

COLLECTIVE BARGAINING AGREEMENT BETWEEN

ST. JOHN SCHOOL DISTRICT #322

AND

PUBLIC SCHOOL EMPLOYEES OF ST. JOHN

SEPTEMBER 1, 2021 – AUGUST 31, 2024



Public School Employees of Washington/SEIU Local 1948

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TABLE OF CONTENTS

	Page
DECLARATION OF PRINCIPLES	1
PREAMBLE	1
ARTICLE I RECOGNITION AND COVERAGE OF AGREEMENT	1
ARTICLE II RIGHTS OF THE EMPLOYER	2
ARTICLE III RIGHTS OF EMPLOYEES	2
ARTICLE IV RIGHTS OF THE ASSOCIATION	4
ARTICLE V APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATIONS	5
ARTICLE VI ASSOCIATION REPRESENTATION	5
ARTICLE VII HOURS OF WORK AND OVERTIME	6
ARTICLE VIII LEAVES	7
ARTICLE IX PROBATION, SENIORITY AND RIF PROCEDURES	10
ARTICLE X DISCIPLINE AND DISCHARGE OF EMPLOYEES	11
ARTICLE XI EMPLOYMENT NOTIFICATION	12
ARTICLE XII INSURANCE AND RETIREMENT	12
ARTICLE XIII VOCATIONAL TRAINING - INSERVICE	13
ARTICLE XIV GRIEVANCE AND APPEAL PROCEDURE	14
ARTICLE XV WAGES AND EMPLOYEE COMPENSATION	15
ARTICLE XVI TERM AND SEPARABILITY OF PROVISIONS	16
ARTICLE XVII ASSOCIATION MEMBERSHIP AND CHECKOFF	17
SIGNATURE PAGE	18
SCHEDULE A	19

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
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DECLARATION OF PRINCIPLES

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

P R E A M B L E

This Agreement is made and entered into between St. John School District #322 (hereinafter “District”) and the Public School Employees of St. John, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter “Association”). In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

A R T I C L E I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

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

Section 1.2. Bargaining Unit.

The bargaining unit to which this Agreement is applicable shall consist of all regularly scheduled full and part-time Paraeducators (including Instructional Assistants, Library Media Instructional Assistants, Building Support and Preschool Director), Child Nutritionists and Secretary of St. John School District.

Section 1.3. Substitute Employees.

A substitute employee is one who fills in for another employee.

1. Substitute employees who work less than one-sixth (1/6) of the workdays in a normal academic year are not covered by this Agreement.
2. Substitute employees doing bargaining unit work who work one-sixth (1/6) of a normal academic year, in any twelve (12) month period and continue to be available for work, will be included in the bargaining unit limited to the following provisions of the collective bargaining agreement: Article III; such substitutes shall be members of the bargaining unit for the period during which they are substituting (Article XIII) and shall receive salary at the Step I Schedule A rate once he/she has completed sixty (60) workdays.

Section 1.4. Temporary Positions.

A temporary position is any bargaining unit position that is projected to continue for ninety (90) days or less. Employees filling these positions are members of the bargaining unit and subject to all rights

1 contained in the collective bargaining agreement, including but not limited to the accruing of seniority
2 with the exception that employees in these positions are not subject to Section 8.6 RIF rights, provided
3 however that a regular, full, or part time, employee who fills a temporary position shall have the right
4 to return to their previous position when the temporary position ends. Job postings for temporary
5 positions shall clearly notate that the position is temporary and the projected duration of the position.
6 Regular employees must gain in hours or compensation to move to a temporary position, except in
7 special circumstances mutually agreed upon by both the Association and the District.
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11 ARTICLE II

12 RIGHTS OF THE EMPLOYER

13 **Section 2.1. Management Rights.**

14 There is reserved exclusively to the District, all responsibilities, powers, rights, and authority vested in
15 it by the laws and Constitution of Washington and the United States, or which have been heretofore
16 exercised by the District, excepting where the District expressly and in specific terms has agreed to
17 limit those rights in this Agreement.
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23 ARTICLE III

24 RIGHTS OF EMPLOYEES

25 **Section 3.1.**

26 It is agreed that all employees subject to this Agreement shall have and shall be protected in the
27 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association in
28 all such matters as authorized by law.
29
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31

32 **Section 3.2. Personal Concerns.**

33 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
34 Association representatives and/or appropriate officials of the District.
35

36 **Section 3.3. Representation.**

37 Employees subject to this Agreement have the right to have Association representatives present at
38 disciplinary meetings or meetings with supervisors or other District representatives that may
39 reasonably result in disciplinary action. The District has no obligation to remind the employee of this
40 right prior to such a meeting.
41

42 **Section 3.4. Delegation of Rights.**

43 Each employee reserves and retains the right to delegate any right contained in this Agreement,
44 exclusive of compensation for services rendered to appropriate officials of the Association.
45
46
47

1 **Section 3.5. Non-Discrimination.**

2 Neither the Employer, nor the Association, shall discriminate against any employee subject to this
3 Agreement on the basis of race, national origin, creed, sex, religion, age, marital status or the presence
4 of disability.

5
6 **Section 3.6. Personnel Files.**

7 There shall be only one (1) official personnel file for each employee, to be kept in the District
8 administration office. The employee's immediate supervisor shall be entitled to keep a working file,
9 which shall not be deemed to be a personnel file. Each employee shall have the right to review the
10 contents of his/her personnel file. During the review, an official or representative of the Association
11 may be present, and the employee may initial and photocopy any material in the file, at his/her or the
12 Association's expense. Any derogatory material not shown to an employee after receipt or composition
13 shall not be allowed as evidence in any grievance or in any disciplinary action against such employee
14 and employees shall have the right to attach their comments on all such items. An employee has the
15 right to attach written comment to any item added to their personnel file.

16
17 In the event a disciplinary notice is filed and placed in the employee's personnel file, that notice shall,
18 after a period of four (4) years, be removed upon written request by the employee, providing that no
19 incidents of the same nature have occurred during the four (4) year period.

20
21 **Section 3.7. Evaluations.**

22 Evaluations of employees shall be performed by appropriate supervisors. Evaluations shall relate to the
23 employee's assigned duties and job descriptions. The purpose of performance evaluations is to
24 determine how well an employee is performing assigned duties. Employees shall be informally
25 observed each year. All employees, including new employees, shall be evaluated annually. Evaluations
26 are to be completed no later than the last day of school in which the evaluation takes place.

27
28 The employee shall sign the District's copy of the evaluation to indicate that he or she has received a
29 copy of the evaluation. Upon completion of an evaluation by the supervisor, the employee shall be
30 provided with a copy of the evaluation. The signature of the employee does not, however, imply the
31 employee agrees with the contents of the evaluation. The employee shall have the right to attach any
32 comments to the evaluation within ten (10) workdays following the evaluation conference.

33
34 **Section 3.8.**

35 The District shall maintain current job descriptions for all positions within the bargaining unit. Copies
36 of the job description will be provided to employees upon request. The creation of new positions or the
37 substantial modification of existing positions shall require the parties to meet and negotiate the
38 appropriate placement on Schedule A.

39
40 **Section 3.9.**

41 Employees assigned duties for a student with diabetes, under the parameters of RCW 28A.210.330 (2)
42 (a, b) and employees who administer student catheterization services to a student under RCW
43 28A.210.280, shall be provided the training and right of refusal as described in the respective codes.

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ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1. Association Rights.

The Association has the right and responsibility to represent the interests of all employees in the bargaining unit, to present its views to the District on matters of concern either orally or in writing, and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit.

Section 4.2. Association Representation.

The Association is entitled to have an observer at hearings conducted by any District official or body arising out of any grievance and to make known the Association’s views concerning the case.

Section 4.3. Association Business.

Association representatives will be allowed time during working hours for attendance at meetings with the District.

Section 4.4. Classified Employee Update.

Upon request, the District shall provide Public School Employees of Washington/SEIU Local 1948 with the name, address, phone number, position, hire date, rate of pay, and full-time equivalency (FTE) of each classified employee within the bargaining unit.

Section 4.4.1. New Employee Notification.

Each employee hired during the term of this agreement will be provided with a copy of this agreement by the Association.

Section 4.4.1.1. Notification of New Hires.

The District shall notify the Association of all new hires within ten (10) workdays of hire date.

Section 4.4.1.2. New Employee Orientation.

An integral part of each employee’s tenure with the employer is understanding of this Agreement and the role of the Association in the employment setting. The Employer will provide PSE reasonable access to new employees of the bargaining unit for the purposes of presenting information about PSE to the new employee. “Reasonable access” for the purposes of this section means the access to the new employee occurs within one week of the employee’s start date within the bargaining unit; the access is for no less than thirty (3) minutes; and the access occurs during the new employee’s regular work hours at the employee’s regular worksite, or at a location mutually agreed to by the Employer and PSE, where they will receive an overview of the Association and this Agreement.

The Association orientation session will be conducted by representatives designated by the Association. The District’s representative(s) shall be absent from the room during this section of the new employee orientation. The Association will provide the District with copies of all materials which will be distributed during the session.



1 **Section 4.5. School Facilities and Equipment Use.**

2 The Association shall have the right to use school facilities and equipment at reasonable times when
3 such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all
4 materials and supplies incident to such use. The Association will repair or replace equipment, which is
5 damaged due to Association use. Use of buildings, facilities, and equipment shall conform to Board
6 policy.

7
8 **Section 4.6. Meeting Sites.**

9 The Association shall have the right to use District buildings for meetings and to transact official
10 business. Such use shall be scheduled in advance and subject to as needed custodial charges. The use
11 of buildings is subject to the approval of the principal and/or superintendent.

12
13 **Section 4.7. Bulletin Boards.**

14 The employees/Association may post work or Association related materials in a mutually agreeable
15 location accessible to all employees.

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18 **ARTICLE V**

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20 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

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22
23 **Section 5.1. Bargaining.**

24 It is understood and agreed by the District and the Association that matters appropriate for consultation
25 and negotiations between the parties shall relate to salaries, hours, working conditions and grievance
26 procedures, as directed by RCW 41.56.

27
28 **Section 5.2. Labor/Management Committee.**

29 The Association will designate a Labor Management Committee who will meet with the
30 Superintendent and other District administrators on a mutually agreeable regular basis to discuss
31 appropriate matters.

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34 **ARTICLE VI**

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36 **ASSOCIATION REPRESENTATION**

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38 **Section 6.1. Representative Visitation.**

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

42
43 **Section 6.2.**

44 Association official(s) will be released with pay to conduct business with the District when the District
45 desires to engage in such transactions during the official(s)' regular shift.

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47 **Section 6.3. Association President.**

48 Annually, the District shall be notified who will serve as Association President.

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ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1. Workweek.

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

Section 7.2. School Closure.

In the event of an unusual school closure due to inclement weather, plant in-operation, or the like, the District will make every reasonable effort to notify each employee to refrain from coming to work.

Section 7.2.1.

For late start or early closure due to inclement weather, plant in-operation, student early release, or the like, employees shall have the option to make-up time lost, receive pay by using personal days balance, or not make-up the time and take a pay deduct.

Section 7.3. Meal and Rest Periods.

Employees that work a full eight (8) hours are entitled to a fifteen (15) minute first half and fifteen (15) minute second half rest period. Employees assigned to shifts less than eight (8) hours, but at least six (6) hours shall be given a fifteen (15) minute first half and ten (10) minute second half rest period. All rest periods shall occur as near the middle of the half shift as is practicable. All employees working five (5) or more hours are entitled to a minimum thirty (30) minute unpaid lunch period.

Section 7.4. Meetings.

Employees will be paid their regular rate to attend meetings when their attendance is required by the District.

Section 7.5. Overtime.

All hours worked in excess of forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the employee's base pay. Overtime will not be worked without District approval or assignment. Time off on approved leave or holiday will not count towards the forty (40) hours.

Section 7.6. Compensatory Time.

All employees who work in excess of their contracted weekly hours, but less than forty (40) hours per week may request compensatory time in place of pay in excess of their contracted hours. Appropriate documentation with supervisor approval is required to be filed with the business office within thirty (30) days of the date the hours were worked in order to exercise this option. All accrued compensatory time will be paid on August 31 (at current rate of pay) resulting in zero balance on September 1 of each year.



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ARTICLE VIII

LEAVES

Section 8.1. Sick, Injury, Childbearing and Emergency Leave.

Section 8.1.1.

At the beginning of each school year each employee covered by this Agreement shall be credited with sick leave allowance, to a maximum of ten (10) days, prorated as to hours worked, accumulated at one day per working month. In the event of illness, the appropriate deduction will be made. Sick leave shall accumulate up to a one hundred eighty (180) day limit.

Section 8.1.2. Use of Sick Leave.

Sick leave is defined to cover the mental or physical illness, injury, health condition, childbearing, or emergency of the employee or immediate family (as defined in section 8.2.), including the care for a child (including biological, adopted, foster, stepchild, or a child whom the employee is a legal guardian, regardless of age or dependency status). Sick leave may be used to accommodate the employee's, or family member's, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition(s) or an employee's need for preventative care. Sick leave may also be used when the employee's place of business has been closed by order of a public health official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason. An employer may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

Section 8.1.3. Sick Leave Sharing.

Section 8.1.3.1.

Employees are granted the right to donate sick leave to come to the aid of another employee who is suffering from a catastrophic/extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to service in the uniformed services, which causes or is likely to cause the employee to take leave without pay or terminate his or her employment.

Section 8.1.3.2.

An employee who has an accrued sick leave balance of more than one hundred seventy-six (176) hours at the beginning of the academic year is allowed to transfer sick leave to a sick leave bank for purposes specified in Section 8.1.3.1 above.

Section 8.1.3.3.

Employees are allowed to grant leave as long as their account does not go below one hundred seventy-six (176) hours.

Section 8.1.3.4.

Employees cannot donate sick leave days that would result in his/her own sick leave account going below one hundred seventy-six (176) hours.

1 **Section 8.1.3.5.**

2 Sick leave shall be defined as leave pursuant to RCW 28A.400 with compensation for
3 illness, injury, and emergencies.
4

5 **Section 8.1.3.6.**

6 The Sick Leave Sharing pool will include represented and non-represented classified
7 employees. Donated days will be placed in a “Bank”.
8

9 **Section 8.1.3.7. Administration of Bank.**

10 The Superintendent, and two classified employees, one (1) chosen by the Association,
11 shall form the Bank Administrative Committee (BAC). The function of the BAC shall
12 be to promulgate, enforce, and administer rules and procedures for the orderly and fair
13 collection and use of Bank days.
14

15 Furthermore, the BAC shall determine in each case of use of Bank days that the
16 Employee’s absence and use of Bank days are justified and that the employee has
17 depleted or will shortly deplete his/her personal accumulated sick leave days.
18

19 **Section 8.1.3.8. Status of Employees Using Bank Days.**

20 While the Employee is on leave using days from the bank, he/she shall be classified as
21 an Employee and receive the same treatment in respect to salary, wages, and Employee
22 benefits as the Employee would normally receive if using accumulated sick leave.
23

24 **Section 8.1.3.9.**

25 Any unused leave donated to this bank will be returned to the original employee who
26 donated it on a prorated basis based on original contribution.
27

28 **Section 8.1.4. Annual Cash-Out of Accumulated Sick Leave.**

29 In January of the year following any year in which a minimum of sixty (60) days of sick leave
30 is accrued, and each January thereafter, any eligible employee may exercise an option to
31 receive remuneration for unused sick leave accumulated in the previous year at a rate equal to
32 one (1) day’s monetary compensation of the employee for each four (4) full days of accrued
33 sick leave in excess of sixty (60) days. Sick leave for which compensation has been received
34 shall be deducted from accrued leave at the rate of four (4) days for every one (1) day’s
35 monetary compensation.
36

37 At the time of separation from School District employment an eligible employee or the
38 employee’s estate, as defined in RCW 28A.400.210, shall receive remuneration at a rate equal
39 to one (1) day’s current monetary compensation for each four (4) full days of accrued sick
40 leave. Such accrual shall not exceed one hundred eighty (180) days unless otherwise provided
41 by statute.
42

43 **Section 8.1.5. Industrial Insurance.**

44 Injury incurred on the job. If Labor and Industries rules a temporary disability with
45 compensation, the District will continue the employee’s full pay to the extent of sick leave,
46 with any Labor and Industries’ benefits to be endorsed to the District. Upon exhaustion of sick
47 leave, the District’s obligation ceases, and all Labor and Industries’ benefits are to be retained
48 by the employee.

1 **Section 8.2. Bereavement Leave.**

2 Four (4) days annual paid leave shall be allowed in the case of the death of one of the following family
3 members: spouse, children, parents, sister, brother, parents-in-law, brother-in-law, sister-in-law,
4 grandparents, and grandchildren. Such leave is non-cumulative. Bereavement leave requests for
5 instances other than those enumerated above shall be determined by the Superintendent. Leave days
6 taken after the first four (4) days shall be deducted from sick leave.

7
8 **Section 8.3. Personal Leave.**

9 Each employee shall be entitled to two (2) days paid personal leave per year. Personal leave is neither
10 sick leave nor bereavement leave and is non-cumulative.

11
12 A third (3rd) day with pay may be taken each year, which will be taken out of the unused sick leave
13 days. This third day cannot be cashed out at the end of the year. If this third day is not taken, the third
14 day may be carried over to the following year such that a total of four (4) days of total personal leave
15 may accumulate at one time, and accumulated personal leave may only be taken in two (2) day
16 increments. The third (3rd) and fourth (4th) day cannot be used as the first (1st) or second (2nd) day of
17 personal leave during the school year.

18
19 Employees employed with St. John School District for twenty (20) years are entitled to three (3) days
20 personal leave per year, with a fourth (4th) day that can be used as personal leave that is taken out of
21 unused sick leave days. This fourth day cannot be cashed out at the end of the year. If this fourth (4th)
22 day is not taken, the day reverts back to a sick leave day. This fourth (4th) day cannot be used until all
23 earned personal leave days have been exhausted.

24
25 Any unused personal leave for employees who have been employed with the St. John School District
26 for twenty (20) years or more shall accumulate from year to year at the rate of one day per year to a
27 maximum of five (5) days or be cashed out each year at the current substitute rate per day.
28 Accumulated personal leave days may be used in increments of not more than three (3) days in a ten
29 (10) calendar day period.

30
31 **Section 8.4. Maternity Leave.**

32 In the case of pregnancy, for the period of the employee's temporary disability caused by the
33 pregnancy or childbirth, as verified by the employee's physician, a leave of absence shall be granted.
34 Any employee who is granted maternity leave may, at their option, use their accumulated sick leave in
35 accordance with this Article.

36
37 **Section 8.5. Judicial Leave.**

38 In the event an employee is summoned to serve as a juror, or is named as a codefendant with the
39 District, such employee shall receive a normal day's pay for each day of required presence; provided,
40 however, that any compensation, excluding expenses, from a third party received for such service shall
41 be paid to the District. Such repayment shall not exceed the employee's normal daily pay. In the event
42 that an employee is a party in a court action, such employee may request a leave of absence.

43
44 **Section 8.6. Leave of Absence.**

45 Upon approval of the Board of Directors, an employee may be granted an unpaid leave of absence for
46 a period not to exceed one (1) year; provided, however, if such leave is granted due to extended illness
47 or schooling, one (1) additional year may be granted. The returning employee will be assigned to the
48 position occupied before the leave of absence, or to a similar position within the District. An employee

1 on leave of absence may not return to work early without permission from the District, nor is the
2 employee eligible to seek transfers or apply for new positions while on leave. The employee will retain
3 accrued sick leave while on leave of absence. The employee shall notify the District in writing at least
4 thirty (30) calendar days in advance of the scheduled return date whether or not he/she will be
5 returning from leave of absence.

6
7 **Section 8.7. Washington State Paid Family and Medical Leave.**

8 Classified employees shall be eligible to receive paid leave under the Washington State Paid Family
9 and Medical Leave Program (PFML). Eligibility will be governed by the PFML regulations. The
10 District shall pay the amount of the employer payroll premium required by state law and the employee
11 shall pay the employee premium.

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15 **ARTICLE IX**

16
17 **PROBATION, SENIORITY AND RIF PROCEDURES**

18
19 **Section 9.1. Seniority Date.**

20 The seniority date of an employee within the bargaining unit shall be established as of the date on
21 which the employee began continuous daily employment (hereinafter "hire date") unless such seniority
22 shall be lost as hereinafter provided. If more than one employee is hired on the same day, seniority
23 position will be drawn by lot.

24
25 **Section 9.2. Probation.**

26 Each new hire shall remain in a probationary status for a period of not more than ninety (90) workdays
27 following the hire date. Employees on probation shall have an informal evaluation after forty-five (45)
28 workdays. During this probationary period the District may discharge such employee at its discretion.
29 Upon completion of the probationary period, the employee will be subject to all rights and duties
30 contained in this Agreement.

31
32 **Section 9.3.**

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

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

38
39 **Section 9.4.**

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

- 41 A. Time lost by reason of industrial accident or industrial illness for which a leave is permitted, or
42 judicial leave.
43 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
44 States.
45 C. Time spent on other authorized leaves.
46 D. Time spent in layoff status as hereinafter provided.

1 **Section 9.5.**

2 The employee with the earliest hire date shall be given first consideration regarding shifts, promotions,
3 assignment to new or open jobs or positions, and layoffs when ability and performance are
4 substantially equal with junior employees. If the District determines that seniority rights should not
5 govern because a junior employee possesses ability and performance substantially greater than a senior
6 employee or senior employees, the District shall set forth in writing to the employee or employees its
7 reasons why the senior employee or employees have been bypassed.

8
9 **Section 9.6. Reduction in Force (RIF).**

10 If a RIF is deemed necessary based on the District’s needs and rights prescribed in Section 2.1, the
11 District shall use the following guidelines to determine which position(s) will be eliminated:

- 12
13 1. Past employee performance based on observations and evaluations.
14 2. The value, skills and services provided that can best assist the District in the accomplishment of
15 its mission.
16 3. When more than one employee are equal under the above two criteria, preference will be given
17 to the employee with the greatest length of service with the District.

18
19 Employees so affected will be placed on an employment list maintained by the District according to
20 layoff ranking. If the employee is on layoff and new or open positions are posted, current employees
21 will have priority. If no current employee bids on the job, those on layoff will have priority by
22 seniority. Names shall remain on the employment list for one (1) year.

23
24 **Section 9.7. Reduction in Force (RIF) Notification.**

25 Employees on layoff because of RIF shall file their addresses in writing with the personnel office of
26 the District and shall thereafter promptly advise the District in writing of any change of address.

27
28 **Section 9.8.**

29 An employee shall forfeit rights to reemployment as provided in Section 9.6 if the employee does not
30 comply with the requirements of Section 9.7, or if the employee does not respond to the offer of
31 reemployment within five (5) days.

32
33 **Section 9.9.**

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

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40 **ARTICLE X**

41
42 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

43
44 **Section 10.1.**

45 Every employee covered by this Agreement shall be subject to discipline or discharge based upon just
46 cause. The Employer shall utilize progressive discipline, which may include:

- 47 1. Verbal warning, with documentation in the personnel file
48 2. Written warning



- 3. Written reprimand
- 4. Suspension
- 5. Discharge

The Employer may bypass the steps of progressive discipline due to the nature or severity of the employee misconduct.

ARTICLE XI

EMPLOYMENT NOTIFICATION

Section 11.1.

Should the District decide to discharge, layoff, or modify the position of any employee, the employee and the Association shall be notified in writing.

Section 11.2.

Except in extraordinary cases, the District will give employees and the Association two (2) weeks' notice of intention to RIF their position.

Section 11.3.

If appropriate, employees shall receive notification of reasonable assurance of employment by May 15. The District will make full effort to ensure that this notification is as accurate as possible.

ARTICLE XII

INSURANCE AND RETIREMENT

Section 12.1. Insurance Benefits.

Employees anticipated to be working six hundred thirty (630) hours or more shall be eligible to receive a District contribution for their selected benefits.

The Employer agrees to provide the insurance plans, follow employee eligibility rules, and provide funding for all bargaining unit members and their dependents as required by State law the State Operating Budget, and the School Employees Benefit Board (SEBB).

Section 12.2.

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

Section 12.3.

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

1 **Section 12.4.**

2 The District shall make contributions to the Educational Service District (ESD) 101 Unemployment
3 Compensation Fund requisite to providing unemployment benefits for all employees subject to this
4 Agreement.

5
6 **Section 12.5.**

7 In determining whether an employee subject to this Agreement is eligible for participation in the
8 Washington State Public Employees Retirement System (PERS) or the Washington State School
9 Employees Retirement System (SERS), the District shall report all hours worked, whether straight
10 time, overtime, or otherwise.
11
12
13

14 **ARTICLE XIII**

15 **VOCATIONAL TRAINING - INSERVICE**

16
17
18 **Section 13.1.**

19 The parties acknowledge the need and value of continuing employee training and job-related
20 education; therefore, the parties agree to periodically meet and evaluate needs and to explore possible
21 resources needed to fill such training objectives.
22

23 **Section 13.2. In-service.**

24 The District may require employees to attend up to fifteen (15) hours in-service each year for
25 improvement of performance skill in their respective positions. Attendance at in-service shall be paid
26 at their regular wage rate. Employees shall be paid their regular hourly rate while traveling to/from
27 District required training or in-service.
28

29 **Section 13.3. Minimum Employment.**

30 Paraeducators will be defined as a Classified Public School or School District Employee who works
31 under the supervision of a certified or licensed staff member, from Kindergarten to 12th grade to
32 support and assist in providing instructional and other services to students and their families, including
33 Library Assistant. (WAC 179-01-020).
34

35 Effective September 1, 2019 all Paraeducators must meet the following minimum requirements per
36 RCW 28A.413.040:
37

- 38 1. Be at least eighteen (18) year of age and hold a high school diploma or its equivalent; **and**
- 39 2. (a) Have received a passing grade on the education testing service Paraeducator assessment; **or**
40 (b) Hold an associate of arts degree; **or**
41 (c) Have earned seventy-two (72) quarter credits or forty-eight (48) semester credits at an
42 institution or higher education; **or**
43 (d) Have completed a registered apprenticeship program.
44

45 **Section 13.4. Paraeducator Fundamental Course of Study.**

46 The District will provide training for Paraeducators to partially implement the Fundamental Course of
47 Study required by RCW 28A.413.060. Should funding continue in future years, additional hours or
48 days of training will be added per RCW 28A.413.060.



1 The District must fund this provision only in years for which state funding is appropriated specifically
2 for the purposes of this Section and only for the number of days or hours of training that are funded by
3 the appropriation. Additional training beyond what is funded by the appropriation may be provided
4 subject to availability of other funding sources.

5
6 Each employee shall be paid his or her current hourly rate of pay for all required trainings.
7

8 9 **ARTICLE XIV**

10 11 **GRIEVANCE AND APPEAL PROCEDURE**

12 13 **Section 14.1. Purpose.**

14 The purpose of this article is to provide a procedure for the orderly and timely adjustment of
15 grievances.
16

17 18 **Section 14.2. Definitions.**

19 As used in this Article: The term “Grievance” shall mean a claim by an individual employee or a group
20 of employees or by the Association that the Agreement between the District and the Association has
21 been violated, misinterpreted, misapplied, or not applied. The term “workdays” shall be defined as
22 those days the District Administration office is open to the public.

23 24 **Section 14.3. General Conditions.**

- 25 A. Time Limit. The adjustment of Grievances shall be accomplished as rapidly as possible, and
26 timelines are to be strictly enforced. Under unusual circumstances, the time limits prescribed in this
27 statement may be extended by written mutual consent of the Grievant and the person or persons by
28 whom the Grievance is being considered. Absent written consent to change the timelines, the
29 Association or employee’s failure to meet the timelines will result in denial of the grievance and
30 the grievance shall not be processed further. Failure by the District to meet a timeline will
31 automatically be treated as a denial of the grievance and the employee or Association is entitled to
32 process the grievance to the next step.
- 33 B. Representation. Any Grievant shall have the right to present Grievances. The Grievant may be
34 represented at each step in the Procedure by a representative of the Association. The Association
35 shall be given an opportunity to have its representative present at each step of the Grievance.
- 36 C. Freedom from Reprisal. Individuals who participate in good faith as Grievant, witnesses,
37 representatives of the Association, or otherwise, shall not suffer any restraint, interference,
38 discrimination, coercion or reprisal from any party or person on account of their participation in the
39 process.
- 40 D. Personal evaluation content is grievable. Disputes on the process related to personal evaluations
41 may be grieved.
- 42 E. Confidentiality standards shall be maintained by all parties involved in the grievance process.

43 44 **Section 14.4. Grievance Procedure.**

45 46 **Step 1.**

47 Grievances must be brought to the attention of the supervisor within twenty (20) business days of the
48 occurrence of the contract violation. An employee with a grievance shall discuss the Grievance with
the employee’s immediate supervisor, and effort shall be made to resolve the Grievance at this level in
an informal manner. The supervisor will have ten (10) business days to respond.

1
2 **Step 2.**

3 If the employee is dissatisfied with the outcome of this initial conference under Step 1, the employee
4 may initiate a formal conference with the immediate supervisor and a representative of the Association
5 by submitting to the immediate supervisor, within ten (10) business days of the Step 1 response the
6 following in writing:

- 7 a) The facts on which the grievance is based;
8 b) The contract sections violated; and
9 c) The remedy sought.

10
11 The immediate supervisor shall meet with the grievant in an effort to resolve the grievance. The
12 supervisor shall have ten (10) business days from receipt of the formal grievance from to respond and
13 shall furnish a copy thereof to the Association.

14
15 **Step 3.**

16 If the Grievance is not resolved to the satisfaction of the Grievant under Step 2, the Grievant may,
17 within ten (10) business days after receipt of the immediate supervisor's reply, appeal the grievance, in
18 writing, to the superintendent. The superintendent will conduct meeting within twelve (12) business
19 days of receiving the appeal. The superintendent will submit his/her findings and award in writing
20 within ten (10) business days of the close of the meeting to the immediate supervisor, the Grievant and
21 the Association.

22
23 **Step 4.**

24 In the event the employee is not satisfied with the disposition of the grievance by the superintendent or
25 if no disposition was presented by the superintendent within the ten (10) business days of the close of
26 the superintendent's meeting, and the Association believes the grievance to be valid, the Grievance
27 may be submitted to an arbitrator by the Association. Written notification of arbitration request must
28 be received by the superintendent within five (5) business days from the date of finding report. If no
29 such request is made, then the District will believe the ruling to be accepted. The arbitrator used to
30 oversee this process must be approved by both the District and the Association. The cost of the
31 arbitrator shall be shared equally by both parties. The District has the same right to arbitration.

32
33
34
35 **ARTICLE XV**

36
37 **WAGES AND EMPLOYEE COMPENSATION**

38
39 **Section 15.1. Compensation.**

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

43
44 **Section 15.2. Schedule A.**

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

1 **Section 15.2.1. Method of Tracking Hours Worked.**

2 Procedures to track hours solely rests with the District based on the needs to keep appropriate
3 and accurate records for auditing purposes.
4

5 **Section 15.3. Time Calculation.**

6 For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter (1/4)
7 hour.
8

9 **Section 15.4. Employee Travel Expense.**

10 Any travel, approved by the Superintendent, in a private vehicle required by the District shall be
11 compensated at the current State rate. Meal and other expenses will be reimbursed by receipt or
12 appropriate district rate.
13

14 **Section 15.5. Increments.**

15 Incremental steps as described in Schedule A shall take place every September 1; provided the
16 employee has been employed continuously for at least one-half (1/2) of the previous instructional year.
17

18 **Section 15.6.**

19 Paraeducators may be assigned to assist with a student’s special hygiene needs (such as toileting,
20 diapering, bathing, catheterization, and tube feeding) as identified and detailed as being required
21 services in the student’s written IEP, 504 or health plan. Such assignments shall not be effective or
22 amended until placed in writing from the District Administration and when the assignment is complete
23 the Paraeducator shall similarly be notified in writing by the Administration. The Paraeducator
24 assigned to perform the special hygiene needs shall receive the additional one dollar (\$1.00) per hour
25 during the time they are assigned direct supervision of such qualifying students each day. Temporary
26 or Substitute employees working with the student shall not be entitled to the extra pay.
27
28
29

30 **ARTICLE XVI**

31 **TERM AND SEPARABILITY OF PROVISIONS**

32 **Section 16.1. Term.**

33 The term of this Agreement shall be September 1, 2021 to August 31, 2024.
34

35 **Section 16.2. Entire Term.**

36 All provisions of this Agreement shall be applicable to the entire term of this Agreement
37 notwithstanding its execution date, except as provided in the following section.
38

39 **Section 16.3. Reopeners.**

40 This Agreement may be reopened and modified at any time during its term upon mutual consent of the
41 parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate
42 Schedule A, Article VIII (Leaves), and Article XII (Benefits) herein; and provided further, that this
43 Agreement shall be reopened as needed to consider the impact of any legislation enacted following
44 execution of this Agreement which may arguably affect classified employees.
45
46
47



1
2 **Section 16.3.1. Contract Openers.**

3 Each year through the duration of this agreement, both the District and the Association will
4 have an opportunity to negotiate one item of this agreement. The time window to exercise this
5 option is limited to March 31 through July 31 of each year. In the event both parties cannot
6 agree during this time window, a mediator may be used for assistance. If this option is
7 exercised, a written request for mediation prior to July 15 by either party will result in a one (1)
8 month extension to this time window. In the event no resolution is reached at the expiration of
9 this extended time window; the original terms of the contract will be followed. The reasonable
10 costs of mediation will be shared by both parties.
11

12 **Section 16.4.**

13 If any provision of this Agreement or the application of any such provision is held invalid, the
14 remainder of this Agreement shall not be affected thereby.
15

16 **Section 16.5.**

17 Neither party shall be compelled to comply with any provision of this Agreement which conflicts with
18 State or Federal statutes or regulations promulgated pursuant thereto that were enacted prior to the
19 effective date of this Agreement.
20

21 **Section 16.6.**

22 In the event either of the two (2) previous sections is determined to apply to any provision of this
23 Agreement, such provision shall be renegotiated pursuant to Section 16.3.
24
25
26

27 **ARTICLE X V I I**

28 **ASSOCIATION MEMBERSHIP AND CHECKOFF**
29
30

31 **Section 17.1. Association Dues (Reference RCW 41.56.110).**

32 The Association, which is the legally recognized Exclusive Bargaining Representative of the Classified
33 staff as described in the recognition clause of this Agreement, shall have the right to have deducted
34 from the salary of employees electing to become a member of the Association an amount equal to the
35 fees required for membership in the Association. The District agrees to accept dues authorizations via
36 written, voice authorization or by E-signature in accordance with "E-SIGN". Public School Employees
37 of Washington/SEIU Local 1948 (PSE) will provide a list of those members who have agreed to union
38 membership via voice authorization. In addition, upon request, access to the District to the .wav files
39 associated with the voice authorization will be provided. PSE will be the custodian of the records
40 related to dues authorizations.
41

42 PSE agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and
43 safe keeping of those records.
44

45 The dues deduction and authorization form shall remain in effect from year to year, unless withdrawn
46 in writing by the employee to the Public School Employees of Washington/SEIU Local 1948.
47



1 The District shall deduct PSE dues and voluntary political action contributions from the pay of any
2 employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall
3 transmit all such funds deducted to the Treasurer of the Public School Employees of Washington/SEIU
4 Local 1948 on a monthly basis. The District agrees to submit a report monthly along with its
5 remittance of dues identifying each employee by name and dues amount remitted.
6

7 **Section 17.2. Hold Harmless.**

8 The Association agrees to defend and hold the District harmless against any legal action brought
9 against the District in reference to the deduction of dues or political action contributions made under
10 this Article.
11
12
13
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16

17 **SIGNATURE PAGE**
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25

26 PUBLIC SCHOOL EMPLOYEES OF
27 WASHINGTON/SEIU LOCAL 1948

28
29 ST. JOHN CHAPTER

30
31
32 BY: *Lisa Taylor*
33 Lisa M. Taylor, Chapter President

34
35
36 DATE: 7/21/21
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48

ST. JOHN SCHOOL DISTRICT #322

BY: *Suzanne F. Schmick*
Suzanne Schmick, Superintendent

DATE: 7-21-2021



SCHEDULE A
ST JOHN SCHOOL DISTRICT
SEPTEMBER 1, 2021 – AUGUST 31, 2022

<u>JOB CLASSIFICATIONS</u>	<u>Probation/ Base Rate</u>	<u>1 year</u>	<u>3 years</u>	<u>5 years</u>	<u>7 years</u>	<u>9 years</u>	<u>11 years</u>	<u>13 years</u>	<u>15 years</u>	<u>17 years</u>	<u>19 years</u>
<u>CLASSROOM SUPPORT</u>											
<u>Instructional Assistant/Library</u>											
Base Pay/Qualified	\$17.01	\$17.27	\$17.53	\$17.79	\$17.97	\$18.15	\$18.33	\$18.51	\$18.70	\$18.88	\$19.07
15 Credits/150 inservice clock hours	\$17.14	\$17.40	\$17.66	\$17.92	\$18.10	\$18.28	\$18.46	\$18.65	\$18.84	\$19.02	\$19.21
30 Credits/300 inservice clock hours	\$17.25	\$17.51	\$17.77	\$18.04	\$18.22	\$18.40	\$18.59	\$18.77	\$18.96	\$19.15	\$19.34
45 Credits/450 inservice clock hours	\$17.39	\$17.65	\$17.91	\$18.18	\$18.36	\$18.55	\$18.73	\$18.92	\$19.11	\$19.30	\$19.49
60 Credits/600 inservice clock hours	\$17.50	\$17.76	\$18.03	\$18.30	\$18.48	\$18.67	\$18.86	\$19.04	\$19.23	\$19.43	\$19.62
80 Credits/800 inservice clock hours	\$17.62	\$17.88	\$18.15	\$18.42	\$18.60	\$18.79	\$18.98	\$19.17	\$19.36	\$19.55	\$19.75
100 Credits/1000 inservice clock hours	\$17.75	\$18.02	\$18.29	\$18.56	\$18.75	\$18.94	\$19.13	\$19.32	\$19.51	\$19.71	\$19.90
<u>Preschool Director</u>											
Base Pay/Qualified	\$20.19	\$20.49	\$20.80	\$21.11	\$21.32	\$21.53	\$21.75	\$21.97	\$22.19	\$22.41	\$22.63
15 Credits/150 inservice clock hours	\$20.31	\$20.62	\$20.93	\$21.24	\$21.45	\$21.67	\$21.88	\$22.10	\$22.32	\$22.55	\$22.77
30 Credits/300 inservice clock hours	\$20.44	\$20.74	\$21.06	\$21.37	\$21.59	\$21.80	\$22.02	\$22.24	\$22.46	\$22.69	\$22.91
45 Credits/450 inservice clock hours	\$20.56	\$20.87	\$21.18	\$21.50	\$21.72	\$21.93	\$22.15	\$22.38	\$22.60	\$22.83	\$23.05
60 Credits/600 inservice clock hours	\$20.68	\$20.99	\$21.30	\$21.62	\$21.84	\$22.06	\$22.28	\$22.50	\$22.72	\$22.95	\$23.18
80 Credits/800 inservice clock hours	\$20.81	\$21.13	\$21.44	\$21.76	\$21.98	\$22.20	\$22.42	\$22.65	\$22.87	\$23.10	\$23.33
100 Credits/1000 inservice clock hours	\$20.93	\$21.24	\$21.56	\$21.88	\$22.10	\$22.32	\$22.55	\$22.77	\$23.00	\$23.23	\$23.46
<u>CHILD NUTRITIONISTS</u>											
Head Cook	\$18.10	\$18.37	\$18.65	\$18.93	\$19.12	\$19.31	\$19.50	\$19.70	\$19.89	\$20.09	\$20.29
Assistant Cook	\$14.94	\$15.16	\$15.39	\$15.62	\$15.78	\$15.94	\$16.09	\$16.26	\$16.42	\$16.58	\$16.75
<u>SECRETARIAL</u>											
Building Secretary	\$17.66	\$17.92	\$18.19	\$18.47	\$18.65	\$18.84	\$19.03	\$19.22	\$19.41	\$19.60	\$19.80
<u>BUILDING SUPPORT</u>											
Building Assistant	\$15.44	\$15.67	\$15.91	\$16.15	\$16.31	\$16.47	\$16.64	\$16.80	\$16.97	\$17.14	\$17.31

NOTES:

- 1) Wages are set as of September 1st of each year.
- 2) The Association and the District shall meet before September 1st to establish where a new employee is placed on Schedule A with respect to credits/clock hours and years of service. Washington State credits/clock hours and years of service are preferred.
- 3) Educational Increments must be verified by transcript or certificate of completion of clock hours.

Board Approved 7/27/20



**Memorandum of Understanding between the
St. John School District
and the
Public School Employees of St. John**

This Memorandum of Understanding is written by and between the St. John School District #322 and the Public School Employees of St. John for the 2020-2021 school year. The parties hereby agree to the following:

1. Additional job duties and responsibilities related to COVID-19

The parties agree that PSESJ member employees will be required to assume additional duties and responsibilities outside of their normal job duties with the reopening of schools related to COVID-19. These additional duties and responsibilities include:

- Redesigning curriculum and instructional strategies to accommodate digital delivery while encouraging classroom engagement for in-person learning.
- Additional protocols and procedures for the safety of both staff and students.
- Distribution, inventory, and return of technology.
- Preparation and planning for both online learning, hybrid, and in-person learning.
- Both online learning and enrichment activities.
- Additional supervision duties.
- Increased frequency in cleaning and sanitizing (Specific high touch areas).
- Additional student monitoring for social distancing and adherence to safety protocols as expected by all staff.
- Flexibility in work schedules and duties.
- Additional Clerical work required for reopening school due to hybrid, remote, and in-person learning, including communications.

In addition to the above, because of the uncertainty faced by the District and PSESJ members due to the COVID-19 pandemic, the parties acknowledge and agree that PSESJ member employees will be required to assume ongoing unanticipated duties in order to assist in the effort to reopen schools.

2. Consideration for Performing the Above-Described Additional Duties

In consideration of and in exchange for the additional job duties and responsibilities described above, the district agrees to pay Employee a one-time stipend up to \$500 dollars based on the Employee's OSPI full-time equivalency (FTE) and length of employment during the 2020-2021 school year.


This stipend shall be paid in June 2021.

3. No Precedent


This MOU shall not be interpreted, applied, or used by either party as a precedent for any current or subsequent matter or action.

This agreement was made on 6/10/2021.

For the District:


Suzanne Schmick, Superintendent
ST. John School District #322

For the Association:


Lisa Taylor, President
Public School Employees of St. John

1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, ST. JOHN CHAPTER
5 AND THE ST. JOHN SCHOOL DISTRICT #322 PURSUANT TO ARTICLE XVI, SECTION 16.3.
6 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:

- 10
11 1. To amend Section 8.3. Personal Leave to read as follows:

12
13 **Section 8.3. Personal Leave.**

14 Classified staff members shall be entitled to three personal days a year to address a personal matter,
15 which require the absence during school hours. Employees employed with St. John School District
16 for 10 years are entitled to four days of personal leave per year. Employees employed with the St.
17 John School District for 20 years are entitled to five days of personal leave a year. Any unused
18 personal days will be cashed out each year at their current per diem rate in the July payroll.
19

20 Application for personal leave is to be made by the employee at least forty-eight hours prior to
21 taking such leave, when reasonable. Personal leave can be denied for good cause, such as a lack of
22 substitutes or key instructional matters. Employees requesting personal leave which would extend
23 long weekends or vacations must make application for leave at least one week prior to taking such
24 leave. Only two employees are eligible to take leave to extend a long weekend or school
25 break/vacation. The Administration will approve those requests on a first come first served basis
26 and consider exceptions.
27

- 28 2. To amend Schedule A to include a 4% increase for the 2022-2023 school year. See attached.
29
30
31

32 This Letter of Agreement is effective September 1, 2022 and shall be attached to the current Collective
33 Bargaining Agreement.
34

35
36 PUBLIC SCHOOL EMPLOYEES OF
37 WASHINGTON/SEIU LOCAL 1948

38
39 ST. JOHN CHAPTER

40
41 BY: *Lisa Taylor*
42 Lisa Taylor, Chapter President
43

44
45 DATE: *July 20, 2022*
46
47

ST. JOHN SCHOOL DISTRICT #322

41 BY: *Suzanne Schmick*
42 Suzanne Schmick, Superintendent
43

44
45 DATE: *July 20, 2022*
46
47



Schedule A
St John School District
September 1, 2022 – August 31, 2023

<u>JOB CLASSIFICATIONS</u>	<u>Probation/</u>										
	<u>Base Rate</u>	<u>1 year</u>	<u>3 years</u>	<u>5 years</u>	<u>7 years</u>	<u>9 years</u>	<u>11 years</u>	<u>13 years</u>	<u>15 years</u>	<u>17 years</u>	<u>19 years</u>
<u>CLASSROOM SUPPORT</u>											
Instructional Assistant/Library											
Base Pay/Qualified	\$17.69	\$17.96	\$18.23	\$18.50	\$18.69	\$18.87	\$19.06	\$19.25	\$19.45	\$19.64	\$19.84
15 Credits/150 inservice clock hours	\$17.82	\$18.09	\$18.36	\$18.64	\$18.82	\$19.01	\$19.20	\$19.39	\$19.59	\$19.78	\$19.98
30 Credits/300 inservice clock hours	\$17.94	\$18.21	\$18.48	\$18.76	\$18.95	\$19.14	\$19.33	\$19.52	\$19.72	\$19.92	\$20.11
45 Credits/450 inservice clock hours	\$18.08	\$18.35	\$18.63	\$18.91	\$19.10	\$19.29	\$19.48	\$19.68	\$19.87	\$20.07	\$20.27
60 Credits/600 inservice clock hours	\$18.20	\$18.47	\$18.75	\$19.03	\$19.22	\$19.42	\$19.61	\$19.81	\$20.00	\$20.20	\$20.41
80 Credits/800 inservice clock hours	\$18.32	\$18.59	\$18.87	\$19.16	\$19.35	\$19.54	\$19.74	\$19.93	\$20.13	\$20.34	\$20.54
100 Credits/1000 inservice clock hours	\$18.46	\$18.74	\$19.02	\$19.31	\$19.50	\$19.69	\$19.89	\$20.09	\$20.29	\$20.49	\$20.70
Preschool Director											
Base Pay/Qualified	\$20.99	\$21.31	\$21.63	\$21.95	\$22.17	\$22.39	\$22.62	\$22.84	\$23.07	\$23.30	\$23.54
15 Credits/150 inservice clock hours	\$21.13	\$21.44	\$21.76	\$22.09	\$22.31	\$22.54	\$22.76	\$22.99	\$23.22	\$23.45	\$23.68
30 Credits/300 inservice clock hours	\$21.26	\$21.57	\$21.90	\$22.23	\$22.45	\$22.67	\$22.90	\$23.13	\$23.36	\$23.59	\$23.83
45 Credits/450 inservice clock hours	\$21.39	\$21.71	\$22.03	\$22.36	\$22.59	\$22.81	\$23.04	\$23.27	\$23.50	\$23.74	\$23.98
60 Credits/600 inservice clock hours	\$21.50	\$21.83	\$22.15	\$22.49	\$22.71	\$22.94	\$23.17	\$23.40	\$23.63	\$23.87	\$24.11
80 Credits/800 inservice clock hours	\$21.65	\$21.97	\$22.30	\$22.64	\$22.86	\$23.09	\$23.32	\$23.55	\$23.79	\$24.03	\$24.27
100 Credits/1000 inservice clock hours	\$21.76	\$22.09	\$22.42	\$22.76	\$22.99	\$23.22	\$23.45	\$23.68	\$23.92	\$24.16	\$24.40
<u>CHILD NUTRITIONISTS</u>											
Head Cook	\$18.83	\$19.11	\$19.39	\$19.69	\$19.88	\$20.08	\$20.28	\$20.48	\$20.69	\$20.90	\$21.10
Assistant Cook	\$15.54	\$15.77	\$16.01	\$16.25	\$16.41	\$16.57	\$16.74	\$16.91	\$17.08	\$17.25	\$17.42
<u>SECRETARIAL</u>											
Building Secretary	\$18.37	\$18.64	\$18.92	\$19.20	\$19.40	\$19.59	\$19.79	\$19.98	\$20.18	\$20.39	\$20.59
<u>BUILDING SUPPORT</u>											
Building Assistant	\$16.06	\$16.30	\$16.55	\$16.79	\$16.96	\$17.13	\$17.30	\$17.48	\$17.65	\$17.83	\$18.00

NOTES:

- 1) Wages are set as of September 1st of each year.
- 2) The Association and the District shall meet before September 1st to establish where a new employee is placed on Schedule A with respect to credits/clock hours and years of service. Washington State credits/clock hours and years of service are preferred.
- 3) Educational Increments must be verified by transcript or certificate of completion of clock hours.

Board Approved

