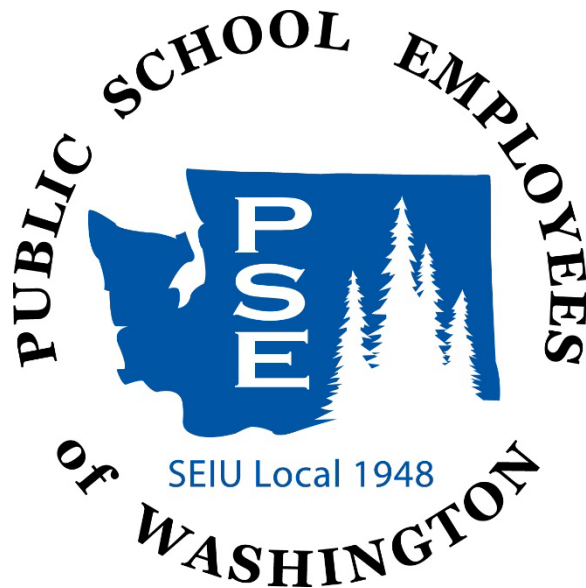


COLLECTIVE BARGAINING AGREEMENT BETWEEN  
**WALLA WALLA SCHOOL DISTRICT #140**  
AND  
**PUBLIC SCHOOL EMPLOYEES OF WALLA WALLA**  
SEPTEMBER 1, 2022 - AUGUST 31, 2025



**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.

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## PREAMBLE

This Agreement is made and entered into between Walla Walla School District (hereinafter “District”) and Public School Employees of Walla Walla School District, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter “Association”).

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

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## ARTICLE I

### RECOGNITION AND COVERAGE

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#### **Section 1.1.**

The Walla Walla School District hereby recognizes the Public School Employees, Walla Walla Chapter, as the exclusive bargaining representative for all classified, regular full-time, regular part-time and temporary employees in the following job classifications: Paraeducators, Preschool – Head Start, Transportation, Custodial, Maintenance, Secretarial, Intervention Specialists, Nutrition Services, Health Clinicians, Campus Support and Technology Specialists. The Association shall not represent the following: Executive Director Business Services, Director of Transportation, Director of Nutrition Services, Director of Facilities and Operations, Fiscal Manager, Director of Human Resources,



1 Director of Health Services, and substitutes. Additionally, confidential employees, e.g., Administrative  
2 Assistant to the Superintendent, Administrative Assistant to the Assistant Superintendent,  
3 Administrative Assistant to the Executive Director Business Services, Communications Director,  
4 Payroll Officers, Fiscal Assistants, Computer Network Engineers, Transportation Supervisor, and  
5 Secretary to the Director of Human Resources are specifically excluded from the Association.

6  
7 **Section 1.1.1. Represented Substitutes:**

8 Substitutes who have been employed by the District for thirty (30) or more days during the  
9 current or preceding twelve (12)-month period ending in a school year shall be included in the  
10 bargaining unit, but subject only to Schedule A. Substitute rates will be set at ninety percent  
11 (90%) of Step 1 of the applicable position.

12  
13 **Section 1.2.**

14 A Classified School Employee is any school employee, whose position does not require a teaching  
15 certificate, excluding administrative personnel.

16  
17 **Section 1.3.**

18 A regular part-time employee is normally one who works or is expected to work less than two  
19 thousand eighty (2,080) hours per year and who satisfies the usual requirements for regularity of  
20 employment and sufficient community of interest with bargaining unit members.

21  
22 **Section 1.4. Temporary Position.**

23 Temporary employees who fill a specific position which is projected to be ninety (90) consecutive  
24 workdays or more shall be considered bargaining unit members as of the date of hire for the temporary  
25 position and shall receive all contractual benefits on the first (1<sup>st</sup>) day of hire.

26  
27 **Section 1.5. Replacement Employee.**

28 A replacement employee is a current employee who fills a position created by an employee on an  
29 approved leave anticipated to extend more than thirty (30) workdays.

- 30
- 31 A. Employees in replacement positions shall retain benefits and seniority.
  - 32
  - 33 B. When filling replacement positions, employees within the job classification given will have  
34 priority over outside candidates and junior employees when the move would result in an  
35 increase of hours, wages, or both.
  - 36
  - 37 C. Employees in replacement positions will be returned to their previously held position upon  
38 completion.
  - 39
  - 40 D. Assignments vacated as a result of a replacement employee move will be filled at the District's  
41 discretion. Any more than (1) movement would be at the District's discretion.
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**ARTICLE II**

**RIGHTS OF EMPLOYER**

**Section 2.1.**

The Walla Walla School District Board of Directors, whether or not acting through its respective administrative staff, retains all rights to the administration of the District. These rights include, but are not limited to operational management, control of school properties and facilities, supervision of curriculum and instruction, athletic and recreation programs, and the selection, assignment, transfer, promotion and demotion, and discipline or dismissal of all personnel.

**Section 2.2.**

The Board, acting on behalf of the electorate of the School District, retains and reserves all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the regulations of the State Board of Education, the laws and the constitution of the State of Washington and/or the United States.

**Section 2.3.**

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

**Section 2.4.**

Principal Empowerment: The District agrees to provide PSE with two (2) weeks' notice prior to taking any requests for statutory or regulatory waivers to the District's Board of Directors.

**ARTICLE III**

**RIGHTS OF EMPLOYEES**

**Section 3.1.**

It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group, or individual. The District will not discriminate against any employee with respect to membership or non-membership in the Association.

**Section 3.2.**

Each employee shall have the right to bring matters of concern to the attention of the Association representatives and/or appropriate officials of the District. Each employee shall have the right to have a representative of his/her choice when bringing matters of job concerns to the District.



1 **Section 3.3.**

2 Employees subject to this Agreement shall be entitled to have present, a representative of the  
3 Association during any investigative meeting or disciplinary action. For the purpose of interpretation  
4 of this section, disciplinary action shall mean situations in which an employee is to receive a verbal  
5 warning, written reprimand, a suspension from work or a notice of termination.  
6

7 **Section 3.4.**

8 Neither the District, nor the Association, shall discriminate against any employee subject to this  
9 Agreement on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged  
10 veteran or military status, sexual orientation including gender expression or identity, the presence of  
11 any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a  
12 person with a disability with respect to a position, the duties of which may be performed efficiently by  
13 an individual without danger to the health or safety of the employee or others.  
14

15 **Section 3.5. Due Process.**

16 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue  
17 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.  
18 If the District has reason to discipline an employee, it shall be done in private. Progressive discipline  
19 shall generally be as follows: verbal warning, written warning, suspension, termination. The District  
20 may bypass the steps of progressive discipline because of the severity of the employee conduct that  
21 constituted just cause for discipline.  
22

23 **Section 3.6. Investigatory Interviews/Disciplinary Actions.**

24 In the event a formal investigatory interview or disciplinary meeting is going to be conducted, each  
25 employee and Association President shall be provided the following information prior to such  
26 interview:  
27

- 28       A. At least twenty-four (24) hour, unless mutually agreed upon to be earlier, written notice prior to  
29       any investigatory or discipline meeting.  
30  
31       B. Notice of allegations, or topic of the investigation.  
32

33 **Section 3.7.**

34 There shall be one (1) official personnel file for each employee, and it will be kept in Human  
35 Resources. Each employee shall have the right to see material placed in his/her personnel file, provided  
36 the request is made to Human Resources during normal work hours. Derogatory material contained in  
37 the personnel file, except evaluations, may be removed upon request made to the Superintendent or  
38 designee, two (2) years or more after its placement in the file, provided there are no related violations.  
39 The employee shall have the right to respond in writing to any materials in the file, and such response  
40 shall become part of the file. The intention is to remove non-egregious violations.  
41

42 **Section 3.8**

43 When an employee is to be placed on a Performance Improvement Plan, the supervisor shall arrange a  
44 conference with the employee and notify the Association President to present a Performance  
45 Improvement Plan detailing:  
46  
47

- 48       • The areas of performance deficiency.

- The recommended or desired performance levels.
- The activities necessary to reach the desired performance level.
- Any District support to be provided to the employee.
- A date when the expectations are to be met, and the improvement plan will be completed.

The immediate supervisor shall meet periodically with the employee, at least twice a month, and provide the employee with written and verbal feedback on his/her performance during any performance improvement plan period.

**Section 3.9.**

Supervisors and PSE members shall conduct themselves with dignity and respect for each other’s rights, duties, and privileges. In their relationships with each other, every effort should be made to avoid words or actions that do not adhere to the District’s professional values and beliefs. Per established District policy, violations are to be handled under Procedure 5270.

**Section 3.10.**

When chapter meetings are held after the regular school day, and with prior approval from their supervisor, employees may attend chapter meetings during their working hours. Such time will be considered leave without pay. Employees can work with their supervisor to make up time missed during their work week. Such attendance shall be limited to no more than eight hours during a school year per person.

**ARTICLE IV**

**RIGHTS OF THE ASSOCIATION**

**Section 4.1.**

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

**Section 4.2.**

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

**Section 4.3.**

The President of the Association and designated representatives will be provided time off without loss of pay to a maximum combined total of twenty (20) days per year to attend regional or State meetings when approved by the District Administration. No more than one representative from a department or building may be gone at the same time without the approval of their supervisor.

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



1           **Section 4.3.1.**

2           A record of time devoted to Association business may be required by the District  
3           administration and submitted through regular payroll report channels.  
4

5           **Section 4.4.**

6           Representatives of the Association, upon making their presence known to the District, shall have  
7           access to the District premises during business hours, provided, that no conferences or meetings  
8           between employees and Association representatives will in any way hamper or obstruct the normal  
9           flow of work. Time during work hours will be allowed for the purpose of negotiations for Association  
10          representatives. Association representatives will guard against the use of excess time in the handling of  
11          such matters.  
12

13          **Section 4.5.**

14          The Association shall be entitled to use, when available, the following District equipment for  
15          Association Business: Copiers, email, and computers. The Association shall pay the costs of any  
16          consumable materials. The District shall allow a bulletin board space in each school for the use of the  
17          Association.  
18

19          **Section 4.6.**

20          The District shall notify the Association President of any changes or modifications to all job postings  
21          and/or job descriptions in writing via email.  
22

23          **Section 4.7.**

24          The District has established a perpetual school calendar. The Association will be involved in any  
25          changes thereto through the Association President.  
26

27          **Section 4.8. Employee Information.**

28          The District will provide PSE of Washington and the Chapter President a monthly bargaining unit list  
29          transmitted electronically to [membership@pseofwa.org](mailto:membership@pseofwa.org). Information provided will include  
30

- 31           • Employee Names who are (newly hired, rehired, reinstated, transferred in/out, reclassified,  
32           leave of absence, or retired)
- 33           • Addresses
- 34           • Personal and work phone numbers
- 35           • Personal and work email addresses
- 36           • ID number
- 37           • Job Classification
- 38           • Job Title
- 39           • Location
- 40           • Hire date
- 41           • Union Dues paid
- 42           • Any employee on layoff or leave of absence  
43

44          **Section 4.9. New Employees.**

45          The District will provide the exclusive bargaining representative/Association representative reasonable  
46          access to new employees of the bargaining unit for the purposes of presenting information about PSE  
47          to the new employee. The presentation may occur during a new employee orientation provided by the  
48          District, or at another time mutually agreed to by the District and PSE. No employee may be mandated





1 to attend the meetings or presentations by PSE. The District’s representatives shall not be present  
2 during PSE’s presentation.

3  
4 “Reasonable access” for the purposes of this section means:

- 5
- 6 A. The access to the new employee occurs within ten (10) days of the employee’s start date within  
7 the bargaining unit;
- 8
- 9 B. The access is for no less than thirty (30) paid minutes; and
- 10
- 11 C. The access occurs during the new employee’s regular work hours at the employee’s regular  
12 worksite, or at a location mutually agreed to by the District and PSE.
- 13

14 The District will provide PSE electronic notification of the name, address, phone number, job title,  
15 work location, and start date of all newly hired bargaining unit employees during the routine  
16 processing of new employee files.

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20 **ARTICLE V**

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22 **HOURS OF WORK AND OVERTIME**

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24 **Section 5.1. Overtime.**

25 All employees shall be paid time and one-half (1.5) of their regular hourly rate for all time worked  
26 over forty (40) hours within the employee’s regular workweek. Holidays will be considered time  
27 worked. All overtime must be approved by the employee’s immediate supervisor.

28  
29 All employees except bus drivers shall be paid time and one-half (1.5) on the sixth (6<sup>th</sup>) day and double  
30 (2) time on the seventh (7<sup>th</sup>) day of their work week and holidays when requested to work on said day  
31 by the employee’s immediate supervisor.

32  
33 Bus drivers will be paid time and one-half (1.5) for all time worked in excess of forty (40) hours per  
34 week and double (2) time for all hours worked on a Sunday or a holiday, excluding Sunday hours that  
35 are part of the driver’s regular schedule.

36  
37 If an employee is called back to duty after regular work hours by a superior, the District will pay said  
38 employee for two (2) hours or time worked whichever is greater, at the employee’s appropriate rate of  
39 pay.

40  
41 **Section 5.1.2.**

42 When the regular work schedule is interrupted by emergencies, a flexible work schedule may  
43 be developed, by mutual agreement between the employee and the supervisor that could  
44 involve working weekends for regular pay.

1 **Section 5.2.**

2 An employee who takes a higher paid position permanently will be paid at the rate in the higher  
3 classification corresponding to the employee’s longevity. Longevity is years of service within Walla  
4 Walla School District.

5  
6 All employees who are required to work in a higher paid classification will be paid at the higher rate of  
7 pay based on years of service. The higher rate of pay will be paid from the first day.

8  
9 Any time an employee is assigned by the Director of Facilities and Operations to work overtime in a  
10 higher paid job classification, the overtime pay will be based on the higher rate of pay.

11  
12 **Section 5.2.1.**

13 An employee who is requested to temporarily work in a lower paid classification will be paid at  
14 the higher rate of pay.

15  
16 **Section 5.2.2. For Custodians Only.**

17 When a Head Custodian is absent the Assistant Custodian will step-up to the head position  
18 accepting all hours and responsibilities. When school is in session, the most senior Custodian  
19 will step-up to the Assistant Custodian position accepting all hours and responsibilities. If the  
20 most senior Custodian does not want to take on the hours and responsibilities of the Assistant  
21 Custodian, the next senior Custodian would take on this responsibility; the process would  
22 continue until the position is filled. Any employee who steps-up to a higher position shall work  
23 the entire shift to receive the higher rate of pay. When school is not in session, only the  
24 Assistant Custodian will step-up; no one else will step-up to the Assistant Custodian position  
25 unless an Administrator has reason to make an exception.

26  
27 **Section 5.3.**

28 Custodial building checks required on Saturday, Sunday, or contract Holidays, shall be allowed two (2)  
29 hours per day checked. Any additional time worked requires authorization. Typical conditions when  
30 building checks occur will be presented by the Custodial Supervisor annually in writing to Custodians  
31 and the Association President.

32  
33 **Section 5.4.**

34 The following items apply to bus drivers only:

- 35  
36 1. The District will continue to pay thirty (30) minutes per day, per driver, for pre-trip inspection,  
37 refueling, cleaning and a monthly mandatory safety and business meeting. The said meeting is  
38 not to exceed one (1) hour in duration. These thirty (30) minutes will be added to the driver’s  
39 regular route time. For drivers who have a midday run in addition to a morning and afternoon  
40 run, an additional fifteen (15) minutes will be allowed for a pre-trip inspection. Note: This does  
41 not apply to extracurricular trips.
- 42  
43 2. All bus trips will be paid at the driver’s regular rate of pay for the duration of the trip. On out of  
44 town trips, drivers will receive all meals as appropriate. Drivers will be paid two (2) hours pay  
45 when an extra trip is cancelled on a weekend or will be paid for actual route time during the  
46 normal work week when the driver’s normal run was given up to drive the extra run.
- 47

- 1 3. Senior regular drivers shall receive preference for extra activity runs up to their forty (40) hour  
2 limit before substitutes are used. Drivers shall be allowed to rebid extra activity runs up to  
3 twenty-four (24) hours prior to the day of departure, in order to obtain their forty (40) hour  
4 limit.
- 5
- 6 4. Arrangement by mutual agreement will be made between drivers and coaches/chaperones if the  
7 driver intends to leave the designated location during games/activities for meals or other  
8 necessary travel.
- 9
- 10 5. The Transportation Supervisor has the option to switch drivers and/or trips if it is determined  
11 that the next driver on the rotation schedule is not qualified to drive the next unassigned trip.
- 12

#### 13 **Section 5.4.1. Overnight Trips.**

- 14
- 15 1. Due to the safety of all concerned, drivers must have their own room and be given the  
16 opportunity to receive at least eight (8) hours of uninterrupted rest in a twenty-four (24)  
17 hour period.
- 18
- 19 2. Bus drivers can be used to transport students to and from place of operation, restaurants,  
20 theaters, etc., only when properly chaperoned.
- 21
- 22 3. Bus drivers are not responsible for chaperoning students on overnight trips.
- 23
- 24 4. On all overnight bus trips drivers shall be reimbursed for food and lodging at the same  
25 rate currently paid by the Walla Walla School District. An advance travel allowance of  
26 one hundred dollars (\$100.00) per day shall be provided to each driver for each  
27 overnight trip. The drivers are to furnish receipts for all trip-related expenses and to  
28 reconcile their expenses promptly upon return from the trip.
- 29
- 30 5. Overnight trips will be listed and posted with the regular trips. The senior qualified  
31 driver who signs for an overnight trip will be assigned to that trip.
- 32
- 33 6. A driver who has taken an overnight trip will not be eligible for another overnight trip  
34 until all regular drivers have had an opportunity to drive an overnight trip.
- 35
- 36 7. Should the Supervisor of Transportation have to assign a driver to an overnight trip, the  
37 trip will be assigned to the senior regular qualified driver on a rotation basis. Said trip  
38 will not count as an overnight trip against that driver's regular rotation.
- 39

#### 40 **Section 5.4.2. Sunday and/or Holiday Trips.**

41 Sunday and/or holiday trips will be listed and posted with the regular trips. The senior qualified  
42 driver who signs for a Sunday or holiday trip will be assigned to that trip.

43

44 The driver who has taken a Sunday or holiday trip will not be eligible for another Sunday or  
45 holiday trip until all regular drivers have had an opportunity to drive a Sunday or holiday trip.

46

1           **Section 5.4.3.**

2           The District shall also have the right to accept donated transportation after notifying the union  
3           president or designee.  
4

5           **Section 5.5. Subcontracting.**

6           The District may transfer, contract or subcontract work where members of the bargaining units are  
7           unable to perform the work, bargaining unit members do not have the appropriate certification or  
8           license to perform the work, the work needs to be performed by a deadline that cannot be met by using  
9           the current District work force, or when such work would incur an undue burden on current services  
10          provided. The District will notify the Association President prior to subcontracting bargaining unit  
11          work.  
12

13          **Section 5.5.1. Donated Work.**

14          For the purpose of this Section, donated work means work done by student volunteers, District  
15          employee volunteers and community volunteers. The District shall have the right to accept  
16          donated work if a request for donated work is submitted by work order and approved by the  
17          Director of Facilities and Operations. A copy of the approved work order shall be immediately  
18          sent to the PSE President.  
19

20          The Director of Facilities and Operations may require that volunteer labor will work with and  
21          be supervised by Plant Facilities crew member(s).  
22

23          **Section 5.6.**

24          The annual work calendar for all classified employees shall be established prior to October 1 of each  
25          school year by the appropriate supervisor.  
26

27          **Section 5.7. Cellular Phone Allowance.**

28          Employees should not be expected to use personal cell phones to conduct District business. Any  
29          employee who the District deems necessary to use the employee’s personal cell phone for the purpose  
30          of ease and immediate accessibility and/or being on-call after regular work hours will be given a cell  
31          phone stipend and/or District-provided cellular phone appropriately equipped to conduct District  
32          business.  
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## ARTICLE VI

### HOLIDAYS AND VACATIONS

**Section 6.1.**

The following shall be recognized as holidays with pay for all twelve (12) month employees:

- |    |   |     |  |
|----|---|-----|--|
| 1. | New Year's Day                          | 8.  | Veteran's Day                          |
| 2. | Martin Luther King's Birthday           | 9.  | Thanksgiving Day                       |
| 3. | President's Day                         | 10. | Day after Thanksgiving                 |
| 4. | Memorial Day                            | 11. | Christmas Day                          |
| 5. | Juneteenth Day (June 19 <sup>th</sup> ) | 12. | Day before or Day after Christmas      |
| 6. | Independence Day                        | 13. | Day before or Day after New Year's Day |
| 7. | Labor Day                               |     |  |

The following shall be recognized as holidays with pay for all part-time employees:

- |    |                               |    |                        |
|----|-------------------------------|----|------------------------|
| 1. | New Year's Day                | 6. | Veteran's Day          |
| 2. | Martin Luther King's Birthday | 7. | Thanksgiving Day       |
| 3. | President's Day               | 8. | Day after Thanksgiving |
| 4. | Memorial Day                  | 9. | Christmas Day          |
| 5. | Labor Day                     |    |                        |

All part-time employee paid holidays are based on the average workday for that employee.

**Section 6.2.**

If a holiday falls on a weekend, another day shall be named in lieu thereof, and allowed as such, or added to vacation.

**Section 6.2.1.**

The District will implement an unpaid layoff around the Fourth of July holiday during a 261-262-day work year for all twelve (12) month employees. This will not reduce their annual compensation.

**Section 6.3.**

All twelve (12) month employees shall be entitled to ten (10) workdays' vacation with pay each year. Vacation for a new employee who has worked less than one (1) year prior to August 31 shall be prorated by dividing the number of months worked by twelve (12) and multiply by ten (10).

**Section 6.3.1.**

After the fifth (5th) year of service, all twelve (12) month employees shall receive fifteen (15) days' vacation pay per year. After the sixth (6th) year of service, all twelve (12) month employees shall receive one (1) additional day of vacation, beginning with the sixth (6th) year, one (1) day every additional two (2) years of service up to and including the fourteenth (14th) year of service, for a maximum of twenty (20) days paid vacation per year. Vacation credits shall be calculated based upon the anniversary date of employment.

1 **Section 6.3.2.**

2 Employees will be allowed to accrue two hundred forty (240) hours of vacation credit. All  
3 additional vacation hours must be used within the year in which they are earned.  
4

5 The District will compensate an employee up to a maximum of two hundred forty (240) hours  
6 of accrued vacation upon severance of employment.  
7

8 **Section 6.3.3.**

9 Special consideration may be given to an employee who desires to accumulate vacation credits  
10 for a special use (retirement not included) upon written request to the Superintendent.  
11

12 **Section 6.3.4.**

13 Any employee who is discharged or terminates employment shall receive payment for unused  
14 accrued vacation credit within thirty (30) days.  
15  
16  
17

18 **ARTICLE VII**

19 **LEAVES**  
20  
21

22 **Section 7.1. Personal Leave.**

23 All employees will be granted two (2) days of personal leave to be used at the employee's discretion.  
24 Both days will be paid at the employee's regular rate of pay, and neither of these days will be deducted  
25 from sick leave. This leave is to be taken according to mutual arrangement and agreement between the  
26 employee and the immediate supervisor.  
27

28 **Section 7.1.1.**

29 The District will buy back up to two (2) days of unused personal leave at the current rate of pay  
30 for the employee's position. Employees qualifying for the buyback shall be paid out no later  
31 than the end of September for the previous year. This is an automatic payroll process and does  
32 not require the employee to request the buy back.  
33

34 **Section 7.1.2.**

35 All employees will be allowed to carry over one (1) personal day a year up to a maximum  
36 balance of three (3) personal days. The employee must submit a Personal Leave Day Carry-  
37 Over form to the business office by the employee's last contract day of the year, if desired.  
38  
39

40 **Section 7.2. Incentive Leave.**

41 An employee shall receive up to three (3) service incentive leave days each year of employment in a  
42 public school in the State of Washington, as follows:  
43

- 44 • One (1) day of service incentive leave each year commencing with the seventh (7<sup>th</sup>) year of  
45 employment.
- 46
- 47 • One (1) day of service incentive leave each year commencing with the fourteenth (14<sup>th</sup>) year of  
48 employment.

- One (1) day of service incentive leave each year commencing with the twenty-first (21<sup>st</sup>) year of employment.

For employees choosing not to use one or more of their incentive leave days, the school district will agree to reimburse the employee's rate of pay for unused days. Compensation will be paid out no later than the end of September for the previous year. Incentive leave days may not be accumulated. This leave is to be taken according to mutual arrangement and agreement between the employee and the immediate supervisor.

**Section 7.3. Sick Leave.**

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than ten (10) days sick leave per school year. An employee who works eleven (11) workdays in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated within provisions of state law, not to exceed a maximum of 2,080 hours. The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis.

**Section 7.3.1. Sick Leave Verification.**

Should the District have reasonable cause to believe that an employee is misusing sick leave, and absences exceed three (3) days, the District has the right to require verification that an employee's use of paid sick leave is for an authorized purpose. If obtaining such verification results in extra expense to the employee, the cost shall be borne by the District. The employer must not require that the verification provided explains the nature of the condition unless required by state and federal law (i.e., FLA/FMLA verification).

**Section 7.3.2. Sick Leave Attendance Incentive Program.**

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation. Employees shall have the opportunity to contribute their sick leave cash out to a VEBA plan when allowed per RCW 28A.400.210.

**Section 7.3.3.**

At the time of separation from school District employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1)





1 day's current monetary compensation for each four (4) full day's accrued leave for illness or  
2 injury.

3  
4 An employee may accumulate sick leave up to the amount of days in their contract year, but at  
5 the time of retirement, they may cash in only one hundred and eighty (180) days in accordance  
6 with WAC 392-136-020.

7  
8 **Section 7.3.4. Leave for Bereavement.**

9 Each employee shall be entitled to a maximum of five (5) days leave with pay for absence  
10 caused by death of an employee's immediate relative or person with whom the employee has  
11 had a close relationship with for several years. Such bereavement leave shall not be deducted  
12 from sick leave. Bereavement leave is noncumulative. Up to three (3) additional days of  
13 bereavement leave may be taken under extenuating circumstances. These three (3) days shall be  
14 deducted from sick leave. Approval shall be made by Human Resources.

15  
16 **Section 7.3.5.**

17 An employee on paid leave shall continue to earn vacation and sick leave at his or her  
18 established rate.

19  
20 **Section 7.3.6.**

21 Employees can use up to 10 days of accrued sick leave to care for family members who meet  
22 the criteria of a significant health issue but are not covered by FMLA or Washington State FLA  
23 including children over 18 years of age, grandchildren, and siblings.

24  
25 **Section 7.3.7.**

26 A physician's statement of illness may be required under the following conditions:

- 27  
28 1. When there is a question regarding the employee's fitness for duty.  
29 2. When the employee has exhausted all available sick leave.  
30 3. When an illness exceeds five (5) days.

31  
32 **Section 7.3.8.**

33 The approval of unpaid leave will be made only in conjunction with the supervisor and/or  
34 Human Resources, prior to the employee's absence. The employee's request for unpaid leave  
35 will be reviewed on a case-by-case basis.

36  
37 **Section 7.3.9. Sick Leave Transfer.**

38 Classified employees must have no less than one hundred seventy-six (176) hours of leave to  
39 donate to other employees. Leave sharing shall be administered in compliance with RCW  
40 28A.400.380 and WAC 392-126-004 through WAC 392-126-104. Employees provided with  
41 vacation leave may donate either sick leave or vacation leave.

42  
43 All donated leave must be given voluntarily. No employee shall be coerced, threatened,  
44 intimidated, or financially induced into donating sick leave. In addition, the names of the  
45 individuals who do or do not make donations shall not be published.



1 **Section 7.3.10. Transfer of Sick Leave.**

2 School District #140 will accept the transfer of classified employee accumulated sick leave  
3 from other school Districts within the State.  
4

5 **Section 7.4. Emergency Leave.**

6 A maximum of five (5) days paid leave will be granted annually for emergencies which require the  
7 employee's presence. An emergency is defined as a situation which is unplanned or unanticipated and  
8 is suddenly precipitated, or when pre-planning would not relieve the emergency. Such leave is  
9 noncumulative, to be deducted from sick leave upon use, and available subject to prior approval or  
10 post-approval by the Superintendent or his/her designee. This leave is available to all employees.  
11

12 **Section 7.5. Family Care and Medical Leave.**

13  
14 **Section 7.5.1. Family Care Act.**

15 Paid leave will be granted to employees for family member illness in compliance with Chapter  
16 296-130 WAC.  
17

18 **Section 7.5.2. Family and Medical Leave.**

19 Family and Medical Leave will be administered in accordance with State and Federal Law  
20 unless specifically provided otherwise in this agreement.  
21

22 Eligible employees, as defined by applicable State and Federal Law, will be granted up to  
23 twelve (12) weeks of unpaid family medical leave in a rolling 12-month period for qualifying  
24 family and medical reasons, in accordance with the law. Notwithstanding the provisions of the  
25 law, PSE members will be eligible for such leave upon working one thousand eighty (1080)  
26 hours in the preceding twelve (12) month period, rather than one thousand two-hundred fifty  
27 (1,250) hours worked as provided by law.  
28

29 All leave taken under this section will be deducted from the employee's accumulated sick leave  
30 until all sick leave is exhausted. When the employee's accrued paid sick leave has been  
31 exhausted, then all remaining days of leave will be without pay.  
32

33 Employees on leave under this section are entitled to the continuation of the group health  
34 insurance coverage during their period of leave on the same terms as if they had continued to  
35 work.  
36

37 An employee who is fit for duty and who returns from leave under this section will be restored  
38 to the same position or to a position equivalent to the one the employee held when leave  
39 commenced.  
40

41 **Section 7.5.3. Paid Family and Medical Leave Program.**

42 Effective January 1, 2020, the Washington Family Leave Act is repealed, and eligible  
43 employees are covered by Washington's Family and Medical Leave Program (WFMLP), RCW  
44 50A.04.  
45

46 Eligibility for leave and benefits, which begins January 1, 2020, is determined by Washington  
47 law. Premiums for benefits are established by law as determined under RCW 50A10.030.  
48

1 Employees are eligible to apply for Paid Family and Medical Leave (PFML) benefits as  
2 allowed by law:

- 3
- 4 • The District shall annually notify employees about the benefits available under PFML.
- 5
- 6 • Employees will be required to file a claim for PFML benefits with the Employment  
7 Security Division (ESD) at the following email address [https://paidleave.wa.gov/get-](https://paidleave.wa.gov/get-ready-to-apply/)  
8 [ready-to-apply/](https://paidleave.wa.gov/get-ready-to-apply/). All payments will come from the ESD.
- 9
- 10 • PFML benefits shall include up to twelve (12) weeks of paid leave per year to care for  
11 self or family unless otherwise extended by specific circumstances. See above website.
- 12
- 13 • To qualify for PFML, employees must work no less than eight hundred and twenty  
14 (820) hours in employment in Washington State during the qualifying period.  
15 Employment Security will determine the employees eligibility and benefit.
- 16
- 17 • Employees should go to <https://esd.wa.gov/paid-family-medial-leave/benefits> or  
18 [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for all information pertaining to this leave.
- 19
- 20 • District and employees shall pay premium costs as per state law.
- 21

#### 22 **Section 7.5.4. Limitation on Grievances.**

23 If an employee believes the District has violated Section 7.3 or any provision of state or family  
24 leave laws referenced in Section 7.3, the employee shall be entitled to file a grievance pursuant  
25 to the Grievance Procedure in Article XII, but the parties agree not to process any such  
26 grievance beyond Level II (appeal to superintendent/designee). If an employee's grievance is  
27 not resolved by Level II, the employee shall be entitled to seek a remedy outside the grievance  
28 process if provided by the referenced leave laws.

#### 29 **Section 7.5.5. Medical Leave Following Childbirth.**

30 Employees may be granted up to sixty (60) calendar days of medical leave following childbirth,  
31 which will run concurrent with any leave used pursuant to Section 7.5. The sixty (60) day leave  
32 period specified in this section is exclusive of any leave the employee is required to take for a  
33 temporary disability due to pregnancy.

34  
35  
36 An employee requesting leave under this section shall give written notice to the District at least  
37 thirty (30) days prior to commencement of the leave or, if the event is not foreseeable, as soon  
38 as practicable. The employee shall also notify Human Resources of the approximate time the  
39 employee is expected to return to work. All approved leave under this section shall be deducted  
40 from accrued sick leave until all sick leave is exhausted. Remaining days of approved leave  
41 shall then be without pay.

42  
43 An employee who returns from leave under this section will be restored to the same position or  
44 to a position equivalent to the one the employee held when leave commenced.

45

1 **Section 7.6. Parental Leave.**

2 An employee who does not qualify for maternity leave under FMLA or PFML (non-birth parent or  
3 partner) shall be granted parental leave of five (5) days, on or about the date of birth of the employee’s  
4 child. Parental leave is considered emergency leave, and is deducted from sick leave.  
5

6 **Section 7.7. Professional Day.**

7 Classified employees may be provided with a minimum of one (1) professional day, dependent upon  
8 the availability of non-student contact day(s) on the academic calendar.  
9

10 The exact nature and format of this professional training shall be developed mutually by the District  
11 administrative staff and the respective classified Professional Growth Committees.  
12

13 Attendance at a program/workshop/presentation on Professional Day is not required if it occurs on a  
14 non-contracted day.  
15

16 **Section 7.8. Jury Duty.**

17 The Board and administration of School District #140 do not discourage employees from participating  
18 in jury duty. When it appears that jury duty will exceed three (3) days, administrative approval will be  
19 required. Employees called for jury duty will receive their regular pay as an employee. Jury duty will  
20 be administered in compliance with state and federal statutes.  
21

22 **Section 7.8.1. Subpoenas.**

23 A leave of absence will be granted when an employee is subpoenaed to appear in an official  
24 proceeding if such proceeding does not involve self-employment, other employment or  
25 employer, and does not concern the employee’s own personal affairs or the affairs of his or her  
26 immediate family. Compensation received for honoring a subpoena will be deducted from his  
27 or her regular salary if it is determined that he or she is entitled to a leave of absence. In the  
28 event an employee subject to this Agreement is summoned as a co-defendant with the School  
29 District, he or she will receive his/her normal days’ pay for each day he/she is required in court.  
30

31 **Section 7.9. Military Leave.**

32 If a member of the staff who is in the Armed Forces Reserve is called for reserve duty, not to exceed  
33 twenty-one (21) days during the school year, and such duty cannot be scheduled during the summer,  
34 such service shall be allowed in addition to any vacation or sick leave and shall not involve any loss of  
35 efficiency rating, privileges or pay. During the period of military leave, the employee shall receive  
36 his/her normal pay.  
37

38 **Section 7.10.**

39 Employees taking authorized leave shall experience no loss or gain of seniority benefits or  
40 accumulated sick leave, provided they return to active service by the termination date of their  
41 authorized leave.  
42

43 **Section 7.11.**

44 To qualify for continued employment, all employees on authorized leave will be required to give  
45 written notice to Human Resources no later than May 1 of their planned date of return to work.  
46

1 **Section 7.12. Leave of Absence.**

2 A leave of absence for up to one (1) year without pay may be granted on a case-by-case basis by the  
3 District. A second (2nd) year may be granted for reasons of extended illness or disability. Approval of  
4 individual leave requests will not establish a precedent.

5  
6 **Section 7.13.**

7 The employee returning from a leave of absence will be assigned to the original position if available or  
8 a similar position to that which was occupied before the leave of absence. Current employees hired to  
9 fill positions of employees on leave of absence will be hired for a specific period of time, during which  
10 they shall be subject to all provisions of this agreement. It shall be the responsibility of the employer to  
11 inform temporary employees of these provisions.

12  
13  
14  
15 **ARTICLE VIII**

16  
17 **SENIORITY, LAYOFF, AND JOB POSTING**

18  
19 **Section 8.1.**

20 The seniority of an employee within the bargaining unit shall be established as of the date on which the  
21 employee began continuous daily employment (hereinafter “hire date”) unless such seniority is lost as  
22 hereinafter provided.

23  
24 **Section 8.1.1. Seniority Tie.**

25 Human Resources will place employees on the seniority list in the order in which employees  
26 were offered jobs. If a tie break is needed beyond the job offer date, the date and time of the  
27 employee’s job application will break the tie. The seniority list shall be updated and provided to  
28 the Association President within five (5) workdays after the school board meeting.

29  
30 **Section 8.2.**

31 Each new hire shall remain in a probationary status for a period of not more than six (6) months  
32 following the hire date. During this probationary period, the District may discharge such employee at  
33 its discretion. If a probationary employee applies for and receives a position in a different job  
34 classification, the employee’s six (6) month probationary period will start over.

35  
36 Personal leave will not be cashed out if the employee has been terminated from employment prior to  
37 the end of the probationary period.

38  
39 **Section 8.3. Evaluations.**

40 Each employee subject to this agreement shall be evaluated annually by his/her immediate supervisor.  
41 Evaluations must be completed by July 1<sup>st</sup> for twelve (12) month employees and by June 1<sup>st</sup> for less  
42 than twelve (12) month employees. Copies of the evaluation forms are available from Human  
43 Resources upon request. Employees are entitled to attach a written statement to the evaluation placed  
44 in the personnel file.



1 **Section 8.4. Trial Period.**

2 Employees who change jobs have a five (5) workday trial period to return to their former position. A  
3 substitute employee may be utilized to replace the employee who changes jobs for a five (5) workday  
4 trial period.

5  
6 **Section 8.5.**

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

- 8
- 9 1. Resignation from the District;
- 10 2. Discharge for justifiable cause;
- 11 3. Retirement; or
- 12 4. Change in job classification within the bargaining unit as hereinafter provided.
- 13
- 14

15 **Section 8.6.**

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

- 17
- 18 1. Time lost by reason of industrial accident, industrial illness, or judicial leave.
- 19
- 20 2. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United  
21 States.
- 22
- 23 3. Time spent on other authorized medical leaves.
- 24
- 25 4. Time spent in layoff status; however, seniority shall not accrue during this time.
- 26
- 27 5. Time spent working for the District in a position that is out of the bargaining unit; however,  
28 seniority shall not accrue during this time.
- 29
- 30 6. Seniority shall not accrue while on a personal leave of absence.
- 31

32 **Section 8.7.**

33 Seniority rights shall be effective within general job classification. As used in this Agreement, general  
34 job classifications are those set forth in Article I, Section 1.1. of this Agreement.

35  
36 **Section 8.7.1.**

37 Failure by an employee to meet state or federal mandated requirements by the set deadline will  
38 result in termination of employment with Walla Walla Public Schools. If an employee is  
39 terminated under the Section, he/she will be allowed to enter the employment pool for other  
40 open positions but will lose all seniority rights for employment in the same bargaining unit.

41  
42 **Section 8.8.**

43 The employee with the greater seniority shall have preferential rights regarding shift selection, vacation  
44 periods, special assignments, promotions, assignment to new or open positions, and layoffs when ability,  
45 qualifications, skills, and performance are substantially equal with the junior employee or other  
46 applicant. Employees within the general job classification have preferential rights over junior employees,  
47 non-classification employees and outside applicants. If the District determines that the seniority rights  
48 should not govern because the junior employee or other applicant possesses ability, qualifications, skills,



1 or performance substantially greater than a senior employee or senior employees, the District shall set  
2 forth in writing to the employee or employees and the Association President its reasons why the senior  
3 employee or employees have been bypassed.

4  
5 **Section 8.8.1.**

6 The senior employee within the general job classification for which there is a posted vacancy,  
7 who applies for an available position within the same job classification with the School  
8 District, shall be granted an interview, unless he/she has been interviewed for a similar position  
9 within the last twelve (12) months.

10  
11 **Section 8.9.**

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

15  
16 **Section 8.10. Job Posting.**

17 All vacancies or new positions covered by this agreement shall be publicized for a minimum five (5)  
18 days before filling the opening so that interested employees may be reasonably informed of the  
19 vacancy. A copy of such openings will be emailed to the Association President. In District employees  
20 who wish to be considered for open positions must complete the online application on the District  
21 website within the timeline indicated in the job posting.

22  
23 The same procedures will be followed when filling summer school positions. Nutrition Services  
24 employees will be compensated at the regular rate of pay for the position plus an additional one dollar  
25 and twenty-five cents (\$1.25) per hour. This rate is to be negotiated annually and is contingent on the  
26 District's partnership with the City of Walla Walla Parks and Recreation. All other summer school  
27 employees will be compensated at the regular rate of pay for the position.

28 The District will provide, through their website, information on vacancies and new positions.  
29 Employees may obtain this information by accessing the District website.

30  
31 **Section 8.10.1.**

32 Job openings for regular or full-time employees shall be posted promptly. Openings shall be  
33 filled on a regular basis after proper posting and notification of current personnel. This does not  
34 preclude District #140 from hiring necessary personnel to temporarily fill a position.  
35 Applicants from the same classification shall have a first preference if qualified.

36  
37 **Section 8.11. Notice of Termination or Layoff.**

38 The School District shall notify regular employees in writing of intent not to rehire for the next school  
39 year at least two (2) weeks prior to the employee's last working day of the current school year. Should  
40 a position terminate or cease to exist, those to be affected shall be given at least ten (10) days written  
41 notice of such a change.

42  
43 **Section 8.12. Layoff.**

44 In the event of a layoff, employees so affected are to be placed on a re-employment list maintained by  
45 the District according to seniority within classification. Such employees are to have priority over  
46 outside applicants in filling an opening in the classification held immediately prior to layoff. Names  
47 shall remain on the re-employment list for one (1) year.



1 **Section 8.12.1.**

2 Employees on layoff status shall file their address, phone number, and email address (if  
3 applicable) in writing with Human Resources in the District and shall thereafter promptly  
4 advise the District in writing of any change of address.  
5

6 **Section 8.12.2.**

7 An employee shall forfeit rights to re-employment as provided in Section 8.12. if the employee  
8 does not comply with the requirements of Section 8.12.1. or if the employee does not respond  
9 to the offer of re-employment within fifteen (15) workdays. The District shall obtain the  
10 signature and date of an employee being offered reemployment.  
11

12 **Section 8.12.3.**

13 An employee on layoff status who rejects an offer of re-employment forfeits seniority and all  
14 other accrued benefits; provided, that such employee is offered a position substantially equal to  
15 that held prior to layoff.  
16

17 **Section 8.13. Reduced Schedule/Layoff (Bumping).**

18 All bumping to avoid layoff or reduced hours is subject to the seniority bypass provisions of section  
19 8.8. This section will apply to layoffs or decreases of sixty (60) minutes or more per day to a job  
20 assignment for any position affected by a bus route and thirty (30) minutes or more per day for all  
21 other positions. This section does not apply to employees with temporary assignments or hours.  
22

23 The process shall be followed as:

- 24
- 25 A. Bumping to avoid layoff or reduced schedule as defined above shall be to a lateral or lesser  
26 paid position for which the senior employee is qualified.  
27
  - 28 B. In the event that that a senior employee's position is affected by a layoff/reduction and the  
29 District cannot place the employee in a similar position, the employee will have the right to  
30 exercise his or her seniority rights through bumping into a position that is substantially similar  
31 in salary, benefits and general working conditions as mutually agreed upon by the District and  
32 the association.  
33
  - 34 C. The process will begin with the most senior employee that is displaced having the option to  
35 choose a position that is less senior as mutually agreed upon by the District and the association.  
36 The impacted employee shall have the option to remain in the reduced position. Only  
37 employees that are displaced by position elimination or reduced hours or are bumped by a  
38 senior employee will have the option to exercise seniority rights (bumping). Employees not  
39 affected by a bump will retain their current position.  
40
  - 41 D. In the exercise of seniority rights (bumping), an employee cannot increase his or her regularly  
42 scheduled daily hours of work by thirty (30) minutes or more of daily assigned time. Shall there  
43 be no other position available within thirty (30) minutes of the employee's original daily  
44 assigned time; the senior employee shall have the right to bid into a position with a greater  
45 number of hours closest to the senior employee's original daily assigned time by seniority as  
46 per above.  
47

1 **Section 8.14. Request for reclassification.**

2 When an employee believes the essential duties and responsibilities of their job have changed to such a  
3 degree that their current responsibilities are no longer within the scope of their current job  
4 classification/description, the employee may request to have their job evaluated for reclassification. A  
5 review is available through the Classification Review Committee. This committee shall be comprised  
6 of the following individuals:  
7

- 8 • Director of Human Resources or designee
- 9 • Two (2) District appointees
- 10 • PSE President or designee
- 11 • Two (2) PSE appointees

12  
13 Prior to submitting a Reclassification Request Form, the employee must first meet with their direct  
14 supervisor to discuss their job assignment, duties, and responsibilities as it relates to the review of the  
15 position. The Supervisor must sign the form acknowledging that this conversation has occurred. The  
16 Supervisor or the Association may assist the Employee with filling out the reclassification request  
17 form. A request for reclassification cannot be submitted by an employee more than once per year.  
18

19 **Section 8.14.1.**

20 When a Reclassification Request Form is received, the Director of Human Resources will  
21 notify the employee(s), the employee's immediate supervisor(s) and the President of the  
22 Association. Should required information be missing from the form, the Director of Human  
23 Resources shall return the form to the Employee for resubmittal after the needed information is  
24 completed. This shall not count against the annual submittal limit nor initiate the one hundred-  
25 twenty (120) day timeline.  
26

27 The Director of Human Resources will convene meetings of the Committee as needed  
28 dependent on the number of requests received. Requests shall be considered within one  
29 hundred-twenty (120) days of submission except for requests submitted after March 30<sup>th</sup>. Such  
30 requests shall not be considered until after the conclusion of Negotiations. At which point they  
31 shall be considered within ninety (90) days. The committee may review documents deemed as  
32 necessary or interview the employee or supervisor. If, during negotiations for a new contract or  
33 applicable re-opener, a position has been reclassified or bargained over but ultimately not  
34 reclassified, a request for reclassification cannot be submitted by an employee for one calendar  
35 year from the agreement's or re-opener's effective start date.  
36

37 **Section 8.14.2.**

38 A majority vote of the Committee is required to implement a change. The decision of the  
39 Committee is final and not subject to the grievance procedure. Human Resources will notify the  
40 requesting employee(s) of the Committee's decision no later than thirty (30) days following the  
41 committee's decision.  
42

43 **Section 8.14.3.**

44 Decisions that result in a higher level of compensation on Schedule A shall be reflected within  
45 forty-five (45) days. The committee may determine that the employee may be eligible for  
46 retroactive pay based upon the information presented. In no case will retroactive pay be paid  
47 for work completed prior to the current contract year.  
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**ARTICLE IX**

**INSURANCE**

**Section 9.1.**

The School District shall provide Tort Insurance for all classified employees under School District Liability Policy.

**Section 9.2.**

The employer agrees to provide the insurance plans, follow employee eligibility rules, and provide funding for all bargaining unit members and their dependents as required by State Law, the State Operating Budget, and the School Employees' Benefits' Board (SEBB) in accordance with RCW41.05.740. Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

**Section 9.3.**

The District shall establish a fund to pay the insurance deductible for employees in case of vandalism or destruction of personal property while on school property.

**ARTICLE X**

**TRAVEL AND TRAINING**

**Section 10.1. In-service Training and Travel Allowance Provision.**

The District shall allocate twenty-thousand (\$20,000.00) dollars per year for Professional Growth Activities to be distributed in an equitable manner to all Classified Employees who apply to access to professional growth funds.

**Section 10.2.**

Classified employees who will be traveling out of district overnight on approved business that qualify for expense reimbursement may request an advance of meal and mileage expenses at the established per diem rate when requested by the employee at least ten (10) days in advance. Any request must be accompanied with conference itinerary. Meals included with registration for a conference/meeting/workshop are not eligible for advance travel. Advanced travel not used, due to cancellation of travel is to be returned within 5 days to the Business Office. Funds not returned will be deducted from the employee's payroll.

**ARTICLE XI**

**ASSOCIATION MEMBERSHIP**

**Section 11.1. Authorizations and Revocations.**

An employee's written, electronic, or recorded voice authorization to have the employer deduct membership dues from the employee's salary must be made by the employee to Public School

1 Employees of Washington (PSE). If the employer receives a request for authorization of deductions,  
2 the employer shall as soon as practicable forward the request to Public School Employees of  
3 Washington (PSE).  
4

5 Upon receiving notice of the employee's authorization from Public School Employees of Washington  
6 (PSE), the employer shall deduct from the employee's salary membership dues and remit the amounts  
7 to Public School Employees of Washington (PSE), by the first Monday following payroll.  
8

9 The employee's authorization remains in effect until expressly revoked by the employee in accordance  
10 with the terms and conditions of the authorization. An employee's request to revoke authorization for  
11 payroll deductions must be in writing and submitted by the employee to Public School Employees of  
12 Washington (PSE) in accordance with the terms and conditions of the authorization. Revocations will  
13 not be accepted by the employer if the authorization is not obtained by the employee to Public School  
14 Employees of Washington (PSE). After the employer receives confirmation from the exclusive  
15 bargaining representative that the employee has revoked authorization for deductions, the employer  
16 shall end the deduction effective on the first payroll after receipt of the confirmation. The employer  
17 shall rely on information provided by the exclusive bargaining representative regarding the  
18 authorization and revocation of deductions.  
19

### 20 **Section 11.2. PSE Regular Dues Check Off.**

21 It is mutually agreed that in accordance with RCW 41.56.110, the School District shall withhold the  
22 employee's current monthly dues, assessments, voluntary political contributions by payroll deduction  
23 upon an employee's written, electronic, or recorded voice authorization and remit them to the treasurer  
24 of the State Office of the Public School Employees of Washington. Transmissions will include  
25 payments and electronic list of all represented employees with deduction amounts. A dues remittance  
26 form needs to accompany the payment every month and include membership status changes.  
27

#### 28 **Section 11.2.1.**

29 The School District shall make one (1) time dues deduction from each member for local PSE  
30 dues in January of each year in the amount of five dollars (\$5.00). Such dues deduction shall be  
31 sent to the treasurer of the Walla Walla Chapter of PSE  
32

### 33 **Section 11.3. Political Action Committee.**

34 The District shall, upon receipt of an employee's written, electronic, or recorded voice authorization  
35 that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount  
36 of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit  
37 the same to the Union on a check separate from the Union dues transmittal check. The employee may  
38 revoke the request at any time. At least annually, the employee shall be notified by the State PSE office  
39 about the right to revoke the request.  
40

### 41 **Section 11.4. Hold Harmless.**

42 PSE agrees to indemnify and hold harmless the District against any liability or cost, including  
43 attorneys' fees and costs, which may arise by reason of any action or inaction taken by the District to  
44 comply with the provisions of this section.  
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**ARTICLE XII**

**GRIEVANCE PROCEDURE**

**Section 12.1. Definitions.**

1. A grievance is an allegation by an employee, group of employees, or by the exclusive representative of the employees that there has been a misapplication of the express terms and/or provisions of this Agreement which creates an inequitable situation for him, her, or them.
2. A grievant shall be defined as an individual, a group of affected individuals, and/or the exclusive representative of the employees. Any grievant, however, may be represented by legal counsel in grievance proceedings.
3. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with his or her supervisor at an appropriate time.

**Section 12.2. Order of Processing.**

**Level I**

**A. Immediate Supervisor.**

The grievant or the grievant's designated representative may orally present a grievance to the immediate supervisor. If the grievance is not settled orally, a written statement of the grievance may be presented to the immediate supervisor within twenty (20) workdays after the occurrence of the grievance. Failure to file a written statement of the grievance within this time period shall be considered a default, and all rights to process the matter further shall thereby be forfeited, unless the time period shall have been mutually waived.

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

C. The immediate supervisor, upon receipt of the written grievance, shall sign and date the grievance indicating his or her receipt and shall forward a copy of the same to the Superintendent and union representative within ten (10) workdays. When the immediate supervisor responds, his or her response shall include reasons upon which the decision was based. A copy of the grievance, the supervisor's decision and appropriate supportive evidence shall be sent to the grievant or his or her representative and the Superintendent.

**Level II**

**A. Superintendent.**

If no satisfactory settlement is reached at Level I, the grievance may be appealed to Level II within seven (7) workdays of receipt of the decision rendered in Level I or, if no response was received at Level I within the time limits, within twelve (12) workdays of the time a written grievance was filed at Level I.

The Superintendent or his designated representative shall arrange for a grievance meeting with the grievant(s) and/or representative and such meeting shall be scheduled within seven (7) workdays of the receipt of the Level II appeal.

1 B. The Superintendent or his/her designated representative shall provide a written decision  
2 incorporating reasons upon which any adverse decision was based. This shall be provided  
3 to the grievant(s) or the representative within five (5) workdays of the conclusion of the  
4 meeting.  
5

6 **Level III**

7 A. **Board.**

8 If no settlement has been reached within the five (5) days referred to in the preceding  
9 subsection, and the Association believes the grievance to be valid, a written statement of  
10 grievance shall be submitted to the District Board of Directors within ten (10) workdays.  
11 The grievant shall have the right to appear before the Board in support of the grievance.  
12 The Association shall also have the right to have a representative present. The Board shall  
13 render its decision within ten (10) workdays of the meeting held to consider the grievance.  
14 The Board also retains the right to waive Level III if it so desires, in which case the  
15 grievance shall proceed to Level IV.  
16

17 **Level IV**

18 A. **Binding Arbitration.**

19 If the grievant is not satisfied with the disposition of his or her grievance at Level III, or if  
20 no decision has been rendered within ten (10) workdays after he or she has met with the  
21 Board, he or she may, within five (5) workdays after a decision by the Board, or fifteen (15)  
22 workdays after he or she has met with the Board, whichever is sooner, request in writing  
23 that the Association submit his or her grievance to arbitration. If the Association determines  
24 that the grievance involves the misapplication of any of the provisions of this Agreement, it  
25 may, by written notice to the Superintendent, within fifteen (15) workdays after receipt of  
26 the request from the aggrieved person, submit the grievance to binding arbitration. If any  
27 question arises as to arbitrability, such question will first be ruled upon by the arbitrator  
28 selected to hear the dispute.  
29

30 Within ten (10) workdays after written notice of submission to arbitration, the  
31 Superintendent, or his/her designee, and the Association, will attempt to agree upon a  
32 mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If  
33 the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the  
34 ten (10) workday period, a mutual request for the list of arbitrators may be made to the  
35 American Arbitration Association, or a unilateral request, by either party, to PERC for a  
36 panel of arbitrators. The parties will be bound by the Voluntary Rules and Procedures of the  
37 American Arbitration Association for the selection. After selection of the arbitrator, the  
38 Expedited Labor Arbitration Rules apply.  
39

40 The decision of the arbitrator will be submitted to the Board and the Association and will be  
41 final and binding upon the parties. The costs for services of the arbitrator, including per  
42 diem expenses, if any, and his or her travel and subsistence expenses, and the cost of any  
43 hearing room will be borne equally by the Board and the Association. All other costs will  
44 be borne by the party incurring them.  
45

46 B. **Jurisdiction of the Arbitrator.**

47 The arbitrator shall have no power to alter, add to, or subtract from the terms of this  
48 Agreement. The arbitrator shall confine his or her inquiry and decision to the specific area

1 of the Agreement as cited in the grievance form. The arbitrator shall not substitute his  
2 knowledge for the expressed provisions of the contract under question.  
3  
4

## 6 **ARTICLE XIII**

### 8 **TRANSFER OF PREVIOUS EXPERIENCE**

#### 10 **Section 13.1.**

11 Any new hire who had previously been employed by any school District in the State of Washington,  
12 and is hired to perform work similar to that in which previously engaged, shall be given longevity  
13 credits in the District in accordance with RCW 28A.400.300 (2) (i) which states the employee shall  
14 retain the leave benefits and other benefits he or she had in the previous position. If this school District  
15 has a different system for computing leave benefits and other benefits as a person in this District who  
16 has similar occupational status and total years of service. Effective July 28, 1985, seniority shall not  
17 transfer between Districts.  
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## 21 **ARTICLE XIV**

### 23 **SALARIES AND EMPLOYEE COMPENSATION**

#### 25 **Section 14.1.**

26 All payments shall be made through the Payroll Office, thus ensuring proper authorized deductions and  
27 insurance, i.e., medical aid, social security, etc.  
28

29 All employees are required to utilize direct deposit to the bank of their choice.  
30

#### 31 **Section 14.2.**

32 All money earned by District employees created by High School activities shall be paid to the  
33 employee by the Payroll Office after submission of time reports approved by the District Athletic  
34 Director. The high school pay schedule remains the same, the work is on a voluntary basis, and  
35 workers must be approved by the High School Principal.  
36

#### 37 **Section 14.3.**

38 Employees shall be paid their base hourly rate for all time spent in first-aid classes and meetings  
39 required by the District.  
40

#### 41 **Section 14.4.**

42 All newly hired employees will start at Year one (1) unless otherwise stated in this collective  
43 bargaining agreement or agreed to by a letter of agreement or memorandum of understanding attached  
44 to this collective bargaining agreement.  
45  
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47

1 **Section 14.5.**

2 If requested by the employee, the District shall make an automatic deduction for the following:

3

4 Credit Union	Washington State Retired Teachers Association
5 United Way	YMCA Wellness Program
6 U.S. Savings Bond	Citizens for Schools Fund
7 Tax Shelter Annuity	

8

9 **Section 14.6.**

10 In the event of a new job classification, not previously covered in a salary schedule, the administration  
11 will consult with Public School Employees of Washington (PSE) before setting a rate.

12 **Section 14.7.**

13 The salary schedules are part of this Agreement.

14 **Section 14.8.**

15 Unless specifically required otherwise by federal or state program guidelines and regulations, the  
16 Superintendent or designee shall place employees on Schedule A in accordance with the requirements  
17 of Schedule A.

18 **Section 14.9.**

19 Any employee required to travel from one site to another in a private vehicle during working hours  
20 shall be reimbursed for such travel on a per-mile basis at the prevailing District rate.

21 **Section 14.10.**

22 Maintenance and Custodial employees shall be furnished protective equipment when needed as  
23 determined by the District.

24 **Section 14.11. Bilingual Interpreter Additional Work and Stipends**

25 Effective September 1, 2022, classified staff who provide bilingual interpreter support for meetings  
26 outside of the employee's regular contracted workday will be compensated at the rate of thirty dollars  
27 (\$30.00) per hour or overtime rate, if applicable, whichever is greater.

28 **Section 14.12.**

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

- 31
- 32 • 2022-2023: All employees shall receive a 5.5% IPD increase.
  - 33
  - 34 • 2023-2024: All employees shall receive a 3.5% IPD increase, or apply equally across the  
35 salary schedule to all classified staff 100% of the inflationary adjustment dollar amount  
36 generated in appointment for classified staff (CLS), whichever is greater.
  - 37
  - 38 • 2024-2025: All employees shall receive a 3.5% IPD increase, or apply equally across the salary  
39 schedule to all classified staff 100% of the inflationary adjustment dollar amount generated in  
40 appointment for classified staff (CLS), whichever is greater.
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**ARTICLE XV**

**TERM AND SEPARABILITY OF PROVISIONS**

**Section 15.1.**

The term of this Agreement shall be September 1, 2022, to August 31, 2025. Negotiations shall be reopened for a successor contract no later than May 1, 2025. This Agreement may also be reopened and modified at any time during its term upon mutual consent of the parties in writing.

**Section 15.2.**

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

**Section 15.3.**

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

**Section 15.4.**

Neither party shall be compelled to comply with any provision of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto.

**Section 15.5.**

In the event either of the two previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 15.3.

**Section 15.6.**

Following ratification and signing of this Agreement, PSE shall make available to bargaining unit members an electronic copy of this Agreement. A limited number of paper copies will be made available. All classified employees new to the District shall be provided a paper and/or electronic copy of the Agreement upon employment. The agreement is accessible on the District website.



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5 **SIGNATURE PAGE**  
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15 PUBLIC SCHOOL EMPLOYEES OF  
16 WASHINGTON / SEIU LOCAL 1948

17  
18 WALLA WALLA CHAPTER #110

19  
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21  
22 WALLA WALLA SCHOOL DISTRICT 140

23 BY:       /E-signed by/        
24 Ivonne A. Salas, Chapter President

25 BY:       /E-signed by/        
26 Dr. Wade Smith, Superintendent

27 DATE:   09-20-22  

28 DATE:   09-21-22    
29  
30





SCHEDULE A  
**WALLA WALLA SCHOOL DISTRICT #140**  
 SEPTEMBER 1, 2022 - AUGUST 31, 2023

	1	2	5	10	15	20
<b>CAMPUS SUPPORT</b>						
Campus Support	\$22.45	\$22.81	\$23.77	\$24.78	\$25.18	\$25.40
<b>CUSTODIAL</b>						
Custodian	\$20.03	\$20.31	\$20.62	\$20.93	\$21.24	\$21.46
Elementary Assistant	\$21.40	\$21.73	\$22.15	\$22.57	\$22.92	\$23.13
Admin Office/Mid. School Assistant	\$22.02	\$22.35	\$22.86	\$23.38	\$23.74	\$23.96
High School Asst./Elem Head	\$22.94	\$23.30	\$23.95	\$24.62	\$25.01	\$25.23
Mid. School Head/Alt HS Head	\$24.07	\$24.45	\$25.09	\$25.74	\$26.16	\$26.37
High School Head	\$26.33	\$26.75	\$27.21	\$27.64	\$28.10	\$28.32
<b>HEALTH CLINICANS</b>						
Health Room Assistant	\$21.09	\$21.40	\$21.90	\$22.38	\$22.73	\$22.95
Health Clinician RN	\$25.58	\$25.98	\$27.02	\$28.11	\$28.57	\$28.79
<b>INTERVENTION SPECIALISTS</b>						
Intervention Specialist	\$23.09	\$23.45	\$24.49	\$25.60	\$26.01	\$26.23
<b>MAINTENANCE</b>						
Trades Assistant/Grounds Worker/EEACF	\$22.41	\$22.77	\$24.38	\$26.18	\$26.60	\$26.82
Delivery/Warehouse	\$23.02	\$23.37	\$25.12	\$27.02	\$27.47	\$27.69
Printer	\$23.44	\$23.82	\$25.61	\$27.59	\$28.04	\$28.25
Turf Specialist	\$26.03	\$26.43	\$27.84	\$29.36	\$29.86	\$30.08
Mechanic/Carpenter/Painter	\$27.68	\$28.12	\$30.04	\$31.46	\$31.91	\$32.13
Electrician/Plumber/HVAC	\$27.91	\$29.21	\$30.97	\$32.62	\$33.20	\$33.41
Lead Mechanic	\$28.76	\$29.23	\$31.26	\$32.71	\$33.25	\$33.47
<b>NUTRITION SERVICES</b>						
Assistant	\$18.40	\$18.66	\$18.93	\$19.19	\$19.48	\$19.70
Cook	\$19.46	\$19.73	\$20.29	\$20.87	\$21.19	\$21.41
Elementary Kitchen Manager	\$21.37	\$21.71	\$22.07	\$22.45	\$22.81	\$23.03
Mid School/Alt HS Kitchen Manager	\$21.37	\$21.71	\$22.28	\$22.87	\$23.23	\$23.45
High School Kitchen Manager	\$21.37	\$21.71	\$22.52	\$23.38	\$23.74	\$23.96
Summer Food Service Employees Additional \$1.35 per hour contingent on Parks & Rec. contract						
<b>PARAEDUCATORS</b>						
Paraeducator I	\$18.45	\$18.71	\$19.68	\$20.72	\$21.04	\$21.25
Paraeducator II	\$18.77	\$19.04	\$20.02	\$21.05	\$21.36	\$21.58
Paraeducator III	\$19.08	\$19.37	\$20.36	\$21.36	\$21.70	\$21.92
Paraeducator IV*	\$25.58	\$25.98	\$27.02	\$28.11	\$28.57	\$28.79
Paraeducator V**	\$33.03	\$33.63	\$34.24	\$34.86	\$35.49	\$35.71
*Certified Occupational Therapy Assistant (COTA), Physical Therapy Assistant (PTA), Speech Language Pathology Assistant (SLPA), Certified Interpreter for the Hearing Impaired, Certified Brailist						
**Nationally Certified interpreter for the deaf						
Paraeducators who spend a majority of their typical workday working exclusively with medically fragile student(s), as determined by the Director of Special Education, shall receive an additional \$0.75 per hour added to their base rate of						
<b>PRESCHOOL - HEAD START</b>						
Family Advocate	\$21.09	\$21.40	\$21.90	\$22.38	\$22.73	\$22.95
Associate Teacher	\$22.28	\$22.67	\$23.08	\$23.49	\$23.91	\$24.13
Preschool Coordinator	\$23.09	\$23.45	\$24.49	\$25.60	\$26.01	\$26.23
<b>SECRETARIAL</b>						
Secretary I	\$21.09	\$21.40	\$21.90	\$22.38	\$22.73	\$22.95
Secretary II	\$22.48	\$22.84	\$23.36	\$23.92	\$24.28	\$24.49
Secretary III	\$23.65	\$24.03	\$24.79	\$25.18	\$25.58	\$25.80
<b>TECHNOLOGY SPECIALISTS</b>						
Technology Specialist I	\$23.77	\$24.12	\$24.46	\$24.82	\$25.19	\$25.41
Technology Specialist II	\$28.84	\$29.31	\$29.79	\$30.27	\$30.78	\$31.00
Technology Specialist III	\$30.58	\$31.08	\$33.86	\$37.14	\$37.79	\$38.01
District Data Security	\$29.61	\$30.15	\$30.71	\$31.27	\$31.85	\$32.07
<b>TRANSPORTATION</b>						
Bus Driver	\$23.52	\$23.90	\$24.44	\$25.01	\$25.40	\$25.61
Driver Trainer - Additional \$1.10 per hour while conducting driver trainer duties.						

SCHEDULE A  
**WALLA WALLA SCHOOL DISTRICT #140**  
 SEPTEMBER 1, 2023 - AUGUST 31, 2024

	1	2	5	10	15	20
<b>CAMPUS SUPPORT</b>						
Campus Support	\$23.24	\$23.61	\$24.60	\$25.65	\$26.06	\$26.29
<b>CUSTODIAL</b>						
Custodian	\$20.73	\$21.02	\$21.34	\$21.66	\$21.98	\$22.21
Elementary Assistant	\$22.15	\$22.49	\$22.93	\$23.36	\$23.72	\$23.94
Admin Office/Mid. School Assistant	\$22.79	\$23.13	\$23.66	\$24.20	\$24.57	\$24.80
High School Asst./Elem Head	\$23.74	\$24.12	\$24.79	\$25.48	\$25.89	\$26.11
Mid. School Head/Alt HS Head	\$24.91	\$25.31	\$25.97	\$26.64	\$27.08	\$27.29
High School Head	\$27.25	\$27.69	\$28.16	\$28.61	\$29.08	\$29.31
<b>HEALTH CLINICANS</b>						
Health Room Assistant	\$21.83	\$22.15	\$22.67	\$23.16	\$23.53	\$23.75
Health Clinician RN	\$26.48	\$26.89	\$27.97	\$29.09	\$29.57	\$29.80
<b>INTERVENTION SPECIALISTS</b>						
Intervention Specialist	\$23.90	\$24.27	\$25.35	\$26.50	\$26.92	\$27.15
<b>MAINTENANCE</b>						
Trades Assistant/Grounds Worker/EEACF	\$23.19	\$23.57	\$25.23	\$27.10	\$27.53	\$27.76
Delivery/Warehouse	\$23.83	\$24.19	\$26.00	\$27.97	\$28.43	\$28.66
Printer	\$24.26	\$24.65	\$26.51	\$28.56	\$29.02	\$29.24
Turf Specialist	\$26.94	\$27.36	\$28.81	\$30.39	\$30.91	\$31.13
Mechanic/Carpenter/Painter	\$28.65	\$29.10	\$31.09	\$32.56	\$33.03	\$33.25
Electrician/Plumber/HVAC	\$28.89	\$30.23	\$32.05	\$33.76	\$34.36	\$34.58
Lead Mechanic	\$29.77	\$30.25	\$32.35	\$33.85	\$34.41	\$34.64
<b>NUTRITION SERVICES</b>						
Assistant	\$19.04	\$19.31	\$19.59	\$19.86	\$20.16	\$20.39
Cook	\$20.14	\$20.42	\$21.00	\$21.60	\$21.93	\$22.16
Elementary Kitchen Manager	\$22.12	\$22.47	\$22.84	\$23.24	\$23.61	\$23.84
Mid School/Alt HS Kitchen Manager	\$22.12	\$22.47	\$23.06	\$23.67	\$24.04	\$24.27
High School Kitchen Manager	\$22.12	\$22.47	\$23.31	\$24.20	\$24.57	\$24.80
Summer Food Service Employees Additional \$1.35 per hour contingent on Parks & Rec. contract						
<b>PARAEDUCATORS</b>						
Paraeducator I	\$19.10	\$19.36	\$20.37	\$21.45	\$21.78	\$21.99
Paraeducator II	\$19.43	\$19.71	\$20.72	\$21.79	\$22.11	\$22.34
Paraeducator III	\$19.75	\$20.05	\$21.07	\$22.11	\$22.46	\$22.69
Paraeducator IV*	\$26.48	\$26.89	\$27.97	\$29.09	\$29.57	\$29.80
Paraeducator V**	\$34.19	\$34.81	\$35.44	\$36.08	\$36.73	\$36.96
*Certified Occupational Therapy Assistant (COTA), Physical Therapy Assistant (PTA), Speech Language Pathology Assistant (SLPA), Certified Interpreter for the Hearing Impaired, Certified Brailist						
**Nationally Certified interpreter for the deaf						
Paraeducators who spend a majority of their typical workday working exclusively with medically fragile student(s), as determined by the Director of Special Education, shall receive an additional \$0.75 per hour added to their base rate of						
<b>PRESCHOOL - HEAD START</b>						
Family Advocate	\$21.83	\$22.15	\$22.67	\$23.16	\$23.53	\$23.75
Associate Teacher	\$23.06	\$23.46	\$23.89	\$24.31	\$24.75	\$24.97
Preschool Coordinator	\$23.90	\$24.27	\$25.35	\$26.50	\$26.92	\$27.15
<b>SECRETARIAL</b>						
Secretary I	\$21.83	\$22.15	\$22.67	\$23.16	\$23.53	\$23.75
Secretary II	\$23.27	\$23.64	\$24.18	\$24.76	\$25.13	\$25.35
Secretary III	\$24.48	\$24.87	\$25.66	\$26.06	\$26.48	\$26.70
<b>TECHNOLOGY SPECIALISTS</b>						
Technology Specialist I	\$24.60	\$24.96	\$25.32	\$25.69	\$26.07	\$26.30
Technology Specialist II	\$29.85	\$30.34	\$30.83	\$31.33	\$31.86	\$32.09
Technology Specialist III	\$31.65	\$32.17	\$33.05	\$33.44	\$33.91	\$33.94
District Data Security	\$30.65	\$31.21	\$31.78	\$32.36	\$32.96	\$33.19
<b>TRANSPORTATION</b>						
Bus Driver	\$24.34	\$24.74	\$25.30	\$25.89	\$26.29	\$26.51
Driver Trainer - Additional \$1.10 per hour while conducting driver trainer duties.						

SCHEDULE A  
**WALLA WALLA SCHOOL DISTRICT #140**  
 SEPTEMBER 1, 2024 - AUGUST 31, 2025

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<b>CAMPUS SUPPORT</b>						
Campus Support	\$24.05	\$24.44	\$25.46	\$26.55	\$26.97	\$27.21
<b>CUSTODIAL</b>						
Custodian	\$21.46	\$21.76	\$22.09	\$22.42	\$22.75	\$22.99
Elementary Assistant	\$22.93	\$23.28	\$23.73	\$24.18	\$24.55	\$24.78
Admin Office/Mid. School Assistant	\$23.59	\$23.94	\$24.49	\$25.05	\$25.43	\$25.67
High School Asst./Elem Head	\$24.57	\$24.96	\$25.66	\$26.37	\$26.80	\$27.02
Mid. School Head/Alt HS Head	\$25.78	\$26.20	\$26.88	\$27.57	\$28.03	\$28.25
High School Head	\$28.20	\$28.66	\$29.15	\$29.16	\$30.10	\$30.34
<b>HEALTH CLINICANS</b>						
Health Room Assistant	\$22.59	\$22.93	\$23.46	\$23.97	\$24.35	\$24.58
Health Clinician RN	\$27.41	\$27.83	\$28.95	\$30.11	\$30.60	\$30.84
<b>INTERVENTION SPECIALISTS</b>						
Intervention Specialist	\$24.74	\$25.12	\$26.24	\$27.43	\$27.86	\$28.10
<b>MAINTENANCE</b>						
Trades Assistant/Grounds Worker/EEACF	\$24.00	\$24.39	\$26.11	\$28.05	\$28.49	\$28.73
Delivery/Warehouse	\$24.66	\$25.04	\$26.91	\$28.95	\$29.43	\$29.66
Printer	\$25.11	\$25.51	\$27.44	\$29.56	\$30.04	\$30.26
Turf Specialist	\$27.88	\$28.32	\$29.82	\$31.45	\$31.99	\$32.22
Mechanic/Carpenter/Painter	\$29.65	\$30.12	\$32.18	\$33.70	\$34.19	\$34.41
Electrician/Plumber/HVAC	\$29.90	\$31.29	\$33.17	\$34.94	\$35.56	\$35.79
Lead Mechanic	\$30.81	\$31.31	\$33.48	\$35.03	\$35.61	\$35.85
<b>NUTRITION SERVICES</b>						
Assistant	\$19.71	\$19.99	\$20.28	\$20.56	\$20.87	\$21.10
Cook	\$20.84	\$21.13	\$21.74	\$22.36	\$22.70	\$22.94
Elementary Kitchen Manager	\$22.89	\$23.26	\$23.64	\$24.05	\$24.44	\$24.67
Mid School/Alt HS Kitchen Manager	\$22.89	\$23.26	\$23.87	\$24.50	\$24.88	\$25.12
High School Kitchen Manager	\$22.89	\$23.26	\$24.13	\$25.05	\$25.43	\$25.67
Summer Food Service Employees Additional \$1.35 per hour contingent on Parks & Rec. contract						
<b>PARAEDUCATORS</b>						
Paraeducator I	\$19.77	\$20.04	\$21.08	\$22.20	\$22.54	\$22.76
Paraeducator II	\$20.11	\$20.40	\$21.45	\$22.55	\$22.88	\$23.12
Paraeducator III	\$20.44	\$20.75	\$21.81	\$22.88	\$23.25	\$23.48
Paraeducator IV*	\$27.41	\$27.83	\$28.95	\$30.11	\$30.60	\$30.84
Paraeducator V**	\$35.39	\$36.03	\$36.68	\$37.34	\$38.02	\$38.25
*Certified Occupational Therapy Assistant (COTA), Physical Therapy Assistant (PTA), Speech Language Pathology Assistant (SLPA), Certified Interpreter for the Hearing Impaired, Certified Brailist						
**Nationally Certified interpreter for the deaf						
Paraeducators who spend a majority of their typical workday working exclusively with medically fragile student(s), as determined by the Director of Special Education, shall receive an additional \$0.75 per hour added to their base rate of						
<b>PRESCHOOL - HEAD START</b>						
Family Advocate	\$22.59	\$22.93	\$23.46	\$23.97	\$24.35	\$24.58
Associate Teacher	\$23.87	\$24.28	\$24.73	\$25.16	\$25.62	\$25.84
Preschool Coordinator	\$24.74	\$25.12	\$26.24	\$27.43	\$27.86	\$28.10
<b>SECRETARIAL</b>						
Secretary I	\$22.59	\$22.93	\$23.46	\$23.97	\$24.35	\$24.58
Secretary II	\$24.08	\$24.47	\$25.03	\$25.63	\$26.01	\$26.24
Secretary III	\$25.34	\$25.74	\$26.56	\$26.97	\$27.41	\$27.63
<b>TECHNOLOGY SPECIALISTS</b>						
Technology Specialist I	\$25.46	\$25.83	\$26.21	\$26.59	\$26.98	\$27.22
Technology Specialist II	\$30.89	\$31.40	\$31.91	\$32.43	\$32.98	\$33.21
Technology Specialist III	\$32.76	\$33.30	\$33.82	\$39.79	\$40.48	\$40.72
District Data Security	\$31.72	\$32.30	\$32.89	\$33.49	\$34.11	\$34.35
<b>TRANSPORTATION</b>						
Bus Driver	\$25.19	\$25.61	\$26.19	\$26.80	\$27.21	\$27.44
Driver Trainer - Additional \$1.10 per hour while conducting driver trainer duties.						

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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022 - 2025**

**CAMPUS SUPPORT**

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1. Campus support shall work one hundred and eighty (180) days and up to eight (8) hours per day as assigned, unless prior arrangement is made with the building principal and approved by the Central Office.
  2. When, due to lack of funds, it becomes necessary to make cutbacks, personnel will be cut rather than hours, except that, when existing programs are adversely affected due to the cut in personnel, then hours may be cut with the understanding that these same hours and personnel will be reinstated when additional District funds are again available, before hiring additional personnel.
  3. Campus support who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.
  4. All educational credits must be job-related and approved by the District.

\$25.00/ work mo.	15 quarter hours or equivalent semester hours
\$30.00/ work mo.	30 quarter hours or equivalent semester hours
\$35.00/ work mo.	45 quarter hours or equivalent semester hours
\$50.00/ work mo.	Associate Arts Degree
\$70.00/ work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit

**Educational stipends will be prorated.**

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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022 - 2025**

**CUSTODIAL**

1. Employees working between 6:00 p.m. and 6:00 a.m. while not on overtime pay will receive an additional thirty cents (\$0.30) per hour.
2. For all twelve (12) month custodians, a regular shift will be eight (8) hours in a nine (9) hour period with no split shifts.
3. A custodian who has completed work on an approved Associate Arts Degree or Bachelor's Degree or has earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current school year.
4. All educational credits must be job-related and approved by the District.

\$25.00/ work mo.	15 quarter hours or equivalent semester hours
\$30.00/ work mo.	30 quarter hours or equivalent semester hours
\$35.00/ work mo.	45 quarter hours or equivalent semester hours
\$50.00/ work mo.	Associate Arts Degree
\$70.00/ work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit  
**Educational stipends will be prorated.**



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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022 – 2025**

**HEALTH CLINICIAN**

1. Health Clinicians who have completed work on approved Associate of Arts or Bachelor's Degrees or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current year.
2. All educational credits must be job related and approved by the District.

\$25.00/ work mo.	15 quarter hours or equivalent semester hours
\$30.00/ work mo.	30 quarter hours or equivalent semester hours
\$35.00/ work mo.	45 quarter hours or equivalent semester hours
\$50.00/ work mo.	Associate of Arts Degree
\$70.00/ work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit

**Educational stipends will be prorated.**

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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022-2025**

**INTERVENTION SPECIALIST**

1. Intervention Specialists who have completed work on an approved Associate Arts Degree, Bachelor's Degree, Masters of Social Work or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.
2. All educational credits must be job-related and approved by the District.

\$25.00/ work mo.	15 quarter hours or equivalent semester hours
\$30.00/ work mo.	30 quarter hours or equivalent semester hours
\$35.00/ work mo.	45 quarter hours or equivalent semester hours
\$50.00/ work mo.	Associate Arts Degree
\$70.00/ work mo.	Bachelor's Degree
\$100.00/work mo.	Masters Degree in related field

Clock Hours: 10 clock hours = 1 college credit

**Educational stipends will be prorated.**



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3 **SCHEDULE A**  
4 **WALLA WALLA SCHOOL DISTRICT #140**  
5 **2022-2025**

6 **MAINTENANCE**  
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- 8 1. For all twelve (12) month maintenance personnel, a work shift will be nine (9) hours allowing for  
9 one (1) hour lunch. While the normal workday shall be between the hours of 7 a.m. and 5 p.m., this  
10 shall not preclude the District from establishing a different nine (9) hour work schedule for new  
11 employees. In addition, from time to time, certain maintenance employees may, by mutual  
12 agreement between themselves and their supervisor, vary their work shift in response to special  
13 needs of the District.  
14
- 15 2. Employees working between 6:00p.m. and 6:00 a.m. while not on overtime will be receive an  
16 additional thirty cents (\$0.30) per hour.  
17
- 18 3. Industry experience for the following positions will be allowed upon verification of previous  
19 employment: Mechanic, Carpenter, Painter, Electrician, Plumber, HVAC. Twelve (12) months of  
20 experience with other employers at the applicable skilled trades position will be equivalent to one  
21 (1) year of experience on the District salary schedule up to a maximum of 10 years.  
22
- 23 4. Maintenance employees who have completed work on an approved Associate of Arts or Bachelor's  
24 Degree or have earned enough credits to qualify for a stipend must file a request and provide  
25 official transcripts to Human Resources on or before September 10 or within thirty (30) calendar  
26 days of employees hire date to receive the stipend for the current school year.  
27
- 28 5. All educational credits must be job-related and approved by the District.

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30 \$25.00/ work mo.	15 quarter hours or equivalent semester hours
31 \$30.00/ work mo.	30 quarter hours or equivalent semester hours
32 \$35.00/ work mo.	45 quarter hours or equivalent semester hours
33 \$50.00/ work mo.	Associate of Arts Degree
34 \$70.00/ work mo.	Bachelor's Degree

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36 Clock Hours: 10 clock hours = 1 college credit  
37 **Educational stipends will be prorated.**  
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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022-2025**

**NUTRITION SERVICES**

1. The cost of one (1) meal per day is included in employee's wage.
2. Kitchen Managers shall train their Cook to qualify as their substitute.
3. New and/or substitute help shall receive reasonable kitchen orientation before starting work.
4. When a kitchen is used for extra activity, the Kitchen Manager and the Cook of that school shall have first choice to handle the activity or function.
5. Banquet and extra-activity rates, up to the employee's forty (40) hour work per week limit, shall be:
  - a. Cooks and Assistants — \$.35 per hour more than employee's own regular rate.
  - b. Kitchen Managers — \$.60 per hour more than employee's own regular rate.
6. All Nutrition Services personal are required to have a current Washington State Food Workers Card. Each employee will provide a copy of the current card to the Nutrition Services office. Nutrition Services employees will receive (1) hour pay for attending class to receive the card. Cost of the card shall be reimbursed to the employee with proper request forms.
7. Kitchen Managers or Cooks who must come back to their building during winter break or spring break to remove food from the freezer and organize their kitchen will be given two (2) hours pay. Approval must be obtained from the Nutrition Services Supervisor.
8. Educational Stipend: five hundred dollars (\$500.00) per year stipend will be granted to Nutrition Services employees for the School Nutrition Association (SNA) Level 1 Certificate. This amount will be prorated monthly. Any Nutrition Services employee who has earned the SNA Level 1 Certificate must provide the official certificate to Human Resources on or before September 1st or within thirty (30) calendar days of employees hire date to receive the stipend for the current school year.
9. Time and one-half pay will be given after 40 hours worked per week, and double time for Sunday events.
10. The Kitchen Manager who supervises simultaneously the Preschool Program and their current lunch program will be compensated at the Mid School/Alt HS Kitchen Manager rate at the employee's appropriate years of service.

**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022 – 2025**

**PARAEDUCATOR**

1. Paraeducators shall work one hundred eighty (180) days and up to eight (8) hours per day as assigned unless prior arrangement is made with the building principal and approved by the Central Office.
2. When, due to lack of funds, it becomes necessary to make cutbacks, personnel will be cut rather than hours, except that, when existing programs are adversely affected due to the cut in personnel, then hours may be cut with the understanding that these same hours and personnel will be reinstated when additional District funds are again available, before hiring additional personnel.
3. Beginning with the 2022-2023 school year, Paraeducators who do not meet the minimum requirements for an instructional paraeducator will be placed as a Paraeducator I. (this is only allowed for bus assistants and preschool paraeducators.) Those who have met the minimum requirements for an instructional paraeducator will be placed as a Paraeducator II. Those who have completed the Paraeducator Certificate (completion of 70 hours training beyond the Paraeducator Fundamental Course of Study) will be placed as a Paraeducator III. This increase will be effective with the pay period following receipt of verification of completion by the personnel office.
4. Paraeducators who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.
5. All educational credits must be job-related and approved by the District.

\$25.00/ work mo.	15 quarter hours or equivalent semester hours
\$30.00 work mo.	30 quarter hours or equivalent semester hours
\$35.00/ work mo.	45 quarter hours or equivalent semester hours
\$100.00/ work mo.	Associate Arts Degree
\$125.00/ work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit

**Educational stipends will be prorated.**

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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022-2025**

**PRESCHOOL / HEAD START**

1. Preschool - Head Start staff shall work one hundred and eighty (180) days and up to eight (8) hours per day as assigned, unless prior arrangement is made with the building administrator and approved by the Central Office.
2. When, due to lack of funds, it becomes necessary to make cutbacks, personnel will be cut rather than hours, except that, when existing programs are adversely affected due to the cut in personnel, then hours may be cut with the understanding that these same hours and personnel will be reinstated when additional District funds are again available, before hiring additional personnel.
3. Preschool - Head Start staff who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.
4. All educational credits must be job-related and approved by the District.

\$ 25.00/ work mo.	15 quarter hours or equivalent semester hours.
\$ 30.00/ work mo.	30 quarter hours or equivalent semester hours.
\$ 35.00/ work mo.	45 quarter hours or equivalent semester hours.
\$100.00/ work mo.	Associate Arts Degree
\$125.00/ work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit.

**Educational stipends will be prorated.**



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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022-2025**

**SECRETARIAL / CLERICAL**

1. Salaries above are hourly and will be applied individually according to hours worked per day, days per year for an annual salary divided by months to be paid for a monthly salary.
2. Professional standards amounts will also be paid in addition to hourly salary.
3. Paid holidays for less than twelve (12) month employees will be paid as specified in Article IV.
4. All secretaries will receive the holidays as related on the school calendar. Regular workdays between Christmas and New Year's Day and during Spring Vacation are considered workdays for twelve (12) month employees.
5. Secretarial/Clerical employees will be granted educational stipends. All educational credit must be job-related and approved by the District.
6. Secretarial/Clerical employees who have completed work on an approved Associate Arts or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current year.

\$35.00/ work mo.	15 quarter hours or equivalent semester hours
\$40.00/ work mo.	30 quarter hours or equivalent semester hours
\$45.00/ work mo.	45 quarter hours or equivalent semester hours
\$60.00/ work mo.	Associate Arts Degree
\$80.00/ work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit  
**Educational stipends will be prorated.**

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**SECRETARIAL/CLERICAL (continued)**

**PLACEMENT FOR SECRETARIAL STAFF**

**SECRETARY I:**

- Elementary Assistant Secretary
- Library Technician
- Middle Level Assistant Secretary
- Nutrition Services Assistant Secretary
- Transportation Assistant Secretary

**SECRETARY II:**

- Assistant Secretary for Facilities and Operations
- Career Center Secretary
- District Receptionist/Human Resources Secretary
- High School Attendance Secretary
- Secretary to Assistant Principal
- Secretary to Athletics
- Secretary to Director of SEATech and CTE
- Secretary to Director of Transportation
- Special Programs Records/Secretary
- Substitute Coordinator/Secretary

**SECRETARY III**

- District Accounts Payable
- District Assessment Secretary
- High School Registrar
- Migrant Specialist
- Secretary to Building Principal
- Secretary to Director of Bilingual Education
- Secretary to Director of Facilities and Operations
- Secretary to Director of Nutrition Services
- Secretary to Director of Preschool Programs
- Secretary to Director of Special Education



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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022-2025**

**TECHNOLOGY SPECIALISTS**

1. Technology Specialists who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.
2. All educational credits must be job-related and approved by the District.

\$25.00/ work mo.	15 quarter hours or equivalent semester hours
\$30.00/ work mo.	30 quarter hours or equivalent semester hours
\$35.00/ work mo.	45 quarter hours or equivalent semester hours
\$50.00/ work mo.	Associate Arts Degree
\$70.00/ work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit

**Educational stipends will be prorated.**

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**SCHEDULE A**  
**WALLA WALLA SCHOOL DISTRICT #140**  
**2022-2025**

**TRANSPORTATION / BUS DRIVER**

1. Regular drivers must have a Permanent School Bus Drivers Certificate in his or her possession before he or she will be considered for permanent employment with the District. Any costs related to fulfilling requirements of the initial permanent certificate will be borne by the driver. Thereafter, renewal expenses will be borne by the District.
2. Up to ten (10) years credit will be given for previous bus driving experience with other employers. Two (2) years of professional driving experience (other than school bus driving) will be equivalent to one (1) year of bus driving experience. Only five (5) year of previous experience will be credited on this basis. Bus driving experience with another school district in Washington State will be allowed on a year-to-year basis.
3. Bus driving route conditions (stops, students, road conditions, etc.) are subject to fluctuation during the school year. It is the responsibility of the bus driver to immediately report all changes to the Transportation Coordinator.
4. On all overnight trips, drivers will be paid actual driving time at their regular rate of pay. Should the trip result in causing the drivers to work in excess of 40 hours in any one-week, then the overtime provisions of Section 5.1 will apply. Drivers will not be paid for down time, which is the time they are not driving or not required to stay with the bus. Down time includes eating and sleeping time, but not the time when a driver is on duty waiting to pick up students.
5. Should the trip include any day or days in which the driver is relieved from all duties and is considered on down time that employee shall receive a day or days' pay at the employee's regular rate of pay times eight hours.
6. Drivers will receive their regular rate of pay for workshops or seminars required by the District.
7. The District will pay the actual cost for required physicals by the designated provider. If a driver chooses to use a different provider, the District will pay an amount up to the cost of a physical provided by the designated provider. If the driver chooses to use a provider other than the designated provider, the driver assumes the responsibility of verifying that the provider is properly certified to provide physicals for bus drivers. If legislation results in certification requirements for providers, the District will provide a list of certified physicians to the Transportation Department.



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**BUS DRIVER (continued)**

**BUS DRIVER EDUCATIONAL STIPENDS**

Bus drivers will be granted educational stipends. All educational credits must be job related and approved by the District.

Bus drivers who have completed work on an approved Associate of Arts or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current year.

\$25.00/work mo.	15 quarter hours or equivalent semester hours
\$30.00/work mo.	30 quarter hours or equivalent semester hours
\$35.00/work mo.	45 quarter hours or equivalent semester hours
\$50.00/work mo.	Associate of Arts Degree
\$70.00/work mo.	Bachelor's Degree

Clock Hours: 10 clock hours = 1 college credit.

**Educational stipends will be prorated.**

