

COLLECTIVE BARGAINING AGREEMENT BETWEEN

OKANOGAN SCHOOL DISTRICT #105

AND

PUBLIC SCHOOL EMPLOYEES OF OKANOGAN

September 1, 2022 to August 31, 2025



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

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## DECLARATION OF PRINCIPLES

It is the intent and purpose of the parties here to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

### PREAMBLE

This Agreement is made and entered into between Okanogan School District Number 105 (hereinafter “District”) and The Public School Employees of Okanogan, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter “Association”).

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

## ARTICLE I

### RECOGNITION AND COVERAGE OF AGREEMENT

#### **Section 1.1.**

The District hereby recognizes the Association as the exclusive representative for all classified employees described in Section 1.2. of this agreement (hereinafter “employees”).

#### **Section 1.2. Bargaining Unit.**

The Bargaining Unit to which this Agreement is applicable shall consist of all Paraeducators, Food Service, Technology, Specialist and Custodial/Maintenance/ Grounds employees of Okanogan School District, excluding Transportation, Office Personnel, Family Empowerment Specialists, Supervisors, confidential and all other employees.

#### **Section 1.3. Substitutes.**

Substitutes are casual employees who work less than thirty (30) cumulative days from September 1 through August 31. Substitutes, who work thirty (30) cumulative days from September 1 through August 31, will be paid at probationary step and will not receive other benefits or contract rights.

##### **Section 1.3.1. Substitute Workday.**

For the purpose of calculating a workday, substitutes asked to work one-half (1/2) the shift or more will receive credit for a full workday. Substitutes asked to work less than one-half (1/2) of the shift will receive credit for one-half (1/2) day. This will apply towards the thirty (30) cumulative days addressed in Section 1.3.

1 **Section 1.3.2. District Retired Substitutes.**

2 Okanogan School District employees who retire and come back to work as substitute  
3 employees shall be paid at the salary step and longevity rate which they retired but no other  
4 contract rights.  
5

6 **Section 1.4. Temporary Positions.**

7 Temporary positions are created due to short-term, occasional staffing needs which do not warrant the  
8 posting of a permanent position or the addition of hours to regular Bargaining Unit employees.  
9 Temporary positions expected to be more than thirty (30) workdays shall be opened and posted  
10 pursuant to Section 10.9. Exceptions to the thirty (30) workday provisions may be made upon mutual  
11 agreement of the Association and the District.  
12

13 Regular employees, who are working in temporary positions shall be placed on the salary schedule at  
14 their appropriate longevity step.  
15

16 **Section 1.4.1. Temporary Summer Jobs.**

17 Regular classified employees who are interested in being hired for temporary summer  
18 jobs/projects shall provide their name and contact information to the District Office no later  
19 than May 15 of each school year. The District shall maintain the list of employees. Utilization  
20 of the employees shall be by seniority, on a rotating basis.  
21

22 **Section 1.4.2. Temporary Position for Family Medical Leave of Absence.**

23 A temporary employee filling in for a regular employee that is on Family Medical Leave  
24 (FMLA) shall not receive benefits or contract rights. Should the employee not return from their  
25 FMLA, the position will be posted and filled in accordance with Section 10.9.  
26

27 The temporary employee will receive probation rate after thirty (30) cumulative days if it is  
28 applicable. A regular employee hired to replace an employee on FMLA shall be subject to the  
29 language in Section 9.7. and shall receive the appropriate rate of pay according to their  
30 employee status, i.e., probation, entry, or steps 1 – 4.  
31  
32  
33

34 **ARTICLE II**

35 **RIGHTS OF THE EMPLOYER**

36 **Section 2.1. Management Rights.**

37 It is agreed that the customary and usual rights, powers, functions and authority of management are  
38 vested in management officials of the District. Included in these rights in accordance with applicable  
39 laws and regulations is the right to direct the work force, the right to hire, promote, retain, transfer, and  
40 assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action  
41 against employees in positions; the right to suspend, discharge, demote, or take other disciplinary action  
42 against employees for just cause; and the right to release employees from duties because of lack of  
43 work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the  
44 District operation by determining the methods, the means, and the personnel by which such operation  
45 is conducted.  
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1 The right to make rules and regulations shall be considered acknowledged functions of the District. In  
2 making rules and regulations relating to personnel policies, procedures, and practices and matters of  
3 working conditions, the District shall give due regard and consideration to the rights of the Association  
4 and the employees and to the obligations imposed by this Agreement. The District will make a good  
5 faith effort to give the Association notice of any such changes.  
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7  
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9 **ARTICLE III**  
10  
11 **RIGHTS OF EMPLOYEES**  
12

13 **Section 3.1.**

14 It is agreed that all employees subject to this Agreement shall have and shall be protected in the  
15 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association in  
16 all such matters as authorized by law.  
17

18 **Section 3.2. Personal Concerns.**

19 Efforts shall be made to resolve personal concerns and issues at the lowest levels, beginning with the  
20 employee(s) involved. Each employee shall have the right to bring matters of personal concern to the  
21 attention of appropriate Association representatives and/or appropriate officials of the District.  
22

23 **Section 3.3. Representation.**

24 Employees subject to this Agreement have the right to have Association representatives at discussions  
25 relating to discipline between themselves and supervisors or other representatives of the District.  
26

27 **Section 3.4. Delegation of Rights.**

28 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,  
29 exclusive of compensation for services rendered to appropriate officials of the Association.  
30

31 **Section 3.5. Non-Discrimination.**

32 Neither the Employer, nor the Association, shall illegally discriminate against any employee subject to  
33 this Agreement on the basis of race, national origin, creed, sex, sexual preference, religion, age, marital  
34 status or the presence of disability.  
35

36 **Section 3.6. Personnel Files.**

37 There shall be only one (1) official personnel file for each employee, to be kept in the District  
38 Administration Office. Employees, upon request, have the right to inspect all contents of their  
39 complete personnel files kept at the District Office, in the presence of an administrator or district  
40 representative. During the review, employees shall be allowed to request copies of any material therein  
41 and shall be permitted to make a written inventory of any material there, and, on request, have such  
42 inventory signed and dated by a district representative. An official or representative of the Association  
43 may be present during the review. Copies provided to the employee will be at District expense.  
44

45 **Section 3.7. File Contents.**

46 Employees shall be given a copy of all material added to the personnel file at the time such material is  
47 added to the file. Employees will initial all material placed in their file. Employees have the right to  
48 respond in writing to all additions in the personnel file. Such employee responses shall be made a part

1 of the file. Derogatory material not brought to the attention of the employee in compliance with this  
2 section or Section 3.6., or not placed into the official personnel file may not be used for any purpose  
3 adverse to the employee’s interest. Employees shall have the right to purge their personnel file of  
4 derogatory material after three (3) years from the time it was placed in the file if no derogatory  
5 material of a similar nature has been added, or the District is required by law to retain the material.  
6

7 **Section 3.7.1. Working Files.**

8 Building administrators or supervisors may keep or maintain “working files” relative to those  
9 employees for which they hold responsibility to evaluate. Such working files are not part of the  
10 employee’s personnel file and are subject to review upon request by the employee. Working  
11 files shall be purged at the end of every school year.  
12

13 **Section 3.8. Confrontational Situations.**

14 Employees are expected to use reasonable measures as necessary to protect him/herself, another  
15 employee or another student from attack, physical threat, abuse, or injury, or to prevent damage to  
16 District or personal property. Such reasonable measures may include seeking assistance from another  
17 staff member or from law enforcement officers as necessary. The District will provide appropriate  
18 training or guidelines relating to this section.  
19

20 **Section 3.9. Classified Work.**

21 Classified employees will not be expected to perform work for which they are not trained nor licensed,  
22 e.g., preparing lesson plans, medical treatments, electrical work.  
23

24 **Section 3.10. Paraeducator Scheduling.**

25 Work schedules for Paraeducators shall include the following:

- 26 A. Allowance for transition from one duty to another (example: transitioning from classroom to  
27 playground).
- 28 B. Coordination between Paraeducators and their supervising teacher(s) shall be done on work  
29 time, not during lunch and rest periods.
- 30 C. Paraeducators shall be scheduled fifteen (15) minutes daily to read and answer job related  
31 emails. This time shall be in the first half of the school day.
- 32 D. Breaks and lunch shall be in accordance with WAC 296-126-092. See section 7.4.  
33

34 **Section 3.11. Subcontracting.**

35 The District will not subcontract any classified work, except as provided by current state law or  
36 revisions made to that law during the term of this Agreement (RCW 28A.400.285).  
37  
38  
39

40 **ARTICLE IV**

41 **RIGHTS OF THE ASSOCIATION**

42 **Section 4.1. Association Rights.**

43 The Association has the right and responsibility to represent the interests of all employees, to present  
44 its views to the District on matters of concern either orally or in writing, and to enter collective  
45 negotiations with the object of reaching an agreement applicable to all employees within the  
46 Bargaining Unit.  
47  
48



1 **Section 4.2. Association Access to New Employees.**

2 The District will provide the Association reasonable access to new employees of the Bargaining Unit  
3 for the purposes of presenting information about PSE to new employee. “Reasonable access” for the  
4 purposes of this section means the access to the new employee occurs within one (1) week of the  
5 employee’s start date within the Bargaining Unit; the access is for no less than thirty (30) minutes; and  
6 the access occurs during the new employee’s regular work hours at the employee’s regular worksite, or  
7 at a location mutually agreed to by the District and PSE.

8  
9 **Section 4.2.1. New Employee Orientation.**

10 The District will provide the Association at least ten (10) days’ notice of any New Employee  
11 Orientation, and within forty-eight (48) hours in advance of the orientation will provide an  
12 electronic list of expected participants.

13  
14 The District will provide the Association no less than thirty (30) minutes to make a presentation  
15 during each New Employee Orientation. District representatives shall not be present during  
16 PSE’s presentation. The Association shall have the right to distribute materials, such as PSE  
17 new hire packets, at the Orientation. If the meeting is conducted virtually, the District will  
18 provide PSE with a work email and phone number to reach each new hire, consistent with the  
19 New Hire Notification section below.

20  
21 **Section 4.3. New Hire Notification to Chapter.**

22 The District will provide the Chapter President with electronic notification of the name, phone number,  
23 classification, job title and work location of all newly hired Bargaining Unit employee at least three (3)  
24 workdays before they begin their first (1st) day on the job.

25  
26 **Section 4.3.1. Employee Change Notification to Chapter.**

27 The District will provide electronic notification of any newly hired employee or the transfer of  
28 any current employee from one classification or position to another or the discharge or  
29 resignation of any current employee. Such notification shall be no more than ten (10)  
30 workdays from the date of the board action.

31  
32 **Section 4.4. Information to PSE Membership Department.**

33 The District will provide PSE a monthly bargaining unit list transmitted electronically to  
34 [membership@pseofwa.org](mailto:membership@pseofwa.org), and chapter Membership Officer (or whomever is responsible for  
35 membership). Included will be those who are hired, rehired, reinstated, transferred into or out of the  
36 bargaining unit, reclassified, promoted, downgraded, placed on leaves of absence of any type  
37 (including retirement), and those added or deleted from the bargaining unit. All should contain each  
38 bargaining unit employee’s: name; employee number; classification; job title; work location; phone  
39 number; address; work e-mail address; hourly rate of pay; hours worked; FTE, SEBB eligibility, gross  
40 pay; union dues paid; and language preference.

41  
42 **Section 4.5. Association Notification.**

43 The Association shall promptly be notified by the District of grievances brought by, or disciplinary  
44 actions against any employee. The Association is entitled to have an observer at hearings conducted  
45 by any District official or body arising out of any grievance and to make known the Association’s  
46 views concerning the case.

1 **Section 4.6. Delegation of Rights.**

2 The Association reserves and retains the right to delegate any right or duty contained herein, exclusive  
3 of compensation for services rendered to the professional staff of the Public School Employees of  
4 Washington.

5  
6 **Section 4.7. Association Business.**

7 The President of the Association and designated Association officials will be provided time off without  
8 loss of pay to a maximum of ten (10) days total per year to attend to Association business. The cost of  
9 a substitute shall be deducted when a substitute is required unless the District is reimbursed for the  
10 employee’s salary. This section refers to statewide PSE business, trainings, or other union activities.

11  
12 **Section 4.8. School Facilities and Equipment Use.**

13 The Association shall have the right to use school facilities and equipment, using the established  
14 district procedures for such use, at reasonable times when such equipment is not otherwise in use. The  
15 Association shall pay for the reasonable cost of all materials and supplies incident to such use.

16  
17 **Section 4.9. Meeting Sites.**

18 The Association shall have the right to use District buildings for meetings and to transact official  
19 business. Such use shall be scheduled in advance and subject to as needed custodial charges.

20  
21 **Section 4.10. Bulletin Boards.**

22 The District shall provide bulletin board space in each school for the use of the Association. The  
23 Association shall have the right to post notices of its activities and matters of Association concern.

24  
25 **Section 4.11. Intra-District Communication Services.**

26 The Association may use intra-District mail, electronic mail, or other communication services to  
27 communicate with classified employees.

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31 **ARTICLE V**

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33 **ASSOCIATION REPRESENTATION**

34  
35 **Section 5.1. Association Membership.**

36 The parties recognize that each employee has the right to become a member of Public School  
37 Employees of Washington/SEIU Local 1948 (PSE) and the District will not discriminate, restraint,  
38 retaliate, coerce or interfere against any employee in that process.

39  
40 **Section 5.2. Deductions and Transmittal of Dues.**

41 The District shall deduct PSE state dues from the pay of any employee who authorized such deductions  
42 in writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the  
43 treasurer of the Public School Employees of Washington. Transmissions will include payments and  
44 an electronic list of all represented employees with deduction amounts. Transactions will be  
45 received within five business days following payroll. Submissions are to include all employees  
46 covered by the Collective Bargaining Agreement. A dues remittance form needs to accompany the  
47 payment every month and include membership status changes.





1 **Section 5.3. Dues Authorizations.**

2 An employee's written, electronic, or recorded voice authorization to have the employer deduct  
3 membership dues from the employee's salary must be made by the employee to Public School  
4 Employees of Washington (PSE). If the employer receives a request for authorization of deductions,  
5 the employer shall as soon as practicable forward the request to PSE.

6  
7 Upon receiving notice of the employee's authorization from Public School Employees of Washington  
8 (PSE) the employer shall deduct from the employee's salary membership dues and remit the amounts  
9 to PSE, by the first Monday following payroll.

10 The employee's authorization remains in effect until expressly revoked by the employee in accordance  
11 with the terms and conditions of the authorization. An employee's request to revoke authorization for  
12 payroll deductions must be in writing and submitted by the employee to Public School Employees of  
13 Washington (PSE) in accordance with the terms and conditions of the authorization. Revocations will  
14 not be accepted by the employer if the authorization is not obtained by the employee to PSE. After the  
15 employer receives confirmation from the exclusive bargaining representative that the employee has  
16 revoked authorization for deductions, the employer shall end the deduction effective on the first  
17 payroll after receipt of the confirmation. The employer shall rely on information provided by the  
18 exclusive bargaining representative regarding the authorization and revocation of deductions.

19  
20 **Section 5.4. District Held Harmless.**

21 The Association agrees to defend and hold the District harmless against any legal action brought  
22 against the District as a result of these union security provisions.

23  
24 **Section 5.5. Remittance Report.**

25 The District agrees to submit a report monthly along with its remittance of dues identifying each  
26 employee by name, social security number, and dues amount remitted. In addition, the District will  
27 send a copy of this report to the Association President.

28  
29 **Section 5.6. Representative Visitation.**

30 Representatives of the Association, upon making their presence known to the District, shall have  
31 access to the District premises during business hours; provided that conferences or meetings between  
32 employees and Association representatives will not interfere with the employees' normal duties.

33  
34 **Section 5.7. Conference Committee.**

35 The Association will designate a Conference Committee who will meet with the Superintendent of the  
36 District and/or the Superintendent's representatives on an as needed basis to informally discuss labor-  
37 management issues. These meetings shall not be construed as negotiating sessions. A written agenda of  
38 issues will be presented to the other party no later than forty-eight (48) hours before the meeting.

39  
40 **Section 5.8. Business Release.**

41 Association officials will be released with pay to conduct business with the District when the District  
42 desires to engage in such transactions during the officials' regular shift. Such release time will be in  
43 addition to any other release time described in this agreement. Substitutes will be provided for  
44 employees conducting Association business.



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## ARTICLE VI

### EVALUATIONS

**Section 6.1. Evaluations.**

Each employee's performance shall be evaluated annually by the employee's immediate administrative supervisor. and accurately reflect each employee's actual duty performance. All evaluations shall use the form that is attached to this agreement.

An employee may attach comments and will be provided a copy of his/her evaluation. Written observations do not have to be completed if there are no unsatisfactory ratings in any area on the evaluation. New employees will be evaluated at the end of their probation period.

**Section 6.2. Unsatisfactory Evaluations.**

When an employee's performance does not meet expectations, the employee will be notified as soon as possible. An employee will be formally (written) or informally (verbal) observed a minimum of twice per year before receiving a not meeting expectations rating on his/her evaluation. Two or more observations not meeting expectations will result in a rating not meeting expectations on an employee's evaluation; provided, at least one observation is final. A conference between the supervisor and the employee will be held to discuss formal observations of not meeting expectations. This conference will discuss the specific performance that does not meet expectations, the actions necessary to correct the rating and a reasonable amount of time for correction.

## ARTICLE VII

### HOURS OF WORK AND OVERTIME

**Section 7.1. Workweek.**

The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday, and Sunday.

**Section 7.1.1. Vacation Schedule.**

By mutual agreement of the parties, custodial/maintenance employees, and all other employees whose duties will not be unreasonably affected, may work four (4) ten (10) hour shifts per week during the summer vacation. By the end of April, through the Labor/Management process, the District (including the Maintenance Director) and the Union (including the affected employees) shall meet to decide the summer work schedule and district needs.

**Section 7.2. School Closure/Late Start.**

In the event of an unusual school closure or delay 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 who are not notified and report to work shall receive a minimum of two (2) hours pay at regular rate in the event of such a closure or delay.

1 **Section 7.3. Shifts.**

2 Each employee shall be assigned to a definite shift with designated times of beginning and ending.  
3 The first (1st) shift is defined as any work shift beginning between 4:00 a.m. and 12:00 Noon. The  
4 second (2nd) shift is defined as any work shift beginning between 12:00 Noon and 10:00 p.m. The  
5 third shift is defined as any work shift beginning between 10:00 p.m. and 4:00 a.m.

6  
7 **Section 7.4. Lunch and Rest Periods.**

8 A regular work shift shall consist of eight and one-half (8½) hours which includes an uninterrupted  
9 thirty (30) minute unpaid lunch period as near the middle of the shift as is practicable, and also a  
10 fifteen (15) minute first (1st) half and a fifteen (15) minute second (2nd) half paid rest period, which  
11 shall also occur as near the middle of each half shift as is practicable.

12  
13 Any shift of six and one-half (6½) hours up to eight (8) hours, shall receive an unpaid thirty (30)  
14 minute uninterrupted lunch period as near the middle of the shift as is practicable. The employee shall  
15 also receive a fifteen (15) minute first (1st) half and a fifteen (15) minute second (2nd) half paid rest  
16 period, both of which rest periods shall occur as near the middle of each half shift as is practicable.

17  
18 Any shift of five (5) hours up to six and one-half (6½) hours, shall receive an unpaid thirty (30) minute  
19 uninterrupted lunch period and one (1) fifteen (15) minute paid rest period. Any shift of three (3) hours  
20 up to five (5) hours shall receive one (1) fifteen (15) minute paid rest period as near the middle of the  
21 shift as is practicable. No employees shall be required to work more than three (3) hours without a rest  
22 period.

23  
24 Employees working up to three (3) hours shall receive no rest period. Rest periods are determined by  
25 the supervisor and/or administrator but shall not be within one hour of beginning the workday or  
26 ending the workday. Lunches and breaks shall not be combined. WAC 296-126-092.

27  
28 **Section 7.5. Lunch Period.**

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

33  
34 **Section 7.6. Higher Classification Substitute.**

35 After five (5) consecutive days, employees requested to work a shift regularly filled by a higher  
36 classification employee shall receive compensation equal to that normally received by the employee in  
37 the higher classification, retroactive to the first (1st) day of the assignment. The employee filling in  
38 shall move to the higher rate of pay at their step.

39  
40 If a classified employee substitutes for a certificated or classified employee that is paid less, the  
41 classified employee shall suffer no reduction in pay and if the substitute rate of pay for the certificated  
42 employee is higher than the current rate of pay for the classified employee, they shall receive the  
43 higher rate of pay.

44  
45 **Section 7.7. Staff Meetings.**

46 Employees will be paid to attend staff meetings when their attendance is required by the District.  
47

1 **Section 7.8. Overtime Assignments.**

2 Scheduled overtime assignments shall be distributed in accordance with the seniority provisions as  
3 hereinafter provided. In the assignment of overtime, the District agrees to provide the employee with  
4 as much advance notice as practicable in the circumstances. Normally, employees designated to work  
5 overtime on days outside their regular workweek will be advised of the possibility no later than  
6 twenty-four (24) hours prior to the end of the last shift before the overtime commences. Unscheduled  
7 overtime shall be assigned at the District’s option.

8  
9 **Section 7.9. Overtime.**

10 All hours worked in excess of forty (40) hours per week shall be compensated at the rate of one and  
11 one-half (1½) times the employee’s base pay.

12  
13 **Section 7.10. Compensatory Time Off.**

14 Comp time shall be awarded in accordance with law (RCW 49.46.130). Staff members are entitled to  
15 one and one-half (1½) times the regular rate of pay for all hours worked in excess of forty (40) hours  
16 per week. Staff members must have prior authorization to work more than forty (40) hours per week.  
17 A staff member may elect to take compensating “time off” (straight time) in lieu of overtime pay.  
18 Compensating “time off” shall be at the rate of one and one-half (1½) times the overtime hours  
19 worked, or the staff member may accumulate up to one hundred twenty (120) hours of compensating  
20 time at which time the staff member must either take compensating “time off” or receive pay for such  
21 excess hours regardless of the voluntary nature of their work.

22  
23 **Section 7.10.1. Flex Time.**

24 Employees may request flex time, which allows an employee to equally trade time one (1) to  
25 one (1) in one’s schedule and must occur within the work week of the request. Flex time does  
26 not include the trading of hours/time between employees. Overtime hours are not involved. All  
27 flex time must be pre-approved by the employee’s building administrator or supervisor.

28  
29 **Section 7.11. Call-backs.**

30 Employees called back to work shall receive no less than two (2) hours pay at the appropriate rate.  
31  
32  
33

34 **ARTICLE VIII**

35 **HOLIDAYS AND VACATIONS**

36  
37  
38 **Section 8.1. Holidays.**

39 All less than twelve (12) month employees shall receive the following holidays off with pay prorated  
40 to hours worked per day:

- 41  
42 1. Labor Day 6. New Year’s Day  
43 2. Veterans Day 7. Martin Luther King Day  
44 3. Thanksgiving Day 8. President’s Day  
45 4. Day after Thanksgiving 9. Memorial Day  
46 5. Christmas Day  
47



1 In addition to those holidays listed above, all twelve (12) month employees shall receive the following  
2 holidays off with pay prorated to hours worked per day:

- 3
- 4 1. Day before Christmas Day                      3. Independence Day
- 5 2. Day before New Year's Day                    4. Juneteenth
- 6

7 **Section 8.2. Unworked Holidays.**

8 Employees who are on the active payroll and have worked or were on approved compensated leave  
9 either their last scheduled shift preceding the holiday or their first (1st) scheduled shift succeeding the  
10 holiday, shall be compensated for such unworked holiday.

11

12 **Section 8.3. Worked Holidays.**

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

15

16 **Section 8.4. Holidays During Vacation.**

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

19

20 **Section 8.5. Holidays on Weekends.**

21 A holiday which falls on a Sunday shall be treated as falling on the next workday. A holiday which  
22 falls on a Saturday shall be treated as falling on the nearest preceding workday.

23

24 **Section 8.6. Holiday for Reason of Faith or Conscience.**

25 Employees are entitled to two (2) unpaid holidays per year for reason of faith or conscience or an  
26 organized activity conducted under the auspices of a religious denomination, church, or religious  
27 organization. The employee may select the days on which the employee desires to take the two (2)  
28 unpaid holidays after consultation with their supervisor. If an employee prefers to take the two (2)  
29 unpaid holidays on specific days for the above reasons, the employer must allow the employee to do so  
30 unless the employee's absence would impose an undue hardship on the employer.

31

32 Employees will submit their request for the unpaid holiday to their immediate supervisor five (5)  
33 workdays in advance of the requested unpaid holiday. No more than two (2) employees per  
34 worksite/building may be absent for an unpaid holiday on any given day. The following restrictions  
35 shall apply:

- 36
- 37 1. Shall not be used the two (2) weeks prior to school starting, the first (1st) two (2) weeks of  
38 school or the last two (2) weeks of school.
- 39 2. Shall not be used to extend vacations, breaks, or holiday; or
- 40 3. As vacation days; or
- 41 4. To shorten the employee's school year.
- 42

43 However, an employee may submit a written request to the Superintendent for the unpaid holiday leave  
44 which falls in conjunction with #1, #2 or #4 if the reason of faith or conscience is so scheduled. The  
45 decision to grant a request for unpaid holiday time for #1, #2 or #4 will be at the sole discretion of the  
46 Superintendent. RCW 1.16.05 #3.



1 **Section 8.7. Vacations.**

2 Upon completion of the first (1st) year of service with the District, each full-time employee shall be  
3 granted ten (10) workdays paid vacation per year. Upon completion of the fifth (5th) year of service,  
4 each twelve (12) month staff member shall be granted one (1) additional paid vacation day for each  
5 year of service, to a maximum of twenty (20) days paid vacation per year. Classified employees must  
6 schedule vacation with their supervisor at least two (2) weeks in advance of the first (1st) day of  
7 vacation leave. The Supervisor will notify the employee five (5) working days after receipt of  
8 application for vacation. Vacation schedules must recognize the operational needs of the District and  
9 are subject to the approval of their supervisor.

10  
11 **Section 8.7.1.**

12 Upon completion of the first (1st) year of service with the District, each two hundred twenty  
13 (220) day employee shall be granted seven (7) workdays paid vacation per year. Upon  
14 completion of the fifth (5th) year of service, each two hundred twenty (220) day employee shall  
15 be granted one (1) paid vacation day for each year of service, to a maximum of fourteen (14)  
16 days paid vacation per year. Notification requirements and operational needs of the District of  
17 Section 8.7. shall apply.

18  
19 **Section 8.7.2.**

20 Vacation leave is available to the employee and should be used. If leave is not used, the  
21 employee and supervisor shall discuss this leave and the subsequent balance of unused leave.  
22 Unused leave at the end of the work year may be cashed out at the employee’s current hourly  
23 wage. Vacation leave must be taken within the twelve (12) month period following the time  
24 when vacation was earned, except that a maximum of one hundred twenty (120) hours may be  
25 accumulated and carried over to the following year, provided, however, no employee shall be  
26 denied accrued vacation benefits due to District employment need.

27  
28 When staff members separate from service by reason of resignation, layoff, dismissal,  
29 retirement, or death, they are entitled to a lump sum payment of unused leave.

30  
31  
32 **ARTICLE IX**

33  
34 **LEAVES**

35  
36  
37 **Section 9.1. Sick Leave.**

38  
39 **Section 9.1.1.**

40 Each employee shall accumulate one (1) day of sick leave for each calendar month worked;  
41 provided, however, that no employee shall accumulate less than ten (10) days of sick leave per  
42 school year. An employee who works eleven (11) working days in any calendar month will be  
43 given credit for the full calendar month. Sick leave shall be vested when earned and may be  
44 accumulated to the highest number of days worked by the employee in any single fiscal year.  
45 Sick leave will be accrued monthly until the employee’s probation period has ended. The  
46 District shall then credit each employee sick leave on the first (1st) day of the fiscal year, with a  
47 prorated amount (by month) being credited to each employee hired or completing probation  
48 after the fiscal year has begun. Sick leave benefits shall be paid on the basis of regular hourly



1 rate applicable to all hours worked per day; provided, however, that should an employee's  
2 normal daily work shift increase or decrease subsequent to an accumulation of days of sick  
3 leave, sick leave benefits will be paid in accordance with the employee's normal daily work  
4 shift at the time the sick leave is taken, and the accumulated benefits will be expended on an  
5 hourly rather than a daily basis. If an employee separates after having taken sick leave  
6 advanced but not earned, such unearned sick leave will be deducted from the employee's final  
7 paycheck.

8  
9 **Section 9.1.2. Sick Leave Attendance Incentive Program.**

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

17  
18 At the time of separation from school district employment, an eligible employee or the  
19 employee's estate shall receive remuneration at the rate equal to one (1) day's current monetary  
20 compensation for each four (4) days accrued leave for illness or injury. Maximum  
21 accumulation for such remuneration under this formula shall be one hundred and eighty (180)  
22 days.

23  
24 An eligible employee means:

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

30  
31 **Section 9.1.3. On-the-Job Injury and Leave.**

32 When an employee is injured on the job and is unable to perform his/her duties as a result of an  
33 on-the-job injury or occupational disease or illness, and is certified off-work by a doctor, the  
34 employee may elect to use leave as follows:

- 35  
36 A. Choose unpaid leave thus receiving only his/her entitled temporary total disability (TTD)  
37 benefit payment from the District's industrial insurance; or
- 38 B. Elect to use a full day of accumulated leave (sick, annual, or other similar benefit) in  
39 addition to their entitled TTD benefits; or
- 40 C. Elect to use a proportionate share of accumulated leave to make up the difference between  
41 their workers' compensation payments and the employee's regular pay at the time of  
42 injury.

43  
44 **Section 9.1.4. Transfer of Sick Leave.**

45 Employees who have accrued sick leave while employed by another public school district in  
46 the State of Washington shall be given credit for such accrued sick leave upon employment by  
47 the District.

1 **Section 9.1.5. Sick Leave.**

2 Employees may use paid sick leave:

- 3 1. To care for themselves or a family member for the following reasons: mental or  
4 physical illness, injury, or health conditions; to accommodate the employee’s need for  
5 medical diagnosis, care, or treatment of a mental or physical illness, injury, or health  
6 condition; or an employee’s need for preventive medical care.  
7 2. When the employee’s workplace or their child’s school or place of care has been closed  
8 by a public official for any health-related reason.  
9 3. For absences that qualify for leave under the state’s Domestic Violence Leave (Chapter  
10 49.76) Act.  
11 4. Family member is defined as:  
12 • A child including: a biological, adopted, or foster child, stepchild, or a child to  
13 whom the employee stands in loco parentis, is a legal guardian or is a de facto  
14 parent, regardless of age or dependency status.  
15 • A parent including: a biological, adoptive, de facto, or foster parent, stepparent,  
16 or legal guardian of an employee or employee’s spouse or registered partner or a  
17 persona who stood in loco parentis when the employee was a minor child.  
18 • Also including: a spouse, a registered domestic partner, a grandparent, a  
19 grandchild, and a sibling.

20  
21 **Section 9.1.6. Leave Sharing.**

22 Employees requesting sick leave sharing must be granted approval from the District based on  
23 criteria stated in WAC 357-31-380 through WAC 357-31-455 and RCW 41.04.650 through  
24 41.04.670.s. The staff member’s absence and the use of shared leave are justified by  
25 documentation.

- 26  
27 1. Right to Donate: Employees may donate sick leave to come to the aid of another  
28 classified employee if the employee suffers from or has a relative or household member  
29 suffering from an illness, injury, impairment, or physical or mental condition which is  
30 of an extraordinary or severe nature which causes or is likely to cause the employee to  
31 take leave without pay or terminate his or her employment.  
32  
33 2. Minimum Accumulation: Bargaining unit members who have accumulated more than  
34 twenty-two (22) sick leave days may request that the Superintendent/designee transfer a  
35 specified amount of sick leave to another staff member authorized to receive such leave.  
36 In no event may such an employee request a transfer that would result in his or her sick  
37 leave account going below the twenty-two (22) days.  
38  
39 3. Maximum Donation: No restriction, however an employee who has an accrued annual  
40 balance of more than ten (10) days may request the Superintendent/designee transfer a  
41 specific amount to another employee provided that the balance does not go below the  
42 ten (10) days.  
43  
44 4. Status of Leave Employees: While an employee is on leave under this section, he or she  
45 shall be classified as an employee and shall receive the same treatment in respect to salary,  
46 wages, and employee benefits as the employee would normally receive if using accrued  
47 sick leave. Payment of sick leave shall be in accordance with state statutes, rules, and  
48 regulations.





1           5. Recipient may not receive a total of more than five hundred twenty-two (522) days of  
2           leave.  
3

4           **Section 9.2. Bereavement Leave.**

5           Each employee shall be entitled to a maximum of five (5) days leave with pay per occurrence for  
6           absence caused by the death of an employee's immediate family member. For the purposes of this  
7           section, immediate family shall mean spouse, domestic partner, parent, stepparent, mother-in-law,  
8           father-in-law, daughter-in-law, son-in-law, grandparent, grandchildren sibling, or those of the  
9           employee's spouse, or a person living in the same household as the employee. The District shall grant  
10          employees two (2) days per occurrence of bereavement leave in cases involving other family members  
11          or step-relations and one (1) day per occurrence of bereavement leave in cases involving friends,  
12          students or colleagues. Bereavement leave shall not be deducted from sick leave. Bereavement leave is  
13          non-cumulative. Additional bereavement leave may be granted with superintendent approval as  
14          emergency leave and deducted from sick leave.  
15

16          **Section 9.3. Personal Leave.**

17          Employees shall receive three (3) personal leave days. Employees who are hired and begin work or  
18          return to work from a leave of absence after the second (2nd) semester has begun shall receive two (2)  
19          personal leave days. Employees may carry over any unused workdays into the next school year,  
20          provided the maximum number of personal leave days an employee may have available in any year is  
21          six (6). Employees shall have the option to cash out their current year allotment of personal leave days.  
22

23          **Section 9.4. Maternity Leave.**

24          In the case of pregnancy, for the period of the employee's temporary disability caused by the  
25          pregnancy or childbirth, as verified by the employee's physician, a leave of absence with pay may be  
26          granted. Sick leave may be used, if available.  
27

28          **Section 9.5. Family Leave. (Family and Medical Leave Act of 1993)**

29          A. Eligibility: Any employee employed for one (1) year shall be eligible for Family Leave.  
30

31          B. Usage: Employees shall be provided twelve (12) weeks of unpaid leave during any twelve (12)  
32          month period for any of the following reasons:

- 33                  • To care for the employee's child after birth, or placement for adoption or foster care.
  - 34                  • To care for the employee's spouse, child, or parent who has a serious health condition.
  - 35                  • For a serious health condition of the employee.
- 36

37          C. Notification: The employee shall provide the District thirty (30) days advance notice of his/her  
38          intent to use Family Leave when the need for the leave is foreseeable.  
39

40          D. Job Benefits and Protection: The District shall insure the following provisions:

- 41                  • Maintain the employee's full health plan during the duration of Family Leave.
  - 42                  • Grant, at the employee's request, his/her usage of accrued sick leave prior to his/her going  
43                  on unpaid Medical Leave.
  - 44                  • Grant the employee his/her previous position or an equivalent position upon return from  
45                  Family Leave, and
  - 46                  • Maintain any employee equivalent benefits and salary that accrued prior to the start of  
47                  Family Leave.
- 48

1 **Section 9.6. Judicial Leave.**

2 In the event an employee is summoned to serve as a juror or appear as a witness in court or any other  
3 contested proceedings involving the District, or is named as a codefendant with the District, such  
4 employee shall receive a normal day’s pay for each day of required presence absence.  
5

6 **Section 9.7. Leave of Absence.**

7 Upon recommendation of the immediate supervisor through administrative channels to the  
8 Superintendent and upon approval of the Board of Directors, an employee may be granted a leave of  
9 absence for a period not to exceed one (1) year; provided, however, if such leave is granted due to  
10 extended illness or schooling, one (1) additional year may be granted.  
11

12 The returning employee will be assigned to the position occupied before the leave of absence, or to a  
13 similar position within the District. Employees hired to fill positions of employees on leave of absence  
14 will be terminated upon the employee returning from leave. Regular classified employees shall be  
15 guaranteed their former position when the leave employee returns to work. It shall be the responsibility  
16 of the employer to inform replacement employees of these provisions. An employee on leave of  
17 absence may not return to work early without permission from the District.  
18

19 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave  
20 of absence. However, vacation credits and sick leave shall not accrue while the employee is on leave of  
21 absence.  
22

23 **Section 9.8. Paid Family and Medical Leave (PFML).**

24 Employees are eligible to apply for PFML benefits as allowed by law:

- 25 • The District shall annually notify employees about the benefits available under PFML.
- 26 • Employees will be required to file a claim for PFML benefits with the Employment Security  
27 Division (ESD) at the following email address <https://paidleave.wa.gov/get-ready-to-apply/>.  
28 All payments will come from the ESD.
- 29 • Employees will be required to contact the Employment Security Guidelines to determine the  
30 amount leave available.
- 31 • To qualify for PFML, employees must work no less than eight hundred and twenty (820) hours  
32 in employment in Washington State during the qualifying period Employment Security will  
33 determine the employee’s eligibility and benefit.
- 34 • Employees should go to <https://esd.wa.gov/paid-family-medical-leave/benefits> or  
35 [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for all information pertaining to this leave.
- 36 • District and employees shall pay premium costs as per state law.  
37  
38  
39

40 **ARTICLE X**

41 **PROBATION, SENIORITY AND LAYOFF PRODECURES**

42  
43  
44 **Section 10.1. Hire Date.**

45 The seniority of an employee within the Bargaining Unit shall be established as of the date on which  
46 the employee began continuous daily employment (hereinafter “hire date”) unless such seniority shall  
47 be lost as hereinafter provided.  
48



1 **Section 10.2. Probation.**

2 Each new hire shall remain in a probationary status for a period of not more than ninety (90) working  
3 days following the hire date. During this probationary period the District may discharge such employee  
4 at its discretion.

5  
6 **Section 10.3. Retroactivity.**

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

9  
10 **Section 10.4. Loss of Seniority Rights.**

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

- 12 A. Resignation.
- 13 B. Discharge for justifiable cause.
- 14 C. Retirement.

15  
16 **Section 10.5. Seniority Rights Not Lost.**

17 The seniority rights shall not be lost for the following reasons without limitation:

- 18 A. Time lost by reason of industrial accident, industrial illness, or judicial leave.
- 19 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the  
20 United States.
- 21 C. Time spent on other authorized leave.
- 22 D. Time spent in layoff status as hereinafter provided.
- 23 E. Involuntary transfer from one classification to another.

24  
25 **Section 10.6. General Classification Seniority.**

26 Seniority rights shall be effective within the general job classifications. As used in this Agreement,  
27 general job classifications are those set forth in Article I, Section 1.2.

28  
29 **Section 10.7. Seniority.**

30 The employee with the earliest hire date shall have preferential rights regarding shift selection and  
31 vacation periods. The employee with the earliest hire date shall have preferential rights regarding  
32 promotions, assignment to new or open positions, and layoffs when ability and performance are  
33 substantially equal with junior employees. If the District determines that seniority rights should not  
34 govern because a junior employee possesses ability and performance substantially greater than a senior  
35 employee or senior employees, the District shall set forth in writing to the employee or employees and  
36 the Association grievance committee chairperson its reasons why the senior employee or employees  
37 have been bypassed.

38  
39 **Section 10.8. Seniority Retention.**

40 Employees who change job classifications within the Bargaining Unit shall retain their hire date and  
41 seniority in all previous classifications, notwithstanding that they have acquired a new classification  
42 seniority date. Seniority shall not accrue when an employee is not actively employed in the  
43 classification. An employee's adjusted classification seniority date will be used for bidding purposes,  
44 however in the event of a district wide layoff the employee's original classification hire date will be  
45 used for job selection.

1 **Section 10.9. Position Postings.**

2 The District shall publicize within the Bargaining Unit for five (5) working days the availability of  
3 open positions as soon as possible after the District is apprised of the opening. The District may  
4 publicize the open position outside the Bargaining Unit at the same time. A copy of the job posting  
5 shall be forwarded to the President of the Association and to the Association representative of each  
6 classification as provided in Section 1.2. On or before September 1 of each year, the Association  
7 President will inform the District, in writing, the name of each classification representative.

8  
9 **Section 10.9.1. Stacking Hours.**

10 Hours of the job will be on the job posting. To apply for the job, the hours need to fit within the  
11 time slot of the employee that already has a job in the District.

12  
13 An increase of two (2) hours or less can be made by the District to an employee's current  
14 position without posting. The District will assign such hours by seniority to the extent possible.  
15 Jobs of more than one (1) hour will be posted and assigned by seniority.

16  
17 Employees will not interview for positions; they will be assigned by seniority.

18  
19 At the end of the school year, employees will retain their original bid job. However, all of the  
20 "stacked" hours (extra assigned and extra bid time) will end at the end of the school year.  
21 Current employees who accept extra time will be subject to a thirty (30) day trial period. At any  
22 time during the trial period, the employee may choose to return to his/her former job, or the  
23 District may choose to return an employee to their former job. This trial period is applicable to  
24 stacked hours only.

25  
26 **Section 10.10. Layoffs.**

27 In the event of layoff, employees so affected are to be placed on a re-employment list maintained by  
28 the District according to layoff ranking. Such employees are to have priority in filling an opening in  
29 any classification held prior to layoff in compliance with Section 10.7. and 10.9. of this agreement.  
30 Names shall remain on the re-employment list for one (1) year. The District will notify the Chapter  
31 Union President on or before June 1 of impending layoffs.

- 32  
33 A. Layoffs shall begin at the bottom of the seniority list and start up.  
34 B. **Bumping:** Whenever a classified employee's position is terminated or an employee is laid off,  
35 the employee, who is qualified, shall have the right to "bump" an employee with less seniority  
36 within the same job classification, even if that employee has more hours.

37  
38 **Section 10.10.1.**

39 If there is employee movement from a higher paid position to a lower paid position or from a  
40 lower paid position to a higher paid position within the employee's classification due to the  
41 bumping process or student need (example: Sign Language Interpreter to a Paraeducator  
42 position or visa-versa), the employee shall retain their current rate of pay through the end of  
43 that month before having their rate of pay adjusted accordingly for the remainder of the school  
44 year. Employees shall maintain their current step on Schedule A.

45  
46 **Section 10.11. Layoff Notification.**

47 Employees on layoff shall provide the District with their current address and telephone number(s).  
48 Employees may also provide a current e-mail address to the District. All information and preference of

1 notification method must be provided in writing to the District personnel office. It is the employee's  
2 responsibility to notify the District, in writing, of any change of address, phone number(s) or e-mail  
3 address.  
4

5 **Section 10.12. Forfeiture of Re-employment Rights.**

6 An employee shall forfeit rights to re-employment as provided in Section 10.10. if the employee does  
7 not comply with the requirements of Section 10.11., or if the employee does not respond to the offer of  
8 re-employment within seven (7) calendar days if the employee is notified during his/her work year or  
9 fifteen (15) calendar days if the notification is during a vacation period.  
10

11 **Section 10.13. Forfeiture of Accrued Benefits.**

12 An employee on layoff status who does not respond to an offer of re-employment forfeits seniority and  
13 all other accrued benefits; provided, that such employee is offered a position substantially equal to that  
14 held prior to layoff.  
15

16 **Section 10.14. Seniority List.**

17 The District shall provide the Association with an updated seniority list by November 15 of each year.  
18 The Association shall have thirty (30) calendar days in which to submit corrections. After the list is  
19 corrected, it shall be considered the official seniority list. Any ties in seniority shall be determined by  
20 lot.  
21

22 **Section 10.14.1. Seniority Tie.**

23 When two (2) or more employees are hired on the same day, seniority will be decided by a  
24 drawing of lots.  
25

26 The District, the employees affected, and a chapter leader will be present at the drawing. A  
27 notation of the placement results will be inserted in each employee's personnel file and on the  
28 seniority list.  
29  
30

31 **ARTICLE XI**

32 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

33 **Section 11.1.**

34 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue  
35 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.  
36 If the District has reason to reprimand an employee, it shall be done in a manner, which will not  
37 embarrass the employee before other employees or the public. Any complaint of an employee,  
38 supervisor, manager, building administrator, or individual member of the school board shall be made  
39 in private and in confidence. All disciplinary actions shall be made in private and in confidence and  
40 never in the presence of students, parents, other employees, or at public gatherings.  
41  
42  
43

44 **Section 11.1.1.**

45 The District shall follow a progressive discipline procedure. However, any disciplinary action  
46 taken against an employee shall be appropriate to the behavior which precipitated the action.  
47 The steps in the Progressive Discipline Procedure are normally a verbal warning (to the  
48 supervisor's working file), letter of warning (to employee's personnel file), a written reprimand

1 (to employee's personnel file), suspension without pay and termination. At each step of the  
2 Progressive Discipline Procedure, the employee will sign and date the District provided  
3 document(s), which shall only verify the employee received the document(s). However, the  
4 District is not bound by the progressive discipline procedure in cases of serious offenses such  
5 as theft, working under the influence of alcohol or drugs or being in possession of alcohol or  
6 drugs while on school property or during a school event, assault, or inappropriate behavior  
7 towards a student.

8  
9  
10 **ARTICLE XII**

11 **NOTIFICATION TO NON-ANNUAL EMPLOYEES**

12  
13  
14 **Section 12.1.**

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

17  
18 **Section 12.2.**

19 Should the District decide to discharge, layoff, or modify the position of any non-annual employee, the  
20 employee shall be notified in writing prior to the expiration of the school year.

21  
22 **Section 12.3.**

23 Except in extraordinary cases, and as otherwise provided in this Article, the District will give  
24 employees two (2) weeks' notice of intention to discharge, lay off, or modify their position.

25  
26  
27  
28 **ARTICLE XIII**

29 **INSURANCE AND RETIREMENT**

30  
31  
32 **Section 13.1. School Employee Benefit Board (SEBB) Health Insurance.**

33 The District shall provide qualified employee with insurance benefits that align with the rules and  
34 regulations set by the School Employee Benefit Board (SEBB).

35  
36 **A. Availability:**

- 37 1. Qualified employees who work or will work a minimum of six hundred, thirty (630) hours  
38 during the year.  
39 2. Open enrollment is October 1<sup>st</sup> through November 15<sup>th</sup> per SEBB.  
40 3. SEBB insurance plan information shall be provided to eligible employees during  
41 orientation or within ten (10) workdays of hire and at each open enrollment.  
42 4. Employees are responsible for enrolling online or with forms provided by SEBB.

43  
44 **B. Benefits:**

- 45 1. Qualified employees will be provided SEBB benefits that include medical, dental, vision,  
46 basic life/accidental insurance, long-term disability insurance and retiree subsidy (formerly  
47 Health Care Authority (HCA)).  
48 2. Employees may select a carrier approved by SEBB.

1 C. Premiums:

- 2 1. The District shall pay their portion of the employee premium as established by SEBB.  
3 2. Employees will be responsible for their portion of the premium.  
4 3. Any additional premium surcharges will be paid by the employee.  
5

6 **Section 13.2. Tort Coverage.**

7 The District shall provide tort liability coverage for all employees subject to this Agreement.  
8

9 **Section 13.3. Industrial Insurance.**

10 The District shall make required contributions for State Industrial Insurance on behalf of all employees  
11 subject to this Agreement.  
12

13 **Section 13.4. Unemployment.**

14 The District shall make contributions to the Washington State Unemployment Compensation Fund  
15 requisite to providing unemployment benefits for all employees subject to this Agreement.  
16

17 **Section 13.5. Retirement.**

18 In determining whether an employee subject to this Agreement is eligible for participation in the  
19 Washington State Public Employees Retirement System (PERS) or the Washington State School  
20 Employees Retirement System (SERS), the District shall report all hours compensated, whether  
21 straight time, overtime, or otherwise.  
22  
23  
24

25 **ARTICLE XIV**

26 **VOCATIONAL TRAINING – INSERVICE**  
27

28  
29 **Section 14.1.**

30 The parties acknowledge the need and value of continuing employee training and job-related  
31 education. The District will be responsible for paying the cost of testing and/or licensing for  
32 employee's added job requirements to improve or retain their position(s).  
33

- 34 A. The District shall make available Professional Development funds in an amount of one  
35 thousand five hundred (\$1500.00) dollars.  
36  
37 B. PSE employees shall use the professional development application to utilize the funds.  
38  
39 C. Applications will be addressed monthly. Prior approval is required for funds to be dispersed.  
40  
41 D. The funds may be used for the following: tuition, credit and course fees, applicable travel  
42 expenses, lodging and possible substitute cost which PSE members may incur in their  
43 continuing education/training efforts.  
44  
45 E. If the training/classes occur during the employee's regular working hours, the employee shall  
46 receive their regular wages. Wages will not be paid if the training/classes occur outside normal  
47 working hours.  
48

1 **Section 14.2. Safe School Training.**

2 All classified employees are required to complete the Safe Schools training modules annually.  
3 Employees who begin their work year at the start of the school year must complete their Safe Schools  
4 training by the end of the first (1st) quarter. Employees returning from a leave of absence or are hired  
5 after completion of the first (1st) quarter, have until the end of the second (2nd) quarter to complete the  
6 required training modules. Employees returning from a leave of absence or are hired after completion  
7 of the second (2nd) quarter have until the end of the third quarter to complete the required training  
8 modules and employees returning from a leave of absence or are hired after the completion of the third  
9 quarter have until the end of the fourth quarter to complete the required training modules.  
10 Compensation time will be evaluated annually and will reflect District requirements for classified  
11 training and employees shall be notified of the requirements. No overtime will be paid for Safe  
12 Schools training.

13  
14 **Section 14.3. Paraeducator Certificates.**

15 The State of Washington and the Paraeducator Professional Educator Standards Board (PESB)  
16 determined that all paraeducators must begin a formal certification. This applies to classified public  
17 school or school district employees who work under the supervision of a certificated or licensed staff  
18 member, from grades Kindergarten to Grade 12, to support and assist in providing instructional and  
19 other services to students and their families. All paraeducators in the bargaining unit are subject to this  
20 certification process.

21  
22 **District Responsibilities:**

- 23 1. Provide two (2) days (fourteen [14] hours) of training to meet the requirements of PESB in the  
24 Fundamental Course of Study (FCS) / General Paraeducator Certificate for all Paraeducators.
- 25 2. Provide four (4) days (twenty-eight [28] hours) of training for new hires, within the first year of  
26 employment, to meet the requirements of PESB in the Fundamental Course of Study (FCS).
- 27 3. Provide training multiple times throughout the school year, to include but not limited to, early  
28 release days, professional days, and during conferences.
- 29 4. Costs in obtaining Paraeducator certification must have pre-approval.
- 30 5. The District may provide training opportunities during student-teacher conference days or other  
31 designated times.
- 32 6. Clearly communicate to paraeducators when trainings will be offered.
- 33 7. Prioritize in-person instruction, or synchronous online instruction.
- 34 8. The district will make every effort to provide multiple opportunities for training.

35  
36 **Paraeducator Responsibilities:**

- 37 1. Register for and participate in courses provided by the District.
- 38 2. Maintain records of training, including course completion certificates.
- 39 3. Use the e-certification system to enter the completion of the Paraeducator Certificates. (No  
40 information is entered into e-cert until the FCS is completed, i.e., all twenty-eight [28] hours)
- 41 4. Complete fourteen (14) hours of district provided training each year towards the Paraeducator  
42 Certificates.

43  
44 If there are any legislature impacts to the paraeducator training or the completion of the Paraeducator  
45 Certificates, the District and PSE agree to bargain the legislative impact.





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**ARTICLE XV**

**GRIEVANCE AND ARBITRATION PROCEDURE**

**Section 15.1. Purpose.**

The purpose of this procedure is to provide an orderly method of resolving grievances or complaints arising between the District and its employees within the Bargaining Unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the terms and conditions of this Agreement and shall be resolved in strict compliance with this Article. A determined effort shall be made to settle such differences at the lowest possible level in the grievance procedure. Meetings or discussions involving grievances shall be scheduled at mutually agreeable times.

**Section 15.1.1. Definitions.**

- A. *Grievant*: A grievant is an employee, or in the case of the Union’s contractual rights, the Union.
- B. *Grievance*: A grievance is defined as a dispute involving the interpretation or application of the specific terms of the Agreement.
- C. *Days*: Days in this procedure are normal District office workdays.

**Section 15.1.2. Timelines.**

Grievances shall be processed in the following manner and within the stated time limits. Time limits shall be calculated commencing on the day after the event or occurrence triggering the running time limit. Time limits provided in this procedure may be extended only by mutual written agreement.

Failure on the part of the employer at any step of this procedure to communicate the decision on a grievance within the specific or mutually extended time limits shall permit the grievant to lodge an appeal at the next step of this procedure.

Failure on the part of the grievant (employee or Union) to present or proceed with a grievance within the specified or mutually extended time limits will render the grievance waived.

**Section 15.2. Process.**

**Section 15.2.1. Step 1.-Informal Level. Submission of Grievance to Supervisor.**

Within twenty (20) workdays following the occurrence of the event giving rise to the grievance, or twenty (20) workdays after the event is known or reasonably should have been known, the employee shall attempt to resolve the grievance informally with their immediate supervisor. The immediate supervisor shall respond orally within ten (10) workdays of the employee’s presentation. In presenting the grievance, the employee may be accompanied by a representative of the union at all steps of the grievance.

**Section 15.2.2. Step 2.-Formal Level. Written Submission of Grievance to Supervisor.**

If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the immediate supervisor within fifteen (15) workdays after receipt of the supervisor’s response at Step 1. The written grievance shall contain the following:

- A. A statement of the alleged grievance including the facts upon which the grievance was based;



- B. Reference to the specific term(s) of the agreement which have been allegedly violated;
- C. Remedy sought.

The immediate supervisor shall inform the employee and the union in writing of the disposition of the grievance within fifteen (15) workdays of the presentation of the grievance. If an agreeable disposition has been made, the aggrieved party shall terminate the grievance in writing within ten (10) workdays.

**Section 15.2.3. Step 3.-Superintendent/Designee Level.**

**A. Individual Grievance**

If the grievance is not settled at Step 2 and the Union believed the grievance to be valid, a written statement of the grievance shall be submitted within fifteen (15) workdays to the District Superintendent or designee. After submission of the grievance, the parties will have fifteen (15) workdays to meet to resolve the grievance. A written statement of the disposition shall be given to the aggrieved and the union within fifteen (15) workdays of the meeting. If an agreeable disposition has been made, the aggrieved party shall terminate the grievance in writing within ten (10) workdays.

**B. Union Grievance**

A grievance which the union may have against the employer, limited as aforesaid to matters dealing with the interpretation or application of terms of this Agreement relating to union rights, shall be commenced by filing in writing (in format of Step 2 above) with the Superintendent/designee. Such filing shall be within thirty (30) workdays after the event is known or reasonably should have been known. The Superintendent/designee and the union will have ten (10) workdays from receipt of the grievance to resolve it. A written statement of the disposition shall be given to the union within fifteen (15) workdays of the meeting. If an agreeable disposition has been made, the union shall terminate the grievance in writing within ten (10) workdays.

**Section 15.2.4. Step 4.-Arbitration.**

If no settlement is reached in Step 3, the union has the right to file a demand for arbitration as outlined below:

- A. Written notice of a request for arbitration shall be made to the Superintendent within ten (10) workdays of receipt of the disposition letter at Step 3.
- B. Arbitration shall be limited to issue(s) involving the interpretation or application of specific terms of this Agreement.
- C. When a timely request has been made for arbitration, the parties shall jointly request an arbiter from the Public Employees Relation Commission (PERC) Mediation Service.
- D. Arbitration proceedings shall be in accordance with the following:
  - 1. The arbiter, once appointed, will inform the parties as to the procedures which will be followed.
  - 2. The arbiter shall hear and accept pertinent evidence submitted by both parties and shall be empowered to request, through subpoena, if necessary, such data and testimony as the arbiter deems pertinent to the grievance and shall render a decision in writing to both parties within thirty (30) workdays, unless mutually extended, of the closing of the record.
  - 3. The arbiter shall be authorized to rule and issue a decision in writing on the issue(s) presented for arbitration, of which the decision shall be final and binding on both parties.



- 1 4. The arbiter shall rule only on the basis of information presented at the hearing and  
2 shall refuse to receive any information after the hearing except by mutual  
3 agreement.
- 4 5. Each party to the proceedings may call such witnesses as may be necessary in the  
5 order in which their testimony is to be heard. Such testimony shall be limited to the  
6 matters set forth in the written statement of the grievance. The arguments of the  
7 parties may be supported by oral comment and rebuttal. Either or both parties may  
8 submit written briefs within a time period mutually agreed upon. Such arguments of  
9 the parties, whether oral or written, shall be confined to, and directed at the matters  
10 set forth in the grievance.
- 11 6. Each party shall pay any compensation and expenses relating to its own witnesses or  
12 representatives except that the fees and charges of the arbiter, if any, shall be shared  
13 equally by the parties.
- 14 7. The total cost of the stenographic record, if requested, will be paid by the party  
15 requesting it. If the other party also requests a copy, that party will pay one-half  
16 (1/2) of the stenographic cost.

### 17 **Section 15.3. Binding Effect of Award.**

18 All decisions arrived at under the provisions of this Article by the representatives of the Employer and  
19 the Union at Steps 1, 2, and 3, or by the arbiter, shall be final and binding upon both parties; provided,  
20 however, that in arriving at such decision neither of the parties or the arbiter shall have the authority to  
21 alter this Agreement in whole or part.  
22

#### 23 **Section 15.3.1. Limits of the Arbiter.**

24 The arbiter cannot order the Employer to take action contrary to the law.  
25

#### 26 **Section 15.3.2. No Duty to Maintain Status Quo.**

27 The Employer has no duty to maintain the status quo or to restore the status quo pending  
28 arbitration. But if return to status quo is ordered by the arbiter, the return shall be affected as  
29 per the arbiter's award.  
30

#### 31 **Section 15.3.3. Freedom from Reprisal.**

32 There will be no reprisals against the grievant or others as a result of his/her participation in  
33 this process.  
34

#### 35 **Section 15.3.4. Timelines.**

36 Grievance claims involving retroactive compensation will be limited to no more than thirty (30)  
37 workdays prior to the initiation of the grievance at the Step 1 meeting.  
38

### 39 **Section 15.4. Continuity of Grievance.**

40 Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder may  
41 proceed through the grievance procedure until resolution.  
42

### 43 **Section 15.5. Grievance Release Time.**

44 In the event the grievance or arbitration discussions occur during regular employment time, the District  
45 shall provide release time without loss of compensation limited to the grievant, required witnesses, and  
46 one (1) Union representative unless otherwise approved by the District. It is recognized that meetings  
47

1 and/or discussions to prepare for grievance and/or arbitration hearings are to take place outside the  
2 employee's workdays and are not to be compensated by the District.

3  
4  
5  
6 **ARTICLE XVI**

7  
8 **PREVIOUS EXPERIENCE**

9  
10 **Section 16.1. Washington State School District Transfer of Previous Experience.**

11 When an employee leaves one School District within the state and commences employment with the  
12 Okanogan School District, the employee shall retain the same longevity, leave benefits and other  
13 benefits (including years of experience on the salary schedule and vacation credit) that the employee  
14 had in his or her previous position. PROVIDED, that employees who transfer between Districts shall  
15 not retain any seniority rights other than longevity when leaving one School District and beginning  
16 employment with the Okanogan School District. If the Okanogan School District has a different  
17 system for computing leave benefits, and other benefits, then the employee shall be granted the same  
18 longevity, leave benefits and other benefits as a person in that District who has similar occupational  
19 status and total years of service.

20  
21 If a transferring-in employee is hired into a classification different than the classification held at the  
22 previous school district, the transferring-in employee shall be granted the same longevity (including  
23 years of experience on the salary schedule and vacation credit, but excluding seniority), leave benefits  
24 and other benefits, as an employee in the Okanogan School District who made a change in  
25 classification.

26  
27 **Section 16.2. Out of District Transfer of Previous Experience.**

28 When an employee is hired into a position and has prior non-school verified experience, skills, and  
29 qualifications they shall be given credit for the prior experience on a one (1) to one (1) rate as  
30 determined by the district. This experience shall be solely for placement on the salary schedule and not  
31 seniority.

32  
33 **Section 16.3. In-District Transfer of Previous Experience.**

34 When an employee transfers from a higher classification to a lower classification the work experience  
35 shall be a one (1) to one (1) rate. This experience shall be solely for placement on the salary schedule  
36 and not seniority. Example: Teacher transfers to paraeducator.

37  
38  
39  
40 **ARTICLE XVII**

41  
42 **SALARIES AND EMPLOYEE COMPENSATION**

43  
44 **Section 17.1. Compensation.**

45 Employees shall be compensated in accordance with the provisions of this Agreement for all hours  
46 worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours  
47 worked, and rates paid with each paycheck as provided by the Washington School Information  
48 Processing Cooperative (WSIPC).

1 **Section 17.2. Schedule A.**

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

4

5	2022-2023	Eight (8%) percent increase for all Schedule A salary steps.
6	2023-2024	Four (4%) percent increase for all Schedule A salary steps.
7	2024-2025	Three (3%) percent increase for all Schedule A salary steps.

8

9 **Section 17.2.1. Salaries Term.**

10 Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the  
11 terms and conditions of Article XVIII, Section 18.3. Should the date of execution of this  
12 Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive  
13 to the effective date.

14

15 **Section 17.2.2. Retroactive Pay.**

16 Retroactive pay, where applicable, shall be paid on the first (1st) regular payday following  
17 execution of this Agreement, if possible and in any case not later than the second (2nd) regular  
18 payday. In the case of retroactive pay resulting from negotiations pursuant to Article XVIII,  
19 Section 18.3., such retroactive pay shall be paid on the first (1st) regular payday following  
20 agreement on such schedule, if possible and in any case not later than the second (2nd) regular  
21 payday.

22

23 **Section 17.3. Time Calculation.**

24 For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter (1/4)  
25 hour.

26

27 **Section 17.4. Employee Travel Expense.**

28 Any employee required to travel from one (1) site to another in a private vehicle during working hours  
29 shall be reimbursed for such travel on a per-mile basis at the current State rate. Any travel required by  
30 the District shall be compensated at the current State rate.

31

32 **Section 17.5. Increments.**

33 Incremental steps shall take place every September 1; provided the employee has been employed for at  
34 least ninety (90) working days of the previous school year.

35

36 **Section 17.6.**

37 If First Aid/CPR is required by the District, District provided training will be at no cost to the  
38 employee. If the training is not provided by the District, the employee must get prior approval to be  
39 eligible for reimbursement.

40

41 **Section 17.7. District Paid Items.**

42 The District shall pay for the following:

- 43
- 44 • Food Handlers Permits as required for current employees.
  - 45 • Washington School Nutrition Association Certification.
  - 46 • Licensing fees associated with certification for using herbicides/pesticides/chemicals.
  - 47 • Fingerprinting reimbursement.
  - 48 • Para Praxis Test.

1 **Section 17.8. Payroll Errors.**

2 Errors will be corrected on the next paycheck in full. Should the District overpay an employee, the  
3 employee shall be allowed to repay the overpayment by monthly payments until paid in full (the  
4 reimbursement timeline and a reasonable payment amount shall be mutually agreed upon by both the  
5 employee and the District). The District also has the option to assign work to the employee until the  
6 overpayment is paid back. Should the employee leave the employment of the District, the balance shall  
7 be withheld from the employee’s last paycheck. Reference RCW 49.48.200 and RCW 49.48.210 (10)  
8 and (11 b & c).

9  
10 **Section 17.9. Emergency Substitute Certification.**

11 Staff who currently have an AA or BA Degree and apply for, the District shall pay for the Emergency  
12 Substitute Certification. This will also include finger printing fees and subsequent renewal fees.

13  
14 **Section 17.10. Substitute Teacher Wages.**

15 Classified staff who hold an Emergency Substitute Certificate may be assigned to teach lesson plans  
16 and supervise students consistent with RCW 28A.405.465. When assigned by an administrator to  
17 replace a certificated teacher, the parties agree to suspend Section 7.6. The wages for classified staff  
18 working as an emergency teacher, shall be defined as follows:

- 19
- 20 • The employee will receive the Districts current sub rate or a minimum of their current rate of  
21 pay plus an additional dollar (\$1.00) for each hour worked, whichever sum is greater.
- 22
- 23 • If a classified employee substitutes for the full day (seven and one half [7½] hours), this  
24 constitute a full workday and employee shall be excused from their regular duties.
- 25
- 26
- 27

28 **ARTICLE XVIII**

29 **TERMAND SEPARABILITY OF PROVISIONS**

30  
31  
32 **Section 18.1. Term.**

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

34  
35 **Section 18.2. Entire Term.**

36 All provisions of this Agreement shall be applicable to the entire term of this Agreement  
37 notwithstanding its execution date, except as provided in the following Section. Salary will not be  
38 reopened during the term of the agreement.

39  
40 **Section 18.3. Reopeners.**

41 This Agreement may be reopened and modified at any time during its term upon mutual consent of the  
42 parties in writing.

43  
44 **Section 18.4.**

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



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**Section 18.5.**

Neither party shall be compelled to comply with any provision of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto that were enacted prior to the effective date of this Agreement.

**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.

**Section 18.7.**

The parties agree that employees covered by this agreement shall not encourage, condone or participate in any strike or work slowdown over any dispute which arises out of the interpretation or application of this Agreement, nor shall there be any lockout by the District over any dispute which arises out of the interpretation or application of this Agreement.


**Section 18.8.**

During the first (1st) negotiations meeting for a successor agreement, the District and the Association will simultaneously exchange proposals. New proposals will not be added unless mutually agreed.

**SIGNATURE PAGE**

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

OKANOGAN CHAPTER

BY:   
Denise Adams, Chapter President

DATE: 9/22/22

OKANOGAN SCHOOL DISTRICT #105

BY:   
Ashley Goetz, Superintendent

DATE: 9/22/22



**Okanogan School District 2022-23 Salary Schedule**



CLASSIFICATION	1	2	3	4	5	6	7	8	9
<b>Paraeducator</b>									
Paraeducator	17.91	18.44	19.01	19.57	20.15	20.76	21.38	22.02	22.68
Library Paraeducator	18.85	19.39	19.98	20.57	21.19	21.83	22.49	23.16	23.85
Life Skills Paraeducator	18.99	19.52	20.09	20.65	21.23	21.84	22.46	23.10	23.76
Bilingual Paraeducator	22.87	23.54	24.25	24.97	25.73	26.49	27.29	28.11	28.95
<b>Interpreter</b>									
Bilingual Interpreter	22.87	23.54	24.25	24.97	25.73	26.49	27.29	28.11	28.95
Hearing Impaired Interpreter	25.63	26.30	27.00	27.72	28.48	29.33	30.21	31.11	32.04
<b>Food Service</b>									
Food Service 1	20.34	20.91	21.51	22.11	22.73	23.41	24.12	24.84	25.59
Food Service 2	18.25	18.79	19.35	19.95	20.53	21.15	21.78	22.44	23.11
Food Service 3	17.29	17.80	18.32	18.87	19.42	20.00	20.61	21.22	21.86
Food Service Office Manager	20.34	20.91	21.51	22.11	22.73	23.41	24.12	24.84	25.59
<b>Custodial/Maintenance/Grounds</b>									
Custodian	19.83	20.39	20.98	21.63	22.25	22.92	23.61	24.32	25.06
Custodian/Maintenance	22.15	22.81	23.47	24.16	24.89	25.64	26.41	27.19	28.02
Grounds/Custodial/Maintenance	22.15	22.81	23.47	24.16	24.89	25.64	26.41	27.19	28.02
<b>Technology</b>									
Computer Technician	25.47	26.27	27.03	27.84	28.67	29.54	30.42	31.33	32.27
<b>Specialist</b>									
Piano Specialist	17.73	18.28	18.82	19.38	19.97	20.56	21.18	21.82	22.47
Juvenile Detention Specialist	23.43	24.09	24.80	25.52	26.28	27.05	27.86	28.70	29.56
Preschool Lead Teacher	22.5	23.00	23.59	24.17	24.74	25.49	26.25	27.04	27.85
Longevity:									
Beginning the 10th year through the 14th year, add \$0.75 per hour to the employee's last hourly wage									
Beginning the 15th year through the 19th year, add \$0.75 per hour to the employee's last hourly wage									
Beginning the 20th year, add \$1.00 per hour to the employee's last hourly wage									
Beginning the 25th year, add \$1.00 per hour to the employee's last hourly wage									
Longevity is cumulative									
Degree Award (single highest stipend applies to base rate)									
AA - \$0.50									
BA/BS - \$0.75									
Masters - \$1.00									





**Okanogan School District 2023-24 Salary Schedule**



CLASSIFICATION	1	2	3	4	5	6	7	8	9
<b>Paraeducator</b>									
Paraeducator	18.63	19.18	19.77	20.35	20.96	21.59	22.24	22.90	23.59
Library Paraeducator	19.60	20.17	20.78	21.39	22.04	22.70	23.39	24.09	24.80
Life Skills Paraeducator	19.75	20.30	20.89	21.48	22.08	22.71	23.36	24.02	24.71
Bilingual Paraeducator	23.78	24.48	25.22	25.97	26.73	27.55	28.38	29.23	30.11
<b>Interpreter</b>									
Bilingual Interpreter	23.78	24.48	25.22	25.97	26.76	27.55	28.38	29.23	30.11
Hearing Impaired Interpreter	26.66	27.35	28.08	28.83	29.62	30.50	31.42	32.35	33.32
<b>Food Service</b>									
Food Service 1	21.15	21.75	22.37	22.99	23.64	24.35	25.08	25.83	26.61
Food Service 2	18.98	19.54	20.12	20.75	21.35	22.00	22.65	23.34	24.03
Food Service 3	17.98	18.51	19.05	19.62	20.20	20.80	21.41	22.07	22.73
Food Service Office Manager	21.15	21.75	22.37	22.99	23.64	24.35	25.08	25.83	26.61
<b>Custodial/Maintenance/Grounds</b>									
Custodian	20.62	21.21	21.82	22.50	23.14	23.84	24.55	25.29	26.06
Custodian/Maintenance	23.04	23.72	24.41	25.13	25.89	26.67	27.47	28.28	29.14
Grounds/Custodial/Maintenance	23.04	23.72	24.41	25.13	25.89	26.67	27.47	28.28	29.14
<b>Technology</b>									
Computer Technician	26.49	27.32	28.11	28.95	29.82	30.72	31.64	32.58	33.56
<b>Specialist</b>									
Piano Specialist	18.44	19.01	19.57	20.16	20.77	21.38	22.03	22.69	23.37
Juvenile Detention Specialist	24.37	25.05	25.79	26.54	27.33	28.13	28.97	29.85	30.74
Preschool Lead Teacher	23.40	23.92	24.53	25.14	25.73	26.51	27.30	28.12	28.96
Longevity:									
Beginning the 10th year through the 14th year, add \$0.75 per hour to the employee's last hourly wage									
Beginning the 15th year through the 19th year, add \$0.75 per hour to the employee's last hourly wage									
Beginning the 20th year, add \$1.00 per hour to the employee's last hourly wage									
Beginning the 25th year, add \$1.00 per hour to the employee's last hourly wage									
Longevity is cumulative									
Degree Award (single highest stipend applies to base rate)									
AA - \$0.50									
BA/BS - \$0.75									
Masters - \$1.00									



**Okanogan School District 2024-25 Salary Schedule**



CLASSIFICATION	1	2	3	4	5	6	7	8	9
<b>Paraeducator</b>									
Paraeducator	19.19	19.76	20.36	20.96	21.59	22.24	22.91	23.59	24.30
Library Paraeducator	20.19	20.78	21.40	22.03	22.70	23.38	24.09	24.81	25.54
Life Skills Paraeducator	20.34	20.91	21.52	22.12	22.74	23.39	24.06	24.74	25.45
Bilingual Paraeducator	24.49	25.21	25.98	26.75	27.53	28.38	29.23	30.11	31.01
<b>Interpreter</b>									
Bilingual Interpreter	24.49	25.21	25.98	26.75	27.53	28.38	29.23	30.11	31.01
Hearing Impaired Interpreter	27.46	28.17	28.92	29.69	30.51	31.42	32.36	33.32	34.32
<b>Food Service</b>									
Food Service 1	21.78	22.40	23.04	23.68	24.35	25.08	25.83	26.60	27.41
Food Service 2	19.55	20.13	20.72	21.37	21.99	22.66	23.33	24.04	24.75
Food Service 3	18.52	19.07	19.62	20.21	20.81	21.42	22.05	22.73	23.41
Food Service Office Manager	21.78	22.40	23.04	23.68	24.35	25.08	25.83	26.60	27.41
<b>Custodial/Maintenance/Grounds</b>									
Custodian	21.24	21.85	22.48	23.18	23.83	24.56	25.29	26.05	26.84
Custodian/Maintenance	23.73	24.43	25.14	25.88	26.67	27.47	28.29	29.13	30.01
Grounds/Custodial/Maintenance	23.73	24.43	25.14	25.88	26.67	27.47	28.29	29.13	30.01
<b>Technology</b>									
Computer Technician	27.28	28.14	28.95	29.82	30.71	31.64	32.59	33.56	34.57
<b>Specialist</b>									
Piano Specialist	18.99	19.58	20.16	20.76	21.39	22.02	22.69	23.37	24.07
Juvenile Detention Specialist	25.10	25.80	26.56	27.34	28.15	28.97	29.84	30.75	31.66
Preschool Lead Teacher	24.10	24.64	25.27	25.89	26.50	27.31	28.12	28.96	29.83
Longevity:									
Beginning the 10th year through the 14th year, add \$0.75 per hour to the employee's last hourly wage									
Beginning the 15th year through the 19th year, add \$0.75 per hour to the employee's last hourly wage									
Beginning the 20th year, add \$1.00 per hour to the employee's last hourly wage									
Beginning the 25th year, add \$1.00 per hour to the employee's last hourly wage									
Longevity is cumulative									
Degree Award (single highest stipend applies to base rate)									
AA - \$0.50									
BA/BS - \$0.75									
Masters - \$1.00									



**Okanogan School District  
Classified Employee Performance Evaluation Form**

**Employee:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional input received from:** \_\_\_\_\_

**Evaluation type:**       **Probationary**       **Annual**

**Directions:** Complete the evaluation after consultation with a person who supervises the work of the employee. Check the appropriate boxes next to the descriptors. In the event an area is marked other than “Meets Expectations” a comment is required to explain the rating.

<b>1. Job Performance</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Manages time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Solves problems effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Adjusts to new assignments/conditions and is flexible to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is calm and objective under stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Uses good judgment and makes decisions appropriate to the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Clothing and grooming are appropriate for position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Acts in a professional and respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Knows and works towards meeting District mission, vision and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>2. Job Knowledge</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Has working knowledge/understanding of job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Demonstrates skill level appropriate to job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Understands/follows policies, procedures and practices established within district/building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Successfully completes and implements recommended training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



<b>3. Quality of Work</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Work quality meets expected standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Works productively and efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Shows pride and interest in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Understands and applies appropriate safety procedures and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains orderliness and cleanliness of work area(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>4. Quantity of Work</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Amount of work is consistent with job descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Demonstrates an understanding of responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Completes work/tasks in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>5. Communications</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Communicates in a professional and respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Listens attentively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Understands and responds appropriately to verbal and written communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Communicates clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>6. Human Relations and Teamwork</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Treats students, staff and community in a respectful, supportive and professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Gets along well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Works collaboratively with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Willing to work with or help teammates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Willingness to be helped or trained by team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Flexibility to consider different points of view and compromises when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Listens actively and is an active participant in team activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Recognizes limitations: Asks for help or additional input when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Works as a problem solver.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Has tolerance for changes in procedure, technology and workflow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Takes ownership of their actions, tasks, mistakes and successes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>7. Work Attitude</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Works cooperatively with supervisor, staff, students, parents and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accepts direction, instruction and correction in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>8. Initiative</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Demonstrates self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Exhibits creative thinking and problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Willingness to exceed minimum performance as required by the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>9. Attendance and Punctuality</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Maintains good attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is punctual: begins working at designated time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Calls employer when absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>10. Dependability</b>	<b>Meets Expectations with Excellence</b>	<b>Meets Expectations</b>	<b>Area for Growth</b>	<b>Does not meet Expectations</b>
a. Anticipates what needs to be done and follows through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Performs tasks and assignments without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Completes tasks in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Overall Performance**  
(Check the Appropriate Box)

<input type="checkbox"/>	Meets Expectations with Excellence	Achieved excellence in multiple categories; modeled superior performance overall
<input type="checkbox"/>	Meets Expectations	Satisfied job requirements; expectations have been met or exceeded
<input type="checkbox"/>	Needs Improvement	Based on job description requirements and expectations, identify specific areas that need improvement.
<input type="checkbox"/>	Does Not Meet Expectations	Employee has not met expectations and is in need of substantial improvement. (Assistance/Improvement Plan attached)



**Evaluator Comments:**

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Evaluator Signature

-----  
Evaluator Title

-----  
Date

**Employee Comments:**

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Employee Signature

-----  
Employee Position

-----  
Date

*The signature of the employee above does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed the evaluation with the evaluator.*

*A copy of this evaluation will be given to the employee within **one week** of completion of the evaluation process*

