

COLLECTIVE BARGAINING AGREEMENT BETWEEN
PENINSULA SCHOOL DISTRICT NO. 401
AND
PUBLIC SCHOOL EMPLOYEES OF PENINSULA
CLERICAL UNIT

SEPTEMBER 1, 2006 - AUGUST 31, 2009

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1 **Section 3.3.** An employee shall have the right, upon reasonable notice, to inspect the contents of
2 his/her personnel file. Inspection shall be in the presence of a District representative. File materials
3 may be reproduced for the employee as promptly as is feasible, upon request. An Association
4 representative may, at the employee's request, be present during the review of said employee's file.
5

6 **Section 3.3.1.** No materials derogatory of the employee's conduct, service, character or personality
7 shall be placed in the personnel file unless the employee has had the opportunity to read and respond to
8 them. The employee shall acknowledge having read such material by affixing his/her signature to the
9 copy to be filed. The employee shall have the right to his/her own version of the incident or statement
10 and have his/her statement attached to the original document(s).
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14 ARTICLE IV

15 **RIGHTS OF THE ASSOCIATION**

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18 **Section 4.1.** The Association has the right and responsibility to represent the interests of all employees
19 in the unit; to present its views to the District on matters of concern, either orally or in writing; to
20 consult or to be consulted in accordance with Section 5.1 with respect to the formulation, development,
21 and implementation of industrial relations matters and practices relating to this bargaining unit which
22 are within the authority of the District; and to enter collective negotiations with the object of reaching
23 an agreement applicable to all employees within the unit.
24

25 **Section 4.2.** The names of employees subject to this Agreement will be provided on request to the
26 President of the Association. The District, as part of the general orientation of each new employee
27 within the unit subject to this Agreement, shall provide such employee with a copy of this Agreement
28 to be furnished to the District by the Association.
29

30 **Section 4.3.** The Association reserves and retains the right to delegate any right or duty contained
31 herein to appropriate officials of the Public School Employees of Washington State Organization.
32

33 **Section 4.4.** The President of the Association and his/her designated representatives will be provided
34 time off without loss of pay to a maximum total of three (3) days per year to attend regional or state
35 meetings when the purpose of those meetings is in the best interests of the District as determined by
36 the District administration. In the event an employee is elected to the Public School Employees State
37 Board, and the District is so notified in writing prior to the commencement of the school year, such
38 individual shall have up to four (4) days total during the school year. The Association shall reimburse
39 the District for the cost of required substitutes.
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41 **Section 4.5.** Upon request and at a time mutually agreed upon by the parties, the District shall provide
42 the Public School Employees of Washington with information regarding each employee in the
43 bargaining unit.
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1 **Section 4.6. Bulletin Boards.** The District shall provide bulletin board space for the use of the
2 Association. The bulletins posted by the Association are the responsibility of the officials of the
3 Association. Each bulletin shall be signed by the Association official responsible for its posting.
4 Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by
5 employees or the Association of pamphlets, advertising, political matters, notices of any kind, or
6 literature on District property, other than herein provided.

7
8 **Section 4.6.1.** The responsibility of the prompt removal of notices from the bulletin boards after they
9 have served their purpose shall rest with the individual who posted such notices.

10
11 **Section 4.7.** The Association and its representatives shall have the right to use employee mail boxes
12 and/or the District courier service to communicate to its members. This shall include freedom from
13 any censorship or screening by the District prior to distribution. The Association shall have the right to
14 use District buildings for meetings and to transact official business on District property at all
15 reasonable times, provided that such activities do not interfere with nor interrupt normal District
16 operations or other scheduled building activities as determined by checking with the appropriate
17 administrator and completing facility use forms. The Association shall hold the District harmless from
18 all liability, damages of any kind, and costs of attorney fees in defending the legality of this section.

19
20 **Section 4.8.** The Association shall be notified by the District of any grievances or disciplinary actions
21 of any employee in the unit. The Association is entitled to have representatives at hearings conducted
22 by any District official or body arising out of grievance and to make known the Association's views
23 concerning the case.

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ARTICLE V

ASSOCIATION REPRESENTATION

31 **Section 5.1.** The Association will designate a Conference Committee of four (4) members who will
32 meet with the Superintendent of the District and/or his/her designated representatives on a mutually
33 agreeable regular basis to discuss appropriate matters. The District will allow sufficient time during
34 working hours for Association representation to prepare an agenda for meetings scheduled with the
35 Superintendent and will provide suitable space to conduct such meetings. The Conference Committee
36 shall use a joint interest-based problem-solving process and obtain training as needed. The Conference
37 Committee shall also annually review and develop a professional development plan for bargaining unit
38 members.

ARTICLE VI

RIGHTS OF WORK AND OVERTIME

Section 6.1. Assignment of Shifts. Each employee shall be assigned to a definite shift and work week with designated times of beginning and ending 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. Changes in schedule must be approved by an employee’s principal and/or program administrator. The normal work week shall consists of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday.

Section 6.2. Minimum Position Length. The District agrees that there will not be any positions less than three (3) hours except when the District has additional time of less than three (3) hours that has been offered to each available bargaining unit employee within the school building/central office department and rejected.

Section 6.3. Notice of Assignment. All less than 260 day employees will be provided written notice of the following school year’s tentative assignment (position/hours/location) at least five (5) school days prior to the end of the current student school year.

Section 6.4. Rest Breaks. Any shift of three (3) paid hours or more shall receive one (1) paid fifteen (15) minute rest break. Any shift of six (6) paid hours or more shall receive two (2) paid fifteen (15) minute rest breaks.

Section 6.5. Shift Premium. The first shift is defined as any work shift between the hours of 6:00 a.m. and 6:00 p.m. All hours worked after 6:00 p.m. shall receive twenty-five cents (\$0.25) per hour shift differential.

Section 6.6. Lunch Breaks. Each shift of at least five (5) hours shall include a thirty (30) minute uninterrupted unpaid lunch period. Employees required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and his/her supervisor. In the event the District requires an employee to forego his/her lunch period and the employee works his/her entire shift, including the lunch period, he/she shall be compensated for the foregone lunch period at overtime rates.

Section 6.7. In the event of unusual school closure due to inclement weather, plant in-operation, or the like, the District will make every effort to notify each employee to refrain from coming to work through established District emergency announcements. Employees reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event established District announcements have been made. Employees whose work shift is operating during snow or emergency closures, who prefer to stay home, can use vacation days, compensatory time or be allowed to make up the hours lost.

Section 6.8. After four (4) consecutive working days (or earlier at the request of the principal or supervisor), employees assigned to work a shift regularly filled by a higher classification employee shall receive compensation equal to that normally received by the employee in the higher classification.

1 **Section 6.9. Overtime.** In the assignment of overtime, the District agrees to provide the employee
2 with as much advance notice as practicable in the circumstances. Normally, an employee designated
3 to work overtime on days outside his/her work week will be advised of the possibility no later than
4 twenty-four (24) hours prior to the end of his/her last shift before the overtime commences.

5
6 **Section 6.10.** All hours worked in excess of forty (40) hours per week shall be compensated at the rate
7 of one and one-half (1½) times the employee's base pay.

8
9 **Section 6.10.1. Compensatory Time.** Comp time will be defined as time worked beyond an
10 employee's regular work schedule and which is allowed to be taken as time off at another time.

11
12 Employees who receive approval or are requested to work beyond their regular work schedule per
13 week may request compensatory time in lieu of additional pay. If compensatory time is requested and
14 approved, the following conditions will apply:

- 15
16 A. All hours worked beyond the regular work schedule must receive prior approval from the
17 appropriate supervisor.
18
19 B. If the employee and supervisor mutually agree that compensatory time will be taken in lieu of
20 additional pay, the date(s) such compensatory time will be used must also be mutually
21 scheduled before the additional time is worked.
22
23 C. The agreement to work additional time in exchange for compensatory time and the date on
24 which the compensatory time will be taken will be documented on a District-provided form.
25
26 D. Overtime taken as compensatory time must be taken within the work year the overtime
27 /compensatory time was earned. If the compensatory time cannot be or is not taken within the
28 work year, the employee must be paid at the appropriate rate at the end of the work year.
29 Overtime is defined as those hours worked beyond forty (40) hours in a one week period.
30
31 E. Time accrued under forty (40) hours per week will be compensated on an hour basis (straight
32 time). Time earned beyond forty (40) hours per week will be taken at one and one-half (1½)
33 hours of compensatory time for each hour worked.
34

35 **Section 6.11.** All hours worked on the sixth (6th) day shall be compensated at the rate of one and
36 one-half (1½) times the employee's base pay. All hours worked on the seventh (7th) day shall be
37 compensated at the rate of two (2) times the employee's base pay.

38
39 **Section 6.12.** Employees called back on a regular work day or called on the sixth (6th) or seventh
40 (7th) consecutive work day shall receive no less than two (2) hours pay at the appropriate rate.
41

42 **Section 6.13.** Employees selected for or appointed to school or District committees shall be paid their
43 regular hourly wage. If total work hours exceed forty (40) hours during one (1) week, the overtime
44 rate shall apply.
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ARTICLE VII

HOLIDAYS AND VACATIONS

Section 7.1. Holidays. All twelve (12) month employees shall receive the following paid holidays:

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

Less than twelve (12) month employees shall receive the following paid holidays:

- | | |
|--------------------------------|-------------------------------|
| 1. Martin Luther King, Jr. Day | 5. Thanksgiving Day |
| 2. Presidents' Day | 6. Day after Thanksgiving Day |
| 3. Memorial Day | 7. Christmas Day |
| 4. Veterans' Day | 8. Independence Day* |

*(beginning with the 2007-08 school year for employees with 210 or more work days).

Section 7.2. Any holiday proclaimed by the federal or state government, including any of the present holidays that may be granted on the Monday following the holiday, and proclaimed to be a school holiday by the Superintendent of Public Instruction, shall be considered a paid holiday.

Section 7.3. Unworked Holidays. Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked either his/her last scheduled shift preceding the holiday or his/her first scheduled shift succeeding the holiday, and is not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if the employee can furnish proof satisfactory to the District that because of illness he/she was unable to work on either of such shifts, and his/her absence previous to such holiday by reason of such illness has not been longer than thirty (30) regular work days.

Section 7.4. Worked Holidays. Twelve (12) month employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus their base rate for all hours worked on such holidays, unless the employee starts to work at 6:00 p.m. or thereafter on that date. Other employees shall be compensated at time and one-half for hours actually worked on the above described holidays.

Section 7.5. Holidays During Vacation. Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such. If one of the above holidays falls on a weekend, the employee shall be given one (1) day's pay at his/her base rate.

1 **Section 7.6.** The vacation credit to which twelve (12) month employees shall be entitled shall be
2 computed in accordance with the following: An employee with one (1) year of service shall earn
3 twelve (12) days paid vacation credit. An employee shall earn one (1) additional day per year after the
4 first year up to a maximum of twenty (20) days. For every regular work day from which an employee
5 is absent on vacation, sick leave, bereavement leave or emergency leave, the hours of the employee's
6 normal work shift shall be credited as if worked.

7
8 **Section 7.7.** Eligibility for use of vacation credit shall be determined as follows: A twelve (12) month
9 employee becomes eligible to use his/her vacation credit after reaching his/her first anniversary date.
10 Time on layoff and time on authorized leave of absence will not be counted as continuous service for
11 the purpose of establishing and retaining anniversary dates. Any vacation days currently due, but
12 unused by the employee's anniversary date each year, may be carried over for one year following the
13 anniversary date. No vacation may be carried over for more than one (1) year beyond the date on
14 which it became due; provided, however, no employee shall be denied accrued vacation benefits due to
15 District employment needs.

16
17 **Section 7.8.** For the purpose of determining eligibility for paid holidays and vacations pursuant to this
18 Article, twelve (12) month employees shall be defined as those persons who actually work or are on
19 the job a minimum of two hundred twenty (220) days per year.

20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

ARTICLE VIII

LEAVES

Section 8.1. Sick Leave. Each employee shall accumulate one (1) day of sick leave for each calendar
month worked; provided, however, that no employee shall accumulate more than one hundred eighty
(180) days total or less than eleven (11) days of sick leave per school year, or at least that portion of
eleven (11) days which represents the relationship between days worked and the amount of days
normally worked in a full school year.

Sick leave shall be vested when earned and may be accumulated from year to year. The District shall
project the number of annual days of sick leave at the beginning of the school year. Sick leave benefits
shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift at
the time sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a
daily basis.

Sick leave with pay will be allowed when an employee is unable to perform his/her duties because of:

- A. Personal illness, injury or pregnancy;
- B. Appointments with medical or dental doctors or other legally recognized practitioners to
prevent illness or preserve health of the employee which cannot be scheduled outside work
hours; or
- C. Health conditions of family members as required by RCW 49.12.270 as currently or
hereafter amended (e.g. child, spouse, parent, parent-in-law or grandparent) or the serious
health condition of a grandchild.

1 As part of the sick leave provisions, each employee shall be granted three (3) personal leave days per
2 year. These days may be taken at the employee's discretion and reasons need not be given. Personal
3 leave days are not accumulated and may not be used to extend vacations or holiday periods. These
4 days will be charged to sick leave.

5
6 The District shall provide each employee with a monthly report of his/her accumulated leave and all
7 transactions concerning his/her leave days within that period of time.

8
9 Upon return to employment with the District, any former employee shall be credited with the balance
10 of unused leave accumulated at the time of termination of his/her employment with the District.

11
12 An employee who has exhausted his/her accumulated sick leave and who is unable to perform the
13 duties because of personal illness, maternity or other disability shall, upon request, be granted
14 additional leave without pay. Application for sick leave without pay and for renewal of sick leave
15 without pay shall be made in writing to the Superintendent, accompanied by a doctor's verification and
16 estimated time of recovery. The District reserves the right to require reasonable proof of illness.

17
18 The returning employee may return to the same position provided the return from paid or
19 uncompensated sick leave is within one (1) scheduled work year. Absences beyond one (1) scheduled
20 work year will be according to the provisions of Section 8.5, Leave of Absence.

21
22 **Section 8.1.1. Sick Leave Buy Back.** Employees may cash in unused sick leave days above an
23 accumulation of sixty (60) days at a ratio of one full day's monetary compensation for four (4)
24 accumulated sick leave days. At the employees' option, they may apply for their unused sick leave
25 days in January of the school year following any year in which a minimum of sixty (60) days of sick
26 leave is accrued and each January thereafter, at a rate equal to one day's monetary compensation to the
27 employee for each four (4) full days of accrued sick leave. The employee's sick leave accumulation
28 shall be reduced four (4) days for each day compensated.

29
30 At the time of separation from school district employment due to retirement* or death, an eligible
31 employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current
32 monetary compensation to the employee for each four (4) full days accrued sick leave for illness or
33 injury.

34
35 *For the purposes of this provision, retirement shall be defined as when an employee is eligible to
36 receive benefits under the Public Employment Retirement system.

37
38 **Section 8.2. Bereavement Leave.**

- 39
40 A. Up to five (5) days paid leave for the death of a spouse, mother, father, son, daughter, step-
41 son, step-daughter, mother-in-law, father-in-law, sister, brother, grandparents, or a member
42 of the employee's household shall be granted.
- 43
44 B. Up to one (1) day maximum paid leave for funerals of other relatives or close friends shall
45 be granted.
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47 C. Such leave shall not be accumulated.
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1 D. Additional leave may be granted if requested and approved in advance by the
2 superintendent's designee. Such leaves may be with or without pay, as finally approved and
3 pursuant to sick leave provisions.
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5 **Section 8.3. Judicial Leave.** In the event the employee subject to the Agreement is summoned to
6 serve as a juror, or appear as a witness in court, or is named as codefendant with the School District,
7 he/she shall receive his/her normal day's pay for each day he/she is required in court; provided,
8 however, that any compensation received for such service shall be paid to the District. Such payment
9 to the District shall not exceed the employee's normal daily pay less bona fide expenses. Such
10 payment shall not apply in any matters brought by or against the District, unless subpoenaed by the
11 District. In the event that the employee is a party (plaintiff or defendant) in court action, he/she may
12 request a leave of absence which may be granted without pay.
13

14 **Section 8.4. Professional Conferences and Meetings.** All substitutes, travel and per diem expenses
15 will be paid by the District in instances where the employee is requested by the District to represent the
16 District at professional conferences, meetings, symposiums and seminars. Employees who voluntarily
17 attend such meetings and conferences may be partially reimbursed for attendance at such activities
18 subject to the approval of the Superintendent.
19

20 **Section 8.5. Leave of Absence.** Upon recommendation of the immediate supervisor through
21 administrative channels to the Superintendent, and upon approval of the Board of Directors, an
22 employee may be granted a leave of absence for a period not to exceed one (1) year. Request for such
23 leave is to be made in writing. A leave of absence is to be requested and granted only for a specific
24 period of time and, when granted, will be without compensation.
25

26 The returning employee will not necessarily be assigned to the identical position occupied before the
27 leave of absence. However, provided a vacancy exists for which the employee is qualified, the
28 employee shall be reinstated to a position equivalent in duties and salary to that held at the time the
29 request for leave of absence was approved.
30

31 Upon returning from leave of absence, the employee's seniority shall be adjusted by removing the
32 leave of absence time from total service time unless the leave was due to personal disability, or lasted
33 less than ten (10) working days.
34

35 **Section 8.6.** The employee will retain accrued sick leave and vested vacation rights while on leave of
36 absence without pay. However, vacation credits and sick leave shall not continue to accrue while the
37 employee is on leave of absence without pay.
38

39 **Section 8.7. Leave Share Provisions.**
40

41 A. Employees are granted the right to donate sick leave/annual leave to come to the aid of
42 another employee who has been called to active military service or exhausted his/her sick
43 leave provisions and who is suffering from an extraordinary or severe illness, injury,
44 impairment or physical or mental condition which is life threatening and which has caused
45 or is likely to cause the employee to take leave without pay or terminate his or her
46 employment.
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- 1 B. Employees requesting the use of donated sick leave/annual leave must complete the
2 appropriate form identifying the number of sick leave days needed. A doctor's verification
3 must be provided.
4
- 5 C. The leave recipient shall be paid his or her regular rate of pay; therefore, one (1) hour of
6 shared leave may cover more or less than one (1) hour of the donor to the recipient.
7
- 8 D. Sick leave donors must have an accumulated sick leave balance of more than 176 hours and
9 the transfer of sick leave donation will not cause the accumulated leave to go below 176
10 hours. A minimum balance of ten (10) annual leave days must be maintained.
11
- 12 E. While an employee is on donated leave, he/she shall be classified as an employee and
13 receive the same treatment in respect to salary, wages, and employee benefits as the
14 employee would normally receive if using accrued annual leave or sick leave.
15
- 16 F. The District procedures for transfer and accountability of the sick leave/annual leave
17 donations will be followed. The provisions in this section and in the procedures will follow
18 the regulations established in WAC 392-126.
19
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22 ARTICLE IX

23 WORKING CONDITIONS

24 **Section 9.1. Safe Working Conditions.** Employees are encouraged to report safety and health
25 concerns to their immediate supervisor promptly, whether the concern relates to people or facilities. If
26 the employee does not feel supported at this level, the concern should be raised with the building safety
27 committee, the District safety committee, or the conference committee identified in Section 5.1.
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- 31 A. The parties acknowledge that it is the obligation of the public schools to educate all
32 students, including students who may be dangerous or violent. Nevertheless, it is
33 reasonable for employees to expect appropriate support for dealing with such students,
34 which may include (depending on the nature of the employee's position and the threat)
35 specialized training, information sharing, protective equipment or student consequences
36 consistent with the student's educational program and legal rights. Employees will be
37 notified of the emergency response procedures for the building(s) in which they work.
38
- 39 B. The District will establish and enforce policies and procedures which enable employees to
40 administer medications and medical plans in a safe working environment.
41
- 42 C. The District shall acknowledge work orders in writing and endeavor to correct problems
43 brought to its attention as soon as practicable under the circumstances.
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1 **Section 9.2. Probationary Period.** An employee is probationary for the first sixty (60) work days
2 within the bargaining unit. At the end of forty-five (45) work days, the District shall complete and
3 discuss with the employee a written evaluation report. The employee will sign the evaluation report,
4 but the employee's signature does not, however, necessarily imply that the employee agrees with the
5 contents of the evaluation report. The employee shall be allowed to make written comments
6 concerning the evaluation report. Deficiencies recorded by the evaluator in the work performance of
7 an employee shall be stated in specific terms and the evaluator shall provide the employee with
8 specific, reasonable written recommendations for improvement.

9
10 Further, probationary employees shall have no seniority rights and may be discharged with or without
11 cause at the discretion of the District. Probationary employees shall receive no preferential treatment
12 over non-probationary employees.

13
14 **Section 9.3. Evaluation.** Each employee shall be evaluated annually. Such evaluation shall be in
15 writing and discussed with the employee prior to its filing in the employee's personnel file. Strengths
16 of employee performance will be stated in specific terms. Deficiencies recorded by the evaluator in the
17 work performance of an employee shall be stated in specific terms and the evaluator shall provide the
18 employee with specific, reasonable, written recommendations for improvement. The employee will
19 sign the evaluation report, but the employee's signature does not, however, necessarily imply that the
20 employee agrees with the contents of the evaluation report. The employee shall be allowed to make
21 written comments of the evaluation report. The employee may request or provide information to be
22 placed in his/her personnel file regarding additional job duties, responsibilities and office equipment
23 used.

24
25 Further, if the employee feels that the evaluation is biased or not a true representation of the facts, the
26 employee may request a review by the personnel director.

27
28 **Section 9.4. Job Openings and Vacancies.** During the school year all openings shall be posted at
29 each location for five (5) workdays and published in the District employee newsletter (currently the
30 "PSD News"). The District will endeavor to post and fill all open positions within forty-five (45)
31 calendar days of when the District determines that the position is open. The Association will be
32 provided information regarding any open position that has not been filled within forty-five (45)
33 calendar days of the initial determination that the position is open.

34
35 The District will furnish, during the summer months, postings of all bargaining unit openings to
36 employees who notify the Human Resources Office in writing at the end of the school year. During
37 the summer period (last day of school to August 1), all openings will be posted for ten (10) workdays.

38
39 Employees who desire consideration for the posted opening shall notify the Human Resources Office
40 within the posting period. Employees bidding for openings shall be notified in writing as to their
41 acceptance or rejection. An employee shall be given the reason for rejection upon the employee's
42 request.

43
44 Employees filling openings shall serve another probationary period of sixty (60) work days; provided,
45 however, that in the event the District determines not to retain the employee in the position, such
46 employee shall have the right to return to the former position or one of a substantially similar nature.

1 **Section 9.5. Promotions.** The District and Association have a joint commitment to hiring and
2 promoting the best qualified employees. The employee with the earliest hire date shall have
3 preferential rights regarding promotions and assignment to new or open jobs or positions when ability
4 and performance are substantially equal with junior employees, and not simply because the senior
5 employee meets minimum qualifications. A battery of District-designed basic skills tests may be used
6 to assess whether the applicant meets the minimum skills requirements based on the essential elements
7 of the job description posted.

8
9 If the District determines that seniority rights should not govern because the junior employee possesses
10 ability and performance substantially greater than a senior employee or senior employees, the District
11 will inform the employee(s) verbally of this decision. Within seven (7) school business days of a
12 request for such information, the District shall set forth in writing to the employee or employees and
13 the organization's grievance chairperson its reasons why the senior employee or employees have been
14 bypassed. Prior to filing a grievance, the bypassed employee(s) shall request a meeting with the
15 Human Resources administrator to discuss the reasons for the bypass. The Association and/or
16 employee shall set out in writing the reasons why the District's decision doesn't meet the standard for
17 bypass set forth above prior to filing a grievance. The parties agree to extend timelines for filing
18 grievances to accommodate this information sharing process.

19
20 **Section 9.6. Professional Training and In-Service.**

21
22 **Section 9.6.1.** The parties recognize that professional training for clerical unit employees is desirable.
23 Each clerical unit employee will be eligible for an allocation of training funds for approved
24 professional training in the amount of \$200.00, up to a total unit allocation of \$12,000. Professional
25 training shall include, but not be limited to, in-service, workshops, community college and college
26 classes. With prior approval from the employee's supervisor, funds will be allocated for
27 reimbursement of tuition/course fees, mileage expenses and course materials. Other program budgets
28 will still continue to be used for required training, per subsection 9.6.3. below.

29
30 **Section 9.6.2.** Any unused funds each year shall be used by the District for District-directed staff
31 development for members of the clerical unit.

32
33 **Section 9.6.3.** District required in-service training shall entitle the employee to receive the employee's
34 hourly rate of pay for each hour of such in-service attended beyond the employee's normal work day.

35
36 **Section 9.6.4.** Employees who have requested to attend training courses, seminars, or conferences and
37 who have received prior District approval shall suffer no loss of regular salary if the course requires
38 them to attend on their regular District employment time.

39
40 **Section 9.6.5.** The District agrees to compensate employees at their regular hourly rate of pay for all
41 District required and directed staff development opportunities which take place outside of the regular
42 work day. To receive compensation, the employee must have prior approval from their supervisor. In
43 the event such development opportunities cause an employee to exceed forty (40) hours per week,
44 overtime shall be paid.

1 **Section 9.6.6.**

2 For the 2006-07, 2007-08 and 2008-09 school years, each employee in the positions designated below
3 shall be offered two (2) optional professional development days each year. The District shall provide
4 at least three (3) days per year on which the optional days may be worked. Optional days shall be
5 worked in full-day increments. On these days, employees shall attend in-service opportunities offered
6 by the District for classified or certificated employees. Each day shall be paid at \$80/day for 6.5 hours
7 of compensated time. Optional days that are unused shall not be available in future years. Positions
8 eligible for the optional professional development days are:

9
10 Audio-Visual Materials Specialist
11 Mastery Math Paraeducator
12 Traffic Safety Paraeducator
13 Paraeducator for Multi-Handicapped
14 Computer Lab Paraeducator
15 Health Care Case Manager
16 Paraeducator
17 Library Assistants - Elementary and Secondary
18 Library Materials Assistant
19 Playground Paraeducator
20 Behavior Intervention Paraeducator
21 Career Center Specialist
22 English as a Second Language Paraeducator
23 Health Technician
24 In-School Suspension Paraeducator
25 Kindergarten Home Visitor
26 Certified Occupational Therapy Assistant
27 Physical Therapy Assistant
28 Special Ed. Vocational Paraeducator
29 Technology & Career Development Paraeducator
30 Speech-Language Assistant
31 ECEAP Instructor
32 Elementary Library Technician
33 Family Support Specialist & Health Assistant
34 LPN
35

36 **Section 9.6.7.** Sections 9.6.1, 9.6.2, 9.6.3, and 9.6.6 are contingent upon the successful passage of the
37 special levies and two levy collections in the same budget year.
38

39 **Section 9.7. Disciplinary Procedures and Termination of Employment.**

- 40
41 A. The District agrees that discharges shall be only for just cause.
42
43 B. Non-probationary employees who are laid off shall receive one (1) week written notice or
44 pay in lieu thereof. Employees discharged will be given one (1) week written notice or pay
45 in lieu thereof except in extraordinary circumstances which warrant no notice or pay-in-lieu.
46
47 C. Vacation time accrued but not taken by twelve (12) month employees shall be paid upon
48 termination; provided, however, employees who voluntarily terminate and fail to give the
49 District at least two (2) weeks written notice shall forfeit any accrued vacation due.

- 1 D. The specific grounds forming the basis for disciplinary action will be made available to the
2 employee in writing upon request.
- 3
- 4 E. The District agrees to follow a policy of progressive discipline when appropriate which may
5 include verbal warning, reprimand, suspension with pay; non-renewal or discharge would be
6 the last resort.
- 7
- 8 F. An employee shall have the right to have one individual of their choice present when being
9 formally reprimanded or disciplined. Formal disciplinary action shall be for just cause.

10
11 **Section 9.8. Seniority.**

- 12
- 13 A. Definition. Seniority is defined as the employee's length of continuous service with the
14 District computed from the time such employee began bargaining unit work.
- 15
- 16 B. Termination of Seniority. An employee's seniority shall be lost for any of the following
17 reasons:
 - 18 1. Discharge for cause;
 - 19 2. Resignation;
 - 20 3. Voluntary layoff (in excess of one year);
 - 21 4. Involuntary layoff (in excess of two years).
- 22

23 (Note: Prior to September 1, 2000, an absence in excess of one (1) year due to illness or injury that
24 does not arise in the course of employment also resulted in a termination in seniority.)

25

- 26 C. Reduction, Layoff and Recall.

- 27
- 28 1. Step 1: If the District determines that it needs to reduce the programs or positions of a
29 regular employee (Section 9.9.A.) more than one (1) hour per day, the District shall reduce or
30 eliminate the hours of the least senior employee(s) in the affected job title (as listed in
31 Appendix A).
- 32
- 33 2. Step 2: An employee whose hours were eliminated or reduced in step one may choose to
34 displace a less senior employee who is the least senior employee with the same or within 180
35 fewer annualized hours as the displaced employee, in any job title with an equal or lower pay
36 rate for which the displaced employee meets the minimum qualifications. (Functionally, the
37 District and Association will start by excluding from the seniority list all employees in job
38 titles with higher pay rates, more annualized hours or minimum qualifications that the
39 displaced employee does not meet. Then, start from the bottom of the seniority list and work
40 up to the first employee within 180 annualized hours.)
- 41
- 42 3. Step 2a: If no less senior employee has the same, or within 180 fewer annualized hours, the
43 displaced employee may displace the least senior employee with the closest fewer number of
44 annualized hours as the displaced employee in any job title with an equal or lower pay rate
45 for which the displaced employee meets the minimum qualifications. (Functionally, the
46 District and Association will start by excluding from the seniority list all employees in job
47 titles with higher pay rates, more annualized hours or minimum qualifications that the
48 displaced employee does not meet. Then, start from the bottom of the seniority list and find
49 the employee with the closest number of annualized hours.)

- 1 4. Step 3: An employee who is displaced by a more senior employee in accordance with the
2 procedures above may choose to displace a less senior employee who is the least senior
3 employee with the same or within 180 fewer annualized hours as the displaced employee, in
4 any job title with an equal or lower pay rate for which the displaced employee meets the
5 minimum qualifications. (Functionally, the District and Association will start by excluding
6 from the seniority list all employees in job titles with higher pay rates, more annualized hours
7 or minimum qualifications that the displaced employee does not meet. Then, start from the
8 bottom of the seniority list and work up to the first employee within 180 annualized hours.)
9
- 10 5. Step 3a: If no less senior employee has the same, or within 180 fewer annualized hours, the
11 displaced employee may displace the least senior employee with the closest fewer number of
12 annualized hours as the displaced employee. (Functionally, the District and Association will
13 start by excluding from the seniority list all employees in job titles with higher pay rates,
14 more annualized hours or minimum qualifications that the displaced employee does not meet.
15 Then, start from the bottom of the seniority list and find the employee with the closest
16 number of annualized hours.)
17
- 18 6. Step 4: Step 3 will be repeated until there is no employee left to displace.
19
- 20 7. If a displaced employee chooses not to exercise their right to displace another employee
21 under steps 2 through 4 (voluntary layoff), or if there is no employee left to displace, the
22 employee shall be laid off (involuntary layoff). If more than one employee is subject to
23 layoff at one time, these procedures shall be applied in order of seniority (most senior
24 employee is placed first).
25
- 26 8. Displaced employees choosing to bump into a different position shall serve another
27 probationary period of sixty (60) work days; provided, however, that in the event the District
28 determines not to retain the employee in the position, such employee shall have the right to
29 be placed on involuntary layoff.
30
- 31 9. In the event of recall from layoff, an employee shall be given fifteen (15) school business
32 days notice by registered letter and shall report within ten (10) school business days after
33 receipt of such notice or forfeit recall rights. Upon recall from layoffs, an employee's
34 accumulated seniority prior to layoff shall be restored.
35

36 D. Retention of Seniority. An employee transferred out of the bargaining unit shall retain, but not
37 accumulate, seniority, and may return to the bargaining unit upon request.
38

39 E. Seniority Lists. A copy of the seniority list prepared by the District once a year shall be mailed
40 to the Association.
41

42 F. Lateral Transfers. Lateral transfers shall be by mutual agreement between the District and the
43 employee. Such transfers shall be restricted to the same group and job title. Section F does not
44 relate to a promotion situation, which is covered in Section 9.5 or a reassignment in a layoff
45 situation under Section 9.8.C.
46

47 G. Seniority shall prevail with respect to shift preference, special projects, overtime and vacation
48 time preference.
49

1 H. Employees on involuntary layoff hired as a substitute during the period of layoff will be paid
2 their permanent pay rate as defined in Section 9.9.A. Should an employee turn down an offer of
3 regular employment and go on voluntary layoff, he or she will be paid the substitute pay rate
4 pursuant to Section 16.4 of the Agreement. Employees awarded a position receive permanent
5 pay from the first day they are awarded the position.
6

7 **Section 9.9.** There are two categories of employment:
8

9 **A. Permanent Employment.**
10

- 11 1. Regular full-time: an employee who is employed for forty (40) hours per week for the full
12 twelve (12) month calendar year (2,080), from year to year.
- 13
- 14 2. Regular part-time: an employee who is employed for less than forty (40) hours per week or
15 2,080 hours per year, from year to year.
16

17 Permanent positions will be reposted after the original incumbent's rights have been
18 terminated and the District authorizes the continuance of the permanent position.
19

20 **B. Substitute Employment.** Individuals employed on a day to day basis to (1) replace another
21 employee who is on authorized leave; (2) fill vacant positions while a permanent replacement is
22 being sought (per Section 9.4); or (3) fill a position that cannot be accommodated within the
23 existing schedules of employees at the particular worksite and lasts no greater than thirty (30)
24 calendar days. Substitute employees become members of the bargaining unit after working
25 thirty (30) days in the current school year (see Section 16.4.). The District shall notify the
26 Association President anytime the District hires someone under the circumstances described in
27 part three (3) of the first sentence of this paragraph.
28
29
30

31 **ARTICLE X**
32

33 **INSURANCE AND RETIREMENT**
34

35 **Section 10.1.** The District shall contribute monthly the state apportioned amount for medical benefits,
36 less the health care authority deduction, toward the monthly premium cost of mutually-agreed
37 employee insurance plans. The District shall give employees notice of the state apportioned amount in
38 a manner mutually agreeable to the District and the Association. To gain maximum utilization of this
39 contribution, the District agrees that it will contribute the remaining state-funded dollars to a mutually
40 agreed insurance pool to be distributed among employees, on a prorated basis, (see Section 10.3), to
41 those who do not generate sufficient monies to cover the full cost of medical coverage. Pooling will
42 follow state insurance benefit regulations and laws.
43

44 **Section 10.2.** The dollar amount available to each employee first shall be directed to the cost of the
45 agreed mandatory insurance plans (such as life, dental, vision, LTD insurance plans), with the
46 remaining monies available for application to one of the medical or other optional basic insurance
47 programs.
48
49

1 **Section 10.3.** Insurance contributions shall be paid and prorated towards the cost of District approved
2 insurance programs for employees on a full-time equivalency basis of 1,440 hours per fiscal year.
3

4 **Section 10.4.** The District shall provide tort liability coverage for all employees subject to this
5 Agreement but limited to bodily injury and property damage liability coverage as provided in the
6 District's liability insurance policies.
7

8 **Section 10.5.** In determining whether an employee subject to this Agreement is eligible for
9 participation in the Washington State Public Employee's Retirement System, the District shall report
10 all hours worked, whether straight time, overtime, or otherwise.
11
12
13

14 ARTICLE XI

15 **AGENCY SHOP AND CHECKOFF**

16
17
18 **Section 11.1.** All employees who are not members of the Association at the effective date of this
19 Agreement, and all employees who are hired at a time subsequent to the effective date of this
20 Agreement, shall, as a condition of employment, become members in good standing of the Association
21 within thirty (30) days of the effective date of this Agreement or within thirty (30) days of the hire
22 date, whichever is applicable. Such employees shall then maintain membership in the Association.
23 Nothing herein shall be construed to diminish the right of an employee to exercise alternatives
24 specified by applicable state statutes regarding religious beliefs.
25

26 **Section 11.2.** The District agrees to deduct the regular Association membership dues once a month
27 from the pay of those employees who individually request, in writing, that such deductions be made.
28 The aggregate deductions of all employees shall be remitted together with an itemized statement to the
29 Treasurer of the Association by the tenth (10th) day of the succeeding month after such deductions are
30 made. An employee's authorization for such deductions may be revoked by him/her on notice in
31 writing to both the District and the Treasurer of the Association. The form to be used for such
32 authorization and such revocation shall be provided by the Association and shall include a statement to
33 the effect that such deductions are made as a matter of convenience for the employee and that the letter
34 shall hold the District harmless in making said payment to the Association.
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ARTICLE XII

GRIEVANCE PROCEDURE

Section 12.1. A grievance is hereby defined as an alleged violation of the terms of this Agreement by the District and shall be resolved in strict compliance with this Article. Failure to comply with the steps and timeliness so stipulated will result in the grievance being invalid and subject to no further processing.

Section 12.2. Grievance Steps.

Section 12.2.1. Step One. The employee or the Association representative shall first discuss the grievance with their immediate supervisor. If employees so wish, they may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within fifteen (15) working days of the occurrence of the grievance shall be invalid and subject to no further processing. The supervisor has five (5) working days to respond from the date of receipt of Step One-Verbal.

Section 12.2.2. Step Two. If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall, within ten (10) working days of the response at Step One, reduce to writing a statement of the grievance containing the following:

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

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the official in the administration responsible for personnel. The parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 12.2.3. Step Three. If no settlement has been reached within the ten (10) working days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within ten (10) working days to the District Superintendent or the Superintendent's designee. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 12.2.4. Arbitration. If no settlement has been reached within the ten (10) working days referred to in the preceding subsection, and the Association believes the grievance to be valid, the Association may demand arbitration of the grievance within twenty working days of the receipt of the answer at Step Three utilizing the Voluntary Labor Arbitration Rules of the American Arbitration Association. The arbitrator's award shall be final and binding upon all parties.

1 **Section 12.2.5.** It is agreed that:

2
3 A. The Arbitrator shall have no power to alter, add to or subtract from the terms of this
4 Agreement.

5
6 B. The fees and expenses of the Arbitrator shall be equally shared by the parties.
7

8 **Section 12.3.** The grievance or arbitration discussions shall take place whenever possible on District
9 time. The District shall not discriminate against any individual employee or the Association for taking
10 action under this Article.
11

12 13 14 ARTICLE XIII

15 16 **CLASSIFIED REVIEW BOARD**

17
18 **Section 13.1.** The procedures in this Article will be followed for the reclassification of positions when
19 new positions are created or when substantive changes in duties and responsibilities occur in existing
20 positions.
21

22 **Section 13.2.** The Classified Review Board (CRB) shall consist of four (4) members: two (2) PSE
23 members and two (2) administrative members. One of the PSE selected members may rotate from a
24 group of PSE approved members. The Human Resources Director shall serve as a non-voting resource
25 to the CRB and provide administrative support. Each party will be responsible for selection of its own
26 members. The parties shall attempt to have members serve and rotate off the CRB every two (2) years.
27

28 **Section 13.3.** Employees, the Association, and/or the District may file an appeal of a classification
29 with the CRB at any time. If desired, employees may request a pre-appeal conference with the
30 Personnel Director to review the rating system and its application to their specific job. The CRB shall
31 convene and meet with the employee in the appealed position within twenty (20) working days after
32 the filing of the appeal. A decision regarding the appeal shall be issued by the CRB within twenty (20)
33 working days following the meeting with the employee. Decisions of the CRB may be appealed by the
34 District or the Association as an issue for collective bargaining as a mutually agreed reopener or at the
35 expiration of this Agreement.
36

37 **Section 13.4.** The Classified Review Board will use the Walsh system to evaluate a position.
38 Employees are encouraged to bring as much information as they feel necessary for clarification, which
39 could include proposed revisions to their job description. The CRB will interview employees, observe
40 an employee on the job if deemed necessary, provide a numerical rating of the position, and properly
41 place the position on the classification scale. All CRB members shall be trained or retrained in the
42 system prior to hearing appeals. Decisions will be made by consensus. The CRB will decide whether
43 a reclassification, if any, will affect a single employee, several employees, or all employees within a
44 job description.
45

46 **Section 13.5.** The District will initially establish the appropriate classification for newly created
47 positions. The above procedures will be followed to review the placement of all new positions within
48 twenty (20) working days of the position being filled.
49

1 **Section 13.6.** Upward reclassification of positions appealed by the District, the Association or an
2 employee shall be retroactive to the date the appeal was filed. Downward reclassification of positions
3 shall take effect forty-five (45) working days after the date of the CRB's decision.
4
5

6 7 ARTICLE XIV

8 9 **RATES OF PAY**

10
11 **Section 14.1. Rates of Pay.** Employees shall be paid according to Schedule A. Each September 1,
12 employees who have completed at least two-thirds (2/3) of their position's work year the prior school
13 year will be granted an increment (paid at the next higher step on Schedule A for that level).
14 Longevity increments shall be paid in the same manner if qualified based on years of service. Paid
15 leave days shall count as days completed for the purposes of this section.
16

17 **Section 14.2. State Salary Increases.** For the 2007-08 and 2008-09 school years, the base rates on
18 Schedule A shall be improved by the state percentage increase for classified employee salaries, if any,
19 in the month such state increases are effective. If the state grants a classified employee salary increase
20 in a manner other than the percentage increase method used in the past, the parties agree to open
21 Schedule A solely for the purpose of applying such increase to the salary schedule.
22

23 For the 2007-08 and 2008-09 school years, the base rates for Levels E and F shall be increased by one
24 percent (1%) each year before the state percentage increase identified above. For the 2007-08 and
25 2008-09 school years, the base rates for Level D shall be increased by an additional one half percent
26 (.5%) each year before the state percentage increase identified above.
27

28 **Section 14.3. Paraeducator Competencies** Each employee in a position which requires verification
29 of special education core competencies and who meets the state's paraeducator core competencies shall
30 be entitled to a stipend in the amount of \$250. Employees who demonstrate competency by June 30
31 shall be paid the stipend in the July paycheck. Competency will be verified by the employee's
32 administrative supervisor and may be demonstrated by completion of classes which relate to the
33 competencies (as pre-approved by the employee's administrative supervisor), by interview, or by direct
34 observation. After initial verification, the \$250 stipend may be earned by employees in positions
35 which require verification of competencies in future years by completion of 8 hours of professional
36 training related to the core competencies (as pre-approved by the employee's administrative
37 supervisor) during the previous twelve months. An employee may earn only one core competencies
38 stipend per school year.
39

40 Persons already employed by the District and assigned to positions which must meet the minimum
41 educational/competency requirements of the No Child Left Behind Act shall be reimbursed the fee for
42 taking the state-designated competency assessment for the employee's first administration of the
43 assessment.
44

45 **Section 14.4. Double-Double Levy Failures.** In the event of a double-double levy failure, the
46 District will notify the Association at least twelve (12) working days prior to implementing a
47 reduction-in-force of bargaining unit employees to allow the Association to provide input or
48 alternatives to a reduction-in-force.
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ARTICLE XV

NO STRIKE / NO LOCK OUT

Section 15.1. The Association agrees that there shall be no work stoppage or interruptions of regularly assigned duties during the life of this Agreement.

Section 15.2. An employee's work year shall not be reduced as a result of another bargaining unit's strike.

ARTICLE XVI

SCOPE OF AGREEMENT

Section 16.1. If any provision of the Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the District or the Association, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

Section 16.2. This Agreement shall modify, replace, or add to any policies, rules, regulations, procedures, or practices of the District which are contrary to or inconsistent with the terms of this Agreement.

Section 16.3. The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for negotiations. The results of the exercise of that right and opportunity are set forth in the Agreement. Except as specifically stated in this Agreement, the District and the Association for the duration of this Agreement each voluntarily and unqualifiedly agree to waive the right to oblige the other party to negotiate with respect to any subject or matter covered or not covered in this Agreement unless mutually agreed otherwise.

Section 16.4. Relevant to Washington Public Employment Relations Commission Decision 2043 PECB, January 10, 1985, substitutes who work greater than thirty (30) days in the current school year shall be paid according to Schedule A. Rights of said substitutes identified shall be limited exclusively to those items in this Article.

ARTICLE XVII

DURATION

Section 17.1. This Agreement shall remain in full force and effect from September 1, 2006, to August 31, 2009.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON

PENINSULA CHAPTER
CLERICAL UNIT

PENINSULA SCHOOL DISTRICT

BY: _____
Bobbie Chmela

BY: _____
Bob Connelly

BY: _____
Connie Jones

BY: _____
Chuck Cuzzetto

BY: _____
Donna Parisher

BY: _____
Sarah Drinkwater

BY: _____
Linda Sutterfield

BY: _____
Buzz Porter

BY: _____
Lee Thoren

BY: _____
Jim Rudsit

BY: _____
Shannon Wiggs

DATE: _____

DATE: _____

Schedule A
PSE of Peninsula Clerical
2006 - 2007

Years	A	B	C	D	E	F	LPN	SLI	COTA CPTA CSLPA
1 to 2	\$9.83	\$12.52	\$13.02	\$13.79	\$14.73	\$15.33	\$18.04	\$19.23	\$15.62
3 to 4	\$10.13	\$12.87	\$13.40	\$14.16	\$15.14	\$15.77	\$18.54	\$19.79	\$16.06
5 to 9	\$10.40	\$13.23	\$13.76	\$14.57	\$15.56	\$16.20	\$19.06	\$20.32	\$16.51
10 to 14	\$10.68	\$13.59	\$14.13	\$14.94	\$15.96	\$16.63	\$19.57	\$20.88	\$16.95
15 to 19	\$10.96	\$13.94	\$14.50	\$15.33	\$16.38	\$17.08	\$20.07	\$21.41	\$17.40
20+	\$11.25	\$14.30	\$14.88	\$15.73	\$16.81	\$17.52	\$20.59	\$21.97	\$17.85

Substitute Rate = \$8.04.

Substitute employees working in the position of “LPN” shall be paid at Year 1 of their level, provided, however, that such employee(s) have a valid LPN certificate on file with the District.

Substitute employees working in the position of “Interpreter (sign language)” shall be paid at Year 1 of their level, provided, that such employee(s) have a current interpreting certification on file with the District, or have proof of successful interpreting experience on file with the District.

PENINSULA SCHOOL DISTRICT JOB GROUPINGS

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Position

Level

A (Refer to Schedule A)

Audio-Visual Materials Specialist
 Courier/Inventory Clerk
 Inventory Processing Clerk
 Mastery Math Paraeducator
 Office Assistant
 Receptionist/Switchboard Operator
 Traffic Safety Paraeducator

B

Paraeducator for Multi-Handicapped
 Bookkeeping Clerk
 Clerk/Typist
 Computer Lab Paraeducator
 Elementary School Assistant
 Elementary School Workroom/Office Assistant
 Health Care Case Manager
 High School Attendance Specialist
 Paraeducator
 Library Assistants - Elementary and Secondary
 Library Materials Assistant
 Playground Paraeducator
 Behavior Intervention Paraeducator
 Substitute Caller

C

Accounting Technician
 Accounts Payable Specialist
 Behavior Intervention Paraeducator
 Bookkeeping Technician
 Career Center Specialist
 Health Technician
 In-School Suspension Paraeducator
 Kindergarten Home Visitor
 Paraeducator-Self Contained Behavior Classroom
 Paraeducator-Braille/CCI
 Payroll Specialist
 Registrar-High School
 Secretary
 Special Ed. Vocational Paraeducator
 Technology & Career Development Paraeducator

D

Administrative Secretary – Information Services
 Administrative Secretary - Special Services
 Administrative Secretary - Curriculum
 Capital Projects Accounting Specialist
 Communications Disorder Paraeducator
 ECEAP Instructor
 Elementary Library Technician
 English as a Second Language Manager
 Family Support Specialist & Health Assistant
 Grant/Medicaid Accounting Specialist
 Printer
 Purchasing Assistant
 School Bookkeeper

E

Lead Accounts Payable Specialist
 Payroll Technician
 School Office Manager

F

LPN
Sign Language Interpreter
COTA/CPTA/CSLPN

LETTER OF AGREEMENT

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THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF PENINSULA CLERICAL UNIT AND THE PENINSULA SCHOOL DISTRICT.

The Peninsula School District and the Public School Employees of Peninsula Clerical Unit agree to reallocate the Courier position from the Clerical Unit to the Maintenance and Grounds Unit.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON

PENINSULA CHAPTER
CLERICAL UNIT

PENINSULA SCHOOL DISTRICT

BY: _____
Bobbie Chmela

BY: _____
Bob Connelly

BY: _____
Connie Jones

BY: _____
Chuck Cuzzetto

BY: _____
Donna Parisher

BY: _____
Sarah Drinkwater

BY: _____
Linda Sutterfield

BY: _____
Buzz Porter

BY: _____
Lee Thoren

BY: _____
Jim Rudsit

BY: _____
Shannon Wiggs

DATE: _____

DATE: _____