

COLLECTIVE BARGAINING AGREEMENT BETWEEN

LA CONNER SCHOOL DISTRICT #311

AND

**PUBLIC SCHOOL EMPLOYEES OF
LA CONNER SCHOOL DISTRICT #811**

SEPTEMBER 1, 2019 - AUGUST 31, 2022



Public School Employees of Washington/SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071

866-820-5652

www.pseclassified.org

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1 **PREAMBLE**

2
3 This Agreement is made and entered into between La Conner School District (hereinafter “District” or
4 “Employer”) and the La Conner School District Local Chapter of the Public School Employees of
5 Washington/SEIU Local 1948, an affiliate of the Public School Employees of Washington/SEIU Local
6 1948 State Organization (hereinafter “Association”).

7
8 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations
9 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the
10 parties agree as follows:
11

12
13 **ARTICLE I**

14 **RECOGNITION AND COVERAGE OF AGREEMENT**
15

16
17 **Section 1.1.**

18 The District hereby recognizes the Association as the exclusive representative of all employees in the
19 bargaining unit described in Section 1.4, and the Association recognizes the responsibility of
20 representing the interests of all such employees.
21
22

23 **Section 1.2.**

24 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties
25 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the
26 Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).
27

28 **Section 1.3.**

29 The District agrees to provide job descriptions for positions enumerated in Schedule A to the President
30 of the local chapter. The District agrees to negotiate wages of new positions and to negotiate current
31 positions with substantial changes. Job descriptions that are modified by the District and new job
32 descriptions that are created by the District covering employees under the scope of the Agreement will
33 be sent to the President of the local chapter.
34

35 **Section 1.4.**

36 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
37 the following general job classifications: Custodial, Maintenance, Transportation, Food Service,
38 Building Secretarial, Paraeducators, Technical Coordinator, Volunteer Coordinator and Security
39 Officer. The Custodial-Maintenance Supervisor, Food Services Supervisor, and the Transportation
40 Supervisor, four District Administration Secretaries (4), and Swinomish Tribal employees shall not be
41 included in this bargaining unit. Substitutes shall be included in the bargaining unit as provided in
42 Article I, Section 1.6.
43

44 **Section 1.5.**

45 Substitute employees who have worked for the District for thirty (30) days in the current or
46 immediately preceding school year will be paid at step one (Schedule A) for each hour of required
47 work. The above solely states the coverage of this Agreement in reference to substitute employees,

1 except that any dispute arising from the application of Schedule A shall be subject to Article XV, the
2 grievance procedure.

3
4 **Section 1.6.**

5 Temporary employees shall be defined as those employees hired for sixty (60) working days or less in
6 any twelve (12) month period; performing bargaining unit work for special needs, unique need projects
7 or grant funding requirements. Temporary employees will be paid in accordance with Schedule A of
8 this Agreement but not subject to any other terms and conditions. Temporary employees will not be
9 substituting for a person on an approved leave. Current employees who are interested, qualified and
10 available will have priority in filling these position assignments. Positions that exceed or are expected
11 to exceed sixty (60) days will be considered “Regular” positions and be posted in accordance with
12 Section 10.9 of this Agreement and will be covered by all terms and conditions of this Agreement.
13
14

15
16 **ARTICLE II**

17
18 **RIGHTS OF THE EMPLOYER**

19
20 **Section 2.1.**

21 It is agreed that the customary and usual rights, powers, functions, and authority of management are
22 vested in management officials of the District. Included in these rights in accordance with and subject
23 to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work
24 force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to
25 suspend, discharge, demote, or take other disciplinary action against employees; and the right to
26 release employees from duties because of lack of work or for other legitimate reasons. The District
27 shall retain the right to maintain efficiency of the District operation by determining the methods, the
28 means, and the personnel by which operations undertaken by the employees in the unit are to be
29 conducted.
30

31 **Section 2.2.**

32 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
33 District. In making rules and regulations relating to personnel policies, procedures and practices, and
34 matters of working conditions, the District shall give due regard and consideration to the rights of the
35 Association and the employees and to the obligations imposed by this Agreement.
36
37

38
39 **ARTICLE III**

40
41 **RIGHTS OF EMPLOYEES**

42
43 **Section 3.1.**

44 It is agreed that all employees subject to this Agreement shall have and shall be protected in the
45 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
46 The freedom of such employees to assist the Association shall be recognized as extending to
47 participation in the management of the Association, including presentation of the views of the
48 Association to the Board of Directors of the District or any other governmental body, group, or

1 individual. The District shall take whatever action required or refrain from such action in order to
2 assure employees that no interference, restraint, coercion, or discrimination is allowed within the
3 District to encourage or discourage membership in any employee organization.

4
5 **Section 3.2.**

6 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
7 Association representatives and/or appropriate officials of the District, provided that such concern
8 relative to District matters shall first be addressed to the employee's immediate supervisor.

9
10 **Section 3.3.**

11 Employees subject to this Agreement have the right to have Association representatives or other
12 persons present at discussions between themselves and supervisors or other representatives of the
13 District as hereinafter provided. The responsibility of arranging such representation shall be that of the
14 employee, nothing herein shall be deemed to prevent normal day to day management functions.

15
16 **Section 3.4.**

17 Neither the District, nor the Association, shall discriminate against any employee subject to this
18 Agreement on the basis of race, creed, color, sex, religion, age or marital status, or because of a
19 physical handicap with respect to a position, the duties of which may be performed efficiently by an
20 individual without danger to the health or safety of the physically handicapped person or others.

21
22 **Section 3.5.**

23 The District will annually evaluate the performance of all employees. Employees shall be evaluated by
24 June 1st of each year. Employees shall be allowed to attach written comments to the evaluation; such
25 comments will become a part of the evaluation. A sample evaluation form shall be attached to this
26 Agreement as an appendix. The parties mutually agree to develop an evaluation instrument for each
27 classification.

28
29 **Section 3.6.**

30 Employees, upon request, shall be allowed to inspect and copy the entire contents of their personnel
31 files. Each employee shall be provided a copy of all material placed in his or her personnel file within
32 five (5) days of its insertion. Such materials shall be signed and dated by the employee acknowledging
33 the employee has read such material. An employee may attach comments to any material that is a part
34 of the personnel file.

35
36 **Section 3.7.**

37 Administrators, Certificated Staff, and Supervisors shall at all times conduct themselves with dignity
38 and respect for employee's right, duties and privileges. In their relationships with each employee
39 every effort shall be made to avoid words or actions which may be interpreted as ridicule, slander or
40 abuse.

41
42 **Section 3.8.**

43 The District will make reasonable efforts to create a work environment that is free of unsafe or
44 hazardous conditions. Any employee who believes that a condition is unsafe or hazardous must notify
45 his/her immediate supervisor, in writing, stating his/her concerns. The supervisor will respond to such
46 notification with five (5) workdays. If the employee determines that the supervisor's actions or answer
47 does not correct the problem, the employee may contact the next level of management or
48 administration. Every employee has the right to make these reports without fear of reprisal.

1 Additionally, employees who believe that an emergent working condition is unsafe have an obligation
2 to bring the condition to the attention of the immediate supervisor. The supervisor will then act to
3 resolve the issue.
4

5 6 7 **ARTICLE IV**

8 9 **RIGHTS OF THE ASSOCIATION**

10 11 **Section 4.1.**

12 The Association has the right and responsibility to represent the interests of all employees in the
13 bargaining unit; to present their views to the District on matters of concern, either orally or in writing;
14 and to enter collective negotiations with the object of reaching an agreement applicable to all
15 employees within the bargaining unit.
16

17 **Section 4.2.**

18 The Association shall promptly be notified by the District of any grievances or disciplinary actions of
19 any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure
20 Articles contained herein. The Association is entitled to have an observer at hearings conducted by
21 any District official or body arising out of grievance and to make known the Association's views
22 concerning the case.
23

24 **Section 4.3.**

25 The Association shall provide each new employee a copy of this Agreement.
26

27 **Section 4.4.**

28 The Association reserves and retains the right to delegate any right or duty contained herein to
29 appropriate officials of the Public School Employees of Washington/SEIU Local 1948 State
30 Organization.
31

32 **Section 4.5.**

33 The President of the Association and/or duly authorized delegates will be provided up to ten (10) days
34 leave each school year for matters stemming from or related to the local bargaining relationship,
35 including; conferences and negotiations with the employer, contract administration and maintenance,
36 investigation of grievances, preparation for and participation in grievance hearings, representation of
37 the Association at workshops or other activities concerning labor relations and/or legislation related to
38 wages, hours, terms and conditions of employment of the bargaining unit. The Association shall
39 reimburse the District for the cost of the substitute replacement, if said replacement is actually
40 employed, for each day utilized.
41

42 **Section 4.5.1.**

43 Request for leave specified in Section 4.5 herein shall be submitted to the Superintendent two
44 (2) days before the leave is to take effect.
45

46 **Section 4.5.2.**

47 The Association shall hold the District harmless and defend it from loss if litigation is initiated
48 contending that the partial compensation granted pursuant to Section 4.5 herein constitutes an

1 unfair labor practice of a gift of public funds; provided, however, that the District shall not be
2 the initiator or willing participant in said claim.
3

4 **Section 4.6.**

5 On or before the first day of October of each year during the term of this Agreement, the District shall
6 provide the Association President with the following information for each employee: the number of
7 hours worked, hourly rate, hire date and classification. Such information shall be provided on a form
8 mutually agreeable to the parties. The information provided shall be supplemented and revised as
9 changes occur.
10

11 **Section 4.7.**

12 Representatives of the Association, upon making their presence known to the Superintendent, or the
13 Superintendent's designee, shall have access to the District premises during business hours, provided
14 that no conferences or meetings between employees and Association representatives will in any way
15 hamper or obstruct the normal flow of work.
16

17 **Section 4.8.**

18 The District shall provide bulletin board space in school for the use of the Association. The bulletins
19 posted by the Association are the responsibility of the Association. Each bulletin shall be signed by
20 the Association official responsible for its posting. The Association shall be responsible for removing
21 outdated postings in a timely manner.
22

23 **Section 4.9.**

24 The District shall supply the Association with a monthly report listing all Association members and all
25 dues deductions for that period. This report and all local dues that are collected shall be forwarded to
26 the Association Treasurer.
27
28
29

30 **ARTICLE V**

31 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

32
33
34 **Section 5.1.**

35 It is agreed and understood that matters appropriate for negotiation between the District and the
36 Association are programs, and procedures relating to or affecting wages, grievance procedures and
37 general working conditions of employees in the bargaining unit subject to this Agreement.
38

39 **Section 5.2.**

40 The Association will be advised of current and predicted workload information upon request. It is
41 further understood that the District will consult with the Association, and meet with the Association
42 upon its request, in the formulation of any changes being considered in existing benefits, practices and
43 procedures.
44

45 **Section 5.3.**

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

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ARTICLE VI

ASSOCIATION REPRESENTATION

Section 6.1.

The Association will designate a Labor/Management Committee of three (3) members who will meet with the Superintendent of the District and/or the Superintendent's representatives on a mutually agreeable regular basis to discuss appropriate matters.

Section 6.1.1.

Prior to establishing the one hundred eighty (180) day curriculum work schedule, the parties will utilize the Conference Committee to discuss Association input regarding such work schedule.

Section 6.2.

The agenda for meetings shall be developed by the Superintendent and the conference committee chairperson or their designees.

Section 6.3.

When formal meetings are held between representatives of the Association and representatives of the District pursuant to Section 6.1, formal minutes shall be prepared upon request by either party. The District will arrange for the preparation of such minutes and a draft will be made available to the representatives of the Association for review prior to final preparation. The Association will be furnished copies of the completed minutes.

ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1.

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

Section 7.2.

The District shall establish work shifts with designated times of beginning and ending. Each shift shall include adequate time to perform assigned duties, plus rest periods of approximately five (5) minutes for each hour of work. Shifts in excess of four (4) hours per day shall include, in addition to the above, a lunch period of not less than thirty (30) minutes to be as near the middle of the shift as possible.

Section 7.2.1.

A full-time shift shall consist of eight and one-half (8-1/2) hours, for eight (8) hours' compensation, including a thirty (30) minute uninterrupted 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

1 half shift as is practicable. Any adjustment to the shift schedule must be approved by the
2 immediate supervisor or superintendent.

3
4 **Section 7.3.**

5 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be
6 changed without prior written notice to the employee of two (2) calendar weeks; provided, however,
7 this notice may be waived by the employee.

8
9 **Section 7.3.1.**

10 Employees may apply for District consideration for additional assignments outside their
11 general job classification provided there is no scheduling conflict with their regular assignment.

12
13 **Section 7.4.**

14 Employees required to work through their regular lunch period will be given time to eat within their
15 work shift as agreed upon by the employee and the employee's supervisor. In the event an employee is
16 required to forego the lunch period and works the entire shift, including the lunch period, the employee
17 shall be compensated for the foregone lunch period at overtime rates.

18
19 **Section 7.5.**

20 Employees requested to work a shift regularly filled by a higher classification employee and thereby
21 expected to perform the higher classification employee's normal assigned duties, shall receive
22 compensation equal to that normally received by the employee in the higher classification, subject to
23 the provisions of Article XVII, Section 17.5 herein.

24
25 **Section 7.6.**

26 Recognizing that personnel in the Transportation classification present special shift problems, the
27 parties agree that shifts shall be established in that classification in relation to routes and driving times
28 requisite to fulfilling tasks assigned by the Supervisor of Transportation; provided, however, that all
29 bus drivers shall receive pay for one-half (1/2) hour per day for the purpose of bus cleanup and bus
30 warmup in addition to actual hours of driving time. If there are thirty (30) minutes or less between
31 assignments, the base hourly rate shall continue uninterrupted. Drivers will receive one (1) hour's pay
32 for each Drivers' Staff Meeting. Drivers shall receive a minimum of two (2) hour's pay for each duty
33 call. A duty call is defined as any work other than the normal work shift and workday, noncontiguous
34 with the normal work shift or workday. No regular shift, in the transportation classification, shall be
35 for less than one (1) hour.

36
37 **Section 7.6.1.**

38 The parties agree to the following definitions:

39
40 **Regular Driver.**

41 A person assigned to a regular trip or a person employed as a bus driver, assigned to any
42 combination of regular and extra trips, for a minimum of twenty (20) hours per month based on
43 an instructional school year average.

44
45 **Substitute Driver.**

46 A person not employed on a continuous daily basis, nor guaranteed a minimum number of
47 hours per month, rather, employed on an "on-call" or "subject-to-call" basis. Such persons are
48 excluded from the bargaining unit.

1 **Trips.**

2 All trips shall be defined as follows:

3
4 **Regular Trips.**

5 Those trips transporting students between home and school on a regularly scheduled
6 daily bus route. All routes shall be annually rebid by seniority by October 15th. Routes
7 will be filled temporarily to begin the school year, pending the annual bidding by
8 October 15th of each year. Additional time in excess of thirty (30) minutes per day,
9 after October 15th, shall be awarded on the basis of seniority to the senior most eligible
10 driver. At the request of either the District or the Association, the parties agree to meet
11 to discuss implementation of this Section.

12
13 **Extra Trips.**

14 All trips other than regular trips. It is mutually understood by the parties that extra trips
15 are defined as extra work that is provided to members of the transportation department,
16 and that in the interest of district students an employee's primary job assignment takes
17 priority over assignment to extra trips. There shall be three (3) separate trip rotations;
18 extra trips, extra-weekend trips, and extra overnight trips. Each of the various extra trips
19 shall be assigned on a simple rotation basis beginning each year with the most senior
20 driver.

21
22 **Extra Trips of One Day's Duration.**

23 Those extra trips concluded prior to midnight of the day upon which the trip
24 commenced.

25
26 **Extra Trips - Overnight.**

27 Those extra trips encompassing two or more days at remote sites. Extra trips that exceed
28 one day's duration shall be compensated for all hours worked of driving and/or duty
29 time, or eight (8) hours pay, whichever is greater, at their regular hourly rate for each
30 twenty-four (24) hour period commencing with the beginning of the assignment.
31 Drivers shall be subject to the provisions of overtime hereinafter provided.

32
33 **Section 7.6.2.**

34 The parties agree that trips shall be assigned based on the following provisions:

35
36 **Regular Trips.**

37 Assignment shall be based on the provisions of the Seniority Article herein.

38
39 **Extra Trips.**

40 The district will maintain four separate rotation lists, one for extra trips, one for
41 overnight trips, one for weekend trips and one for late trips.

42
43 The following rules will apply:

- 44
45 A. The Transportation Supervisor shall establish a roster of all regularly employed
46 drivers requesting extra trips in descending seniority order. The roster shall be
47 posted in a conspicuous place for easy review by all drivers. Substitute bus

1 drivers, included within the bargaining unit, shall not be included on the
2 aforementioned roster.

- 3
- 4 B. Extra trip bidding shall take place on Wednesday mornings, in the transportation
5 office, for the following workweek. The workweek shall be defined as AM
6 Monday through Sunday PM. All known trips for the following week will be
7 posted for review by noon (12:00 p.m.) on Wednesday of the bid week.
- 8
- 9 C. All regular drivers who are present or who have left a valid proxy with the
10 Transportation Supervisor's designee during the weekly bidding period are
11 eligible to bid extra trips. A straight rotation roster for extra trips shall be
12 maintained. When a trip cannot be taken, the driver's name shall rotate to the
13 bottom of the rotation roster.
- 14
- 15 D. Copies of scheduled extra work will be distributed to the driver's box in the
16 Transportation Supervisor's office. Originals will be posted in the
17 Transportation Supervisor's office.
- 18
- 19 E. Management will make every effort to maintain a one-week posting of
20 scheduled extra work.
- 21
- 22 F. Extra trips that are of a sudden or unforeseen nature, and are therefore not
23 conducive to scheduling consistent with B and C above, shall be offered to the
24 driver next eligible in rotational order (the driver(s) following the last driver
25 assigned pursuant to B and C above), EXCEPT that, if there is less than one (1)
26 days' notice the driver(s) may decline such extra trip while retaining their
27 rotational order for that week.
- 28
- 29 G. If an extra trip should be canceled without notice to the driver, his/her name
30 shall be returned to the top of the rotation roster. After the driver bids on a trip
31 the name will be returned to its place in the seniority roster as established in A
32 above.
- 33
- 34 H. Extra trips that are canceled through no fault of the driver and for which the
35 driver has either reported for work or is preparing the bus, shall be compensated
36 for one (1) hour at the driver's regular hourly rate. If the driver loses all or a
37 portion of his/her daily assigned time, the driver will be compensated for the
38 time lost.
- 39
- 40 I. The supervisor of transportation, in the event there is a trip that is not bid by a
41 regular driver or if there is a shuttle of less than 15 minutes, shall have the
42 discretion to select any available regular employed driver, or failing to secure a
43 regular employed driver, by seniority, may select a substitute driver.
- 44
- 45 J. Trip records maintained by the Supervisor of Transportation that are not of a
46 confidential nature shall be made available to the Association upon a reasonable
47 request.
- 48

1 **Extra Trips.**

2 The Supervisor of Transportation will make every reasonable effort to equally
3 apportion extra trips among drivers requesting assignment to extra trips. Regular
4 drivers shall have preference in the assignment of extra trips, except that: the
5 Supervisor of Transportation may selectively assign extra trips to particular regular
6 drivers, thereby avoiding overtime payment as specified in Section 7.8.1 herein. In the
7 event no regular driver is available, the Supervisor of Transportation may assign any
8 other qualified driver, subject to the provisions of Section 7.6.3 herein. Regular drivers
9 that have previously declined an extra trip shall be considered for the next extra trip
10 only after all other regular drivers have been offered the assignment, consistent with
11 the concept of equal apportionment of extra trips. Trip records maintained by the
12 Supervisor of Transportation that are not of a confidential nature shall be made
13 available to regular drivers upon a reasonable request.

14
15 **Section 7.6.3.**

16 Only employees hired as bus drivers shall be utilized to drive District busses and vans with the
17 exception of administrators, and counselors who are transporting six (6) or fewer students for
18 counseling/testing purposes.

19
20 **Section 7.6.4.**

21 Overnight trips, as defined herein, shall be subject to the following special compensation
22 provisions:

- 23
- 24 A. Drivers shall be compensated for reasonable employee costs. The employee shall
25 furnish appropriate receipts for consumed meals and lodgings.
 - 26
 - 27 B. Remote site salary compensation and vehicle security: Prior to departure on an
28 overnight trip the District shall issue explicit instructions pertaining to parking and
29 securing the vehicle. The driver, upon arrival at the specified secure area, shall be off
30 duty and as such, shall not be compensated.
 - 31
 - 32 C. Local transportation at remote sites: Prior to departure the District shall issue explicit
33 instructions pertaining to transportation requirements at the remote site. All driving time
34 at the remote site shall be compensated at the employee's regular hourly rate, subject to
35 the provisions of Section 7.8.1 as modified by this section, item 5.
 - 36
 - 37 D. Changes in instructions to drivers: Changes from previously issued instructions
38 necessitated by conditions at the remote site shall be coordinated with the District as
39 specified in those initial instructions.
 - 40
 - 41 E. Overnight trip compensation: Compensation shall be at the employee's regular hourly
42 rate for all driving time and/or security of the vehicle while at the remote site and
43 driving time enroute and return. The provision for overtime payment at the rate of one
44 and one-half (1-1/2) for those hours in excess of eight (8) hours per day shall be
45 foregone on an overnight trip. The provisions for overtime for those hours in excess of
46 forty (40) hours per week shall be in accordance with Section 7.8.1.
 - 47
 - 48

1 **Section 7.6.5. Drug Testing.**

2 The parties mutually agree to the following conditions for the mandatory drug testing of bus
3 drivers.

- 4
- 5 A. There shall be no retaliation against drivers that come forward voluntarily requesting
6 treatment.
 - 7
 - 8 B. Drivers cannot be required to undergo testing between the last student day of a school
9 year and the first student day of the following school year.
 - 10
 - 11 C. All costs involved in any testing and evaluation procedures (including voluntary split-
12 sample testing) shall be borne by the District.
 - 13
 - 14 D. Employees required to undergo testing will be given the opportunity by the District to
15 review testing policies and procedures prior to the time of testing. This review will
16 include an explanation of the employee’s confidentiality rights.
 - 17
 - 18 E. Testing results, including the fact that an employee is tested, shall remain confidential.
19 Any written materials or information associated with such testing shall be retained in a
20 secure confidential file, separate from the employee’s personnel file, to which only the
21 Superintendent and the employee shall have access. The District will implement
22 policies to discipline employees who breach confidentiality related to drug testing.
 - 23
 - 24 F. A positive result of a drug or alcohol test shall not be considered a just cause for
25 automatic termination. During any period an employee is off work due to testing or
26 evaluation requirements or results, and prior to a final determination of his/her
27 employment status, the employee shall be placed on a paid leave of absence.
 - 28
 - 29 G. Discipline imposed as a result of confirmed positive testing shall be appropriate to the
30 severity of the confirmed offense.
 - 31
 - 32 H. Procedures for reinstatement to driving duties shall be applied uniformly and
33 consistently to all affected employees.
- 34

35 **Section 7.6.6.**

36 Employees hired as a “regular driver”, assigned to any combination of regular and extra trips
37 for a minimum of twenty (20) hours per month, pursuant to Article VII, Section 7.6.1, shall be
38 considered as having “began employment” for the purpose of establishing a “hire date”
39 consistent with Section 10.1 herein, as of the date of the first regular and/or extra trip assigned.
40

41 **Section 7.7.**

42 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the
43 District will make every effort to notify each employee to refrain from coming to work. Employees
44 reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a
45 closure; provided, however, no employee shall be entitled to any such compensation in the event he
46 has actually been notified by the District of the closure prior to leaving home for work.
47
48

1 **Section 7.8. Overtime.**

2 In the assignment of overtime, the District agrees to provide the employee with as much advance
3 notice as practicable in the circumstances. Employees designated to work overtime on days outside
4 their regular workweek will be advised of the possibility no later than twenty-four (24) hours prior to
5 the end of the last shift before the overtime commences. The provisions of this section shall not apply
6 in the event of a bona fide emergency or unforeseen condition over which the District has little or no
7 control.

8
9 **Section 7.8.1.**

10 All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be
11 compensated at the rate of one and one-half (1-1/2) times the employee's base pay, except as
12 provided herein for work performed on the two consecutive days of rest. The overtime rate
13 shall be computed on the hourly rate of the job where the overtime is performed.

14
15 **Section 7.8.2.**

16 Employees shall be compensated for work performed on days of rest, as specified in Section
17 7.1 herein, as follows:

- 18
19 A. All hours worked on the sixth (6th) consecutive day shall be compensated at the rate of
20 one and one-half (1-1/2) times the employee's base pay.
21
22 B. All hours worked on the seventh (7th) consecutive day shall be compensated at the rate
23 of twice the employee's base pay.
24
25 C. Qualification for the overtime provisions relative to the sixth (6th) and seventh (7th)
26 day, specified herein, shall be contingent on the employee working, or being on
27 authorized leave, for all the previous days of the employee's normal workweek.
28
29 D. Employees called back on a regular workday or called on the sixth (6th) or seventh
30 (7th) consecutive workday, shall receive no less than one (1) hour's pay at the
31 appropriate rate. If an employee is called back to deal with a security alarm, such
32 employee shall be entitled to two (2) times their regular hourly rate of pay for all time
33 spent on the call.
34

35 **Section 7.9.**

36 The parties recognize the need, upon occasion, to radically alter the conventional eight (8) hour
37 workday. Upon mutual agreement, designated individuals may be assigned an alternative workweek
38 which shall consist of four (4) consecutive days of ten (10) hours a day, including a thirty (30) minute
39 uninterrupted lunch period as near the middle of the shift as is practicable, and also including a twenty
40 (20) minute first half and a twenty (20) minute second half rest period, both of which rest periods shall
41 occur as near the middle of each half shift as is practicable.
42

43 **Section 7.9.1.**

44 Employees assigned an alternative workweek shall be compensated at one and one-half (1-1/2)
45 times the employee's base pay, based upon completing forty (40) hours of work.
46
47
48

1 **Section 7.9.2.**

2 All hours worked on the fifth (5th) consecutive day by employees assigned an alternative
3 workweek shall be compensated at the rate of one and one-half (1-1/2) times the employee’s
4 base pay. All hours worked on the fifth (5th) consecutive day in excess of eight (8) hours and in
5 excess of forty (40) hours shall be compensated at a rate twice the employee’s base pay.
6

7 **Section 7.9.3.**

8 All hours worked on the sixth (6th) and seventh (7th) consecutive days by employees assigned
9 an alternative workweek shall be compensated at the rate of twice the employee’s base pay.
10

11 **Section 7.10. Notification of Summer Work.**

12 The district shall notify any school year only custodial staff by May 15th of each year the availability of
13 summer work. It is understood that each school year only custodian shall receive at least fifteen (15)
14 days of extra work each summer.
15
16

17 **ARTICLE VIII**

18 **HOLIDAYS AND VACATIONS**

19 **Section 8.1. Holidays.**

20 All employees shall receive the following paid holidays that fall within their work year:
21

- | | |
|----------------------------------|---|
| 22 1. Labor Day | 23 8. New Year’s Day |
| 24 2. Veteran’s Day | 25 9. *Day before or after New Year’s Day |
| 26 3. Thanksgiving Day | 27 10. Martin Luther King Jr Day |
| 28 4. Day after Thanksgiving Day | 29 11. President’s Day |
| 30 5. Christmas Eve | 31 12. Memorial Day |
| 32 6. Christmas Day | 33 13. Independence Day |
| 34 7. Winter Float | 35 14. Day before or after Independence Day |

36 *Applicable to 12-month employees only.

37 **Section 8.1.1. Unworked Holidays.**

38 Eligible employees shall receive pay equal to their normal work shift at their base rate in effect
39 at the time the holiday occurs. Employees who are on the active payroll on the holiday and
40 have worked either their last scheduled shift preceding the holiday or their first scheduled shift
41 succeeding the holiday, and are not on leave of absence, shall be eligible for pay for such
42 unworked holiday. An exception to this requirement will occur if employees can furnish proof
43 satisfactory to the District that because of illness they were unable to work on either of such
44 shifts, and the absence previous to such holiday, by reason of such illness, has not been longer
45 than thirty (30) regular workdays.

46 **Section 8.1.2. Worked Holidays.**

47 Employees who are required to work on the above described holidays shall receive twice their
48 base rate for all hours worked on such holidays.

1 **Section 8.1.3. Holidays During Vacation.**

2 Should a holiday occur while an employee is on vacation, the employee shall be allowed to
3 take one extra day of vacation with pay in lieu of the holiday as such.
4

5 **Section 8.1.4. Holidays Occurring on Saturday or Sunday.**

6 Holidays falling on Saturday shall be observed on the previous Friday, holidays falling on
7 Sunday shall be observed on the following Monday. Employees shall be given the option of
8 foregoing the holiday pay for any entitled holiday falling on either Saturday or Sunday and
9 requesting, in advance, a mutually acceptable non-school day as a substitute paid holiday.
10

11 **Section 8.2. Vacations.**

12 Employees covered by this Agreement shall be entitled to paid vacation at their regular number of
13 workday hours on the following basis:
14

15 **School Year Positions.**

16 Year 1 – 10 days	Year 6 – 13 days	Year 11+ - 18 days
17 Year 2 – 10 days	Year 7 – 14 days	
18 Year 3 – 10 days	Year 8 – 15 days	
19 Year 4 – 11 days	Year 9 – 16 days	
20 Year 5 – 12 days	Year 10 – 17 days	

21
22 **Year Round Positions:**

23 Year 1 – 10 days	Year 6 – 13 days	Year 11+ - 20 days
24 Year 2 – 10 days	Year 7 – 14 days	
25 Year 3 – 10 days	Year 8 – 15 days	
26 Year 4 – 11 days	Year 9 – 17 days	
27 Year 5 – 12 days	Year 10 – 19 days	

28
29 Current employees as of the date of the agreement with eight (8) or more years will be
30 allocated 17 days in year one, 19 days in year two, 20 days in year three.
31

32 **Section 8.2.1.**

33 Except as provided in the following section, any vacation credit currently due but unused by the
34 new accrual date each year may be carried over for one (1) year following the accrual date with
35 the approval of the immediate supervisor and administration. No vacation may be carried over
36 for more than one (1) year beyond the date on which it became due; provided, however, no
37 employee shall be denied accrued vacation benefits due to District employment needs.
38

39 **Section 8.2.2.**

40 Any employee who is discharged or who terminates employment shall receive payment for
41 unused accrued vacation credit with their final paycheck, unless discharged for acts of
42 misconduct in which case the employee forfeits accrued vacation credit.
43

44 **Section 8.2.3.**

45 It is also mutually agreed that vacations should be scheduled at the request of the employee,
46 under normal circumstances, unless such vacation time would disrupt the normal activities of
47 the District.
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ARTICLE IX

LEAVES

Section 9.1. Sick Leave.

Section 9.1.1.

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than ten (10) days of illness, injury or emergency leave per school year. An employee who works eleven (11) working days in any calendar month will be given credit for the full calendar month. Leave shall be vested when earned and may be accumulated to the legal limit. The District shall project the number of annual days of leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of leave at the beginning of the school year. Leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. Emergency leave granted shall be based on compelling personal or family medical reasons that occur and are of such a nature that pre-planning is not possible. Upon request, the employee shall furnish verification of the illness or reasons for the leave to the District. Such verification need not be a doctor's letter.

Section 9.1.1.1. Sick Leave Attendance Incentive Program.

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation.

Section 9.1.1.2.

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 for each four (4) full days accrued leave for illness or injury.

Section 9.1.2. Personal Leave.

Up to four (4) days per year shall be granted for Personal Leave. Personal leave will not be deducted from sick leave. Employees will not be required to state any reason for the leave other than the term "personal." It is understood that only actual sick leave is transferred to other districts. Personal days not used during the school year will be cashed out in the July paycheck. Full-time employees must indicate by May 1st of each year the choice to use or cash out their personal day(s). Up to two (2) days may be cashed out annually.

1 Personal days may not be used on a day immediately preceding or following a school holiday
2 or break. No more than three (3) employees (no more than two (2) employees from one
3 classification) shall be allowed leave on any one day. Employees will arrange scheduling of
4 Personal Leave days with the Superintendent at least twenty-four (24) hours in advance of the
5 leave.
6

7 **Section 9.2. Leave for Family Illness and Bereavement.**

8 Each employee shall be entitled to a maximum of five (5) days leave with pay for absence caused by
9 death or serious illness to an employee's child, spouse, parent, stepparent, grandparent, sibling,
10 grandchild or parent-in-law. In addition, one (1) day of leave shall be granted, per occurrence, for the
11 death of a close personal friend. If such leave is used for serious illness, verification will be required.
12 In extenuating circumstances, two (2) additional days of leave may be granted at the discretion of the
13 Superintendent. Such bereavement leave shall not be deducted from sick leave. Leave under this
14 section is noncumulative. If additional days are necessary for the employee to care for a child of the
15 employee under the age of eighteen with a health condition that requires treatment or supervision, the
16 days shall be deducted from the employee's sick leave. Verification of the child's health condition may
17 be required by the Superintendent.
18

19 **Section 9.2.1. Leave Sharing.**

20
21 A. A district employee is eligible to receive donated leave if:

- 22
23 1. The staff member suffers from, or has a relative or household member suffering
24 from, an extraordinary or severe illness, injury, impairment or physical or
25 mental condition which has caused, or is likely to cause, the staff member to:
26
27 a. Go on leave without pay status; or
28 b. Terminate his/her employment;
29
30 2. The staff member's absence and the use of shared leave are justified;
31
32 3. The staff member has depleted, or will shortly deplete, his/her annual leave
33 reserves;
34
35 4. The staff member has abided by District rules regarding sick leave use; and
36
37 5. The staff member has diligently pursued and been found to be ineligible to
38 receive industrial insurance benefits.
39

40 The Superintendent shall determine the amount of leave, if any, which a staff member
41 may receive under this policy. However, a staff member shall not receive more leave
42 than the number of contracted days remaining in the current school year. In the event
43 that the condition requiring the employee's absence continues beyond the current school
44 year, the employee shall not receive a total of more than 261 days of leave.
45

46 District employees may donate leave as follows:

47 A staff member who has an accrued annual leave balance of more than ten (10) days may
48 request that the superintendent transfer a specific number of days to another staff member

1 authorized to receive shared leave. A staff member may not request leave to be transferred that
2 would result in an accrued annual leave balance of fewer than ten (10) days.
3

4 A staff member who does not accrue annual leave, but who has an accrued sick leave balance
5 of more than sixty (60) days may request that the superintendent transfer a specific number
6 amount of sick leave to another staff member authorized to receive such leave. A staff member
7 may request to transfer no more than six (6) days of sick leave during any twelve (12) period
8 and may not request a transfer that would result in an accrued sick leave balance of fewer than
9 sixty (60) days. Transfers of sick leave are limited to transfers from staff members who do not
10 accrue annual leave. Sick leave as defined by RCW means leaves for illness, injury and
11 emergencies.
12

13 The number of leave days transferred shall not exceed the amount authorized by the donating
14 staff member.
15

16 The value of leave transferred is based upon the current salary rate of the person receiving the
17 leave. The receiving staff member will continue to be paid his or her regular rate while on
18 shared leave. For example, if a staff member earning \$15.00 an hour donated one (1) day of
19 leave to someone earning \$7.50 an hour, the recipient would get two (2) days of leave.
20 However, if the \$7.50 an hour employee donates one (1) to the \$15.00 an hour employee, the
21 higher paid employee would receive one-half (1/2) day of leave.
22

23 The value of leave transferred under this policy which remains unused shall be returned at its
24 original value to the staff member who donated the leave. To the extent administratively
25 feasible, the value of unused leave which was transferred by more than one staff member shall
26 be returned on a pro-rata value basis. For example, if three people earning equal wages each
27 donate one (1) day to someone earning the same salary and only one of three days is used, two-
28 thirds (2/3) of a day of leave would be returned to each donating staff member.
29

30 **Section 9.2.2. Family Leave.**

31 In addition to any other leaves provided for elsewhere in this Agreement, upon the birth of a
32 child, the placement of a child with an employee for adoption or foster care, or for a serious
33 health condition of an employee or an employee's spouse, child or parent, each employee who
34 has been employed at least twelve (12) months and worked at least 720 hours during the
35 previous twelve (12) months is entitled to a maximum of twelve (12) weeks unpaid leave;
36 provided, however, that employees may substitute accrued vacation or other personal leave for
37 leaves related to birth/adoption/foster care of a child, and may use accrued sick leave to care for
38 themselves or sick family members as defined above. The employee must provide the employer
39 with at least thirty (30) days written notice for foreseeable leave for birth, adoption, and
40 planned medical treatment. During the leave, the employer will continue to pay the same
41 portion of insurance premiums as when the employee was working and will maintain the
42 employee's coverage under any group health plan. Upon return from such leave, the employer
43 will place the employee in his or her previous position, or one with equivalent pay and benefits.
44

45 **Section 9.3. Maternity Leave.**

46 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such
47 time as the employee, and her medical advisor, deem necessary. Employees granted maternity leave
48 must return to work not later than one (1) year following the granting of the maternity leave.

1 Employees granted maternity leave may, at their option, be allowed compensation for maternity leave
2 in accordance with Section 9.1.1 above, provided that such compensation shall be granted only for that
3 period of time in which a physician certifies that the employee is physically unable to perform regular
4 duties. Before returning to work, the employee must be certified by her physician as ready and able to
5 return.

6
7 **Section 9.3.1. Paternity Leave.**

8 A male employee, upon request may be granted up to three (3) days leave, on or about the date
9 of the birth of his child. Such leave shall be deducted from that accumulated pursuant to
10 Section 9.1.1 (Sick Leave) above.

11
12 **Section 9.4. Judicial/Witness Leave.**

13 In the event a staff member is summoned to serve as a juror, and is subpoenaed to appear as a witness
14 in court or is named as a co-defendant with the District, such staff member shall receive a normal day's
15 pay for each day of required presence in court. Any compensation received by a staff member for jury
16 duty performed on a contract day is to be reimbursed to the district. Any expense reimbursement for
17 travel allowance or cost incurred for parking are not reimbursable to the District. Upon a jury
18 summons or subpoena, the staff member shall immediately notify their immediate supervisor. The staff
19 member shall be required to furnish a signed statement from a responsible officer of the court as proof
20 of jury service or as a witness. If a staff member is a party to a case, the staff member may request a
21 leave of absence, without pay.

22
23 **Section 9.5. Leave of Absence.**

24
25 **Section 9.5.1.**

26 Upon recommendation of the immediate supervisor through administrative channels to the
27 Superintendent, and upon approval of the Board of Directors, an employee may be granted a
28 leave of absence for a period not to exceed one (1) year; provided, however, if such leave is
29 granted due to extended illness, or for educational purposes, one (1) additional year may be
30 granted.

31
32 **Section 9.5.2.**

33 The returning employee will be assigned to the position occupied before the leave of absence,
34 subject to any modifications made to the position during the absence and provided the position
35 still exists. In the event the classification previously held by the employee has been eliminated
36 by the District, the employee shall have only the preferential right to be hired for the next
37 position for which the employee is qualified. Employees hired to fill positions of employees on
38 leave of absence shall be hired under the condition they are replacement employees and that
39 their occupancy of the position is subject to the return of the employee on leave of absence and
40 all other provisions of the Agreement.

41
42 **Section 9.5.3.**

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

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ARTICLE X

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 10.1.

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

Section 10.1.1.

The District, with employee assistance, will publish a seniority list each year. Such seniority list shall be attached to this Agreement as an appendix.

Section 10.2.

Each new hire shall remain in a probationary status for a period of not more than sixty (60) working days following the hire date. During this probationary period the District may discharge such employee at its pleasure.

Section 10.3.

Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this Agreement retroactive to the hire date.

Section 10.4.

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

- A. Resignation;
- B. Discharge for justifiable cause;
- C. Retirement; or
- D. Change in job classification within the bargaining unit, as hereinafter provided.

In the event that two (2) or more employees have the same hire date, seniority shall be decided by drawing cards. The employee drawing the highest card shall have greater seniority, such determination shall be final in all future determinations of seniority.

Section 10.5.

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

- A. Time lost by reason of industrial accident, industrial illness or judicial leave;
- B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States;
- C. Time spent on other authorized leaves; or
- D. Time spent in layoff status as hereinafter provided in Sections 10.10 through 10.13.

Section 10.6.

Seniority rights shall be effective within the general job classification. As used in this Agreement, general job classifications are those set forth in Article I, Section 1.4.

1 **Section 10.7.**

2 The employee with the earliest hire date shall have absolute preferential rights regarding shift
3 selection, vacation periods and special services, and preferential rights regarding promotions,
4 assignment to new or open jobs and positions, reduction in hours, and layoffs when ability and
5 performance is substantially equal with junior employees. If the District determines that seniority
6 rights should not govern because a junior employee possesses ability and performance substantially
7 greater than a senior employee or senior employees, the District shall set forth in writing to the
8 employee or employees its reasons why the senior employee or employees have been bypassed.

9
10 **Section 10.7.1.**

11 Increases or decreases of two (2) hours or more to a job assignment during any school year
12 shall be considered a new position and shall be posted in accordance with the terms of this
13 Agreement.

14
15 **Section 10.7.2.**

16 Assignment of extra custodial work shall be done based first upon seniority within each
17 building. If no one within the building wishes to bid on the extra custodial work, the work will
18 be offered to other district custodians on a seniority basis.

19
20 **Section 10.8.**

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

24
25 **Section 10.9.**

26 The District shall publicize within the bargaining unit for five (5) working days the availability of new
27 and open positions as soon as possible after the District is apprised of the opening. A copy of each job
28 posting shall be forwarded to the President of the Association and shall be posted at each
29 building/worksites. During the five day period of the posting, the position will be available to in-house
30 applicants only. If no qualified in-house applicants are found after the five days of the posting, the
31 position will then be opened to the general public. Each posting shall be dated and include reference to
32 the fact the position is covered under the terms and conditions of this collective bargaining agreement.

33
34 **Section 10.10. Layoffs.**

35 When it is necessary to reduce the working force, the following procedures will be followed:

- 36
37 A. The District shall determine the reductions necessary in any and all job classifications.
38 B. Employees will be given two (2) weeks notice prior to layoff.
39 C. The District shall determine the level of reduction in the job classifications and reduce based
40 upon seniority to reach that level.
41 D. An employee whose position is being eliminated may bump a less senior employee in a
42 equivalent position within their classification as listed in Schedule A. Within five (5) working
43 days following notification of reduction, said employee must submit a written request to bump.
44

45 **Section 10.11. Building Restoration of Reduced Time.**

46 Time lost to employees (up to one (1) hour) solely due to budget constraints may be restored under the
47 following conditions with seniority as the first consideration in restoring hours:
48

- 1 1. A list shall be maintained by building, noting total time reductions by employee name and date
2 of reduction.
- 3 2. The District will make all reasonable efforts to restore time in a building to affected employees
4 in that building, in consultation with the Association before additional time is posted.
- 5 3. Whenever possible, time will be restored as first lost, first restored.

6
7 **Section 10.12.**

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

12
13 **Section 10.13.**

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

16
17 **Section 10.14.**

18 An employee shall forfeit rights to reemployment as provided in Section 10.10 if the employee does
19 not comply with the requirements of Section 10.11, or if the employee does not respond to the offer of
20 reemployment within ten (10) days.

21
22 **Section 10.15.**

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

26
27
28 **ARTICLE XI**

29
30 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

31
32
33 **Section 11.1.**

34 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue
35 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.
36 If the District has reason to reprimand an employee, it shall be done in a manner which will not
37 embarrass the employee before other employees or the public.

38
39 **Section 11.1.1.**

40 Except in felonious circumstances and where just cause exists, the District may exercise
41 progressive standards of discipline. Depending upon the severity of the offense, discipline may
42 begin at any step. Such discipline shall include, but not be limited to, the following steps:

- 43
- 44 A. Oral admonishment
- 45 B. Letter of admonishment
- 46 C. Official letter(s) of reprimand
- 47 D. Disciplinary status not to exceed forty (40) days
- 48 E. Suspension without pay up to ten (10) days

1 F. Termination

2
3 **Section 11.2. Notification to Non-Annual Employees.**

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

6
7 **Section 11.2.1.**

8 Should the District decide to discharge any non-annual employee, the employee shall be so
9 notified in writing prior to the expiration of the school year, except in extraordinary cases.

10
11 **Section 11.2.2.**

12 Nothing contained herein shall be construed to prevent the District from discharging an
13 employee for acts of misconduct occurring after the expiration of the school year.

14
15 **Section 11.2.3.**

16 Nothing contained in this section shall in any regard limit the operation of other sections of this
17 Article.

18
19 **Section 11.3.**

20 Except in extraordinary cases, and as otherwise provided in this Article, the District will give
21 employees two (2) weeks' notice of intention to discharge.

22
23
24 **ARTICLE XII**

25
26 **INSURANCE AND RETIREMENT**

27
28
29 **Section 12.1.**

30 Through December 31, 2019, the District agrees that the maximum allowable for insurance be passed
31 through to each employee represented in the bargaining group. The parties agree that all dollars
32 specified for insurance shall meet, but not exceed, the funding allocations within the allowances of
33 State law and the Washington Administrative Code (WAC). The District will pay 100% of the state
34 Health Care Authority carve out per FTE. It is the intent of P.S.E. and the District that the District's
35 Basic allocation not be subject to any penalties specified in State law or the WAC. Payment for
36 insurance shall be for twelve (12) months on a full-time-equivalency (FTE) basis for all employees
37 enrolled on mutually approved insurance programs. An FTE, for insurance purposes, shall be defined
38 as an employee who works 1,440 hours or more per year (September 1 to August 31). Holidays and
39 vacation shall be included within the FTE calculation.

40
41 Beginning January 1, 2020, and each year thereafter, the District agrees to provide the insurance plans,
42 follow employee eligibility rules, and provide funding for all bargaining unit members and their
43 dependents as required by State law, the State Operating Budget and the School Employees' Benefits'
44 Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible
45 employees.

1 **Section 12.1.1.**

2 Through December 31, 2019, the District shall pay the maximum premium amount specified in
3 Section 12.1. for mutually approved basic insurance coverage which may include: medical,
4 dental, vision, group term life, and group long-term disability insurance. Optional coverages
5 may include Cancer Insurance, Salary insurance, Accident Insurance, or Supplemental Group
6 Life Insurance.

7
8 **Section 12.1.1.1.**

9 Through December 31, 2019, the pool allocations will be established among the
10 members prior to distribution of September paychecks. Insurance coverage may be
11 changed during the school year, within the limits established by the insurance carrier,
12 but District insurance contributions to the pool will not change for that school year.

13
14 **Section 12.1.2.**

15 Through December 31, 2019, all bargaining unit insurance dollars shall be pooled for the
16 purpose of paying the cost of premiums of basic insurance coverage for each bargaining unit
17 member. Only after members of the bargaining unit have received benefit of basic insurance
18 coverage, shall pool dollars be used for optional coverage.

19
20 **Section 12.1.3**

21 Through December 31, 2019, the District and Association agree to the following provisions in
22 order to make a good faith effort to comply with 2012 Washington Laws (ESSB 5940).

- 23
- 24 1. The District shall ask an insurance broker to procure premium quotes for health benefit
25 plans that meet the responsible contracting standards of ESSB 5940.
 - 26
27 2. To ensure employees selecting richer benefit plans pay the higher premium, and make
28 progress toward the 3:1 ratio goal of full-family to employee-only coverage premiums in
29 ESSB 5940, each employee included in the pooling arrangement within the CBA who
30 elects medical benefit coverage shall pay a minimum out-of-pocket charge by monthly
31 payroll deduction. The minimum monthly charge shall be eight (8%) percent per month
32 toward the cost of medical premium for the 2014-15 school year and fifteen (15%)
33 percent per month for the 2015 -16 school year. Such minimum monthly charge shall be
34 paid regardless of the impact of pooling.

35
36 Eligible employees selecting the HDHP with a Health Savings Account (HSA), will be
37 allowed to contribute to their HSA account, any of their FTE allocation dollars that remain
38 after mandatory premiums are deducted. Such contributions can be made to the limit
39 allowed by law. If the remaining allocation dollars do not reach the annual contribution
40 allowed to the HSA, the employee may elect to contribute additional dollars via payroll
41 deduction.

- 42
- 43 3. The parties shall abide by state laws relating to school district employee benefits, and this
44 Agreement shall be construed consistent with such laws.
 - 45
46 4. The parties shall meet prior to May 1st annually, to discuss whether to renew or amend this
47 language for the following year.
- 48

1 **Section 12.1.4.**

2 The parties agree that the entitlements specified herein shall meet but not exceed the maximum
3 entitlements within the allowances of State law and the Washington Administrative Code
4 (WAC). It is the intent of the PSE that the District's Basic Education allocation not be subject
5 to any of the penalties specified in State law or the WAC.

6
7 **Section 12.1.5.**

8 Through December 31, 2019, in the event that individual employees do not utilize their
9 maximum entitlement; the District shall re-apportion any unused amount among employees
10 supplementing District paid premiums.

11
12 **Section 12.2.**

13 The District agrees to provide timely information about SEBB insurance plans to eligible employees
14 during the school year (as required or recommended by SEBB) and at each open enrollment period.

15
16 **Section 12.2.1.**

17 The District agrees to follow SEBB eligibility rules for employees who are anticipated to work
18 six hundred and thirty (630) hours or more per school year.

19
20 **Section 12.3.**

21 The District shall provide coverage, consistent with current State statutes, rules and regulations in the
22 following programs: State Industrial Insurance, State Unemployment Compensation and the State
23 Public Employees' Retirement System. Questions of interpretation regarding those programs shall be
24 resolved by the Grievance Procedure herein.

25
26 **Section 12.4.**

27 All employees subject to this Agreement shall be entitled to participate in a tax shelter annuity plan
28 mutually approved by the Association and the District. On receipt of a written authorization by an
29 employee, the District shall make the requisite withholding adjustments and deductions from the
30 employee's salary.

31
32 **Section 12.5. Confrontational Situations.**

33
34 **Self-Protection.** Employees, while acting within the scope of their duties as an employee of the La
35 Conner School District, may use reasonable measures with a student, patron or other person as is
36 necessary to protect him/herself from physical attack or injury.

37
38 The District shall provide applicable training for all employees to comply with this Section.
39
40
41

42 **ARTICLE XIII**

43 **VOCATIONAL TRAINING**

44
45
46 **Section 13.1.**

47 In the mutual interests of the District and Association, the District shall cause funds to be available
48 which may be used by employees subject to this Agreement for vocational improvement. The District

1 shall fund this program at a rate not to exceed three thousand dollars (\$3,000.00) per year. The
2 employee requesting funds for vocational improvement shall submit a written plan to a committee
3 composed of one administrator, one board member and two P.S.E. members which explains the
4 proposed curriculum and cost. The committee will make a written decision regarding the amount to be
5 awarded and program feasibility within ten (10) calendar days of proposed submission. This committee
6 shall also be responsible for operation of an apprenticeship program in the District.

7
8 **Section 13.2.**

9 Upon approval of the District such funds may be utilized for the following purposes.

10
11 **Section 13.2.1.**

12 Salary and reimbursement for employees subject to this Agreement to attend recognized
13 vocational courses within a radius of one hundred miles.

14
15 **Section 13.2.2.**

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

18
19 **Section 13.2.3.**

20 Purchase of recognized vocational courses from local, State, or National Educational Institutes
21 which would improve the potential of employees subject to this Agreement.

22
23 **Section 13.2.4. Apprenticeship Program.**

24 Upon successful completion of an approved apprenticeship program, the employee will receive
25 a salary increase of twenty-five cents (.25) per hour above the regular placement, provided
26 there is not a salary increase provided for on the current salary schedule.

27
28 Example I: Step II custodian completes the apprenticeship program. Since there is not
29 a salary progression currently available, the employee would be granted
30 twenty-five cents (.25) per hour above the Custodian II rate.

31
32 Example II: A teaching assistant at Step II completes the apprenticeship program. This
33 person would move to Assistant C, Step II.

34
35 Course work for movement on the salary scale must be completed by September 1 of the given
36 school year.

37
38 **Section 13.3. Professional Day.**

39 Each individual subject to this Agreement shall receive one (1) Professional Day annually for the
40 purpose of attending workshops or other vocational improvement training opportunities. If the training
41 takes place during normal working hours, the employee shall suffer no loss in pay for attendance at
42 said training. If the training occurs after normal working hours or on weekends, the employee shall
43 receive compensation equal to the individual's regular daily salary, or the District may compensate the
44 employee for the actual number of hours (up to eight (8) hours) of attendance at the workshop or any
45 other type of approved training. Requests for utilization of the Professional Day shall be submitted to
46 the Vocational Improvement Committee for their approval as provided in Article XIII, Section 13.1.
47 The Professional Day shall be noncumulative.

1 **Section 13.4. ESEA Title 1.**

2 For employees within the general job classification of Para-Educator, who decide to take the
3 Educational Testing Service test, the District will pay for the first test taken by the individual. If the
4 employee travels to and from the testing site, the employee will be reimbursed for mileage at the state
5 mileage reimbursement rate.
6
7
8

9 **ARTICLE XIV**

10 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

11 **Section 14.1. Membership.**

12
13 The District and PSE/SEIU 1948 understand that at the center of our labor management relationship is
14 the shared interest in providing the best services to the public. Therefore, it is the expectation of both
15 PSE/SWIU 1948 and the District that the District representatives shall remain neutral on the issue of
16 union membership and respect all employees' decisions to join and maintain membership in their
17 exclusive professional advocacy organization PSE/SEIU 1948 pursuant to RCW 41.56.140. All
18 bargaining unit employees shall have the option of joining and maintaining membership in PSE/SEIU
19 1948 upon employment with the District.
20
21

22 **Section 14.2. Membership Rescission.**

23 Union members requesting to rescind membership and membership rights in their exclusive
24 professional advocacy organization shall make such request in writing to PSE/SEIU 1948, following
25 the constitution and bylaws, and any and all relevant conditions, policies and procedures. Providing
26 such conditions have been met, PSE/SEIU 1948 shall inform the District of the employee's non-
27 member status consistent with the notification section 14.1.
28

29 **Section 14.3. New Hire Notification.**

30 The District shall notify PSE/SEIU 1948 and the agreed bargaining unit representative of all new hires
31 within ten (10) days of hire date, or soon as practicable, including name, home mailing address, job
32 title, work email, work location and hire date.
33

34 **Section 14.4. COPE – Political Action Committee.**

35 The District shall, upon receipt of a written authorization form that conforms to legal requirements,
36 deduct from the pay of such bargaining unit employee the amount of contribution the employee
37 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a
38 check separate from the Union dues transmittal check. PSE shall be responsible for drafting a
39 mutually acceptable written authorization form and collecting and furnishing the same to District for
40 any interested employee. Section 14.5 of the Collective Bargaining Agreement shall apply to these
41 deductions. The employee may revoke the request at any time. At least annually, the employee shall
42 be notified by the PSE State Office about the right to revoke the request. The District shall not be
43 obligated to make deductions of any kind under this Section 14 when the deduction would cause the
44 employee's pay to drop below the current federal or state minimum hourly wage requirement. Once
45 any funds are remitted to PSE, their disposition thereafter shall be the sole and exclusive obligation
46 and responsibility of PSE.
47
48

1 **Section 14.5. Dues and Checkoff.**

2 PSE/SEIU 1948 shall provide the District with a full and complete list of bargaining unit employees
3 who are current members of PSE/SEIU 1948, and shall provide updates, additions, and/or other
4 changes in membership status to the District upon request. The District agrees to accept dues
5 authorizations via voice authorization or by E-signature in accordance with "E-SIGN". PSE/SEIU
6 1948 will provide a list of those members who have agreed to union membership via voice
7 authorization. In addition, upon request, access to the District to the .wav files associated with the
8 voice authorization. PSE/SEIU 1948 will be the custodian of the records related to voice/E-signature
9 authorizations. PSE agrees that, as the custodian of the records, it has the responsibility to ensure the
10 accuracy and safe-keeping of those records. The District shall deduct PSE dues from the pay of any
11 employee who has authorized such deductions pursuant to RCW 41.56.110. The District shall transmit
12 all such funds deducted to the Treasurer of Public School Employees of Washington on a monthly
13 basis.

14
15 **Section 14.5.1.**

16 Pursuant to HB 1575, PSE is the exclusive custodian of membership records. If there are any
17 errors in dues collection because of information provided or not provided by PSE, PSE is
18 entirely liable.

19
20 **Section 14.6.**

21 The Association agrees to defend, indemnify and hold the District harmless against any and all claims,
22 suits, orders or judgments brought or issued against the District pursuant to proper implementation of
23 this article, entitled Association Membership.

24
25 **Section 14.7. Dues for Extracurricular Activities.**

26 Association dues shall be paid based upon all hours worked; provided, however, that no dues shall be
27 deducted for extracurricular assignments, unless such assignments are specifically covered under this
28 Agreement.

29
30
31 **ARTICLE XV**

32
33 **GRIEVANCE PROCEDURE**

34
35
36 **Section 15.1.**

37 Grievances or complaints arising between the District and its employees within the bargaining units
38 defined in Article I herein, with respect to matters dealing with the interpretation or application of the
39 terms and conditions of this Agreement, shall be resolved in strict compliance with this Article.

40
41 **Section 15.2. Grievance Steps.**

42
43 **Section 15.2.1.**

44 The employee shall first discuss the grievance with the immediate supervisor. All grievances
45 not brought to the immediate supervisor in accordance with the preceding sentence within
46 thirty (30) days of the occurrence of the grievance shall be invalid and subject to no further
47 processing. At any point during the grievance procedure, the aggrieved may file a written
48 notice to the Superintendent terminating the grievance.

1 **Section 15.2.2.**

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

- 5
- 6 A. The facts on which the grievance is based;
 - 7 B. A reference to the provisions in this Agreement which have been allegedly violated; and
 - 8 C. The remedy sought.
- 9

10 The employee shall submit the written statement of grievance to the immediate supervisor for
11 reconsideration within ten (10) working days after the initial discussion and shall submit a copy
12 to the official in the Administration responsible for personnel. If the employee wishes, the
13 employee may be accompanied by an Association representative at this step and any
14 subsequent discussions or meetings. The parties will have ten (10) working days from
15 submission of the written statement of grievance to resolve it. A written statement indicating
16 the disposition of the grievance shall be furnished the aggrieved. If an agreeable disposition has
17 been made, the aggrieved party shall terminate the grievance in writing within ten (10) working
18 days.

19 **Section 15.2.3.**

20 If no settlement has been reached within the ten (10) days referred to in the preceding
21 subsection, and the Association believes the grievance to be valid, a written statement of
22 grievance shall be submitted within fifteen (15) working days to the District Superintendent or
23 the Superintendent's designee. After such submission, the parties will have fifteen (15) working
24 days to resolve the grievance. A written statement indicating the disposition of the grievance
25 shall be furnished the aggrieved. If an agreeable disposition has been made, the aggrieved party
26 shall terminate the grievance in writing within ten (10) working days.

27 **Section 15.2.4.**

28 If no settlement has been reached in the preceding subsection, and the Association believes the
29 grievance to be valid, a written statement of grievance shall be submitted within fifteen (15)
30 working days to the District Board of Directors. After such submission, the parties will have
31 thirty (30) working days to resolve the grievance. The Association reserves the right to appear
32 before the Board of Directors to explain the grievance. At any appearance before the Board of
33 Directors, the employee may be accompanied by an Association representative or designee. A
34 written statement indicating the disposition of the grievance shall be furnished the aggrieved.
35

36 **Section 15.2.5.**

37 If no settlement has been reached within the thirty (30) days referred to in the preceding
38 subsection, and the Association believes the grievance to be valid, the employee may demand
39 arbitration of the grievance. Any dispute, claim or grievance arising out of or relating to the
40 interpretation or application of this Agreement shall be submitted to arbitration under the
41 Expedited Labor Arbitration Rules of the American Arbitration Association. The parties further
42 agree to accept the arbitrator's award as final and binding upon them.
43
44
45
46
47
48

1 **Section 15.3.**

2 The grievance discussions shall take place on school time if mutually agreed by the parties. The
3 District agrees there shall be no reprisals against any individual employee covered by this Agreement
4 for taking action under this Article.
5
6
7

8 **ARTICLE XVI**

9
10 **TRANSFER OF PREVIOUS EXPERIENCE**

11
12 **Section 16.1.**

13 When an employee leaves a school district within the State and commences employment with this
14 District, the employee shall retain the same leave benefits and other benefits that the employee had in
15 the previous position. Seniority rights shall not be transferred in any manner whatsoever. Longevity
16 (years of employment in a position) is considered an “other benefit” and is fully transferable (for
17 example, placement on vacation schedule, salary schedule).
18

19 **Section 16.1.1.**

20 If this District has a different system for computing leave benefits and other benefits, then the
21 employee shall be granted the same leave benefits and other benefits as an employee in the
22 District who has similar occupational status (bus driver can transfer as bus driver, Aide cannot
23 transfer as bus driver) and total years of service.
24
25
26

27 **ARTICLE XVII**

28
29 **SALARIES AND EMPLOYEE COMPENSATION**

30
31 **Section 17.1.**

32 Employees shall be compensated in accordance with the provisions of this Agreement for all hours
33 worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours
34 worked, entitled holiday and vacation benefits, hours of sick leave, and rates paid, at least once each
35 year. The parties agree to develop a pay summary which will be used at the beginning of the school
36 year and when there is a change to an employee’s hours, wages, or salary.
37

38 **Section 17.1.1.**

39 Employees working less than a twelve (12) month year shall have their compensable
40 allowances paid in twelve (12) equal increments. Compensable items shall include: Forecasted
41 annual hours of employment, paid holidays and paid vacations. The District shall pay overtime
42 within two pay periods after the occurrence of the specific overtime.
43

44 **Section 17.2.**

45 Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in
46 Schedule A attached hereto and by this reference incorporated herein.
47
48

1 **Section 17.2.1.**

2 In the event the Washington State Legislature authorizes and specifically funds an increase for
3 classified employee salaries, the District agrees to negotiate Schedule A only with the
4 Association in accordance with the provisions established by the Legislature.

5
6 The intent of this clause shall be construed to ensure that the District and the Association agree
7 that the salary allocation granted will be in strict conformity with the legislative requirements,
8 thereby avoiding any penalty to the District, while providing maximum salary improvement to
9 members of this bargaining unit.

10
11 **Section 17.3.**

12 Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms
13 and conditions of Article XVIII, Section 18.3. Should the date of execution of this Agreement be
14 subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

15
16 **Section 17.4.**

17 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this
18 Agreement if possible, and in any case not later than the second regular payday. In the case of
19 retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive
20 pay shall be paid on the first regular payday following agreement on such schedule, if possible, and in
21 any case not later than the second regular payday.

22
23 **Section 17.5.**

24 Incremental steps, where applicable, shall take effect on September 1 of each year during the term of
25 this Agreement; provided, the employee has been actively employed continuously for at least one-half
26 (½) of the previous employment year.

27
28 **Section 17.6.**

29 Any employee who changes job position within classification shall receive full longevity credit
30 regarding step placement on Schedule A. Employees changing job position outside their existing
31 classification shall be assigned step placement on Schedule A based on the entry skill level of the
32 employee in the new position determined by an examination established by the District.

33
34 **Section 17.7.**

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

36
37 **Section 17.8.**

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

40
41 **Section 17.9.**

42 Employees required to remain overnight on District business shall be reimbursed for room and board
43 expenditures.

44
45 **Section 17.9.1.**

46 Bus drivers whose trip assignment exceeds eight (8) hours shall be eligible for reimbursement
47 of an evening meal upon completion of a travel reimbursement request approved and submitted
48 to the business office.

1 **Section 17.9.2.**

2 While on District business employees shall receive reimbursement for meals in accordance
3 with current District policy.
4

5 **Section 17.10. Paraeducator Compensation.**

6 Paraeducators shall be compensated consistent with the following criteria, as noted on Schedule A
7 herein:
8

9 Paraeducator A: Employees holding a High School Diploma, G.E.D., Associate of Arts
10 Degree or equivalent; Employees with at least thirty (30) college quarter
11 hour credits or their equivalent in SPI recognized clock hours.
12

13 Paraeducator B: Employees with a four year college degree.
14

15 **Section 17.10.1.**

16 The District agrees to pay twenty-five cents (\$0.25) per hour increase for any paraeducator with
17 a certificate of a completed Fundamental Course of Study program. The District will consider
18 this stipend in the paraeducator salary study for appropriate adjustment.
19

20 **Section 17.11. Overnight Trips.**

21 Employees requested, as a part of their job assignment, to accompany students on overnight trips (i.e.,
22 Camp Orkila, Mt. School) shall receive an amount equal to that received by certificated staff, in
23 addition to their regular salary as expressed on Schedule A.
24

25 **Section 17.12. Planning Time.**

26 Elementary Assistants who are required to make regular reading/math presentations, shall be given an
27 additional fifteen (15) minutes per day for planning such activities.
28

29 **Section 17.13.**

30 Paraeducators whose regular contracted duties are to perform catheterization, toileting, feminine
31 hygiene, gastronomy, or diapering of students who are identified by the Special Services
32 Director/designee and paraeducators whose regular contracted duties include primary responsibility for
33 students qualified for EBD services in their IEP's, shall receive a fifty cent (\$.50) per hour premium
34 for all hours worked. No individual shall receive more than one (1) fifty cent (\$.50) per hour premium
35 under this section.
36
37
38

39 **ARTICLE XVIII**

40 **TERM AND SEPARABILITY OF PROVISIONS**

41 **Section 18.1.**

42 The term of this Agreement shall be September 1, 2019 through August 31, 2022. Effective September
43 1, 2019, each employee shall receive a salary increase of three (3%) percent. Effective September 1,
44 2020, each employee shall receive a salary increase of IPD (Implicit Price Deflator) or three (3%)
45 percent, whichever is higher. Effective September 1, 2021, each employee shall receive a salary
46 increase of IPD (Implicit Price Deflator) or three (3%) percent, whichever is higher. The parties
47
48

1 mutually agree to up to two (2) non-economic reopeners at the sole discretion of each party for the
2 2020 – 2021 and the 2021 – 2022 school year.

3
4 In year two of this agreement a wage study will be completed for Paraeducator, Custodial, Grounds,
5 Maintenance and security positions. In year three of this agreement, a wage study will be completed
6 for Food Services, Transportation and Secretary positions. Appropriate Appendix A adjustments as
7 agreed in the sub-committee will be memorialized in a memorandum of agreement appropriately.

8
9 **Section 18.1.1. Summer Work.**

10 The District agrees to provide the Association members with the opportunity to sign up for
11 extra work prior to the last day of school.

12
13 Current bargaining unit members will receive first consideration for extra summer work.

14
15 **Section 18.2.**

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

18
19 **Section 18.3.**

20 This Agreement may be opened and modified at any time during its term upon mutual consent of the
21 parties in writing. This Agreement will be reopened also to consider the impact of any legislation
22 enacted following execution of this Agreement which may arguably affect the terms and conditions
23 herein or create authority to alter personnel practices in public employment. By mutual consent both
24 parties agree to open this Agreement for wages and benefits for the school year 2013-2014 and 2014-
25 2015. In addition, each party, at their sole discretion, may bring two (2) other items to the bargaining
26 table.

27
28 **Section 18.4.**

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

31
32 **Section 18.5.**

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

35
36 **Section 18.6.**

37 In the event either of the two (2) previous sections is determined to apply to any provision of this
38 Agreement, such provision shall be renegotiated pursuant to Section 18.3.

39
40 **Section 18.7.**

41 The parties agree that; notwithstanding the date of execution of this Agreement, all terms and
42 conditions shall be applicable for the entire term of this Agreement.

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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

LA CONNER CHAPTER #811

LA CONNER SCHOOL DISTRICT #311

BY: _____
Randall Wills, Chapter President

BY: _____
Dr. Whitney Meissner, Superintendent

DATE: _____

DATE: _____

SCHEDULE A
La Conner School District
September 1, 2019– August 31, 2020

Custodial, Grounds & Maintenance		Step 1	Step 2	Step 3	Step 4	Step 5
	Custodian	\$22.27	\$24.63	\$25.22	\$25.77	\$26.21
	Assistant Custodian	\$20.92	\$22.45	\$22.96	\$23.48	\$23.91
	Grounds/Maintenance	\$23.57	\$26.15	\$26.51	\$27.09	\$27.50
Security						
	School Security Specialist	\$23.57	\$26.15	\$26.51	\$27.09	\$27.50
Food Services						
	Assistant Cook	\$17.19	\$18.42	\$18.83	\$19.27	\$19.62
	Head Cook	\$19.35	\$21.41	\$21.91	\$22.41	\$22.80
Transportation						
	Bus Driver	\$22.47	\$23.25	\$24.08	\$24.91	\$25.77
	Mechanic	\$25.80	\$26.69	\$27.61	\$28.58	\$29.59
Secretarial						
	Administrative Secretary	\$23.09	\$25.91	\$26.84	\$27.84	\$28.84
	District Registrar	\$21.93	\$23.74	\$24.61	\$25.52	\$26.44
	Building Secretary	\$20.78	\$21.57	\$22.38	\$23.20	\$24.03
	Clerical Secretary	\$15.00	\$16.14	\$16.52	\$16.90	\$17.29
Paraeducators						
	Paraeducator A*	\$17.86	\$20.01	\$20.72	\$21.49	\$22.27
	Paraeducator B*	\$19.25	\$20.21	\$20.99	\$21.72	\$22.48
	Intervention Specialist	\$25.01	\$26.26	\$27.31	\$28.13	\$28.97

A* Diploma or GED/30

A* 30 college qtr hr credits

A* AA Degree

B* 4 Yr College Degree