

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**Pe Ell School District #301**

AND

**Public School Employees of Pe Ell**

SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2025



Public School Employees of Washington/SEIU Local 1948  
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## DECLARATION OF PRINCIPLES

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
2. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
3. Subject to law and the paramount consideration of service to the public, employee-management relations should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.
4. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
5. It is the intent and purpose of the parties hereto to promote and improve the efficient 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.

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## PREAMBLE

This agreement is made and entered into between Pe Ell School District Number 301 (hereinafter "District" or "Employer") and Public School Employees of Pe Ell, an affiliate of the Public School Employees of Washington/SEIU Local 1948 state organization (hereinafter "Association").

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

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## ARTICLE I

### RECOGNITION AND COVERAGE OF AGREEMENT

#### **Section 1.1.**

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



1 **Section 1.2.**

2 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties  
3 may present a conflict of interest in relationship to the board of directors or superintendent of the  
4 District pursuant to RCW 41.56.030 (2).

5  
6 **Section 1.3.**

7 Descriptions for all positions subject to this agreement are by this reference incorporated herein.  
8 Modification of existing positions, or the creation of new positions, shall require reopening of this  
9 agreement pursuant to Section 22.3.

10  
11 **Section 1.4.**

12 The bargaining unit to which this agreement is applicable shall consist of classified employees in the  
13 following general job classifications: secretaries, nurse, paraeducators, custodial, maintenance,  
14 transportation, food service, and substitute employees. The only exclusion will be those persons  
15 whose duties may present a conflict of interest (confidential employees).

16  
17 **Section 1.5.**

18 A part-time employee is an employee who works less than 2,080 hours per year.

- 19 A. Regular employee - Employee paid on a regular monthly rate due to fixed hours.
- 20
- 21 B. Non-regular employee - Employee without fixed hours.
- 22
- 23 C. Substitute employees working more than thirty (30) shifts during any single fiscal year shall
- 24 be considered regular part-time employees for all purposes of this agreement, with the
- 25 exception of medical benefits, and such status may not be lost unless the employee
- 26 separates from employment in accordance with the provisions of this agreement, or is a
- 27 voluntary quit.
- 28
- 29

30 **Section 1.6.**

31 A full-time employee is any employee who works 2,080 hours, eight (8) hours per day, five (5) days a  
32 week for the twelve (12) months of the calendar year.

33  
34 **Section 1.7.**

35 An adequate substitute list will be maintained by the District.

- 36 A. The administration shall be responsible for obtaining substitutes.
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**ARTICLE II**

**RIGHTS OF THE EMPLOYER**

**Section 2.1.**

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

**Section 2.2.**

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

**ARTICLE III**

**RIGHTS OF EMPLOYEES**

**Section 3.1.**

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

**Section 3.2.**

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

**Section 3.3.**

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



1 **Section 3.4. Non-Discrimination.**

2 The Employer and the Union are committed to a policy of equal employment opportunity. All staff  
3 members will be treated fairly at all times and without regard to race, color, religion, sex, age, national  
4 origin, military or marital status, sexual orientation, gender identity, political ideology, genetic  
5 information or disability, and any other basis protected by local, state, or federal law. This applies to  
6 all personnel actions including recruitment, hiring, training, transfer, promotion and demotion, layoff  
7 and recall, compensation and benefits, discipline, termination and all other conditions or privileges of  
8 employment.

9  
10 **Section 3.5. Harassment.**

11 The Employer is committed to providing a work environment free from unlawful harassment. The  
12 Employer will not tolerate actions, words, jokes or comments based on an individual’s sex, race,  
13 ethnicity, age, religion, sexual orientation, or any other legally protected characteristic. Any employee,  
14 supervisor, or bargaining unit member engaging in sexual or other unlawful harassment will be subject  
15 to appropriate corrective action, up to and including termination of employment.

16  
17 **Section 3.6. Equity, Diversity, and Inclusion.**

18 Members of the Labor Management Committee will attend all agreed to workshops. The workshops  
19 are intended to increase skill and awareness on hidden bias, cultural competency, and leadership skills.  
20 The committee will be an integral part in promoting a workplace where each employee is a part of a  
21 just work environment where the value of diversity and inclusion are understood and advanced, to  
22 include the impact of biases in the workplace. The committee will further review all policies and  
23 procedures that pertain to discrimination, harassment, equity, and inclusion, provide input on existing  
24 education modules and recommendations for further workshops related but not limited to, equity,  
25 diversity and inclusion. The workshops, planning groups and discussions will be on paid time for all  
26 committee members.

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30 **ARTICLE IV**

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32 **RIGHTS OF THE ASSOCIATION**

33  
34 **Section 4.1.**

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

40  
41 **Section 4.2.**

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



1 **Section 4.3.**

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

5  
6 **Section 4.4.**

7 The president of the Association and his designated representatives will be provided time off without  
8 loss of pay to a maximum of ten (10) days per year to attend regional or state meetings when the  
9 purpose of those meetings is in the best interests of the District as determined by the District  
10 administration.

11  
12 **Section 4.5.**

13 The Union and District will discuss the substitute staffing needs periodically. Union employees may  
14 give daily input into substitute decisions.

15  
16 **Section 4.6.**

17 The District will provide the Association a thirty-minute (30) meeting during the bargaining unit  
18 employees' work time within one week of their hire date. The Union president or designee shall be  
19 granted release time to conduct this meeting; this time shall not count toward the release time outlined  
20 in Article IV, Section 4.4.

21  
22 **Section 4.7.**

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

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28 **ARTICLE V**

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30 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

31  
32 **Section 5.1.**

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

39  
40 **Section 5.2.**

41 It is further agreed and understood that the District will consult with the Association, and meet with the  
42 Association upon its request, in the formulation of any changes being considered in existing benefits,  
43 policies, practices and procedures.

44  
45 **Section 5.3.**

46 The Association will, from time to time, as appropriate, be advised of current and predicted workload  
47 information.

48



1 **Section 5.4.**

2 The Association will designate a conference committee of three (3) members who will meet with the  
3 superintendent of the District and the superintendent's representatives to discuss mutually agreeable  
4 concerns on a periodic basis or at special times by request.  
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8 **ARTICLE VI**

9  
10 **HOURS OF WORK**

11  
12 **Section 6.1.**

13 The normal work schedule shall consist of five (5) consecutive work days, Monday through Friday,  
14 followed by two (2) days of rest, Saturday and Sunday; except for those employees designated by the  
15 District to regularly work on Saturday and Sunday whose normal work schedule shall consist of five  
16 (5) consecutive days plus two (2) days of rest which shall be treated as their Saturday and Sunday in  
17 that order. Each employee shall be assigned to a definite and regular shift and workweek which shall  
18 not be changed without prior notice to the employee of three (3) calendar weeks; provided, however,  
19 that this notice may be waived by the employee. In the event of a bonafide emergency, the employer  
20 may on a temporary basis reassign an employee's shift or work week without three (3) calendar weeks  
21 notice.  
22

23 **Section 6.2.**

24 Each employee shall be assigned to a definite shift with designated times of beginning and ending.  
25 The first shift is defined as any work shift beginning between 5:00 a.m. and 11:59 a.m. The second  
26 shift is defined as any work shift beginning between 12:00 noon and 9:59 p.m. The third shift is  
27 defined as any work shift beginning between 10:00 p.m. and 4:59 a.m.  
28

29 **Section 6.3.**

30 The first shift shall consist of eight and one-half (8½) hours, including a thirty (30) minute  
31 uninterrupted lunch period as near the middle of the shift as is practicable and also including a fifteen  
32 (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall  
33 occur as near the middle of each half shift as is practicable.  
34

35 **Section 6.4.**

36 The second shift shall consist of eight (8) hours, including a thirty (30) minute uninterrupted lunch  
37 period as near the middle of the shift as is practicable and also including a fifteen (15) minute first half  
38 and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the  
39 middle of each half shift as is practicable. Employees assigned to the second shift shall receive pay for  
40 eight (8) hours plus overtime if applicable.  
41

42 **Section 6.5.**

43 Employees required to work through their regular lunch periods will be given time to eat at a time  
44 agreed upon by the employee and his supervisor. In the event the District requires an employee to  
45 forego his lunch period and the employee works his entire shift, including the lunch period, he shall be  
46 compensated for the foregone lunch period at overtime rates.  
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1           **Section 6.5.1.**

2           The Pe Ell School District will allow classified staff to leave fifteen (15) minutes after student  
3           hours on days that are shortened due to inclement weather and holidays without salary  
4           reduction. (School secretary, food service, and janitors are excluded from this provision.)  
5           When they fall on a regular student day, the classified staff will work the regular school day  
6           during parent teacher conferences and teacher inservice days, unless they have a reason for  
7           their absence. The District accepts as reasons for absence: regular leaves (emergency, sick,  
8           etc.) and compensatory time. Compensatory time must be verified by supervising teacher or  
9           their regular supervisor.

10  
11                   **Section 6.5.1.1.**

12           Those employees who are excluded from the shortened work day provision in 6.5.1 are  
13           entitled to, at the employee’s choice, overtime pay for the hours worked after student  
14           dismissal or additional personal leave time accumulated at the following rate:

15	16	6-8 hours worked	2 hrs leave
17	18	2-5 hours worked	1 hr leave

19  
20           **Section 6.6.**

21           Recognizing that personnel in the transportation unit present special shift problems, the parties agree  
22           that shifts shall be established in that unit in relation to routes and driving times requisite to fulfilling  
23           tasks assigned by the supervisor of transportation. All bus drivers shall receive regular pay for actual  
24           driving time and other assigned duties, plus fifteen (15) minutes for warm-up and 15-minute clean-up.

25  
26           **Section 6.7. Special Transportation Runs.**

27           Any transportation runs other than regular daily assigned runs shall be defined as special runs. All  
28           special runs shall be offered to drivers, desiring to take them, on a rotating basis according to a  
29           seniority list posted at the beginning of each year. A driver who refuses a special run shall go to the  
30           bottom of the rotating list.

31  
32                   **Section 6.7.1.**

33           All bus trips other than regular daily scheduled runs shall be known as special transportation  
34           runs and shall be compensated at the regular hourly rate for actual driving time of the special  
35           run; provided further, that all other time shall be compensated at the standby rate.

36  
37           **Section 6.8.**

38           Overnight trips will be compensated at the driver's base hourly rate for a minimum of eight (8) hours  
39           per day and shall be compensated at overtime rates for all hours driven in excess of eight (8) hours per  
40           day. Meals and lodging will be furnished by the District.

41  
42           **Section 6.9.**

43           Employees requested to work a shift regularly filled by a higher classification employee shall receive  
44           compensation equal to that normally received by the employee in the higher classification using the  
45           pay step of the employee that is filling in for a higher classification employee.



1 **Section 6.10.**

2 When two (2) grade levels or less are present during recess, including lunch, one (1) supervising  
3 employee shall be required. The District shall assure two (2) supervising employees are present when  
4 more than two (2) grade levels are present.

5  
6 **Section 6.11.**

7 Bargaining unit members will be allowed to bid long-term substitute openings.

8  
9 **Section 6.12.**

10 Long-term substitute openings shall be defined as in excess of twenty (20) working days.

11  
12 **Section 6.13.**

13 Detention Room Para will work the school year plus an additional seven (7) days.

14  
15 **Section 6.14.**

16 Media Para will work the school year plus an additional nine (9) days.

17  
18 **Section 6.15.**

19 Food Service Supervisor will work the school year plus an additional five (5) days.

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23 **ARTICLE VII**

24  
25 **OVERTIME**

26  
27 **Section 7.1.**

28 All employees working more than forty (40) hours per week shall be compensated at the rate of one  
29 and one-half (1½) times the employee's base hourly rate for the hours above forty (40). Employees  
30 called for special service shall receive no less than one (1) hour's pay per call at the employee's base  
31 hourly rate, plus any applicable overtime payments. Special service is defined as any work other than  
32 the normal work shift and workday noncontiguous with the normal work shift or workday except that  
33 transportation employees' extra trips are not considered as special service calls.

34  
35 **Section 7.1.1. Clarification of Employee's Base Hourly Rate.**

36 The overtime rate of pay is determined by the base hourly rate in effect when the overtime  
37 work was performed; e.g., overtime hours performed while driving will be paid one and one-  
38 half (1½) times the employee's driving rate, and overtime hours performed while on standby  
39 will be paid one and one-half (1½) times the employee's standby rate. The right to overtime  
40 compensation cannot be waived by an employer or an individual employee. Overtime hours  
41 must be authorized by the District Administration.



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**ARTICLE VIII**

**HOLIDAYS**

**Section 8.1.**

All employees shall receive the following paid holidays that fall within the employee's work year.

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

Employees may with agreement of District take Independence Day holiday during week in which July 4 falls. All twelve (12) month employees shall receive the day after Christmas as a paid holiday.

**Section 8.2. Unworked Holidays.**

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked either his last scheduled shift preceding the holiday or his first scheduled shift succeeding the holiday, and is not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if the employee can furnish medical proof satisfactory to the District that because of illness he was unable to work on either of such shifts.

**Section 8.3.**

Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus twice their base rate for all hours worked on such holidays, unless the employee starts to work at 10:00 p.m. or thereafter on that date.

**Section 8.4.**

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

**ARTICLE IX**

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

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

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than eleven (11) days of sick leave per school year. An employee who works a majority of their scheduled work hours in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated to a maximum of one hundred eighty (180) days or the employee's work year, whichever is greater. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease



1 subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance  
2 with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated  
3 benefits will be expended on an hourly rather than a daily basis. If absent due to illness or injury three  
4 (3) or more consecutive days, the District may require a doctor's verification.

5  
6 **Section 9.1.1. Sick Leave Attendance Incentive Program.**

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

15  
16 **Section 9.1.1.1. Donating Sick Leave (Leave Sharing).**

17 Employees will be allowed to participate in leave sharing pursuant to RCW  
18 28A.400.380 and Chapter 392-126 WAC.

19  
20 **Section 9.1.2.**

21 At the time of separation from school district employment, an eligible employee or the  
22 employee's estate shall receive payment at a rate equal to one (1) day's current monetary  
23 compensation for each four (4) full days accrued leave, up to a maximum of one hundred-  
24 eighty (180) accrued days, for illness or injury. An eligible employee must be at least age fifty-  
25 five (55) and have at least ten (10) years of service under the Washington school employees'  
26 retirement system plan 3; or at least fifteen (15) years of service under the Washington school  
27 employees' retirement system plan 2.

28  
29 **Section 9.1.3.**

- 30  
31 A. Each substitute employee shall accrue one hour of paid sick leave for every forty (40) hours  
32 worked. A maximum of forty (40) hours of sick leave may be carried over into the  
33 following year.  
34 B. Sick leave accrued while a substitute employee shall not be lost when the employee is hired  
35 as a regular full-time or part-time employee.  
36 C. When a substitute separates from employment, accrued sick leave cannot be cashed out,  
37 however, if the employee is rehired within twelve (12) months of separation, previously  
38 accrued unused sick leave shall be reinstated. Substitute employees do not have sick leave  
39 cash out rights and are not eligible to participate in sick leave incentive programs.  
40

41 **Section 9.2. Industrial Injury.**

42 In the event employees are absent for reasons which are covered by industrial insurance, the District  
43 shall pay the employee an amount equal to the difference between the amount paid the employee by  
44 the Department of Labor and Industries and the amount the employee would normally earn. A  
45 deduction shall be made from the employee's accumulated sick leave in accordance with the amount  
46 paid to the employee by the District.  
47  
48

1 **Section 9.3. Bereavement Leave.**

2 Up to five (5) days, at the employee’s discretion, shall be granted with pay for each occasion each year  
3 in the event of the death of a child, grandchild, spouse, parent, grandparent, sibling, step parents,  
4 parent-in-law, and foster child. Up to three (3) days, at the employee’s discretion, shall be granted  
5 with pay for each occasion each year in the event of the death of an aunt, uncle, niece, or nephew. This  
6 leave can be extended with Superintendent approval and requires notification to the employee’s  
7 Supervisor. This leave is non-cumulative and discrete from other leaves.

8  
9 **Section 9.4. Personal Leave.**

10 Each employee shall be entitled to as many as three (3) paid days personal leave per year. Requests for  
11 personal leave are at the discretion of the superintendent. Such request must be submitted in writing at  
12 least one (1) day in advance whenever possible. Personal leave is neither sick leave nor bereavement  
13 leave.

14  
15 **Section 9.4.1.**

16 Personal leave is cumulative to five (5) days.

17  
18 **Section 9.4.2.**

19 No more than one (1) personal day per year, at the employee’s discretion, may be cashed out at  
20 the employee’s current rate of pay. These days may be cashed out prior to the conclusion of  
21 the school year.

22  
23 **Section 9.5. Maternity Leave.**

24 Maternity leaves shall be administered in accordance with state and federal laws and regulations.

25  
26 **Section 9.6. Paternity Leave.**

27 An employee, upon request, may be granted up to one (1) day's leave, on or about the date of the birth  
28 of his/her child. Such leave shall be deducted from sick leave.

29  
30 **Section 9.7. Federal Family Leave (FMLA).**

31 In addition to any other leave provided for elsewhere in this agreement, upon the birth of a child, the  
32 placement of a child with an employee for adoption or foster care, or for a serious health condition of  
33 an employee or an employee's spouse, child or parent, each employee who has been employed at least  
34 twelve (12) months is entitled to a maximum of twelve (12) weeks unpaid leave; provided, however,  
35 that employees may substitute accrued vacation or other personal leave for leaves related to the  
36 birth/adoption/foster care of a child, and may use accrued sick leave to care for themselves or sick  
37 family members as defined above. The employee must provide the Employer with at least thirty (30)  
38 days written notice for foreseeable leaves for birth, adoption and planned medical treatment. During  
39 this leave, the Employer will continue to pay the same portion of insurance premiums as when the  
40 employee was working, and will maintain the employee's coverage under any group health plan. Upon  
41 return from such leave, the Employer will place the employee in his or her previous position, or one  
42 with equivalent pay and benefits.

43  
44 **Section 9.8. State Family Care Leave.**

45 The District shall allow an employee to use a choice of his/her accrued sick leave or other paid leave to  
46 care for a child of the employee under the age of eighteen (18) with a health condition that requires  
47 treatment or supervision, a child of the employee who is over the age of eighteen (18) who is incapable  
48 of self-care, or a grandchild who is a dependent of and living with the employee if the dependent is



1 under the age of eighteen (18) with a health condition that requires treatment or supervision; or a  
2 spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an  
3 emergency condition. The definitions of the family relationships are spelled out in RCW 49.12.265.  
4 An employee may not take advance leave until it has been earned. The District shall not discharge,  
5 threaten to discharge, demote, suspend, discipline or otherwise discriminate against an employee who  
6 uses this leave.

7  
8 **Section 9.9. Judicial Leave.**

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

14  
15 **Section 9.10. Leave Of Absence.**

16  
17 **Section 9.10.1.**

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

21  
22 **Section 9.10.2.**

23 The returning employee will not necessarily be assigned to the identical position occupied  
24 before the leave of absence. However, provided a vacancy exists for which the employee is  
25 qualified, the employee shall be reinstated to a position equivalent in duties and salary to that  
26 held at the time the request for leave of absence was approved.

27  
28 **Section 9.10.3.**

29 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while  
30 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while  
31 the employee is on leave of absence; provided, however, that if such leave is approved for  
32 extended illness or injury, seniority shall accrue.

33  
34 **Section 9.11. Uncompensated Leave.**

35 Uncompensated leave may be granted by the superintendent or superintendent's designee upon written  
36 request and pre-approval in the event of an emergency or hardship. Additional documentation may be  
37 required by the District.

38  
39 **Section 9.12. Washington State Paid Family Medical Leave (PFML).**

40 Employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington  
41 State Family and Medical Leave and Insurance Act (WAC 192-630-015). The District will comply  
42 with provisions of the law when administering leave under Washington PFML.

43  
44 **Section 9.12.1.**

45 To be eligible for this leave, employees must have worked a minimum of 820 hours within the  
46 past calendar year. Such leave shall be used consecutively with the employee's other leave  
47 entitlements unless the employee elects otherwise. Commencing with the 2021-2022 school



1 year, The District shall pay 70% of the payroll premium, and the employee will pay 30% of the  
2 payroll premium to fund this leave.

3  
4 **Section 9.12.2.**

5 PFML is fully administered by the Washington State Employment Security Department.  
6 Employees should contact Human Resources and/or visit [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for details.  
7 The District shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise  
8 discriminate against an employee who uses this leave.

9  
10 In addition, the District will allow employees to opt to accept compensation from PFML in  
11 addition to a prorated amount to their accumulated sick leave or other paid leave banks in order  
12 to receive their full pay.

13  
14 **Section 9.13. Substitute Employee Sick Leave Accrual.**

- 15  
16 A. Each substitute employee shall accrue one hour of paid sick leave for every forty (40) hours  
17 worked. A maximum of forty (40) hours of sick leave may be carried over into the following year.  
18 RCW 49.46.210  
19 B. Sick Leave accrued while a substitute employee shall not be lost when the employee hired as a  
20 regular full-time employee.  
21  
22  
23

24 **ARTICLE X**

25 **VACATIONS**

26  
27  
28 **Section 10.1.**

29 Full-time (12 month) employees subject to this agreement shall be credited with vacation. Such  
30 vacation shall be earned, vested, and used as designated in this article. Years service will be  
31 determined on anniversary date from year to year.

32

33	1 to 5 Years Service	=	10 Days Vacation Per Year
34	6 Years Service	=	15 Days Vacation Per Year
35	10 Years Service	=	17 Days Vacation Per Year
36	13 Years Service	=	20 Days Vacation Per Year
37	15 Years Service	=	22 Days Vacation Per Year
38	20 Years Service	=	24 Days Vacation Per Year
39	25 Years Service	=	25 Days Vacation Per Year
40	30 Years Service	=	26 Days Vacation Per Year

41  
42 **Section 10.1.1.**

43 Vacation requests by eligible employees shall be granted any time during the year. The  
44 maintenance employees' vacations will be staggered.

45  
46 **Section 10.1.2.**

47 Employees may request vacation carry-over of up to five (5) days into the next year of service.  
48

1 **Section 10.2.**

2 Upon retirement, an employee shall be compensated for unused, prorated vacation earned during the  
3 current contract year.  
4  
5

6 **ARTICLE XI**

7 **SENIORITY**  
8  
9

10  
11 **Section 11.1.**

12 The seniority of an employee within the bargaining unit shall be established as of the date on which the  
13 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be  
14 lost as hereinafter provided.  
15

16 **Section 11.2.**

17 The seniority rights of an employee shall be lost for the following reasons:  
18

- 19 A. Resignation;
- 20 B. Discharge for justifiable cause;
- 21 C. Retirement; or
- 22 D. Change in job classification within the bargaining unit, as hereinafter provided.  
23

24 **Section 11.3.**

25 Seniority shall not be lost for the following reasons without limitation.  
26

- 27 A. Time lost by reason of industrial accident, industrial illness or jury duty.
- 28 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the  
29 United States.
- 30 C. Time spent on other authorized leaves of absence, not to exceed one year.  
31

32 **Section 11.4.**

33 Seniority rights shall be effective within the general job classification. As used in this agreement,  
34 general job classifications are those set forth in Article I, Section 1.4.  
35

36 **Section 11.5.**

37 The employee with the earliest hire date shall have preferential rights regarding promotions, vacation  
38 periods, layoffs, and reduction of work force when ability and performance are substantially equal with  
39 those individuals junior to him. If the District determines that seniority rights shall not govern because  
40 a junior employee possesses ability and performance substantially greater than a senior employee, the  
41 District shall set forth in writing to the employee and the organization grievance committee chairman  
42 its reasons why the senior employee has been bypassed.  
43

44 **Section 11.5.1.**

45 In the event that no employee from the classification applies for promotion, the provisions of  
46 Section 11.5 shall pertain to the entire bargaining unit.  
47  
48





1 Employees changing job classifications shall remain in a probationary status for a period not to  
2 exceed sixty (60) days. The probationary period may be extended twenty (20) working days if  
3 the District believes additional time is necessary to evaluate the employee's job performance.  
4 During the probationary period, the District may require the employee to return to the  
5 previously held position, for reasons of qualification, ability and/or performance. These  
6 reasons shall be set forth in writing to the employee.  
7

8 At the completion of this process, if the District has not found a satisfactory applicant within  
9 the bargaining unit, the District has the right to publicize the position outside the bargaining  
10 unit.  
11

12 **Section 11.6.**

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

17 **Section 11.7.**

18 The District shall publicize within the bargaining unit for five (5) working days the availability of open  
19 positions as soon as possible after the District is apprised of the opening. A copy of the job posting  
20 shall be forwarded to the president of the Association and to the Association representative of the  
21 classification concerned.  
22

23 **Section 11.7.1.**

24 After satisfying Section 12.1 members shall have consideration to new or open positions by  
25 seniority.  
26

27 **Section 11.8. Layoff/Reduction in Force.**

28 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the  
29 District according to layoff ranking. Such employees shall be considered with current employees for  
30 an opening in the classification held immediately prior to layoff. Names shall remain on the  
31 reemployment list for eighteen (18) months.  
32

33 **Section 11.8.1.**

34 Upon return to active employment within the employee's previous classification all accrued  
35 benefits to which the employee was entitled at the time of layoff, including unused  
36 accumulated sick leave and seniority, will be restored to the employee and the employee will be  
37 placed on the proper step of the salary schedule according to the employee's longevity.  
38

39 **Section 11.9.**

40 Employees on layoff status shall file their home address and email address in writing with the  
41 personnel office of the District and shall thereafter promptly advise the District in writing of any  
42 change of address.  
43

44 **Section 11.10.**

45 An employee shall forfeit rights to reemployment as provided in Section 11.8 if the employee does not  
46 comply with the requirements of Section 11.9, or if the employee does not respond to the offer of  
47 reemployment within fifteen (15) days.  
48

1 **Section 11.11.**

2 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other  
3 accrued benefits; provided, that such employee is offered a position substantially equal to that held  
4 prior to layoff.  
5  
6  
7

8 **ARTICLE XII**

9  
10 **PROBATIONARY PERIOD**

11  
12 **Section 12.1.**

13 Each new hire shall remain in a probationary status for a period of not more than sixty (60) days  
14 following the hiring date. During this probationary period the District may discharge such employee at  
15 its pleasure.  
16

17 **Section 12.2.**

18 At the end of the probationary period, all employees will be subject to all rights and duties contained in  
19 this agreement retroactive to his/her hire date.  
20  
21  
22

23 **ARTICLE XIII**

24  
25 **NOTIFICATION OF NON-ANNUAL EMPLOYEES**

26  
27 **Section 13.1.**

28 This section is intended to be applicable to those employees whose duties necessarily imply less than  
29 twelve (12) months work per year. It is mutually agreed that the school district shall give employees  
30 reasonable assurance notifications for the next school year prior to the employee's last working day of  
31 the current school year. Employees shall indicate their intent and return the notice within five (5)  
32 workdays of receipt.  
33  
34  
35

36 **ARTICLE XIV**

37  
38 **DISCHARGE OF EMPLOYEES**

39  
40 **Section 14.1.**

41 The District may discharge any employee subject to this agreement for justifiable cause.  
42

43 **Section 14.2.**

44 The issue of justifiable cause shall be resolved in accordance with the grievance procedure provided  
45 herein.  
46  
47  
48



1 **ARTICLE XV**

2 **RETIREMENT**

3 **Section 15.1.**

4  
5 In determining whether an employee subject to this agreement is eligible for participation in the  
6 Washington State Public Employees' Retirement System, the District shall report all hours  
7 compensated, whether straight time, overtime, or otherwise. A withholding account shall be  
8 established for employees working three (3) hours a day or more per day, but who do not qualify for  
9 eligibility in the Washington State Public Employees' Retirement System. Said account shall accrue  
10 six percent (6%) interest. At the end of the work year this amount shall be contributed to the  
11 retirement if the employee establishes eligibility. In the event the employee does not establish  
12 eligibility, all employee deducted monies in the account shall be returned to the employee.  
13  
14  
15  
16

17 **ARTICLE XVI**

18 **INSURANCE**

19 **Section 16.1. Health Benefits.**

20  
21 Employees projected to be working six hundred thirty (630) hours or more shall be eligible to receive a  
22 District contribution for their selected benefits.  
23  
24

25 The employer agrees to provide the insurance plans, follow employee eligibility rules and provide  
26 funding for all bargaining unit members and their dependents as required by State law, the State  
27 Operating Budget, and the School Employee's Benefit Board (SEBB). Inclusive of employer funding  
28 will be payment of the retiree carve-out for all eligible.  
29

30 **Section 16.2.**

31 The District shall provide tort liability insurance for all employees subject to this agreement.  
32  
33  
34

35 **ARTICLE XVII**

36 **VOCATIONAL TRAINING**

37 **Section 17.1.**

38 Employees required by the District or the state to attend training courses as a condition of employment,  
39 shall be compensated at their regular hourly rate of pay plus expenses. This will also include requested  
40 courses of workshops, sanctioned by the District, that the employee might attend for professional  
41 improvement.  
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**ARTICLE XVIII**

**ASSOCIATION MEMBERSHIP**

**Section 18.1.**

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

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

**Section 18.2.**

Upon receiving notice of the employee’s authorization from PSE, the employer shall deduct from the employee’s salary membership dues and remit the amounts to PSE by the first Monday following payroll.

**Section 18.3.**

The employee’s authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee’s request to revoke authorization for payroll deductions must be in writing and submitted by the employee to PSE in accordance with the terms and conditions of the authorization. Revocations will not be accepted by the employer if the authorization is not obtained by the employee to PSE. After the employer receives confirmation from the exclusive bargaining representative that the employee has revoked authorization for deductions, the employer shall end the deduction effective on the first payroll after receipt of the confirmation. The employer shall rely on information provided by the exclusive bargaining representative regarding the authorization and revocation of deductions.

PSE will be the custodian of the records related to dues authorization and agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and safe-keeping of those records.

**Section 18.4. COPE (Political Action Committee).**

The District shall, upon receipt of written or voice authorization that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Association. The employee may revoke the request at any time.



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## ARTICLE XIX

### GRIEVANCE PROCEDURE

#### **Section 19.1.**

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, shall be resolved in strict compliance with this article.

#### **Section 19.2. Grievance Steps.**

##### **Section 19.2.1. (STEP ONE – VERBAL)**

The employee shall first discuss the grievance with his immediate supervisor. If the employee wishes, he may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within fifteen (15) working days of the occurrence of the grievance shall be invalid and subject to no further processing.

##### **Section 19.2.2. (STEP TWO - WRITTEN)**

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

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

The employee shall submit the written statement of grievance to their immediate supervisor for reconsideration within fifteen (15) working days of the Step One discussion and shall submit a copy to the official in the administration responsible for personnel. The parties will have five (5) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

##### **Section 19.2.3. (STEP THREE – SUPERINTENDENT)**

If no settlement has been reached within the five (5) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District superintendent or the superintendent's designee. After such submission, the parties will have ten (10) working days to the District superintendent or his designee to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

##### **Section 19.2.4. (STEP FOUR - SCHOOL BOARD)**

If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District board of directors. After such submission, the parties will have thirty (30) working days from submission of the

1 written statement of grievance to resolve it by indicating on the statement of grievance the  
2 disposition. If an agreeable disposition is made, all parties to the grievance shall sign it. The  
3 board of directors reserves the right to summon the employee for an oral statement of the  
4 grievance. The employee reserves the right to appear before the board of directors to explain  
5 the grievance. At any appearance before the board of directors, the employee may be  
6 accompanied by an Association representative or designee.  
7

8 **Section 19.2.5. (STEP FIVE – ARBITRATION)**

9 If no settlement has been reached within the thirty (30) days referred to in the preceding  
10 subsection, and the Association believes the grievance to be valid, the employee may demand  
11 arbitration of the grievance. Any grievance arising out of or relating to the interpretation or the  
12 application of this agreement shall then be submitted to the Public Employment Relations  
13 Commission. During arbitration under this provision, neither the District nor the grievant will  
14 be permitted to assert any grounds not previously disclosed to the other party. The arbitrator  
15 shall be mutually agreed upon by the Union and the District. Should there be any fee charged  
16 for use of the arbitrator, the Union and the District agree to equally split this cost. The  
17 arbitrator shall have the authority to interpret this agreement but shall not be authorized to  
18 modify or add to the agreement. The parties further agree to accept the arbitrator's award as  
19 final and binding upon them.  
20  
21  
22

23 **ARTICLE XX**

24 **SALARIES**

25  
26  
27 **Section 20.1.**

28 Salaries for employees subject to this agreement, during the term of the agreement, are contained in  
29 Schedule A attached hereto and by this reference incorporated herein. All state funds for PSE  
30 classified salaries and benefits shall be passed through for each year of this agreement.  
31

32 **Section 20.2.**

33 Salaries contained in Schedule A shall be for the entire term of this agreement, subject to the terms and  
34 conditions of Section 22.3. Should the date of execution of this agreement be subsequent to the  
35 effective date, salaries, including overtime, shall be retroactive to the effective date.  
36

37 **Section 20.3.**

38 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this  
39 agreement, or in the case of retroactive pay resulting from negotiations pursuant to Section 22.3, on the  
40 first regular payday following agreement on such schedule.  
41

42 **Section 20.4.**

43 Employees shall be compensated in accordance with the provisions of this agreement for all hours  
44 worked. Each employee shall receive a full accounting and itemization of authorized deductions,  
45 hours worked, and rates paid with each paycheck.  
46

47 **Section 20.5.**

48 The chemical hygiene officer shall receive an additional seventy-five dollars (\$75.00) per month.

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## ARTICLE XXI

### SEPARABILITY OF PROVISIONS

**Section 21.1.**

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

**Section 21.2.**

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

**Section 21.3.**

In the event either of the foregoing sections is determined to apply to any provision of this agreement, such provision shall be renegotiated pursuant to Section 22.3.

## ARTICLE XXII

### WORKPLACE SAFETY

**Section 22.1.**

Health and Safety protocols will be clearly communicated and provided in writing to all employees at each site. The district will have a Safety committee with representation from PSE. If meetings are not conducted on work time, PSE employees will receive hourly compensation as per Schedule A.

## ARTICLE XXIII

### PARAEDUCATOR TRAINING

**Section 23.1. Minimum Education Requirements.**

Effective September 1, 2019 all paraeducators defined as classified school employees who work under the supervisor of certificated or licensed staff member to support and assist in providing instructional and other services to students and their families must meet the following minimum requirements:

1. Be at least eighteen (18) years of age and hold a high school diploma or its equivalent; and
2. (a) Passed the Paraprofessional Praxis through ETS; or  
(b) Hold an associate of arts degree; or  
(c) Have earned seventy-two (72) quarters credits or forty-eight (48) semester credits at an institution of higher education; or  
(d) Have completed a registered apprenticeship program.





1 **Section 23.2. State Mandated Training.**

2 Paraeducators who have successfully completed the ETS will be required to complete the Fundamental  
3 Course of Study (FCS). The District must provide up to 28 hours of paid training and associated costs  
4 on the state standards of practice for all paraeducators, when funded by the state. The District will also  
5 provide access to computers and other technology needed to be successful in obtaining the FCS and  
6 certificates.

7  
8 Once the 28 hours have been earned, paraeducators are then eligible to earn a General Certificate by  
9 completing an additional 70 hours of courses on the standards of practice. The General certificate date  
10 must be completed within three (3) years of finishing the FCS and will not expire.

11  
12 Paraeducators can also complete the Subject Matter Certificates (SMC). The SMC consists of the  
13 English Language Learner (ELL) Subject Matter and the Special Education Subject Matter  
14 Certificates. Both certificates require 20 hours of professional development in their specific subject  
15 area and the certificates will expire after five (5) years. Course hours for the SMC will count towards  
16 the General Certificate.

17  
18 Paraeducators who choose to obtain the Advanced Paraeducators Certificate will complete 75 hours of  
19 professional development related to the following duties, which may include assisting in highly  
20 impacted classroom, assisting in specialized instructional support and instructional technology  
21 applications, mentoring and coaching other paraeducators, or acting as a short-term emergency  
22 substitute teacher.

23  
24 Professional development hours which include clock hours and the state approved apprenticeship  
25 program will count towards continuing education credit hours.

26  
27 All training hours, when funded by the state, will be paid at the employee’s regular rate of pay.  
28  
29  
30

31 **ARTICLE XXIV**

32 **TERM**

33  
34  
35 **Section 24.1.**

36 The term of this agreement shall be September 1, 2021 to August 31, 2025.  
37

38 **Section 24.2.**

39 All provisions of this agreement shall be applicable to the entire term of this agreement  
40 notwithstanding its execution date, except as provided in the following section.  
41

42 **Section 24.3.**

43 This agreement may be reopened and modified at any time during its term upon mutual consent of the  
44 parties in writing; provided, however, that all state increases for benefits and classified salaries shall be  
45 passed through for each year of this agreement; and provided further, that all wage steps on  
46 Schedule A will be increased by the K-12 legislative state mandated increase to wages for 2022-2023,  
47 2023-2024, and 2024-2025 or which ever is higher. Schedule A for 2021-2022 will reflect a \$2.25  
48 increase to all wages.





1 **Section 24.4.**

2 This Agreement shall be reopened as necessary to consider the impact of any legislation enacted which  
3 occurs following execution of this Agreement. Either party may demand the contract be reopened  
4 when legislation enacted affects the terms and conditions herein or creates authority to alter personnel  
5 practices in public employment.  
6

7 **Section 24.5.**

8 The Association shall have the right to open the contract at any time to deal with health insurance  
9 issues related to compliance with state or federal law and/or potential employee eligibility for subsidies  
10 or tax credits from the federal government. The District agrees to cooperate with the Association to the  
11 extent that the Association requests do not cause the District to incur fines, taxes, sanctions or any  
12 substantial negative financial impact.  
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18 **SIGNATURE PAGE**

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22 PUBLIC SCHOOL EMPLOYEES  
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25 PUBLIC SCHOOL EMPLOYEES  
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PE ELL SCHOOL DISTRICT #301

30 BY: Melissa Holmes  
31 Missie Holmes, Chapter President

30 BY: Cecile Baggenstos  
31 Cecile Baggenstos, Chair, School Board

32 DATE: 11/05/2021

32 DATE: 11/02/2021

36 BY: Kyle MacDonald  
37 Kyle MacDonald, Superintendent

38 DATE: 11/02/2021



**SCHEDULE A**  
**Pe Ell School District #301**  
**September 1, 2021 – August 31, 2022**

<b>Years of Experience</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6+</b>	<b>9+</b>	<b>12+</b>	<b>15+</b>	<b>20+</b>	<b>25+</b>	<b>30+</b>
<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Maintenance Supervisor	\$ 19.61	\$ 20.53	\$ 21.42	\$ 22.35	\$ 23.36	\$ 24.45	\$ 24.78	\$ 25.21	\$ 25.66	\$ 26.14	\$ 26.61	\$ 27.05	\$ 27.55
Custodian	\$ 16.17	\$ 16.60	\$ 17.58	\$ 18.30	\$ 19.13	\$ 19.95	\$ 20.22	\$ 20.58	\$ 20.93	\$ 21.32	\$ 21.70	\$ 22.07	\$ 22.48
Lead Driver	\$ 19.00	\$ 19.90	\$ 20.83	\$ 21.64	\$ 22.79	\$ 23.82	\$ 24.17	\$ 24.58	\$ 25.05	\$ 25.55	\$ 26.48	\$ 26.96	\$ 27.45
Bus Driver	\$ 18.75	\$ 19.61	\$ 20.46	\$ 21.32	\$ 22.15	\$ 23.09	\$ 23.38	\$ 23.79	\$ 24.23	\$ 24.67	\$ 25.14	\$ 25.60	\$ 26.07
Standby Rate	\$ 16.02	\$ 16.12	\$ 16.22	\$ 16.42	\$ 17.10	\$ 17.90	\$ 18.12	\$ 18.44	\$ 18.75	\$ 19.08	\$ 19.41	\$ 19.76	\$ 20.11
Food Service Supervisor	\$ 17.83	\$ 18.75	\$ 19.61	\$ 20.46	\$ 21.39	\$ 22.34	\$ 22.62	\$ 23.06	\$ 23.47	\$ 23.90	\$ 24.32	\$ 24.78	\$ 25.21
Assistant Cook	\$ 16.02	\$ 16.12	\$ 16.22	\$ 16.42	\$ 17.10	\$ 17.90	\$ 18.12	\$ 18.44	\$ 18.75	\$ 19.08	\$ 19.41	\$ 19.76	\$ 20.11
Kitchen Ass't	\$ 16.02	\$ 16.02	\$ 16.02	\$ 16.02	\$ 16.02	\$ 16.02	\$ 16.02	\$ 16.02	\$ 16.08	\$ 16.28	\$ 16.51	\$ 16.92	\$ 17.16
Secretary	\$ 17.44	\$ 18.16	\$ 18.98	\$ 19.79	\$ 20.69	\$ 21.65	\$ 21.93	\$ 22.30	\$ 22.73	\$ 23.14	\$ 23.55	\$ 23.99	\$ 24.43
Program Coordinator	\$ 17.44	\$ 18.16	\$ 18.98	\$ 19.79	\$ 20.69	\$ 21.65	\$ 21.93	\$ 22.30	\$ 22.73	\$ 23.14	\$ 23.55	\$ 23.99	\$ 24.43
Parapro/Para	\$ 16.02	\$ 16.12	\$ 16.22	\$ 16.54	\$ 17.22	\$ 18.01	\$ 18.23	\$ 18.56	\$ 18.86	\$ 19.19	\$ 19.53	\$ 19.87	\$ 20.22
High need para	\$ 17.02	\$ 17.12	\$ 17.22	\$ 17.54	\$ 18.22	\$ 19.01	\$ 19.23	\$ 19.56	\$ 19.86	\$ 20.19	\$ 20.53	\$ 20.87	\$ 21.22
Detention Room Para	\$ 16.02	\$ 16.59	\$ 17.29	\$ 18.04	\$ 18.80	\$ 19.64	\$ 19.89	\$ 20.25	\$ 20.64	\$ 20.99	\$ 21.35	\$ 21.75	\$ 22.13
Recess Para	\$ 16.02	\$ 16.12	\$ 16.22	\$ 16.68	\$ 17.36	\$ 18.15	\$ 18.35	\$ 18.71	\$ 18.99	\$ 19.32	\$ 19.64	\$ 19.97	\$ 20.34
Media Para	\$ 16.02	\$ 16.59	\$ 17.29	\$ 18.05	\$ 18.80	\$ 19.64	\$ 19.89	\$ 20.25	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.75	\$ 22.13
Nurse	\$ 22.36	\$ 23.36	\$ 24.44	\$ 25.55	\$ 26.68	\$ 27.95	\$ 28.32	\$ 28.81	\$ 29.75	\$ 30.31	\$ 30.87	\$ 31.43	\$ 32.01

- 6.14 Detention Room Aide will work an additional seven (7) days per year.
- 6.15 Media Aide will work an additional nine (9) days per year.
- 6.16 Food Service Supervisor will work an additional five (5) days.



Schedule A 2022-2023 IPD (5.5%) adjusted OSPI increase

Years of Experi	0	1	2	3	4	5	6+	9+	12+	15+	20+	25+	30+
Step	1	2	3	4	5	6	7	8	9	10	11	12	13
Maintenance Sv	20.69	21.66	22.60	23.58	24.65	25.79	26.14	26.60	27.07	27.58	28.08	28.54	29.07
Custodian	17.06	17.51	18.55	19.31	20.19	21.05	21.33	21.71	22.08	22.49	22.90	23.29	23.72
Lead Driver	20.05	20.99	21.97	22.83	24.04	25.13	25.50	25.93	26.43	26.96	27.94	28.45	28.96
Bus Driver	19.78	20.69	21.58	22.49	23.37	24.36	24.66	25.10	25.56	26.02	26.52	27.00	27.50
Standby Rate	16.90	17.01	17.12	17.32	18.04	18.88	19.11	19.46	19.78	20.13	20.47	20.84	21.21
Food Service Su	18.81	19.78	20.69	21.58	22.56	23.57	23.87	24.33	24.77	25.22	25.65	26.14	26.60
Assistant Cook	16.90	17.01	17.12	17.32	18.04	18.88	19.11	19.46	19.78	20.13	20.47	20.84	21.21
Kitchen Ass't	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.90	16.97	17.17	17.42	17.85	18.11
Secretary	18.40	19.16	20.02	20.88	21.82	22.84	23.14	23.53	23.98	24.41	24.85	25.31	25.77
Program Coord	18.40	19.16	20.02	20.88	21.82	22.84	23.14	23.53	23.98	24.41	24.85	25.31	25.77
Parapro/Para	16.90	17.01	17.12	17.45	18.17	19.00	19.23	19.59	19.90	20.24	20.60	20.96	21.33
High Need Para	17.90	18.01	18.12	18.45	19.17	20.00	20.23	20.59	20.90	21.24	21.60	21.96	22.33
Detention Room	16.90	17.50	18.24	19.03	19.84	20.72	20.98	21.36	21.78	22.15	22.53	22.94	23.35
Recess Para	16.90	17.01	17.12	17.60	18.32	19.15	19.35	19.74	20.04	20.38	20.72	21.07	21.45
Media Para	16.90	17.50	18.24	19.04	19.84	20.72	20.98	21.36	21.77	22.15	22.53	22.94	23.35
Nurse	23.59	24.65	25.78	26.96	28.15	29.48	29.88	30.39	31.39	31.98	32.56	33.16	33.77

6.14 Detention Room Aide will work an additional seven (7) days per year.

6.15 Media Aide will work an additional nine (9) days per year.

6.16 Food Service Supervisor will work an additional five (5) days.

9.7.22 X Melissa Holmes

X Kyle Mac Donald

**Schedule A 2023-2024 IPD (3.7%) adjusted OSPI increase**

Years of Experi	0	1	2	3	4	5	6+	9+	12+	15+	20+	25+	30+
Step	1	2	3	4	5	6	7	8	9	10	11	12	13
Maintenance St	21.46	22.46	23.44	24.45	25.56	26.74	27.11	27.58	28.07	28.60	29.12	29.60	30.15
Custodian	17.69	18.16	19.24	20.02	20.94	21.83	22.12	22.51	22.90	23.32	23.75	24.15	24.60
Lead Driver	20.79	21.77	22.78	23.67	24.93	26.06	26.44	26.89	27.41	27.96	28.97	29.50	30.03
Bus Driver	20.51	21.46	22.38	23.32	24.23	25.26	25.57	26.03	26.51	26.98	27.50	28.00	28.52
Standby Rate	17.53	17.64	17.75	17.96	18.71	19.58	19.82	20.18	20.51	20.87	21.23	21.61	21.99
Food Service Su	19.51	20.51	21.46	22.38	23.39	24.44	24.75	25.23	25.69	26.15	26.60	27.11	27.58
Assistant Cook	17.53	17.64	17.75	17.96	18.71	19.58	19.82	20.18	20.51	20.87	21.23	21.61	21.99
Kitchen Ass't	17.53	17.53	17.53	17.53	17.53	17.53	17.53	17.53	17.60	17.81	18.06	18.51	18.78
Secretary	19.08	19.87	20.76	21.65	22.63	23.69	24.00	24.40	24.87	25.31	25.77	26.25	26.72
Program Coord	19.08	19.87	20.76	21.65	22.63	23.69	24.00	24.40	24.87	25.31	25.77	26.25	26.72
Parapro/Para	17.53	17.64	17.75	18.10	18.84	19.70	19.94	20.31	20.64	20.99	21.36	21.74	22.12
High Need Para	18.53	18.64	18.75	19.10	19.84	20.70	20.94	21.31	21.64	21.99	22.36	22.74	23.12
Detention Room	17.53	18.15	18.91	19.73	20.57	21.49	21.76	22.15	22.59	22.97	23.36	23.79	24.21
Recess Para	17.53	17.64	17.75	18.25	19.00	19.86	20.07	20.47	20.78	21.13	21.49	21.85	22.24
Media Para	17.53	18.15	18.91	19.74	20.57	21.49	21.76	22.15	22.58	22.97	23.36	23.79	24.21
Nurse	24.46	25.56	26.73	27.96	29.19	30.57	30.99	31.51	32.55	33.16	33.76	34.39	35.02

6.14 Detention Room Aide will work an additional seven (7) days per year.

6.15 Media Aide will work an additional nine (9) days per year.

6.16 Food Service Supervisor will work an additional five (5) days.

X *Melissa Holmes*

X *[Signature]*