

COLLECTIVE BARGAINING AGREEMENT BETWEEN

WELLPINIT SCHOOL DISTRICT

AND

PUBLIC SCHOOL EMPLOYEES OF WELLPINIT

SEPTEMBER 1, 2022 – AUGUST 31, 2026



Public School Employees of Washington / SEIU Local 1948
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1 **DECLARATION OF PRINCIPLES**

2
3 Participation of employees in the formulation and implementation of personnel policies affecting them
4 contributes to effective conduct of school business.

5
6 The efficient administration of the system of public instruction and well-being of employees requires
7 that orderly and constructive relationships be maintained between the parties hereto.

8
9 Subject to law and the paramount consideration of service to the public, employee-management
10 relations should be improved by providing employees an opportunity for greater participation in the
11 formulation and implementation of policies and procedures affecting the conditions of their
12 employment.

13
14 Effective employee-management cooperation requires a clear statement of the respective rights and
15 obligations of the parties hereto.

16
17 It is the intent and purpose of the parties hereto to promote and improve the efficient administration of
18 the District and the well-being of employees within the spirit of the Public Employees Collective
19 Bargaining Act, to establish a basic understanding relative to personnel policies, practices and
20 procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

21
22
23 **P R E A M B L E**

24
25 This Agreement is made and entered into between Wellpinit School District # 49 (hereinafter
26 “District”) and Public School Employees of Wellpinit, an affiliate of Public School Employees of
27 Washington/SEIU Local 1948 (hereinafter “Association”).

28
29
30 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations
31 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the
32 parties agree as follows:

33
34
35 **A R T I C L E I**

36 **RECOGNITION AND COVERAGE OF AGREEMENT**

37
38 **Section 1.1.**

39
40 The District hereby recognizes the Association as the exclusive representative of all employees in the
41 bargaining unit described in Section 1.4, and the Association recognizes the responsibility of
42 representing the interests of all such employees.

43
44 **Section 1.2.**

45
46 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties
47 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the
48 Board of Directors or Superintendent of the District pursuant to RCW 41.56.030(2).



1 **Section 1.3.**

2 The District will maintain complete job descriptions for all positions subject to this Agreement. The
3 District will provide the Association with new job descriptions and amendments, changes, and/or
4 additions to existing job descriptions as they may from time to time occur. The District shall bargain
5 wages with the Association for any new position.
6

7 **Section 1.4. Bargaining Unit Defined.**

8 The bargaining unit to which this Agreement is applicable shall consist of all classified employees to
9 include: Maintenance & Operations, Nutrition Services, Office Professionals, Paraeducators,
10 Technology, Transportation and Home/School Liaison.
11

12 Positions excluded are: Administrative Secretary, Business Manager and the Supervisors of
13 Maintenance/Transportation, Food Service/Grants, and Program Directors.
14

15 **Section 1.5. Substitute Employees.**

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

- 17 1. Substitute employees who work less than thirty (30) non-consecutive workdays in a normal
18 academic year.
- 19 2. Substitute employees doing bargaining unit work who work thirty (30) days in an academic
20 year and continue to be available for work, will be included in the bargaining unit limited to
21 retirement as required by PERS, SERS, FICA, and L&I. Seniority will not accrue. Pay shall be
22 paid at Step1 on Schedule A. No other provisions of the agreement shall apply to substitute
23 employees.
24

25 **Section 1.5.1. Temporary Position.**

26 Temporary positions are new positions created by the District to fill a short-term need.
27 Temporary positions will have a specific beginning and ending date. Should the temporary
28 position exceed sixty (60) workdays, the position will be posted pursuant to Article X, Section
29 10.7. Employees filling temporary positions that exceed thirty (30) workdays will be subject to
30 the following benefits of the contract; retirement as required by PERS, SERS, FICA and L&I;
31 seniority will not accrue; pay will be at the substitute rate. No other provisions of the Collective
32 Bargaining Agreement shall apply to temporary employees.
33
34

35 **ARTICLE II**

36 **RIGHTS OF THE EMPLOYER**

37 **Section 2.1.**

38 It is agreed that the customary and usual rights, powers, functions, and authority of management are
39 vested in management officials of the District. Included in these rights in accordance with and subject
40 to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work
41 force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to
42 suspend, discharge, demote, or take other disciplinary action against employees; and the right to
43 release employees from duties because of lack of work or for other legitimate reasons. The District
44 shall retain the right to maintain efficiency of the District operation by determining the methods, the
45 means, and the personnel by which operations undertaken by the employees in the unit are to be
46 conducted.
47
48



1 **Section 2.2.**

2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
3 District. In making rules and regulations relating to personnel policies, procedures and practices, and
4 matters of working conditions, the District shall give due regard and consideration to the rights of the
5 Association and the employees and to the obligations imposed by this Agreement.
6
7
8

9 **ARTICLE III**

10 **RIGHTS OF EMPLOYEES**

11 **Section 3.1.**

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

23 **Section 3.2.**

24 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
25 Association representatives and/or appropriate officials of the District.
26

27 **Section 3.3.**

28 Employees subject to this Agreement have the right to have Association representatives or other
29 persons present at discussions between themselves and supervisors or other representatives of the
30 District as hereinafter provided.
31

32 **Section 3.4.**

33 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,
34 exclusive of compensation for services rendered to appropriate officials of the Association.
35

36 **Section 3.5.**

37 Neither the District, nor the Association, shall discriminate against any employee subject to this
38 Agreement on the basis of race, creed, color, sex, religion, sexual orientation, age or marital status or
39 because of a disability with respect to a position, the duties of which may be performed efficiently by
40 an individual without danger to the health or safety of the disabled person or others. An employee
41 alleging discrimination cannot use the grievance procedure described in the Agreement. Rather, the
42 employee must seek redress through the other available means.
43

44 **Section 3.6. Personnel Files.**

45 A – Personnel Files

- 46 • Personnel files are confidential and shall be available for inspection only by the District’s
47 management and the individual employee, unless otherwise provided by law.



- 1 • By prior appointment, an employee shall have the opportunity to review the contents of his/her
- 2 file and copy, at the employee's expense, materials within the file.
- 3 • A review of the personnel file will be supervised by the H.R. Director/designee(s). The
- 4 employee may request an additional individual, chosen by the employee, be present for the file
- 5 review.
- 6 • The employee may work with the H.R. Director to add material to or delete material from
- 7 his/her personnel file. Any material except material required by statute or placed in the file as a
- 8 result of disciplinary action, will be removed, if so, requested in writing, from the employee's
- 9 file in accordance with the applicable records retention schedule.
- 10 • The employee shall have an opportunity to attach written comments to anything in his/her file.
- 11 • The personnel file is a District file and shall be maintained in the Business Office.

12
13 **B – Medical Files**

- 14 • Confidential medical information will be kept in separate, confidential medical files, which will
- 15 be maintained in a secure location with limited access consistent with applicable laws.
- 16 • By prior appointment, an employee shall have the opportunity to review the contents of his/her
- 17 medical file and copy, at the employee's expense, materials within the file.

18
19 **C – Supervisor Files**

- 20 • An employee's supervisor may maintain a supervisory file at his/her work site.
- 21 • The supervisory file is kept for the purpose of containing material pertinent to the employee's
- 22 performance and for completion of an employee's evaluation(s).
- 23 • The supervisory file will be open for review by the employee upon request of the employee to
- 24 set a mutually agreeable time for such review. The employee may choose to have a
- 25 representative present. The employee may make a written request for removal of material from
- 26 the supervisor's file provided no further issues of a similar nature have occurred in the past two
- 27 years from the date of the document.
- 28 • The supervisor's file may be maintained as long as the supervisor has the responsibility for
- 29 evaluating the employee's performance at the work site or program. When those
- 30 responsibilities end, the contents of the file will be destroyed except for written documentation
- 31 of counseling sessions, which will be forwarded to Human Resources. Documentation
- 32 forwarded to Human Resources will be filed in the H.R. Director's Office. Documentation of
- 33 counseling sessions forwarded to H.R. will be destroyed after two (2) years from the date of the
- 34 last counseling session if that is consistent with the applicable records retention schedule and,
- 35 no further issues of a similar nature have occurred during that period of time.

36
37 **D – Other Materials**

- 38 • Other materials include confidential files on grievances, discipline, and litigation.
- 39 • These materials will be kept separate from other District files.

40
41 **E – Applicability of Public Disclosure Laws**

- 42 • Nothing in this agreement precludes the District from providing documents in accordance with
- 43 public disclosure laws. The District will notify the employee prior to the release of any
- 44 requested document(s).

45
46 The above listed files shall be the only employee files maintained in the district.



1 **Section 3.6.1.**

2 Each employee shall be provided a copy of all material placed in his or her personnel file
3 within five (5) days of its insertion. An employee may attach comments to any material that is a
4 part of the personnel file.

5
6 **Section 3.7. Evaluations.**

7 Each employee shall have an evaluation of job performance at least once annually.

8
9 The formal written annual evaluation shall be placed in the personnel file and shall be discussed at a
10 joint conference between the supervisor and the employee. A copy of the formal evaluation as attached
11 to this Agreement as Appendix B, shall be provided to the employee at the evaluation conference.

12 Employees shall have the right to attach a written response to the evaluation provided such attachment
13 is submitted within twenty (20) workdays of receipt of the evaluation copy. Both the Supervisor and
14 the employee will sign any written attachment.

15
16 Issues contained in the formal evaluation which reflect substandard job performance by the employee
17 will be issues that have been previously discussed with that employee by the supervisor. To allow the
18 employee sufficient time to improve performance, it is expected that job performance concerns will be
19 discussed with the employee at the earliest possible time but no later than fifteen (15) workdays after
20 the time when it first comes to the attention of the supervisor. Evaluations must be completed no later
21 than fifteen (15) workdays prior to the end of the school year.

22
23 **Section 3.8.**

24 Employees assigned duties for a student with diabetes, under the parameters of RCW 28A.210.330 (2)
25 (a,b) and employees who administer student catheterization services to a student under RCW
26 28A.210.280, shall be provided the training and right of refusal as described in the respective codes.

27
28 **Section 3.9.**

29 The District shall provide training and rights of refusal for each bargaining unit member whose job
30 description requires him/her to be responsible for storage of student’s medication and/or to administer
31 injections /medications to students, pursuant to RCW 28A.210.275, and/or to provide physical
32 /occupational therapy and/or other quasi-medical procedures to students. Said training shall be carried
33 out by a licensed professional.

34
35 **Section 3.10. Safe Working Environment.**

36 In the event the employee is assigned to a position wherein there is evidence to suggest the employee’s
37 physical safety is in jeopardy, the District will take appropriate steps to reduce the risk of injury. The
38 employee has the right to refuse to continue to be placed in the dangerous situation until a written plan
39 is in place to reduce the risk of injury. The written plan will be provided to the employees who are
40 affected by that plan and shall be administered as soon as is reasonably possible by the District to
41 address employee safety. Refusal in such cases will not subject the employee to discipline.



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

Section 4.3. New Employee Orientation (NEO).

An integral part of each employee's tenure with the employer is the understanding of this Agreement and the role of the Association in the employment setting.

The Employer will provide PSE reasonable access to new employees of the bargaining unit for the purposes of presenting information about PSE to the new employee. "Reasonable access" for the purposes of this section means the access to the new employee occurs within one (1) week of the employee's start date within the bargaining unit; the access is for no less than thirty (30) minutes; and the access occurs during the new employee's regular work hours at the employee's regular worksite, or at a location mutually agreed to by the Employer and PSE.

Section 4.3.1. Notification of New Hires.

The District will provide the Association and Chapter President the name and work location of each new employee within ten (10) days of the employee's employment being approved by the Board of Directors.

Section 4.4.

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/SEIU Local 1948 State Organization.

Section 4.5.

The District shall provide the Association, upon request, with information regarding each employee filling positions covered by this Agreement. Information to be provided will include the employee's name, address, hire date, classification, membership status, work location, hourly rate, and FTE. This information will be transmitted electronically to the Association and Chapter President.

Section 4.5.1. Notification of Separation.

The District shall provide the Association and Chapter President the names, classification, and work location of employees who separate from District employment.



1 **Section 4.6.**

2 The District shall provide a bulletin board space in each school for the use of the Association. All
3 bulletins posted by the Association should be related to Association business and are the responsibility
4 of the officials of the Association. Each bulletin shall be signed by the Association official responsible
5 for its posting. Unsigned notices or bulletins may not be posted. There shall be no other distribution or
6 posting by employees or the Association of pamphlets, advertising, political matters (state or federal),
7 or literature on District property, other than herein provided. The responsibility for the prompt removal
8 of notices from the bulletin boards after they have served their purpose shall rest with the individual
9 who posted such notices.

10
11 The Association shall have the right to use District mail service, e-mail and staff mailboxes for
12 communication that is consistent with the law. Postage is excluded.

13
14 The Association shall have the right to use District facilities and equipment when such equipment or
15 facilities are not otherwise in use. District facilities may be used for meetings and to transact official
16 business, except if the business relates to issues defined as work stoppage.

17
18 The Association shall have the right to hold meetings after work hours using district facilities for bona
19 fide union business not related to work stoppage. Reservation for meetings shall follow board policy
20 and procedure.

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23
24 **ARTICLE V**

25 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

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27
28 **Section 5.1.**

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

33
34 **Section 5.2.**

35 It is further agreed and understood that the District will consult with the Association, and meet with the
36 Association upon its request, in the formulation of any changes being considered in existing benefits,
37 policies, practices, and procedures that affect employees' wages, hours, or working conditions.

38
39 **Section 5.3.**

40 It is further recognized that this Agreement does not alter the responsibility of either party to meet with
41 the other party to advise, discuss or consult regarding matters concerning working conditions covered
42 by this Agreement.

43
44 **Section 5.4. Labor-Management Meetings.**

45 Four (4) times each school year the District and the PSE Chapter Executive Board will meet to discuss
46 work related issues. Either party may call for additional meetings, providing they can substantiate the
47 need. Items for negotiation, or grievances currently being heard, may not be discussed at these
48 meetings. Meetings will be held at times that are mutually agreeable.

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ARTICLE VI

ASSOCIATION REPRESENTATION

Section 6.1.

The Association representatives shall represent the Association and employees in meeting with officials of the District to discuss appropriate matters of mutual interest. They may receive and investigate to conclusion complaints or grievances of employees on District time and thereafter advise employees of rights and procedures outlined in this Agreement and applicable regulations or directives for resolving the grievances or complaints. They may not, however, continue to advise the employee on courses of action after the employee has indicated a desire not to pursue a grievance. This does not, however, preclude the Association’s right to pursue the matter to conclusion. They may consult with the District on complaints without a grievance being filed by an individual employee.

Section 6.1.1.

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

Section 6.1.2. Association Leave and Release Time.

Classified employees who are duly authorized by the Association and who are mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or other meetings relating to matters between the District and the Association shall suffer no loss of pay for attendance at said meetings.

Release time shall be granted to the Association President or his/her designees to carry out the duties of his/her office. The total amount of release time will be a maximum of ten (10) days a year, not to exceed four (4) days in any given month.

Section 6.1.3.

Release time for Wellpinit PSE members requested by the Public School Employees of Washington/SEIU Local 1948 State organization may be granted to the employee. All costs associated with the employee’s absence will be reimbursed by Public School Employees of Washington/SEIU Local 1948. Request for release time will be handled through the Superintendent. Availability of substitutes is a condition for release.

ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1.

The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.



1 **Section 7.2.**

2 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be
3 changed without prior notice to the employee of one (1) calendar week.
4

5 **Section 7.3.**

6 Existing positions with an increase in hours of work of sixty (60) minutes or less, or a decrease in
7 hours of thirty (30) minutes or less for pay purposes, within a given year, shall not be considered open
8 and shall not have to be posted.
9

10 Food Service employees will be an exception...these employees with a change (increase or decrease) in
11 hours of thirty (30) minutes or less for pay purposes, in a given year, will not be considered open and
12 shall not have to be posted. The Superintendent must notify the PSE President of any time addition.
13

14 **Section 7.4.**

15 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the
16 District will make every effort to notify each employee to refrain from coming to work. The District
17 will also notify the ESD 101 emergency alert system. Employees will make every effort to review this
18 source for notification of school closures. Employees reporting to work shall receive a minimum of
19 two (2) hours pay at the current hourly wage in the event of such a closure; provided, however, no
20 employee shall be entitled to any such compensation in the event of actual notification by the District
21 of the closure prior to leaving home for work.
22

23 **Section 7.5.**

24 Recognizing that personnel in Transportation present special shift problems, the parties agree that bus
25 drivers will be assigned to shifts in relation to routes and driving times requisite to fulfilling tasks
26 assigned by the Supervisor of Transportation.
27

28 **Section 7.6. Extra/Activity Trips.**

29 "Extra trips" means trips other than regular, daily scheduled runs. These trips will be assigned on a
30 rotating basis by the Superintendent/designee, provided that the extra activity trip does not conflict
31 with the employee's regular bus run if the District is unable, with reasonable efforts, to obtain a
32 substitute. Regular work time and "extra trip" time will not go over forty (40) hours until all drivers
33 have maximized forty (40) hours. Trips will be assigned on the first workday of the week. If a driver is
34 scheduled for a trip that cancels and that driver has not worked forty (40) hours in that week, the driver
35 can work the time of the trip up to forty (40) hours.
36

37 On an overnight trip the driver will be compensated to maximize a forty (40) hour workweek or actual
38 time worked whichever is greater; will receive the per diem rate for each day away from the district;
39 the per diem rate will be paid prior to the start time of the trip; and the district will provide any
40 additional expense reimbursement according to district policy. Sleep time is non-work time.
41

42 **Section 7.6.1. Cancelled Weekend Trips.**

43 In the event that a weekend trip is cancelled, the driver scheduled to take the trip shall be
44 eligible to take Administrative Leave for all hours for that scheduled trip and will not be
45 required to make up the hours lost due to the cancellation.
46
47

1 **Section 7.7.**

2 The District may use recording cameras on school buses; provided however that the recorded data may
3 not be used to discipline drivers unless driver’s actions are criminal, unethical, or harmful.
4

5 **Section 7.8. Overtime.**

6 Overtime assignments shall be distributed in accordance with the seniority provisions on a rotating
7 basis, (see Section 7.5 regarding Bus Drivers overtime) as hereinafter provided. In the assignment of
8 overtime, the District agrees to provide the employee with as much advance notice as practicable in the
9 circumstances. Normally, employees designated to work overtime on days outside their regular
10 workweek will be advised of the possibility no later than twenty-four (24) hours prior to the end of the
11 last shift before the overtime commences. Unless overtime cannot be avoided, employees must obtain
12 written permission from their supervisor before working overtime. An employee who fails to obtain
13 permission may be subject to discipline.
14

15 **Section 7.8.1.**

16 All hours compensated in excess of forty (40) hours in one (1) workweek shall be compensated
17 at the rate of one and one-half (1½) times the employee’s regular hourly pay.
18

19 **Section 7.8.2. Comp Time.**

20 Compensatory time in lieu of overtime pay must be pre-approved by the immediate supervisor
21 except in emergencies where the supervisor cannot be reached. Compensatory time may be
22 authorized under the following conditions:
23

- 24 A. Compensatory time shall be computed at the rate of one and one-half (1½) hours
25 compensatory time for each one (1) hour compensated in excess of forty (40) hours in
26 any one (1) workweek.
- 27 B. No employee may be compelled to take compensatory time in lieu of overtime pay.
- 28 C. The District shall not be required to grant requests for compensatory time in lieu of
29 overtime pay.
- 30 D. Compensatory time may be accumulated to a maximum of forty (40) hours and must be
31 used within thirty (30) workdays of the accrual, which may be extended upon mutual
32 agreement between the employee and the Superintendent.
- 33 E. See Comp Time Form. (attached)
34

35 **Section 7.9.**

36 The work shift of full-time two hundred sixty (260) days employees shall consist of eight (8) hours per
37 day on a twelve (12) month basis unless otherwise mutually agreed to by the Association and the
38 District. Full-time shifts shall include an unpaid thirty (30) minute meal period and two fifteen (15)
39 minutes breaks.
40

41 **Section 7.9.1.**

42 Recognizing that some work years have more than two hundred sixty (260) workdays, fulltime
43 employees shall have the additional day(s) off. The District will notify the effected employees
44 when the work year has over two hundred sixty (260) workdays.
45
46
47



1 **Section 7.10.**

2 In the event an employee is assigned to a shift less than eight (8) hours per day, the employee shall be
3 granted rest periods as follows:

4		
5	<u>Less than 2 hours daily work shift</u>	No rest period
6	<u>2 to 5 hours daily work shift</u>	One paid 15-minute rest period
7	<u>More than 5 hours daily work shift</u>	One paid 15-minute rest period/One 30-minute unpaid 8 lunch
9	<u>7½ or more hours daily work shift</u>	Two paid 15-minute rest periods/One 30-minute unpaid 10 lunch
11		

12 Rest periods should be scheduled as close as practicable to the mid-point of the employee’s shift.
13 Lunch and break periods will be scheduled with consultation between the employee and the
14 employee’s supervisor. The rest period shall not be scheduled so as to extend or shorten the length of
15 the employee’s daily work shift.

16
17 **Section 7.11.**

18 Employees who work a shift regularly filled by an employee in a higher paid position shall receive
19 compensation at their step rate for that position. Should an employee fill a shift of a lower paid
20 position the employee will receive the step rate pay for the position or their pay whichever is greater.

21
22 **Section 7.11.1. Monitor Pay.**

23 The District agrees to pay Paraeducator’s monitor pay if they have to monitor classrooms
24 individually.

25
26 The District will be responsible for the coverage of the Paraeducator’s position and will inform
27 the Paraeducator what the plan for coverage of the Paraeducator’s position is. The district shall
28 also provide the Paraeducator with the length of time necessary for the coverage of the
29 classroom and will communicate with the Paraeducator regarding any changes that may occur.

30
31 Paraeducators shall have their regular hourly pay increased to thirty dollars (\$30.00) per hour
32 for Monitor Pay when monitoring classrooms. A monitor time sheet must be signed by the
33 Supervisor and turned into the Business Office.

34
35 **Section 7.12.**

36 It is understood that approval of a waiver as per WAC180-18-040 and RCW28A.300.750 to reduce the
37 number of student days to less than one hundred eighty (180) will not negatively impact any part-time
38 Public School Employees of Wellpinit employee. The additional days required to total the one hundred
39 eighty (180) days will be days of work and will be paid at the regular rate per hour and the regular
40 number of hours in a shift normally worked by the employee.

41
42 **Section 7.13. School Calendar.**

43 A calendar committee will be established to propose three (3) to six (6) calendar options. The
44 committee will consist of three (3) members of PSE and three (3) members of WEA. The options will
45 be presented to all employees of the District for a vote by March 1. The top two (2) calendars will then
46 be resubmitted to the employees of the District for a final vote by March 15. The winning calendar will
47 go to the administration and Board of Directors for adoption at the next available School Board



meeting. In the event a calendar is not ready for administration and School Board by April 1, the District may plan the calendars independent of PSE.

Section 7.14. Annual Classified Employee In-Service.

There shall be at least a one (1) day in-service for classified employees annually prior to the first day of student attendance. This in-service will be held to best ensure each classified employee thoroughly understands their role and job duties for the upcoming school year. Each classified employee shall receive their schedule, work assignments, necessary equipment, necessary training, relevant information, and any other useful item(s) that may enhance their preparation for the coming school year. All hours spent while in in-service training shall be paid at the employee’s regular hourly rate, per schedule A.

Section 7.15. Extra Paraeducator Duties.

Any General Ed Paraeducator may be assigned to assist with a student’s special hygiene needs (such as toileting, diapering, bathing, catheterization, and tube feeding) as identified and detailed as being required services in the student’s written IEP, 504 or health plan. Any General Ed Paraeducator assigned to perform the special hygiene needs shall receive the Sped/Social Skills/Library Coordinator Para pay rate (Per Schedule A) per hour during the time they are assigned direct supervision of such qualifying students each day. A time sheet detailing the hours worked must be turned in to the business office at the end of each week.

ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1.

Each twelve (12) month employee subject to this Agreement shall receive the following paid holidays which fall within their work year:

- | | |
|---------------------|--------------------------------------|
| 1. New Year’s Day | 8. Day after Thanksgiving Day |
| 2. Presidents’ Day | 9. Day before or after Christmas Day |
| 3. Memorial Day | 10. Christmas Day |
| 4. Independence Day | 11. Martin Luther King, Jr. Birthday |
| 5. Labor Day | 12. Spokane Tribal Day |
| 6. Veterans Day | 13. American Indian Day |
| 7. Thanksgiving Day | 14. Juneteenth |

Section 8.1.1.

Less than twelve (12) month employees shall receive no paid holidays.

Section 8.1.2.

Each twelve (12) month employee subject to this Agreement shall be entitled to and receive paid vacation time according to the following formula:

<i>Length of Employment</i>	
<u>Excluding Leaves of Absence</u>	<u>Days</u>
Up to 1 year	5
1 through 5 years	10
6 through 10 years	15



11 through 19 years	20
20+ years	25

Vacation shall not be available until the employee has completed the sixth (6th) month of continuous employment. An employee may cash-out up to ten (10) days accumulated vacation time rather than carry it over to the next year.

Unused vacation may be carried over for two months with prior approval of the District. No vacation may be carried over for more than two months beyond the date in which it became due. The District and employee will cooperatively schedule the employee’s vacation time so that it does not negatively impact District operations.

Section 8.1.3. Holidays During Vacation.

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

Section 8.1.4. Vacation Cash-Out.

Employees who leave District employment will be paid for vacation earned. Unearned, front-loaded vacation will not be cashed-out and the employee may not use the vacation. Should the employee exhaust his/her vacation leave balance and terminate employment with the district prior to actually earning the days, the district will have authority to recover the expended hours from the employee’s final compensation.

ARTICLE IX

LEAVES

Section 9.1. Sick, Injury or Emergency Leave.

Section 9.1.1.

At the beginning of each school year, each employee shall be credited with an advanced leave allowance of twelve (12) days for illness, injury, and emergency. Employees who work less than a full school year (180) days shall be credited with leave based on a proration of their workday. Leave shall be vested when earned and may be accumulated up to a maximum of one hundred eighty (180) days or as provided by law. Leave benefits shall be paid on the basis of current 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 leave, leave benefits will be paid in accordance with the employee’s normal daily work shift at the time the leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. Leave allocation for the current year shall be adjusted for the remainder of the year based on the employee’s daily work shift on December 1 of the current year.

Should the employee exhaust his/her sick leave balance and terminate employment from the district prior to actually earning the days, the district will have authority to recover the expended hours from the employee’s final compensation.



1 **Section 9.1.2.**

2 In the event employees are absent for reasons, which are covered by Industrial Insurance, the
3 District shall pay the employee based on one (1) of three (3) options as follows:

- 4 1. The employee may use accrued sick leave and use their Workers’ Compensation time
5 loss check to reimburse the sick leave account; or
- 6 2. The employee may receive the Workers’ Compensation time loss payments instead of
7 using sick leave; or
- 8 3. The employee may use accrued vacation and receive Workers’ Compensation time loss
9 payments.

10 The employee will contact the ESD 101 Risk Assessment Manager to select one of the above
11 payment options when he/she is on Workers’ Compensation time loss.

12 **Section 9.1.3. Reasons for Using Sick Leave.**

13 Employees may use paid sick leave for the purposes identified in RCW 49.46.210 and RCW
14 49.76.030.
15

16 **Section 9.1.3.1. Required Notice.**

17 Employees must provide reasonable notice of an absence from work for the use of paid
18 sick leave to care for themselves or a family member or because the employee’s child’s
19 school or place of care is closed by order of a public official for any health-related
20 reason.
21

22
23 If an employee’s absence is foreseeable, the employee must provide notice to his or her
24 supervisor at least ten days, or as early as practicable, before the first day of paid sick
25 leave is used. If possible, the notification must include the expected duration of the
26 absence.
27

28 If an employee’s absence is unforeseeable, the employee must contact his or her
29 supervisor as soon as possible before the required start of his or her shift. If
30 circumstances allow, employees should provide notice as soon as the employee learns
31 of the need for paid sick leave. If possible, the notification should include the expected
32 duration of the absence.
33

34 **Section 9.1.3.2.**

35 Employees must give advance oral or written notice as soon as possible for the
36 foreseeable use of paid sick leave to address issues related to their or their family
37 member being a victim of domestic violence, sexual assault, or stalking.
38

39 If an employee is unable to give advance notice because of an emergent or unforeseen
40 circumstance related to the employee’s family member being a victim of domestic
41 violence, sexual assault, or stalking, the employee or his or her designee must give oral
42 or written consent to his or her supervisor no later than the end of the first day that the
43 employee takes leave.
44

45 **Section 9.1.4. Verification**

46 If an employee has used paid-sick leave for more than three (3) consecutive days, the employee
47 must provide verification that establishes or confirms that the use of paid sick leave is for an
48 authorized purpose. See RCW 49.46.210(g); WAC 296-128-660.



1 **Section 9.1.4.1.**

2 When taking leave to care for themselves or a family member, employees must provide
3 a doctor's note or a signed statement from a health care provider indicating that the use
4 of paid sick leave is to care for themselves or a family member for an authorized
5 purpose.

6
7 Verification must be provided to the District within ten (10) calendar days of the first
8 day employees used paid sick leave to care for themselves or a family member.

9
10 Employees are not required to provide any details concerning the specific nature of the
11 health condition in order to use paid sick leave - unless otherwise required by law. Any
12 information employees provide will be kept confidential.

13
14 **Section 9.1.4.2.**

15 When taking leave because an employee's child's school or place of care is closed by
16 order of a public official for any health-reason, the employee must provide the order
17 from the public official.

18
19 Verification must be provided to the District within ten (10) calendar days of the first
20 day an employee used paid sick leave for this purpose.

21
22 **Section 9.1.4.3.**

23 When an employee has taken leave because the employee's family member has been a
24 victim of domestic violence, sexual assault, or stalking, the employee must provide any
25 one (1) or more of the following as verification:

- 26
27 1. A written statement that the employee or an employee's family member is a
28 victim of domestic violence, sexual assault, or stalking and that the leave was
29 taken to address related issues.
- 30 2. A police report indicating that the employee or the employee's family member
31 was a victim of domestic violence, sexual assault, or stalking.
- 32 3. Evidence from a court or prosecuting attorney showing that the employee or the
33 employee's family member appeared, or is scheduled to appear, in court in
34 connection with an incident of domestic violence, sexual assault, or stalking.
- 35 4. A court order of protection.
- 36 5. Documentation from any of the following persons from whom an employee or
37 an employee's family member sought assistance from in addressing the
38 domestic violation situation indicating that the employee or the employee's
39 family member is a victim:
- 40 a. An advocate for victims of domestic violence, sexual assault, or stalking.
 - 41 b. An attorney.
 - 42 c. A member of the clergy.
 - 43 d. A medical professional.
- 44

45 Verification must be provided to the District within a reasonable time period during or
46 after the leave.

47
48

1 **Section 9.1.4.4.**

2 If an employee believes that obtaining verification for use of paid sick leave would
3 result in an unreasonable burden or expense on the employee, the employee must
4 explain to his or her supervisor that the absence is for an authorized purpose and explain
5 why verification would result in an unreasonable burden or expense on the employee.
6

7 Within ten (10) calendar days of receiving the employee’s request, the employee’s
8 supervisor will make a reasonable effort to identify alternatives for the employee to
9 meet the verification requirement in a way that does not result in an unreasonable
10 burden or expense. This might include accepting the employee’s written explanation as
11 a form of verification or mitigating the employee’s out-of-pocket expenses associated
12 with obtaining medical verification.
13

14 The District may choose not to pay an employee for paid sick leave taken until
15 verification is provided.
16

17 If agreement cannot be reached after the employee’s supervisor considers the
18 employee’s explanation and attempts to identify alternatives to meet the verification
19 requirement, the employee may consult with the Washington State Department of Labor
20 and Industries. However, the employee may not file a grievance under this Agreement.
21

22 **Section 9.1.5.**

23 Employees who have accrued sick leave while employed by another public school district in
24 the State of Washington shall be given credit for such accrued sick leave upon employment by
25 the District.
26

27 **Section 9.1.6. Sick Leave Cash-Out.**

28 In January of each year, eligible employees may elect to convert excess sick leave to monetary
29 compensation. An eligible employee is one who has accumulated more than sixty (60) days of
30 unused sick leave as of the end of the previous calendar year. The unused sick leave cannot
31 have accumulated at greater than one full day of sick leave per month.
32

33 The number of sick leave days that an eligible employee may convert is calculated as follows:
34 taking the number of sick leave days in excess of sixty (60) full days that were accumulated by
35 the employee during the previous calendar year and subtracting from that number the sick leave
36 days used by the employee during the previous calendar year. The remainder, if positive, will
37 constitute the number of sick leave days that may be converted to monetary compensation. Sick
38 leave days that are eligible for conversion will be converted to monetary compensation at the
39 rate of twenty-five percent (25%) of an employee’s current, full-time daily rate of
40 compensation for each full day of eligible sick leave. Partial days of eligible sick leave shall be
41 converted on a pro rata basis.
42

43 Sick leave days converted to compensation will be deducted from the employee’s accumulated
44 sick leave account. Compensation received shall not be included for the purpose of computing
45 a retirement allowance under any public retirement system in Washington State.
46

47 To the extent this section conflicts with WAC 392-136-015, that regulation governs. The
48 district will make available a VEBA program for all employees eligible for sick leave cash-out.



1 **Section 9.1.7.**

2 At the time of separation from school district employment, an eligible employee or the
3 employee’s estate may elect to convert all eligible sick leave days to monetary compensation.
4 An eligible employee means:

- 5
- 6 A. Employees who separate from employment due to retirement or death.
- 7 B. Employees who separate from employment and who are at least age fifty-five and have
- 8 at least ten (10) years of service in SERS (3).
- 9 C. Employees who separate from employment and who are at least age fifty-five and have
- 10 at least fifteen (15) years of service in SERS (2) or PERS (2).
- 11

12 Eligible sick leave days include all unused sick leave days that have been accumulated from
13 year to year up to a maximum of one hundred and eighty (180) days.

14
15 Sick leave days that are eligible for conversion will be converted to monetary compensation at
16 the rate of twenty-five percent (25%) of an employee’s full-time daily rate of compensation at
17 the time of termination of employment. Partial days of eligible sick leave will be converted on
18 a pro rata basis.

19
20 All sick leave days converted under this section will be deducted from an employee’s
21 accumulated leave balance.

22
23 Compensation received pursuant to this section will not be included for the purpose of
24 computing a retirement allowance under any public retirement system in Washington State.

25
26 To the extent this section conflicts with WAC 392-136-020, that regulation governs.

27
28 **Section 9.2. Bereavement Leave.**

29 In the event of the death of any member of the employee, spouse, or partner’s household and/or
30 immediate family (including loss of pregnancy after twenty-four [24] weeks of gestation), the
31 employee shall be allowed up to five (5) days paid leave per incident. Immediate family shall include a
32 spouse or partner, parent or child, sibling, grandchild, or grandparent including step and in-law
33 relations. Bereavement leave shall be non-cumulative and shall not be deducted from any other
34 accrued leave. Bereavement leave may be taken in one (1) day increments and may be taken non-
35 consecutively.

36
37 **Section 9.2.1.**

38 Bereavement leave for family or other close personal friends not covered in Section 9.2 may be
39 granted upon approval of the Superintendent or his/her designee. Employees not granted
40 bereavement leave may choose to utilize the following:

- 41 • Sick leave
- 42 • Personal leave
- 43 • Vacation
- 44 • Leave without pay may be requested
- 45

46 **Section 9.3. Personal Leave.**

47 Each employee shall be entitled to three (3) paid workdays per year as personal leave subject to the
48 following limitations:



- 1 A. The leave shall not accumulate from year to year.
- 2 B. Personal leave not used in the year in which it became due will accrue as sick leave.
- 3 C. The leave shall not be available for use during the first five (5) and/or last five (5) student
- 4 attendance days without the approval of the employee's immediate supervisor.
- 5 D. The leave will be requested in writing and shall be granted on a first submitted, first granted
- 6 basis.
- 7 E. If requests are received simultaneously, the leave shall be granted to the employee with the
- 8 greater seniority.
- 9 F. Personal Leave shall be deducted from sick leave accrual.

10
 11 The employee shall provide the principal or supervisor with at least twenty-four (24) hour notice, said
 12 twenty-four (24) hour notice being a full business day. Non-business days shall not count as a part of
 13 the twenty-four (24) hour notice requirement. Employees that work for more than 200 days, but less
 14 than 260 days, shall be allotted an additional five (5) days of personal leave to be used as provided by
 15 this section.

16
 17 **Section 9.4. Maternity Leave.**

18 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such
 19 time as the employee, and her medical advisor, deem necessary. Employees granted maternity leave
 20 must return to work not later than one (1) year following the granting of the maternity leave.
 21 Employees granted maternity leave may, at their option, be allowed compensation for maternity leave
 22 in accordance with Section 9.1.1. Before returning to work, the employee must be certified by her
 23 physician as ready and able to return.

24
 25 **Section 9.5. Paternity Leave.**

26 A male employee, upon request, may be granted up to five (5) days leave, on or about the date of the
 27 birth or adoption of his child. Such leave shall be deducted from that accumulated pursuant to Section
 28 9.1.1.

29
 30 **Section 9.6. Judicial Leave.**

31 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named
 32 as a codefendant with the District, such employee shall receive a normal day's pay for each day of
 33 required presence in court. In the event that an employee summoned to court as a party in a court
 34 action, such employee may use personal leave, vacation time or be granted a leave without pay.

35
 36 **Section 9.7. Faith or Conscience Leave.**

37 Each employee covered by this Agreement is entitled to two (2) unpaid days per year for a reason of
 38 faith or conscience or an organized activity conducted under the auspices of a religious denomination,
 39 church, or religious organization unless such leave will pose an undue hardship as set forth in the
 40 WAC that will be promulgated by OFM.

41
 42 **Section 9.8. Leave of Absence.**

43 Upon recommendation of the immediate supervisor through administrative channels to the
 44 Superintendent, and upon approval of the Board of Directors, an employee may be granted a leave of
 45 absence for a period not to exceed one (1) year; provided, however, if such leave is granted due to
 46 extended illness, one (1) additional year may be granted.



1 **Section 9.8.1.**

2 If an employee’s leave of absence is granted for the purpose of going to school, more than one
3 year may be granted. Should the employee be granted a partial day or partial year leave of
4 absence the terms of the leave will be agreed between the Association and the District before
5 the request is submitted to the School Board of Directors for approval.
6

7 **Section 9.8.2.**

8 The returning employee will be assigned to the position occupied before the leave of absence.
9 Employees hired to fill positions of employees on leave of absence will be hired for a specific
10 period of time, during which they shall be subject to all provisions of this Agreement. It shall
11 be the responsibility of the employer to inform replacement employees of these provisions.
12 When the replacement employee’s employment is non-renewed because the employee on a
13 leave of absence returns, the replacement employee has no right to grieve the non-renewal.
14

15 **Section 9.8.3.**

16 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
17 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
18 the employee is on leave of absence; provided, however, that if such leave is approved for
19 extended illness or injury, seniority shall accrue.
20

21 **Section 9.8.4. Family and Medical Leave Act (FMLA).**

22 Employees who work 1250 hours or more in any twelve (12) month period shall be eligible for
23 benefits under the Washington Paid Family & Medical Leave and the Federal Family Medical
24 Leave Act (FMLA) guidelines. Information is available upon request to the District HR
25 Department.
26

27 **Section 9.8.5. Washington Paid Family and Medical Leave (PFML).**

28 Employees are eligible to apply for Paid Family and Medical Leave (PFML) benefits as allowed
29 by law. The Employment Security Department (the “ESD”), not the District, is responsible for
30 administering PFML and for determining whether employees qualify for benefits. The District
31 and employees will pay premium costs associated with PFML as per state law. The following is
32 for informational purposes only and does not bind the District in any way:

- 33 • The District shall annually notify employees about the benefits available under PFML.
- 34 • Employees may file a claim for PFML benefits by going to the following link:
35 <https://paidleave.wa.gov/get-ready-to-apply/>.
- 36 • Employees may consult the Employment Security Guidelines to determine the amount
37 of leave available.
- 38 • To qualify for PFML, employees must work no less than eight hundred and twenty
39 (820) hours in employment in Washington State during the qualifying period.
- 40 • Employees may go to <https://esd.wa.gov/paid-family-medical-leave/benefits> or
41 www.paidleave.wa.gov for more information pertaining to this leave.

42 When an employee is seeking PFML, he or she will provide notice to the District of the intent
43 to seek PFML. The employee will notify the district when he or she learns that he or she has
44 been approved for PFML by ESD. The employee will provide the District with documentation
45 received from ESD showing the approval of PFML leave and with documentation that
46 establishes the employee’s need for leave. Once the employee has provided such
47 documentation, the District will provide the employee unpaid leave consistent with the PFML
48 for which the employee was approved by ESD.



1 **Section 9.9.**

2 The District agrees to establish and maintain a LEAVE SHARING PLAN (LSP), said plan to be
3 consistent with the provisions of RCW 28A.400.380 and WAC 392-126, except as hereafter stipulated.
4

5 The LSP shall be subject to the following conditions:

- 6 A. Each and every donation of annual and/or sick leave shall be made by a specific individual to a
7 specific individual and not from or to a pool of any kind.
- 8 B. All donated leave shall be calculated on the basis of “hours donated” and “hours used.”
- 9 C. The maximum number of hours of donated leave that any individual may receive and use shall
10 be limited to:
 - 11 1. An annual amount that is not more than the total number of the receiving individual’s
12 regular employment hours remaining in the current school year following the
13 exhaustion of all forms of accrued leave; and
 - 14 2. Lifetime total of not more than two hundred sixty-one (261) times the receiving
15 individual’s regular daily employment hours.
- 16 D. Each individual’s request for shared leave shall be reviewed and acted upon by the
17 superintendent. The employee may be required to submit the documentation identified in WAC
18 392-136A-055 before the request is approved or denied.
- 19 E. The decision of the superintendent may be appealed by the requesting individual to the School
20 Board.
- 21 F. The decision of the School Board shall be final and shall not be subject to the grievance
22 procedure.
- 23 G. Leave Sharing shall be allowed between employee groups within Wellpinit School District.
24

25 **Section 9.10. Unpaid Leave.**

26 Employees are not entitled to unpaid leave; however, in unique circumstances or opportunities,
27 employees may request time off without pay when all Personal Leave has been exhausted. Pre-
28 approval is required. Requests for unpaid leave shall be submitted in writing to the Superintendent with
29 a copy to the Principal/Supervisor at least two (2) weeks prior and approval shall be coordinated with
30 the business office. The approved request form must accompany the employee’s absence report.
31
32
33

34 **ARTICLE X**

35 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

36 **Section 10.1.**

37 The seniority of an employee within the bargaining unit shall be established as of the date on which the
38 employee begins continuous daily employment (hereinafter “hire date”). If more than one employee
39 begins continuous daily employment on a given day, seniority will be decided by a drawing of lots.
40
41
42

43 **Section 10.2.**

44 Each new hire shall remain in a probationary status for a period of not more than sixty (60) workdays
45 following the hire date. During this probationary period the District may discharge such employee at
46 its discretion.
47



1 **Section 10.3.**

2 Except as specifically provided otherwise in this Agreement, probationary employees will be subject to
3 all rights and duties contained in this Agreement.
4

5 **Section 10.4.**

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

- 7 A. Resignation.
- 8 B. Discharge for justifiable cause.
- 9 C. Retirement

10
11 **Section 10.5.**

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

- 13 A. Time lost by reason of industrial accident, industrial illness, or judicial leave.
- 14 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
15 States.
- 16 C. Time spent on other authorized leaves.
- 17 D. Time spent in layoff status as hereinafter provided.

18
19 **Section 10.6.**

20 The employee with the earliest hire date shall have preferential rights regarding shift selection,
21 vacation periods and special services (including overtime). The employee with the earliest hire date
22 shall have preferential rights regarding promotions, assignment to new or open jobs or positions,
23 (including summer school and work outside the school day, i.e., ballgames) and layoffs when skills,
24 ability and performance are substantially equal with junior employees. If the District determines that
25 seniority rights should not govern because a junior employee possesses ability, skills and performance
26 substantially greater than a senior employee or senior employees, the District shall set forth in writing
27 to the employee and the Association President its reasons why the senior employee or employees have
28 been bypassed.
29

30 **Section 10.7.**

31 The District shall publicize within the bargaining unit for five (5) workdays the availability of open
32 positions as soon as possible after the District is appraised of the opening. A copy of the job posting
33 shall be forwarded to the President of the Association; posted to all employees via e-mail; and posted
34 on the office bulletin board at each worksite.
35

36 **Section 10.8. Layoffs.**

37 In the event a position displacement is caused by, but not limited to, a layoff, position elimination,
38 leave of absence, exercise of seniority rights, or a reduction in hours, an employee so affected shall
39 exercise the following options:

- 40 A. The employee may elect to remain in the same position in the event that the position is still
41 available; or
 - 42 B. The employee may exercise his/her seniority rights by choosing to bump the least senior
43 position (with equal hours and months) within the bargaining unit as set forth in Article I,
44 Section 1.3, for which he/she is qualified, referring to seniority section within classification and
45 job description. (Equal Hours = same or the next lowest total daily hourly assignment).
- 46

1 **Section 10.9.**

2 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
3 District according to layoff ranking. Such employees are to have priority over junior employees and
4 outside candidates in filling an opening. Names shall remain on the reemployment list for two (2)
5 years.

6
7 **Section 10.10.**

8 Employees on layoff status shall file their addresses in writing with the personnel office of the District
9 and shall thereafter promptly advise the District in writing of any change of address.

10
11 **Section 10.11.**

12 An employee shall forfeit rights to reemployment as provided in Section 10.9 if the employee does not
13 comply with the requirements of Section 10.10, or if the employee does not respond to the offer of
14 reemployment within fifteen (15) days.

15
16 **Section 10.12.**

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

20
21
22 **ARTICLE XI**

23
24 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

25
26 **Section 11.1. Sufficient Cause.**

27 The District shall have the right to discipline or discharge an employee for sufficient cause. The issue
28 of sufficient cause shall be resolved in accordance with Article XIX, Grievance Procedure, hereinafter
29 provided. If the District has reason to reprimand an employee, it shall be done in a manner, which will
30 not embarrass the employee before other employees or the public. Employees shall have the right to
31 have a recognized association representative present when being formally disciplined.

32
33 **Section 11.1.1.**

34 All charges and information forming the basis for formal discipline shall be provided to the
35 employee in writing. An employee has the right to face his/her accuser(s) and to question
36 witnesses as long as accuser and/or witnesses are non-students. Employees shall be informed of
37 any complaints made against them within ten (10) workdays or said complaint shall be deemed
38 null and void. If a complainant refuses to meet with the employee and the employee's
39 supervisor, or refuses to provide a signed, written statement setting forth the precise complaint,
40 then the complainant's information will be considered hearsay. The principles of progressive
41 discipline will apply to all formal disciplinary action.

42
43 **Section 11.1.2. Due Process.**

44 All charges forming the basis for formal discipline shall be provided to the employee in
45 writing. The principles of progressive discipline will apply to all formal disciplinary action.
46 Steps in the progressive discipline model may be skipped depending on the severity of the
47 employee's conduct.



1 **Section 11.1.3. Progressive Discipline.**

2 When disciplining an employee, the following progressive discipline model will apply:

- 3 1) Oral Warning
4 2) Written Warning
5 3) Written Reprimand
6 4) Suspension without pay
7 5) Termination

8
9 • **Oral Warning**

10 The employee shall be provided a written confirmation of the discussion, which shall be
11 relied upon to establish that the employee has been made aware of their obligations and
12 responsibilities. Written confirmation shall explain the nature of the problem and how to
13 correct the problem. This record shall be made part of the employee’s personnel file.

14
15 • **Written Warning and Written Reprimand**

16 A written warning and a written reprimand are written disciplinary notices that describe
17 the deficiency or misconduct for which the employee is being disciplined and that direct
18 the employee to act or refrain from acting in a particular way. The difference between a
19 written warning and a written reprimand is the level of discipline. A written reprimand is
20 a higher level of discipline than a written warning. A written warning or written
21 reprimand will be made a part of the employee’s personnel file.

22
23 • **Suspension without pay**

24 When an employee is suspended without pay the employee will receive a written notice
25 that describes the deficiency or misconduct for which the employee is being disciplined,
26 that directs the employee to act or refrain from acting in a particular way, and that
27 identifies the length of the suspension.

28
29 • **Termination**

30 When an employee is terminated, the employee will receive notice of the reasons for
31 termination.

32
33 • **Employee Discipline Records**

34 Upon request of the employee and approval of the supervisor and the
35 superintendent/designee, the records of a disciplinary action against an employee may be
36 removed from the personnel file in accordance with applicable records retention
37 schedules. <https://www.sos.wa.gov/archives/recordsmanagement/local-government-records-retention-schedules---alphabetical-list.aspx>. The employee may request removal
38 of (a) written reprimand(s) after (1) year and notice of suspensions or demotion after two
39 (2) years. An employee may request removal of an oral reprimand after three (3) year
40 when there have been no further incidents of a similar nature.

41
42
43 **Section 11.2. Notification to Non-Annual Employees.**

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



1 **Section 11.2.1.**

2 Should the District decide to lay-off any non-annual employee, the employee shall be so
3 notified in writing prior to the expiration of the school year.

4
5 **Section 11.2.2.**

6 Except in extraordinary cases, and as otherwise provided in this Article, the District will give
7 employees two (2) weeks’ notice of intention to layoff.
8
9

10
11 **ARTICLE XII**

12
13 **INSURANCE AND RETIREMENT**
14

15 **Section 12.1. School Employees Benefit Board.**

16 In accordance with state law, the District will offer to eligible employees all benefits offered by the
17 School Employees Benefits Board (SEBB), administered by the Washington State Health Care Authority
18 (HCA). The District will pay the employer contributions to the HCA for SEBB insurance coverage for
19 all eligible employees and their dependents as mandated by state laws and the rules promulgated by the
20 HCA.
21

22 **Section 12.2.**

23 The District shall provide tort liability coverage for all employees subject to this Agreement.
24

25 **Section 12.3.**

26 The District shall make required contributions for State Industrial Insurance on behalf of all employees
27 subject to this Agreement.
28

29 **Section 12.4.**

30 In determining whether an employee subject to this Agreement is eligible for participation in the
31 Washington State Public Employees Retirement System (PERS) or the Washington State School
32 Employees Retirement System (SERS), the District shall report all hours worked, whether straight
33 time, overtime, or otherwise.
34
35
36

37 **ARTICLE XIII**

38
39 **ASSOCIATION MEMBERSHIP AND CHECKOFF**
40

41 **Section 13.1.**

42 Each employee subject to this Agreement may choose to become an Association member in good
43 standing by paying monthly dues. Maintaining membership with the Association entitles the member
44 to additional benefits of union membership. For more information on the additional benefits of union
45 membership, visit: www.pseclassified.org. the Association shall be the custodian of record in terms of
46 employee Association Membership.
47



1 **Section 13.2.**

2 The District will notify the Association President of all new hires within ten (10) workdays of the
3 employee’s employment being approved by the Board of Directors. At the time of hire, the District
4 will inform the new hire of the terms and conditions of this Article.

5
6 **Section 13.3. Political Action Committee.**

7 The District shall, upon receipt of a written authorization form that conforms to legal requirements,
8 deduct from the pay of such bargaining unit employee the amount of contribution the employee
9 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a
10 check separate from the Union dues transmittal check. The employee may revoke the request at any
11 time. At least annually, the employee shall be notified by the PSE State Office about the right to
12 revoke the request.

13
14 **Section 13.4. Checkoff.**

15 The employer shall deduct PSE state dues from the pay of any employee who authorized such
16 deductions in writing pursuant to RCW 41.56.110. The Employer shall transmit all such funds
17 deducted to the treasurer of the Public School Employees of Washington/SEIU Local 1948.
18 Transmissions will include payments and an electronic list of all represented employees with
19 deduction amounts. Transactions will be received by the first Monday following payroll.
20 Submissions are to include all employees covered by the Collective Bargaining Agreement. A
21 dues remittance form needs to accompany the payment every month and include membership
22 status changes.

23
24 **Section 13.5. Voice Authorization/E-Signature Authorization.**

25 An employee's written, electronic, or recorded voice authorization to have the employer deduct
26 membership dues from the employee's salary must be made by the employee to Public School
27 Employees of Washington/SEIU Local 1948 (PSE). If the employer receives a request for
28 authorization of deductions, the employer shall as soon as practicable forward the request to PSE.

29
30 Upon receiving notice of the employee's authorization from Public School Employees of Washington
31 /SEIU Local 1948 (PSE) the employer shall deduct from the employee's salary membership dues and
32 remit the amounts to PSE, by the first Monday following payroll.

33 The employee's authorization remains in effect until expressly revoked by the employee in accordance
34 with the terms and conditions of the authorization. An employee's request to revoke authorization for
35 payroll deductions must be in writing and submitted by the employee to Public School Employees of
36 Washington/SEIU Local 1948 (PSE) in accordance with the terms and conditions of the authorization.
37 Revocations will not be accepted by the employer if the authorization is not obtained by the employee
38 to PSE. After the employer receives confirmation from the exclusive bargaining representative that the
39 employee has revoked authorization for deductions, the employer shall end the deduction effective on
40 the first payroll after receipt of the confirmation. The employer shall rely on information provided by
41 the exclusive bargaining representative regarding the authorization and revocation of deductions.

42
43 **Section 13.6. District Hold Harmless.**

44 The District assumes no obligation, financial or otherwise arising out of the provisions of this Article,
45 and the Association will indemnify, defend, and hold the District harmless for any and all claims,
46 grievances, arbitrations, awards, suits, attachments or other proceedings arising out of or by reason of
47 any action taken by the District for the purpose of the District’s acceptance of voice and/or electronic



1 authorization of membership and/or the Association’s representations regarding the existence of a valid
2 membership authorization, as well as for complying with any of the provisions of this Article of the
3 Agreement.
4

5
6 **ARTICLE XIV**
7
8 **GRIEVANCE PROCEDURE**
9

10 **Section 14.1.**

11 Grievances arising between the District and its employees within the bargaining unit defined in Article
12 I herein, shall be resolved in strict compliance with this Article. A grievance is an alleged violation of a
13 specific term or terms of this Agreement. If the grievant fails to meet specified timelines described, the
14 grievance will be considered resolved.
15

16 **Section 14.2. Grievance Steps.**

17 **Section 14.2.1. Step I – Immediate Supervisor.**

18 Employees shall first discuss the grievance with their immediate supervisor. If employees so
19 wish, they may be accompanied by an Association representative at such discussion. All
20 grievances not brought to the immediate supervisor in accordance with the preceding sentence
21 within thirty (30) calendar days of the occurrence of the grievance shall be invalid and subject
22 to no further processing. The supervisor will have five (5) workdays to respond to the verbal
23 meeting.
24

25 **Section 14.2.2. Step II – Written Grievance.**

26 If the grievance is not resolved to the employee’s satisfaction in accordance with the preceding
27 subsection, the employee shall, within ten (10) workdays, reduce to writing a statement of the
28 grievance containing the following:
29

- 30
- 31 1. The facts on which the grievance is based;
 - 32 2. A reference to the provisions in this Agreement which have been allegedly violated; and
 - 33 3. The remedy sought.
34

35 The employee shall submit the written statement of grievance to the immediate supervisor for
36 reconsideration and shall submit a copy to the official in the Administration responsible for
37 personnel. The parties will have five (5) workdays from submission of the written statement of
38 grievance to resolve it by indicating on the statement of grievance the disposition. If an
39 agreeable disposition is made, all parties to the grievance shall sign it.
40

41 **Section 14.2.3. Step III – Superintendent.**

42 If no settlement has been reached within the five (5) days referred to in the preceding
43 subsection, a written statement of grievance shall be submitted within fifteen (15) workdays to
44 the District Superintendent or the Superintendent’s designee. After such submission, the parties
45 will have ten (10) workdays from submission of the written statement of grievance to resolve it
46 by indicating on the statement of grievance the disposition. If an agreeable disposition is made,
47 all parties to the grievance shall sign it.



1 **Section 14.2.4. Step IV – School Board of Directors.**

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

11 **Section 14.2.5. Step V – Mediation.**

12 The Grievant and the Association have the option that if no settlement has been reached within
13 the ten (10) days referred to in the preceding subsection, and the Association believes the
14 grievance to be valid, a written statement of grievance will be submitted to the superintendent
15 for mediation within ten (10) workdays. The District and the Association will utilize the
16 services and procedures of the Public Employment Relations Commission.

17 **Section 14.2.6. Step VI – Arbitration.**

18 If no settlement has been reached within the thirty (30) days referred to in the preceding
19 subsection, or if the employee is not satisfied with the decision of the Superintendent or
20 Superintendent’s designee, the employee may request that the Association advance the
21 grievance to arbitration. The Association, at its discretion, will determine whether to advance
22 the grievance to arbitration. If the grievance is advanced to arbitration, arbitration will be
23 governed by the Voluntary Labor Arbitration Rules of the American Arbitration Association or
24 the Expedited Labor Arbitration Rules of the American Arbitration Association, whichever the
25 party agrees to. The parties further agree to accept the arbitrator’s award as final and binding
26 upon them. The Arbitrator will have no power or authority to rule on any issue not specifically
27 before him or her. The Association cannot present any issue to the arbitrator that has not been
28 specifically included within the grievance presented to the Board of Directors at Step 4. The
29 arbitrator will not have any authority to decide any subject that is not specifically set forth in
30 the terms of this Agreement.

31 All costs of the arbitration will be shared equally by the parties. Each party will pay its own
32 expenses.

33 **Section 14.3.**

34 The grievance or arbitration discussions shall take place whenever possible on school time. The
35 employer shall not discriminate against any individual employee or the Association for taking action
36 under this Article. The substance of evaluations can be grieved only up through Step III of Section
37 14.2.



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ARTICLE XV

SALARIES AND EMPLOYEE COMPENSATION

Section 15.1.

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck. Employees have the option of being paid on a ten (10) month period or a twelve (12) month period. Pay will be twice per month on the 15th day and the last day of each month. Should the 15th or last day of the month falls on a non-workday the pay check will be available on the previous workday.

Section 15.2.

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

Section 15.2.1.

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article XVII, Section 17.3. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

Section 15.2.2.

Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this Agreement if possible, and in any case not later than the second regular payday. In the case of retroactive pay, resulting from negotiations pursuant to Article XVII, Section 17.3, and such retroactive pay shall be paid on the first regular payday following agreement on such schedule, if possible and in any case not later than the second regular payday.

Section 15.2.3.

Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement; provided, the employee has been actively employed continuously for at least one-half (1/2) of the previous employment year.

Section 15.2.4. Salary Placement.

It is the employee's responsibility to confirm that their placement on the salary schedule is accurate and in accordance with their position and years of experience.

Section 15.2.5.

If an employee has received over payment of salary or underpayment of salary, it is agreed that corrections will be limited to the past calendar year from when the error has been reported to the District. If the employee has received an overpayment of salary or compensation, the District administration and employee will arrange an appropriate paycheck deduction until the over payment has been paid back. If the employee has received less salary than they were entitled, the District and employee will agree to a schedule of installment payments to make up the difference.



1 **Section 15.3.**

2 For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter (¼)
3 hour.

4
5 **Section 15.4.**

6 Any employee required to travel from one site to another in a private vehicle during working hours
7 shall be reimbursed for such travel on a per-mile basis at the current State rate.

8
9 **Section 15.5.**

10 Employees required to remain overnight on District business shall be provided lodging paid for by the
11 District and shall be paid the per diem rate for each day away from the district; per diem rate will be
12 paid prior to the start time of the trip; and the district will provide any additional expense
13 reimbursement according to district policy. Drivers on extra trips during meal periods shall be
14 reimbursed for meal expenses.

15
16 **Section 15.6.**

17 Employees shall be compensated at their regular hourly wage plus transportation expenses for time
18 spent at any training classes directed or required by the District as a condition of employment.

19
20 Training requested by the employee or a group of employees outside the district, during an employee's
21 workday will be paid at the employee's regular hourly rate of pay for the number of hours the
22 employee is assigned in a day. As much as possible, employees will carpool or use district provided
23 transportation. If an employee's own vehicle is utilized, they will be reimbursed transportation expense
24 according to the State of Washington mileage rate, or fifty cents (\$0.50) per mile, whichever is greater.
25 The District will pay the cost of registration for District approved workshops attended by employees.

26
27 **Section 15.7.**

28 The District will pay for any physical exam required as a condition of continued employment. The site
29 and physician will be decided by the District. If the employee opts for a different site and/or physician,
30 the difference in cost will be the responsibility of the employee.

31
32 **Section 15.7.1.**

33 The District shall reimburse regular drivers for certain expenses incurred as a requirement for
34 continued employment subject to the following provisions and limitations:

- 35
36 A. Expenses shall be limited to those that are directly associated with the driver:
37 1. Acquiring endorsements.
38 2. Acquiring/renewing Commercial Driver's License provided that recertification
39 required as a result of accident or driving record shall not qualify for
40 reimbursement.
41 B. Expenses associated with failed test shall not be reimbursed.
42 C. Expenses shall be reimbursed provided that the driver continues to be an employee for
43 ninety (90) workdays following completion of the requirements.
44 D. Receipts must be presented.
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ARTICLE XVI

TRANSFER OF EXPERIENCE

Section 16.1.

When an employee leaves a school district within the State and commences employment with this district, the employee shall retain the same leave benefits, longevity, and other benefits that the employee had in the previous district provided separation from that district occurred within the past five years. Sick leave will be exempt from five (5) year rule.

Section 16.2.

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

Section 16.3.

New employees hired with no school district experience may be given credit for job experience up to Step 3 on Schedule A.

ARTICLE XVII

TERM AND SEPARABILITY OF PROVISIONS

Section 17.1. Term of Agreement.

The term of this Agreement shall be September 1, 2022 to August 31, 2026.

Section 17.2.

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

Section 17.3.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that this Agreement shall be reopened as necessary to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment.

Section 17.4.

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 17.5.

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.



1 **Section 17.6.**


2 In the event either of the two (2) previous sections is determined to apply to any provision of this
3 Agreement, such provision shall be renegotiated pursuant to Section 17.3.
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12 **SIGNATURE PAGE**
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31 PUBLIC SCHOOL EMPLOYEES OF
32 WASHINGTON/SEIU LOCAL 1948

33 WELLPINIT CHAPTER

WELLPINIT SCHOOL DISTRICT #49

34
35
36
37
38
39 BY: 
40 Terry Patton, Chapter President
41

BY: 
John Adkins, Superintendent

42
43
44 DATE: 10/19/2022
45

DATE: 10/19/2022
46
47
48



**SCHEDULE A
WELLPINIT PSE
SEPTEMBER 1, 2022 – AUGUST 31, 2023**

	Step	1	2	3	4	5	6	7	8	9	10	11
	Years of Service	0	1	2-4	5-6	7-8	9-10	11-14	15-19	20-24	25-29	30+
MAINTENANCE AND OPERATIONS												
	Lead Custodian*	20.05	20.59	21.16	21.25	22.68	23.52	24.68	25.70	26.87	28.43	29.99
	Custodian	17.94	18.48	19.05	19.77	20.57	21.41	22.45	23.59	24.76	26.32	27.77
	Lead Maintenance*	21.87	22.90	24.69	25.78	26.85	27.95	29.15	30.01	30.91	31.27	32.99
	Facilities Maintenance I	19.76	20.79	22.58	23.67	24.74	25.84	27.04	27.90	28.80	29.16	30.76
TRANSPORTATION												
	Lead Mechanic*	22.30	22.82	23.54	24.49	25.47	26.50	27.79	29.31	30.78	32.20	33.97
	Mechanic Helper*	17.94	18.48	19.05	19.77	20.57	21.41	22.45	23.59	24.76	26.32	27.77
	Lead Transportation	21.63	22.23	22.85	23.64	24.53	25.39	26.58	27.79	29.07	30.77	32.47
	Driver	19.52	20.12	20.74	21.53	22.42	23.28	24.47	25.68	26.96	28.66	30.24
NUTRITION SERVICES												
	Lead Cook	19.77	20.31	20.84	21.53	22.30	23.07	24.08	25.15	26.26	27.79	29.32
	Cook	17.00	17.62	18.17	19.03	19.64	20.40	21.43	22.50	23.60	25.12	26.50
OFFICE PROFESSIONAL												
	Accounting/Payroll	23.32	23.95	24.52	25.35	25.92	27.10	28.22	29.48	30.74	32.17	33.94
	Registrar/Attendance	19.18	19.77	20.35	21.16	21.73	22.91	24.02	25.21	26.46	27.88	29.42
	Receptionist	16.03	16.52	17.03	17.67	18.39	19.13	20.07	21.08	22.12	23.53	24.82
PARAEDUCATOR												
	Alternative Ed Para	20.78	21.34	21.90	22.64	23.44	24.23	25.30	26.43	27.60	29.18	30.79
	Sped/Social Skills Para/Librarian	18.55	19.04	19.56	20.21	20.94	21.64	22.61	23.62	24.69	26.26	27.70
	Gen Ed Para	16.84	17.34	17.87	18.49	19.26	19.95	20.91	21.93	22.99	24.56	25.91
OTHER												
	Home/School Liaison	19.18	19.77	20.35	21.16	21.73	22.91	24.02	25.21	26.46	27.88	29.42
	Technology II	32.38	32.82	33.27	33.87	34.52	35.14	36.04	36.95	37.89	39.30	41.46
	Technology I*	25.06	25.50	25.95	26.53	27.19	27.83	28.70	29.62	30.55	31.98	33.74

*Position not used at this time



**SCHEDULE A
WELLPINIT PSE
SEPTEMBER 1, 2023 – AUGUST 31, 2024**

	Step Years of Service	1	2	3	4	5	6	7	8	9	10	11
		0	1	2-4	5-6	7-8	9-10	11-14	15-19	20-24	25-29	30+
<u>MAINTENANCE AND OPERATIONS</u>												
Lead Custodian*		20.65	21.21	21.79	21.89	23.36	24.23	25.42	26.47	27.68	29.28	32.52
Custodian		18.48	19.03	19.62	20.36	21.19	22.05	23.12	24.30	25.50	27.11	30.34
Lead Maintenance*		22.53	23.59	25.43	26.55	27.66	28.79	30.02	30.91	31.84	32.21	35.15
Facilities Maintenance I		20.35	21.41	23.26	24.38	25.48	26.62	27.85	28.74	29.66	30.03	32.98
<u>TRANSPORTATION</u>												
Lead Mechanic*		22.97	23.50	24.25	25.22	26.23	27.30	28.62	30.19	31.70	33.17	33.17
Mechanic Helper*		18.48	19.03	19.62	20.36	21.19	22.05	23.12	24.30	25.50	27.11	30.34
Lead Transportation		22.28	22.90	23.54	24.35	25.27	26.15	27.38	28.62	29.94	31.69	34.65
Driver		20.11	20.72	21.36	22.18	23.09	23.98	25.20	26.45	27.77	29.52	32.48
<u>NUTRITION SERVICES</u>												
Lead Cook		20.36	20.92	21.47	22.18	22.97	23.76	24.80	25.90	27.05	28.62	30.06
Cook		17.51	18.15	18.72	19.60	20.23	21.01	22.07	23.18	24.31	25.87	27.17
<u>OFFICE PROFESSIONAL</u>												
Accounting/Payroll		24.02	24.67	25.26	26.11	26.70	27.91	29.07	30.36	31.66	33.14	34.79
Registrar/Attendance		19.76	20.36	20.96	21.79	22.38	23.60	24.74	25.97	27.25	28.72	30.15
Receptionist		16.51	17.02	17.54	18.20	18.94	19.70	20.67	21.71	22.78	24.24	25.45
<u>PARAEDUCATOR</u>												
Alternative Ed Para		21.40	21.98	22.56	23.32	24.14	24.96	26.06	27.22	28.43	30.06	31.56
Sped/Social Skills Para/Librarian		19.11	19.61	20.15	20.82	21.57	22.29	23.29	24.33	25.43	27.05	28.40
Gen Ed Para		17.35	17.86	18.41	19.04	19.84	20.55	21.54	22.59	23.68	25.30	26.56
<u>OTHER</u>												
Home/School Liaison		19.76	20.36	20.96	21.79	22.38	23.60	24.74	25.97	27.25	28.72	30.15
Technology II		33.35	33.80	34.27	34.89	35.56	36.19	37.12	38.06	39.03	40.48	42.51
Technology I*		25.81	26.27	26.73	27.33	28.01	28.66	29.56	30.51	31.47	32.94	34.59
*Position not used at this time												



**SCHEDULE A
WELLPINIT PSE
SEPTEMBER 1, 2024 – AUGUST 31, 2025**

	Step	1	2	3	4	5	6	7	8	9	10	11
Years of Service		0	1	2-4	5-6	7-8	9-10	11-14	15-19	20-24	25-29	30+
<u>MAINTENANCE AND OPERATIONS</u>												
<i>Lead Custodian*</i>		21.27	21.84	22.45	22.54	24.06	24.95	26.18	27.27	28.51	30.16	33.49
Custodian		19.03	19.61	20.21	20.97	21.82	22.71	23.82	25.03	26.27	27.92	31.25
<i>Lead Maintenance*</i>		23.20	24.29	26.19	27.35	28.49	29.65	30.93	31.84	32.79	33.17	36.21
Facilities Maintenance I		20.96	22.06	23.96	25.11	26.25	27.41	28.69	29.60	30.55	30.94	33.97
<u>TRANSPORTATION</u>												
<i>Lead Mechanic*</i>		23.66	24.21	24.97	25.98	27.02	28.11	29.48	31.09	32.65	34.16	34.16
<i>Mechanic Helper*</i>		19.03	19.61	20.21	20.97	21.82	22.71	23.82	25.03	26.27	27.92	31.25
Lead Transportation		22.95	23.58	24.24	25.08	26.02	26.94	28.20	29.48	30.84	32.64	35.69
Driver		20.71	21.35	22.00	22.84	23.79	24.70	25.96	27.24	28.60	30.41	33.45
<u>NUTRITION SERVICES</u>												
Lead Cook		20.97	21.55	22.11	22.84	23.66	24.47	25.55	26.68	27.86	29.48	30.96
Cook		18.04	18.69	19.28	20.19	20.84	21.64	22.74	23.87	25.04	26.65	27.99
<u>OFFICE PROFESSIONAL</u>												
Accounting/Payroll		24.74	25.41	26.01	26.89	27.50	28.75	29.94	31.28	32.61	34.13	35.84
Registrar/Attendance		20.35	20.97	21.59	22.45	23.05	24.31	25.48	26.75	28.07	29.58	31.05
Receptionist		17.01	17.53	18.07	18.75	19.51	20.30	21.29	22.36	23.47	24.96	26.21
<u>PARAEDUCATOR</u>												
Alternative Ed Para		22.05	22.64	23.23	24.02	24.87	25.71	26.84	28.04	29.28	30.96	32.51
Sped/Social Skills Para/Librarian		19.68	20.20	20.75	21.44	22.22	22.96	23.99	25.06	26.19	27.86	29.25
Gen Ed Para		17.87	18.40	18.96	19.62	20.43	21.16	22.18	23.27	24.39	26.06	27.36
<u>OTHER</u>												
Home/School Liaison		20.35	20.97	21.59	22.45	23.05	24.31	25.48	26.75	28.07	29.58	31.05
Technology II		34.35	34.82	35.30	35.93	36.62	37.28	38.23	39.20	40.20	41.69	43.78
Technology I*		26.59	27.05	27.53	28.15	28.85	29.52	30.45	31.42	32.41	33.93	35.63
*Position not used at this time												



**SCHEDULE A
WELLPINIT PSE
SEPTEMBER 1, 2025 – AUGUST 31, 2026**

	<i>Step</i>	1	2	3	4	5	6	7	8	9	10	11
	<i>Years of Service</i>	0	1	2-4	5-6	7-8	9-10	11-14	15-19	20-24	25-29	30+
<u>MAINTENANCE AND OPERATIONS</u>												
	<i>Lead Custodian*</i>	21.91	22.50	23.12	23.22	24.78	25.70	26.97	28.08	29.36	31.07	34.50
	<i>Custodian</i>	19.60	20.19	20.82	21.60	22.48	23.40	24.53	25.78	27.06	28.76	32.19
	<i>Lead Maintenance*</i>	23.90	25.02	26.98	28.17	29.34	30.54	31.85	32.79	33.78	34.17	37.29
	<i>Facilities Maintenance I</i>	21.59	22.72	24.67	25.86	27.03	28.24	29.55	30.49	31.47	31.86	34.99
<u>TRANSPORTATION</u>												
	<i>Lead Mechanic*</i>	24.37	24.94	25.72	26.76	27.83	28.96	30.37	32.03	33.63	35.19	35.19
	<i>Mechanic Helper*</i>	19.60	20.19	20.82	21.60	22.48	23.40	24.53	25.78	27.06	28.76	32.19
	<i>Lead Transportation</i>	23.64	24.29	24.97	25.83	26.80	27.74	29.04	30.37	31.77	33.62	36.76
	<i>Driver</i>	21.33	21.99	22.66	23.53	24.50	25.44	26.74	28.06	29.46	31.32	34.45
<u>NUTRITION SERVICES</u>												
	<i>Lead Cook</i>	21.60	22.19	22.77	23.53	24.37	25.21	26.31	27.48	28.70	30.37	31.89
	<i>Cook</i>	18.58	19.25	19.85	20.79	21.46	22.29	23.42	24.59	25.79	27.45	28.83
<u>OFFICE PROFESSIONAL</u>												
	<i>Accounting/Payroll</i>	25.48	26.17	26.79	27.70	28.32	29.61	30.84	32.21	33.59	35.15	36.91
	<i>Registrar/Attendance</i>	20.96	21.60	22.24	23.12	23.74	25.03	26.25	27.55	28.91	30.47	31.98
	<i>Receptionist</i>	17.52	18.05	18.61	19.31	20.10	20.90	21.93	23.03	24.17	25.71	27.00
<u>PARAEDUCATOR</u>												
	<i>Alternative Ed Para</i>	22.71	23.32	23.93	24.74	25.61	26.48	27.65	28.88	30.16	31.89	33.48
	<i>Sped/Social Skills Para/Librarian</i>	20.27	20.81	21.37	22.08	22.88	23.65	24.71	25.81	26.98	28.70	30.13
	<i>Gen Ed Para</i>	18.40	18.95	19.53	20.20	21.05	21.80	22.85	23.96	25.12	26.84	28.18
<u>OTHER</u>												
	<i>Home/School Liaison</i>	20.96	21.60	22.24	23.12	23.74	25.03	26.25	27.55	28.91	30.47	31.98
	<i>Technology II</i>	35.38	35.86	36.36	37.01	37.72	38.40	39.38	40.38	41.40	42.94	45.10
	<i>Technology I*</i>	27.38	27.86	28.36	28.99	29.71	30.41	31.36	32.37	33.38	34.95	36.69
*Position not used at this time												



APPENDIX A

DRUG AND ALCOHOL TESTING PROCEDURE

The School District will use the following methods of drug and alcohol testing to ensure a drug and alcohol free workplace and enforce this policy:

All testing will be done from a urine specimen or breathalyzer and will be conducted by trained personnel from Pathology Associates. If the initial screening test is positive, further review and/or retest will be conducted. Precautions will be taken to safeguard confidentiality, human dignity and privacy. The testing procedure is designed to ensure a “chain of custody” to avoid the possibility of misidentification of test samples. Any specimen that, in the opinion of the testing facility, has been diluted, tampered with, etc., will be rejected. The employee will be required to provide another specimen upon notification from the School District.

Positive results will be discussed with the employee upon receipt of the results.

1. **Testing for Reasonable Belief:**

Testing may be conducted if a supervisor has a reasonable belief that a worker is under the influence of drugs or alcohol. Reasonable belief may be based on but is not limited to: an odor of alcohol or drugs, slurred, rapid, excessively loud or soft speech, erratic behavior, unexplainable outbursts of temper, inability to perform required duties, careless actions or inability to coordinate his/her movement, excessive absenteeism, etc.

2. **Accident Investigation:**

If an accident occurs or could have occurred (i.e., a near miss) because of an employee’s mistake and/or possible impairment, a Supervisor will investigate the matter. Drug/Alcohol testing will be conducted if impairment is suspected.

3. **Bus Transportation Personnel:**

Pursuant to District policy and State regulations, school bus drivers are subject to specific drug and alcohol testing procedures.

APPENDIX B
WELLPINIT SCHOOL DISTRICT #49
Classified Employee Evaluation Form

Name _____ Job Title _____

Program _____ School _____

Years of Experience to Date _____ Period of Evaluation _____ to _____

Immediate Supervisor _____ Date _____

INSTRUCTIONS

Rate on a scale of 0-5 with 5 indicating the highest level of STRENGTH AREA range, 3 indicating the highest level of GROWTH AREA range, 1 the level of NEEDS IMPROVEMENT, and 0 indicating UNACCEPTABLE PERFORMANCE level. Check the "Focus" box if the subheading question is the primary role and function of the employee and "N/A" if the area does not pertain.

I. JOB KNOWLEDGE

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. knowledge of tasks that need to be performed							
b. knowledge of how to perform necessary tasks							
c. knowledge of safe working environment							

Comments: _____

II. QUALITY OF WORK

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. degree of excellence in performing various job functions							
b. demonstrates knowledge in job classification							
c. demonstrates ability to adapt and modify curricula as needed							
d. accomplishes work on schedule							
e. demonstrates good judgment and ability to complete assignments							

Comments: _____



III. COOPERATION OF EMPLOYEE

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. follows instructions as given							
b. makes a positive acknowledgment of instructions							
c. may suggest an alternative way to do a task							
d. carries out instruction in a timely manner							

Comments: _____

V. HUMAN RELATIONS

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. employee is cooperative and considerate to others							
b. expresses self clearly							
c. keeps busy with little or no supervisions							
d. works effectively under stress & responds to various needs							
e. maintains confidentiality							

Comments: _____

VI. VERSITILITY

	Strength Area		Growth Area		Needs Improvement	Unacceptable Performance	N/A
	5	4	3	2	1	0	
a. ability to learn and perform new or changed tasks							
b. moves up to higher position when needed.							
c. shows initiative to help others when needed							
d. willingness to learn new tasks/curricula							

Comments: _____



VII. DEPENDABILITY

	Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0	N/A
a. reliable and conscientious					
b. reports to work on time.					
c. calls in to report absences before scheduled work shift					
d. uses leave responsibly					

Comments: _____

VIII. OVERALL EVALUATION

	Strength Area	Growth Area	Needs Improvement	Unacceptable Performance	N/A
Overall Evaluation (Total of above)					

Comments: _____

EVALUATORS COMMENTS: _____

EMPLOYEE’S COMMENTS: _____

Evaluator’s Signature: _____ **Date:** _____

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. I understand that I may attach a written statement to this form.

Employee’s Signature: _____ **Date:** _____



ADDUMDUM B-2
WELLPINIT SCHOOL DISTRICT
SCHOOL BUS DRIVER EVALUATION
(to be used in addition to Classified Employee Evaluation)

Employee's Name: _____ Date (Observation): _____

Evaluation Year: _____

Objective		Exceptional	Exceeds Criteria	Meets Criteria	Needs Improvement	Unsatisfactory	Comments
1. Job Skills Observed on bus by evaluator (Not to be done behind desk)	A. Pre-trip Inspection						
	B. Driving Ability						
	C. Pupil Management						
	D. Bus Care						
	E. Safety & Judgment						
2. Public Relations							
3. Cooperativeness							
4. Attendance	A. Dependability						
	B. Punctuality						
5. Record Keeping							

Evaluator's Comments and Recommendations:

Driver's Comments

Evaluator's Signature

Driver's Signature

Date _____

Date _____

