose to cash out unused personal leave remain eligible for the provisions in Section 10.1.3. (From LOA dated February 8, 2019)
10. It is understood that an employee who has unused personal days remaining is permitted to cash out those personal days upon separation from the District.

#### **Section 10.11. Uncompensated Leave.**

Uncompensated leave may be granted by the superintendent or superintendent's designee upon written request and pre-approval in the event of an emergency or hardship. Additional documentation may be required by the district. Unapproved uncompensated leave may be subject to disciplinary action as set forth in Article XV of this agreement.

## **ARTICLE XI**

### **LEAVE OF ABSENCE**

#### **Section 11.1. Extended Leave of Absence.**

Upon recommendation of the immediate supervisor through administrative channels to the superintendent, and upon approval of the board of directors, an employee may be granted an extended leave of absence for a period not to exceed one (1) year.

**Section 11.2. Return to Position.**

The employee granted a leave of absence without a guarantee will, if reinstated, be assigned insofar as possible to a position equivalent in duties and salary to that held at the time the request for leave of absence was approved. In filling of vacancies, the District shall give first consideration to employees on layoff status, followed by employees returning from leave of absence.

If given a guaranteed leave of absence, the returning employee will be assigned to the position occupied before the leave of absence. Employees hired to fill positions of employees on leave of absence will be hired for a specific period of time, during which they shall be subject to all provisions of this agreement.

A PSE employee who is granted a leave of absence shall notify the Human Resources Director by letter (or email) no later than March 1 of his/her intention to return to District employment in the following school year. A person who fails to respond by the date stated above shall lose all rights to reemployment.

**Section 11.3. Benefit Retention.**

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

**ARTICLE XII**

**VACATIONS**

**Section 12.1. Vacation Time for Year Round Employees.**

Employees in a year-round or vacation eligible position shall receive prorated vacation. Such vacation shall be earned, vested, and used as designated in this article. An employee who works or has paid leave for eleven (11) working days in any calendar month will be given credit for the full calendar month. Employees shall receive the first two (2) weeks at the employee's request and the additional week(s) vacation will be upon the mutual agreement between the employee and administration.

| <u>Years</u> | <u>Vacation Days</u> |
|--------------|----------------------|
| 0-3          | 10                   |
| 4-6          | 15                   |
| 7-9          | 16                   |
| 10-12        | 17                   |
| 13-19        | 20                   |
| 20 plus      | 24                   |

**Section 12.1.1.**

Once vacation has been approved, management cannot rescind the approval.

**Section 12.2. Vacation Eligible Position.**

Employees working in a vacation eligible position of one thousand six hundred and ninety (1,690) hours per year or more will qualify for pro-rated vacation benefits. Holiday hours and overtime/extra time hours will not be counted for calculating vacation eligibility.

**Section 12.3. Non-Vacation to Vacation Placement.**

Employees who work in a non-vacation eligible position and are hired into a vacation eligible position, will be placed on the vacation schedule based on the FTE of the position that the employee held as of December 31 of the school year in question. For example, if an employee worked in a 6 hour/day, 190 day/year position (FTE of .548) as of December 31 of the 2014/15 school year then switched to a 5 hour/day position effective January 1 (FTE of .456), credit would be given for .548 years for the 2014/15 school year. Each year's FTE will be evaluated in the same manner and then added together to reach a cumulative year's of service.

**ARTICLE XIII**

**SENIORITY**

**Section 13.1. Seniority Within Current Classification.**

Seniority, as referenced herein, means seniority within the employee's current job classification, or any job classification in which the employee has worked as a regular, not substitute, District employee. Seniority begins on the employee's first day of regular employment in the specific job classification.

**Section 13.1.1.**

Hire date is defined as the employee's earliest date of continuous regular, not substitute, employment in the District.

**Section 13.1.2.**

In the event more than one person is hired on a given date, ties in seniority will be broken by lot (a drawing of names from a hat).

**Section 13.1.3.**

If a position is offered to the person who has been substituting in the position for five (5) to ten (10) consecutive days prior to the position closing, seniority date will be the day after the posting closed. If the person has been substituting in the position longer than ten (10) consecutive days, seniority date shall be retroactive beginning with the 11<sup>th</sup> day in the position.

**Section 13.1.4.**

Employees who have lost a position due to the termination of a temporary assignment shall retain seniority for a period of one (1) year from the date of termination of the temporary assignment.

1 **Section 13.2. Loss of Seniority Rights.**

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

- 3
- 4 A. Resignation;
- 5 B. Discharge for any reason contained in this agreement;
- 6 C. Retirement;
- 7 D. One year after a change in job classification within the bargaining unit
- 8 E. Acceptance of a non-represented position.
- 9

10 **Section 13.3. Retention of Seniority Rights.**

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

- 12
- 13 A. Time lost by reason of industrial accident, industrial illness or jury duty;
- 14 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
- 15 States;
- 16 C. Time spent on other authorized leaves of absence, not to exceed one (1) year; or
- 17 D. Employee on layoff status for up to twenty-four (24) months from date of layoff.
- 18

19 **Section 13.4. Preferential Seniority Rights.**

20 The employee with the greatest seniority by building shall have absolute preferential rights regarding

21 shift selection, vacation periods, and special services.

22

23 **Section 13.5. Preferential Seniority Rights (Promotion).**

24 The employee with the greatest seniority shall have preferential rights regarding promotions,

25 assignment to new or open jobs or positions, and layoffs when ability and performance are

26 substantially equal with individuals junior to him/her.

27

28 **Section 13.5.1.**

29 If the District determines that seniority rights should not govern because a junior employee

30 possesses ability and performance substantially greater than a senior employee(s), the District

31 shall set forth in writing to the employee(s), who applied for the position its reasons why the

32 senior employee(s) was (were) bypassed.

33

34 **Section 13.6. Preferential Seniority Rights (Classification).**

35 Any qualified employee who makes application to fill a vacancy in another classification shall have

36 preferential seniority rights over any applicant outside the bargaining unit who applies for the vacancy.

37 If there are no applicants from the appropriate classification, hire date shall apply, subject to the

38 District's right to disregard seniority on the basis of ability and performance as referenced in Section

39 13.5.1.

40

41 **Section 13.7. Temporary Position.**

42 When a temporary position is awarded it shall be paid at the appropriate rate in Schedule A and

43 seniority provisions shall be applied as aforementioned in this article.

44

45

46

47

48



## **Section 13.8. Reductions in Work Force.**

### **Section 13.8.1. Elimination of a Position.**

When an employee's position is eliminated, the employee may opt to be voluntarily placed in layoff status pursuant to Section 15.5, or to use their seniority to bump into the position held by the most junior employee in the classification with the same number of work hours; provided, they are qualified for the position pursuant to Section 13.5.1. Should there be no junior employee with the same number of work hours, the employee may bump the most junior employee in substantially equal position [within one-half (½) hour.] Should there be no substantially equal position, the senior employee may bump the most junior employee in a position as closely matching in hours as possible in order for the senior employee to retain work hours. The employee who has been bumped may then opt to use their seniority in the same manner. The bumping procedure may not be used to increase work hours, or hourly rate of pay. Increases in hours may be achieved through the bidding process for new or open positions pursuant to Section 13.9. Employees who bump into a position are excluded from the reassignment options in Section 14.2. In the event there are no remaining positions to bump into, the employee shall be in layoff status and placed on a reemployment list pursuant to Section 15.5.

### **Section 13.8.2. Reduction of an Hour or More.**

When an employee's position has been reduced by an hour or more a day per week within a school year, the employee may opt to remain in the position and forfeit any bumping or layoff status rights associated with the reduction, or the employee may opt to use their seniority to bump into the position held by the most junior employee in the classification with the same number of work hours; provided they are qualified for the position pursuant to Section 13.5.1. Should there be no junior employee with the same number of work hours, the employee may bump the most junior employee in a substantially equal position [within one-half (½) hour]. Should there be no substantially equal position, the senior employee may bump the most junior employee in a position as closely matching in hours as possible in order for the senior employee to retain work hours. The employee who has been bumped may then opt to use their seniority in the same manner. The bumping procedure may not be used to increase hours, or hourly rate of pay. Increases in hours may be achieved through the bidding process for new or open positions pursuant to Section 13.9. Employees who bump into a position are excluded from the reassignment options in Section 14.2. In the event there are no remaining positions to bump into, the employee shall be in layoff status and placed on a reemployment list pursuant to Section 15.5.

### **Section 13.8.3.**

Reductions of less than an hour are not subject to the provisions of Section 13.8.2.

### **Section 13.8.4.**

Student specific paraeducator positions advertised as "should the student withdraw from the district, this position will no longer exist" are not subject to the provisions of Section 13.8.1. and 13.8.2. except as part of reduction processes that occur during the summer months. During the school year, student specific positions may not create a bump or be bumped. Paraeducators whose positions are eliminated or reduced for an hour or more a day can "opt" to either accept or decline a student specific position when offered during the bumping process. If they decline,

then they will be offered a substantially equal position that is not student specific, if one is available.

**Section 13.8.5.**

Should a position be eliminated or reduced by an hour or more at the end of a school year, if the employee in that position has chosen to exercise his/her right to bump to a less senior employee's position for the following school year and then that employee applies for and is awarded an open position before the start of the next school year, all subsequent bumps that took place as a result of the first bump will be null and void and all employees will return to their original positions for the following school year, provided that those positions still exist and are not reduced by an hour or more per day.

**Example:** Person A's position is eliminated and they choose to bump to Person B's position. Person B bumps to Person C's position. Person C goes into layoff status. During the summer, person A applies for and is awarded a new position prior to the start of the school year. Subsequently Person B and C go back to their original positions.

**Section 13.9. Postings and Notifications.**

The District, prior to filling any new or open position within the bargaining unit, shall post said available openings for a period of not less than five (5) business days. All postings will be available on the Kelso School District website. The Association president shall be furnished a notice of position openings.

**Section 13.9.1.**

In the event incremental bits of time are added to a position that total an hour or more a day per week within a school year, the position shall be opened for bidding by seniority. Increases totaling less than an hour a day per week are not required to be posted. Intermittent time increases will be averaged over the entire work week in order to get an average daily time increase. For example: an increase in time to a five day position of 1.5 hours on Wednesday only results in an average .3 hour increase per day and, therefore, is not required to be posted.

**ARTICLE XIV**

**PROBATIONARY PERIOD**

**Section 14.1. Probationary Status.**

Each new hire shall remain in a probationary status for a period of ninety (90) position working days following the hire date and must remain in the position until probationary status is completed. During this probationary period, the District may discharge such employee at its discretion.

Exceptions will be made only to allow employees who currently hold a temporary or leave replacement position to apply for a permanent position during their probationary status. Exceptions may be made only to allow employees to substantially increase their hours or to move to a higher paid position on the salary schedule (ie. custodian to head custodian or food service helper to building lead).

1 **Section 14.2. Trial Periods.**

2 An employee who transfers to a new or open position will be given up to a ninety (90) working days  
3 trial period and if the position proves unsatisfactory to either the employee or the supervisor, the  
4 employee or supervisor will provide the District reasons (in writing) for deeming the position  
5 unsatisfactory. The employee will be reassigned to their former position, provided the former position  
6 still exists. Employees who accept a trial period position may not apply for other vacancies in the  
7 District until they have completed their ninety (90) position working days in the trial period position.  
8 Exceptions will be made only to allow employees to substantially increase their hours or to move to a  
9 higher paid position on the salary schedule (i.e. custodian to head custodian or food service helper to  
10 building lead). The District will communicate any expected changes to the former position at the time  
11 the employee indicates intent to transfer. When a permanent bargaining unit employee accepts a trial  
12 period position, the position vacated will be posted, provided the former position still exists.

13  
14 **Section 14.3. Probationary Periods and Layoff.**

15 A permanent or temporary employee who receives notification in writing from Human Resources of  
16 the elimination of their current position, may apply for new or open positions. If the permanent or  
17 temporary employee is currently in probationary status and is awarded a new or open position in the  
18 same classification and with the same evaluator, the employee may carry their days worked in  
19 probationary status into their new position. If the employee accepts a position within a different  
20 classification or with a different evaluator, their term of probation shall begin on position work day one  
21 (1) in their new positions and continue for ninety (90) days.

22  
23 **Section 14.4. Temporary Employees Returning from Layoff.**

24 Temporary employees who have completed a ninety (90) day probationary period during their  
25 temporary assignment and are returning from layoff status shall be given up to a sixty (60) day trial  
26 period. If the position proves unsatisfactory to either the employee or the supervisor, the employee will  
27 be returned to layoff status and will retain seniority. For employees accepting a job in a new  
28 classification, and evaluation will be given at thirty (30) work days by the administrator of the building  
29 where the employee works to offer the employee and the administrator the opportunity to review job  
30 performance. Employees who did not complete a ninety (90) day probationary period during their  
31 temporary assignment will be subject to the conditions in Section 14.3.

32  
33  
34  
35 **ARTICLE XV**

36  
37 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

38  
39 **Section 15.1. Justifiable Cause.**

40 The District may discipline or discharge any employee subject to this agreement for justifiable cause.

41  
42 **Section 15.2. Grievance Process.**

43 The issue of justifiable cause shall be resolved in accordance with the grievance procedures of this  
44 agreement.

45  
46 **Section 15.3. Progressive Discipline.**

47 The employer recognizes the principle of progressive discipline and agrees to follow such principle in  
48 the following manner.

Due Process—Any disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action. The employer agrees to follow a practice of progressive discipline except in those situations of a severe and/or emergency nature. If the employee wishes, he/she should be accompanied by an Association representative at such discussion. In the above procedure, the employee shall be afforded an opportunity to review all evidence and answer alleged charges before discipline is administered.

**Section 15.4. Notification To Non-Annual Employees.**

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

**Section 15.4.1.**

Should the District decide to discharge any non-annual employee, the employee shall be so notified in writing prior to the expiration of the school year. Enforced budgetary curtailment will apply.

**Section 15.4.2.**

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

**Section 15.4.3.**

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

**Section 15.5. Reemployment List.**

In the event of layoff, employees so affected shall be placed on a reemployment list maintained by the District according to layoff ranking within the classification. After the bidding process offered to current employees, employees on the reemployment list shall be offered by seniority any new or open position over any other applicant not in that classification or from outside the District. Names shall remain on the reemployment list for twenty-four (24) months following layoff.

**Section 15.6. Employees on Layoff Status.**

Employees on layoff status shall be advised when placed on layoff status that all job openings for their classification will be advertised on the District website. It will be the employee's responsibility to review job openings online and apply for any openings for which they are qualified. An employee shall forfeit the rights to reemployment as provided in Section 15.5 if the employee does not respond to the offer of reemployment within seven (7) working days of receipt. The job offered must be substantially equal to the position held previously or the employee does not forfeit reemployment rights. Work hours within one-half (½) hour of the position previously held or a position with a greater number of hours shall be considered substantially equal.

**Section 15.7. Substituting While on Layoff Status.**

Employees on layoff status may substitute in any job classification for which they are qualified and will be paid at the appropriate rate from Schedule A.

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## ARTICLE XVI

### TRANSFER OF PREVIOUS EXPERIENCE

#### **Section 16.1. Longevity Credit.**

Any newly hired employee who is hired to perform work similar to that in which he/she was previously engaged shall be given up to two (2) years longevity credits in the District in accordance with this article resulting in placement no higher than Step 3 on the salary schedule.

#### **Section 16.2. Transfer of Benefits.**

Pursuant to RCW 28A.400.300, when an employee leaves one school district within the state and commences employment with another school district within the state, the employee shall retain the same longevity, leave benefits and other benefits that the employee had in his or her previous position: PROVIDED, that employees who transfer between districts shall not retain any seniority rights other than longevity when leaving one school district and beginning employment with another. If the school district to which the person transfers has a different system for computing leave benefits, and other benefits, then the employee shall be granted the same longevity, leave benefits and other benefits as a person in that district who has similar occupational status and total years of service. Employees are responsible for providing the proper documentation to the district.

##### **Section 16.2.1.**

The restoration of longevity also applies to former Kelso School District employees returning to employment with the Kelso School District.

#### **Section 16.3. Transferable Longevity Credit.**

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

## ARTICLE XVII

### RETIREMENT

#### **Section 17.1. Eligible for Participation.**

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

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## ARTICLE XVIII

### INSURANCE

#### **Section 18.1. State Pass Through Funds.**

The District will pass through the total amount of funds received from the state, less any sums required by state law, in the form of basic benefits to the employees beginning on a date designated by the legislature.

#### **Section 18.2. SEBB.**

The District will follow all employees' eligibility and funding rules in accordance with SEBB rules and State law.

#### **Section 18.3. VEBA.**

The District shall contribute twenty-five dollars (\$25) monthly to the employee's VEBA account; such contributions shall not be subject to tax, in accordance with VEBA rules.

## ARTICLE XIX

### PROFESSIONAL AND VOCATIONAL TRAINING

#### **Section 19.1. Condition of Employment Training.**

It is mutually agreed that the Association and the District will cooperate in developing in-service programs needed by District and the Association members. The District and the Association agree to establish a professional development committee.

Employees attending training courses required by the District as a condition of continued employment will be paid by the school district, at the employee's regular hourly rate of pay if it is during the employee's normal work hours, plus any fee or transportation costs. If the course is required to be taken outside the employee's normal work hours, reimbursement will be according to Schedule A.

##### **Section 19.1.1.**

Employees may be required to attend District mandatory training meetings. These mandatory training meetings will be limited to three (3) per school year and will be held on weekdays. Employees will be given at least five (5) working days advance notice. With prior approval from their supervisor, employees may be excused from attending if a conflict necessitates them being absent. Employees will receive their regular hourly rate of pay when attending District mandatory training meetings held outside of an employee's normal work hours and/or days [minimum two (2) hours pay].

##### **Section 19.1.1.1. New Employee Orientation – Mandatory.**

All new hires will be required to attend the District's New Employee Orientation. Such orientation will be paid time by the District. The Association will be afforded thirty (30) minutes to present at the orientation in accordance with Section 4.3.



1       **Section 19.1.2.**

2       Paraeducators will be provided an additional fifteen (15) hours per school years for  
3       collaboration. Wednesday Early Release (WER) days will be utilized for collaboration.  
4

5       **Section 19.2. Attending Trainings or Seminars.**

6       Employees attending training courses or seminars requested by the employee and approved by the  
7       District will suffer no loss of regular salary, if the course requires them to attend on their regular  
8       school employment time, but no salary payment will be made for any time an employee would not  
9       have regularly worked; however, expenses incurred for transportation and/or training course fees will  
10      be paid by the school district.  
11

12      **Section 19.3. Additional Compensation for Education.**

13      The District will sustain an education incentive program for completion of a state approved  
14      apprenticeship/paraprofessional training program or college degree (AA degree or higher).  
15      If the employee has completed a state approved apprenticeship/paraprofessional training program the  
16      employee will receive compensation for that program. The additional compensation will be .50 cents  
17      per hour.  
18

19      If the employee has completed a state accredited approved (AA) degree program, the employee will  
20      receive compensation for that program. The additional compensation will be .50 cents per hour.  
21

22      If the employee has completed a state accredited approved (BA/BS or higher) degree program, the  
23      employee will receive compensation for that program. The additional compensation will be .75 cents  
24      per hour.  
25

26      The maximum compensation will be seventy-five (.75) cents. Employees will not receive  
27      compensation for a completed apprenticeship program in addition to compensation for a degree (s).  
28

29      **Section 19.3.1.**

30      Bargaining unit members who have completed an approved degree program (AA or higher)  
31      directly related to their current job classification shall receive additional compensation.  
32      Employees must submit an official transcript (or copy of) showing the degree received and date  
33      conferred. Once awarded, the increase shall be effective as of the date the documentation was  
34      submitted. Employees will not receive compensation for a degree in addition to compensation  
35      for completing an apprenticeship program.  
36

37      Education incentives will be applied according to employee's status of September 1 of that  
38      school year.  
39

40      Employees will not receive compensation for a completed apprenticeship program in addition  
41      to compensation for a degree.  
42

43      **Section 19.4. Reimbursement for Vocational and Professional Training.**

44      For the mutual benefit of the employees and the District, the District shall continue the program of  
45      reimbursement for vocational and professional training in the amount of eight thousand dollars  
46      (\$8,000.00) for each year of this agreement. The Association and the District shall establish procedures  
47      to administer this reimbursement program as governed by the bylaws of the Association and disbursed  
48      in compliance with Generally Accepted Accounting Principles (GAAP).



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## ARTICLE XX

### SAFETY

#### **Section 20.1. Notification.**

Whereas safety for all must be paramount in the minds and actions of all, each employee shall be vigilant in recognizing unsafe practices and conditions within the District and shall notify their supervisor of such immediately.

#### **Section 20.2. Threats on Site.**

The District shall make available information and instructions to be followed in the event of fire or bomb threat within the District.

#### **Section 20.3. Administration of Medications and Medical Procedures.**

The District will make every effort to assess future medical training requirements which are essential to serve students with special needs and/or disabilities. The District shall provide insurance to bargaining unit members as authorized by RCW 28A.320.060. Any person required to administer medication or to provide medical procedures shall receive appropriate training at the District's expense.

#### **Section 20.4. Asbestos.**

All employees working with asbestos shall be certified and volunteers. Employees assigned to work with asbestos shall receive two dollars (\$2.00) per hour over their regular rate of pay for actual hours worked in such duties.

## ARTICLE XXI

### POSITION DESCRIPTIONS AND EVALUATIONS

#### **Section 21.1. Jobs and Duties.**

The District may create various jobs or positions which require the performance of specific duties by the employees and shall provide each employee subject to this agreement and the Association with a job title and description of the duties he/she is expected to perform.

##### **Section 21.1.1.**

All employees in the paraeducator, tutor, interpreter, intervention specialist, library clerk, and assistant intervention specialist classifications will be required to meet the requirements of the No Child Left Behind Act of 2001 and Every Student Succeeds Act (ESSA).

#### **Section 21.2. Employee Evaluations.**

Each employee's performance shall be evaluated annually by the employee's supervisor. Evaluations shall take into consideration the employee's position description. Bargaining unit members shall not be the assigned evaluator.

1       **Section 21.2.1.**

2       All performance evaluations reflecting an unsatisfactory level of performance shall state  
3       specific reasons for the unsatisfactory rating, action necessary by the employee to correct the  
4       unsatisfactory rating, and specific training required. An employee's overall performance in the  
5       unsatisfactory category shall be reviewed in a conference with the employee and the supervisor.  
6  
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8

9                               **ARTICLE XXII**

10                           **MAINTENANCE OF MEMBERSHIP**

11       **Section 22.1. Member in Good Standing.**

12       All employees in classifications subject to this agreement, on the effective date of this agreement, who  
13       are members of the Association in good standing, and all employees who thereafter become members  
14       of the Association in good standing shall maintain their membership in the Association in good  
15       standing during the period of this agreement unless membership is revoked through contact with the  
16       Association.  
17  
18

19       **Section 22.2. New Hires.**

20       The District will notify the Association of all new hires within ten (10) working days of the hire date.  
21       At the time of hire, the District will inform the new hire of the terms and conditions of this article.  
22  
23  
24  
25

26                           **ARTICLE XXIII**

27                           **CHECKOFF**

28       **Section 23.1. Authorization.**

29       An employee's written, electronic, or recorded voice authorization to have the employer deduct  
30       membership dues from the employee's salary must be made by the employee to Public School  
31       Employees of Washington (PSE). If the employer receives a request for authorization of deductions,  
32       the employer shall as soon as practicable forward the request to Public School Employees of  
33       Washington (PSE). Upon receiving notice of the employee's authorization from Public School  
34       Employees of Washington (PSE) the employer shall deduct from the employee's salary membership  
35       dues and remit the amounts to Public School Employees of Washington (PSE), by the first Monday  
36       following payroll.  
37  
38

39       The employee's authorization remains in effect until expressly revoked by the employee in accordance  
40       with the terms and conditions of the authorization. An employee's request to revoke authorization for  
41       payroll deductions must be in writing and submitted by the employee to Public School Employees of  
42       Washington (PSE) in accordance with the terms and conditions of the authorization. Revocations will  
43       not be accepted by the employer if the authorization is not obtained by the employee to Public School  
44       Employees of Washington (PSE). After the employer receives confirmation from the exclusive  
45       bargaining representative that the employee has revoked authorization for deductions, the employer  
46       shall end the deduction effective on the first payroll after receipt of the confirmation. The employer  
47

1 shall rely on information provided by the exclusive bargaining representative regarding the  
2 authorization and revocation of deductions.

3  
4 **Section 23.1.1. Association Dues.**

5 Public School Employees of Washington (PSE I) will provide a list of those members who  
6 have agreed to Association membership.

7  
8 The District shall deduct PSE state dues from the pay of any employee who authorized such  
9 deductions in writing pursuant to RCW 41.56.110. The District shall transmit all such funds  
10 deducted to the treasurer of the Public School Employees of Washington via Automated  
11 Clearing House (ACH). Transmissions will include payments and an electronic list of all  
12 represented employees with deduction amounts. Transactions will be processed no later than  
13 the next pay period. Submissions are to include all employees covered by the Collective  
14 Bargaining Agreement.

15  
16 Public School Employees of Washington (PSE I) will be the custodian of the records related to  
17 dues authorization and agree that, as the custodian of the records it has the responsibility to  
18 ensure the accuracy and safe-keeping of those records.

19  
20 **Section 23.1.2.**

21 The employer agrees to send union dues on all gross wages monthly for all employment  
22 performed under the terms of the Collective Bargaining Agreement, the format must include;  
23 status changes (resignations, LOA, name changes, etc.) on the remit form or provide a list with  
24 the dues file.

25  
26 **Section 23.2. Local Dues.**

27 The District shall deduct PSE local chapter dues separately and remit all such funds to the local chapter  
28 treasurer on a monthly basis.

29  
30 **Section 23.3. Committee on Political Empowerment (COPE) – Political Action Committee.**

31 The District shall, upon receipt of a written authorization form that conforms to legal requirements,  
32 deduct from the pay of such bargaining unit employee the amount of contribution the employee  
33 voluntarily chooses for deduction for political purposes and shall transmit the same to the Association.  
34 Section 23.4 of the Collective Bargaining Agreement shall apply to these deductions. The employee  
35 may revoke the request at any time. At least annually, the employee shall be notified by the PSE State  
36 Office about the right to revoke the request.

37  
38 **Section 23.4. Hold Harmless.**

39 The Association will indemnify, defend, and hold the District harmless against any claims, suits,  
40 orders, and/or judgements against the District on account on any check off of Association dues or  
41 voluntary political contributions.

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## ARTICLE XXIV

### GRIEVANCE PROCEDURE

#### **Section 24.1. Grievances.**

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

#### **Section 24.2. Grievance Steps.**

##### **Section 24.2.1. Step 1:**

The employee shall first discuss the grievance with his/her immediate supervisor. If the employee wishes, he/she may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty-eight (28) calendar days of the occurrence of the grievance shall be invalid and subject to no further processing.

##### **Section 24.2.2. Step 2:**

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall submit to his/her immediate supervisor within twenty-eight (28) calendar days of the date of the Step 1 grievance, a written statement of the grievance containing the following:

- A. The facts on which the grievance is based;
- B. A reference to the provisions in this agreement, which have been allegedly violated; and
- C. The remedy sought.

The employee shall submit the written statement of grievance to his/her immediate supervisor for reconsideration and shall submit a copy to the official in the administration responsible for personnel. The parties will have fourteen (14) calendar days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

##### **Section 24.2.3. Step 3:**

If no settlement has been reached within the fourteen (14) calendar days referred to in the preceding subsection, and the grievant and the Association believe the grievance to be valid, a written statement of grievance shall be submitted within fourteen (14) calendar days to the District superintendent or the superintendent's designee. After such submission, the parties will have fourteen (14) calendar days from submission of the written statement of the grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

##### **Section 24.2.4. Step 4:**

If no settlement has been reached within the fourteen (14) calendar days referred to in the preceding subsection, and the grievant and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fourteen (14) calendar days to the District board of directors. After such submission, the parties will have forty-two (42) calendar

1 days from submission of the written statement of grievance to resolve it by indicating on the  
2 statement of grievance the disposition. If an agreeable disposition is made, all parties to the  
3 grievance shall sign it.

4  
5 The board of directors reserves the right to summon the employee for an oral statement of the  
6 grievance. The employee reserves the right to appear before the board of directors to explain  
7 the grievance. At any appearance before the board of directors, the employee may be  
8 accompanied by an Association representative or designee.

9  
10 **Section 24.2.5. Step 5:**

11 If no settlement has been reached within the forty-two (42) calendar days referred to in the  
12 preceding subsection, and the grievant and the Association believe the grievance to be valid,  
13 the employee may demand arbitration of the grievance. The grievance may be submitted by the  
14 Association to final and binding arbitration. Such arbitration shall be conducted by an arbitrator  
15 under the rules and administration of the American Arbitration Association. The parties to this  
16 agreement shall then be bound by the rules and procedures of the American Arbitration  
17 Association, and the decision of the arbitrator shall be final and binding. During the arbitration  
18 under this step, neither the District nor the grievant will be permitted to assert any grounds not  
19 previously disclosed to the other party. The arbitrator shall not have the power to alter, modify,  
20 amend, add to, or subtract any of the terms of this agreement or substitute his/her judgment for  
21 that of the parties.

22  
23 **Section 24.2.6. Time Limits.**

24 Days during Spring and Winter breaks shall not count towards time limits on all steps.

25  
26 **Section 24.3. Scheduled Arbitration Time.**

27 The grievance or arbitration discussions shall take place whenever possible on school time. The  
28 Association will reimburse the District for the grievant(s) time spent in arbitration. The employer shall  
29 not discriminate against any individual employee or the Association for taking action under this article.  
30 Employees who bring grievances before the District are not eligible for extra or overtime  
31 compensation for time spent in arbitration or for activities related to grievance resolution.

32  
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34  
35 **ARTICLE XXV**

36  
37 **SALARIES**

38  
39 **Section 25.1. Salaries.**

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

42  
43 **Section 25.1.1.**

44 Employees employed by the District for less than twelve (12) months shall have their base pay  
45 divided by twelve (12) and paid in twelve (12) equal payments, September through August.

1       **Section 25.1.2.**

2       Upon employee's request, their income may be computed on an annual basis to be divided by  
3       eleven (11) and paid in eleven (11) equal payments, September through July.  
4

5       **Section 25.1.3.**

6       Employee's working an alternative calendar (i.e. Wallace) shall have their base pay divided by  
7       twelve (12) payments, September through August. Upon request, these employees may have  
8       their base pay divided by eleven (11) and paid in eleven (11) payments, September through  
9       July.  
10

11       **Section 25.1.4.**

12       Employee's hired after February 15 into school year positions will be given the option to  
13       prorate their pay from March to August or be paid off timesheet for the hours worked from  
14       February to June. Employees who choose to be paid off timesheet will have out of pocket  
15       expenses for benefits deducted on a prorated basis from March through June in order to cover  
16       August and September benefit coverages.  
17

18       **Section 25.1.5.**

19       Employees working a work pattern that does not lend itself to proration (e.g., schedules for  
20       which the hours per day vary or work schedules other than Monday through Friday) shall be  
21       paid on a monthly basis for the hours submitted on their time sheet.  
22

23       **Section 25.1.6.**

24       The Association and the District will meet and confer about positions which qualify under  
25       Section 25.1.4. A list of these positions will be maintained in the human resources office and,  
26       upon request, an updated copy will be sent to the Association president.  
27

28       **Section 25.1.7.**

29       Employees shall be paid on the last weekday of each month; except, if the last weekday of the  
30       month is an observed state holiday, then payday will be the preceding weekday, unless the  
31       parties agree to an alternate date.  
32

33       **Section 25.2. Salary Terms.**

34       Salaries contained in Schedule A shall be for the entire term of this agreement, subject to the terms and  
35       conditions of Section 26.3 and Section 25.1.  
36

37       **Section 25.3. Use of Private Vehicles.**

38       Those employees authorized to use their private vehicles for school district business shall be  
39       reimbursed at the official school district rate.  
40

41       **Section 25.3.1.**

42       Maintenance employees authorized to use their private vehicles to transport tools for school  
43       district business shall be reimbursed at the official school district rate plus three dollars (\$3.00)  
44       per day.  
45

46       **Section 25.4. Community Service.**

47       Community service and work release personnel shall be limited to a maximum of five thousand (5,000)  
48       hours of service to the District annually. Employees supervising five (5) or less community service

and/or work release personnel shall receive an additional one dollar (\$1.00) per hour for all time supervising. Employees supervising six (6) or more community service and/or work release personnel shall receive an additional two dollars (\$2.00) per hour for all time supervising. Service provided to the District by the community service and work release personnel referenced above shall be limited to grounds, stadium duties, and maintenance support. Exceptions to this limitation must be approved in advance by the Union. Upon request the District will provide accurate documentation of daily work and hours performed by the community service/work release personnel.

#### **Section 25.5. Incremental Steps.**

Incremental steps shall be effective September 1 annually when applicable. In determining when an employee is eligible for an incremental step, if such employee worked prior to January 1, they shall be eligible for an incremental step in September. If an employee did not work prior to January 1, such employee shall not be credited with a year's service until the subsequent year.

#### **Section 25.6. Time Worked to ¼ Hour.**

Time worked shall be calculated in one-quarter (¼) hour increments. Time worked beyond the employee's regularly assigned shift must be authorized by the employee's supervisor prior to the actual work being performed.

#### **Section 25.7. Outdoor School.**

Employees spending the night at outdoor school will be paid for the hours worked at their appropriate rate of pay, plus a stipend of fifty-five dollars (\$55.00) per night.

## **ARTICLE XXVI**

### **TERM**

#### **Section 26.1. Term of Agreement.**

The term of this agreement shall be September 1, 2024 to August 31, 2028.

#### **Section 26.2. Provisions.**

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 26.3. Modification of Agreement.**

This agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that all State increases for classified salaries and benefits shall be passed through for each year of this agreement. This agreement may be reopened annually to consider the impact of any legislation enacted following execution of this agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment.

Effective September 1, 2024, all pay rate increases are reflected on Schedule A.

- In the school year 2025-26: All job classifications will realize an increase of IPD + 0.5%.



- In the school year 2026-27: All job classifications will realize an increase of IPD + 0.5%.
- In the school year 2027-28: All job classifications will realize an increase of IPD +1.0%.

After all calculations above, a salary schedule addendum will reflect the following:

For only employees hired prior to the 1997-1998 school year an additional increase above Step 5 will be applied as follows:

| 2024-25 | 2025-26    | 2026-27    | 2027-28    |
|---------|------------|------------|------------|
| IPD     | IPD + 0.5% | IPD + 0.5% | IPD + 1.0% |

### SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON / SEIU Local 1948

PUBLIC SCHOOL EMPLOYEES  
OF KELSO CHAPTER 1 #508

KELSO SCHOOL DISTRICT #458

BY: Scott K. King  
Scott King, Chapter President

BY: Jeanne Conrad  
School Board President

DATE: 8-12-2024

DATE: 8-12-24

BY: Mary Beth Tack  
Mary Beth Tack, Superintendent

DATE: 7-29-24



Schedule A – Kelso 1  
Kelso School District  
September 1, 2024 – August 31, 2025

| <b>SECRETARIAL</b>                                      | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|---|---------------|---------------|---------------|---------------|---------------|
| Level I -- Administrative Secretary                     | \$ 23.24      | \$ 24.58      | \$ 25.92      | \$ 27.25      | \$ 28.59      |
| Level II -- Assessment Assistant/Inst Tech Support Spec | \$ 20.73      | \$ 21.98      | \$ 23.24      | \$ 24.49      | \$ 25.74      |
| Level III -- Assistant Secretary                        | \$ 20.18      | \$ 21.35      | \$ 22.52      | \$ 23.69      | \$ 24.86      |
| Level IV -- Clerk/Library Clerk                         | \$ 19.00      | \$ 20.25      | \$ 21.50      | \$ 22.74      | \$ 23.99      |

| <b>ACCOUNTING</b>        | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Accounting Specialist I  | \$ 20.73      | \$ 21.98      | \$ 23.24      | \$ 24.49      | \$ 25.74      |
| Accounting Specialist II | \$ 22.71      | \$ 24.14      | \$ 25.57      | \$ 27.00      | \$ 28.43      |
| Associate Accountant     | \$ 30.43      | \$ 31.73      | \$ 33.03      | \$ 34.32      | \$ 35.62      |

| <b>POST-SECONDARY CAREER COORDINATOR</b> | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|--|---------------|---------------|---------------|---------------|---------------|
|  | \$ 30.43      | \$ 31.73      | \$ 33.03      | \$ 34.32      | \$ 35.62      |

| <b>PRINT SHOP</b> | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|-------------------|---------------|---------------|---------------|---------------|---------------|
| Technician        | \$ 22.29      | \$ 23.37      | \$ 24.45      | \$ 25.52      | \$ 26.60      |
| Bindery Leader    | \$ 22.29      | \$ 23.37      | \$ 24.45      | \$ 25.52      | \$ 26.60      |

| <b>PARAEDUCATOR</b>                                   | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|---|---------------|---------------|---------------|---------------|---------------|
| Paraeducators - Significant/SLC/Moderate/Pre-K/TK/SEL | \$ 20.32      | \$ 21.22      | \$ 22.12      | \$ 23.03      | \$ 23.93      |
| Paraeducators   | \$ 19.71      | \$ 20.62      | \$ 21.53      | \$ 22.44      | \$ 23.35      |
| <b>AIDE</b>   |               |               |               |               |               |
| Playground/Bus Duty/Accompanist/Technician Assistant  | \$ 19.71      | \$ 20.62      | \$ 21.53      | \$ 22.44      | \$ 23.35      |

| <b>POOL</b>                | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|----------------------------|---------------|---------------|---------------|---------------|---------------|
| Pool Aquatics Lead/Manager | \$ 22.31      | \$ 23.16      | \$ 24.08      | \$ 24.99      | \$ 25.90      |
| Pool Aquatics Aide         | \$ 19.71      | \$ 20.62      | \$ 21.53      | \$ 22.44      | \$ 23.35      |

| <b>TECHNOLOGY</b>                | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|----------------------------------|---------------|---------------|---------------|---------------|---------------|
| Technology Support Specialist II | \$ 33.18      | \$ 34.74      | \$ 36.81      | \$ 38.11      | \$ 40.44      |
| Technology Support Specialist    | \$ 26.55      | \$ 28.08      | \$ 29.62      | \$ 31.15      | \$ 32.68      |

| <b>ACTIVITIES FACILITATOR</b> | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|
|                               | \$ 19.00      | \$ 19.85      | \$ 20.71      | \$ 21.56      | \$ 22.42      |

| <b>INTERPRETER</b>                                   | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|--|---------------|---------------|---------------|---------------|---------------|
| Interpreter  | \$ 22.66      | \$ 23.67      | \$ 24.68      | \$ 25.68      | \$ 26.69      |
| With American Sign Language or Braille certification | \$ 24.76      | \$ 25.78      | \$ 26.80      | \$ 27.82      | \$ 28.84      |

| <b>CAMPUS SECURITY</b> | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|------------------------|---------------|---------------|---------------|---------------|---------------|
|                        | \$ 22.14      | \$ 23.15      | \$ 24.16      | \$ 25.17      | \$ 26.18      |

| <b>TRANSITION SPECIALIST</b>         | <b>YEAR 1</b> | <b>YEAR 2</b> | <b>YEAR 3</b> | <b>YEAR 4</b> | <b>YEAR 5</b> |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Juvenile Justice Education Advocate* | \$ 26.35      | \$ 28.41      | \$ 30.46      | \$ 32.52      | \$ 34.57      |
| Level I -- Transition Specialist     | \$ 22.11      | \$ 22.88      | \$ 23.64      | \$ 24.41      | \$ 25.17      |
| Level II -- Truancy Specialist       | \$ 20.46      | \$ 21.39      | \$ 22.32      | \$ 23.25      | \$ 24.18      |
| *Grant funded position               |               |               |               |               |               |

Schedule A – Kelso 1  
Kelso School District  
September 1, 2024 – August 31, 2025

| HEALTH CARE SPECIALIST | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|------------------------|----------|----------|----------|----------|----------|
|                        | \$ 25.82 | \$ 27.33 | \$ 28.83 | \$ 30.34 | \$ 31.84 |

| CERTIFIED THERAPIST'S ASSISTANT                     | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|---|----------|----------|----------|----------|----------|
| Certified Occupational Therapist's Assistant (COTA) | \$ 24.68 | \$ 25.67 | \$ 26.67 | \$ 27.66 | \$ 28.65 |
| Certified Physical Therapist's Assistant (CPTA)     | \$ 24.68 | \$ 25.67 | \$ 26.67 | \$ 27.66 | \$ 28.65 |

| INTERVENTION SPECIALIST | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|-------------------------|----------|----------|----------|----------|----------|
|                         | \$ 26.26 | \$ 27.46 | \$ 28.66 | \$ 29.85 | \$ 31.05 |

| ASSISTANT INTERVENTION SPECIALIST | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|-----------------------------------|----------|----------|----------|----------|----------|
|                                   | \$ 22.18 | \$ 23.21 | \$ 24.24 | \$ 25.27 | \$ 26.30 |

| NUTRITION SERVICES                               | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|--|----------|----------|----------|----------|----------|
| Operations Site Specialist                       | \$ 22.44 | \$ 23.48 | \$ 24.51 | \$ 25.55 | \$ 26.58 |
| Nutrition Services Courier                       | \$ 20.70 | \$ 21.73 | \$ 22.77 | \$ 23.80 | \$ 24.83 |
| Building Lead                                    |          |          |          |          |          |
| Class I - High School                            | \$ 20.70 | \$ 21.73 | \$ 22.77 | \$ 23.80 | \$ 24.83 |
| Class II - Middle School/Large Elementary School | \$ 20.50 | \$ 21.53 | \$ 22.57 | \$ 23.60 | \$ 24.63 |
| Class III - Elementary School                    | \$ 20.10 | \$ 21.13 | \$ 22.17 | \$ 23.20 | \$ 24.23 |
| Class IV - One Person School                     | \$ 19.90 | \$ 20.93 | \$ 21.97 | \$ 23.00 | \$ 24.03 |
| Department Head                                  | \$ 19.50 | \$ 20.41 | \$ 21.32 | \$ 22.23 | \$ 23.14 |
| Helper/Cashier                                   | \$ 19.00 | \$ 19.85 | \$ 20.71 | \$ 21.56 | \$ 22.42 |

| CUSTODIAL  | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|--|----------|----------|----------|----------|----------|
| District Lead Custodian                          | \$ 28.92 | \$ 30.34 | \$ 31.76 | \$ 33.18 | \$ 34.60 |
| Head Custodian                                   |          |          |          |          |          |
| Class I - High School                            | \$ 26.07 | \$ 27.47 | \$ 28.87 | \$ 30.27 | \$ 31.67 |
| Class II - Middle School/Large Elementary School | \$ 25.33 | \$ 26.69 | \$ 28.05 | \$ 29.40 | \$ 30.76 |
| Class III - Elementary School                    | \$ 24.54 | \$ 25.90 | \$ 27.26 | \$ 28.62 | \$ 29.98 |
| Class IV - One Person School                     | \$ 23.98 | \$ 25.27 | \$ 26.57 | \$ 27.86 | \$ 29.15 |
| Night Lead Custodian                             |          |          |          |          |          |
| Class I - High School                            | \$ 23.52 | \$ 24.79 | \$ 26.06 | \$ 27.33 | \$ 28.60 |
| Class II - Middle School/Large Elementary School | \$ 22.23 | \$ 23.49 | \$ 24.75 | \$ 26.01 | \$ 27.27 |
| Custodian (Including Sweeper/Trainee)            | \$ 21.47 | \$ 22.75 | \$ 24.04 | \$ 25.32 | \$ 26.60 |
| Permanent Custodial/Maintenance Relief           | \$ 20.90 | \$ 22.19 | \$ 23.48 | \$ 24.77 | \$ 26.06 |

| MAINTENANCE                            | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|--|----------|----------|----------|----------|----------|
| Journey Level Carpenter                | \$ 36.30 | \$ 36.81 | \$ 37.33 | \$ 37.85 | \$ 38.37 |
| Journey Level Plumber                  | \$ 38.37 | \$ 38.89 | \$ 39.41 | \$ 39.92 | \$ 40.44 |
| Journey Level Electrician              | \$ 39.41 | \$ 39.92 | \$ 40.44 | \$ 40.96 | \$ 41.48 |
| Journey Level HVAC                     | \$ 39.41 | \$ 39.92 | \$ 40.44 | \$ 40.96 | \$ 41.48 |
| Journey Level Low Voltage              | \$ 33.70 | \$ 34.54 | \$ 35.41 | \$ 36.30 | \$ 37.20 |
| Journey Level Maintenance Technician   | \$ 33.70 | \$ 34.54 | \$ 35.41 | \$ 36.30 | \$ 37.20 |
| Journey Level Painter                  | \$ 30.59 | \$ 31.35 | \$ 32.14 | \$ 33.75 | \$ 35.67 |
| Senior Maintenance Specialist          | \$ 28.61 | \$ 30.21 | \$ 31.81 | \$ 33.41 | \$ 35.01 |
| Warehouse Specialist                   | \$ 25.81 | \$ 27.33 | \$ 28.85 | \$ 30.36 | \$ 31.88 |
| Maintenance Specialist                 | \$ 26.31 | \$ 27.79 | \$ 29.26 | \$ 30.74 | \$ 32.21 |
| Maintenance Assistant                  | \$ 23.29 | \$ 24.71 | \$ 26.13 | \$ 27.55 | \$ 28.97 |
| Maintenance Helper/Mail Courier        | \$ 19.71 | \$ 21.12 | \$ 22.52 | \$ 23.93 | \$ 24.43 |
| Temporary Seasonal Maintenance/Grounds | \$ 19.00 |          |          |          |          |



Schedule A – Kelso 1  
Kelso School District  
September 1, 2024 – August 31, 2025

| TECHNICIAN          | YEAR 1   | YEAR 2   | YEAR 3   | YEAR 4   | YEAR 5   |
|---------------------|----------|----------|----------|----------|----------|
| Behavior Technician | \$ 22.57 | \$ 23.69 | \$ 24.80 | \$ 25.91 | \$ 27.03 |
| Homeless Liaison    | \$ 22.57 | \$ 23.69 | \$ 24.80 | \$ 25.91 | \$ 27.03 |

| OUTDOOR SCHOOL STIPEND | PER NIGHT |
|------------------------|-----------|
|                        | \$ 55.00  |

| APPRENTICESHIP STIPENDS      | PER HOUR |
|------------------------------|----------|
| Complete 270-399 Clock Hours | \$ 0.50  |
| Complete 400-800 Clock Hours | \$ 0.50  |
| AA Degree                    | \$ 0.50  |
| BA/BS Degree or Higher       | \$ 0.75  |

Substitutes subbing in PSE 1 positions will be paid at Step 1 of Schedule A appropriate for the position being subbed.

Schedule A: ADDENDUM  
Kelso School District  
September 1, 2024 - August 31, 2028

For only employees hired prior to the 1997-1998 school year an additional increase above Step 5 will be applied as follows:

| 2024-25 | 2025-26    | 2026-27    | 2027-28    |
|---------|------------|------------|------------|
| IPD     | IPD + 0.5% | IPD + 0.5% | IPD + 1.0% |

Employees:

|            |         |
|------------|---------|
| Jacqueline | Bach    |
| Terry      | Boyko   |
| Deborah    | Kellogg |
| Kevin      | Miller  |
| Raymond    | Miller  |
| Lorri      | Ramey   |
| Joyce      | Rismoen |
| Bryan      | Rothfus |
| Karen      | Rowton  |
| Teri       | Stone   |