

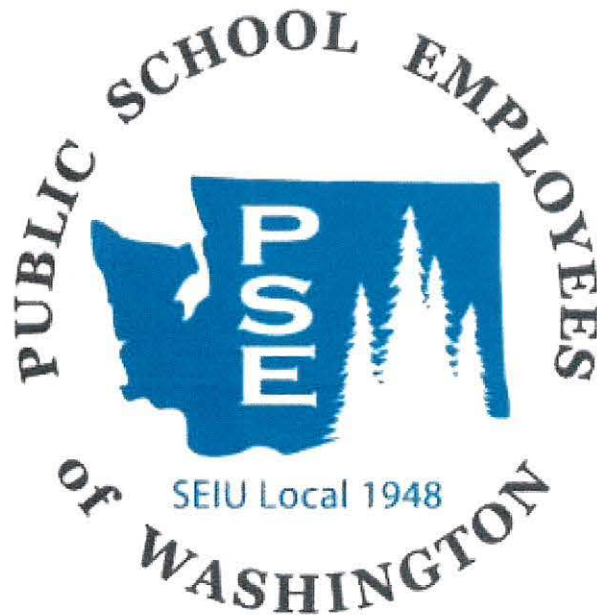
COLLECTIVE BARGAINING AGREEMENT

**RIVERVIEW SCHOOL DISTRICT #407**

AND

**PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW #719**

SEPTEMBER 1, 2024 – AUGUST 31, 2027



**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. Executive Assistant to the Superintendent
- H. Executive Assistant to Assistant Superintendent
- I. HR Specialist/Analyst
- J. HR Coordinator
- K. Accounts Payable Specialist
- L. Payroll and Benefits Coordinator
- M. Fiscal Coordinator
- N. Systems Administrator
- 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 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. Office Professionals
- 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.



1 **Section 1.3.1.**

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

5  
6 **Section 1.3.2.**

7 Appendix A, Wages, for District assigned time, shall be the sole provision of this Agreement  
8 applicable to bargaining unit substitutes, except as described in Section 8.12.3. of this Agreement.  
9

10 **Section 1.3.3.**

11 A bargaining unit temporary employee is defined as an employee who works in a non-permanent  
12 /non-leave replacement position for more than thirty (30) days of work and less than fifty (50)  
13 days of work in a fiscal year; except that a bargaining unit temporary employee may be assigned  
14 to work up to sixty (60) days between June 1 and September 15 for maintenance and/or grounds  
15 work. Bargaining unit temporary employees will be paid at Step One of Schedule A of this  
16 Agreement but shall have no other rights included in this Agreement. A position that is temporary  
17 will be considered as an open position after fifty (50) cumulative days of work (or sixty (60)  
18 cumulative days in the case of temporary work between June 1 and September 15) and will be  
19 posted as an open position.  
20

21 **Section 1.3.4.**

22 A bargaining unit substitute is defined as an employee who fills in for a regular employee who is  
23 temporarily unavailable due to illness, injury or some other authorized leave status, or fills an  
24 open position until an employee can be hired. If a position remains open for more than twenty-one  
25 (21) consecutive days, the District will confer with the Association. A bargaining unit substitute  
26 shall be paid according to Appendix A Step One but shall have no other rights unless specifically  
27 stated.  
28

29 Qualified long-time Riverview bargaining unit substitutes will be paid at Step Two of the Salary  
30 Schedule at the beginning of their sixth (6<sup>th</sup>) consecutive year of substituting in the Riverview  
31 School District. To qualify, the substitute needs to have worked thirty (30) cumulative days  
32 within a fiscal year for five (5) consecutive years.  
33

34 Similarly, former Riverview School District bargaining unit employees that have previously  
35 worked five (5) or more consecutive years as regular employees with the District and return as  
36 substitute employees shall also be placed at Step Two. Retirees from the Riverview School  
37 District with at least twenty (20) years of service at Riverview shall be placed at Step Three, plus  
38 an additional twenty-five cents (\$0.25) per hour.  
39

40 **Section 1.3.5. Additional Definitions**

- 41 **A. Longevity:** Years of continuous service as a classified employee in a public school district in  
42 the State of Washington (Longevity Pay – Schedule A only).  
43 **B. Seniority:** Years of continuous service as a classified employee within a PSE classification in  
44 the Riverview School District (RIF, Layoff, Promotion).  
45 **C. Vacation Credit:** Based on continuous years of service as a classified employee in a public  
46 school district in the State of Washington (Full-time or less than two hundred sixty [260] day  
47 employees).  
48



**D. Step Increases:** Refers to a year of service in Riverview School District. A new classified employee, upon hire, will have initial step placement evaluated and established by Human Resources. Placement will be based on prior experience in a similar role. Verification of prior employment will be required. (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 1.4.**

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.

#### **Section 1.4.1.**

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 1.5. Bargaining Unit.**

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

- Maintenance/Operations
- Food Service
- Office Professionals
- Paraeducators
- Transportation Specialists

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

## **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

1 reasons; determine the method, number, kind, and specific personnel by which operations undertaken by  
2 employees in the unit are to be conducted; and designate the work to be performed and the places where  
3 and the manner in which such work is to be performed. These management rights are subject only to the  
4 express terms of this Agreement.

## 8 ARTICLE III

### 10 RIGHTS OF THE EMPLOYEES

#### 12 **Section 3.1.**

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

#### 16 **Section 3.2.**

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

#### 20 **Section 3.3. Employee Evaluation.**

21 Each supervisor will review employee evaluation procedures prior to the end of an employee's probation.  
22 Each employee may attach comments to their evaluation. At any time during the school/work year, if an  
23 administrator/supervisor is concerned that an employee's performance is "unsatisfactory" or "does not  
24 meet expectations," the administrator/ supervisor will discuss the performance concerns with the  
25 employee and state the performance expectations. Performance concerns cannot be used to evaluate an  
26 employee as "unsatisfactory" or "does not meet expectations" if these performance concerns were not  
27 discussed with the employee. Authorized leave taken shall not be used as a consideration in the  
28 attendance category.

#### 30 **Section 3.4. Personnel File.**

31 The District shall adhere to School Board Policy 5070 and Procedure P5070-1 regarding Personnel  
32 Records. A copy of any complaint and/or derogatory material relating to an employee must be given to  
33 the employee before the material is placed in the personnel file.

#### 35 **Section 3.5. Discrimination.**

36 The District shall adhere to School Board Policy 5005 and Procedure P5005-1 regarding  
37 Nondiscrimination and Affirmative Action.

#### 39 **Section 3.6.**

40 Students who are known to the building administrator to be health impaired, to be medically fragile, to be  
41 using prescribed medication for a chronic medical condition, or regularly engage in unexpected behaviors  
42 shall not knowingly be placed under the supervision of a bargaining unit member without informing the  
43 bargaining unit member of the condition of such student(s). Employees who work with students who are  
44 known to regularly engage in unexpected behaviors shall also be notified of the students known  
45 "triggers" to avoid confrontation with the student. The District will work with the employee to the extent  
46 that the employees work stations will be safe, the student's IEP will be reviewed at bus drivers request to  
47 determine if a para floater is appropriate to include district transportation to provide safe transference  
48



1 **Section 3.7. Employee Assault.**

2 In the event a bargaining member is physically harmed intentionally by a student the employee may be  
3 reimbursed for up to three (3) days of paid District leave following an approved workers compensation  
4 claim.  
5

6 **Section 3.8. Association Representation.**

7 Whenever disciplinary action is involved, an employee subject to this Agreement has the right to have an  
8 Association representative or another person present at discussions between themselves and  
9 representatives of the District including as hereinafter provided in the Grievance Procedure of this  
10 Agreement. Association representatives, along with designated grievants and witnesses, shall not suffer  
11 any loss of pay when mutually scheduled to participate in grievance hearings during established work  
12 hours. The employer and union are committed to collaborating in good faith to ensure the scheduling of  
13 these events prioritizes the needs and preferences of all involved individuals. The employer will minimize  
14 scheduling time outside of the workday for these events unless such time is not feasible  
15  
16  
17

18 **ARTICLE IV**

19 **ASSOCIATION RIGHTS AND REPRESENTATION**  
20  
21

22 **Section 4.1.**

23 The Association has the responsibility to represent the collective bargaining interests of all employees in  
24 the unit and to enter into such collective bargaining with the object of reaching an agreement applicable  
25 to all employees within the bargaining unit.  
26

27 **Section 4.2.**

28 It is agreed and understood that matters appropriate for negotiations between the District and the  
29 Association are hours, wages, grievance procedures and working conditions of employees in the  
30 bargaining unit subject to this Agreement. Nothing in this section shall be construed to determine that any  
31 subject is, or is not, a mandatory subject of bargaining.  
32

33 **Section 4.3.**

34 A Labor-Management committee comprised of up to six (6) Association members shall meet with  
35 District representatives at mutually agreeable times. Agenda items must be submitted not less than three  
36 (3) days prior to said meeting.  
37

38 **Section 4.4.**

39 The District shall allow a classification representative from the Association to attend interviews for new  
40 employees, employees interviewing for transfer, and employees applying for promotion.  
41

42 **Section 4.5.**

43 Representatives of the Association, upon prior approval from the Superintendent or their designee, shall  
44 have access to the District premises during business hours, provided that no conference or meetings  
45 between the employees and Association representatives will hamper or obstruct the normal flow of work.  
46 Under normal circumstances approval will be granted.  
47  
48



1 **Section 4.6. Association Business Leave.**

2 Time off without pay or fringe benefits will be available for up to three (3) representatives of the  
3 Association to attend Regional or State meetings of the Association. A maximum of two (2) consecutive  
4 work days per representative per fiscal year may be granted by the District, provided that such leaves of  
5 absence will not hamper or obstruct the normal flow of work. Employee shall receive their normal wages  
6 if the District is reimbursed payroll expenses by the Association.

7  
8 **Section 4.6.1. Association State Officer Release Time.**

9 Any bargaining unit member who holds a state elected position in the Association shall be  
10 permitted to utilize intermittent release time when such time is paid in full by the Association.

11  
12 **Section 4.6.2. Release Time for Bargaining Team.**

13 When a scheduled bargaining session occurs during a bargaining team member's regular work  
14 shift, the employee shall be granted release time, without loss of pay, for the portion of their shift  
15 that coincides with the bargaining session. The cost of a substitute, if necessary, shall be paid for  
16 by the Association

17  
18 **Section 4.7.**

19 Within twenty-one (21) business days of a new employee's hire date, the District will provide the  
20 Association with information for the newly hired employee. In addition, at least once every one hundred  
21 twenty (120) business days, the District will provide the Association with information for all employees  
22 in the bargaining unit in an editable digital format. The District may provide the information to  
23 membership@pseofwa.org. Information for substitutes will be reported only when they have met  
24 eligibility requirements; eligibility requirements will be met when the substitute qualifies for SEBB  
25 benefits. When substitutes meet eligibility requirements, the District shall provide the date the employee  
26 became union eligible. The information provided to the Association will include the following if  
27 contained in the District's records:

- 28
- 29 • The employee's name and date of hire
  - 30 • The employee's contact information, if retained in the District's records, including:
    - 31 ○ Cellular, home, and work telephone numbers
    - 32 ○ Work and the most up-to-date personal email addresses; and
    - 33 ○ Home address or personal mailing address
  - 34
  - 35 • Employment information, including the employee's job title, salary or rate of pay, and work site  
36 location or duty station
  - 37 • Contracted days for work performed under the Collective Bargaining Agreement
  - 38 • Continuing position "yes or no"
  - 39 • Employee mail stop report all separation of eligible Association members.
  - 40
- 41

42 Each month with the transmittal of Association gross monthly dues remittance through via Automated  
43 clearing House (ACH), the District will provide the Association the following bargaining unit member  
44 updates: changes in FTE; changes in assignment and worksite; resignations; retirements; and approved  
45 leaves of absence.

46  
47 The Association will use the information only for representation purposes. The Association may not sell  
48 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.

**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. New Employee Association Orientation.**

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

The Association shall designate to the Employer who the Association representative(s) are. Nothing in this Section prevents the Association from contacting members outside of the orientation. The Association representative and the newly hired employee(s) shall be on the clock while performing the thirty (30) minute Association new employee orientation. If the newly hired employee is coming from a shift at a different building, the time to and from, along with mileage (consistent with the District) shall be paid. If the newly hired employee begins in their shift at orientation, then only the time traveled from the designated orientation location back to the employee's place of work, along with time, shall be time paid. The employee shall drive directly to the worksite without delay.

**Section 4.11. Association Meetings.**

Employees working during the time that an Association membership meeting is being held outside regular building office hours, shall be allowed to flex their time to attend up to four (4) membership meetings per year, for a maximum of ninety (90) minutes per meeting without loss of pay.

**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.



1 **Section 5.2. Years of Service.**

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

4  
5 **Section 5.3.**

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

8  
9 **Section 5.3.1. Special Education Instructional Paraeducators.**

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

13  
14 **Section 5.4.**

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

22  
23 **Section 5.5.**

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

31  
32 **Section 5.5.1.**

33 Night custodians who perform duties related to community use of facilities may include their  
34 lunch period within their regular eight (8) hour shift due to the necessity of remaining "on call"  
35 during what would otherwise be considered an uninterrupted, duty free break.

36  
37 **Section 5.6.**

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

42  
43 **Section 5.6.1.**

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

46  
47 **Section 5.6.2.**

48 Payroll is based on hours worked Sunday through Saturday.



1  
2 **Section 5.7.**

3 Compensatory time on an overtime basis shall be one and one half (1½) hours off for each hour worked  
4 on an overtime basis. Time accrued as compensatory time off shall be accounted for and expended within  
5 a reasonable period of time. Compensatory time shall follow the requirements of the Fair Labor Standards  
6 Act and shall be consistent with District guidelines. (Exhibit 1)  
7

8 **Section 5.8.**

9 An employee called back to work outside of their assigned regular work day or work week shall receive  
10 no less than two (2) hours work at the applicable pay rate.  
11

12 **Section 5.9.**

13 A regular employee whose work day is increased or scheduled to be increased by thirty (30) minutes or  
14 more each day for greater than thirty (30) work days will have their FTE adjusted for purposes of sick  
15 leave accumulation and holiday pay to reflect such increase.  
16

17 **Section 5.10. Working in Higher Paying Positions.**

18 All employees will normally work within their job descriptions. If employees are required to work at a  
19 higher paying position, they shall be paid at the higher rate for that particular position for work done in  
20 the higher classification. An affected employee shall retain their Step on the salary schedule.  
21

22 **Section 5.11.**

23 In the event of an unusual school closure due to inclement weather, flooding, volcanic eruption, or other  
24 acts of nature, plant inoperation, or the like, the District will notify employees via district communication  
25 applications, such as ParentSquare, as well as post the closure on social media sites, and District website.  
26 It is the employee's responsibility to ensure current contact information is on file in the District employee  
27 database. Employees who do not have access to District communication channels and do report for work  
28 shall be paid for a minimum of two (2) hours.  
29

30 **Section 5.11.1.**

31 Less than full-time employees will not suffer a loss of scheduled hours of work resulting from  
32 early school closures or delayed school opening due to inclement weather, parent/teacher  
33 conferences, early student release or late arrival. Supervisors will work with any affected  
34 employee to assign and schedule work to accomplish the intent of this provision.  
35

36 **Section 5.11.2.**

37 Full-time employees (two hundred sixty [260] days per year) are required to report to work when  
38 reasonably safe to do so, on school closure days; provided, however, full-time employees may use  
39 accumulated vacation and/or personal leave on such days. If road conditions are hazardous or  
40 unsafe, these employees should use accrued leave, request and receive supervisor permission for  
41 remote work authorization for this day, or request and be granted unpaid leave because they are  
42 unable to report to work.  
43

44 **TRANSPORTATION**

45  
46 **Section 5.12. Bus Runs.**

47 A. Cover sheets for all known runs will be placed on the bid board no later than two (2) weeks  
48 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, including midday preschool 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, preschool, 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. Additional Driver Duties.**

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, and, when needed, outside vehicle wash. To work additional time above thirty (30) minutes, a driver must receive prior approval from the supervisor or designee for the additional time.



1 **Section 5.12.9. Driver Stipends.**

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 1.3.4.  
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 other  
11 than ordinary driver's license shall be restricted to those who meet the criteria established for  
12 operating such vehicles.  
13

14 **EXTRA TRIPS - TRANSPORTATION**

15  
16 **Section 5.13. Extra Trips.**

17 All bus driving assignments occurring Monday-Friday other than assigned regular daily routes as listed in  
18 Section 5.12.C shall be extra trips and shall be assigned on a rotating bid basis, with the most senior  
19 driver receiving first consideration for the assignment; provided, that if no driver bids for the assignment,  
20 the District may utilize a substitute driver, a CTE Van or outsource the trip to a charter company.  
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 Saturday  
26 or Sunday trip in the current rotation.  
27

28 **Section 5.13.2. Seniority Rotation Books.**

29 The seniority rotation books 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 spring  
31 breaks, extra trips will be assigned on a separate rotating bid basis with the most senior driver  
32 receiving first consideration for the assignment for each break period.  
33

34 **Section 5.13.3. Trip Overtime.**

35 A senior driver may be bypassed for consideration if such senior driver has accumulated or would  
36 accumulate as a result of the extra trip, hours in excess of forty (40) hours for the week. If drivers  
37 are not willing or available to take trips, senior drivers may then go into overtime status to fulfill  
38 the trip requirement. Substitutes shall not be included in the trip rotation. If there are no drivers  
39 willing or available to take the trip, a substitute may be called into service.  
40

41 **Section 5.13.4. Extra Trips Compensation.**

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



**Section 5.13.4.1. Overnight Trips Paid Time.**

Overnight trips will be posted with a minimum eight (8) hours of paid time.

**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.

**MAINTENANCE**

**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  
2 **Section 5.14.6.**

3 Maintenance employees who have the rotation phone will receive one (1) hour of compensation at  
4 their hourly rate per day in addition to their contracted day when the employee does not have a  
5 call out on that day.  
6

7 **Section 5.14.7. Maintenance/Operations Overtime.**

8 Facility Use overtime as determined by the District will be first offered to the custodian(s)  
9 assigned to the facility on the basis of seniority. If no custodian at the facility accepts the  
10 overtime, the overtime will then be offered to all other employees in the Maintenance/Operations  
11 job classification on the basis of seniority. This overtime will be offered accordingly each time a  
12 facility application is initiated. In the case of long-term application, the overtime will be re-  
13 offered when the application is renewed.  
14

15 **Section 5.14.7.1.**

16 If the facility use overtime is related to grounds work, the overtime will first be offered to  
17 Grounds employees on the basis of seniority. If no Grounds employees accept the  
18 overtime, the overtime will be offered to all Maintenance/Operations employees on the  
19 basis of seniority. The rule regarding new and continuing facility use requests applies here  
20 also.  
21

22 **PARAEDUCATORS**

23  
24 **5.15. Paraeducator Definitions.**

25 *Non-instructional Paraeducators:* will be defined as any paraeducator not working under the supervision  
26 of a certificated teacher or staff member supporting and assisting in providing instructional services to  
27 students and families. Examples include paraeducators whose sole responsibilities include lunchroom and  
28 playground supervision, before and after school suspension, as well as safety patrol.  
29

30 *Instructional Paraeducator:* will be defined as any paraeducator who works under the supervision of a  
31 certificated teacher or staff member, to support and assist in providing instructional and other services to  
32 students and their families, including library specialists. Instructional paraeducators may have non-  
33 instructional duties included in their assigned tasks however, all hours will be paid at the instructional  
34 paraeducator rate. Instructional Paraeducators duties are performed in Learning Assistant program, title  
35 programs, multilingual, general education programs and positions.  
36

37 *Special Education Instructional Paraeducator:* will be defined as a paraeducator working in high need  
38 programs, in positions identified by the District as having heightened responsibility. They must be  
39 minimally trained in Right Response (RR), First Aid, and CPR. Additional training may be required  
40 based on program or student need. These high/low incidence programs and positions of heightened  
41 responsibilities are paraeducators in life skills programs, developmental preschool, resource room, 18-21  
42 transition program and special education behavior programs.  
43

44 *Certificated Behavior Technician:* will be defined as a paraeducator who has obtained or is working  
45 towards obtaining their CBT certification. The paraeducator will work under the direction of a behavior  
46 specialist or Board Certified Behavior Analysts (BCBA), perform skilled, confidential support and  
47 assistance to classroom teachers and staff for students who demonstrate challenging behaviors.  
48



1 **Section 5.15.1. Paraeducator Scheduling.**

2 Work schedules for Paraeducators shall include the following:

- 3 A. Allowance for transition from one duty to another (example: transitioning from classroom to  
4 playground).  
5 B. Coordination between Paraeducators and their supervising teacher(s) shall be done on work  
6 time, not during lunch and rest periods.

7  
8 **Section 5.15.2. Paraeducator Transfer.**

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

13  
14 **Section 5.15.3. Sharing Student Information.**

15 An employee assigned to work directly with a student on an Individual Education Plan (IEP),  
16 Behavior Improvement Plan (BIP) or 504 Plan shall have access to portions of the IEP and/or  
17 accommodations that are necessary for the employee to perform their assigned work with the  
18 student as soon as reasonably possible. Employees shall not make copies of any portion of the IEP  
19 or 504 Plans unless they are directed to do so by the case manager or other supervisor and those  
20 copies are kept under lock and key in the classroom.

21  
22 **Section 5.16. Staff Development Stipends.**

23  
24 **Section 5.16.1. Voluntary Staff Development.**

25 The District will provide an annual allocation of ten thousand dollars (\$10,000) to be used for  
26 professional development purposes. The intent of these funds is to enhance the classified  
27 employees' continuing education (i.e. attending college, workshops, in-service CPR training, etc.  
28 of their choosing. Employees will be compensated their usual wages for District provided CPR  
29 training if CPR training is a requirement of the position. Employees are encouraged to work with  
30 their supervisors to identify courses related to the employee's current position or opportunities for  
31 future career growth. No other payment of wages or compensation as provided in this Agreement  
32 shall flow from Section 5.16.1.

33  
34 Employees participation in staff development in accordance with District guidelines, including  
35 prior approval from the employee's supervisor for an amount up to one hundred fifty dollars  
36 (\$150). Employee requests for funds that exceed one hundred fifty dollars (\$150) shall be  
37 submitted to the Professional Development Committee comprised of two (2) District and two (2)  
38 Association appointees.

39  
40 Employees attending training courses or seminars requested by the employee and approved by the  
41 District will suffer no loss of regular salary if the course requires them to attend on their regular  
42 school employment time, but no salary payment will be made for any time an employee would not  
43 have regularly worked; however, expenses incurred for substitute costs if required, transportation  
44 and/or training course fees and tuition will be paid from Staff Development Funds.

45  
46 Unused voluntary staff development funds shall roll over into the next school year, to the extent  
47 that the account will not exceed twenty thousand dollars (\$20,000).  
48



1 All claims for a staff development stipend must be submitted no later than June 30. Said claims  
2 date (June 30) may be waived upon written approval of the Director of Business and Operations  
3 or their designee. Use of individual reimbursements will be on first come, first out basis each  
4 school year relative to the total unit allocation.

5  
6 **Section 5.16.2. Mandatory Meetings and In-Service Training.**

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

11  
12 **Section 5.16.3. License/Certificate Renewal Reimbursement.**

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

18  
19 **Section 5.17.**

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

24  
25 **Section 5.18. Notice of Reasonable Assurance.**

26 Employees will receive written notice of reasonable assurance prior to the last day of school. Employees  
27 will be provided reasonable written notice of any subsequent change in the work assignment.

28  
29  
30 **ARTICLE VI**

31  
32 **HOLIDAY LEAVE**

33  
34  
35 **Section 6.1. Twelve (12) Month Employees.**

36 Twelve (12) month employees covered by this Agreement shall receive paid holidays in conformity with  
37 the following provisions.

38  
39 **Section 6.2.**

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

42  
43 **Section 6.3.**

44 Holidays shall be computed at the employee's average daily hours per work week at the time of the  
45 holiday (e.g., an employee working five (5) hours per day, three (3) days a week, would be entitled to  
46 three (3) hours of holiday pay at the employee's regular hourly rate). Average daily hours will not include  
47 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. New Year's Day              |
| 2. Veterans' Day                      | 8. Martin Luther King, Jr. Day |
| 3. Thanksgiving Day                   | 9. President's Day             |
| 4. Day after Thanksgiving Day         | 10. Memorial Day               |
| 5. Last Working Day before Christmas* | 11. Juneteenth                 |
| 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.

\*If an employee elects to take the Day before New Year's Day off, the employee may do so as a personal day, vacation day or an unpaid day.

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

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

**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.

**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 twenty (20) 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 (8) 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. Leaves Deducted from Accumulative Sick Leave.**

Sick Leave" is defined as leave with compensation granted to all employees to allow the employee to care for themselves or for a family member due to mental or physical illness, injury or health condition; to accommodate the need for diagnosis, care or treatment of said conditions; for the employee's need for preventative medical care; to care for a family member who needs preventative medical care; parental leave; emergency leave; or for leave under the Domestic Violence Act (RCW 49.67). For the purpose of defining "family member," the District will follow the definition set by Washington Paid Family Medical Leave.

**Section 8.1.1. Family Leave.**

The District will provide family as required by Federal law. Leave provided under FMLA may be coordinated with any other approved leave of absence.

**Section 8.2. Accumulation of Sick Leave.**

Employees shall accrue paid sick 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. Paid sick leave shall be accumulated to the legal limit.

**Section 8.3. Deduction of Sick Leave.**

A deduction of sick leave credit will be made for the number of hours of absence from duty.

**Section 8.4. Sick Leave Notice.**

When an employee will be absent from work, they will provide their supervisor the maximum possible advance notice prior to the absence. 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 8.5. Misuse of Sick Leave.**

Any employee obtaining paid leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action or discharge. A doctor's certificate may be required to verify illness whenever an employee is absent more than five (5) consecutive days or in the event of a pattern of regular absences.

**Section 8.5.1. Return to Work Documentation.**

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 8.6. Parental Leave.**

Covered under parental leave are maternity leave, paternity leave, adoptive leave and childcare leave.

**Section 8.6.1. Maternity Leave.**

Maternity leave shall be dictated by the employee's physician including leave prior to and after



the birth of the child. Maternity leave may be deducted from the employee's available leave balances and shall be counted as FMLA leave for eligible employees. When available leave balances have been depleted, Maternity leave will be unpaid. Maternity leave and childcare leave must be used concurrently not to exceed twelve (12) months.

**Section 8.6.2. Paternity Leave.**

Paternity leave shall be granted upon the birth of the employee's child. Paternity leave shall be deducted from the employee's available leave(s) and shall be counted as FMLA leave for eligible employees. For employees not eligible for FMLA leave, or when available leave balances have been depleted, paternity leave will be unpaid. Paternity leave and childcare leave must be used concurrently not to exceed twelve (12) months.

**Section 8.6.3. Adoptive Leave.**

Adoptive leave shall be granted to be used for court/legal proceedings, home study or other processes related to the adoption of the child as well as care of the child upon placement. Adoptive leave shall be deducted from the employee's available leave(s).

**Section 8.6.4. Childcare Leave.**

Childcare leave shall be granted upon the birth/adoption of a child for the period of time requested by the employee not to exceed twelve (12) months. When possible, childcare leave shall be arranged at least thirty (30) days in advance. When appropriate leave balances have been depleted, Childcare leave will be unpaid leave.

**Section 8.7. Emergency Leave.**

Up to two (2) days per year, deductible from accumulated paid sick 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 8.8. Personal Leave.**

For undisclosed personal reasons, two and one half (2½) 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 8.8.1.**

Unused personal leave may be cashed out at one hundred percent (100%) of the current employee 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 8.8.2. 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 four (4) days of leave may be used consecutively. An employee intending to use four (4) 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 four (4) 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 8.9. Bereavement Leave.**

An employee sustaining a death or anticipating an imminent death in their immediate family and/or friend 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 8.9.1.**

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 8.9.2.**

Additional days of leave beyond the five (5) days may be taken at the discretion of the employee for purposes of bereavement. These days will be deductible from sick leave, vacation leave if available, and/or personal leave, with approval of Superintendent or designee.

### **Section 8.10. 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 8.11. 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 if it is determined to be in the best interest of the School District for a period not to exceed one (1) year exclusive of services in the United States Armed Forces.

#### **Section 8.11.1.**

The returning employee will be assigned to an identical or similar position occupied before the leave of absence if the employee has left the position for reasons of health and is physically able



to satisfactorily do the job. Employees on extended leave of absence will notify the School District by March 1 of their intention of returning to work with the School District.

**Section 8.11.2.**

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

**Section 8.11.3.**

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

**Section 8.12. Jury Duty/Subpoena Leave.**

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

**Section 8.13. Sick Leave Buy-Back and Cash-Out.**

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

**Section 8.14. Religious Observances.**

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

**Section 8.15. Paid Family and Medical Leave.**

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

**Section 8.16. Unpaid Leave.**

Unless required by law, unpaid leave shall be at the discretion of the Superintendent or their designee.

**Section 8.17. Leave Sharing.**

An employee who suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; or is likely to cause the employee to take leave without pay or terminate his or her employment may apply for leave sharing in accordance with RCW 41.04.665.

## ARTICLE IX

### PROMOTION AND LAYOFF

#### **Section 9.1.**

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

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

#### **Section 9.2.**

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

#### **Section 9.3.**

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

#### **Section 9.4.**

Employee benefits and seniority do not continue to accrue on layoff status.

## ARTICLE X

### SENIORITY AND PROBATION

#### **Section 10.1. Job Classification Seniority.**

The seniority of each employee within the bargaining unit shall be established within the employee's job classification and shall be as of the date on which the employee began continuous daily employment ("hire date") unless such seniority shall be lost because of resignation, discharge, retirement, or change in job classification. For the purpose of reduction in force or layoff, years of experience within either the Paraeducator or Office Professional classification within the Riverview School District shall apply for seniority rights in that 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.



1 **Section 10.2.**

2 Each newly hired employee shall remain in a probationary status for a period of not more than sixty (60)  
3 continuous, scheduled employee work days following the date of hire. During this probationary period,  
4 the District may discharge the employee at its discretion; the employee shall have no recourse to any  
5 grievance procedure.  
6

7 **Section 10.3.**

8 Upon completion of the probationary period, the employee shall become a regular employee and will be  
9 entitled to all rights and duties contained in this Agreement.  
10  
11

12  
13 **ARTICLE XI**

14  
15 **JOB VACANCIES**  
16

17 **Section 11.1.**

18 Employees of the bargaining unit may apply for and shall receive first consideration by the District for  
19 job vacancies or new positions which occur within the employee's general job classification.  
20

21 **Section 11.2. Job Postings.**

22 The District shall post open positions for five (5) working days during the months of October through  
23 June. For the months of July through September the District shall post open positions for three (3)  
24 working days.  
25

26 **Section 11.2.1.**

27 Before calling outside applicants to interview, the District shall first review and consider all  
28 applications submitted by in-District employees.  
29

30 **Section 11.3.**

31 "Consideration" for the purpose of Section 11.1 and Section 11.2 shall be defined as review of each  
32 component of an employee's application as specified in the job posting.  
33

34 **Section 11.4.**

35 Increases in time of one (1) hour or less for employees in positions of clerical or paraeducators shall be  
36 appropriate if offered according to the following restrictions:  
37

38 **\*Section 11.4.1.**

39 The hour or less was offered consistent with Article IX Section 9.1, to the most senior person in  
40 the general job classification at that job site.  
41

42 \*Exception: When one (1) hour or less increase has been approved for accretion to a specific  
43 position within the general job classification, e.g. Title I Paraeducator II; Paraeducator Special  
44 Education II, Paraeducators for Blind and Visually Impaired (Brailist), Lunch Room Cashier.  
45

46 **Section 11.4.2.**

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

1  
2 **Section 11.4.3.**

3 The Association is formally notified of the increased time one (1) week prior to the effective date.  
4 Increases in time in excess of the provisions of this Agreement shall be offered for bid as a new  
5 position or the additional hours may be offered as an additional position. (Example - A four (4)  
6 hour position is held by bid. An increase of three (3) additional hours is desired. The District may  
7 either post seven (7) hours or three (3) hours).  
8  
9

10  
11 **ARTICLE XII**

12  
13 **DISCIPLINE, DISCHARGE AND TERMINATION**  
14

15 **Section 12.1.**

16 The District shall have the right to discipline or discharge a regular employee for just cause. The  
17 discharge of any employee for cause may be immediate without prior written notice.  
18

19 **Section 12.1.1. Progressive Discipline.**

20 Discipline will be progressive and will normally include the following steps:  
21

- 22 A. Verbal warning  
23 B. Written reprimand  
24 C. Suspension with pay  
25 D. Suspension without pay  
26 E. Discharge  
27

28 However, a disciplinary action will be appropriate to the seriousness of the infraction and the  
29 District may bypass any of the above step(s) to administer discipline.  
30

31 **Section 12.2.**

32 In the event that an employee voluntarily terminates their employment with the District, the employee  
33 must provide the District with not less than fourteen (14) calendar days' written notice. The District may  
34 waive this requirement.  
35

36 **Section 12.3.**

37 Should the District decide to lay off any less than twelve (12) month employee, the employee shall be  
38 notified in writing prior to July 15, if practical.  
39  
40  
41

42 **ARTICLE XIII**  
43 **INSURANCE**  
44

45 **Section 13.1.**

46 The District shall provide basic and optional benefits through the School Employees Benefits Board  
47 (SEBB) under the rules and regulations adopted by the SEBB.  
48



1 **Section 13.2.**

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

3  
4 **Section 13.3. VEBA or Sick Leave Annual Cashout Vote.**

5 Each calendar year, the Association shall conduct a vote of its members to determine if the Employer  
6 should contribute each employee's sick leave cash out and/or vacation cash out to the employees' VEBA  
7 account in lieu of remuneration of eligible days. It is understood that all eligible employees will be  
8 required to follow the results of the Associations vote.

9  
10  
11  
12 **ARTICLE XIV**

13  
14 **GRIEVANCE PROCEDURE**

15  
16 **Section 14.1. Definitions.**

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

21  
22 **Section 14.2. Informal Step.**

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

26  
27 **Section 14.3. Step One.**

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

- 31  
32 A. The specific facts giving rise to the grievance.  
33 B. The section(s) of this Agreement allegedly violated.  
34 C. The specific remedy sought.  
35

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

38  
39 **Section 14.4. Step Two.**

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

44  
45 **Section 14.5. Step Three.**

46 If the grievance is not resolved at Step Two, and the Association believes the grievance to be valid, the  
47 grievant may, within ten (10) days, submit the grievance to the Riverview School District Board of  
48

1 Directors for consideration. The Board of Directors shall have twenty-five (25) days from receipt of the  
2 grievance to resolve the matter and provide a written response. The employee and/or the Association  
3 retain the right to appear before the Board of Directors to explain the grievance. The Board of Directors  
4 may call upon the employee and/or other District personnel to appear before the Board to explain facts  
5 related to the grievance. The Board, at its option and by written notification to the grievant and the  
6 Association, may elect to bypass Step Three.

7  
8 **Section 14.6. Step Four (Arbitration).**

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

16  
17 **Section 14.6.1. Fees and Expenses.**

18 The parties agree that the arbitrator's fee and expenses, if any, shall be borne by the non-prevailing  
19 party. In the event that the nature of the award could cause doubt concerning which party  
20 prevailed, the arbitrator shall designate the prevailing party in the award. Other expenses,  
21 including stenographic record, if such a record is requested, shall be borne by the party incurring  
22 such expenses or requesting the record. In the event that one party requests stenographic record,  
23 the other party may request and receive a copy by agreeing to equally share the cost of the record.

24  
25 **Section 14.6.2. Jurisdiction of the Arbitrator.**

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

32  
33 **Section 14.7. Time Limits.**

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

39  
40 **Section 14.8. Association Representation.**

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

43  
44 **Section 14.9.**

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



1  
2  
3 **ARTICLE XV**  
4  
5 **CREDITING EXPERIENCE**  
6

7 **Section 15.1.**

8 When an employee is newly hired, or is assigned a new job classification, such employee's work  
9 experience may be allowed by the District for placement of the employee on Schedule A.  
10

11  
12  
13 **ARTICLE XVI**  
14  
15 **SALARIES, COMPENSATION AND RELATED PROVISIONS**  
16

17 **Section 16.1. Schedule A.**

18 Schedule A is effective for the period September 1, 2024 through August 31, 2025 and subject to Section  
19 18.1. Schedule A for the 2024-2025 school year appears in Appendix A.  
20

- 21 • **For the 2024-2025 School Year:**  
22 3.7% hourly pay increase plus leveling (Step One, Step Two, and Step Three of Schedule A).  
23 • **For the 2025-2026 School Year:**  
24 Shall be increased by the Implicit Price Deflator (IPD) (Step One, Step Two, and Step Three of  
25 Schedule A).  
26 • **For the 2026-2027 School Year:**  
27 Shall be increased by the Implicit Price Deflator (IPD) (Step One, Step Two and Step Three of  
28 Schedule A).  
29

30 **Section 16.2. Payroll Checks.**

31 Payroll checks shall be issued to employees on the last District business office day of each month.  
32 Compensation for vacation credit will be paid via a separate pay check, in June if possible, but no later  
33 than July of each year.  
34

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

36 Each mechanic who obtains and maintains a Master School Bus Technician will be granted an additional  
37 one dollar (\$1.00) per hour.  
38  
39  
40

41 **ARTICLE XVII**  
42  
43 **DUES CHECK OFF**

44 **Section 17.1.**

45 The District shall deduct dues from the monthly pay warrants of employees who are current members of  
46 the Association and shall transmit such dues to the State Treasurer of the Association. The rate of  
47 monthly dues will be the amount attested to by the State Secretary of the Association.  
48  
49

1 **Section 17.1.1. Membership Authorizations and Revocations.**

2 An employee's written, electronic, or recorded voice authorization to have the employer deduct  
3 membership dues from the employee's salary must be made by the employee to the Association  
4 (Public School Employees of Washington). If the employer receives a request for authorization of  
5 deductions, the employer shall as soon as practicable forward the request to the Association  
6 (Public School Employees of Washington).  
7

8 Upon receiving notice of the employee's authorization from the Association (Public School  
9 Employees of Washington) the employer shall deduct from the employee's salary membership  
10 dues and remit the amounts to the Association (Public School Employees of Washington), by the  
11 first Monday following payroll.  
12

13 The employee's authorization remains in effect until expressly revoked by the employee in  
14 accordance with the terms and conditions of the authorization. An employee's request to revoke  
15 authorization for payroll deductions must be in writing and submitted by the employee to the  
16 Association (Public School Employees of Washington) in accordance with the terms and  
17 conditions of the authorization. Revocations will not be accepted by the employer if the  
18 authorization is not obtained by the employee to the Association (Public School Employees of  
19 Washington).  
20

21 After the employer receives confirmation from the exclusive bargaining representative that the  
22 employee has revoked authorization for deductions, the employer shall end the deduction  
23 effective on the first payroll after receipt of the confirmation. The employer shall rely on  
24 information provided by the exclusive bargaining representative regarding the authorization and  
25 revocation of deductions.  
26

27 **Section 17.2.**

28 The Association will provide the District with a full and complete list of bargaining unit members who  
29 are current members of the Association and will provide timely updates, additions, and/or other changes  
30 in membership status to the District. The Association agrees as custodian of records related to  
31 membership authorization that it has the responsibility to ensure the accuracy and safekeeping of these  
32 records.  
33

34 **Section 17.3. COPE (Committee On Political Empowerment).**

35 The District shall, upon receipt of a written authorization form that conforms to legal requirements,  
36 deduct from the pay of such bargaining unit employee the amount of contribution the employee  
37 voluntarily chooses for deduction for political purposes and shall transmit the same to the Association.  
38 The employee may revoke the request at any time by submitting a written request. At least annually, the  
39 employee shall be notified by the Association about the right to revoke the request.  
40

41 **Section 17.4.**

42 The Association shall indemnify the employer and save it harmless against any and all claims, demands,  
43 suits or other forms of liability that shall arise out of or by reason of any action taken by the District at the  
44 request of the Association for the purpose of complying with this Article, provided that the action taken  
45 or not taken is in accordance with such request.  
46  
47  
48



ARTICLE XVIII  
DURATION AND SEPARABILITY

**Section 18.1.**

This Agreement shall become effective September 1, 2024, and shall expire August 31, 2027; 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.

ARTICLE XIX  
SAFETY

**Section 19.1. Safety Conditions.**

The District agrees to take appropriate steps as required by the Federal Occupation Safety and Health Act and the Washington Industrial Safety and Health Act, to correct safety and health hazards and deficiencies relating to school property, activities and procedures. The Association and its members agree that they will support and assist the District and the Washington State Risk Management Pool and Puget Sound Workers' Compensation Trust in their efforts to be informed of and to correct safety and health hazards and deficiencies. If an employee feels their working conditions are unsafe or hazardous, they may engage in the following steps:

- Employees may request to review the student's safety plan and/or BIP.
- Meet with their supervisor as soon as reasonably possible.
- Request additional training relevant to the safety concern.
- Request to be transferred to available open positions.
- Meet with the Director of Human Resources or designee, as soon as reasonably possible.
- Meet with the Student Services Director or their designee, if applicable.
- Access the Employee Assistance Program.
- Consider other available assistance as needed at the time of incident

**Section 19.2. Employee Safety Training and Support.**

Where there are foreseeable risks, appropriate and/or additional training and support will be provided.

**Section 19.2.1.**

The District shall provide regular training in the areas of safety, de-escalation and other related topics to employees. If the training is required for the specific position or assignment, the District will notify the employee at the time of placement. The District will prioritize the training necessary to protect students and staff in a timely way to assure that staff can appropriately meet the needs of students and be safe in the assignment. Introductory training, which may include online or program specific training, will be available within thirty (30) workdays. Within FERPA guidelines, the District will share known information regarding students who have a recent history of violent or threatening behavior with employees who work directly with such students.

1  
2 **Section 19.2.2. Medical Training.**

3 When nurses assign medical tasks to non-licensed employees in accordance with RCW 18.79.260,  
4 the District will provide appropriate training.  
5

6 **Section 19.3. District Response to Assault Allegations.**

7 The District will conduct an investigation of any reported alleged assaults on employees and include the  
8 police as the District deems appropriate. Employees have the right to contact law enforcement regardless  
9 of the District's actions. Employees will be provided with paid time to complete an incident report or  
10 other tasks required by the District if it cannot be completed within their regular working hours.  
11

12 **Section 19.3.1. Property Loss.**

13 The employee may request for reimbursement for the cost of items that are destroyed or damaged  
14 as a result of workplace injury according to the District's insurance policy. Items may include but  
15 are not limited to corrective eyewear, hearing aids, and other medically necessary devices.  
16

17 **Section 19.4. Personal Property.**

18 The District does not require employees to use personal property while performing work duties.  
19

20 **Section 19.4.1. Vehicle Vandalism.**

21 The employee may seek reimbursement or repair the damage to an employee's personal vehicle  
22 caused by vandalism during the workday according to the District's insurance policy.  
23

24 **Section 19.5. Safety Communication.**

25 Employees providing student supervision outside the classroom setting (cafeteria, playground, bus line-  
26 up, etc.) shall be supplied with a working radio or communication device, while performing those duties,  
27 to be able to call for appropriate assistance for medical, behavior, or other emergency situations.  
28 Employees with a medically fragile student or one-on-one (1:1) who may need a communication device  
29 or working radio can work with the building administrator for additional support.  
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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

RIVERVIEW CHAPTER #719

BY: Tracy Graves (Aug 18, 2024 21:05 PDT)  
Tracy Graves, Chapter President

DATE: 08/18/24

RIVERVIEW SCHOOL DISTRICT #407

BY: Susan Leach (Aug 15, 2024 14:32 PDT)  
Dr. Susan Leach, Superintendent

DATE: 08/15/24

**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. The 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.



APPENDIX A

| <b>RIVERVIEW</b><br><b>2024-2025 PSE Salary Schedule</b><br>(3.7% Increase + Leveling) |                  |                     |                     |                            |                            |                          |
|--|------------------|---------------------|---------------------|----------------------------|----------------------------|--------------------------|
|  | Step 1<br>Year 1 | Step 2<br>Years 2-5 | Step 3<br>Years 6-9 | Longevity A<br>Years 10-14 | Longevity B<br>Years 15-19 | Longevity C<br>20+ Years |
| <b>Secretarial/Clerical</b>  |                  |                     |                     |                            |                            |                          |
| Program Assistant  | \$ 27.37         | \$ 28.53            | \$ 32.05            | \$ 32.30                   | \$ 32.75                   | \$ 33.35                 |
| Secretary I  | \$ 25.02         | \$ 26.17            | \$ 27.36            | \$ 27.61                   | \$ 28.06                   | \$ 28.66                 |
| Secretary II   | \$ 26.21         | \$ 27.39            | \$ 29.98            | \$ 30.23                   | \$ 30.68                   | \$ 31.28                 |
| Secretary III  | \$ 28.70         | \$ 29.90            | \$ 33.59            | \$ 33.84                   | \$ 34.29                   | \$ 34.89                 |
| Registrar  | \$ 27.52         | \$ 28.70            | \$ 31.45            | \$ 31.70                   | \$ 32.15                   | \$ 32.75                 |
| <b>Paraeducators</b>   |                  |                     |                     |                            |                            |                          |
| Special Ed Instructional Paraeducator  | \$ 23.46         | \$ 24.32            | \$ 25.99            | \$ 26.24                   | \$ 26.69                   | \$ 27.29                 |
| Instructional Paraeducator   | \$ 21.58         | \$ 22.56            | \$ 24.11            | \$ 24.36                   | \$ 24.81                   | \$ 25.41                 |
| Non-instructional Paraeducator   | \$ 21.28         | \$ 22.26            | \$ 23.81            | \$ 24.06                   | \$ 24.51                   | \$ 25.11                 |
| Behavior Tech  | \$ 26.68         | \$ 27.88            | \$ 29.03            | \$ 29.28                   | \$ 29.73                   | \$ 30.33                 |
| <b>Food Service</b>  |                  |                     |                     |                            |                            |                          |
| Central Kitchen/High School Managing Cook  | \$ 24.26         | \$ 25.38            | \$ 26.51            | \$ 26.76                   | \$ 27.21                   | \$ 27.81                 |
| Cook I   | \$ 20.84         | \$ 21.89            | \$ 22.87            | \$ 23.12                   | \$ 23.57                   | \$ 24.17                 |
| Cook I - Delivery  | \$ 23.24         | \$ 24.35            | \$ 25.44            | \$ 25.69                   | \$ 26.14                   | \$ 26.74                 |
| Cook II  | \$ 23.24         | \$ 24.35            | \$ 25.44            | \$ 25.69                   | \$ 26.14                   | \$ 26.74                 |
| Server   | \$ 19.26         | \$ 20.21            | \$ 21.14            | \$ 21.39                   | \$ 21.84                   | \$ 22.44                 |
| Cashier  | \$ 20.18         | \$ 21.10            | \$ 22.19            | \$ 22.44                   | \$ 22.89                   | \$ 23.49                 |
| <b>Maintenance/Grounds</b>   |                  |                     |                     |                            |                            |                          |
| Grounds I  | \$ 26.19         | \$ 27.42            | \$ 29.68            | \$ 29.93                   | \$ 30.38                   | \$ 30.98                 |
| Grounds II   | \$ 29.85         | \$ 31.26            | \$ 33.84            | \$ 34.09                   | \$ 34.54                   | \$ 35.14                 |
| Grounds III  | \$ 34.38         | \$ 35.95            | \$ 37.66            | \$ 37.91                   | \$ 38.36                   | \$ 38.96                 |
| Maintenance I  | \$ 26.19         | \$ 27.42            | \$ 29.68            | \$ 29.93                   | \$ 30.38                   | \$ 30.98                 |
| Maintenance II   | \$ 30.43         | \$ 31.86            | \$ 34.49            | \$ 34.74                   | \$ 35.19                   | \$ 35.79                 |
| Maintenance III  | \$ 35.05         | \$ 36.64            | \$ 38.39            | \$ 38.64                   | \$ 39.09                   | \$ 39.69                 |
| Maintenance/Operations Lead  | \$ 39.02         | \$ 40.78            | \$ 42.73            | \$ 42.98                   | \$ 43.43                   | \$ 44.03                 |
| Custodian I  | \$ 25.81         | \$ 27.01            | \$ 28.23            | \$ 28.48                   | \$ 28.93                   | \$ 29.53                 |
| Custodian II   | \$ 26.94         | \$ 28.33            | \$ 30.48            | \$ 30.73                   | \$ 31.18                   | \$ 31.78                 |
| Security   | \$ 23.25         | \$ 24.39            | \$ 25.77            | \$ 26.02                   | \$ 26.47                   | \$ 27.07                 |
| HS Stadium & Grounds Monitor   | \$ 29.19         | \$ 30.52            | \$ 31.82            | \$ 32.07                   | \$ 32.52                   | \$ 33.12                 |
| <b>Transportation</b>  |                  |                     |                     |                            |                            |                          |
| Dispatcher/Router  | \$ 35.03         | \$ 36.17            | \$ 37.25            | \$ 37.50                   | \$ 37.95                   | \$ 38.55                 |
| Mechanic   | \$ 35.44         | \$ 37.12            | \$ 38.92            | \$ 39.17                   | \$ 39.62                   | \$ 40.22                 |
| Driver   | \$ 30.20         | \$ 31.56            | \$ 33.68            | \$ 33.93                   | \$ 34.38                   | \$ 34.98                 |
| Bus Transportation Liaison   | \$ 30.20         | \$ 31.56            | \$ 33.68            | \$ 33.93                   | \$ 34.38                   | \$ 34.98                 |
| Service Specialist   | \$ 28.20         | \$ 29.47            | \$ 30.89            | \$ 31.14                   | \$ 31.59                   | \$ 32.19                 |
| Driver Trainer   | \$ 31.15         | \$ 32.54            | \$ 34.61            | \$ 34.86                   | \$ 35.31                   | \$ 35.91                 |
| Mechanic/Shop Foreman  | \$ 36.29         | \$ 38.00            | \$ 39.82            | \$ 40.07                   | \$ 40.52                   | \$ 41.12                 |
| <b>Specialists</b>   |                  |                     |                     |                            |                            |                          |
| Title I Family Engagement Specialist   | \$ 30.18         | \$ 31.44            | \$ 32.78            | \$ 33.03                   | \$ 33.48                   | \$ 34.08                 |
| Career & College Readiness Specialist  | \$ 32.66         | \$ 34.02            | \$ 35.46            | \$ 35.71                   | \$ 36.16                   | \$ 36.76                 |
| District Support Specialist  | \$ 30.18         | \$ 31.44            | \$ 32.78            | \$ 33.03                   | \$ 33.48                   | \$ 34.08                 |
| Certified Occupational Therapist Asst.   | \$ 33.68         | \$ 35.08            | \$ 36.57            | \$ 36.82                   | \$ 37.27                   | \$ 37.87                 |
| Specialist, Interpreter  | \$ 26.68         | \$ 27.89            | \$ 29.03            | \$ 29.28                   | \$ 29.73                   | \$ 30.33                 |
| Speech Language Pathologist Assistant  | \$ 33.68         | \$ 35.08            | \$ 36.57            | \$ 36.82                   | \$ 37.27                   | \$ 37.87                 |
| EA for the Blind & Visually Impaired (Brailist)  | \$ 26.68         | \$ 27.89            | \$ 29.03            | \$ 29.28                   | \$ 29.73                   | \$ 30.33                 |
| Specialist, Day Care   | \$ 26.68         | \$ 27.89            | \$ 29.03            | \$ 29.28                   | \$ 29.73                   | \$ 30.33                 |
| Technology Support Specialist I  | \$ 30.41         | \$ 31.85            | \$ 34.48            | \$ 34.73                   | \$ 35.18                   | \$ 35.78                 |
| Technology Support Specialist II   | \$ 35.03         | \$ 36.63            | \$ 38.37            | \$ 38.62                   | \$ 39.07                   | \$ 39.67                 |