

COLLECTIVE BARGAINING AGREEMENT

Between
BETHEL SCHOOL DISTRICT No. 403
and
**PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON
BETHEL CHAPTER**

September 2008-2011



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PREAMBLE

This Agreement is made and entered into between Bethel School District No. 403 (hereinafter "District"), and the Public School Employees of Bethel School District (hereinafter "Association"), an affiliate of the Public School Employees of Washington.

As modeled in the bargaining process that led to the attached agreement, the parties are committed to a collaborative process for decision making and problem solving.

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

ARTICLE 1 RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1 – Recognition

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit in *Article 1 Section 3*, and the Association recognizes the responsibility of representing the interests of all such employees.

Section 1.2 – Job Descriptions

The District shall provide the Association with complete job descriptions for all employees subject to this Agreement. The District shall provide the Association with such amendments, changes, and additions to job descriptions as may from time to time occur.

Section 1.3 – Definition

The bargaining unit to which this Agreement is applicable shall include all classified employees except administrators, secretaries, coaches and advisors, who satisfy PERC requirements for exempt status.

Section 1.3.1 – Full-Time Employee

A regular full-time employee is defined as an employee working eight (8) full hours daily for 260 days annually.

Section 1.3.2 – Part-Time Employee

A regular part-time employee is defined as an employee assigned to eight (8) hours or less for fewer than two hundred sixty (260) days annually.

Section 1.3.3 – Short-term Temporary Employee

A temporary employee works less than sixty (60) working days in a school calendar year and is not covered by this agreement.

Section 1.3.4 – Long Term Temporary

A long-term temporary employee is defined as a position of more than sixty (60) work days but less than two hundred sixty (260) work days in a school calendar year, ending August 31 annually. Long-term temporary positions extending into the next year shall be posted as a regular position. A temporary position for a leave replacement may extend into the following school year.

Section 1.3.4.1 – Long Term Employee Contractual Rights

Employees in long-term temporary positions are subject to all provisions of this agreement except *Article 8, Section 2* Employees in a long term temporary position at its expiration lose all contractual benefits.

Section 1.3.5 – Substitute Employees

Substitute employees who meet PERC requirements shall be included in the bargaining unit but subject only to *Schedule B*.

Section 1.3.6 – Exempt Employees

The District and the Association agree to exclude the non-certificated employees identified in *Appendix A* from the bargaining unit.

Section 1.3.7 – Substitute Work List

The District shall provide the Association with a monthly substitute work list. In return, the Association will recommend those substitutes whom the Association feels have qualified as represented substitutes.

ARTICLE 2**RIGHTS OF THE EMPLOYER****Section 2.1 – Management**

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 – Management Rights

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.

the assault listing all damages incurred noting a date, hour and witnesses. This written description will be forwarded by the building administrator to the District office.

Section 3.8 – Evaluation

All 180-day employees shall be evaluated at least annually by June 15 of each school year, all others will be evaluated by August 31. The performance evaluation shall be based on communicated and understood criterion. It shall be completed by an appropriate administrator and discussed with the employee. If a meeting to discuss the evaluation is not possible, the reason will be so noted on the evaluation. An employee may provide a written rebuttal to be included with the evaluation in the personnel file.

Section 3.8.1 – Plan of Improvement

Supervisors may share feedback on areas of performance that need to be improved.

When supervisors identify significant performance deficiencies that are remediable a written plan of improvement will be provided. Such feedback may be shared through discussions or in documents and be separate from the evaluation form. Such plans will identify the following:

1. Area needing improvement
2. Expectations for improvement
3. Assistance to be provided (where applicable)

A minimum of a ten (10)-week timeline will be provided for the employee to demonstrate improvement. Appropriate support and training will be provided by the district, which may include mandatory participation in the district's Classified Professional Development program. Failure to meet supervisor expectations may result in performance discipline or termination of employment.

Section 3.9 – Dependents of Employees

Dependents of employees shall be entitled to apply to the school of the employee's choice within the Bethel School District. Renewal requests need to be submitted by April 30. Applications will be considered in the order received. Due consideration will be given to employees who have children already enrolled in the school. Every reasonable effort will be made to accommodate requests.

Section 3.10 – Video Cameras

Video cameras are a tool to assist bus drivers in monitoring students on the bus and to provide security for student, staff, and district property at school buildings. Video cameras may be installed in a bus only with driver knowledge. A bus driver may request a camera to assist in identifying a problem occurring on a run or route. The presence of security cameras at school buildings will be disclosed to the Association upon request.

Video may be used like any other evidence in cases involving safety concerns or allegations of employee misconduct, but shall not be used to monitor employee performance without prior approval of the employee and Association. Drivers may view video of their run upon request and may invite another person to view the same. Video will not be reviewed by non-supervisory employees who do not have a job duty that requires the viewing of the video.

Section 4.8 – Internal School Mail System

It is agreed that the Association shall be permitted to use the internal school mail system for bona fide Association business communications, provided that they do not overtax the system nor require additional duty time of the District mail handlers and that such communications are clearly labeled as Association business and display the name of the representative authorizing such distribution. Such communications shall not defame any individual, group, or agency.

Section 4.9 – Reduction of Work Force

If any reduction in the bargaining work force is being contemplated, the District shall first meet to discuss with the Association the necessity for and the method of reduction in force.

Section 4.10 – District-wide Committees

An employee selected or appointed to serve on a district-wide committee may be released from scheduled work by his/her supervisor to participate in meetings of that committee. The employee's supervisor will attempt to accommodate the employee's participation.

ARTICLE 5 APPROPRIATE MATTERS FOR CONSULTATION & NEGOTIATION

Section 5.1 – Definition

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are hours, wages, grievance procedures, and general working conditions of employees in the bargaining unit subject to this Agreement.

Section 5.2 – Changes in Benefits, Wages, Hours and Working Conditions

It is further agreed and understood that the District will consult with the Association, and meet with the Association upon its request, in the formulation of any changes being considered in existing benefits, wages, hours, and working conditions.

Section 5.3 – Recognized Responsibilities

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

Section 5.4 – Classification Review Board

The procedures in this section will be followed for the reclassification of positions when new positions are created or when substantive changes in duties and responsibilities occur in existing positions.

Section 5.4.1 – Composition

The Classification Review Board shall consist of six (6) members: three (3) PSE members and three (3) administrative members. Each party will be responsible for selection of its own members.

Section 5.4.2 – Request for Reclassification

Employees and their supervisor and/or the District may file a request for reclassification with the Classified Review Board by October 31 or March 31 of any work year. The Classified Review Board shall convene and consider the request within twenty (20) working days after the filing dates listed above. A decision regarding the request shall be issued by the Classified Review Board within twenty (20) working days following the meeting of the actual hearing date. Decisions of the Classified Review Board are not subject to appeal or the grievance process.

Section 5.4.3 – Process for Reclassification

The Classification Review Board will use the Walsh system to evaluate a position. Employees need supervisor support and are encouraged to provide as much additional information as they feel necessary and appropriate for clarification and explanation of their rationale for reclassification. This information should include, at least, a proposed updated job description as a basis for the request. The Classified Review Board will provide a numerical rating of the position, and properly place the position on the Walsh system classification scale. All Classified Review Board members shall be trained or retrained in the system prior to hearing reclassification requests. Decisions will be made by consensus of Classified Review Board members. The Classified Review Board will decide whether a reclassification, if any, will affect a single employee, several employees, or all employees within a job description.

Section 5.4.4 – Application of Decision

Upward reclassification of positions shall be effective on the appropriate filing date. Downward reclassification of positions shall take effect thirty (30) working days after the date of the Classified Review Board's decision.

ARTICLE 6

CONFERENCE COMMITTEE

Section 6.1 – Membership

The Association will designate a Conference Committee of the president or designee and one representative from each classification who may meet with the Superintendent and/or designated representatives on a mutually agreeable basis to discuss appropriate matters. Such meetings shall not be convened for the purpose of negotiations.

Section 6.2 – Meeting Location

The District will provide suitable space to conduct such meetings.

Section 6.3 – Meeting Minutes

Mutually approved minutes of the Conference Committee meetings will be prepared by the District, and copies made available to each building location within ten (10) working days.

Section 6.4 – Leave Process

Association representatives, when leaving their work to attend a Conference Committee meeting, shall first obtain permission from their immediate supervisor. The supervisor's permission in these instances will normally be granted. The employees will report their return to work to their supervisors.

Section 6.5 – Meeting Schedule

Meetings of the Conference Committee will be held, in general, during paid hours. The District will schedule the meetings.

ARTICLE 7**HOURS OF WORK****Section 7.1 – Work Shifts**

Each employee shall be assigned to a definite shift with designated beginning and ending times. The first shift is defined as any work shift beginning after five (5) a.m. The second shift is defined as any work shift beginning after one-thirty (1:30) p.m. The third shift is defined as any work shift beginning after ten (10) p.m.

Section 7.1.1 – Night Differential

An employee who works the second shift will receive an eighty (80) cents per hour pay differential. An employee who works third shift will receive a one dollar and five cents (1.05) per hour pay differential.

Section 7.1.1.1 – Guidelines

An employee, who has a shift that extends more than six (6) hours into the second shift or more than two (2) hours into the third shift, will be paid the applicable shift premium, if any, for the hours of work performed in each shift.

Section 7.2 – Shifts

Each shift shall consist of eight and one-half (8 ½) hours, including a thirty (30) minute unpaid, uninterrupted, duty-free lunch period as near the middle of the shift as is practicable and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable.

Section 7.3 – Rest Periods

In the event an employee is assigned to a shift less than the normal work shift previously defined in this Article, the employee shall be given a fifteen (15) minute rest period for each four (4) hours of work with such rest period occurring as near the middle of each half shift as practical.

Section 7.3.1 – Restroom Breaks

Considerations will be made in bus routing to provide access to a restroom as close to the middle of the shift, if the shift is more than two and one-half (2 ½) hours without a layover. A bus driver shall not leave student(s) unattended.

Section 7.4 – Workweek

The workweek shall consist of five (5) consecutive days followed by two (2) consecutive days of rest.

Section 7.5 – Assignment of Shifts

Each employee shall be assigned to a definite and regular shift and workweek which shall not be changed without prior notice to the employee of one (1) calendar week; provided, however, this notice may be waived by the employee.

Section 7.5.1 – Change of Site

No employee shall be given a permanent change of building without five (5) days notice. Such notice may be waived by the employee.

Section 7.5.2 – Campus Safety

Given the unique scheduling circumstances for night-time campus safety, up to five consecutive days in a given school year may be taken off work and made up through flextime. The employee will need to make request for this time to the supervisor at the beginning of staff contract year. The supervisor will have discretion in approving this time based on availability and overtime status of the department. Changes after the beginning

of the contract year may be made at the supervisor's discretion. This process is not grievable.

Section 7.6 – Interrupted Lunch Breaks

Employees required to work through their regular lunch periods shall be given thirty (30) minutes to eat at a time agreed upon by the employee and his or her supervisor. In the event the supervisor instructs an employee to forego any part of his or her lunch period, he or she shall be compensated for the foregone lunch period or the portion thereof at overtime rates or be released early from his or her shift.

Section 7.7 – Transportation Shift Assignments

Recognizing that personnel in the transportation unit present special shift problems, the parties agree that shifts shall be established in that unit in relation to runs, route packages and driving times requisite to fulfilling tasks assigned by a transportation administrator. Paid time will be scheduled into runs and route packages for drivers to conduct pre-trip and post-trip inspections and activities that are required by Bethel School District and the provisions of the WAC. The District agrees that if there are sixty (60) minutes or less between assignments, the employee shall receive compensation for a minimum of thirty (30) minutes. If there are thirty (30) minutes or less between assignments, the base hourly rate shall continue uninterrupted.

Section 7.7.1 – Posting of Route Packages

The transportation administrator or designee shall post all route packages for the upcoming school year at least two (2) weeks prior to the beginning of the student school year. Drivers and assistants shall sign for the route package they wish to drive or assist on, and assignments will be made on the basis of seniority as defined in Article 10.

Section 7.7.2 – Posting of Routes During the School Year

During the school year, but not within the last 6 weeks of school, all routes vacated by death, retirement, or resignation shall be offered for bid within one week of the time that the vacancy is known to exist. All drivers and assistants who would gain fifteen (15) minutes or more shall be eligible to bid on the vacant route. All succeeding open routes shall be open for bid within the unit for five (5) workdays and awarded within five (5) workdays according to the provisions of *Section 10.4*. Drivers and assistants are eligible to sign for one (1) route package per year that results in a reduction of time or an equal amount of time when compared to their current package.

Section 7.7.3 – Routes

The District agrees that each regular morning route and each regular afternoon route will be a minimum of two (2) hours duration. Such two (2) hours shall include pre-trip, post-trip, cleanup, and safety check time.

Section 7.7.4 - Definitions

1. Route Package is defined as a combination of assigned runs performed by a driver. Route packages are awarded by seniority on an annual bidding basis.
2. Run is the transporting of students to or from a designated location.
3. Extra Runs are defined as any transportation runs other than regularly assigned runs driven by a regular driver on a seniority basis, or a substitute driver if no regular driver is available. Employees driving such runs shall be paid the regular rate of pay for the duration of extra runs, subject to the over time provision herein.
4. Shuttles shall be defined as short term, to or from destination trips, usually, but not always, within the school district. They are not normally a part of a regularly assigned

route. These are awarded on a cost-effective basis as determined by the department administrator.

5. Field Trips are defined as all other trips that are neither route packages, extra runs, or shuttles. Field trips are awarded on a rotating seniority basis. (These trips are usually, but not always, out of district.) Substitute drivers will not be used for field trips unless a contracted driver is not available.
6. Emergency Trips are defined as trips that come in on the same day they are to be taken, but are received after ten (10) a.m.
7. Red Book: As the Transportation Department is unique in their assigned work hours, the "Red Book" will be utilized to assist in recouping any lost work time due to changes in routes, holidays, or for extra/overtime. Any time assigned to personnel will be by seniority with the exception of any emergency routes as determined by the transportation administration and the unit representatives. Under no circumstances is the "Red Book" to be utilized to assist employees in making up paid time off, except for holidays.

It is the responsibility of each employee to ensure that they have signed the "Red Book" if they are seeking additional hours. If an employee fails to sign the "Red Book," they may not utilize the grievance process.

Section 7.8 – Extra Runs

Any transportation runs other than regularly assigned runs shall be defined as extra runs, and employees driving such trips shall be paid the regular rate of pay for the duration of such extra runs, subject to the overtime provision herein.

Section 7.8.1 – Field Trips

Field trips shall be assigned according to seniority rotation among those drivers and bus assistants requesting consideration, provided the necessary drivers/ bus assistants and equipment is available.

Section 7.8.2 – Rights of Drivers and Bus Assistants for Field Trips

Drivers/bus assistants shall have the right to drop part of their regular route to accept a field trip when deemed practical by management.

Section 7.8.3 – Cancellation by Drivers/Assistants for Field Trips

Cancellation: Any driver/bus assistant who is assigned a field trip and cancels will be removed from the "Field Trip Board" and will remain off the board for a period of one (1) month for the first (1st) occurrence, three (3) months for the second occurrence, and six (6) months for the third (3rd) occurrence. The time will be carried over to the next school year. Considerations will be made for verifiable emergencies.

Section 7.8.4 – Number of Students

Field trips consisting of more than twenty-one (21) students to any one (1) special event shall be driven by bargaining unit members who sign up for such work, providing personnel and equipment are available.

Section 7.9 – Substitutes for Absent Employees

Providing money and qualified personnel are available, the District shall provide replacement personnel when regular employees are absent. Assignment of such replacement personnel shall be the District's responsibility.

Section 7.10 – Overtime

The District will not routinely schedule employees for overtime. In the assignment of overtime, the District agrees to provide the employee with as much advance notice as practicable under the circumstances. Normally, an employee designated to work overtime on days outside his/her workweek will be advised of the possibility no later than twenty-four (24) hours prior to the end of his/her last shift before the overtime commences. Overtime assignments shall be assigned in accordance with seniority provisions provided the employee meets the qualifications and job specification, and is available, in order to perform the work.

Section 7.10.1 – Definition

All hours worked in excess of forty (40) hours per week shall be compensated at one and one-half (1 ½) times the employee's base hourly rate.

Section 7.10.1.1 – Compensatory Time

At the request of the employee who is required to work overtime, overtime compensation may be given in the form of compensatory time at the rate of time and one-half opposed to payment at that rate. Employees may accumulate a maximum of forty (40) hours compensatory time, and compensatory time may be used only as scheduled by mutual agreement between the employee and the District. Compensatory time accumulated may not carry into a succeeding fiscal year; therefore, compensatory time accumulations in August of any year will be paid for in the August payroll and, therefore, exhausted.

Section 7.10.1.2 – Custodian Overtime/Additional Work

Custodial overtime or additional work time shall be assigned at the buildings level on a rotating seniority basis. In the event no building custodian accepts the overtime assignment, then site approved custodians, who have signed up on the District's annual overtime list for that specific building, will be offered the overtime or additional work time on a rotating seniority basis. The District will determine site-approved custodians.

For continuity purposes, primary custodians on long-term overtime assignments are not eligible for overtime assignment of a rotational basis that coincides with the long-term assignment.

(Note: Alternate custodians assigned to long-term overtime commitments are eligible for rotational assignments unless they are scheduled in place of the primary custodian for the long-term overtime assignment.)

When a long-term overtime assignment (with more hours) becomes available, but coincides with a primary custodian's current long-term overtime assignment, he or she shall be eligible for reassignment, provided they have signed the District's annual overtime list for that specific building.

Section 7.10.2 – Call Back Definition

Employees called back (scheduled or unscheduled) on a regular workday, or called on the sixth (6th) or seventh (7th) consecutive day, shall receive no less than two (2) hours pay at the appropriate rate. Assignments contiguous to their regular hours are exempted.

An employee will be paid minimum callback each time he/she is called back to work from home.

An employee who is called back to work may be assigned work at more than one school or location during the callback. An employee does not receive a minimum callback for each school or location.

A full-time employee whose regular hours of work are extended when called in early or required to work late will receive overtime for additional hours of work over forty (40) hours in a week. Minimum callback does not apply. For example, an employee whose regular working hours are from eight (8) a.m. to four-thirty (4:30) p.m. will receive one hour of overtime for working seven (7) a.m. to four-thirty (4:30) or eight (8) a.m. to five-thirty (5:30) p.m.

Section 7.10.2.1 – Overtime for Callback

Maintenance and custodial employees who are called back to work for unscheduled emergencies, as determined by the District, shall receive no less than two (2) hours pay at the appropriate overtime rate.

Section 7.10.3 – Overnight Trips

Employees shall be guaranteed a minimum of eight (8) hours per day at their regular rate for each day involved on an overnight trip.

Section 7.11 – Assignments for New School Year

Classified employees will begin the following student school year with the same assignments, including work-hours, they had the prior student school year unless otherwise notified.

Section 7.12 – Assignment and Displacement Rules

Definitions

- A. An employee's total bid hours are the number of annual work hours assigned based upon a posted vacancy, or any change in assigned hours which have been worked by the employee for more than one calendar year.
- B. An employee's assigned hours are the number of annual hours currently assigned, including unposted hours assigned within a department/building.
- C. An employee's annual work hours are the number of work hours scheduled for the position for the current work year (September 1 through August 31).
- D. An employee is displaced when his/her total bid hours have been cut back more than the equivalent of one (1) hour per work day.

Rules

1. In one (1) school year (September 1 through August 31) an employee's work hours may be increased or decreased up to one (1) hour per workday, without posting or displacement. This will be done on a department/building basis; the senior employee who is qualified and can fit extra time into his or her work schedule will be awarded the available time. The least senior employee in the department/building whose schedule can be, may be cut up to one (1) hour.

If a department/building should find it necessary to reduce its total staffing hours or if a program is cut and/or deleted, it is the intent to eliminate a total position rather than reducing several positions on a piece meal basis.

Paraeducators in Independent Learning Center, Emotional Behavioral Disturbed, and Support (1:1) programs/positions will be exempt from the displacement process when reductions occur outside of those programs.

2. The Association will be notified in writing of all displaced employees and the positions to which they are currently assigned.

3. The District will work with the Association in the assignment of displaced employees. These employees will be awarded a position as close in hours to their previous total hours as feasible. This may take place prior to or outside of the posting procedure. If no position comparable in hours and salary schedule placement is available, the displaced employee will remain on the displacement list until a position of comparable hours and salary becomes available.
4. In the event of a double levy failure: If no comparable position is available, the displaced employee will be placed on the displacement list, by seniority, for the first available and comparable (wage, hours & qualification) position.

The regularly scheduled hours for Paraeducators are ~~is~~ normally six (6) per day. Therefore, should a Paraeducator be displaced from a position, he/she will often not be assigned to a position of more than six (6) hours. This is in spite of the fact that he or she may have been assigned to over six (6) hours previously.

5. If an employee's decrease in work hours changes his/her position below the eligibility requirements for the PERS retirement system or group benefits, the employee is eligible to be awarded through the displaced list, a position comparable to the last assignment which is eligible for the PERS retirement system or group benefits.
6. If an employee turns down an offered position, the District is under no further duty to offer positions prior to posting. Following the rejection of a position, the employee waives their rights to further employment with the district.
7. The District may assign a current employee temporary hours for up to sixty (60) work days, except when the temporary hours are due to an employee being on leave. Said hours are not included as part of the employee's bid or assigned hours.
8. An employee shall not suffer the loss of one (1) hour, or less, in time on a consecutive basis for more than three (3) years.
9. Paraeducators will not lose hours as a direct result of student late arrival or early release scheduled for teacher training or collaborative planning.

ARTICLE 8 HOLIDAYS AND VACATIONS

Section 8.1 – Definition

Employees, depending upon their work assignments and the provisions within this Agreement, shall receive the following paid holidays:

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

Section 8.1.1 – Holiday FTE Rate

All employees who work less than two hundred sixty (260) days per year will receive the FTE percentage of ninety-six (96) hours of holiday pay at their base rate.

Section 8.1.2 – Work on Holidays

Employees who are required to work on the foregoing-described holidays shall receive the pay due them for the holiday, plus one and one-half (1 ½) times their base rate for all hours worked on such holidays.

Section 8.1.3 – Absenteeism Before/After Holiday

Employees must be present on their regularly scheduled day before and after the holiday to receive holiday pay unless their absence is due to a bona fide, verifiable illness.

Section 8.2 – Vacation Definition

Employees subject to this Agreement will be allowed hours of vacation based upon hours worked during the calendar year September 1 through August 31. Employees shall earn, vest, and use vacation credit as designated in this Article. Employees who are scheduled to work with the "traditional" school year program will be paid at the end of the school year for all accumulated vacation credit. When an employee goes from full- to part-time or part- to full-time status, the employee shall be paid at the time of transition for accrued vacation.

Section 8.2.1 – Vacation Credit – Less Than Four Years

An employee with less than four (4) calendar years of service will earn one (1) hour vacation credit for each twenty-six (26) hours worked.

Section 8.2.2 – Vacation Credit – More Than Four Years

An employee with more than four (4) calendar years, but less than ten (10) calendar years of service will earn one (1) hour of vacation credit for each seventeen and one-third (17 1/3) hours worked.

Section 8.2.3 – Vacation Credit – More Than Ten Years

An employee with more than ten (10) calendar years of service will earn one (1) hour of vacation credit for each thirteen (13) hours worked.

Section 8.2.4 – Computing Vacation Credit

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

Section 8.2.5 – Straight Time Hours

All straight time hours for which an employee is paid will be counted as hours worked in the computation of vacation credit.

Section 8.2.6 – Vacation Usage

Vacation shall be scheduled at the request of the employee, with administrator approval, unless such vacation would disrupt the normal activities of the district. Such judgment of the school administration shall not be unreasonably exercised. All requests for vacation must be received by the immediate supervisor at least five (5) work days in advance.

If an employee believes his/her vacation request has been unreasonably denied, he/she may file a grievance to that effect at Step Two. Any such grievance will be responded to at Step Two within five (5) days of its being filed.

Section 8.2.7 – Vesting Vacation Credit

New regular part-time employees must work one hundred eighty (180) days to vest vacation credit. A regular part-time employee who completes the one hundred eighty (180) days shall receive full vacation credit retroactive to their date of hire. New regular full-time employees must work sixty (60) days before utilization of their accrued vacation balance. Any employee who is discharged or who terminates employment shall receive payment for unused vested, accrued vacation credit with their final paycheck.

Section 8.2.8 – Work Hours Credited

For every regular workday from which an employee is absent on vacation, sick leave, bereavement leave, emergency leave, or holiday, the hours of the employee's normal work shift shall be credited as if worked.

Section 8.2.9 – Accumulated Hours Limitation

It is the intent that all annual vacation days for two hundred sixty (260)-day employees shall be used during each work year (September 1 through August 31). Each full-time two hundred sixty (260)-day employee shall be allowed to accumulate unused vacation days not to exceed two hundred forty (240) hours of earned vacation. The vacation balances shall be calculated once a year on the last day of the work year (August 31). Requests for an exception to the two hundred forty (240)-hour accumulation will require a statement of necessity to be completed by the supervisor and approved by the superintendent. Upon termination of employment, whether due to resignation, dismissal, retirement, or death, employees, or their estates, if they are deceased, may be paid their current per diem rate for up to two hundred forty (240) hours of earned unused vacation.

ARTICLE 9**LEAVES****Section 9.1 – Sick Leave**

Twelve (12) days of sick leave shall be granted to each fulltime employee for a full year of work. Sick leave for part-time employees will be prorated based upon their full time equivalency (FTE). An employee who works eleven (11) working days in any calendar month will be given credit for the full calendar month. Unused sick leave may be accumulated from year-to-year.

Upon initial employment in the bargaining unit an employee will be frontloaded three (3) days of sick leave and thereafter will accrue on a month-by-month basis. One day of leave will be credited for each month after the third month of contracted work. A minimum of eleven (11) days needs to be worked/compensated in a month to qualify as a month.

Sick-emergency leave will be front-loaded for an employee in his/her second school (work) year of employment if at the commencement of that year the employee has a leave accumulation of not less than fifty (50) percent of the sick-emergency leave that he/she would have earned during the first year of employment. If the employee does not meet the fifty (50) percent requirement above he/she will continue to earn leave on a month-by-month basis for another school (work) year and all school years thereafter until a "fifty (50) percent balance of leave earned during a school year standard" is met by ending a school year with such a fifty (50) percent balance.

As well, any employee who exhausts his/her sick-emergency leave balance after the second school (work) year of employment will be evaluated to determine the reasons for this situation. If sufficient documentation of a long term and /or serious medical or emergency condition(s) does not exist, front loading of sick-emergency leave will be forfeited and the employee will earn this leave on a month-to-month basis. Employees will be able to regain front-loading of sick-emergency leave by ending a school (work) year with a leave accumulation of fifty (50) percent of the leave that the employee would have earned during that school year.

A verification of an employee's illness or injury must be certified by a physician in the event of an absence of more than five (5) consecutive days, if such verification is requested by the administrator or the Human Resource Department. An administrator or the Human Resource Department may require physician certification after any five (5) non-consecutive days of sick leave usage when reasonable suspicion of misuse is evident. This paragraph is not grievable.

An employee's accrued sick leave may be used to care for a child, spouse, parent, parent-in-law, grandparent, or domestic partner of the employee with a health condition that requires treatment or supervision. For planned surgeries or anticipated disablement, which will necessitate sick leave, the affected employee shall complete a 'Leave of Absence' form and notify his/her supervisor a reasonable time before the leave is required. Physical disablement caused by maternity, childbirth, and recovery there from shall be considered as a form of illness for the purpose of this leave.

Emergency leave will be granted and deducted from sick leave. The circumstances should be of an emergency nature or for causes over which the employee has no control. Notice of intent to use this leave shall be made to the appropriate administrator prior to the intended use. Absences shall be allowed for the following:

- (A) The death of a relative (not listed under bereavement leave) or a very close friend.
- (B) Severe sickness in the immediate family of the employee.
- (C) To receive a degree from a college or university.

- (D) To comply with a court order which requires the presence of the employee in court, where the employee is a witness or defendant. The employee shall supply court documentation.
- (E) Situations of emergency nature – such as, but not limited to, car accident, fire, water damage, electrical failure, emergency home service calls which cannot be scheduled at other times. *If possible, verification will be presented to the supervisor on request.* Denial of emergency leave will not be subject to the grievance procedure.

Consistent with law, employees may cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one (1) full day's monetary compensation for four (4) accumulated sick leave days. At the employee's option, he/she can cash out unused sick leave days in February of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued, at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued sick leave. The employee's sick leave accumulation shall be reduced four (4) days for each day compensated. No employee may receive compensation for sick leave accumulated in excess of one (1) day per month, a maximum of twelve (12) days per year, or 180 days. At the time of separation from school district employment due to *retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued sick leave for illness, injury, or emergency. Provision of this leave shall be administered in accordance with rules and regulations adopted now or as hereafter amended.

*For the purpose of this provision, PERS I employees need to immediately collect their pension from Department of Retirement Systems to be eligible. SERS II and PERS II employees must be age 55 and have 15 years service credit with DRS. SERS III employees must be age 55 and have 10 years of service credit with DRS.

Section 9.1.1 – Workers' Compensation

In the event employees are absent for reasons which are covered by Industrial Insurance, at the employee's option, the District shall pay the employee an amount equal to the difference between the amount paid the employee by the Workers' Compensation Trust and the amount the employee would normally earn, subject to accumulated sick leave being available. A deduction shall be made from the employee's accumulated sick leave in accordance with the amount paid to the employee by the District.

Section 9.1.2 – Scheduling of Medical Appointments

It is the expectation that employees will schedule routine medical and dental appointments during non-work time. However, when this is not possible, employees may use accrued sick leave for medical and dental appointments in hourly increments.

Section 9.2 – Bereavement Leave

Bereavement leave of a maximum of five (5) days with pay per occurrence may be taken in the event of death if deceased is a member of the immediate family. For the purpose, "immediate family" is defined by the District to include mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, husband, wife, domestic partner, child, step relative, grandparent, grandchild, foster child, niece/nephew if employee is legal guardian, or other person residing in the household as a family member.

Section 9.3 – Personal Leave

An employee will receive two (2) days of personal leave per year to attend to personal matters which cannot be dealt with outside of the workday. This leave will not be deducted from sick leave and may not be used for Association business, to extend holidays/vacation, or during the last six (6) weeks of the student school year for bus drivers, bus assistants and child nutrition employees. All requests for personal leave must be received by the immediate supervisor at least five (5) work days in advance. If a response to the leave request is not received by the requested leave date, it will be considered approved. No more than three (3) percent of the workforce from a building or

department may be on personal leave at a given time. (This process is not grievable). Exceptions may be allowed at the recommendation of the supervisor in special situations. All requests will be sent to human resources for final determination. This leave will be taken in half or full day increments only.

The following conditions apply:

1. An employee who does not use this personal leave day will be entitled to a payment equal to his or her current per diem rate of pay in consideration for the non-use of the personal leave day.
2. A new employee who works as a regular employee from February 1 through the end of his/her scheduled work year, or who works as a regular employee more than one hundred twenty-five (125) scheduled work days from September 1 through August 31, is eligible for a personal leave day for the current work year.

Section 9.4 – Family and Medical Leave

The District will grant leave for family and medical conditions pursuant to the guidelines of the Family Medical Leave Act, subject to the following provisions:

Section 9.4.1 – Eligibility

An employee is eligible for family and medical leave benefits after one (1) -calendar year of employment (for at least eight hundred (800) hours) from the employee's official date of hire as a regular employee.

Section 9.4.2 – Use of Accrued Leave

An employee, at his or her option, may use leave pursuant to *Article 8 Section 2 and Article 9 Section 1* or that leave will be without pay.

Section 9.4.3 – Certification

The employee is required to provide medical certification regarding entitlement to leave. The District, at its expense, may also require a second opinion by a health care provider of its selection. If the first and second opinions conflict, the District may require, at its expense, a third opinion, which will be final and binding.

Section 9.4.4 – Ineligible Employees

An employee, who is not eligible for family and medical leave, who has a child or who legally adopts a child, is eligible for maternity/paternity leave as follows:

1. The leave must be requested not less than forty (40)-calendar days before the expected birth or adoption of the child.
2. The leave shall be without pay and District paid insurance benefits and it will be allowed only if the employee agrees not to seek regular employment with the District during the term of the leave.
3. The duration of the leave shall be determined by mutual agreement.
4. Upon returning from leave the employee shall be placed in a position similar to the one last held with the replacement employee employed only for the period of the leave time.
5. It could be possible that an employee might be placed in the Employment Pool according to *Article 10* in this Agreement.

Section 9.5 – Judicial Leave

In the event an employee is selected for duty on a jury or subpoenaed to appear as a witness in a court of law, he or she shall be reimbursed for any loss of salary incurred while performing such service with documentation from the court stating hours and days. The pay reimbursement shall be determined by subtracting that amount received from jury service or witness fees from the employee's straight time rate. This does not include travel allowance.

Section 9.6 – Leave Of Absence

Upon recommendation of the immediate supervisor through administrative channels to the Superintendent, and upon approval of the Board of Directors, an employee may be granted an extended leave of absence without pay not to exceed one (1) year in duration.

Section 9.6.1 – Returning from Leave

The returning employee will not necessarily be assigned to the identical position occupied before the leave of absence. However, provided a vacancy exists for which the employee is qualified, the employee shall be reinstated to a position equivalent in duties and wages to that held at the time the request for leave of absence was approved.

Section 9.6.2 – Definition

The provision for leave of absence will be limited to cases of illness, the employee's attendance at a school connected with the present position of the employee, or other requests which would be beneficial to the school district. An employee must give fourteen (14)-calendar days notice, or as soon as practical, for medical leave.

Section 9.6.3 – Retained Rights

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

Section 9.7 – Short-Term Leave

Up to two (2) days of short term leave without pay, per year, may be approved, at the discretion of the district, for leave necessitated by the personal or professional opportunities of the employee's immediate family (spouse, domestic partner, children, grandchildren, parents), which would allow the employee to participate in the activity with his/her family. Personal leave must be used prior to requesting short-term leave. All requests for short-term leave must be received by the immediate supervisor at least five (5) work days in advance. Verification may be required.

Section 9.8 – Job Related Injury

The District will grant leave for job related injury pursuant to the State of Washington's workers compensation laws.

The employee would have the right to return to the same job he or she held at the time he/she was injured for a period up to six (6) months. After six (6) months, the returning employee will not necessarily be assigned to the identical position occupied before the leave for job related injury. However, provided a vacancy exists for which the employee is qualified, the employee shall be reinstated to a position equivalent in duties and wages to that held at the time of the leave for job related injury.

Section 9.9 – Military Leave

Any employee who is a member of the United States Armed Forces or Reserves, shall be granted military leave of absence for a period not exceeding twenty-one (21) work days during each calendar year. During the period of military leave, the employee shall receive his or her normal pay. A copy of the formal orders for duty shall be attached to the leave request form.

In the event that the military obligation extends beyond twenty-one (21) days, the district will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERA) and Washington State Law.

Section 9.9.1 – Military Leave for spouses

An employee whose spouse is a member of the armed forces and who works more than twenty (20) hours per week will be entitled to fifteen (15) days of unpaid leave when the spouse is called to active duty or is on leave from deployment.

Section 9.9.1.1 – Substituting Accrued Leave

The employee may substitute accrued paid leave for the fifteen (15) days of unpaid leave.

ARTICLE 10**SENIORITY****Section 10.1 – Seniority Date**

The seniority date of all new employees within the bargaining unit shall be established following School Board approval.

Section 10.1.1 – Seniority List

The District will, in January of each year, publish a seniority list in each classification which reflects the employees' unit seniority date and forward it to the Association president. The president has thirty (30) days from receipt to make corrections to the list, in writing, and to forward the corrected list to the Human Resources Department.

Section 10.1.2 – Loss of Seniority Rights

The seniority rights of an employee in a bargaining unit shall be lost for any of the following reasons:

1. Resignation.
2. Discharge for any reason contained in this Agreement.
3. Retirement.
4. Change in job classification within the bargaining unit, as hereinafter provided.

Section 10.2 – Retain Seniority Rights

Seniority rights shall NOT be lost, and shall continue to accrue, for the following reasons:

1. Time lost by reason of industrial accident, industrial illness, or jury duty.
2. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States to fulfill military obligations.
3. Time spent on other authorized leaves of absence, not to exceed one (1) year.

Section 10.3 – Seniority Usage

The employee with the earliest hire date shall receive preferential treatment regarding route package selection, shift selection, vacation periods, promotions, assignments, transfers, layoffs, and special assignments when ability and performance are substantially equal to those of employees junior to him/her. If the District determines that seniority rights should not govern in the latter cases above, because a junior employee possesses ability and performance substantially greater than a senior employee or employees, the District shall set forth in writing to the senior employee or employees who applied for the job the reason why the senior employee or employees have been bypassed.

Section 10.3.1 – Transfers**Voluntary Transfer**

Any classified employee who is eligible for voluntary transfer shall be granted an interview for any posted position for which he/she applied and is qualified. To apply for a posted position the employee shall follow current application procedures. If the district applicant is not the applicant selected, the administrator will provide, upon written request, an explanation specifically stating the reasons for the hiring decision that was made. This explanation shall be provided within fifteen (15) days of the request.

Involuntary Transfer

A classified employee is subject to transfer for compelling needs if deemed necessary by the district for the successful operation of the site, building and/or department. PSE will be informed prior to the transfer and provided the opportunity to work with administration. Employees will be given five (5) work days notice before reporting to their new assignment. The employee, at his/her option, may waive this provision of five (5) days.

Employees who are involuntarily transferred will be given every consideration in returning to their previous assignment after one year following transfer, if openings at their previous assignment become available.

Section 10.3.2 – Eligibility of Transfer

An employee is not eligible for transfer or promotion while on a Plan of Improvement.

Section 10.3.3 – Interview Rights

Employee applicants shall be granted interviews for positions they seek to fill with their current job classification where they meet the posted minimum qualifications and where a more senior employee has not been hired.

Section 10.3.3.1 – Seniority By-Pass

By-pass of seniority candidates occurs when a junior or outside candidate scores twenty (20) percent or greater than that of a senior candidate.

The interview questions and testing materials will be applicable to the open position.

The hiring of classified employees will be conducted with integrity through an objective process as follows:

- 1. Interviews and job related skills of all qualified applicants 40%
- 2. Testing of all qualified applicants when applicable..... 30%
- 3. Scoring of other job related items as below 30%
 - a. classes/education 10%
 - b. attendance* 5%
 - c. references 10%
 - d. evaluations* 5%

*Attendance and evaluations will be used only when all applicants are in-district employees.

By request, the bypassed candidate may review their respective materials of the hiring packet.

Section 10.3.3.2 – Interview Teams

The interview team will include the classification representative or an appropriate member of the bargaining unit.

Section 10.3.4 – Transfers of Rotational Employees

If a new employee applies for and is granted a transfer during the ninety (90) working-day probationary period, it will be considered a lateral transfer and the employee is not eligible for another lateral transfer during this current school year (September 1 – August 31).

Section 10.4 – Job Classifications

Seniority rights shall be effective within the general job classifications. General job classifications shall include the following without limitation: Child Nutrition, Transportation Bus Assistants, Secretarial-Clerical, Paraeducators/Special Services, Custodial, Maintenance, Mechanics and Transportation (eight classifications).

Section 10.5 – Changing of Classifications

An employee who changes job classifications within the bargaining unit shall retain his/her hire date in the previous classification for a period of two (2) years, notwithstanding that he or she has acquired a new hire date and a new classification.

Section 10.6 – Layoff Procedures

In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the District according to seniority. Said employees have the right to be placed in a vacancy which exists after it has been posted for consideration with senior employees still working and for which the employee is qualified in the classification held immediately prior to layoff, provided the position is comparable in hours (within one (1) hour) to the employee's bid hour entitlement.

1. Layoff shall be on the basis of seniority within respective classification, except where the District determines that particular skills and abilities justify seniority by pass. This exception is not subject to *Article 16*, Grievance Procedure.
2. Employees on layoff shall continue to accrue seniority.
3. The reemployment list shall be extended to a period of twelve (12) months.

Section 10.7 – Requirements for Layoffs

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

Section 10.8 – Forfeit of Rights

An employee shall forfeit rights to reemployment as provided in *Article 10 Section 6* if the employee does not comply with the requirements of *Article 10 Section 7* or if the employee does not respond to an offer of reemployment within five (5) working days.

Section 10.9 – Rejection of Reemployment

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

Section 10.10 – Seniority Ties

Seniority ties shall be broken by lottery drawing.

ARTICLE 11 POSTING, PROBATION, AND SEPARATION**Section 11.1 – Process**

The District shall publicize within the bargaining unit for a minimum of five (5) working days the availability of open positions as soon as possible after the District is apprised of the opening. A copy of the job posting shall be forwarded to the President of the Association.

Section 11.1.1 – Short Term Temporary

A short-term temporary position is not required to be posted. The district shall publicize openings for temporary positions beyond sixty (60) days.

Section 11.1.2 – Vacancies

All posted vacancies shall be filled within twenty (20) working days of the closing date unless the District has informed the Association in writing that a position is not needed or cannot be afforded at that time. An employee is eligible for only one lateral transfer per school year (September 1 - August 31). The Association shall be notified of the names of successful applicants.

Section 11.2 – Probationary Period

Each new hire shall remain in a probationary status for a period of not more than ninety (90) working days following the hire date. During the probationary period a new hire may be discharged at the District's discretion and shall not have access to the grievance procedure.

Section 11.2.1 – Work Day Definition

A working day constitutes a regularly scheduled day in which the probationary employee performs the duties of their contracted position.

Section 11.2.2 – Probationary Employees on Alternative Workweeks

A probationary period for employees that work an alternative work-week shall not extend beyond twelve (12) months following hire date.

Section 11.2.3 – Promoted Employees Probationary Period

Promoted employees shall serve a probationary period of sixty (60) working days. During the probationary period, an unsuccessful promotion shall result in the employee's return to the position previously held or an equivalent position.

Section 11.2.4 – Impact of Other Employees

It is understood that the implementation of *Article 11 Section 2.3* may impact other employees through no fault of their own. Employees so affected shall be notified in writing that their assignment is based upon *Article 11 Section 2.1*.

Section 11.2.5 – Probationary Employees Changing Positions

New hires on probationary status may apply for available openings within their current classification. If a probationary employee is selected for an open position, the supervisor may elect to start a new ninety (90) working-day probationary period.

Section 11.3 – Vesting of Seniority

At the end of the probationary period the employee shall be vested with seniority and the employee's seniority date shall be retroactive to the hire date.

Section 11.4 – Notice of Dismissal

Except in extraordinary cases, an employee will be given two (2) weeks notice of intention to dismiss. The District will expect the employee to give two (2) weeks notice in case of resignation.

Section 11.4.1 – Just Cause

The District may discipline or discharge any employee subject to this Agreement for justifiable cause. Questions on the issue of “justifiable cause” shall be resolved in accordance with the grievance procedure unless otherwise provided.

Section 11.5 – Inspection of Files

An employee shall have the right, upon reasonable notice, to inspect the contents of his/her personnel file and/or his/her immediate supervisor's working file; provided information regarding criminal investigations need not be shared with the employee. Inspection shall be in the presence of a District representative. File materials may be reproduced for the employee as promptly as feasible when requested. The employee shall pay for the expense of such reproduction. An Association representative may, at the employee's request, be present during the review of said employee's file.

Section 11.5.1 – Personnel Files

No materials derogatory of the employee's conduct, service, character, or personality shall be placed in the personnel file unless the employee has had the opportunity to read and respond to them. The employee shall acknowledge having read such material by affixing his or her signature to the copy to be filed. The employee shall have the right to write his or her version of the incident or occurrence and have that statement permanently attached to the original document. An employee may request in writing that derogatory materials be removed from his/her personnel file after three (3) years. This is provided that another incident has not subsequently occurred. The personnel director may, at his/her discretion, remove the derogatory materials.

Section 11.6 – Continuation of Employment

Prior to the end of the school year, the District shall notify all school year employees of employment for the next school year, or separation from the District.

ARTICLE 12**DRUG TESTING****Section 12.1 – Definition**

Mandatory testing for employees holding Commercial Driver's License (CDL) as required under the Federal Highway Administration rules (FHWA) on controlled substance use and testing shall be provided under the law and as follows.

Section 12.1.1 – Pre-Employment Testing

Applicants for positions requiring a Commercial Driver's License, including current employees attempting to transfer to such a position, shall bear all costs associated with the required drug and alcohol tests.

Section 12.2 – Random, Post-Accident, and Reasonable Suspicion Testing

Employees shall be tested in accordance with federally mandated laws on a random, post-accident, and reasonable suspicion basis for alcohol misuse and controlled substance use. In the event a test under any of the above circumstances for controlled substances is positive, it may be confirmed at employee's request.

In the event an employee tests positive for any of the five (5) controlled substances specified in the law, this shall be cause for termination of employment.

In the event an employee tests greater than 0.02 for alcohol, a confirming test will be administered after fifteen (15) minutes and before twenty (20) minutes has elapsed since the first test.

In the event an employee tests greater than 0.04 for alcohol, this shall be cause for termination of employment.

In the event a confirmed employee's test results are between 0.02 and 0.04 for alcohol, said employee shall be removed from duty for at least twenty-four (24) hours. An employee testing between 0.02 and 0.04 may be subject to disciplinary action up to and including termination. The employer may require a mandatory referral for an alcohol evaluation in the event employment is not terminated. The District will allow seven (7) working days for the employee to complete the mandatory referral. The employee must abide by the recommendations provided by the agency doing the evaluation prior to the return to work. Noncompliance will result in termination for cause. During this referral period, said employee will be on leave without pay.

Section 12.2.1 – Returning to Work

Before returning to work, an employee put on leave without pay due to a positive alcohol test must pass a return-to-duty alcohol test. Also, unannounced follow-up testing may be required as part of the treatment plan designed by the attending substance abuse professional. This testing would be done at the employee's expense.

Section 12.2.2 – Test Records

Drug and alcohol test results shall be kept at the District Office separate from regular personnel files and maintained in such a manner as to insure confidentiality of all affected employees.

Upon request, employees may view their drug and alcohol test results. Copies of any material contained in this file shall be provided to the employee upon request.

Section 12.2.3 – Documentation

In the event the District has reasonable suspicion to require drug or alcohol testing for an employee, the reasons shall be documented and kept in the confidential drug and alcohol personnel file.

Section 12.2.4 – Cost

Cost of Testing and Time. The District shall pay laboratory costs for the initial drug and/or alcohol test under the random, post-accident, and reasonable suspicion provisions of the FHWA rules.

Employee requested confirmation tests, or initial positive test results, shall be at District expense in the event the confirmation test following a positive result shows the initial test result to be false. If the requested confirmation test confirms the initial positive result, the employee shall pay all costs related to the confirmation test. The District shall reimburse any lost wages resulting from a false positive test result.

If the employee is required to be tested outside of his/her workday, the District shall provide one (1) hour's pay in accordance with the negotiated contract. Mileage at the District reimbursement rate shall be provided one way to the testing center in the event the employee does not return to work following the test.

ARTICLE 13 INSURANCE AND RETIREMENT

Section 13.1 – Insurance Pool

The amount of state revenue generated by the bargaining unit per month, less any deferred insurance benefit or state carve-out, for a full-time-equivalency based on one thousand four hundred forty (1,440) hours worked shall comprise the classified insurance premium pool.

Section 13.1.1 – Distribution

Insurance premium pool funds shall first be applied to vision, dental, group term life, and long term disability insurance for employees who work eight hundred (800) hours or more. Employees working seven hundred ninety-nine (799) or fewer hours are not eligible for vision, dental, group term insurance and long term disability insurance. Any remaining insurance pool funds shall be divided on a pro-rate basis until all premiums are paid or the pool is expended, whichever occurs first.

Section 13.1.2 – Spouses Both Working for District

When both husband and wife are employed by the District, their individual entitlement to insurance premium contributions from the District, after required deductions for group insurances, may be combined and applied toward the premium of a single approved family medical insurance plan rather than separate plans carried by each employee.

Section 13.1.3 – Comparison Information

It is agreed that upon closing of the insurance enrollment period, the District shall compare the bargaining unit insurance premium usage to the size of the insurance premium pool. Comparison information shall be provided to the Association.

Section 13.1.4 – Deadlines

The FTE count for both pool generation and pool distribution is closed with the submission of the S-277 report. Further, except for the addition of new dependents, enrollments for dependents close on October 15 of each year. Employees hired after October 15 of each year shall have thirty (30) days from date of hire to sign up for benefits for the school year in which they were hired. New employees shall be entitled to the monthly State allocation, less any deferred insurance benefit per month for a full-time-equivalency based on one thousand four hundred forty (1,440) hours, but shall not be eligible to participate in the insurance premium pool.

Section 13.2 – Tort Liability Coverage

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

Section 13.3 – Retirement System Eligibility

In determining whether an employee subject to this Agreement is eligible for participation in the Washington State Public Employees' Retirement System, the District shall follow the actual rules that govern membership contained in the state retirement law. If a position is deemed eligible, the District shall report all hours worked, whether straight time, overtime, or otherwise.

Section 13.4 – Tax Sheltered Annuities

All employees subject to this Agreement shall be entitled to participate in a tax sheltered annuity plan or tax deferred compensation plan as approved by the District. On receipt of a written authorization by an employee, and after complying with District policy and regulation, the District shall make the requisite withholding adjustments and deductions from the employee's wages.

ARTICLE 14 PROFESSIONAL DEVELOPMENT**Section 14.1 - Definition**

In the mutual interests of the District and Association, the District shall cause funds to be available which may be used by employees subject to this Agreement for professional development.

Section 14.2 – Usage of funds

Such funds may be utilized for the following purposes, without limitation:

Section 14.2.1 – Wages/Reimbursement

Wages and reimbursement for employees subject to this Agreement to attend recognized professional development courses.

Section 14.2.2 – Expenses/Materials

Expenses and materials to establish courses of study within the confines of the District which would be of mutual benefit to the employee and the District.

Section 14.2.3 – Courses

Purchase of recognized professional development courses from local, state, or national educational institutes, which would improve the potential of employees subject to this Agreement.

Section 14.3 – Required training

Employees attending training courses required by State regulation or District policy as a condition of employment will be paid by the School District at their regular rate of pay for all time in attendance plus any fee or tuition.

Section 14.4 – Guidelines

The PSE conference committee (*see Article 6*) shall develop procedures and guidelines consistent with *Article 14* for the expenditure of the Professional Development Funds subject to the approval of the superintendent or designee within fourteen (14) days of the presentation of the plan. The Professional Development Fund shall be one hundred-fifty thousand (150,000) dollars for the 2008-2009 school year, one hundred-fifty thousand (150,000) dollars for the 2009-2010 school year, and one hundred-fifty thousand (150,000) dollars for the 2010-2011 school year. Unused funds shall be carried over from one school year to the next.

ARTICLE 16**GRIEVANCE PROCEDURE****Section 16.1 – Definition**

For the purpose of this Agreement, a grievance is defined as an alleged violation, misinterpretation, or misapplication of a specific provision of this Agreement charged against the District by a classified employee.

Section 16.2 – Informal Procedure

Effort shall be made to settle grievances at the lowest possible level of the grievance procedure. The employee shall first promptly attempt to resolve any problem relative to an alleged violation, misinterpretation, or misapplication of a provision of this Agreement informally between the employee and his or her principal or immediate supervisor.

Section 16.3 – Formal Procedure

Grievances shall be processed in the following manner and within the stated time limits. Days as used herein shall refer to calendar days.

Grievance - Formal Procedure

Step One If, according to the employee, the problem is not resolved informally, it shall be reduced to writing by the employee on the appropriate grievance form and shall be submitted by the employee as a grievance to the immediate administrator, with a copy to the Executive Director for Human Resources, within thirty (30) days after the facts upon which the grievance is based first occur or first become known or should have become known to the employee. The written grievance shall state the fact(s) upon which it is based, the issue involved, any Agreement provisions allegedly violated, and the relief sought. The immediate administrator shall meet with the grievant and endeavor to properly resolve the matter and shall reply in writing to the employee within fourteen (14) days after receipt of the written grievance.

If the employee feels the grievance is still not resolved, he or she may refer the matter to Step Two of the formal grievance procedure.

Step Two If the grievant feels the grievance is still not resolved and wishes to appeal the grievance further, he/she may refer the matter in writing to the Superintendent within fourteen (14) days after receiving the immediate administrator's written answer. The Superintendent or designee shall review the matter and arrange for necessary discussions with the grievant within fourteen (14) days after receipt of the written grievance. The Superintendent shall give written answer to the employee within fourteen (14) days thereafter. In cases of grievance for wrongful termination where the Superintendent has recommended termination to the Bethel Board of Directors, the Board will serve as designee and will provide the review/discussion described above in conjunction with the employee exercise of appeal rights as described in Bethel School District Policy and Procedure.

Step Three Grievance – Arbitration In the event the grievant is unsatisfied with the disposition of the grievance at the conclusion of Step Two, said grievant may refer the matter to arbitration as provided below.

If the grievant is unsatisfied with the disposition in Step Two of the grievance procedure, said grievant may, within fourteen (14) days, and with the consent of the Association, submit the matter to arbitration. This timeline may be extended by fifteen (15) days upon request by the Association unless the Board of Directors is acting as designee as described in step two. Notice of intent to arbitrate shall first be provided to the District in writing.

Any grievance relating to interpretation or application of the specific provision(s) of the Agreement may be submitted to arbitration unless excluded by other provisions of the Agreement or this Article.

To effectuate arbitration, the Association shall request, within fourteen (14) days, a list of seven (7) arbitrators from the American Arbitration Association. Upon receipt of the list of arbitrators, representatives of the District and the Association shall, within fourteen (14) days, meet to select an arbitrator from said list. The selection shall be made by alternately removing one name at a time from the list. The two parties shall decide on order of first removal by the flip of a coin. The remaining name, after each party has eliminated three, shall be the arbitrator.

The scope of the arbitrator's authority shall be limited to grievances arising from specific provisions of the Agreement, and the arbitrator shall be without authority to add to, subtract from, or alter any of the terms of this Agreement. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law.

The arbitrator shall render a decision within thirty (30) calendar days following the conclusion of the arbitration hearing or submission of any post-hearing briefs. The parties shall have fourteen (14) days in which to submit such briefs.

Each party shall bear its own costs of arbitration, except that the cost of the arbitrator, court cost (reporter, hearing room, etc.) shall be shared equally by the District and the Association.

The decision and/or award shall set forth the arbitrator's finding of fact, reasoning, and conclusions on the issues submitted and shall be final and binding on all parties.

Section 16.4 – Representation

The grievant shall have the right to have an Association representative present during the formal discussion in Steps One, Two, and Three. Such discussion shall not interfere with the employee's normal duties.

Section 16.5 – Association Rights

Nothing contained herein shall be construed to prevent any employee from processing his or her own grievance through Step Two without Association representation. However, the District shall give the Association the opportunity to be present at any formal step of the grievance procedure and make its views known.

Section 16.6 – Procedures

Grievance hearings shall be held at reasonable times and places that do not conflict with the working day unless otherwise mutually agreed. Grievances not pursued to the next step within the time limitations set forth shall be deemed waived. When grievances are not responded to by the District within the time limits set forth, the grievant may proceed to the next step of the grievance procedure.

ARTICLE 17 TRANSFER OF PREVIOUS EXPERIENCE**Section 17.1 – Washington State School Experience**

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

Section 17.2 – Longevity Credit

A newly hired employee shall be given full longevity credit for all years of service in a Washington school district. A former employee of the District shall be covered under this section the same as a former employee of another Washington school district.

Section 17.3 – Exception

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

Section 17.4 – Previous Experience

For new hires whose previous experience is not with Washington school districts, but whose previous experience has been determined to be relevant and/or beneficial to present duties, the District will recognize 0.5 of each year of verified, satisfactory experience for placement on *Schedule A* based upon the supervisor's recommendation.

Section 17.5 – Salary Step

An employee within the Child Nutrition and Custodial classifications who are selected for a higher-level position within their current classification will begin at a salary step ensuring an equal or greater rate of pay.

ARTICLE 18**WAGES****Section 18.1 – Definition**

Wages 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 18.2 – Schedule A

Wages contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of *Article 19*. Should the date of execution of this Agreement be subsequently to the effective date, wages, including overtime, shall be retroactive and paid according to *Article 18 Section 4* and *Schedule A*.

Section 18.3 – Crew Leader Premium Pay

An employee assigned as crew leader will receive six (6) percent of Step C of the employee's salary level as premium pay.

The crew leader premium pay will be paid for all hours of pay, including paid leave, paid holidays and paid vacation.

When the crew leader is absent, the District will pay the employee assigned as acting crew leader the premium pay provided herein for the hours worked as acting crew leader.

The District will give the employee assigned as crew leader two (2) weeks notice if the District changes the employee's status as crew leader.

Section 18.4 – Retroactive Pay

Retroactive pay, where applicable, shall be paid as soon as possible following execution of this Agreement.

Section 18.5 – Incremental Steps

Incremental steps, where applicable, shall take effect on the first day of the work year. This is September 1 for full-time, full-year employees, and will be the first scheduled day of work during the student school year for all school-year employees.

Section 18.6 – Hour Calculation

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

Section 18.7 – Private Vehicle Mileage

Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per mile basis at the rate established by the Board of Directors for that period of time.

Section 18.8 – Overnight Expenses

Employees required to remain overnight on District business shall be reimbursed for room and board expenditures at the rate established by the Board for that period of time.

Section 18.9 – Experience Increments and Salary Increases

Years of experience, as defined in *Article 17*, and hours of training/education completed will be compensated according to *Schedule A* attached hereto and by this reference made part of this agreement.

Employees who have completed a mutually agreed upon associates, bachelors or masters degree from an accredited college or university that relates to their position, but is not required for the position, will be granted an additional twenty-five (25) cents per hour for each degree.

In addition to the granting of increments, where applicable, salary rates shall be increased as funded by the state. It is the intent of the parties, assuming that the funding system for classified salaries continues in a comparable manner, that *Schedule A* will be increased by the State funded percentage for increase of Basic Education Act employee salaries. The additional costs of increments, if any, will be borne by the District. The District shall consult with the Association concerning the amount and implementation of such increases. If the parties are, in good faith, unable to agree on the calculations/implementation, the calculations/implementation shall be treated as a negotiable matter rather than as a contractual matter and the parties shall immediately open negotiations on such issues. It is agreed that the costs of increments will not be subtracted from revenues provided by the State for salary increases.

Section 18.10 – Staff Meetings

Staff meetings requiring the presence of bargaining unit members at times other than during their regular work shift shall be paid at their regular rate of pay.

Section 18.11 – Shift Differential

Employees assigned to work a full shift in place of a person in a higher pay category shall receive compensation at the rate they would receive were they assigned to the job on a permanent basis.

Section 18.11.1 – Partial Shift

Employees working partial shifts of a vacant position, will receive the higher pay if they are assigned to fill that position for more than three (3) consecutive work shifts.

Section 18.11.2 – Extended Work Assignment

In the event of an extended work assignment that goes beyond the employees' regularly assigned work schedule, compensation for the extended assignment shall be at the higher rate of pay. Payment for such work will occur when duties are not equal to employees' current, regular assignment.

Section 18.11.3 – Custodial Leads

Custodial leads shall receive compensation at the higher pay rate when assigned to work in place of head custodians during non-school day work periods.

ARTICLE 19 REIMBURSEMENT AND JOB RELATED COST**Section 19.1 – Mechanic’s Tools**

Mechanics are required to provide their own tools and leave them full time on District property; the District shall replace any tools stolen or deemed unserviceable in the line of duty. Mechanics shall be provided master tool lists for check-off and periodic updating. Such lists are to be held by the transportation supervisor with a copy to the mechanic. In order to receive compensation, the mechanic must either surrender the unserviceable tool(s) or submit a police report on the stolen tool(s).

Section 19.1.1 – Tool Allowance

A mechanic shall receive a tool allowance of five hundred (500) dollars per year. The allowance shall be on a reimbursable basis in accordance with District fiscal procedures. Employees hired prior to September 1, shall receive the tool allowance at the beginning of each school year. Employees hired after September 1, shall receive the tool allowance upon hire and annually thereafter on the “anniversary” of their hire date.

Section 19.2 – Reimbursement for Required Job-Related Training

The District agrees to reimburse employees for the cost of job-related licenses/renewals, certifications/renewals, and/or degrees mutually agreed upon by the employee and the District or required by the District. The District shall not be responsible for the cost to employees changing job descriptions with required licenses, certificates, or degrees not required in their current position.

Section 19.2.1 – Re-test Cost

Re-test cost due to failure will not be reimbursed by the District.

Section 19.3 – CDL Physical

The district will reimburse an employee’s co-payment or actual cost for a commercial driver’s license physical examination as required by WAC 180-20-101 (2) (b).

Section 19.4 – Uniform Allowance

Child nutrition, maintenance, and print shop, employees shall receive a uniform allowance of one hundred (150) dollars to three hundred (300) dollars per year determined by the supervisor based on the type of uniform required and the number of days worked. The allowance shall be on a reimbursable basis in accordance with District fiscal procedures. Employees shall receive the uniform allowance upon hire prorated on the portion of the school year remaining and annually thereafter. The District shall provide bus mechanics and applicable maintenance personnel coveralls and launder such as needed.

ARTICLE 20**TERM****Section 20.1 – Duration**

The term of this Agreement shall be September 1, 2008 through August 31, 2011.

Section 20.2 – Reopen for Negotiations

This Agreement may be reopened for negotiations at any time during its term upon the written mutual consent of the parties; provided, that this Agreement shall be reopened annually to renegotiate insurance benefits herein; and provided further, that this Agreement shall be reopened to consider the requirements of any legislation enacted following the execution of this Agreement which affect the terms and conditions herein.

Public School Employees will receive their portion of state pass-through dollars.

Should the base salary schedule of any of the following employee groups (BEA, BPA, or non-represented) exceed the state percentage increase from Basic Education Act funding; or parity, as determined by the District, this Agreement shall be reopened for the sole purpose of negotiating *Schedule A* of this Collective Bargaining Agreement.

For the duration of the 2008-2011 Contract, two hundred fourteen thousand seven hundred (214,700) dollars annually will be added to the insurance benefit pool.

Contingent upon passage of levy and bond, this contract will be re-opened to negotiate benefit pool amount.

All matters not covered herein shall be determined by the District, provided this Agreement may be altered, changed, added to, deleted from, or modified through the mutual written consent of the parties.

Section 20.2.1 – Parity

The District and Association agree to jointly participate in a parity study prior to the close of this contract. A salary review committee, of no more than eight (8), shall be comprised equally of designated representatives from administration and the association.

This advisory committee shall examine wages using the original ten parity-study districts.

Section 20.3 – Invalidation

If any Article or Section of this Agreement shall be held to be invalid by operation of law or by a tribunal of competent jurisdiction, said Article or Section shall be null and void and all other Sections and Articles shall continue in full force and effect.

Section 20.4 – State and Federal Statutes

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

Section 20.5 – Renegotiation

In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to *Article 20 Section 2*.

Section 20.6 – Ratification

This Agreement shall be effective following ratification first by the Association and then by the Bethel Board of Directors.

**PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON - BETHEL CHAPTER**

BETHEL SCHOOL DISTRICT #403

BY: Eileen McDonough (signature on file)

BY: Brenda Rogers (signature on file)

DATE: 8/11/08 _____

Date: 8/12/08 _____

APPENDIX A

EXEMPT EMPLOYEES

The following non-certificated positions are not in the Public School Employees bargaining unit:

- Executive Director, Operations
- Executive Director, Human Resources
- Chief Financial Officer
- Director, Communications
- Director, Community Connections
- Director, Construction and Planning
- Director, Transportation
- Director, Facilities
- Director, Finance
- Director, Budget
- Director, Child Nutrition
- Director, Human Resources
- Assistant Director, Transportation
- Assistant Director, Facilities
- Assistant Director, Human Resources
- Assistant Director, Child Nutrition
- Manager, Accounting
- Manager, Facilities
- Manager, Print Shop
- Manager, Transportation Training
- Manager, Payroll
- Manager, Special Services
- Manager, Human Resources Information
- Manager, Integrated Information Systems
- Manager, Energy Educator
- Manager, Network
- Manager, Project
- Manager, Risk Management
- Manager, Student Records
- Manager, Athletics
- Coordinator, Shop
- Financial Analyst
- Field Supervision and Training, Child Nutrition
- Diversity Facilitator
- Grants Revenue Accountant
- Capital Projects Accountant
- Administrative Assistant to Superintendent/Board
- Administrative Assistant to Assistant Superintendent of Secondary
- Administrative Assistant to Assistant Superintendent of Elementary
- Administrative Assistant to Assistant Superintendent of Curriculum and Instruction
- Administrative Assistant to Chief Financial Officer/Medicaid
- Administrative Assistant to Executive Director of Human Resources
- Administrative Assistant to Executive Director of Operations
- Administrative Assistant to Director of Human Resources
- Administrative Assistant to Directors of Communications and Community Connections

APPENDIX B ALTERNATIVE WORKWEEK PROCEDURE

1. One or more employees may submit a written request to their immediate supervisor for an alternative workweek. If the immediate supervisor considers it feasible, he or she will recommend it to his or her cabinet level administrator.
2. If the cabinet level administrator supports the request, District and PSE representatives will review the request on a case by case basis and recommend the approval or disapproval of the employee(s) request, provided that:
 - a. The authorization shall not exceed one (1) year.
 - b. There is no additional cost to the District or benefit to the employee; that is, overtime applies only when an employee works more than forty (40) hours per week; benefits paid by the "day" such as sick leave, will be reconciled by hours; etc.
3. Approval of an alternative workweek is at the discretion of the District and is not subject to the grievance procedure.

APPENDIX C TRANSPORTATION FIELD TRIP ASSIGNMENT PROCEDURES

1. Dispatcher will post trips on the board at the start of the morning shift.
2. Names of drivers will be listed, by seniority, starting with the next name that was not assigned the previous day.
3. It is the responsibility of the driver/assistant to check the board for trips between the start of the morning shift and the closing of the trip board for the day.
4. All drivers are given until 10 a.m. to sign up or pass. Drivers must select a first and second choice. If they only sign one choice, they will not be considered for a second choice and they will be passed.
5. If a trip comes in for the following day, after the list has been posted; or if a trip comes in the same day it is to be taken, but is received before 10 a.m., the dispatchers will announce the trip every 15 minutes on the two-way radio and the trip board will be held open for an additional two (2) hours.
6. If a trip comes in on the same day it is to be taken, but is received after 10 a.m., it will be considered an emergency trip. Only the drivers who are up for the next trip list will be asked if they wish to take this trip or wait until the next day's trips are posted. If they take the trip, this is considered their trip and they will be passed when their name comes up.
7. On Friday morning, or the last school day of the week, trips for Saturday, Sunday, and Monday will be posted. Drivers on top of the list on Friday will have an option to take any of these trips.
8. Transportation Administration will determine the availability of drivers, assistants, and buses to determine the feasibility of the district taking the trip.
9. The dispatcher will put a list of trips for the week on the trip board. This will give the drivers some idea of the trips and they will have time to plan which one they can take.
10. If a driver, under certain circumstances, cannot come in to check on the trips, then they need to use the telephone and not ask for this information on the radio.
11. The dispatcher needs to put a line under the name of the last person on the trip list who took a trip.

APPENDIX D TUTORING AND HOME/HOSPITAL ASSIGNMENTS

Based on discussions during a meeting that occurred on Wednesday, November 30, 2001, the parties agree that the work previously known as tutor and home/hospital assignments will be recognized as being in the bargaining unit represented by the Public School Employees, subject to the following:

1. It is agreed that this work will be included under the job description of teacher assistant.
2. It is mutually agreed that those employees working in tutor and/or home/hospital assignments on or before November 30, 2001, will have their hourly wage grandfathered at fifteen (15) dollars per hour. This grandfathered rate will continue for such work until such time as the wage for paraeducator exceeds that hourly rate. Those employees include the below listed staff:

Darlene Houk	Marlene Kardash
Melanie Kossan	Diane Mikowski
Cookie Mullen	Carol Voigt
Carolyn Zuelke	

3. Other than for the above listed employees, the pay level for tutoring and home/hospital assignments will be established at the teacher assistant pay level.
4. Employees serving in the capacity of tutor and/or home/hospital assignments will receive mileage per Bethel Public Schools policies. Staff will be provided paid communication/planning time with the teacher as stipulated by the Instructional Support Team.
5. Extra hours provided to an employee to serve as tutor and/or home/hospital assignments will not be permitted to extend beyond forty (40) hours per week. Under special circumstances an exception may be made by the Instructional Support Team.
6. When establishing a pool of individuals interested in extra hours related to tutor and/or home/hospital assignments, a vacancy notice will be published following the guidelines established in *Article 11* of the PSE Agreement.
7. It is agreed that a list of available staff will be maintained to work in these assignments when tutoring and/or home/hospital work opportunities become available. Seniority, the 40-hour per week limitation, and the availability of the staff will be key criteria in selecting the appropriate employee. In the event a parent makes a request for a specific individual to serve their child in the capacity of a tutor and/or home/hospital teacher assistant, the issue will be resolved on an individual, case by case basis.
8. It is understood and agreed to that these assignments are temporary in nature and the assignments are on a call as needed basis only. As a result of their temporary nature, the extra hours received in any school year do not permit an employee to bump another nor are employees entitled to displacement rights. Due to the temporary nature of the assignments, extra hours granted an employee to serve in a tutor and/or home/hospital assignment will not add to an employee's F.T.E. for benefit purposes.

Classified Salary Schedule 2008-2009

	11	12	13	14	15	16	17	18	19	20	221
Level 1		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	11.67	11.92	12.12	12.32	12.52	12.72	12.92	13.12	13.32	13.52	13.72
B Step B	12.06	12.31	12.51	12.71	12.91	13.11	13.31	13.51	13.71	13.91	14.11
C Step C	12.69	12.94	13.14	13.34	13.54	13.74	13.94	14.14	14.34	14.54	14.74
D 5-year	12.84	13.09	13.29	13.49	13.69	13.89	14.09	14.29	14.49	14.69	14.89
E 10-year	13.04	13.29	13.49	13.69	13.89	14.09	14.29	14.49	14.69	14.89	15.09
F 15-year	13.04	13.49	13.69	13.89	14.09	14.29	14.49	14.69	14.89	15.09	15.29
G 20-year	13.24	13.69	13.89	14.09	14.29	14.49	14.69	14.89	15.09	15.29	15.49
H 25-year	13.44	13.89	14.09	14.29	14.49	14.69	14.89	15.09	15.29	15.49	15.69
I 30-year	13.64	14.09	14.29	14.49	14.69	14.89	15.09	15.29	15.49	15.69	15.89
J 35-year	13.84	14.29	14.49	14.69	14.89	15.09	15.29	15.49	15.69	15.89	16.09

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
	Helper						

	21	22	23	24	25	26	27	28	29	30	231
Level 2		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	11.79	12.04	12.24	12.44	12.64	12.84	13.04	13.24	13.44	13.64	13.84
B Step B	12.17	12.42	12.62	12.82	13.02	13.22	13.42	13.62	13.82	14.02	14.22
C Step C	12.81	13.06	13.26	13.46	13.66	13.86	14.06	14.26	14.46	14.66	14.86
D 5-year	12.96	13.21	13.41	13.61	13.81	14.01	14.21	14.41	14.61	14.81	15.01
E 10-year	13.16	13.41	13.61	13.81	14.01	14.21	14.41	14.61	14.81	15.01	15.21
F 15-year	13.16	13.61	13.81	14.01	14.21	14.41	14.61	14.81	15.01	15.21	15.41
G 20-year	13.36	13.81	14.01	14.21	14.41	14.61	14.81	15.01	15.21	15.41	15.61
H 25-year	13.56	14.01	14.21	14.41	14.61	14.81	15.01	15.21	15.41	15.61	15.81
I 30-year	13.76	14.21	14.41	14.61	14.81	15.01	15.21	15.41	15.61	15.81	16.01
J 35-year	13.96	14.41	14.61	14.81	15.01	15.21	15.41	15.61	15.81	16.01	16.21

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
English Reader/Grader					Clerk - Curriculum Warehouse Support		
Child Care I							
Copy/Mail Center							
Crossing Guard							
In-School Suspension							
Student Supervision							

Classified Salary Schedule 2008-2009

	31	32	33	34	35	36	37	38	39	40	241
Level 3		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	12.84	13.09	13.29	13.49	13.69	13.89	14.09	14.29	14.49	14.69	14.89
B Step B	13.26	13.51	13.71	13.91	14.11	14.31	14.51	14.71	14.91	15.11	15.31
C Step C	13.96	14.21	14.41	14.61	14.81	15.01	15.21	15.41	15.61	15.81	16.01
D 5-year	14.11	14.36	14.56	14.76	14.96	15.16	15.36	15.56	15.76	15.96	16.16
E 10-year	14.31	14.56	14.76	14.96	15.16	15.36	15.56	15.76	15.96	16.16	16.36
F 15-year	14.31	14.76	14.96	15.16	15.36	15.56	15.76	15.96	16.16	16.36	16.56
G 20-year	14.51	14.96	15.16	15.36	15.56	15.76	15.96	16.16	16.36	16.56	16.76
H 25-year	14.71	15.16	15.36	15.56	15.76	15.96	16.16	16.36	16.56	16.76	16.96
I 30-year	14.91	15.36	15.56	15.76	15.96	16.16	16.36	16.56	16.76	16.96	17.16
J 35-year	15.11	15.56	15.76	15.96	16.16	16.36	16.56	16.76	16.96	17.16	17.36

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Parent Volunteer Assistant	Cook Serving Cook Van Driver						Bus Assistant

	41	32	33	34	35	36	37	38	39	40	241
Level 3 G		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	11.61	11.86	12.06	12.26	12.46	12.66	12.86	13.06	13.26	13.46	13.66
B Step B	12.08	12.33	12.53	12.73	12.93	13.13	13.33	13.53	13.73	13.93	14.13
C Step C	13.49	13.74	13.94	14.14	14.34	14.54	14.74	14.94	15.14	15.34	15.54
D 5-year	13.64	13.89	14.09	14.29	14.49	14.69	14.89	15.09	15.29	15.49	15.69
E 10-year	13.84	14.09	14.29	14.49	14.69	14.89	15.09	15.29	15.49	15.69	15.89
F 15-year	13.84	14.29	14.49	14.69	14.89	15.09	15.29	15.49	15.69	15.89	16.09
G 20-year	14.04	14.49	14.69	14.89	15.09	15.29	15.49	15.69	15.89	16.09	16.29
H 25-year	14.24	14.69	14.89	15.09	15.29	15.49	15.69	15.89	16.09	16.29	16.49
I 30-year	14.44	14.89	15.09	15.29	15.49	15.69	15.89	16.09	16.29	16.49	16.69
J 35-year	14.64	15.09	15.29	15.49	15.69	15.89	16.09	16.29	16.49	16.69	16.89

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Child Care I Copy/Mail Center In-School Suspension Student Supervision							

Classified Salary Schedule 2008-2009

	41	42	43	44	45	46	47	48	49	50	251
Level 4	180 Hours	280 Hours	380 Hours	480 Hours	580 Hours	680 Hours	780-hours	880-hours	980-hours	1080-hours	
A Step A	13.13	13.38	13.58	13.78	13.98	14.18	14.38	14.58	14.78	14.98	15.18
B Step B	13.56	13.81	14.01	14.21	14.41	14.61	14.81	15.01	15.21	15.41	15.61
C Step C	14.27	14.52	14.72	14.92	15.12	15.32	15.52	15.72	15.92	16.12	16.32
D 5-year	14.42	14.67	14.87	15.07	15.27	15.47	15.67	15.87	16.07	16.27	16.47
E 10-year	14.62	14.87	15.07	15.27	15.47	15.67	15.87	16.07	16.27	16.47	16.67
F 15-year	14.62	15.07	15.27	15.47	15.67	15.87	16.07	16.27	16.47	16.67	16.87
G 20-year	14.82	15.27	15.47	15.67	15.87	16.07	16.27	16.47	16.67	16.87	17.07
H 25-year	15.02	15.47	15.67	15.87	16.07	16.27	16.47	16.67	16.87	17.07	17.27
I 30-year	15.22	15.67	15.87	16.07	16.27	16.47	16.67	16.87	17.07	17.27	17.47
J 35-year	15.42	15.87	16.07	16.27	16.47	16.67	16.87	17.07	17.27	17.47	17.67

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Printshop Helper	Assistant Cook Manager		Grounds Helper		Clerk:		
Basic Education					Office - ESC/School		
CTE					Attendance		
Computer Lab					Child Nutrition		
ECEAP/Headstart					Child Nutrition - Revenue		
ELL					Special Services - SpEd Records		
Infant/Toddler/Headstart					LMC - School		
SpEd Mainstream					Special Services - Building Support		
SpEd Non-Mainstream							
SpEd EBD							
SpEd Preschool							
SpEd Structured Program							
Speech/Lang							
Title I/LAP							
Work Crew							

Classified Salary Schedule 2008-2009

	41	42	43	44	45	46	47	48	49	50	251
Level 4 G		180 Hours	280 Hours	380 Hours	480 Hours	580 Hours	680 Hours	780-hours	880-hours	980-hours	1080-hours
A Step A	12.28	12.53	12.73	12.93	13.13	13.33	13.53	13.73	13.93	14.13	14.33
B Step B	12.66	12.91	13.11	13.31	13.51	13.71	13.91	14.11	14.31	14.51	14.71
C Step C	14.54	14.79	14.99	15.19	15.39	15.59	15.79	15.99	16.19	16.39	16.59
D 5-year	14.69	14.94	15.14	15.34	15.54	15.74	15.94	16.14	16.34	16.54	16.74
E 10-year	14.89	15.14	15.34	15.54	15.74	15.94	16.14	16.34	16.54	16.74	16.94
F 15-year	14.89	15.34	15.54	15.74	15.94	16.14	16.34	16.54	16.74	16.94	17.14
G 20-year	15.09	15.54	15.74	15.94	16.14	16.34	16.54	16.74	16.94	17.14	17.34
H 25-year	15.29	15.74	15.94	16.14	16.34	16.54	16.74	16.94	17.14	17.34	17.54
I 30-year	15.49	15.94	16.14	16.34	16.54	16.74	16.94	17.14	17.34	17.54	17.74
J 35-year	15.69	16.14	16.34	16.54	16.74	16.94	17.14	17.34	17.54	17.74	17.94

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Basic Education	Assistant Cook Manager				Clerk:		
CTE					Office - ESC/School		
Computer Lab					Attendance		
ECEAP/Headstart					Audio/Visual/Copy Center		
ELL					Child Nutrition		
Infant/Toddler/Headstart					Child Nutrition - Revenue		
Parent Volunteer Assistant					Special Services - SpEd Records		
SpEd Mainstream					LRC - School		
SpEd Non-Mainstream					Tech/Info System		
SpEd EBD							
SpEd Preschool							
SpEd Structured Program							
Speech/Lang							
Title I/LAP							
Work Crew							

	51	52	53	54	55	56	57	58	59	60	261
Level 5		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	14.88	15.13	15.33	15.53	15.73	15.93	16.13	16.33	16.53	16.73	16.93
B Step B	15.36	15.61	15.81	16.01	16.21	16.41	16.61	16.81	17.01	17.21	17.41
C Step C	16.17	16.42	16.62	16.82	17.02	17.22	17.42	17.62	17.82	18.02	18.22
D 5-year	16.32	16.57	16.77	16.97	17.17	17.37	17.57	17.77	17.97	18.17	18.37
E 10-year	16.52	16.77	16.97	17.17	17.37	17.57	17.77	17.97	18.17	18.37	18.57
F 15-year	16.52	16.97	17.17	17.37	17.57	17.77	17.97	18.17	18.37	18.57	18.77
G 20-year	16.72	17.17	17.37	17.57	17.77	17.97	18.17	18.37	18.57	18.77	18.97
H 25-year	16.92	17.37	17.57	17.77	17.97	18.17	18.37	18.57	18.77	18.97	19.17
I 30-year	17.12	17.57	17.77	17.97	18.17	18.37	18.57	18.77	18.97	19.17	19.37
J 35-year	17.32	17.77	17.97	18.17	18.37	18.57	18.77	18.97	19.17	19.37	19.57

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
		Custodian			Clerk:		
					Applied/Voc Ed		
					Budget & ASB Elementary		
					Health		
					SS - Medicaid		
					District Receptionist		
					Transportation Receptionist		

Classified Salary Schedule 2008-2009

	61	62	63	64	65	66	67	68	69	70	271
Level 6		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	15.02	15.27	15.47	15.67	15.87	16.07	16.27	16.47	16.67	16.87	17.07
B Step B	15.51	15.76	15.96	16.16	16.36	16.56	16.76	16.96	17.16	17.36	17.56
C Step C	16.33	16.58	16.78	16.98	17.18	17.38	17.58	17.78	17.98	18.18	18.38
D 5-year	16.48	16.73	16.93	17.13	17.33	17.53	17.73	17.93	18.13	18.33	18.53
E 10-year	16.68	16.93	17.13	17.33	17.53	17.73	17.93	18.13	18.33	18.53	18.73
F 15-year	16.68	17.13	17.33	17.53	17.73	17.93	18.13	18.33	18.53	18.73	18.93
G 20-year	16.88	17.33	17.53	17.73	17.93	18.13	18.33	18.53	18.73	18.93	19.13
H 25-year	17.08	17.53	17.73	17.93	18.13	18.33	18.53	18.73	18.93	19.13	19.33
I 30-year	17.28	17.73	17.93	18.13	18.33	18.53	18.73	18.93	19.13	19.33	19.53
J 35-year	17.48	17.93	18.13	18.33	18.53	18.73	18.93	19.13	19.33	19.53	19.73

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
District Courier	Cook Manager		General Helper		Clerk:		
Printshop Operator			Painter Helper		ASB Secondary		
					Human Resources		
					SS - Registrar		
					Class. Professional Development		
					District Learning Media Center		
					Registrar		
					Curriculum Materials		

	61	62	63	64	65	66	67	68	69	70	271
Level 6 G		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	13.51	13.76	13.96	14.16	14.36	14.56	14.76	14.96	15.16	15.36	15.56
B Step B	13.81	14.06	14.26	14.46	14.66	14.86	15.06	15.26	15.46	15.66	15.86
C Step C	16.48	16.73	16.93	17.13	17.33	17.53	17.73	17.93	18.13	18.33	18.53
D 5-year	16.63	16.88	17.08	17.28	17.48	17.68	17.88	18.08	18.28	18.48	18.68
E 10-year	16.83	17.08	17.28	17.48	17.68	17.88	18.08	18.28	18.48	18.68	18.88
F 15-year	16.83	17.28	17.48	17.68	17.88	18.08	18.28	18.48	18.68	18.88	19.08
G 20-year	17.03	17.48	17.68	17.88	18.08	18.28	18.48	18.68	18.88	19.08	19.28
H 25-year	17.23	17.68	17.88	18.08	18.28	18.48	18.68	18.88	19.08	19.28	19.48
I 30-year	17.43	17.88	18.08	18.28	18.48	18.68	18.88	19.08	19.28	19.48	19.68
J 35-year	17.63	18.08	18.28	18.48	18.68	18.88	19.08	19.28	19.48	19.68	19.88

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
					Clerk:		
					ASB Secondary		
					SS - Registrar		
					District Learning Media Center		
					Registrar		
					Curriculum Materials		

Classified Salary Schedule 2008-2009

	71	72	73	74	75	76	77	78	79	80	281
Level 7		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	16.29	16.54	16.74	16.94	17.14	17.34	17.54	17.74	17.94	18.14	18.34
B Step B	16.82	17.07	17.27	17.47	17.67	17.87	18.07	18.27	18.47	18.67	18.87
C Step C	17.71	17.96	18.16	18.36	18.56	18.76	18.96	19.16	19.36	19.56	19.76
D 5-year	17.86	18.11	18.31	18.51	18.71	18.91	19.11	19.31	19.51	19.71	19.91
E 10-year	18.06	18.31	18.51	18.71	18.91	19.11	19.31	19.51	19.71	19.91	20.11
F 15-year	18.06	18.51	18.71	18.91	19.11	19.31	19.51	19.71	19.91	20.11	20.31
G 20-year	18.26	18.71	18.91	19.11	19.31	19.51	19.71	19.91	20.11	20.31	20.51
H 25-year	18.46	18.91	19.11	19.31	19.51	19.71	19.91	20.11	20.31	20.51	20.71
I 30-year	18.66	19.11	19.31	19.51	19.71	19.91	20.11	20.31	20.51	20.71	20.91
J 35-year	18.86	19.31	19.51	19.71	19.91	20.11	20.31	20.51	20.71	20.91	21.11

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Campus Safety			Grounds Maintenance		Financial Technician		
Resource Bank Specialist					Financial Technician - CTE		
					SEMS Operator		
					Curric & Assess Technician		

	81	82	83	84	85	86	87	88	89	90	291
Level 8		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	16.75	17.00	17.20	17.40	17.60	17.80	18.00	18.20	18.40	18.60	18.80
B Step B	17.30	17.55	17.75	17.95	18.15	18.35	18.55	18.75	18.95	19.15	19.35
C Step C	18.21	18.46	18.66	18.86	19.06	19.26	19.46	19.66	19.86	20.06	20.26
D 5-year	18.36	18.61	18.81	19.01	19.21	19.41	19.61	19.81	20.01	20.21	20.41
E 10-year	18.56	18.81	19.01	19.21	19.41	19.61	19.81	20.01	20.21	20.41	20.61
F 15-year	18.56	19.01	19.21	19.41	19.61	19.81	20.01	20.21	20.41	20.61	20.81
G 20-year	18.76	19.21	19.41	19.61	19.81	20.01	20.21	20.41	20.61	20.81	21.01
H 25-year	18.96	19.41	19.61	19.81	20.01	20.21	20.41	20.61	20.81	21.01	21.21
I 30-year	19.16	19.61	19.81	20.01	20.21	20.41	20.61	20.81	21.01	21.21	21.41
J 35-year	19.36	19.81	20.01	20.21	20.41	20.61	20.81	21.01	21.21	21.41	21.61

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
		Head Custodian - Elementary			Transportation/Parts Clerk		

Classified Salary Schedule 2008-2009

	91	92	93	94	95	96	97	98	99	100	101
Level 9	180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours	
A Step A	16.81	17.06	17.26	17.46	17.66	17.86	18.06	18.26	18.46	18.66	18.86
B Step B	17.36	17.61	17.81	18.01	18.21	18.41	18.61	18.81	19.01	19.21	19.41
C Step C	18.27	18.52	18.72	18.92	19.12	19.32	19.52	19.72	19.92	20.12	20.32
D 5-year	18.42	18.67	18.87	19.07	19.27	19.47	19.67	19.87	20.07	20.27	20.47
E 10-year	18.62	18.87	19.07	19.27	19.47	19.67	19.87	20.07	20.27	20.47	20.67
F 15-year	18.62	19.07	19.27	19.47	19.67	19.87	20.07	20.27	20.47	20.67	20.87
G 20-year	18.82	19.27	19.47	19.67	19.87	20.07	20.27	20.47	20.67	20.87	21.07
H 25-year	19.02	19.47	19.67	19.87	20.07	20.27	20.47	20.67	20.87	21.07	21.27
I 30-year	19.22	19.67	19.87	20.07	20.27	20.47	20.67	20.87	21.07	21.27	21.47
J 35-year	19.42	19.87	20.07	20.27	20.47	20.67	20.87	21.07	21.27	21.47	21.67

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Reprographic Technician		Head Custodian - Junior High	Warehouse Driver		Payroll Specialist Secretary to Principal SECRETARY: <i>Business Office</i> Human Resources Facilities Planning Risk Management SECRETARY TO DIRECTOR: Athletics, Arts & Curric., Integration, Assess/Research, CTE, Child Nutrition, Curriculum, Special Services, Facilities, Prof. Development, Custodial/Op, Construction & Planning, Transportation, Info Services	Bus Driver	

	101	102	103	104	105	106	107	108	109	110	311
Level 10	180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours	
A Step A	18.26	18.51	18.71	18.91	19.11	19.31	19.51	19.71	19.91	20.11	20.31
B Step B	18.85	19.10	19.30	19.50	19.70	19.90	20.10	20.30	20.50	20.70	20.90
C Step C	19.84	20.09	20.29	20.49	20.69	20.89	21.09	21.29	21.49	21.69	21.89
D 5-year	19.99	20.24	20.44	20.64	20.84	21.04	21.24	21.44	21.64	21.84	22.04
E 10-year	20.19	20.44	20.64	20.84	21.04	21.24	21.44	21.64	21.84	22.04	22.24
F 15-year	20.19	20.64	20.84	21.04	21.24	21.44	21.64	21.84	22.04	22.24	22.44
G 20-year	20.39	20.84	21.04	21.24	21.44	21.64	21.84	22.04	22.24	22.44	22.64
H 25-year	20.59	21.04	21.24	21.44	21.64	21.84	22.04	22.24	22.44	22.64	22.84
I 30-year	20.79	21.24	21.44	21.64	21.84	22.04	22.24	22.44	22.64	22.84	23.04
J 35-year	20.99	21.44	21.64	21.84	22.04	22.24	22.44	22.64	22.84	23.04	23.24

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Family Service Worker ECEAP/Headstart Instructor School Psychologist Intern Speech/Language Instructor Certified O.T. Assistant		Head Custodian - High School	Certified Grounds Maintenance Warehouse Person		LPN: Early Childhood, SpEd, Basic Ed Special Services Technician Integrated Info Technician Secretary to Executive Director		

Classified Salary Schedule 2008-2009

	101	102	103	104	105	106	107	108	109	110	311
Level 10 G	180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours	
A Step A	16.99	17.24	17.44	17.64	17.84	18.04	18.24	18.44	18.64	18.84	19.04
B Step B	18.42	18.67	18.87	19.07	19.27	19.47	19.67	19.87	20.07	20.27	20.47
C Step C	20.34	20.59	20.79	20.99	21.19	21.39	21.59	21.79	21.99	22.19	22.39
D 5-year	20.49	20.74	20.94	21.14	21.34	21.54	21.74	21.94	22.14	22.34	22.54
E 10-year	20.69	20.94	21.14	21.34	21.54	21.74	21.94	22.14	22.34	22.54	22.74
F 15-year	20.69	21.14	21.34	21.54	21.74	21.94	22.14	22.34	22.54	22.74	22.94
G 20-year	20.89	21.34	21.54	21.74	21.94	22.14	22.34	22.54	22.74	22.94	23.14
H 25-year	21.09	21.54	21.74	21.94	22.14	22.34	22.54	22.74	22.94	23.14	23.34
I 30-year	21.29	21.74	21.94	22.14	22.34	22.54	22.74	22.94	23.14	23.34	23.54
J 35-year	21.49	21.94	22.14	22.34	22.54	22.74	22.94	23.14	23.34	23.54	23.74

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2002.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
Certified O.T. Assistant							
Family Service Worker							
ECEAP/Headstart Instructor							
School Psychologist Intern							
Speech/Language Instructor							

	111	112	113	114	115	116	117	118	119	120	321
Level 11	180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours	
A Step A	20.52	20.77	20.97	21.17	21.37	21.57	21.77	21.97	22.17	22.37	22.57
B Step B	21.19	21.44	21.64	21.84	22.04	22.24	22.44	22.64	22.84	23.04	23.24
C Step C	22.30	22.55	22.75	22.95	23.15	23.35	23.55	23.75	23.95	24.15	24.35
D 5-year	22.45	22.70	22.90	23.10	23.30	23.50	23.70	23.90	24.10	24.30	24.50
E 10-year	22.65	22.90	23.10	23.30	23.50	23.70	23.90	24.10	24.30	24.50	24.70
F 15-year	22.65	23.10	23.30	23.50	23.70	23.90	24.10	24.30	24.50	24.70	24.90
G 20-year	22.85	23.30	23.50	23.70	23.90	24.10	24.30	24.50	24.70	24.90	25.10
H 25-year	23.05	23.50	23.70	23.90	24.10	24.30	24.50	24.70	24.90	25.10	25.30
I 30-year	23.25	23.70	23.90	24.10	24.30	24.50	24.70	24.90	25.10	25.30	25.50
J 35-year	23.45	23.90	24.10	24.30	24.50	24.70	24.90	25.10	25.30	25.50	25.70

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2001.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
			General Maintenance Painter Stadium Worker		Computer Operator: Student/Fiscal	Driver Trainer Computer Planning Routing Tech	

Classified Salary Schedule 2008-2009

	121	122	123	124	125	126	127	128	129	130	331
Level 12		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	22.88	23.13	23.33	23.53	23.73	23.93	24.13	24.33	24.53	24.73	24.93
B Step B	23.63	23.88	24.08	24.28	24.48	24.68	24.88	25.08	25.28	25.48	25.68
C Step C	24.87	25.12	25.32	25.52	25.72	25.92	26.12	26.32	26.52	26.72	26.92
D 5-year	25.02	25.27	25.47	25.67	25.87	26.07	26.27	26.47	26.67	26.87	27.07
E 10-year	25.22	25.47	25.67	25.87	26.07	26.27	26.47	26.67	26.87	27.07	27.27
F 15-year	25.22	25.67	25.87	26.07	26.27	26.47	26.67	26.87	27.07	27.27	27.47
G 20-year	25.42	25.87	26.07	26.27	26.47	26.67	26.87	27.07	27.27	27.47	27.67
H 25-year	25.62	26.07	26.27	26.47	26.67	26.87	27.07	27.27	27.47	27.67	27.87
I 30-year	25.82	26.27	26.47	26.67	26.87	27.07	27.27	27.47	27.67	27.87	28.07
J 35-year	26.02	26.47	26.67	26.87	27.07	27.27	27.47	27.67	27.87	28.07	28.27

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2001.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
			TECHNICIANS: AV/Computer/Telecom Carpenter Copier Alarms, Appliance Electrician HVAC Security/Camera Repair Plumber Locksmith Web/Graphics/Designer	Mechanic	Technology Support Technician	Head Planner/Router Tech Dispatcher	

	131	132	133	134	135	136	137	138	139	140	341
Level 13		180-hours	280-hours	380-hours	480-hours	580-hours	680-hours	780-hours	880-hours	980-hours	1080-hours
A Step A	24.66	24.91	25.11	25.31	25.51	25.71	25.91	26.11	26.31	26.51	26.71
B Step B	25.46	25.71	25.91	26.11	26.31	26.51	26.71	26.91	27.11	27.31	27.51
C Step C	26.80	27.05	27.25	27.45	27.65	27.85	28.05	28.25	28.45	28.65	28.85
D 5-year	26.95	27.20	27.40	27.60	27.80	28.00	28.20	28.40	28.60	28.80	29.00
E 10-year	27.15	27.40	27.60	27.80	28.00	28.20	28.40	28.60	28.80	29.00	29.20
F 15-year	27.15	27.60	27.80	28.00	28.20	28.40	28.60	28.80	29.00	29.20	29.40
G 20-year	27.35	27.80	28.00	28.20	28.40	28.60	28.80	29.00	29.20	29.40	29.60
H 25-year	27.55	28.00	28.20	28.40	28.60	28.80	29.00	29.20	29.40	29.60	29.80
I 30-year	27.75	28.20	28.40	28.60	28.80	29.00	29.20	29.40	29.60	29.80	30.00
J 35-year	27.95	28.40	28.60	28.80	29.00	29.20	29.40	29.60	29.80	30.00	30.20

*Grandfathered rate for employees who qualified for the pay rate in these cells prior to September 1, 2001.

Asst/Parapro/Spec Services	Child Nutrition	Custodial	Maintenance	Mechanics	Secretary/Clerks	Transportation	T Bus Assts.
			Systems Analyst Technician				

