

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**NORTH BEACH SCHOOL DISTRICT #64**

AND

**PUBLIC SCHOOL EMPLOYEES OF  
NORTH BEACH #1207**

SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2026



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

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## TABLE OF CONTENTS

	Page
PREAMBLE	1
ARTICLE I	1
ARTICLE II	2
ARTICLE III	2
ARTICLE IV	3
ARTICLE V	4
ARTICLE VI	4
ARTICLE VII	5
ARTICLE VIII	8
ARTICLE IX	10
ARTICLE X	13
ARTICLE XI	15
ARTICLE XII	15
ARTICLE XIII	16
ARTICLE XIV	17
ARTICLE XV	18
ARTICLE XVI	20
ARTICLE XVII	20
ARTICLE XVIII	22
SIGNATURE PAGE	23
SCHEDULE A (2024 – 2025)	24

1 **PREAMBLE**

2  
3 This agreement is made and entered into between North Beach School District (hereinafter "District" or  
4 "Employer") and the North Beach School District local chapter of the Public School Employees of  
5 Washington (hereinafter "Association"), an affiliate of the Public School Employees of Washington state  
6 organization.  
7

8 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations  
9 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties  
10 agree as follows.  
11

12 **ARTICLE I**

13 **RECOGNITION AND COVERAGE OF AGREEMENT**

14  
15  
16 **Section 1.1.**

17  
18 The District hereby recognizes the Association as the exclusive representative of all employees in the  
19 bargaining unit described in Section 1.3, and the Association recognizes the responsibility of representing  
20 the interests of all such employees.  
21

22  
23 **Section 1.2.**

24 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as  
25 deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the Board of  
26 Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).  
27

28 **Section 1.2.1. Substitute Employees.**

29 Substitutes who have been employed thirty (30) days or more during any twelve (12) month  
30 period ending during the current or immediately preceding school year and continue to be  
31 available for work shall be included within the bargaining unit but subject only to Section 7.2.2.,  
32 Section 7.3., Article XIV and Schedule A herein.  
33

34 **Section 1.2.2.**

35 A substitute employee is one who is working in a position replacing someone who has  
36 reemployment rights. The District may create temporary positions for specific purposes, the  
37 position to be no more than ninety (90) days and for a specific purpose. After thirty (30)  
38 consecutive days of employment, if a position is not being filled for someone with reemployment  
39 rights, the position will be posted and filled. If a person is working in a position where they are  
40 being called a substitute, but they are not replacing a regular employee with employment rights,  
41 they will be considered a regular employee from the time they began regular employment in the  
42 position.  
43

44 **Section 1.2.3. Leave Replacement Employees.**

45 An employee hired to replace another on a leave of absence is considered a substitute employee as  
46 defined herein. If they are hired in a regular position after holding the leave position, their hire  
47 date will be adjusted retroactively to the date they began the leave replacement position.  
48

1 In the event a regular employee is selected to replace another regular employee on leave, the  
2 replacement employee will receive the same pay and benefits as the employee they are replacing.  
3

4 **Section 1.3.**

5 The bargaining unit to which this agreement is applicable shall consist of all classified employees in the  
6 following general job classifications: food service, secretarial/clerical, paraeducator/coordinator/program  
7 facilitator, custodial/maintenance/grounds, and transportation; excluding, the transportation supervisor,  
8 the business manager and district office manager, special services assistant, student records coordinator,  
9 maintenance supervisor.  
10

11 **Section 1.4.**

12 The District will not enter into any contract resulting in the subcontracting of bargaining unit work.  
13  
14  
15

16 **ARTICLE II**

17 **RIGHTS OF THE EMPLOYER**

18  
19 **Section 2.1.**

20 It is agreed that the customary and usual rights, powers, functions, and authority of management are  
21 vested in management officials of the District. Included in these rights in accordance with applicable laws  
22 and regulations is the right to direct the work force, the right to hire, promote, retain, transfer, and assign  
23 employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against  
24 employees; and the right to release employees from duties because of lack of work or for other legitimate  
25 reasons. The District shall retain the right to maintain efficiency of the District operation by determining  
26 the methods, the means, and the personnel by which such operation is conducted.  
27  
28

29 **Section 2.2.**

30 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
31 District. In making rules and regulations relating to personnel policies, procedures and practices, and  
32 matters of working conditions, the District shall give due regard and consideration to the rights of the  
33 Association and the employees and to the obligations imposed by this agreement.  
34  
35  
36

37 **ARTICLE III**

38 **RIGHTS OF THE EMPLOYEES**

39  
40 **Section 3.1.**

41 It is agreed that all employees subject to this agreement shall have and shall be protected in the exercise  
42 of the lawful right, freely and without fear of penalty or reprisal, to join and assist the Association. The  
43 freedom of such employees to assist the Association shall be recognized as extending to participation in  
44 the management of the Association, including presentation of the views of the Association to the Board  
45 of Directors of the District.  
46  
47  
48



1 **Section 3.2.**

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

5 **Section 3.3.**

6 Employees subject to this agreement have the right to have Association representatives or other persons  
7 present at discussions between themselves and supervisors or other representatives of the District as  
8 hereinafter provided.  
9

10 **Section 3.4.**

11 Neither the District nor the Association shall unlawfully discriminate against any employee subject to this  
12 agreement on the basis of race, national origin, creed, sex, religion, age, marital status, or the presence of  
13 a disability.  
14

15 **Section 3.5.**

16 The District will maintain one (1) official personnel file for each employee. Such official personnel file  
17 will be kept at the District office. Upon the request of an employee, the District will permit the employee  
18 to inspect the contents of his/her official personnel file. The employee may make a copy of the contents  
19 of his/her official personnel file at the employee's expense. An employee may attach written comments to  
20 material contained in his/her official personnel file.  
21

22 **Section 3.6.**

23 Employees shall not be required to administer bladder catheterization of students pursuant to RCW  
24 28A.210.280 as amended.  
25  
26  
27

28 **ARTICLE IV**

29 **RIGHTS OF THE ASSOCIATION**  
30  
31

32 **Section 4.1.**

33 The Association has the right and responsibility to represent the interests of all employees in the unit; to  
34 present its views to the District on matters of concern, either orally or in writing; to consult or to be  
35 consulted with respect to the formulation, development, and implementation of industrial relations  
36 matters and practices which are within the authority of the District; and to enter collective negotiations  
37 with the object of reaching an agreement applicable to all employees within the bargaining unit.  
38

39 **Section 4.2.**

40 The Association shall promptly be notified by the District of any formal disciplinary actions of any  
41 employee in the bargaining unit in accordance with the provisions of the discharge and grievance  
42 procedure articles contained herein. The Association is entitled to have an observer at scheduled hearings  
43 conducted by any District official or body arising out of grievance and to make known the Association's  
44 views concerning the case.  
45

46 **Section 4.3.**

47 Each year the parties shall review the bargaining unit seniority list. Such list will be appended to this  
48 agreement. Upon reasonable request, the District will provide the current S-275 and a District directory.

1 **Section 4.4.**

2 The District shall provide a bulletin board space in each school for the use of the Association. The  
3 Association will be allowed to use intra district mail and email for communication.  
4

5 **Section 4.5.**

6 A meeting(s) between an Association representative and an employee shall not interfere with the  
7 employee's assigned duties. Meetings will occur during the employee's meal periods and/or rest periods  
8 provided in this agreement.  
9

10 **Section 4.6. Meeting Sites.**

11 The Association may use a District meeting site(s) provided the Association makes an appropriate  
12 application for such use with the District Facilities Use Form.  
13

14 **Section 4.7. School Calendar.**

15 The District shall present the Association with a projected calendar for the subsequent school year in  
16 January. The Association shall present their input to the Superintendent in their monthly meeting.  
17 Professional development days and planning days shall be set in the school calendar before the end of the  
18 current school year.  
19  
20  
21

22 **ARTICLE V**

23 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

24 **Section 5.1.**

25 It is agreed and understood that matters appropriate for consultation and negotiation between the District  
26 and the Association are those relating to hours, wages, grievance procedures and general working  
27 conditions of employees in the bargaining unit subject to this agreement.  
28  
29

30 **Section 5.2.**

31 It is further recognized that this agreement does not alter the responsibility of either party to meet with the  
32 other party to advise, discuss or consult regarding matters concerning working conditions not covered by  
33 this agreement.  
34  
35  
36  
37

38 **ARTICLE VI**

39 **ASSOCIATION REPRESENTATION**

40 **Section 6.1.**

41 The Association will designate a conference committee of up to three (3) members (including, at the  
42 option of the Association, the PSE field representative) that will meet with the superintendent of the  
43 District and the superintendent's representatives on a mutually agreeable regular basis to discuss  
44 appropriate matters. Conference committee members' names will be submitted in advance to the District.  
45  
46  
47  
48



1 **Section 6.2.**

2 When mutually scheduled formal meetings are held between representatives of the Association and  
3 representatives of the District pursuant to Section 6.1, formal minutes shall be prepared if the parties  
4 mutually agree. The District will arrange for the preparation of such minutes and a draft will be made  
5 available to the representatives of the Association for review prior to final preparation. The Association  
6 will be furnished copies of the completed minutes.  
7  
8  
9

10 **ARTICLE VII**

11 **HOURS OF WORK AND OVERTIME**

12  
13  
14 **Section 7.1.**

15 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)  
16 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee  
17 to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.  
18

19 **Section 7.2.**

20 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be  
21 changed, except in case of emergency, without prior notice to the employee of two (2) calendar weeks;  
22 provided, however, this notice may be waived by the employee.  
23

24 **Section 7.2.1.**

25 Employees shall receive a minimum of two (2) hour's pay per duty call. A duty call is defined as  
26 any assigned work other than the normal work shift and work day, noncontiguous with the normal  
27 work shift and work day.  
28

29 **Section 7.2.2. Meal Periods - Rest Periods. (WAC 296-126-092)**

- 30
- 31 1. Employees shall be allowed a meal period of at least thirty (30) minutes which commences no  
32 less than two (2) hours nor more than five (5) hours from the beginning of the shift. Meal  
33 periods shall be on the employer's time when the employee is required by the employer to  
34 remain on duty on the premises or at a prescribed work site in the interest of the employer.  
35
  - 36 2. No employee shall be required to work more than five (5) consecutive hours without a meal  
37 period.  
38
  - 39 3. Employees working three (3) or more hours longer than a normal work day shall be allowed at  
40 least one (1) thirty (30) minute meal period prior to or during the overtime period.  
41
  - 42 4. Employees shall be allowed a rest period of not less than ten (10) minutes, on the employer's  
43 time, for each four (4) hours of work time. Rest periods shall be scheduled as near as possible  
44 to the midpoint of the work period. No employee shall be required to work more than  
45 three (3) hours without a rest period.  
46  
47



1 5. Where the nature of the work allows employees to take intermittent rest periods equivalent to  
2 ten (10) minutes for each four (4) hours worked, scheduled rest periods are not required.  
3

4 **Section 7.3.**

5 Employees required to work through their regular lunch periods will be given time to eat at a time agreed  
6 upon by the employee and the employee's supervisor. In the event the District requires an employee to  
7 forego the lunch period and the employee works the entire shift, including the lunch period, the employee  
8 shall be compensated for the foregone lunch period at overtime rates.  
9

10 **Section 7.4.**

11 Shifts will be established for transportation employees in relation to the routes and driving times requisite  
12 to fulfilling tasks assigned by the supervisor of transportation. Shifts (regular routes) shall be subject to  
13 seniority preference among all drivers at the beginning of each school year as soon as the District  
14 transportation plan is finalized, no later than thirty (30) school days after the beginning of the school year.  
15 In the event shifts are changed fifteen (15) minutes or more during the ensuing year with the exception of  
16 school after school which shall be thirty (30) minutes, seniority preference among all drivers for all shifts  
17 shall be followed. Bus drivers shall receive pay for one-half (½) hour per day for the purpose of bus  
18 cleanup, warm-up, and operational checks in addition to the actual hours of driving time, provided that  
19 work is performed by the bus drivers. If there are thirty (30) minutes or less between assignments, the  
20 base hourly rate shall cease at the conclusion of the assignment, providing the assignment begins and  
21 ends at the assigned point of origin. In the event the assignment does not so begin or end at the point of  
22 origin, the District shall be responsible for transportation and paid time at the driver's regular hourly rate,  
23 to or from the point of origin. Safety meetings and required staff meetings not involving imposition of  
24 employee discipline (e.g., investigative meetings with administration, meetings with parents,  
25 informational meetings with administrative staff) shall be compensated at the regular hourly rate,  
26 employees shall receive payment for such required meetings based upon actual time of attendance, but for  
27 not less than one (1) hour.  
28

29 **Section 7.4.1. Extra Trips.**

30 All trips other than regular daily shifts shall be designated extra trips. Extra trips shall be assigned  
31 on a rotating seniority basis. Employees placed on the extra trip list must be qualified for extra  
32 trips as determined by the employee's supervisor. Employees interested in being considered for  
33 extra trips shall place their names on a list posted at the beginning of the school year. Employees  
34 hired after the beginning of the school year shall be allowed access to extra trips, consistent with  
35 this section and with the approval of his/her supervisor. The District shall arrange those interested  
36 employees in seniority order, the resulting extra trip roster shall be utilized for assignment of extra  
37 trips on a rotating basis. Employees that decline an extra trip that is offered in rotational order  
38 shall not be eligible for consideration for subsequent extra trips until their roster position has  
39 completed a full cycle of rotation.  
40

41 **Section 7.4.1.1. In-District Trips.**

42 Shall be assigned by the Supervisor of Transportation with a fair and equitable balance of  
43 hours among the drivers.  
44

45 **Section 7.4.2. Selection of Extra Trips.**

46 Each Friday when school is in session, extra trip rostered drivers will be given an opportunity to  
47 select, by bid, in rostered order, the activity trip they will drive for the succeeding week,  
48



1 commencing with the driver next in rotation order from the last driver utilized the previous week,  
2 one trip at a time, until all the extra trips have been selected for that week. In the event an extra  
3 trip scheduled conflicts with a regular shift, the driver shall have the right to opt for either trip.  
4

5 Trips which are made available with less than twenty-four (24) hours notice will be assigned by  
6 the seniority roster. Drivers who choose a trip which was posted with less than twenty-four (24)  
7 hours notice will not lose their position on the rotating roster.  
8

### 9 **Section 7.4.3.**

10 Exceptions to the rules regarding the extra trip rotating roster specified above.  
11

- 12 1. In the event an employee was not made aware of an extra trip at least twenty-four (24)  
13 hours (to include at least one (1) hour for telephone calls) in advance of the scheduled  
14 departure time, in such cases the employee shall be offered the next extra trip,  
15 notwithstanding the employee has been awarded an extra trip out of rotational order, the  
16 employee shall revert to the established order for all subsequent rotational offerings of  
17 extra trips.  
18
- 19 2. Drivers shall have the right to select one (1) trip each week they are eligible  
20 notwithstanding the trip would cause the driver to exceed forty (40) hours for the week.  
21
- 22 3. In the event an extra trip is canceled, after selection of extra trips, consistent with  
23 Section 7.4.2 herein, is completed; the assigned driver shall lose the assignment without  
24 recourse unless the same trip is rescheduled prior to the next dispatch the same driver will  
25 be assigned that trip, in such cases the effected driver shall be eligible for assignment  
26 when the driver's roster position warrants selection pursuant to Section 7.4.2.  
27

### 28 **Section 7.4.4. Compensation For Extra Trips.**

- 29 A. Extra trips exceeding one (1) day's duration (i.e., a trip requiring overnight  
30 accommodations) shall be compensated for all hours of driving (regular hourly rate) and/or  
31 duty time (regular rate), or eight (8) hours pay, whichever is greater, for each twenty-four  
32 (24) hour period - commencing with the beginning of the assignment and concluding upon  
33 return to the District and the point of origin. Drivers shall be subject to the provisions of  
34 overtime hereinafter provided.  
35
- 36 B. All other extra trips shall be compensated at the employee's regular hourly rate, subject to  
37 the provisions of overtime hereinafter provided.  
38

### 39 **Section 7.4.5.**

40 Only state certified employees, classified as bus drivers, employed regularly by the District,  
41 meeting all state requirements for a school bus driver, shall be used to drive District school busses  
42 unless no such employee is available; except that, all school activities requiring transportation,  
43 involving fifteen (15) or fewer students, may be taken in a school van(s) driven by District  
44 employee(s) as determined by the District.  
45  
46

1 **Section 7.5.**

2 Employees requested to work a shift regularly filled by a higher classification employee shall receive  
3 compensation equal to the step his/her experience qualifies him/her for on the higher schedule after the  
4 third consecutive working day.

5  
6 **Section 7.6. Overtime.**

7 Overtime rate is defined as being one and one-half (1½) times the employee's regular hourly rate of pay.  
8

9 **Section 7.6.1.**

10 All employees working more than eight (8) hours per day or more than forty (40) hours per week  
11 shall be compensated at the overtime rate of pay, providing it is authorized by the employee's  
12 immediate administrative supervisor. If an emergency exists, the authorization will be waived.  
13

14 **Section 7.6.2.**

15 All hours worked Saturday, Sunday, or on holidays shall be paid at the overtime rate for PSE  
16 employees, unless Saturday and/or Sunday are part of an employee's regular work week. Extra  
17 trip hours taken on a Saturday of a shortened week will also be paid at the overtime rate.  
18

19 **Section 7.6.3.**

20 Bus driver overtime payment shall be at the overtime rate applied to the appropriate hourly pay, in  
21 effect at the time overtime is incurred: eight (8) hours per day or forty (40) hours per week.  
22

23 **Section 7.7.**

24 Paraeducators shall have no fewer than two (2) paid workdays before school starts.  
25

26 **Section 7.8.**

27 The regular work year for food service employees will be at least one hundred eighty-two (182) days per  
28 year.  
29

30 **Section 7.9.**

31 Secretaries will be assigned a regular work day and work week with assigned breaks and lunch periods.  
32 Any assigned work outside of this school day must be approved by the employee's supervisor.  
33 Paraeducators will be assigned a regular work days and work week with assigned breaks and lunch  
34 period, based on the employee's assigned work day. Any work outside of this schedule will be at the  
35 discretion of the employee's supervisor.  
36  
37  
38

39 **ARTICLE VIII**

40 **HOLIDAYS AND VACATIONS**

41  
42  
43 **Section 8.1. Holidays.**

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

- |    |                           |                            |
|----|---------------------------|----------------------------|
| 45 | 1. New Year's Day         | 8. Indigenous People's Day |
| 46 | 2. Martin Luther King Day | 9. Veterans' Day           |
| 47 | 3. Presidents' Day        | 10. Thanksgiving Day       |
| 48 |                           |                            |



- 4. Memorial Day
- 5. Juneteenth
- 6. Independence Day
- 7. Labor Day
- 11. Day after Thanksgiving Day
- 12. Day before Christmas Day
- 13. Christmas Day

**Section 8.1.1. Unworked Holidays.**

Employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs.

**Section 8.1.2.**

Employees who are required by the superintendent to work on the above described holidays shall receive the overtime rate for all hours worked on such holidays.

**Section 8.1.3. Holidays During Vacation or on a Weekend.**

Should a holiday occur while an annual employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such. Should a holiday fall on Saturday or Sunday, Friday or Monday will be observed as a holiday, as designated by the District.

**Section 8.2. Vacations.**

All employees subject to this agreement shall be credited with hours of vacation credit, based on hours worked, up to forty (40) hours per week during the period July 1 to June 30. No vacation credit allowed for overtime or premium hours. Such vacation credit shall be earned, vested, and used as designated in this article.

**Section 8.2.1.**

The vacation credit to which an employee shall be entitled shall be computed in accordance with the following rules.

**Section 8.2.1.1.**

An employee with less than one (1) year's service will earn one (1) hour vacation credit for each fifty-two (52) hours worked.

**Section 8.2.1.2.**

An employee with more than one (1) but less than five (5) years of service will earn one (1) hour vacation credit for each twenty-six (26) hours worked.

**Section 8.2.1.3.**

An employee with five (5) years or more of service will earn one (1) hour vacation credit for each seventeen (17) hours worked.

**Section 8.2.1.4.**

After ten (10) years of service, an employee will receive one additional day of vacation for each year of consecutive service up to a maximum of twenty (20) days, provided that no more than two hundred forty (240) hours of time for the final two (2) years of employment will be paid.



1 **Section 8.2.1.5.**

2 All hours worked will be counted in the computation of vacation credit, and hours worked  
3 up to forty (40) hours a week at premium rates shall be counted as straight-time hours in  
4 such computation. For every regular work day from which an employee is absent due to a  
5 holiday, or compensated leave, the hours of the employee's normal work shift shall be  
6 credited as if worked.  
7

8 **Section 8.2.1.6.**

9 Year(s) of service for purpose of vacation credit shall be computed based on the  
10 employee's anniversary date of employment.  
11

12 **Section 8.2.2.**

13 Time on layoff and time on authorized leave of absence will be counted as continuous service for  
14 the purpose of establishing and retaining eligibility dates.  
15

16 **Section 8.2.3.**

17 Except as provided in the following section, any vacation credit currently due but unused by the  
18 new accrual date each year may be carried over for one (1) year following the accrual date with  
19 the approval of the immediate supervisor and administration. No vacation may be carried over for  
20 more than one (1) year beyond the date on which it became due; provided, however, no employee  
21 shall be denied accrued vacation benefits due to District employment needs.  
22

23 **Section 8.2.4.**

24 Employees who work less than twelve (12) months per year shall receive payment for unused  
25 accrued vacation with their July paycheck. Any employee who is discharged or who terminates  
26 employment shall receive payment for unused accrued vacation credit with their final paycheck.  
27

28 **Section 8.2.5.**

29 It is also mutually agreed that vacations for annual employees shall be scheduled at the request of  
30 the employee unless such vacation time would disrupt the normal activities of the District.  
31  
32  
33

34 **ARTICLE IX**

35 **SICK LEAVE, BEREAVEMENT LEAVE, EMERGENCY LEAVE**

36 **Section 9.1. Illness, Injury and Emergency Leave (Sick Leave).**

37 Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided,  
38 however, that each employee who works the normal school year shall be granted not less than twelve (12)  
39 days of sick leave per year. In compliance with RCW 28A.400.300, paragraph (2)(c), annual leave for  
40 illness, injury and/or emergencies shall be granted and accrue at a rate not to exceed twelve (12) days per  
41 year. Employees shall be entitled to the projected number of days of sick leave at the beginning of the  
42 school year, according to the estimated calendar months the employee is to work during that year. Such  
43 leave shall be vested when earned and may be accumulated up to the legal limit. Accumulated sick leave  
44 benefits shall be expended on an hourly basis in accordance with the employee's normal daily work shift  
45 at the time the sick leave is taken. After three (3) days consecutive sick leave, a physician's certificate  
46 may be required.  
47  
48



1 **Section 9.2. Industrial Injury.**

2 In the event employees are absent for reasons which are covered by industrial insurance, the District shall  
3 pay the employee an amount equal to the difference between the amount paid the employee by the  
4 Department of Labor and Industries and the amount the employee would normally earn. A deduction  
5 shall be made from the employee's accumulated sick leave in accordance with the amount paid to the  
6 employee by the District.

7  
8 Employees absent from work and receiving time loss payments under industrial insurance shall have the  
9 option of taking unpaid leave or using available sick leave, annual leave, and/or nonscheduled leave to  
10 maintain part or all of their normal district compensation as provided in RCW 51.32.090. Employees are  
11 responsible for informing the District payroll office of their choice of options.

12  
13 **Section 9.3. Bereavement Leave.**

14 Each employee shall be entitled to a maximum of five (5) days leave with pay per year, per occurrence  
15 for absence caused by death of an employee's child, spouse, parent, step-parent, grandparent, sibling,  
16 parent-in-law, brother-in-law, sister-in-law, or other dependents living in the home. Such bereavement  
17 leave shall not be deducted from sick leave. Bereavement leave is noncumulative. Misuse of this  
18 provision shall be grounds for discharge.

19  
20 **Section 9.4. Family Illness/Emergency Leave.**

21 Each employee shall be entitled to such leave concerning the employee and/or those family members  
22 defined in Section 9.3 above. Such leave shall be deducted from leave accumulated pursuant to Section  
23 9.1 above.

24  
25 **Section 9.4.1. Family Medical Leave.**

26 Eligible employees who have worked for the District at least one (1) year and for at least one  
27 thousand two hundred fifty (1,250) hours in the preceding twelve (12) months are entitled to  
28 twelve (12) workweeks of FMLA leave during any twelve (12) month period to:

- 29  
30 A. Care for a newborn child, an adopted child of the employee who is under the age of  
31 eighteen at the time of placement for adoption, or a newly placed foster child; or  
32  
33 B. Care for a spouse, parent or child of the employee who has a serious health condition, or  
34 the employee may obtain leave for a personal health condition if it renders the employee  
35 unable to perform his or her job.  
36  
37 C. Respond to a qualifying exigency occurring because the employee's spouse, son or  
38 daughter, or parent is on military active duty or has been notified of pending active duty in  
39 support of contingency operation. Employees should consult with the District to  
40 determine whether or not their circumstances constitute a qualifying exigency, and they  
41 are eligible for this form of leave.

42  
43 **Section 9.4.2. Military Caregiver Leave.**

44 An employee who is the spouse, son or daughter, parent or next of kin of a service member who is  
45 recovering from a serious illness or injury sustained while on active duty is entitled to twenty-six  
46 (26) weeks of unpaid leave in a twelve (12) month period to care for the service member.



1           **Section 9.4.3. Return to Work.**

2           Any employee returning from an authorized family leave shall be entitled to the same position  
3           held by the employee when the leave commenced, or to a position with equivalent benefits and  
4           pay.

5  
6           **Section 9.5. PFML.**

7           Employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington  
8           State Family and Medical Leave and Insurance Act. Employees on PFML may use sick leave to  
9           supplement the compensation received from the PFML program up to their regular salary.

10  
11           **Section 9.6. Judicial Leave.**

12           In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named as  
13           a codefendant with the District, such employee shall receive a normal day's pay for each day of required  
14           presence in court; provided, however, that any compensation received for such service shall be paid to the  
15           District. Such repayment shall not exceed the employee's normal daily pay less bona fide expenses. In  
16           the event that an employee is a party in a court action, such employee may request a leave of absence.

17  
18           **Section 9.7. Leave of Absence.**

19  
20           **Section 9.7.1.**

21           Upon recommendation of the immediate supervisor through administrative channels to the  
22           superintendent, and upon approval of the board of directors, an employee may be granted a leave  
23           of absence for a period not to exceed one (1) year; provided, however, if such leave is granted due  
24           to extended illness, one (1) additional year may be granted.

25  
26           **Section 9.7.2.**

27           The returning employee will be assigned to the same or similar position occupied before the leave  
28           of absence.

29  
30           **Section 9.7.3.**

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

34  
35           **Section 9.8. Personal Leave.**

36           An employee will be granted three (3) days per year for personal leave. The three (3) days taken each  
37           year will be compensated at the employee's normal daily rate. Not more than (2) staff members per  
38           building and not more than four (4) per day in the District may take personal leave at the same time. An  
39           employee must make a written request to the employer two (2) weeks prior to taking personal leave on  
40           any day immediately following a school holiday.

41  
42           Employees who do not use their personal leave may carry over a maximum of five (5) days of personal  
43           leave into the next school year. The maximum amount of personal leave available in any year is five (5)  
44           days. Any amount of personal leave over five (5) days is forfeited.

45  
46           By June 30, employees can notify the business manager to cash out up to four (4) personal leave days at  
47           the daily substitute rate to be paid out in July.



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**ARTICLE X**

**PROBATION, SENIORITY AND LAYOFF PROCEDURES**

**Section 10.1.**

The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided.

**Section 10.2.**

Each new hire shall remain in a probationary status for a period of not more than sixty (60) working days following the hire date. During this probationary period, the District may discharge such employee at its discretion.

**Section 10.3.**

At the end of the sixty (60) working day probationary period, if the employee is retained, the employee shall be placed on regular employee status and be subject to all rights and duties contained in this agreement retroactive to his hire date.

**Section 10.4.**

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

- A. Resignation;
- B. Discharge for justifiable cause;
- C. Retirement; or
- D. Change in job classification within the bargaining unit, as hereinafter provided.

**Section 10.5.**

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

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

**Section 10.6.**

Seniority rights shall be effective within the general job classification except in the case of layoff, when bargaining unit seniority shall prevail. As used in this agreement, general job classifications are those set forth in Article I, Section 1.3.

**Section 10.7.**

The employee with the earliest hire date shall have preferential rights regarding shift selection, vacation periods and special services (including overtime). The employee with the earliest hire date shall have preferential rights regarding promotions, assignment to new or open jobs or positions and layoffs when ability and performance are substantially equal with those individuals junior to him. If the District determines that seniority rights should not govern because a junior employee possesses ability and performance greater than a senior employee or senior employees, the District shall set forth in writing to

1 the employee or employees and the organization's grievance committee chairman its reasons why the  
2 senior employee or employees have been bypassed. If no present employee is qualified for an open  
3 position, the District may hire outside the bargaining unit.

4  
5 **Section 10.7.1.**

6 When the District offers additional hours of work for educational assistants in a building, seniority  
7 shall govern; provided, that skills, knowledge, ability, and training, as determined by the District,  
8 are equal to junior employees. The parties agree that the District's first priority when assigning  
9 additional hours shall be the instructional needs of the program, and the District shall set forth in  
10 writing their decision as reflected in Section 10.7. Employees may appeal this decision and  
11 receive a response in no later than five days. Any documented evidence must be presented within  
12 the five (5) day period.

13  
14 **Section 10.8.**

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

18  
19 **Section 10.9.**

20 The District shall publicize within the bargaining unit the availability of open positions as soon as  
21 possible after the District is apprised of the opening.

22  
23 **Section 10.10.**

24 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the  
25 District according to layoff ranking. Such employees are to have priority in filling an opening in the  
26 classification held immediately prior to layoff after positions are first made available to regular  
27 employees by seniority. The District shall present to the Association, directly, any such announcement of  
28 reduction in force (RIF) or layoffs, the rationale for the decision, and an updated seniority list.

29  
30 **Section 10.11.**

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

33  
34 **Section 10.12.**

35 An employee shall forfeit rights to reemployment as provided in Section 10.10 if the employee does not  
36 comply with the requirements of Section 10.11, or if the employee does not respond to the offer of  
37 reemployment within fifteen (15) days.

38  
39 **Section 10.13.**

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

43  
44 **Section 10.14.**

45 In the event of reduction-in-force or curtailment of programs, employee layoffs shall be based on  
46 qualifications, years of service with the District, and seniority. The objective being to retain employees of  
47 long standing in positions which they are qualified to hold.

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## ARTICLE XI

### DISCIPLINE AND DISCHARGE OF EMPLOYEES

**Section 11.1.**

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 hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public.

**Section 11.2. Notification to Non-Annual Employees.**

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

**Section 11.2.1.**

Should the District decide to discharge or lay off any non-annual employee, the employee shall be so notified in writing prior to the expiration of the school year. Nothing contained herein shall prevent the District from deciding during the summer to lay off non-annual employees should previously unforeseeable budgetary limitations develop which would warrant such action.

**Section 11.2.2.**

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

**Section 11.2.3.**

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

**Section 11.3.**

Except in extraordinary cases, and as otherwise provided in this article, the District will give employees two (2) weeks notice of intention to discharge or layoff.

**Section 11.4.**

Employee shall give the District two (2) weeks notification of their intention to leave employment.

**Section 11.5.**

Each employee's performance shall be evaluated annually by the employee's immediate supervisor.

## ARTICLE XII

### INSURANCE AND RETIREMENT

**Section 12.1.**

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

1 **Section 12.2.**

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

5  
6 **Section 12.3.**

7 All employees subject to this agreement shall be entitled to participate in one tax shelter annuity plan  
8 sponsored by the Public School Employees of Washington. On receipt of a written authorization by an  
9 employee, the District shall make the requisite withholding adjustments and deductions from the  
10 employee's salary, and, if applicable, direct the county auditor to make appropriate disbursements to the  
11 plan in like manner with other deductions authorized by this agreement.

12  
13 **Section 12.4.**

14 Salary insurance, cancer insurance and Inspirus Credit Union are also available. Employees may  
15 participate in the Washington School Employees Credit Union.

16  
17 **Section 12.5. Washington Cares Act (Mandatory Long Term Care Insurance).**

18 Should an opt-out group long term care plan become available and mutually agreed, it may become  
19 available on a pay deduction basis if legally permissible.

20  
21  
22 **ARTICLE XIII**

23 **VOCATIONAL TRAINING**

24  
25  
26  
27 **Section 13.1.**

28 Employees attending training courses required by state regulation or District policy as a condition of  
29 being hired or of continued employment will be paid by the school district, at the employee's regular  
30 hourly rate of pay for all time in attendance, plus any fee, tuition, or transportation costs. This section  
31 shall not pertain to initial training required to qualify employees for employment; e.g., first drivers  
32 training course for bus drivers. The District shall pay the cost of required physical examinations for all  
33 employees.

34  
35 **Section 13.2.**

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

41  
42 **Section 13.3.**

43 Transportation must be cleared with the school district management so as to pool rides as much as  
44 possible. Paid transportation expense allowed will be for the lesser of: (a) normal and reasonable  
45 expenses from the district administrative office to the training location and return; or (b) normal and  
46 reasonable expenses from the employee's principal residence to the training location and return.



1 **Section 13.4.**

2 The parties agree to the implementation in the 2012-2013 school year by the District of a five (5) hour  
3 block of training for newly hired paraeducators. The District will provide all PSE staff the opportunity to  
4 participate in professional development following PESB standards.  
5  
6  
7

8 **ARTICLE XIV**

9  
10 **ASSOCIATION MEMBERSHIP AND CHECKOFF**  
11

12 **Section 14.1. Membership.**

13 The District and PSE/SEIU 1948 understand that at the center of our labor management relationship is the  
14 shared interest in providing the best services to the public. All bargaining unit employees shall have the  
15 option of joining and maintaining membership in PSE/SEIU 1948 upon employment with the District in  
16 the bargaining unit.  
17

18 **Section 14.2. Membership Rescission.**

19 Union members requesting to rescind membership and membership rights in their exclusive professional  
20 advocacy organization shall make such request in writing to PSE/SEIU 1948, following the constitution  
21 and bylaws, and any and all relevant conditions, policies and procedures which will be provided to the  
22 school district by the union. Providing such conditions have been met, PSE/SEIU 1948 shall inform the  
23 District of the employee’s non-member status consistent with the notification section of the Agreement.  
24

25 **Section 14.3. Dues and Checkoff.**

26 PSE/SEIU 1948 shall provide the District with a full and complete list of bargaining unit employees who  
27 are current members of PSE/SEIU 1948, and shall provide updates, additions, and/ or other changes in  
28 membership status to the District upon request. The District agrees to accept dues authorizations via  
29 voice authorization or by E-signature in accordance with “E-SIGN”. PSE/SEIU 1948 will provide a list  
30 of those members who have agreed to union membership via voice authorization. In addition, upon  
31 request, access to the District to the .wav files associated with the voice authorization. PSE/SEIU 1948  
32 will be the custodian of the records related to voice/E-signature authorizations. PSE agrees that, as the  
33 custodian of the records, it has the responsibility to ensure the accuracy and safe-keeping of those  
34 records.  
35

36 **Section 14.4. Checkoff.**

37 The District shall deduct PSE dues from the pay of any employee who authorizes such deductions in  
38 writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the Treasurer  
39 of the Public School Employees of Washington/SEIU Local 1948 on a monthly basis.  
40

41 **Section 14.4.1. Classified Employee Report to the Association.**

42 The District shall submit a monthly report (to accompany the monthly transmission of dues to  
43 PSE) to the Treasurer of PSE listing: the name, and amount of PSE dues deducted for each  
44 bargaining unit employee. The District shall provide a list of current addresses and telephone  
45 numbers of bargaining unit employees to the Association upon request.  
46



1 **Section 14.5.**

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

4  
5 **Section 14.6. New Hire Orientation.**

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

15  
16 **Section 14.7. Political Action Committee.**

17 The District shall, upon receipt of a written authorization form that conforms to legal requirements,  
18 deduct from the pay of such bargaining unit employee, the amount of contribution the employee  
19 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a  
20 check separate from the Union dues transmittal check. The employee may revoke the request at any time.  
21 At least annually, the PSE State Office will notify the employee about the right to revoke the request.  
22  
23  
24

25 **ARTICLE XV**

26 **GRIEVANCE PROCEDURE**

27  
28  
29 **Section 15.1.**

30 Grievances or complaints arising between the District and its employees within the bargaining unit  
31 defined in Article I herein, with respect to matters dealing with the interpretation or application of the  
32 terms and conditions of this agreement, shall be resolved in strict compliance with this article.  
33

34 **Section 15.2. Grievance Steps.**

35  
36 **Section 15.2.1.**

37 Employees shall first discuss the grievance with their immediate supervisor. If employees so  
38 wish, they may be accompanied by an Association representative at such discussion. All  
39 grievances not brought to the immediate supervisor in accordance with the preceding sentence  
40 within fifteen (15) calendar days of the occurrence of the grievance shall be invalid and subject to  
41 no further processing. Any grievance not processed by an employee within the time frame  
42 specified for each step throughout this procedure shall be invalid and subject to no further  
43 processing.  
44

45 **Section 15.2.2.**

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



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

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the official in the administration responsible for personnel.

The parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

**Section 15.2.3.**

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

**Section 15.2.4.**

If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within ten (10) working days to the District Board of Directors. After such submission, the parties will have thirty (30) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it. 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 15.2.5.**

If no settlement has been reached within the thirty (30) days referred to in the preceding subsection, and the Association believes the grievance to be valid, the employee may demand arbitration of the grievance by a representative of the Public Employment Relations Commission. The arbitrator shall hold such hearing under oath as his/her discretion requires and shall make an award in writing. The decision of the arbitrator shall be final and binding on the parties. The arbitrator has no authority to add to, subtract from, or in any way amend this agreement. The arbitrator has no authority to rule on any matter that is not clearly and expressly relinquished by the District and the Association in this agreement.

**Section 15.3.**

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



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**ARTICLE XVI**

**TRANSFER OF PREVIOUS EXPERIENCE**

**Section 16.1.**

When any employee leaves a school district within the state and commences employment with this District, the employee shall retain the same leave benefits and other benefits that the employee had in the previous position, excepting transfer of seniority.

**Section 16.1.1.**

If this District has a different system for computing leave benefits, and other benefits, then the employee shall be granted the same leave benefits and other benefits as an employee in the District who has similar occupational status and total years of service, excepting seniority.

**Section 16.1.2. Salary Placement for Industry Experience.**

Effective September 1, 2015, new employees with like experiences in a similar position to the one to be held in North Beach School District shall be given credit for such service for purpose of salary placement consistent with their relevant experience, to a maximum of ten (10) years. For purposes seniority rights, the hire date of such employees shall be the first day of their current term of employment, with no credit for past employment.

**Section 16.1.3.**

Employees who retire/quit and return as substitutes will be paid on the salary schedule with credit for their years of service with the school district. Based on the employees employment record with the school district subject to their employment.

**Section 16.2.**

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

**ARTICLE XVII**

**SALARIES AND EMPLOYEE COMPENSATION**

**Section 17.1.**

Employees shall be compensated in accordance with the provisions of this agreement for all hours worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck.

**Section 17.2.**

Employees shall be paid at the appropriate base rate during the first year of employment.

**Section 17.3.**

Salaries for employees subject to this agreement are contained in Schedule A attached hereto and by this reference incorporated herein.

1           **Section 17.3.1.**

- 2           • That effective September 1, 2024 salaries be as attached for the term of September 1, 2024-  
3           August 31, 2025 reflecting a five percent (5%) increase.  
4           • That salaries for the 2025-2026 and 2026-2027 school year be reopened for negotiation.  
5           • Classified staff who provide frequent and regular diapering for multiple children throughout  
6           their work day will receive a premium of an additional one dollar (\$1) per hour.  
7

8           **Section 17.4.**

9           Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this  
10           agreement, if possible, and in any case not later than the second regular payday. In the case of retroactive  
11           pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive pay shall be paid  
12           on the first regular payday following agreement on such schedule, if possible, and in any case not later  
13           than the second regular payday.  
14

15           **Section 17.5.**

16           For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (¼) hour.  
17           This calculation shall be made for each trip for bus drivers.  
18

19           **Section 17.6.**

20           Any employee required to travel from one site to another in a private vehicle during working hours shall  
21           be reimbursed for such travel on a per-mile basis at the rate established by District policy for all of its  
22           employees.  
23

24           **Section 17.7.**

25           Employees required to remain overnight on District business shall be reimbursed for room and board  
26           expenditures.  
27

28           **Section 17.8.**

29           Employees shall be reimbursed for the cost of required renewal of licenses or permits (excluding the  
30           basic driver's license) which are required for performance of duties within the employee's assignment.  
31           Bus driver trainees will be paid minimum wage for up to 30 hours while training to become regular  
32           drivers.  
33

34           The District will pay employees for time involved in taking mandatory drug tests, along with travel time  
35           and mileage.  
36

37           **Section 17.9.**

38           Employees shall be provided required physical examinations, if not otherwise provided by the District, at  
39           no cost to the employee.  
40

41           **Section 17.10.**

42           Payroll will be divided into twelve (12) equal payments. All payroll adjustments will be made in the  
43           following months payroll. The District will implement electronic checking deposits.  
44

45           Any unusual payroll circumstances will be dealt with individually.  
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**ARTICLE XVIII**

**TERM AND SEPARABILITY OF PROVISIONS**

**Section 18.1.**

The term of this Agreement shall be September 1, 2024 to August 31, 2026.

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

**Section 18.2.**

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

**Section 18.3.**

Schedule A for 2024-2025 school year will be as attached.

**Section 18.4.**

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

**Section 18.5.**

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

**Section 18.6.**

In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 18.3.





SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

NORTH BEACH CHAPTER #1207

NORTH BEACH SCHOOL DISTRICT #64

BY: Sabrina Carmichael  
Sabrina Carmichael (Mar 6, 2025 16:55 PST)  
Sabrina Carmichael, Chapter President

BY: Richard Zimmerman  
Richard Zimmerman (Mar 10, 2025 10:43 PDT)  
Richard Zimmerman, Superintendent

DATE: 03/06/25

DATE: 03/10/25



**SCHEDULE A**  
**North Beach**  
**September 1, 2024 – August 31, 2025**

**24-25 IPD 5%**

Classification	0-1 yr STEP 1	2-3 yrs STEP 2	4-5 yrs STEP 3	6-7 yrs STEP 4	8-9 yrs STEP 5	10+ yrs STEP 6
<b>PARAEDUCATOR</b> Instructor Assistant	22.93	23.63	24.32	25.01	25.71	26.40
<b>PARAEDUCATOR</b> Student Hygiene \$1.00 - multiple student changes daily	23.93	24.63	25.32	26.01	26.71	27.40
<b>PARAEDUCATOR</b> Program Faciliator *Student Hygiene \$1.00 - multiple student changes daily	23.76	24.64	25.54	26.42	27.32	28.20
<b>CUSTODIAL/MAINT</b> Custodian	26.63	27.13	27.64	27.90	28.64	29.14
<b>CUSTODIAL/MAINT</b> Cust/GR/Maintenance	29.68	30.05	30.42	30.79	31.15	31.52
<b>FOOD SERVICE</b> Cook Helper	23.39	23.76	24.11	24.48	24.84	25.20
<b>FOOD SERVICE</b> Asst Head Cook	24.95	25.32	25.70	26.08	26.46	26.83
<b>FOOD SERVICE</b> Head Cook	34.45	35.63	36.82	38.00	39.18	40.37
<b>SECRETARIAL/CLERICAL</b> High School Secretary	26.66	27.67	28.68	29.69	30.72	31.73
<b>TRANSPORTATION</b> Bus Drivers	27.31	28.01	28.72	29.42	30.13	30.84
<b>COORDINATOR</b> Coordinator	28.45	29.15	29.87	30.57	31.28	31.99
<b>RBT</b> Registered Behavior Technician	31.10	31.99	33.04	33.77	34.67	35.55

- \*Above reflects a 5% increase across the board
- \*Classified Staff directed to diaper / toileting qualify for \$1/hour advancement
- \*Year 2 and 3 of Schedule A to be negotiated in Spring/Summer 2025, or when state budget is finalized

