

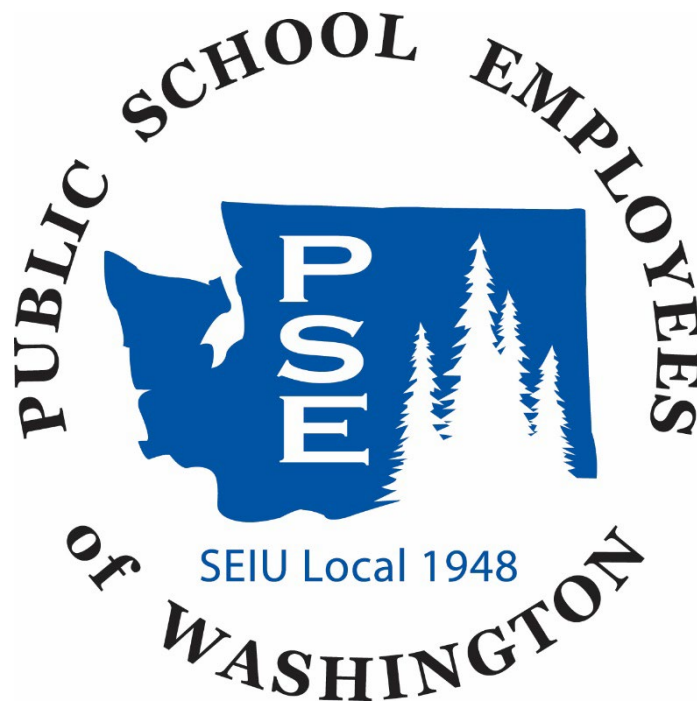
COLLECTIVE BARGAINING AGREEMENT BETWEEN

MOSES LAKE SCHOOL DISTRICT #161

AND

PUBLIC SCHOOL EMPLOYEES OF MOSES LAKE

September 1, 2023 - August 31, 2026



Public School Employees of Washington / SEIU Local 1948
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The parties agree that it has been and will continue to be in their mutual interest and purposes to promote systematic and effective employee-management cooperation; to confer and negotiate in good faith; with respect to grievances and collective negotiations on personnel matters, including wages, hours and working conditions; promote effective methods for prompt adjustments of differences and to promote full and reasonable employee participation in such personnel areas as are within the jurisdiction of the employer. 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:

RECOGNITION AND COVERAGE OF AGREEMENT

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.2, and the Association recognizes the responsibility of representing the interests of all such employees.

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Assistant Teacher, Coordinators, Custodial, Driver-Trainer, Maintenance, Mechanic, Migrant/ESL, Nutrition Services, Paraeducator, Pool, Secretary, Security, Technology, Therapy Assistants, Bus Drivers, Bus Driver Assistants, Transportation Office Support Staff, and Warehouse.

The following positions are exempt from the bargaining unit: Director of Finance, Director of Maintenance, Director of Transportation and Assistant Director of Transportation, Executive Assistant, Administrative Assistant, Payroll Specialist, Community Schools Coordinator, Accounts Payable Specialist, Technology Director, Director of Human Resources and Human Resource Specialist, Human Resource Generalist, Finance Assistant, Receptionist Specialist, Communications Coordinator, Custodial Supervisor, and Truancy Coordinator.

- A. The term “District” shall mean the Moses Lake School District #161, acting through its officers, agents, or administrators.
- B. The term “Board” shall mean the Board of Directors of the Moses Lake School District #161, Grant County, Washington.
- C. The term “Association” shall mean the Public School Employees of Moses Lake.
- D. The term “Parties” shall mean the District and the Association.

- 1 E. The term “Agreement” shall mean the collective bargaining agreement signed by the
2 Parties.
3 F. The term “Employee” shall mean any member of the bargaining unit.
4 G. The term “Full-time Classified Employee” shall mean an employee who works on an
5 eight (8) hours per day, twelve (12) months per year schedule.
6 H. The term “Superintendent” shall mean the chief administrator of the District or his/her
7 designee.
8 I. The term “President” shall mean the President of the Association or his/her Co-president.
9 J. The term “Calendar Days” shall mean the universally recognized calendar of months and
10 days.
11 K. The term “Workdays” shall mean the days included in the employee’s contract year.
12 L. The term “Business Days” shall mean any calendar day when the Moses Lake School
13 District Administration office is open for the conduct of business.
14

15 **Section 1.2.2. Substitute, Replacement and Temporary Employees.**

- 16 • Substitute Employee is any person employed for more than thirty (30) days within a twelve
17 (12) month period ending during the current or immediately ending school year. If they
18 continue to be available for employment as substitutes, they are included in this bargaining
19 unit, but subject only to the provisions of this agreement that are expressly identified as
20 being applicable to such employees.
21
22 • Replacement Employee is a substitute who is employed in a particular position for twenty
23 (20) or more consecutive workdays. Replacement employees shall be placed on the entry
24 step of the appropriate classification and level on the salary schedule and be paid retroactive
25 at that rate to the first day of their replacement assignment.
26

27 A replacement employee’s eligibility for School Employee Benefits Board (SEBB) benefits
28 will be determined in accordance with WAC 182-31-0040.
29

30 After February 1 of any given year, the district may choose to replace any, less than twelve (12)
31 months employees with a temporary employee for the remainder of that year. These temporary
32 employees subsequently hired as regular employees, in the same position, shall be credited with
33 days worked as a temporary employee towards completion of their probationary period.
34

35 **Section 1.3. Job Descriptions.**

36 The District shall provide job descriptions online for all classified employees. Job descriptions to be
37 available in the electronic personnel file.
38

39 **Section 1.3.1. Other Duties as Assigned.**

40 Other duties as assigned shall be reasonable and limited to tasks that are similar, related, or
41 logical within the scope of the intent of the employee’s current assignment, excluding unique
42 and emergency situations as determined by the district.
43

44 **Section 1.4. Classification Review Committee.**

45 The parties agree to form a committee of no more than three (3) bargaining unit members and three (3)
46 district administrative personnel to review requests from employees as to their classification or level.
47 The committee shall make a recommendation to the Superintendent or designee for a final decision.
48 Requests must be turned in by January 15 of each year. Requests will be reviewed annually by March

31. Employees will be given a written response including rationale for any denial. Approved changes will be implemented at the beginning of the following school year. Those not granted classification change may re-apply after two (2) years.

ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1. Employer Rights.

It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights, but without limiting management rights in accordance with and subject to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work force, the right to hire, promote, retain, transfer employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted. This section of the agreement is not subject to the grievance procedure.

Section 2.2. School Calendar.

It is recognized that the School Board has the responsibility to set the annual school calendar. Prior to adoption of the calendar, a proposal will be referred to the local Public School Employees Organization for their review. The parties recognize that the school calendar is a mandatory topic for negotiations. PSE shall annually designate a representative to attend district professional development committee meetings.

Section 2.3. Just Cause.

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure.

ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1. Employee Rights.

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

1 **Section 3.2. Personal Concern.**

2 Each employee shall have the right to bring matters of personal concern with regard to this contract to
3 the attention of appropriate Association representatives and/or appropriate officials of the District.
4

5 **Section 3.3. Association Representative.**

6 Employees subject to this Agreement have the right to have Association representatives or other
7 persons present at discussions that could lead to disciplinary action between themselves and
8 supervisors or other representatives of the District. If the employee requests Association
9 representation, the discussion may be delayed up to twenty-four (24) hours in order to allow the
10 employee to acquire such representation.
11

12 **Section 3.4. Employee Discrimination.**

13 Neither the District, nor the Association, shall discriminate against any employee subject to this
14 Agreement on the basis of sex, race, creed, religion, color, national origin, age, honorable discharged
15 veteran or military status, sexual orientation including gender expression or identity, the presence of
16 any sensory, mental or physical disability, or the use of an animal by a person with a disability. This
17 section of the agreement is not subject to the grievance procedure.
18

19 **Section 3.5. Personnel File.**

20 Any employee shall have the right to inspect all contents of his/her own personnel file. Each personnel
21 file shall contain the following information: application and resume, evaluation reports, testing
22 information, and letters of discipline or commendation. Employees shall be given a copy of any
23 material that is placed in their personnel file at the time it is so placed. Employees shall be given an
24 opportunity to attach written comments within ten (10) days of receipt of the material. The District
25 shall maintain the employee's personnel file at the district office. The Superintendent shall be
26 responsible for safeguarding personnel files. After seven (7) years the District may remove and destroy
27 the employee's evaluation reports. After three (3) years, upon request of the employee, the District
28 shall remove and destroy any adverse materials (excluding evaluation reports) upon which no
29 subsequent action has been taken unless otherwise required to remain on file by state law. When a
30 document other than the evaluation is to be placed in the employee's personnel file, a notation of that
31 placement will be made on the final page of that document. Information that could lead to disciplinary
32 action must be brought to the attention of the employee in a timely manner. Employees may access
33 their personnel files through the District-designated electronic platform.
34

35 **Section 3.6. Conduct.**

36 District officials shall conduct themselves with dignity and respect for the employees and union
37 officials. Employees and union officials shall conduct themselves with dignity and respect for district
38 officials.
39

40 **Section 3.7. Audit Membership List.**

41 On or before the first day of November and in May of each school year, the employer will provide
42 membership@pseofwa.org and the President and Designee electronic notification of the bargaining
43 unit employees, including:

- 44 • Names
- 45 • Addresses
- 46 • Personal Phone Numbers
- 47 • Classification
- 48 • Job Title

- Hire Date
- Rate of Pay
- Contracted Hours Per Day
- Days Per Year
- Work Location(s)
- Work email
- Personal email.

Section 3.8. Employee's Role as Parent/Guardian.

The district values families of employees and encourages parent involvement in our schools. Employees who have children attending another school within the MLSD may be granted leave including the option of using banked flex/comp time, in hourly increments to attend their children's:

- Parent/Teacher Conferences
- Special Awards Assemblies
- Play and Music performances during the day
- District-sponsored events
- Other events as approved by their principal or immediate supervisor

As a professional courtesy, at least two (2) days in advance of the event the employee will work with their supervisor to find coverage. Employees who volunteer to cover a colleague's class in these circumstances will be compensated at the employee's hourly rate, or the employee **will not** lose any wages. In the event that coverage cannot be arranged, a substitute (if necessary) may be approved by the supervisor.

Section 3.9. Authorization and Revocations.

It is mutually agreed that in compliance with RCW 41.56.110, the School District shall remit the current monthly dues by payroll deduction of employees upon written request from PSE and shall remit the same to Public School Employees of Washington/SEIU1948. The district will continue to collect authorized dues until information is received from PSE that the employee has revoked the authorization for deductions as set forth in RCW 41.56.110.

Section 3.10. Public Disclosure Laws.

Nothing in this agreement precludes the District from providing documents in accordance with the Public Records Act. The District will notify the employee of any requested information that solely resides in the employee's personnel file. Employees shall have ten (10) business days to obtain an injunction blocking the request.

ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1. Association Rights & Responsibilities.

The Association has the right and responsibility to represent the interests of all employees in the unit; to present its views to the District on matters of concern, either orally or in writing; to consult or to be consulted with respect to the formulation, development, and implementation of industrial relations

1 matters and practices which are within the authority of the District; and to enter collective negotiations
2 with the object of reaching an agreement applicable to all employees within the bargaining unit.

3
4 **Section 4.2. Building Visits.**

5 Representatives of the Association, upon making their presence known to the District, shall have
6 access to the District premises during business hours. No conferences or meetings between employees
7 and Association representatives will in any way hamper or obstruct the normal flow of work.

8
9 **Section 4.3. Use of School Facilities.**

10 School facilities may be used for lawful Public School Employees Organization business and meetings
11 at reasonable times during non-duty hours, provided that such meetings shall not interfere with the
12 normal school operations and/or School Board Policy.

13
14 **Section 4.4. Association Rights.**

15 The Association shall have the right to bring matters of appropriate concern regarding this contract to
16 the attention of Association representatives or the state representatives and/or appropriate officials of
17 the District.

18
19 **Section 4.5. Information Requests.**

20 The District shall provide Public School Employees of Washington/SEIU Local 1948 with information
21 on bargaining unit members upon request as appropriate within state and federal laws.

22
23 **Section 4.6. New Hires.**

24 The District shall inform the Association of all new hires within ten (10) business days of their hire.

25
26 **Section 4.7. Association Leave.**

27 Up to a maximum of ten (10) days of leave with pay shall be granted to the association co-president or
28 his/her designee for Association business under the following provisions:

- 29
- 30 • That such leave is requested in writing to the Superintendent by the employee and the
 - 31 Association with a copy to the immediate supervisor.
 - 32 • That the association reimburses the District for the cost of the substitute for the absent
 - 33 employee.
 - 34 • That the written request is made by the employee and the Association at least three (3) days
 - 35 prior to the requested leave.
- 36

37 **Section 4.7.1.**

38 The Association President or designee who is mutually scheduled by the parties to participate
39 in mutual problem-solving activities shall suffer no loss of pay for attendance at said meetings.

40
41 **Section 4.7.2.**

42 Release time may be granted to PSE members to participate in State PSE leadership positions
43 upon approval of the Superintendent. All costs associated with the employees' absences will be
44 reimbursed by the State PSE.

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ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

Section 5.1. Bargaining.

It is understood and agreed by the District and the Association that matters appropriate for consultation and negotiations between the parties shall relate to salaries, hours, working conditions and grievance procedures, as directed by RCW 41.56.

Section 5.2. Labor/Management Committee.

The Association will designate a Labor Management Committee of five (5) members who will meet with the Superintendent and other District administrators on a mutually agreeable regular basis to discuss appropriate matters.

Section 5.3. Shared Decision Making.

Each site's Shared Decision-Making Team shall include classified representation. These representatives will receive compensation for time spent outside their normal workday at the SDMT Meetings. Classified staff members will have the opportunity to participate in shared decision making.

ARTICLE VI

HOURS OF WORK AND OVERTIME

Section 6.1. Workweek.

The workweek shall begin at 12:01am Monday and end at 12am (midnight) Sunday and consist of five (5) consecutive workdays, followed by two (2) consecutive days of rest. The five (5) consecutive days are normally considered to be Monday-Friday; however, the District reserves the right to begin the five (5) consecutive days on any day of the week to complete the work in a timely and efficient manner. Work schedules showing the employees' shift, workdays, hours, and contract days shall be given to each employee annually.

Section 6.1.1. Modification of Workweek.

Each employee shall be assigned to a definite workweek and shift with designated times of beginning and end. An employee's regular shift shall not be changed without two (2) weeks prior notice, except in the cases of emergencies, temporary substitutions, changes responsive to a student's IEP, or circumstances beyond the control of the District.

Section 6.1.2. Other Shifts.

The shift of the administrative secretaries working in the Administration Building and the secretaries, warehouse person and delivery person working in the Warehouse shall consist of nine (9) hours, including a one (1) hour (non-paid) uninterrupted lunch period. All shifts shall have a fifteen (15) minute first half and a fifteen (15) minute second half rest period.

1 **Section 6.1.3. Breaks and Lunch.**

2 In the event an employee is assigned to a shift less than the normal work shift previously
3 defined in this Article, when practicable, the employee shall be assigned:

4
5 **Hours Worked** **Rest Periods**

6 2 – 4.75 hours One (1) paid 15-minute break

7 5 – 6.5 hours One (1) paid 15-minute break and one (1) unpaid uninterrupted 30-minute
8 lunch break

9 Over 6.5 hours Two (2) paid 15-minute breaks and one (1) unpaid uninterrupted 30-minute
10 lunch break

11
12 In the event the employee is not able to take a break or full lunch break due to an
13 interruption of their work duties as directed by the supervisor or designee, the employee
14 shall be compensated by timesheet or flex time. An employee shall not choose to work
15 through their break or lunch to earn additional compensation or adjust their work schedule.

16
17 **Section 6.2. Custodial Shift.**

18 The standard shift for day or evening custodians shall consist of eight (8) hours of work, for eight (8)
19 hours of compensation. Evening shift is defined as scheduled to begin at 1:30pm or later. If an evening
20 shift is directed by the Custodial Supervisor to work a day shift, there will be no loss of differential
21 pay. Voluntary changes to shift assignment is at the discretion of the Custodial Supervisor.

22
23 **Section 6.3. Transportation Pre & Post Trip.**

24 Recognizing that personnel in the transportation classification present special shift challenges the
25 parties agree that shifts, shall be established in that classification in relation to routes and driving times
26 requisite to fulfilling tasks assigned by the Director of Transportation.

27
28 The following shall apply:

- 29 1. Each shift time will be guaranteed a minimum of two (2) hours. Shifts are determined as a
30 morning, midday, and afternoon shift.
- 31 2. Routes will be bid as a morning and afternoon shift with midday routes available to bid in
32 addition to the normal morning/afternoon route.
- 33 3. Drivers are given twenty (20) minutes pre/post trip time for each shift. This time is all inclusive
34 of the two (2) hour shift guarantee.
- 35 4. Bus Driver Assistants are given ten (10) minutes pre-post trip for each shift. This time is all
36 inclusive of the two (2) hour shift guarantee.
- 37 5. Drivers and Bus Driver Assistants shall receive pay for the actual time when in attendance of
38 staff or safety meetings.
- 39 6. Employees shall receive a minimum of two (2) hours' pay for each duty call. A duty call is
40 defined as any work other than the normal work shift and/or workday, noncontiguous with the
41 normal shift and/or workday.
- 42 7. Employees are required to fulfill their scheduled, guaranteed time with tasks assigned by the
43 Director or Assistant Director.

44
45 **Section 6.3.1. Other Trips.**

46 Other trips shall be defined as any and all bus trips other than regular scheduled routes not
47 scheduled on a regular daily basis. Drivers of special needs students shall be compensated at

the regular driver rate for extra trips involving non-disabled students. Such trips shall be assigned on a seniority basis.

Trips are to be selected and assigned by Friday morning of each week. Drivers may receive one (1) trip per week or two (2) in-district trips per week on the first rotation, and an additional trip on a second rotation, providing the trip(s) would not take them over forty-two (42) hours in that week, the week being Monday through Sunday. To be eligible on the second rotation, the driver must have signed up on the first rotation.

The hours the driver would lose on their regularly scheduled run will be deducted from their work schedule for that day and week.

If a driver cancels an already assigned trip, they shall not be eligible to bid for another trip in that week.

Trips which are scheduled after the bidding and assignment provided herein shall be offered to all drivers on a seniority basis. Once the late scheduled trip is accepted by a driver then that driver's original bid and assigned trip will be reassigned to the next most senior driver that has not been assigned a trip. Provided, however, that trips that are scheduled with less than twenty-four (24) hours' notice to the District shall not be subject to this procedure but shall be assigned to the next most senior driver that has not been assigned a trip.

Section 6.3.1.1.

If a trip is cancelled after assignment to a driver, the assigned driver shall be compensated fifty percent (50%) of the scheduled trip time minus any regular route hours that they are able to work due to the cancellation. Trips cancelled due to circumstances beyond the control of the district are exempt from this section.

Section 6.3.2. Trip Forfeiture.

A driver who is not available to drive their route on the day before an assigned trip will forfeit the trip at that time so that it can be reassigned in a timely manner.

Section 6.3.3. Overnight Trips

On overnight trips, drivers will receive straight time for their driving hours or if they are driving over eight (8) hours, the drivers will be paid time and one-half (1.5) their rate for all driving hours over eight (8). On layover days, drivers will be compensated for a minimum of eight (8) hours per day. The eight (8) hours begins at the start of the itinerary, which includes the pre and post-checks. If the driver is called out to drive outside the itinerary, they will receive a call-back as defined in Section 6.4.3. All meals will be reimbursed at the district rate unless meals are provided. The District will pay the cost of lodging. On the return trip, the driver will be paid for all driving time and meals, following district procedures for meal reimbursement.

Section 6.3.4. Charter Bus Service.

If it is to the cost advantage of the District to charter commercial bus service for extra-curricular activities, which are funded by state, federal or local levy monies, the District shall provide PSE with notice within ten (10) business days of the anticipated trip(s). If PSE elects to

meet and negotiate a new trip rate, the District shall provide all relevant data and bid information pertaining to the anticipated extra trip.

Athletic contest “play-off” games will not be subject to the above limitations.

Section 6.3.5. Bus Driver Probation.

Any driver on probation will only be allowed to take out of town trips within fifty (50) road miles from the Moses Lake transportation center.

Section 6.3.6. District Van/Vehicle Use.

Schools or departments are allowed to use one (1) district owned or rented vehicle for single day trips to transport nine (9) or fewer students to the same co-curricular or extra-curricular event. If there are ten (10) students or more going on a trip, a school bus and bus driver must be used for that event.

For day trips, if no district bus driver is available for the trip, two (2) district owned/rented vehicle can be used.

For overnight trips, two (2) district-owned or rented vehicles may be used when it is determined to be cost effective and transporting nine (9) or less students per vehicle to the same co-curricular or extra-curricular event. If there are nineteen (19) or more students going on an overnight trip, a school bus and bus driver must be used for that event.

*Any exceptions to this procedure must be approved by the Superintendent or his/her designee.

Section 6.3.7. Fleet Video and Data Management GPS System.

Fleet Video and Data Management GPS Systems will be utilized by the District to assist with emergency response management and operational data and as a driver training/teaching tool. The data will not be used for performance evaluations except as a part of an investigation into allegations of safety infractions or other misconduct. An accident review investigator(s), if implemented by the District, will have access to the data.

Section 6.3.7.1. Driver Notification.

Drivers will be notified before the video is being reviewed for any type of investigation unless the driver is on route. Once they return the driver will be notified. Drivers shall have the opportunity to view their own video recordings.

Section 6.4. Compensation.

All hours worked more than the normal shift of eight (8) hours per day, or forty (40) hours per week, shall be compensated at the rate of one and one-half (1.5) times the employee’s base hourly rate. Employees called for special service shall receive no less than two (2) hours’ pay per call. Bus drivers shall continue to be paid overtime for any work in excess of eight (8) hours per day.

Section 6.4.1. Summer Hours.

A four (4) day, ten (10) hour per day work shift shall be permitted during the spring break (provided there are five (5) non-school days) and the summer for regular warehouse employees, district office employees, bus mechanics, custodians, technology, and maintenance employees at the discretion of the supervisor. The days of work and assignment within classification levels

shall be at the District's option. Summer will be defined as the period of time beginning the second Monday after the last day of the regular 180-day school year and ending two (2) Fridays prior to the first day of the new 180-day school year. The week of the 4th of July holiday shall be worked as a 4-day/8-hour week.

Section 6.4.2. Call Back.

An unplanned call back shall be defined as any and all work noncontinuous with regular daily work shifts or on the employee's time of rest with less than twenty-four (24) hours' notice. Employees performing unplanned call-back services pertaining to maintaining structural integrity, safety or continuation of business shall be compensated for a minimum of four (4) hours and for all succeeding hours worked at overtime rate.

Section 6.5. Food Service/Meals Per Labor Hour.

Cooks shall be assigned based on the following meals per labor hour (MPLH). Labor hours shall include all hours used to prepare, serve, and clean up after meals; complete all financial reports; complete the Menu Planning Book; place regular and emergency food orders; cashiering; and the operation of cash registers. Early release days, field trip days, parent conference days and inclement weather will not be included in the count for calculating meals per labor hour. Regardless of where meals are served, the MPLH count will be credited at the schools where meals are prepared.

The MPLH are to be as follows:

Elementary School	19 MPLH
Middle School	16-18 MPLH
High School	15-17 MPLH
CB Tech	16-18 MPLH

A meal is defined as one Type A meal served or for a la carte meal is computed by dividing the total a la carte sales by the a la carte reimbursement rate set by the state.

Changes to staffing based on the October 15 MPLH counts will take effect November 1 of that year. Management reserves the right to increase, decrease and/or shift staffing as needed to accommodate changes in participation or service at a given building.

Contracted hours will be in effect from October 31 through October 30 the following year unless otherwise adjusted for reasons stipulated above.

Section 6.5.1. Administration of MPLH.

When time is added to a kitchen due to the fluctuation in meals per labor hour (MPLH), the time will be offered to the most senior, available, and qualified employee in the appropriate classification in order to meet breakfast and/or lunch needs.

When time is decreased in a kitchen due to a reduction in MPLH, any employee that has received additional hours during the current school year would lose the time, by seniority, provided that breakfast and/or lunch needs are being met.

Reductions to regular contract hours due to reductions in MPLH will be done by seniority, provided that breakfast and/or lunch needs are being met.

Prior to the end of the school year, the Food Service Director will project the labor hours for each site, based on projected meal participation. Notices of Reasonable Assurance will indicate the projected hours for each position. If projected hours for any position are an hour (or more) greater than the contracted hours for the previous year, positions will be posted for bid by no later than mid-October.

Section 6.6. Breakfast.

If meals per labor hour in the breakfast program fall below twenty (20), a minimum of two (2) hours per school will continue to be allocated for the breakfast program.

Section 6.7. First Assistant Cook.

The First Assistant Cook in each building with a Head Cook shall work a minimum of four (4) hours.

Section 6.8. Employee in Higher Classification.

Employees working a shift regularly filled by a higher classification employee shall receive compensation equal to the rate in the higher classification, based upon the experience step of the replacement employee. Employees who apply to work in a position of a different classification shall receive pay for the job performed, based upon the experience step of the replacement employee.

Section 6.9. Emergency School Closure.

In the event of an unusual school closure due to inclement weather, plant in-operation or the like, the District will make every reasonable effort to notify each employee to refrain from coming to work. Employees reporting to work shall receive a minimum of two (2) hours of pay at the base rate in the event of such a closure. No employee shall be entitled to any such compensation if the District has made every reasonable effort to notify the employee of the closure prior to the employee leaving home for work.

If school buildings are closed because of a pandemic or similar event, employees will be expected to provide educational services to the extent possible, as directed by the Superintendent or Designee.

Section 6.10. Supervising Students.

Classified staff may be assigned to supervise students consistent with RCW 28A.405.465. in a non-instructional setting. When assigned by an administrator to replace a certificated teacher, the classified employee must have an emergency substitute certification and shall be compensated at the substitute teacher rate.

Section 6.10.1. Ratio.

Supervision of children during non-instructional recess/playground/cafeteria time shall be with **No Less Than** two (2) district employees for safety reasons.

Section 6.10.2. Emergency Substitute Certification.

Paraeducators or Assistant Preschool Teachers will have the option to obtain their emergency substitute certification, with the recommendation of the principal. Paid training will be provided by the district. Paraeducators with an emergency substitute certification may be asked to be a substitute for any teacher in the building. Placement of the substitutes within a building is at the discretion of the principal.

1 **Section 6.10.3. Paraeducators with Emergency Substitute Certification.**

2 Paraeducators or Assistant Preschool Teachers with an emergency substitute certification who
3 are left alone in any classroom regularly staffed by a certificated teacher for more than fifteen
4 (15) minutes will be compensated for this additional instructional time at the substitute teacher
5 rate. If more than one (1) paraeducator in the same classroom has an emergency substitute
6 certification, a rotation of the position will take place.

7
8 **Section 6.11. Employee Training.**

9 The district shall be responsible to provide adequate training for all bargaining unit classified staff.

10
11 **Section 6.12. Flex Time.**

12 Flex time is defined as the pre-approved hour for hour exchange of time worked outside the
13 employee's regular daily work schedule but less than forty (40) hours per week. Flex time shall not be
14 used before it is earned and must be used within the same school year. The date when flex time is to be
15 used shall be mutually agreed upon in advance by the employee and supervisor. All flex time must be
16 tracked on the District established Flex/Comp Report form. It is the expectation that the employee pre-
17 arranges the use of flex time at a time that does not require a substitute. Any flex time remaining at the
18 end of the year will be paid at the employee's current rate of pay.

19
20 Employees have the option of leaving on early dismissal/release days as soon as practical after the
21 departure of students and completion of assigned duties and may use appropriate leave or banked flex
22 time. These options must be pre-approved by the immediate supervisor. If the employee elects not to
23 take this option, they will work their regular contracted hours for those days.

24
25 **Section 6.13. Compensatory Time.**

26 A supervisor may give permission for an employee to take compensatory time off in lieu of payment or
27 extra hours. Compensatory time must be approved in advance by the supervisor and/or Principal before
28 any work is completed for which the employee has requested to be compensated with time off instead
29 of pay. Approval of compensatory time is at the discretion of the supervisor. Compensatory time is
30 accrued when an employee works more than forty (40) hours in a week **or** eight (8) hours per day and
31 will be accrued at a rate of one and one-half (1.5) hours for every hour worked. Compensatory time
32 shall not be used before it is earned. All compensatory time must be tracked on the District established
33 Flex/Comp report form.

34
35 Compensatory time shall not exceed thirty-two (32) hours and shall be used by August 31 of each
36 school year. Any compensatory time remaining at the end of the year will be paid at the employee's
37 current rate of pay.

38
39 **Section 6.14. Paraeducator Responsibilities.**

40 Coordination between Paraeducators and their supervising teacher is intended to be done on duty time,
41 not during lunch, rest periods or before/after their scheduled workday.

42
43 **Section 6.15. Instruction Paraeducator Certifications.**

44 The School District will implement a training program for paraeducators in accordance with all
45 provisions of RCW 28A.413. District clock hours will be provided at no charge. All state-funded
46 training hours will be paid at the employee's regular rate of pay and shall be included in all benefits
47 that are based upon hours of work per year.

Section 6.16. Secretary Work Week.

The minimum work year for K-8 Secretary positions is one hundred eighty-seven (187) days. The one hundred eighty-seven (187) days do not include holidays.

ARTICLE VII

HOLIDAYS AND VACATIONS

Section 7.1. Holidays.

All regular employees shall receive pay for holidays that fall within their work year at their regularly scheduled hours and classification rate. To be eligible, employees must work their regularly scheduled shift the day before and their regularly scheduled shift the day after the holiday. Excused paid leave absences will be the same as a day worked. An unpaid absence (in deduct) the day before or the day after the holiday will disqualify the employee for holiday pay. When the holiday falls on a Saturday or Sunday, an eligible employee will be given a compensatory day off as determined by the District. The following shall be recognized legal holidays:

- | | |
|------------------------------|----------------------------|
| 1. New Year's Day | 8. Veterans Day |
| 2. Martin Luther King Jr Day | 9. Thanksgiving Day |
| 3. Presidents' Day | 10. Day after Thanksgiving |
| 4. Memorial Day | 11. Day before Christmas |
| 5. Juneteenth | 12. Christmas Day |
| 6. Independence Day | 13. Day after Christmas |
| 7. Labor Day | |

Section 7.1.1. Holidays Worked.

Employees who are required to work on the above-described holidays shall receive two (2) times their base rate for all hours worked on such holidays.

Section 7.1.2. Holidays during Vacation.

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.

Section 7.2. Vacations.

Vacation shall be earned in accordance with the schedule below commencing upon successful Completion of the probationary period ninety (90) days. Vacation will be front loaded into Skyward Employee Access upon completion of probation. Vacation leave may be utilized upon successful completion of the probationary period.

It is mutually agreed that vacations shall be scheduled at the request of the employee unless such vacation time would disrupt the normal activities of the District. Employees may schedule vacation time during the regular one hundred eighty (180) days school year provided the employee has approval from their immediate Supervisor. The maximum vacation carryover will be forty-five (45) days.

Employees who are hired at a point where they work less than the full contracted year shall receive prorated vacation. On retirement, an employee will be entitled to cash out a maximum of thirty (30) days of accumulated vacation.

<u>Years of Service</u>	<u>Days of Vacation</u>
1	10
2	10
3	10
4	10
5	15
6	15
7	15
8	15
9	16
10	17
11	18
12	19
13	20
15	21
20	23

Section 7.2.1. Other Eligible Employees.

Employees who work one hundred ninety (190) contracted days or more each year, but less than two hundred sixty (260) days (12-month employees), shall receive pro-rated paid vacations pursuant to Section 7.2. The vacation received in this paragraph may be taken in increments of more than five (5) continuous workdays. Unused vacation at the end of the school year will be cashed-out and paid in the August paycheck. Employees who terminate employment prior to the end of the work year shall be paid for any accrued vacation time in their final paycheck.

Section 7.2.2. Transfers.

An employee who transfers from a less than twelve (12) month position to a twelve (12) month position shall be allowed credit for the year's work with the District in the less than twelve (12) month position in determining the employee's allowable vacation days in the twelve (12) month position. This yearly credit toward vacation will be arrived at by computing the total number of hours that the employee has worked for the District at the point of transfer and by dividing those hours by 2,080 and by rounding the result off to the nearest half-year.

Section 7.2.3. Vacation Buy-Back.

Employees who have accrued a minimum of thirty (30) vacation days may cash out up to five (5) vacation days in excess of thirty (30) at the end of the school year. Payment will be made in the August payroll check with a ratio of one (1) to one (1) buy back. Buy-Back forms will be disbursed electronically by payroll in July to eligible employees. Forms must be completed and returned within the timeframe indicated in order to be processed.

Secretaries that work one hundred eighty-five (185) days or more but less than two hundred and sixty (260) days per school year, that have remaining vacation days at the end of their contracted school year will automatically be paid out.

ARTICLE VIII

LEAVES

Section 8.1. Sick/Disability/Maternity Leave.

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than twelve (12) days of sick leave per school year. Such leave shall accumulate to a maximum of the days in an employee's work year entitlement. An employee who works eleven (11) days in any calendar month will be given credit for the full calendar month.

The District will front load the twelve (12) days for each employee at the beginning of the school year. If an employee separates employment prior to the end of the school and has used all these frontloaded days, the District will deduct from their last pay warrant the cost of any "unearned" sick leave.

Section 8.1.1. Report to Work.

Each employee has the responsibility to make all reasonable efforts to notify the supervisor of their inability to report to work. If an employee fails to show up at work and has failed to contact the supervisor for five (5) consecutive workdays, that employee will be deemed to have resigned or abandoned their employment with the District unless the failure to notify the supervisor was due to circumstances beyond the employee's control.

Section 8.1.2. Less than Full-Time Employees.

Those employees who are employed less than full-time (eight [8] hours per day) shall receive a prorated portion of the annual sick leave allowance. The number of accumulated sick leave days will be made known to each employee at the beginning of each school year.

Section 8.1.3. Personal Illness or Disability.

An employee who is unable to perform his duties because of a bona fide personal illness or disability, including pregnancy, (as stated in writing by a physician) may, upon the employee's request, be granted a sick leave of absence without pay at the exhaustion of the employee's accumulated sick leave, said leave of absence to be for the duration of the illness or disability up to a maximum of one (1) year. Application for renewal for leave of absence for health conditions will be made in writing to the Superintendent.

Section 8.1.4. Sick Leave without Pay.

Upon return, the employee shall be afforded all protections of federal and state laws.

Section 8.1.5. Granting of Sick Leave.

Sick leave may be granted for absence from duty for a period up to and including five (5) consecutive days on the basis of an absence affidavit which specifies the cause of absence, and which is signed by the employee. A grant of sick leave in excess of five (5) consecutive days must be verified by a written statement from a physician.

Section 8.1.6. Sick Leave Cash Out.

Upon separation from school district employment due to retirement or death, an eligible employee or employees' estate shall receive remuneration at a rate equal to one (1) day's

current monetary compensation of the employee for each four full days accrued leave for illness or injury. For the purpose of this Section “eligible employee” means:

- A. An employee who separates from employment due to retirement or death.
- B. Employees who separate from employment and who are at least age fifty-five (55) and have at least ten (10) years of service in SERS 3.
- C. Employees who separate from employment and who are at least fifty-five (55) and have at least fifteen (15) years of service in SERS 2.

Employees who have accumulated over one hundred and eighty (180) earned days of sick leave as of December 31, are eligible for an annual buy-back of leave, which will go to the employee’s VEBA. Employees will need to complete the district buy-back form along with a VEBA enrollment form.

Section 8.1.7. Voluntary Employees Benefit Association (VEBA).

Moses Lake School District (“Employer”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees Benefit Association Trust (VEBA) for Public Employees in the State of Washington (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the plan on behalf of all employees in the Moses Lake Public School Employees Group (“Group”) defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee (or former employee) shall be based on the following selected funding sources/formulas:

- Sick Leave Contributions – *Retirement and/or Separation from Service*
Eligibility for contributions at retirement or separation from service is limited to employees who retire and/or separation from service; with sick leave cash-out rights during the term of this Agreement. (See Section 8.1.6. Sick Leave Cash Out for conversion rate)
- Sick Leave Contributions – *Annual*
Eligibility for contributions on an annual basis is limited to employees who have accumulated one hundred and eighty (180) days (or more if eligible), not including any front-loaded days for the current contract year, of earned and unused sick leave. Contributions are based upon the number of sick leave days earned during the previous calendar year, less any days used during that calendar year.

Section 8.1.8. Attendance Incentive.

An attendance incentive program bonus of one hundred fifty dollars (\$150.00) will be paid to employees who have zero (0) absences during the school year. Absence counts include sick leave only. Excluded from the absence count is Bereavement, Jury Duty, Family Medical Leave Act (FMLA), vacation, personal leave days, on the job injury (L & I Worker’s Compensation) and all other non-working days provided by the contract.

Attendance review for the nine (9) month employee who works the school year and/or through the month of June will be the last working day of June. If an employee qualifies for the one hundred and fifty dollars (\$150.00) it will be paid in their August payroll check in one lump sum.

Section 8.2. Family Illness Leave.

Sick leave will be allowed in the event of illness within the immediate family. For purposes of this provision immediate family shall mean spouse, siblings, parents, stepparents, in-laws, children, stepchildren, grandchildren, grandparents, aunts, uncles, nieces, nephews, or those of the employee's spouse, dependents or persons living in the same household as the employee.

Section 8.3. Emergency Leave.

Emergency leave may be granted to employees due to a problem requiring the personal attention of the employee that has been suddenly precipitated, of such a nature that planning was not possible or where pre-planning could not relieve the necessity for the employee's absence. Emergency leave will be drawn from an employee's sick leave account if available or will be processed as unpaid leave if paid leave has been exhausted.

If the employee submits a request that does not qualify as emergency leave the absence will be changed to an appropriate leave or unpaid leave.

Section 8.4. Bereavement Leave.

Employees not currently on leave will be granted up to five (5) days with pay per occurrence because of death in the immediate family. This leave is not cumulative. Immediate family for the purposes of this section shall mean spouse, mother, father, legal guardian, son, daughter, brother, sister, stepchildren, mother/father-in-law, stepparents, grandparents, sister/brother-in-law, grandchildren, aunts, uncles, nieces, nephews, those of the employee's spouse and anyone living in the employee's household. One (1) day of leave shall be granted in all other cases of bereavement. Any other bereavement leave required shall be considered under the emergency leave provisions provided in this contract. The District may require documentation to support the use of this leave.

Section 8.4.1. Explanation and Justification.

Employees claiming benefits under this leave section shall submit to the Superintendent a statement of the cause of absence immediately upon return to service. Forms shall be provided by the District for this purpose. A full explanation and justification by day is required.

Section 8.5. Court Appearances.

1. Jury Duty: Leave for purposes of serving on a jury shall be granted. Such leave will be paid but will not affect an employee's accrued personal or sick leave. The employee will receive the normal day's pay for each day of required presence for jury duty.
2. Subpoenas: Employees who are subpoenaed to testify in matters directly resulting from their employment shall be granted paid leave for such time as they are required to attend. Such leave will not affect an employee's accrued personal or sick leave account. Paid leave will not be granted to an employee in cases where they are the plaintiff against the District. In such cases the employee may use leave without pay.
3. Other Court Leave: Other court absences may be covered by Section 8.3. Emergency Leave.

1 **Section 8.6. Personal Leave.**

2 Employees shall be entitled to four and a half (4.5) days of personal leave for the 2023-2024 school
3 year, with pay each year. An additional point five (.5) will be added in the 2024-2025 school year. This
4 leave must be requested at least three (3) days in advance using the automated absence management
5 system. Any request with less than three (3) days' notice may be granted with the approval of the
6 employee's supervisor. Human Resources (HR) will process and track the leave requests and confirm
7 that the employee has personal leave days available.

8
9 Personal leave may be expended in hourly increments according to the number of hours in the
10 employee's shift in the current school year. This leave is not sick leave and is not cumulative, except as
11 indicated in 8.6.1. If leave requested after spring break is denied, it may be carried over to the
12 following year.

13
14 **Section 8.6.1. Personal Leave Carryover.**

15 Unused personal leave days, to a maximum of five (5) days may be carried into the following
16 school year. This does not include any days that were denied after the spring break. Those days
17 are in addition to the maximum of five (5) days that the employee may choose to carry over.
18 These denied days must be used in the following year.

19
20 **Section 8.6.2. Calculation of Personal Leave Hours.**

21 Personal leave shall be calculated in hours as noted on the employee's monthly pay record.
22 Hours shall not be lost due to involuntary changes in hours per shift. If the district involuntarily
23 transfers an employee, there will be no changes in leave hours for the current school year. If the
24 employee voluntarily transfers to a position with less hours, the district will prorate leave
25 according to the calculation of a new position.

26
27 **Section 8.7. Unpaid Leave of Absence.**

28 Any employee may apply to the Superintendent or designee for an unpaid leave of absence for up to one
29 (1) year for medical or other mutually agreed upon reason(s). Employees granted such leave may be
30 eligible for SEBB continuation coverage at his/her own expense, and SEBB guidelines will be followed.
31 Employees shall not gain or lose seniority, sick leave, vacation credit or other benefits, and shall not be
32 granted advancement credit on the pay schedule for the period of the leave. Upon return from such leave
33 the employee shall be entitled to a position substantially equivalent to the position held prior to the leave.

34
35 **Section 8.8. Employee Replacement While Out on Leave.**

36 Should a Food Service or Transportation employee be absent from their position for ten (10) days or
37 more, or the position is vacated after February 1 and not filled, a qualified employee in the same
38 general classification will be offered the opportunity to move into the vacated position in order to
39 increase their hours, their wage or gain experience in the vacant position. It is agreed that the employee
40 on leave does not relinquish their position or their right to return to work. This assignment shall be for
41 the duration of the absence or until the employee on leave resigns or is otherwise unable to return to
42 their position. At that time, the position will be posted according to the current collective bargaining
43 agreement. Any position which is vacated by the employee who is temporarily filling-in for the absent
44 employee shall be filled by a substitute. Other classifications may use this process within their assigned
45 building or department.

1 **Section 8.9. Leave for Student Teaching.**

2 Employees who are in an accredited program to earn a teaching certificate will be granted leave
3 without pay for the period of time required to complete student teaching. Upon completion of student
4 teaching, the employee will be allowed to return to their previous or similar position. Employees
5 should notify Human Resources of their return from leave in writing within twenty-four (24) hours of
6 their actual return. Employees who successfully complete student teaching may apply and will be
7 considered a candidate for any teaching position within the District for which they are qualified.

8
9 **Section 8.10. Paid Family and Medical Leave.**

10 Employees are eligible to receive Paid Family and Medical Leave (PFML) under the Washington
11 Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have
12 worked a minimum of 820 hours within the past calendar year. Such leave shall be used concurrently
13 with the employee's other leave entitlements unless the employee elects otherwise. The District shall
14 pay their mandated portion of the payroll premium to fund this leave.

15
16
17
18 **ARTICLE IX**

19
20 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

21
22 **Section 9.1. Seniority.**

23 The seniority of any employee in each job classification shall be established as the date on which the
24 employee began continuous daily employment (hereinafter referred to as "hire date") with the District,
25 in that job classification unless such seniority shall be lost as hereinafter provided. Adjustments in
26 transportation will be done within two (2) weeks following final determination of routes.

27
28 **Section 9.1.1. Food Service Bidding Procedure.**

29 Interested Food Service employees will meet two (2) weeks prior to school opening with
30 administration to bid, according to seniority, on the new or open positions. Employees may
31 submit a proxy bid to administration in the event they are unable to attend.

32
33 **Section 9.2. Probationary Status.**

34 Each new hire shall remain in a probationary status for a period of not more than ninety (90) working
35 days following the start date. During this probationary period, the District may discharge such an
36 employee at its discretion.

37
38 Probationary employees are eligible for sick leave, and any other mandatory state and federal benefits.

39
40 **Probationary employees may apply for a job transfer with the following stipulations:**

- 41 • If a position is opened that allows the probationary employee to either increase or decrease their
42 hours under the same probationary evaluator based on seniority of their hire date, the employee
43 may apply for that position. However, if another non-probationary employee within the district
44 applies for the posted position, the most senior employee will be awarded the position.
- 45 • Once the probationary employee completes their ninety (90) day evaluation period, seniority rights
46 will become effective (see Section 9.7. Application of Seniority) and may transfer to another
47 position.

1 **Section 9.2.1. Transfer of Experience.**

2 At the District's discretion, any newly hired employee who has previously been employed in a
3 similar position to that in which they have been hired by the district shall be given credit
4 towards placement on the salary schedule for verifiable years worked. This does not apply to
5 seniority ranking with the District. Verified work experience shall be paid retroactively to the
6 date of hire if verification from the previous employer is received within the first contract year.

7
8 **Section 9.3. Probationary Period.**

9 Upon completion of the probationary period, the employee will be subject to all rights and duties
10 contained in this Agreement.

11
12 **Section 9.4. Loss of Seniority.**

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

- 14 A. Resignation.
15 B. Discharge for justifiable cause.
16 C. Retirement.
17 D. Change in job classification within the bargaining unit unless
18 specifically provided otherwise in this Agreement.

19
20 **Section 9.5. Exclusions.**

21 Seniority rights shall not be lost for the following reasons:

- 22 A. Time lost by reason of industrial accident or illness.
23 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
24 United States.
25 C. Time spent on other authorized leaves.
26 D. Time spent in layoff status as hereinafter provided.

27
28 **Section 9.6. Seniority Rights by Classification.**

29 Seniority rights shall be effective within the general job classification unless specifically provided
30 otherwise in this Agreement. As used in this Agreement, general job classifications are those set forth
31 in Article I, Section 1.2.

32
33 **Section 9.7. Application of Seniority.**

34 The employee with the greatest seniority (earliest hire date) within each job classification and work
35 location shall have absolute preferential rights regarding shift selection and overtime/extra work
36 projects.

37
38 The internal applicant with the greatest seniority within each job classification shall have preferential
39 rights regarding promotion and assignment to new or open positions.

40
41 The senior applicant may be bypassed if the district determines that a junior applicant possesses
42 substantially greater qualifications, abilities, and performances as demonstrated by previous
43 performance evaluations and/or references. The district will base the evaluation of the applicant's
44 qualifications, abilities, and performance on the District's minimum qualifications and essential job
45 functions set forth in the job description. If the senior applicant is bypassed, the District shall provide
46 notification, in writing to the applicant and the Association President, its reasons why the senior
47 applicant or applicants have been bypassed. If the district determines that no internal applicants

possess the qualifications, abilities, and performance required for the position based on the job description, it may consider external applicants and bypass the internal applicants.

Section 9.7.1. In-District Applications.

When a position is posted in the District, out of classification personnel may apply at the same time as in classification personnel. In-district applications will be forwarded to the site hiring committee. In-District employees will be considered for open positions prior to hiring an out-of-District employee.

Section 9.7.2. Schedule Time Increases/Decreases.

Time increases and decreases of up to no more than one (1) hour per day or no more than five (5) hours per week shall not require a posting. This provision may not be used to extend an employee's work year. Written notification of schedule decreases shall be provided no less than two (2) weeks in advance. Written notification of annual extended calendar day changes to an upcoming school year shall be provided no later than June 30 of the ending school year. Transportation and Food Service is exempt from this Section (See Section 6.5.1 Administration of MPLH).

Section 9.8. Posted Positions.

The District shall publicize within the bargaining unit for five (5) business days the availability of open positions as soon as possible after the opening is determined to exist.

Section 9.9. Changing Job Classifications.

Employees who change job classifications within the bargaining unit shall retain their classification seniority date in the previous classification for a period of two (2) years, notwithstanding that they have acquired a new classification seniority date.

Section 9.10. Layoff.

Layoffs shall be within the classification according to seniority and qualifications. For purposes of layoff only, the employee may use accrued seniority in a previous classification to return to that classification.

Section 9.10.1. Layoff Ranking.

In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the District according to layoff ranking. Names shall remain on the reemployment list for two (2) years. Employees on layoff status shall be recalled in reverse order of their being laid off. Available positions will be posted for consideration by senior employees. Any positions that are left unfilled will be offered to the employees on lay off according to seniority ranking.

Section 9.11. Layoff Responsibility.

Employees on layoff status shall file their addresses, in writing, with the personnel office of the District.

Section 9.12. Reemployment Rights.

An employee shall forfeit rights to reemployment as provided in Section 9.10, if the employee does not comply with Section 9.11, or if the employee does not respond to the offer of reemployment within ten (10) business days.

1 **Section 9.13. Reemployment Rejection.**

2 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other
3 accrued benefits; provided that such employee is offered a position substantially equal in wages, hours,
4 and benefits to that held prior to layoff.
5

6 **Section 9.14. Summer School.**

7 Employees who apply for and are awarded Summer School assignments by seniority shall receive their
8 regular rate of pay for the job performed. Employees working in summer school will not have union
9 dues deducted from their pay; nor will they accrue sick leave, seniority, or other benefits other than
10 service credit reported to the state retirement system. Employees will only be paid for days worked
11 during the summer program and must fill out a time sheet for all work completed.
12
13
14

15 **ARTICLE X**

16 **EMPLOYMENT NOTIFICATION**

17
18
19 **Section 10.1. Intent to Rehire.**

20 It is mutually agreed that the District shall notify employees of intent to rehire for the next school year,
21 prior to June 1. To the extent practicable, the District will advise the employee of his or her expected
22 placement for the following year.
23
24
25

26 **ARTICLE XI**

27 **INSURANCE AND RETIREMENT**

28
29
30 **Section 11.1. Insurance FTE.**

31 Insurance shall be administered in accordance with School Employees Benefits Board (SEBB) which
32 is designed to approve insurance benefit plans for school employees a Washington State SEBB and
33 DRS regulations per RCW 41.05.740 (6). Senate Bill 6241 allows employees that work six hundred
34 thirty (630) hours eligible for SEBB insurance and affordable insurance premiums. Employers pay
35 eighty five percent (85%) of the medical insurance premiums, one hundred percent (100%) of the
36 dental, vision, life, and long-term disability insurance premiums. Employees are only responsible for
37 fifteen (15) percent of the medical premiums. Employers are responsible for one hundred percent
38 (100%) of the retiree carveout.
39

40 Retirement benefits shall be administered in accordance with Department of Retirement Services
41 (DRS) to ensure classified employees received the expertise, tools, and services to help members
42 prepare for and experience secure and successful retirement benefits as per RCW 41.05.740 and SB
43 6241.
44

45 **Section 11.1.1.**

46 Compensated Holidays shall be included in the benefit FTE calculation.
47

1 **Section 11.2. Liability Insurance.**

2 The District will provide liability insurance for employees while acting in scope of employment.

3
4 **Section 11.3. Tax Sheltered Annuity.**

5 All employees subject to this Agreement shall be entitled to participate in a tax-sheltered annuity plan.
6 On receipt of a written authorization by an employee, the District shall make the requisite withholding
7 adjustments and deductions from the employee's salary. A minimum of five (5) members are required
8 for the District to accept a TSA plan, and the TSA must be available to our third party administrator
9 and be willing to sign the service provider agreement.

10
11 **Section 11.4. Payroll Deductions.**

12 If possible, the District, upon written request from the employee, shall make payroll deductions for
13 contributions to an organization or institutions listed on the District "Electronic Deposit Authorization"
14 form.

15
16 **Section 11.5. Employee Protection.**

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

24
25 The District shall provide liability insurance for the protection of employees while engaged in the
26 maintenance of order and discipline and the protection of school personnel and students. Such
27 insurance protection includes only liability insurance covering injury to persons. This section shall
28 remain consistent with RCW 28A.400.370.

29
30 The District shall reimburse employees for replacement of clothing or other personal property
31 damaged, destroyed, or stolen during an attack or assault on the employee by a student.

32
33 **Section 11.6. Employee Assistance Program.**

34 The District shall provide, at no cost to employees, an Employee Assistance Program.

35
36 **Section 11.7. Incentive Pay for Early Notification of Retirement.**

37 For the purposes of helping the District determine staffing levels for the following year, the District
38 shall pay the departing employee for early notification. Written notification of intent to retire/resigned
39 received in the District office by the following dates will be paid according to the following scale:

- 40 • Notification by January 31= two and a half (2.5) days of pay.

ARTICLE XII

PROFESSIONAL GROWTH

Section 12.1. Professional Growth Funding.

The District shall allocate a pool of fifteen thousand dollars (\$15,000) per year for employee professional growth. Unused funds may be rolled over for use into the next school year. Such funds may be utilized for professional development related to the employee's position. All professional development must be pre-approved by the Human Resources Director or designee. Expenses may include:

- A. Substitute costs to attend courses, seminars, or workshops during the employee's regular work hours.
- B. Registration fees, materials, travel costs, and expenses for courses, seminars, and workshops.
- C. College tuition
- D. Professional certifications

Employees must provide verification of satisfactory completion, receipts for payment, and a request for reimbursement.

Section 12.2. Professional Growth Committee.

The parties agree to form a committee of no more than three (3) bargaining unit members and three (3) district administrative personnel to review requests from employees for professional growth. The committee shall make a recommendation to the Superintendent or designee for a final decision.

ARTICLE XIII

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 13.1. Dues, Deductions and Representation Fees.

- A. Voluntary Membership: Each employee subject to this Agreement may choose to become a member of the Association in good standing by paying monthly dues. Maintaining membership with the Association entitles the member additional benefits of union membership. The association will be the custodian of records in terms of employee membership.
- B. New Employees: The District will provide the Union reasonable access to new employees for the purpose of presenting information about their exclusive bargaining representative. This thirty (30) minute meeting may occur at the new employee's new hire orientation or at the new hire's work time within ninety (90) days of their hire date. The District will notify the Association of all new hires within ten (10) workdays of the hire date.
- C. Deductions: The District agrees to accept dues authorizations via voice authorization or by E-signature in accordance with "E-SIGN". The Association will upon request, provide a list of those members who have authorized Association membership via voice authorization to the District. In addition, the Association will provide upon request, access for the District to the way (or other digital format) files associated with the voice authorization. PSE will be the custodian of all records

related to voice/E-signature authorizations. The Association agrees that as the custodian of the records, it has the responsibility to ensure the accuracy and safekeeping of those records.

- D. Hold Harmless Provisions: The Association agrees to indemnify and hold the District harmless from any claim filed by any employee regarding any of the provisions of this Section with the District's acceptance of voice and/or electronic authorization of membership and/or the Association's representation regarding the existence of a valid membership authorization, as well as for complying with any of the provisions of this Article of the Agreement. The Association agrees to reimburse the District for any damages or attorney fees incurred by them as a result of any claim made by any employee as a result of this section.

Section 13.2. PSE Dues.

It is mutually agreed that in compliance with RCW 41.56. 1 10, the School District shall remit the current monthly dues by payroll deduction of employees upon written request and shall remit same to Public School Employees of Washington/SEIU Local 1948.

Section 13.3. Notification of New Hires.

The District will notify the Association of all new hires within ten (10) workdays of the hire date. The notice will include name, classification, job title, hire date, work location, and if available personal email.

ARTICLE XIV

GRIEVANCE PROCEDURE

Section 14.1. Grievance or Alleged Violation.

Grievances alleging violations of the terms and conditions of this Agreement shall be resolved in strict compliance with this Article.

Section 14.1.1. Communications and Problem Solving.

Consistent communication is necessary to establish high morale, maintain people relationships, and solve problems in the workplace. An employee with a complaint or problem is encouraged to inform their immediate supervisor either verbally or in writing so that an effort can be made to resolve the problem. A good faith effort should be made to resolve such an issue before the employee may feel compelled to file a grievance. The local PSE president or building representative is always welcome to participate in the problem-solving effort.

Section 14.2. Handling Grievances.

Discussions and negotiations in the handling of grievances, formally or informally, shall take place whenever feasible on school time.

Section 14.3. Step I.

Employees shall first discuss the grievance with their immediate supervisor. If employees wish, they 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 (20) business days of the occurrence of the grievance shall be invalid and subject to no further processing. The

supervisor shall have ten (10) business days to respond. In the event that the grievance does not pertain to the immediate supervisor, the grievance shall be discussed with the Director of Human Resources or designee.

Section 14.4. Step II.

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

- A. The facts on which the grievance is based.
- B. A reference to the provisions in the Agreement which have been allegedly violated.
- C. The remedy sought.

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration within ten (10) business days and shall submit a copy to the official in the administration responsible for personnel. The District will have ten (10) business days from submission of the written statement of the grievance to respond to the grievance by indicating on the statement of the grievance the District's proposed disposition. If an agreeable disposition is made, all parties to the grievance shall sign it, and the grievance will be at end.

Section 14.5. Step III.

If no agreeable disposition has been reached within the ten (10) business days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of the grievance shall be submitted within fifteen (15) business days to the District Superintendent or the Superintendent's designee. After such submission, the District will have ten (10) business days from submission of the written statement of grievance to respond to it by indicating on the statement of grievance the proposed disposition. If an agreeable disposition is made, all parties to the grievance shall sign it and the grievance shall be at end.

Section 14.6. Step IV.

If no agreeable disposition has been reached within the ten (10) business days referred to within the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) business days to the District Board of Directors or proceed to Step 5 below. (The grievant has the option of appealing to the school board or submitting the grievance to arbitration, not both.) After such submission, the Board will have thirty (30) business days from submission of the written statement of grievance to respond to it by indicating on the statement of grievance disposition.

If an agreeable disposition is made, all parties to the grievance shall sign it. The Board of Directors reserves the right to summon the employee for an oral statement of the grievance. The employee reserves the right to appear before the Board of Directors to explain the grievance. At any appearance before the Board of Directors the employee may be accompanied by an Association representative or designee.

Section 14.7. Step V.

If no settlement has been reached within the thirty (30) business days referred to in the preceding subsection, and if the grievant has not elected to appeal to the Board as provided in Step IV, the Association may appeal to binding arbitration if the Association believes the grievance to be valid. If the parties are not able to agree on an arbitrator to hear the matter the parties shall apply to the Public

1 Employment Relations Commission for the assignment of an arbitrator to hear the grievance. The
2 arbitrator shall hold such hearing under oath as may be required. The decision of the arbitrator shall be
3 final and binding upon the parties.
4

5 **Section 14.8. Timelines.**

6 The timelines above may be extended upon written mutual agreement of the parties. Should the
7 District fail to abide by the above timelines, the grievance will be advanced to the next step in the
8 grievance process. Should the grievant fail to abide by the above timelines, the grievance shall be
9 considered withdrawn. The intent of this language is to ensure that all grievances are heard and
10 addressed by all parties in a timely manner.
11

12 **Section 14.9. Discrimination.**

13 The employer and the employee shall not discriminate against any individual employee or the
14 Association for taking action under this Article.
15
16
17

18
19 **ARTICLE XV**

20
21 **EVALUATIONS AND SALARY SCHEDULE PLACEMENT**
22

23 **Section 15.1. Observations and Evaluations.**

24 The purpose for observations and evaluation is not only to observe the quality and quantity of the work
25 of the employee, but to evaluate and guide the employee in the performance of the employee's duties
26 in a positive and helpful manner.
27

28 The immediate supervisor or designee will be responsible for the evaluations which will occur at least
29 once in the employee's work year, except that new employees shall be evaluated twice during their
30 first year of employment. The supervisor will use the standard district form for the evaluation.
31

32 Employees will have the opportunity to discuss the results of the evaluated observations with their
33 immediate supervisor. Copies of all written reports on the observation of the person's performance will
34 be given to each individual. The employee will sign the evaluator's copy acknowledging receipt of the
35 employee's copy.
36
37

38
39 **ARTICLE XVI**

40
41 **SALARIES AND EMPLOYEE COMPENSATION**
42

43 **Section 16.1. Compensation.**

44 Employees shall be compensated in accordance with the provisions of this Agreement for all hours
45 worked including District approved and required training outside of working hours. The district shall
46 provide access to full accounting and itemization, including the rate of pay and authorized deductions.
47

1 **Section 16.2. Salaries.**

2 Salaries for employees subject to this Agreement are contained in Schedule A attached hereto and by
3 this reference incorporated herein.
4

5 **Section 16.2.1. Retroactivity.**

6 The District salary schedule is contained in Schedule A, subject to the terms and conditions of
7 Article XVII. Should the date of execution of this Agreement be subsequent to the effective
8 date, salaries, including overtime shall be retroactive to the effective date. Salaries contained in
9 Schedule A shall be paid retroactively when applicable and shall be paid on the first practical
10 payday following execution of this Agreement.
11

12 **Section 16.2.2. Incremental Steps.**

13 Incremental steps, where applicable, shall take effect on September 1 of each year. Any
14 employee must have been employed with the District at least one-half (1/2) of the previous
15 work year in order to earn an incremental step.
16

17 **Section 16.3. Errors in Calculation.**

18 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (1/4)
19 hour and reported immediately upon discovery and corrected in the next payroll cycle.
20

21 **Section 16.4. Overnight.**

22 Employees required to remain overnight on District business shall be reimbursed for meals and lodging
23 upon compliance with District procedures relating to staff travel.
24

25 **Section 16.5. Travel.**

26 Employees shall be compensated for District approved travel at the current state mileage rate in their
27 personal vehicle when such travel is for job-related uses and a District auto is not available.
28

29 **Section 16.6. Renewal of License, Certifications, and Health Requirements.**

30 A. **Licenses/Certifications:**

31 The District will reimburse employees for the cost of fees associated with obtaining or renewing
32 any license, endorsement, or certification that is required by the District in order to perform the
33 essential functions of the position to which the employee is assigned. Prior approval for any
34 additional license, endorsement, or certificate from the employee's supervisor is required. This
35 section does not apply to an employee's regular driver's license.
36

37 Employees are expected to work for the District at least one (1) school year in order to be
38 reimbursed for a license, endorsement, or certificate. Any employee who receives this benefit but
39 separates from service within one (1) year from receiving reimbursement will have the pro-rated
40 cost of the license, endorsement, or certification deducted from their last pay warrant.
41

42 B. **Health Requirements:**

43 The District will reimburse an employee for annual or bi-annual physical examination, x-rays, or
44 other medical procedure that is required as a condition of obtaining a specialized license, provided
45 a physician approved by the District performs the exam.
46

47 **Section 16.7. Computation Errors.**

48 Errors in computation shall be corrected in the next payroll cycle.

1 **Section 16.8. Payday.**

2 Employees will be compensated on the last business day of each month.

3
4 **Section 16.9. Political Action Committee.**

5 The District shall, upon receipt of a written authorization form that conforms to legal requirements,
6 deduct from the pay of such bargaining unit employee the amount of contribution the employee
7 voluntarily chooses for deduction for political purposes and shall transmit the same to the Association.
8 Section 16.8 of the Collective Bargaining Agreement shall apply to these deductions. The employee
9 may revoke the request at any time. At least annually, the employee shall be notified by the Public
10 School Employees of Washington/SEIU Local 1948 State Office about the right to revoke the request.

11
12 **Section 16.10. Hold Harmless.**

13 The Association will indemnify, defend, and hold the District harmless against any claims, suits,
14 orders, and/or judgments against the District on account of any check off of Association dues or
15 voluntary political contributions.

16
17 **Section 16.11. Education Stipend.**

18 The District will provide the following stipends to employees who have earned:

19	AA or AS	\$10.00/month (any major or subject area)
20	BA or BS	\$20.00/month (any major or subject area)
21	BA or BS	\$30.00/month (with a major in a field directly related to the employee's position)

22
23 Employees must provide an official transcript from an accredited institution to be eligible to receive this
24 stipend. An employee may only receive one of these stipends for the highest degree earned.

25
26 **Section 16.12. Compensation for Classes, Programs and Meetings.**

27 All employees subject to this bargaining agreement who are required to attend classes, programs,
28 meetings, etc., will be compensated for the time spent at these required functions at the employee's
29 hourly rate to include mileage reimbursement if applicable when in-district travel is required per IRS
30 rates when a District vehicle is unavailable and General Services Administration (GSA) per diem rates
31 for meal reimbursements.

32
33
34
35 **ARTICLE XVII**

36
37 **TERM AND SEPARABILITY OF PROVISIONS**

38
39 **Section 17.1. Term of Agreement.**

40 The term of this Agreement shall be September 1, 2023 to August 31, 2026 provided that the
41 Agreement may be reopened and modified at any time during its term upon mutual consent of the
42 parties in writing. The parties further agree that this Agreement shall be reopened to consider the
43 impact of any legislation enacted and increasing the number of days in the school year following
44 execution of the Agreement which may arguably affect the terms and conditions herein or create
45 authority to alter personnel practices in public employment.

1 **Section 17.2. Provisions.**

2 All provisions of this Agreement shall be applicable to the entire term of this Agreement
3 notwithstanding its execution date, except as provided in the preceding sections.
4

5 **Section 17.3. Salary Re-openers.**

6 This agreement shall be opened in May 2024 and May 2025 school years to bargain legislative impact,
7 hours, wages, and benefits.
8

9 **Section 17.4.**

10 If any provision of this Agreement or the application of any such provision is held invalid, the remainder
11 of this Agreement shall not be affected thereby.
12

13 **Section 17.4.1.**

14 Neither party shall be compelled to comply with any provisions of this Agreement which conflicts
15 with State or Federal statutes or regulations promulgated pursuant thereto.
16

17 **Section 17.4.2.**

18 In the event either of the foregoing sections is determined to apply to any provision of this
19 Agreement, such provisions shall be the subject of reopened negotiations pursuant to Article XVII,
20 Section 17.1.
21
22
23

24 **ARTICLE XVIII**

25 **TRANSLATORS**
26
27

28 **Section 18.1. Translators.**

29 Employees possessing bilingual skills and hired in positions posted as “Bilingual required” or
30 “Bilingual Preferred” may be required to act as an interpreter. The district assumes full responsibility
31 for the good faith actions of any employee willing to perform such duties.
32

33 **Section 18.2.**

34 Employees not hired in positions listed as “Bilingual required” above may be offered hourly
35 employment as foreign language interpreters for adults transacting business with District
36 administrators or certificated staff. Employees who perform such duties shall be compensated at ten
37 percent (10%) above their normal rate of pay.
38

39 **Section 18.2.1.**

40 All such duties must be specifically directed by an administrator.
41

42 **Section 18.3.**

43 The use of foreign language skills to interact with students or to communicate with casual visitors shall
44 not be considered interpreter duty.
45

46 **Section 18.4.**

47 No employee hired in non-bilingual positions shall be required to perform interpreter duties, except in
48 the case of an emergency.

Section 18.5.

The district shall provide instruction, when necessary, for employees utilized in this capacity.
Employees shall be expected to maintain strict confidentiality when acting as interpreters.

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: */Signed by/*
Jackie Bartunek, Chapter Co-President

DATE: *12/3/23*

BY: */Signed by/*
Christie Obershaw, Chapter Co-President

DATE: *12/4/23*

MOSES LAKE SCHOOL DISTRICT #161

BY: */Signed by/*
Monty Sabin, Superintendent

DATE: *12/4/23*

1 **APPENDIX A**

2
3 **Weingarten Rights: Employee right to union representation**

4
5 “If this discussion could in any way lead to my being disciplined or terminated, or affect my personal
6 working conditions, I respectfully request that my union representative, officer, or steward be present at
7 the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not
8 to answer any questions.”
9

10
11 **Weingarten Rights**

12
13 **Under the Supreme Court's Weingarten decision, when an interview for investigation occurs, the**
14 **following rules apply:**

15
16 **RULE 1:** The employee must make a clear request for union representation before or during the
17 interview. The employee cannot be punished for making this request.

18
19 **RULE 2:** After the employee makes the request, the employer must choose from among three options.
20 The Employer must either:

- 21
 - Grant the request and delay questioning until the union representative arrives and has a chance
 - 22 to consult privately with the employee; or
 - 23 • Deny the request and end the interview immediately; or
 - 24 • Give the employee a choice of (1) having the interview without representation or (2) ending the
 - 25 interview.

26
27 **RULE 3:** If the employer denies the request for union representation, and continues to ask questions,
28 it commits an unfair labor practice, and the employee has a right to refuse to answer. The employer
29 may not discipline the employee for such a refusal.
30

31
32
33 **Weingarten Rights: Employee right to union representation**

34
35 “If this discussion could in any way lead to my being disciplined or terminated, or affect my personal
36 working conditions, I respectfully request that my union representative, officer or steward be present at
37 the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not
38 to answer any questions.”
39

- 40
 - If an employee has a reasonable belief that discipline or other adverse consequences may result
 - 41 from what he or she says, the employee has the right to request union representation.
 - 42 • Management is not required to inform the employee of his/her Weingarten rights.
 - 43 • It is the employee’s responsibility to know and request.

44
45 *National Labor Relations Board (NLRB) vs. Weingarten, Inc., 1975 U.S. Supreme Court*
46
47

PSE Salary Schedule
Moses Lake School District #161
September 1, 2023 - August 31, 2024

	Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
	ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
									Longevity +\$0.30	Longevity +\$0.30
ASSISTANT TEACHER										
Assistant Teacher for Preschool	\$20.41	\$20.94	\$21.48	\$22.01	\$22.55	\$23.08	\$23.58	\$24.08	\$24.59	\$25.10
COORDINATORS										
ECEAP Coordinator	\$36.68	\$36.86	\$37.05	\$37.23	\$37.42	\$37.60	\$37.79	\$37.98	\$38.30	\$38.61
CUSTODIANS										
Custodian	\$23.04	\$23.55	\$24.18	\$27.78	\$25.35	\$26.01	\$26.25	\$26.54	\$26.85	\$27.16
Night Custodian	\$23.49	\$24.03	\$24.66	\$25.27	\$25.86	\$26.52	\$26.76	\$27.06	\$27.38	\$27.69
Athletic Custodian*	\$23.27	\$23.80	\$24.42	\$25.03	\$25.61	\$26.27	\$26.51	\$26.81	\$27.12	\$27.43
MAINTENANCE										
General Maintenance/Grounds	\$28.68	\$29.24	\$29.80	\$30.36	\$30.95	\$31.55	\$31.85	\$32.15	\$32.46	\$32.77
Trades	\$32.03	\$32.29	\$32.96	\$33.55	\$34.21	\$34.85	\$35.19	\$35.56	\$35.87	\$36.18
Advanced Maintenance Trades*	\$32.68	\$33.26	\$34.34	\$35.40	\$36.47	\$37.52	\$38.50	\$39.46	\$40.39	\$41.29
Licensed Maintenance Trades**	\$37.81	\$38.12	\$38.89	\$39.59	\$40.38	\$41.15	\$41.52	\$41.96	\$42.32	\$42.68
*Certification beyond job requirements										
** License required for hire										
MECHANICS										
Lead	\$31.88	\$33.36	\$34.04	\$34.72	\$35.55	\$36.24	\$36.62	\$36.99	\$37.30	\$37.61
ASE Certified Lead*	\$32.52	\$34.02	\$34.73	\$35.40	\$36.25	\$36.97	\$37.35	\$37.73	\$38.04	\$38.35
Master Certified Lead*	\$33.47	\$35.03	\$35.75	\$36.45	\$37.32	\$38.06	\$38.45	\$38.84	\$39.15	\$39.46
Mechanic	\$30.12	\$31.61	\$32.22	\$32.87	\$33.80	\$34.47	\$34.84	\$35.18	\$35.49	\$35.80
ASE Certified Mechanic*	\$30.74	\$32.24	\$32.86	\$33.54	\$34.47	\$35.16	\$35.54	\$35.88	\$36.19	\$36.50
Master Certified Mechanic*	\$31.64	\$33.18	\$33.83	\$34.52	\$35.49	\$36.20	\$36.59	\$36.93	\$37.24	\$37.55
Service Person	\$28.38	\$29.87	\$30.45	\$31.06	\$32.04	\$32.67	\$33.00	\$33.33	\$33.64	\$33.95
*ASE School Bus certified mechanics receive additional 2%; Mechanics with Master certification receive additional 5%										
MIGRANT/ESL										
Home Visitor	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
Records Clerk	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
Parent Involvement Liaison	\$22.80	\$23.87	\$24.18	\$24.89	\$25.60	\$26.35	\$26.62	\$26.88	\$27.19	\$27.50
NUTRITION SERVICE										
Head Cook (900+ meals per day)	\$23.23	\$23.66	\$24.13	\$24.59	\$25.04	\$25.53	\$25.79	\$26.04	\$26.35	\$26.66
Secondary Head Cook	\$21.89	\$22.32	\$22.74	\$23.16	\$23.62	\$24.07	\$24.31	\$24.54	\$24.86	\$25.17
Elementary Head Cook	\$21.00	\$21.37	\$21.80	\$22.58	\$22.65	\$23.07	\$23.30	\$23.53	\$23.84	\$24.15
Assistant Cook	\$19.61	\$20.06	\$20.51	\$20.96	\$21.41	\$21.86	\$22.28	\$22.70	\$23.14	\$23.57
Server/Helper	\$18.40	\$18.83	\$19.25	\$19.68	\$20.10	\$20.53	\$20.93	\$21.33	\$21.74	\$22.15
POOL										
Pool Manager	\$24.60	\$25.51	\$26.46	\$27.38	\$28.28	\$29.19	\$29.48	\$29.78	\$30.09	\$30.40
Lead Lifeguard	\$22.37	\$23.19	\$24.06	\$24.89	\$25.71	\$26.54	\$26.80	\$27.08	\$27.39	\$27.70



	Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
	ENTRY	STEP 1	STEP 2	STEP 3	STEP5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
									Longevity +\$0.30	Longevity +\$0.30
PARAEDUCATORS										
Paraeducator Generalists	\$19.07	\$19.57	\$20.07	\$20.57	\$21.07	\$21.57	\$22.04	\$22.51	\$22.98	\$23.46
Paraeducator Specialists	\$20.41	\$20.94	\$21.48	\$22.01	\$22.55	\$23.08	\$23.58	\$24.08	\$24.59	\$25.10
Paraeducator Life Skills	\$21.22	\$21.78	\$22.34	\$22.89	\$23.45	\$24.01	\$24.53	\$25.04	\$25.58	\$26.10
Paraeducator Librarian	\$22.07	\$22.65	\$23.23	\$23.81	\$24.39	\$24.97	\$25.51	\$26.05	\$26.60	\$27.15
Paraeducator Librarian Middle School (grandfathered)	\$23.48	\$23.94	\$24.43	\$24.89	\$25.42	\$25.91	\$26.18	\$26.44	\$26.75	\$27.15
SECRETARY										
I	\$21.93	\$22.57	\$23.25	\$23.92	\$24.63	\$25.34	\$25.60	\$25.85	\$26.16	\$26.47
II	\$22.80	\$23.87	\$24.18	\$24.89	\$25.60	\$26.35	\$26.62	\$26.88	\$27.19	\$27.50
III	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
SECURITY										
Security Officer	\$23.64	\$24.00	\$24.38	\$25.05	\$25.44	\$25.83	\$26.07	\$26.34	\$26.65	\$26.96
TECHNOLOGY										
Tech Help Desk	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
Theatre Operations	\$28.05	\$28.84	\$29.69	\$30.56	\$31.44	\$32.36	\$32.68	\$33.02	\$33.33	\$33.64
Technology Specialist 1	\$28.05	\$28.84	\$29.69	\$30.56	\$31.44	\$32.36	\$32.68	\$33.02	\$33.33	\$33.64
Advanced Technology Specialist 1*	\$28.61	\$29.42	\$30.29	\$31.17	\$32.07	\$33.01	\$33.33	\$33.68	\$33.99	\$34.30
Educational Technology Specialist	\$32.75	\$33.72	\$34.68	\$35.69	\$36.76	\$37.84	\$38.21	\$38.61	\$38.92	\$39.23
Technology Specialist 2	\$32.75	\$33.72	\$34.68	\$35.69	\$36.76	\$37.84	\$38.21	\$38.61	\$38.92	\$39.23
Advanced Technology Specialist 2*	\$33.40	\$34.30	\$35.37	\$36.41	\$37.50	\$38.60	\$38.98	\$39.39	\$39.70	\$40.01
Technology Specialist 3	\$37.51	\$38.57	\$39.70	\$40.86	\$42.08	\$43.31	\$43.72	\$44.18	\$44.49	\$44.80
Advanced Technology Specialist 3*	\$38.25	\$39.33	\$40.48	\$41.68	\$42.92	\$44.17	\$44.59	\$45.06	\$45.37	\$45.68
*Technology Specialists with advanced certification/license beyond the minimum qualifications receive additional 2%										
THERAPY ASSISTANTS										
Occupational Therapy Asst	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
Physical Therapy Assistant	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
Speech and Language Assistant	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
Sign Language Interpreter	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
Braillist	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
Licensed Practical Nurse	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
Registered Behavior Technician	\$22.86	\$24.14	\$25.13	\$26.09	\$27.06	\$28.04	\$28.99	\$29.97	\$30.28	\$30.59
Certified Nursing Assistant	\$21.13	\$21.94	\$22.74	\$23.61	\$24.42	\$25.25	\$25.48	\$26.20	\$26.52	\$26.83
Certified Daycare Assistant	\$21.13	\$21.94	\$22.74	\$23.61	\$24.42	\$25.25	\$25.48	\$26.20	\$26.52	\$26.83
TRANSPORTATION										
Bus Driver	\$25.15	\$25.49	\$25.83	\$26.17	\$26.51	\$26.85	\$27.17	\$27.49	\$27.82	\$28.15
Bus Driver - Special Education	\$25.65	\$25.99	\$26.33	\$26.67	\$27.01	\$27.35	\$27.67	\$27.99	\$28.32	\$28.65
Bus Driver Assistant	\$20.09	\$20.49	\$20.90	\$21.31	\$21.74	\$22.17	\$22.40	\$22.63	\$22.94	\$23.25
Spec-Disp-Router (office)	\$24.89	\$25.34	\$25.79	\$26.24	\$26.69	\$27.14	\$27.57	\$28.00	\$28.43	\$28.86
Office Lead	\$26.05	\$26.80	\$27.58	\$28.41	\$29.25	\$30.09	\$30.40	\$30.71	\$31.02	\$31.33
Driver Trainer	\$27.81	\$28.83	\$29.29	\$29.75	\$30.23	\$30.68	\$30.99	\$31.30	\$31.63	\$31.97
WAREHOUSE										
Warehouseman	\$25.20	\$25.70	\$26.24	\$26.77	\$27.30	\$27.83	\$28.30	\$28.76	\$29.23	\$29.70
Delivery	\$17.56	\$21.71	\$22.32	\$22.99	\$23.65	\$24.38	\$24.60	\$24.84	\$25.15	\$25.46

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

1. The title of the position of Warehouseman will be changed to Warehouse Lead.
2. A new position of Warehouse Assistant will be added to the Warehouse classification on Schedule A.
3. Wages for the 2023-34 school year for the position of Warehouse Assistant will be as follows:

Entry	\$19.90
Step 1	\$22.16
Step 2	\$22.79
Step 3	\$23.47
Step 5	\$24.15
Step 10	\$24.88
Step 15	\$25.11
Step 20	\$25.36
Step 25	\$25.66
Step 30	\$25.96

This Letter of Agreement became effective September 1, 2023 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /E-Signed/
Jackie Bartunek, Co-President

DATE: 12/21/23

BY: /E-Signed/
Christie Obershaw, Co-President

DATE: 12/21/23

MOSES LAKE SCHOOL DISTRICT #161

BY: /Signed by/
Michelle Musso, Human Resources Director

DATE: 12/21/23

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

1. To amend the first paragraph only in Section 6.5. Food Service/Meals Per Labor Hour to read as follows:

Section 6.5. Food Service/Meals Per Labor Hour.

Cooks shall be assigned based on the following meals per labor hour (MPLH). Labor hours shall include all hours used to prepare, serve, and clean up after meals; complete all financial reports; complete the Menu Planning Book; place regular and emergency food orders; cashiering; and the operation of cash registers. Early release days, field trip days, parent conference days and inclement weather will not be included in the count for calculating meals per labor hour. Regardless of where meals are served, the MPLH count will be credited at the schools where meals are prepared. The District has the discretion to add staffing as deemed necessary to meet the needs of the students. Such decisions do not set precedence.

2. To amend Section 9.1. Seniority to read as follows:

Section 9.1. Seniority.

The seniority of any employee in each job classification shall be established as the date on which the employee began continuous daily employment (hereinafter referred to as "hire date") with the District, in that job classification unless such seniority shall be lost as hereinafter provided. For employees hired on the same date, the ranking will be determined based on the date/time the application was received by the District. Adjustments in transportation will be done within two (2) weeks following final determination of routes.

This Letter of Agreement shall become effective September 1, 2023 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /E-signed by Jacki Bartunek/
Jackie Bartunek, Co-President

DATE: Jan 20, 2024

BY: /E-signed by Christie Obershaw/
Christie Obershaw, Co-President

MOSES LAKE SCHOOL DISTRICT #161

BY: /E-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: Feb 26, 2024

DATE: Feb 24, 2024



LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

With the recommendation from OSPI (Office of Superintendent of Public Instruction), the current position of Parent Involvement Liaison within the classification of Migrant/ESL will be changed to Student Advocate.

This Letter of Agreement shall become effective upon signatures and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /E-signed by Jacki Bartunek/
Jackie Bartunek, Co-President

DATE: Jan 20, 2024

BY: /E-signed by Christie Obershaw/
Christie Obershaw, Co-President

DATE: Feb 24, 2024

MOSES LAKE SCHOOL DISTRICT #161

BY: /E-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: Feb 26, 2024

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Section 6.1.3. Breaks and Lunch.

In the event an employee is assigned to a shift less than the normal work shift previously defined in this article, when practicable, the employee shall be assigned:

Hours Worked

~~2—4.75~~ 4.0 up to 5.0 hours

~~5—6.5~~ Up to 8.0 hours

~~Over 6.5~~ 8.0 hours

Rest Periods

One (1) paid 15-minute break

One (1) paid 15-minute break and
one (1) unpaid uninterrupted 30-minute lunch break

Two (2) paid 15-minute breaks and
one (1) unpaid uninterrupted 30-minute lunch break

In the event the employee is not able to take a break or full lunch break due to an interruption of their work duties as directed by the supervisor or designee, the employee shall be compensated by timesheet or flex time. An employee shall not choose to work through their break or lunch to earn additional compensation or adjust their work schedule.

This Memorandum of Understanding shall become effective August 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /e-signed by Jackie Bartunek/
Jackie Bartunek, Co-Chapter President

DATE: July 3, 2024

BY: /e-signed by Christie Obershaw/
Christie Obershaw, Co-Chapter President

DATE: July 2, 2024

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Director of Human Resources

DATE: July 1, 2024

1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES
5 LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE
6 XVII, SECTION 17.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:
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11 **Section 16.3. Errors in Calculation.**

12 ~~For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (¼) hour,~~
13 ~~and~~ **Errors will be** reported immediately upon discovery and corrected in the next payroll cycle.
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17 This Memorandum of Understanding shall become effective August 1, 2024, and shall sunset with the
18 current Collective Bargaining Agreement.
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23 PUBLIC SCHOOL EMPLOYEES OF
24 WASHINGTON / SEIU LOCAL 1948

25
26 MOSES LAKE CHAPTER

27
28 BY: /e-signed by Jackie Bartunek/
29 Jackie Bartunek, Chapter President
30

31 DATE: July 3, 2024
32
33

34 BY: /e-signed by Christie Obershaw
35 Christie Obershaw, Co-Chapter President
36

37 DATE: July 2, 2024
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MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso
Michelle Musso, Director of Human Resources

DATE: July 1, 2024

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE VI, SECTION 6.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Section 6.3. Transportation Pre & Post Trip.

Recognizing that personnel in the transportation classification present special shift challenges the parties agree that shifts, shall be established in that classification in relation to routes and driving times requisite to fulfilling tasks assigned by the Director of Transportation.

The following shall apply:

1. Each shift time will be guaranteed a minimum of two (2) hours. Shifts are determined as a morning, midday, and afternoon shift.
2. Routes will be bid as a morning and afternoon shift with midday routes available to bid in addition to the normal morning/afternoon route.
3. Drivers are given twenty (20) minutes pre/post trip time for each ~~shift~~ day. This time is all inclusive of the two (2) hour shift guarantee.
4. Bus Driver Assistants are given ten (10) minutes pre-post trip for each ~~shift~~ day. This time is all inclusive of the two (2) hour shift guarantee.
5. Drivers and Bus Driver Assistants shall receive pay for the actual time when in attendance of staff or safety meetings.
6. Employees shall receive a minimum of two (2) hours' pay for each duty call. A duty call is defined as any work other than the normal work shift and/or workday, noncontiguous with the normal shift and/or workday.
7. Employees are required to fulfill their scheduled, guaranteed time with tasks assigned by the Director or Assistant Director.

Section 6.3.1. Other Trips.

Other trips shall be defined as any and all bus trips other than regular scheduled routes not scheduled on a regular daily basis. Drivers of special needs students shall be compensated at the regular driver rate for extra trips involving non-disabled students. Such trips shall be assigned on a seniority basis.

Trips are to be selected and assigned by Friday morning of each week. Drivers may receive one (1) trip per week or two (2) in-district trips per week on the first rotation, and an additional trip on a second rotation, providing the trip(s) would not take them over forty-two (42) hours in that week, the week being Monday through Sunday. To be eligible on the second rotation, the driver must have signed up on the first rotation.

The hours the driver would lose on their regularly scheduled run will be deducted from their work schedule for that day and week.

If a driver cancels an already assigned trip, they shall not be eligible to bid for another trip in that week.

Trips which are scheduled after the bidding and assignment provided herein shall be offered to all drivers on a seniority basis. Once the late scheduled trip is accepted by a driver then that driver's original bid and assigned trip will be reassigned to the next most senior driver that has not been assigned a trip. Provided, however, that trips that are scheduled with less than twenty-four (24) hours' notice to the District shall not be subject to this procedure but shall be assigned to the next most senior driver that has not been assigned a trip.

Trips that are not filled by a regular Bus Driver will be offered to substitute Bus Drivers on a rotation basis.

Section 6.3.1.1.

If a trip is canceled after assignment to a driver **and less than forty-eight (48) hours prior to the scheduled trip**, the assigned driver shall be compensated fifty percent (50%) of the scheduled trip time minus any regular route hours that they are able to work due to the cancellation. Trips canceled due to circumstances beyond the control of the district are exempt from this section.

Section 6.3.6. District Van/Vehicle Use.

Schools or departments are allowed to use one (1) district owned or rented vehicle for single day trips to transport nine (9) or fewer students to the same co-curricular or extra-curricular event. If there are ten (10) students or more going on a trip, a school bus and bus driver must be used for that event.

For day trips, if no district bus driver is available for the trip, two (2) district owned/rented vehicle can be used.

For overnight trips, two (2) district-owned or rented vehicles may be used when it is determined to be cost effective and transporting nine (9) or less students per vehicle to the same co-curricular or extra-curricular event. If there are nineteen (19) or more students going on an overnight trip, a school bus and bus driver must be used for that event.

In the event that there is not a Bus Driver or District bus available, the District may exceed the vehicle/student limitation in order to transport students for the trip, and/or seek other transportation options.

*Any exceptions to this procedure must be approved by the Superintendent or his/her designee.

Section 6.3.4. Charter Bus Service.

If it is to the cost advantage of the District to charter commercial bus service for extra-curricular activities, which are funded by state, federal or local levy monies, the District shall provide PSE with notice within ten (10) business days of the anticipated trip(s). If PSE elects to meet and negotiate a new trip rate, the District shall provide all relevant data and bid information pertaining to the anticipated extra trip.

Athletic contest "play-off" games will not be subject to the above limitations.

Trips funded by sources other than state, federal, or local levy monies may be arranged at the discretion of the District.

~~Section 6.3.5. Bus Driver Probation:~~

~~Any driver on probation will only be allowed to take out of town trips within fifty (50) road miles from the Moses Lake transportation center.~~

This Memorandum of Understanding shall become effective August 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /e-signed by Jackie Bartunek/
Jackie Bartunek, Chapter President

DATE: July 3, 2024

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-Chapter President

DATE: July 2, 2024

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso
Michelle Musso, Director of Human Resources

DATE: July 1, 2024

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Section 6.5. Food Service/Meals Per Labor Hour.

Cooks shall be assigned based on the following meals per labor hour (MPLH). Labor hours shall include all hours used to prepare, serve, and clean up after meals; complete all financial reports; complete the Menu Planning Book; place regular and emergency food orders; cashiering; and the operation of cash registers. Early release days, field trip days, parent conference days and inclement weather will not be included in the count for calculating meals per labor hour. Regardless of where meals are served, the MPLH count will be credited at the schools where meals are prepared.

The MPLH are to be as follows:

Elementary School	20 MPLH
Middle School	19 MPLH
High School	18 MPLH
CB Tech	16-18 MPLH

A meal is defined as one Type A meal served or for a la carte meal is computed by dividing the total a la carte sales by the a la carte reimbursement rate set by the state.

Changes to staffing based on the October 15 MPLH counts will take effect November 1 of that year. Management reserves the right to increase, decrease and/or shift staffing as needed to accommodate changes in participation or service at a given building.

Contracted hours will be in effect from October 31 through October 30 the following year unless otherwise adjusted for reasons stipulated above.

Section 6.5.1. Administration of MPLH.

When time is added to a kitchen due to the fluctuation in meals per labor hour (MPLH), the time will be offered to the most senior, available, and qualified employee in the appropriate classification in order to meet breakfast and/or lunch needs.

When time is decreased in a kitchen due to a reduction in MPLH, any employee that has received additional hours during the current school year would lose the time, by seniority, provided that breakfast and/or lunch needs are being met.

Reductions to regular contract hours due to reductions in MPLH will be done by seniority, provided that breakfast and/or lunch needs are being met.

Prior to the end of the school year, the Food Service Director will project the labor hours for each site, based on projected meal participation. Notices of Reasonable Assurance will indicate the projected hours for each position. If projected hours for any position are an hour (or more) greater than the contracted hours for the previous year, positions will be posted for bid by no later than mid-October.

Section 6.6. Breakfast.

~~If meals per labor hour in the breakfast program fall below twenty (20), a minimum of two (2) hours per school will continue to be allocated for the breakfast program.~~

Section 6.7. First Assistant Cook.

The First Assistant Cook in each building with a Head Cook shall work a minimum of four (4) hours.

This Letter of Agreement shall become effective August 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER #303

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-President

DATE: 08/23/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-President

DATE: 08/08/24

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 08/08/24

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Section 9.10.1. Layoff Ranking.

In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the District according to layoff ranking. Names shall remain on the reemployment list for two (2) years. Employees on layoff status shall be recalled in reverse order of their being laid off. Available positions will be posted for consideration by senior employees. Any positions that are left unfilled will be offered to the employees on lay off according to seniority ranking.

For the 2024-25 and 2025-26 school years, any Library Paraeducator that was displaced from their position and is still employed by the District will be offered available Library Paraeducator positions that become available by seniority before other displaced paraeducators.

This Letter of Agreement shall become effective August 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER #303

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-President

DATE: 08/23/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-President

DATE: 08/23/24

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 08/24/24

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

For the elementary position of Secretary I, the District may assign Paraeducator supervisory responsibilities despite these positions being in different classifications. The District agrees to pay the secretarial employee at the Secretary I rate for these duties.

This Letter of Agreement shall become effective August 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER #303

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-President

DATE: 10/04/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-President

DATE: 08/08/24

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 08/27/24

1 LETTER OF AGREEMENT

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE
5 CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII,
6 SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8 The parties agree to the following:
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11 Section 11.6. Employee Assistance Program.

12 ~~The District shall provide, at no cost to employees, an Employee Assistance Program.~~
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22 This Letter of Agreement shall become effective August 1, 2024, and shall sunset with the current
23 Collective Bargaining Agreement.
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32 PUBLIC SCHOOL EMPLOYEES OF
33 WASHINGTON / SEIU LOCAL 1948
34

35 MOSES LAKE CHAPTER #303

36
37 BY: /e-signed by Sheryl Cassella/
38 Sheryl Cassella, Co-President
39

40 DATE: 10/04/24
41
42

43 BY: /e-signed by Christie Obershaw
44 Christie Obershaw, Co-President
45

46 DATE: 08/08/24
47
48

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 08/27/24

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Section 1.2. Bargaining Unit Definitions.

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Early Learning, Custodial, Driver-Trainer, Maintenance, Mechanic, Migrant/ESL, Nutrition Services, Paraeducator, Pool, Secretary, Security, Technology, Therapy Assistants, Bus Drivers, Bus Driver Assistants, Transportation Office Support Staff, and Warehouse.

The following positions will be included in the Early Learning job classification with the corresponding pay schedule.

EARLY LEARNING ASSISTANT TEACHER

Year1	Year2	Year3	Year4-5	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$20.41	\$20.94	\$21.48	\$22.01	\$22.55	\$23.08	\$23.58	\$24.08	\$24.59	\$25.10

EARLY LEARNING LEAD TEACHER

Year1	Year2	Year3	Year4-5	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$26.48	\$26.82	\$27.16	\$27.50	\$27.84	\$28.18	\$28.52	\$28.86	\$29.20	\$29.54

FAMILY SUPPORT SPECIALIST

Year1	Year2	Year3	Year4-5	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$26.48	\$26.82	\$27.16	\$27.50	\$27.84	\$28.18	\$28.52	\$28.86	\$29.20	\$29.54

EARLY LEARNING COORDINATOR

Year1	Year2	Year3	Year4-5	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$36.68	\$36.86	\$37.05	\$37.23	\$37.42	\$37.60	\$37.79	\$37.98	\$38.30	\$38.61

This Letter of Agreement shall become effective August 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER #303

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-President

DATE: 08/31/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-President

DATE: 08/29/24

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 08/28/24

1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES
5 LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE
6 VII, SECTION 17.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
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8
9 The parties agree to the following:
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12 **Section 6.4.2. Call-Back.**

13 An unplanned call back shall be defined as any and all work noncontinuous with regular daily work
14 shifts or on the employee's time of rest with less than twenty-four (24) hours' notice. Employees
15 performing unplanned call-back services pertaining to maintaining structural integrity, safety or
16 continuation of business shall be compensated for a minimum of four (4) hours and for all succeeding
17 hours worked at overtime rate. If an employee is called during their time of rest by the supervisor or
18 designee, they will be compensated for the exact time spent on the phone call.
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23 This Memorandum of Understanding shall become effective August 1, 2024, and shall sunset with the
24 current Collective Bargaining Agreement.
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30 PUBLIC SCHOOL EMPLOYEES OF
31 WASHINGTON / SEIU LOCAL 1948
32

33 MOSES LAKE CHAPTER

34
35 BY: /e-signed by Sheryl Cassella/
36 Sheryl Cassella, Co-President
37

38 DATE: 08/28/24
39
40

41 BY: /e-signed by Christie Obershaw/
42 Christie Obershaw, Co-Chapter President
43

44 DATE: 08/29/24
45
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MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Director of Human Resources

DATE: 08/28/24

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

The following position will be included in the Migrant/EL job classification with the corresponding pay schedule.

RE-ENGAGEMENT SPECIALIST

Year1	Year2	Year3	Year4-5	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$36.68	\$36.89	\$37.10	\$37.31	\$37.52	\$37.73	\$37.94	\$38.15	\$38.36	\$38.57

This Memorandum of Understanding shall become effective September 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-President

DATE: 08/29/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-President

DATE: 08/29/24

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 08/29/24

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

The following position will be included in the Secretary job classification with the corresponding pay schedule.

STUDENT ENROLLMENT & RECORDS COORDINATOR

Year1	Year2	Year3	Year4-5	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$36.68	\$36.86	\$37.05	\$37.23	\$37.42	\$37.60	\$37.79	\$37.98	\$38.30	\$38.61

This Memorandum of Understanding shall become effective September 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-President

DATE: 09/30/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-President

DATE: 10/01/24

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 10/02/24

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Section 6.11. Employee Training.

The District shall be responsible to provide adequate training for all bargaining unit classified staff. Employees working less than two hundred sixty (260) days per year may be required by the District to attend mandatory training outside of their regular work days. Employees will be compensated for such training.

Section 9.2. Probationary Status.

Each new hire shall remain in a probationary status for a period of not more than ninety (90) working days following the start date. During this probationary period, the District may discharge such an employee at its discretion. The probationary period will be prorated for employees working less than five (5) days per week.

Section 8.11. Workplace Injury Leave.

The Moses Lake School District operates under a self-insured system for workers' compensation. If an employee sustains an injury while on duty, they are required to promptly inform their supervisor and file an accident report. Should the injury necessitate medical treatment, the employee must reach out to Employee Services to finalize the necessary paperwork for submitting a workers' compensation claim. In cases where an employee experiences time loss due to a reported injury, the District will reimburse up to three days of the employee's paid leave, provided that the claim is approved by the Department of Labor and Industries.

Section 6.3.1. Other Trips.

Other trips shall be defined as any and all bus trips other than regular scheduled routes not scheduled on a regular daily basis. Drivers of special needs students shall be compensated at the regular driver rate for extra trips involving non-disabled students. Such trips shall be assigned on a seniority basis.

Trips are to be selected and assigned by Friday morning of each week. Drivers may receive one (1) trip per week or two (2) in-district trips per week on the first rotation, and an additional trip on a second rotation, providing the trip(s) would not take them over forty-two (42) hours in that week, the week being Monday through Sunday. To be eligible on the second rotation, the driver must have signed up on the first rotation.

The hours the driver would lose on their regularly scheduled run will be deducted from their work schedule for that day and week.

1 If a driver cancels an already assigned trip, they shall not be eligible to bid for another trip in that
2 week.

3
4 Trips which are scheduled after the bidding and assignment provided herein shall be offered to all
5 drivers on a seniority basis. Once the late scheduled trip is accepted by a driver then that driver's
6 original bid and assigned trip will be reassigned to the next most senior driver that has not been
7 assigned a trip. Provided, however, that trips that are scheduled with less than twenty-four (24) hours'
8 notice to the District shall not be subject to this procedure but shall be assigned to the next most senior
9 driver that has not been assigned a trip. Trips will be assigned to the senior available driver.

10
11
12 **Section 6.4. Compensation.**

13 All hours worked more than the normal shift of eight (8) hours per day, or forty (40) hours per week,
14 shall be compensated at the rate of one and one-half (1.5) times the employee's base hourly rate.
15 Employees called for special service shall receive no less than two (2) hours' pay per call. Bus drivers
16 shall continue to be paid overtime for any work in excess of eight (8) hours per day. Bus Drivers
17 serving as mentors to trainees will be paid an additional fifty cents (\$0.50) per hour during the hours
18 that they are actively mentoring.

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24 This Letter of Agreement shall become effective September 1, 2024 and shall be attached to the
25 current Collective Bargaining Agreement.

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32 PUBLIC SCHOOL EMPLOYEES OF
33 WASHINGTON / SEIU LOCAL 1948

34
35 MOSES LAKE CHAPTER

36
37 BY: /e-signed by Sheryl Cassella/
38 Sheryl Cassella, Co-Chapter President

39
40 DATE: 10/09/24

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BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 10/09/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-Chapter President

DATE: 10/10/24

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Section 1.2. Bargaining Unit Definitions.

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Early Learning, Custodial, Driver-Trainer, **Finance**, Maintenance, Mechanic, Migrant/ESL, Nutrition Services, Paraeducator, Pool, Secretary, Security, Technology, Therapy Assistants, Bus Drivers, Bus Driver Assistants, Transportation Office Support Staff, and Warehouse.

The following positions are exempt from the bargaining unit: Director of Finance, Director of Maintenance, Director of Transportation and Assistant Director of Transportation, Executive Assistant, Administrative Assistant, Payroll Specialist, Community Schools Coordinator, ~~Accounts Payable Specialist~~, Technology Director, Director of Human Resources and Human Resource Specialist, Human Resource Generalist, Finance Assistant, Receptionist Specialist, Communications Coordinator, Custodial Supervisor, and Truancy Coordinator.

The following positions will be included in the Early Learning job classification with the corresponding pay schedule.

FINANCE – ACCOUNTS PAYABLE SPECIALIST

Year1	Year2	Year3	Year4-5	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$31.57	\$31.96	\$32.35	\$32.74	\$33.13	\$33.52	\$33.91	\$34.30	\$34.69	\$35.08

This Memorandum of Understanding shall become effective September 1, 2024, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-President

DATE: 10/14/24

BY: /e-signed by Christie Obershaw
Christie Obershaw, Co-Chapter President

DATE: 10/15/24

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Director of Human Resources

DATE: 10/14/24

1 MEMORANDUM OF UNDERSTANDING

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948,
5 MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO
6 ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:
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11 ~~Section 11.6. Employee Assistance Program.~~

12 ~~The District shall provide, at no cost to employees, an Employee Assistance Program.~~
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20 This Letter of Agreement shall become effective August 1, 2024, and shall sunset with the current
21 Collective Bargaining Agreement.
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28 PUBLIC SCHOOL EMPLOYEES OF
29 WASHINGTON / SEIU LOCAL 1948

30
31 MOSES LAKE CHAPTER

32
33 BY: /e-signed by Sheryl Cassella/
34 Sheryl Cassella, Co-Chapter President
35

36 DATE: 10/14/24
37

38
39 BY: /e-signed by Christie Obershaw
40 Christie Obershaw, Co-Chapter President
41

42 DATE: 10/15/24
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MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 10/15/24

1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES
5 LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE
6 XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:
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12 **Section 8.6.1. Personal Leave Carryover.**

13 Unused personal leave days, to a maximum of five (5) days may be carried into the following school
14 year. This does not include any days that were denied after the spring break. Those days are in addition
15 to the maximum of five (5) days that the employee may choose to carry over. These denied days must
16 be used in the following year. *The carryover amount will be calculated based on the prior year*
17 *allocation and not be reduced if an employee's hours are reduced in the next year.*
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25 This Letter of Agreement shall become effective September 1, 2024 and shall sunset with the current
26 Collective Bargaining Agreement.
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32 PUBLIC SCHOOL EMPLOYEES OF
33 WASHINGTON / SEIU LOCAL 1948
34

35 MOSES LAKE CHAPTER

36
37 BY: */e-signed by Sheryl Cassella/*
38 Sheryl Cassella, Co-Chapter President
39

40 DATE: *10/15/24*
41

42 BY: */e-signed by Christie Obershaw*
43 Christie Obershaw, Co-Chapter President
44

45 DATE: *10/16/24*
46
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48

MOSES LAKE SCHOOL DISTRICT #161

BY: */e-signed by Michelle Musso/*
Michelle Musso, Director of Human Resources

DATE: *10/15/24*

1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE
5 CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII,
6 SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:
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12 **Section 9.12. Reemployment Rights.**

13 An employee shall forfeit rights to reemployment as provided in Section 9.10, if the employee does not
14 comply with Section 9.11, or if the employee does not respond to the offer of reemployment within ~~ten~~
15 ~~(10)~~ **three (3)** business days.
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24 This Letter of Agreement shall become effective August 1, 2024, and shall sunset with the current
25 Collective Bargaining Agreement.
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30 PUBLIC SCHOOL EMPLOYEES OF
31 WASHINGTON / SEIU LOCAL 1948
32

33 MOSES LAKE CHAPTER

34
35 BY: /e-signed by Sheryl Cassella/
36 Sheryl Cassella, Co-Chapter President
37

38 DATE: 11/10/24
39

40 BY: /e-signed by Christie Obershaw
41 Christie Obershaw, Co-Chapter President
42

43 DATE: 11/12/24
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MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Director of Human Resources

DATE: 11/08/24

1 MEMORANDUM OF UNDERSTANDING

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE
5 CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII,
6 SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree with the following:
10

11 **Section 9.10.1. Layoff Ranking.**

12 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
13 District according to layoff ranking. Names shall remain on the reemployment list for two (2) years.
14 Employees on layoff status shall be recalled in reverse order of their being laid off. **In order to**
15 **expedite the filling of positions at the start of the school year, vacant positions will be filled by**
16 **first recalling staff on the layoff list. Once the recall list is exhausted,** available positions will be
17 posted.
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27 This Letter of Agreement shall become effective August 1, 2024, and shall sunset September 30, 2024.
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32 PUBLIC SCHOOL EMPLOYEES OF
33 WASHINGTON / SEIU LOCAL 1948
34

35 MOSES LAKE CHAPTER

36
37 BY: /e-signed Sheryl Cassella/
38 Sheryl Cassella, Co-Chapter President
39

40 DATE: 11/10/24
41
42

43 BY: /e-signed Christie Obershaw/
44 Christie Obershaw, Co-Chapter President
45

46 DATE: 11/13/24
47
48

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed Michelle Musso/
Michelle Musso, Director of Human Resources

DATE: 11/09/24

1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE
5 CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII,
6 SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 **BACKGROUND:**

10
11 Effective September 1, 2023, revisions to Section 7.2.1 of the collective bargaining agreement (CBA)
12 modified vacation eligibility to apply only to employees working 190 or more contracted days each
13 year. Prior to this revision, employees working 185-189 contracted days each year were eligible for
14 pro-rated paid vacation.
15

16 The District and the Union recognize that employees hired prior to September 1, 2023, who were
17 eligible for vacation under the previous language, may have relied on this benefit when accepting their
18 positions.
19

20
21 **NEW CONTRACT LANGUAGE:**

22
23 **Section 7.2.1. Other Eligible Employees.**

24 Employees who work one hundred ninety (190) contracted days or more each year, but less than two
25 hundred sixty (260) days (12-month employees), shall receive pro-rated paid vacations pursuant to
26 Section 7.2. The vacation received in this paragraph may be taken in increments of more than five (5)
27 continuous workdays. Unused vacation at the end of the school year will be cashed-out and paid in the
28 August paycheck. Employees who terminate employment prior to the end of the work year shall be
29 paid for any accrued vacation time in their final paycheck.
30

31
32 To keep current employees whole under the new language, the parties agree to the following:
33

34 **AGREEMENT:**

35
36 **1. Grandfathered Vacation Eligibility**

- 37
38 a. Employees hired prior to September 1, 2023, who worked 185-189 contracted days per
39 year and were previously eligible for pro-rated paid vacation under the terms of the
40 CBA shall retain their vacation eligibility under the prior language of Section 7.2.1.
41
42 b. These grandfathered employees will continue to receive pro-rated paid vacation benefits
43 as if the revised eligibility threshold of 190 days does not apply to them.
44

45 **2. Applicability of New Language**

- 46
47 a. Employees hired on or after September 1, 2023, will be subject to the revised language
48 in Section 7.2.1, requiring a minimum of 190 contracted days for vacation eligibility.

1
2 **3. Duration of Agreement**
3

- 4 a. This MOU shall remain in effect for the duration of the current CBA unless modified by
5 mutual agreement of the District and the Union.
6
7 b. The rights established herein for grandfathered employees shall not be rescinded or
8 modified without mutual agreement of the parties.
9
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18
19 PUBLIC SCHOOL EMPLOYEES OF
20 WASHINGTON / SEIU LOCAL 1948
21

22 MOSES LAKE CHAPTER

23
24 BY: /e-signed by Sheryl Cassella/
25 Sheryl Cassella, Co-Chapter President
26

27 DATE: Dec. 9, 2024
28
29

30 BY: /e-signed by Candy Davis/
31 Candy Davis, Co-Chapter President
32

33 DATE: Dec. 10, 2024
34
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MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Director of Human Resources

DATE: Dec. 9, 2024

MOSES LAKE SCHOOL DISTRICT
SCHEDULE A 2024-2025

MOSES LAKE SCHOOL DISTRICT		Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
PSE SALARY SCHEDULE 24-25		ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
<i>Effective 09.01.2024</i>										<i>Longevity \$0.30</i>	<i>Longevity \$0.30</i>
CUSTODIANS											
	Custodian	\$23.04	\$23.55	\$24.18	\$24.78	\$25.35	\$26.01	\$26.25	\$26.54	\$26.85	\$27.16
	Night Custodian	\$23.49	\$24.03	\$24.66	\$25.27	\$25.86	\$26.52	\$26.76	\$27.06	\$27.38	\$27.69
	Athletic Custodian*	\$23.27	\$23.80	\$24.42	\$25.03	\$25.61	\$26.27	\$26.51	\$26.81	\$27.12	\$27.43
EARLY LEARNING											
	ECEAP Coordinator	\$36.68	\$36.86	\$37.05	\$37.23	\$37.42	\$37.60	\$37.79	\$37.98	\$38.30	\$38.61
	Early Learning Assistant Teacher	\$20.41	\$20.94	\$21.48	\$22.01	\$22.55	\$23.08	\$23.58	\$24.08	\$24.59	\$25.10
	Early Learning Lead Teacher	\$26.48	\$26.82	\$27.16	\$27.50	\$27.84	\$28.18	\$28.52	\$28.86	\$29.20	\$29.54
	Family Support Specialist	\$26.48	\$26.82	\$27.16	\$27.50	\$27.84	\$28.18	\$28.52	\$28.86	\$29.20	\$29.54
MAINTENANCE											
	General Maintenance/Grounds	\$28.68	\$29.24	\$29.80	\$30.36	\$30.95	\$31.55	\$31.85	\$32.15	\$32.46	\$32.77
	Trades	\$32.03	\$32.29	\$32.96	\$33.55	\$34.21	\$34.85	\$35.19	\$35.56	\$35.87	\$36.18
	Advanced Maintenance Trades*	\$32.68	\$33.26	\$34.34	\$35.40	\$36.47	\$37.52	\$38.50	\$39.46	\$40.39	\$41.29
	Licensed Maintenance Trades**	\$37.81	\$38.12	\$38.89	\$39.59	\$40.38	\$41.15	\$41.52	\$41.96	\$42.32	\$42.68
*Certification beyond job requirements											
**License required for hire											
MECHANICS											
	Lead	\$31.88	\$33.36	\$34.04	\$34.72	\$35.55	\$36.24	\$36.62	\$36.99	\$37.30	\$37.61
	ASE Certified Lead*	\$32.52	\$34.02	\$34.73	\$35.40	\$36.25	\$36.97	\$37.35	\$37.73	\$38.04	\$38.35
	Master Certified Lead*	\$33.47	\$35.03	\$35.75	\$36.45	\$37.32	\$38.06	\$38.45	\$38.84	\$39.15	\$39.46
	Mechanic	\$30.12	\$31.61	\$32.22	\$32.87	\$33.80	\$34.47	\$34.84	\$35.18	\$35.49	\$35.80
	ASE Certified Mechanic	\$30.74	\$32.24	\$32.86	\$33.54	\$34.47	\$35.16	\$35.54	\$35.88	\$36.19	\$36.50
	Master Certified Mechanic	\$31.64	\$33.18	\$33.83	\$34.52	\$35.49	\$36.20	\$36.59	\$36.93	\$37.24	\$37.55
	Service Person	\$28.38	\$29.87	\$30.45	\$31.06	\$32.04	\$32.67	\$33.00	\$33.33	\$33.64	\$33.95
MIGRANT/ESL											
	Home Visitor	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
	Records Clerk	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
	Student Advocate	\$22.80	\$23.87	\$24.18	\$24.89	\$25.60	\$26.35	\$26.62	\$26.88	\$27.19	\$27.50
	Re-Engagement Specialist	\$36.68	\$36.89	\$37.10	\$37.31	\$37.52	\$37.73	\$37.94	\$38.15	\$38.36	\$38.57

MOSES LAKE SCHOOL DISTRICT
SCHEDULE A 2024-2025

MOSES LAKE SCHOOL DISTRICT		Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
PSE SALARY SCHEDULE 24-25		ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
Effective 09.01.2024										Longevity \$0.30	Longevity \$0.30
NUTRITION SERVICE											
	Head Cook (900+ meals per day)	\$23.23	\$23.66	\$24.13	\$24.59	\$25.04	\$25.53	\$25.79	\$26.04	\$26.35	\$26.66
	Secondary Head Cook	\$21.89	\$22.32	\$22.74	\$23.16	\$23.62	\$24.07	\$24.31	\$24.54	\$24.86	\$25.17
	Elementary Head Cook	\$21.00	\$21.37	\$21.80	\$22.58	\$22.65	\$23.07	\$23.30	\$23.53	\$23.84	\$24.15
	Assistant Cook	\$19.61	\$20.06	\$20.51	\$20.96	\$21.41	\$21.86	\$22.28	\$22.70	\$23.14	\$23.57
	Server/Helper	\$18.40	\$18.83	\$19.25	\$19.68	\$20.10	\$20.53	\$20.93	\$21.33	\$21.74	\$22.15
PARAEDUCATORS											
	Paraeducator Generalist	\$19.07	\$19.57	\$20.07	\$20.57	\$21.07	\$21.57	\$22.04	\$22.51	\$22.98	\$23.46
	Paraeducator Specialist	\$20.41	\$20.94	\$21.48	\$22.01	\$22.55	\$23.08	\$23.58	\$24.08	\$24.59	\$25.10
	Paraeducator Life Skills	\$21.22	\$21.78	\$22.34	\$22.89	\$23.45	\$24.01	\$24.53	\$25.04	\$25.58	\$26.10
	Paraeducator Librarian	\$22.07	\$22.65	\$23.23	\$23.81	\$24.39	\$24.97	\$25.51	\$26.05	\$26.60	\$27.15
	Paraeducator Librarian Middle School (grandfathered)	\$23.48	\$23.94	\$24.43	\$24.89	\$25.42	\$25.91	\$26.18	\$26.44	\$26.75	27.15
POOL											
	Pool Manager	\$24.60	\$25.51	\$26.46	\$27.38	\$28.28	\$29.19	\$29.48	\$29.78	\$30.09	\$30.40
	Lead Lifeguard	\$22.37	\$23.19	\$24.06	\$24.89	\$25.71	\$26.54	\$26.80	\$27.08	\$27.39	\$27.70
SECRETARY											
	I	\$21.93	\$22.57	\$23.25	\$23.92	\$24.63	\$25.34	\$25.60	\$25.85	\$26.16	\$26.47
	II	\$22.80	\$23.87	\$24.18	\$24.89	\$25.60	\$26.35	\$26.62	\$26.88	\$27.19	\$27.50
	III	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
SECURITY											
	Security Officer	\$23.64	\$24.00	\$24.38	\$25.05	\$25.44	\$25.83	\$26.07	\$26.34	\$26.65	\$26.96
		\$25.63	9.82	\$5.38	\$40.84	\$44,104.95					

MOSES LAKE SCHOOL DISTRICT
SCHEDULE A 2024-2025

MOSES LAKE SCHOOL DISTRICT		Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
PSE SALARY SCHEDULE 24-25		ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
Effective 09.01.2024										Longevity \$0.30	Longevity \$0.30
TECHNOLOGY											
	Tech Help Desk	\$23.91	\$24.60	\$25.33	\$26.07	\$26.86	\$27.64	\$27.92	\$28.21	\$28.52	\$28.83
	Theatre Operations	\$28.05	\$28.84	\$29.69	\$30.56	\$31.44	\$32.36	\$32.68	\$33.02	\$33.33	\$33.64
	Technology Specialist 1	\$28.05	\$28.84	\$29.69	\$30.56	\$31.44	\$32.36	\$32.68	\$33.02	\$33.33	\$33.64
	Advanced Technology Specialist 1*	\$28.61	\$29.42	\$30.29	\$31.17	\$32.07	\$33.01	\$33.33	\$33.68	\$33.99	\$34.30
	Educational Technology Specialist	\$32.75	\$33.72	\$34.68	\$35.69	\$36.76	\$37.84	\$38.21	\$38.61	\$38.92	\$39.23
	Technology Specialist 2	\$32.75	\$33.72	\$34.68	\$35.69	\$36.76	\$37.84	\$38.21	\$38.61	\$38.92	\$39.23
	Advanced Technology Specialist 2*	\$33.40	\$34.40	\$35.37	\$36.41	\$37.50	\$38.60	\$38.98	\$39.39	\$39.70	\$40.01
	Technology Specialist 3	\$37.51	\$38.57	\$39.70	\$40.86	\$42.08	\$43.31	\$43.72	\$44.18	\$44.49	\$44.80
	Advanced Technology Specialist 3*	\$38.25	\$39.33	\$40.48	\$41.68	\$42.92	\$44.17	\$44.59	\$45.06	\$45.37	\$45.68
	*Technology Specialists with advanced certification/license beyond the minimum qualifications										
THERAPY ASSISTANTS											
	Occupational Therapy Asst	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
	Physical Therapy Assistant	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
	Speech and Language Assistant	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
	Sign Language Interpreter	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
	Brailist	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
	Licensed Practical Nurse	\$30.20	\$37.57	\$38.68	\$39.80	\$40.99	\$42.20	\$42.63	\$43.05	\$43.36	\$43.67
	Registered Behavior Technician	\$22.86	\$24.14	\$25.13	\$26.09	\$27.06	\$28.04	\$28.99	\$29.97	\$30.28	\$30.59
	Certified Nursing Assistant	\$21.13	\$21.94	\$22.74	\$23.61	\$24.42	\$25.25	\$25.48	\$26.20	\$26.52	\$26.83
	Certified Daycare Assistant	\$21.13	\$21.94	\$22.74	\$23.61	\$24.42	\$25.25	\$25.48	\$26.20	\$26.52	\$26.83
TRANSPORTATION											
	Bus Driver	\$25.15	\$25.49	\$25.83	\$26.17	\$26.51	\$26.85	\$27.17	\$27.49	\$27.82	\$28.15
	Bus Driver - Special Education	\$25.65	\$25.99	\$26.33	\$26.67	\$27.01	\$27.35	\$27.67	\$27.99	\$28.32	\$28.65
	Bus Driver Assistant	\$20.09	\$20.49	\$20.90	\$21.31	\$21.74	\$22.17	\$22.40	\$22.63	\$22.94	\$23.25
	Specialist / Dispatcher / Router (office)	\$24.89	\$25.34	\$25.79	\$26.24	\$26.69	\$27.14	\$27.57	\$28.00	\$28.43	\$28.86
	Office Lead	\$26.05	\$26.80	\$27.58	\$28.41	\$29.25	\$30.09	\$30.40	\$30.71	\$31.02	\$31.33
	Driver Trainer	\$27.81	\$28.83	\$29.29	\$29.75	\$30.23	\$30.68	\$30.99	\$31.30	\$31.63	\$31.97
WAREHOUSE											
	Warehouse Lead	\$25.20	\$25.70	\$26.24	\$26.77	\$27.30	\$27.83	\$28.30	\$28.76	\$29.23	\$29.70
	Warehouse Assistant	\$19.90	\$22.16	\$22.79	\$23.47	\$24.15	\$24.88	\$25.11	\$25.36	\$25.66	\$25.96
	Delivery Driver	\$17.56	\$21.71	\$22.32	\$22.99	\$23.65	\$24.38	\$24.60	\$24.84	\$25.15	\$25.46

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MOSES LAKE CHAPTER, AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

1. The *Theater Operations* position, classified under Technology, will be eliminated.
2. A new job classification titled *Performing Arts* will be created and added to the bargaining unit definition in Section 1.2 as follows:

Section 1.2. Bargaining Unit Definitions.

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Assistant Teacher, Coordinators, Custodial, Driver-Trainer, Maintenance, Mechanic, Migrant/ESL, Nutrition Services, Paraeducator, Pool, Secretary, Security, Technology, Performing Arts, Therapy Assistants, Bus Drivers, Bus Driver Assistants, Transportation Office Support Staff, and Warehouse.

The Theater Arts Support job classification will initially include two (2) positions, with the corresponding salary schedules below:

PIANIST

Year1	Year2	Year3	Year45	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$23.48	\$23.94	\$24.43	\$24.89	\$25.42	\$25.91	\$26.18	\$26.44	\$26.75	\$27.15

THEATER TECHNICIAN

Year1	Year2	Year3	Year45	Year6-10	Year11-15	Year16-20	Year21-25	Year26-30	Year31+
ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
\$28.05	\$28.84	\$29.69	\$30.56	\$31.44	\$32.36	\$32.68	\$33.02	\$33.33	\$33.64

This Memorandum of Understanding shall be effective April 25, 2025, and shall sunset with the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER #303

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-Chapter President

DATE: Apr. 28, 2025

BY: /e-signed by Candy Davis/
Candy Davis, Co-Chapter President

DATE: Apr. 29, 2025

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: Apr. 28, 2025



LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MOSES LAKE CHAPTER AND THE MOSES LAKE SCHOOL DISTRICT #161 PURSUANT TO ARTICLE XVII, SECTION 17.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Schedule A for the 2025-2026 school year shall be amended with a 6.27% wage increase.

This Letter of Agreement shall become effective September 1, 2025, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOSES LAKE CHAPTER #303

BY: /e-signed by Sheryl Cassella/
Sheryl Cassella, Co-Chapter President

DATE: 06-16-25

BY: /e-signed by Candy Davis/
Candy Davis, Co-Chapter President

DATE: 06-16-25

MOSES LAKE SCHOOL DISTRICT #161

BY: /e-signed by Michelle Musso/
Michelle Musso, Human Resources Director

DATE: 06-16-25

SCHEDULE A – SEPTEMBER 1, 2025 to AUGUST 31, 2026

MOSES LAKE SCHOOL DISTRICT	Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
PSE SALARY SCHEDULE 25-26	ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
Effective 09.01.2025 (6.27%)									Longevity \$0.30	Longevity \$0.30
CUSTODIANS										
Custodian	\$24.48	\$25.03	\$25.70	\$26.33	\$26.94	\$27.64	\$27.90	\$28.20	\$28.53	\$28.86
Night Custodian	\$24.96	\$25.54	\$26.21	\$26.85	\$27.48	\$28.18	\$28.44	\$28.76	\$29.10	\$29.43
Athletic Custodian*	\$24.73	\$25.29	\$25.95	\$26.60	\$27.22	\$27.92	\$28.17	\$28.49	\$28.82	\$29.15
EARLY LEARNING										
ECEAP Coordinator	\$38.98	\$39.17	\$39.37	\$39.56	\$39.77	\$39.96	\$40.16	\$40.36	\$40.70	\$41.03
Early Learning Assistant Teacher	\$21.69	\$22.25	\$22.83	\$23.39	\$23.96	\$24.53	\$25.06	\$25.59	\$26.13	\$26.67
Early Learning Lead Teacher	\$28.14	\$28.50	\$28.86	\$29.22	\$29.59	\$29.95	\$30.31	\$30.67	\$31.03	\$31.39
Family Support Specialist	\$28.14	\$28.50	\$28.86	\$29.22	\$29.59	\$29.95	\$30.31	\$30.67	\$31.03	\$31.39
FINANCE										
Accounts Payable Specialist	\$33.55	\$33.96	\$34.38	\$34.79	\$35.21	\$35.62	\$36.04	\$36.45	\$36.87	\$37.28
MAINTENANCE										
General Maintenance/Grounds	\$30.48	\$31.07	\$31.67	\$32.26	\$32.89	\$33.53	\$33.85	\$34.17	\$34.50	\$34.82
Trades	\$34.04	\$34.31	\$35.03	\$35.65	\$36.35	\$37.04	\$37.40	\$37.79	\$38.12	\$38.45
Advanced Maintenance Trades*	\$34.73	\$35.35	\$36.49	\$37.62	\$38.76	\$39.87	\$40.91	\$41.93	\$42.92	\$43.88
Licensed Maintenance Trades**	\$40.18	\$40.51	\$41.33	\$42.07	\$42.91	\$43.73	\$44.12	\$44.59	\$44.97	\$45.36
*Certification beyond job requirements										
**License required for hire										
MECHANICS										
Lead	\$33.88	\$35.45	\$36.17	\$36.90	\$37.78	\$38.51	\$38.92	\$39.31	\$39.64	\$39.97
ASE Certified Lead*	\$34.56	\$36.15	\$36.91	\$37.62	\$38.52	\$39.29	\$39.69	\$40.10	\$40.43	\$40.75
Master Certified Lead*	\$35.57	\$37.23	\$37.99	\$38.74	\$39.66	\$40.45	\$40.86	\$41.28	\$41.60	\$41.93
Mechanic	\$32.01	\$33.59	\$34.24	\$34.93	\$35.92	\$36.63	\$37.02	\$37.39	\$37.72	\$38.04
ASE Certified Mechanic	\$32.67	\$34.26	\$34.92	\$35.64	\$36.63	\$37.36	\$37.77	\$38.13	\$38.46	\$38.79
Master Certified Mechanic	\$33.62	\$35.26	\$35.95	\$36.68	\$37.72	\$38.47	\$38.88	\$39.25	\$39.57	\$39.90
Service Person	\$30.16	\$31.74	\$32.36	\$33.01	\$34.05	\$34.72	\$35.07	\$35.42	\$35.75	\$36.08



SCHEDULE A – SEPTEMBER 1, 2025 to AUGUST 31, 2026 (continued)

MOSES LAKE SCHOOL DISTRICT	Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
PSE SALARY SCHEDULE 25-26	ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
<i>Effective 09.01.2025 (6.27%)</i>									Longevity \$0.30	Longevity \$0.30
MIGRANT/ESL										
Home Visitor	\$25.41	\$26.14	\$26.92	\$27.70	\$28.54	\$29.37	\$29.67	\$29.98	\$30.31	\$30.64
Records Clerk	\$25.41	\$26.14	\$26.92	\$27.70	\$28.54	\$29.37	\$29.67	\$29.98	\$30.31	\$30.64
Student Advocate	\$24.23	\$25.37	\$25.70	\$26.45	\$27.21	\$28.00	\$28.29	\$28.57	\$28.89	\$29.22
Re-Engagement Specialist	\$38.98	\$39.20	\$39.43	\$39.65	\$39.87	\$40.10	\$40.32	\$40.54	\$40.77	\$40.99
NUTRITION SERVICE										
Head Cook (900+ meals per day)	\$24.69	\$25.14	\$25.64	\$26.13	\$26.61	\$27.13	\$27.41	\$27.67	\$28.00	\$28.33
Secondary Head Cook	\$23.26	\$23.72	\$24.17	\$24.61	\$25.10	\$25.58	\$25.83	\$26.08	\$26.42	\$26.75
Elementary Head Cook	\$22.32	\$22.71	\$23.17	\$24.00	\$24.07	\$24.52	\$24.76	\$25.01	\$25.33	\$25.66
Assistant Cook	\$20.84	\$21.32	\$21.80	\$22.27	\$22.75	\$23.23	\$23.68	\$24.12	\$24.59	\$25.05
Server/Helper	\$19.55	\$20.01	\$20.46	\$20.91	\$21.36	\$21.82	\$22.24	\$22.67	\$23.10	\$23.54
PARAEDUCATORS										
Paraeducator Generalist	\$20.27	\$20.80	\$21.33	\$21.86	\$22.39	\$22.92	\$23.42	\$23.92	\$24.42	\$24.93
Paraeducator Specialist	\$23.26	\$23.72	\$24.17	\$24.61	\$25.10	\$25.58	\$25.83	\$26.08	\$26.42	\$26.75
Paraeducator Life Skills	\$22.55	\$23.15	\$23.74	\$24.33	\$24.92	\$25.52	\$26.07	\$26.61	\$27.18	\$27.74
Paraeducator Librarian	\$23.45	\$24.07	\$24.69	\$25.30	\$25.92	\$26.54	\$27.11	\$27.68	\$28.27	\$28.85
Paraeducator Librarian Middle School (grandfathered)	\$24.95	\$25.44	\$25.96	\$26.45	\$27.01	\$27.53	\$27.82	\$28.10	\$28.43	28.85
POOL										
Pool Manager	\$26.14	\$27.11	\$28.12	\$29.10	\$30.05	\$31.02	\$31.33	\$31.65	\$31.96	\$32.31
Lead Lifeguard	\$23.77	\$24.64	\$25.57	\$26.45	\$27.32	\$28.20	\$28.48	\$28.78	\$29.11	\$29.44
SECRETARY										
I	\$23.31	\$23.99	\$24.71	\$25.42	\$26.17	\$26.93	\$27.21	\$27.47	\$27.80	\$28.13
II	\$24.23	\$25.37	\$25.70	\$26.45	\$27.21	\$28.00	\$28.29	\$28.57	\$28.89	\$29.22
III	\$25.41	\$26.14	\$26.92	\$27.70	\$28.54	\$29.37	\$29.67	\$29.98	\$30.31	\$30.64
Student Enrollment & Records Coordinator	\$38.98	\$39.17	\$39.37	\$39.56	\$39.77	\$39.96	\$40.16	\$40.36	\$40.70	\$41.03



SCHEDULE A – SEPTEMBER 1, 2025 to AUGUST 31, 2026 (continued)

MOSES LAKE SCHOOL DISTRICT	Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
PSE SALARY SCHEDULE 25-26	ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
<i>Effective 09.01.2025 (6.27%)</i>									Longevity \$0.30	Longevity \$0.30
SECURITY										
Security Officer	\$25.12	\$25.50	\$25.91	\$26.62	\$27.04	\$27.45	\$27.70	\$27.99	\$28.32	\$28.65
TECHNOLOGY										
Tech Help Desk	\$25.41	\$26.14	\$26.92	\$27.70	\$28.54	\$29.37	\$29.67	\$29.98	\$30.31	\$30.64
Technology Specialist 1	\$29.81	\$30.65	\$31.55	\$32.48	\$33.41	\$34.39	\$34.73	\$35.09	\$35.42	\$35.75
Advanced Technology Specialist 1*	\$30.40	\$31.26	\$32.19	\$33.12	\$34.08	\$35.08	\$35.42	\$35.79	\$36.12	\$36.45
Educational Technology Specialist	\$34.80	\$35.83	\$36.85	\$37.93	\$39.06	\$40.21	\$40.61	\$41.03	\$41.36	\$41.69
Technology Specialist 2	\$34.80	\$35.83	\$36.85	\$37.93	\$39.06	\$40.21	\$40.61	\$41.03	\$41.36	\$41.69
Advanced Technology Specialist 2*	\$35.49	\$36.56	\$37.59	\$38.69	\$39.85	\$41.02	\$41.42	\$41.86	\$42.19	\$42.52
Technology Specialist 3	\$39.86	\$40.99	\$42.19	\$43.42	\$44.72	\$46.03	\$46.46	\$46.95	\$47.28	\$47.61
Advanced Technology Specialist 3*	\$40.65	\$41.80	\$43.02	\$44.29	\$45.61	\$46.94	\$47.39	\$47.89	\$48.21	\$48.54
*Technology Specialists with advanced certification/license beyond the minimum qualifications										
THEATER ARTS SUPPORT										
Pianist	\$24.95	\$25.44	\$25.96	\$26.45	\$27.01	\$27.53	\$27.82	\$28.10	\$28.43	\$28.85
Theatre Technician	\$29.81	\$30.65	\$31.55	\$32.48	\$33.41	\$34.39	\$34.73	\$35.00	\$35.42	\$35.75
THERAPY ASSISTANTS										
Occupational Therapy Asst	\$32.09	\$39.93	\$41.11	\$42.30	\$43.56	\$44.85	\$45.30	\$45.75	\$46.08	\$46.41
Physical Therapy Assistant	\$32.09	\$39.93	\$41.11	\$42.30	\$43.56	\$44.85	\$45.30	\$45.75	\$46.08	\$46.41
Speech and Language Assistant	\$32.09	\$39.93	\$41.11	\$42.30	\$43.56	\$44.85	\$45.30	\$45.75	\$46.08	\$46.41
Sign Language Interpreter	\$32.09	\$39.93	\$41.11	\$42.30	\$43.56	\$44.85	\$45.30	\$45.75	\$46.08	\$46.41
Brailist	\$32.09	\$39.93	\$41.11	\$42.30	\$43.56	\$44.85	\$45.30	\$45.75	\$46.08	\$46.41
Licensed Practical Nurse	\$32.09	\$39.93	\$41.11	\$42.30	\$43.56	\$44.85	\$45.30	\$45.75	\$46.08	\$46.41
Registered Behavior Technician	\$24.29	\$25.65	\$26.71	\$27.73	\$28.76	\$29.80	\$30.81	\$31.85	\$32.18	\$32.51
Certified Nursing Assistant	\$22.45	\$23.32	\$24.17	\$25.09	\$25.95	\$26.83	\$27.08	\$27.84	\$28.18	\$28.51
Certified Daycare Assistant	\$22.45	\$23.32	\$24.17	\$25.09	\$25.95	\$26.83	\$27.08	\$27.84	\$28.18	\$28.51



SCHEDULE A – SEPTEMBER 1, 2025 to AUGUST 31, 2026 (continued)

MOSES LAKE SCHOOL DISTRICT	Year 1	Year 2	Year 3	Year 4-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Year 31+
PSE SALARY SCHEDULE 25-26	ENTRY	STEP 1	STEP 2	STEP 3	STEP 5	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
<i>Effective 09.01.2025 (6.27%)</i>									Longevity \$0.30	Longevity \$0.30
TRANSPORTATION										
Bus Driver	\$26.73	\$27.09	\$27.45	\$27.81	\$28.17	\$28.53	\$28.87	\$29.21	\$29.56	\$29.92
Bus Driver - Special Education	\$27.26	\$27.62	\$27.98	\$28.34	\$28.70	\$29.06	\$29.40	\$29.74	\$30.10	\$30.45
Bus Driver Assistant	\$21.35	\$21.77	\$22.21	\$22.65	\$23.10	\$23.56	\$23.80	\$24.05	\$24.38	\$24.71
Specialist / Dispatcher / Router (office)	\$26.45	\$26.93	\$27.41	\$27.89	\$28.36	\$28.64	\$29.30	\$29.76	\$30.21	\$30.67
Office Lead	\$27.68	\$28.48	\$29.31	\$30.19	\$31.08	\$31.98	\$32.31	\$32.64	\$32.96	\$33.29
Driver Trainer	\$29.55	\$30.64	\$31.13	\$31.62	\$32.13	\$32.60	\$32.93	\$33.26	\$33.61	\$33.97
WAREHOUSE										
Warehouse Lead	\$26.78	\$27.31	\$27.89	\$28.45	\$29.01	\$29.57	\$30.07	\$30.56	\$31.06	\$31.56
Warehouse Assistant	\$21.15	\$23.55	\$24.22	\$24.94	\$25.66	\$26.44	\$26.68	\$26.65	\$27.27	\$27.59
Delivery Driver	\$18.66	\$23.07	\$23.72	\$24.43	\$25.13	\$25.91	\$26.14	\$26.40	\$26.73	\$27.06

