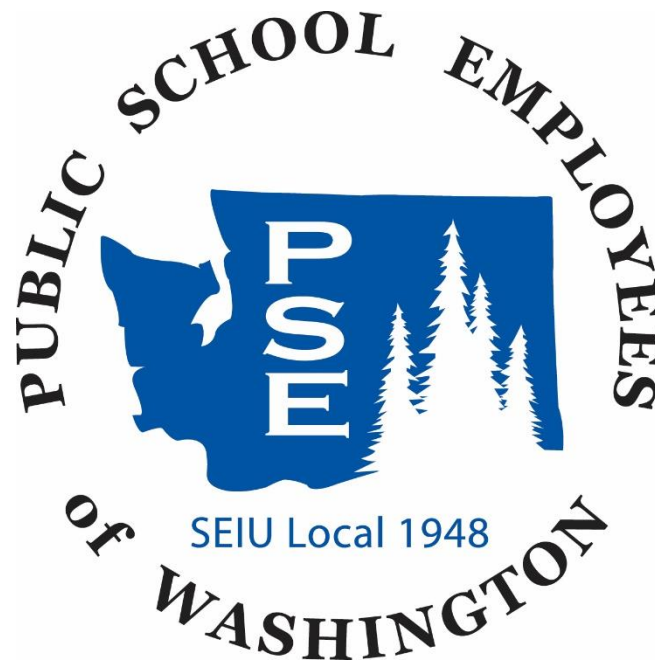


COLLECTIVE BARGAINING AGREEMENT BETWEEN
MONTESANO SCHOOL DISTRICT # 66
AND
PUBLIC SCHOOL EMPLOYEES OF MONTESANO
SEPTEMBER 1, 2022 THROUGH AUGUST 31, 2025



Public School Employees of Washington/SEIU Local 1948
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P R E A M B L E

This Agreement is between the Montesano School District No. 66 (the District) and the Public School Employees of Montesano (the Association), an affiliate of Public School Employees of Washington/SEIU Local 1948.

A R T I C L E I
R E C O G N I T I O N

Section 1.1.

The District recognizes the Association as the exclusive representative for all classified employees in the general job classification of transportation (includes driver, driver trainer, and mechanic), custodian, para-educators (includes technician I Library and/or Computer Lab, and technician II Brailist), food service, and maintenance/grounds.

Section 1.2.

Classified substitutes who work less than 30 days during any school year will not be included in the bargaining unit.

Classified substitutes who have been employed thirty (30) days or more during any school year and continue to be available for work shall be included in the bargaining unit but subject to Schedule A, Wages, only, for all District-assigned time. Beginning the 31st day of substitute employment, the substitute employee will receive the “Union Substitute” rate of pay. If the substitute returns to work the subsequent school year as a substitute, they will remain at the “Union Substitute” rate of pay.

Section 1.3.

Specifically excluded from the bargaining unit are the positions of maintenance supervisor, transportation supervisor, all confidential and supervisory employees, all other employees of the District, and non-bargaining unit substitutes.

Section 1.4.

If a regular employee chooses to substitute in a different classification, he/she will be paid the rate of pay according to the classification of the job/work performed. An employee substituting will be paid the “30-day Union Substitute” rate.

If a regular employee is assigned/required to fill a different position in a different classification, he/she will be paid their current regular wage or if the position pays a higher rate of pay, they will receive the higher position’s regular rate of pay.



1 **Section 1.5.**

2 A temporary employee is defined as an employee who may work for the District up to sixty (60)
3 workdays or less in the same special project assignment and who is not receiving District-paid
4 benefits. If the end date for the temporary assignment falls within the last three (3) weeks of the
5 school year, the above sixty (60) day provisions will not apply. Schedule A, new hire probation
6 rate, is the sole provision of this Agreement applicable to temporary employees defined in this
7 section. Temporary employees hired to fill a temporary position will be laid off, and not subject to
8 recall.

9
10 A temporary assignment that exceeds sixty (60) workdays will be posted and bid as a regular
11 position and will be discussed at the next labor/management meeting.

12
13 **Section 1.6.**

14 Upon written request, the District shall provide current and revised job descriptions to the
15 Association president(s).

16
17
18
19 **ARTICLE II**

20
21 **MANAGEMENT RIGHTS**

22
23 **Section 2.1.**

24 All rights of management are retained in full by the District except for those rights which are
25 plainly and specifically relinquished in this Agreement.

26
27 **Section 2.2.**

28 The District agrees to not subcontract work currently performed by members of the bargaining unit
29 pursuant to Article I of the Agreement. The immediately preceding sentence does not limit the
30 District from subcontracting work associated with activities not customarily performed by the
31 bargaining unit such as but not limited to construction of a new school building or other
32 capital/facility improvement projects or contracted services which do not result in a reduction in
33 hours of employment for members of the bargaining unit.

34
35
36
37 **ARTICLE III**

38
39 **EMPLOYEE RIGHTS**

40
41 **Section 3.1.**

42 Employees have the right to meet and consult with the District administration on matters of personal
43 concern.

44
45 **Section 3.2.**

46 The Association shall provide and the District shall make available copies of insurance information
47 and copies of this Agreement for newly hired members of the bargaining unit.

1 **Section 3.3.**

2 Employee evaluations shall be completed by the employee’s immediate supervisor on or before
3 June 1 of each school year. Management, upon completion of the evaluation, shall interview and
4 counsel the employee and present the evaluation for review, comment and joint signature.
5 Signature shall signify only receipt of the evaluation. The evaluated employee shall be given a
6 copy of the signed evaluation at the conclusion of the interview. The evaluated employee shall
7 have the right to attach his/her comments to the evaluation. Evaluation procedure only is subject
8 to the grievance procedure.

9
10 **Section 3.3.1.**

11 Bargaining unit employees will not administer evaluations, with the exception of driver-
12 trainers, who may evaluate driving skills only.

13
14 **Section 3.3.2.**

15 Performance evaluations shall fairly and accurately reflect each employee’s actual duty
16 performance.

17
18 **Section 3.4.**

19 Each employee will follow building rules and regulations on student discipline procedures. Each
20 employee will be given a copy of the student handbook and updates as changes occur.

21
22 **Section 3.5.**

23 Employees subject to this Agreement have the right to have Association representatives or other
24 persons present at discussions between themselves and supervisors or other representatives of the
25 District as provided in Article XIII, Grievance Procedure. Employees have the right to Association
26 representation at investigatory interviews conducted by the District provided that it is the Association's
27 intent that a request for Association representation will not unreasonably delay investigatory
28 interviews. Furthermore, the District will advise the employee if discipline or discharge could be a
29 result of such investigatory interviews. Employees must request representation for such rights to be
30 effective.

31
32 **Section 3.6.**

33 Neither the District nor the Association shall unlawfully discriminate against any employee subject
34 to this Agreement on the basis of age, race, color, creed, religion, national origin, gender, sex,
35 sexual orientation including gender identity, marital status, presence of any sensory, mental or
36 physical disability, or the use of a trained dog guide or service animal by a person with a disability
37 with respect to a position, the duties of which may be performed efficiently by an individual
38 without danger to the health or safety of the physically handicapped person or others.

39
40 **Section 3.7.**

41 There shall be only one (1) official personnel file for each employee. Said files shall be kept in the
42 District administration office. In addition to the one (1) official file for each employee, there shall
43 be a file maintained separately to include medical records, fingerprint background results, and
44 mandatory drug/alcohol screening information as required by state law. Each employee shall have
45 the right upon request, and after making an appointment for that purpose, to review the contents of
46 their District personnel file maintained at the District office. During the review, employees shall
47 be allowed to copy any material therein and shall be permitted to have a written inventory of



1 material there, and, on request, have such inventory signed and dated by a representative of the
2 District office.

3
4 An employee may attach comments to any material that is a part of the personnel file provided
5 such written comments are signed and dated by the employee.

6
7 A supervisor may maintain a working file. Such file shall only contain information which has
8 occurred during the current school year.

9
10 **Section 3.8.**

11 Grievances shall be maintained in a separate non-personnel file in the District office.

12
13 **Section 3.9.**

14 Tool replacement, for lost or stolen tools owned by the mechanic, will be replaced by the district
15 provided these are normal tools of the trade and have been registered with the supervisor and with
16 prior approval by the supervisor.

17
18 **Section 3.10.**

19 The District will continue to purchase protective gear for all employees. Staff will wear protective gear
20 when reasonably requested by their supervisor.

21
22
23 **ARTICLE IV**

24
25 **ASSOCIATION PRIVILEGES**

26
27
28 **Section 4.1.**

29 The Association has the right and responsibility to represent the interests of all employees in the
30 bargaining unit.

31
32 **Section 4.2.**

33 The Association and the District will bargain in good faith.

34
35 **Section 4.3.**

36 The Association has the right to a reasonable opportunity to be present at any meeting called by
37 the District for the resolution of an employee's grievance.

38
39 **Section 4.4.**

40 Upon request, the District will give the Association the District's current S-275.

41
42 **Section 4.5. Bulletin Board.**

43
44 **Section 4.5.1.**

45 The Association has the right to place a bulletin board in each work area. The size and
46 placement of each bulletin board will require authorization by the superintendent.

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ARTICLE VI

HOURS OF WORK

Section 6.1.

Time and one-half shall be paid for all hours worked in excess of forty (40) hours per week. Employees called by supervisory personnel for special service shall receive not less than two (2) hours per call at the appropriate rate of pay. Employees called in to work on Sunday shall receive two times (2x) their rate of pay.

On Saturday trips, bus drivers will be paid time and one-half (1 ½) for all hours worked in excess of eight (8) hours and will be paid time and one-half (1 ½) for all trip hours worked on Sunday. The workweek shall begin on Monday 12:00 am and end on Sunday 11:59 pm. The workweek schedule shall not be altered to avoid paying overtime.

Section 6.1.1. Summer Work:

All less than twelve (12)-month regular District employees shall receive their full contractual rights including, but not limited to, their regular hourly wage, sick leave, etc. when performing summer work by classification.

Section 6.1.1.1. Summer Workweek:

All employees, including, but not limited to twelve (12) month employees, may work a four (4) day, ten (10) hour schedule during the summer with the approval of their department/school supervisor. Any holiday which occurs during the 4 x 10 schedule shall be paid as if the regular 8-hour schedule were in effect and overtime shall be based on a 10-hour rather than an 8-hour day.

Section 6.2.

The workweek shall normally consist of five (5) consecutive days followed by two (2) consecutive days of rest. Each employee shall be assigned to a definite and regular shift, when feasible.

Section 6.3.

All employees are entitled to a paid 15 minute break for each 4 hours worked. An unpaid thirty (30) minute uninterrupted lunch period will be taken during each shift, approximately halfway through the shift. In the event the employee is required to forego his/her lunch period, and the employee works his/her entire shift, including the lunch period, he/she shall be compensated for the foregone lunch period.

Section 6.4. Transportation.

Section 6.4.1.

Drivers will be paid an additional fifteen (15) minutes for each time the bus leaves the bus garage to transport students and/or patrons to perform inspection duties as outlined in the transportation handbook.

Section 6.4.2.

Upon approval of the supervisor, drivers shall be paid their regular hourly wage to wash bus/vehicles.

1 **Section 6.4.3. Definitions.**

2
3 **Regular Route:** The transportation of students to and from school (AM/PM route).

4
5 **Midday Route:** The transportation of students to and from school between an AM/PM
6 route.

7
8 **Extra Work:** This work includes, but is not limited to, transporting busses for
9 maintenance work (if the mechanic is unavailable or requires assistance); or other work not
10 requiring the transportation of students.

11
12 **Extra Trips:** The transportation of students to and from curricular (field trips) and
13 extracurricular events.

14
15 **Seniority Rotation Boards:** A listing of bus drivers in rank order from the most senior to
16 the least senior. There will be four (4) rotation boards:

- 17
18 1) Cancellation Board: A listing of bus drivers whose scheduled trip has been cancelled.
19 2) In-District Board: Extra trips wholly within the district.
20 3) Out of District Board: Extra trips wholly outside the district; and
21 4) Extra Work Rotation Board: Any work not involving transportation of students.

22
23 **Section 6.4.4.**

24 The District shall schedule a mandatory meeting (which may coincide with an in-service,
25 CPR, or First Aid training), for all bus drivers for the purpose of picking routes. Such
26 meeting shall take place after posting, but before the beginning of the school year. Regular
27 routes shall be filled by regular bus drivers on a seniority basis.

28
29 Eight (8) workdays prior to the beginning of the school year, the District shall post, and
30 communicate with the drivers, all regular routes, and indicate the route time. Drivers will
31 be responsible for keeping their contact information (address, phone and email) current
32 with the District.

33
34 After the initial route pick, any route roster that changes time by plus or minus thirty (30)
35 minutes, for twenty (20) consecutive workdays, shall be considered open, and will be
36 posted and bid by drivers on a seniority basis.

37
38 **Section 6.4.5. Posting/Picking Trips.**

39 Monthly trip picking will take place the last week of the month for the following month's
40 trips. All trips scheduled will be picked by drivers, in seniority, on continuing rotation
41 rosters called "Seniority Rotation Boards". The day and time of this monthly trip pick will
42 be by mutual agreement of the drivers and the supervisor.

43
44 Drivers not able to attend the trip pick meeting may have an alternate driver pick for them.
45 This must be pre-approved by the supervisor prior to the meeting.

46
47 On the Thursday preceding the monthly trip picking day, the following month's trips shall
48 be printed and posted on the office bulletin board in the transportation department by 1:00

1 p.m. If an email address is provided by the driver, the following month's calendar will also
2 be sent to each bus/substitute driver via internet by 1:00 p.m.

3
4 At the start of the trip picking meeting, a current calendar for the following month's trips
5 and the trip slips will be presented to the drivers. All trips received by the transportation
6 office, prior to the start of the trip picking meeting, shall be included.

7
8 Picking trips will be done using a board rotation process. The first board used shall be the
9 "Cancellation Board". Trips that have been cancelled from the previous month are listed on
10 the board. The driver who possessed the trip, at the time of cancellation, documents the trip
11 information on this board. Drivers on the "Cancellation Board" choose trips first at the
12 monthly trip picking meeting, starting at the top of the list and working down until all
13 cancelled drivers have had a chance to choose a new trip. If all the new trips are chosen
14 before the "Cancellation Board" has been exhausted, the "Cancellation Board" will
15 continue to the following month's trip picking meeting. If all cancelled drivers have had an
16 opportunity to choose a new trip, and there are trips remaining, the process continues with
17 the remaining rotation boards.

18
19 **NOTE:** The "Cancellation Board" ceases after the June trip picking meeting and a new,
20 clear "Cancellation Board" begins when the new contract year starts. The In-District, Out-
21 of-District and Extra Work Seniority Rotation Boards cease at the end of the contract year
22 and begin again, with the most senior driver, at the start of the new contract year.

23
24 All extra trips sent to the transportation office after the monthly trip pick meeting date will
25 be posted no later than 1:00 pm each day and will be bid by seniority on the appropriate
26 rotation board. The driver up for the trip will have until the following day, prior to the PM
27 run, to pick or pass the trip, but will have a choice of any trip posted at the time of this PM
28 run. If the driver is not scheduled to work or is on approved leave at the time of the
29 posting, the Transportation Supervisor/Designee will contact the driver for his/her decision.

30
31 Drivers who throw back a trip will not be allowed to bid a trip off the late postings or
32 emergency board during the same day as the thrown back trip.

33
34 **Section 6.4.5.1.**

35 Should a driver turn down an extra trip/extra work, that driver will then be placed
36 back in rotation and the next driver on the list will have the choice of the trip.

37
38 **Section 6.4.5.2.**

39 If a driver turns down an extra trip/extra work and all remaining drivers pass, the
40 District may assign trip/work to a qualified sub. If no sub is available, the District
41 will contract with First Student or another district. If a driver is still needed, the
42 district may assign the trip to a regular driver by reverse seniority (beginning with
43 most recently hired driver).

44
45 **Section 6.4.5.3.**

46 All drivers, including regular probationary drivers, (excluding all substitutes), will
47 be placed on the extra trip rotation list when the Transportation Supervisor
48 determines that such driver is qualified.

1 **Section 6.4.5.4.**

2 Extra trips to activities in McCleary, Elma, Aberdeen, Hoquiam, Cosmopolis, and
3 Wishkah shall be subject to the following:

- 4
- 5 A. Such trips may be divided into outbound and inbound portions, as defined by
6 the trip slip.
- 7 B. Compensation for each portion shall be a minimum of three (3) hours at the
8 regular hourly rate for driving and student responsibility, or actual hours,
9 whichever is greater. If the actual work time falls below the three (3) hour
10 minimum the driver will have the option to take the remaining time off and
11 be paid for actual hours worked; or be provided work to perform for the un-
12 worked time. Duties assigned will be those customarily performed by driver
13 personnel.
- 14 C. The period between the portions shall not be compensated, except as
15 provided in A above.
- 16 D. In the event the bus is returned to the bus garage at the conclusion of the
17 outbound portion, the driver shall report to the site at a prearranged time as
18 directed by the Transportation Supervisor.
- 19 E. Unless otherwise directed by the Transportation Supervisor, Superintendent,
20 or his/her designee, busses will remain at the designated school location.
- 21

22 **Section 6.4.5.5.**

23 If a District bus(es) is used for an extra trip, the driver will be compensated for
24 actual driving time and time required by the District.

25

26 On overnight trips, drivers shall be compensated at their regular hourly rate for drive
27 time and standby rate (driver entry rate), or a minimum of eight (8) hours for each
28 full day away from the district. If a trip leaves during a workday, the driver will be
29 paid for actual time on duty. On the day the trip returns to the District, the driver
30 will be paid for actual time worked.

31

32 Standby Time: The Driver is required to assume responsibility for the bus, or to be
33 available for notification by the person in charge of the group being transported.

34

35 Subject to the guidance of coaches or others leading a trip the driver will be able to
36 leave the bus in order to view the events of the children they transport. Drivers will
37 be able to leave the bus, at their discretion, subject to being available to students and
38 staff who need to access the bus.

39

40 Layover Time: The Driver has parked the bus for the day and is free of
41 responsibility for the bus as per notification by the person in charge of the group
42 being transported. Layover time, including but not limited to sleep time, is the
43 Driver's free time and is not compensated.

44 Overnight trip standby rate = Driver entry rate

45

46 **Section 6.4.5.6.**

47 Meals and lodging reimbursement for overnight trips will be in accordance with
48 District policy. Regular employees shall be reimbursed for expenses incurred for

1 required DOT physicals, first aid and CPR training, and their “S” endorsement if not
2 otherwise provided by the District or not covered by insurance.

3
4 **Section 6.4.5.7.**

5 The District will pay the cost of sub drivers and new employees who are uncertified
6 becoming certified drivers. Pay will be by reimbursement of all fees after a calendar
7 year with the exception of the fingerprint / background check. The district will
8 reimburse first attempt only.

9 Following is an example of the expenses to become a regular school bus driver.

10

11 DRIVER’S ABSTRACT	\$13
12 FIRST AID/CPR	\$40
13 CDL PERMIT TEST FEE	\$35 (first attempt)
14 CDL PERMIT FEE	\$40
15 DOT PHYSICAL	\$100 - \$250
16 SKILLS TEST	\$110 (first attempt)
17 CDL LICENSE FEE	\$112 (in addition to regular license fees)

18

19 **Section 6.4.5.8.**

20 Cancelled extra trips that are “Out-of-District” shall be paid a minimum of two (2)
21 hours at the hourly rate when the regular driver’s run is missed.

22
23 **Section 6.4.5.9.**

24 Extra trips that are wholly “within the District” shall be for a minimum of one-half
25 (1/2) hour compensation, including the duties contained in Section 6.4.1. If the
26 driver can’t drive their PM route and that would cause the driver to lose time, the
27 driver will have the option to make-up the time with duties assigned by the
28 Transportation Supervisor or forego the lost time. Duties assigned will be those
29 customarily performed by driver personnel.

30
31 **Section 6.4.5.10.**

32 For state competitions, the District or booster clubs may charter coach style buses
33 without association approval.

34
35 **Section 6.4.6.**

36 If a driver is asked by the Transportation Supervisor/Designee to drive a different AM/PM
37 route, and the route is less hours than his/her regular route, the driver will have the option
38 to take the remaining time off and be paid for actual hours worked or be required to
39 perform other driver duties to fulfill the unused portion of his/her regular route. Duties
40 assigned will be those customarily performed by driver personnel.

41
42 **Section 6.4.7.**

43 A time clock will be used for all bus drivers. A punch in time will be designated for all
44 employees. Each employee is to punch in within one (1) minute prior to the start of his or
45 her shift and to punch out upon completion of his or her assignment. Any employee not
46 punching in within five (5) minutes will be docked for any time missed or added after the
47 shift. However, employees will be allowed to punch in within five (5) minutes before their
48 shift but will not receive compensation for any time before their shift commences.

1 **Section 6.4.8.**

2 Drivers shall have proper state certification and meet all state requirements for a school bus
3 driver. School bus, for this Agreement, means any vehicle having a capacity of eleven (11)
4 or more passengers. In an emergency, the District will use other qualified drivers or
5 substitutes as determined by the District.

6
7 **Section 6.4.9.**

8 In accordance with the Washington Department of Licensing (DOL) and the Federal
9 Department of Transportation (DOT) rules, any citations received by bus drivers shall be
10 reported within twenty-four (24) hours to the Transportation Supervisor.

11
12 **Section 6.4.10.**

13 Mandatory drug testing will be conducted in accordance with all applicable laws, rules and
14 regulations. All cost associated with mandatory drug testing shall be paid by the District,
15 including travel time/mileage. Mileage shall be paid only when a district vehicle is
16 unavailable for use.

17
18 **Section 6.4.11.**

19 In the event there are fifteen (15) minutes or less between assignments, the base hourly rate
20 shall continue uninterrupted.

21
22 **Section 6.5. Paid Training/In-Service.**

23 All District employees are required to attend the annual District staff orientation day as part of
24 their job assignment and participate in Washington State mandated training and district training
25 either through an online program or class participation. Pay for orientation hours and required
26 training hours will be time-sheeted and are not part of the twelve (12) hours of additional training
27 hours provided to less than twelve (12) month employees.

28
29 Less than twelve (12) month classified employees will work the base number of school days
30 established by the legislature plus twelve (12) hours of paid training time, unless noted below.
31 Training hours will be time-sheeted with supervisor's approval. The district will provide pertinent
32 training and information for all classified staff regarding their work with the district.

33
34 Classified employees who work twelve (12) months a year will work a 260-day schedule based on
35 the Gregorian calendar.

36
37 **Exceptions:** Preschool as needed and custodians who are assigned a 210-day work schedule.

38
39 **Section 6.6.**

40 Employees will be compensated consistent with Schedule A for assigned work.

41
42 **Section 6.7.**

43 During all events where rent is paid for the use of school facilities a custodian shall be present. When
44 an event is utilizing the kitchen, a food service bargaining unit employee shall be present. Employees
45 will receive their regularly hourly pay, subject to the terms of this Agreement.

46
47 **Section 6.8.**

48 All regular employees subbing for another regular employee shall be paid their regular wage.

1 **Section 6.9.**

2 All employees reporting to work shall receive a minimum of two (2) hours pay at base rate, even
3 though the employee is dismissed from regular shift because of school closures; provided that the
4 employee has reported at their regular scheduled start time and provided, however, that an employee
5 shall not receive such compensation when the employee has reasonable notice from the District not to
6 report. The District, at its option, may require two (2) hours work at the time of call.
7
8

9
10 **ARTICLE VII**

11
12 **HOLIDAYS AND VACATIONS**

13
14 **Section 7.1.**

15 All full-time employees shall receive the following paid holidays:

- | | | |
|----|------------------------------|-----------------------------|
| 16 | 1. Day before New Year’s Day | 8. Labor Day |
| 17 | 2. New Year's Day | 9. Presidents’ Day |
| 18 | 3. Martin Luther King Day | 10. Thanksgiving Day |
| 19 | 4. Memorial Day | 11. Day after Thanksgiving |
| 20 | 5. Juneteenth | 12. Christmas Day |
| 21 | 6. Veterans' Day | 13. Day after Christmas Day |
| 22 | 7. Independence Day | |

23
24
25 If one of the above holidays falls on a weekend, the employee shall add one (1) day to the annual
26 vacation, unless there is a three (3) day school weekend. The district agrees that days of holiday
27 leave may be altered with supervisor approval.
28

29 **Section 7.2.**

30 Upon completion of each year of service with the District, each full-time employee shall be granted
31 paid vacation as follows:

- | | | |
|----|------------------|--------------------------------|
| 32 | 1 year | 5 days paid vacation per year |
| 33 | 2 years..... | 7 days paid vacation per year |
| 34 | 3-4 years..... | 10 days paid vacation per year |
| 35 | 5-7 years..... | 12 days paid vacation per year |
| 36 | 8-10 years..... | 14 days paid vacation per year |
| 37 | 11-12 years..... | 16 days paid vacation per year |
| 38 | 13-15 years..... | 20 days paid vacation per year |
| 39 | 16-19 years..... | 21 days paid vacation per year |
| 40 | 20-25 years..... | 22 days paid vacation per year |
| 41 | 26-29 years..... | 23 days paid vacation per year |
| 42 | 30+ years..... | 25 days paid vacation per year |



1 **Section 7.3.**

2 All less than twelve (12) month employees shall receive the following paid holidays

- | | | |
|---|---------------------------|---------------------------|
| 3 | | |
| 4 | 1. Labor Day | 7. New Year’s Day |
| 5 | 2. Veterans’ Day | 8. Martin Luther King Day |
| 6 | 3. Thanksgiving Day | 9. Presidents’ Day |
| 7 | 4. Day after Thanksgiving | 10. Memorial Day |
| 8 | 5. Christmas Day | 11. *Juneteenth |
| 9 | 6. Day after Christmas | |

10
11 *If June 19th falls within the normal work calendar for employees, this will be a non-work day and a
12 paid holiday. When the normal school calendar ends before June 19th, this will not be a paid holiday.

13
14 The district agrees that days of holiday leave may be altered with supervisor approval.

15
16 **Section 7.4. Worked Holidays.**

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

19
20 **Section 7.5.**

21 Should a holiday occur while an employee is on paid vacation, the employee will be paid for that day
22 and it will not be counted as vacation.

23
24
25
26 **ARTICLE VIII**

27
28 **LEAVES**

29
30 **Section 8.1. Sick Leave.**

31 Each employee shall accumulate one (1) day of sick leave per month worked, provided that no
32 employee shall accumulate less than twelve (12) days for each school year of service. Sick leave
33 may be accumulated to the legal limit. Employees will receive pay for sick leave used on the basis
34 of their pay at the time of the illness. The District shall give each employee, upon request, a
35 written annual update of accumulated sick leave. A day shall be defined as the employee’s regular
36 scheduled daily shift. Exception: Non-transportation employees: for each classification that has a
37 fluctuating workweek/hours/workdays, sick leave will be averaged each month for sick leave
38 accrual purposes.

39
40 Sick leave is defined to cover:

- 41 A. Illness or injury of the employee or member of household.
- 42 B. Serious injury or illness of a member of the immediate family not covered in (A) above.
- 43 C. Consistent with the Washington Family Care Act (RCW 40.12.265) and notwithstanding
- 44 any other provision of this agreement, an employee may utilize earned sick leave to care
- 45 for: a child of the employee with a health condition that requires treatment or supervision;
- 46 or an immediate family member who has a serious health condition or an emergency
- 47 condition. “Immediate Family” as defined in Section 8.6 of the agreement.
- 48



1 **Section 8.2.**

2 If an employee is absent because of an injury received while on duty and covered by industrial
3 insurance, RCW 51.32.090(6) will apply in the application of sick leave and vacation usage.

4
5 **Section 8.3. Sick Leave Attendance Incentive Program.**

6 Current school board Sick Leave Attendance Incentive Policy shall remain in effect for all
7 employee members of the bargaining unit during the term of this Agreement.

8
9 **Section 8.3.1. Sick Leave Cash Out.**

10 When an eligible employee leaves the District, compensation for accrued but unused sick
11 leave shall be as provided in RCW 28A.400.210 and 1997 c 13 2 9, RCW 41.35.010(30),
12 RCW 41.40.010(34) as now or hereafter amended.

13
14 **Section 8.3.1.1. Sick Leave Transfer.**

15 If you leave the District for another Washington school district, you may transfer
16 your unused sick leave.

17
18 **Section 8.3.1.2. Winter Sick Leave Cash Out.**

19 The parties agree to accept the RCW as now or hereafter amended.

20
21 **Section 8.4. Maternity Leave.**

22 Upon application, the District shall grant maternity leave. Such leave shall commence at such time
23 as the employee, and her medical advisor, deem necessary. Employees granted maternity leave
24 may, at their option, be allowed compensation for maternity leave in accordance with Section 8.1
25 above. Before returning to work, the employee must be certified by her physician as ready and
26 able to return.

27
28 **Section 8.5. Judicial Leave.**

29 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is
30 named a co-defendant with the District, such employee shall receive a normal day's pay for each
31 day of required presence in court. In the event that an employee is a party in a court action, such
32 employee may request an unpaid leave of absence, or take a paid personal leave day.

33
34 The employee is required to supply the District with official documentation of the specific dates
35 and times of judicial leave.

36
37 **Section 8.6. Emergency Leave.**

38 Emergency leave shall be granted in case of illness in the immediate family of the employee, or
39 accident in the immediate family requiring the family to remain together. Emergencies not covered
40 herein above may be granted by the superintendent for matters of personal emergency nature that
41 cannot be done outside school hours. The situation shall be one that is unavoidable and not mere
42 convenience. Emergency leave shall be deducted from the employee's sick leave.

43
44 The term "immediate family" shall be defined as husband, wife, domestic partner, son, daughter,
45 stepson/daughter, foster child, mother, father, sister, brother of either the husband or wife, or
46 grandchildren and grandparents.

1 "Emergency leave" shall be administered in the following fashion: one to three (1-3) days by the
2 superintendent; a period exceeding three (3) days by the board of directors.

3
4 **Section 8.7. Bereavement Leave.**

5 Employees will be granted a leave with pay of not more than five (5) workdays per occurrence, when
6 the absence is occasioned by the death of father, mother, child, stepson/daughter, foster child,
7 grandchildren, brother, sister, spouse, domestic partner or dependent relative residing in the household
8 of the employee of the District. Three (3) days paid leave per occurrence, will be allowed for parent of
9 spouse, grandparents, sister or brother-in-law. One (1) day paid leave per occurrence will be allowed
10 for aunt or uncle. It is agreed between the parties that bereavement leave is non-cumulative and is not
11 deducted from accumulated sick leave.

12
13 One (1) day leave deducted from sick leave will be granted to employees on the occasion of the death
14 of other relatives or persons living in the employee's household.

15
16 Under circumstances where the actual memorial or burial service is held at a later date, an employee
17 may request bereavement leave be delayed.

18
19 At an employee's request, a bereavement leave without pay, not to exceed ten (10) workdays, will be
20 granted after the leave with pay has been taken.

21
22 **Section 8.8. Personal Leave.**

23 Employees may request up to two (2) days of paid leave for personal or professional business that
24 cannot be transacted during non-work time. The written request for personal leave must be given to
25 the appropriate building supervisor at least twenty-four (24) hours prior to the date the leave is
26 requested. Written request when used for emergencies, depending upon the circumstances, may be
27 submitted upon return to work. Not more than ten percent (10%) of the employees subject to this
28 Agreement will be granted personal leave at the same time unless approved by the supervisor.

29
30 Two (2) days of leave in any one year will be cumulative. The employee may bank two (2) days at the
31 end of June, to a maximum of four (4) days. No more than four (4) days may be used in the next
32 school year. A maximum of two (2) days may be cashed out at the employees regular rate of pay
33 during the month of August. At the end of each school year, the District will give each employee a
34 form to notate their choice of banking or cash-out. The employee is responsible for notifying the
35 district as to the employee's choice to cash-out or bank Personal Leave.

36
37 **Section 8.8.1. Unpaid Leave Days.**

38 Employees may request up to five (5) days of unpaid leave for personal or non-professional
39 business per school year, unless otherwise provided for in the current collective bargaining
40 agreement. Two (2) of those days allowed for reasons of faith or conscience or for an
41 organized activity conducted under the auspices of a religious denomination, church, or
42 religious organization.

43
44 **Section 8.9. Leave of Absence.**

45 Leave of absence without pay is available to employees. Employees seeking leave of absence must
46 acquire written recommendation of the immediate supervisor and the superintendent and receive the
47 approval of the board of directors. The employee and the District must agree upon conditions relative
48 to the employee's return before the leave of absence is granted. Leave of absence for other than a

1 medical leave (doctor's statement required) will neither cause loss nor gain of seniority. Conditions of
2 reemployment will be stated in the pre-leave agreement between the employee and the District. Leave
3 of absence will not be granted to take another job.

4
5 Paras who are doing student teaching will be allowed a leave of absence for the period of the student
6 teaching assignment with right to reinstatement.

7
8 **Section 8.10.**

9 An employee who is suffering from an extraordinary or severe illness, injury, impairment, or
10 physical or mental condition which has caused or is likely to cause the bargaining unit member to
11 take leave without pay or terminate his or her employment, is eligible for leave sharing.

12
13 **Section 8.11.**

14 The District shall allow an employee to use the employee's accrued sick leave to care for a member of
15 the immediate family with a health condition that requires treatment or supervision. The immediate
16 family is defined as husband, wife, domestic partner, son, daughter, mother, father, sister, brother (of
17 either the husband or wife), grandchild or grandparent.

18
19 **Section 8.12. Leave Sharing.**

20 Leave sharing shall be in accordance with the Washington State Leave Sharing Program as established
21 under Chapter 93, Laws of 1989, and Chapter 23, Laws of 1990, and as set forth in Chapter 41.04
22 RCW, as now or hereafter amended.

- 23
24 1. The employee must suffer from, or have a relative or household member suffering from, an
25 extraordinary or severe illness, injury, impairment, or physical or mental condition which has
26 caused or is likely to cause the employee to take leave without pay or terminate his/her
27 employment.
28 2. Documentation is required from a licensed physician or other authorized health care
29 practitioner verifying the severe or extraordinary nature of the condition, the employee's
30 required absence, a description of the medical problem, and expected date of return-to-work
31 status.
32 3. The employee has depleted all of his/her accrued leaves.

33
34 Employees may donate leave in accordance with board policy.

35
36 **Section 8.13. Military Leave.**

37 The District will allow any employee who is “called up to duty” the right to return to a position
38 that is substantially similar to their original position upon their release from service. The
39 employee will retain accrued sick leave, vested vacation, and seniority while on leave of absence.
40 However, no sick leave, vacation or other benefits may be applied or will accrue while the
41 employee is on leave of absence.

42
43 **Section 8.14. Family Medical Leave Act (FMLA):**

44 Employees who qualify for FMLA in accordance with the legislated provisions, as now or
45 hereafter amended, shall be granted FMLA leave.

1 **Section 8.15. Washington State Family and Medical Leave Act:**

2 Employees who qualify for the Washington State Family and Medical Leave Act in accordance
3 with the legislated provisions of the State of Washington, as now or hereafter amended, shall be
4 granted this type of leave. Employees on PFML will be allowed to supplement their paid PFML
5 with sick leave hours consistent with PFML regulations, up to their regular compensation.
6
7
8

9 **ARTICLE IX**

10 **SENIORITY**

11
12
13 **Section 9.1.**

14 New employees will be placed on probation for sixty (60) workdays. During this probationary period,
15 the District may discipline or discharge such employees at its discretion.
16

17 **Section 9.2.**

18 An employee's seniority will be from date of hire in a general job classification. An employee's
19 seniority will be lost if he/she quits, is discharged, retires, or changes general job classification. An
20 employee on approved leave of absence (without pay) will neither gain nor lose seniority.
21

22 **Section 9.2.1.**

23 An employee who changes general job classifications within the bargaining unit shall retain
24 their hire date in the previously held general job classification for a period of one (1) year,
25 notwithstanding that he/she has acquired a hire date in the new general job classification.
26

27 **Section 9.2.2.**

28 An employee's seniority shall not be lost for the following reasons.
29

- 30 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
- 31 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
32 United States;
- 33 C. Time spent on other authorized leaves; or
- 34 D. Time spent in layoff status as hereinafter provided.
35

36 **Section 9.3.**

37 The employee with the earliest hire date shall have preferential rights regarding shift selection,
38 vacation periods, and special services (including overtime). The employee with the earliest hire date
39 shall have preferential rights regarding promotions, assignment to new or open jobs or positions and
40 layoffs when ability and performance are substantially equal with junior employees. If the District
41 determines that the seniority rights should not govern because a junior employee possesses ability and
42 performance substantially greater than a senior employee(s), the District shall set forth in writing to the
43 employee or employees and the Association president the reasons why the senior employee(s) have
44 been bypassed.
45
46
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48

1 **Section 9.3.1.**

2 Any existing position that increases or decreases in duration for thirty-one (31) minutes per day
3 for more than 30 consecutive days during the term of this Agreement shall constitute a "new
4 position" and be subject to the provisions of this article.
5

6 **Section 9.3.2.**

7 Assignment of additional work time shall be offered to qualified employees within the
8 classification of that building. Seniority shall be given consideration in making these
9 assignment decisions. When a building has a weekend funeral, there will be a minimum of two
10 (2) hours of weekend custodial time assigned for setup/cleanup.
11

12 **Section 9.3.3.**

13 If the position is not filled within the same general job classification, the District will give
14 bargaining unit members first consideration. If an employee with less seniority or a non-
15 employee applicant is determined to be more qualified for the position, the District will provide
16 written reasons for the bypass to the more senior employee.
17

18 **Section 9.4.**

19 Layoff and recall will be by seniority except the District may exercise seniority bypass as provided in
20 Section 9.3.
21

22 **Section 9.4.1.**

23 Except in extraordinary cases, the District will give employees two (2) weeks' notice of
24 intention to layoff.
25

26 **Section 9.5.**

27 Employees on layoff will remain in a layoff pool for two (2) years. The employee on layoff must
28 provide the District with a current address and phone number. Such employees will have priority over
29 non-employees in filling open or new positions.
30

31 **Section 9.6.**

32 The District shall publicize within the bargaining unit for five (5) workdays the availability of new or
33 open positions as soon as possible after the District is apprised of the opening. The posting will
34 include a job description, the hours of the job, the location of the job, and the total hours of the
35 assignment. A copy of the job posting will be sent to the Association president.
36

37 **Section 9.7. Transfer of Previous Experience.**

38 When an employee leaves a school district within the State of Washington and commences
39 employment with the Montesano School District, the employee shall be given longevity credits in
40 accordance with State law (RCW 28A.400.300). Seniority credit shall not be transferred. In the event
41 that this district has a different system for computing longevity related benefits, the employee shall be
42 granted the same longevity related benefits as an employee in this district who has similar occupational
43 status and total years of service.
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ARTICLE X

DISCIPLINE AND DISCHARGE

Section 10.1.

Employees will not be disciplined or discharged except for just cause.

ARTICLE XI

INSURANCE

Section 11.1.

Employees will be paid for assigned work in accordance with Schedule A and this collective bargaining agreement.

Section 11.2.

The District shall provide basic and optional benefits through the School Employees Benefits Board (SEBB) under the rules and regulations adopted by the SEBB.

Section 11.3.

In determining whether an employee subject to this Agreement is eligible for participation in the Washington State Public Employees' Retirement System, the District shall report all hours of work.

Section 11.4.

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

ARTICLE XII

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 12.1. Membership.

The District and PSE/SEIU 1948 understand that at the center of our labor management relationship is the shared interest in providing the best services to the public. Therefore, it is the expectation of both PSE/SEIU 1948 and the District that the District representatives shall remain neutral on the issue of union membership and respect all employees decisions to join and maintain membership in their exclusive professional advocacy organization PSE/SEIU 1948 pursuant to RCW 41.56.120. All bargaining unit employees shall have the option of joining and maintaining membership in PSE/SEIU 1948 upon employment with the District in a bargaining unit.

Section 12.2. Membership Rescission.

Union members requesting to rescind membership and membership rights in their exclusive professional advocacy organization shall make such request in writing to PSE/SEIU 1948, following the constitution and bylaws, and any and all relevant conditions, policies and

1 procedures. Providing such conditions have been met, PSE/SEIU 1948 shall inform the District of
2 the employee's non-member status consistent with the notification section 12.4.

3
4 **Section 12.3. New Hire Notification.**

5 The District shall notify the Union in writing of all new hires within ten (10) business days of
6 when such employees are approved to work for the district as a substitute, temporary, or regular
7 employee in any job title set forth on the Schedule B of this Agreement, including name, home
8 mailing address, phone number, job title, work email, work location and hire date. The Employer
9 shall give a copy of this working agreement to each employee when hired.

10
11 **Section 12.4. Dues and Checkoff.**

12 PSE/SEIU 1948 shall provide the District with a full and complete list of bargaining unit
13 employees who are current members of PSE/SEIU 1948, and shall provide updates, additions, and/
14 or other changes in membership status to the District upon request. The District agrees to accept
15 dues authorizations via voice authorization or by E-signature in accordance with "E-SIGN".
16 PSE/SEIU 1948 will provide a list of those members who have agreed to union membership via
17 voice authorization. In addition, upon request, access to the District to the .wav files associated
18 with the voice authorization. PSE/SEIU 1948 will be the custodian of the records related to
19 voice/E-signature authorizations. PSE agrees that, as the custodian of the records, it has the
20 responsibility to ensure the accuracy and safe-keeping of those records.

21
22 **Section 12.5. Checkoff.**

23 The District shall deduct PSE dues from the pay of any employee who authorizes such deductions
24 in writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the
25 Treasurer of the Public School Employees of Washington/SEIU Local 1948 on a monthly basis.

26
27 **Section 12.5.1. Classified Employee Report to the Association.**

28 The District shall submit a monthly report (to accompany the monthly transmission of dues
29 to PSE) to the Treasurer of PSE listing: the name, and amount of PSE dues deducted for
30 each bargaining unit employee. The District shall provide a list of current addresses and
31 telephone numbers of bargaining unit employees to the Association upon request.

32
33 **Section 12.5.2. Local Chapter Dues.**

34 The District shall deduct PSE local Chapter dues separately and remit such funds to the
35 local Chapter Treasurer on a monthly basis, or within thirty (30) days of the deduction of
36 such dues.

37
38 **Section 12.6.**

39 The Association shall hold the District harmless for the administration of this Article done
40 pursuant to this Article.

41
42 **Section 12.7. Political Action Committee.**

43 The District shall, upon receipt of a written authorization form that conforms to legal requirements,
44 deduct from the pay of such bargaining unit employee the amount of contribution the employee
45 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union
46 on a check separate from the Union dues transmittal check. The employee may revoke the request
47 at any time. At least annually, the PSE/SEIU Local 1948 state office will notify the employee
48 about the right to revoke the request.

1 **Section 12.8. New Hire Orientation.**

2 The District will provide the Association reasonable access to new employees of the bargaining
3 unit for the purposes of presenting information about their exclusive bargaining representative to
4 the new employee. The presentation may occur during a new employee orientation provided by the
5 District, or at another time mutually agreed to by the District and Association. No employee may
6 be mandated to attend the meetings or presentations by the Association. "Reasonable access" for
7 the purposes of this section means: (a) The access to the new employee occurs within ninety days
8 of the employee's start date within the bargaining unit; (b) The access is for no less than thirty
9 minutes; and (c) The access occurs during the new employee's regular work hours at the
10 employee's regular worksite, or at a location mutually agreed to by the District and Association.
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14 **ARTICLE XIII**
15
16 **GRIEVANCE PROCEDURE**
17

18 **Section 13.1. Definitions.**

19
20 **Days:** employee workdays.

21
22 **Grievant:** an employee or group of employees.

23
24 **Grievance:** an allegation that a section of this Agreement has been misapplied or misinterpreted.
25

26 **Grievance Statement:** a written statement signed by the grievant or PSE/SEIU Local 1948 field
27 representative that includes section(s) of this Agreement allegedly violated, facts supporting the
28 grievance, and remedy sought.
29

30 **Section 13.2. Procedure.**

31
32 **STEP 1.** A grievant must first discuss informally the grievance with his/her immediate supervisor.
33 If no resolution of the grievance occurs, the grievant may file a grievance statement with the
34 immediate supervisor.
35

36 **STEP 2.** A written grievance is valid if filed within twenty (20) workdays of the event on which
37 the grievance is based. The immediate supervisor will respond in writing within ten (10) days of
38 the receipt of the grievance.
39

40 **STEP 3.** Within five (5) workdays of receipt of the supervisor's response, the grievant may appeal
41 the grievance to the superintendent or the superintendent's designee. The superintendent or his/her
42 designee will respond in writing within ten (10) days of receipt of the grievance.
43

44 **STEP 4.** Within five (5) workdays of receipt of the superintendent's or his/her designee's response
45 and the Association believes the grievance to be valid, the Association has the right to request
46 arbitration, which will be final and binding. The parties agree that a list of arbitrators will be
47 requested from the American Arbitration Association.
48

1 **Section 13.3.**

2 The arbitrator shall have no authority to add to, subtract from, or in any way amend this collective
3 bargaining agreement. The parties will be bound by the rules of the American Arbitration
4 Association except as otherwise agreed.
5

6 **Section 13.4.**

7 All time lines shall be strictly observed. The parties may mutually grant time extensions at any
8 stage of a grievance.
9

10 **Section 13.5.**

11 The parties will equally share the cost of the arbitrator. All other costs will be paid by the party
12 incurring the cost.
13
14

15 **A R T I C L E X I V**

16 **W A G E S**
17
18

19 **Section 14.1.**

20 Salaries for employees subject to this Agreement are contained in Schedule A.
21
22

23 **Section 14.2.**

24 Employees working a district directed swing shift or graveyard shift (any eight (8) hour shift scheduled
25 to commence at 4:00 p.m. or thereafter) will receive a twenty-five cent (25¢) per hour bonus. Also,
26 applies to that portion of a district directed shift that begins before 7:00 a.m.
27

28 **Section 14.3.**

29 Any employee who changes job positions within the same general job classification shall maintain
30 full longevity for Schedule A step placement purposes.
31

32 **Section 14.4.**

33 Para-educators utilized as certificated substitutes who meet the district's qualifications (current
34 teaching certificate or emergency substitute certificate) shall be paid the substitute-teaching rate for all
35 hours worked as a substitute teacher. In addition, para-educators will not suffer any loss in PSE/SEIU
36 Local 1948 contractual benefits while performing substitute work.
37

38 **Section 14.5.**

39 Employees shall be compensated for all hours worked. The current practice of approved compensatory
40 time shall be maintained.
41

42 **Section 14.6.**

43 Drivers will be informed of the special needs of children they transport which could affect the safety of
44 the transportation of those children when appropriate. The district agrees that drivers will be given
45 training if they may work with special needs children.
46
47
48

1 **Section 14.7.**

2 Paraeducators will be informed of health or behavior issues of the children they work with when
3 appropriate.

4
5 **Section 14.8.**

6 Longevity steps will take effect at the beginning of the employees year of service provided on
7 Schedule A. For example, an employee hired in October of 2012 will be eligible for their third year
8 step at the beginning of the 2014-15 school year (after September 1, 2014).

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11
12 **ARTICLE XV**

13
14 **TERM OF AGREEMENT**

15
16 **Section 15.1.**

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

18
19 **Section 15.2.**

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

24
25 Effective September 1, 2022, the base Schedule A shall be increased by 15% across the board
26 including IPD.

27
28 For 22-23 subs rates shall be increased by 5%.

29
30 Effective September 1, 2023, all wage rates (including sub rates) on Schedule A shall be increased
31 by the state funded percentage (IPD).

32
33 Effective September 1, 2024, all wage rates (including sub rates) on Schedule A shall be increased
34 by the state funded percentage (IPD).

35
36
37
38 **ARTICLE XVI**

39
40 **APPRENTICESHIP**

41
42 **Section 16 Apprenticeship.**

43 All employees enrolled as apprentices by the Washington Public School Classified Employees Joint
44 Apprenticeship and Training Committee (WPSEJATC) shall be subject to all terms of this Agreement;
45 except that the WPSEJATC shall have jurisdiction to insure that apprentices successfully complete all
46 requirements of the program as approved and registered with the Washington State Apprenticeship and
47 Training Council.



1 **Section 16.1.**

2 In the event an apprentice is deemed unsuccessful by the local JATC in completing any or all parts of
3 the approved standards, such apprentice waives contractual recourse through the grievance procedure.
4

5 **Section 16.2.**

6 Participation in the apprenticeship program shall be completely voluntary, and coordinated through the
7 WPSEJATC Washington Joint Apprenticeship Board of Directors. The District is required to pay an
8 annual fee of \$50.00 to the WPSEJATC for each year that they participate in the program.
9

10 **Section 16.3.**

11 Persons employed on the effective date of this Agreement may apply for the apprenticeship program at
12 any time new enrollees are accepted.
13

14 **Section 16.4.**

15 Such employees shall receive partial credit for time worked in the District as determined by the
16 WPSEJATC and Washington State Labor and Industries rules and regulations.
17
18
19

20 **ARTICLE XVII**

21 **SAFETY**

22 The District and PSE will jointly form a Safety Committee and adhere to OSHA/WISA. The
23 Safety Committee will mutually schedule dates/times to conduct its business.
24
25
26

27 **SIGNATURE PAGE**

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32 **PUBLIC SCHOOL EMPLOYEES**
33 **OF WASHINGTON/SEIU LOCAL 1948**

34
35
36 **MONTESANO PSE CHAPTER**

37 **MONTESANO SCHOOL DISTRICT #66**

38
39 By: Kim Adams
40 Kim Adams, President

41 By: Daniel G. Winter
42 Daniel G. Winter, Superintendent

43 Date: 7-13-22

44 Date: 7-13-22



SCHEDULE A
Montesano School District
September 1, 2022 to August 31, 2023

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CLASSIFICATION	Step # Sub Rate	1 1st Year	2 Plus 5 Years	3 Plus 10 Years	4 Plus 15 Years	5 Plus 25 Years
Para-educator	\$17.49	\$23.63	\$23.94	\$24.36	\$25.13	\$25.46
Para Tech II (Libr/Comp)	\$17.83	\$24.01	\$24.39	\$24.78	\$25.53	\$25.86
Para Tech III (Braillist)	\$18.32	\$24.55	\$24.90	\$25.28	\$26.08	\$26.42
Cooks	\$17.92	\$24.10	\$24.47	\$24.85	\$25.62	\$25.98
Cashier	\$19.40	\$25.70	\$26.06	\$26.45	\$27.30	\$27.66
Lead Cook	\$19.40	\$25.70	\$26.06	\$26.45	\$27.30	\$27.66
Food Driver	\$16.62	\$22.80	\$23.17	\$23.55	\$24.23	\$24.58
Custodians	\$20.10	\$27.45	\$27.80	\$28.21	\$29.16	\$29.51
Maintenance	\$22.86	\$30.59	\$30.94	\$31.31	\$32.14	\$32.49
Transportation	\$20.67	\$26.98	\$27.34	\$27.72	\$28.68	\$29.03
Asst. Mechanic	\$24.66	\$31.56	\$31.91	\$32.29	\$33.50	\$33.84
Mechanic	\$25.54	\$32.46	\$32.83	\$33.21	\$34.47	\$34.80

Notes:

- A. Para Technician II (to include Library and Computer Lab) Para Technician III (Braillist).
- B. To advance from one step to another, employees must have a hire date prior to February 1 of the prior school year. New hires will be placed at Step I upon being hired and advance to the next step at the beginning of each school year.
- C. After obtaining the Washington State Food Service Association (WSFSA) certification, the per hour rate shall be added as follows: \$0.20.
- D. Overtime will be paid for any time worked beyond forty (40) hours per week at the rate of one and one-half (1½) times the hourly rate.

¹After satisfying Section 1.2., substitutes shall receive this rate on the 31st day of employment.

²Existing food service workers selected as a Lead Cook will be placed on their current salary step.

³Driver-trainer shall receive additional two dollars (\$2.00) an hour while performing trainer duties to include in-service.

