

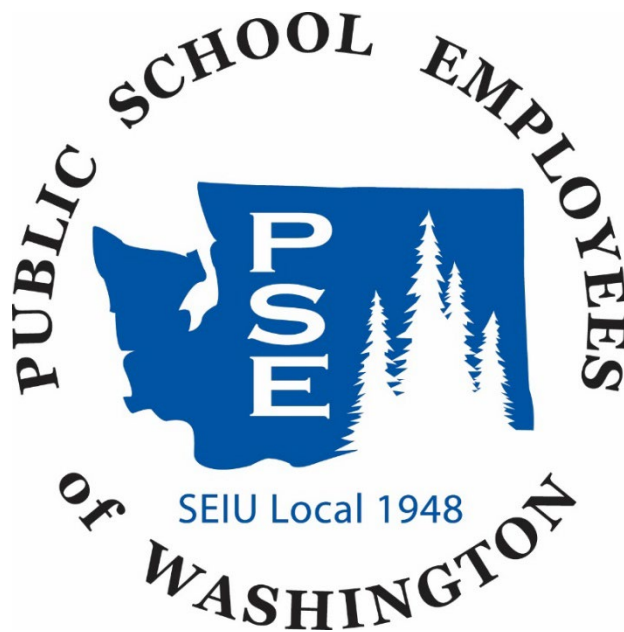
COLLECTIVE BARGAINING AGREEMENT BETWEEN

**STANWOOD - CAMANO SCHOOL DISTRICT #401**

AND

**PUBLIC SCHOOL EMPLOYEES OF STANWOOD-CAMANO #1125**

SEPTEMBER 1, 2023 - AUGUST 31, 2026



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

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## 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.

## PREAMBLE

This Agreement is made and entered into between Stanwood-Camano School District Number 401 (hereinafter "District") and Public School Employees of Stanwood-Camano, an affiliate of Public School Employees of Washington (hereinafter "Association").

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

## ARTICLE I

### RECOGNITION AND COVERAGE OF AGREEMENT

#### **Section 1.1.**

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

#### **Section 1.2.**

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as Deputy, Administrative Assistant, or Secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.59.20 (c) (i).(ii)

1 **Section 1.3.**

2 The District agrees to update and furnish copies of all job descriptions covered by the terms of this  
3 Agreement. Employees and the Association will be consulted and will provide input when job  
4 descriptions are updated.

5  
6 **Section 1.3.1.**

7 Modification of existing position descriptions, or the creation of new position descriptions, shall  
8 require reopening of this Agreement pursuant to Article XVIII, Section 18.3, relative to hours,  
9 wages and working conditions for those new or modified position descriptions. Employees shall  
10 have regular access to those position descriptions from the District.

11  
12 **Section 1.3.2.**

13 Mutually agreed upon conditions relative to personnel matters, pursuant to Section 1.3.1 herein,  
14 shall be retroactive to the effective date of those new or modified position descriptions.

15  
16 **Section 1.4.**

17 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the  
18 following general job classifications: Custodial, Maintenance/Grounds, Transportation,  
19 Professional/Technical, Secretarial, Security, Paraeducators and Food Service.

20  
21 EXEMPT: Administrative Secretary to the Superintendent; Fiscal Supervisor; Executive Director of  
22 Business Services; Accounting/Payroll/ Voucher /Human Resources Personnel; Maintenance Manager;  
23 Transportation Director and Assistant Director; Food Service Director; Special Programs Office  
24 Personnel; Volunteer Coordinator/Home School Liaison; Director of Communications and substitute  
25 employees. Any questions raised with regard to the District establishing exempt positions under the  
26 terms of this Agreement may be submitted to PERC for determination.

27  
28 **Section 1.5. Definition of Positions.**

29 A. A Regular Position is an ongoing, year-to-year position that is covered by all of the provisions of this  
30 Agreement. The parties understand that certain positions are funded by grants and, if the position is  
31 eliminated due to the withdrawal of funding, affected employees will be in an unassigned status until  
32 such time as they bid on and are awarded an open position.

33  
34 B. A Temporary Position is a new position created by the District with the actual intent that the position  
35 will only last for a period of time during the school year for which it is created. Temporary positions  
36 typically are need-based and in nature will end when the need no longer exists. In a student-need  
37 assignment, when a student is absent without prior notification to the employee the employee will  
38 work two (2) hours and the shift will end. If an employee is notified during the previous day before  
39 8:00 PM that the student will be absent, the employee will not be required to report to work and will  
40 not be paid.

41  
42 An employee working in a temporary position is not considered a substitute employee and is covered  
43 by all of the provisions of this Agreement. However, temporary positions, unlike regular positions,  
44 terminate on or before the end of each school year and the employee will be in a layoff status subject  
45 to Article X, Section 10.11, 10.12, 10.13 and 10.14 of this Agreement. Temporary positions  
46 expected to last thirty (30) or more workdays shall be posted.



1 C. The term Substitute Employee shall refer to those people employed to replace bargaining unit  
2 employees who are absent from their regular assignment on a day-to-day basis.

- 3
- 4 1. Substitute employees who are employed for thirty-one (31) or more days and continue to be  
5 available for employment are included in the unit, subject only to Schedule A, Substitute Pay.
  - 6
  - 7 2. Substitute positions are not subject to posting.
  - 8
  - 9 3. A bargaining unit employee, by seniority, can cover for a position other than their own in their  
10 own classification, and their vacated position will be filled by a substitute. Said employee will  
11 stay in their own classification/building except for an emergency or at the employer's discretion.  
12 In addition, the following applies:  
13
    - 14 a. Paraeducators may not cover for other regular employees on a day-to-day basis during their  
15 regular contract time, unless it is within their classification and building, and directed by their  
16 immediate supervisor.
    - 17 b. Food Service employees at the elementary level may utilize the hours of the vacated position,  
18 with at least two unfilled hours going to the substitute.
    - 19 c. For absences of thirty (30) days or less and if determined necessary by the District for the  
20 effective functioning of the secondary Food Service program, a bargaining unit employee in a  
21 secondary Food Service kitchen, by seniority may cover for absent Food Service employees  
22 in their building. A maximum of four employees may cover for a position other than their  
23 own as a result of a single absence. The vacated regular position of the fourth employee to  
24 cover for a coworker will be filled by a substitute. The hours of all regular positions will  
25 remain intact.

26

27 D. The term Long-Term Substitute Employee shall refer to employees hired to fill positions on Board  
28 approved leaves of absence. Such employees will be hired for the duration of such leave, during  
29 which time they shall be subject to a probationary status of not more than thirty (30) working days  
30 during which time the District may discharge the employee. Long Term Substitutes, who are not  
31 regular employees, are subject to all provisions of this Agreement except Article IX and Article X.

32

33 Regular employees may fill a long-term leave position if it is thirty (30) working days or longer. Said  
34 employees will not be required to resign his or her current position provided, however, that this  
35 provision may only be utilized by one (1) employee per request. Except as provided for food service  
36 in Section 1.5.C.3.c. Regular employees who fill positions on Board-approved leaves of absence  
37 shall continue to be subject to all provisions of this Agreement.

38

39 Bus Drivers may take a leave from their current position to work temporary vacated positions of  
40 thirty (30) working days or more and at the end of the assignment of the temporarily vacated position  
41 the employee shall return to the employee's previous assignment; provided, however, that this  
42 provision may only be utilized by one employee per leave request.

43

44 Transportation employees may fill one (1) additional long-term leave replacement position in a  
45 school year provided that the long-term leave is more than thirty (30) working days and extends to  
46 the end of the school year. Regular employees filling a Long-Term Leave position will establish  
47 seniority in the leave replacement classification for one (1) year beginning at the hire date in the new  
48 position.

1  
2 Long-Term Substitute positions lasting longer than thirty (30) working days shall be subject to  
3 posting. The District shall inform the Association’s Executive Board of any long-term substitute  
4 position requests, including any requests to extend. If sequential absences occur that result in a  
5 projection of more than thirty (30) days for an assignment in a particular year, the position will be  
6 posted.  
7

8 **Section 1.6.**

9 The Stanwood-Camano School District will make a good faith effort not to replace existing bargaining  
10 work by subcontractors. In case of an emergency, the District may utilize subcontractors. In the case of  
11 a non-emergency situation, such as, but not limited to the inability to fill a posted position, the District  
12 will not contract out without negotiation of the impacts of subcontracting with the Association.  
13

14 **Section 1.7.**

15 All days are identified as working days unless otherwise stated in the contract.  
16  
17

18  
19 **ARTICLE II**  
20  
21 **RIGHTS OF THE EMPLOYER**  
22

23 **Section 2.1.**

24 It is agreed that the customary and usual rights, powers, functions, and authority of management are  
25 vested in management officials of the District. Included in these rights in accordance with and subject to  
26 applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work force,  
27 the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend,  
28 discharge, demote, or take other disciplinary action against employees; and the right to release  
29 employees from duties because of lack of work or for other legitimate reasons. The District shall retain  
30 the right to maintain efficiency of the District operation by determining the methods, the means, and the  
31 personnel by which operations undertaken by the employees in the unit are to be conducted.  
32

33 **Section 2.2.**

34 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
35 District. In making rules and regulations relating to personnel policies, procedures and practices, and  
36 matters of working conditions, the District shall give due regard and consideration to the rights of the  
37 Association and the employees and to the obligations imposed by this Agreement.  
38  
39  
40

41 **ARTICLE III**  
42  
43 **RIGHTS OF EMPLOYEES**  
44

45 **Section 3.1.**

46 It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise  
47 of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom  
48 of such employees to assist the Association shall be recognized as extending to participation in the



1 management of the Association, including presentation of the views of the Association to the  
2 Board of Directors of the District or any other governmental body, group, or individual. The District  
3 shall take whatever action required or refrain from such action to assure employees that no interference,  
4 restraint, coercion, or discrimination is allowed within the District to encourage or discourage  
5 membership in any employee organization.

6  
7 There shall be no discrimination with respect to the employment of any person because of such person's  
8 age, gender, marital status, race, creed, color, national origin, housing status, sexual orientation, gender  
9 expression or identity, veteran or military status, disability, or the use of a trained guide dog or service  
10 animal by a person with a disability, unless based upon a bona fide occupational qualification, provided  
11 that the prohibition against discrimination because of such handicaps shall not apply if the particular  
12 disability prevents the proper performance of the particular worker involved.

13  
14 **Section 3.2.**

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

17  
18 **Section 3.3.**

19 Employees subject to this Agreement have the right to have an Association Board Member, Shop  
20 Steward or Building or Classification Representative present at discussions between themselves and  
21 supervisors or their representatives of the District as herein provided in Article XV, the Grievance  
22 Procedure and for investigatory interviews which may lead to disciplinary action and the administration  
23 of discipline.

24  
25 **Section 3.4.**

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

28  
29 **Section 3.5.**

30 Neither the District, nor the Association, shall unlawfully discriminate against any employee subject to  
31 this Agreement on the basis of race, creed, color, national origin, sex, marital status, sexual orientation  
32 including gender expression or identity, religion, age, honorably discharged veteran or military status, or  
33 the presence of any sensory, mental or physical disability or the use of a trained dog guide or service  
34 animal by a disabled person.

35  
36 **Section 3.6.**

37 A personnel file shall be maintained for each employee and shall be kept at the District Office.  
38 Personnel files contain evaluations, rates of pay, discipline, and other documents related to a staff  
39 member's employment. Employees are notified any time a disciplinary document is placed in their  
40 personnel file. An employee shall have the right, upon reasonable notice, to inspect the contents of their  
41 personnel file. Inspection shall be in the presence of a District representative at all times. File materials  
42 shall be reproduced for the employee as promptly as is feasible at employee expense. An Association  
43 representative may, at the employee's request, be present during the review. The employee may  
44 authorize the Association, in writing, to review the personnel file on their behalf. At the written request  
45 of an employee, items of concern may be removed from the personnel file after three (3) years at the  
46 discretion of the Executive Director of Human Resources.



1 This Section does not exclude a supervisor from maintaining their own working files, as they desire.  
2 Working files contain information related to employee evaluations, letters of commendation, letters of  
3 direction, and other documents relevant to the work history of the employee. At the request of an  
4 employee, a working file can be reviewed annually by the employee with their supervisor. Employees  
5 may request letters of direction be removed from the supervisor's working file after one (1) calendar  
6 year. Removal of the documents will be at the discretion of the supervisor and/or the Executive Director  
7 of Human Resources.

8  
9 **Section 3.6.1.**

10 No materials derogatory of the employee's conduct, service, character, or personality shall be  
11 placed in the personnel file without the employee's knowledge. Each employee shall be provided  
12 a copy of all such material within fifteen (15) working days and shall acknowledge receipt by  
13 signing the file copy. At that time the employee may respond to the statements by attaching  
14 his/her own statement to the document.

15  
16 **Section 3.7.**

17 The District will not install or use video cameras already installed for the purpose of evaluations. The  
18 District will use video cameras for purposes allowed under the law.

19  
20 **Section 3.8. Hiring Protocols.**

21 The following protocols will be used in determining hiring practices where there is more than one  
22 applicant.

- 23  
24 1. Interview (15 points)
- 25  
26 2. Skills Testing (20 points)
- 27 A. Any skill testing or interviews conducted as part of the application process will be equally  
28 administered to all candidates and will be based on the required qualifications found in the  
29 job description for the position.
- 30 B. Interviews and skills testing shall be administered in the same environment and free from  
31 surrounding distractions whenever possible. Employees will be allowed to use the same  
32 resources available to them on the job site.
- 33 C. All applicants will be given two (2) workdays' notice before any interview or skills test.
- 34 D. The District will provide accommodations for applicants with learning disabilities according  
35 to the American Disabilities Act (ADA). Applicants requesting accommodation must  
36 provide the District with verification of a disability from a certified professional.
- 37
- 38 3. References (20 points)
- 39 A. Exemplary
- 40 1) All 4s and 5s (18-20 points)
- 41 B. Satisfactory
- 42 1) Mostly 4s and 5s (14-17 points)
- 43 C. Average
- 44 1) Mostly 3s - some variation (10-14 points)
- 45 D. Below Average
- 46 1) Mostly 2s and 3s (5-9 points)
- 47 E. Poor
- 48 1) 1s (0-4 points)



- 1
- 2 4. Work History (total of 45 points)
- 3 A. Seniority (25 points)
- 4 1) 1-7 years -- (10 points)
- 5 2) 8-14 years (15 points)
- 6 3) 15-20 years (20 points)
- 7 4) 21+ years (25 points)
- 8
- 9 B. Evaluation (10 points)
- 10 1) Satisfactory ratings in all areas for the past three (3) years (10 points)
- 11 2) One or more “needs improvement” in the past three (3) years (5 points)
- 12 3) Unsatisfactory rating in the past three (3) years (0 points)
- 13
- 14 C. Discipline (5 points)
- 15 1) No discipline in the past three (3) years (5 points)
- 16 2) One letter of direction in the past three (3) years (4 points)
- 17 3) Two letters of direction in the past three (3) years (3 points)
- 18 4) One letter of Reprimand/Suspension in the past three (3) years (0 points)
- 19
- 20 D. Attendance (5 points)
- 21 1) Unexcused absences/tardies/leave early (0 points)
- 22 a) Pattern of excused absences (3 points)
- 23 b) Excellent Attendance (5 points)
- 24

25 For job openings where seniority in the classification exists in Office Professionals, Food Service  
 26 Personnel, Paraeducators, Bus Drivers, Health Room Personnel and Custodians skills testing will not be  
 27 required. Sections 10.7 and 10.8 will apply.

28  
 29 **Section 3.9. Exit Interviews.**

30 All employees separating from employment will be offered an exit interview with the Executive Director  
 31 of Human Resources.

32  
 33  
 34  
 35 **ARTICLE IV**

36  
 37 **RIGHTS OF THE ASSOCIATION**

38  
 39 **Section 4.1.**

40 The Association has the right and responsibility to represent the interests of all employees in the unit; to  
 41 present its views to the District on matters of concern, either orally or in writing; to consult or to be  
 42 consulted with respect to the formulation, development, and implementation of industrial relations  
 43 matters and practices which are within the authority of the District; and to enter collective negotiations  
 44 with the object of reaching an agreement applicable to all employees within the bargaining unit.

45  
 46 **Section 4.2.**

47 The Association shall be promptly notified by the District of any grievances or disciplinary actions of  
 48 any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure  
 Collective Bargaining Agreement (2023-2026)  
 Stanwood-Camano Chapter #1125 and  
 the Stanwood-Camano School District #401



1 Articles contained herein. The Association is entitled to have an observer at hearings conducted by any  
2 District official or body arising out of grievance and to make known the Association's views concerning  
3 the case.

4  
5 **Section 4.3.**

6 The District, as part of the general orientation of each new employee within the units subject to this  
7 Agreement, shall describe to the employee his rights under the Public Employees Collective Bargaining  
8 Act of 1967 and subsequent amendments thereto.

9  
10 **Section 4.3.1.**

11 The District shall provide PSE with reasonable access to new employees of the bargaining unit  
12 for the purpose of presenting information about PSE to the new employee. "Reasonable access,"  
13 for the purposes of this Section, means the access to the new employee occurs within forty-five  
14 (45) days of the employee's start date within the bargaining unit. The access will be for thirty  
15 (30) minutes and the access occurs during the new employee's regular work hours at the  
16 employee's regular worksite, or at a location mutually agreed to by the District and the  
17 Association. The Association and District will work together to schedule a time mutually  
18 agreeable to the employee, the Association and the employee's supervisor. No employee may be  
19 mandated to attend the meeting or presentations by the exclusive bargaining representative.

20  
21 During this thirty (30) minutes, PSE will have the opportunity to make a presentation during each  
22 New Employee Orientation, or a time mutually agreed upon by the Association and the District.  
23 PSE shall have the right to distribute materials, such as PSE new hire packets, at the meeting.  
24 The Association Leaders attending the meeting will have the opportunity to use Association  
25 Leave to make the presentation to new employees if the thirty (30) minutes falls within their  
26 normal working hours.

27  
28 **Section 4.4.**

29 The Association reserves and retains the right to delegate any right or duty contained herein to  
30 appropriate officials of the Public School Employees of Washington State Organization.

31  
32 **Section 4.5.**

33 The President of the Association and designated representatives will be provided time off without loss of  
34 pay to address chapter business that benefits both the Association and the District. The Association has  
35 a maximum of fifteen (15) days per year to address these needs. Any leave beyond the designated  
36 amount must be pre-approved by the District. The Association shall reimburse the District for the salary  
37 paid to substitute employees hired to replace the absent employee. Every effort will be made by the  
38 Association to consider the impact on programs.

39  
40 **Section 4.5.1.**

41 Any bargaining unit member who holds a State position in the Association shall be permitted  
42 five (5) additional days of leave without pay to perform State functions, so long as appropriate  
43 advance notice is provided to the immediate supervisor and the Superintendent.

44  
45 **Section 4.6.**

46 On or before the first day of October and February of each year during the term of this Agreement, the  
47 District shall provide the Association with an updated list of all employees in the bargaining unit.

1 **Section 4.7.**

2 Representatives of the Association, upon making their presence known to the District, shall have access  
3 to the District premises during business hours, provided, that no conferences or meetings between  
4 employees and Association representatives will in any way hamper or obstruct the normal flow of work.  
5

6 **Section 4.8. Bulletin Boards.**

7 The District shall provide a bulletin board space in each school for the use of the Association. The  
8 bulletins posted by the Association are the responsibility of the officials of the Association. Each  
9 bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or  
10 bulletins may not be posted. There shall be no other distribution or posting by employees or the  
11 Association of pamphlets, advertising, political matters, notices of any kind, or literature on District  
12 property, other than herein provided.  
13

14 **Section 4.8.1.**

15 The responsibility for the prompt removal of notices from the bulletin boards after they have  
16 served their purpose shall rest with the individual who posted such notices.  
17  
18  
19

20 **ARTICLE V**

21 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

22 **Section 5.1.**

23 It is agreed and understood that matters appropriate for consultation and negotiation between the District  
24 and the Association are policies, programs, and procedures relating to or affecting hours, wages,  
25 grievance procedures, and general working conditions of employees in the bargaining unit subject to this  
26 Agreement.  
27  
28  
29

30 **Section 5.2.**

31 It is further agreed and understood that the District will consult with the Association, and meet with the  
32 Association upon its request, in the formulation of any changes being considered in existing benefits,  
33 policies, practices and procedures.  
34

35 **Section 5.3.**

36 It is further recognized that this Agreement does not alter the responsibility of either party to advise,  
37 discuss or consult regarding matters concerning working conditions not covered by this Agreement.  
38

39 **Section 5.4.**

40 The Association will, from time to time, as appropriate, be advised of current and predicted enrollment  
41 and/or financial information and the possible impact on employees.  
42  
43  
44  
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## ARTICLE VI

### ASSOCIATION REPRESENTATION

**Section 6.1.**

The Association will designate a Conference Committee comprised of the Executive Board and when necessary a representative from each classification/building, who will meet with the Superintendent of the District or the Superintendent's representatives on a mutually agreeable regular basis to discuss appropriate matters.

**Section 6.1.1.**

Each building principal shall offer the equivalent of thirty-one (31) hours to facilitate classified staff participation in Building Leadership Teams. Classified employees interested in serving on the Building Leadership Team shall either submit to the principal a letter of interest or may be nominated by another staff member who provides a letter of nomination and support. All letters of interest or nominations are due to the principal by May 15 or the last working day prior to May 15.

The principal will review the list of nominees and select a team that provides the most effective leadership for the building with broad representation. At the discretion of the principal, the building plan may call for division of the hours to allow for broader representation.

Participation in Building Leadership Teams may involve attendance at meetings, professional development, and leadership at staff meetings. Classified staff will work with their building principal to determine the scope of work for the year. Team members may serve a maximum of three (3) consecutive years.

**Section 6.2.**

The District will allow sufficient time for Association representatives to prepare an agenda for meetings scheduled with the Superintendent in accordance with Section 6.1. The District will provide suitable space to conduct such meetings.

**Section 6.3.**

When formal meetings are held between representatives of the Association and representatives of the District pursuant to Section 6.1, formal minutes shall be prepared upon request of the District or the Association. The Association will arrange for the preparation of such minutes and a draft will be made available electronically to representatives of the committee for review prior to final preparation.

**Section 6.4.**

The Association representatives shall represent the Association and employees in meeting with officials of the District to discuss appropriate matters of mutual interest. They may receive and investigate to conclusion complaints or grievances of employees and thereafter advise employees of rights and procedures outlined in this Agreement and applicable regulations or directives for resolving the grievances or complaints. They may not, however, continue to advise the employee on courses of action after the employee has indicated a desire not to pursue a grievance. This does not, however, preclude the

1 Association's right to pursue the matter to conclusion. They may consult with the District on complaints  
2 without a grievance being made by an individual employee.

3  
4 **Section 6.5.**

5 Association representatives, when leaving their work, shall first obtain permission from their immediate  
6 supervisor. The supervisor's permission in these instances will normally be granted. The employees  
7 will report their return to work to their supervisors.

8  
9 **Section 6.6.**

10 Association representatives may be allowed to attend meetings with the District during working hours.  
11 Time may also be allowed for representatives to discuss with the employees grievances and appropriate  
12 matters directly related to work situations in their area or craft. Association representatives will guard  
13 against the use of excess time in the handling of such matters.

14  
15 **Section 6.7.**

16 The District agrees to share the draft instructional calendar with the Association leadership early in the  
17 process of calendar development. Any comments from the Association will be considered prior to  
18 finalizing the calendar for presentation to the Board.

19  
20  
21  
22 **ARTICLE VII**

23  
24 **HOURS OF WORK AND WORKING CONDITIONS**

25  
26 **Section 7.1.**

27 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)  
28 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee  
29 to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.  
30 A period of days will not be considered "consecutive" for the purposes of this Section, if those days  
31 include any paid or unpaid leave shift(s).

32  
33 **Section 7.1.1.**

34 By mutual agreement of the District and the classification concerned, the work week and shift  
35 may consist of four (4) consecutive days of ten (10) hours a day, and a thirty (30) minute  
36 uninterrupted lunch period as near the middle of the shift as is practicable, and including a fifteen  
37 (15) minute first half and a fifteen (15) minute second half rest period, both of which shall occur  
38 as near the middle of each half shift as is practicable, provided at least one (1) employee is on  
39 duty at the work site Monday through Friday except recognized holidays.

40  
41 **Section 7.2.**

42 Each employee shall be assigned to a regular shift and workweek, which shall not be changed  
43 permanently without prior notice to the employee of ten (10) days. Job assignments within  
44 classifications shall not be changed temporarily without prior notice to the employee of forty-eight (48)  
45 hours, except when the change is emergent in nature. Notice, as it applies to this section, can be waived  
46 by mutual agreement between the affected employee(s) and the District and may not apply to  
47 itinerant/float employees. For the purposes of this Section, the following definitions shall apply:

1 **Work Week:** The District may assign an employee to a work week of any five (5) consecutive days  
2 which are followed by two (2) consecutive days of rest.

3  
4 **Job Assignment:** Employees will be assigned to specific duties, responsibilities, and tasks that are  
5 assigned to an employee within a particular job classification or position. Job descriptions will outline  
6 the duties, responsibilities, and qualifications, training, and certification necessary to perform the job.

7  
8 **Notice of Permanent Shift Change:** An employee must have ten (10) calendar days prior notice before  
9 a permanent shift change unless there has been prior approval by the employee.

10  
11 **Notice of Temporary Assignment:** A temporary change shall mean that the worker is assigned to a  
12 different position or job duties for five (5) working days or less. A temporary shift or assignment change  
13 requires forty-eight (48) hours' notice from the District unless there are emergent situations. An  
14 extension beyond five (5) days may be mutually agreed to.

15  
16 **Emergent Situations:** An emergent situation is one that requires immediate, temporary action to  
17 protect the District or worksite operations or the health, safety, or welfare of employees, students,  
18 and/or the public.

19  
20 **Itinerant/Float (Position):** An employee hired to a classification and specific job title with a set number  
21 of hours or shift in a non-specific location.

22  
23 **Section 7.3. Regular Shift.**

24 Each employee shall be assigned to a regular shift with designated times of beginning and ending. The  
25 first shift is defined as any work shift beginning between 5:00 a.m. and 11:59 a.m. The second shift is  
26 defined as any work shift beginning between 12:00 noon and 9:59 p.m. The third shift is defined as any  
27 work shift beginning between 10:00 p.m. and 4:59 a.m.

28  
29 **Section 7.3.1.**

30 The first shift shall consist of eight and one-half (8½) hours, for eight (8) hours compensation,  
31 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is  
32 practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second  
33 half rest period, both of which rest periods shall occur as near the middle of each half shift as is  
34 practicable.

35  
36 **Section 7.3.2.**

37 The second shift shall consist of eight and one-half (8½) hours, for eight (8) hours compensation,  
38 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is  
39 practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second  
40 half rest period, both of which rest periods shall occur as near the middle of each half shift as is  
41 practicable.

42  
43 **Section 7.3.3.**

44 The third shift shall consist of seven and one-half (7½) hours for eight (8) hours compensation,  
45 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is  
46 practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second  
47 half rest period, both of which rest periods shall occur as near the middle of each half shift as is  
48 practicable.



1  
2 **Section 7.4. Rest Breaks for Less Than Full-Time Employees.**

3 In the event an employee is assigned to a shift less than the normal work shift previously defined in this  
4 Article, so long as the shift is at least four (4) consecutive hours. The employee shall be given a fifteen  
5 (15) minute rest period as near the middle of the shift as is practicable. If the shift is longer than six (6)  
6 consecutive hours the employee shall be given a fifteen (15) minute first half and fifteen (15) minute  
7 second half rest break, both of which rest periods shall occur as near the middle of each shift as is  
8 practicable.  
9

10 **Section 7.5. Meal Breaks.**

11 Employees who work more than five (5) hours per day will be assigned an unpaid thirty (30) minute  
12 uninterrupted meal break. Employees required to work through their regular lunch periods will be given  
13 time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an  
14 employee to forego a lunch period and the employee works the entire shift, including the lunch period,  
15 the employee shall be compensated for the foregone lunch period at the applicable rates (overtime rates  
16 if the employee works in excess of forty (40) hours in the work week).  
17

18 **Section 7.6.**

19 Employees requested by their immediate supervisor to work two (2) consecutive workdays at a shift  
20 regularly filled by a higher classification, the employee shall receive the salary of the higher  
21 classification commensurate with their seniority, from the first day. Employees working more than  
22 twenty (20) consecutive workdays at a higher classification shall receive any leave at the higher rate.  
23

24 **Section 7.6.1.**

25 When an Association District employee is subbing for food service delivery, they will be paid the  
26 food service delivery rate of pay on the first day of substituting based on employees seniority.  
27

28 **Section 7.6.2.**

29 When a food service delivery driver is directed by the supervisor to work a shift other than their  
30 own due to an emergency situation, the employee shall receive the Schedule A rate of pay  
31 commensurate with their seniority for the position filled for the duration of the shift.  
32

33 **Section 7.7.**

34 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the  
35 District will make every effort to notify each employee to refrain from coming to work. Employees  
36 reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a  
37 closure; provided, however, no employee shall be entitled to any such compensation in the event of  
38 actual notification by the District of the closure prior to leaving home for work. Notification will be by  
39 be local radio and television stations, school district website and/or the Stanwood-Camano School  
40 District's own emergency school closure telephone information line.  
41

42 **Section 7.8. Overtime.**

43 Normally, overtime assignments shall be distributed in accordance with the seniority provisions as  
44 hereinafter provided. In the assignment of overtime, the District agrees to provide the employee with as  
45 much advance notice as practicable in the circumstances. Normally, employees designated to work  
46 overtime on days outside their regular workweek will be advised of the possibility no later than twenty-  
47 four (24) hours prior to the end of the last shift before the overtime commences.  
48



1 When personnel are required to respond to a District emergency (as defined in Section 7.2), call-out pay  
2 will be a minimum of two (2) hours, or actual time worked if more than two (2) hours if employees are  
3 required to work on site. If staff can complete work remotely, pay will be a minimum of one (1) hour, or  
4 actual time worked.

5  
6 **Section 7.8.1.**

7 In order to prepare school buildings and premises for students and staff during inclement weather  
8 and other emergency situations, the District will follow the process outlined below:

- 9  
10
  - Offer overtime to current maintenance staff by seniority.
  - Offer overtime to current staff who are qualified and trained to prepare buildings for  
11 students and staff.

12

13  
14 Staff members who are not maintenance staff, but perform maintenance duties, will be  
15 compensated at the maintenance rate of pay or their current rate of pay, whichever is higher.

16  
17 **Section 7.8.2.**

18 All hours worked in excess of forty (40) hours a week shall be compensated at the rate of one and  
19 one-half (1½) times the employee's base pay. Holiday hours and paid leave shall be considered  
20 hours worked when calculating overtime pay.

21  
22 **Section 7.8.3.**

23 All hours worked on the sixth (6th) consecutive day shall be compensated at the rate of one and  
24 one-half (1½) times the employee's base pay. This Section does not apply to any Association  
25 member who performs non-bargaining unit work for the District, such as driver's education, or  
26 Professional Development on their sixth (6<sup>th</sup>) consecutive day of work.

27  
28 **Section 7.8.4.**

29 All hours worked on the seventh (7th) consecutive day shall be compensated at the rate of twice  
30 the employee's base pay.

31  
32 **Section 7.8.5.**

33 At times when the District's kitchen facilities are needed for cooking by community activities,  
34 outside the normal working day, a food service employee normally assigned to work in the  
35 building where the activity is scheduled to take place, shall be on duty, if such a need is  
36 determined to exist by the Food Service Director. If the regular employee rejects work or is  
37 unavailable, the Food Service Director shall determine a replacement.

38  
39 **Section 7.8.5.1. Catering.**

40 When the District's kitchen facilities are needed to prepare food for catering activities  
41 outside the normal workday, a food service employee normally assigned to work in the  
42 building where the activity is scheduled to take place shall be asked to assist in the  
43 catering service if such a need is determined to exist by the Food Service Director.  
44 Employees in the building will be asked by order of seniority unless the additional hours  
45 result in overtime. If the employee(s) in the building reject the work, the Food Service  
46 Director shall determine a replacement from other interested food service employees by  
47 seniority, provided that working the additional hours does not result in overtime. This  
48 Section is exempt from Section 10.7.

1  
2 **Section 7.8.6. After Hours Building Usage.**

3 When any outside activities result in sufficient disarray of District property, the District shall  
4 provide for appropriate custodial services as determined by the immediate supervisor with  
5 custodial input. When such work falls outside the normal work shift, the work will be offered to  
6 the building employee on a seniority basis. If no building custodian is available, the work will be  
7 offered to the District custodians based upon seniority.  
8

9 **Section 7.8.7.**

10 The custodian shall have one (1) hour for opening and one (1) hour for closing for non-profit  
11 groups. For commercial and for-profit groups, custodians shall have one and one-half (1.5) hours  
12 for opening and one and one-half (1½) hours to close. If additional time beyond the one (1) hour  
13 is required for opening and/or closing, the time will be recorded on a time sheet and the facility  
14 user will be billed accordingly. Partial hours will be rounded up to the next quarter hour.  
15

16 **Section 7.9.**

17 The District shall identify the number of workdays for two hundred sixty (260) day employees by  
18 August 1st of each calendar year. Any day(s) in excess of two hundred sixty (260) contract days shall  
19 result in a non-paid floating holiday. Said holiday shall not result in a substitute and shall be mutually  
20 agreed upon by employee and supervisor.  
21

22 **Section 7.10.**

23 An employee who believes they are being required to complete work not covered by their job  
24 description shall discuss their concern with their immediate supervisor. If the issue is not resolved to the  
25 employee's satisfaction, the employee may submit a written request to be reclassified to the Human  
26 Resources Office for review. Any employee-initiated cross classification work for personal professional  
27 development is exempt from applying to the reclassification committee. The Human Resource Office  
28 shall notify the Association that it has received a request for review.  
29

30 **Section 7.10.1.**

31 The committee shall consist of two (2) representatives from the Association and two (2) from the  
32 District. No employee requesting reclassification shall be involved in the review process. The  
33 Reclassification Committee meets from October 1 to May 1. Any application received after May  
34 1 will not be reviewed until October of the next school year.  
35

36 **Section 7.10.2.**

37 The committee may conduct its business at the District's option during non-working hours and  
38 shall have the following responsibilities:  
39

- 40 A. The committee is to conduct a review of the request to be reclassified.  
41  
42 B. The committee may:  
43 1. Interview the employee requesting to be reclassified.  
44 2. Interview the appropriate supervisory personnel and other relevant persons.  
45 3. Review all documentation pertinent to the request.  
46  
47 C. The fact-finding committee shall maintain confidentiality of information.  
48

- 1 D. Upon completion of its fact-finding review, the committee will make the decision and  
2 will meet with the District designee in Human Resources to provide an explanation  
3 for the decision.  
4
- 5 E. Should the District decide to reassign duties rather than reclassifying the employee,  
6 such decision must be made within ten (10) working days from the completion of “D”  
7 and then implemented within twenty (20) working days from the completion of “D”.  
8 The reclassification committee shall have the right to review the decision within sixty  
9 (60) working days from the completion of “D”. If the duties have not been  
10 reassigned, the committee’s decision to reclassify stands.  
11

### 12 **Section 7.11. Transfers.**

13 Each employee is limited to one (1) transfer during the August 1 to January 31 time period and one (1)  
14 transfer during the February 1 to July 31 time period each year provided they have received satisfactory  
15 ratings on their previous evaluation and received no discipline during the prior twelve (12) months. The  
16 above dates refer to the job start date not posting dates. It is understood that the intent of this Section is  
17 not to count it as a transfer if you submit a transfer request but never actually make the transfer. This  
18 applies to actual transfers only.  
19

20 Transfer - A transfer is a within classification, lateral move from one position to another with the  
21 same rate of pay either within a work site or at another work site. A transfer can be across  
22 classifications such as a Secretary I to a Secretary I, Paraeducator to a Paraeducator.  
23

24 Promotion - A promotion is a move that includes an increase in the employee’s hourly rate of  
25 pay. A promotion can be within or across classifications such as a Secretary I becoming an  
26 Office Manager (within classification) or a Paraeducator becoming a Secretary I (across  
27 classifications).  
28

#### 29 **Section 7.11.1.**

30 Unit members that are transferring or being promoted must contact potential supervisor.  
31 Supervisor facilitates realistic job preview which may include job shadow at no wage loss to  
32 employee’s current shift/hours. At the District discretion a substitute may be provided.  
33

#### 34 **Section 7.11.2. Food Service Transfer.**

35 When a position is open in Food Service, eligible Food Service employees and Association  
36 Leadership shall be notified by email. Interested Food Service employees shall apply for the open  
37 position and any openings created by the transfer via FastTrack. The Food Service Director will  
38 contact interested Food Service employees and award the position by seniority and continue  
39 filling subsequent vacated positions by Food Service seniority until there are no longer any  
40 employees interested in transferring. Remaining positions will be posted to all District employees  
41 and substitutes.  
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**ARTICLE VIII**

**HOLIDAYS AND VACATIONS**

**Section 8.1. Holidays.**

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

- |                           |  |
|---------------------------|--|
| 1. New Year's Day         | 7. Veterans' Day                       |
| 2. Martin Luther King Day | 8. Thanksgiving Day                    |
| 3. Presidents' Day        | 9. Day after Thanksgiving Day          |
| 4. Memorial Day           | 10. Christmas Day                      |
| 5. Independence Day       | 11. Day before or after Christmas Day  |
| 6. Labor Day              | 12. Day before or after New Year's Day |

Staff will be paid for Juneteenth if as of September 1, the holiday falls within their work year.

**Section 8.1.1. Unworked Holidays.**

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. Employees who are on the active payroll on the holiday and have worked either their last scheduled shift preceding the holiday or their first scheduled shift succeeding the holiday, and are not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if employees can furnish proof satisfactory to the District that because of illness they were unable to work on either of such shifts, and the absence previous to such holiday, by reason of such illness, has not been longer than thirty (30) regular workdays.

**Section 8.1.2. Worked Holidays.**

Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus twice their base rate for all hours worked on such holidays.

**Section 8.1.3. Holidays During Vacation.**

Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such.

**Section 8.2. Vacations.**

All employees subject to this Agreement shall be credited with hours of vacation credit, based on hours worked during the period September 1 through August 31. Such vacation credit shall be earned, vested and used as designated in this Article.

**Section 8.2.1.**

260 Day Vacation Calculator

		Years of Service				
Days Worked	Hours/Day	0-5 Vacation Rate	6-10 Vacation Rate	11-15 Vacation Rate	16-20 Vacation Rate	21 + Vacation Rate
260	x	23.6	16.25	13.86	12.09	11.31

Add Number of Days worked + Holidays. Multiply by Hours per day. Divide by Vacation Rate to determine Vacation Credit.

Example: 260 days x 8 hours/day=2080 hours. 2080 hours/13.86 (Step III)= 150 hours or 18.75 days of vacation.

**Section 8.2.2.**

Less than 260 Day Vacation Calculator

		Years of Service				
Days Worked	Holidays	Hours/day	0-7 Vacation Rate	8-14 Vacation Rate	15-19 Vacation Rate	20+ Vacation Rate
180	11	x	25	16.7	13.15	11.8

200	11	x	25	16.7	13.15	11.8
-----	----	---	----	------	-------	------

Add Number of Days worked + Holidays. Multiply by Hours per day. Divide by Vacation Rate to determine Vacation Credit.

Example: 180 days + 11 Holidays=191. 191 x 6 hours/day=1146 hours per year. 1146/25 (step I)=45.84 vacation hours.

**Section 8.2.3.**

In computing the total vacation credit for any period of service, part of an hour will be disregarded if less than one-half (1/2) hour; otherwise, it will be counted as a full hour.

**Section 8.2.4.**

All hours worked will be counted in the computation of vacation credit, and hours worked at premium rates shall be counted as straight-time hours in such computation. For every regular workday, from which an employee is absent due to a compensated leave, the hours of the employee's normal work shift shall be credited as if worked.

**Section 8.2.5.**

Any employee who is discharged or who terminates employment shall receive payment for unused accrued vacation up to thirty (30) days with their final paycheck.

1 **Section 8.2.6.**

2 Except as provided in the following Section, any vacation credit currently due but unused by the  
3 new accrual date each year shall be cumulative up to twenty-five (25) days based on average  
4 daily hours worked, provided, however, no employee shall be denied accrued vacation benefit  
5 due to District employment needs. Employees shall be able to request up to three (3) weeks of  
6 vacation leave without their immediate supervisor’s approval. Vacation requests over three (3)  
7 weeks will need approval by their immediate supervisor. Vacation requests will be in accordance  
8 with Section 8.2.1.

9  
10 **Section 8.2.7.**

11 Vacations may be scheduled the two (2) weeks immediately prior to the first day of instruction  
12 provided:

- 13 1. The building, in the case of custodial and maintenance employees, or the fleet, in the  
14 case of transportation employees, is deemed ready for the opening of school by the  
15 supervisor.
- 16 2. There are no unusual circumstances requiring all employees to be on duty.
- 17 3. At least one (1) custodian must be on duty each day at each elementary school and  
18 middle school and three (3) custodians must be on duty each day at the high school.
- 19 4. At least two (2) mechanics must be on duty each day at the transportation center.

20  
21  
22 **ARTICLE IX**

23 **LEAVES**

24  
25  
26 **Section 9.1. Sick Leave.**

27 Sick leave shall be earned based upon one (1) day per month worked to a maximum of twelve (12) days  
28 per year. All accumulation shall be based on average daily hours worked. Deduction of sick leave shall  
29 be based on the employee’s scheduled workday. The District shall project the number of annual hours  
30 of sick leave at the beginning of the school year and such a projection shall be posted to the employee’s  
31 sick leave account. Accumulated sick leave will be expended on an hourly rather than a daily basis.  
32 Leave not taken shall accumulate to it legal limit.

33  
34  
35 Sick leave may be used for personal illness or injury and recovery therefrom; or to care for a child of the  
36 employee with a health condition that requires treatment or supervision; or to care for a spouse,  
37 registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious  
38 health condition or emergency condition.

39  
40 The employee’s supervisor may require a signed statement from a health care provider for any absence  
41 in excess of five (5) consecutive days. Employees who have exhausted all available sick leave will be  
42 asked to provide a signed statement from a health care provider for all absences after exhaustion of their  
43 leave. Doctor and/or dental appointment time will be subtracted from an employee's accrued sick leave if  
44 taken within the regular workday. Actual time in nearest quarter (¼) hours will be subtracted, with a  
45 minimum of a quarter (¼) hour. Employees are strongly encouraged to make appointments outside of the  
46 regular workday, whenever possible. Up to three (3) days of sick leave may be used upon the birth or  
47 adoption of the employee’s child.



1 **Section 9.1.1. Sick Leave Attendance Incentive Program.**

2 In January of each year following any year in which a minimum of sixty (60) days of leave for  
3 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an  
4 option to receive remuneration for unused leave for illness or injury accumulated in the previous  
5 year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full  
6 days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury  
7 for which compensation has been received shall be deducted from accrued leave for illness or  
8 injury at the rate of four (4) days for every one (1) day's monetary compensation.  
9

10 **Section 9.1.2.**

11 At the time of separation from school district employment due to retirement or death, an eligible  
12 employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's  
13 current monetary compensation for each four (4) full days accrued leave for illness or injury.  
14 (WAC 392-136-020).  
15

16 **Section 9.1.2. Industrial Insurance.**

17 In the event employees are absent due to a workplace injury that may be covered by Industrial  
18 Insurance (Labor and Industry), the employee shall have the option to deduct from their sick  
19 leave balance, an amount equal to the difference between the amount paid the employee by the  
20 Puget Sound Worker's Comp and the amount the employee would normally earn. Employees  
21 must meet with the Payroll Department to discuss their options and applicable procedures for  
22 absences covered by Industrial Insurance.  
23

24 **Section 9.1.3. Leave Sharing.**

25 It is mutually agreed that the District will implement a leave-sharing program that is consistent  
26 with State law and District policy.  
27

28 **Section 9.1.4. Emergency Leave.**

29 Sick leave may also be used for emergencies. In the event of situations which require the  
30 employee to be absent from duties, emergency leave shall be granted. A maximum of four (4)  
31 prorated days may be used for emergency purposes each year. Additional days may be granted  
32 by approval of the Superintendent. Conditions for granting emergency leave, which comes out of  
33 sick leave, are as follows:  
34

- 35 1. Emergencies are those events, which are suddenly precipitated, or which is of such a  
36 nature that generally pre-planning by the employee is not possible. The situation cannot  
37 be one of minor importance or mere personal convenience but, is serious, essentially  
38 unavoidable and of importance. Example: a threat to the employee's property (flooding,  
39 storm and fire).
- 40 2. The employee will call the principal/supervisor or designee and will explain the situation  
41 and request that emergency leave be allowed.
- 42 3. Unused emergency leave shall not accrue from year to year.
- 43 4. Emergency leave, without any deduction from salary, may be determined and granted by  
44 the Superintendent or designee for days in excess of days granted above as long as sick  
45 leave is available to the employee.  
46  
47  
48



1 **Section 9.2. Leave for Bereavement.**

2 Each employee shall be entitled to a maximum of five (5) days (per occurrence) leave with pay for  
3 absence caused by death of an employee's child, stepchild, foster child, spouse, domestic partner, parent,  
4 step-parent, grandparent, grandchild, sibling, or parent-in-law. In addition, an employee may request  
5 one (1) day of leave for bereavement in cases of death of a close friend. Such requests shall be  
6 submitted to the personnel office. Such bereavement leave shall not be deducted from sick leave.  
7 Bereavement leave is noncumulative.

8  
9 **Section 9.2.1.**

10 Each employee shall be entitled to a maximum of two (2) days leave with pay for absence caused  
11 by death of an employee's child-in-law, sibling-in-law, aunt, uncle, nephew or niece.

12  
13 **Section 9.2.2. Out of State Travel.**

14 Exceptions to Section 9.2 and 9.2.1 may be granted by the Superintendent if travel time out of state  
15 is required an additional two (2) days may be granted.

16  
17 **Section 9.3. Family Care.**

18 In accordance with the State Family Care Act, RCW 49.12.265-49.12.295 and its implementing  
19 regulations and definitions, an employee may use accumulated sick leave, vacation, or personal leave to  
20 care for:

- 21
- 22 a) A child of the employee under the age of eighteen with a health condition that requires treatment  
23 or supervision or eighteen (18) years of age or older incapable of self-care because of a physical  
24 or mental disability; or
- 25
- 26 b) Employee's spouse, registered domestic partner, parent, parent-in-law, sibling, grandchild or  
27 grandparent with a serious health condition or emergency condition.
- 28

29 Advance leave may not be used for this purpose until it has been earned. All normal conditions relating  
30 to appropriate use of leave shall be applicable to family care leave, including reasonable notice where  
31 possible and documentation of need upon reasonable request for verification.

32  
33 Additionally, each employee shall be entitled to a maximum of one (1) day leave with pay to enable the  
34 employee to care for a member of the employee's immediate family. Leave for family illness shall be  
35 used only in the event the family member is unable to care for him/herself and there is no other family  
36 member available to provide care. This additional day does not accumulate from year to year.

37  
38 **Section 9.4. Personal Leave.**

39 An employee shall be granted up to four (4) days with pay for personal reasons. An employee may  
40 accumulate up to a maximum of seven (7) days for the 2023-2024 school year and eight (8) days of  
41 leave thereafter.

42  
43 Employees shall submit in advance, whenever possible, a written request for personal leave to the  
44 immediate supervisor for approval. Such written notice shall be signed by the supervisor.

45  
46 No more than ten percent (10%) of the employees per work site shall be granted personal leave for the  
47 same day subject to the supervisor's discretion. It shall be the responsibility of the District to  
48



1 immediately notify an employee requesting personal leave if the ten (10) percent employee limitation  
2 has been exceeded. Failure to notify the employee by the District shall be construed as a granting of said  
3 leave. Employee groups of less than ten (10) members, only one (1) employee per day may utilize  
4 personal leave. During the months of September, May and June, no more than five percent (5%) of  
5 contracted drivers shall be granted personal leave for the same day. Any additional requests shall be  
6 subject to the supervisor's discretion.

7  
8 If not used, the less than twelve (12) month employee may receive remuneration for such time in the  
9 July pay period; the twelve (12) month employee may receive compensation for three (3) unused  
10 personal leave in the August pay period. Employees shall receive remuneration for three (3) unused  
11 personal leave at their normal rate of pay.

12  
13 **Section 9.5. Family Leave.**

14 Eligible employees will have rights that are afforded under the FMLA or the State Family Leave Act,  
15 Chapter 49.78 RCW.

16  
17 **Section 9.5.1. Maternity Disability Leave.**

18 Upon application, the District shall grant disability leave to an employee who is temporarily  
19 disabled because of pregnancy or childbirth. The duration of temporary disability leave due to  
20 pregnancy or childbirth shall be limited to the actual period of disability as determined by the  
21 employee's physician, including leave prior to and after the birth of the child. Disability leave  
22 due to pregnancy or childbirth shall be deducted from the employee's accrued sick leave and  
23 shall be counted as FMLA leave for FMLA-eligible employees.

24  
25 Employees may be eligible for up to twelve (12) workweeks of unpaid time off under the State  
26 Family Leave Act during any twelve (12) month period because of the birth of a child of the  
27 employee and in order to care for the child, or because of the placement of a child with the  
28 employee for adoption or foster care, provided such leave is taken during the twelve (12) month  
29 period beginning on the date of such birth or placement.

30  
31 **Section 9.5.2.**

32 Employees may be eligible to receive Paid Family and Medical Leave (PFML) under the  
33 Washington State Family and Medical Leave and Insurance Act. The State determines eligibility  
34 and approves or denies based upon the State criteria. Employees must provide written notice to  
35 their employer at least thirty (30) days in advance of the day you expect your leave to begin. If  
36 unplanned, employees must notify the District as soon as possible. Employee benefits may  
37 continue if the employee continues to meet SEBB eligibility criteria.

38  
39 **Section 9.6. Judicial Leave.**

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

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46  
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48



1 **Section 9.7. Leave of Absence.**

2 An employee who has completed two (2) consecutive years of service with satisfactory evaluations may  
3 make an application to the Board, for a one (1) year leave of absence. An employee, at the sole  
4 discretion of the Board, may be granted one (1) year leave of absence without pay for the purpose of  
5 study or other approved activities. Upon return from such leave the employee shall be given the same  
6 job assignment as last held, if possible, or, in the alternative, the employee shall be assigned to a  
7 substantially equivalent assignment.

8  
9 Employees who are unable to perform their assigned duties due to being on Leave of Absence are not  
10 eligible to bid or apply for open positions during their term of absence. Employees on leave due to a  
11 Worker's Compensation claim can appeal to the Executive Director of Human Resources who will  
12 confer with Association leadership to determine placement. When an employee is on leave of absence,  
13 he/she must notify the District in writing of his/her intention to return at least ninety (90) calendar days  
14 prior to the expiration of the leave or rights to return will be lost. This Section is not subject to  
15 grievance.

16  
17 **Section 9.7.1.**

18 The returning employee will be assigned to the position, or equal position, occupied before the  
19 leave of absence except as noted in Article XXI, Section 21.2. Employees hired to fill positions  
20 of employees on leave of absence will be hired for a specific period of time, during which they  
21 shall be subject to all provisions of this Agreement. It shall be the responsibility of the employer  
22 to inform replacement employees of these provisions.

23  
24 **Section 9.7.2.**

25 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on  
26 leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while the  
27 employee is on leave of absence; provided, however, that if such leave is approved for extended  
28 illness or injury, or for industrial injury, seniority shall accrue but shall not accrue for more than  
29 two (2) years per injury total.

30  
31 **Section 9.8. Short-Term Adoption Leave.**

32 An employee, upon request, may be granted up to a maximum of three (3) days leave, on or about the  
33 date of adoption of a child. Such leave shall be deducted from that accumulated pursuant to  
34 Section 9.1.1 above.

35  
36 **Section 9.9. Child Rearing Leave.**

37 Any employee who obtains custody of a minor child through birth, adoption, or any other legal means  
38 shall be entitled to an unpaid leave of absence for a specified period of time not to exceed one calendar  
39 year. The employee must provide written notification to the Superintendent and the immediate  
40 supervisor two (2) weeks prior to going on leave. Leave shall be requested for a specific period of time.  
41 The District may restrict return times to the first day of school and the first day of the second semester.  
42 At the conclusion of the leave the employee shall be reinstated to an equivalent position if one exists or  
43 placed on the reemployment list as specified in Section 10.10. Early return from leave shall be at the  
44 District's discretion.

1 **Section 9.10. Religious Observances.**

2 Pursuant to State law, after consultation with Human Resources and pursuant to District guidelines,  
3 employees are allowed two (2) unpaid holidays per calendar year for a reason of faith or conscience, or an  
4 organized activity conducted under the auspices of a religious denomination, church, or religious  
5 organization. If the employee prefers to take specific days for a reason of faith or conscience, or to attend  
6 an organized activity conducted under the auspices of a religious denomination, church, or religious  
7 organization, the District will allow the employee to do so unless the employee’s absence would impose an  
8 undue hardship on the District, or the employee is necessary to maintain public safety. Undue hardship  
9 shall have the meaning established in rule by the Office of Financial Management.  
10  
11  
12

13 **ARTICLE X**

14 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

15  
16  
17 **Section 10.1.**

18 Each new hire shall remain in a probationary status for a period of not more than sixty (60) working days  
19 following the hire date. During this probationary period the District may discharge such employee. In  
20 the event an employee voluntarily transfers to another position or there is a gap in employment of forty-  
21 five (45) or more days, the probationary period will begin again.  
22

23 **Section 10.2.**

24 Upon completion of the probationary period, the employee will be subject to all rights and duties  
25 contained in this Agreement retroactive to the hire date.  
26

27 **Section 10.3. Seniority.**

28 No later than November 1 of each school year, the District will publish and distribute to all employees  
29 and the Association a seniority list ranking each employee from greatest to least seniority. In the event  
30 that more than one (1) individual has the same seniority ranking after applying the above provisions, all  
31 employees so affected shall participate in a drawing by lot, to determine position on the seniority list.  
32 The Association and all employees so affected shall be notified in writing of the date, place and time of  
33 the drawing. The drawing shall be conducted openly and at a time and place which will allow affected  
34 employees and the Association to be in attendance.  
35

36 **Section 10.4.**

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

- 38 A. Resignation;
- 39 B. Discharge for justifiable cause;
- 40 C. Retirement; or
- 41 D. Change in job classification within the bargaining unit, as hereinafter provided.  
42

43 **Section 10.5.**

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

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



1 **Section 10.6.**

2 Seniority rights shall be effective within the general job classification. As used in this Agreement,  
3 general job classifications are those set forth in Article I, Section 1.4.  
4

5 **Section 10.7.**

6 The employee with the earliest hire date shall have preferential rights regarding shift selection and work  
7 outside the normal work schedule (including overtime). The employee with the earliest hire date shall  
8 have preferential rights regarding promotions, assignment to new or open jobs or positions, and layoffs  
9 when ability and performance are substantially equal with applicant/junior employees. If the District  
10 determines that seniority rights should not govern because an applicant\junior employee possesses  
11 ability and performance substantially greater than a senior employee or senior employees, the District  
12 shall set forth in writing to the employee or employees and the organization's grievance committee  
13 chairman its reasons why the senior employee or employees have been bypassed.  
14

15 **Section 10.7.1.**

16 The District and the association have a mutual interest in supporting professional growth for  
17 employees. Creating a system that supports job advancement opportunities (promotion) is one  
18 way to support professional growth. Given this mutual interest, the right for an employee to  
19 return to his or her previous job when advancement efforts are unsatisfactory, supports job  
20 advancement efforts benefiting and protecting both the employee and the District. The following  
21 procedure is intended to outline the right for an employee to return to his/her previous position.  
22

- 23 1. Within thirty (30) working days after beginning in a new position, either the employee or  
24 his/her supervisor may direct a return to the employee’s position.
- 25 2. During the thirty (30) working day right to return period, the vacated position will not be  
26 filled on a permanent basis.  
27

28 **Section 10.8.**

29 Employees who change job classifications within the bargaining unit shall retain their hire dates in the  
30 previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire  
31 date and a new classification.  
32

33 **Section 10.9.**

34 The District shall publicize within the bargaining unit for five (5) working days the availability of new or  
35 open positions. Existing positions may be increased up to sixty (60) minutes per day before the  
36 additional time is considered an opening, requiring posting. A copy of the job posting shall be forwarded  
37 to the President of the Association and to the Association representative of the classification concerned.  
38

39 **Section 10.10. Reduction in Hours Definition:**

40 The term reduction in hours means a loss of time of at least one-half (½) hours not due to disciplinary  
41 reasons. A reduction of hours shall not constitute a layoff. In the event of a reduction in hours the  
42 Association and District agree to meet and confer regarding said reductions. As part of the meet and  
43 confer process, District seniority will be considered whenever possible, dependent upon program need.  
44

45 Regular employees (excluding temporary employees and substitutes) whose hours are reduced will have  
46 the right to restoration of hours as hours become available within classification by seniority. As long as  
47 the employee is qualified to assume the restored hours and does not conflict with the employee’s current  
48 schedule.



1  
2 **Section 10.11.**

3 The term “layoff” shall mean termination from employment for other than disciplinary reasons.  
4

5 **Section 10.11.1. Reduction in Force Due to School Closure.**

6 In the event of a reduction in force due to school closure, a senior employee whose position is  
7 being eliminated may replace the least senior employee in an equivalent or lower paid position  
8 within their classification as identified in Schedule A. The senior employee must possess the  
9 skills necessary to perform the duties of the position they will assume. The employee will have  
10 thirty (30) working days in the position to demonstrate his/her ability to assume said position. If  
11 the employee is unable to perform the skills of the new position the employee will be notified of  
12 the concern on or before the 15th working day. If at thirty (30) days in the position the employee  
13 remains unable to demonstrate the required skills, the employee will be placed on layoff status.  
14 Senior employees may not replace others who have greater qualifications (i.e.: a Paraeducator I  
15 may not replace a Paraeducator II) but may replace those with lesser qualifications (i.e.: a  
16 Secretary II may replace a Secretary I). The District will facilitate the process of lay-off and  
17 placement until the least senior employee(s) being displaced is placed on layoff status.  
18

19 **Section 10.12.**

20 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the  
21 District according to seniority ranking. When an employee is on the reemployment list, positions will be  
22 filled as follows:  
23

- 24 • Open positions will be posted online on the District website to current employees and to those  
25 employees on the reemployment list.
- 26 • Positions will be filled as provided in Section 10.7.
- 27 • Employees shall not gain in hours or rate of pay solely because they are on the reemployment list  
28 unless they are the most senior in that classification.
- 29 • Employees on the reemployment list are to have priority over outside candidates when filling an  
30 opening in the classification held immediately prior to layoff.
- 31 • Names shall remain on the reemployment list for two (2) years.  
32

33 **Section 10.13.**

34 Employees on layoff status shall file their contact information in writing with the personnel office of the  
35 District and shall thereafter promptly advise the District in writing of any change of address. Said  
36 employees are responsible for applying for open positions posted on the website. Employees may notify  
37 the District of their interest in an open position by submitting a letter of interest either in person or via  
38 email.  
39

40 **Section 10.14.**

41 An employee shall forfeit rights to reemployment as provided in Section 10.12 if the employee does not  
42 comply with the requirements of Section 10.13 to provide current contact information, or if the  
43 employee does not respond to the offer of reemployment within fifteen (15) days.  
44

45 **Section 10.15.**

46 The offer of reemployment must be in the same particular classification held immediately prior to layoff  
47 and the new hours shall be at least seventy five percent (75%) of the previous hours held.  
48



1  
2  
3 **ARTICLE XI**

4 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

5  
6  
7 **Section 11.1.**

8 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue  
9 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If  
10 the District has reason to reprimand an employee, it shall be done in a manner that will not embarrass the  
11 employee before other employees or the public.

12  
13 Depending upon the severity of the offense, discipline may begin at any step. However, if circumstances  
14 justify, some steps may be eliminated, and the Association Leadership will be notified by the District.  
15 Such discipline shall include, but not be limited to, the following steps:

- 16  
17 A. Letter of Reprimand  
18 B. Suspension Without Pay  
19 C. Termination  
20

21 **Section 11.2. Notification to Non-Annual Employees.**

22 This Section is intended to be applicable to those employees whose duties necessarily imply less than  
23 twelve (12) months (excluding vacations) work per year.

24  
25 **Section 11.2.1.**

26 Should the District decide to discharge any non-annual employee, the employee shall be so  
27 notified in writing prior to the expiration of the school year.

28  
29 **Section 11.2.2.**

30 Nothing contained herein shall be construed to prevent the District from discharging an employee  
31 for acts of misconduct occurring after the expiration of the school year.

32  
33 **Section 11.3.**

34 Except in extraordinary cases, and as otherwise provided in this Article, the District will give employees  
35 two (2) weeks' notice of intention to discharge.  
36  
37

38 **ARTICLE XII**

39 **INSURANCE AND RETIREMENT**

40  
41  
42  
43 **Section 12.1. Entitlement.**

44 Beginning September 1, 2023, the District will deposit fifty dollars (\$50) per month into individual  
45 VEBA accounts for every employee covered by the Association contract who is eligible for insurance  
46 benefits through SEBB.  
47  
48



1 Beginning September 1, 2024, the District will deposit sixty dollars (\$60) per month into individual  
2 VEBA accounts for every employee covered by the Association contract who is eligible for insurance  
3 benefits through SEBB.

4  
5 Beginning September 1, 2025, the District will deposit seventy dollars (\$70) per month into individual  
6 VEBA accounts for every employee covered by the Association contract who is eligible for insurance  
7 benefits through SEBB.

8  
9 **Section 12.1.1.**

10 The District will pay for the entire cost of the amount funded/required by the State for retired  
11 employees' insurance (HCA) subsidy payments.

12  
13 **Section 12.2.**

14 Individual employee's monthly entitlement for insurance plan contribution shall be apportioned as  
15 follows:

- 16  
17 A. The District shall first pay from the employee's entitlement the premium for Dental and  
18 Vision insurance, Long Term Salary Insurance and Life Insurance/Accidental Death and  
19 Dismemberment Insurance.
- 20  
21 B. Employees shall notify the District of their individual choice among mutually approved  
22 plans exclusive of Dental, Vision, Long Term Salary Insurance and Life  
23 Insurance/Accidental Death and Dismemberment Insurance.
- 24  
25 C. In order to be eligible for benefits this Agreement, an employee must have a benefit factor of  
26 more than 0.21 as calculated by the District's payroll department. (For example, an  
27 employee who works 1.6 hours or less per day for at least one hundred eighty (180) days or  
28 who works an average of eight (8) hours a week or less for at least one hundred eighty (180)  
29 days would not be eligible for benefits.) Only those employees eligible for benefits  
30 participate in the mandatory insurance programs set forth in this Section.

31  
32 **Section 12.3.**

33 Employees shall be entitled to augment their individual monthly entitlement among chosen insurance  
34 plans subject to providing the District written authorization for withholding adjustments and deductions.

35  
36 **Section 12.4.**

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

38  
39 **Section 12.5.**

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

42  
43 **Section 12.6.**

44 The District shall participate appropriately in the Washington State Unemployment Compensation Fund  
45 requisite to providing unemployment benefits for all employees subject to this Agreement.



1 **Section 12.7.**

2 In determining whether an employee subject to this Agreement is eligible for participation in the  
3 Washington State Public Employee's Retirement System, the District shall report all hours worked,  
4 whether straight time, overtime or otherwise.

5  
6 **Section 12.8.**

7 All employees subject to this Agreement shall be entitled to participate in mutually approved tax shelter  
8 annuity plans. On receipt of a written authorization by an employee, the District shall make the requisite  
9 withholding adjustments and deductions from the employee's salary.

10  
11  
12 **ARTICLE XIII**

13  
14 **PROFESSIONAL DEVELOPMENT**

15  
16  
17 **Section 13.1.**

18 In the mutual interest of the District and Association, the District shall make funds available, which may  
19 be used by employees subject to this agreement for professional development. Professional Development  
20 funds may be accessed for certifications applicable to employees' job categories, including but not  
21 limited to optional Paraeducator certifications and National Association of Educational Office  
22 Professionals certifications. Employees shall contact their supervisor to access Professional  
23 Development funds.

24  
25 **Section 13.2.**

26 The members of the Association involved in the Conference Committee referenced in Section 6.1 will be  
27 responsible to survey members regarding member interests as it relates to professional development. The  
28 Conference Committee will schedule up to three (3) meetings a year that include time on the agenda to  
29 discuss professional development. The administrator charged with organizing professional development  
30 for the District will attend these meetings and will work with supervisors, building administrators, and  
31 staff to create a program to the extent possible that addresses the professional development needs of  
32 employees and considering District goals.

33  
34 **Section 13.3.**

35 The District will pay for the cost of classes for all mandatory training (First Aid, CPR, AED) as required  
36 per job descriptions. Training will be provided outside of contracted time without compensation to the  
37 employee.

38  
39  
40 **ARTICLE XIV**

41  
42 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

43  
44 **Section 14.1.**

45 Each employee subject to this Agreement who, on the effective date of this Agreement, is a member of  
46 the Association in good standing, may maintain membership in the Association in good standing during  
47 the period of this Agreement.



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**Section 14.2.**

The District shall notify the chapter leadership of all new employees upon approval by the Board. This list, including name, position, and location will be supplied to the Association monthly in Excel format and emailed to [membership@pseofwa.org](mailto:membership@pseofwa.org).

**Section 14.3.**

The District shall deduct State and local chapter dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall transmit State funds dues deducted to the Treasurer of the Association on a monthly basis.

**Section 14.4.**

The District will notify the President of Public School Employees of Stanwood-Camano of all new hires within five (5) working days of the hire date. At the time of hire, the District will inform the new hire of the terms and conditions of this Article.

**Section 14.5. Checkoff.**

The District shall deduct Association dues or service charges from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the Treasurer of the Association on a monthly basis.

**Section 14.6. C.O.P.E. Contribution (Committee on Political Empowerment).**

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

The District shall deduct Association voluntary political contributions from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110, provided a minimum of five (5) employees request to participate in said salary deduction. The District shall transmit all such funds deducted to the Treasurer of the Association on a monthly basis.

The Association will indemnify, defend, and hold the District harmless against any claims, suits, orders, and/or judgments against the District on account of any check-off of Association dues or voluntary political contributions.

**ARTICLE XV**

**GRIEVANCE PROCEDURE**

**Section 15.1. Grievance Process.**

The purpose of this procedure is to provide for an orderly method of resolving grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the Terms and Conditions of this



1 Agreement. All grievances shall be resolved in strict compliance with this Article. Time limits under  
2 unusual circumstances may be extended by mutual consent. Employees have the right to Association  
3 representation at all times during this procedure. Employees have the right to forego Association  
4 representation in this procedure and at any time during the process may choose to withdraw their  
5 grievance.

6  
7 **Section 15.1.1. Grievance Steps Outline.**

8 Step 1: Zero to thirty (0-30) days of the occurrence-written statement-Supervisor discussion (See  
9 15.2.1)

- 10 1. If resolved – the grievance stops here
- 11 2. If unresolved – continue to Step II

12  
13 Step II: Fifteen (15) days from Step I – Employee submits written grievance statement and meets  
14 with the Executive Director of Human Resources (See 15.2.2)

- 15 1. If resolved – grievance stops here
- 16 2. If unresolved - continue to Step III

17  
18 Step III: Ten (10) days from Step II. Superintendent hearing. (See 15.2.3)

- 19 1. If resolved – grievance stops here
- 20 2. If unresolved - continue to Step IV

21  
22 Step IV: Fifteen (15) days from Step III. Association meets to Validate Grievance. (See 15.2.4)

- 23 1. If the grievance is validated – continue to Step V
- 24 2. If the grievance is not validated – Grievant may appeal to the PSE State Grievance  
25 Panel (see Section 15.2.4.1)

26  
27 Step V. Arbitration (See 15.2.5)

28  
29 **Section 15.2. Grievance Procedure.**

30  
31 **Section 15.2.1. Step I.**

32 All grievances shall be brought in writing to the immediate supervisor in accordance with this  
33 Section within thirty (30) days of the occurrence of the grievance to be considered valid and  
34 subject to further processing.

35  
36 **Section 15.2.2. Step II (Reduce to Writing and Meet with the Executive Director of**  
37 **Human Resources).**

38 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding  
39 subsection, the employee will within fifteen (15) days of the supervisor's Step I response, reduce  
40 to writing and submit to the Executive Director of Human Resources a statement of the grievance  
41 containing the following:

- 42  
43 1. The facts on which the grievance is based;
  - 44 2. A reference to the provisions in this Agreement which have been allegedly violated; and
  - 45 3. The remedy sought.
- 46  
47  
48

1 The Executive Director of Human Resources shall schedule a meeting to discuss the grievance  
2 within ten (10) days of having received the written statement of grievance. Following this  
3 meeting, the Executive Director of Human Resources will issue a decision within five (5) days. If  
4 an agreeable disposition is made, all parties to the grievance shall sign it. If a settlement was not  
5 reached, the grievance may move to Step III.  
6

7 **Section 15.2.3. Step III (Superintendent or Assistant Superintendent Grievance Hearing).**

8 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding  
9 subsection, the employee shall, within ten (10) days of receiving the decision from the Executive  
10 Director of Human Resources, submit the written statement of grievance to the superintendent.  
11 The Superintendent will have ten (10) days from receipt of the written statement of grievance to  
12 schedule a hearing on the grievance. Following the hearing, the Superintendent or Assistant  
13 Superintendent shall issue a decision within five (5) days. If an agreeable disposition is made, all  
14 parties to the grievance shall sign it. If a settlement was not reached, the grievance may move to  
15 Step IV. The parties may not use any evidence or arguments at arbitration which have not been  
16 previously asserted by Step III of the grievance process.  
17

18 **Section 15.2.4. Step IV (Association Meets to Validate Grievance).**

19 If no settlement has been reached in Step III, the Association has fifteen (15) days following the  
20 Superintendent's or Assistant Superintendent's decision to meet to validate the grievance. If the  
21 Association believes the grievance to be valid, a written statement of grievance shall be  
22 submitted within ten (10) working days to the Superintendent. If the association does not validate  
23 the grievance, the Grievant has the right to appeal to the Association's State Office Grievance  
24 Panel for resolution.  
25

26 **Section 15.2.4.1.**

27 If the Association does not validate the grievance per Step IV, and the Grievant chooses  
28 to appeal to the Association's State Office Grievance Panel, the employee must notify the  
29 Superintendent or designee within ten (10) days of the Associations' Step IV meeting of  
30 their intent to appeal. The Grievance Process will cease if the State Office Grievance  
31 Panel does not validate the grievance.  
32

33 **Section 15.2.5. Step V (Arbitration).**

34 If no settlement has been reached within the fifteen (15) days referred to in the preceding  
35 subsection, the Association may demand arbitration of the grievance. In the event an arbiter  
36 cannot be agreed upon, the parties shall jointly request the American Arbitration Service to  
37 submit a panel of seven (7) arbiters. Such request shall state the general nature of the case and  
38 ask the nominees to be qualified to handle the type of case involved. When notification of the  
39 names of the seven (7) arbiters is received, the parties in turn shall have the right to delete a name  
40 from the panel until only one (1) name remains. The remaining person shall be the arbiter. The  
41 right to delete the first name from the panel shall be determined by the party not seeking  
42 arbitration. The process shall be completed within five (5) days of receipt of the list.  
43

44 **Section 15.2.5.1.**

45 Arbitration proceedings shall be in accordance with the following:  
46  
47  
48

- 1 1. The arbiter shall hear and accept pertinent evidence submitted by both parties  
2 and shall be empowered to request such data as the arbiter deems pertinent to  
3 the grievance and shall render a decision in writing to both parties.  
4
- 5 2. The arbiter shall be authorized to rule and issue a decision in writing on the  
6 issue presented for arbitration, which decision shall be final and binding on  
7 both parties.  
8
- 9 3. The arbiter shall rule on the basis of information presented in the hearing and  
10 on the basis of the arguments and contentions of the parties as set forth in any  
11 Pre or Post Hearing briefs and shall refuse to receive any evidence after the  
12 hearing except by mutual agreement.  
13
- 14 4. Each party to the proceedings may call such witnesses as may be necessary in  
15 the order in which their testimony is to be heard. Such testimony shall be  
16 pertinent to the matters set forth in the written statement of grievance. The  
17 arguments of the parties, may be supported by oral comment and rebuttal. Such  
18 arguments of the parties, whether oral or written, shall be pertinent to and  
19 directed at the matters set forth in the grievance.  
20
- 21 5. Each party shall pay any compensation and expenses relating to its own  
22 witnesses or representatives.  
23
- 24 6. The costs for the services of the arbiter, if any, including per diem expenses,  
25 travel, and subsistence expenses, and the cost of any hearing room, will be  
26 borne by the losing party to the arbitration. All other costs will be borne by the  
27 party incurring them.  
28
- 29 7. The total costs of the stenographic record (if requested) will be paid by the  
30 party requesting it.  
31

32 **Section 15.3.**

33 Neither the employer nor the Association shall discriminate against any employee for taking any action  
34 under this Article.  
35  
36  
37

38 **ARTICLE XVI**

39 **TRANSFER OF PREVIOUS EXPERIENCE**

40  
41  
42  
43 **Section 16.1.**

44 Any new hire just previously employed by any school district in the State of Washington, and who is  
45 hired to perform work similar to that in which previously engaged, will be given longevity credits in the  
46 District in accordance with this Article.  
47  
48

1 **Section 16.2. Transfer of Prior Work Experience.**

2 New hires shall be permitted to transfer prior work experience for placement on Schedule A only. The  
3 Association and the District will meet and confer to determine said placement.

4  
5  
6  
7 **ARTICLE XVII**

8  
9 **SALARIES AND EMPLOYEE COMPENSATION**

10  
11 **Section 17.1.**

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

15  
16 **Section 17.1.1.**

17 Employees underpaid by fifty dollars (\$50) or more by an error of the District shall be made  
18 whole within five (5) business days of notifying the District in writing. If the employee  
19 contributed to the error, the correction and reimbursement shall be made at the next regular pay  
20 period.

21  
22 **Section 17.2.**

23 Employees working less than twelve (12) months during the period September 1 through August 31, will  
24 be paid in twelve (12) equal installments starting September 30 and ending August 31 with District paid  
25 benefits continuing in July and August.

26  
27 **Section 17.2.1.**

28 Apportionment shall be consistent with the following rules:

- 29  
30 A. Compensable benefits shall include: Forecasted annual hours of regular employment  
31 (exclusive of extra trip/overtime/special services contingencies), eligible holiday pay and  
32 vacation credit. This Section does not affect the provisions of Section 17.5 (retroactive pay)  
33 herein.  
34 B. The District shall adjust the monthly payments to accommodate significant changes in hours  
35 of annual employment as soon as practicable.  
36 C. The District shall pay extra trips/overtime/special service as soon as practicable, but in no  
37 case later than two (2) calendar months after the compensable occurrence.

38  
39 **Section 17.3.**

40 Salaries in each classification are averaged, based on the following comparison districts: Arlington,  
41 Lake Stevens, Marysville, Monroe, Mt. Vernon, Oak Harbor, and Snohomish.

42  
43 Schedule A: The salaries reflected on Schedule A are determined in the following way: The District  
44 reviews the hourly pay for job-alike positions in the comparison districts. An average low hourly rate is  
45 determined by taking the lowest hourly rate for each position in each comparison district and averaging  
46 those rates. An average high hourly rate is determined by taking the highest hourly rate for each position





1 in each comparison district and averaging those rates. The average low hourly rate becomes the Step  
2 One (1) rate (0-1 years) on Schedule A; the average high hourly rate becomes the Step Three (3) rate (8-  
3 14 years) on Schedule A. The Step Two (2) rate (2-7 years) is determined by subtracting ten cents  
4 (\$0.10) per hour from the Step Three (3) rate. Step Four (4) (15-19 years), Step Five (5) (20-24 years),  
5 and Step Six (6) (25+ years) are Longevity Steps on Schedule A and are based on the Step Three (3)  
6 rate.

7  
8 Step Four (4) will be paid one dollar fifty cents (\$1.50) per hour above the Step Three (3) rate. Step Five  
9 (5) will be paid two dollars (\$2) per hour above the Step Three (3) rate and Step Six (6) will be paid two  
10 dollars fifty cents (\$2.50) per hour above the Step Three (3) rate.

11  
12 Step Four (15-19 years), Step Five (20-24 years), and Step Six (25+ years) are longevity steps on  
13 Schedule A and are based on the Step Three rate. Step four will be paid one dollar seventy-five cents  
14 (\$1.75) per hour above the Step Three rate. Step Five will be paid two dollars twenty-five cents (\$2.25)  
15 per hour above the Step Three rate, and Step Six will be paid three dollars twenty-five cents (\$3.25) per  
16 hour above the Step Three rate.

17  
18 Effective September 1, 2023, the District shall increase the 2023-2024 Schedule A positions the rate of  
19 the Implicit Price Deflator plus two percent (2%) to all positions.

20  
21 Effective September 1, 2024, the contract shall be opened for wages.

22  
23 Effective September 1, 2025, the contract shall be opened for wages.

24  
25 All eligible employees will receive step increases for the duration of the Collective Bargaining  
26 Agreement. Classified employees covered by this Agreement will receive State authorized and fully  
27 funded cost-of-living adjustments or any State allocation in addition to any negotiated salary increases.  
28 All wage increases, personal leave provisions, Juneteenth holiday, shoe allowances, VEBA  
29 contributions, and Building Leadership Team compensation contained in this Agreement are contingent  
30 upon Educational Programs and Operation (EPO) levy passage.

31  
32 If there are increases or decreases in the State funding allocation for classified employees salaries during  
33 the term of the Agreement, Section 17.3 and Schedule A may be reopened upon request by either party  
34 to negotiate salary.

35  
36 **Section 17.4.**

37 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this  
38 Agreement if possible, and in any case not later than the second regular payday. In the case of  
39 retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive pay  
40 shall be paid on the first regular payday following agreement on such schedule, if possible, and in any  
41 case not later than the second regular payday.

42  
43 **Section 17.5.**

44 Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this  
45 Agreement; provided, the employee has been actively employed continuously since March 1 of the  
46 previous employment year.

1 **Section 17.6.**

2 Any employee who changes job positions or classifications shall receive full longevity credit regarding  
3 step placement on Schedule A.

4  
5 **Section 17.7.**

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

8  
9 **Section 17.8.**

10 Any employee required, by the supervisor, to travel from one site to another in a private vehicle during  
11 working hours shall be reimbursed at the current Internal Revenue Service reimbursement rate per mile.

12  
13 **Section 17.9.**

14 Employees required to remain overnight on District business shall be reimbursed for reasonable room  
15 and board expenditures.

16  
17 **Section 17.10.**

18 The District shall provide appropriate and sanitary restrooms for male and female employees adjacent to  
19 their workstation.

20  
21 **Section 17.11.**

22 Food Service employees upon reaching and maintaining the second and third step of their certification  
23 shall receive an additional twenty-five cents (\$0.25) for each step. Their documentation must be  
24 submitted by October 1 of each school year.

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, 2023 to August 31, 2026.

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. Should the State authorize and fund the Implicit Price Deflator or a Cost of Living  
42 Adjustment for any given year during this Agreement, the District shall dispense the State identified  
43 percentage to all classifications for salaries.

44  
45 **Section 18.4.**

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



1 **Section 18.5.**

2 Neither party shall be compelled to comply to any provision of this Agreement which conflicts with  
3 State or Federal statutes or regulations.  
4

5 **Section 18.6.**

6 In the event either of the two (2) previous Sections is determined to apply to any provision of this  
7 Agreement, such provision shall be renegotiated pursuant to Section 18.3.  
8

9 **Section 18.7.**

10 Employees will report to work, when afforded safe conduct, if a third party is involved in a work  
11 stoppage that does not involve the Agreement between the Stanwood-Camano School District and Public  
12 School Employees of the Stanwood-Camano School District.  
13  
14

15  
16 **ARTICLE XIX**

17  
18 **EMPLOYEE EVALUATION**

19  
20 **Section 19.1. Annual Evaluation.**

21 Employees within the bargaining unit with one hundred eighty (180) days or fewer days of employment  
22 with the District shall be evaluated at least once annually prior to June 1, but may be evaluated at any  
23 time. Employees within the bargaining unit with more than one hundred eighty (180) days of  
24 employment with the District shall be evaluated at least once annually prior to July 1 or the employee’s  
25 last working day of the year if the employee does not work a full calendar year but may be evaluated at  
26 any time. Should the District fail to issue an employee an evaluation within the stated timeframe, such  
27 employee will be considered to have been overall satisfactory for that evaluation period. Employees  
28 shall be provided a copy of the evaluation and be notified of the evaluation conference at least twenty-  
29 four (24) hours prior to said conference.  
30

31 **Section 19.2. Performance Concerns.**

32 At any time during the school/work year, if an administrator/supervisor is concerned that an employee’s  
33 work performance needs improvement, the administrator/supervisor will discuss the performance  
34 concerns with the employee and state the performance expectations. The expectations for improvement  
35 may continue into the next school year. The performance concerns will be discussed privately with the  
36 administrator/supervisor. Performance concerns cannot be used to mark an employee unsatisfactory if  
37 these performance concerns were not discussed with the employee and communicated in writing.  
38

39 **Section 19.3. Evaluation Forms.**

40 Employees shall be evaluated by their building administrator or Food Service employees by the Food  
41 Service Director or Bus Paraeducators by the Transportation Director. If an employee works in two (2)  
42 departments, they shall be evaluated by the administrator of the building in which the employee spends  
43 the majority of their workday with input from the other supervisor(s). Nursing staff may be evaluated by  
44 the administrator overseeing Health Services. Evaluations shall be in writing, using forms with  
45 consistent expectations and standards provided by the District. The form shall be signed by the  
46 supervisor(s) and the employee. A copy of the signed form shall be provided to the employee following  
47 the discussion of the evaluation by the supervisor(s) with the employee. An employee may attach  
48 his/her own written comments to said evaluation.



1  
2 **Section 19.4. Plan of Improvement.**

3 If an employee's performance is judged unsatisfactory by the supervisor(s), the supervisor(s) shall  
4 arrange a conference with the employee within ten (10) days of such determination and present a District  
5 recommended plan for improvement. The establishment of a plan for improvement for purposes of  
6 remediation of performance deficiencies shall not be considered disciplinary action.  
7

8 **Section 19.5. Sixty (60) Day Plan of Improvement.**

9 This sixty (60) workday plan of improvement shall specifically include:

- 10 1. The area of deficiency.
- 11 2. The recommended performance levels.
- 12 3. The activities necessary to reach the desired performance level.
- 13 4. A schedule for follow-up evaluations during the plan of improvement.  
14

15 At the completion of the sixty (60) workday plan of improvement, options may include:

- 16 a) discontinuation of plan of improvement;
- 17 b) continuation of plan of improvement for no more than another sixty (60) workday period;
- 18 c) reassignment or termination of employment.  
19

20 **Section 19.6. Grievance Application.**

21 The Grievance Procedure shall only apply to procedural violation of this Article.  
22  
23  
24

25 **ARTICLE XX**

26 **APPRENTICESHIP**  
27  
28

29 **Section 20.1.**

30 Enrollees in the program shall receive the appropriate rate of pay for their positions, as specified on  
31 Schedule A. Upon successful completion of the Washington Public School Classified Employees Joint  
32 Apprenticeship and Training Committee (WPSCEJATC) or any other program that meets State and/or  
33 local requirements, employees shall be eligible to receive the increase in their hourly rate of pay as  
34 specified on Schedule A.  
35

36 **Section 20.1.1.**

37 In the event an apprentice is deemed unsuccessful by the local JATC in completing any or all  
38 parts of the approved standards, such apprentice waives contractual recourse through the  
39 Grievance Procedure, Article XV.  
40

41 **Section 20.1.2.**

42 The maximum approved ratio of apprentice to journey level employees shall be one-to-one. If, at  
43 any given time, those requesting apprenticeship status exceeds the one-to-one (1:1) ratio,  
44 employees shall be selected based upon seniority.  
45  
46  
47  
48

1 **Section 20.2.**

2 Employees may enroll in the apprenticeship program or any other approved program that meets state  
3 and/or local requirements. Enrollees who complete the program shall receive the appropriate rate of pay  
4 for their positions, as specified on Schedule A.

5  
6 **Section 20.3.**

7 Employees shall be responsible for tuition costs associated with college credits and for required books  
8 and materials. No additional wage compensation shall be granted upon completion of the apprenticeship  
9 program.

10  
11 **Section 20.4.**

12 Participation in the apprenticeship program shall be completely voluntary for all employees.

13  
14 **Section 20.5.**

15 Persons employed on the effective date of this Agreement may apply for the apprenticeship program at  
16 any time new enrollees are accepted. Applications will be accepted annually prior to October 1.

17  
18 **Section 20.5.1.**

19 Such employees shall receive partial credit for time worked in the District as determined by the  
20 WPSCEJATC.

21  
22 **Section 20.6.**

23 This Article may be reopened at any time upon mutual agreement of the parties or as new classifications  
24 are proposed by the local JATC for journey level status.

25  
26  
27  
28 **ARTICLE XXI**  
29  
30 **TRANSPORTATION**

31  
32 **Section 21.1. Transportation Classification.**

33 Personnel in the Transportation classification are recognized to present special shift problems, hence the  
34 parties agree that shift assignments shall be established in the Transportation classification in relation to  
35 daily routes and driving times requisite to meet schedules assigned by the Supervisor of Transportation  
36 and in keeping with the following provisions.

37  
38 **Section 21.2.**

39 All routes shall be annually rebid by seniority by October 15. All routes that are bid and accepted will be  
40 paid as bid unless no students are available to ride on a particular day. A driver on board approved leave  
41 for one (1) school year cannot bid a route for the current year. A person returning after a year-long leave  
42 will take the least senior route until new routes are bid on or before October 15.

43  
44 **Section 21.3.**

45 It is agreed that all daily regular bus routes shall include one-half (1/2) hour per day for pre and post trip  
46 inspections, to include fueling and cleaning of the vehicle used, in addition to actual driving time. This  
47 would also include extra trips taken. Drivers of routes using cars or vans shall receive one-quarter (1/4)



1 hour per day in addition to actual driving time. A driver who reports to work and whose route is  
2 subsequently canceled or whose route is reduced in time, shall receive a minimum call of two (2) hours  
3 compensation and assigned duties or the driver may elect to take a reduction in time.

4  
5 **Section 21.4.**

6 During the school year, any route which has been increased in sum total by thirty (30) minutes or more  
7 for greater than ten (10) consecutive days of work shall be re-posted for bid as a new run.

8  
9 **Section 21.4.1.**

10 Special education routes shall be exempted from the thirty (30) minute rule until one (1) week  
11 after the student ridership count week.

12  
13 **Section 21.5.**

14 All trips other than regular daily scheduled bus runs shall be compensated at the employee's base hourly  
15 rate for the duration of the trip.

16  
17 **Section 21.6. Special Education/Preschool Routes.**

18 Special Education and Preschool drivers shall be paid for a two (2) hour minimum call unless they  
19 receive a pre-notification of a trip cancellation prior to leaving home. Drivers whose actual route is less  
20 than the two (2) hour minimum will be assigned additional duties in the transportation department for  
21 that contracted time. To be paid minimum time, drivers must complete assigned additional duties in the  
22 Transportation Department.

23  
24 **Section 21.7. Extra Calls.**

- 25 A. All school bus trips, other than regular daily scheduled runs or those contiguous with the normal  
26 work shift, shall be known as and referred to herein as "extra calls."  
27
- 28 B. **Compensation.** Extra calls shall be compensated at the employee's base hourly rate for the  
29 logged time of the trip (see Section 17.7). School bus drivers shall receive a minimum  
30 compensation for each extra call assignment equivalent to two (2) hours driving time.  
31
- 32 C. **Overtime.** Extra calls may not extend into overtime unless and until all trip board drivers are  
33 into overtime and a substitute driver is not available. Such extra calls will be assigned to the  
34 senior driver available in the rotation order. All hours worked in excess of forty (40) hours in any  
35 workweek shall be compensated at the rate of one and one-half (1½) times the driver's base rate.  
36 In the event thirty (30) minutes or less remain between assignments, then, in such event, the  
37 driver's base hourly rate shall continue without interruption. School bus drivers shall receive a  
38 minimum compensation for each extra call assignment equivalent to two (2) hours driving time.  
39
- 40 D. **Extra Call Trip Board and Rotation List Management Overnight Extra Calls.** In the event  
41 an extra call requires a driver to stay overnight outside the school district, such driver shall be  
42 compensated for driving time and on-duty time at eight (8) hours per day or actual hours worked,  
43 whichever is greater. On return travel days when the distance exceeds two hundred (200) miles  
44 one way the driver will be compensated twelve (12) hours or actual hours worked whichever is  
45 greater. Drivers must be provided eight (8) uninterrupted hours for sleeping purposes where they  
46 may not be disturbed each day.  
47  
48



- 1 1. On-duty time may be interrupted by periods of non-duty time when the driver is released  
2 from duty by the trip supervisor, at which point the supervisor will give the driver a specific  
3 time to return which will become on-duty time again. If called back to work for a limited  
4 time, the driver will be compensated according to section 21.7 B with a two (2) hour  
5 minimum placement. In the event that the return time is modified, it will be the supervisor's  
6 responsibility to contact the driver, by phone, at least one (1) hour before such modified time  
7 to allow the driver adequate time to return. Drivers who are required by their designated trip  
8 supervisor to stay with the vehicle for security purposes shall not be considered to be off-  
9 duty.
- 10  
11 2. All on-duty time will be supported by a signed and completed extended/overnight time log  
12 sheet.

13  
14 E. **Cancellation of Extra Calls.** If an extra call or trip should be cancelled without adequate notice  
15 to allow the obligated drivers time to drive their regular route, such drivers shall be paid as  
16 provided in Section 21.7(B) or the driver will be allowed the right to bid first on the next week's  
17 trip board. Any driver whose extra call or trip was cancelled with adequate notice will have the  
18 right to bid first on the next weeks' trip board. If multiple trips are cancelled, the drivers bidding  
19 order will be based on the order the trips were cancelled with the earliest cancellation bidding  
20 first.

21  
22 F. **Extra Call Trip Board and Rotation List Management.**

- 23 1. The extra call trips consist of four (4) boards: the regular trip board Monday at 12:00 AM  
24 through Sunday at 11.59 PM, the weekend board, the combination week/weekend trip board  
25 and the short notice board. All four (4) boards will be managed by the transportation shop  
26 stewards, or in their absence, an elected alternate.
- 27 2. All regular, non-probationary drivers working forty (40) hours or less per week shall be given  
28 the opportunity to sign up for extra calls. Assignments to the regular trip board will be placed  
29 by seniority. Assignments to the weekend trip board, the weekday/weekend combination trip  
30 board, and the short notice trip board will be awarded on a rotational basis using the seniority  
31 list developed for extra call trips.
- 32  
33 3. The standardized posting time for extra calls shall be Monday morning at 7:00 AM prior to  
34 regular runs. Any additional trips requested after Monday at 7:00 AM and prior to  
35 Wednesday at 9:00 AM will be posted. It is acknowledged that each driver has the  
36 responsibility to check the trip board following the Wednesday assignment meeting as well as  
37 daily status on the board.
- 38  
39 4. All known trips for the next seven (7) days (Monday at 12:00 AM through Sunday at 11:59  
40 PM) shall be posted prior to Wednesday morning runs. An extra trip assignment meeting  
41 shall be held following the Wednesday morning route. The driver must be present OR make  
42 use of the extra trip assignment sheet for his/her preference of extra trips.
- 43  
44 5. Any driver who chooses not to take the next assignment and is unavailable shall be passed  
45 over for that round but receives no penalty.
- 46  
47  
48



- 1 6. If the time of a trip is substantially revised after the run has been assigned to a driver, the  
2 driver will have the right to decline the run at the time of the notification of the change with  
3 no penalty.  
4
- 5 7. In addition to the regular trip board, a separate board (weekend trip board) will be used for  
6 assignment of all weekend trips. Eligible drivers will sign up to be considered for weekend  
7 trips as noted in paragraph two of this section. Weekend trips shall be assigned on a rotational  
8 basis using the seniority list for extra call trips. If a weekend trip is canceled by the District,  
9 the driver shall be awarded the next available weekend trip, if one is available. If not, the  
10 driver shall be awarded a weekend extra trip the following weekend.  
11
- 12 8. In addition to the regular trip board and the weekend trip board, a separate board will be used  
13 for assignment of all combination weekday/weekend trips (combination trips). Eligible  
14 drivers will sign-up to be considered for combination trips as noted in paragraph two of this  
15 Section. Combination trips shall be assigned on a rotational basis using the seniority list for  
16 extra call trips. If a combination trip is canceled by the District, the driver shall be awarded  
17 the next available combination trip, if one is available. If not, the driver shall be awarded a  
18 combination trip the following combination weekday/weekend.  
19
- 20 9. Any trips that arise during the week following Wednesday's bidding and are in the present  
21 trip assignment week will be assigned from the short notice trip board.  
22
- 23 10. Turned in trips will result in the driver forfeiting a bid on the next week's trip boards,  
24 excluding medical reasons and family emergencies.  
25
- 26 11. Saturday Trip Board. If a Driver declines a Saturday trip that has been assigned to them, the  
27 call out will begin from the Saturday Trip Board.  
28
- 29 12. If a Saturday Trip is cancelled at the time and a half rate, the Driver has the choice to choose  
30 a trip the following Saturday that is equal to the cancelled trip rate of pay.  
31
- 32 13. Saturday trips shall be guaranteed at a four (4) hour minimum.  
33

#### **Section 21.8. Mid-Day Routes/Trips.**

- 34 A. Regular drivers who wish to bid mid-day routes/trips must have at least fifteen (15) minutes or  
35 more between the scheduled return time of the extra trip and the scheduled start time of his/her  
36 afternoon route. At the discretion of the transportation director, the fifteen (15) minute  
37 requirement may be waived. This decision is non-grievable.  
38
- 39 B. If a driver is going to be late coming back from a mid-day trip, he/she shall call the transportation  
40 department to notify them of the late arrival so that the Transportation Supervisor can get a  
41 substitute for the scheduled route to be missed.  
42  
43

#### **Section 21.9. Shuttle Trips.**

- 44 A. A shuttle trip is defined as a school to school transporting of students. An example of this would  
45 be transporting high school students to Twin City Elementary.  
46  
47  
48

- B. A shuttle trip will be compensated at the regular driver's hourly rate of pay. This compensation will be a minimum of one (1) hour or the actual driving time, whichever is greater.
- C. If there is no driver available for the shuttle, the Transportation Supervisor or designee can assign the trip in emergency situations.
- D. Whenever possible, the Transportation Supervisor or designee will schedule the shuttle trip as a contiguous part of a driver's existing route. For example, a soccer pickup at the end of the morning or afternoon run. In such cases, the driver will be paid for the actual time worked rather than the one (1) hour minimum.

**Section 21.10. Charter Buses.**

When Stanwood-Camano School District students are involved with state and/or national athletic/activities, the District reserves the right to charter transportation for the trip. This is limited to one (1) charter bus per team except for the football team, which may go in two (2) buses. This provision does not include the high school band trip.

**Section 21.10.1.**

It is agreed that the use of District school trip vans by any activity or athletic team/group needing transportation for two (2) school trip vans is appropriate. In the instance when more than two (2) school trip vans are required for the same activity, the trip will be placed on the trip board and assigned to a bus and driver as defined in Article XXI. If no bus or driver is available, schools may take more than two (2) vans.

**Section 21.11. Drug Testing.**

Random drug testing of employees, as required by State law, will be guided by the following concepts:

- A. Employees who voluntarily come forward to inform the District of a drug and/or alcohol dependency and of their immediate intent to enter a licensed treatment program will be granted leave without pay. This voluntary information must be provided to the District by the employee prior to notification of drug/alcohol testing.
- B. Employees will not be required to undergo testing and evaluation procedures on a non-workday.
- C. All costs involved in any District required testing and evaluation procedures shall be borne by the District.
- D. Employees required to undergo testing will be given the opportunity by the District to review testing policies and procedures prior to the time of testing.
- E. Testing results, including the fact that an employee is tested, shall remain confidential. Any written materials or information associated with such testing shall be retained in a secure confidential file to which only the Superintendent and/or designee and the employee shall have access.
- F. Employees shall be placed on a paid leave of absence during any period they are off work due to testing or evaluation requirements or results and prior to a final determination of employment status.

1  
2 G. Discipline imposed as a result of confirmed positive testing shall be according to State and  
3 Federal law and Stanwood-Camano School District policy and procedure.  
4

5 **Section 21.12.**

6 Drivers will be compensated for mandatory meetings called by the Transportation Supervisor staff at one  
7 hundred percent (100%) of their base hourly rate.  
8

9 **Section 21.13.**

10 The District shall provide clean coveralls and shop towels to all mechanics in the Transportation  
11 classification. The District will provide six hundred seventy-five dollars (\$675) per year for tools that  
12 are needed in the course of their jobs and a two hundred fifty dollar (\$250) shoe allowance. In addition,  
13 the District will allow for a Consumer Price Index (CPI) increase annually not to exceed three percent  
14 (3%). In case of a double levy failure, the District will provide a two hundred seventy-five dollar (\$275)  
15 tool allotment. The CPI increase will not apply after a double levy failure. The District will use the  
16 Seattle-Tacoma-Bremerton Consumer Price Index, All Items, 1982-84=100 for all Urban Consumers  
17 (CPI-U) issued by the U.S. Department of Labor, Bureau of Labor Statistics, Western Information  
18 Office to adjust the annual reimbursement amount. The CPI rate applied to the allowance for the fiscal  
19 school year will be the “Annual Average” percentage for the most recent calendar year. (i.e., to  
20 determine the allowance amount for FY 2014-15 use the “Annual Average” rate for calendar year 2013).  
21 Employees will be reimbursed for authorized expenses incurred pursuant to this section during the  
22 current fiscal year upon submission of properly detailed invoices or receipts through the District’s  
23 normal accounts payable process.  
24

25 **Section 21.14.**

26 All drivers shall receive two (2) hours compensation at the employee’s base hourly rate if they choose to  
27 clean buses at the end of the school year. Hours resulting from drivers choosing not to clean buses shall  
28 be placed in a pool accessed by drivers willing to clean additional buses. Cleaning will meet standards  
29 established by the transportation supervisory personnel.  
30

31 **Section 21.15.**

32 All layovers shall be paid. The Transportation Director may assign tasks.  
33

34 **Section 21.16. Department of Transportation Physical.**

35 The District will pay up to one hundred twenty-five dollars (\$125) of the cost of the Department of  
36 Transportation (DOT) physical for drivers every other year. In the event of a double levy failure the  
37 District will not be required to contribute to the cost of the DOT physical.  
38  
39  
40

41 **ARTICLE XXII**

42 **PARAEDUCATORS**

43  
44  
45 **Section 22.1.**

46 All paraeducators shall present evidence of skills and knowledge necessary to meet the needs of students  
47 and shall be supervised consistent with guidance outlined by the Professional Educators Standards Board  
48 (PESB). According to PESB, Paraeducators must meet one of the four minimum employment

1 requirements: Successful completion of the Paraeducator Apprenticeship Program; receive a qualifying  
2 score on the Education Testing Service (ETS) paraeducator assessment (Praxis); hold an associate  
3 degree or higher from an accredited college or university; have earned 72 quarter credits or 48 semester  
4 credits at the 100 level or higher at an accredited college or university. Paraeducators in Title 1 school-  
5 wide programs shall meet Elementary and Secondary Education Act (ESEA) standards for  
6 paraprofessionals.

7  
8 **Section 22.2.**

9 Employees within the Paraeducator classification who normally work to assist a teacher in the classroom  
10 will not be required to do lesson planning outside of the regular workday.  
11

12 **Section 22.3.**

13 There shall be five (5) categories of paraeducators:  
14

15 **Paraeducator I (does not meet PESB standards: AA degree, 75 credit hours, PRAXIS,**  
16 **Apprenticeship):**

17 Non-Instructional Paraeducators:

- 18 • Playground/Recess/Lunchroom Supervision Paraeducators
- 19 • Crossing Guards
- 20

21 **Paraeducator II (does not meet PESB standards: AA degree, 75 credit hours, PRAXIS,**  
22 **Apprenticeship):**

- 23 • Preschool
- 24 • Bus Assistants
- 25

26 **Paraeducator III (does meet PESB standards):**

- 27 • Resource Room
- 28 • Academic Support
- 29 • Title/LAP
- 30 • Playground/Recess/Lunchroom Supervision Paraeducators
- 31 • Crossing Guards
- 32 • ISS/Campus Supervision
- 33

34 **Paraeducator IV (meets PESB standards 3+ hours per day - the 3 hour requirement does**  
35 **not apply to bus assistants or preschool):**

- 36 • ASSIST
- 37 • PBS
- 38 • MS/HS Library
- 39 • Preschool
- 40 • Bus Assistant
- 41

42 **Paraeducator V (meets PESB standards):**

- 43 • OT Assistant
- 44 • SLP Assistant
- 45 • Behavior Technician
- 46
- 47
- 48

1 **Section 22.4.**

2 Paraeducators working in ASSIST Special Education Classrooms are eligible with their supervisor’s  
3 prior approval, up to twenty (20) hours per year for meeting time. Meeting time may be used in August  
4 through June of each year.

5  
6 **Section 22.5. Paraeducator Meeting Time.**

7 Paraeducators are eligible, with the supervisor’s prior approval, sixty (60) minutes per month for  
8 meeting time from August through June of each year.

9  
10 **Section 22.6. Paraeducator Emergency Certificated Substitutes.**

11 Paraeducators who are needed to fill in for certificated teachers as emergency certificated substitutes will  
12 complete a timesheet for extra time on days they fulfill that role. Timesheets must reflect time worked  
13 thirty (30) minutes before the contracted day or thirty (30) minutes after the contracted day.  
14 Paraeducators filling in for certificated teachers may complete a timesheet of thirty (30) minutes for  
15 each half (½) day worked, and sixty (60) minutes for each full-day worked.

16  
17  
18  
19 **ARTICLE XXIII**  
20  
21 **MAINTENANCE AND GROUNDS**  
22

23 **Section 23.1.**

24 The District shall provide clean coveralls or a uniform and a method to clean them, to all  
25 maintenance/grounds employees that make the request. In addition, they will be allowed, with  
26 supervisor’s approval to purchase up to one hundred seventy-six dollars (\$176) for pants, rain gear,  
27 coats, boots or insulated coveralls. In addition, the District will allow for a Consumer Price Index (CPI)  
28 increase annually not to exceed three percent (3%). The CPI increase will not apply after a double levy  
29 failure. The District will use the Seattle-Tacoma-Bremerton Consumer Price Index, All Items, 1982-84 =  
30 100 for all Urban Consumers (CPI-U) issued by the U.S. Department of Labor, Bureau of Labor  
31 Statistics, Western Information Office to adjust the annual reimbursement amount. The CPI rate applied  
32 to the allowance for the fiscal school year will be the “Annual Average” percentage for the most recent  
33 calendar year. (i.e., to determine the allowance amount for FY 2014-15 use the “Annual Average” rate  
34 for calendar year 2013). Employees will be reimbursed for authorized expenses incurred pursuant to this  
35 Section during the current fiscal year upon submission of properly detailed invoices or receipts through  
36 the District’s normal accounts payable process.



**SIGNATURE PAGE**

PUBLIC-SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

STANWOOD-CAMANO CHAPTER, #1125

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: \_\_\_\_\_ /signed by/ \_\_\_\_\_  
Judi Brown, Chapter President

BY: \_\_\_\_\_ /signed by/ \_\_\_\_\_  
Christine Del Pozo, Executive Director of HR

DATE: 10/6/23

DATE: 10/6/23





**STANWOOD-CAMANO SCHOOL DISTRICT #401**  
**SCHEDULE A**  
**September 1, 2023 - August 31, 2024**

CLASSIFICATION	MATRIX CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		(0-1 YRS)	(2-7 YRS)	(8-14 YRS)	(15-19 YRS)	(20-24 YRS)	(25+ YRS)
		23-24 (Avg Low)	23-24	23-24 (Avg High)	23-24	23-24	23-24
					Longevity	Longevity	Longevity
<b>CUSTODIAL</b>							
PSE00	Custodians	\$28.16	\$31.31	\$31.41	\$33.16	\$33.66	\$34.66
PSE58	Custodians (Appr)	\$28.66	\$31.81	\$31.91	\$33.66	\$34.16	\$35.16
PSE01	Lead Custodian	\$30.18	\$32.65	\$32.75	\$34.50	\$35.00	\$36.00
PSE53	Lead Custodian (Appr)	\$30.68	\$33.15	\$33.25	\$35.00	\$35.50	\$36.50
PSE02	Middle School Lead Custodian	\$30.87	\$32.96	\$33.06	\$34.81	\$35.31	\$36.31
PSE56	Middle School Lead Custodian (Appr)	\$31.37	\$33.46	\$33.56	\$35.31	\$35.81	\$36.81
PSE03	High School Lead Custodian	\$31.31	\$34.20	\$34.30	\$36.05	\$36.55	\$37.55
PSE57	High School Lead Custodian (Appr)	\$31.81	\$34.70	\$34.80	\$36.55	\$37.05	\$38.05
<b>MAINTENANCE/GROUNDS</b>							
PSE04	Maintenance/Grounds	\$35.50	\$37.52	\$37.62	\$39.37	\$39.87	\$40.87
PSE05	Maintenance/Grounds (Appr)	\$36.00	\$38.02	\$38.12	\$39.87	\$40.37	\$41.37
PSE06	Maintenance/HVAC	\$40.56	\$45.52	\$45.62	\$47.37	\$47.87	\$48.87
PSE07	Maintenance/HVAC (Appr)	\$41.06	\$46.02	\$46.12	\$47.87	\$48.37	\$49.37
PSE08	Lead Groundskeeper	\$37.27	\$41.86	\$41.96	\$43.71	\$44.21	\$45.21
PSE09	Lead Groundskeeper (Appr)	\$37.77	\$42.36	\$42.46	\$44.21	\$44.71	\$45.71
<b>TRANSPORTATION</b>							
PSE10	Bus Drivers	\$30.94	\$35.24	\$36.02	\$38.45	\$39.30	\$40.39
PSE11	Mechanics	\$35.26	\$40.91	\$41.01	\$42.76	\$43.26	\$44.26
PSE71	Mechanics (Appr)	\$35.76	\$41.41	\$41.51	\$43.26	\$43.76	\$44.76
PSE12	Lead Mechanic	\$38.45	\$42.72	\$42.82	\$44.57	\$45.07	\$46.07
PSE13	Service Technician	\$29.30	\$32.93	\$33.66	\$36.06	\$36.90	\$37.98
PSE62	Dispatcher/Driver Trainer	\$34.56	\$39.07	\$39.93	\$42.42	\$43.30	\$44.39
PSE72	Dispatch/Router	\$32.76	\$37.16	\$37.98	\$40.44	\$41.31	\$42.39
PSE70*	Motor Pool Driver*	\$29.55	\$32.06	\$32.78	\$35.16	\$35.99	\$37.07
<b>PROFESSIONAL/TECHNICAL</b>							
PSE14	Technology Specialist	\$41.86	\$46.09	\$46.19	\$47.94	\$48.44	\$49.44
PSE15	Systems Infrastructure Specialist	\$45.31	\$49.84	\$49.94	\$51.69	\$52.19	\$53.19
PSE64	Technology Support	\$31.66	\$35.52	\$35.62	\$37.37	\$37.87	\$38.87
PSE69	Infrastructure/Network Lead	\$55.87	\$59.72	\$59.82	\$61.57	\$62.07	\$63.07
PSE18	Non-certificated Reg Nurse	\$45.09	\$52.05	\$53.15	\$55.84	\$56.83	\$57.92
PSE19	LPN	\$33.93	\$40.21	\$41.08	\$43.59	\$44.49	\$45.57
PSE 67	Health Room Assistant	\$27.72	\$33.17	\$33.91	\$36.31	\$37.15	\$38.23
PSE63	Family Liaison	\$30.58	\$34.05	\$34.81	\$37.22	\$38.06	\$39.15
PSE20	<b>SECURITY</b>	\$31.04	\$35.24	\$36.02	\$38.45	\$39.30	\$40.39
<b>SECRETARIAL</b>							
PSE22	Office Manager	\$31.67	\$36.16	\$36.96	\$39.41	\$40.27	\$41.35
PSE23	Office Manager (Appr)	\$32.19	\$36.68	\$37.49	\$39.94	\$40.81	\$41.89
PSE24	Secretary II	\$29.64	\$33.78	\$34.53	\$36.94	\$37.78	\$38.86
PSE25	Secretary II (Appr)	\$30.16	\$34.30	\$35.06	\$37.48	\$38.32	\$39.41
PSE26	Secretary I	\$28.09	\$31.68	\$32.39	\$34.76	\$35.59	\$36.67
PSE27	Secretary I (Appr)	\$28.61	\$32.20	\$32.92	\$35.31	\$36.13	\$37.22
PSE28	Clerical	\$26.17	\$30.19	\$30.88	\$33.23	\$34.04	\$35.13
PSE61	Clerical (Appr)	\$27.74	\$30.71	\$31.40	\$33.77	\$34.58	\$35.67
<b>PARA EDUCATORS</b>							
PSE29	Para Educator I	\$25.09	\$28.39	\$29.04	\$31.36	\$32.16	\$33.24
PSE54	Para Educator II (ASSIST)	\$26.91	\$29.80	\$30.47	\$32.82	\$33.63	\$34.71
PSE30	Para Educator III (Para II)	\$26.17	\$29.53	\$30.20	\$32.55	\$33.35	\$34.44
PSE55	Para Educator IV (ASSIST II)	\$27.72	\$30.61	\$31.30	\$33.66	\$34.48	\$35.56
PSE32	Para Educator V (Para Technical)	\$30.93	\$35.92	\$36.71	\$39.16	\$40.01	\$41.10
PSE33	Campus Supervision	\$27.24	\$30.93	\$31.63	\$33.99	\$34.81	\$35.89
PSE60	Campus Supervision (Appr)	\$27.76	\$31.45	\$32.16	\$34.53	\$35.35	\$36.44
<b>FOOD SERVICE</b>							
PSE34	Food Service Assistant	\$22.24	\$25.33	\$25.92	\$28.20	\$28.97	\$30.06
PSE35	Food Service Assistant (Appr)	\$22.76	\$25.85	\$26.45	\$28.74	\$29.52	\$30.60
PSE38	Food Service Manager Elem/Sec	\$26.02	\$29.14	\$29.80	\$32.14	\$32.94	\$34.02
PSE39	Food Service Manager Elem/Sec (Appr)	\$26.54	\$29.66	\$30.33	\$32.68	\$33.49	\$34.57
PSE41	Food Service Manager Elem/Sec (Appr+3)	\$27.06	\$30.18	\$30.86	\$33.22	\$34.03	\$35.11
PSE65	High School Manager (Lead Cook)	\$27.26	\$30.65	\$31.35	\$33.71	\$34.52	\$35.61
PSE66	Secondary School Manager (Lead Cook Ap	\$27.78	\$31.17	\$31.87	\$34.24	\$35.06	\$36.14
PSE68	Secondary School Manager (Lead Cook Ap	\$28.30	\$31.69	\$32.40	\$34.78	\$35.60	\$36.69
PSE42	Food Service High School Cook	\$25.84	\$28.86	\$29.52	\$31.85	\$32.65	\$33.74
PSE43	Food Service High School Cook (Appr)	\$26.36	\$29.38	\$30.05	\$32.39	\$33.19	\$34.28
PSE50	Mail/Food Delivery	\$28.83	\$32.14	\$32.86	\$35.24	\$36.07	\$37.15
PSE51	Mail/Food Delivery (Appr)	\$29.36	\$32.66	\$33.39	\$35.78	\$36.61	\$37.69

\*Appr - Employees who successfully complete the apprenticeship program or other programs meeting state or local requirements shall receive \$.50 increase in their hourly rate.

\*\*When called upon for the purpose of being a driver's trainer, an employee will receive \$1.50 per hour increase in the rate of pay during the training period. (Management retains the right to train drivers per past practice and certification shall receive an additional twenty-five (25) cents for each step. Documentation for all steps must be submitted by October 1st of each school year.)





**LETTER OF AGREEMENT**

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, STANWOOD CAMANO CHAPTER #1125 AND THE STANWOOD CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

When the transportation secretary is not available to work outside of their regular shift, the following process will be used by building/program administrators.

- By October 10<sup>th</sup>, building/program administrators will send a notice to secretaries asking for individuals who would like to work additional hours outside of their regular shift.
- Secretaries whose regular shifts are less than eight hours per day would be eligible for this additional time.
- If more than one secretary is available to work specific hours, the individual with the most seniority will be given priority.
- If no eligible secretaries are available, bus drivers will be offered the additional time base on their seniority.

The secretary or bus driver who works the additional hours will receive their rate of pay or the Secretary II rate of pay, whichever is higher.

This Letter of Agreement shall become effective upon the signature of all parties involved and is for the 2023-2024 school year.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON / SEIU LOCAL 1948

STANWOOD CAMANO CHAPTER #1125

STANWOOD CAMANO SCHOOL #401

BY: \_\_\_\_\_ /signed by/  
Judith Brown, Chapter President

BY: \_\_\_\_\_ /signed by/  
Christine Del Pozo, Executive Director of HR

DATE: 9/28/23

DATE: 10/3/23



## LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 STANWOOD/CAMANO CHAPTER #1125 AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Paraeducators who were hired on or before October 31, 2008, and have lost 15 or more minutes per day, will be assigned up to 6.5 hours per day provided they remain in their current assignment. If they elect to take a bus riding position, they may not exceed 8 hours per day. All open bus riding assignments will be offered and awarded by seniority.

As employees retire/resign or voluntarily change assignments, positions will be realigned to the 6.25 hour per day standard.

The district will adhere to the following procedures in regard to continuing paraeducators who have been placed in Student Need positions for the 2024-25 school year:

- Employees will have rights to a continuing assignment for the 2025-26 school year
- Employees whose student is not at school will be reassigned to another assignment within the district
- If their student withdraws from the district, they will be reassigned to another position of equal pay/hours

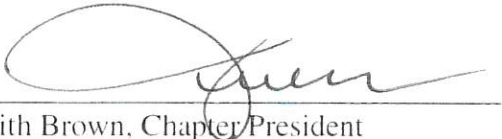
This Letter of Agreement shall become effective upon the signature of all parties involved and is for the 2024-2025 school year.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

STANWOOD/CAMANO CHAPTER #1125

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: \_\_\_\_\_

  
Judith Brown, Chapter President

BY: \_\_\_\_\_

  
Christine Del Pozo, Executive Director of HR

DATE: \_\_\_\_\_

6-6-24

DATE: \_\_\_\_\_

6/18/24

LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 STANWOOD/CAMANO CHAPTER #1125 AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

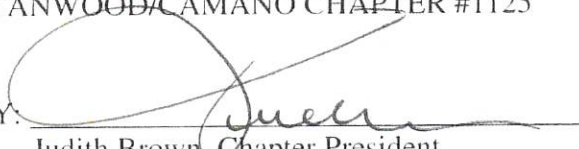
The parties agree to the following:

Due to a shortage of bus paraeducator substitutes, the rate of pay for any staff member who substitutes in the role of bus paraeducator shall receive their regular rate of pay rather than the substitute rate of pay.

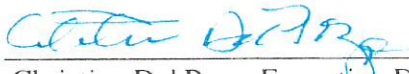
This Letter of Agreement shall become effective upon the signature of all parties involved and will be in effect for the 2024-2025 school year only.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

STANWOOD/CAMANO CHAPTER #1125

BY:   
Judith Brown, Chapter President

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY:   
Christine Del Pozo, Executive Director of HR

DATE: 6-6-24

DATE: 6/18/24

LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 STANWOOD/CAMANO CHAPTER #1125 AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

In order to ensure adequate staffing in classrooms and programs, when an HRA substitute cannot be located in a building, the following process will be used by building/program administrators:

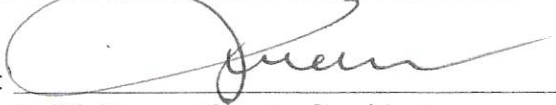
- By September 15th, building/program administrators will send a notice to para educators asking for two individuals to serve as emergency substitutes for the HRA position.
- These two individuals will be selected based on seniority.
- The para educators will receive training to be an emergency HRA substitute.

The para educator whose duties are reassigned to HRA on an as needed basis will receive their rate of pay or the HRA rate of pay, whichever is higher.

This Letter of Agreement shall become effective upon the signature of all parties involved and will be in effect for the 2024-2025 school year only.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

STANWOOD/CAMANO CHAPTER #1125

BY:   
Judith Brown, Chapter President

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY:   
Christine Del Pozo, Executive Director of HR

DATE: 6.6.24

DATE: 6/18/24

LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 STANWOOD/CAMANO CHAPTER #1125 AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

In order to ensure adequate staffing in the school health rooms, when an appropriate nurse substitute cannot be located, the following process will be used:


The building HRA who fills in will be paid at their regular rate of pay rather than the substitute rate of pay.

This Letter of Agreement shall become effective upon the signature of all parties involved and will be in effect for the 2024-2025 school year only.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

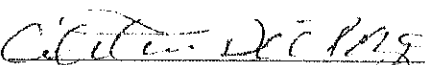
STANWOOD/CAMANO CHAPTER #1125

BY:

  
Judith Brown, Chapter President

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY:

  
Christine Del Pozo, Executive Director of HR

DATE:

6.6.24

DATE:

6/5/24

**LETTER OF AGREEMENT**

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 STANWOOD/CAMANO CHAPTER #1125 AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Due to the shortage of substitutes, classified employees on unpaid leave will be allowed to substitute.

This Letter of Agreement shall become effective upon the signature of all parties involved and is for the 2024-2025 school year.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

STANWOOD/CAMANO CHAPTER #1125

BY: \_\_\_\_\_

Judith Brown, Chapter President

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: \_\_\_\_\_

Christine Del Pozo, Executive Director of HR

DATE: \_\_\_\_\_

6.6.24

DATE: \_\_\_\_\_

6/18/24



LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 STANWOOD/CAMANO CHAPTER #1125 AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

When the transportation secretary is not available to work outside of their regular shift, the following process will be used by building/program administrators:

- By October 10th, building/program administrators will send a notice to secretaries asking for individuals who would like to work additional hours outside of their regular shift.
- Secretaries whose regular shifts are less than eight hours per day would be eligible for this additional time.
- If more than one secretary is available to work specific hours, the individual with the most seniority will be given priority.
- If no eligible secretaries are available, bus drivers will be offered the additional time based on their seniority.

The secretary or bus driver who works the additional hours will receive their rate of pay or the Secretary II rate of pay, whichever is higher.

This Letter of Agreement shall become effective upon the signature of all parties involved and is for the 2024-2025 school year.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

STANWOOD/CAMANO CHAPTER #1125

BY: \_\_\_\_\_

Judith Brown, Chapter President

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: \_\_\_\_\_

Christine Del Pozo, Executive Director of HR

DATE: \_\_\_\_\_

6.6.24

DATE: \_\_\_\_\_

6/18/24



**LETTER OF AGREEMENT**

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON SEIU LOCAL 1948 STANWOOD/CAMANO CHAPTER #1125 AND THE STANWOOD CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

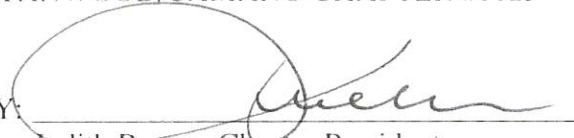
In order to ensure adequate staffing in classrooms and programs, when a paraeducator substitute cannot be located in a building, the following process will be used by building/program administrators:

- Confirm with substitute coordinator that no paraeducator substitute is available
- Review list of current building paraeducators to determine if current staff could fill vacancy with extra hours
- Supervisor may fill vacancy with building certificated staff or other personnel within the district.

This Letter of Agreement shall become effective upon the signature of all parties involved and is for the 2024-2025 school year.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

STANWOOD/CAMANO CHAPTER #1125

BY:   
Judith Brown, Chapter President

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY:   
Christine Del Pozo, Executive Director of HR

DATE: 6.6.24

DATE: 6/18/24

**MEMORANDUM OF UNDERSTANDING**

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF STANWOOD-CAMANO CHAPTER #1125, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XIX, SECTION 19.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The District and the Association agree to establish a paraeducator study group for the 2024-2025 school year as follows:

1. The group will study the Paraeducator pay structure and job descriptions in the District especially around inclusive practices.
2. The Association will appoint up to six (6) classified members to the Study Group.
3. The District will appoint up to four (4) administrative members to the Study Group.
4. Additional members may be appointed upon agreement of both parties.
5. The Study Group will hold up to six (6), four (4) hour meetings during the 2024-2025 school year, scheduled during regular working hours.
6. The District will provide release time and substitutes for staff members serving on the Study Group.
7. The Study Group will present their findings, and any further work that needs to be done, to the Association and the District by May 1, 2025.


This Memorandum of Understanding shall become effective upon the signature of all parties and will be in effect for the 2024-2025 school year.

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948

STANWOOD-CAMANO CHAPTER, #1125

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY:   
Judith Brown, Chapter President

BY:   
Christine Del Pozo, Executive Director of HR

DATE: 6.27.24

DATE: 7/2/24



1 MEMORANDUM OF UNDERSTANDING

2  
3 THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE  
4 FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF STANWOOD-  
5 CAMANO CHAPTER #1125, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF  
6 WASHINGTON/SEIU LOCAL 1948, AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401.  
7 THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XIX, SECTION 19.3 OF THE  
8 CURRENT COLLECTIVE BARGAINING AGREEMENT.

9  
10 The parties agree to the following memorandum applicable to paraeducators employed with 6.25 hours  
11 average per day or greater:

12  
13 **Paraeducator Training:**

14 The District shall offer up to nine (9) mandatory paraeducator training sessions during the 24-25 school  
15 year. These trainings shall be made available to all paraeducators. Paraeducators who attend these training  
16 sessions outside of their regularly scheduled workday shall timesheet the additional time worked.

17  
18 **Paraeducator Scheduling:**

19 To address student needs, there shall be two paraeducator workplan schedules. Schedules shall include:

- 20 • Consistent hours Monday – Friday; or  
21 • Consistent hours Monday-Tuesday, Thursday-Friday, and hours consistent with the late start student  
22 schedule on Wednesdays. The time not worked on late start Wednesdays shall be reallocated to the  
23 remaining days of the week so no employee shall suffer a reduction in hours.

24  
25 Building Principals will offer schedules based on seniority and/or student needs. Should student needs cause  
26 seniority bypass, such justification shall be provided per Section 10.7. of this agreement.


27  
28 This Memorandum of Understanding shall become effective upon the signature of all parties and will be in  
29 effect for the 2024-2025 school year.

30  
31  
32 PUBLIC SCHOOL EMPLOYEES OF  
33 WASHINGTON/SEIU LOCAL 1948

34  
35 STANWOOD-CAMANO CHAPTER, #1125

36  
37 STANWOOD-CAMANO SCHOOL DISTRICT #401

38 BY:   
39 Judith Brown, Chapter President

38 BY:   
39 Christine Del Pozo, Executive Director of HR

40  
41  
42 DATE: 6.27.24

40  
41  
42 DATE: 7/2/24



LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 STANWOOD-CAMANO CHAPTER #1125 AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

In order to incentivize recruitment of Bus Drivers, the District and Public School Employees of Stanwood-Camano, agree to pay new Bus Driver Trainees the equivalent to seventy (70) hours at the Washington State minimum wage rate. Drivers coming to the SCSD from other districts will earn incentive pay equivalent to forty (40) hours at the Washington State minimum wage rate.

The funds will be payable to new Bus Driver employees or substitutes after thirty (30) days of driving for the Stanwood-Camano School District.

Half of the incentive pay will be paid in the first possible payroll following five (5) days of driving.

This Letter of Agreement shall become effective on September 1, 2024 and will be in effect until August 31, 2025.

PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON/SEIU LOCAL 1948

STANWOOD-CAMANO CHAPTER #1125

BY: \_\_\_\_\_

Judith Brown, Chapter President

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: \_\_\_\_\_

Christine Del Pozo, Executive Director of HR

DATE: \_\_\_\_\_

9/4/24

DATE: \_\_\_\_\_

9/17/24

**MEMORANDUM OF UNDERSTANDING**

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF STANWOOD-CAMANO CHAPTER #1125, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE STANWOOD-CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XIX, SECTION 19.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree as follows:

For the 2024-2025 and 2025-2026 school years, an employee shall be granted up to five (5) days with pay for personal reasons. An employee may accumulate up to a maximum of nine (9) days for the 2024-2025 school year and eight (8) days of leave thereafter. The additional personal leave day is because of switching the one (1) day of family illness leave day to a personal leave day for the 2024-2025 and 2025-2026 school years.

This Memorandum of Understanding shall become effective upon the signature of all parties and will be in effect for duration of the 2023-2026 Collective Bargaining Agreement and shall expire on August 31, 2026.

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948

STANWOOD-CAMANO CHAPTER, #1125

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: [Signature]  
Judith Brown, Chapter President

BY: [Signature]  
Christine Del Pozo, Executive Director of HR

DATE: 9/11/24

DATE: 9/17/24





**PSE - Schedule A ~ Hourly Wage Including Vacation  
Stanwood-Camano School District  
September 1, 2024 - August 31, 2025**

<b>CLASSIFICATION</b>	<b>MATRIX CODE</b>	<b>CUSTODIAL</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
			<b>(0-1 YRS)</b>	<b>(2-7 YRS)</b>	<b>(8-14 YRS)</b>	<b>(15-19 YRS)</b>	<b>(20-24 YRS)</b>	<b>(25+ YRS)</b>
			<b>24-25</b>	<b>24-25</b>	<b>24-25</b>	<b>24-25</b>	<b>24-25</b>	<b>24-25</b>
			(Avg Low)		(Avg High)	\$1.75	\$2.25	\$3.25
						Longevity	Longevity	Longevity
<b><u>CUSTODIAL</u></b>								
PSE00		Custodians	\$29.20	\$32.47	\$32.57	\$34.32	\$34.82	\$35.82
PSE58		Custodians (Appr)	\$29.70	\$32.97	\$33.07	\$34.82	\$35.32	\$36.32
PSE01		Lead Custodian	\$31.30	\$33.86	\$33.96	\$35.71	\$36.21	\$37.21
PSE53		Lead Custodian (Appr)	\$31.80	\$34.36	\$34.46	\$36.21	\$36.71	\$37.71
PSE02		Middle School Lead Custodian	\$32.01	\$34.18	\$34.28	\$36.03	\$36.53	\$37.53
PSE56		Middle School Lead Custodian (Appr)	\$32.51	\$34.68	\$34.78	\$36.53	\$37.03	\$38.03
PSE03		High School Lead Custodian	\$32.47	\$35.47	\$35.57	\$37.32	\$37.82	\$38.82
PSE57		High School Lead Custodian (Appr)	\$32.97	\$35.97	\$36.07	\$37.82	\$38.32	\$39.32
<b><u>MAINTENANCE/GROUNDS</u></b>								
PSE04		Maintenance/Grounds	\$36.81	\$38.91	\$39.01	\$40.76	\$41.26	\$42.26
PSE05		Maintenance/Grounds (Appr)	\$37.31	\$39.41	\$39.51	\$41.26	\$41.76	\$42.76
PSE06		Maintenance/HVAC	\$42.06	\$47.21	\$47.31	\$49.06	\$49.56	\$50.56
PSE07		Maintenance/HVAC (Appr)	\$42.56	\$47.71	\$47.81	\$49.56	\$50.06	\$51.06
PSE08		Lead Groundskeeper	\$38.65	\$43.41	\$43.51	\$45.26	\$45.76	\$46.76
PSE09		Lead Groundskeeper (Appr)	\$39.15	\$43.91	\$44.01	\$45.76	\$46.26	\$47.26
<b><u>TRANSPORTATION</u></b>								
PSE10		Bus Drivers	\$32.08	\$36.54	\$37.35	\$39.80	\$40.66	\$41.75
PSE11		Mechanics	\$36.56	\$42.43	\$42.53	\$44.28	\$44.78	\$45.78
PSE71		Mechanics (Appr)	\$37.06	\$42.93	\$43.03	\$44.78	\$45.28	\$46.28
PSE12		Lead Mechanic	\$39.87	\$44.30	\$44.40	\$46.15	\$46.65	\$47.65
PSE13		Service Technician	\$30.38	\$34.15	\$34.91	\$37.32	\$38.17	\$39.25
PSE62		Dispatcher/Driver Trainer	\$35.84	\$40.52	\$41.40	\$43.92	\$44.81	\$45.90
PSE72		Dispatch/Router	\$33.97	\$38.54	\$39.38	\$41.86	\$42.75	\$43.83
PSE70*		Motor Pool Driver*	\$30.64	\$33.25	\$34.00	\$36.40	\$37.23	\$38.32
<b><u>PROFESSIONAL/TECHNICAL</u></b>								
PSE14		Technology Specialist	\$43.41	\$47.80	\$47.90	\$49.65	\$50.15	\$51.15
PSE15		Systems Infrastructure Specialist	\$46.99	\$51.69	\$51.79	\$53.54	\$54.04	\$55.04
PSE64		Technology Support	\$32.83	\$36.84	\$36.94	\$38.69	\$39.19	\$40.19
PSE69		Infrastructure/Network Lead	\$57.94	\$61.93	\$62.03	\$63.78	\$64.28	\$65.28
PSE18		Non-certificated Reg Nurse	\$46.76	\$53.97	\$55.11	\$57.83	\$58.84	\$59.93
PSE19		LPN	\$35.19	\$41.70	\$42.60	\$45.13	\$46.04	\$47.13
PSE 67		Health Room Assistant	\$28.75	\$34.41	\$35.17	\$37.59	\$38.44	\$39.52
PSE63		Family Liaison	\$31.72	\$35.31	\$36.09	\$38.53	\$39.38	\$40.47
PSE20		<b><u>SECURITY</u></b>	\$32.19	\$36.54	\$37.35	\$39.80	\$40.66	\$41.75
<b><u>SECRETARIAL</u></b>								
PSE22		Office Manager	\$32.84	\$37.50	\$38.33	\$40.79	\$41.67	\$42.75
PSE23		Office Manager (Appr)	\$33.36	\$38.02	\$38.86	\$41.33	\$42.21	\$43.29
PSE24		Secretary II	\$30.74	\$35.03	\$35.81	\$38.24	\$39.09	\$40.17
PSE25		Secretary II (Appr)	\$31.25	\$35.56	\$36.34	\$38.78	\$39.64	\$40.72
PSE26		Secretary I	\$29.13	\$32.85	\$33.59	\$35.98	\$36.82	\$37.90
PSE27		Secretary I (Appr)	\$29.65	\$33.37	\$34.12	\$36.52	\$37.36	\$38.44
PSE28		Clerical	\$27.15	\$31.31	\$32.02	\$34.39	\$35.21	\$36.29
PSE61		Clerical (Appr)	\$27.66	\$31.83	\$32.55	\$34.93	\$35.75	\$36.84
<b><u>PARA EDUCATORS</u></b>								
PSE29		Para Educator I	\$26.01	\$29.45	\$30.12	\$32.46	\$33.26	\$34.35
PSE54		Para Educator II (ASSIST)	\$27.91	\$30.90	\$31.60	\$33.96	\$34.78	\$35.87
PSE30		Para Educator III (Para II)	\$27.15	\$30.63	\$31.32	\$33.69	\$34.50	\$35.58
PSE55		Para Educator IV (ASSIST II)	\$28.75	\$31.74	\$32.46	\$34.83	\$35.66	\$36.74
PSE32		Para Educator V (Para Technical)	\$32.07	\$37.25	\$38.07	\$40.54	\$41.41	\$42.49
PSE33		Campus Supervision	\$28.25	\$32.08	\$32.80	\$35.18	\$36.01	\$37.09
PSE60		Campus Supervision (Appr)	\$28.77	\$31.45	\$33.32	\$35.71	\$36.55	\$37.63

**PSE - Schedule A ~ Hourly Wage Including Vacation  
Stanwood-Camano School District  
September 1, 2024 - August 31, 2025**

<u>CLASSIFICATION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	
	(0-1 YRS) 24-25	(2-7 YRS) 24-25	(8-14 YRS) 24-25	(15-19 YRS) 24-25	(20-24 YRS) 24-25	(25+ YRS) 24-25	
<b>FOOD SERVICE</b>							
PSE34	Food Service Assistant	\$23.06	\$26.28	\$26.88	\$29.18	\$29.96	\$31.04
PSE35	Food Service Assistant (Appr)	\$23.58	\$26.80	\$27.42	\$29.72	\$30.50	\$31.59
PSE38	Food Service Manager Elem/Sec	\$26.98	\$30.22	\$30.91	\$33.26	\$34.07	\$35.16
PSE39	Food Service Manager Elem/Sec (Appr)	\$27.51	\$30.74	\$31.44	\$33.80	\$34.61	\$35.70
PSE41	Food Service Manager Elem/Sec (Appr+3)	\$28.03	\$31.26	\$31.97	\$34.34	\$35.16	\$36.24
PSE65	HS/CK Manager (Lead Cook)	\$28.27	\$31.79	\$32.50	\$34.88	\$35.70	\$36.79
PSE66	HS/CK Manager (Lead Cook Appr)	\$28.79	\$32.30	\$33.03	\$35.41	\$36.24	\$37.33
PSE68	HS/CK Manager (Lead Cook Appr+3)	\$29.31	\$32.82	\$33.56	\$35.95	\$36.78	\$37.87
PSE42	Food Service High School Cook	\$26.80	\$29.93	\$30.61	\$32.96	\$33.77	\$34.85
PSE43	Food Service High School Cook (Appr)	\$27.32	\$30.45	\$31.14	\$33.50	\$34.31	\$35.40
PSE50	Mail/Food Delivery	\$29.91	\$33.33	\$34.07	\$36.47	\$37.31	\$38.40
PSE51	Mail/Food Delivery (Appr)	\$30.43	\$33.85	\$34.61	\$37.02	\$37.86	\$38.94

\*Appr - Employees who successfully complete the apprenticeship program or other programs meeting state or local requirements shall receive \$.50 increase in their hourly rate.

\*\*When called upon for the purpose of being a driver's trainer, an employee will receive \$1.50 per hour increase in the rate of pay during the training period. (Management retains the right to train drivers per past practice and certification shall receive an additional twenty-five (25) cents for each step. Documentation for all steps must be submitted by October 1st of each school year.