

COLLECTIVE BARGAINING AGREEMENT

**RIVERVIEW SCHOOL DISTRICT #407**

AND

**PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW #719**

SEPTEMBER 1, 2021 – AUGUST 31, 2024



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

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## P R E A M B L E

This Agreement is made and entered into between Riverview School District Number 407 (hereinafter "District" or "Employer") and Public School Employees of Riverview, an affiliate of the Public School Employees of Washington/SEIU Local 1948 (hereinafter "Association").

## A R T I C L E   I

### R E C O G N I T I O N

#### **Section 1.1.**

The District hereby recognizes the Association as the exclusive representative of the employees in the bargaining unit described in Section 1.4. and the Association recognizes the responsibility of representing all such employees.

#### **Section 1.2.**

Nothing contained herein shall be construed to include in the bargaining unit the following:

- A.     Certificated Employees
- B.     Operations Coordinator
- C.     Director of Capital Projects
- D.     Supervisor of Transportation
- E.     Supervisor of Maintenance
- F.     Supervisor of Food Services
- G.     Secretary to the Superintendent
- H.     Secretary to the Executive Director
- I.     Personnel Assistant
- J.     Personnel Program Assistant
- K.     Accountant I
- L.     Accountant II
- M.     Accountant III
- N.     Network and Technology Support Specialist
- O.     All other employees whose duties imply a confidential relationship to the employer, and all other employees of the District except as provided for in Section 10.4.

#### **Section 1.3.**

The District will provide the Association and an affected employee(s) with a copy of the employee's revised position description as significant changes in the primary duties of the position description occur.

#### **Section 1.4.**

The bargaining unit to which this Agreement is applicable shall consist of all regular classified employees in the following general job classifications:

- A.     Maintenance/Operations
- B.     Food Service
- C.     Secretarial/Clerical
- D.     Paraeducators
- E.     Transportation
- F.     Specialists

Nothing in this Agreement shall be construed so as to include non-bargaining unit temporary or substitute employees in the bargaining unit.

#### **Section 1.4.1.**

For purposes of determining the appropriate status of employees included in the Agreement, an employee shall be considered a bargaining unit substitute after thirty (30) cumulative days of work in a fiscal year.

#### **Section 1.4.2.**

Appendix A, Wages, for District assigned time, shall be the sole provision of this Agreement applicable to bargaining unit substitutes, except as described in Section 8.13.3. of this Agreement.

#### **Section 1.4.3.**

A bargaining unit temporary employee is defined as an employee who works in a non-permanent /non-leave replacement position for more than thirty (30) days of work and less than fifty (50) days of work in a fiscal year; except that a bargaining unit temporary employee may be assigned to work up to sixty (60) days between June 1 and September 15 for maintenance and/or grounds work. Bargaining unit temporary employees will be paid at step one of Schedule A of this Agreement, but shall have no other rights included in this Agreement. A position that is temporary will be considered as an open position after fifty (50) cumulative days of work (or sixty (60) cumulative days in the case of temporary work between June 1 and September 15) and will be posted as an open position.

#### **Section 1.4.4.**

A bargaining unit substitute is defined as an employee who fills in for a regular employee who is temporarily unavailable due to illness, injury or some other authorized leave status. A bargaining unit substitute shall be paid according to Appendix A step one, but shall have no other rights unless specifically stated.

Qualified long-time Riverview bargaining unit substitutes will be paid at Step Two of the Salary Schedule at the beginning of their sixth (6<sup>th</sup>) consecutive year of substituting in the Riverview School District. To qualify, the substitute needs to have worked thirty (30) cumulative days within a fiscal year for five (5) consecutive years.

Similarly, former Riverview School District bargaining unit employees that have previously worked five (5) or more consecutive years as regular employees with the district and return as substitute employees shall also be placed at Step Two.

#### **Section 1.4.5. Additional Definitions**

- A. Longevity: Years of continuous service as a classified employee in a public school district in the State of Washington (Longevity Pay – Schedule A only).
- B. Seniority: Years of continuous service as a classified employee within a PSE classification in the Riverview School District (RIF, Layoff, Promotion).
- C. Vacation Credit: Based on continuous years of service as a classified employee in a public school district in the State of Washington (Full-time or Less than two hundred sixty [260] day employees).

- D. Step Increases: Refers to a year of service in Riverview School District. However, a new classified employee, upon hire, may be placed higher than step one by the supervisory administrator (because of previous experience, education, training, etc.) (Schedule A).
- E. A Year of Service: Indicates each year a classified employee is employed in the Riverview School District if hired prior to February 1 of that year (regardless of hours/days).

### **Section 1.5.**

If the District modifies an existing position's duties or creates a new position covered by this Agreement, the Association President shall be notified in writing and shall have ten (10) District business days from receipt of the mailing in which to file a written request with the District to negotiate wages, hours, and shift for such new and/or changed position. The District will provide to the Association President job descriptions annually.

## **ARTICLE II**

### **RIGHTS OF THE EMPLOYER**

#### **Section 2.1.**

Neither this Agreement nor the act of meeting and negotiating shall be construed to be a delegation to others of the policy-making authority of the Board of Directors, such authority the Board of Directors specifically reserves unto itself. The management and direction of the work force is vested exclusively in the Board of Directors subject to the term of this Agreement. All matters not specifically and expressly covered or treated by the language of this Agreement may be administered by the Board of Directors in accordance with the policies and procedures of the Board of Directors. Management prerogatives shall not be deemed to exclude other management rights not specifically enumerated herein. Management officials specifically retain the right to direct employees covered by this Agreement as follows: Hire, promote, retain, transfer, and assign employees; suspend, discharge, demote, or take other disciplinary action against employees; release employees from duties because of lack of work or for other legitimate reasons; determine the method, number, kind, and specific personnel by which operations undertaken by employees in the unit are to be conducted; and designate the work to be performed and the places where and the manner in which such work is to be performed. These management rights are subject only to the express terms of this Agreement.

## **ARTICLE III**

### **RIGHTS OF THE EMPLOYEES**

#### **Section 3.1.**

Each employee may bring matters of personal concern to the attention of appropriate officials of the District. Normally, the first step is to confer with the immediate supervisor of the employee.

1 **Section 3.2.**

2 Neither the District nor the Association shall unlawfully discriminate against any employee subject to  
3 this Agreement on any basis prohibited by federal and state statutes and regulations.  
4

5 **Section 3.3. Employee Evaluation.**

6 Each supervisor will review employee evaluation procedures prior to the end of an employee's  
7 probation. Each employee may attach comments to their evaluation.  
8

9 At any time during the school/work year, if an administrator/supervisor is concerned that an  
10 employee's performance is "unsatisfactory" or "does not meet expectations," the administrator/  
11 supervisor will discuss the performance concerns with the employee and state the performance  
12 expectations. Performance concerns cannot be used to evaluate an employee as "unsatisfactory" or  
13 "does not meet expectations" if these performance concerns were not discussed with the employee.  
14

15  
16 **ARTICLE IV**

17  
18 **ASSOCIATION RIGHTS AND REPRESENTATION**  
19

20  
21 **Section 4.1.**

22 The Association has the responsibility to represent the collective bargaining interests of all employees  
23 in the unit and to enter into such collective bargaining with the object of reaching an agreement  
24 applicable to all employees within the bargaining unit.  
25

26 **Section 4.2.**

27 It is agreed and understood that matters appropriate for negotiations between the District and the  
28 Association are hours, wages, grievance procedures and working conditions of employees in the  
29 bargaining unit subject to this Agreement. Nothing in this section shall be construed to determine that  
30 any subject is, or is not, a mandatory subject of bargaining.  
31

32 **Section 4.3.**

33 A Labor-Management committee comprised of up to six (6) Association members shall meet with  
34 District representatives at mutually agreeable times. Agenda items must be submitted not less than  
35 three (3) days prior to said meeting.  
36

37 **Section 4.4.**

38 The District shall allow a classification representative from the Association to attend interviews for  
39 new employees, employees interviewing for transfer, and employees applying for promotion.  
40

41 **Section 4.5.**

42 Representatives of the Association, upon prior approval from the Superintendent or their designee,  
43 shall have access to the District premises during business hours, provided that no conference or  
44 meetings between the employees and Association representatives will hamper or obstruct the normal  
45 flow of work. Under normal circumstances approval will be granted.  
46

47 **Section 4.6.**

48 Time off without pay or fringe benefits will be available for up to three (3) representatives of the

Association to attend Regional or State meetings of the Association. A maximum of two (2) consecutive work days per representative per fiscal year may be granted by the District, provided that such leaves of absence will not hamper or obstruct the normal flow of work.

#### **Section 4.7.**

By October 1 of each school year, the District will provide the Association a bargaining unit list transmitted electronically to membership@pseofwa.org and the Association Membership Officer (or the Association President, if there is no Membership Officer,). This list will contain every bargaining unit employee's: name; classification; job title; work location; personal phone number, if known; home address; hourly rate of pay; and FTE.

Each month with the transmittal of Association dues, the District will provide the Association updated information for all bargaining unit employees to include: changes in FTE; changes in assignment and worksite; resignations; retirements; and approved leaves of absence. For all new hires this list will include the employee's: name; classification; job title; work location; personal phone number, if known; home address; hourly rate of pay; and FTE.

#### **Section 4.8.**

Upon signed receipt from the Association that this Agreement has been proofread and is correct, the District shall place this Agreement on the District website. The District shall make available a physical and digital copy of this Agreement for newly hired employees.

#### **Section 4.9.**

The District will provide bulletin board space in each worksite for the use of the Association. The bulletins posted by the Association are the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins shall not be posted. The responsibility for the prompt removal of notices from the bulletin boards after they have served their purposes shall rest with the individual who posted such notices.

#### **Section 4.10.**

A representative of the Association will be invited to the annual new employee orientation for a thirty (30) minute meeting. The District will provide the Association time for a thirty (30) minute meeting during each new bargaining unit employee's work time within thirty (30) days of the new employee's hire date. The District will comply with RCW 41.56.037.

## **ARTICLE V**

### **HOURS OF WORK AND OVERTIME**

#### **Section 5.1.**

The work week will normally consist of up to forty (40) hours of scheduled work, Monday through Friday.

#### **Section 5.2. Years of Service.**

An employee whose hire date is prior to February 1 will be granted a year of service for the purpose of wages and benefits.

**Section 5.3.**

Each regular employee shall be assigned a definite, regular shift and work week, including location, and shall not be changed without a minimum of three (3) days prior notice, except in an emergency situation.

**Section 5.3.1. Special Education Instructional Paraeducators.**

Special Education Instructional Paraeducators will be notified no later than one (1) week prior to the beginning of the school year if their assignment including work site will be different from the prior year.

**Section 5.4.**

Each regular employee shall be allowed a rest period of fifteen (15) minutes for each four (4) consecutive hours of working time, provided that employees working seven (7) consecutive hours or more are entitled to a second fifteen (15) minute break in the afternoon. Such rest periods shall be scheduled by the employee's immediate supervisor and shall occur as near as possible to the mid-point of the work period; provided that, where the nature of the work allows an employee to take an intermittent rest period equivalent to fifteen (15) minutes for each four (4) consecutive hours worked, scheduled rest periods are not required.

**Section 5.5.**

Employees assigned a shift of more than five (5) consecutive hours shall be allowed a thirty (30) minute uninterrupted lunch period as near as possible to the midpoint of the work period as practicable. Mealtime is non-compensated time. However, employees required to work through their assigned, regular mealtime will be given time to eat at a time mutually agreed by the employee and the employee's immediate supervisor. In the event the District requires employee to forego mealtime and the employee works his/her assigned regular shift, including the mealtime, the employee shall be compensated for the foregone mealtime.

**Section 5.5.1.**

Night custodians who perform duties related to community use of facilities may include their lunch period within their regular eight hour shift due to the necessity of remaining "on call" during what would otherwise be considered an uninterrupted, duty free break.

**Section 5.6.**

All hours worked in excess of forty (40) hours per an employee's assigned regular work week must be authorized in accordance with District determined procedures by the employee's supervisor and shall be compensated at the rate of one and one-half (1½) times the employee's regular hourly rate except as provided in Section 5.6.1. herein below.

**Section 5.6.1.**

For the purpose of calculating eligibility for overtime, the District will consider hours of holiday pay to be the same as hours worked. This Section shall not apply to Bus Drivers.

**Section 5.6.2.**

Payroll is based on hours worked Sunday through Saturday.



**Section 5.7.**

Compensatory time on an overtime basis shall be one and one half (1½) hours off for each hour worked on an overtime basis. Time accrued as compensatory time off shall be accounted for and expended within a reasonable period of time. Compensatory time shall follow requirements of the Fair Labor Standards Act and shall be consistent with District guidelines. (Exhibit 1)

**Section 5.8.**

An employee called back to work outside of their assigned regular work day or work week shall receive no less than two (2) hours work at the applicable pay rate.

**Section 5.9.**

A regular employee whose work day is increased or scheduled to be increased by thirty (30) minutes or more each day for greater than thirty (30) work days will have their FTE adjusted for purposes of sick leave accumulation and holiday pay to reflect such increase.

**Section 5.10.**

All employees will normally work within their job descriptions. If employees are required to work at a higher paying position for more than three (3) consecutive work days, they shall be paid at the higher rate for that particular position for work done in the higher classification after the third (3rd) consecutive day. An affected employee shall retain their step on the salary schedule.

**Section 5.11.**

In the event of an unusual school closure due to inclement weather, flooding, volcanic eruption, or other acts of nature, plant inoperation, or the like, the District will attempt to notify each employee to refrain from coming to work. Employees are required to notify the District of a phone number at which the employee may be readily contacted, and to monitor a radio station on the official District list. Employees who are not notified and do report for work shall be paid for a minimum of two (2) hours.

**Section 5.11.1.**

Less than full-time employees will not suffer a loss of scheduled hours of work resulting from early school closures or delayed school opening due to inclement weather, parent/teacher conferences, early student release or late arrival. Supervisors will work with any affected employee to assign and schedule work to accomplish the intent of this provision.

**Section 5.11.2.**

Full-time employees (two hundred sixty [260] days per year) are required to report to work on school closure days; provided, however, full-time employees may use accumulated vacation and/or personal leave on such days. If road conditions are hazardous or unsafe, these employees should use accrued leave, request and receive supervisor permission for remote work authorization for this day, or request and be granted unpaid leave because they are unable to report to work.

**TRANSPORTATION**

**Section 5.12.**

A. Cover sheets for all known runs will be placed on the bid board no later than two (2) weeks prior to the opening of each school year. The District shall give eligible senior drivers first consideration in the assignment of bus runs. Cover sheets for known runs shall be available for

drivers to review before route bidding and during route bidding.

- B. After the start of the school year, the District retains the right to modify, add to, or subtract from assigned bus runs.
- C. A “route” is the total of all special needs or regular “runs” of a driver’s work day. A “run” is an individual portion of a route: Home-to-school-to home, pre-kindergarten, community access, activity, and out-of-district runs but does not include “extra trips.”

**Section 5.12.1.**

If during the school year, the District increases an AM/PM regular route by thirty (30) minutes or more for thirty (30) consecutive work days, such route may be claimed by a more senior regular driver. The claim must be in writing and must be filed with the Transportation Supervisor no later than the last instructional day of December.

**Section 5.12.2.**

If during the school year, the District decreases an AM/PM regular route by thirty (30) minutes or more for thirty (30) consecutive work days, the driver may elect to "bump" a less senior regular driver to gain at least thirty (30) minutes per day or accept the route vacated by the senior driver.

**Section 5.12.3.**

Drivers will remain on payroll status for layover time of thirty (30) minutes or less between assignments.

**Section 5.12.4.**

A special education driving assignment(s) may only be claimed or bumped on the last working day in December by a current special education driver provided that a special education assignment(s) has been increased or decreased by thirty (30) minutes or more for thirty (30) consecutive days of work.

**Section 5.12.5.**

Drivers shall be required to record all driving time and other data as required by the District.

**Section 5.12.6.**

No bus driver shall drive more than eight (8) consecutive hours in any one (1) day.

**Section 5.12.7.**

Any bus driver driving at least two (2) assigned regular runs per day will be paid for a minimum of three (3) hours of work at the employee's regular hourly rate.

**Section 5.12.8.**

In addition to actual driving time, each bus driver is required to perform the following duties and shall receive an additional thirty (30) minutes of compensated time each assigned regular work day at the employee's regular hourly rate of pay; such duties to include, but are not limited to: daily vehicle inside clean-up, vehicle safety inspection, vehicle fueling, preparation of required forms, attendance at District scheduled meetings and, when needed, outside vehicle wash. To work additional time above the thirty (30) minutes, a driver must receive prior approval from the supervisor or designee for the additional time.

1 **Section 5.12.9.**

2 The District shall provide or pay reasonable expenses related to the training and Commercial  
3 Driver License qualification of all bus drivers, including substitutes as defined in Section 1.4.4.  
4 Substitute and new employees shall be reimbursed for out of pocket CDL expenses up to two  
5 hundred seventy dollars (\$270) after working two hundred (200) hours for the District. After a  
6 new driver receives a CDL and is legally driving a school bus alone, the District will provide a  
7 one-time five hundred dollar (\$500) bonus.  
8

9 **Section 5.12.10. Operation of District Vehicles.**

10 The parties agree that operation of District vehicles which require qualifications or licenses  
11 other than ordinary driver's license shall be restricted to those who meet the criteria established  
12 for operating such vehicles.  
13

14 **EXTRA TRIPS - TRANSPORTATION**

15 **Section 5.13.**

16 All bus driving assignments occurring Monday-Friday other than assigned regular daily routes as listed  
17 in Section 5.12.C shall be extra trips and shall be assigned on a rotating bid basis, with the most senior  
18 driver receiving first consideration for the assignment; provided, that if no driver bids for the  
19 assignment, the District shall make the assignment.  
20  
21

22 **Section 5.13.1.**

23 All bus driving assignments scheduled to include driving time on Saturdays or Sundays shall be  
24 assigned based on a separate rotating seniority list. Such assignments will be offered as they are  
25 scheduled to the most senior available driver on the list who has not yet been offered a  
26 Saturday or Sunday trip in the current rotation.  
27

28 **Section 5.13.2.**

29 The seniority rotation board shall be prominently displayed in the bus garage and shall only be  
30 marked by the Transportation Supervisor or their designee. During winter, mid-winter, and  
31 spring breaks, extra trips will be assigned on a separate rotating bid basis with the most senior  
32 driver receiving first consideration for the assignment for each break period.  
33

34 **Section 5.13.3.**

35 A senior driver may be bypassed for consideration if such senior driver has accumulated, or  
36 would accumulate as a result of the extra trip, hours in excess of forty (40) hours for the week,  
37 and/or if a junior driver possesses skills and abilities that are superior to those of the bypassed  
38 senior driver and are necessary for the extra trip.  
39

40 **Section 5.13.4.**

41 All extra trips shall be compensated at the driver's regular hourly rate with the exception of  
42 trips with driving time occurring on Saturday or Sunday. All required driving time occurring  
43 on Saturdays and Sundays shall be compensated an additional one dollar (\$1.00) per hour. Per  
44 Diem expenses for extra trips shall be paid in accordance with Board Policy and/or District  
45 administrative procedures. Bus Drivers will normally be assigned a private room for overnight  
46 bus trips except for emergencies or for extra trips where no private room accommodations are  
47 available.  
48

**Section 5.13.4.1.**

Overnight trips will be posted with a minimum paid time determined by the District.

**Section 5.13.4.2.**

If a driver forgoes their regular run for an extra trip and has the extra trip cancelled after a substitute for the driver's regular run has begun the run, the driver shall perform duties in accordance with Section 5.11.1. of this Agreement.

**Section 5.13.5. Extra-Trip Charters.**

At its discretion, the District may charter buses for extra trips when drivers and/or equipment are not available for an extra trip. The District will notify the Association of the charter bus schedule for extra trips and regular routes.

**Section 5.14. Security Call Outs.**

**Section 5.14.1.**

The Maintenance Supervisor shall be responsible for maintaining the call out lists for all District properties. When a designated on-call employee is not available the order of call outs shall be: 1) maintenance staff 2) maintenance supervisor

**Section 5.14.2.**

A schedule will be developed for the duration of the school year and weekends of on-call duty will be assigned to employees with notice to the Maintenance Supervisor, employees may trade assigned weekends of on-call duty with each other.

**Section 5.14.3.**

The District shall provide a mobile phone each week to the employee who is assigned on-call duty. No employee will be scheduled more than one (1) on-call week per month. Employees will be compensated at time and one half (1½) regular hourly rate of pay for security call outs.

**Section 5.14.4.**

When a represented employee is called out for security reasons and reports to the call out location, the employee shall complete appropriate call out report for each instance and will be paid for a minimum of two (2) hours at one and one-half (1½) the employee's hourly rate for each instance. During the two (2) hour period of time, an employee cannot claim more than one (1) call out at the same location (site), but can claim additional call outs at other locations (sites), not to exceed one (1) call out at each location.

**Section 5.14.5.**

When a represented employee is called out for security reasons and does not report to the call out location, the employee shall complete appropriate call out report for each instance and will be paid for a minimum of one (1) hour at one and one-half (1½) the employee's hourly rate for each instance. During the one (1) hour period of time, an employee cannot claim additional call outs at the same location (site), but can claim additional call outs at other locations (sites) during the one (1) hour period of time established at each location.

1       **Section 5.14.6.**

2       Maintenance employees who have the rotation phone will receive one (1) hour of compensation  
3       at their hourly rate per day in addition to their contracted day when the employee does not have  
4       a call out on that day.

5  
6       **5.15. Paraeducator Definitions.**

7  
8       *Non-instructional Paraeducators* – will be defined as any paraeducator not working under the  
9       supervision of a certificated teacher or staff member supporting and assisting in providing instructional  
10      services to students and families. Examples include paraeducators whose sole responsibilities include  
11      lunchroom and playground supervision, before and after school suspension, as well as safety patrol.

12  
13     *Instructional Paraeducator* – will be defined as any paraeducator who works under the supervision of  
14     a certificated teacher or staff member, to support and assist in providing instructional and other  
15     services to students and their families, including library specialists. Instructional paraeducators may  
16     have non-instructional duties included in their assigned tasks however, all hours will be paid at the  
17     instructional paraeducator rate. Instructional Paraeducators duties are performed in Learning Assistant  
18     Program, Title programs, Multilingual, General Education programs and positions.

19  
20     *Special Education Instructional Paraeducator* – will be defined as a paraeducator working in high  
21     need programs, in positions identified by the District as having heightened responsibility. They must  
22     be minimally training in Right Response (RR), First Aid, and CPR. Additional training may be  
23     required based on program or student need. These high/low incidence programs and positions of  
24     heightened responsibilities are paraeducators in life skills programs, developmental preschool, resource  
25     room, 18-21 transition program and special education behavior programs.

26  
27     **Section 5.16. Staff Development Stipends.**

28  
29       **Section 5.16.1. Voluntary Staff Development.**

30       Employees may be provided the opportunity to participate in staff development in accordance  
31       with District guidelines, including prior approval from the employee's supervisor. Each  
32       employee subject to this Agreement so participating will be eligible for an allocation of training  
33       funds for voluntary professional training in the amount of one hundred fifty dollars (\$150), up  
34       to a total bargaining unit allocation of ten thousand dollars (\$10,000) per year. Professional  
35       training shall include, but not be limited to, in-service, workshops, community college and  
36       college classes. Employees are encouraged to work with their supervisors to identify courses  
37       related to the employee's current position or opportunities for future career growth. No other  
38       payment of wages or compensation as provided in this Agreement shall flow from Section  
39       5.16.1. All claims for a staff development stipend must be submitted no later than June 30.  
40       Said claims date (June 30) may be waived upon written approval of the Director of Business  
41       and Operations or their designee. Use of individual reimbursements will be on first come, first  
42       out basis each school year relative to the total unit allocation.

43  
44       **Section 5.16.2. Mandatory Meetings and In-Service Training.**

45       Employees shall be compensated their regular rate of pay for mandatory attendance at meetings  
46       and in-service training outside the regular scheduled workday. In the event that an employee is  
47       entitled to overtime rate of pay as a result of such attendance, the overtime provisions contained  
48       in this Agreement shall apply.

**Section 5.16.3. License/Certificate Renewal Reimbursement.**

Should the job description of a classified employee require them to maintain a license and/or certificate renewals as a condition of employment, said employees may use the Professional Development Reimbursement to replace cost of licensing and certification renewal fees. Renewal Reimbursements will be included in the total bargaining unit allocation listed in Professional Development Reimbursement.

**Section 5.17.**

Reclassification requests may be submitted and reviewed in accordance with Joint District-Association determined procedures. Requests for Review Period A must be submitted between November 1 and January 1. Requests for Review Period B must be submitted between May 1 and July 1. Requests that are approved will be effective February 1 for Review Period A and September 1 for Review Period B.

**ARTICLE VI**

**HOLIDAY LEAVE**

**Section 6.1.**

Regular employees covered by this Agreement shall receive paid holidays in conformity with the following provisions.

**Section 6.2.**

Employees working less than twelve (12) months shall receive legal holidays in accordance with this Agreement.

**Section 6.3.**

Holidays shall be computed at the employee's average daily hours per work week at the time of the holiday (e.g., an employee working five (5) hours per day, three (3) days a week, would be entitled to three (3) hours of holiday pay at the employee's regular hourly rate). Average daily hours will not include extra trips for bus drivers.

**Section 6.4.**

For an employee to receive holiday pay, the employee shall have worked (or have been allowed authorized paid leave) on the employee's regularly scheduled work day immediately preceding and following each holiday.

**Section 6.5. Paid Holidays.**

Regular full-time, twelve (12) month employees shall receive the following paid holidays:

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



\*In the event that this day should fall on a school day, another day off will be substituted immediately preceding or immediately subsequent to the day stipulated as the holiday.

Regular less than twelve (12) month employees shall receive the following paid holidays:

- |                               |                                |
|-------------------------------|--------------------------------|
| 1. Labor Day                  | 6. Day before New Year's Day   |
| 2. Veterans' Day              | 7. New Year's Day              |
| 3. Thanksgiving Day           | 8. Martin Luther King, Jr. Day |
| 4. Day after Thanksgiving Day | 9. President's Day             |
| 5. Christmas Day              | 10. Memorial Day               |

**Section 6.5.1.**

Independence Day will be a paid holiday for less than twelve (12) month employees who work two hundred (200) days or more per year and who are scheduled to work the day immediately before and immediately after Independence Day.

**Section 6.5.2.**

For twelve (12) month employees, by mutual agreement of the employee and their supervisor, the last working day before Christmas and/or the day before New Year's Day may be traded to a mutually agreeable later date.

**Section 6.6.**

Employees working on any holiday shall be entitled to the paid holiday plus time and one-half (1½) pay for the hours worked.

**Section 6.7.**

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

**ARTICLE VII  
VACATIONS**

**Section 7.1. Full-Time Employees.**

A regular full-time-equivalent (1.000 FTE) employee shall be entitled to begin accruing vacation with pay upon their first day of work. Should a full-time employee not complete their probationary period, they will not be eligible to cash out accrued vacation time. Although full-time probationary employees may accrue vacation leave, probationary employees may not use vacation leave while in probationary status. Such paid vacation days shall be provided each year of continuous full-time employment according to the following schedule:

<u>Years of Service</u>	<u>Days of Vacation</u>
0 through 4	10
5 through 14	15
15 through 19	20
20 and thereafter	1 day for each additional year to a maximum of 25 days.

**Section 7.1.1.**

Vacations are to be scheduled by mutual consent, when possible, with seniority as provided in Section 10.1. being considered to satisfy employees' conflicting vacation requests.

**Section 7.1.2.**

After three (3) years of continuous full-time employment, up to 20 (twenty) paid working days of accrued and unused vacation may be carried over from school year to school year.

**Section 7.1.3.**

Employees shall be paid up to thirty (30) days for any accrued vacation at the employee's hourly rate in effect at termination.

**Section 7.1.4.**

A two hundred sixty (260) day a year employee working less than eight hours per day will receive vacation in accordance with the full-time employee schedule.

**Section 7.2. Less than Full-Time Employees.**

Less than full-time-equivalent employees shall be entitled to annual prorated vacation credit according to the following formula:

1. After three (3) years of service and through ten (10) years of service:

Forty (40) hours x employee's FTE (October 1, S-275) x hourly rate of pay = vacation credit.

2. After ten (10) years of service and through seventeen years (17) of service:

Eighty (80) hours x employee's FTE (October 1, S-275) x hourly rate of pay = vacation credit.

3. After seventeen (17) years of service and thereafter:

One hundred and twenty (120) hours x employee's FTE (October 1, S-275) x hourly rate of pay = vacation credit.

If a less-than-full-time employee is on an unpaid leave of absence, the employee's vacation credit will be reduced in proportion to the number of days of the unpaid leave of absence, except that an employee's vacation credit shall continue to accrue for up to six (6) months if said employee is absent from duty due to an industrial accident as a result of employment by the District.

**Section 7.2.1.** Calculation of vacation credit shall be at the employee's regular hourly rate in effect at the time vacation payment is made. If practical, such vacation credit shall be paid with the June payroll; provided, however, that payment shall occur no later than the July payroll.



## ARTICLE VIII

### OTHER PAID LEAVE, GENERAL PROVISIONS

#### **Section 8.1.**

"Other Paid Leave" is defined as leave with compensation for employee illness, injury, and emergencies.

#### **Section 8.2.**

Each regular employee shall be entitled to earn other paid leave to be used for employee illness, injury, (temporary disability, and maternity) or emergency leave as defined herein.

A deduction of other paid leave credit will be made for the number of hours of absence from duty, to the nearest quarter hour period of time, for other paid leave taken.

#### **Section 8.2.1.**

The District will provide family leave as required by Federal Law.

#### **Section 8.3.**

Regular employees shall accrue other paid leave at the rate of the number of hours equivalent to one normal work day for each month worked; provided, however, that no employee shall accumulate less than ten (10) work days of other paid leave per full school year worked. An employee must work or be on paid leave for twelve (12) days or more in any calendar month to be given credit for the month.

#### **Section 8.4.**

Any employee obtaining paid leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action or discharge.

#### **Section 8.5.**

Other paid leave shall be accumulated to the legal limit and shall be recorded and taken in increments rounded out to the nearest quarter hour.

#### **Section 8.6.**

When an employee will be absent from work, or other paid leave, they will provide their supervisor the maximum possible advance notice prior to the absence, but will attempt to notify the supervisor not later than two (2) hours prior to the commencement of the employee's next scheduled work day. The employee will advise the supervisor as to the type of paid leave requested, pertinent facts surrounding the reason for the request, and the date on which the employee expects to return to work. Unless notified otherwise, the District will assume the employee will, in fact, return to work on that day. It is the responsibility and obligation of the employee to keep their supervisor advised of the date on which the employee expects to return to work.

#### **Section 8.7.**

The District reserves the right to require the employee to furnish written documentation satisfactory to the District, which will attest to the facts regarding the leave requested and/or taken.

**Section 8.8.**

The District may require proof satisfactory to the District that the employee is medically fit to resume the duties of their position before the employee returns to work.

**Section 8.9.**

Maternity of a female employee is considered a temporary disability and is defined as pregnancy, miscarriage, abortion, childbirth, and recovery there from for the period of time during which the employee is temporarily disabled. Upon application and District approval for maternity purposes, the employee is entitled to maternity leave. Such leave shall begin and end at such time as the employee's physician deems necessary as verified by a written statement from the employee's physician. Upon exhausting paid leave for maternity purposes, an employee may request, in writing, a leave of absence without pay or benefits for the remainder of the employee's disability and/or work year.

**Section 8.10. Personal Emergency. Family Illness. and Personal Leave.**

**Section 8.10.1. Personal Emergency Leave.**

Up to two (2) days per year, deductible from accumulated other paid leave, will be allowed an employee for personal emergencies. A personal emergency is not "personal leave" but is defined as a situation that is suddenly precipitated, is beyond the control of the employee, which cannot be dealt with outside of working hours, and is of such nature that pre-planning is not possible or could not relieve the necessity for the employee's absence. The situation cannot be one of minor importance or of mere convenience but must be of a serious nature. An employee may be required to substantiate that all possible alternative measures have been exhausted to resolve the situation without using personal emergency leave.

**Section 8.10.2.**

Emergency leave taken is deductible from the employee's accumulated other paid leave as provided in this Article.

**Section 8.10.3. Family Illness Leave.**

For reasons associated with illness or injury in the employee's family, family illness leave will be granted, deductible from accumulated other paid leave.

**Section 8.10.4. Personal Leave.**

For undisclosed personal reasons, two (2) days per year compensated personal leave shall be granted to each eligible employee, and may be accumulated to a maximum of four (4) days. Personal leave is not deducted from other paid leave. Personal leave may not be used if a licensed substitute is necessary and is not available. Personal leave is available to the employee on the date the employee completes their probationary period. If the employee is hired and begins work after February 1, such employee will only receive 1 personal day for that school year.

**Section 8.10.4.1.**

Unused personal leave may be cashed out at one hundred percent (100%) of the current substitute rate for each unused day of personal leave. Application for such cash out must be submitted by June 15. Payment will be on the July paycheck.

**Section 8.10.4.2. Personal Leave is not Available:**

- (a) The first five (5) student work days and the last five (5) student work days of the instructional year, and
- (b) To be eligible to use personal leave on the day(s) immediately preceding or following a holiday or break in the school year, the employee must give notice not less than thirty (30) days in advance of such leave. An exception to the above timeline may be allowed for a “once in a lifetime” event.
- (c) A request for personal leave must be made no less than forty-eight (48) hours before the day of leave. No more than ten percent (10%) of a building’s classified staff will be granted personal leave on any one (1) day.
- (d) No more than three (3) days of leave may be used consecutively. An employee intending to use three (3) days of discretionary personal leave days consecutively must request such leave at least one (1) month in advance of the leave. The use of more than three (3) consecutive days may be appealed to the Superintendent in cases of unforeseen or once-in-a-lifetime events and must be approved by either the employee’s supervisor or Human Resources to confirm that the remainder of this section is followed.

**Section 8.11. Bereavement Leave.**

An employee sustaining a death in their immediate family may be granted Bereavement Leave. Immediate family is defined as the employee's spouse, child, parent, grandparent, brother or sister, aunt or uncle, or the spouse's child, parent, grandparent, brother, or sister or aunt or uncle. Immediate family also includes a dependent residing in the household of the employee or the employee and spouse.

**Section 8.11.1.**

Up to five (5) work days' absence, per occurrence, from work will be allowed for bereavement. Such leave shall be compensated leave but shall not accumulate from year to year.

**Section 8.11.2.**

Death of a close personal friend shall constitute authorization for one (1) day of bereavement leave for the purpose of attending the funeral.

**Section 8.11.3.**

Additional days of leave for bereavement may be granted by the Superintendent.

**Section 8.12. State Industrial Compensation.**

Employees absent from work and receiving time loss payments under Washington State Workers' Compensation shall have the option of coordinating such time loss benefits with sick leave or other forms of paid leave.

An employee receiving benefits under this section will retain their seniority for three (3) years from the date of the on-the-job injury. Employees may meet with the Payroll Department to review their Washington State Workers' Compensation benefit options.

**Section 8.13. Leave of Absence.**

Upon recommendation of the immediate supervisor, through administrative channels to the School Board, an employee may be granted an extended leave of absence without District pay and/or benefits

1 if it is determined to be in the best interest of the School District for a period not to exceed one (1) year  
2 exclusive of services in the United States Armed Forces.

3  
4 **Section 8.13.1.**

5 The returning employee will be assigned to an identical or similar position occupied before the  
6 leave of absence if the employee has left the position for reasons of health and is physically  
7 able to satisfactorily do the job. Employees on extended leave of absence will notify the School  
8 District by March 1 of their intention of returning to work with the School District.

9  
10 **Section 8.13.2.**

11 The employee will retain accrued other paid leave, vested vacation rights and seniority rights  
12 while on leave of absence. However, vacation credits and other paid leave shall not accrue  
13 while the employee is on leave of absence.

14  
15 **Section 8.13.3.**

16 The long term substitute replacement for an employee on a leave of absence (without pay  
17 and/or benefits) or State Industrial Compensation leave shall be entitled to the rights and  
18 responsibilities of this Agreement commencing the day the employee on either leave exhausts  
19 their other paid leave or after thirty (30) working days in the position of the employee who is  
20 replaced, whichever date is later.

21  
22 **Section 8.14. Jury Duty/Subpoena Leave.**

23 If an employee is summoned to jury duty or is subpoenaed to appear as a witness in court, such  
24 employee will receive regular pay. Employees so summoned or subpoenaed for a legal action  
25 impacting the District in any fashion shall not be entitled to the provisions of this section in any  
26 fashion whatsoever.

27  
28 **Section 8.15. Sick Leave Buy-Back and Cash-Out.**

29 Board Policy regarding sick leave buyback and cash-out will not be altered unless negotiated with the  
30 Association.

31  
32 **Section 8.16. Religious Observances.**

33 Employees are eligible for up to two (2) days per year of unpaid leave for religious observances. Such  
34 unpaid leave must be consistent with District policy and Washington State statutes. Employees may  
35 meet with the Human Resources Department to address questions concerning such unpaid leave.

36  
37 **Section 8.17. Paid Family and Medical Leave.**

38 The District will adhere to the requirements of the Paid Family and Medical Leave effective January 1,  
39 2019;

40  
41 **Section 8.18. Unpaid Leave.**

42 Employees will not be allowed unpaid leave, except as follows:

- 43  
44 a. Such leave is required under the Family Medical Leave Act.  
45 b. An emergency occurs and the employee has no other applicable leave available.

46  
47 In all cases, an unpaid leave must be approved by the Superintendent or designee.  
48

1  
2  
3 **ARTICLE IX**  
4

5 **PROMOTION AND LAYOFF**  
6

7 **Section 9.1.**

8 For the purpose of layoff, promotion of employees to higher positions, and the filling of new positions  
9 that may be created within the bargaining unit, seniority will normally prevail; however, if the District  
10 determines that seniority rights should not govern because a junior employee possesses ability and  
11 performance greater than a senior employee(s), the District shall set forth in writing, if requested, to  
12 the employee(s) its reasons why the senior employee(s) was bypassed.  
13

14 In the event of layoff, employees so affected will be given ten (10) calendar days notice and placed on  
15 a re-employment list maintained by the District according to layoff ranking within the employee's job  
16 classification. Such employees are to have priority in filling an opening in the job classification held  
17 immediately prior to the layoff when they meet minimum posted job qualifications. Employees shall  
18 remain on the reemployment list for up to one (1) calendar year from the date of layoff.  
19

20 **Section 9.2.**

21 Employees on layoff status shall file their addresses in writing with the Personnel Office of the District  
22 and shall thereafter promptly advise the District, in writing, of any change of address. An employee  
23 who fails to comply with the filing requirements of this section shall forfeit their right of re-  
24 employment.  
25

26 **Section 9.3.**

27 An employee shall forfeit rights of re-employment and standing if the employee does not respond in  
28 writing to an offer of re-employment within ten (10) District business work days from the date of the  
29 District's "Certificate of Mailing" for the District's offer of re-employment.  
30

31 **Section 9.4.**

32 Employee benefits and seniority do not continue to accrue on layoff status.  
33  
34  
35

36 **ARTICLE X**  
37

38 **SENIORITY AND PROBATION**  
39

40 **Section 10.1.**

41 The seniority of each employee within the bargaining unit shall be established within the employee's  
42 job classification and shall be as of the date on which the employee began continuous daily  
43 employment ("hire date") unless such seniority shall be lost because of resignation, discharge,  
44 retirement, or change in job classification.  
45

46 For the purpose of Reduction in Force or Layoff, years of experience within either the Paraeducator or  
47 Secretarial classification within the Riverview School District shall apply for seniority rights in that  
48 classification if the employee is currently working in that classification.

Seniority shall not be lost or accumulated because of time on authorized leave or time spent in layoff status not to exceed one (1) calendar year from date of layoff; provided that seniority and vacation credits shall continue to accrue for up to six (6) months while an employee is absent from duty due to an industrial accident as a result of employment by the District.

**Section 10.1.1. Paraeducator.**

When the District determines that a paraeducator is to be transferred from one building site to another building site for staffing purposes, the District will first request that a paraeducator at that site volunteer for the transfer. If no paraeducator volunteers, the District will involuntarily transfer the least senior paraeducator at that site provided such paraeducator is qualified.

**Section 10.2.**

Each newly hired employee shall remain in a probationary status for a period of not more than sixty (60) continuous, scheduled employee work days following the date of hire. During this probationary period, the District may discharge the employee at its discretion; the employee shall have no recourse to any grievance procedure.

**Section 10.3.**

Upon completion of the probationary period, the employee shall become a regular employee and will be entitled to all rights and duties contained in this Agreement.

**Section 10.4. Maintenance/Operations Overtime.**

Facility Use overtime as determined by the District will be first offered to the custodian(s) assigned to the facility on the basis of seniority. If no custodian at the facility accepts the overtime, the overtime will then be offered to all other employees in the Maintenance/Operations job classification on the basis of seniority. This overtime will be offered accordingly each time a Facility application is initiated. In the case of long-term application, the overtime will be re-offered when the application is renewed.

**Section 10.4.1.**

If the facility use overtime is related to grounds work, the overtime will first be offered to Grounds employees on the basis of seniority. If no Grounds employees accept the overtime, the overtime will be offered to all Maintenance/Operations employees on the basis of seniority. The rule regarding new and continuing facility use requests applies here also.

**ARTICLE XI**

**JOB VACANCIES**

**Section 11.1.**

Employees of the bargaining unit may apply for and shall receive first consideration by the District for job vacancies or new positions which occur within the employee's general job classification.

**Section 11.2.**

The District shall post open positions for five (5) working days.

**Section 11.2.1.**

Before calling outside applicants to interview, the District shall first review and consider all applications submitted by in-District employees.

**Section 11.3.**

“Consideration” for the purpose of Section 11.1. and Section 11.2. shall be defined as review of each component of an employee's application as specified in the job posting.

**Section 11.4.**

The District may identify three (3) positions per year as exempt from Section 11.2.2. and Section 9.1. The District will notify the Association of their intent to exempt a position in writing prior to posting the position. Interview teams for exempt positions shall include at least one (1) Association member. These exemptions shall not be cumulative.

**Section 11.5.**

Increases in time of one hour or less for employees in positions of Clerical or Paraeducators shall be appropriate if offered according to the following restrictions:

**\*Section 11.5.1.**

The hour or less was offered consistent with Article IX Section 9.1., to the most senior person in the general job classification at that job site.

\*Exception: When one (1) hour or less increase has been approved for accretion to a specific position within the general job classification, e.g. Title I Paraeducator II; Paraeducator Special Education II, Paraeducators for Blind and Visually Impaired (Brailist), Lunch Room Cashier.

**Section 11.5.2.**

The total hours of that job would not exceed the original bid hours for the position by more than two (2) hours per assigned work day.

**Section 11.5.3.**

The Association is formally notified of the increased time one (1) week prior to the effective date. Increases in time in excess of the provisions of this Agreement shall be offered for bid as a new position or the additional hours may be offered as an additional position. (Example - A four (4) hour position is held by bid. An increase of three (3) additional hours is desired. The District may either post seven (7) hours or three (3) hours).

**ARTICLE XII**

**DISCIPLINE, DISCHARGE AND TERMINATION**

**Section 12.1.**

The District shall have the right to discipline or discharge a regular employee for just cause. The discharge of any employee for cause may be immediate without prior written notice.



**Section 12.1.1. Progressive Discipline.**

Discipline will be progressive and will normally include the following steps:

- A. Verbal warning
- B. Written reprimand
- C. Suspension with pay
- D. Suspension without pay
- E. Discharge

However, a disciplinary action will be appropriate to the seriousness of the infraction and the District may bypass any of the above step(s) to administer discipline.

**Section 12.2.**

In the event that an employee voluntarily terminates their employment with the District, the employee must provide the District with not less than fourteen (14) calendar days' written notice. The District may waive this requirement.

**Section 12.3.**

Should the District decide to layoff any less than twelve (12) month employee, the employee shall be notified in writing prior to July 15, if practical.

**ARTICLE XIII  
INSURANCE**

**Section 13.1.**

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

**Section 13.2.**

The District will offer the option of VEBA III for those who qualify.

**ARTICLE XIV  
GRIEVANCE PROCEDURE**

**Section 14.1. Definitions.**

A grievance is defined as an alleged violation of this Agreement. A grievant is an employee or group of employees covered by this Agreement who file a written grievance. Days shall mean District business days (i.e., those days on which the District's administrative offices are open for business), unless otherwise specified.

**Section 14.2. Informal Step.**

If an employee believes there may be a grievance, the employee shall first discuss the grievance with the employee's immediate supervisor. The purpose of this discussion is to attempt to resolve the problem before a written grievance is filed.



1  
2 **Section 14.3. Step One.**

3 If the problem is not resolved at the informal step, the grievant may file a written grievance with their  
4 immediate supervisor. A written grievance must be submitted within fifteen (15) days of the alleged  
5 violation of this Agreement and must contain as a minimum the following information:

- 6  
7 A. The specific facts giving rise to the grievance.  
8 B. The section(s) of this Agreement allegedly violated.  
9 C. The specific remedy sought.

10  
11 Grievances must be signed and dated by the grievant(s). Within ten (10) days of receipt of the written  
12 grievance, the immediate supervisor shall provide the grievant with a written response.

13  
14 **Section 14.4. Step Two.**

15 If the grievance is not resolved at Step One, the grievant may, within ten (10) days, submit the  
16 grievance to the Superintendent or the Superintendent's designee. Within ten (10) days of receipt of the  
17 written grievance, the Superintendent or the Superintendent's designee shall provide the grievant with a  
18 written response.

19  
20 **Section 14.5. Step Three.**

21 If the grievance is not resolved at Step Two, and the Association believes the grievance to be valid, the  
22 grievant may, within ten (10) days, submit the grievance to the Riverview School District Board of  
23 Directors for consideration. The Board of Directors shall have twenty-five (25) days from receipt of  
24 the grievance to resolve the matter and provide a written response.

25  
26 The employee and/or the Association retain the right to appear before the Board of Directors to explain  
27 the grievance. The Board of Directors may call upon the employee and/or other District personnel to  
28 appear before the Board to explain facts related to the grievance.

29  
30 The Board, at its option and by written notification to the grievant and the Association, may elect to  
31 bypass Step Three.

32  
33 **Section 14.6. Step Four (Arbitration).**

34 If the grievance is not resolved at Step Three, and the Association believes the grievance to be valid,  
35 the grievant and/or the Association, within fifteen (15) days following receipt of written notice of the  
36 determination made at Step Three, may demand arbitration of the grievance. The grievance shall then  
37 be submitted to final and binding arbitration. The Association will request a list of arbitrators from the  
38 American Arbitration Association (AAA), or the F.M.C.S., or submit to P.E.R.C. arbitration. The  
39 arbitration shall be conducted according to the Voluntary Labor Arbitration Rules of the AAA unless  
40 either party objects in writing within ten (10) days following the receipt of the demand for arbitration.

41  
42 **Section 14.6.1. Fees and Expenses.**

43 The parties agree that the arbitrator's fee and expenses, if any, shall be borne by the non-  
44 prevailing party. In the event that the nature of the award could cause doubt concerning which  
45 party prevailed, the arbitrator shall designate the prevailing party in the award. Other expenses,  
46 including stenographic record, if such a record is requested, shall be borne by the party  
47 incurring such expenses or requesting the record. In the event that one party requests

stenographic record, the other party may request and receive a copy by agreeing to equally share the cost of the record.

**Section 14.6.2. Jurisdiction of the Arbitrator.**

The arbitrator shall have no power to add to, subtract from or in any way modify the express terms of the Agreement. The arbitrator shall confine his or her inquiry to specific sections of the Agreement as cited in the grievance form. The arbitrator shall make no awards nor substitute his or her knowledge for the expressed provisions of the contract under question. The arbitrator shall have no power to require the District to act contrary to law, and will have no power to award punitive damages.

**Section 14.7. Time Limits.**

The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties. Failure of the grievant to proceed with a grievance within the times herein before provided shall result in dismissal of the grievance. Failure of the immediate supervisor or Superintendent or the Superintendent's designee to take action within the time provided shall entitle the grievant to proceed to the next step in the grievance procedure.

**Section 14.8. Association Representation.**

A grievant may have an Association representative present at District scheduled meeting which require the presence of the grievant and which are held to investigate a written grievance.

**Section 14.9.**

Meetings and hearings held according to this Article shall be scheduled by mutual agreement; provided, however, that when possible, such meetings and hearings shall take place on District time. The employer shall not discriminate against any employee or the Association for taking action under this Article.

**ARTICLE XV**

**CREDITING EXPERIENCE**

**Section 15.1.**

When an employee is newly hired, or is assigned a new job classification, such employee's work experience may be allowed by the District for placement of the employee on Schedule A.

**ARTICLE XVI**

**SALARIES, COMPENSATION AND RELATED PROVISIONS**

**Section 16.1. Schedule A.**

Schedule As are effective for the period September 1, 2021, through August 31, 2024, and subject to Section 18.1. The Schedule A for each year of this Agreement appears in Appendix A.

**For the 2021 – 2022 School Year:**

3% hourly pay increase (Step One, Step Two, and Step Three of Schedule A).

**For the 2022 – 2023 School Year:**

5% hourly pay increase (Step One, Step Two, and Step Three of Schedule A).

**For the 2023-2024 School Year:**

3% hourly pay increase (Step One, Step Two and Step Three of Schedule A).

**Section 16.2. Payroll Checks.**

Payroll checks shall be issued to employees on the last District business office day of each month.

Compensation for vacation credit will be paid via a separate pay check, if possible in June, but no later than July of each year.

**Section 16.3. Mechanic Certification Premium Pay.**

Each mechanic who obtains and maintains a Master School Bus Technician will be granted an additional one dollar (\$1.00) per hour.

**ARTICLE XVII**

**DUES CHECK OFF**

**Section 17.1.**

The District shall deduct dues from the monthly pay warrants of employees who are current members of the Association and shall transmit such dues to the State Treasurer of the Association. The rate of monthly dues will be the amount attested to by the State Secretary of the Association.

**Section 17.2.**

The Association will provide the District with a full and complete list of bargaining unit members who are current members of the Association and will provide timely updates, additions, and/or other changes in membership status to the District. The Association agrees as custodian of records related to membership authorization that it has the responsibility to ensure the accuracy and safekeeping of these records.

**Section 17.3 COPE (Committee on Political Empowerment).**

The District shall, upon receipt of a written authorization form 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 by submitting a written request. At least annually, the employee shall be notified by the Association about the right to revoke the request.

**Section 17.4.**

The Association shall indemnify the employer and save it harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of any action taken by the District at the request of the Association for the purpose of complying with this Article, provided that the action taken or not taken is in accordance with such request.

**ARTICLE XVIII**

**DURATION AND SEPARABILITY**

**Section 18.1.** This Agreement shall become effective September 1, 2021, and shall expire August 31, 2024; provided, however, that this Agreement may be reopened upon mutual consent of both parties in writing; or pursuant to applicable provisions contained in Article XVI.

**Section 18.2.** If any provision of this Agreement, or the application of any such provision, is held invalid by court of law, the remainder of this Agreement shall not be affected thereby.

## SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

BY: Tracy Graves  
Tracy Graves, Chapter President

BY: Dr. Anthony L. Smith  
Dr. Anthony L. Smith, Superintendent

DATE: 1-21-22

DATE: 1-21-2022

Approved by the Riverview Board of Directors on January 25<sup>th</sup>, 2022.



# PSE Appendix A - Salary Schedule for 2021-2022

## 3% Increase

Secretarial/Clerical	Step 1	Step 2	Step 3	Longevity A	Longevity B	Longevity C
Program Assistant	\$ 21.88	\$ 22.80	\$ 25.61	\$ 25.86	\$ 26.31	\$ 26.91
Secretary I	\$ 19.99	\$ 20.92	\$ 21.86	\$ 22.11	\$ 22.56	\$ 23.16
Secretary II	\$ 20.95	\$ 21.89	\$ 23.96	\$ 24.21	\$ 24.66	\$ 25.26
Secretary III	\$ 22.94	\$ 23.90	\$ 26.84	\$ 27.09	\$ 27.54	\$ 28.14
Registrar, High School	\$ 21.99	\$ 22.94	\$ 25.14	\$ 25.39	\$ 25.84	\$ 26.44
Registrar, Middle School	\$ 21.99	\$ 22.94	\$ 25.14	\$ 25.39	\$ 25.84	\$ 26.44
Registrar, Elementary	\$ 21.99	\$ 22.94	\$ 25.14	\$ 25.39	\$ 25.84	\$ 26.44
Clerk	\$ 18.16	\$ 18.99	\$ 19.98	\$ 20.23	\$ 20.68	\$ 21.28

## Paraeducators

Special Ed Instructional Paraeducator	\$ 19.68	\$ 20.40	\$ 21.81	\$ 22.06	\$ 22.51	\$ 23.11
Instructional Paraeducator	\$ 18.11	\$ 18.93	\$ 20.23	\$ 20.48	\$ 20.93	\$ 21.53
Non-instructional Paraeducator	\$ 17.86	\$ 18.68	\$ 19.98	\$ 20.23	\$ 20.68	\$ 21.28

## Food Service

Central Kitchen/High School Managing Cook	\$ 20.83	\$ 21.79	\$ 22.76	\$ 23.01	\$ 23.46	\$ 24.06
Cook I	\$ 17.89	\$ 18.79	\$ 19.63	\$ 19.88	\$ 20.33	\$ 20.93
Cook I - Delivery	\$ 19.95	\$ 20.91	\$ 21.84	\$ 22.09	\$ 22.54	\$ 23.14
Cook II	\$ 19.95	\$ 20.91	\$ 21.84	\$ 22.09	\$ 22.54	\$ 23.14
Server	\$ 16.53	\$ 17.35	\$ 18.15	\$ 18.40	\$ 18.85	\$ 19.45
Cashier	\$ 17.32	\$ 18.11	\$ 19.05	\$ 19.30	\$ 19.75	\$ 20.35

## Maintenance/Grounds

Grounds I	\$ 22.91	\$ 23.99	\$ 25.97	\$ 26.22	\$ 26.67	\$ 27.27
Grounds II	\$ 26.11	\$ 27.34	\$ 29.60	\$ 29.85	\$ 30.30	\$ 30.90
Grounds III	\$ 30.08	\$ 31.45	\$ 32.94	\$ 33.19	\$ 33.64	\$ 34.24
Maintenance I	\$ 22.91	\$ 23.99	\$ 25.97	\$ 26.22	\$ 26.67	\$ 27.27
Maintenance II	\$ 26.62	\$ 27.87	\$ 30.17	\$ 30.42	\$ 30.87	\$ 31.47
Maintenance III	\$ 30.66	\$ 32.05	\$ 33.58	\$ 33.83	\$ 34.28	\$ 34.88
Custodian I	\$ 22.58	\$ 23.63	\$ 24.69	\$ 24.94	\$ 25.39	\$ 25.99
Custodian II	\$ 23.57	\$ 24.78	\$ 26.67	\$ 26.92	\$ 27.37	\$ 27.97
Security	\$ 20.34	\$ 21.34	\$ 22.54	\$ 22.79	\$ 23.24	\$ 23.84
HS Stadium & Grounds Monitor	\$ 25.53	\$ 26.70	\$ 27.83	\$ 28.08	\$ 28.53	\$ 29.13

## Transportation

Dispatcher/Router	\$ 29.53	\$ 30.49	\$ 31.39	\$ 31.64	\$ 32.09	\$ 32.69
Mechanic	\$ 29.87	\$ 31.29	\$ 32.81	\$ 33.06	\$ 33.51	\$ 34.11
Driver	\$ 26.92	\$ 28.14	\$ 30.03	\$ 30.28	\$ 30.73	\$ 31.33
Bus Transportation Liaison	\$ 26.92	\$ 28.14	\$ 30.03	\$ 30.28	\$ 30.73	\$ 31.33
Service Specialist	\$ 25.14	\$ 26.28	\$ 27.54	\$ 27.79	\$ 28.24	\$ 28.84
Driver Trainer	\$ 27.78	\$ 29.02	\$ 30.86	\$ 31.11	\$ 31.56	\$ 32.16
Mechanic/Shop Foreman	\$ 30.59	\$ 32.03	\$ 33.57	\$ 33.82	\$ 34.27	\$ 34.87

## Specialists

Title I Family Engagement Specialist	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
Career & College Readiness Specialist	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
District Support Specialist	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
Certified Occupational Therapist Asst.	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
Specialist, Interpreter	\$ 23.79	\$ 24.87	\$ 25.88	\$ 26.13	\$ 26.58	\$ 27.18
EA for the Blind and Visually Impaired (Brailist)	\$ 23.79	\$ 24.87	\$ 25.88	\$ 26.13	\$ 26.58	\$ 27.18
Specialist, Day Care	\$ 23.79	\$ 24.87	\$ 25.88	\$ 26.13	\$ 26.58	\$ 27.18
Technology Support Specialist I	\$ 26.11	\$ 27.34	\$ 29.60	\$ 29.85	\$ 30.30	\$ 30.90
Technology Support Specialist II	\$ 30.08	\$ 31.45	\$ 32.94	\$ 33.19	\$ 33.64	\$ 34.24



**PSE Appendix A - Salary Schedule for 2022-2023**

**5% Increase**

<b>Secretarial/Clerical</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Longevity A</b>	<b>Longevity B</b>	<b>Longevity C</b>
Program Assistant	\$ 22.97	\$ 23.94	\$ 26.90	\$ 27.15	\$ 27.60	\$ 28.20
Secretary I	\$ 20.99	\$ 21.96	\$ 22.96	\$ 23.21	\$ 23.66	\$ 24.26
Secretary II	\$ 22.00	\$ 22.98	\$ 25.15	\$ 25.40	\$ 25.85	\$ 26.45
Secretary III	\$ 24.09	\$ 25.09	\$ 28.18	\$ 28.43	\$ 28.88	\$ 29.48
Registrar, High School	\$ 23.09	\$ 24.09	\$ 26.39	\$ 26.64	\$ 27.09	\$ 27.69
Registrar, Middle School	\$ 23.09	\$ 24.09	\$ 26.39	\$ 26.64	\$ 27.09	\$ 27.69
Registrar, Elementary	\$ 23.09	\$ 24.09	\$ 26.39	\$ 25.39	\$ 25.84	\$ 26.44
Clerk	\$ 19.07	\$ 19.94	\$ 20.98	\$ 21.23	\$ 21.68	\$ 22.28

**Paraeducators**

Special Ed Instructional Paraeducator	\$ 20.67	\$ 21.42	\$ 22.90	\$ 23.15	\$ 23.60	\$ 24.20
Instructional Paraeducator	\$ 19.01	\$ 19.88	\$ 21.24	\$ 21.49	\$ 21.94	\$ 22.54
Non-instructional Paraeducator	\$ 18.75	\$ 19.61	\$ 20.98	\$ 21.24	\$ 21.69	\$ 22.29

**Food Service**

Central Kitchen/High School Managing Cook	\$ 21.87	\$ 22.88	\$ 23.90	\$ 24.15	\$ 24.60	\$ 25.20
Cook I	\$ 18.79	\$ 19.73	\$ 20.61	\$ 20.86	\$ 21.31	\$ 21.91
Cook I - Delivery	\$ 20.95	\$ 21.95	\$ 22.93	\$ 23.18	\$ 23.63	\$ 24.23
Cook II	\$ 20.95	\$ 21.95	\$ 22.93	\$ 23.18	\$ 23.63	\$ 24.23
Server	\$ 17.36	\$ 18.22	\$ 19.05	\$ 19.30	\$ 19.75	\$ 20.35
Cashier	\$ 18.19	\$ 19.02	\$ 20.00	\$ 20.25	\$ 20.70	\$ 21.30

**Maintenance/Grounds**

Grounds I	\$ 24.05	\$ 25.19	\$ 27.26	\$ 27.51	\$ 27.96	\$ 28.56
Grounds II	\$ 27.42	\$ 28.71	\$ 31.08	\$ 31.33	\$ 31.78	\$ 32.38
Grounds III	\$ 31.58	\$ 33.02	\$ 34.59	\$ 34.84	\$ 35.29	\$ 35.89
Maintenance I	\$ 24.05	\$ 25.19	\$ 27.26	\$ 27.51	\$ 27.96	\$ 28.56
Maintenance II	\$ 27.95	\$ 29.26	\$ 31.68	\$ 31.93	\$ 32.38	\$ 32.98
Maintenance III	\$ 32.20	\$ 33.66	\$ 35.26	\$ 35.51	\$ 35.96	\$ 36.56
Custodian I	\$ 23.71	\$ 24.81	\$ 25.93	\$ 26.18	\$ 26.63	\$ 27.23
Custodian II	\$ 24.74	\$ 26.02	\$ 28.00	\$ 28.25	\$ 28.70	\$ 29.30
Security	\$ 21.36	\$ 22.40	\$ 23.67	\$ 23.92	\$ 24.37	\$ 24.97
HS Stadium & Grounds Monitor	\$ 26.81	\$ 28.04	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53

**Transportation**

Dispatcher/Router	\$ 31.01	\$ 32.01	\$ 32.96	\$ 33.21	\$ 33.66	\$ 34.26
Mechanic	\$ 31.36	\$ 32.86	\$ 34.45	\$ 34.70	\$ 35.15	\$ 35.75
Driver	\$ 28.27	\$ 29.55	\$ 31.54	\$ 31.79	\$ 32.24	\$ 32.84
Bus Transportation Liaison	\$ 28.27	\$ 29.55	\$ 31.54	\$ 31.79	\$ 32.24	\$ 32.84
Service Specialist	\$ 26.40	\$ 27.59	\$ 28.92	\$ 29.17	\$ 29.62	\$ 30.22
Driver Trainer	\$ 29.17	\$ 30.47	\$ 32.40	\$ 32.65	\$ 33.10	\$ 33.70
Mechanic/Shop Foreman	\$ 32.12	\$ 33.63	\$ 35.25	\$ 35.50	\$ 35.95	\$ 36.55

**Specialists**

Title I Family Engagement Specialist	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
Career & College Readiness Specialist	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
District Support Specialist	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
Certified Occupational Therapist Asst.	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
Specialist, Interpreter	\$ 24.98	\$ 26.11	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
EA for the Blind and Visually Impaired (Brailist)	\$ 24.98	\$ 26.11	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Specialist, Day Care	\$ 24.98	\$ 26.11	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Technology Support Specialist I	\$ 27.42	\$ 28.71	\$ 31.08	\$ 31.33	\$ 31.78	\$ 32.38
Technology Support Specialist II	\$ 31.58	\$ 33.02	\$ 34.59	\$ 34.84	\$ 35.29	\$ 35.89

**PSE Appendix A - Salary Schedule for 2023-2024**

**3% Increase**

<b>Secretarial/Clerical</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Longevity A</b>	<b>Longevity B</b>	<b>Longevity C</b>
Program Assistant	\$ 23.66	\$ 24.66	\$ 27.70	\$ 27.95	\$ 28.40	\$ 29.00
Secretary I	\$ 21.62	\$ 22.62	\$ 23.65	\$ 23.90	\$ 24.35	\$ 24.95
Secretary II	\$ 22.66	\$ 23.67	\$ 25.91	\$ 26.16	\$ 26.61	\$ 27.21
Secretary III	\$ 24.81	\$ 25.84	\$ 29.03	\$ 29.28	\$ 29.73	\$ 30.33
Registrar, High School	\$ 23.78	\$ 24.81	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Registrar, Middle School	\$ 23.78	\$ 24.81	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Registrar, Elementary	\$ 23.78	\$ 24.81	\$ 27.18	\$ 25.39	\$ 25.84	\$ 26.44
Clerk	\$ 19.64	\$ 20.54	\$ 21.61	\$ 21.86	\$ 22.31	\$ 22.91

**Paraeducators**

Special Ed Instructional Paraeducator	\$ 21.29	\$ 22.07	\$ 23.58	\$ 23.83	\$ 24.28	\$ 24.88
Instructional Paraeducator	\$ 19.58	\$ 20.47	\$ 21.88	\$ 22.13	\$ 22.58	\$ 23.18
Non-instructional Paraeducator	\$ 19.31	\$ 20.20	\$ 21.61	\$ 21.88	\$ 22.33	\$ 22.93

**Food Service**

Central Kitchen/High School Managing Cook	\$ 22.52	\$ 23.57	\$ 24.62	\$ 24.87	\$ 25.32	\$ 25.92
Cook I	\$ 19.35	\$ 20.32	\$ 21.23	\$ 21.48	\$ 21.93	\$ 22.53
Cook I - Delivery	\$ 21.58	\$ 22.61	\$ 23.62	\$ 23.87	\$ 24.32	\$ 24.92
Cook II	\$ 21.58	\$ 22.61	\$ 23.62	\$ 23.87	\$ 24.32	\$ 24.92
Server	\$ 17.88	\$ 18.77	\$ 19.63	\$ 19.88	\$ 20.33	\$ 20.93
Cashier	\$ 18.74	\$ 19.59	\$ 20.60	\$ 20.85	\$ 21.30	\$ 21.90

**Maintenance/Grounds**

Grounds I	\$ 24.77	\$ 25.95	\$ 28.08	\$ 28.33	\$ 28.78	\$ 29.38
Grounds II	\$ 28.24	\$ 29.57	\$ 32.01	\$ 32.26	\$ 32.71	\$ 33.31
Grounds III	\$ 32.53	\$ 34.01	\$ 35.63	\$ 35.88	\$ 36.33	\$ 36.93
Maintenance I	\$ 24.77	\$ 25.95	\$ 28.08	\$ 28.33	\$ 28.78	\$ 29.38
Maintenance II	\$ 28.78	\$ 30.14	\$ 32.63	\$ 32.88	\$ 33.33	\$ 33.93
Maintenance III	\$ 33.16	\$ 34.67	\$ 36.32	\$ 36.57	\$ 37.02	\$ 37.62
Custodian I	\$ 24.42	\$ 25.55	\$ 26.70	\$ 26.95	\$ 27.40	\$ 28.00
Custodian II	\$ 25.49	\$ 26.80	\$ 28.84	\$ 29.09	\$ 29.54	\$ 30.14
Security	\$ 22.00	\$ 23.08	\$ 24.38	\$ 24.63	\$ 25.08	\$ 25.68
HS Stadium & Grounds Monitor	\$ 27.61	\$ 28.88	\$ 30.10	\$ 30.35	\$ 30.80	\$ 31.40

**Transportation**

Dispatcher/Router	\$ 31.94	\$ 32.97	\$ 33.95	\$ 34.20	\$ 34.65	\$ 35.25
Mechanic	\$ 32.30	\$ 33.84	\$ 35.48	\$ 35.73	\$ 36.18	\$ 36.78
Driver	\$ 29.12	\$ 30.43	\$ 32.48	\$ 32.73	\$ 33.18	\$ 33.78
Bus Transportation Liaison	\$ 29.12	\$ 30.43	\$ 32.48	\$ 32.73	\$ 33.18	\$ 33.78
Service Specialist	\$ 27.19	\$ 28.42	\$ 29.79	\$ 30.04	\$ 30.49	\$ 31.09
Driver Trainer	\$ 30.04	\$ 31.38	\$ 33.37	\$ 33.62	\$ 34.07	\$ 34.67
Mechanic/Shop Foreman	\$ 33.08	\$ 34.64	\$ 36.30	\$ 36.55	\$ 37.00	\$ 37.60

**Specialists**

Title I Family Engagement Specialist	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
Career & College Readiness Specialist	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
District Support Specialist	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
Certified Occupational Therapist Asst.	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
Specialist, Interpreter	\$ 25.73	\$ 26.89	\$ 27.99	\$ 28.24	\$ 28.69	\$ 29.29
EA for the Blind and Visually Impaired (Brailist)	\$ 25.73	\$ 26.89	\$ 27.99	\$ 28.24	\$ 28.69	\$ 29.29
Specialist, Day Care	\$ 25.73	\$ 26.89	\$ 27.99	\$ 28.24	\$ 28.69	\$ 29.29
Technology Support Specialist I	\$ 28.24	\$ 29.57	\$ 32.01	\$ 32.26	\$ 32.71	\$ 33.31
Technology Support Specialist II	\$ 32.53	\$ 34.01	\$ 35.63	\$ 35.88	\$ 36.33	\$ 36.93

**Longevity:**

Employees who will be entering their tenth (10th) or more consecutive year of employment as an educational classified employee in the State of Washington shall be credited with twenty five cents (\$0.25) per hour of longevity pay (A).

Employees who will be entering their fifteenth (15th) or more consecutive years of employment as an educational classified employee in the State of Washington shall be credited with an additional forty five cents (\$0.45) per hour of longevity pay for a total of seventy cents (\$0.70) per hour of longevity pay (B).

Employees who will be entering their twentieth (20th) or more consecutive years of employment as an educational classified employee in the State of Washington shall be credited with an additional sixty cents (\$0.60) per hour of longevity pay for a total one dollar and thirty cents (\$1.30) per hour of longevity.



**GUIDELINES FOR ASSOCIATION EMPLOYEE COMPENSATORY TIME**  
(Time off in lieu of overtime pay)

The rules for utilizing compensatory time (comp-time) are as follows:

1. Compensatory time may be utilized only by agreement with the employee. The supervisor may not unilaterally mandate that employees use compensatory time in lieu of overtime pay. Agreement to use compensatory time should be in writing with the employee and with the approval of the employee's supervisor.
2. The compensatory time agreement does not need to be the same for all employees. For some employees the supervisor may wish to grant comp-time, for others they may wish to pay for hours worked in excess of scheduled hours.
3. Compensatory time shall be calculated in the same manner as overtime pay; if the employee has worked forty (40) hours in a given work week, then comp-time shall be allowed at one and one-half (1½) hours for every hour of overtime worked.
4. Compensatory time may not accrue over two hundred forty (240) hours per employee. That is one hundred sixty (160) hours, if calculated at time and one-half. (1½).
5. School-year employees must use accrued compensatory time within the same school year as accrued. If they are not able to utilize comp-time prior to the end of their scheduled work year, then they shall be "cashed-out" for accrued compensatory time.
6. Two hundred sixty (260) day employees must use accrued compensatory time within twelve (12) months of accrual. Supervisors shall review records quarterly, in January, April, July, and October to verify usage of comp-time or authorize payment to the employee.
7. An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a reasonable period after making the request if it does not unduly disrupt the operations of the school or program.
8. All employees shall be "cashed-out" of accrued compensatory time upon termination of employment (discharge, resignation, or retirement).
9. It is the responsibility of the supervisor to keep accurate and up-to-date records of compensatory time accrued and used.

1  
2  
3 **LETTER OF AGREEMENT**

4 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING  
5 AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL  
6 1948 RIVERVIEW CHAPTER #719 AND THE RIVERVIEW SCHOOL DISTRICT #407. THIS  
7 AGREEMENT IS ENTERED INTO PURSUANT TO THE ARTICLE XVIII, SECTION 18.1  
8 CURRENT COLLECTIVE BARGAINING AGREEMENT.  
9  
10

11 The parties agree to amend Section 8.10.4.1. as follows:  
12  
13

14 **Section 8.10.4.1.**

15 Unused personal leave may be cashed out at one hundred percent (100%) of the current  
16 employees' rate for each unused day of personal leave. Application for such cash out must be  
17 submitted by June 15. Payment will be on the July paycheck.  
18  
19

20 This Agreement shall become effective upon date of Board Approval and shall be attached to the 2021-  
21 2024 Collective Bargaining Agreement.  
22  
23

24  
25 PUBLIC SCHOOL EMPLOYEES OF  
26 WASHINGTON / SEIU LOCAL 1948  
27

28 RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

29  
30  
31 BY: Tracy Graves  
32 Tracy Graves, Chapter President  
33

34  
35 BY: Dr. Anthony L. Smith  
36 Dr. Anthony L. Smith, Superintendent  
37

38  
39 DATE: 5/19/22  
40  
41

42  
43 DATE: 05.16.2022  
44  
45

46  
47 Approved by the Riverview Board of Directors on the 24 day of May, 2022.  
48



## LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW CHAPTER #719 AND THE RIVERVIEW SCHOOL DISTRICT #407. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

The classification of Maintenance/Operations Lead shall be added to the PSE bargaining unit.

The Maintenance/Operations Lead shall work eight (8) hours per day, forty (40) hours per week and two hundred sixty (260) days per year.

Schedule A salary steps shall be:

	Step 1	Step 2	Step 3	Longevity A	Longevity B	Longevity C
Maintenance/Grounds	Year 1	Years 2-5	Years 6-9	Yrs 10-14	Yrs 15-19	Yrs 20+
Maintenance/Operations Lead	\$ 35.84	\$ 37.46	\$ 39.25	\$ 39.50	\$ 39.95	\$ 40.55

Revised 2022-2023 school year Schedule A is attached for reference.

This Letter of Agreement shall become effective September 1, 2022 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

BY: Tracy Graves  
Tracy Graves, Chapter President

BY: Susan Leach  
Dr. Susan Leach, Superintendent

DATE: November 3<sup>rd</sup>, 2022

DATE: November 2, 2022





# PSE Appendix A - Salary Schedule for 2021-2022

## 3% Increase

	Step 1	Step 2	Step 3	Longevity A	Longevity B	Longevity C
<b>Secretarial/Clerical</b>						
Program Assistant	\$ 21.88	\$ 22.80	\$ 25.61	\$ 25.86	\$ 26.31	\$ 26.91
Secretary I	\$ 19.99	\$ 20.92	\$ 21.86	\$ 22.11	\$ 22.56	\$ 23.16
Secretary II	\$ 20.95	\$ 21.89	\$ 23.96	\$ 24.21	\$ 24.66	\$ 25.26
Secretary III	\$ 22.94	\$ 23.90	\$ 26.84	\$ 27.09	\$ 27.54	\$ 28.14
Registrar, High School	\$ 21.99	\$ 22.94	\$ 25.14	\$ 25.39	\$ 25.84	\$ 26.44
Registrar, Middle School	\$ 21.99	\$ 22.94	\$ 25.14	\$ 25.39	\$ 25.84	\$ 26.44
Registrar, Elementary	\$ 21.99	\$ 22.94	\$ 25.14	\$ 25.39	\$ 25.84	\$ 26.44
Clerk	\$ 18.16	\$ 18.99	\$ 19.98	\$ 20.23	\$ 20.68	\$ 21.28
<b>Paraeducators</b>						
Special Ed Instructional Paraeducator	\$ 19.68	\$ 20.40	\$ 21.81	\$ 22.06	\$ 22.51	\$ 23.11
Instructional Paraeducator	\$ 18.11	\$ 18.93	\$ 20.23	\$ 20.48	\$ 20.93	\$ 21.53
Non-instructional Paraeducator	\$ 17.86	\$ 18.68	\$ 19.98	\$ 20.23	\$ 20.68	\$ 21.28
<b>Food Service</b>						
Central Kitchen/High School Managing Cook	\$ 20.83	\$ 21.79	\$ 22.76	\$ 23.01	\$ 23.46	\$ 24.06
Cook I	\$ 17.89	\$ 18.79	\$ 19.63	\$ 19.88	\$ 20.33	\$ 20.93
Cook I - Delivery	\$ 19.95	\$ 20.91	\$ 21.84	\$ 22.09	\$ 22.54	\$ 23.14
Cook II	\$ 19.95	\$ 20.91	\$ 21.84	\$ 22.09	\$ 22.54	\$ 23.14
Server	\$ 16.53	\$ 17.35	\$ 18.15	\$ 18.40	\$ 18.85	\$ 19.45
Cashier	\$ 17.32	\$ 18.11	\$ 19.05	\$ 19.30	\$ 19.75	\$ 20.35
<b>Maintenance/Grounds</b>						
Grounds I	\$ 22.91	\$ 23.99	\$ 25.97	\$ 26.22	\$ 26.67	\$ 27.27
Grounds II	\$ 26.11	\$ 27.34	\$ 29.60	\$ 29.85	\$ 30.30	\$ 30.90
Grounds III	\$ 30.08	\$ 31.45	\$ 32.94	\$ 33.19	\$ 33.64	\$ 34.24
Maintenance I	\$ 22.91	\$ 23.99	\$ 25.97	\$ 26.22	\$ 26.67	\$ 27.27
Maintenance II	\$ 26.62	\$ 27.87	\$ 30.17	\$ 30.42	\$ 30.87	\$ 31.47
Maintenance III	\$ 30.66	\$ 32.05	\$ 33.58	\$ 33.83	\$ 34.28	\$ 34.88
Custodian I	\$ 22.58	\$ 23.63	\$ 24.69	\$ 24.94	\$ 25.39	\$ 25.99
Custodian II	\$ 23.57	\$ 24.78	\$ 26.67	\$ 26.92	\$ 27.37	\$ 27.97
Security	\$ 20.34	\$ 21.34	\$ 22.54	\$ 22.79	\$ 23.24	\$ 23.84
HS Stadium & Grounds Monitor	\$ 25.53	\$ 26.70	\$ 27.83	\$ 28.08	\$ 28.53	\$ 29.13
<b>Transportation</b>						
Dispatcher/Router	\$ 29.53	\$ 30.49	\$ 31.39	\$ 31.64	\$ 32.09	\$ 32.69
Mechanic	\$ 29.87	\$ 31.29	\$ 32.81	\$ 33.06	\$ 33.51	\$ 34.11
Driver	\$ 26.92	\$ 28.14	\$ 30.03	\$ 30.28	\$ 30.73	\$ 31.33
Bus Transportation Liaison	\$ 26.92	\$ 28.14	\$ 30.03	\$ 30.28	\$ 30.73	\$ 31.33
Service Specialist	\$ 25.14	\$ 26.28	\$ 27.54	\$ 27.79	\$ 28.24	\$ 28.84
Driver Trainer	\$ 27.78	\$ 29.02	\$ 30.86	\$ 31.11	\$ 31.56	\$ 32.16
Mechanic/Shop Foreman	\$ 30.59	\$ 32.03	\$ 33.57	\$ 33.82	\$ 34.27	\$ 34.87
<b>Specialists</b>						
Title I Family Engagement Specialist	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
Career & College Readiness Specialist	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
District Support Specialist	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
Certified Occupational Therapist Asst.	\$ 26.91	\$ 28.03	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53
Specialist, Interpreter	\$ 23.79	\$ 24.87	\$ 25.88	\$ 26.13	\$ 26.58	\$ 27.18
EA for the Blind and Visually Impaired (Brailist)	\$ 23.79	\$ 24.87	\$ 25.88	\$ 26.13	\$ 26.58	\$ 27.18
Specialist, Day Care	\$ 23.79	\$ 24.87	\$ 25.88	\$ 26.13	\$ 26.58	\$ 27.18
Technology Support Specialist I	\$ 26.11	\$ 27.34	\$ 29.60	\$ 29.85	\$ 30.30	\$ 30.90
Technology Support Specialist II	\$ 30.08	\$ 31.45	\$ 32.94	\$ 33.19	\$ 33.64	\$ 34.24



**PSE Appendix A - Salary Schedule for 2022-2023**

**5% Increase**

	Step 1	Step 2	Step 3	Longevity A	Longevity B	Longevity C
<b>Secretarial/Clerical</b>						
Program Assistant	\$ 22.97	\$ 23.94	\$ 26.90	\$ 27.15	\$ 27.60	\$ 28.20
Secretary I	\$ 20.99	\$ 21.96	\$ 22.96	\$ 23.21	\$ 23.66	\$ 24.26
Secretary II	\$ 22.00	\$ 22.98	\$ 25.15	\$ 25.40	\$ 25.85	\$ 26.45
Secretary III	\$ 24.09	\$ 25.09	\$ 28.18	\$ 28.43	\$ 28.88	\$ 29.48
Registrar, High School	\$ 23.09	\$ 24.09	\$ 26.39	\$ 26.64	\$ 27.09	\$ 27.69
Registrar, Middle School	\$ 23.09	\$ 24.09	\$ 26.39	\$ 26.64	\$ 27.09	\$ 27.69
Registrar, Elementary	\$ 23.09	\$ 24.09	\$ 26.39	\$ 25.39	\$ 25.84	\$ 26.44
Clerk	\$ 19.07	\$ 19.94	\$ 20.98	\$ 21.23	\$ 21.68	\$ 22.28

**Paraeducators**

Special Ed Instructional Paraeducator	\$ 20.67	\$ 21.42	\$ 22.90	\$ 23.15	\$ 23.60	\$ 24.20
Instructional Paraeducator	\$ 19.01	\$ 19.88	\$ 21.24	\$ 21.49	\$ 21.94	\$ 22.54
Non-instructional Paraeducator	\$ 18.75	\$ 19.61	\$ 20.98	\$ 21.24	\$ 21.69	\$ 22.29

**Food Service**

Central Kitchen/High School Managing Cook	\$ 21.87	\$ 22.88	\$ 23.90	\$ 24.15	\$ 24.60	\$ 25.20
Cook I	\$ 18.79	\$ 19.73	\$ 20.61	\$ 20.86	\$ 21.31	\$ 21.91
Cook I - Delivery	\$ 20.95	\$ 21.95	\$ 22.93	\$ 23.18	\$ 23.63	\$ 24.23
Cook II	\$ 20.95	\$ 21.95	\$ 22.93	\$ 23.18	\$ 23.63	\$ 24.23
Server	\$ 17.36	\$ 18.22	\$ 19.05	\$ 19.30	\$ 19.75	\$ 20.35
Cashier	\$ 18.19	\$ 19.02	\$ 20.00	\$ 20.25	\$ 20.70	\$ 21.30

**Maintenance/Grounds**

Grounds I	\$ 24.05	\$ 25.19	\$ 27.26	\$ 27.51	\$ 27.96	\$ 28.56
Grounds II	\$ 27.42	\$ 28.71	\$ 31.08	\$ 31.33	\$ 31.78	\$ 32.38
Grounds III	\$ 31.58	\$ 33.02	\$ 34.59	\$ 34.84	\$ 35.29	\$ 35.89
Maintenance I	\$ 24.05	\$ 25.19	\$ 27.26	\$ 27.51	\$ 27.96	\$ 28.56
Maintenance II	\$ 27.95	\$ 29.26	\$ 31.68	\$ 31.93	\$ 32.38	\$ 32.98
Maintenance III	\$ 32.20	\$ 33.66	\$ 35.26	\$ 35.51	\$ 35.96	\$ 36.56
Custodian I	\$ 23.71	\$ 24.81	\$ 25.93	\$ 26.18	\$ 26.63	\$ 27.23
Custodian II	\$ 24.74	\$ 26.02	\$ 28.00	\$ 28.25	\$ 28.70	\$ 29.30
Security	\$ 21.36	\$ 22.40	\$ 23.67	\$ 23.92	\$ 24.37	\$ 24.97
HS Stadium & Grounds Monitor	\$ 26.81	\$ 28.04	\$ 29.23	\$ 29.48	\$ 29.93	\$ 30.53

**Transportation**

Dispatcher/Router	\$ 31.01	\$ 32.01	\$ 32.96	\$ 33.21	\$ 33.66	\$ 34.26
Mechanic	\$ 31.36	\$ 32.86	\$ 34.45	\$ 34.70	\$ 35.15	\$ 35.75
Driver	\$ 28.27	\$ 29.55	\$ 31.54	\$ 31.79	\$ 32.24	\$ 32.84
Bus Transportation Liaison	\$ 28.27	\$ 29.55	\$ 31.54	\$ 31.79	\$ 32.24	\$ 32.84
Service Specialist	\$ 26.40	\$ 27.59	\$ 28.92	\$ 29.17	\$ 29.62	\$ 30.22
Driver Trainer	\$ 29.17	\$ 30.47	\$ 32.40	\$ 32.65	\$ 33.10	\$ 33.70
Mechanic/Shop Foreman	\$ 32.12	\$ 33.63	\$ 35.25	\$ 35.50	\$ 35.95	\$ 36.55

**Specialists**

Title I Family Engagement Specialist	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
Career & College Readiness Specialist	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
District Support Specialist	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
Certified Occupational Therapist Asst.	\$ 28.26	\$ 29.44	\$ 30.69	\$ 30.94	\$ 31.39	\$ 31.99
Specialist, Interpreter	\$ 24.98	\$ 26.11	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
EA for the Blind and Visually Impaired (Brailist)	\$ 24.98	\$ 26.11	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Specialist, Day Care	\$ 24.98	\$ 26.11	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Technology Support Specialist I	\$ 27.42	\$ 28.71	\$ 31.08	\$ 31.33	\$ 31.78	\$ 32.38
Technology Support Specialist II	\$ 31.58	\$ 33.02	\$ 34.59	\$ 34.84	\$ 35.29	\$ 35.89



**PSE Appendix A - Salary Schedule for 2023-2024**

**3% Increase**

<b>Secretarial/Clerical</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Longevity A</b>	<b>Longevity B</b>	<b>Longevity C</b>
Program Assistant	\$ 23.66	\$ 24.66	\$ 27.70	\$ 27.95	\$ 28.40	\$ 29.00
Secretary I	\$ 21.62	\$ 22.62	\$ 23.65	\$ 23.90	\$ 24.35	\$ 24.95
Secretary II	\$ 22.66	\$ 23.67	\$ 25.91	\$ 26.16	\$ 26.61	\$ 27.21
Secretary III	\$ 24.81	\$ 25.84	\$ 29.03	\$ 29.28	\$ 29.73	\$ 30.33
Registrar, High School	\$ 23.78	\$ 24.81	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Registrar, Middle School	\$ 23.78	\$ 24.81	\$ 27.18	\$ 27.43	\$ 27.88	\$ 28.48
Registrar, Elementary	\$ 23.78	\$ 24.81	\$ 27.18	\$ 25.39	\$ 25.84	\$ 26.44
Clerk	\$ 19.64	\$ 20.54	\$ 21.61	\$ 21.86	\$ 22.31	\$ 22.91
<b>Paraeducators</b>						
Special Ed Instructional Paraeducator	\$ 21.29	\$ 22.07	\$ 23.58	\$ 23.83	\$ 24.28	\$ 24.88
Instructional Paraeducator	\$ 19.58	\$ 20.47	\$ 21.88	\$ 22.13	\$ 22.58	\$ 23.18
Non-instructional Paraeducator	\$ 19.31	\$ 20.20	\$ 21.61	\$ 21.88	\$ 22.33	\$ 22.93
<b>Food Service</b>						
Central Kitchen/High School Managing Cook	\$ 22.52	\$ 23.57	\$ 24.62	\$ 24.87	\$ 25.32	\$ 25.92
Cook I	\$ 19.35	\$ 20.32	\$ 21.23	\$ 21.48	\$ 21.93	\$ 22.53
Cook I - Delivery	\$ 21.58	\$ 22.61	\$ 23.62	\$ 23.87	\$ 24.32	\$ 24.92
Cook II	\$ 21.58	\$ 22.61	\$ 23.62	\$ 23.87	\$ 24.32	\$ 24.92
Server	\$ 17.88	\$ 18.77	\$ 19.63	\$ 19.88	\$ 20.33	\$ 20.93
Cashier	\$ 18.74	\$ 19.59	\$ 20.60	\$ 20.85	\$ 21.30	\$ 21.90
<b>Maintenance/Grounds</b>						
Grounds I	\$ 24.77	\$ 25.95	\$ 28.08	\$ 28.33	\$ 28.78	\$ 29.38
Grounds II	\$ 28.24	\$ 29.57	\$ 32.01	\$ 32.26	\$ 32.71	\$ 33.31
Grounds III	\$ 32.53	\$ 34.01	\$ 35.63	\$ 35.88	\$ 36.33	\$ 36.93
Maintenance I	\$ 24.77	\$ 25.95	\$ 28.08	\$ 28.33	\$ 28.78	\$ 29.38
Maintenance II	\$ 28.78	\$ 30.14	\$ 32.63	\$ 32.88	\$ 33.33	\$ 33.93
Maintenance III	\$ 33.16	\$ 34.67	\$ 36.32	\$ 36.57	\$ 37.02	\$ 37.62
Custodian I	\$ 24.42	\$ 25.55	\$ 26.70	\$ 26.95	\$ 27.40	\$ 28.00
Custodian II	\$ 25.49	\$ 26.80	\$ 28.84	\$ 29.09	\$ 29.54	\$ 30.14
Security	\$ 22.00	\$ 23.08	\$ 24.38	\$ 24.63	\$ 25.08	\$ 25.68
HS Stadium & Grounds Monitor	\$ 27.61	\$ 28.88	\$ 30.10	\$ 30.35	\$ 30.80	\$ 31.40
<b>Transportation</b>						
Dispatcher/Router	\$ 31.94	\$ 32.97	\$ 33.95	\$ 34.20	\$ 34.65	\$ 35.25
Mechanic	\$ 32.30	\$ 33.84	\$ 35.48	\$ 35.73	\$ 36.18	\$ 36.78
Driver	\$ 29.12	\$ 30.43	\$ 32.48	\$ 32.73	\$ 33.18	\$ 33.78
Bus Transportation Liaison	\$ 29.12	\$ 30.43	\$ 32.48	\$ 32.73	\$ 33.18	\$ 33.78
Service Specialist	\$ 27.19	\$ 28.42	\$ 29.79	\$ 30.04	\$ 30.49	\$ 31.09
Driver Trainer	\$ 30.04	\$ 31.38	\$ 33.37	\$ 33.62	\$ 34.07	\$ 34.67
Mechanic/Shop Foreman	\$ 33.08	\$ 34.64	\$ 36.30	\$ 36.55	\$ 37.00	\$ 37.60
<b>Specialists</b>						
Title I Family Engagement Specialist	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
Career & College Readiness Specialist	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
District Support Specialist	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
Certified Occupational Therapist Asst.	\$ 29.11	\$ 30.32	\$ 31.61	\$ 31.86	\$ 32.31	\$ 32.91
Specialist, Interpreter	\$ 25.73	\$ 26.89	\$ 27.99	\$ 28.24	\$ 28.69	\$ 29.29
EA for the Blind and Visually Impaired (Brailist)	\$ 25.73	\$ 26.89	\$ 27.99	\$ 28.24	\$ 28.69	\$ 29.29
Specialist, Day Care	\$ 25.73	\$ 26.89	\$ 27.99	\$ 28.24	\$ 28.69	\$ 29.29
Technology Support Specialist I	\$ 28.24	\$ 29.57	\$ 32.01	\$ 32.26	\$ 32.71	\$ 33.31
Technology Support Specialist II	\$ 32.53	\$ 34.01	\$ 35.63	\$ 35.88	\$ 36.33	\$ 36.93



**Longevity:**

Employees who will be entering their tenth (10th) or more consecutive year of employment as an educational classified employee in the State of Washington shall be credited with twenty five cents (\$0.25) per hour of longevity pay (A).

Employees who will be entering their fifteenth (15th) or more consecutive years of employment as an educational classified employee in the State of Washington shall be credited with an additional forty five cents (\$0.45) per hour of longevity pay for a total of seventy cents (\$0.70) per hour of longevity pay (B).

Employees who will be entering their twentieth (20th) or more consecutive years of employment as an educational classified employee in the State of Washington shall be credited with an additional sixty cents (\$0.60) per hour of longevity pay for a total one dollar and thirty cents (\$1.30) per hour of longevity.



## LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW CHAPTER #719 AND THE RIVERVIEW SCHOOL DISTRICT #407. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

The classification of Maintenance/Operations Lead shall be added to the PSE bargaining unit.

The Maintenance/Operations Lead shall work eight (8) hours per day, forty (40) hours per week and two hundred sixty (260) days per year.

Schedule A salary steps shall be:

	Step 1	Step 2	Step 3	Longevity A	Longevity B	Longevity C
Maintenance/Grounds	Year 1	Years 2-5	Years 6-9	Yrs 10-14	Yrs 15-19	Yrs 20+
Maintenance/Operations Lead	\$ 35.84	\$ 37.46	\$ 39.25	\$ 39.50	\$ 39.95	\$ 40.55

Revised 2022-2023 school year Schedule A is attached for reference.

This Letter of Agreement shall become effective September 1, 2022 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

BY: Tracy Graves  
Tracy Graves, Chapter President

BY: Susan Leach  
Dr. Susan Leach, Superintendent

DATE: November 3<sup>rd</sup>, 2022

DATE: November 2, 2022





## LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW AND THE RIVERVIEW SCHOOL DISTRICT #407 REGARDING THE REQUIREMENTS OF HB 1200. THIS LETTER OF AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to replace Article IV Section 4.7 with the following:

### Section 4.7.

Within twenty-one (21) business days from a new employee's hire date, the District will provide the Association with information for the newly hired employee. In addition, at least once every one-hundred twenty (120) business days, the District will provide the Association with information for all employees in the bargaining unit in an editable digital format. The District may provide the information to [membership@pseofwa.org](mailto:membership@pseofwa.org). Information for substitutes will be reported only when they have met eligibility requirements; when substitutes meet eligibility requirements, the District shall provide the date the employee became union eligible.

The information provided to the Association will include the following if contained in the District's records:

- The employee's name and date of hire
- The employee's contact information, if retained in the District's records, including:
  - Cellular, home, and work telephone numbers
  - Work and the most up-to-date personal email addresses; and
  - Home address or personal mailing address
- Employment information, including the employee's job title, salary or rate of pay, and work site location or duty station
- Contracted days for work performed under the Collective Bargaining Agreement
- Continuing position "yes or no"
- Employee mail stop report all separations of eligible union members.

Each month with the transmittal of Association dues, the District will provide the Association the following bargaining unit member updates: changes in FTE; changes in assignment and worksite; resignations; retirements; and approved leaves of absence.

The Association will use the information only for representation purposes. The Association may not sell or provide access to lists of employees or the information provided to the exclusive bargaining representative pursuant to this section for commercial purposes. The District will stay in compliance with all applicable laws relating to employee information. *If the District fails to comply with this section, the Association may bring a court action to enforce compliance. The court may order the District to pay costs and reasonable attorneys' fees incurred by the Association.*

This Agreement shall become effective July 23, 2023, and shall be attached to the current Collective Bargaining Agreement.



SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON / SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

BY: Tracey Graves  
Tracey Graves, Chapter President

BY: Donna Reier  
Donna Reier, Director of Human Resources

DATE: 8-11-23

DATE: 8/10/23



## LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW CHAPTER #719 AND THE RIVERVIEW SCHOOL DISTRICT #407. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

The Webmaster duties shall be added as an essential function of the Secretary III position. In compensation for this additional workload, it is agreed to increase hourly rate for Secretary III by seventy-five cents (\$0.75) in each Step. All other aspects of the position (days, hours) shall remain the same.

Starting on September 1, 2023, Schedule A Salary Steps shall be as follows:

Secretarial/Clerical	Step 1 Year 1	Step 2 Years 2-5	Step 3 Years 6-9	Longevity A Years 10-14	Longevity B Years 15-19	Longevity C Years 20+
Secretary III	\$25.56	\$26.59	\$29.78	\$30.03	\$30.48	\$31.08

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

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

BY: Tracey Graves  
Tracey Graves, Chapter President

BY: Donna Reier  
Donna Reier, Director of Human Resources

DATE: 8-11-23

DATE: 8/10/23



**MEMORANDUM OF UNDERSTANDING**

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW CHAPTER #719 AND THE RIVERVIEW SCHOOL DISTRICT #407. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Grounds I employee Patrick Maisano shall be reclassified from Grounds I to Grounds II and shall maintain his current longevity step on Schedule A.

This Memorandum of Understanding shall become effective September 1, 2023.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON / SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

BY: Tracey Graves  
Tracey Graves, Chapter President

BY: Donna Reier  
Donna Reier, Director of Human Resources

DATE: 8-11-23

DATE: 8/10/23

BY: Patrick Maisano  
Patrick Maisano, Employee

DATE: 8/14/2023

## LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW CHAPTER #719 AND THE RIVERVIEW SCHOOL DISTRICT #407. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree that the Certified/Registered Behavior Technician (CBT/RBT) shall be added to the Public School Employees of Riverview #719 bargaining unit under the Paraeducator Classification.

The Certified/Registered Behavior Technician (CBT/RBT) shall work under the direction of a behavior specialist or Board Certified Behavior Analyst (BCBA).

The District shall provide required training to aid the employee in obtaining their CBT/RBT certification, the parties further agree that while in training the employee shall be placed at the Special Education Paraeducator rate of pay, at their current longevity step until their training is completed. At time which the employee obtains their CBT/RBT credentials and has made their credentials known to the District their pay rate shall increase to the appropriate longevity step at the Certified Behavior Technician payrate as described below:

	Step 1	Step 2	Step 3	Longevity A	Longevity B	Longevity C
<b>Paraeducators</b>						
Special Ed Instructional Paraeducator	\$ 21.29	\$ 22.07	\$ 23.58	\$ 23.83	\$ 24.28	\$ 24.88
Instructional Paraeducator	\$ 19.58	\$ 20.47	\$ 21.88	\$ 22.13	\$ 22.58	\$ 23.18
Non-instructional Paraeducator	\$ 19.31	\$ 20.20	\$ 21.61	\$ 21.88	\$ 22.33	\$ 22.93
Certified Behavior Technician	\$ 25.73	\$ 26.89	\$ 27.99	\$ 28.24	\$ 28.69	\$ 29.29

The CBT/RBT shall work 181 days and shall be assigned to a building site however may be required to float between building sites as needed and as such are eligible for mileage reimbursement per Washington State privately owned vehicle reimbursement mileage rate currently \$0.655 per mile. Current employees are encouraged to apply, job vacancies will adhere to Article XI.

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

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON / SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

RIVERVIEW SCHOOL DISTRICT #407

BY: Tracy Graves  
Tracy Graves, Chapter President

BY: Dr. Susan Leach  
Dr. Susan Leach, Superintendent

DATE: 11/08/2023

DATE: 11/07/2023

LOA (Certified Behavior Technician)  
Riverview Chapter #719 and  
the Riverview School District #407



November 7, 2023  
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