

COLLECTIVE BARGAINING AGREEMENT BETWEEN

QUINCY SCHOOL DISTRICT #144-01

AND

**PUBLIC SCHOOL EMPLOYEES OF WASHINGTON
QUINCY CHAPTER**

SEPTEMBER 1, 2017 - AUGUST 31, 2020



Public School Employees Of Washington / SEIU Local 1948

P.O. Office Box 798

Auburn, Washington 98071-0798

1-866-820-5652

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I RECOGNITION AND COVERAGE OF AGREEMENT	1
ARTICLE II RIGHTS OF THE EMPLOYER	2
ARTICLE III RIGHTS OF EMPLOYEES	2
ARTICLE IV RIGHTS OF THE ASSOCIATION	4
ARTICLE V APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION	6
ARTICLE VI ASSOCIATION REPRESENTATION	6
ARTICLE VII HOURS OF WORK AND OVERTIME	7
ARTICLE VIII HOLIDAYS AND VACATIONS	13
ARTICLE IX LEAVES	15
ARTICLE X PROBATION, SENIORITY AND LAYOFF PROCEDURES	21
ARTICLE XI DISCIPLINE AND DISCHARGE OF EMPLOYEES	23
ARTICLE XII INSURANCE	24
ARTICLE XIII SAFETY AND HEALTH	25
ARTICLE XIV ASSOCIATION MEMBERSHIP AND CHECKOFF	25
ARTICLE XV GRIEVANCE PROCEDURE	27
ARTICLE XVI TRANSFER OF PREVIOUS EXPERIENCE	29
ARTICLE XVII SALARIES AND EMPLOYEE COMPENSATION	30
ARTICLE XVIII TERM	32
ARTICLE XIX STAFF DEVELOPMENT	32
SIGNATURE PAGE	32
SCHEDULE A 2017-18	33
SCHEDULE A 2017-18 (CONT.)	34
COMPUTER USE POLICY	35

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

P R E A M B L E

Pursuant to the conditions set forth in the Public School Employees Collective Bargaining Act of 1967, this constitutes an agreement between the Quincy School District and the Public School Employees Organization, an affiliate of the Public School Employees of Washington/SEIU Local 1948.

A R T I C L E I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

The School Board and Superintendent of School District Number 144-101 recognizes the local organization of Public School Employees of District Number 144-101, an affiliate of the Public School Employees of Washington/SEIU Local 1948, as the exclusive bargaining representative of all employees in classified positions for the purpose of consulting and negotiating on appropriate matters applicable to any and all employees in the units. EXCEPT: Supervisors, central office personnel and secretaries.

The management to which this Agreement is applicable consists of the School Board and the Superintendent.

Section 1.2. Bargaining Units

The bargaining units to which this Agreement is applicable are as follows: Maintenance/Grounds, Custodial, Transportation, Food Service, Migrant Services, Library Technicians, Specialists Para Educators, and Support Services

Section 1.3. Substitutes.

A substitute employee is defined as an individual who temporarily replaces a current employee absent from a regularly posted position that is expected to return at a later date; this replacement will extend for as long as the current employee is unable to return to work; provided however, that if the length of absence is more than fifteen (15) consecutive work days, the District shall notify the Association in writing. If a current employee is placed in this position, he/she will be paid in accordance with section 7.17. If an individual from the substitute list is placed in this position, he/she will receive substitute wages and will not receive any benefits or other contractual rights.

Section 1.4.

The parties agree to develop appropriate job descriptions and updates as needed. Job descriptions will be provided to all employees.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1.

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

Section 2.2.

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

ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1.

It is agreed that all employees subject to this Agreement shall have the right, freely and without fear of penalty or reprisal, to join and assist the Association. Employees shall be free to assist the Association in participating in the management of the Association, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group or individual. Neither the District nor the Association shall interfere with the right of an employee to join or refrain from joining the Association.

Section 3.2.

Neither the District nor the Association shall apply the terms of this Agreement in such a manner as to discriminate against any employee on the basis of sex, race, creed, religion, color, natural origin, , age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability which does not interfere with the performance of duties or endanger the health or safety of the handicapped person or others.

1 **Section 3.3. Personnel Files.**

2 There shall be only one (1) official District personnel file for each employee, to be kept in the District
3 Administration Office. Each employee shall have the right to review the contents of his/her personnel
4 file under the supervision of the Superintendent or his designee. During the review, an official or
5 representative of the Association may be present. The employee may initial and photocopy any material
6 in the file, at employee expense. An employee may attach comments to any material that is a part of the
7 personnel file. A copy of any material placed in the employee's file must be given to the employee
8 within five (5) workdays of placement. Upon request of the employee, any derogatory material will be
9 destroyed after four (4) years from the date of placement if the cause for such material has been
10 satisfactorily corrected, except those materials regulated by state or federal law. Material may be kept by
11 the District for six (6) years following an employee's termination from employment.
12

13 **Section 3.4. Confrontational Situations.**

14 Employees are expected to use reasonable measures as necessary to protect him/herself, another
15 employee or another student from attack, physical threat, abuse or injury, or to prevent damage to District
16 or personal property. Such reasonable measures may include seeking assistance from another staff
17 member or from law enforcement officers as necessary.
18

19 All classified employees will be immediately notified of any known potentially dangerous situation that
20 may occur that may affect the safety of the employee; e.g., discovery of weapons, discovery of drugs,
21 gang activity, etc.
22

23 **Section 3.5. Administration of Medication.**

24 If and when it becomes necessary for paraeducators to administer medication, training will be provided
25 prior to performing said duties. The District agrees to provide legal assistance and liability insurance
26 coverage for the employee.
27

28 **Section 3.6. Bus Driver Drug/Alcohol Testing.**

29 The District will implement bus driver drug/alcohol testing according to Federal DOT regulations and
30 adopted Board Policy. No changes will be made to this policy without giving the Association notice of
31 intended changes and the opportunity to bargain those changes.
32

33 **Section 3.7. Video Cameras.**

34 Video cameras are a tool to assist bus drivers in monitoring students on the bus and to provide security
35 for students, staff and District property at school buildings. The presence of security cameras at school
36 buildings will be disclosed to the Association upon request.
37

38 Video cameras may be installed in a bus only with driver knowledge. A bus driver may request a
39 camera to assist in identifying a problem occurring on a run or route. Drivers may view video of their
40 run upon request and may invite another person to view the same.
41

42 Video may be used like any other evidence in cases involving safety concerns or allegations of
43 employee misconduct, but shall not be used to monitor employee performance without prior
44 notification of the employee and Association. Video will not be reviewed by non-supervisory
45 employees who do not have a job duty that requires the viewing of the video.
46

1 **Section 3.8. Evaluations.**

2 Regular employees with established seniority rights will be evaluated once a year. Evaluations will be
3 based upon direct observation of the employee’s immediate supervisor. The employee and their
4 supervisor shall meet to discuss the evaluation. The employee shall sign the school District’s copy of the
5 evaluation report to indicate that he/she has received a copy of the report. The signature of the employee
6 does not, however, necessarily imply that the employee agrees with the contents of the evaluation report.
7

8 The employee shall have the right to attach any comments to the evaluation report. This may be done at
9 the time the employee receives a copy or they may be forwarded to the personnel office within 10 days
10 following the evaluation conference.

11 Evaluations shall be completed and discussed with the employee by the last student day of each school
12 year.
13

14 **Section 3.9. Threats to the Employee.**

15 Any employee who is threatened or harassed by any person or group while carrying out assigned duties,
16 shall immediately notify the Superintendent and, if necessary, the appropriate law enforcement authority.
17 Immediate steps shall be taken by the Superintendent, in cooperation with the employee, to provide for
18 the employee’s safety. Precautionary measures for the employee’s safety shall be reported to the
19 employee by the Superintendent at the earliest possible time.
20
21
22

23 **ARTICLE IV**

24 **RIGHTS OF THE ASSOCIATION**

25
26
27 **Section 4.1.**

28 Visitation rights shall be granted to the designated representative of the Public School Employees of
29 Washington to visit with employees in the appropriate bargaining units for purposes of grievance
30 procedures and/or general information data. The visiting delegate shall notify the School District of his
31 arrival and for what purpose the visitation is requested.
32

33 **Section 4.2.**

34 The Union has the right and responsibility to represent the interests of all employees, to present its views
35 to the District on matters of concern either orally or in writing, and to enter collective negotiations with
36 the object of reaching an agreement applicable to all employees within the bargaining unit. The Union
37 shall be consulted with respect to the formulation, development and implementation of labor relations
38 matters and practices which are within the authority of the District.
39

40 **Section 4.3.**

41 The Union shall promptly be notified by the District of grievances brought by or disciplinary actions
42 against any employee. The Union is entitled to have a representative(s) present at hearings conducted by
43 any District official or body arising out of any grievance or discipline and to make known the Union’s
44 views concerning the case. Bargaining unit employees may refuse Union representation.
45

1 **Section 4.4.**

2 The Union reserves and retains the right to delegate any right or duty contained herein to the professional
3 staff of the Public School Employees of Washington. Section 4.5. Association Leave and Release Time.

4
5 **Section 4.5.1.**

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

11
12 **Section 4.5.2.**

13 Release time shall be granted to the Association President or his/her designees to carry out the
14 duties of his/her office. The total amount of release time will be a maximum of ten (10) days a
15 year. Substitute cost shall be reimbursed by the Association.

16
17 **Section 4.5.3.**

18 Release time for Quincy PSE members requested by the Public School Employees of
19 Washington State organization may be granted to the employee. All costs associated with the
20 employee's absence will be reimbursed by PSE of Washington. Request for release time will
21 be handled through the superintendent.

22
23 **Section 4.6. Member Information.**

24 During the term of this Agreement, the District shall provide Public School Employees of Washington
25 with the name, address, phone number, position and location, hours per day, days per year, hire date, and
26 rate of pay of each employee, upon request. The District shall send to the Chapter President or his/her
27 designee, the monthly school board personnel reports.

28
29 **Section 4.6.1.**

30 Each employee hired during the term of this agreement will be provided access to an electronic
31 copy of this agreement by the Union and specifically apprised of the Union security provisions
32 contained herein.

33
34 **Section 4.6.2.**

35 The names, work assignments, work locations and days worked by temporary employees, (as
36 defined in Section 9.11.1 and Section 10.7) shall be provided to the Union, upon request.

37
38 **Section 4.7. Use of District Facilities.**

39 The Association representatives and members shall have the right to use District buildings for
40 Association business provided such use does not conflict with other building uses. The Association will
41 follow established rules and guidelines. The Association may use the District's audiovisual equipment,
42 duplicating or photocopying equipment, District email and other equipment for official Association
43 business provided such usage does not interfere with the normal operation of the District. The use of
44 duplicating or photocopying equipment will be limited to the Association President only and the
45 Association will pay two cents (\$0.02) per copy to the District. It is also acknowledged that email
46 communication does not include a right of privacy. The Association shall have the right to use District
47 mail service and staff mailboxes for official PSE chapter communication.

1 All equipment purchased using school District funds, including small/attractive items such as computers,
2 printers, projectors, video cassette recorders, tools, PDA's, cameras, etc. are the sole property of the
3 Quincy School District regardless of funding source.

4
5 **Section 4.8. Bulletin Boards.**

6 The District shall provide a bulletin board space at each work site for the use of the Association. The
7 Association shall have the right to post notices of activities and matters of Association concern on these
8 bulletin boards. The bulletins posted by the Association are the responsibility of the officials of the
9 Association.

10
11
12 **ARTICLE V**

13
14 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

15
16 **Section 5.1.**

17 The parties agree that it has been and will continue to be in their mutual interest and purposes to promote
18 systematic and effective employee-management cooperation; to confer and negotiate in good faith, with
19 respect to grievance procedures and collective negotiations on personnel matters, including wages, hours
20 and working conditions; promote effective methods for prompt adjustment of differences; and to promote
21 full and reasonable employee participation in such personnel areas as are within the jurisdiction of the
22 employer.

23
24 **Section 5.2.**

25 It is further agreed and understood that the District will consult with the Association at the
26 Association's request and discuss any changes made by the District that directly affects members of
27 the Association.

28
29 **Section 5.3.**

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

33
34 **Section 5.4.**

35 The Association will, from time to time, as appropriate, be advised of current and predicted workload
36 information.

37
38
39 **ARTICLE VI**

40
41 **ASSOCIATION REPRESENTATION**

42
43 **Section 6.1. Labor/Management Meetings.**

44 Three (3) people appointed by the Association will meet with the Superintendent and/or his designated
45 representative to discuss appropriate matters, monthly, or as needed. Dates will be set by the local
46 President and the Superintendent in September of each year. All such meetings shall be conducted in
47 accordance with a written agenda which will be exchanged one (1) week prior to the meeting.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1.

The normal workweek shall consist of five (5) consecutive workdays, 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. The District may implement a non-normal schedule by mutual agreement.

Section 7.1.1.

A four (4) day, ten (10) hour per day workweek may be permitted, at the request of the employee, during spring break (provided there are five (5) consecutive non-school days) and summer break for maintenance, mechanics, custodial services and grounds. Summer shall be defined as the period of time beginning the first Monday after the last day of school and ending one (1) week prior to the first day of school.

Section 7.2.

Each employee shall be assigned to a definite and regular shift and workweek. Employees shall not have their shift changed without prior notice to the employee of two (2) calendar weeks, unless the change is mutually agreed between the supervisor and the employee.

Section 7.3.

Employees selected by their immediate supervisor to work a shift within the same or a different classification that is regularly filled by a higher classification employee for a period of five (5) consecutive days, or more, shall receive compensation equal to that normally received by the employee in the higher classification retroactive for the entire period.

Section 7.4. Custodians.

Section 7.4.1.

Where possible, during the regular school year, it is the intent of the District to drop plan "B" and provide a substitute on the first day when a custodian is absent. (Plan "B" is when a substitute custodian cannot be found and the District instructs other custodians to do a "quick cleaning" and cover two areas.)

Section 7.4.2.

Whenever a day shift custodian is absent from work, the senior night shift custodian within the same building shall be given the first opportunity at filling the day shift position.

Section 7.4.3. Custodial Shift Differential.

The standard shift for day or evening custodians shall consist of eight (8) hours of work, for eight (8) hours of compensation. Custodians working the evening shift shall receive an additional twenty five cents (\$0.25) per hour as a shift differential.

Section 7.5.

Only employees within the bargaining unit will be used to fulfill currently filled job assignments for which compensation is paid within their respective job classifications unless no qualified employee is available. (Volunteer activities are specifically excluded)

1 **Section 7.6.**

2 The District shall establish work shifts with the designated times of beginning and ending. No employee
3 shall be required to work more than five (5) hours without a thirty (30) minute duty-free unpaid lunch
4 period. Employees shall be allowed a rest period of not less than fifteen (15) minutes, on the employer’s
5 time for time worked as outlined in the table below. Rest periods shall be scheduled as near the midpoint
6 of the work period as possible. (WAC 296-126-092).

7			
8	7–8 hour work shift	(1) – thirty (30) minute lunch break	(2) - fifteen (15) minute rest breaks
9	5–6 ¾ hour work shift	(1) – thirty (30) minute lunch break	(1) - fifteen (15) minute rest break
10	3–4 ¾ hour work shift	no lunch break	(1) – fifteen (15) minute rest break
11			
12	*less than three (3) hour work shift	no lunch break	no rest break

13
14 *If employees need a short rest period during this group of shifts, due to the nature of the job
15 responsibility, it is to be worked out with their respective supervisor.

16
17 **Section 7.7. Working Through Lunch.**

18 Employees required to work through their regular lunch period will be given time to eat within their
19 work shift as mutually agreed upon between the employee and their supervisor. In the event an
20 employee is required to forego their lunch period and work an entire shift, including the lunch period, he
21 shall be entitled to receive overtime pay or compensatory time within the same workweek, at the request
22 of the employee. Compensatory time must be agreed upon between the employee and the supervisor.

23
24 **Section 7.8. Overtime.**

25 All hours worked more than forty (40) hours per week, shall be compensated at the rate of one and one-
26 half (1½) times the employee’s regular hourly pay. Employees called for special services shall receive
27 no less than two (2) hours pay per call. District paid holidays and jury duty will be considered time
28 worked. Vacation, sick leave and compensatory time will not be used in the calculation of overtime.

29
30 **Section 7.9. School Closure/Delayed Start.**

31 In the event of an unusual school closure due to inclement weather, plant in-operation, or the like, the
32 District will make every effort to notify each employee to refrain from coming to work. Notification shall
33 at a minimum be made by radio and/or television broadcast. Employees reporting to work shall receive a
34 minimum of two (2) hours pay at their regular rate in the event of such closure; provided, however, no
35 employee shall be entitled to any such compensation in the event of actual notification by the District of
36 the closure prior to leaving home for work. If school is closed due to inclement weather, the
37 classification or job titles of maintenance, mechanics, custodians, and grounds must report to work. If
38 however, an employee feels they cannot report to work, the time will be charged to personal leave,
39 vacation or it will be a day without pay. See Administrative Procedure for Emergency School
40 Closures/Delays Policy (qsd.wednet.edu).

41
42 **Section 7.9.1.**

43 Employees shall have the opportunity to make up time lost due to school closure or delay start
44 due to inclement weather, plant in-operation, or the like. Employees have the option to make-up
45 time lost, receive pay by using personal or vacation days, or not make-up the time and take a pay
46 deduct.
47
48



1 **Section 7.10. Para Educator Extra Day of Work.**

2
3 **Section 7.10.1.**

4 At the request of their Principal, Para Educators shall work a day prior to the in-service day at
5 the beginning of the school year and a full shift on the last day of the school year.
6

7 **Section 7.10.2. Employee Orientation.**

8 New Para Educators shall participate in the District's paid new employee orientation. At the
9 discretion of the Special Education Director, and if applicable to the position, Special
10 Education Para Educators will be provided Right Response Training.
11

12 **Section 7.10.2.1. Para Educators Support for Students with Special Needs.**

13 A Para Educator II regularly assigned to assist with student's personal needs (including
14 but not limited to: toileting, diaper changing, bathing, catheterization, feeding, etc.) shall
15 receive an extra forty cents (\$0.40) per hour during the time such student needs are served
16 by the para educator. Upon completion of the assignment, the Para Educator II will
17 receive a written notice that the assignment has ended and the extra hourly pay will cease.
18 The Para Educator II shall receive the additional forty cents (\$0.40) per hour for all hours
19 worked per day.
20

21 **Section 7.10.3. Transition Time.**

22 The District recognizes that Para Educators have numerous duties and will discuss schedules
23 with direct supervisors (Principals) to avoid timeline conflicts while in transit to other duties.
24 Each Para Educators workday schedule shall be set by the Building Principal.
25

26 **Section 7.11. Transportation.**

27
28 **Section 7.11.1. Routes.**

29 A "Route" is defined as any number of "segments" that are packaged together to make up a
30 driver's daily assignment. "Segments" are defined as individual assignments during the day,
31 such as the AM run bringing students to school, the PM run taking students home, shuttles
32 between schools, etc. For the purpose of this section "segments" and "runs" are synonymous.
33

34 Drivers shall be guaranteed a route that is a minimum of five (5) hours per day, which shall
35 include four hours and fifteen minutes (4:15) of segment time per day and forty-five minutes
36 (:45) per day to clean, wash, fuel, pre-trip, attend brief meetings, and for winter conditions. The
37 Transportation Director may determine that due to time, weather, or other conditions a driver
38 may need to complete an additional pre and /or post trip inspection. In such cases, the driver
39 will timesheet the extra time.
40

41 Drivers reporting for mid-day routes may be allowed to timesheet pre and post trip inspection
42 and preparation if the Transportation Director determines that it is a separate segment. No
43 driver's route shall exceed eight (8) hours per day total. The Transportation Supervisor shall
44 offer new segments to drivers not fulfilling their four hours and fifteen minutes (4:15) first. If
45 all drivers are at the mandatory four hours and fifteen minutes (4:15), the seniority system will
46 be followed.

1
2 Drivers who's total of segment time does not fulfill four hours and fifteen minutes (4:15) will
3 have the option of signing up for other transportation related duties or additional segments if
4 available. Such additional duties may include, cleaning, washing, and fueling of buses and cars
5 and/or office support duties. Any driver who does not have four hours and fifteen minutes
6 (4:15) of segment time and chooses not to complete other transportation department duties or
7 accept additional segments will not be subject to the "five hour minimum" clause of this
8 section.
9

10 **Section 7.11.2. Daily Shuttle Runs.**

11 The Quincy School District will have the option to hire up to four (4) shuttle drivers for a
12 period of up to three (3) hours per day. Shuttle drivers will be allowed to exercise seniority
13 rights, including but not limited to open routes. However, shuttle drivers will not be placed on
14 the rotating trip board, except as provided below.
15

16 **Section 7.11.2.1. Temporary Routes.**

17 If all drivers have the option of adding a temporary segment to their current route based
18 on seniority, or if there is no way to reasonably add another segment to an existing
19 route, the District may hire a driver for a single segment route on a temporary basis.
20 Such route may only exist for the remainder of the year or until no longer needed. Such
21 routes will not be subject to the five (5) hour minimum in Section 7.11.1.
22

23 **Section 7.11.3. Extra Trips.**

24 **Section 7.11.3.1.**

25 Any and all trips other than regular daily scheduled bus runs are considered extra trips
26 and shall be compensated at the driver's STEP 1-3 base hourly rate for the duration of
27 the trip. Provided, however, all hours in excess of forty (40) hours in one week shall be
28 paid at the overtime rates on the applicable rate at the time the overtime occurs. Only
29 drivers with regular routes shall be eligible for extra trips. Shuttle drivers shall be used
30 for extra trips only when regular drivers are not available, and after the first overtime
31 rotation has occurred. If no regular or shuttle drivers are available for trips then
32 substitute drivers may be used. In addition, the District will pay regular route drivers a
33 two hundred dollar (\$200.00) stipend for every one hundred (100) hours of extra trips.
34
35

36 **Section 7.11.3.2. Eligibility.**

37 New drivers that have been hired for a route will not be eligible to drive extra trips for
38 one hundred-twenty (120) workdays except in the case where a newly hired route driver
39 has prior school bus driving experience within the previous school year, of at least one
40 hundred-twenty (120) workdays.
41

42 **Section 7.11.3.3. Extra Trip Board.**

43 Extra trips shall be assigned to eligible drivers, by seniority, by the transportation
44 supervisor, in accordance with a weekly rotating roster, at the beginning of the school
45 week. Extra trips will be assigned according to seniority on a weekly basis, assigning
46 one trip at a time per driver before beginning another rotation. The rotation will begin
47 anew with the most senior driver at the beginning of each posting period. Drivers
48 should not exceed, to the greatest extent possible, forty hours in any given week,

1 including hours worked in other District positions outside the transportation department.
2 Drivers taking their name off an assigned trip will forfeit eligibility during the next
3 rotation. Drivers who take a trip knowing it will put them into overtime, during the non-
4 overtime trip rotation, will lose that trip and forfeit eligibility for the next rotation.
5

6 **Section 7.11.3.4. Posting of Extra Trips.**

7 Extra trips shall be posted for consideration as soon as available, where possible.
8 Postings shall include: date of trip, time of departure, origin and destination, and type
9 of activity. The Transportation Supervisor may informally post trips prior to a formal
10 bid posting taking place. Sign up for the trips shall take place immediately upon the
11 formal bid posting. Any driver holding up the board will be bypassed by the
12 transportation supervisor unless they can show good cause for not signing as per
13 language in Section 7.11.3.5 B.
14

15 **Section 7.11.3.5. Regular Extra Trip Rules.**

- 16 A. Drivers will not be allowed to exchange trips with other drivers or jump to other
17 trips out of the weekly trip posting rotation. The transportation supervisor may
18 change assignments under unusual circumstances. The extra trip board will
19 begin with the most senior driver at the beginning of each trip posting period.
20
- 21 B. The Transportation Supervisor or his/her designee will be in charge of the trip
22 board. The Transportation Supervisor or his/her designee will sign the trip for
23 all drivers and may accept or decline for a driver if the driver is on school
24 business and gives specific permission to the supervisor. If a driver cannot be
25 reached, they will be passed. Trip signing is at 8:20 AM, Friday, or the last
26 working day of the week. All those wanting trips must be present in the driver's
27 room unless on school business. School business is defined as a trip, meeting
28 with school officials, on route, or drug testing. Cleaning, fueling, and/or
29 washing buses are not considered school business, for purposes of field trip
30 assignment(s).
31
- 32 C. If a trip is cancelled, the driver will be eligible for the next available trip as long
33 as they have sufficient hours for that trip. If more than one (1) trip is cancelled,
34 the order of assignment will be, first trip cancelled signs first, second trip
35 cancelled signs second, continuous; prior to normal rotation.
36
- 37 D. The Transportation Supervisor will have the discretion to assign "short notice"
38 trips, but should attempt to fill a forty-hour work week for the most senior driver
39 with available hours first, to the greatest extent possible.
40
- 41 E. All eligible drivers will have the opportunity to fill a forty-hour work week prior
42 to moving to the overtime board. This rotation will begin anew each week with
43 the most senior driver.
44
- 45 F. If a driver's trip is rescheduled on the same day that the driver is already
46 assigned a trip, the driver will have the first opportunity to fill his/her forty-hour
47 work week.
48

- 1 G. Drivers will be notified of cancellation one (1) hour prior to departure of extra
2 trips if District has prior knowledge. If a driver arrives at the bus garage or at
3 the school and finds out the driver's trip has been cancelled for that day, but will
4 be rescheduled, the driver has the choice of two options, to be made
5 immediately.
- 6 i. Stay on that trip, with two (2) hours call-out time; or
 - 7 ii. Take the next available trip, with two (2) hours call out time.
- 8
- 9 H. Drivers who have pre-arranged an absence with the Transportation Director the
10 day before or the day of an extra trip assignment may still take their awarded
11 trip. If the absence has not been prearranged, the Transportation Director will
12 assign the trip according to the 'short notice' procedure in 'D' above.
- 13

14 **Section 7.11.3.6. Overtime Extra Trips.**

15 Drivers shall not be considered eligible for extra trips if the extra trip would require the
16 District to pay overtime. If overtime is unavoidable, these overtime trips shall be
17 awarded in weekly rotation on a separate overtime rotation board.

18

19 **Section 7.11.3.7. Overnight Trips.**

20 Drivers shall be paid their regular hourly rate for all time during the driver's normal
21 workday. Any on-duty-time outside the driver's normal workday shall be reimbursed at
22 the extra trip rate or time and one-half (1½) the extra trip rate, for any on-duty-time over
23 forty (40) hours in that week. The District shall furnish the driver a separate room,
24 where possible, and meals. There shall be no pay for off duty or sleeping time outside
25 the normal workday. Drivers shall be guaranteed eight (8) consecutive hours off duty
26 rest time between night duty and their first assignment the next day, when on overnight
27 trips.

28

29 **Section 7.11.3.8. Bus Mechanics Split Shift.**

30 If a Bus Mechanic is asked to do a split shift due to another Mechanic's absence, and if
31 the Mechanic's absence exceeds seven (7) consecutive working days, a sub will be
32 called in to fill the position until the Mechanic on leave returns to work, provided, an
33 adequately trained substitute Mechanic is available. If no adequately trained substitute
34 is available, and the mechanic continues doing a split shift after seven (7) consecutive
35 work days the Mechanic with split shift will receive an additional fifty (\$0.50) cents per
36 hour starting on the eighth (8th) day. This increase will be retroactive to the start of the
37 split shift. This extra pay will continue until the other Mechanic returns or an adequate
38 substitute becomes available. The Mechanic assigned to the split shift will return to
39 their regular schedule.

40

41 **Section 7.11.3.9. Use of District Vehicles.**

42 The district may use a non-school bus district vehicle for student(s) transportation at
43 any time provided only school staff, coaches and/or person who are officers of the
44 district (administrators, school board members) can drive school vehicles. Activities
45 involving more than nineteen (19) students will be transported by school bus unless the
46 Superintendent specifically approves and exception due to extenuating circumstances.

47

48

1 **Section 8.2.**

2 If a paid holiday falls on Saturday, the preceding Friday shall be given as the paid holiday. If a paid
3 holiday falls on a Sunday, the following Monday shall be given as the paid holiday.

4
5 **Section 8.3.**

6 Employees working less than twelve (12) months shall receive the following paid holidays:

- | | | |
|----|----------------------------------|---------------------------|
| 7 | | |
| 8 | 1. New Year’s Day | 6. Veterans’ Day |
| 9 | 2. Martin Luther King’s Birthday | 7. Thanksgiving Day |
| 10 | 3. President’s Day | 8. Day after Thanksgiving |
| 11 | 4. Memorial Day | 9. Day before Christmas |
| 12 | 5. Labor Day | 10. Christmas Day |
| 13 | | |

14 **Section 8.4. Un-worked Holidays.**

15 Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the
16 time the holiday occurs.

17
18 **Section 8.5. Vacations.**

19 All twelve (12) month employees subject to this Agreement shall be credited with hours of vacation
20 credit, based on the twelve (12) months worked prior to their anniversary dates. Such vacation credit
21 shall be earned, vested and used as designated in this Article.

22
23 **Section 8.6.**

24 The vacation credit to which an employee shall be entitled shall be computed as follows:

25
26 Upon completion of one (1) year of service, each twelve (12) month employee shall be
27 granted ten (10) days paid vacation.

28
29 Upon completion of five (5) years of service, each twelve (12) month employee shall be
30 granted fifteen (15) days paid vacation.

31 Upon completion of fifteen (15) years of service, each twelve (12) month employees shall
32 receive one additional day of vacation for each year of service up to a maximum of (20) days
33 total.

34
35 **Section 8.6.1.**

36 Employees who resign or retire before their annual accrual date shall be credited with vacation
37 benefits prorated on hours worked since their last accrual date.

38
39 **Section 8.7.**

40 Eligibility for use of vacation credit for twelve (12) month employees shall be determined as follows:

- 41
- 42 A. An employee becomes eligible to use his vacation credit after reaching his first eligibility date.
- 43
- 44 B. The eligibility date of an employee newly hired shall occur on the anniversary date of his
- 45 employment; provided, however, that employees shall be eligible for benefits accruing during the
- 46 first year prorated to the next September 1.
- 47



1 **Section 8.8.**

2 Time on layoff and time on authorized leave of absence will be counted as continuous service for the
3 purpose of establishing and retaining eligibility dates.

4
5 **Section 8.9.**

6 Any vacation days currently due, but unused by the new accrual date each year may be carried over for
7 one (1) year following the new accrual date with the approval of the immediate supervisor and
8 administration. The total of the current year accrued plus any carryover balance from the previous year
9 may not exceed more than two hundred–forty (240) hours at any time.

10
11 No vacation may be carried over for more than one (1) year beyond the date on which it became due;
12 provided, however, no employee shall be denied accrued vacation benefits due to District employment
13 needs.

14
15 **Section 8.10.**

16 It is agreed that vacations shall be scheduled at the request of the employee unless such vacation would
17 disrupt the normal activities of the School District. Twelve (12) month employees may be allowed to
18 take vacation during the school year as well as during the summer with the Superintendent’s approval.
19 Vacation selection shall be made on a seniority basis as long as the requests have been submitted forty-
20 five (45) calendar days in advance. If requests are not submitted at least forty-five (45) calendar days
21 in advance, requests shall be granted on a first come, first served basis.

22
23
24 **ARTICLE IX**

25 **LEAVES**

26
27
28 **Section 9.1. Leave for Illness, Injury and Emergency.**

29 Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided,
30 however, that each employee who works the normal school year shall earn a minimum of ten (10) days
31 sick leave per year. An employee who works eleven (11) workdays in any calendar month will be given
32 credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated to the
33 number of annual contracted days worked by the employee. The District shall project the number of
34 annual days of sick leave at the beginning of the school year according to the estimated calendar months
35 the employee is to work during that year. The employee shall be entitled to the projected number of days
36 of sick leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of regular
37 hourly rate applicable to all hours worked per day; provided, however, that should an employee’s normal
38 daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave
39 benefits will be paid in accordance with the employee’s normal daily work shift at the time the sick leave
40 is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis.

41
42 Should an employee use sick leave beyond the number of days earned or accumulated, and then leave the
43 District employ, the cost of said days taken which were paid to the employee shall be deducted from the
44 employee’s final check. Employees may be required to furnish a doctor’s certificate verifying illness
45 after five (5) consecutive days absence. Employees may be required to furnish a doctor’s certificate
46 verifying appointment(s) anytime sick leave is requested due to doctor’s appointment.



1 **Section 9.1.1. Family Illness.**

2 The District shall grant an employee use of accrued sick leave to care for their immediate
3 family. Immediate family shall be defined as: spouse, parent, child, grandchild, grandparent,
4 sibling, niece, nephew, aunt or uncle, or those of the employee’s spouse, marriage partners of
5 the employee’s children, parents, siblings, grandchildren or grandparents, any person living in
6 the same household as the employee, or any dependent of the employee. The District may
7 require a signed statement from a licensed medical practitioner for those absences in excess of
8 five (5) consecutive days. Employees may be required to furnish a doctor’s certificate
9 verifying appointment(s) anytime sick leave is requested due to a child’s doctor’s appointment.
10

11 **Section 9.1.2. Transfer of Sick Leave.**

12 Accumulated sick leave can be transferred within the state as provided by
13 law, RCW 28A.400.300.
14

15 **Section 9.1.3. Workman’s Compensation.**

16 Any employee injured on the job and receiving Workman’s Compensation shall be insured for
17 that portion of the employee’s base daily salary not compensated by Workman’s
18 Compensation. Benefits shall be augmented from sick leave benefits to equal the employee’s
19 base daily salary; provided, however, the combination of Workman’s Compensation and sick
20 leave benefits shall not exceed the employee’s base daily salary.
21

22 **Section 9.1.4. Sick Leave Incentive Attendance Program.**

23 In January of the year following any year at which a maximum of sixty (60) days of leave for
24 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an
25 option to receive remuneration for unused leave for illness or injury in excess of sixty (60) days
26 accumulated leave at a rate of one (1) day’s monetary compensation for each four (4) days of
27 accrued leave for illness or injury, which days shall be deducted from accrued leave time. At
28 the time of separation from school District employment due to retirement or death, an eligible
29 employee or employee’s estate shall receive remuneration at a rate equal to one (1) day’s
30 monetary compensation for each four (4) days of accrued leave for illness or injury, not to
31 exceed one hundred eighty (180) days. All cash-out remuneration shall be at the employee’s
32 current salary rate.
33

34 **Section 9.1.5. Conversion of Illness Leave upon Retirement or Death.**

35 A. **Eligible Employees.**

36 Each employee who subsequently terminates employment may personally, or through his or
37 her estate in the event of death, elect to convert all eligible, accumulated, unused illness
38 leave days to monetary compensation as provided in this section.
39

40 For the purposes of this section, an eligible employee shall be defined as:

- 41
- 42 1. Employees who separate from employment due to retirement or death;
 - 43
 - 44 2. Employees who separate from employment and who are at least age fifty-five (55)
45 and have at least ten (10) years of service in SERS 3; or
 - 46
 - 47 3. Employees who separate from employment and who are at least fifty-five (55) and
48 have at least fifteen (15) years of service in SERS 2.

1 B. Eligible Illness Leave Days.

2 All unused illness leave days that have been accumulated by an eligible employee at a
3 rate of accumulation no greater than one (1) full day per month of employment as
4 provided elsewhere in this Agreement (a maximum of twelve (12) days per year), less
5 illness leave days previously converted, and those credited as service rendered for
6 retirement purposes, may be converted to monetary compensation upon the employee's
7 termination of employment due to retirement or death.

8
9 C. Rate of Conversion.

10 Illness leave days that are eligible for conversion shall be converted to monetary
11 compensation at the rate of twenty-five percent (25%) of an employee's full-time daily
12 rate of compensation at the time of termination of employment for each full day of
13 eligible illness leave, to a maximum of one hundred eighty (180) days. Partial days of
14 eligible illness leave shall be converted on a pro-rata basis.

15
16 All illness leave days converted pursuant to this section shall be deducted from an employee's
17 accumulated sick leave balance.

18
19 Compensation received pursuant to this section shall not be included for the purpose of
20 computing a retirement allowance under the Public Employees' Retirement System.

21
22 **Section 9.1.6. Sick Leave Sharing.**

23 A. Right To Donate.

24 Employees may donate sick leave to come to the aid of another school District employee
25 who is suffering from an extraordinary or severe illness, injury, impairment or physical or
26 mental condition which causes or is likely to cause the employee to take leave without pay
27 or terminate his or her employment.

28
29 B. Minimum Accumulation.

30 An employee who has an accrued sick leave balance of more than sixty days (60) days may
31 donate such leave.

32
33 C. Limits.

34 Employees cannot donate sick leave days that would result in their sick leave account going
35 below sixty (60) days.

36
37 D. Status Of Leave Employees.

38 While an employee is on leave under this section, he or she shall be classified as an
39 employee and shall receive the same treatment in respect to salary, wages, and employee
40 benefits as the employee would normally receive if using accrued sick leave. Payment of
41 sick leave shall be in accordance with state statutes, rules and regulations.

42
43 **Section 9.2. Family Emergency Leave.**

44
45 **Section 9.2.1.**

46 The District shall grant an employee's use of accrued sick leave for family emergency leaves
47 that are beyond the seven (7) days provided in this section and that are specifically outlined by
48 Board policy. For reasons of serious accident or serious illness in the immediate family, each

1 employee shall be granted a maximum of seven (7) days leave each school year during which
2 no deduction shall be made.

3 A. Immediate family shall be defined as:

4 1. In the event of serious illness or serious accident, as brother, sister, parent, spouse,
5 son, daughter, mother-in-law, father-in-law or any dependent of the employee.

6
7 B. Serious accidents and serious illness shall be defined as those which require
8 hospitalization or the doctor's certification that the presence of the employee is
9 necessary.

10
11 **Section 9.2.2. Bereavement Leave.**

12 For reason of death in the immediate family, each employee shall be granted five (5) days
13 maximum leave for each death during which no deductions from sick leave shall be made. In
14 case of multiple deaths, the leave would run concurrently.

15
16 Immediate family for the purpose of this section shall mean spouse, parent, child, sibling,
17 grandchild, grandparent, niece, nephew, aunt, uncle, mother-in-law, father-in-law, sister-in-law,
18 brother-in-law, son-in-law, daughter-in-law, step-parent, step-children, foster parents, marriage
19 partners of the employee's children, parents, siblings, or those of the employee's spouse or any
20 person living in the same household and is a dependent of the employee.

21
22 One (1) day of bereavement leave is available for the death of anyone not listed above. To be
23 deducted from accumulated sick leave.

24
25 **Section 9.3. Emergency Leave.**

26 Each employee shall be entitled to one (1) day emergency leave paid per year with approval of the
27 supervisor or Superintendent. This day is neither sick leave nor bereavement leave and is
28 noncumulative. Additional emergency leave may be taken due to a problem that has been suddenly
29 precipitated or was unplanned or where preplanning could not relieve the necessity for the employee's
30 absence. Such additional leave shall be deducted from sick leave.

31
32 **Section 9.4.**

33 A leave not specifically defined by District policy or this Agreement shall be of an emergency nature and
34 will be restricted to five (5) consecutive workdays unless an extension is granted by the Superintendent.

35
36 **Section 9.5.**

37 If less than one-half (½) day is granted for leave, it is up to the discretion of the supervisor to determine if
38 a deduction shall be made.

39
40 **Section 9.6. Maternity Leave.**

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

1 **Section 9.7. Paternity Leave.**

2 A male employee, upon request, may be granted up to five (5) days leave, on or about the date of the
3 birth of his child. Such leave shall be deducted from that accumulated pursuant to Section 9.1 above.
4

5 **Section 9.7.1. Adoption Leave.**

6 In the event of adoption, use of sick leave may include time for court legal procedures, home
7 study and evaluation, required home visitations by the adoption agent not possible to schedule
8 outside of the regular working hours, and such additional activity as is required to make the
9 immediate inclusion of the adopted child into the employee's household.
10

11 **Section 9.8. Personal Leave Days.**

12 All employees shall be entitled to three (3) days personal leave paid per year and one (1) day unpaid
13 personal leave per year at the option of the employee. Personal leave is neither sick leave nor
14 bereavement leave. Paid personal leave may be accumulated up to a total of five (5) days per year. The
15 unpaid personal leave day may be deducted from sick leave at the option of the employee.
16

17 Personal leave shall not be taken on the first (1st) or last day of school. No more than three (3) personnel
18 at each job site of the same classification shall be on personal leave on the same day. Personal leave is
19 on a first come first served basis. Notice of intended use shall be given in advance of such leave as soon
20 as reasonably possible. Any paid personal leave days over the five (5) days will be cashed out on a 1-1
21 basis on August 31.
22

23 **Section 9.8.1. Additional Paid Personal Leave.**

24 Employees will be rewarded for long-term service. After ten (10) years of service, one (1)
25 additional paid personal day per year, for a maximum of (5) accumulated days total; after
26 fifteen (15) years of service, a second additional paid personal days per year for a maximum of
27 six (6) accumulated days total. Additional days to be taken from sick leave.
28

29 **Section 9.8.2. Additional Paid Personal Leave.**

30 Employees will be rewarded for long-term service. After ten (10) years of service, one (1)
31 additional paid personal day per year; After fifteen (15) years of service, two (2) additional paid
32 personal days per year for a maximum of five (5) days total. Additional days to be taken from
33 sick leave.
34

35 **Section 9.9. Family and Medical Leave.**

36 Any employee employed for one (1) year shall be eligible for leave benefits as provided in the Family
37 and Medical Leave Act of 1993.
38

39 **Section 9.10. Judicial Leave.**

40 In the event an employee is summoned to serve as a juror, or appear as a witness in court or any other
41 contested proceeding involving the District, or is named as a codefendant with the District, such
42 employee shall receive a normal day's pay for each day of required presence; provided, however, that
43 any monies received for such service shall follow established Board Policy #5408. Such repayment shall
44 not exceed the employee's normal daily pay less bona fide expenses. In the event that employee is a
45 party in a court action, such employee may request a leave of absence.
46

1 **Section 9.11. Leave of Absence.**

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

6 The employee may elect to retain health insurance, provided the employee pays the required premiums.
7

8 Employees must send a letter to the District no later than thirty (30) days prior to scheduled return giving
9 the District notice of intent to return. If no notice is received by that date, the employee shall be
10 considered to have forfeited the right to reemployment. No employee on leave will be allowed to return
11 early without the supervisor's permission.

12
13 Regular employees shall have the opportunity to fill in for employees on leave of absence using their
14 seniority within their classification(s). This applies to a leave of absence only. The employee must have
15 the skill level to fill-in by seniority.
16

17 **Section 9.11.1.**

18 The returning employee will be assigned to the position occupied before the leave of absence.
19 Employees hired to replace employees on leave of absence shall be hired for a specific period
20 of time. It shall be the responsibility of the employer to inform replacement employees of these
21 provisions.
22

23 **Section 9.11.2.**

24 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
25 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
26 the employee is on leave of absence.
27

28 **Section 9.11.3.**

29 All leaves submitted to the appropriate administrator/supervisor shall be processed in a timely
30 manner.
31

32 **Section 9.11.4. Absent From Position Five (5) Days or More.**

33 Should an employee be absent from their position for five (5) days or more, a qualified
34 employee in the same location will be offered the opportunity to move into the vacated position
35 in order to increase their hours, their wage or gain experience in the vacant
36 position/classification. It is agreed that the employee on leave does not relinquish their position
37 or their right to return to work.
38

39 This assignment shall be for the duration of the absence or until the employee on leave resigns
40 or is otherwise unable to return to their position. At that time, the position will be posted
41 according to the current collective bargaining agreement. Any position which is vacated by the
42 employee who is temporarily filling-in for the absent employee shall be filled by a substitute.
43

44 **Section 9.11.5. Absence Due to Attack or Injury.**

45 Whenever an employee is absent from employment as a result of physical attack or injury
46 sustained in the course of employment, and qualifies for Industrial Accident and Workman's
47 Compensation coverage, the employee may elect to access his or her sick/vacation leave while

1 receiving time loss. The employee also has the option to buy-back his/her sick/vacation leave
2 at the rate of one (1) day of pay for each four (4) days leave pro-rated by FTE.

3
4 **Section 9.12. Attendance Incentive.**

5 Any employee covered by this Agreement that uses zero (0) days of sick leave for illness per year shall
6 be entitled to one (1) additional day of pay based on their regular work shift hours to be paid at the end
7 of the fiscal year.

8
9
10 **ARTICLE X**

11
12 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

13
14 **Section 10.1. Hire Date.**

15 The seniority of an employee shall be established as of the date on which he/she was hired as a regular
16 employee by the District (hereinafter referred to as "hire date"). Hire date tie-breaker for future
17 employees starting September 1, 1999: (1st) date of application, (2nd) alphabetical last name,
18 (3rd) highest total of the last four (4) numbers of their social security number. Such seniority as a regular
19 employee shall be lost as hereinafter described.

20
21 **Section 10.1.1. Retire/Rehire.**

22 Employees who return under retire/rehire status will be employed as outlined in board policy.
23 Employees who return are not eligible for seniority benefits or employment renewal. Positions
24 will be posted on an annual basis.

25
26 **Section 10.2. Probation.**

27 Each new hire shall remain in a probationary status for a period of not more than ninety (90) workdays
28 following the hire date. During this probationary period, the District may discharge such employee at its
29 discretion. Probation pay will be at one hundred percent (100%) of entry level. After probation, the
30 employee will be subject to all of the provisions of the Agreement. Leaves, vacations and holidays will
31 be retroactive.

32
33 **Section 10.3.**

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

- 35 A. Resignation;
36 B. Discharge for any reason contained in this Agreement;
37 C. Retirement; or
38 D. Change of job classification within the bargaining unit, as hereinafter provided.

39
40 **Section 10.4.**

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

- 42 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
43 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
44 States;
45 C. Time spent on other authorized leaves of absence; or
46 D. Time spent on layoff less than 24 months.

1 **Section 10.5.**

2 Seniority rights shall be effective within the general job classification. As used in this agreement,
3 general job classifications are those set forth in Article I, Section 1.2.

4
5 **Section 10.6.**

6 The employee with the earliest hire date shall have preferential rights regarding shift selection, vacation
7 periods, and scheduled overtime. The employee with the earliest hire date shall have preferential rights
8 regarding promotions, assignment to new or open positions, and layoffs when ability and performance
9 are substantially equal with junior employees. If the District determines that seniority rights should not
10 govern because a junior employee possesses ability and performance substantially greater than a senior
11 employee or senior employees, the District shall set forth in writing to the employee or employees and
12 the Association grievance committee chairperson its reasons why the senior employee or employees have
13 been bypassed.

14
15 **Section 10.6.1. Posting of New or Open Positions.**

16 Any position open in any department, shall be publicized on the District website and a mass e-
17 mail will be sent to every employee so that interested employees may be reasonably informed
18 of the vacancy.

19
20 **Section 10.6.1.1.**

21 Any employee wishing to receive job postings through the summer months must notify
22 the District by the end of the school year.

23
24 **Section 10.6.2.**

25 Any employee who changes positions within their classification shall receive credit for each
26 previous year of service for step placement on the salary schedule.

27
28 **Section 10.6.3.**

29 Employees who change job classifications will be placed at the closest hourly rate in the new
30 job classification that would not result in a decrease.

31
32 **Section 10.6.4.**

33 For layoff purposes only, an employee who changes job classification within the bargaining unit
34 shall retain his/her hire date in the previous classification for a period of one (1) year,
35 notwithstanding that he/she has acquired a new classification seniority date.

36
37 **Section 10.7. Temporary Employee.**

38 Vacancies in established regular bargaining unit positions shall not be filled by temporary employee(s)
39 for more than thirty (30) workdays, except as provided in Section 9.11.1. Established bargaining unit
40 positions are those which are not seasonal, filled on an overflow basis, subject to short-term financing, or
41 in a period of reorganization.

42
43 **Section 10.8.**

44 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
45 District according to layoff ranking. Such employees are to have priority in filling an opening in any
46 classification held prior to layoff. Names shall remain on the reemployment list for two (2) years.



1
2 **Section 11.1.1.**

3 The progressive steps shall generally be as follows:

- 4 A. Verbal Warning
 - 5 B. Written Warning
 - 6 C. Short/Long Suspension
 - 7 D. Discharge
- 8

9 The District agrees to act in good faith in the dismissal of any employee. Employees have the
10 right to seek redress through the negotiated grievance procedures.

11
12 **Section 11.2. Employment Notification.**

13 It is mutually agreed that the School District shall notify employees of intent to rehire for the next school
14 year on or before June 1 of the current school year. The employee will notify the School District of
15 intent to return for the next school year.

16
17
18 **ARTICLE XII**

19
20 **INSURANCE**

21
22 **Section 12.1.**

23 The District shall make available for contribution toward the cost of monthly premiums for all employees
24 enrolled in a District approved insurance program that total amount of money which the District is
25 entitled to receive through the state funding formula based on the health and welfare considerations
26 included in such formula. Such sum shall be based and prorated on fourteen hundred forty (1,440)
27 annual hours. The insurance pool formula shall be calculated as follows: The total bargaining units FTE
28 count (1,440 hours) times the state allotment equals the total pool amount. The HCA carve out shall be
29 deducted from the pool before disbursement to employees is made. The District will provide the
30 Association with a copy of the insurance pool calculations. Employees must work seventy (70) hours per
31 month or more to be eligible for insurance benefits.

32
33 **Section 12.1.1.**

34 The District shall pay the HCA retiree carve-out. The carve-out shall be prorated based on the
35 employee's benefit FTE.

36
37 **Section 12.1.2. Compliance to ESSB 5940.**

38 The District and Association agree to the following provision in order to make a good faith
39 effort to comply with 2012 Washington Laws Ch. 3 (ESSB 5940). Each month, the District will
40 subtract the cost of mandatory insurance premiums from the state allocation rate per FTE; the
41 amount remaining will be applied toward the medical insurance plan selected by the employee.
42 Provided, that every employee will pay the first .5% of medical premiums for whichever plan
43 they chose during the 2014-15 school year; .75% of medical premiums for whichever plan they
44 chose during the 2015-16 school year, and 1.0% of medical premiums for whichever plan they
45 chose during the 2016-17 school year. After this mandatory out-of-pocket payment of medical
46 premiums, the remaining amount of the premium for each employee's selected plan is eligible
47 for pooling dollars, if any are available. After pooling, any remaining portion of medical
48 insurance premiums will be deducted from the Employee's salary warrant. The District and

1 Association further agree that when insurance plans and carriers are reviewed annually, the
2 committee will consider changes to the mandatory out-of-pocket minimum for subsequent
3 years of the contract. Any recommendations from the committee are subject to a limited
4 reopener to bargain mandatory out-of-pocket premium percentages.

5
6 **Section 12.1.3**

7 An employee whose spouse or domestic partners is also an employee of the District, may
8 combine his/her allocation with that of his/her spouse or domestic partner for the purchase of a
9 single insurance plan to offset the employee's out of pocket cost for medical insurance
10 premiums in excess of the required percentage paid by individual employees established in this
11 Section. Any unused portion of the insurance allocation shall be returned to the insurance pool.

12
13 **Section 12.2. Tort Liability.**

14 The District shall provide tort liability coverage for all employees subject to this Agreement.
15
16
17

18
19 **ARTICLE XIII**

20
21 **SAFETY AND HEALTH**

22
23 **Section 13.1.**

24 Employees shall be provided a workplace free of recognized hazards to their health and safety.
25

26 **Section 13.2.**

27 Since it is mutually recognized by the signatures of this contract that safety within the confines of the
28 School District is paramount, the School District shall provide first aid and fire prevention courses to all
29 classified employees within the School District. It is agreed that all employees shall be vigilant in
30 seeking out unsafe or hazardous objects and will report them immediately to the appropriate personnel
31 for correction.
32
33
34

35
36 **ARTICLE XIV**

37 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

38
39 **Section 14.1. Membership.**

40 All employees subject to this Agreement who are not members of the Association on the effective date of
41 this Agreement, and all employees subject to this Agreement who are hired at a time subsequent to the
42 effective date of this Agreement, shall, as a condition of employment, become members in good standing
43 of the Association within thirty (30) workdays of the effective date of this Agreement or within thirty
44 (30) workdays of the hire date, whichever is applicable. Such employee shall then maintain membership
45 in the Association in good standing during the period of this Agreement.
46

1 **Section 14.1.1. Service Charge.**

2 Any employee subject to this Agreement who, on the date of execution of this Agreement or its
3 effective date, whichever is later, is not a member in good standing of the Association and does
4 not wish to become a member, and all employees hired subsequent to the date of execution of
5 this Agreement or its effective date, whichever is later, who do not wish to become members,
6 shall submit a letter by registered mail to Public School Employees of Washington, PO Box
7 798, Auburn, WA 98071, within thirty (30) days of hire, whichever is later and appropriate,
8 stating that such employee does not wish to become a member. Such letter shall include the
9 following information: the employee's name, address, District in which employed, position
10 held, and hire date. Should any employee fail to submit said letter within the specified period,
11 they shall immediately maintain membership in good standing of the Association as a condition
12 of continued employment. Such employee will pay a service charge to the Association. The
13 service charge shall be regarded as fair compensation and reimbursement to the Association for
14 fulfilling its legal obligation to represent all members of the bargaining unit. The Association
15 shall determine the amount of the service charge annually and notify the employer of the same.
16

17 **Section 14.1.2. Religious Objection.**

18 Nothing contained in this Agreement shall require Association membership of employees who
19 object to such membership based on bona fide religious tenets or teaching of a church or
20 religious body of which such employee is a member. Such employee shall pay an amount
21 equivalent to normal dues to a non-religious charity or other charitable organization mutually
22 agreed upon. If the employee and the Association cannot agree on such matter, the Public
23 Employment Relations Commission pursuant to RCW 41.56.122 shall resolve it. Employees
24 shall submit a letter by registered mail to Public School Employees of Washington, PO Box
25 798, Auburn, WA 98071, within thirty (30) days of hire, whichever is later and appropriate,
26 stating that such employee does not wish to become a member based on religious objection.
27 Such letter shall include the following information: the employee's name, address, District in
28 which employed, position held, and hire date. Should any employee fail to submit said letter
29 within the specified period, they shall immediately maintain membership in good standing of
30 the Association as a condition of continued employment.
31

32 **Section 14.2. Deduction and Transmittal of Dues.**

33 The District shall deduct PSE dues **and assessments**, or service charges, and/or political contributions
34 from the salary of any employee who authorizes such deduction in writing pursuant to RCW 41.56.110.
35 The District shall transmit all such funds deducted to the Treasurer of the Public School Employees of
36 Washington on a monthly basis.
37

38 **Section 14.2.1. Remittance Report.**

39 The District agrees to electronically submit a report monthly along with its remittance of dues
40 identifying each employee by name, social security number, position, gross salary, and dues and
41 assessments, or service charges, amount remitted. The same report will be forwarded to the
42 President of the local Public School Employees Chapter, upon request.
43

44 **Section 14.3. Local Dues.**

45 Once during each school year on the employee's October or initial pay warrant, the District shall
46 deduct local Chapter dues from the pay of all members of the Association and remit to the chapter
47 treasurer. Prior to September 1st the amount of said deduction shall be conveyed to the District by the
48 Chapter President.

1 **Section 14.4. Political Action Committee.**

2 The District shall, upon receipt of a written authorization form, from at least five (5) members, that
3 conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of
4 contribution the employee voluntarily chooses for deduction for political purposes and shall transmit
5 the same to the Union with the monthly dues transmittal check. The employee may revoke the request
6 at any time. At least annually, the employee shall be notified by the PSE State Office, about the right to
7 revoke the request.

8
9 **Section 14.5. Hold Harmless.**

10 The union will indemnify, defend, and hold the District harmless against any claims made, and any suit
11 instituted against the District on account of any check-off of Union dues or requirement that employees
12 pay membership or representation fees to the Union or a charitable organization as a condition of
13 employment, or voluntary political contribution.

14
15
16
17 **ARTICLE XV**

18
19 **GRIEVANCE PROCEDURE**

20
21 **Section 15.1.**

22 Grievances or complaints arising between the District and its employees within the bargaining unit
23 defined herein, with respect to matters dealing with the interpretation or application of the terms and
24 conditions of this Agreement shall be resolved in strict compliance with this Article. Nothing contained
25 in this Article shall limit the right of employees to pursue adjustment of their grievances according to
26 RCW 41.56.080.

27
28 **Section 15.2. Grievance Steps.**

29
30 **Section 15.2.1. Step 1.**

31 Employees shall first discuss the grievance with their immediate supervisor. If employees
32 wish, they may be accompanied by an Association representative at such discussion. All
33 grievances not brought to the immediate supervisor in accordance with the preceding sentence
34 within thirty (30) days of the occurrence of the grievance shall be invalid and subject to no
35 further processing. The supervisor shall have five (5) workdays to respond.

36
37 **Section 15.2.2. Step 2.**

38 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
39 subsection, the employee shall reduce to writing a statement of the grievance containing the
40 following:

- 41
42 A. The facts on which the grievance is based:
43 B. A reference to the provisions in this Agreement which have been allegedly violated; and
44 C. The remedy sought.

45
46 The employee shall submit the written statement of grievance to the immediate supervisor for
47 reconsideration, within 10 workdays of the response in Step 1. The parties will have five (5)
48 workdays from submission of the written statement of grievance to resolve it by indicating on



1 the statement of grievance the disposition. If an agreeable disposition is made, all parties to the
2 grievance shall sign it. The employee reserves the right to appear before the supervisor and
3 explain his/her grievance.
4

5 **Section 15.2.3. Step 3.**

6 If no settlement has been reached within the five (5) days referred to in the preceding section,
7 and the Association believes the grievance to be valid, a written statement of grievance shall be
8 submitted within fifteen (15) workdays to the District Superintendent or the Superintendent's
9 designee.

10 After such submission, the parties will have ten (10) workdays from submission of the written
11 statement of grievance to resolve it by indicating on the statement of grievance the disposition.
12 If an agreeable disposition is made, all parties to the grievance shall sign it. The employee
13 reserves the right to appear before the Superintendent or his designee and explain his/her
14 grievance, at which the employee may be accompanied by an Association representative or
15 designee.
16

17 **Section 15.2.4. Step 4.**

18 If no settlement has been reached within the ten (10) days referred to in the preceding
19 subsection, a written statement of grievance shall be submitted within fifteen (15) workdays to
20 the District Board of Directors. After such submission, the parties will have thirty (30)
21 workdays from submission of the written statement of grievance to resolve it by indicating on
22 the statement of grievance the disposition. If an agreeable disposition is made, all parties to the
23 grievance shall sign it. The Board of Directors reserves the right to summon the employee for
24 an oral statement of the grievance. The employee reserves the right to appear before the Board
25 to explain the grievance. At any appearance before the Board, the employee may be
26 accompanied by an Association representative or designee.
27

28 **Section 15.2.5. Step 5.**

29 If no settlement has been reached within the thirty (30) days referred to in the previous
30 subsection, the employee may demand arbitration of the grievance. Any dispute, claim or
31 grievance arising out of or relating to the interpretation or the application of this Agreement
32 shall then be submitted to arbitration of the American Arbitration Association (AAA), PERC,
33 or FMCS. Any such demand for arbitration must be made in writing within twenty (20) days
34 after the thirty (30) day period referred to in Section 15.2.4 and this section.
35

36 Within ten (10) days after such written notice of submission to arbitration, the Superintendent
37 and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a
38 commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator
39 or to obtain such a commitment within the ten (10) day period, a request for a list of arbitrators
40 may be made to the American Arbitration Association, PERC, FMCS, or other agency by either
41 party. The parties will be bound by the rules and procedures of the agreed upon agency chosen.
42

43 Neither party shall be permitted to assert in the arbitration proceedings any evidence which was
44 not submitted to the other party before the request for arbitration.
45

46 The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning
47 and conclusions on the issues submitted. The arbitrator will be without power of authority to
48 make any decision which requires the commission of an act prohibited by law or which violates

1 the terms of this Agreement. The decision of the arbitrator will be submitted to the Board and
2 the Association and will be final and binding upon the parties.

3
4 The costs for the services of the arbitrator, including per diem expenses, if any, and his travel
5 and subsistence expenses and the cost of any hearing room, will be borne solely by the loser
6 (Board or Association). All other costs will be borne by the party incurring them.

7
8 **Section 15.2.6. Election of Remedies.**

9 Any matter which has an alternate form of resolution (for example, Superior Court, Human
10 Rights Commission, PERC, OCR, U.S. Department of Labor, etc.) may be utilized by an
11 employee in place of arbitration, but in no case will arbitration be allowed or utilized in
12 addition to alternative remedies such as those illustrated above.

13
14 **Section 15.2.7. Time Limits.**

15 The time limits provided in this Article shall be strictly observed unless extended by written
16 agreement of the parties. In the event a grievance is filed after May 15 of any year, the District
17 shall use its best efforts to process such grievance prior to the end of the school term or as soon
18 thereafter as possible.

19
20 **Section 15.2.8. Grievance and Arbitration Hearings.**

21 All hearings or conferences pursuant to this Grievance Procedure shall be scheduled at a time
22 and place which will afford a reasonable opportunity for all parties entitled to attend to be
23 present, including any and all witnesses.

24
25 **Section 15.2.9. Continuity of Grievance.**

26 Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder
27 may be processed through the grievance procedure until resolution.

28
29
30
31 **ARTICLE XVI**

32
33 **TRANSFER OF PREVIOUS EXPERIENCE**

34
35 **Section 16.1.**

36 Any new hire who had just previously been employed by any School District in the State of Washington,
37 and is hired to perform work similar to that, in which he was previously engaged, shall be given
38 longevity credits in the District in accordance with this Article.

39
40 **Section 16.2.**

41 The new hire shall be permitted to transfer prior like work experience in another Washington State School
42 District as outlined in RCW 28A.400.300.

43
44 **Section 16.3.**

45 The longevity credit to be transferred shall be applicable to all benefits herein including Schedule A,
46 except the seniority provisions.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

ARTICLE XVII

SALARIES AND EMPLOYEE COMPENSATION

Section 17.1.

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

Section 17.2.

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Section 18.3. 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 17.3.

Retroactive pay, where applicable, shall be paid on the first regular pay day following execution of this Agreement, or in the case of retroactive pay resulting from negotiations pursuant to Section 18.3, on the first regular pay day following agreement on such schedule.

Section 17.4.

Annual increments shall be granted to all employees on September 1 of each year during the term of this Agreement; provided, however, that new employees subject to this Agreement must have been hired prior to the last day of February in order to be eligible for an increment during the first year.

Section 17.5.

Employees shall receive paychecks on a twelve (12) month basis. Employees may receive checks on an as earned basis (less than twelve (12) month basis) upon showing undue hardship and approval by the Superintendent. Payroll will be dispersed through Direct Deposit for all new employees. (Direct Deposit placed in the contract 9/1/08)

Section 17.6. Mechanic Uniforms.

Seven (7) sets of uniforms (shirts and pants) shall be furnished to the mechanics upon request. The District will purchase and maintain laundry equipment (washer/dryer) in the transportation department to launder these uniforms. Laundering tasks will be performed by the mechanics.

Section 17.6.1. Footwear Stipend.

The Mechanics will be reimbursed in odd years up to a maximum of two hundred fifty dollars (\$250.00) every two (2) years on any footwear that meets ANSI (American National Safety Industrial) standards ZN41.1. Upon proof of purchase along with ANSI number, reimbursement will be made by the District.

In even years the district will reimburse one hundred dollars (\$100.00) for resole and rebuilding of footwear that meets the ANSI standards to Mechanics and Maintenance/Grounds employees. A receipt must be provided for reimbursement.

Section 17.7.

Drivers required to report to meetings to discuss student discipline on their own time will be paid for all time spent at their regular hourly wage, except as provided in Section 7.8 and only if applicable.

1 **Section 17.8. Travel/Meals.**

2 All PSE employees will be reimbursed, when applicable or prior approved, based on the OSPI per
3 County meal rates as established by October 1 of each year. Itemized receipts must accompany all such
4 requests. Any variance from the above amounts must be approved by the Superintendent or his designee.
5 Mileage will be reimbursed at the State rate.

6
7 **Section 17.9.**

8 A salary bonus of two percent (2%) shall be added to the wage of those employees with a job related
9 AA degree. Exception: Unless the AA is a requirement of the job.

10
11 **Section 17.10.**

12 A salary bonus of four percent (4%) shall be added to the wage of those employees with a specific job
13 related BA/BS degree. Exception: Unless the BA/BS is a requirement of the job.

14
15 **Section 17.11.**

16 Mechanics will be required to supply all general daily operation tools. The District will supply all
17 school bus/shop specific tools.

18
19 **Section 17.12.**

20 Food service employees will work one (1) day prior to the first day of school and the last day of school.

21
22 **Section 17.13. Renewal of License, Certifications, and Health Requirements.**

23 The District shall pay the total costs of any renewal license, certificates and health required as a condition
24 of employment. Bus drivers shall be fully reimbursed for the cost of their C.D.L. renewal above and
25 beyond the standard fee for driver's license renewal.

26
27 Department of Transportation (DOT) physical examination as a condition of employment will be
28 reimbursed every two years and co-pays for any interim required physicals.

29
30 **Section 17.14. VEBA**

31 The District has adopted the VEBA sick leave conversion medical reimbursement plan (the Plan)
32 pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees
33 in the group who are eligible to participate in the Plan by reason of having excess sick leave conversion
34 rights. Contributions on behalf of each eligible employee shall be based on the conversion value of sick
35 leave credits to the account of such employee available for contribution on an annual basis and at
36 retirement in accordance with the statute.

37
38 It is understood that all eligible employees will be required to sign and submit to the District, a hold
39 harmless agreement complying with the statute. If an eligible employee fails to sign and submit such an
40 agreement to the District she/he will not be permitted to participate in the plan at any time during the
41 term of the agreement and any and all excess sick leave which in the absence of this agreement would
42 accrue to such employee during the term hereof shall be forfeited together with all cash-conversion rights
43 that pertain to such excess sick leave.

44
45 Retirement Sick Leave Conversion: For the purpose of retirement contribution to the Plan, all employees
46 covered by this agreement who retire during the term hereof, shall be eligible and excess sick leave shall
47 be defined as the sick leaves days accruing to the credit of such employee during the term of this
48 agreement.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

ARTICLE XVIII

TERM

Section 18.1.

The term of this Agreement shall be September 1, 2017 to August 31, 2020.

Section 18.2.

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.

Section 18.3.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that the Agreement shall be reopened prior to the 2016-17 school year to renegotiate Schedule A and 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 18.4.

It is mutually agreed that in the event the legislature appropriates funds for the purpose of increasing the employee's salary during the period of this contract, the salary which is otherwise provided for herein shall be increased by the legislatively approved C.O.L.A. prior to any other adjustments for each bargaining unit member, subject to the receipt of such funds by the District and in compliance with such distribution guidelines as may be adopted by the State Superintendent of Public Instruction.

ARTICLE XIX
STAFF DEVELOPMENT

Section 19.1.

The District will provide thirty five hundred dollars (\$3,500.00) to job-related staff development and training for employees.

SIGNATURE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

QUINCY CHAPTER

QUINCY SCHOOL DISTRICT #144-101

BY: _____
John Hardiman, Chapter President

BY: _____
John. L Boyd, Superintendent

DATE: _____

DATE: _____



SCHEDULE A
QUINCY SCHOOL DISTRICT #144-101
SEPTEMBER 1, 2017 - AUGUST 31, 2018

<u>Classifications</u>	<u>Step 1-3</u>	<u>Steps 4-6</u>	<u>Steps 7-8</u>	<u>Steps 9</u>	<u>Steps 11+</u>
<u>MAINTENANCE/GROUNDS</u>					
Grounds/Maintenance	\$ 17.93	\$ 18.38	\$ 18.83	\$ 19.28	\$ 19.73
Maintenance	\$ 20.28	\$ 20.78	\$ 21.29	\$ 21.80	\$ 22.31
<u>CUSTODIAL</u>					
Custodians	\$ 16.73	\$ 17.14	\$ 17.56	\$ 17.98	\$ 18.40
<u>TRANSPORTATION</u>					
Bus Driver	\$ 17.95	\$ 18.41	\$ 18.86	\$ 19.30	\$ 19.75
Lead Mechanic	\$ 22.14	\$ 22.69	\$ 23.25	\$ 23.80	\$ 24.35
Mechanic	\$ 21.06	\$ 21.59	\$ 22.12	\$ 22.65	\$ 23.17
Transportation Specialist	\$ 19.88	\$ 20.37	\$ 20.87	\$ 21.36	\$ 21.87
Car Route Driver	\$ 16.24	\$ 16.64	\$ 17.05	\$ 17.45	\$ 17.87
Bus Driver Aide	\$ 14.28	\$ 14.64	\$ 14.99	\$ 15.36	\$ 15.71
Driving Trainer (when training)	\$ 17.97	\$ 18.43	\$ 18.88	\$ 19.33	\$ 19.77
<u>FOOD SERVICE</u>					
Kitchen Manager	\$ 15.79	\$ 16.18	\$ 16.58	\$ 16.97	\$ 17.36
Head Cook	\$ 15.26	\$ 15.64	\$ 16.02	\$ 16.40	\$ 16.78
Assistant Cook/Cashier	\$ 14.76	\$ 15.14	\$ 15.50	\$ 15.87	\$ 16.24
Server Helper	\$ 13.84	\$ 14.19	\$ 14.53	\$ 14.88	\$ 15.23
Transportation Helper	\$ 14.00	\$ 14.35	\$ 14.70	\$ 15.06	\$ 15.41
Building Cook	\$ 15.01	\$ 15.40	\$ 15.77	\$ 16.15	\$ 16.52
<u>MIGRANT SERVICES</u>					
Migrant Recruiter	\$ 18.36	\$ 18.83	\$ 19.28	\$ 19.74	\$ 20.20
Migrant Graduation Specialist	\$ 26.69	\$ 27.36	\$ 28.02	\$ 28.70	\$ 29.36
Migrant Student Advocate	\$ 18.36	\$ 18.83	\$ 19.28	\$ 19.74	\$ 20.20
<u>LIBRARY TECHNICIAN</u>					
	\$ 18.36	\$ 18.83	\$ 19.28	\$ 19.74	\$ 20.20



SCHEDULE A Cont.
QUINCY SCHOOL DISTRICT #144-101
SEPTEMBER 1, 2017 - AUGUST 31, 2018

SPECIALISTS

Sign Language Interpreter Asst.	\$ 21.40	\$ 21.94	\$ 22.48	\$ 23.01	\$ 23.54
Sign Language Interpreter w/certification	\$ 26.29	\$ 26.95	\$ 27.60	\$ 28.26	\$ 28.93
Speech Language Pathology Asst.	\$ 21.40	\$ 21.94	\$ 22.48	\$ 23.01	\$ 23.54
Speech Language Pathology w/certification	\$ 26.29	\$ 26.95	\$ 27.60	\$ 28.26	\$ 28.93
Visually Impaired Asst.	\$ 21.40	\$ 21.94	\$ 22.48	\$ 23.01	\$ 23.54
Visually Impaired w/certification	\$ 26.29	\$ 26.95	\$ 27.60	\$ 28.26	\$ 28.93

PARA EDUCATOR

*Para Educator I	\$ 14.57	\$ 14.93	\$ 15.30	\$ 15.66	\$ 16.03
**Para Educator II	\$ 15.24	\$ 15.62	\$ 16.00	\$ 16.38	\$ 16.76
***Para Educator III	\$ 18.87	\$ 19.34	\$ 19.81	\$ 20.28	\$ 20.75

SUPPORT SERVICES

Parent, Family & Community Engagement Coordinator (PFC Coordinator)	\$ 18.36	\$ 18.83	\$ 19.28	\$ 19.74	\$ 20.20
Parent Building Liaison	\$ 15.10	\$ 15.47	\$ 15.85	\$ 16.22	\$ 16.60
Preschool Liaison	\$ 18.36	\$ 18.83	\$ 19.28	\$ 19.74	\$ 20.20
ELL Transition Support	\$ 15.10	\$ 15.47	\$ 15.85	\$ 16.22	\$ 16.60

Para Educator I, II and III - the following guidelines define placement as a Para Educator:

***Para Educator I** - refers to regular and special education Para Educators in regular education classrooms and Special Education classrooms that do not deal with high needs or medically fragile students.

**** Para Educator II** - Refers to those Para Educators who work with high needs or medically fragile students and need to perform duties such as toileting, diapering, feeding, etc. Most commonly this position works with a self-contained setting.

Longevity:

- 15+ Years = additional \$0.20 cents per hour
- 20+ Years = additional \$0.20 cents per hour
- 25+ Years = additional \$0.20 cents per hour

When working the defined specialty areas, employees shall receive the following:

Certified Asbestos Lead Worker	Regular wage plus \$1.50 per hour
Certified Asbestos Worker	Regular wage plus \$1.00 per hour
Lead Painter	Regular wage plus \$1.00 per hour
Licensed Pesticide Applicator	Regular wage plus \$1.00 per hour

Substitutes will be paid 90% of Step 1



COMPUTER USE POLICY

I will maintain the confidentiality of my user ID and password. I will not use another person's ID and password to gain entry into the computer system or voice message system.

I will not create, seek observe, or use obscene, abusive, or offensive language and/or other graphics. I will not use electronic email to harass or intimidate other employees.

I will respect other users and their rights.

I will abide by all copyright laws and licensing agreements. I will not knowingly violate the Family Educational Rights and Privacy Act when generating an email.

I will not use the system for solicitation, advertisement, political, or commercial purposes.

The Quincy School District retains the right to review any material stored on the network, and after following Just-Cause Procedures as described in Appendix O, may remove individual staff documents which are deemed to be unlawful, obscene, abusive, or otherwise objectionable.

I will not intentionally damage computer hardware and peripherals. I will not intentionally remove, alter, copy, or add unauthorized files and/or software. I will not intentionally add, remove or alter any district computer hardware. I will not knowingly add any personal computer equipment to district computers that has not been authorized.

I will not knowingly circumvent the network securities or internet filter to get to a website or internet resource.

I will not intentionally attempt to access areas or activities for which I am not authorized. If loopholes in computer security systems or knowledge of a special password are encountered, I will not use them to damage computer systems, obtain extra resources, take resources from another user, gain access to systems, or use system for which proper authorization has not been given, as per RCW 9A.52.110, 9A.52.130, and 9A.48.100. Also, I will report loopholes to school authorities.

The district networked computer system shall only be accessed for professional and educational use, and not inappropriate personal use.

Violation of the above policy may result in discipline up to termination or prosecution according to the RCW's.

SCHEDULE A
 QUINCY SCHOOL DISTRICT # 144-101
 SEPTEMBER 1, 2018 - AUGUST 31, 2019

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66

<u>Classification</u>	<u>Steps 1-3</u>	<u>Steps 4-6</u>	<u>Steps 7-8</u>	<u>Steps 9</u>	<u>Steps 11+</u>
<u>MAINTENANCE/GROUNDS</u>					
Grounds Maintenance	\$20.36	\$20.87	\$21.38	\$21.88	\$22.39
Maintenance	\$23.03	\$23.61	\$24.18	\$24.76	\$25.34
<u>CUSTODIAL</u>					
Custodians	\$18.99	\$19.47	\$19.94	\$20.42	\$20.89
<u>When working in the defined specialty areas, employees shall receive the following</u>					
Certified Asbestos Lead Worker	Regular wage plus \$1.50 per hour				
Certified Asbestos Worker	Regular wage plus \$1.00 per hour				
Lead Painter	Regular wage plus \$1.00 per hour				
Licensed Pesticide Applicator	Regular wage plus \$1.00 per hour				
<u>TRANSPORTATION</u>					
Bus Driver	20.38	20.89	21.40	21.91	22.42
Lead Mechanic	25.14	25.77	26.40	27.03	27.66
Mechanic	23.91	24.51	25.10	25.70	26.30
Transportation Specialist	22.58	23.14	23.71	24.27	24.84
Car Route Driver	18.44	18.90	19.36	19.82	20.28
Bus Driver Aide	16.22	16.62	17.03	17.43	17.84
Driver Trainer (when training)	20.88	21.39	21.90	22.41	22.92
<u>FOOD SERVICE</u>					
Kitchen Manager	17.93	18.37	18.92	19.27	19.72
Head Cook	17.33	17.76	18.19	18.63	19.06
Assistant Cook/Cashier	16.76	17.18	17.60	18.02	18.44
Server/Helper	15.72	16.11	16.50	16.90	17.29
Transportation Helper	15.90	16.29	16.69	17.09	17.48
Building Cook	17.05	17.48	17.90	18.33	18.75
<u>MIGRANT SERVICES</u>					
Migrant Recruiter	20.85	21.37	21.89	22.42	22.93
Migrant Graduation Specialist	30.30	31.06	31.82	32.58	33.33
Migrant Student Advocate	20.85	21.37	21.89	22.41	22.93
<u>LIBRARY TECHNICIAN</u>					
	20.85	21.37	21.89	22.41	22.93
<u>SPECIALISTS</u>					
Sign Language Interpreter	24.30	24.91	25.51	26.12	26.73
Sign Language Interpreter w/certification	29.85	30.59	31.34	32.09	32.38
Speech Language Pathology Assist.	24.30	24.91	25.51	26.12	26.73
Speech Language Pathology w/certification	29.85	30.59	31.34	32.09	32.38
Visually Impaired	24.30	24.91	25.51	26.12	26.73
Visually Impaired w/certification	29.85	30.59	31.34	32.09	32.38
<u>PARAEDUCATOR</u>					
*Para Educator I	16.55	16.96	17.38	17.79	18.21
**Para Educator II (Self-contained/high needs)	17.30	17.74	18.17	18.60	19.04
***Para Educator III	21.42	21.96	22.49	23.03	23.57
<u>SUPPORT SERVICES</u>					
Parent, Family & Community Engagement Coordinator (PEC Coordinator)	20.85	21.37	21.89	22.41	22.93



1	Parent Building Liaison	17.15	17.58	18.01	18.44	18.86
2	Preschool Liaison	20.85	21.37	21.89	22.41	22.93
3	ELL Transition Support	17.15	17.58	18.01	18.44	18.86

4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59

Substitutes will be paid @ 90% of Step 1

Longevity: 15+ Years = additional \$0.20 cents per year
 20+ Years = additional \$0.20 cents per year
 25+ Years = additional \$0.20 cents per year

Para Educator I and II – the following guidelines define placement as a Para Educator I or II:

- *Para Educator I – Refers to regular and special education Para Educators in regular education classrooms and special Education classrooms that do not deal with high needs or medically fragile students.
- **Para Educator II – Refers to those Para Educators who work with high needs or medically fragile students and need to perform duties such as toileting, diapering, feeding, etc. Most commonly this position works within a self-contained setting.
- ***Para Educator III – refers to a Para Educator who is willing to have specialized training in safety and behavioral support to include de-escalation and crisis management skills to address unique needs of high-risk students with disabilities.

2019-20: The District will apply the total amount of increase in the state salary allocation for this bargaining year to this salary schedule in the 2019-20 school year.

