

**COLLECTIVE BARGAINING AGREEMENT BETWEEN**  
**PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP**  
**AND**  
**SOUTH KITSAP SCHOOL DISTRICT #402**

SEPTEMBER 1, 2022 - AUGUST 31, 2025



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## **PREAMBLE**

This Agreement is made and entered into between the South Kitsap School District No. 402 (“hereinafter the “District”) and the Public School Employees of South Kitsap, an affiliate of the Public School Employees of Washington/SEIU LOCAL 1948, (hereinafter the “Union”). This Agreement includes the following Articles and Sections:

## **ARTICLE I**

### **RECOGNITION AND ADMINISTRATION**

#### **Section 1.1. Recognition.**

The District hereby recognizes the Union as the exclusive representative of all employees in the bargaining unit described in Section 1.2, and the Union recognizes the responsibility of representing the interests of all such employees.

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

The bargaining unit to which this Agreement is applicable shall consist of all the classified employees in the job classifications listed on Schedule A. Excluded from the bargaining unit shall be the Superintendent’s Executive Assistant, Executive Assistant to the Assistant Superintendent for Business and Operations, Executive Assistant to the Deputy Superintendent for Learning and Instructional Support, Executive Assistant to the Executive Director for Human Resources, Community Relations Assistant, and three Human Resource Specialists, (a total of eight (8) exempt positions).

#### **Section 1.3. Substitutes and Temporary Employees - Recognition.**

The bargaining unit shall also consist of substitute and temporary employees who have worked more than thirty (30) cumulative days in the current or immediately preceding school year and continue to be employed on the District substitute roster. Only the following provisions of this Agreement shall apply to such bargaining unit substitute and temporary employees:

Article I	Recognition and Administration
Article II	Appropriate Matters for Negotiations
Article III	Rights of the District
Article IV	Rights of Employees
Article V	Rights of the Association
Article VI	Hours of Work and Overtime, except only Section 6.3.1, 6.3.2, 6.3.3, 6.4, 6.5.1, 6.5.2, 6.5.5, and 6.7, Compensatory Time
Article XIII	Association Membership and Checkoff
Article XV	Wages and Employee Compensation, except Sections 15.1, 15.2, 15.3.1, 15.3.2, and 15.3.3 only

#### **Section 1.3.1. Substitutes.**

A substitute is an individual hired on a limited basis to replace a regular employee who is absent from their position. There are two (2) categories of substitutes:



**Section 1.3.1.1. Level I Substitute.**

Substitute employees who work less than twenty (20) consecutive workdays in any assignment shall be known as “Level I Substitutes” and shall be paid at the substitute hourly rate of pay pursuant to Exhibit 1 of this Agreement.

**Section 1.3.1.2. Level II Substitute.**

Substitute employees who work twenty (20) consecutive workdays or more for the same absent employee in the same specific assignment shall be known as “Level II Substitutes.” Level II Substitutes shall be paid at Step A of the Wage Schedule in the applicable pay range I-VII, retroactive to the first date in the Level II assignment.

**Section 1.3.2. Temporary Employees.**

A temporary employee is an individual hired on a limited basis for a specific activity but not to replace an absent employee. There are two (2) categories of temporary employees:

**Section 1.3.2.1. Level I Temporary.**

Temporary employees who work less than twenty (20) consecutive workdays in any assignment shall be known as “Level I Temporary Employees” and shall be paid at the substitute hourly rate of pay pursuant to Exhibit 1 of this Agreement.

**Section 1.3.2.2. Level II Temporary.**

Temporary employees who work twenty (20) consecutive workdays or more in the same specific assignment shall be known as “Level II Temporary Employees.” Level II Temporary Employees shall be paid at Step A of the Wage Schedule in the applicable pay range I-VII, retroactive to the first date in the Level II assignment.

**Section 1.3.2.3. Temporary Position Status Association Information.**

The District shall provide the President of the Union with a written report of the status of all temporary positions on or before each of the following dates: October 1<sup>st</sup>, December 1<sup>st</sup>, February 15<sup>th</sup>, and May 1<sup>st</sup>.

**Section 1.4. Temporary Paraeducators.**

Individuals hired as Paraeducators before March 1 of any school year shall be considered as regular employees and subject to all terms of the Agreement, unless the position is posted as a temporary position as defined by Section 1.3.2. Paraeducators who are hired after March 1 in a given year to newly created positions, including those regular employees who are assigned additional Paraeducator hours after March 1 in a given year, may, at the discretion of the District, be considered Temporary employees for that year subject to Section 1.3.2 above.

**Section 1.5. Regular Employees Assigned Additional Temporary Hours.**

Regular employees who are assigned additional temporary hours for the remainder of the school/fiscal year after March 1<sup>st</sup> shall be placed on the wage schedule as if the position were regular. However, the employee shall not be eligible for any additional benefits, holiday pay, or leave. When the hours expire, the loss of those hours will not trigger any other provisions of this agreement. Additional temporary hours that continue from one school/fiscal year to the next shall be considered regular benefited time. Temporary hours assigned prior to March 1<sup>st</sup> shall be regular benefited time.

### **Section 1.6. Leave Replacement and Long-Term Temporary Positions.**

A leave replacement position is defined as a position open due to a leave of absence of a regular employee when the District knows in advance that such leave shall be greater than sixty (60) workdays. A long-term temporary position is defined as a temporary, newly created position where the District knows in advance that it will be greater than sixty (60) workdays, but in no case longer than 12 (twelve) consecutive months, including non-work days on a limited basis for a specific activity but does not replace an absent employee.

Long-term temporary positions shall receive insurance consistent with SEBB, as specified in Article XI. Long-term temporary positions that are projected to continue from one school/fiscal year to the next and are six (6) months or more in duration (including non-work days) from the date of assignment, shall be posted as a regular position(s).

The employee selected to fill a leave replacement position (the “first replacement position”) shall be considered a regular employee for the purposes of wage placement, other compensation, and all benefits in accordance with this Agreement provided that the position will be terminated on the assignment end date, except if a regular employee fills the replacement position, then at the end of the replacement assignment the regular employee shall be returned to their former position, unless that (former) position

- 1) has been reduced by more than twenty (20) annual work hours or
- 2) has been eliminated, in which case the regular employee shall have reinstatement rights consistent with the RIF procedures contained in Article X of this Agreement.

The position remaining due to the placement of a regular employee into a replacement position, will also be available to regular employees on this same “replacement” basis (with retreat rights). This shall be known as the “second replacement position.” This process shall be limited to a second replacement position. Should the second replacement position be filled by a bargaining unit employee, then the position of that employee, if filled, will be on a substitute basis as defined in Section 1.3.1 of this Agreement.

### **Section 1.7. Substitute/Temporary Employee Absences.**

Level II Substitutes and Level II Temporary Employees who have completed their required twenty (20) consecutive days, and then are absent four (4) days due to an unavoidable circumstance (illness, emergency), will not have an adverse impact on their rate of pay, when such leave is approved by the Human Resources Administrator. Although they will not be paid for the day missed, they will not have to reestablish the 20-day requirement for the higher pay. If the substitute/temporary misses more than four (4) days, the retention for the higher rate of pay will be considered on an individual basis. These same provisions shall also apply to any absence missed as a result of a required jury duty, regardless of the length of the absence.

### **Section 1.8. Availability of Substitute/Temporary Hours.**

Regular employees may be eligible to work additional hours in substitute or temporary assignments, provided the employee notifies their building administrator and the Human Resources Office in writing. The right to work in a substitute capacity is, however, not guaranteed and is subject to the District’s educational program needs, including consideration of overtime limitations. Employees who are in a RIF status shall be given priority for working available substitute and temporary assignments for which they are qualified.

### **Section 1.9. Student Employees.**

The District may employ students enrolled in South Kitsap Schools to perform temporary assignments related to this bargaining unit (generally clerical), provided that:

1. the student is assigned from a South Kitsap School District vocational or educational program, and
2. such students shall work no more than four (4) hours per day, except in summer months and/or breaks in school schedules, and
3. such students are not eligible to fill substitute, temporary, or regular bargaining unit positions.

#### **Section 1.9.1. Student Worker Hours/Reporting.**

The District recognizes the interest of Union employees with regard to availability of extra hours of work and as such shall reasonably assign student worker hours giving consideration to the District's financial status, including any reduction-in-force. In light of these interests, the District will ensure that student workers performing work in this unit shall be employed for no more than 3,200 hours on an annual basis (September 1 through August 31) for the duration of this Agreement. The District shall provide a monthly report of student worker assignments and hours to the Union President.

## **ARTICLE II**

### **APPROPRIATE MATTERS FOR NEGOTIATIONS**

#### **Section 2.1. Conformity to Law.**

The District and the Union agree that this Agreement shall be binding on both parties except that if any section or provision is or shall be contrary to law, then such section(s) or provision(s) shall not be applicable, performed or enforced, except to the extent permitted by law. The remainder of this Agreement shall not be affected, thereby, and the District and the Union shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement of the specific section(s) or provision(s).

#### **Section 2.2. Appropriate Matters for Negotiations.**

##### **Section 2.2.1. Mutual Obligation.**

The parties acknowledge and confirm their mutual obligation under Chapter 41.56 RCW, which is to meet at reasonable times to confer and negotiate in good faith on personnel matters, including wages, hours, and working conditions which may be peculiar to the bargaining unit.

##### **Section 2.2.2. Definition.**

The parties further acknowledge that issues concerning wages, hours, and working conditions not expressly covered in this Agreement, may also need discussion and that such discussions would be regulated by RCW 41.56.

## **Section 2.3. Status of Agreement.**

### **Section 2.3.1.**

This Agreement shall supersede any rules, regulations, policies or practices of the District, which may be contrary to or inconsistent with its terms

### **Section 2.3.2. Employee Definition.**

The term “Employee” when used hereinafter in the Agreement, shall refer to all classified employees represented by the Union.

### **Section 2.3.3. Additional Definitions.**

Unless the context in which they are used clearly requires otherwise, words used in this Agreement denoting gender shall include both the masculine and feminine, and words denoting number shall include both the singular and plural.

## **Section 2.4. No Strike Clause.**

The Union, its agents, and members agree there shall be no strikes, slowdowns, work stoppages, or other concerted effort which interferes with, impedes, or impairs the normal operation of the District for the duration of this Agreement.

## **ARTICLE III**

### **RIGHTS OF THE DISTRICT**

#### **Section 3.1. Management Rights.**

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

#### **Section 3.2. Other Matters.**

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

## ARTICLE IV

### RIGHTS OF EMPLOYEES

#### **Section 4.1. Organizing.**

Employees who are represented by the Union shall have the right to freely organize, join and support the Union for the purpose of engaging in collective bargaining.

#### **Section 4.2. Nondiscrimination.**

Neither the District nor the Union, shall illegally discriminate against any employee subject to this Agreement on the basis of race, creed, national origin, color, gender, religion, age, marital status, sexual orientation, or because of a mental or physical disability or any other protected classes listed in RCW 28A.642.010.

#### **Section 4.3. Matters of Personal Concern.**

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

#### **Section 4.4. Meetings.**

Whenever any employee is mutually scheduled by the District and the Union to participate during working hours in negotiations, grievance proceedings, or conferences, he/she shall suffer no loss in pay.

#### **Section 4.5. Due Process.**

##### **Section 4.5.1. Unwarranted Discipline.**

This section shall serve as a protection for the employee against unwarranted discipline by the District.

##### **Section 4.5.2. Just Cause.**

No employee shall be disciplined without just cause.

##### **Section 4.5.3. Basis for Disciplinary Action.**

The specific grounds forming the basis for disciplinary action will be made available to the employee and the Union in writing.

##### **Section 4.5.4. Appropriate Action.**

Any disciplinary action against an employee shall be appropriate to the behavior which precipitates the action.

##### **Section 4.5.5. Representation Rights.**

Any employee called to a hearing or other investigatory proceeding which may result in disciplinary action being taken against the employee may request the presence of a Union Representative. When a request for such representation is made, no official action shall be taken with respect to the employee until such representative of the Union is present.

#### **Section 4.6. Employee Evaluations.**

Each employee is entitled to a periodic evaluation of job performance at least once annually. A copy of the evaluation shall be provided to the employee upon presentation. Employees shall have the right to attach a written response to their evaluation, provided such is presented for attachment within thirty (30) business days of receipt of the evaluation copy. An employee may request of the supervisor an extension of time in which to make the response. Any extension of time must be mutually agreed upon. All performance evaluations reflecting a “needs improvement” or “unsatisfactory” rating in one or more categories shall state specific reasons for the rating, remedial action necessary for the employee to improve performance and specific remedial training as deemed necessary by the District to improve performance.

#### **Section 4.7. Student Discipline.**

A copy of the District’s adopted and written policy governing the rules and limitations on student discipline will be made available on the District’s website for each employee within this Unit.

#### **Section 4.8. Job Descriptions.**

The District shall post job descriptions on the district website. New job descriptions or job descriptions which are significantly changed shall be submitted to the Union for input at least twenty (20) calendar days prior to final adoption. The parties shall negotiate wage schedule placement for new positions. The District and the Union reaffirm their commitment to the value and positive impact of the job evaluation process and the Educational Management Solutions (EMS).

#### **Section 4.9. Personnel Files.**

The District shall maintain an official personnel file located in the District Human Resources Office, for each employee, who will receive a copy of any derogatory or disciplinary material entered in the file, including evaluations, reprimands, or any other written communications. A written rebuttal response not exceeding three (3) pages may be attached to any document in the file, provided such rebuttal is received in the Human Resources Office within thirty (30) calendar days of the date the employee was provided with a copy of the materials. The employee may inspect the file with a representative of the District and if the employee wishes, the Union. The employee may make an inventory of the file and have it signed and dated by a representative of the District and may have copies made of any contents of the file. The District may require the employee to pay a per copy charge at the rate used for public records requests. Employees shall have the right to request in writing to the Human Resources Administrator that material be removed from their file after three (3) years from the document date. The Human Resources Administrator shall issue a written decision, including an explanation as to the reasons for the determination, within thirty (30) calendar days of receipt of any such request.

## **ARTICLE V**

### **RIGHTS OF THE UNION**

#### **Section 5.1. Notices.**

The Union will be allowed to post notices of activities and matters of Union concern on a bulletin board to be provided in each faculty lounge or employee dining area (if there is no faculty lounge) of each building in the District.

## **Section 5.2. Information.**

### **Section 5.2.1. District Operations Information.**

The District will furnish to the Union President, Secretary, or designated representative, when requested in writing, prepared information including annual financial reports and audits, tentative budgeting requirements and allocations, monthly revenue and expenditure reports, a register of bargaining unit employees, student enrollment, agendas and minutes of all Board meetings, a directory of employees, personnel information necessary to process grievances with the written permission of the employee(s) involved, and other information specifically requested by the Union that is necessary/relevant for the Union to represent the bargaining unit.

### **Section 5.2.2. Association Information.**

The District shall provide to the Union President, Secretary, or designated representative a monthly updated list of newly assigned employees and number of substitute employees employed in the previous month, their assignments, rate of pay and number of workdays.

## **Section 5.3. Access.**

### **Section 5.3.1. Visitation Rights.**

Representatives of the Union, after making their presence known to the building principal, shall have access to the District's premises during business hours, provided that no conferences or meetings between employees and Union representatives shall take place during working hours.

### **Section 5.3.2. Building and District Equipment Use for Association Business.**

The Union may use District buildings for meetings during nonworking hours as per District policy. The Union representative shall obtain approval from building administration prior to using such buildings. The Union shall have the right to use the District's standard office equipment. The Union shall reimburse the District pursuant to District policy and procedure for use of standard office equipment. The Union shall be liable for negligence or any willful damage occurring from its use of District building and/or equipment.

### **Section 5.3.3. Internal School Mail System.**

The Union may use the District's internal mail distribution system (hard copy and electronic, including email and phones) to circulate routine information to its members, provided it meets requirements of the "No Strike Clause." Further, such distribution shall not violate U.S. Postal regulations, nor shall it be used to avoid required postage costs. The Union shall not use the District mail system to distribute or obtain information regarding political candidates or issues which are a part of any public election. Should the Union intentionally or unintentionally misuse the system, it will hold harmless the District and promptly rectify such misuse or the District may cancel the Union's right to use the system.

### **Section 5.3.4. Requests for Disclosure.**

Public records requests for documents containing sensitive personal information about specific employees shall be handled in accordance with applicable state laws and district policies and procedures. The District will attempt to determine if the employee has consented to the request, and if not, the District will make a reasonable attempt to provide the employee five (5) business days' notice prior to disclosing documents that the District concludes are subject to disclosure.

The district will notify PSE five (5) business days in advance of disclosure of any public records

that include lists of employees, employee contact information, employee schedules, employee affiliations, personnel evaluations, or employee financial information. This section does not waive the District's immunity under RCW 42.56.060 and does not create a personal contractual claim for wrongful disclosure for failure to provide such notice.

#### **Section 5.4. Labor Relations Committee.**

The District and the Union shall meet periodically (intended to be monthly during the school year), on a mutually agreed basis to discuss personnel issues, confidential issues, and/or other matters of concern. If the parties agree, other employees or administrators may be present to assist with discussions.

## **ARTICLE VI**

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

#### **Section 6.1. Assigned Shifts.**

Except as provided in Section 6.7. Flex Time, each employee shall be assigned to a definite and regular shift and workweek with designated times of beginning and ending, provided, further that the District may change the existing workweek in case of emergency without prior notice, and in any other case by five (5) business days written notice to the employee.

##### **Section 6.1.1. District Email.**

All employees shall receive as part of their regularly scheduled work week a minimum of thirty (30) minutes per week to review/respond to email.

#### **Section 6.2. Workweek.**

##### **Section 6.2.1. Workweek Definition.**

The normal workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday. For payroll purposes the workweek shall begin on Sunday and end on Saturday.

##### **Section 6.2.2 Non-traditional Workweek Definition.**

Workweeks other than Monday through Friday may only be established on any five (5) consecutive days. Exceptions may be made in establishing a summer work schedule. The District may establish a summer-hour schedule for employees. Individual department directors or building principals may establish summer hours, including for example, different start times than the District's and/or a workweek of four (4) days of ten (10) hours per day. Department schedules are subject to approval by the Human Resources Administrator or other designee of the Superintendent. Once approved, the schedules will be made known to the Union. Pursuant to Section 6.6.2 of this Agreement, employees working in excess of (8) hours per day under a summer work schedule are not entitled to overtime unless they are compensated in excess of forty (40) hours in a workweek.



## **Section 6.3. Lunch/Rest Period(s).**

### **Section 6.3.1. Rest Period Definitions.**

Employees shall be entitled to paid rest period(s) and an unpaid lunch break according to the following schedule:

- Work for four to five hours = One paid fifteen (15) minute break;
- Work more than five (5) hours but less than eight hours = One paid fifteen (15) minute break and one unpaid/duty free thirty (30) minute lunch break;
- Work eight (8) hours or more = Two paid fifteen (15) minute breaks and one unpaid/duty free lunch break of at least thirty (30) minutes;
- Employees working three (3) or more hours overtime shall be allowed at least one (1) unpaid thirty (30) minute meal period prior to or during the overtime period.

### **Section 6.3.2. Interrupted Lunch Breaks.**

Employees required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and the supervisor. In the event the District requires an employee to forego the lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates. Lunch periods are not a part of the workday and are not paid for by the District.

### **Section 6.3.3. Interrupted Rest Period.**

A rest period shall be taken at a time designated by the District, as near the middle of the shift as is practicable. In the event a work-related interruption requires the presence of the employee during the scheduled rest period, the employee shall be entitled to schedule, with the supervisor's approval, an alternative rest period during that workday. In the event that rescheduling of the interrupted rest period in that workday is not possible, the rest period may be scheduled later in that workweek or, with the supervisor's approval, a time record may be submitted for payment of the missed rest period. In the event that rescheduling or payment occurs, such time shall be provided on the basis of a forty (40) hour workweek rather than an eight (8) hour day for the purpose of computing overtime due only. If such a missed rest period is not rescheduled by the end of the ensuing monthly pay period, the employee shall indicate such time on either their regular time or compensatory time record and shall be compensated for the time accordingly, provided that supervisory approval for the time has been provided.

## **Section 6.4. School Closure.**

In the event of an unusual school closure due to inclement weather, inoperative facilities or the like, the District will make every effort to notify appropriate employees to refrain from coming to work.

Employees reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event he/she has been actually notified by the District of the closure prior to leaving home for work.

### **Section 6.4.1. Emergency Schedule.**

In the event the District decides to delay the opening of school(s), employees should attempt to arrive as soon as safely possible but shall report no later than thirty (30) minutes before the students arrive. In the event the District decides to send students home early, employees may

leave thirty (30) minutes after students are dismissed. The employee may use flex time consistent with Section 6.7 or compensatory time consistent with Section 6.6 to account for any unworked hours. If the employee is unable to report prior to the start of the instructional day, the employee may apply for emergency leave. At the beginning of the school year, each building will determine a method of expedient communication to inform employees of any change in the school schedule.

## **Section 6.5. Overtime.**

### **Section 6.5.1. Overtime Rate Definition.**

Overtime rate is defined as being one and one-half (1.5) times the employee's regular hourly rate of pay.

### **Section 6.5.2. Compensated Overtime Hours.**

Employees required by the District to work additional hours shall be paid at the overtime rate for all hours compensated in excess of eight (8) hours per day and/or all hours in excess of forty (40) hours per week, whichever may apply. Taking compensatory time shall not be counted for the purpose of calculating overtime pay or compensatory time in lieu of overtime. An employee working a summer work schedule of more than eight (8) hours per day under Section 6.2.2 of this agreement shall not be entitled to overtime except for those hours in excess of forty (40) hours per week.

### **Section 6.5.3. Weekend Hours.**

Employees, except temporary, substitute, and student employees required by the District to work additional hours on a Saturday or Sunday shall be compensated at the overtime rate of pay, as defined in Section 6.5.1. Temporary, substitute, and student employees shall only be entitled to overtime pay for weekend work to the extent required by applicable law.

### **Section 6.5.4. Unscheduled Call-Out Hours.**

Employees called to work by the District outside of their normal shift assignment shall be compensated for: a) no less than three (3) hours for such work performed on a Saturday or Sunday; or b) no less than two (2) hours for such work performed on a Monday through Friday. This section does not apply to situations where 1) the added hours worked are pre-scheduled or the employee is not required to report to a worksite, or 2) authorized work is performed immediately preceding or following the assigned work shift; however, in that event, the terms of Section 6.5.2 shall still apply.

### **Section 6.5.5. Restriction to Overtime Pay.**

Where more than one of the overtime pay provisions in this Section applies, the affected employee shall receive only the time and one-half (1.5) overtime rate. Nothing in this Section 6.5 shall be construed to require double or multiple overtime rates, provided that employees required by the District to work additional hours on a holiday shall be paid pursuant to Section 7.1.3 of this Agreement.

## **Section 6.6. Compensatory Time.**

Compensatory time off in lieu of payment at the regular or overtime rate for hours worked in addition to a regularly scheduled shift shall only occur as specified under applicable wage laws (i.e. Fair Labor

Standards Act), except as provided in this Section. Compensatory time must be authorized by the District in advance of being earned. Compensatory time shall accrue at the lawful rate (the regular rate for hours up to forty (40) per week and at the rate of one and one-half (1.5) hours for each overtime hour worked). The decision to receive time off rather than money as compensation for additional work shall be the employee's; provided, however, scheduling of compensatory time shall be mutually agreed to by the employee and the site administrator. For the purpose of providing compensatory time only, such time shall be provided on the basis of a compensated forty (40) hour workweek rather than a compensated eight (8) hour day. Consistent with District procedure, the maximum number of accumulated compensatory time hours at any one time shall not exceed forty (40) hours. All accumulated compensatory time shall be used or cashed out by the end of the fiscal year.

#### **Section 6.7. Flex Time.**

Flex time shall mean the adjustment, upon mutual agreement between the employee and supervisor, of the employee's weekly schedule to accommodate employee or employer needs. The total number of weekly hours are not changed. For example, an employee may work an additional hour on one day in order to take those hours off on a subsequent day in the same week, which shall not result in overtime pay for the extra-hours day.

#### **Section 6.8. Early Dismissal.**

Employees may utilize personal leave, accrued compensatory time, flex time or vacation to participate in an authorized early dismissal.

#### **Section 6.9. Extra Hours.**

##### **Section 6.9.1 Paraeducator Collaboration.**

Paraeducators who work six and a quarter (6.25) classroom hours per day or less (excluding Bus Duty, or occasional hours not included in their regular recurring assignment) in a Functional/Adaptive, Emotional Behavior Support, Academic Adaptive or Social Communications classroom are entitled to work up to eighteen (18) additional hours annually (pro-rated based on the start/end date of the assignment) for the following purposes:

- a. Classroom team collaboration;
- b. Participation in annual IEP meetings and Parent-Teacher conferences for students served by the paraeducator on a 1:1 basis as well as other students at the discretion of the paraeducator's immediate supervisor;
- c. Training/planning meetings before and after school;
- d. Collaboration on Late Start Wednesdays, Learning Improvement Days and
- e. Other approved professional development.

While the eighteen (18) additional hours shall be paid on a timesheet basis the District shall add this time to the projected annualized hours for purposes of insurance benefit calculation.

##### **Section 6.9.2. Paraeducator Bus Duty.**

Bus duty assignments include:

- 1) Bus Supervision: A classified staff member who monitors the bus parking area during bus loading and unloading;
- 2) Bus Duty: Paraeducators required to supervise a special education student or students from a particular classroom from the bus to the classroom and back from the classroom to

- the bus;
- 3) Bus Monitor: A paraeducator assigned to provide on-bus supervision to a student while physically riding the bus.

Bus Monitor and Bus Duty projected to last sixty (60) or more days during any given school year, shall be considered a regular assignment for purposes of pay and benefits but will not receive seniority for any temporary bus duty hours worked. When Bus Duty is reassigned or expires, the loss of these hours will not trigger any other provisions of this Agreement. Bus duty that is required for the purpose of supervising a special education student or students from a particular classroom will be offered in order of District Seniority to the employees within that classroom. Bus duty shall not be considered “classroom time” for purposes of determining eligibility for collaboration time per Section 6.9.1. Creation of the Bus Duty assignment code is for administrative purposes only and shall not be considered a separate position for pay classification. This section does not apply to bus duty that is a part of a paraeducator’s regular work assignment (e.g., certain 6.5-hour paraeducators).

#### **Section 6.10. Temporary Library / Special Education Clerical Hours.**

When additional time is needed to address workload for an Elementary librarian or for Special Education clerical work, the District and Union agree to allow the building Administrator to fill the vacancy internally through the assignment of hours to a PSE member, without posting the position. If the building is unable to fill these hours internally, the position may be posted following procedures in section 8.2. These positions fall into the Level II Temporary category.

## **ARTICLE VII**

### **HOLIDAYS, VACATIONS, AND LEAVES**

#### **Section 7.1. Holidays.**

All employees shall receive the following paid holidays that fall within their work year as follows:

Holiday

Applies to

1. Labor Day	All Work Calendars
2. Veterans’ Day	All Work Calendars
3. Thanksgiving Day	All Work Calendars
4. The Friday after Thanksgiving Day	All Work Calendars
5. Christmas Day	All Work Calendars
6. The day before or after Christmas day ( <i>date determined annually by District</i> )	All Work Calendars
7. New Year’s Day	All Work Calendars
8. The day before or after New Year’s Day ( <i>date determined annually by District</i> )	All Work Calendars
9. Martin Luther King Day	All Work Calendars
10. Presidents’ Day	All Work Calendars
11. Memorial Day	All Work Calendars
12. Independence Day	Only the 210 and above

### **Section 7.1.1. Definition.**

When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be considered the holiday, as identified on the approved school calendar.

### **Section 7.1.2. Unworked Holidays.**

Employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has been compensated for either their last scheduled shift preceding the holiday or his/her first scheduled shift succeeding the holiday and is not on leave of absence, shall be eligible for pay for such unworked holiday.

### **Section 7.1.3. Worked Holidays.**

Employees who are required to work on the above-described holidays shall first receive the pay due for the holiday. Additionally, for all hours worked on that holiday the employee shall be compensated at the overtime rate of one and one-half times their regular hourly rate.

*Example: 6-hour employee works 4 hours on a holiday. The employee shall receive 6 hours holiday pay plus an additional 6 hours of pay for the time worked (4 hours at the overtime rate of 1.5 times the hours worked), for a total of 12 hours of pay.*

#### **Section 7.1.3.1. Independence Day Holiday.**

Those employees who work a regular schedule during summer break, e.g., summer school, that requires the employee to work the day before and the day after the Independence Day Holiday shall also be eligible to receive pay for that holiday.

### **Section 7.2. Vacations.**

All less than 12-month new employees hired with an effective date of September 1, 1995 or later shall not be eligible for vacation benefits. All other employees shall continue to accrue vacation pursuant to sections 7.2.1 through 7.2.3 below.

#### **Section 7.2.1. Vacation Definition.**

During the first year of service with the District, the employee shall be granted ten (10) days paid vacation based on the normal daily work shift. One (1) additional day of paid vacation will be added for each succeeding year of service to a total of twenty (20) days.

##### **Section 7.2.1.1. Longevity Vacation.**

For 12-month employees at the 15th year of service, two additional days shall be added (22 days); at the 20th year of service, one additional day shall be added (23 days).

##### **Section 7.2.1.2. Vacation Accrual.**

All vacation shall be accrued on a monthly basis. Vacation benefits will be prorated for eligible (pursuant to 7.2 above) less than 12-month employees. To gain eligibility for an increase in vacation credit, an employee must work at least fifty percent (50%) of their normal work year. The following chart displays the vacation rates:

Year Number	Days Accrued That Year	Monthly Accrual Rate
1	10	.8333
2	11	.9167
3	12	1.0000
4	13	1.0833
5	14	1.1667
6	15	1.2500
7	16	1.3333
8	17	1.4167
9	18	1.5000
10	19	1.5833
11	20	1.6667
15*	22	1.8333
20*	23	1.9167

\*Years 15 and 20 apply only to 12-month employees.

### **Section 7.2.2. Vacation Usage.**

Vacation periods will be set by mutual agreement, taking into account the service needs of the District and the personal preferences of employees, provided they shall be scheduled whenever possible to avoid conflict with school operations.

### **Section 7.2.3. Unused Vacation Carry-Over/Cash Out Restrictions.**

Unused vacation credit may be carried forward from one school year to the next to a maximum of thirty (30) days. When work requirements prevent an employee from using vacation days prior to August 31, the employee may cash out up to three (3) days in excess of the thirty (30) day limit. Upon separation of employment, no employee may cash out any unused vacation in excess of thirty (30) days.

## **Section 7.3. Sick Leave.**

### **Section 7.3.1. Annual Allowance.**

At the beginning of each school year, each employee shall be credited with an advanced sick leave allowance as follows:

- Up to 192 scheduled workdays 10 days sick leave
- 193 to 205 scheduled workdays 11 days sick leave
- 206+ scheduled workdays 12 days sick leave

Sick leave will be deducted in fifteen (15) minute increments

### **Section 7.3.2. Sick Leave Absences/Accrual.**

Sick leave days shall be with full pay and shall be used for absence caused by incapacitation from work because of disability or illness. Should an employee resign during the contract year, the days of credited sick leave shall be prorated based on the number of days worked.

Employees employed after the beginning of the contract year shall receive a prorated number of sick leave days based on the number of days actually worked during the contract year.

Employees who work less than eight (8) hours per day shall have their sick leave prorated. Sick leave shall accumulate to a maximum of the individual's work year.

**Section 7.3.3. Use of Accrued Leave.**

In accordance with Washington State law, sick leave may be used to care for a child of the employee with a health condition that requires treatment or supervision or for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition in accordance with state or federal law. The parties agree that the provision(s) in law which most benefits the employee shall be available to the employee. Such leave may be utilized up to the limit of accumulated sick leave days. Under the Family and Medical Leave Act provisions, the District may require appropriate medical certification. For this section the following definitions shall apply consistent with Washington State law.

**Section 7.3.3.1. Child Definition.**

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is: (a) under eighteen (18) years of age; or (b) eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

**Section 7.3.3.2. Grandparent Definition.**

"Grandparent" means a parent of a parent of an employee.

**Section 7.3.3.3. Parent Definition.**

"Parent" means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

**Section 7.3.3.4. Parent-in-law Definition.**

"Parent-in-law" means a parent of the spouse of an employee.

**Section 7.3.3.5. Spouse Definition.**

"Spouse" means a husband or wife as the case may be.

**Section 7.3.3.6. Domestic Partner Definition.**

"Domestic Partner" means a registered domestic partner.

**Section 7.3.4. Adult Child.**

Notwithstanding Section 7.3.3., upon approval of the District, sick leave may be used to care for a child, age eighteen (18) or over, with a significant health condition.

**Section 7.3.5. Sick Leave Without Pay.**

An employee who is unable to perform their assigned duties because of personal illness, maternity, or other disability shall, upon request, be granted additional sick leave without pay at the exhaustion of accumulated sick leave. Application for sick leave without pay and for renewal of sick leave without pay shall be made in writing to the District, accompanied by a doctor's verification and an estimated time of recovery.

**Section 7.3.6. Healthcare Provider Certification.**

After five (5) consecutive days of absence, or when specific circumstances indicate potential abuse of leave, a doctor's certificate may be required by the District. On the twelfth (12th)

consecutive workday of personal illness, a second doctor's opinion may be required at the District's expense. The District shall provide a statement of the accumulated balance of sick leave for each employee on Skyward or equivalent District program.

**Section 7.3.7. Unused Sick Leave.**

Accumulated but unused illness, injury, and emergency leave (sick leave) shall be transferable to the District in accordance with Washington State law.

**Section 7.3.8. On-the-Job Injury.**

Employees who are absent due to injury occurring in the course of employment shall have the following options concerning their pay:

**Section 7.3.8.1. Use of Accrued Sick Leave.**

The employee may opt for the absence to be covered by their accumulative sick leave; or

**Section 7.3.8.2. Time Loss Benefit.**

The employee may opt for the State Industrial Insurance compensation; or

**Section 7.3.8.3. Combined Sick Leave and Time Loss Benefit.**

The employee may opt to accept the compensation from the Industrial Insurance in addition to a prorated compensation from their accumulative sick leave in order to receive their full pay.

**Section 7.3.9. Paid Family and Medical Leave (PFML).**

Employees are eligible to apply for Paid Family and Medical Leave (PFML) benefits as allowed by law. Employees must contact the Human Resources Department to notify the District at least 30 days before planning to take leave (if the event is foreseeable). District and employees shall pay premium costs as per state law.

The District shall annually notify employees about the benefits available under PFML.

Employees will be required to file a claim for PFML benefits with the Employment Security Department (ESD) at the following email address <https://paidleave.wa.gov/get-ready-to-apply/> all payments will come from the ESD.

Employees will be required to contact the ESD for guidelines to determine the amount of leave available.

Employees can receive PFML benefits if they meet eligibility criteria and experience a qualifying event. Employees must have worked at least eight hundred and twenty (820) hours in employment in Washington State during the qualifying period. ESD will determine the employee's eligibility and benefit.

Employees should go to <https://esd.wa.gov/paid-family-medical-leave/benefits> or [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for all information pertaining to this leave.



#### **Section 7.3.10. Family and Medical Leave Act.**

The parties recognize that both state and federal laws impact this area. The parties agree that the provision(s) in law which most benefit(s) the employee shall be available to the employee if a conflict in law occurs. Such Family Care Leave shall be for the purpose of attending to a qualifying individual who has a serious health condition (i.e. terminal illness or a condition involving inpatient care and/or continuing treatment by a health care provider) requiring treatment or supervision by the employee and no other reasonable arrangement can be made. Such approved leave days taken will be deducted from accrued sick leave or may be taken as nonpaid temporary disability leave, after proper request, or be arranged for in combination of paid and non-paid leave.

#### **Section 7.3.11. Leave Sharing.**

The District agrees to make available a leave sharing program consistent with WAC regulations. The District's leave sharing policy is the Board Procedure for Policy 5406.

#### **Section 7.3.12. Attendance Incentive Program/Sick Leave Buy-Back.**

##### **Section 7.3.12.1. Eligibility**

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

##### **Section 7.3.12.2. Computing Sick Leave Remuneration.**

At the time of separation from District employment, an eligible employee as defined by RCW 28A.400.210(2), or the employee's estate, shall receive remuneration for sick leave up to a maximum of 180 days at a rate equal to one (1) day's current monetary compensation for each four (4) full days accrued leave for illness or injury.

##### **Section 7.3.12.3. Terms.**

If the State rescinds the enabling legislation under which this Section is granted, the terms of this sick leave 'buy back' shall be immediately null and void.

#### **Section 7.4. Leave for Emergencies.**

Emergency leave of three (3) days per year shall be granted with pay, accumulative to a maximum of six (6) days, provided that no more than three (3) days of emergency leave shall be granted per any one occurrence. The only exceptions to these limitations are noted in Section 7.4.1, below. Except in the case of family illness, emergency leave must be approved by the District and must be due to a problem that is suddenly precipitated or is unplanned; or where preplanning could not relieve the necessity for the employee's absence. Such leave shall include absences for illness in the immediate family or immediate household not covered under Section 7.3.3 above. The "immediate family" for emergency leave purposes shall be defined as son, daughter, father, mother, brother, sister (including in-laws and foster relationships which were of more than one year's duration) and husband, wife, grandparents and

grandchildren of the employee or employee's spouse. The "immediate household" shall be defined as all people living in the same family unit but not necessarily relatives. Other reasons for emergency leave shall include, but not be limited to:

- legal affairs or business obligations that are of an important nature and cannot be conducted at another time;
- situations created by forces of nature having significant deleterious effects upon the employee's property, health, or family safety;
- funerals not covered by bereavement leave;
- non-injury accidents when employees are in route to work;
- failure of a public transportation carrier to meet a regularly scheduled operation.

#### **Section 7.4.1. Exceptions to Time Limitations.**

The District may authorize emergency leave days in excess of the limitations listed in Section 7.4, above, in the following situations:

##### **Section 7.4.1.1. Serious Illness in Immediate Family.**

In the event that an employee has used all the accumulated emergency days accrued, then up to two (2) additional days may be granted for a serious illness in the immediate family.

##### **Section 7.4.1.2. Adoptions.**

Up to ten (10) days may be authorized for the purpose of placement of a child being adopted by the employee.

##### **Section 7.4.1.3 Additional Emergency Leave.**

At the discretion of the Superintendent or designee, use of additional sick leave as emergency leave days may be approved on a case-by-case basis.

#### **Section 7.4.2. Emergency Leave.**

All Emergency Leave absences shall be deducted from the employee's sick leave balance.

#### **Section 7.5. Bereavement Leave.**

Five (5) days Bereavement Leave may be granted for each death in the immediate family or immediate household. The immediate family shall be defined as parent, brother, sister (including in-laws), foster relationships of more than one (1) year's duration, and husband, wife, child, grandparents and grandchildren of the employee or employee's spouse. The immediate household shall be defined as all people living in the same family unit, but not necessarily relatives.

##### **Section 7.5.1. Usage.**

One (1) day of bereavement leave may be granted for death of an individual not defined as immediate family or household member.

##### **Section 7.5.2. Definition.**

Bereavement Leave shall not be accumulative and is not deducted from accumulated sick leave.

## **Section 7.6. Maternity/Parental Leave.**

### **Section 7.6.1. Definition.**

An employee requesting maternity leave shall give written notice to the District at least four (4) weeks prior to commencement of said leave. The written request for maternity leave shall include a statement of the expected date of return to employment. Within thirty (30) calendar days after childbirth, the employee will inform the District in writing of the specific day when she will return to work.

### **Section 7.6.2. Usage and Certification.**

Leave for maternity purposes will be granted on the same basis as for any other temporary disabling event. Accrued sick leave may be used by the employee, and/or a leave without pay, if requested, will be granted for the period of actual disability as determined by competent medical authority. An employee may request Family Medical Leave for parental purposes, subject to the provision of the District Family Medical Leave policy. An employee may request an extended parental leave for the balance of the current school year, subject to approval by the District.

### **Section 7.6.3. Returning from Leave.**

The employee shall be returned to the same position occupied before taking childrearing leave or sick leave for maternity purposes and will be entitled to return to the same position held prior to taking such a leave, absent a reduction in force situation. Employees on such a leave when a reduction in force situation occurs, shall be treated as an active employee pursuant to Article X for retention purposes.

## **Section 7.7. Jury/Witness Leave.**

Leaves of absence shall be granted for jury duty. The employee shall notify the District when notification to serve on jury duty is received. Employees shall also be granted leave with pay when subpoenaed as a witness in a court of law. Such leave will not be granted when subpoenaed by the Union in legal action against the District or in actions when the individual subpoenaed is a party to the action. When an employee is called for jury duty, the employee is released for the length of time necessary to fulfill that obligation. Employees are expected to continue to report for work on the days when excused from jury duty, and when a half-day or more remains of the employee's scheduled workday. In the case that we have a substitute covering for the employee, the substitute would have the option to remain for the day to complete the assignment. Jury/Witness leave is not deducted from accumulated sick leave.

## **Section 7.8. Leave Without Pay.**

### **Section 7.8.1. Definition.**

Upon recommendation of the immediate supervisor and upon approval of the Superintendent or designee, an employee may be granted a leave of absence without pay for a period not to exceed one (1) year, provided however, if such leave is granted due to extended illness, one (1) additional year may be granted.

### **Section 7.8.2. Returning from Leave.**

The returning employee will be assigned to the position occupied before the leave of absence.

Employees hired to fill positions of employees on leaves of absence will be hired for a specific period of time, during which they shall be subject to all provisions of this Agreement. It shall be the responsibility of the District to inform replacement employees of these provisions.

### **Section 7.8.3. Retained Rights.**

The employee will retain accrued sick leave and seniority rights while on leave of absence. However, sick leave and seniority shall not accrue while the employee is on leave of absence.

### **Section 7.9. Personal Leave.**

Three (3) Personal Leave Days with pay shall be available to all employees in this unit. All employees will have the option to buy back two (2) Personal Leave Days at the end of the school year.

For the purpose of usage restrictions, there shall be two group definitions: Instructional and Non-instructional. Instructional shall include instructional employees (e.g. Paraeducators, LPN, ESL, PT/OT/SLP Assistants, Preschool Assistant, Library Specialist, Computer Lab Coordinator). All others shall be in the Non-instructional Category (Office, Clerical, Playground, Printing Services, etc.). No more than one (1) non-instructional and one (1) instructional employee per elementary or middle school or per department/office (special education, business services, human resources, curriculum, facilities, food services, transportation), or two (2) instructional and two (2) non-instructional employees in the high school may be absent on Personal Leave on the same day, unless an exception is approved for emergency purposes by the site administrator.

- Personal Leave is not available for the first five (5) and the last five (5) days of school each year, unless the leave is for the high school, college or equivalent graduation of the employee's spouse, son or daughter. This provision is limited to the availability of substitutes and prior approval by the Human Resources Office.
- Personal Leave shall be granted on the workday immediately preceding or the workday immediately following a paid holiday on a first-come, first-serve basis up to a limit of five (5) bargaining unit members district-wide (except for employees for whom no substitute is required).
- Personal Leave must be reviewed by the site administrator and pre-approved by the district.
- Personal Leave must be requested at least forty-eight (48) hours in advance unless extenuating circumstances exists and can be documented to the site administrator.
- Unused personal leave days shall be carried over, to a maximum total accumulation of five (5) days.
- Personal Leave is separate from and not deducted from the employee's accrued sick leave.
- Bargaining unit members requiring a substitute may use personal leave in increments of two (2) hours or more per day. Bargaining unit members requiring the use of a substitute may use personal leave in conjunction with other approved leave in increments of two (2) hours or more per day. Bargaining unit members not requiring the use of a substitute may use personal leave in increments of fifteen (15) minutes or more per day.

### **Section 7.9.1. Personal Leave Buy-back.**

At the end of each school year, an employee may elect to cash out up to two (2) unused personal

leave days at their daily rate of pay. All cash out requests must be submitted on the appropriate form to Payroll Department by July 10th of any given year, or June 10th if the employee's final payroll will be in June.

**Section 7.10. Leave for Positions with a Higher Risk of Injury.**

Paraeducators regularly assigned to Emotional-Behavioral Support Program, Functional / Adaptive, Academic Adaptive or Social Communications Program, or regularly assigned to a specific student with a documented need for physical behavioral interventions, shall be entitled to two (2) days of leave with pay per year in the event that the employee is unable to attend work due to an on-the-job injury caused by a student interaction in a classroom to which the employee is assigned. Eligibility for such leave shall be contingent upon the employee providing Labor and Industries (L&I) documentation from a medical professional recognizing a workplace injury occurred, even if no time-loss compensation is provided by L&I.

**ARTICLE VIII**

**ASSIGNMENT, POSTINGS, AND VACANCIES**

**Section 8.1. Assignment.**

Positions shall be filled from among the most qualified applicants. Employees will be considered for open positions through the established selection process using the following criteria: skills applicable to the position, experience in the same or similar position, ability, performance and seniority. In the event of a tie between applicants, seniority will be used to break the tie. The Union President may request the District to provide the reasons for the selection.

**Section 8.2. Posting Requirements.**

All vacancies and new positions shall be posted at least seven (7) calendar days before being filled, except for:

- 1) Student worker positions,
- 2) Level I, and II substitute positions,
- 3) Level I, and II temporary positions; provided that should the District know in advance that a substitute or temporary position will exceed sixty (60) workdays, then the position shall be posted and;
- 4) Positions of one (1) hour per day or less.

**Section 8.2.1. Posting Distribution.**

Postings shall be emailed to all members of the Union.

**Section 8.3. Employee Right to Apply/Be Interviewed.**

Employees who meet the job posting requirements shall have the right to apply for and be interviewed for posted vacancies.

**Section 8.3.1. Review of Denial Process.**

Should the District determine that an employee is not qualified for an interview or interviews and is not offered that position, a written notification shall be made to the employee. An employee may request in writing to meet with a Review Committee comprised of the Union

President or designee, Human Resources Administrator, and if applicable, the involved supervisor to discuss the District's decision.

**Section 8.4. In-Service Training.**

In-service training will be provided by the District for the purposes of including but not limited to improving required job performance and/or skills.

**ARTICLE IX**

**TERMINATION/SEPARATION OF EMPLOYMENT**

**Section 9.1. Termination/Separation of Employment by the District.**

The District shall have the right to suspend or discharge an employee for just cause. In cases of termination due to routine performance deficiencies, termination shall require not less than twenty (20) calendar days' notice to the employee prior to the effective date of termination. In cases of layoff due to reduction in force, layoff shall require not less than thirty (30) calendar days' notice to the employee prior to the effective date of layoff. The issue of just cause may be appealed in accordance with the grievance procedures of this Agreement.

**Section 9.2. Termination/Separation of Employment by the Employee.**

Termination of employment by the employee shall require not less than fifteen (15) calendar days' notice prior to the effective date of separation. Employees who provide written notice to the District Office of retirement effective for the ensuing school year, by April 1st shall receive an additional lump sum payment of \$250, paid out on their last payroll.

**ARTICLE X**

**PROBATION, SENIORITY AND REDUCTION-IN-FORCE**

**Section 10.1. Conditional Status.**

All new employees shall be hired on a conditional status pending completion of the required background and fingerprint checks in accordance with Washington State law.

**Section 10.2. Probationary Period.**

Each new employee shall serve a probationary period of sixty (60) working days after beginning continuous daily employment with the District (hereinafter "Hire Date"). Any day in which the employee does not perform work for the District shall not be counted in determining the employee's probationary period. If an employee commences employment in another position during the employee's probation, the employee shall remain on probationary status for an additional sixty (60) working days from the date the employee begins continuous daily employment in the new position. The District may discharge the employee during probation, at its discretion. Upon completion of probation, the employee will be subject to all rights and duties contained in this Agreement retroactive to the hire date.

### **Section 10.3. Seniority.**

The seniority of an employee in this unit is calculated and maintained within seniority categories. The “Seniority Categories” are defined in Schedule B of this Agreement. Employees begin to accrue seniority as of the date the employee begins employment with the District within each category in a regular position. Temporary and substitute positions do not earn seniority, except as provided in Section 1.6.

#### **Section 10.3.1. Seniority Accrual – Category Start Date.**

Each time an employee begins employment in a qualifying position, pursuant to Section 10.3. above, the date of hire into that category becomes the “Category Start Date” provided, however, that if the new position falls within the same category as the existing continuous position, then the positions shall be considered the same for the purpose of a Category Start and End Date.

#### **Section 10.3.2. Seniority Adjustments/Category End Date.**

Once seniority starts within a category, that seniority shall be totally lost if the employee is:

- 1) discharged for justifiable cause,
- 2) resigns from employment with the District,
- 3) changes positions within the District to a non-PSE unit position,
- 4) terminated due to a reduction-in-force and has not been rehired within the applicable twenty-four-month period pursuant to Section 10.5.2. or
- 5) terminated due to a reduction-in-force and rejects an offer of re-employment to an equivalent position pursuant to Section 10.5.1.

Additionally, a “Seniority End Date” shall be created within the category when:

- 1) the employee remains employed in the District, but changes positions and the new position is not in the same category, or
- 2) the employee is absent without pay for a period of six (6) months or more.

A notation of an adjustment due to leave without pay shall be made in the seniority record. When the employee returns from the leave without pay, a new “Category Start Date” shall commence and continue unless one of the end date events as noted herein occurs.

An end date is also created when an employee who has been terminated due to a reduction-in-force is rehired within the appropriate twenty-four-month period. In this situation, a new “Start Date” shall also be created for the rehired employee in the appropriate seniority category.

#### **Section 10.3.3. Seniority Days.**

Seniority days shall be calculated by determining the number of calendar days from the “Category Start Date” to the “Category End Date” for each category entry per employee. The employee with the greater total number of seniority days within that category shall have the greatest seniority.

Examples: The following examples are provided to assist with explanation of the seniority accrual process:

*Example 1: Employee was employed as an 8-hour Attendance Secretary as of 9/1/91 and had continuous employment in that position until 3/20/98, when the employee accepted a new job as*

*Office Coordinator. Since both positions are in the same Seniority Category A, the seniority for that category continues uninterrupted. As of the 3/1/01 Seniority List Report, the employee's seniority would be listed as:*

<u>Category A</u>	<u>Start Date</u>	<u>End Date</u>	<u>Total Days</u>
Employee 1	9/1/91	3/1/01	3,470

*Example 2: If an employee accepts a new assignment in a different category, dropping all hours in existing categories, then an End Date shall be listed in the one category, and a Start Date entered for the new category. Example: Employee was employed as a 2.5 hour Playground Supervisor commencing 9/1/91. As of 9/1/99 the employee left that position for a 6.0-hour paraeducator position. As of the 3/1/01 Seniority List Report, the employee's seniority would be listed as:*

<u>Category D</u>	<u>Start Date</u>	<u>End Date</u>	<u>Total Days</u>
Employee 2	9/1/91	8/31/99	2,922

<u>Category C</u>	<u>Start Date</u>	<u>End Date</u>	<u>Total Days</u>
Employee 2	9/1/99	3/1/01	548

*Example 3: If an employee accepts a new assignment in a different category, but keeps the hours in the existing category, then the seniority shall continue in the existing category and a Start Date entered for the new category. Example: Employee was employed as a 2.5-hour Playground Supervisor commencing 9/1/91. As of 9/1/99 the employee kept that position and added a 2.0-hour Volunteer Coordinator position. As of the 3/1/01 Seniority List Report, the employee's seniority would be listed as:*

<u>Category D</u>	<u>Start Date</u>	<u>End Date</u>	<u>Total Days</u>
Employee 3	9/1/91	3/1/01	3,470

<u>Category G</u>	<u>Start Date</u>	<u>End Date</u>	<u>Total Days</u>
Employee 3	9/1/99	3/1/01	548

#### **Section 10.3.4. Seniority Rights.**

The employee with the highest seniority shall have preferential consideration for vacation periods and additional hours, including overtime. Consideration for additional hours, including overtime, shall be by work site and subject to educational, program, and operational needs.

#### **Section 10.3.5. Seniority Lists.**

Seniority shall be calculated as of March 1 of a given year and published annually on the District website within ten (10) working days thereafter. In the event of an anticipated reduction-in-force due to a levy failure or other financial situation, the District shall provide an average of ten (10) hard copies of the seniority list per building, prior to any reduction taking effect to reflect new hires or changes, and Seniority Dates shall be calculated as of May 1 of that year. The seniority list shall be displayed by the Seniority Categories defined in Section 10.3.6 below and shall minimally include the following information:



- Current annual hours, which shall be defined as the sum total of the employee's regularly scheduled hours (excludes temporary or substitute assignments) in that seniority classification for the current school year;
- Employee Name;
- Start Date;
- End Date;
- Total Seniority Days for each Start/End date in the Category, and Grand Total Seniority Days for that Category;
- The employee's annualized hours for their current position(s) as of the date of the calculation for the Seniority List (e.g. March 1 or May 1). Annualized hours are the calendar days for the position times and hours the employee is working in that position (e.g. 4 x 193 or 6 x 180, regardless of when the employee started that position).
- Voluntary reductions in work time made in accordance with Section 10.6. shall not be reflected in the official seniority list.

#### **Section 10.3.5.1. Petition to Change Seniority List.**

Employees shall have fifteen (15) calendar days from the date of the posted Annual Seniority List to petition for corrections. In the event of a second list due to a RIF situation, employees shall have seven (7) calendar days to petition for corrections. Petitions must be made in writing to the Human Resources Office. If petitions change any information on the Seniority List, then the District shall publish a revised and final list.

#### **Section 10.3.6. Seniority Classifications.**

For the purposes of seniority, including a reduction-in-force, the following Seniority Categories are established:

A, B, C, D, E-1, E-2, E-3, E-4, E-5, E-6, F, G, H, I, J, K

The positions within each category are listed on Schedule B of this Agreement.

#### **Section 10.4. Reduction-in-Force Provisions.**

Reductions made due to changes in enrollment or changes in fiscal conditions shall be made in accordance with the following provisions (Section 10.4 through 10.5.)

#### **Section 10.4.1. Reductions/Increases in Hours Due to Increased or Decreased Enrollment or Changes in Student Needs.**

It is recognized that from time to time and at least annually, the District staffing allocations for positions within the unit change due to increased or decreased enrollment or changes in student needs. In these situations, the District shall identify the positions/hours to be changed and the following procedures shall be utilized:

##### **Section 10.4.1.1. Special Education Changes.**

In the event special education staffing does not require involuntary transfer of staff, then positions shall be posted and filled in accordance with this Agreement.

In the event the staffing does require involuntary transfer, then the District shall identify

those persons who shall be involuntarily transferred. These persons' names shall be placed on a list in seniority order. The District shall also identify those special education positions which are available for placement.

All open positions shall be made known to each employee on the involuntary transfer list. Each employee will then have the opportunity to make known to the District their placement preferences. The District shall place employees giving consideration to student/program need and seniority, provided that employees shall first have retreat rights into positions which they previously held.

If no retreat rights exist, that employee shall be placed on the bottom of the involuntarily transfer list and placed only after all other employees with retreat rights are placed. (For the purpose of enhancing understanding of this section, an example of such movements is provided in Exhibit 2 of this Agreement.)

Paraeducators assigned in writing to assist a specific student may be reassigned to move with the student to another building without the assignment being considered an involuntary transfer; however, the paraeducator's preferences shall be considered.

**Section 10.4.1.2. Changes in Student Enrollment for Office, Playground, and Volunteer Coordinator Hours.**

The process will begin with the District determination of allocation amounts consistent with the staffing formulas. The District retains the right to modify the formulas based on financial and/or operational needs. Each building principal shall be notified of the allocated hours. Each building shall then identify the number of hours/positions to be increased or decreased.

In the event that it is necessary to reduce hours, then reductions shall be made on a seniority basis, provided that the District may reduce other than on a seniority basis if there is a substantiated program need. When reduction is done on a basis other than seniority, the principal shall submit the proposal to the Superintendent or designee who shall review the proposal before any final determination of changes is made. In reviewing a proposal to reduce based on program need, the District shall consider the input of the Office Coordinator or lead secretary at the worksite and shall give the Union an opportunity for input.

The District shall offer open positions and/or available hours, within the same seniority category and pay range (within twenty (20) annual hours) to those employees whose hours are being reduced.

**Section 10.4.1.3. Position Elimination from Building/Worksite.**

In the event an employee's position is totally eliminated due to this process, then the employee shall be first offered the opportunity to be placed in an open position within the same seniority category and pay range (within twenty (20) annual hours) in the same building/worksites prior to initiating the bumping process.

Then that employee shall bump within their Seniority Category and within equal or lower pay ranges, by bumping the least senior person in their Seniority Category, provided that

the bump is within an equal or lower pay range (provided they meet the job requirements) and with the lowest number of total annual hours (within twenty (20) annual hours above or below).

Employees cannot bump up a pay range (i.e., from I to II or III), nor can they bump into a position that is more than twenty (20) annual hours over their current classification assignment as reported on the Seniority List. This process shall continue until employees are placed.

In the event the process results in termination of employment of an employee, then the termination shall occur in accordance with Section 9.1 of this Agreement.

**Section 10.4.2. Reductions Due to Levy Failure or Other Significant Financial Condition.**

In the event of a levy failure or other significant financial condition where the District must reduce staff, the District will first identify the number of hours and/or positions necessary to be reduced. After review by the Board of Directors, this information shall be made available to unit employees either in writing or through review by the building/site administrator.

**Section 10.4.2.1. Bumping Process.**

Once the identified changes have been made, a bumping process shall commence. No bumping can occur from one Seniority Category into another unless the employee holds seniority within that Seniority Category. Likewise, bumping can only occur within an equal or lower pay range(s) (from VII to VI to V to IV to III to II to I).

Bumping shall first occur within the building/worksites. In the event an employee's position is 1) totally eliminated, or 2) reduced by thirty (30) minutes or more per day, then that employee shall be given an opportunity to bump within their Seniority Category by bumping the least senior person within twenty (20) annual hours of that employee's pay range (equal or lower) within that employee's Seniority Category, provided that the employee meets the qualifications for the position pursuant to the most recent job description.

*Example: Office Assistant, Elementary, Seniority Category B, Pay Range II, 1544 hours, will be allowed to bump the next least senior employee in Seniority Category B with 1564 (1544+20) or fewer hours so long as the position is also in Pay Range II or lower and the employee meets the qualifications for the position pursuant to the most recent job description.*

Employees cannot bump up a Pay Range (i.e. from I to II or II to III), and they cannot bump up into a position of more than twenty (20) annual hours over their current assignment in that Seniority Category. If an employee bumps or is displaced into a lower pay range position, the employee's step placement within that pay range shall be determined by reason of experience and the employee shall be placed on the step where other employees with similar experience are placed.

If an employee is bumping into a lower pay range, the employee shall remain on the RIF list if either 1) the position the employee is bumping into is twenty (20) annual hours fewer than their current position or 2) the total annual compensation for the position is

\$100 or more lower than their current compensation.

**Section 10.4.2.2. Displacement.**

The bumping process shall continue until employees are placed or no placements are available. The District will place all persons who are displaced in a Reduction-In-Force (RIF) pool list. The District shall also develop a list of any positions in the unit which may be available at the time the RIF pool list is made. In the event an employee in the RIF pool can bump into one of the vacant positions, such bump shall occur using the seniority and bumping process identified in Section 10.4.2.1, including the provisions that placement can only occur in an equal or lower pay range within the Seniority Category in which the employee holds seniority, and the employee cannot be placed in a position that would cause an increase of more than twenty (20) annual hours.

**Section 10.4.2.3. Open Positions.**

After the bumping and placement process is completed, if unit positions become available, then the employee(s) on the RIF pool list with the most seniority shall be offered the available position provided that the rehire process shall work just like the bumping process pursuant to Section 10.4.2.1 that is the 1) annual hours, 2) compensation and 3) pay range shall be reviewed when making rehire eligibility determinations.

If an employee is offered and accepts or rejects a position of either:

- 1) fewer than twenty (20) total annual hours in their pay range within their Seniority Category, or
- 2) at a lower pay range where the annual compensation is less than \$100 of their position prior to the RIF, then the employee shall remain in the RIF pool and be eligible for additional positions.

If the employee is offered and rejects a position that is within twenty (20) total annual hours in their pay range within their Seniority Category, or 2) is at a lower pay range but the compensation is within \$100 of their position prior to the RIF, then the employee shall no longer remain in the RIF pool and will no longer be eligible for rehire.

**Section 10.4.2.4. Post RIF Process Postings.**

If no employee on the RIF pool list in the same Seniority Category and equal or lower pay range as an open position meets the above criteria, then the position shall be posted within the District first to bargaining unit employees.

The District in filling the position, shall give preferential consideration to qualified employees based on seniority, and shall also give consideration to employees whose hours have been cut to the extent that they become ineligible for benefits.

The terms of Sections 10.4.2.1 of this Agreement shall apply to any employee passed over in favor of an employee with less seniority. If the District determines that there are no qualified in district applicants, then the District may openly post the position.

### **Section 10.5. Termination of Employment Due to a Reduction-in-Force.**

In the event of termination due to reduction-in-force, the employee shall be given such notice in writing. Employees who are terminated shall retain their insurance eligibility while in the RIF pool to the extent authorized by federal C.O.B.R.A. law regulations.

#### **Section 10.5.1. Rejection of Reemployment Offer.**

In the event an employee on the RIF pool list rejects an offer of employment that is not an equivalent position to the position previously held by the employee, the employee shall not forfeit continuation of the employee's name on the RIF pool list.

In the event an employee on the RIF pool list rejects an offer of employment that is an equivalent position to the position previously held by the employee, the employee shall forfeit their right to remain on the RIF pool list and all seniority shall be lost and the employee shall have no further rights to reemployment.

An equivalent position for this purpose is defined as either:

- 1) fewer than twenty (20) total annual hours in their pay range within their Seniority Category, or
- 2) a lower pay range where the annual compensation is \$100 lower than their position prior to the RIF.

#### **Section 10.5.2. Duration of Pool List.**

Employees shall remain on the pool list for a period of twenty-four (24) months following the effective termination date due to a reduction-in-force. (Example: If a RIF termination was effective June 12, 2000, then the affected employee would remain in the RIF pool with reemployment rights through June 11, 2002.) If the twenty-four-month period expires and the employee has not been rehired, then all seniority shall be lost, and the employee shall have no further rights to reemployment.

### **Section 10.6. Voluntary Reduction.**

During any reduction process, employees may apply to voluntarily reduce their daily hours and/or days of employment for that school/fiscal year. Such requests shall be placed in writing by the employee and subject to approval by administration.

Employees who work 12-months and who are scheduled to be compensated 260 days (248 days work calendar) for the year shall not experience a reduction in the number of paid holidays and vacation days as a result of a voluntary reduction in days of employment; provided, however, should there be a reduction in daily hours of employment the employee's benefits shall be prorated in accordance with the Agreement.

Should a reduction-in-force occur in the next school year, then the annual hours for seniority bumping purposes only for the employee who voluntarily reduced hours/days in the prior year, shall be considered to be those daily hours and/or days of employment the employee would have maintained had the employee not voluntarily reduced daily hours and/or days of employment as provided in this section.

## **ARTICLE XI**

### **EMPLOYEE BENEFITS AND RETIREMENT**

#### **Section 11.1. School Employee's Benefit Board (SEBB).**

Employees projected to work or who have worked 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 Employee's Benefit Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

#### **Section 11.2. Tax Sheltered Programs.**

The District shall make programs available to employees for the purchase of tax-sheltered annuities. The District does not endorse any particular vendor. Upon receipt of the employee's properly executed Pay Reduction Agreement to participate in such a program, the District shall deduct the cost for purchasing them from such employee's pay.

#### **Section 11.3. Section 125 Plan.**

The Section 125 Flex Plan shall continue during the term of this Agreement, subject to state and federal laws and District policy.

#### **Section 11.4. Retirement.**

Employees shall be eligible for participation in the Washington Public Employees Retirement System in accordance with established regulations. The District shall report all hours worked as mandated by the Washington State Public Employees Retirement System.

## **ARTICLE XII**

### **PROFESSIONAL DEVELOPMENT**

#### **Section 12.1. Funding and Incentives.**

The District and the Union shall each appoint three individuals to a professional development committee to provide funding and incentives for training and educational opportunities consistent with the District's strategic goals. The District shall contribute \$12,000 per fiscal year for the period of September 1<sup>st</sup> to August 31<sup>st</sup> to a professional development fund to be administered as determined by the professional development committee. The annual contribution shall not roll over unused funds. These funds are not to otherwise replace or supplant existing funding provided by the District.

#### **Section 12.2. Definition.**

Employees attending Professional development functions required by state law or District policy as a condition of continued employment will be paid by the District at the employee's regular rate of pay plus any fee, tuition or transportation costs; provided; however, when training is offered in-district, payment of transportation costs are precluded if the employee chooses to attend training outside district

boundaries. All training courses must have prior District approval to qualify for payment or reimbursement of costs as determined by the District.

### **Section 12.3. Paraeducator Training.**

Beginning in the 2023-2024 School Year, 180-day paraeducators will have their work year extended to 181 days for one (1) contracted building directed Learning Improvement Day (LID) day to be used for training. Up to but not more than two hours of the LID day may be used for back-to-school essentials training, excluding Safe Schools and the Fundamental Course of Study. The remaining hours will be used for paraeducator day-to-day training, such as curriculum, de-escalation, and health and safety procedures as directed by the supervising administrator; they will not be used for mandatory trainings such as Safe Schools or state required trainings like the Fundamental Course of Study.

Beginning in the 2024-2025 School Year, 181-day paraeducators may have, in addition to the one building directed LID day, an optional professional development day. An employee who utilizes the optional professional development day will receive the optional day as additional hours to be paid at their regular rate of pay. This additional contracted day will not be used for mandatory trainings such as Safe Schools or state required trainings like the Fundamental Course of Study. Instead, it will be used for paraeducator day-to-day training, such as curriculum, de-escalation, and health and safety procedures as directed by the supervising administrator.

Each newly hired paraeducator will receive four hours of training. Two (2) of these hours will be spent one-to-one shadowing a paraeducator with a similar assignment. Such shadowing is intended to take place on the newly hired paraeducator's first workday, however, must take place within the newly hired paraeducator's first week. The remaining two (2) hours will be spent being trained on day-to-day responsibilities specific to their position as determined by the supervising administrator; this training should take place as soon as reasonably possible however, must take place within the newly hired paraeducator's first thirty days of employment.

The supervising administrator of the newly hired paraeducator will solicit volunteers to fill the paraeducator trainer role. If more than one employee volunteers for the paraeducator trainer role, the administrator will select from the volunteer employees by informal interview. If needed, building administrators will collaborate with other building administrators if a paraeducator trainer in their building is unavailable.

The newly hired paraeducator will be paid at their regular hourly rate of pay for up to two additional hours of training beyond their regularly scheduled hours. Paraeducator trainers will receive four additional hours at their regular rate of pay beyond their regularly scheduled hours. In the instance that a paraeducator trainer trains multiple newly hired paraeducators at once, the paraeducator trainer will only receive the additional hours for the single training session rather than for each newly hired paraeducator. Such trainings will not require that either the newly hired paraeducator or the paraeducator trainer work more than eight hours in a given day. The training hours will be paid as additional hours.

#### **Training Pay**

- Paraeducator Trainer Pay:
  - Two hours for each one-to-one shadowing;
  - Two hours for each training session.
- Newly Hired Paraeducator:
  - Two additional hours to attend a training session.

## **ARTICLE XIII**

### **UNION MEMBERSHIP AND CHECK-OFF**

#### **Section 13.1. Dues, Deductions, and Representation Fees.**

The District shall deduct Union dues or voluntary political contributions (COPE) from the pay of any employee who authorizes such deductions in writing, pursuant to State law. The Union will provide a list of those members who have agreed to union membership. As required by RCW 41.56.110, upon receiving notice of the employee's authorization from PSE, the District shall deduct from the employee's salary all membership dues and remit the amounts to PSE. The district shall transmit all such funds deducted to the Treasurer of the Public-School Employees of Washington monthly. The PSE Membership Department will be the custodian of the records related to dues authorization and agrees that, as the custodian of records, it has the responsibility to ensure the accuracy and safe keeping of those records. Such records shall be made available to the district upon request.

Any employee who has executed a Dues Deduction/Checkoff Authorization form may revoke authorization for those payments pursuant to the terms of the Union's Dues Deduction/Checkoff Authorization form. The district will refer employees that request to terminate union dues to the PSE Membership Department: PO Box 798, Auburn, WA 98071.

#### **Section 13.2. New Members List.**

The District will notify the Union of all new hires within ten (10) working days of the hire date. Additionally, once a month, the district will provide a list of new employees hired to substitute for bargaining unit members within the previous month.

#### **Section 13.3. Access to New Employees.**

The District will provide PSE at least ten (10) days' notice before any scheduled New Employee Orientation, and within forty-eight (48) hours in advance notification of the orientation will provide an electronic list of expected participants. The Employer will provide PSE no less than thirty (30) minutes to make a presentation at the beginning of each New Employee Orientation.

Employer representatives shall not be present during PSE's presentation. PSE shall have the right to distribute materials, such as PSE new hire packets, at the New Employee Orientation. If the meeting is conducted virtually, PSE will be provided access to that meeting.

In cases where New Employee Orientations do not take place, the Employer will provide a PSE representative release time to visit each site to provide a paid onsite orientation.

#### **Section 13.4. Classified Employee Report to the Union.**

The District will provide PSE a quarterly bargaining unit list transmitted electronically to [membership@pseofwa.org](mailto:membership@pseofwa.org). This list will be provided by September 30, December 31, March 31, and June 30 of each year.

Included will be those who are hired, rehired, reinstated, transferred into or out of the bargaining unit, reclassified, promoted, downgraded, placed on leaves of absence of any type (including retirement), and those added or deleted from the bargaining unit.



All should contain each bargaining unit employee's: name; employee number; classification; job title; work location; personal phone number; address; work and personal e-mail address; hourly rate of pay; hours worked; FTE, SEBB eligibility, gross pay; union dues paid; and language preference. The District will provide the chapter President a monthly bargaining unit list of new hires and members with employment status changes that will include the names of each member, building location, and job.

**Section 13.5. Local (Chapter Dues).**

The district shall deduct PSE local Chapter dues separately from all PSE members who have authorized a dues deduction, per section 13.1, and remit such funds to the local Chapter Treasurer once per year.

**Section 13.6. Indemnity Clause.**

The Union will indemnify, defend, and hold the district harmless against any claims made, and any suit instituted against the district on account of any check of Union dues. The Union agrees to refund to the district any amounts paid to it in error on account of the check off provision upon presentation of proper evidence thereof.

**ARTICLE XIV**

**GRIEVANCE PROCEDURE**

**Section 14.1. Definitions.**

**Section 14.1.1. Grievance.**

A grievance is an alleged misinterpretation of, misapplication of, or violation of the terms and/or provision of this Agreement.

**Section 14.1.2. Grievant.**

A grievant shall mean an individual, a group of individuals, and/or the Union.

**Section 14.1.3. Association Rights.**

Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with their appropriate supervisor.

**Section 14.2. Procedure for Processing Grievances.**

**Section 14.2.1. Immediate Supervisor - Step I.**

The grievant and the Union representative or the Union may orally present a grievance to the immediate supervisor. If the grievance is not settled orally, a written statement of grievance shall be presented to the immediate supervisor within twenty (20) business days after the occurrence of the grievance.

**Section 14.2.1.1. Transfer of Process.**

In the event that the act alleged to be violated has arisen at a different level than the immediate supervisor, then the Union may request that the grievance be transferred to Step II, Superintendent or designee level to expedite the process.

**Section 14.2.2. Statement of Grievance.**

The "Statement of Grievance" shall name the grievant(s) involved, the facts giving rise to the grievance, the provision(s) of the Agreement alleged to be violated, and the remedy (specified relief) requested.

**Section 14.2.3. Procedure – Step I.**

The immediate supervisor, upon receipt of the written grievance, shall sign and date the grievance form and shall give a copy of the grievance form to the grievant(s), Union representative, and the Superintendent. The immediate supervisor's answer shall be given within ten (10) business days of receiving the grievance. The immediate supervisor's written answer shall include the reasons upon which the decision was based. A copy of the grievance, the supervisor's decision and supporting rationale shall be sent to the grievant(s), Union representative, and the Superintendent.

**Section 14.2.4. Superintendent (or their designee) Step II.**

If no satisfactory settlement is reached at Step I, the grievance may be appealed to Step II, Superintendent, within ten (10) business days of receipt of the decision rendered in Step I.

**Section 14.2.4.1. Process – Step II.**

The Superintendent or their designated representative shall arrange for a grievance meeting with the grievant(s) and/or Union representative and such meeting shall be scheduled within ten (10) business days of the receipt of the Step II appeal.

**Section 14.2.4.2. Procedure – Step II.**

The Superintendent or their designated representative shall provide a written decision incorporating the reasons upon which the decision was based, to the grievant(s) and/or Union representative and immediate supervisor within ten (10) business days from the conclusion of the meeting.

**Section 14.2.5. Binding Arbitration Step III.**

If no settlement has been reached in Step II, and the Union believes the grievance to be valid, the Union may demand within twenty (20) business days, that the grievance be resolved by the services of the American Arbitration Association. The cost of such service shall be shared equally by the District and the Union and the decision of the arbitrator shall be final and binding on all parties. Each party shall bear all costs of producing their own witnesses and preparation of a record of transcript of the proceedings unless such record or transcript is desired by both parties or required by the arbitrator.

## ARTICLE XV

### SALARY AND EMPLOYEE COMPENSATION

#### **Section 15.1. Wages.**

The wage scale for all positions subject to this Agreement are contained in Schedule A of this Agreement attached hereto and made a part hereof. Substitute wages are contained in Exhibit One (1) of this Agreement. For 2022-2023, the rates on Schedule A shall increase by the Implicit Price Deflator (IPD) plus one and a half percent (1.5%). For 2023-2024, the rates on Schedule A shall increase by IPD or three percent (3%), whichever is greater following a wage study. This percentage increase will be applied after the wage study has been conducted and applied to Schedule A. See Wage Study language below. For 2024-2025, the rates on Schedule A shall increase by IPD or two-point one percent (2.1%), whichever is greater, plus three percent (3%).

If the state increases classified employee salaries in any manner other than the IPD method set forth in RCW 28A.400.205, this agreement shall reopen for the parties to bargain the manner in which the increase will be applied to the schedule.

**Wage Study:** A subcommittee of District and PSE representation will convene in the Fall of 2022 to compare job descriptions to ensure like for like analysis of the March 2023 wage study. In year one of the contract, March of 2023, the subcommittee shall conduct a one-time wage study to be applied in the second contract year. The committee will determine one appropriate methodology to apply the wage study to all positions; the methodology must be approved by both the District and PSE representatives.

The parties agree that comparison districts will be a minimum of three districts from the following list: Peninsula, Bremerton, Central Kitsap, and North Kitsap. The same Districts will be used for the entire study.

The District will prepare studies and other materials upon request for the committee to use in determining the best methodology for the study. The subcommittee will ultimately decide which methodology is appropriate and is not required to adopt one of the example methodologies. The District will provide the subcommittee three samples for each of the methodologies listed below using the following three positions: Paraeducator-Special Education, Office Coordinator-Senior High and Security Officer:

In example one, the study will consider the mean of comparable districts for each range on the salary schedule. The calculated mean from the comparable districts would then be applied to each range. For example, if the Paraeducator-Special Education for the comparable districts were 10% higher than South Kitsap, then the range including those paraeducators would increase by 10%.

Second example of how the wage study would impact Schedule A if the mean of the comparable districts listed above was applied to Step A and Step F and all steps in between were adjusted to be evenly spaced between the lowest step and the highest step. For example, if Step A for Paraeducator-Special Education was paid 10% below the mean for Step A and 20% below the mean for Step F, Step A would be increased by 10% and Step F would be increased by 20%. Then, all other steps would be adjusted so that the difference between each step would be equal.

Third example of how the wage study would impact Schedule A if the mean of the comparable districts listed above for Step A, Step D, and Step E were calculated and this percentage was applied to all steps. For example, if a Paraeducator-Special Education was 10% below on Step A, 15% below on Step D and 20%

below on Step E, the mean of these numbers, 15% would be applied across all steps for the Paraeducator-Special Education

The wage study and wage adjustments will take effect upon mutual agreement of the parties.

**Section 15.1.1. Increment Movements.**

Employees shall be eligible for increment movement effective September of each year respectively, consistent with the terms of Section 15.1.1.1 – 15.1.1.4 below.

**Section 15.1.1.1. Schedule Legacy Employees.**

Those employees who were hired into the District prior to September 1, 1995 and subsequently obtain a job in a higher classification shall be considered “schedule legacy employees” and shall be incrementally moved up one step, if eligible, (Current A to B and B to C, C to D, or D to E respectively) in contrast to those employees hired into the District September 1, 1995 and later who shall remain on the regular increment schedule pursuant to 15.1.1.3 below.

**Section 15.1.1.2. Reclassification Legacy Employees.**

Where implementation of the Reclassification Project resulted in positions being downgraded, the employees occupying those positions as of June 30, 1999 shall be “Reclassification Legacy Employees.” Those employees shall, if eligible pursuant to either 15.1.1.1 above or 15.1.1.3 below, receive a regular increment movement. Additionally, they shall also receive the increase applied to PSE Wage Schedule A in accordance with Section 15.1 for both of those school years.

**Section 15.1.1.3. Increment Movement.**

Annual experience increments shall be scheduled as follows (with exceptions as noted in 15.1.1.1 above):

**Step A:** Employees remain on Step A for a total of three years (A1, A2, A3) and then shall be eligible for incremental movement to Step B1.

**Step B:** Employees remain on Step B for a total of two additional years (B1 and B2) and then shall be eligible for incremental movement to Step C1.

**Step C:** Employees remain on Step C for a total of two additional years (C1 and C2) and then shall be eligible for incremental movement to Step D1.

**Step D:** Employees remain on Step D for a total of two additional years (D1 and D2) and then shall be eligible for incremental movement to Step E.

**Step E:** Employees remain on Step E for a total of two additional years (E1 and E2) and then shall be eligible for incremental movement to Step F.

**Step F:** Step F is the top of the schedule.

**Section 15.1.1.4. Increment Requirement.**

Employees must have worked at least eighty percent (80%) of the scheduled calendar in their current assignment from the previous year in order to be eligible for an increment movement of step placement for the ensuing year. Employees who have worked at least eighty percent (80%) of the previous year and who have been so promoted shall still receive any incremental increases which would have been due had the employee not changed classifications or positions, regardless of whether the time (80%) was worked in the new or the previous position or positions, subject to section 15.2.1.

#### **Section 15.1.1.5. Job Reclassifications.**

Pay range increase recommendations made by the Job Reclassification Committee shall be implemented effective the start of the ensuing fiscal year i.e., September 1st, provided that the total reclassification amount does not exceed \$10,000. If the total exceeds \$10,000 the Union and the District shall negotiate implementation of the recommendations. Employees that are reclassified as a result of an upgrade into a higher pay range shall be placed at Step A. Employees should consult Exhibit 3 attached to the CBA for steps with regard to job reclassification requests.

### **Section 15.2. Wage Step Placement.**

#### **Section 15.2.1.**

An employee who is promoted into a higher pay range position shall be placed at Step A or the next step on Schedule A that ensures the employee experiences no loss in pay.

#### **Section 15.2.2. Longevity Recognition.**

In recognition of the contribution of continuing service with the District, each employee that has completed eight (8) years' service as of August 31 shall then receive an additional \$.25 per hour above their hourly rate on the PSE Salary Schedule.

Each employee that has completed ten (10) years' service as of August 31 shall then receive an additional \$.40 per hour above their hourly rate on the PSE Salary Schedule A.

Each employee that has completed fifteen (15) years' service as of August 31 shall then receive an additional \$.50 per hour above their hourly rate on the PSE Salary Schedule A.

Each employee that has completed twenty (20) years of service as of August 31 shall then receive \$.70 per hour above their hourly rate on the PSE Salary Schedule A.

Each employee that has completed twenty-five (25) years' service as of August 31 shall then receive an additional \$.75 per hour above their hourly rate on the PSE Salary Schedule A.

Each employee that has completed thirty (30) years' service as of August 31 shall then receive an additional \$.85 per hour above their hourly rate on the PSE Salary Schedule A.

Each employee that has completed thirty-five (35) years' service as of August 31 shall then receive an additional \$.95 per hour above their hourly rate on the PSE Salary Schedule A.

#### **Section 15.2.3. Education Recognition.**

Employees who provide official documentation of the following degrees or certifications shall be eligible to receive additional hourly compensation in addition to the employee's wage listed on Schedule A:

Advanced Paraeducator Certificate	\$0.35
Associate Degree	\$0.50
Bachelor's Degree	\$0.75
Master's Degree	\$1.00

Employees will receive the increase in salary based on their highest level of education. Payment will begin on the first of the month in which official transcripts/documentation is received. If graduation is conferred after the first of the month in which official documentation is received, the conferred date will be used.

### **Section 15.3. Wage Schedule.**

#### **Section 15.3.1. Definition.**

Employees shall be compensated for all authorized hours worked in accordance with Schedule A, attached, and appropriate overtime provisions in this Agreement.

#### **Section 15.3.2. Projected Wage Calculation.**

Projected annual wages will be paid in twelve (12) monthly payments, with necessary adjustments made in the pay warrant as soon as practicable after a change in scheduled work hours have occurred.

#### **Section 15.3.3. Pay Periods.**

Payroll warrants shall be issued to the employee on the last business day of each month. When mutually agreed, payroll warrants may be issued on a day other than the last business day of the month.

#### **Section 15.3.4. Overpayment Procedure.**

In the event of overpayment of wages, correction shall be prorated among the remaining payroll warrants of the school year. Corrections for underpayment shall be made as soon as possible and no later than the first working day of the month following the underpayment, provided the error is made known to the payroll office five (5) working days prior to payday. If it is not, then the correction will be made in the following month.

Hardships resulting from either overpayment or underpayment will be resolved on an individual basis in consultation with the payroll office. Errors in underpayment and overpayment of employee wages shall be corrected retroactively to the first day of the fiscal year in which District had actual knowledge of the error. Claims for backpay or recovery of overpayment shall be limited to this same period of time.

#### **Section 15.3.5. Final Compensation Payout.**

All compensation owed to an employee who is leaving the District shall upon request, be paid at the first pay period following their last working day.

### **Section 15.4. Travel Reimbursement.**

Employees authorized by the Superintendent or their designee to use their private automobiles to travel on school business shall be compensated at the rate set for state employees by the State of Washington.

### **Section 15.5. Legislated Costs/Agree to Discuss-Negotiate.**

Costs associated with legislated conditions of employment shall be borne by the employer or employee as specified by law. In those situations where the financial obligation for meeting such costs is not specified by law, the parties agree to discuss and/or negotiate the financial obligation in accordance

with RCW 41.56.

**Section 15.6. Work in a Higher Classification.**

An employee required by the supervisor to work in a classification which carries a rate of pay higher than the employee's regular rate of pay and so works in excess of three (3) consecutive workdays, shall be compensated at the higher rate of pay classification commencing with the fourth (4th) day for each day worked in the continuous temporary duty assignment.

**Section 15.7. Transfer of Longevity.**

Effective January 1, 2020, employee's that have transferred into the District and have previous school district and/or private school experience in a position with similar duties and responsibilities that have been documented and verified, that employee's longevity, for the purpose of determining wage schedule placement and vacation entitlement, shall be transferred subject to Washington State law and verification by the District. Seniority, however, is not transferable.

Credit for experience for wage schedule placement and vacation entitlement will begin on the first of the month in which experience is confirmed with the Human Resources Department. For example, if an employee works as an Elementary Office Manager in another school district or private school for ten (10) years and transfers to the District as an Elementary Office Coordinator, said employee shall be given the same wage placement and vacation entitlement, as if they had worked in the District for the same ten (10) year period.

Pursuant to RCW 28A.400.300, experience gained at another public school district within the state shall also be counted for purposes of establishing eligibility for Longevity Recognition pay under Section 15.2.2. Experience from out of state or from non-public schools does not count for Longevity Recognition pay.

**Section 15.7.1. Market-driven Positions.**

Procedures for recognizing outside industry experience will be consistent with those outlined in Section 15.7 of the CBA for classifications identified in schedule A as market-driven positions. Experience will be calculated in accordance with Section 15.1.1.4 of the CBA. All relevant experience must be documented and verified through the Human Resources Department.

**Section 15.8. Payroll Distribution.**

The monthly pay warrant for all employees will be distributed through the established direct deposit process, unless a bank account is not available to process the direct deposit payment. In that case, the pay warrant will be mailed to the employee's home or post office box.

**Section 15.9. Behavioral Student Pay.**

Paraeducators who are regularly assigned to serve students with significant behavior issues in a Emotional-Behavioral Support (E.B.S.P.), Academic Adaptive, Functional / Adaptive, or Social Communications program, and who are trained and authorized to physically restrain students during the course of their regular duties, shall receive the following additional hourly compensation added to their regular hourly rate.

This additional compensation will begin on the date which employment commences in one of the above-named programs, however training must take place at the first opportunity. It is the employee's responsibility to work with the Office of Special Services to ensure that required training is completed as soon as possible. Failure to complete this required training may result in re-assignment. The additional rate of pay shall be

included in the postings for the position to which it is applicable:

Elementary: \$0.50

Secondary: \$0.75

#### **Section 15.10. Overnight Trips.**

The employee shall be paid for all time in service on an overnight trip. An employee is not “in service” when (1) he or she is completely released from all duties and allowed to leave; (2) he or she is given a definite, specified time to return; and (3) the period of release time is long enough for the employee to use as he or she sees fit. Consistent with the Federal Labor Standards Act (FLSA), employees will not be compensated for sleep time as long as the employee has been provided adequate sleep facilities and can sleep uninterrupted for a reasonable amount of time as defined by federal regulation.

There shall be no expectation of wages after the employee has been released from duty for the remainder of the day. Should the employee be recalled to duty after being released, he or she shall be paid the appropriate rate of pay for the time spent in service. Employees shall be covered under labor and industries for the entire time while acting in the course of employment.

The cost for lodging shall be provided at no cost or expense to the employee and they will receive the established per diem amount for meals.

#### **Section 15.11. Security Officer Swing Shift Pay.**

Security Officers working between the hours of 3:00pm and 11:00pm will be recognized as the Swing Shift and will be paid at the rate of 2% higher than the rate reflected on Schedule A, Wage Schedule. The shift differential will be determined by whether the majority number of hours fall in the specified timeframe about.

For example, if a Security Officer works a shift from 1:00pm to 9:30pm, that would constitute a swing shift differential since six (6) of the eight (8) hours fall within the swing shift timeframe. However, if the shift was from 10:00am to 6:30pm, most of the hours fall during the day shift and the Security Officer would not receive any swing shift differential.

## **ARTICLE XVI**

### **DURATION OF AGREEMENT**

#### **Section 16.1. Term.**

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

#### **Section 16.2. Applicability/Effective Date.**

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

#### **Section 16.3. Renegotiations/Openers.**

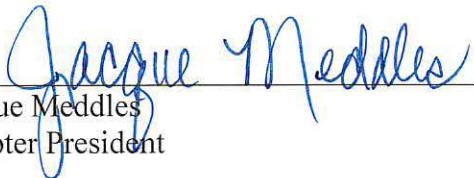
This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.



**SIGNATURE PAGE**

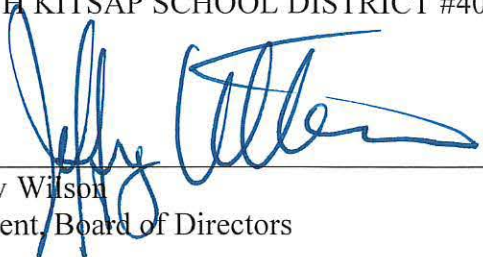
PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

SOUTH KITSAP PSE


BY:   
Jacque Meddles  
Chapter President

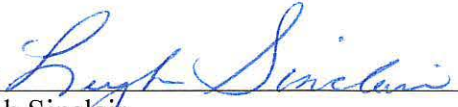
DATE: 8/24/22

SOUTH KITSAP SCHOOL DISTRICT #402

BY:   
Jeffrey Wilson  
President, Board of Directors

DATE: 8/17/22

BY:   
Tim Winter  
Superintendent

BY:   
Leigh Sinclair  
Assistant Director of Human Resources

## **APPENDICES**

### **Schedule**

### **Content**

A	Wage Schedule
B	Seniority Classifications
C	Increment Movement Schedule

### **Exhibit**

1	Substitute Wages
2	Special Education Staffing Changes - Examples
3	Reclassification Request Procedures/Form 524

### **Memorandum of Understanding**

Legacy Employee Positions, amended 5/19/2022

South Kitsap School District - Schedule A  
PSE Wage Schedule for 2022-2023  
**Student Supervision/Instruction Positions**

**Effective September 1, 2022:**

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (10&11 Years)	Step E (12+ Years)
I	\$18.82	\$19.59	\$20.11	\$20.46	\$20.80	\$21.32
II	\$20.32	\$21.05	\$21.84	\$22.17	\$22.56	\$23.12
III	\$22.21	\$22.87	\$23.86	\$24.27	\$24.67	\$25.29
IV	\$23.98	\$24.65	\$25.56	\$26.01	\$26.44	\$27.10

Range	Position
I	Clerk- Food and Nutrition Services
II	Lunchroom/Playground Supervisor - Elementary Paraeducator - Alternative Programs Paraeducator-Extended Learning Paraeducator – Library Assistant Paraeducator- General Classroom Support Paraeducator-Senior High Library Paraeducator- Technology
III	Paraeducator- CTE Agricultural Program Paraeducator- CTE Photography/Marketing Paraeducator- CTE Video Technology Paraeducator- English Language Learner Paraeducator- Indian Education Liaison Paraeducator- Quest Program
IV	Paraeducator- Family and Consumer Science Paraeducator – Transitional Program Paraeducator – Section 504 Paraeducator- Special Programs Paraeducator- Special Education

South Kitsap School District - Schedule A

PSE Wage Schedule for 2022-2023

**Market Driven Positions**

*Effective September 1, 2022:*

Range		Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (10&11 Years)	Step F (12+ Years)
Certified Occupational Therapy Assistant		\$28.01	\$28.75	\$29.77	\$30.27	\$30.78	\$31.55
District Piano Accompanist		\$27.23	\$27.95	\$28.99	\$29.45	\$29.95	\$30.70
Interpreter		\$29.95	\$30.69	\$31.73	\$32.26	\$32.81	\$33.63
Licensed Physical Therapist Assistant		\$28.01	\$28.75	\$29.77	\$30.27	\$30.78	\$31.55
Licensed Practical Nurse		\$29.95	\$30.69	\$31.73	\$32.26	\$32.81	\$33.63
Licensed Speech and Language Pathologist Assistant		\$27.23	\$27.95	\$28.99	\$29.45	\$29.95	\$30.70
Transcriber		\$27.23	\$27.95	\$28.99	\$29.45	\$29.95	\$30.70

South Kitsap School District - Schedule A

PSE Wage Schedule for 2022-2023

**Specialist Positions**

*Effective September 1, 2022:*

Range		Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (10&11 Years)	Step F (12+ Years)
Assistant Pool Manager		\$26.54	\$28.15	\$29.79	\$31.38	\$31.93	\$32.73
Data Integration Specialist		\$42.69	\$44.28	\$45.83	\$47.37	\$48.17	\$49.37
Information Systems Specialist		\$37.39	\$38.86	\$40.33	\$41.80	\$42.53	\$43.59
Lead Security Officer		\$30.97	\$31.44	\$31.93	\$32.38	\$32.90	\$33.72
*Network Support Specialist		\$37.39	\$38.86	\$40.33	\$41.80	\$42.53	\$43.59
Security Officer		\$28.12	\$28.58	\$29.03	\$29.44	\$29.93	\$30.68
Security Officer - Swing		\$28.69	\$29.14	\$29.61	\$30.02	\$30.54	\$31.30
Student Data Coordinator		\$43.81	\$45.95	\$48.20	\$50.44	\$51.31	\$52.59
Web and Social Media Content Developer		\$41.45	\$42.77	\$44.09	\$45.42	\$46.77	\$47.94
Web Application Development Specialist		\$42.69	\$44.28	\$45.83	\$47.37	\$48.17	\$49.37

\*The Network Support Specialists who can provide documentation of an active Cisco CCNA and/or Microsoft MCSA

Windows Server (most current version) shall receive an additional \$2.00 per hour in compensation in addition to the employee's hourly wage rate. This certification must remain active to receive such additional compensation.

South Kitsap School District - Schedule A

PSE Wage Schedule for 2022-2023

Office Professionals

**Effective September 1, 2022:**

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (10&11 Years)	Step F (12+ Years)
II	\$21.52	\$22.27	\$23.11	\$23.48	\$23.87	\$24.47
III	\$23.52	\$24.22	\$25.27	\$25.70	\$26.12	\$26.77
IV	\$25.38	\$26.10	\$27.07	\$27.53	\$27.98	\$28.68
V	\$27.15	\$27.87	\$28.76	\$29.25	\$29.76	\$30.50
VI	\$28.85	\$29.59	\$30.69	\$31.17	\$31.71	\$32.50
VII	\$30.51	\$31.29	\$32.37	\$32.93	\$33.50	\$34.34

Range	Position
II	Office Assistant- Elementary Office Assistant – Health Services Office Assistant- OSS Clerical Office Assistant – Secondary Office Assistant- Special Programs Program Assistant- Extended Learning Receptionist/Main Office Assistant - Armory Volunteer Coordinator
III	Bookroom Coordinator- Senior High Computer Lab Coordinator- Senior High Health Room Assistant Office Assistant - 504 Office Assistant- Elementary (Health Room) Office Assistant- Guidance Senior High Office Assistant - Psych Office Assistant- Quest Program Office Assistant- Secondary Portfolio Office Assistant- Secondary (Health Room) Office Assistant- Special Education Records/Billing Office Assistant- Special Education Records/Compliance Office Coordinator's Assistant- Explorer
IV	Attendance Specialist- Senior High Office Assistant – Communications/Superintendent's Office Office Assistant- Educational/Instructional Services Office Assistant- Facilities and Operations Office Assistant- Purchasing Office Coordinator's Assistant- Discovery Office Coordinator's Assistant- Elementary Office Coordinator's Assistant- Special Education/Early Childhood

	Office Coordinator's Assistant - Transportation Receptionist- District Office Receptionist/Main Office Assistant- Senior High Staff Assistant- Senior High	
<b>V</b>	Administrative Assistant- Athletics Administrative Assistant- Career and Technical Education Administrative Assistant- Food and Nutrition Services Administrative Assistant – Safety, Security, and Emergency Management Administrative Assistant – STEM Network (Temporary) Administrative/Support Specialist- Technology Attendance Specialist/Staff Assistant- Middle School Bookkeeper- Career and Technical Education Bookkeeper – Senior High ASB Career Center Coordinator Classified Professional Learning Coach (Temporary) Data Assessment Specialist HR Employment and Technical Services Specialist HR Employment Services Specialist HR Substitute Services Specialist Office Coordinator's Assistant- Special Education Receptionist/Staff Assistant- Superintendent's Office Records and Inventory Specialist- Transportation Registrar/Student Records- Discovery Registrar/Student Records- Middle School Registrar/Student Records- Senior High Staff Assistant- Teaching and Learning Student Records and Scheduling Specialist- Senior High	
<b>VI</b>	Accounting Technician Administrative Assistant – Facilities and Operations Administrative Assistant- Teaching and Learning Bookkeeper- Middle School Bookkeeper- Senior High ASB Grant Specialist - Business and Operations Grant Specialist- Teaching and Learning HR Certificated and Classified Support Specialist Purchasing Technician Staff Administrative Assistant- Senior High	
<b>VII</b>	Office Coordinator-Discovery Office Coordinator-Elementary Office Coordinator-Explorer Office Coordinator-Middle Sch Office Coordinator- Senior High Office Coordinator- Special Education Office Coordinator- Transportation Payroll and Benefits Specialist	

**SOUTH KITSAP SCHOOL DISTRICT – Schedule B  
PSE SENIORITY CLASSIFICATIONS**

*As of September 1, 2022, the PSE Seniority Classifications are as follows:*

<b>SENIORITY CATEGORY A</b>	
Accounting Technician	Office Coordinator – Special Education
Administrative Assistant – Athletics	Office Coordinator – Transportation
Administrative Assistant – Career and Technical Education	Office Coordinator’s Assistant – Discovery
Administrative Assistant – Facilities and Operations	Office Coordinator’s Assistant – Elementary
Administrative Assistant – Food and Nutritional Services	Office Coordinator’s Assistant – Sped/Early Childhood Ed
Administrative Assistant – Teaching and Learning	Office Coordinator’s Assistant - Transportation
Administrative/Support Specialist - Technology	Payroll and Benefits Specialist
Attendance Specialist – Senior High	Purchasing Technician
Bookkeeper – Career and Technical Education	Receptionist – District Office
Bookkeeper – Middle School	Receptionist – Senior High
Bookkeeper – Senior High ASB	Receptionist/Main Office Assistant - Armory
Career Center Coordinator – Career and Technical Ed	Receptionist/Staff Assistant – Superintendent’s Office
Certificated and Classified Support Specialist - HR	Records and Inventory Specialist - Transportation
Data Assessment Specialist	Registrar/ Student Records - Discovery
Employment & Technical Services Specialist-HR	Registrar/ Student Records – Middle School
Employment Services Specialist-Human Resources	Registrar/ Student Records - Senior High
Employment Service Specialist – Human Resources	Staff Administrative Assistant – Senior High
Grant Specialist – Teaching and Learning	Staff Assistant – Guidance Senior High
Grant Specialist – Business and Operations	Staff Assistant–Office of Special Services, Records & Compliance
Office Coordinator – Discovery	Staff Assistant – Senior High
Office Coordinator – Elementary	Staff Assistant – Teaching and Learning
Office Coordinator – Explorer	OSS Staff Assistant – Records/Compliance
Office Coordinator – Middle School	Student Records/Scheduling Specialist – Senior High
Office Coordinator – Senior High	Substitute Services Specialist-Human Resources

<b>SENIORITY CATEGORY B</b>	
Bookroom Coordinator– Senior High	Office Assistant – Secondary Portfolio
Health Room Assistant	Office Assistant – Special Education: Clerical Support
Office Assistant – Educational/Instructional Services	Office Assistant – Special Education: Records/Billing
Office Assistant – Elementary	Office Assistant – Special Education: Records/Compliance
Office Assistant – Facilities and Operations	Office Assistant–Communications/Superintendent’s Office
Office Assistant – Guidance Senior High	Office Coordinator’s Assistant – Explorer
Office Assistant – Health Services	Program Assistant – Extended Learning
Office Assistant - Purchasing	Receptionist/Main Office Assistant Armory
Office Assistant - Quest Program	Volunteer Coordinator
Office Assistant – Secondary	

<b>SENIORITY CATEGORY C</b>	
Computer Lab Coordinator – Senior High	Paraeducator - Indian Education Liaison
Paraeducator – Alternative Programs	Paraeducator – Library Assistant
Paraeducator – CTE Agriculture Program	Paraeducator – Quest Program
Paraeducator – CTE Photography/Marketing	Paraeducator – Section 504 Support
Paraeducator – CTE Video Technology	Paraeducator – Senior High Library
Paraeducator – English Language Learner	Paraeducator – Special Education
Paraeducator - Extended Learning	Paraeducator – Special Programs
Paraeducator – Family and Consumer Sciences	Paraeducator – Technology
Paraeducator – General Classroom Support	Paraeducator – Transitions Program

<b>SENIORITY CATEGORY D</b>
Lunchroom/Playground Supervisor– Elementary
<b>SENIORITY CATEGORY E-1</b>
Interpreter
<b>SENIORITY CATEGORY E-2</b>
Licensed Practical Nurse
<b>SENIORITY CATEGORY E-3</b>
Licensed Physical Therapist Assistant
<b>SENIORITY CATEGORY E-4</b>
Licensed Speech and Language Therapy Assistant
<b>SENIORITY CATEGORY E-5</b>
Transcriber
<b>SENIORITY CATEGORY E-6</b>
Certified Occupational Therapy Assistant
<b>SENIORITY CATEGORY F</b>
Clerk – Food and Nutrition Services
<b>SENIORITY CATEGORY G</b>
Data Integration Specialist
Web Application Development Specialist
<b>SENIORITY CATEGORY H</b>
Assistant Pool Manager
<b>SENIORITY CATEGORY I</b>
Security Officer
<b>SENIORITY CATEGORY J</b>
Information Systems Specialist
Network Support Specialist
<b>SENIORITY CATEGORY K</b>
Student Data Coordinator
<b>SENIORITY CATEGORY L</b>
District Piano Accompanist
<b>SENIORITY CATEGORY M</b>
Administrative Assistant – STEM Network
<b>SENIORITY CATEGORY N</b>
Office Assistant – STEM Network
<b>SENIORITY CATEGORY O</b>
Web and Social Media Content Developer



**SOUTH KITSAP SCHOOL DISTRICT - SCHEDULE C  
PSE INCREMENT MOVEMENT SCHEDULE**

**Legacy Employees  
(Hired before September 1, 1995)**

Step D Year 4 and 5 and Step D moves to ➔	Step E, at Year 6+
-------------------------------------------	--------------------

**All Employees Hired on or after September 1, 1995**

**Step A**

Year 1 (A1)

Year 2 (A2)

Year 3 (A3) ➔

**Step B**

Year 4 (B1)

Year 5 (B2) ➔

**Step C**

Year 6 (C1)

Year 7 (C2) ➔

**Step D**

Year 8 (D1)

Year 9 (D2) ➔

**Step E**

Year 10 (E1)

Year 11 (E2) ➔

**Step F**

Year 12+

## EXHIBIT 1

### SOUTH KITSAP SCHOOL DISTRICT PSE SUBSTITUTE SALARY SCHEDULE

*90% of Schedule A*  
Effective September 1, 2022

Substitute and Temporary Employees	Hourly Rate
<i>Substitute Office Professionals:</i>	
<i>90% of Schedule A, Range II</i>	\$19.37
Office Assistant / Office Coordinator's Assistant	
<i>Substitute Supervisory / Instructional:</i>	
All Paraeducators except OSS Paraeducators	
<i>90% of Schedule A, Range II</i>	\$18.29
OSS Paraeducators	
<i>90% of Schedule A, Range IV</i>	\$21.58
<i>Substitute Market Driven Positions:</i>	
<i>90% of Schedule A, Lowest Hourly Rate within Range</i>	\$24.51
LPN / Interpreter / Transcriber	
Occupational/Physical Therapy Assistant	
Speech and Language Pathologist Assistant	

## EXHIBIT 2

### SOUTH KITSAP SCHOOL DISTRICT PSE SPECIAL EDUCATION STAFFING CHANGES - EXAMPLES

#### Example 1

Three displaced employees in seniority order:

1. Paraeducator	6 hours	MR	Retreat rights to Ed Asst only
2. Paraeducator	6 hours	OL	Retreat rights to Ed Asst only
3. Interpreter	6 hours	SKHS	Retreat rights to Interpreter Paraeducator

Four openings:

1. Paraeducator	6 hours	MAN	
2. Paraeducator	6 hours	SKHS	Sensory Impaired - requires signing
3. Paraeducator	5 hours	MW	
4. Paraeducator	4 hours	OH	

Placements:

Employee #1, most senior and qualified, requests position #1, 6 hours MAN. Placed in position #1.

Employee #2, next senior, not qualified for position #2, requests position #4 because they would rather have 4 hours at an elementary than 5 hours at a junior high. Placed in position #4.

Employee #3, least senior, requests position #2, for which they are qualified because they have signing skills required for the sensory impaired position. Placed in Position #2.

#### Example 2

Three displaced employees in seniority order

1. Interpreter	6 hours	SKHS	Retreat rights to Interpreter only
2. Paraeducator	6 hours	OL	Retreat rights to Paraeducator only
3. Paraeducator	6 hours	MR	Retreat rights to Paraeducator only

Four openings:

1. Paraeducator	6 hours	MAN	
2. Paraeducator	6 hours	SKHS	
3. Paraeducator	5 hours	MW	
4. Paraeducator	4 hours	OH	

Placements:

Employee #1, most senior but has no retreat rights to paraeducator position. Therefore, this person is moved to Employee #3 on the list because there are no positions open in categories for which they have retreat rights.

Employee #2, next senior and qualified, requests position #1. Placed in Position #1.

Employee #3, least senior and qualified, requests position #2. Placed in Position #2.

Employee #1, most senior, now is considered for open positions since other placements have been made.

Employee #1 requests position #3. Placed in position #3.

### **EXHIBIT 3**

#### **SOUTH KITSAP SCHOOL DISTRICT PSE RECLASSIFICATION REQUEST PROCEDURES**

An employee interested in submitting a request to the job reclassification process for review of their job data and/or ratings, shall fully complete Form 524 (attached hereto) and submit it to the Human Resources Department. In order to request reclassification, an employee must first complete training on the job reclassification review process for the current year.

Job reclassification requests, using Form 524, must be submitted no later than March 1 annually. The recommendation will be made no later than June 1 annually. The recommendation(s) shall be simultaneously submitted to the PSE President and the Superintendent.

The matter of the recommendation shall be subject to the annual negotiations process.

In the event a business necessity exists to review a position in a timeframe other than stated above, these timelines can be waived by written mutual agreement of both parties.

**SOUTH KITSAP SCHOOL DISTRICT  
JOB DATA/RATING REQUEST - FORM 524**

**INSTRUCTIONS**

An employee who wishes to submit a request for the purpose of creating a review of their job analysis data and/or evaluation/rating, is required to complete the following steps in accordance with the following timelines:

**Timelines**

All requests must be received by March 1 annually to be considered in the appeal review for changes to become effective with the next school year.

The **job Reclassification Committee** will review requests submitted between March 1 and May 30 annually. As part of this process, you may be required to provide additional data, participate in a focus group, or participate in a one-on-one interview. The committee may utilize a variety of processes to ensure that the data regarding the job is well understood.

The Reclassification Committee will submit its report and recommendations to the Superintendent and PSE President by June 1 annually. At the time this report is submitted, the Committee shall also provide a written response to the employee. The final determination for action shall be made as part of the annual formal negotiation process.

**Documentation and Training Required**

Employees submitting a request must submit this Job Data/Rating Request Form after attending training on the review process. The form must be fully complete and include rationale and data to support the request.

Prior to submittal, the employee must review the request with their supervisor. The form must be signed by the employee and by the supervisor. The supervisor shall provide input regarding the request.

---

**Information for Request**

Employee Name: \_\_\_\_\_

Position to be reviewed: \_\_\_\_\_

Work Location \_\_\_\_\_ Supervisor \_\_\_\_\_

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**SOUTH KITSAP SCHOOL DISTRICT NO. 402**  
**and**  
**PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP**

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN SOUTH KITSAP SCHOOL DISTRICT NO. 402 AND THE PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP.

The District and Union agree to continue to grandparent and carry over the grandparented language for the PSE positions that were recognized and included in the bargaining unit during the last Collective Bargaining Agreement.

The District voluntarily recognizes PSE as the bargaining representative for the following employees:

1. Data Integration Specialist;
2. Information Systems Specialist;
3. Network Support Specialist;
4. Assistant Swim Pool Manager;
5. Security Officer;

Employees hired prior to November 18, 2015, for the above job titles (hereafter “grandparented employees”), shall transition onto Schedule A as follows:

1. Jerry Bigler and Rhonda Hempler shall continue to be paid on Step D for the 2018-2019 fiscal year and shall move to Step E effective September 1, 2019, as they will have served the requisite two (2) years on Step D and
2. All other grandparented employees shall be paid on Step E effective September 1, 2018, as they have already served the requisite two (2) years on Step D. The Network Support Specialist shall be eligible for the additional compensation for certifications set forth on Schedule A.

All of the above grandparented employees who provide documentation of a bachelor’s degree or higher from an accredited program shall receive an additional \$0.35 per hour in compensation in addition to the employee’s hourly wage rate.

The above grandparented employees shall receive a hire date based on the first day of continuous regular employment as a district employee and shall be non-probationary employees.

In recognition of the contribution of continuing service with the District, the above grandparented employees shall receive longevity pay as follows:

Each employee that has completed ten (10) years’ service as of August 31 shall then receive an additional \$.35 per hour above their hourly wage rate. Each employee that has completed fifteen (15) years’ service as of August 31 shall then receive an additional \$.50 per hour above their hourly wage rate. Each employee that has completed twenty (20) years’ service as of August 31 shall then receive an additional \$.65 per hour above their hourly wage rate. Each employee that has completed twenty-five (25) years of service as of August 31 shall then receive \$.80 per hour above their hourly wage rate.

The above grandparented employees shall receive vacation benefits as follows:

Year Number	Days Accrued That Year	Monthly Accrual Rate
1	10	0.8333
2	11	0.9167
3	12	1.0000
4	13	1.0833
5	14	1.1667
6	15	1.2500
7	16	1.3333
8	17	1.4167
9	18	1.5000
10	19	1.5833
11	20	1.6667
15*	22	1.8333
20*	23	1.9167

*\*Employees employed prior to July 1, 2001 will be grandparented with the accrual rate of the previous vacation schedule (to 25 vacation days at 15 and above years of service) but will otherwise accrue using the above schedule. All new employees as of July 1, 2001 will accrue vacation according to the above schedule.*

Employees hired after November 18, 2015, for the above job titles, shall be paid on Schedule A.

PSE and the District agree to utilize the Labor-Management Committee, to jointly work toward updating job descriptions for the positions subject to this agreement.

This Memorandum of Understanding shall become effective September 1, 2018, shall remain in effect until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

SOUTH KITSAP SCHOOL DISTRICT  
NO. 402

PUBLIC SCHOOL EMPLOYEES  
OF SOUTH KITSAP

\_\_\_\_\_  
Signature on file  
Jerry Holsten  
Director – HR


\_\_\_\_\_  
Signature on file  
Jacque Meddles  
PSE Chapter President

\_\_\_\_\_  
6/4/18  
Date

\_\_\_\_\_  
6/4/18  
Date

**May 19, 2022 Addendum:** The District and PSE agree that this MOU will sunset when the employees who currently hold the Assistant Pool Manager, Data Integration Specialist, Security Officer, and Network Systems (Support) Specialist positions described in the MOU no longer work for the District. This MOU shall remain attached to the CBA until this language sunsets. The Human Resources Department will maintain an updated list of employees to whom this MOU applies.

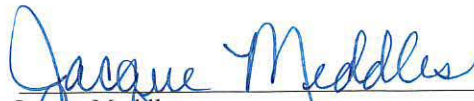
SOUTH KITSAP SCHOOL DISTRICT  
NO. 402


  
Leigh Sinclair,  
*Assistant Director, Human Resources*

  
Date

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES  
OF SOUTH KITSAP

  
Jacque Meddles  
*PSE Chapter President*

  
Date



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**SOUTH KITSAP DISTRICT NO. 402**  
**and**  
**PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP**

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP AND THE SOUTH KITSAP SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE 16.3 SECTION XVI OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

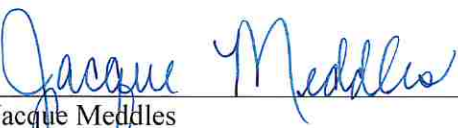
The Parties agree to the following:

1. The District and the Union will utilize Educational Management Solutions (EMS) to conduct a Job Description Review Study of all (Public School Employees) PSE job descriptions.
2. The District will provide employees the opportunity to review the draft job descriptions. Any feedback the employees have regarding the draft job descriptions, including any essential function changes to their positions, will be provided to the District Human Resources Department by close of business on September 30, 2022. All job descriptions will then be sent to the EMS Committee for review
3. The District will notify employees by email of the use of EMS, and that any and all feedback regarding the draft job description needs to be returned to Human Resources prior to the close of business on September 30, 2022.
4. The EMS Committee will finish their business and make modifications to job descriptions and Schedule A of the Agreement November 1st of the 2022-2023 School Year.

This Memorandum of Understanding shall become effective September 1, 2022, shall remain in effect until August 31, 2023.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON SEIU/LOCAL 1948

PUBLIC SCHOOL EMPLOYEES OF  
SOUTH KITSAP

  
Jacquie Meddles  
Chapter President

8/24/22  
Date

SOUTH KITSAP SCHOOL DISTRICT  
NO. 402

  
Leigh Sinclair  
Assistant Director, Human Resources

24 Aug 2022  
Date

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**SOUTH KITSAP DISTRICT NO. 402**  
**and**  
**PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP**

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP AND THE SOUTH KITSAP SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVI SECTION 16.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The Parties agree to recognize the following new position into the Public School Employees (PSE) of South Kitsap bargaining union: **PARAEDUCATOR – CAREER AND TECHNICAL EDUCATION**

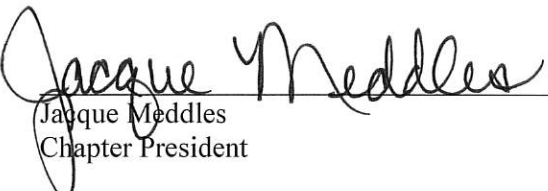
This newly created position will be placed as an instructional paraeducator on Schedule A at Range III of the Collective Bargaining Agreement. This position will also be placed into Seniority Category C of Schedule B of the Collective Bargaining Agreement.

This Memorandum of Understanding shall be effective from the adoption date below. The job description of the above-mentioned position will be made available to any impacted employees and placed on the district website.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON SEIU/LOCAL 1948

PUBLIC SCHOOL EMPLOYEES OF  
SOUTH KITSAP

SOUTH KITSAP SCHOOL DISTRICT  
NO. 402

  
Jaque Meddles  
Chapter President

  
Leigh Sinclair  
Assistant Director, Human Resources

9/1/22  
Date

2 September 2022  
Date



**LETTER OF AGREEMENT**  
**between**  
**SOUTH KITSAP SCHOOL DISTRICT NO. 402**  
**and**  
**PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP**

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN SOUTH KITSAP CHAPTER AND THE SOUTH KITSAP SCHOOL DISTRICT #402 (DISTRICT) AND PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 OF SOUTH KITSAP (UNION OR PSE).

The purpose of this Letter of Agreement is to commemorate in writing an understanding between the District and the Union the current and ongoing impacts of the COVID-19 pandemic for the 2022-2023 school year.

**Vaccination requirement.** The District will adhere to all State and CDC mandates and requirements concerning the vaccination of employees. As a condition of continued employment, State law currently requires all District employees to be fully vaccinated against COVID-19 as of October 18, 2021. Should the state law or mandate be rescinded, the District will no longer require employees to be fully vaccinated against COVID-19 as a condition of employment.

In accordance with the State mandate, any one of the following forms of verification will be recognized as evidence of compliance:

- a. Centers for Disease Control (CDC) COVID-19 Vaccination Record Card,
- b. Written verification from a licensed physician attesting to the employee's COVID-19 vaccination,
- c. Verification from the State COVID-19 immunization data base, or
- d. For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

In accordance with the State mandate, an employee may seek a medical or religious exemption to the vaccination requirement by completing the *Accommodation Request Form-COVID-19 Vaccination* form. All approved exemption request forms will be held in the Human Resources Department in a file separate from their personnel file.

- **Medical Exemption:** Medical Exemptions have been treated through the district established medical accommodation process and the district has determined the level and ability to accommodate the individual through an interactive process.
- **Religious Exemption:** An employee who has a sincerely held religious belief that prevents them from being vaccinated against COVID-19 was able to request an accommodation through the Human Resources Department. The employee was required to engage with Human Resources to actively initiate the process. The employee provided all information reasonably needed to evaluate the request. During the process, the District followed OSPI guidance to evaluate the request.
- **Documentation of requests:** The District has documented the accommodation granted or the denial and has kept that information in a secure and confidential location.

Exemptions will be considered based on individual case-specific facts. Requests for exemption will be reviewed, and approved or denied, by administrative representatives. In the event an employee's request for accommodations and exemptions were denied, the employee can appeal the District's determination.

If an exemption is granted, the employee may be required to meet additional District requirements including, but not limited to, periodic COVID-19 testing, utilization of additional PPE, adherence to physical distancing

guidelines beyond those otherwise applicable to employees, and/or other measures designed to protect the health and safety of all employees.

**COVID-19 Testing.** Employees who become symptomatic during the school day can receive a COVID-19 test at their respective building location or official District testing site (Armory).

**COVID-19 Paid Administrative Leave.** Employees will be granted up to a total of five (5) days of paid administrative leave, without deduction from accrued sick or personal leave due to a positive COVID test result. To access COVID-19 Leave a positive test result must be verified by a District testing site, a building or an at home test.

**Leave Without Pay.** In accordance with *Section 7.8. Leave Without Pay* of the collective bargaining agreement, an employee may request an unpaid leave of absence for the 2022-2023 school year. Approvals will be considered based on individual case-specific facts.

**Health, Safety and Personal Protective Equipment (PPE).** District-wide health and safety protocols that are designed to comply with applicable guidance of all relevant public health agencies. Strict compliance with all relevant District safety and health rules will be an essential function of each employee's positions. The parties recognize the District may revise such rules as guidance from federal, state and local authorities' changes and may need to bargain the impacts of future changes.

The District will provide PPE to employees to meet State health and safety standards. Employee requests for reasonable additional PPE (KN95 masks, additional hand sanitizer, etcetera) will be made to the employee's immediate administrator.

**Ongoing Communication.** The parties agree to meet on an as needed basis to resolve any issues that arise from this LOA. Additionally, the District and Union will negotiate the impact of any revision or update to the state law that adds booster shots to the definition of "fully vaccinated".

**Duration.** This Letter of Agreement will be effective upon signature and shall remain in effect through August 31, 2023. This LOA is not precedent-setting and is intended to address only the specific and unprecedented health emergency presented by COVID-19.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

SOUTH KITSAP SCHOOL DISTRICT  
NO. 402



Leigh Sinclair  
Assistant Director of Human Resources

23 Sept 2022  
Date

PUBLIC SCHOOL EMPLOYEES  
OF SOUTH KITSAP

  
Jacquie Meddles  
PSE Chapter President

September 26, 2022  
Date



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**SOUTH KITSAP SCHOOL DISTRICT NO. 402**  
**and**  
**PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP**

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP (UNION) AND THE SOUTH KITSAP SCHOOL DISTRICT #402 (DISTRICT). THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVI SECTION 16.3 OF THE CURRENT CONTRACT AGREEMENT.

The purpose of this Memorandum of Understanding is to commemorate in writing the agreement between the District and the Union of the current and ongoing job description review study of all PSE job descriptions as outlined in MOU PSE 2022/25-001.

The Parties agree to the following:

The District and the Union have reached a mutual agreement to temporarily suspend the annual job reclassification request process for individual job description review/appeal(s). The decision to temporarily suspend the annual review is due to the PSE job description review study currently being conducted.

The job evaluation process which utilizes the Educational Management Solutions (EMS), in accordance with Section 4.8-Job Descriptions and Exhibit 3-Job Data/Rating Request (Form 524) of the Collective Bargaining Agreement will be suspended for the 2023-2024 school year only.

The job reclassification request/appeals utilizing the EMS system will recommence in the 2024-2025 school year.

This Memorandum of Understanding will be effective upon signature and shall remain in effect until March 1, 2025. This MOU is not precedent setting and is intended to address only the current review status presented by the job description study of all PSE job descriptions.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON / SEIU Local 1948

PUBLIC SCHOOL EMPLOYEES  
OF SOUTH KITSAP

SOUTH KITSAP SCHOOL DISTRICT  
NO. 402

BY: Jacque Meddles  
Jacque Meddles  
PSE Chapter President

BY: Leigh Sinclair  
Leigh Sinclair  
Assistant Director of Human Resources

DATE: 2/13/24

DATE: 13 Sep 2024



**NEW South Kitsap School District - Schedule A**  
**NEW PSE Wage Schedule for 2023-2024**  
**Supervisory/Instructional Positions**

*Effective September 1, 2023:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
<b>I</b>	\$ 23.61	\$ 24.56	\$ 25.21	\$ 25.66	\$ 26.08	\$ 26.74
<b>II</b>	\$ 23.29	\$ 24.14	\$ 25.04	\$ 25.42	\$ 25.86	\$ 26.51
<b>III</b>	\$ 23.89	\$ 24.60	\$ 25.66	\$ 26.11	\$ 26.53	\$ 27.21
<b>IV</b>	\$ 24.87	\$ 25.56	\$ 26.51	\$ 26.97	\$ 27.42	\$ 28.10
<b>V</b>	\$ 25.87	\$ 26.56	\$ 27.51	\$ 27.97	\$ 28.42	\$ 29.10
<b>VI</b>	\$ 26.87	\$ 27.56	\$ 28.51	\$ 28.97	\$ 29.42	\$ 30.10
Range	Position					
<b>I</b>	Clerk- Food and Nutrition Services					
<b>II</b>	Library Support - Elementary Library Support - High School Paraeducator- General Classroom Support * Paraeducator- Native American/Alaskan Native Bus Monitor					
<b>III</b>	Paraeducator - Virtual Therapist Support * Paraeducator- Social Emotional Learner (SEL) * Paraeducator- English Language Learner (ELL) Lunchroom/Playground Monitor - Elementary *Paraeducator - 504 Support * Paraeducator - Learning Assistance Program (LAP) * Paraeducator - 1:1 American Sign Language * Paraeducator - CTE Wee Wolves Preschool * Paraeducator - Title I					
<b>IV</b>	Paraeducator - Extended School Year (ESY) Program Paraeducator - Resource Support (RS) Paraeducator - Social Communication (SC) Paraeducator- Kindergarten (GenEd) Paraeducator- West Sound Tech Paraeducator- Career & Technical Education (CTE) Paraeducator - Highly Capable (HiCap) Program Paraeducator - Developmental Preschool Paraeducator - Emotional Behavior Support Program (EBSP) Paraeducator- CTE Video Technology Paraeducator - Academic Adaptive (AA) Paraeducator- Community Transition Program (CTP) Paraeducator - Functional Adaptive (FA)					
<b>V</b>	Paraeducator- 1:1 Vision Support					
<b>VI</b>	Paraeducator- 1:1 Deaf-Blind Intervener					

**\* Legacy Positions that started prior to the 2024-2025 school year will remain on original range**

*Updated 6/25/24*

**NEW South Kitsap School District - Schedule A**  
**NEW PSE Wage Schedule for 2023-2024**

**Market Driven Positions**

*Effective September 1, 2023:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
Certified Occupational Therapy Assistant	\$29.05	\$ 29.81	\$ 30.87	\$ 31.39	\$ 31.92	\$ 32.72
District Piano Accompanist	\$28.24	\$ 28.98	\$ 30.06	\$ 30.54	\$ 31.06	\$ 31.84
Interpreter	\$34.44	\$ 35.29	\$ 36.48	\$ 37.09	\$ 37.72	\$ 38.66
Licensed Practical Nurse	\$31.81	\$ 32.60	\$ 33.70	\$ 34.26	\$ 34.84	\$ 35.71
Physical Therapist Assistant	\$29.05	\$ 29.81	\$ 30.87	\$ 31.39	\$ 31.92	\$ 32.72
Speech & Language Pathologist Asst	\$28.24	\$ 28.98	\$ 30.06	\$ 30.54	\$ 31.06	\$ 31.84
Transcriber	\$28.24	\$ 28.98	\$ 30.06	\$ 30.54	\$ 31.06	\$ 31.84

**NEW South Kitsap School District - Schedule A**  
**NEW PSE Wage Schedule for 2023-2024**

**Specialist Positions**

*Effective September 1, 2023:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
Data Integration Specialist	\$ 44.27	\$ 45.92	\$ 47.53	\$ 49.12	\$ 49.95	\$ 51.20
Information Systems Specialist	\$ 38.86	\$ 40.40	\$ 41.92	\$ 43.45	\$ 44.21	\$ 45.31
*Network Support Specialist	\$ 38.86	\$ 40.40	\$ 41.92	\$ 43.45	\$ 44.21	\$ 45.31
Pool Monitor	\$ 27.52	\$ 29.19	\$ 30.89	\$ 32.54	\$ 33.11	\$ 33.94
Security Officer	\$ 29.16	\$ 29.64	\$ 30.10	\$ 30.53	\$ 31.04	\$ 31.82
Security Officer - Lead	\$ 32.06	\$ 32.60	\$ 33.11	\$ 33.58	\$ 34.12	\$ 34.97
Security Officer - Swing	\$ 29.75	\$ 30.22	\$ 30.71	\$ 31.13	\$ 31.67	\$ 32.46
Student Data Coordinator	\$ 45.43	\$ 47.65	\$ 49.98	\$ 52.31	\$ 53.21	\$ 54.54
Web and Social Media Content Developer	\$ 42.98	\$ 44.35	\$ 45.72	\$ 47.10	\$ 48.50	\$ 49.71
Web Application Development Specialist	\$ 44.27	\$ 45.92	\$ 47.53	\$ 49.12	\$ 49.95	\$ 51.20

\*The Network Support Specialists who can provide documentation of an active Cisco CCNA and/or Microsoft MCSA Windows Server (most current version) shall receive an additional \$2.00 per hour in compensation in addition to the employee's hourly wage rate. This certification must remain active to receive such additional compensation.

*Updated 6/25/24*

**NEW South Kitsap School District - Schedule A**  
**NEW PSE Wage Schedule for 2023-2024**

**Office Professionals**

*Effective September 1, 2023:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
<b>I</b>	\$ 22.59	\$ 23.40	\$ 24.33	\$ 24.73	\$ 25.16	\$ 25.82
<b>II</b>	\$ 23.59	\$ 24.40	\$ 25.33	\$ 25.73	\$ 26.16	\$ 26.82
<b>III</b>	\$ 24.39	\$ 25.12	\$ 26.20	\$ 26.65	\$ 27.09	\$ 27.76
<b>IV</b>	\$ 26.32	\$ 27.07	\$ 28.07	\$ 28.55	\$ 29.02	\$ 29.74
<b>V</b>	\$ 28.15	\$ 28.90	\$ 29.82	\$ 30.33	\$ 30.86	\$ 31.63
<b>VI</b>	\$ 29.92	\$ 30.68	\$ 31.83	\$ 32.32	\$ 32.88	\$ 33.70
<b>VII</b>	\$ 31.64	\$ 32.45	\$ 33.57	\$ 34.15	\$ 34.74	\$ 35.61
Range	Position					
<b>I</b>	* Office Assistant- OSS Clerical Support					
<b>II</b>	*Office Assistant - Teaching and Learning * Office Assistant - West Sound STEM * Office Assistant- 504 Support Office Assistant- Secondary Office Assistant- Elementary Volunteer Coordinator * Computer Lab Assistant - High School * Office Assistant - Guidance High School * Office Assistant- High Cap Program * Receptionist - High School					
<b>III</b>	Bookroom Assistant - High School * Grant Specialist - Teaching and Learning * Administrative Assistant - West Sound STEM * Counseling/Guidance Assistant - High School * Coordinator - Career Center Office Assistant - OSS Psychologist Clerical Support * Administrative Assistant - Information Technology Services * Administrative Assistant - Safety, Security and Emergency Management Office Assistant- OSS Records/Billing * Staff Assistant - Teaching and Learning * Grant Specialist - Business Services					
<b>IV</b>	* Staff Support - High School Support Specialist- Administration Office Office Assistant- OSS Records/Compliance Attendance Specialist - High School * Student Records/Scheduling Specialist - High School Office Coordinator Assistant- Explorer Office Coordinator Assistant - Discovery * Records and Inventory Specialist - Transportation Office Assistant - Facilities and Operations					

*Updated 6/25/24*



<b>V</b>	Registrar/Student Records - Middle School Administrative Assistant - Athletics Registrar/Student Records - Discovery Registrar/Student Records - High School Office Coordinator Assistant - Transportation Bookkeeper - Career and Technical Education Health Room Assistant
<b>VI</b>	Human Resource Specialist - Substitute Services Attendance Specialist/Staff Assistant - Middle School Office Coordinator Assistant - Elementary Staff Assistant - OSS Compliance & Reporting Office Coordinator-Career & Technical Education (CTE) Administrative Assistant - Food and Nutrition Services Human Resources Specialist - Cert & Class Support Bookkeeper - High School Bookkeeper - Middle School Human Resources Specialist - Employment Services
<b>VII</b>	Administrative Assistant - Teaching & Learning Administrative Assistant - Facilities and Operations Payroll and Benefits Specialist Office Coordinator - High School Office Coordinator - Discovery Office Coordinator - Explorer Accounting Technician Office Coordinator - Office of Special Services (OSS) Office Coordinator - Middle School Office Coordinator - Elementary Office Coordinator - Transportation

**\* Legacy Positions that started prior to the 2024-2025 school year will remain on original range**

South Kitsap School District - Schedule A

**NEW PSE Wage Schedule for 2023-2024**

**LEGACY Supervisory/Instructional Positions**

*Effective September 1, 2023:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
<b>I</b>	\$ 23.61	\$ 24.56	\$ 25.21	\$ 25.66	\$ 26.08	\$ 26.74
<b>II</b>	\$ 23.29	\$ 24.14	\$ 25.04	\$ 25.42	\$ 25.86	\$ 26.51
<b>III</b>	\$ 23.89	\$ 24.60	\$ 25.66	\$ 26.11	\$ 26.53	\$ 27.21
<b>IV</b>	\$ 24.87	\$ 25.56	\$ 26.51	\$ 26.97	\$ 27.42	\$ 28.10
<b>V</b>	\$ 25.87	\$ 26.56	\$ 27.51	\$ 27.97	\$ 28.42	\$ 29.10
<b>VI</b>	\$ 26.87	\$ 27.56	\$ 28.51	\$ 28.97	\$ 29.42	\$ 30.10
Range	Position					
<b>III</b>	Paraeducator- Native American/Alaskan Native					
<b>IV</b>	Paraeducator- Social Emotional Learner (SEL) Paraeducator- English Language Learner (ELL) Paraeducator - 504 Support Paraeducator - Learning Assistance Program (LAP) Paraeducator - 1:1 American Sign Language Paraeducator - CTE Wee Wolves Preschool Paraeducator - Title I					

*Updated 6/25/24*

South Kitsap School District - Schedule A  
**NEW PSE Wage Schedule for 2023-2024**  
**LEGACY Office Professionals**

*Effective September 1, 2023:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
<b>II</b>	\$23.59	\$24.40	\$25.33	\$25.73	\$26.16	\$26.82
<b>III</b>	\$24.39	\$25.12	\$26.20	\$26.65	\$27.09	\$27.76
<b>IV</b>	\$26.32	\$27.07	\$28.07	\$28.55	\$29.02	\$29.74
<b>V</b>	\$28.15	\$28.90	\$29.82	\$30.33	\$30.86	\$31.63
<b>VI</b>	\$29.92	\$30.68	\$31.83	\$32.32	\$32.88	\$33.70
<b>VII</b>	\$31.64	\$32.45	\$33.57	\$34.15	\$34.74	\$35.61
Range	Position					
<b>II</b>	Office Assistant- OSS Clerical Support					
<b>III</b>	Office Assistant- 504 Support Computer Lab Assistant - High School Office Assistant - Guidance High School Office Assistant- High Cap Program					
<b>IV</b>	Receptionist - High School Office Assistant - Teaching and Learning Office Assistant - West Sound STEM Counseling/Guidance Assistant - High School					
<b>V</b>	Receptionist - Districtwide Administrative Assistant - West Sound STEM Coordinator - Career Center Administrative Assistant - Information Technology Services Administrative Assistant - Safety, Security and Emergency Management Staff Assistant - Teaching and Learning Student Records/Scheduling Specialist - High School					
<b>VI</b>	Grant Specialist - Teaching and Learning Grant Specialist - Business Services Staff Support - High School Records and Inventory Specialist - Transportation					

*Updated 6/25/24*

**South Kitsap School District - Schedule A**  
**PSE Wage Schedule for 2024-2025**  
**Supervisory/Instructional Positions**

*Effective September 1, 2024:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
<b>I</b>	\$ 25.21	\$ 26.23	\$ 26.92	\$ 27.41	\$ 27.85	\$ 28.56
<b>II</b>	\$ 24.87	\$ 25.78	\$ 26.75	\$ 27.15	\$ 27.62	\$ 28.31
<b>III</b>	\$ 25.51	\$ 26.28	\$ 27.41	\$ 27.89	\$ 28.34	\$ 29.07
<b>IV</b>	\$ 26.56	\$ 27.31	\$ 28.31	\$ 28.81	\$ 29.28	\$ 30.01
<b>V</b>	\$ 27.63	\$ 28.37	\$ 29.38	\$ 29.88	\$ 30.36	\$ 31.08
<b>VI</b>	\$ 28.70	\$ 29.44	\$ 30.45	\$ 30.94	\$ 31.42	\$ 32.15
Range	Position					
<b>I</b>	Clerk- Food and Nutrition Services					
<b>II</b>	Library Support - Elementary Library Support - High School Paraeducator- General Classroom Support Paraeducator- Native American/Alaskan Native* Bus Monitor					
<b>III</b>	Paraeducator - Virtual Therapist Support Paraeducator- Social Emotional Learner (SEL)* Paraeducator- English Language Learner (ELL)* Lunchroom/Playground Monitor - Elementary Paraeducator - 504 Support* Paraeducator - Learning Assistance Program (LAP) * Paraeducator - 1:1 American Sign Language* Paraeducator - CTE Wee Wolves Preschool* Paraeducator - Title I *					
<b>IV</b>	Paraeducator - Extended School Year (ESY) Program Paraeducator - Resource Support (RS) Paraeducator - Social Communication (SC) Paraeducator- Kindergarten (GenEd) Paraeducator- West Sound Tech Paraeducator- Career & Technical Education (CTE) Paraeducator - Highly Capable (HiCap) Program Paraeducator - Developmental Preschool Paraeducator - Emotional Behavior Support Program (EBSP) Paraeducator- CTE Video Technology Paraeducator - Academic Adaptive (AA) Paraeducator- Community Transition Program (CTP) Paraeducator - Functional Adaptive (FA)					
<b>V</b>	Paraeducator- 1:1 Vision Support					
<b>VI</b>	Paraeducator- 1:1 Deaf-Blind Intervener					

**\* Legacy Positions that started prior to the 2024-2025 school year will remain on original range**

*Updated 7/1/24*

**South Kitsap School District - Schedule A**  
**PSE Wage Schedule for 2024-25**

**Market Driven Positions**

*Effective September 1, 2024:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
Certified Occupational Therapy Assistant	\$31.02	\$ 31.84	\$ 32.97	\$ 33.53	\$ 34.09	\$ 34.95
District Piano Accompanist	\$30.16	\$ 30.95	\$ 32.11	\$ 32.62	\$ 33.18	\$ 34.01
Interpreter	\$36.78	\$ 37.70	\$ 38.96	\$ 39.61	\$ 40.29	\$ 41.29
Physical Therapist Assistant	\$31.02	\$ 31.84	\$ 32.97	\$ 33.53	\$ 34.09	\$ 34.95
Licensed Practical Nurse	\$33.98	\$ 34.82	\$ 36.00	\$ 36.60	\$ 37.21	\$ 38.14
Speech & Language Pathologist Asst	\$30.16	\$ 30.95	\$ 32.11	\$ 32.62	\$ 33.18	\$ 34.01
Transcriber	\$30.16	\$ 30.95	\$ 32.11	\$ 32.62	\$ 33.18	\$ 34.01

**South Kitsap School District - Schedule A**  
**PSE Wage Schedule for 2024-2025**

**Specialist Positions**

*Effective September 1, 2024:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
Pool Monitor	\$ 29.40	\$ 31.18	\$ 32.99	\$ 34.75	\$ 35.37	\$ 36.26
Data Integration Specialist	\$ 47.29	\$ 49.05	\$ 50.77	\$ 52.47	\$ 53.35	\$ 54.68
Information Systems Specialist	\$ 41.51	\$ 43.15	\$ 44.77	\$ 46.41	\$ 47.23	\$ 48.40
*Network Support Specialist	\$ 41.51	\$ 43.15	\$ 44.77	\$ 46.41	\$ 47.23	\$ 48.40
Security Officer	\$ 31.15	\$ 31.66	\$ 32.15	\$ 32.61	\$ 33.16	\$ 33.99
Security Officer - Lead	\$ 34.25	\$ 34.82	\$ 35.37	\$ 35.86	\$ 36.44	\$ 37.35
Security Officer - Swing	\$ 31.78	\$ 32.28	\$ 32.81	\$ 33.25	\$ 33.83	\$ 34.67
Student Data Coordinator	\$ 48.52	\$ 50.89	\$ 53.38	\$ 55.88	\$ 56.84	\$ 58.26
Web and Social Media Content Developer	\$ 45.91	\$ 47.37	\$ 48.83	\$ 50.31	\$ 51.80	\$ 53.10
Web Application Development Specialist	\$ 47.29	\$ 49.05	\$ 50.77	\$ 52.47	\$ 53.35	\$ 54.68

\*The Network Support Specialists who can provide documentation of an active Cisco CCNA and/or Microsoft MCSA Windows Server (most current version) shall receive an additional \$2.00 per hour in compensation in addition to the employee's hourly wage rate. This certification must remain active to receive such additional compensation.

*Updated 7/1/24*

**South Kitsap School District - Schedule A**  
**PSE Wage Schedule for 2024-2025**  
**Office Professionals**

*Effective September 1, 2024:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
<b>I</b>	\$ 24.13	\$ 25.00	\$ 25.99	\$ 26.42	\$ 26.87	\$ 27.58
<b>II</b>	\$ 25.19	\$ 26.06	\$ 27.06	\$ 27.48	\$ 27.94	\$ 28.64
<b>III</b>	\$ 26.05	\$ 26.83	\$ 27.99	\$ 28.47	\$ 28.93	\$ 29.65
<b>IV</b>	\$ 28.11	\$ 28.91	\$ 29.98	\$ 30.50	\$ 30.99	\$ 31.77
<b>V</b>	\$ 30.07	\$ 30.87	\$ 31.85	\$ 32.39	\$ 32.96	\$ 33.78
<b>VI</b>	\$ 31.96	\$ 32.77	\$ 34.00	\$ 34.53	\$ 35.12	\$ 36.00
<b>VII</b>	\$ 33.79	\$ 34.66	\$ 35.85	\$ 36.47	\$ 37.11	\$ 38.04
Range						
<b>I</b>	Office Assistant- OSS Clerical Support*					
<b>II</b>	Office Assistant - Teaching and Learning* Office Assistant - West Sound STEM* Office Assistant- 504 Support* Office Assistant- Secondary Office Assistant- Elementary Volunteer Coordinator Computer Lab Assistant - High School* Office Assistant - Guidance High School* Office Assistant- High Cap Program* Receptionist - High School*					
<b>III</b>	Bookroom Assistant - High School Grant Specialist - Teaching and Learning* Administrative Assistant - West Sound STEM* Counseling/Guidance Assistant - High School* Coordinator - Career Center* Office Assistant - OSS Psychologist Clerical Support Administrative Assistant - Information Technology Services* Administrative Assistant - Safety, Security and Emergency Management* Office Assistant- OSS Records/Billing Staff Assistant - Teaching and Learning* Grant Specialist - Business Services*					
<b>IV</b>	Staff Support - High School* Support Specialist- Administration Office Office Assistant- OSS Records/Compliance Attendance Specialist - High School Student Records/Scheduling Specialist - High School* Office Coordinator Assistant- Explorer Office Coordinator Assistant - Discovery Records and Inventory Specialist - Transportation* Office Assistant - Facilities and Operations					

*Updated 7/1/24*

<b>V</b>	Registrar/Student Records - Middle School Administrative Assistant - Athletics Registrar/Student Records - Discovery Registrar/Student Records - High School Office Coordinator Assistant - Transportation Bookkeeper - Career and Technical Education Health Room Assistant
<b>VI</b>	Human Resource Specialist - Substitute Services Attendance Specialist/Staff Assistant - Middle School Office Coordinator Assistant - Elementary Staff Assistant - OSS Compliance & Reporting Office Coordinator-Career & Technical Education (CTE) Administrative Assistant - Food and Nutrition Services Human Resources Specialist - Cert & Class Support Bookkeeper - High School Bookkeeper - Middle School Human Resources Specialist - Employment Services
<b>VII</b>	Administrative Assistant - Teaching & Learning Administrative Assistant - Facilities and Operations Payroll and Benefits Specialist Office Coordinator - High School Office Coordinator - Discovery Office Coordinator - Explorer Accounting Technician Office Coordinator - Office of Special Services (OSS) Office Coordinator - Middle School Office Coordinator - Elementary Office Coordinator - Transportation

**\* Legacy Positions that started prior to the 2024-2025 school year will remain on original range**

South Kitsap School District - Schedule A

PSE Wage Schedule for 2024-2025

LEGACY Supervisory/Instructional Positions

Effective September 1, 2024:

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
IV	\$ 26.56	\$ 27.31	\$ 28.31	\$ 28.81	\$ 29.28	\$ 30.01
Range	Position					
IV	Paraeducator- Social Emotional Learner (SEL) Paraeducator- English Language Learner (ELL) Paraeducator - 504 Support Paraeducator - Learning Assistance Program (LAP) Paraeducator - 1:1 American Sign Language Paraeducator - CTE Wee Wolves Preschool Paraeducator - Title I					

Updated 7/1/24



South Kitsap School District - Schedule A

**PSE Wage Schedule for 2024-2025**

**LEGACY Office Professionals**

*Effective September 1, 2024:*

Range	Step A (Years 1,2,&3)	Step B (Years 4&5)	Step C (Years 6&7)	Step D (Years 8&9)	Step E (Years 10&11)	Step F (12+ Years)
<b>II</b>	\$ 25.19	\$ 26.06	\$ 27.06	\$ 27.48	\$ 27.94	\$ 28.64
<b>III</b>	\$ 26.05	\$ 26.83	\$ 27.99	\$ 28.47	\$ 28.93	\$ 29.65
<b>IV</b>	\$ 28.11	\$ 28.91	\$ 29.98	\$ 30.50	\$ 30.99	\$ 31.77
<b>V</b>	\$ 30.07	\$ 30.87	\$ 31.85	\$ 32.39	\$ 32.96	\$ 33.78
<b>VI</b>	\$ 31.96	\$ 32.77	\$ 34.00	\$ 34.53	\$ 35.12	\$ 36.00
<b>VII</b>	\$ 33.79	\$ 34.66	\$ 35.85	\$ 36.47	\$ 37.11	\$ 38.04
Range	Position					
<b>II</b>	Office Assistant- OSS Clerical Support					
<b>III</b>	Office Assistant- 504 Support Computer Lab Assistant - High School Office Assistant - Guidance High School Office Assistant- High Cap Program					
<b>IV</b>	Receptionist - High School Office Assistant - Teaching and Learning Office Assistant - West Sound STEM Counseling/Guidance Assistant - High School					
<b>V</b>	Receptionist - Districtwide Administrative Assistant - West Sound STEM Coordinator - Career Center Administrative Assistant - Information Technology Services Administrative Assistant - Safety, Security and Emergency Management Staff Assistant - Teaching and Learning Student Records/Scheduling Specialist - High School					
<b>VI</b>	Grant Specialist - Business Services Grant Specialist - Teaching and Learning Staff Support - High School Records and Inventory Specialist - Transportation					