

COLLECTIVE BARGAINING AGREEMENT BETWEEN

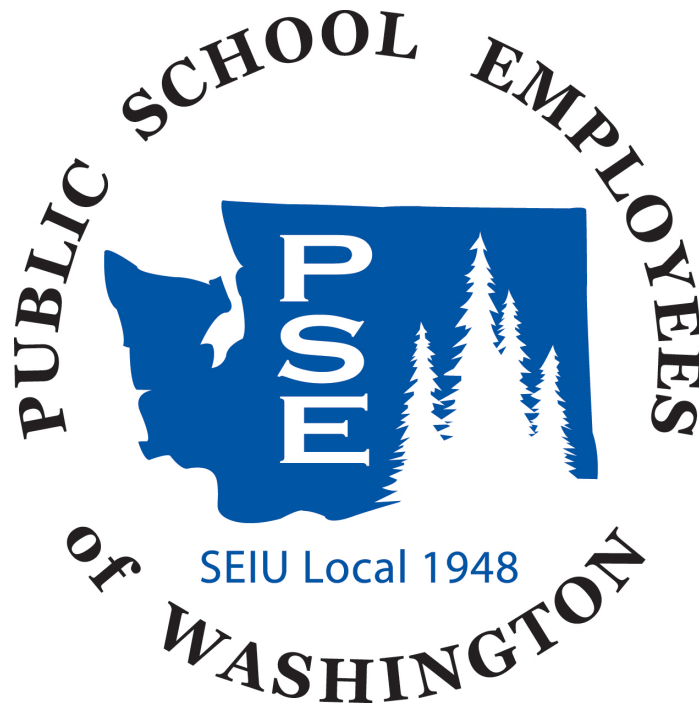
**SPRAGUE SCHOOL DISTRICT #8
LAMONT SCHOOL DISTRICT #264**

AND

**PUBLIC SCHOOL EMPLOYEES OF
SPRAGUE / LAMONT CHAPTER**

SEPTEMBER 1, 2019 – AUGUST 31, 2023

CBA Extended by LOA – New Term Expires August 31, 2025



Public School Employees of Washington/SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

www.pseclassified.org

TABLE OF CONTENTS

Page

DECLARATION OF PRINCIPALS		1
PREAMBLE		1
ARTICLE I	RECOGNITION AND COVERAGE OF AGREEMENT	1
ARTICLE II	RIGHTS OF THE EMPLOYER	2
ARTICLE III	RIGHTS OF EMPLOYEES	3
ARTICLE IV	RIGHTS OF THE ASSOCIATION	4
ARTICLE V	APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION	6
ARTICLE VI	ASSOCIATION REPRESENTATION	6
ARTICLE VII	HOURS OF WORK AND OVERTIME	7
ARTICLE VIII	HOLIDAYS AND VACATIONS	10
ARTICLE IX	LEAVES	11
ARTICLE X	PROBATION, SENIORITY AND LAYOFF PROCEDURES	15
ARTICLE XI	EVALUATIONS, DISCIPLINE AND DISCHARGE OF EMPLOYEES	17
ARTICLE XII	INSURANCE AND RETIREMENT	18
ARTICLE XIII	ASSOCIATION MEMBERSHIP AND CHECKOFF	19
ARTICLE XIV	PROFESSIONAL DEVELOPMENT	20
ARTICLE XV	GRIEVANCE PROCEDURE	20
ARTICLE XVI	SALARIES AND EMPLOYEE COMPENSATION	22
ARTICLE XVII	TRANSFER OF EXPERIENCE	23
ARTICLE XVIII	TERM AND SEPARABILITY OF PROVISIONS	23
SIGNATURE PAGE		24
SCHEDULE A	2019-2020	25
ADDENDUM I	TIME SHEETS	27
ADDENDUM II	DRUG AND ALCOHOL TESTING	28
ADDENDUM III	CLASSIFIED EVALUATION FORM	29
ADDENDUM IV	PARAEDUCATOR EVALUATION	33
ADDENDUM V	DRIVER EVALUATION CHECK SHEET	35

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

DECLARATION OF PRINCIPLES

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
2. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
3. Subject to law and the paramount consideration of service to the public, employee-management relations should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.
4. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
5. It is the intent and purpose of the parties hereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

P R E A M B L E

28 This Agreement is made and entered into between Sprague School District #8 and Lamont School
29 District Number #264 (hereinafter “District”) and Public School Employees of Sprague/Lamont, an
30 affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter “Association”).

31
32 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations
33 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the
34 parties agree as follows:

A R T I C L E I

R E C O G N I T I O N A N D C O V E R A G E O F A G R E E M E N T

41
42 **Section 1.1.**

43 The District hereby recognizes the Association as the exclusive representative of all employees in the
44 bargaining unit described in Section 1.3, and the Association recognizes the responsibility of
45 representing the interests of all such employees.
46
47
48



1 **Section 1.2.**

2 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties
3 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the
4 Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).

5
6 **Section 1.3.**

7 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
8 the following general job classifications: Custodial/Maintenance, Food Service, Secretarial/Clerical,
9 Paraeducator (includes Library Technician), Pre-School Lead Instructor and Transportation. EXCEPT:
10 the Business Manager, one (1) at Sprague and one (1) at Lamont.

11
12 **Section 1.4. Substitute Employees.**

13 The District agrees that substitute employees shall be included in the recognition Section 1.3.
14 Coverage and application of the Collective Bargaining Agreement as to substitute employees shall be
15 limited to the following provisions:

- 16
- 17 A. Article XIII - Association membership
- 18 B. Article XIV - Grievance
- 19 C. Negotiation of salary and conditions of employment
- 20 D. May apply for jobs posted pursuant to Section 10.8 and if qualified, and no contracted
21 employee applies; will be given first consideration for the position.
- 22

23 **Section 1.5. Definitions.**

24 The following definitions pertain to all Sprague/Lamont Classifications:

- 25
- 26 A. Work Days - defines the days included in the employee’s contract year.
- 27 B. Calendar Days - defines the universally recognized calendar of months and days.
- 28 C. Business Days - defines the days the school district’s Administrative Offices are open for
29 business.
- 30 D. Full-Time Classified Employee - is contracted for 2,000 – 2,080 hours over a twelve (12)
31 month period.
- 32 E. Regular Classified Employee - is contracted for up to 1,999 hours per school year.
- 33 F. New Position - any position newly created within the bargaining unit.
- 34 G. Open Position/Job - any vacated bargaining unit position/job.
- 35
- 36
- 37

38 **ARTICLE II**

39 **RIGHTS OF THE EMPLOYER**

40
41
42 **Section 2.1.**

43 It is agreed that the customary and usual rights, powers, functions, and authority of management are
44 vested in management officials of the District. Included in these rights in accordance with and subject
45 to applicable laws, regulations, and the provisions of this contract, is the right to direct the work force,
46 the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend,
47 discharge, demote, or take other disciplinary action such as Progressive Discipline, which is a system
48 of discipline where the penalties increase upon repeat occurrence during the duration of employment,



1 against employees for justifiable cause; and the right to release employees from duties because of lack
2 of work. The District shall retain the right to maintain efficiency of the District operation by
3 determining the methods and the means by which operations undertaken by the employees in the unit
4 are to be conducted.

5
6 **Section 2.2.**

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

11
12
13
14 **ARTICLE III**

15
16 **RIGHTS OF EMPLOYEES**

17
18 **Section 3.1.**

19 It is agreed that all employees subject to this Agreement shall have and shall be protected in the
20 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
21 The freedom of such employees to assist the Association shall be recognized as extending to
22 participation in the management of the Association, including presentation of the views of the
23 Association to the Board of Directors of the District or any other governmental body, group, or
24 individual. The District shall take whatever action required or refrain from such action in order to
25 assure employees that no interference, restraint, coercion, or discrimination is allowed within the
26 District to encourage or discourage membership in any employee organization.

27
28 **Section 3.2.**

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

31
32 **Section 3.3.**

33 Employees subject to this Agreement have the right to have Association representatives or other
34 persons present at discussions between themselves and supervisors or other representatives of the
35 District.

36
37 **Section 3.4.**

38 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,
39 exclusive of compensation for services rendered, to appropriate officials of the Association.

40
41 **Section 3.5.**

42 Neither the District, nor the Association, shall discriminate against any employee subject to this
43 Agreement on the basis of race, creed, color, sex, religion, age or marital status or because of a
44 physical handicap with respect to a position, the duties of which may be performed efficiently by an
45 individual without danger to the health or safety of the physically handicapped person or others.

46
47
48



1 **Section 3.6.**

2 There shall be only one (1) official personnel file for each employee. Said files shall be kept in the
3 District administration office. Each employee shall have the right upon request, and after making an
4 appointment for that purpose with the personnel administrator, to review the contents of his/her official
5 personnel file. The review shall be made in the presence of the administrator responsible for
6 safekeeping of these files. During the review employees shall be allowed to copy any material therein
7 and shall be permitted to make a written inventory of material there, and, on request, have such
8 inventory signed and dated by a representative of the administration. Any evaluative or disciplinary
9 document that may result in a disciplinary action placed in the employee’s personnel file must first be
10 submitted to the employee. A written statement by the employee may be attached to the above
11 document or an evaluation to explain any relevant circumstances.

12
13 Employees shall have the ability to purge their personnel file of derogatory material after two (2) years
14 from the time it was placed in the file. Removal of derogatory material is subject to the approval of the
15 Superintendent. Should the removal of the material be denied the Superintendent will meet with the
16 employee to discuss the reason(s).

17
18 **Section 3.7.**

19 Employees assigned duties for a student with diabetes under the parameters of RCW 28A.210.330 (2)
20 (a,b) shall be provided the training and right of refusal as described in the respective code.

21
22 **Section 3.8.**

23 Employee’s assigned duties for a student requiring catheterization under the parameters of RCW
24 28A.210.280 shall be provided the training and right of refusal as described in the respective code.

25
26 **Section 3.9.**

27 Employee’s assigned duties for students with special medical conditions shall receive appropriate training.
28
29

30
31 **ARTICLE IV**

32
33 **RIGHTS OF THE ASSOCIATION**

34
35 **Section 4.1.**

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

40
41 **Section 4.2.**

42 The Association shall promptly be notified by the District of any grievances of any employee in the
43 unit in accordance with the provisions of the Discharge and Grievance Procedure Articles contained
44 herein. The Association is entitled to have an observer at hearings conducted by any District official or
45 body arising out of grievance and to make known the Association’s views concerning the case.
46
47
48



1 **Section 4.3.**

2 The District shall provide each new employee with a copy of this Agreement to be furnished to the
3 District by the Association.

4
5 **Section 4.4.**

6 The Association reserves and retains the right to delegate any right or duty contained herein to
7 appropriate officials of the Public School Employees of Washington/SEIU Local 1948, State
8 Organization.

9
10 **Section 4.5.**

11 Representatives of the Association, upon making their presence made know to the District and
12 receiving permission, shall have access to the District premises during business hours provided that no
13 conferences or meetings between employees and Association representatives will in any way hamper
14 or obstruct the normal flow of work. Notification to the District shall be given to the School District
15 Superintendent or his designee if the Superintendent is not present when said representative arrives on
16 the District premises.

17
18 **Section 4.6. Bulletin Boards.**

19 The District shall provide a bulletin board space in each school for the use of the Association.

20
21 **Section 4.7. Use of District Facilities.**

22 Association members, before and after school, shall have the right to use school facilities for Association
23 meetings and equipment when such equipment is not otherwise in use. The Association shall pay
24 reasonable costs for use of any equipment used.

25
26 **Section 4.8. Use of District Communications.**

27 The Association may use school mailboxes and bulletin boards and electronic mail for distribution of
28 official Association communications. School mail shall be used for purposes intended to enhance
29 District-employee relations. District mail facilities shall not be used to distribute materials in support or
30 opposition to statewide election issues or election campaigns.

31
32 **Section 4.9. New Employee Orientation.**

33 An integral part of each employee's tenure with the employer is understanding of this Agreement and
34 the role of the Association in the employment setting. As such, each new employee, as part of his/her
35 orientation shall be provided an opportunity to attend an unpaid one (1) hour session where they will
36 receive an overview of the Association and of this Agreement, pursuant to RCW 49.56.037. The
37 parties agree that it is highly beneficial for all bargaining unit employees to receive a comprehensive
38 new employee orientation as soon as possible, but no later than ninety (90) days from the employee's
39 hire date.

40
41 The Association orientation session will be conducted by representatives designated by the
42 Association. The Employer's representative(s) will be absent from the room during this section of the
43 new employee orientation. The Association will provide the employer with copies of all materials
44 which will be distributed during the session.

45
46 **Section 4.9.1. Names Reported to PSE.**

47 The District will notify the PSE Field Representative and the Chapter President of all new hires
48 within ten (10) workdays of the hire date. The District will provide the local Association President



1 and Field Representative, upon request, with information regarding each employee filling
2 positions covered by this Agreement. Information to be provided will include the employee's
3 name, address, classification, hire date, membership status, work location, number of contracted
4 workdays, hourly rate and FTE.
5
6
7

8 ARTICLE V

9 APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

10 Section 5.1.

11 It is agreed and understood that matters appropriate for negotiation between the District and the
12 Association are matters relating to or affecting hours, wages, grievance procedures and general
13 working conditions of employees in the bargaining unit subject to this Agreement.
14
15

16 Section 5.2.

17 It is further recognized that this Agreement does not alter the responsibility of either party to meet with the
18 other party to advise, discuss or consult regarding matters concerning working conditions not covered by
19 this Agreement.
20
21
22
23

24 ARTICLE VI

25 ASSOCIATION REPRESENTATION

26 Section 6.1.

27 The Association will designate a Conference Committee of three (3) members who will meet with the
28 Superintendent of the District and the Superintendent's representatives on an as needed basis to discuss
29 appropriate matters. Either party may request a conference committee meeting which will be
30 scheduled at a mutually agreed time.
31
32

33 Section 6.2.

34 When formal meetings are held between representatives of the Association and representatives of the
35 District pursuant to Section 6.1, formal minutes shall be prepared at the request of either party. The
36 party requesting that minutes be taken will arrange for the preparations of such minutes and a draft will
37 be made available to the other party for review and approval prior to final preparation.
38
39

40 Section 6.3. Association Leave.

41 Local Chapter members and/or officers shall be released from duty without loss of pay, when their
42 presence is required by the District at a meeting between the Association and the District. The District
43 shall provide one (1) day of unpaid leave per year for two (2) elected officers of the Sprague/Lamont
44 Chapter of PSE to attend Association events and training, if held during the officer's normal work year.
45 The employee may use other paid leaves, excluding sick leave. No more than two (2) employees may be
46 gone at any one time.
47
48
49

ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1.

The normal workweek shall consist of five (5) consecutive days, followed by two (2) consecutive days of rest; provided, however, that the District may make assignments that deviate from the normal workweek when necessary by job demand.

Section 7.2.

Each employee shall be assigned a designated shift with designated times of beginning and ending which shall not be changed unless necessary and with reasonable notice.

Section 7.3.

Full time employees shall normally be assigned to a work year of up to two thousand eighty (2,080) hours, based on the District’s need. Regular Classified Employees shall normally be assigned to a work year of up to one thousand nine hundred and ninety (1,999) hours per year. Based on need, however, the assigned work year is subject to change due to changing needs and financial conditions.

Section 7.3.1.

Each full shift shall consist of eight (8) hours including a fifteen (15) minute first half and a fifteen (15) minute second half rest period. The employee shall also have a one-half (1/2) hour unpaid, uninterrupted lunch period as near the middle of the shift as is practical. If the nature of the employee’s job assignment is such that the district believes they must remain at the job site during business hours the district, at its option, may assign any employee to a shift with a paid, interruptible lunch period.

Section 7.3.2.

In the event an employee, with the exception of paraeducators, is assigned to a shift(s) less than the full work shift defined in Section 7.3.1, the rest periods should be as follows:

3 ¾ hours and less	No rest period
4 to 5 hour work shift	15-minute rest period
5 ¼ to 7 ¾ hour work shift	15-minute rest period / ½ hour unpaid lunch period

Rest periods will be fifteen (15) minutes paid time. Lunch periods will be one-half (1/2) hour unpaid time. The rest period shall not be scheduled to extend or shorten the length of the employee’s daily work shift. Employees will remain on school premises during paid rest periods.

If the configuration of the employees work shift(s) allows for a break of at least a one-half (1/2) hour between job segments, no rest or lunch period will be required.

Section 7.3.3.

Paraeducators who work more than five (5) hours will have a one-half (1/2) hour paid lunch included in their work shift and will be allowed bathroom breaks as necessary. Paraeducators who work less than five (5) hours, but more than four (4) hours will be granted a fifteen (15) minute paid rest period. Paraeducators working less than four hours will be allowed bathroom breaks as necessary.



1 **Section 7.3.4.**

2 If the nature of the employee’s job assignment is such that the District believes the employee
3 must remain at the job site during scheduled work hours the District, at its option, may assign
4 the employee to a shift with a paid, interruptible lunch period.

5
6 **Section 7.4.**

7 When a regular employee substitutes in a higher paid job for five (5) consecutive days or longer, the
8 employee will be paid the higher wage beginning the first day of the absence.

9
10 **Section 7.5.**

11 Shifts shall be established for transportation personnel in relation to routes and driving time necessary
12 to fulfill tasks assigned by the Transportation Supervisor, except that all bus driver personnel shall
13 receive in addition to actual hours of driving time, fifteen (15) minutes per regular run for the purpose
14 of cleaning, checking safety devices, and bus warm-up. Also, route times are subject to periodic
15 adjustment to reflect route changes and actual route time. On extra trips all drivers shall receive their
16 base hourly rate for all driving time and sixty-seven percent (67%) of their base hourly rate for standby
17 time.

18
19 **Section 7.5.1. Transportation Extra Trips.**

20 Extra trips shall be defined as all bus runs or trips other than regularly scheduled daily runs and
21 shall be offered on a rotating roster, which shall include both regular and substitute drivers.
22 FFA trips and trips that involve a small number of students may not require an assigned driver,
23 at the discretion of the Transportation Supervisor, in consultation with the Superintendent,
24 provided however that any trips requiring a bus because of student numbers, Drivers will be
25 given first consideration.

26
27 **Section 7.5.2. Regular Daily Routes/Runs.**

28 Regular daily routes/runs shall be defined as all home-to-school, school-to-home, or school-to-
29 school bus runs for students as established and approved by the Transportation Supervisor.
30 Regular daily routes/runs shall be awarded to drivers by seniority, provided however that the
31 Transportation Supervisor, in consultation with the Superintendent, shall assign an irregular bus
32 run when it is necessary, based upon need, for unscheduled student transportation of ten (10) or
33 fewer students.

34
35 **Section 7.6. Overtime.**

36 Employees shall be compensated at one and one-half (1-1/2) times their base hourly rate for all hours
37 worked in excess of forty (40) hours in any week. Holidays, vacation and other approved leave hours
38 will be considered hours worked for the purpose of the computation of overtime. Overtime and/or
39 compensatory time must be authorized by the Superintendent or his/her designee except in
40 emergencies. Compensatory time rather than pay may be taken at the option of the employee.

41
42 **Section 7.6.1.**

43 When an employee works beyond his/her daily contracted hours, the employee may elect
44 compensatory time instead of pay as reimbursement. Compensation and compensatory time
45 accrual will be at one and one-half (1-1/2) the hourly rate of pay for all hours worked beyond
46 forty (40) in one week. Holidays, vacation and other approved leave hours will be considered
47 hours worked for the purpose of the computation of overtime. Compensatory time may be
48 chosen at the employee’s option in lieu of pay.



1 The following guidelines on compensatory time will be followed:

- 2 A. Compensatory time will be requested, confirmed and monitored through use of the
3 employee's time sheet (Addendum #1).
4
- 5 B. When compensatory time is to be taken, it will be by mutual agreement between the
6 employee and the district's representative.
7
- 8 C. Substitutes will not be used, without the approval of the Superintendent, when
9 compensatory time is taken.
10
- 11 D. Less than twelve (12) month employees: Compensatory time shall be used within the
12 pay period it is earned, which may be extended upon mutual agreement between the
13 employee and the Superintendent. At the conclusion of the pay period all compensatory
14 time not used will be paid.
15
- 16 E. Twelve (12) month employees: compensatory time shall accrue and be used anytime
17 during the quarter. It may be extended upon mutual agreement between the employee
18 and the Superintendent in writing. At the conclusion of the quarter all compensatory
19 time not used will be paid. Quarters shall be as follows: January 1st - March 31st, April
20 1st - June 30th, July 1st - September 30th, October 1st - December 31st.
21

22 The Superintendent, Principal, or their designee will confirm when compensatory time is taken
23 by initialing and identifying the hours on the employee's time sheet (Addendum #1).
24

25 **Section 7.7.**

26 Employees called back to work after completion of their regular work shift shall receive no less than
27 one (1) hour's compensation at their base hourly rate of pay or at overtime rates, whichever is
28 appropriate. Extra trips shall not be considered as a call back; provided, however, that drivers who
29 report for a trip which has been cancelled without prior notification to the driver, shall receive a
30 minimum of one (1) hour's compensation.
31

32 **Section 7.8.**

33 In the event of unusual school closure due to inclement weather, plant inoperation or the like, the
34 District will make every effort to notify each employee to refrain from coming to work. Employees
35 reporting to work shall receive a minimum of one (1) hour pay at their base hourly rate in the event of
36 such a closure; provided, however, no employee shall be entitled to any such compensation in the
37 event of actual notification by the District of the closure prior to leaving home for work.
38

39 **Section 7.8.1. Emergency Closure/Late Start/Early Release.**

40 In the event of an emergency situation (including events of inclement weather) which results in
41 the emergency closure, early dismissal, or late start of school, employees will not be required to
42 suffer a loss of pay as a result of the adjustment to the school day. Employees shall have the
43 option on these days to utilize appropriate accrued leave (including compensatory time) or flex
44 any remaining unworked time to be worked at a later date. Employees who opt to flex their
45 time to account for these days will be required to make up any lost time within thirty (30)
46 calendar days.
47

1 **Section 7.9.**

2 Paraeducators regularly assigned to assist with student personal needs (including but not limited to:
3 toileting, diaper changing, bathing, catheterization, tube feeding, and other mutually agreed upon
4 disabilities and behaviors) shall receive an extra dollar (\$1.00) per hour during the time such student
5 needs are served by the paraeducator. Upon completion of the assignment, the paraeducator will
6 receive a written notice that the assignment has ended, and the extra hourly pay will cease. The
7 paraeducator shall receive the additional dollar (\$1.00) per hour for all hours worked per day and will
8 be known as a Paraeducator II.
9
10

11
12 **ARTICLE VIII**

13
14 **HOLIDAYS AND VACATIONS**
15

16 **Section 8.1. Holidays for Full Time Classified Employees.**

17 All full-time classified employees shall receive the following paid holidays that fall within their work
18 year:

- | | | |
|----|--------------------------------|---------------------------|
| 19 | 1. New Year’s Day | 7. Veterans’ Day |
| 20 | 2. Martin Luther King, Jr. Day | 8. Thanksgiving Day |
| 21 | 3. Presidents’ Day | 9. Day after Thanksgiving |
| 22 | 4. Memorial Day | 10. Christmas Day |
| 23 | 5. Independence Day | 11. Day after Christmas |
| 24 | 6. Labor Day | |

25
26 **Section 8.1.1. Holidays for Regular Classified Employees.**

27 At the completion of one (1) year of work with the District classified employees working less
28 than twelve months will receive the following paid holidays that fall within the work year:
29

- 30 1. New Year’s Day
- 31 2. Martin Luther King Jr. Day
- 32 3. Memorial Day
- 33 4. Veterans’ Day
- 34 5. Thanksgiving Day
- 35 6. Christmas Day

36
37 **Section 8.1.2. Holidays During Vacation.**

38 Should a holiday occur while an employee is on vacation, the employee shall be allowed to
39 take one extra day of vacation with pay in lieu of the holiday.
40

41 **Section 8.1.3.**

42 In the event a paid holiday as listed above falls on a Saturday or Sunday the employee shall be
43 given either the preceding Friday or the following Monday off with pay in lieu of the holiday.
44

45 **Section 8.2. Vacations.**

46 All twelve (12) month employees subject to this Agreement shall be credited with hours of vacation
47 credit, based on hours worked during the period September 1, to August 31. During the first year of
48 employment vacation will be prorated through August 31. The anniversary date for determining three
49 (3) weeks and four (4) weeks will be the preceding September 1 if employed prior to March 1, and the
Collective Bargaining Agreement 2019-2020



1 following September 1 if employed March 1 or after. Vacation days will be credited as of September
2 each year. Credited days must be used within twelve (12) months.

3
4 Vacations may be taken at any time during the contract year provided however, if the vacation is
5 requested during the instructional year no more than five (5) days may be taken at any one time, unless
6 approved by the Superintendent. In the event a part-time employee becomes a twelve (12) month
7 employee, years of service will be established by totaling the employee's accumulated hours of FTE in
8 the District.

9
10 **Section 8.2.1.**

11 Employees shall earn vacation credits according to the following schedule. Vacation hours will
12 be prorated based on the employees FTE as compared to one-fulltime FTE equal to 2080 hours.

- 13
14 A. 1st through 5th year service - 10 days vacation
15 B. 6th through 10th year of service - 15 days vacation
16 C. 11 plus years of service - 20 days vacation

17
18 **Section 8.2.2.**

19 An employee shall not lose previous time credit in the District for vacation purposes when
20 rehired after a layoff or authorized leave of absence.

21
22
23
24 **ARTICLE IX**

25
26 **LEAVES**

27
28 **Section 9.1. Injury, Sick and Emergency / Necessary Leave.**

29 Each employee shall accumulate one (1) day of injury, sick and emergency/necessary leave for each
30 calendar month worked; provided, however, that no nine (9) month employee shall accumulate less
31 than ten (10) days of injury, sick and emergency/necessary leave per school year. An employee who
32 works eleven (11) working days in any calendar month will be given credit for the full calendar month.
33 Injury, sick and necessary leave shall be vested when earned and shall accumulate to a maximum of
34 one hundred eighty (180) days or as provided by law. The District shall project the number of annual
35 days of injury, sick and necessary leave at the beginning of the school year according to the estimated
36 calendar months the employee is to work during that year. Sick days projected to belong to employee
37 shall be available at the beginning of each school year.

38
39 Injury and sick leave is defined as absence due to personal illness, injury, medical appointment, or that
40 of a dependent child. Staff may use sick leave to attend to other family members such as spouse, child,
41 parent, sibling, grandchild, or those of the employee's spouse in cases involving medical necessity or
42 critical surgery. For routine medical and dental appointments, staff should make every effort to limit
43 their absence to the time required to complete the appointment.

44
45 Emergency/Necessary leave is defined as those situations which cannot be dealt with outside of
46 working hours which are unplanned; or, if preplanning is possible, it would not alleviate the need for
47 the employee's absence from his duties. Necessary leave is also defined as injury, sickness or death of
48 a family member. Emergency/Necessary leave will be deducted from the employees' accumulated
49 sick leave time.

1 An employee who exhausts their prorated sick, illness and emergency/necessary leave balance before
2 the end of the contract year and leaves District employment will be responsible to repay the district for
3 such leave used but not earned. Repayment may be taken as a payroll deduction from the employee's
4 final paycheck.

5
6 **Section 9.2. Leave for Bereavement.**

7 Each employee shall be entitled to use up to five (5) days of injury, sick, or emergency/necessary leave
8 with pay because of death in their immediate family. Family is construed to mean spouse, dependents,
9 grandparents, parents, children, sisters, brothers, grandchildren, in-laws of the employee and
10 significant other.

11
12 The Superintendent on a case by case basis may grant additional days of bereavement leave not to
13 exceed two (2) days with pay, per year to the employee for the death of an individual who is not a
14 member of the family. In unusual circumstances additional leave may be granted at the discretion of
15 the Superintendent. These additional days may be deducted from injury, sick, or emergency/necessary
16 leave.

17
18 **Section 9.3. Personal Leave.**

19 Each employee shall be entitled to three (3) days of personal leave with pay per school year. The term
20 "day" means the length of the employee's assigned workday. There will be no reduction in pay.
21 Employees may buy back, unused personal leave at the base hourly rate as established on Schedule A.
22 Personal leave is non-cumulative.

23
24 **Section 9.4. Maternity Leave.**

25 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at
26 such time as the employee, and her medical advisor, deem necessary. Employees granted maternity
27 leave must return to work not later than one (1) year following the granting of the maternity leave.
28 Employees granted maternity leave may, at their option, be allowed compensation for maternity leave
29 in accordance with Section 9.1 above. Before returning to work, the employee must be certified by her
30 physician as ready and able to return.

31
32 **Section 9.5. Paternity Leave.**

33 A male employee, upon request, may be granted up to five (5) days leave, on or about the date of the
34 birth of his child or placement of a child for adoption or foster care. Such leave shall be deducted from
35 that accumulated pursuant to Section 9.1 above.

36
37 **Section 9.6. Judicial Leave.**

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

44
45 **Section 9.7. Leave of Absence.**

46
47 **Section 9.7.1.**

48 Upon recommendation of the immediate supervisor through administrative channels to the



1 Superintendent, and upon approval of the Board of Directors, an employee may be granted a
2 leave of absence for a period not to exceed one (1) year; provided, however, if such leave is
3 granted due to extended illness, one (1) additional year may be granted.
4

5 **Section 9.7.2.**

6 Employees hired to fill positions of employees on leave of absence will be hired for a specific
7 period of time, during which they shall be subject to all provisions of this Agreement. It shall
8 be the responsibility of the employer to inform replacement employees of these provisions.
9

10 **Section 9.7.3.**

11 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
12 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
13 the employee is on leave of absence.
14

15 **Section 9.8. Leave Sharing Program.**

16 The purpose of this program is to permit employees to donate sick leave to a fellow employee who is
17 suffering from or has a relative or household member suffering from an extraordinary or severe illness,
18 injury, impairment, or physical or mental condition which has caused or is likely to cause the employee
19 to take leave without pay or terminate his or her employment. Leave sharing will be granted in
20 accordance with WAC 392-126-085.
21

22 A. District employee is eligible to receive donated leave if:

- 23
- 24 1. The staff member suffers from an extraordinary or severe illness, injury, impairment or
25 physical or mental condition which has caused, or is likely to cause, the staff member to:
 - 26 a. Exhaust all paid leave and must go on leave without pay status; or
 - 27 b. Terminate his/her employment;
 - 28 2. The employee has been called to service in the uniformed services
 - 29 3. The staff member's absence and the use of shared leave are justified by documentation;
 - 30 4. The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave
31 reserves;
 - 32 5. The staff member has abided by District rules regarding sick leave use; and
 - 33 6. The staff member has diligently pursued and been found to be ineligible to receive
34 industrial insurance benefits.
35

36 The Superintendent shall determine the amount of leave, if any, which a staff member may receive
37 under this policy. However, a staff member shall not receive more leave than the number of contracted
38 days remaining in the current school year. In the event that the condition requiring the employee's
39 absence continues beyond the current school year, the employee shall not receive a total of more than
40 261 days of leave.
41

42 B. District employees may donate leave as follows:

- 43
- 44 1. A staff member who has an accrued vacation balance of more than ten (10) days may
45 request that the Superintendent transfer a specified number of days to another staff
46 member authorized to receive shared leave. A staff member may not request leave to be
47 transferred that would result in an accrued vacation balance of fewer than ten (10) days.
 - 48 2. A staff member who has an accrued sick leave balance of more than one-hundred
49 seventy-six (176) hours may request that the Superintendent transfer a specified amount

1 of sick leave to another staff member authorized to receive such leave. A staff member
2 may not request a transfer that would result in an accrued sick leave balance of fewer than
3 one-hundred seventy-six (176) hours. Sick leave as defined in RCW 28A.400.300 means
4 leave for illness, injury, emergencies and uniformed services.

- 5 3. The number of leave days/hours transferred shall not exceed the amount authorized by the
6 donating staff member.
- 7 4. Any leave donated by a staff member, which remains unused shall be returned to the
8 donor. To the extent administratively feasible, leave transferred by more than one (1) staff
9 member shall be returned on a pro-rata basis.

10
11 C. For the purposes of this section, leave shall be calculated on a day-donated and day-received
12 basis for transferal of vacation days and on an hour-donated and hour-received basis for transferal
13 of sick leave, provided that:

- 14 1. The donating employee must donate a full day of sick leave.
- 15 2. The recipient of the donated leave shall be eligible to utilize the total amount of hours
16 donated, pursuant to this section. For example, if an eight (8) hour per day employee
17 donates one full day of sick leave to a four (4) hour per day employee, the receiving
18 employee is eligible to utilize eight (8) hours of leave, which would equate to two (2) full
19 days of leave for the recipient.
20

21 **Section 9.9.**

22 The District shall make Family Medical Leave available in accordance with the Family and Medical
23 Leave Act of 1993.

- 24 A. **Eligibility:** Any employee who has worked 540 hours in the twelve (12) months preceding the
25 leave shall be eligible for Family Medical Leave.
- 26 B. **Usage:** Eligible employees shall be provided up to twelve (12) weeks of unpaid leave during
27 any twelve (12) month period for any of the following reasons:
 - 28 1. The birth of a child, or placement of a child with the employee for adoption or foster care;
 - 29 2. To care for the employee's spouse, child, or parent due to his/her serious health condition;
 - 30 3. The employees' own serious health condition;
 - 31 4. A qualifying exigency arising out of the fact the employee's spouse, son, daughter, or
32 parent is on active duty or called to active duty status in support of a contingency
33 operation as a member of the National Guard or Reserves;
 - 34 5. The employee is the spouse, son or daughter, parent, or next of kin of a covered service
35 member with a serious injury or illness.
- 36 C. **Notification:** The employee shall provide the District thirty (30) days advance notice of his/her
37 intent to use Family Leave when the need for the leave is foreseeable. The District will require
38 medical certification to support a request for leave or to verify fitness to return to work and
39 may require a second opinion (at the district's expense.)
- 40 D. **Job Benefits and Protection:** The District shall insure the following provisions for eligible
41 employees whose absence qualifies as Family Medical Leave:
42
43
44
45
46
47
48
49

1. Maintain the employees' insurance benefits for the duration of the Family Medical Leave.
2. Grant, at the employee's request, his/her usage of accrued sick/vacation leave prior to his/her going on unpaid leave.
3. Grant the employee his/her previous or similar position upon return from Family Medical Leave.
4. Maintain any employee benefits that accrued prior to the start of Family Medical Leave.

ARTICLE X

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 10.1.

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

Section 10.2.

Each new hire shall remain in a probationary status for a period of not more than sixty (60) workdays following the hire date. During this probationary period the District may discharge such employee at its discretion.

Section 10.3.

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

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

Section 10.4.

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

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

Section 10.5.

Seniority rights shall be effective within the general job classification. As used in this Agreement, general job classifications are those set forth in Article I, Section 1.3. Seniority rights with respect to employees in the Sprague and Lamont School Districts will remain separate and autonomous.

Section 10.6.

The employee with the earliest hire date shall be given first consideration regarding shifts, vacation periods, promotions, assignment to new or open jobs or positions, and layoffs when ability and

1 performance are substantially equal with junior employees. If the District determines that seniority
2 rights should not govern because a junior employee possesses ability and performance substantially
3 greater than a senior employee or senior employees, the District shall set forth in writing to the
4 employee or employees its reasons why the senior employee or employees have been bypassed.

5
6 **Section 10.7.**

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

10
11 **Section 10.8.**

12 The District will post all bargaining unit positions within the bargaining unit for five (5) days as soon
13 as the District is apprised of the opening. The posting shall include, but not be limited to, the
14 following classification(s): shift, hours, a general description of the work to be performed, a closing
15 date and a date when the position begins. Open position notices shall be posted on district bulletin
16 boards and a copy put in each employee's district mailbox.

17
18 If a position changes by more than thirty (30) minutes per day, the position shall be reposted. The
19 senior person losing at least thirty (30) minutes per day has the right to bump a junior person with
20 substantially equal time.

21
22 **Section 10.9.**

23 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
24 District according to layoff ranking. If the employee is on layoff and new or open positions are posted,
25 current employees will have priority. If no current employee bids on the job, those on layoff will have
26 priority. Names shall remain on the reemployment list for two (2) years, provided the employee
27 maintains substantially the same qualifications and abilities as when he/she left the position.

28
29 **Section 10.10.**

30 Employees on layoff status shall file their addresses in writing with the personnel office of the District
31 annually and shall thereafter, within five (5) working days, advise the District in writing of any change
32 of address.

33
34 **Section 10.11.**

35 An employee shall forfeit rights to reemployment as provided in Section 10.9 if the employee does not
36 comply with the requirements of Section 10.10, or if the employee does not respond to the offer of
37 reemployment within five (5) days.

38
39 **Section 10.12.**

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

43
44 **Section 10.13. Paraeducators.**

45 Paraeducators shall suffer no loss of time and wages based on student(s) daily attendance, during the
46 regular school day, or lack of attendance, unless the student withdraws.

1 **Section 10.13.1.**

2 In cases of after school and summer school programs, if the student is absent from school for
3 the day, the district and employee will mutually agree to cancel the program for that day.
4

5 **Section 10.14.**

6 Employees will give the district two (2) weeks’ notice before resigning employment.
7
8
9

10 **ARTICLE XI**

11 **EVALUATIONS, DISCIPLINE AND DISCHARGE OF EMPLOYEES**

12
13
14 **Section 11.1.**

15 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue
16 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.
17 If the District has reason to reprimand an employee, it shall be done in a manner, which will not
18 embarrass the employee before other employees or the public.
19

20 **Section 11.2.**

21 Prior to the end of the school year the District will notify the non-annual employees of its intent to hire
22 or lay off an employee for the next school year.
23

24 **Section 11.3.**

25 Except in extraordinary cases, the District will give two (2) weeks’ notice of intent to layoff.
26

27 **Section 11.4.**

28 All employees, including new employees, shall be evaluated annually, such evaluations to be completed
29 not later than May 1 of the year in which the evaluation takes place. Evaluation forms will be
30 incorporated as Addendum III, IV and V of this agreement.
31

32 The employee shall sign the school district’s copy of the evaluation report to indicate that he or she has
33 received a copy of the report. The signature of the employee does not, however, imply that the employee
34 agrees with the contents of the evaluation report.
35

36 All employees newly employed by the school district shall be evaluated within the first sixty (60)
37 workdays of the commencement of their employment.
38

39
40 Upon completion of an evaluation by the Superintendent or his/her designee, the employee shall be
41 provided with a copy of the evaluation.
42

43 The employee shall have the right to attach any comments to the evaluation report within ten (10)
44 workdays following the evaluation conference.
45

46 Each Supervisor shall address concerns as they come up throughout the year with the employee. Shall
47 the Supervisor fail to address concerns within five (5) school days of the incident with the employee; the
48 concerns shall not be placed on the evaluation form. In case there is an emergency for the supervisor or



1 employee at the time of the incident and they are not available within the five (5) working days, the
2 concern(s) will be dealt with as soon as either return back to work.

3 4 5 6 ARTICLE XII

7 8 INSURANCE AND RETIREMENT

9 10 **Section 12.1. Insurance Benefits.**

11 Each employee of this bargaining unit shall be allotted the state BEA (Basic Education) insurance
12 contribution per month per full-time equivalent (FTE) to cover approved health, dental, vision, and/or
13 other State approved insurance programs.

- 14
15 A. All employees in the bargaining unit are credited with the state insurance contribution;
16 B. All employees receive the BEA allocation amount regardless of funding source, i.e. Food
17 Service, Transportation, categorical programs, and any other non-BEA program;
18 C. The pool is based on ACTUAL staffing as of November 1st of each year, not just budgeted or
19 funded.

20
21 The allotment shall be based on an employee's compensated hours, prorated on the basis of one (1.0)
22 full-time equivalent (FTE) equal to 1,440 annual scheduled compensated hours. The allotment to each
23 employee shall not be deducted from any other employee or from the insurance pool. If an employee
24 is not eligible for participation in the pool, the employee's FTE insurance contribution will be included
25 in the pool calculations. An employee hired during the school year will receive insurance
26 contributions equal to the employee's FTE.

27
28 Excess contributions shall be pooled. (required by RCW 28A.400.280); e.g. In the event that
29 the total monthly allocated amount for employees exceeds the monthly premiums of the plans
30 and coverage selected, then the amount by which the allocated amount exceeds the premium
31 amount shall go into a pool to be distributed on an insurance FTE basis among those employees
32 subject to an out of pocket deduction. In the event that the monthly premium amount exceeds
33 the allocated amount plus the pool distribution then the difference shall be a monthly payroll
34 deduction.

35
36 The pool shall be distributed on an (insurance) FTE basis. A copy of pool calculations shall be
37 provided to the Association President within five (5) days after completion. The district employee
38 benefit provider and plan(s) shall be subject to annual Association review and approval. The parties
39 agree to abide by state law relating to school district employee benefits as required by RCW
40 28A.400.275(1). This section shall reopen annually as required by RCW 28A.400.275(1).

41 42 **Section 12.2.**

43 All employees subject to this Agreement shall be entitled to participate in a tax shelter annuity plan.
44 On receipt of a written authorization by an employee, the District shall make the requisite withholding
45 adjustments and deductions from the employee's salary.

46 47 **Section 12.3.**

48 The District will pay half (1/2) of the Health Care Authority Retirement Subsidy.

1 **Section 12.4.**

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

3
4 **Section 12.5.**

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

7
8 **Section 12.6.**

9 The District shall make contributions to the Washington State Unemployment Compensation Fund
10 requisite to providing unemployment benefits for all employees subject to this Agreement.

11
12 **Section 12.7.**

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

17
18
19
20 **ARTICLE XIII**

21
22 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

23
24 **Section 13.1. Association Membership.**

25 Each employee subject to this Agreement has the right to become an Association member in good
26 standing by paying monthly dues. Maintaining membership with the association entitles the employee
27 to additional benefits of union membership. The Association shall be the custodian of record in regard
28 to employee’s Association membership.

29
30 **Section 13.2. Checkoff.**

31 The District shall deduct PSE dues, assessments, and any/all voluntary contributions to the Association
32 from the pay of any employee who authorizes such deductions in writing in accordance with applicable
33 law and pursuant to section 13.2.1. of this Agreement. The District shall remit all such funds deducted
34 to the Treasurer of the Public School Employees of Washington/SEIU Local 1948 on a monthly basis.

35
36 **Section 13.2.1. Voice Authorization/E-Signature Authorization.**

37 The District agrees to accept dues authorizations via voice authorization or by E-signature in
38 accordance with “E-SIGN.” The Association will, upon request, provide a list of those members
39 who have authorized Association membership via voice authorization to the District. In addition,
40 the Association will provide, upon request, access for the District to the .wav (or other digital
41 format) files associated with the voice authorization. PSE will be the custodian of all records
42 related to voice/E-signature authorizations. The Association agrees that, as the custodian of the
43 records, it has the responsibility to ensure the accuracy and safe keeping of those records.

44
45 **Section 13.3. Political Action Committee.**

46 The district shall, upon receipt of a written authorization form that conforms to legal requirements,
47 deduct from the pay of such bargaining unit employees the amount of contribution the employee
48 voluntarily chooses for deduction for political purposes and shall remit the same to the Union separate



1 from the Union dues remittal. Section 13.2. and 13.2.1. shall apply to these deductions. The employee
2 may revoke the request at any time.

3
4 **Section 13.4. District Hold Harmless.**

5 The Union will indemnify, defend, and hold the District harmless against any claims made, and any
6 suit instituted against the District on account of any check-off of Union Dues.

7
8
9
10
11 **ARTICLE XIV**

12 **PROFESSIONAL DEVELOPMENT**

13
14
15 **Section 14.1. Funding.**

16 In the mutual interests of the District and Association, the District's Superintendent may grant
17 approval to attend professional development upon written request.

18
19 **Section 14.2. Usage.**

20 Such funds may be utilized for the following purposes:

- 21 A. Registration will be paid for by the District with the approval of the Superintendent.
22 B. A school district vehicle may be used when appropriate to travel to and from the approved
23 class/training/certification. If a school district vehicle is not available, the employee will
24 use their personal vehicle and will be reimbursed at the current district mileage rate.
25 C. Clock Hours – the employee has the option to pay for Clock Hours and will not be
26 reimbursed by the District.

27
28
29
30 **ARTICLE XV**

31 **GRIEVANCE PROCEDURE**

32
33
34 **Section 15.1.**

35 Grievances arising between the District and its employees within the bargaining unit defined in Article
36 I herein, with respect to matters dealing with the interpretation or application of the Terms and
37 Conditions of this Agreement shall be resolved in strict compliance with this Article.
38 Deadlines may be extended by mutual agreement in writing.

39
40 (A workday, as used in this Article, is defined as those days the Sprague and Lamont School District's
41 administration offices are open to the public, excluding winter and spring breaks).

42
43 **Section 15.2. Grievance Steps.**

44
45 **Section 15.2.1. Step 1.**

46 Employees shall first discuss the grievance with their immediate supervisor. If employees so
47 wish, they may be accompanied by an Association representative at such discussion. All
48 grievances not brought to the immediate supervisor in accordance with the preceding sentence

1 within twenty (20) workdays of the occurrence of the grievance shall be invalid and subject to
2 no further processing. The supervisor shall respond within ten (10) workdays.

3
4 **Section 15.2.2. Step 2.**

5 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
6 subsection, the employee shall within ten (10) workdays of the District response at Step 1,
7 reduce to writing a statement of the grievance containing the following:

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

11
12 The employee shall submit the written statement of grievance to the immediate supervisor for
13 reconsideration and shall submit a copy to the official in the Administration responsible for
14 personnel.

15
16 The parties will have ten (10) workdays from submission of the written statement of grievance
17 to resolve it by indicating on the statement of grievance the disposition. If an agreeable
18 disposition is made, all parties to the grievance shall sign it.

19
20 **Section 15.2.3. Step 3.**

21 If no settlement has been reached within the ten (10) days referred to in the preceding
22 subsection, and the Association believes the grievance to be valid, a written statement of
23 grievance shall be submitted within five (5) workdays to the district Superintendent or the
24 Superintendent's designee. After such submission, the parties will have ten (10) workdays
25 from submission of the written statement of grievance to resolve it by indicating on the
26 statement of grievance the disposition. If an agreeable disposition is made, all parties to the
27 grievance shall sign it.

28
29 **Section 15.2.4. Step 4.**

30 If no settlement has been reached within the ten (10) days referred to in the preceding
31 subsection, a written statement of grievance shall be submitted within ten (10) workdays to the
32 District Board of Directors. After such submission, the parties will have thirty (30) workdays
33 from submission of the written statement of grievance to resolve it by indicating on the
34 statement of grievance the disposition. If an agreeable disposition is made, all parties to the
35 grievance shall sign it. The Board of Directors reserves the right to summon the employee for
36 an oral statement of the grievance. The employee reserves the right to appear before the Board
37 of Directors to explain the grievance. At any appearance before the Board of Directors, the
38 employee may be accompanied by an Association representative or designee.

39
40 **Section 15.2.5. Step 5.**

41 If an employee has not been satisfied with the decision of the School Board in Section 14.2.4
42 above, or if no settlement has been reached within thirty (30) calendar days, the employee may
43 file for arbitration under the Voluntary Labor Rules of the American Arbitration Association.
44 If mutually agreed, the parties may submit to arbitration under the Expedited Labor Rules of
45 the American Arbitration Association. The parties agree the decision of the arbitrator is final
46 and binding on both parties.

1 **Section 15.2.6.**

2 All costs of the arbitration will be shared equally by PSE and the District. Each party will bear
3 its own expense.

4
5 **Section 15.2.7.**

6 The grievance or arbitration discussions shall take place whenever possible on school time.
7 The employer shall not discriminate against any employee or the Association for taking action
8 under this Article.

9
10
11
12 **ARTICLE XVI**

13 **SALARIES AND EMPLOYEE COMPENSATION**

14
15
16
17 **Section 16.1.**

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

21
22 **Section 16.2.**

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

25
26 **Section 16.2.1.**

27 Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the
28 terms and conditions of Article XVI, Section 16.3. Should the date of execution of this
29 Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive
30 to the effective date.

31
32 **Section 16.2.2.**

33 Retroactive pay, where applicable, shall be paid on the first regular payday following execution
34 of this Agreement if possible and in any case not later than the second regular payday. In the
35 case of retroactive pay resulting from negotiations pursuant to Article XVI, Section 16.3, and
36 such retroactive pay shall be paid on the first regular payday following agreement on such
37 schedule, if possible and in any case not later than the second regular payday.

38
39 **Section 16.3.**

40 Any employee required to travel other than to and from work inclusive of split shifts from one site to
41 another in a private vehicle during working hours shall be reimbursed for such travel at the approved
42 District rate.

43
44 **Section 16.4.**

45 Employees required to remain overnight on District business shall be reimbursed for room and board
46 expenditures.



1 **Section 16.5.**

2 The District agrees to pay the out of pocket cost for required physical examinations to a maximum of
3 one hundred dollars (\$100.00).

4
5 **Section 16.6.**

6 The Sprague or Lamont School District shall reimburse employees for attendance (seat time and travel
7 time) at approved training programs. Training conducted outside such employee’s normally assigned
8 shift shall be reimbursed at the employee’s base hourly rate of pay.

9
10
11
12 **ARTICLE XVII**

13
14 **TRANSFER OF PREVIOUS EXPERIENCE**

15
16 **Section 17.1.**

17 When any employee leaves a school district within the State and commences employment with this
18 district, the employee shall retain the same leave benefits and other benefits that the employee had in the
19 previous position (RCW 28A.400.300 (i)).

20
21 **Section 17.2.**

22 If this district has a different system for computing leave benefits and other benefits, then the employee
23 shall be granted the same leave benefits and other benefits as an employee in the district who has similar
24 occupational status and total years of service.

25
26
27
28 **ARTICLE XVIII**

29
30 **TERM AND SEPARABILITY OF PROVISIONS**

31
32 **Section 18.1.**

33 The term of this Agreement shall be September 1, 2019 to August 31, 2023

34
35 **Section 18.2.**

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

38
39 **Section 18.3.**

40 This Agreement may be reopened and modified at any time during its term upon mutual consent of the
41 parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate
42 Schedule A, and Article XII, Section 12.1, and to review Article IX, Section 9.1 herein; and provided
43 further, that this Agreement shall be reopened as necessary to consider the impact of any legislation
44 enacted following execution of this Agreement which may arguably affect the terms and conditions
45 herein or create authority to alter personnel practices in public employment. For the 2019-20 and
46 2020-21 school years, the WA State Implicit Price Deflator (IPD) shall be automatically applied to
47 Schedule A for all wages. In the event that the IPD is suspended by the State for these years, the
48 parties agree to negotiate wage rates for that year. For the 2021-22 school year, the parties agree to



SCHEDULE A
SPRAGUE SCHOOL DISTRICT #8
LAMONT SCHOOL DISTRICT #264
SEPTEMBER 1, 2019 – AUGUST 31, 2020
(2% Increase)

<u>CLASSIFICATIONS</u>	<u>1 - 2</u> <u>Years</u>	<u>3 - 4</u> <u>Years</u>	<u>5 - 6</u> <u>Years</u>	<u>7 - 8</u> <u>Years</u>	<u>9 - 10</u> <u>Years</u>	<u>11 - 12</u> <u>Years</u>	<u>13 - 14</u> <u>Years</u>	<u>15-19</u> <u>Years</u>	<u>20+</u> <u>Years</u>
<u>FOOD SERVICE</u>									
Head Cook	\$ 16.84	\$ 17.31	\$ 17.83	\$ 18.37	\$ 18.92	\$ 19.51	\$ 20.09	\$ 20.68	\$ 21.30
Assistant Cook	\$ 13.77	\$ 14.17	\$ 14.59	\$ 15.02	\$ 15.48	\$ 15.93	\$ 16.43	\$ 16.91	\$ 17.42
<u>CUSTODIAN/MAINTENANCE</u>									
Head Custodial/Maintenance	\$ 16.84	\$ 17.31	\$ 17.83	\$ 18.37	\$ 18.92	\$ 19.51	\$ 20.09	\$ 20.68	\$ 21.30
Assistant Custodian	\$ 13.77	\$ 14.17	\$ 14.59	\$ 15.02	\$ 15.48	\$ 15.93	\$ 16.43	\$ 16.91	\$ 17.42
Head Groundskeeper	\$ 16.84	\$ 17.31	\$ 17.83	\$ 18.37	\$ 18.92	\$ 19.51	\$ 20.09	\$ 20.68	\$ 21.30
Assistant Groundskeeper	\$ 13.77	\$ 14.17	\$ 14.59	\$ 15.02	\$ 15.48	\$ 15.93	\$ 16.43	\$ 16.91	\$ 17.42
<u>SECRETARIAL/CLERICAL</u>									
Secretary	\$ 16.66	\$ 17.18	\$ 17.69	\$ 18.21	\$ 18.77	\$ 19.32	\$ 19.92	\$ 20.50	\$ 21.10
<u>TRANSPORTATION</u>									
Bus Driver	\$ 17.43	\$ 17.97	\$ 18.48	\$ 19.07	\$ 19.61	\$ 20.23	\$ 20.83	\$ 21.46	\$ 22.11
Bus Mechanic/Supervisor	\$ 19.97	\$ 20.60	\$ 21.19	\$ 21.84	\$ 22.50	\$ 23.17	\$ 23.85	\$ 24.55	\$ 25.29
Trip/Stand-by Rate	On extra trips all drivers shall receive their base hourly rate for all driving time and sixty-seven percent (67%) of their base rate for stand-by time, or at least Washington minimum wage								

All employees moving from Assistant Cook to Head Cook or Assistant Custodian to Head Custodian will receive fifty percent (50%) experience credit toward the Head position. If Assistant's work is piecemeal, seven hundred twenty (720) hours worked per year will constitute one (1) year's experience as an Assistant.

Base Hourly Wage is the rate of pay in the Step 1-2, Column 1.

All substitutes shall be compensated at the Step 1-2 rate of pay.

Salary increments where applicable will be applied on September 1, if the employee works any portion of the previous fiscal year.

The following individual will be grandfathered in as Full Time Classified Employees: Shannon Billigmeier.

Clock Hours/College Credits

- Grade 1 – Base Pay Hours**
- Grade 2 – 75 Clock Hours/7.5 College Credits**
- Grade 3 – 150 Clock Hours/15 College Credits**
- Grade 4 – 225 Clock Hours/22.5 College Credits**
- Grade 5 – 300 Clock Hours/30 College Credits**
- Grade 6 – 375 Clock Hours/37.5 College Credits**



SCHEDULE A
SPRAGUE SCHOOL DISTRICT #8
LAMONT SCHOOL DISTRICT #264
SEPTEMBER 1, 2019 – AUGUST 31, 2020
(2% Increase)

PARA EDUCATOR		1 - 2	3 - 4	5 - 6	7 - 8	9 - 11	12 - 14	15 - 19	20+
		Years	Years	Years	Years	Years	Years	Years	Years
Para Educator I	Grade 1	\$ 13.87	\$ 14.25	\$ 14.69	\$ 15.12	\$ 15.58	\$ 16.03	\$ 16.53	\$ 17.01
	Grade 2	\$ 14.14	\$ 14.55	\$ 14.99	\$ 15.42	\$ 15.89	\$ 16.35	\$ 16.87	\$ 17.36
	Grade 3			\$ 15.28	\$ 15.74	\$ 16.22	\$ 16.68	\$ 17.21	\$ 17.70
	Grade 4				\$ 16.05	\$ 16.53	\$ 17.01	\$ 17.54	\$ 18.06
	Grade 5					\$ 16.87	\$ 17.36	\$ 17.89	\$ 18.42
	Grade 6						\$ 17.70	\$ 18.25	\$ 18.79
Para Educator II	Grade 1	\$ 14.95	\$ 15.34	\$ 15.77	\$ 16.21	\$ 16.66	\$ 17.10	\$ 17.62	\$ 18.09
	Grade 2	\$ 15.21	\$ 15.62	\$ 16.07	\$ 16.50	\$ 16.97	\$ 17.43	\$ 17.95	\$ 18.43
	Grade 3			\$ 16.35	\$ 16.82	\$ 17.29	\$ 17.76	\$ 18.29	\$ 18.78
	Grade 4				\$ 17.12	\$ 17.62	\$ 18.10	\$ 18.62	\$ 19.15
	Grade 5					\$ 17.95	\$ 18.43	\$ 18.97	\$ 19.51
	Grade 6						\$ 18.78	\$ 19.33	\$ 19.87
Library Technicia	Grade 1	\$ 14.92	\$ 15.37	\$ 15.84	\$ 16.31	\$ 16.79	\$ 17.29	\$ 17.81	\$ 18.35
	Grade 2	\$ 15.21	\$ 15.68	\$ 16.13	\$ 16.61	\$ 17.09	\$ 17.60	\$ 18.13	\$ 18.65
	Grade 3			\$ 16.45	\$ 16.92	\$ 17.40	\$ 17.89	\$ 18.42	\$ 18.95
	Grade 4				\$ 17.23	\$ 17.71	\$ 18.21	\$ 18.74	\$ 19.27
	Grade 5					\$ 18.02	\$ 18.51	\$ 19.03	\$ 19.57
	Grade 6						\$ 18.82	\$ 19.34	\$ 19.88

Pre-School Instructor: In the event the Pre-School Lead instructor position is held by a classified employee, the salary will be at the Paraeducator rate plus five dollars (\$5.00) per hour to include but not limited to classroom preparation, classroom time, Open House and Parent Conferences.

Clock Hours/College Credits

- Grade 1** – Base Pay Hours
- Grade 2** – 75 Clock Hours/7.5 College Credits
- Grade 3** – 150 Clock Hours/15 College Credits
- Grade 4** – 225 Clock Hours/22.5 College Credits
- Grade 5** – 300 Clock Hours/30 College Credits
- Grade 6** – 375 Clock Hours/37.5 College Credits

During the duration of this contract, the parties will discuss the addition of Grade 7 and 8 for AA and BA Degrees respectively and associated wage rates. Discussion will also include the Paraeducator and Library Technician wage schedules. If a new Library Technician is hired prior to the contract expiration, the parties will renegotiate the wage schedule for this position.



ADDENDUM I

Paraeducator Time Sheet

Sprague/Lamont Timesheet			Name				Paydate	
Date	Basic Ed 01-27	Lunchroom/ Playground Duty 01-25	Special Ed 21-27	Title I 51-27	LAP 55-27	SRSAP/REAP 52-27	I-728 66-27	TOTAL Hrs. Worked
Month								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Month								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total Hours								
% by program								
Employee Signature					Supervisor Signature			

Maintenance Time Sheet

Sprague/Lamont Timesheet			Name			Paydate	
Date	Admin. Support 01-23/97-13	Grounds 97-62	Custodial 97-63	Bldg. Maint. 97-64	Food Service 98-44	Transportation 99	TOTAL Hrs. Worked
Month							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Month							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Hours							
% by cost objective							
Employee Signature					Supervisor Signature		



ADDENDUM II

1 This Agreement is hereby incorporated by reference into the current Collective Bargaining Agreement
2 between Public School Employees of Sprague-Lamont and the Sprague-Lamont School Districts.

3
4 It is acknowledged that the Sprague-Lamont School Districts already have a School District Policy and
5 Procedure in place, No. 5209, Federal Highway Administration Mandated Drug and Alcohol Testing
6 Program, which complies with the Department of Transportation's rules and regulations pertaining to
7 employee drug and alcohol testing. This policy and procedure was adopted by the Sprague-Lamont
8 School Board of Directors at their regularly scheduled meeting on October 11, 1995.

- 9
10 1. When employees, holding Commercial Drivers Licenses (CDL) are randomly selected for drug and
11 alcohol testing, they are to proceed immediately and directly to the testing site. The District will
12 reimburse the employee being tested with up to a maximum of two (2) hours of salary to be tested.
13 The employee going in to be tested will be responsible for his/her own transportation to and from
14 the testing laboratory. However, if any employee is working his/her regular shift, he/she will not
15 receive extra pay to take the test. The employee will be paid mileage at the District's rate if they
16 are asked to use their personal vehicle to travel to the testing site. However, under certain
17 circumstances, they may be allowed to utilize a District vehicle for that purpose, if one is available.
18
- 19 2. If randomly tested District employees holding a Commercial Drivers License (CDL) are found to
20 have a level of alcohol of .04 or above or test positive for drugs, they will be immediately
21 terminated from their employment with the Sprague-Lamont School District.
22
- 23 3. If randomly tested District employees holding a Commercial Drivers License (CDL) are found to
24 have a level of alcohol from .02-.039, they will be removed from their safety sensitive job for a
25 period of twenty-four (24) hours in accordance with the DOT requirements. Further disciplinary
26 actions, up to and including termination, may be imposed. However, any District employee so
27 tested and found to have the above level of alcohol and who must be off duty for twenty-four (24)
28 hours may access any unused sick leave they have accrued.
29
- 30 4. If a randomly selected employee holding a Commercial Drivers License (CDL) tests positive for
31 drugs, they will be immediately terminated. If the terminated employee requests a second test, it
32 must be done using the split sample previously taken from that employee. In addition, if the
33 employee requests a second test be conducted, they will be required to pay the cost of that test. If
34 the second test is returned with a negative result, the employee will be reinstated to their original
35 position, and they will be reimbursed for any lost wages and benefits as well as the cost of the
36 second test. If the second test returns a positive finding, the termination of that employee stands.
37
- 38 5. At any time an employee holding a Commercial Drivers License (CDL) is tested and receives a
39 positive alcohol or controlled substance test under the District's policy and procedure or violates
40 the other prohibitions of this policy and procedure, the District will provide the employee with
41 information regarding the resources available to the employee for evaluating and resolving
42 problems associated with the misuse of alcohol and the use of controlled substances. The District
43 will not provide or pay for these services.
44
- 45 6. This Agreement may be reviewed for clarification or possible changes whenever either the
46 Sprague-Lamont School Districts or the Public School Employees of Sprague-Lamont
47 representatives request such an action take place.

ADDENDUM III

Sprague-Lamont School Districts
Classified Evaluation Form

Staff Member _____ School Year _____

Assignment _____ Type of Evaluation _____
(Annual, 90 day, other)

Quality of Work _____ Attendance and Punctuality _____

Job Knowledge _____ Public Relations _____

Decision-making Ability _____ Attitude _____

Managing and Planning _____ Effort Toward Improvement when Needed _____

_____ Satisfactory

OVERALL APPRAISAL: _____ Requires Improvement

_____ Unsatisfactory

Evaluator's Comments

Evaluator's Signature _____ Title _____

Date _____

Employee's Comments



My signature below acknowledges that I have read and received a copy of this evaluation but does not necessarily indicate agreement with the content.

Employee's Signature _____ Date _____

KEY: S = Satisfactory RI = Requires Improvement
U = Unsatisfactory N = Not Applicable

The "RI" and "U" ratings require specific comments.

QUALITY OF WORK

- _____A. Completes work accurately, thoroughly and neatly.
- _____B. Completes work promptly.
- _____C. Performs tasks as outlined in job description.
- _____D. Shows appropriate care of equipment and materials.
- _____E. Accomplishes an acceptable amount of work within job expectations.

Comments:

JOB KNOWLEDGE

- _____A. Understands job procedures and methods.
- _____B. Understands skills related to job assignment.
- _____C. Demonstrates appropriate knowledge required to perform job competently.
- _____D. Understands District policies and procedures.

Comments:



DECISION-MAKING ABILITY

- _____ A. Demonstrates the ability to perceive conditions needing attention.
- _____ B. Demonstrates the ability to evaluate problem or situation and take appropriate action.
- _____ C. Makes wise, timely decisions based on fair and impartial thinking.

Comments:

MANAGING AND PLANNING

- _____ A. Demonstrates ability to plan effectively to get the job done.
- _____ B. Demonstrates ability to organize and utilize materials and equipment in a responsible manner.
- _____ C. Shows appropriate follow-through on assigned duties.
- _____ D. Shows ability to adjust appropriately to changes.
- _____ E. When appropriate, subordinate employees are managed effectively.

Comments:

ATTENDANCE AND PUNCTUALITY

- _____ A. Arrives at work on time.
- _____ B. Attends meetings and appointments on time.

Comments:



PUBLIC RELATIONS

- _____ A. Demonstrates ability to communicate effectively with parents and community members.
- _____ B. Views job responsibilities as part of the overall function of promoting positive public relations.

Comments:

ATTITUDE

- _____ A. Demonstrates the ability to get along with others.
- _____ B. Approaches work in a positive manner.
- _____ C. Demonstrates cooperation toward supervisors, colleagues, and students.

Comments:

EFFORT TOWARD IMPROVEMENT WHEN NEEDED

- _____ A. Is responsive to supervision and constructive criticism.
- _____ B. Attempts to implement suggestions for improvement.
- _____ C. Has plan for evaluation of own work and initiates efforts to improve.

Comments:



ADDENDUM IV

**SPRAGUE / LAMONT
PARAEDUCATOR
EVALUATION**

Name:	Date:
School:	

TO BE COMPLETED BY DISTRICT DESIGNEE: _____

Rating Scale:

<u>Above</u>	<u>Meets</u>	<u>Does NOT Meet</u>	<u>Not Applicable</u>
1	2	3	4

COMMUNICATION

	1	2	3	4
1. Accepts and uses suggestions				
2. Displays a positive attitude with students*				
3. Displays a positive attitude with collaborating teacher				
4. Displays a positive attitude with peers				
5. Understands paraprofessional role responsibilities				
6. Cooperates with supervising teacher and other staff members				
7. Is discreet in communication				
8. Complies with administrative and/or board policies				
9. Asks questions of the teacher and other professionals appropriately				
10. Collaborates with staff effectively and professional appropriately				

DURING OBSERVATION

	1	2	3	4
1. Used effective instructional and behavioral interventions				
2. Developed and implemented required lesson independently				
3. Was well prepared for the lesson				
4. Made good use of instructional time				
5. Is an asset to the classroom				
6. Used reinforcement strategies appropriately				
7. Gave appropriate praise to student*				

* A score of 3 requires a Professional Growth Plan



OVERALL COMPETENCIES

	1	2	3	4
1. Motivates students to reach their maximum potential				
2. Follows health, safety, and emergency procedures				
3. Demonstrates ability to provide direct instruction services to students*				
4. Practices ethical standards and student confidentiality				
5. Uses positive communication with colleagues, students, and supervisors to ensure a comfortable working environment				
6. Follows through with appropriate strategies to maximize learning as instructed by the certificated staff				
7. Follow the chain of command when conflict is present				
8. Displays dependability, follows daily schedule, and keeps accurate records				
9. Is flexible when needed. Complies with supervisor's requests*				
10. Is a team player				

* A score of 3 requires a Professional Growth Plan

COMMENTS:

Employee's Signature Date

Supervisor's Signature Date



ADDENDUM V

DRIVER EVALUATION CHECK SHEET

DRIVER _____

DATE _____

PERSONAL QUALITIES	Satisfactory	Unsatisfactory	Comments
Attendance			
Punctuality			
Cooperation with co-workers			
Overall attitude			
Initiative			
Ability to make decisions			
Accepts criticism			
Dependability			
Appropriate attire for work			
Adapts to change			
JOB PERFORMANCE			
Rapport with students and staff			
Public relations			
Training requirements			
Current certification			
Bus handling capability			
Adherence to time constraints (roads)			
Use of 8 light system			
Use of seat belt			
Adherence to speed limits			
RR crossing procedures			
Courtesy to driving public			
Loading and unloading procedures			
Attendance at driver meetings			
Student discipline on bus			
Compliance to state, local & district policies			
General safety practices			
EQUIPMENT MAINTENANCE			
Exterior bus cleanliness			
Interior bus cleanliness			
Proper use of transmission			
Pre-trip inspection			
Post-trip inspection			
COMPLETION OF PAPERWORK			
Daily log sheets			
Timesheets			

EVALUATOR _____



LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, SPRAGUE/LAMONT CHAPTER AND THE SPRAGUE SCHOOL DISTRICT #8 AND LAMONT SCHOOL DISTRICT #264. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

1. Employees will receive a 1.6% increase to Schedule A for the 2020 – 2021 school year.
2. See attached 2020 – 2021 Schedule A.

This letter of Agreement shall be retro back to September 1, 2020 and shall be attached to the Current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

SPRAGUE/LAMONT SCHOOL DISTRICT

SPRAGUE SCHOOL DISTRICT #8

BY:
 Jennifer Morton, Chapter President

BY:
 Bill Ressel, Superintendent

DATE: 1/12/2021

DATE: 1/12/2021

LAMONT SCHOOL DISTRICT #264

BY:
 Todd Spear, Superintendent

DATE: 1/13/2021



SCHEDULE A

SPRAGUE SCHOOL DISTRICT #8

LAMONT SCHOOL DISTRICT #264

SEPTEMBER 1, 2020 - AUGUST 31, 2021

(1.6% Increase)

	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-19	20+
<u>CLASSIFICATIONS</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
<u>FOOD SERVICE</u>									
Head Cook	\$ 17.11	\$ 17.59	\$ 18.12	\$ 18.66	\$ 19.22	\$ 19.82	\$ 20.41	\$ 21.01	\$ 21.64
Assistant Cook	\$ 13.99	\$ 14.40	\$ 14.82	\$ 15.26	\$ 15.73	\$ 16.18	\$ 16.69	\$ 17.18	\$ 17.70
<u>CUSTODIAN/MAINTENANCE</u>									
Head Custodial/Maintenance	\$ 17.11	\$ 17.59	\$ 18.12	\$ 18.66	\$ 19.22	\$ 19.82	\$ 20.41	\$ 21.01	\$ 21.64
Assistant Custodian	\$ 13.99	\$ 14.40	\$ 14.82	\$ 15.26	\$ 15.73	\$ 16.18	\$ 16.69	\$ 17.18	\$ 17.70
Head Groundskeeper	\$ 17.11	\$ 17.59	\$ 18.12	\$ 18.66	\$ 19.22	\$ 19.82	\$ 20.41	\$ 21.01	\$ 21.64
Assistant Groundskeeper	\$ 13.99	\$ 14.40	\$ 14.82	\$ 15.26	\$ 15.73	\$ 16.18	\$ 16.69	\$ 17.18	\$ 17.70
<u>SECRETARIAL/CLERICAL</u>									
Secretary	\$ 16.93	\$ 17.45	\$ 17.97	\$ 18.50	\$ 19.07	\$ 19.63	\$ 20.24	\$ 20.83	\$ 20.42
<u>TRANSPOTATION</u>									
Bus Driver	\$ 17.71	\$ 18.26	\$ 18.78	\$ 19.38	\$ 19.92	\$ 20.55	\$ 21.16	\$ 21.80	\$ 22.46
Bus Mechanic/Supervisor	\$ 20.29	\$ 20.93	\$ 21.53	\$ 22.19	\$ 22.86	\$ 23.54	\$ 24.23	\$ 24.94	\$ 25.69
Trip/Stand-by Rate	On extra trips all drivers shall receive their base hourly rate for all driving time and sixty-seven percent (67%) of their base hourly rate for stand-by time.								
All employees moving from Assistant Cook to Head Cook or Assistant Custodian to Head Custodian will receive fifty percent (50%) experience credit toward the Head position. If Assistant's work is piecemeal, seven hundred twenty (720) hours worked per year will constitute one (1) years experience as an Assistant.									
Base Hourly Wage is the rate of pay in the Step 1-2, column 1.									
All substitutes shall be compensated at the Step 1-2 rate of pay.									
Salary increments where applicable will be applied on September 1, if the employee works any portion of the previous fiscal year.									
The following individuals will be grandfathered in as Full Time Classified Employees: Shannon Billigmeier.									
<u>Clock Hours/College Credits</u>									
Grade 1 - Base Pay Hours									
Grade 2 - 75 Clock Hours/7.5 College Credits									
Grade 3 - 150 Clock Hours/15 College Credits									
Grade 4 - 225 Clock Hours/22.5 College Credits									
Grade 5 - 300 Clock Hours/30 College Credits									
Grade 6 - 375 Clock Hours/37.5 College Credits									



SCHEDULE A

SPRAGUE SCHOOL DISTRICT #8

LAMONT SCHOOL DISTRICT #264

SEPTEMBER 1, 2020 - AUGUST 31, 2021

(1.6% Increase)

		1-2	3-4	5-6	7-8	9-11	12-14	15-19	20+
CLASSIFICATIONS		Years	Years	Years	Years	Years	Years	Years	Years
<u>PARAEDUCATORS</u>									
Para Educator I	Grade 1	\$ 14.09	\$ 14.48	\$ 14.93	\$ 15.36	\$ 15.83	\$ 16.29	\$ 16.79	\$ 17.28
	Grade 2	\$ 14.37	\$ 14.78	\$ 15.23	\$ 15.67	\$ 16.14	\$ 16.61	\$ 17.14	\$ 17.64
	Grade 3			\$ 15.52	\$ 15.99	\$ 16.48	\$ 16.95	\$ 17.49	\$ 17.98
	Grade 4				\$ 16.31	\$ 16.79	\$ 17.28	\$ 17.82	\$ 18.35
	Grade 5					\$ 17.14	\$ 17.64	\$ 18.18	\$ 18.71
	Grade 6						\$ 17.98	\$ 18.54	\$ 19.09
Para Educator II	Grade 1	\$ 15.19	\$ 15.59	\$ 16.02	\$ 16.47	\$ 16.93	\$ 17.37	\$ 17.90	\$ 18.38
	Grade 2	\$ 15.45	\$ 15.87	\$ 16.33	\$ 16.76	\$ 17.24	\$ 17.70	\$ 18.24	\$ 18.72
	Grade 3			\$ 16.61	\$ 17.09	\$ 17.57	\$ 18.04	\$ 18.58	\$ 19.08
	Grade 4				\$ 17.39	\$ 17.90	\$ 18.39	\$ 18.92	\$ 19.46
	Grade 5					\$ 18.24	\$ 18.72	\$ 19.27	\$ 19.82
	Grade 6						\$ 19.08	\$ 19.64	\$ 20.19
Library Technician	Grade 1	\$ 15.16	\$ 15.62	\$ 16.09	\$ 16.57	\$ 17.06	\$ 17.57	\$ 18.09	\$ 18.64
	Grade 2	\$ 15.45	\$ 15.93	\$ 16.39	\$ 16.88	\$ 17.36	\$ 17.88	\$ 18.42	\$ 18.95
	Grade 3			\$ 16.71	\$ 17.19	\$ 17.68	\$ 18.18	\$ 18.71	\$ 19.25
	Grade 4				\$ 17.51	\$ 17.99	\$ 18.50	\$ 19.04	\$ 19.58
	Grade 5					\$ 18.31	\$ 18.81	\$ 19.33	\$ 19.88
	Grade 6						\$ 19.12	\$ 19.65	\$ 20.20

Pre-School Instructor: In the event the Pre-School Lead instructor position is held by a classified employee, the salary will be at the Para Educator rate plus five dollars (\$5.00) per hour to include but not limited to classroom preparation, classroom time, Open House and Parent Conferences.

Clock Hours/College Credits

- Grade 1** - Base Pay Hours
- Grade 2** - 75 Clock Hours/7.5 College Credits
- Grade 3** - 150 Clock Hours/15 College Credits
- Grade 4** - 225 Clock Hours/22.5 College Credits
- Grade 5** - 300 Clock Hours/30 College Credits
- Grade 6** - 375 Clock Hours/37.5 College Credits

During the duration of this contract, the parties will discuss the addition of Grade 7 and 8 for AA and BA Degrees respectively and associated wage rates. Discussion will also include the Para Educator and Library Technician wage schedules. If a new Library Technician is hired prior to the contract expiration, the parties will renegotiate the wage schedule for this position.



1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT
4 BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948,
5 SPRAGUE/LAMONT CHAPTER AND THE SPRAGUE SCHOOL DISTRICT #8 AND LAMONT
6 SCHOOL DISTRICT #264 PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE CURRENT
7 COLLECTIVE BARGAINING AGREEMENT.
8

9
10 The parties agree to the following:

- 11
12 1. Employees will receive a 2.0% increase to Schedule A for the 2021 – 2022 school year.
13
14
15 2. See attached 2021 – 2022 Schedule A.
16
17
18
19
20
21
22
23

24 This Letter of Agreement shall be effective beginning September 1, 2021 and shall be attached to the
25 current Collective Bargaining Agreement.
26

27
28 PUBLIC SCHOOL EMPLOYEES OF
29 WASHINGTON/SEIU LOCAL 1948

30
31 SPRAGUE/LAMONT SCHOOL DISTRICT

30 SPRAGUE SCHOOL DISTRICT #8

32
33
34 BY: /Signed by/
35 Joshua Fritts, Chapter President

34 BY: /Signed by/
35 Bill Ressel, Superintendent

36
37 DATE: 8/2/21

37 DATE: 8/2/21

38
39
40 LAMONT SCHOOL DISTRICT #264

41
42 BY: /Signed by/
43 Charles Pierce, Superintendent

44
45 DATE: 8/2/21
46
47



SCHEDULE A
SPRAGUE SCHOOL DISTRICT #8
LAMONT SCHOOL DISTRICT #264
SEPTEMBER 1, 2021 - AUGUST 31, 2022

	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-19	20+
<u>CLASSIFICATIONS</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
<u>FOOD SERVICE</u>									
Head Cook	\$ 17.45	\$ 17.94	\$ 18.48	\$ 19.03	\$ 19.60	\$ 20.22	\$ 20.82	\$ 21.43	\$ 22.07
Assistant Cook	\$ 14.27	\$ 14.69	\$ 15.12	\$ 15.57	\$ 16.04	\$ 16.50	\$ 17.02	\$ 17.52	\$ 18.05
<u>CUSTODIAN/MAINTENANCE</u>									
Head Custodial/Maintenance	\$ 17.45	\$ 17.94	\$ 18.48	\$ 19.03	\$ 19.60	\$ 20.22	\$ 20.82	\$ 21.43	\$ 22.07
Assistant Custodian	\$ 14.27	\$ 14.69	\$ 15.12	\$ 15.57	\$ 16.04	\$ 16.50	\$ 17.02	\$ 17.52	\$ 18.05
Head Groundskeeper	\$ 17.45	\$ 17.94	\$ 18.48	\$ 19.03	\$ 19.60	\$ 20.22	\$ 20.82	\$ 21.43	\$ 22.07
Assistant Groundskeeper	\$ 14.27	\$ 14.69	\$ 15.12	\$ 15.57	\$ 16.04	\$ 16.50	\$ 17.02	\$ 17.52	\$ 18.05
<u>SECRETARIAL/CLERICAL</u>									
Secretary	\$ 17.27	\$ 17.80	\$ 18.33	\$ 18.87	\$ 19.45	\$ 20.02	\$ 20.64	\$ 21.25	\$ 20.83
<u>TRANSPOTATION</u>									
Bus Driver	\$ 18.06	\$ 18.63	\$ 19.16	\$ 19.77	\$ 20.32	\$ 20.96	\$ 21.58	\$ 22.24	\$ 22.91
Bus Mechanic/Supervisor	\$ 20.70	\$ 21.35	\$ 21.96	\$ 22.63	\$ 23.32	\$ 24.01	\$ 24.71	\$ 25.44	\$ 26.20
Trip/Stand-by Rate	On extra trips all drivers shall receive their base hourly rate for all driving time and sixty-seven percent (67%) of their base hourly rate for stand-by time.								
All employees moving from Assistant Cook to Head Cook or Assistant Custodian to Head Custodian will receive fifty percent (50%) experience credit toward the Head position. If Assistant's work is piecemeal, seven hundred twenty (720) hours worked per year will constitute one (1) years experience as an Assistant.									
Base Hourly Wage is the rate of pay in the Step 1-2, column 1.									
All substitutes shall be compensated at the Step 1-2 rate of pay.									
Salary increments where applicable will be applied on September 1, if the employee works any portion of the previous fiscal year.									
The following individuals will be grandfathered in as Full Time Classified Employees: Shannon Billigmeier.									
<u>Clock Hours/College Credits</u>									
Grade 1 - Base Pay Hours									
Grade 2 - 75 Clock Hours/7.5 College Credits									
Grade 3 - 150 Clock Hours/15 College Credits									
Grade 4 - 225 Clock Hours/22.5 College Credits									
Grade 5 - 300 Clock Hours/30 College Credits									
Grade 6 - 375 Clock Hours/37.5 College Credits									



SCHEDULE A
SPRAGUE SCHOOL DISTRICT #8
LAMONT SCHOOL DISTRICT #264
SEPTEMBER 1, 2021 - AUGUST 31, 2022

		1-2	3-4	5-6	7-8	9-11	12-14	15-19	20+
<u>CLASSIFICATIONS</u>		<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
<u>PARAEDUCATORS</u>									
Para Educator I	Grade 1	\$ 14.37	\$ 14.77	\$ 15.23	\$ 15.67	\$ 16.15	\$ 16.62	\$ 17.13	\$ 17.63
	Grade 2	\$ 14.66	\$ 15.08	\$ 15.53	\$ 15.98	\$ 16.46	\$ 16.94	\$ 17.48	\$ 17.99
	Grade 3			\$ 15.83	\$ 16.31	\$ 16.81	\$ 17.29	\$ 17.84	\$ 18.34
	Grade 4				\$ 16.64	\$ 17.13	\$ 17.63	\$ 18.18	\$ 18.72
	Grade 5					\$ 17.48	\$ 17.99	\$ 18.54	\$ 19.08
	Grade 6						\$ 18.34	\$ 18.91	\$ 19.47
Para Educator II	Grade 1	\$ 15.49	\$ 15.90	\$ 16.34	\$ 16.80	\$ 17.27	\$ 17.72	\$ 18.26	\$ 18.75
	Grade 2	\$ 15.76	\$ 16.19	\$ 16.66	\$ 17.10	\$ 17.58	\$ 18.05	\$ 18.60	\$ 19.09
	Grade 3			\$ 16.94	\$ 17.43	\$ 17.92	\$ 18.40	\$ 18.95	\$ 19.46
	Grade 4				\$ 17.74	\$ 18.26	\$ 18.76	\$ 19.30	\$ 19.85
	Grade 5					\$ 18.60	\$ 19.09	\$ 19.66	\$ 20.22
	Grade 6						\$ 19.46	\$ 20.03	\$ 20.59
Library Technician	Grade 1	\$ 15.46	\$ 15.93	\$ 16.41	\$ 16.90	\$ 17.40	\$ 17.92	\$ 18.45	\$ 19.01
	Grade 2	\$ 15.76	\$ 16.25	\$ 16.72	\$ 17.22	\$ 17.71	\$ 18.24	\$ 18.79	\$ 19.33
	Grade 3			\$ 17.04	\$ 17.53	\$ 18.03	\$ 18.54	\$ 19.08	\$ 19.64
	Grade 4				\$ 17.86	\$ 18.35	\$ 18.87	\$ 19.42	\$ 19.97
	Grade 5					\$ 18.68	\$ 19.19	\$ 19.72	\$ 20.28
	Grade 6						\$ 19.50	\$ 20.04	\$ 20.60

Pre-School Instructor: In the event the Pre-School Lead instructor position is held by a classified employee, the salary will be at the Para Educator rate plus five dollars (\$5.00) per hour to include but not limited to classroom preparation, classroom time, Open House and Parent Conferences.

Clock Hours/College Credits

- Grade 1** - Base Pay Hours
- Grade 2** - 75 Clock Hours/7.5 College Credits
- Grade 3** - 150 Clock Hours/15 College Credits
- Grade 4** - 225 Clock Hours/22.5 College Credits
- Grade 5** - 300 Clock Hours/30 College Credits
- Grade 6** - 375 Clock Hours/37.5 College Credits

During the duration of this contract, the parties will discuss the addition of Grade 7 and 8 for AA and BA Degrees respectively and associated wage rates. Discussion will also include the Para Educator and Library Technician wage schedules. If a new Library Technician is hired prior to the contract expiration, the parties will renegotiate the wage schedule for this position.



1 LETTER OF AGREEMENT

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, SPRAGUE/LAMONT
5 CHAPTER AND THE SPRAGUE SCHOOL DISTRICT #8 AND LAMONT SCHOOL DISTRICT
6 #264 PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE CURRENT COLLECTIVE
7 BARGAINING AGREEMENT.
8

9
10 The parties agree to the following:
11

12
13 Following the Legislative impact decision proclaimed by the Governor of Washington, Schedule A for
14 contract year 2022-2023 shall be amended as attached.
15
16
17
18
19
20
21
22
23
24

25
26 This Letter of Agreement shall be effective beginning September 1, 2022 and shall be attached to the
27 current Collective Bargaining Agreement.
28
29
30

31 PUBLIC SCHOOL EMPLOYEES OF
32 WASHINGTON/SEIU LOCAL 1948

33
34 SPRAGUE/LAMONT CHAPTER

35
36 BY: /signed by/
37 Joshua Fritts, Chapter President

38
39 DATE: 5/13/22
40
41

34 SPRAGUE SCHOOL DISTRICT #8

35
36 BY: /signed by/
37 Bill Ressel, Superintendent

38
39 DATE: 5/13/22
40
41

42 LAMONT SCHOOL DISTRICT #264

43
44 BY: /signed by/
45 Charles Pierce, Superintendent

46
47 DATE: 5/16/22
48



Schedule A
 Sprague School District #8
 Lamont School District #264
 September 1, 2022 – August 31, 2023

	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-19	20+
<u>Classifications</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
<u>Food Service</u>									
Head Cook	18.41	18.93	19.50	20.08	20.68	21.33	21.97	22.61	23.28
Assistant Cook	15.05	15.50	15.95	16.43	16.92	17.41	17.96	18.48	19.04
<u>Custodian/Maintenance</u>									
Head Custodian/Maintenance	18.41	18.93	19.50	20.08	20.68	21.33	21.97	22.61	23.28
Assistant Custodian	15.05	15.50	15.95	16.43	16.92	17.41	17.96	18.48	19.04
Head Groundskeeper	18.41	18.93	19.50	20.08	20.68	21.33	21.97	22.61	23.28
Assistant Groundskeeper	15.05	15.50	15.95	16.43	16.92	17.41	17.96	18.48	19.04
<u>Secretarial/Clerical</u>									
Secretary	18.22	18.78	19.34	19.91	20.52	21.12	21.78	22.42	23.07
<u>Transportation</u>									
Bus Driver	19.05	19.65	20.21	20.86	21.44	22.11	22.77	23.46	24.17
Bus Mechanic/Supervisor	21.84	22.52	23.17	23.87	24.60	25.33	26.07	26.84	27.64
Trip/Stand-by rate	On extra trips all drivers shall receive their base hourly rate for all driving time and sixty-seven percent (67%) of their base hourly rate for stand-by time.								
All employees moving from Assistant Cook to Head Cook or Assistant Custodian to Head Custodian will receive fifty percent (50%) experience credit toward the Head position. If Assistant's work is piecemeal, seven hundred twenty (720) hours worked per year will constitute one (1) years experience as an Assistant.									
Base Hourly Wage is the rate of pay in the step 1-2, column 1									
All substitutes shall be compensated at the step 1-2 rate of pay									
Salary increments where applicable will be applied on September 1, if the employee works any portion in the previous fiscal year.									
The following individuals will be grandfathered in as Full Time Classified Employees: Shannon Billigmeier									
<u>Clock Hours/College Credits</u>									
Grade 1- Base Pay Hours									
Grade 2- 75 Clock Hours/7.5 College Credits									
Grade 3- 150 Clock Hours/15 College Credits									
Grade 4- 225 Clock Hours/22.5 College Credits									
Grade 5- 300 Clock Hours/30 College Credits									
Grade 6- 375 Clock Hours/37.5 College Credits									



Schedule A
 Sprague School District #8
 Lamont School District #264
 September 1, 2022 – August 31, 2023
 Cont.

		1-2	3-4	5-6	7-8	9-11	12-14	15-19	20+
Classifications		<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
<u>Paraeducators</u>									
	Grade 1	15.16	15.58	16.07	16.53	17.04	17.53	18.07	18.60
	Grade 2	15.47	15.91	16.38	16.86	17.37	17.87	18.44	18.98
	Grade 3			16.70	17.21	17.73	18.24	18.82	19.35
	Grade 4				17.56	18.07	18.60	19.18	19.75
	Grade 5					18.44	18.98	19.56	20.13
	Grade 6						19.35	19.95	20.54
<u>Paraeducators II</u>									
	Grade 1	16.34	16.77	17.24	17.72	18.22	18.69	19.26	19.78
	Grade 2	16.63	17.08	17.58	18.04	18.55	19.04	19.62	20.14
	Grade 3			17.87	18.39	18.91	19.41	19.99	20.53
	Grade 4				18.72	19.26	19.79	20.36	20.94
	Grade 5					19.62	20.14	20.74	21.33
	Grade 6						20.53	21.13	21.72
<u>Library Technician</u>									
	Grade 1	16.31	16.81	17.31	17.83	18.36	18.91	19.46	20.06
	Grade 2	16.63	17.14	17.64	18.17	18.68	19.24	19.82	20.39
	Grade 3			17.98	18.49	19.02	19.56	20.13	20.72
	Grade 4				18.84	19.36	19.91	20.49	21.07
	Grade 5					19.71	20.25	20.80	21.40
	Grade 6						20.57	21.14	21.73

Pre-School Instructor: In the event the Pre-School Lead instructor position is held by a classified employee, the salary will be at the Para Educator rate plus five dollars (\$5.00) per hour to include but not limited to classroom preparation, classroom time, Open House and Parent Conferences.

Clock Hours/College Credits

Grade 1- Base Pay Hours

Grade 2- 75 Clock Hours/7.5 College Credits

Grade 3- 150 Clock Hours/15 College Credits

Grade 4- 225 Clock Hours/22.5 College Credits

Grade 5- 300 Clock Hours/30 College Credits

Grade 6- 375 Clock Hours/37.5 College Credits

During the duration of this contract, the parties will discuss the addition of Grade 7 and 8 for AA and BA Degrees respectively and associated wage rates. Discussion will also include the Para Educators and Library Technician wage schedules. If a new Library Technician is hired prior to the contract expiration, the parties will renegotiate the wage schedule for this position.



LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, SPRAGUE-LAMONT CHAPTER AND THE SPRAGUE SCHOOL DISTRICT #8 AND LAMONT SCHOOL DISTRICT #264 PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

1. A 3.7% increase to 2023-2024 Schedule A, which has been approved by the Sprague and Lamont School Boards.
2. The 3.7% increase will not override the right to bargain wages during Sprague-Lamont open contract bargaining with the districts.
3. Schedule A is attached.

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

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948

SPRAGUE-LAMONT CHAPTER

BY: */Signed by/*
Joshua Fritts, Chapter President

DATE: *6/22/23*

SPRAGUE SCHOOL DISTRICT #8

BY: */Signed by/*
Raymond Leaver, Superintendent

DATE: *6/22/23*

LAMONT SCHOOL DISTRICT #264

BY: */Signed by/*
Charles Pierce, Superintendent

DATE: *6/22/23*



Schedule A
 Sprague School District #8
 Lamont School District #264
 September 1, 2023 – August 31, 2024

	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-19	20+
<u>Classifications</u>	Years	Years	Years	Years	Years	Years	Years	Years	Years
<u>Food Service</u>									
Head Cook	19.09	19.63	20.22	20.82	21.45	22.12	22.78	23.45	24.14
Assistant Cook	15.61	16.07	16.54	17.04	17.55	18.05	18.62	19.13	19.74
<u>Custodian/Maintenance</u>									
Head Custodian/Maintenance	19.09	19.63	20.22	20.82	21.45	22.05	22.78	23.45	24.14
Assistant Custodian	15.61	16.07	16.54	17.04	17.55	18.05	18.62	19.13	19.74
Head Groundskeeper	19.09	19.63	20.22	20.82	21.45	22.12	22.78	23.45	24.14
Assistant Groundskeeper	15.61	16.07	16.54	17.04	17.55	18.05	18.62	19.16	19.74
<u>Secretarial/Clerical</u>									
Secretary	18.89	19.17	20.06	20.65	21.26	21.90	22.59	23.25	23.92
<u>Transportation</u>									
Bus Driver	19.75	20.38	20.96	21.63	22.20	22.93	23.58	24.33	25.06
Bus Mechanic/Supervisor	22.65	23.35	24.03	24.75	25.51	26.27	27.03	27.83	28.66
Trip/Stand-by rate	On extra trips all drivers shall receive their base hourly rate for all driving time and sixty-seven percent (67%) of their base hourly rate for stand-by time								
All employees moving from Assistant Cook to Head Cook or Assistant Custodian to Head Custodian will receive fifty percent (50%) experience credit toward the Head position. If Assistant's work is piecemeal, seven hundred twenty (720) hours worked per year will constitute one (1) year experience as an Assistant.									
Base Hourly Wage is the rate of pay in the step 1-2, column 1									
All substitutes shall be compensated at the step 1-2 rate of pay									
Salary increases where applicable will be applied on September 1, if the employee works any position of the previous fiscal year.									
The following individuals will be grandfathered in as Full Time Classified Employees: Shannon Billigmeier									
<u>Clock Hours/College Credits</u>									
Grade 1 - Base Pay Hours									
Grade 2 - 75 Clock Hours / 7.5 College Credits									
Grade 3 - 150 Clock Hours / 15 College Credits									
Grade 4 - 225 Clock Hours / 22.5 College Credits									
Grade 5 - 300 Clock Hours / 30 College Credits									
Grade 6 - 375 Clock Hours / 37.5 College Credits									



Schedule A
 Sprague School District #8
 Lamont School District #264
 September 1, 2023 – August 31, 2024
 Cont.

		1-2	3-4	5-6	7-8	9-11	12-14	15-19	20+
<u>Classifications</u>		Years	Years	Years	Years	Years	Years	Years	Years
<u>Paraeducators</u>									
	Grade 1	15.72	16.16	16.67	17.12	17.61	18.18	18.74	19.29
	Grade 2	16.04	16.50	16.99	17.48	18.01	18.53	19.12	19.68
	Grade 3			17.32	17.85	18.39	18.91	19.51	20.07
	Grade 4				18.21	18.74	19.29	19.89	20.48
	Grade 5						20.07	20.69	21.30
	Grade 6								
<u>Paraeducators II</u>									
	Grade 1	16.95	17.39	17.88	18.38	18.89	19.38	19.97	20.51
	Grade 2	17.25	17.71	18.23	18.71	19.24	19.74	20.35	20.89
	Grade 3			18.53	19.07	19.61	20.13	20.73	21.29
	Grade 4				19.41	20.08	20.65	21.25	21.85
	Grade 5					20.14	20.89	21.48	22.12
	Grade 6						21.29	21.92	22.53
<u>Library Technician</u>									
	Grade 1	16.91	17.43	17.95	18.49	19.04	19.61	20.18	20.80
	Grade 2	17.25	17.77	18.29	18.84	19.37	19.95	20.55	21.14
	Grade 3			18.65	19.17	19.74	20.28	20.87	21.49
	Grade 4				19.54	20.08	20.65	21.25	21.85
	Grade 5					20.44	21.00	21.57	22.19
	Grade 6						21.33	21.92	22.53
Pre-School Instructor: In the event the Pre-School Lead instructor position is held by a classified employee, the salary will be at the Para Educator rate plus five dollars (\$5.00) per hour to include but not limited to classroom preparation, classroom time, Open House and Parent Conferences.									
<u>Clock Hours/College Credits</u>									
Grade 1 - Base Pay Hours									
Grade 2 - 75 Clock Hours / 7.5 College Credits									
Grade 3 - 150 Clock Hours / 15 College Credits									
Grade 4 - 225 Clock Hours / 22.5 College Credits									
Grade 5 - 300 Clock Hours / 30 College Credits									
Grade 6 - 375 Clock Hours / 37.5 College Credits									
During the duration of this contract, the parties will discuss the addition of Grade 7 and 8 for AA and BA Degrees respectively and associated wage rates. Discussion will also include the Para Educators and Library Technician wage schedules. If a new Library Technician is hired prior to the contract expiration, the parties will renegotiate the wage schedule for this position.									



1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, SPRAGUE/LAMONT
5 CHAPTER AND THE SPRAGUE SCHOOL DISTRICT #8 AND LAMONT SCHOOL DISTRICT
6 #264 PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE CURRENT COLLECTIVE
7 BARGAINING AGREEMENT.
8

9
10 The parties agree to the following:

- 11
12 1. The current CBA set to expire on August 31, 2023 will be extended for one school year. The
13 extended contract will cover the 2023-2024 school year and expire August 31, 2024.
14 2. Section 9.3. Personal Leave will be updated to the following language:
15

16 **Section 9.3. Personal Leave.**

17 Each employee shall be entitled to three (3) days of personal leave with pay per school year.
18 The term “day” means the length of the employee’s assigned workday. There will be no
19 reduction in pay. Employees may cash out up to three (3) days of unused personal leave at their
20 base hourly rate as established on Schedule A. Employees may also roll over up to two (2)
21 personal leave days a year for a maximum of five (5) banked personal days a year.
22

23 If an employee makes no requests by the end of the current school year, the District will
24 automatically roll over two (2) days of personal leave up to the maximum of five (5) total
25 banked personal leave days and cash out any remaining days an employee may have remaining.
26

27
28 This Letter of Agreement shall be effective beginning September 1, 2023 and shall be attached to the
29 current Collective Bargaining Agreement.
30

31
32 PUBLIC SCHOOL EMPLOYEES OF
33 WASHINGTON/SEIU LOCAL 1948

34
35 SPRAGUE/LAMONT CHAPTER

36
37 BY: /Signed by/
38 Joshua Fritts, Chapter President

39
40 DATE: 8/31/23
41

34
35 SPRAGUE SCHOOL DISTRICT #8

36
37 BY: /Signed by/
38 Raymond Leaver, Superintendent

39
40 DATE: 8/31/23
41

42
43 LAMONT SCHOOL DISTRICT #264

44
45 BY: /Signed by/
46 Charles Pierce, Superintendent

47
48 DATE: 8/31/23



1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, SPRAGUE/LAMONT
5 CHAPTER AND THE SPRAGUE SCHOOL DISTRICT #8 AND LAMONT SCHOOL DISTRICT
6 #264 PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE CURRENT COLLECTIVE
7 BARGAINING AGREEMENT.
8

9
10 The parties agree to the following:

- 11
12 1. The current CBA set to expire on August 31, 2024 will be extended for one school year. The
13 extended contract will cover the 2024-2054 school year and expire August 31, 2025.
14 2. All wages will be increased by the IPD of 3.7%

15
16
17 This Letter of Agreement shall be effective beginning September 1, 2024 and shall be attached to the
18 current Collective Bargaining Agreement.
19

20
21 PUBLIC SCHOOL EMPLOYEES OF
22 WASHINGTON/SEIU LOCAL 1948

23
24 SPRAGUE/LAMONT CHAPTER

25
26 BY: /signed by Shawn Busby/
27 Shawn Busby, Chapter President

28
29 DATE: 10/10/24

24 SPRAGUE SCHOOL DISTRICT #8

25
26 BY: /signed by Raymond Leaver/
27 Raymond Leaver, Superintendent

28
29 DATE: 10/09/24

30
31
32 LAMONT SCHOOL DISTRICT #264

33
34 BY: /signed by Shannon Hughes/
35 Shannon Hughes, Superintendent

36
37 DATE: 10/09/24
38
39
40
41
42
43
44
45
46
47
48

