

COLLECTIVE BARGAINING AGREEMENT BETWEEN

TONASKET SCHOOL DISTRICT

AND

PUBLIC SCHOOL EMPLOYEES OF TONASKET

SEPTEMBER 1, 2022 - AUGUST 31, 2025



Public School Employees of Washington/SEIU Local 1948
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P R E A M B L E

This Agreement is made and entered into between Tonasket School District #404 (hereinafter "District") and Public School Employees of Tonasket, an affiliate of Public School Employees of Washington/SEIU local 1948 (hereinafter "Association"). The parties agree that it has been and will continue to be in their mutual interest and purpose to promote systematic and effective employee-management cooperation; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions; to promote effective methods for prompt adjustment of differences; and to promote full reasonable employee participation in such personnel areas as are within the jurisdiction of the employer.

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

A R T I C L E I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.3., and the Association recognizes the responsibility of representing the interests of all such employees.

Section 1.2.

Descriptions for all positions subject to this Agreement will be provided to the Association President. Substantive modifications to existing positions or creating new positions shall require the reopening of this Agreement to negotiate wages. The Chapter may be invited to participate in modifications and/or changes.

Section 1.3. Represented Positions.

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general classifications: Para-educators, Office Professionals, Professional/Technical, Custodial-Maintenance, Transportation, and Food Services.

Section 1.3.1. Non-Represented Positions.

Fiscal Officer, Payroll/HR Officer, Transportation Supervisor, Maintenance Supervisor, Food Service Supervisor, Technology Director, Special Programs Coordinator, Athletic Director/Coordinator, Accounts Payable Coordinator, Receptionist/PR/Communications Manager, Executive Assistant and/or Board Clerk whose duties imply a confidential relationship to the School Board and/or Superintendent.

Section 1.4.

The District will not subcontract any classified work, except as provided by current state law or revisions made to that law during the term of this Agreement (RCW 28A.400.285).

1 **Section 1.5. Substitutes.**

2 Substitute employees are sporadically employed to fill a position of a regular or temporary classified
3 employee in an existing position for thirty (30) consecutive workdays. Substitutes will be paid
4 substitute rates as provided per Schedule A and will not receive other benefits or contract rights.
5

6 **Section 1.5.1. Retired Substitutes.**

7 Tonasket School District employees who retire and come back to work as substitute employees
8 within their retired classification, shall be paid at the salary step and longevity rate which they
9 retired at and will receive mandated benefits but no other contract rights.
10

11 **Section 1.6. Temporary or Emergency Employees.**

12 Temporary or emergency employees are casual employees hired for a temporary event or situation.
13 Temporary positions expected to be filled for more than thirty (30) workdays shall be opened and
14 posted pursuant to Section 9.9 as regular permanent positions. Positions more than thirty (30) days that
15 are not posted shall be discontinued. A temporary event or situation is a position that is seasonal, filled
16 on an overflow basis, or subject to short-term financing. Temporary and emergency employees shall
17 receive Step 0 pay but no other rights or benefits. Summer employment is exempt from this section.
18

19 **Section 1.6.1. Leave Replacement and Long-Term Temporary Positions.**

20 A leave replacement position is defined as a position open due to a leave of absence of a
21 regular employee when the District knows in advance that such leave shall be greater than
22 thirty (30) workdays.
23

24 A long-term temporary position is defined as a temporary, newly created position where the
25 District knows in advance that it will be greater than sixty (60) workdays, but in no case longer
26 than twelve (12) consecutive months, including non-workdays on a limited basis for a specific
27 activity but does not replace an absent employee. Long-term temporary positions shall receive a
28 District insurance contribution as specified in Article XI.
29

30 Long-term temporary positions that are projected to continue from one (1) school/fiscal year to
31 the next and are six (6) months or more in duration (including non-workdays) from the date of
32 assignment, shall be posted as a regular position. The employee selected to fill a Leave
33 Replacement position shall be considered a regular employee for the purposes of wage
34 placement, other compensation, and all benefits in accordance with this Agreement provided
35 that the position will be terminated on the assignment end date.
36

37 A position open over thirty (30) days due to a work-related injury/illness shall be posted and
38 filled until the affected employee is able to come back to work.
39
40
41

42 **ARTICLE II**

43 **RIGHTS OF THE EMPLOYER**

44 **Section 2.1.**

45 It is agreed that the customary and usual rights, powers, functions, and authority of management are
46 vested in management officials of the District. Included in these rights in accordance with and subject
47 to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work
48

force, the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.

Section 2.2.

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

ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1.

It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.

The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group, or individual. The District shall take whatever action required or refrain from such action in order to assure employees that no interference, restraint, coercion, or discrimination is allowed within the District to encourage or discourage membership in the Association.

Section 3.2.

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

Section 3.3.

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

Section 3.4.

Neither the District, nor the Association, shall discriminate against any employee subject to this Agreement on the basis of race, creed, color, sex, religion, age, marital status, honorably discharged veteran, military status, sexual orientation, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by the person with a disability that is recognized as and declared to be a civil right, the duties of which may be performed efficiently by an individual without danger to the health or safety of the physically handicapped person or others.

1 **Section 3.5. Personnel Files.**

2 There shall be only one (1) official personnel file for each employee to be kept in the District
3 Administration Office. Each employee shall have the right to review the contents of his/her personnel
4 files. During the review, an official or representative of the Association may be present, and the
5 employee may initial and photocopy any material in the file, at the District expense.

6
7 An employee may attach comments to any derogatory material that is a part of the official personnel
8 file. The employee will sign and return a statement of receipt of such material prior to its insertion in
9 the personnel file. Any derogatory material which is not brought to the attention of the employee in
10 compliance with this section may not be used for any purpose adverse to the employee. Any material
11 contained in the file may be removed at any time by mutual agreement between the employee and the
12 superintendent. Materials shall be removed after three (3) years at the written request of the employee,
13 unless required to remain in the file due to state regulations.

14
15 **Section 3.5.1. Working Files.**

16 Building administrators or supervisors may keep or maintain “working files” relative to those
17 employees for which they hold responsibility to evaluate. Such working files are not part of the
18 employee’s personnel file and are subject to review upon request by the employee. Working
19 file contents shall be purged annually, no later than August 31 unless there is an ongoing issue
20 which shall allow the supervisor to retain those contents until the issue is resolved.

21
22 **Section 3.6. Confrontational Situations.**

23 Employees, acting within the scope of their duties may use reasonable measures with students, patrons,
24 or other persons as is necessary to protect his/herself, another employee, or another student from
25 attack, physical or verbal abuse or injury. The District shall provide liability insurance for the
26 protection of employees while engaged in the maintenance of order and discipline and the protection of
27 school personnel and students and property.

28
29 The administering of medication and ongoing health intervention to students shall be the responsibility
30 only of employees trained for that purpose. All regular employees exposed or potentially exposed to
31 hazardous or infectious materials or situations within the scope of their employment shall be provided,
32 at their request, immunization, or other reasonable protection at District expense. Employees providing
33 health care shall be held harmless as provided by statute.

34
35 **Section 3.7. Evaluations.**

36 The District shall provide each classified employee with an annual written evaluation. All evaluations
37 shall use the form(s) that are attached to this Agreement. The employee evaluation shall be completed
38 at least ten (10) workdays prior to the conclusion of the employee’s contracted work year. As part of
39 the annual evaluation, a conference between the evaluating supervisor/administrator and the employee
40 shall be held. A copy of the evaluation must be given to the employee at the conference or within ten
41 (10) workdays of the evaluation conference. Employees may attach comments within thirty (30)
42 business workday of receiving the written evaluation. Employees shall sign the evaluation. This
43 signature only acknowledges receipt of the evaluation.

44
45 **Section 3.8. Contracted Non-School Day Release from Work.**

46 On contracted non-school workdays, employees recognized as not having duties assigned, will be
47 Allowed to take the day off without pay. If there are mandatory trainings scheduled on those day this
48 option cannot be utilized.

ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1.

The Association has the right and responsibility to represent the interests of all employees included in the identified job classifications per section 1.3., to present its views to the District on matters of concern either orally or in writing; to consult or to be consulted with respect to the formulation, development, and implementation of industrial relations matters and practices which are within the authority of the District; and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit.

Section 4.2. Association Access to New Employees.

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

Section 4.2.1. New Employee Orientations.

The Employer will provide PSE at least ten (10) days' notice before any scheduled New Employee Orientation, and within forty-eight (48) hours in advance notification of the orientation will provide an electronic list of expected participants.

The Employer will provide PSE no less than thirty (30) minutes to make a presentation during each New Employee Orientation. The Employer representatives shall not be present during PSE's presentation. PSE shall have the right to distribute materials, such as PSE new hire packets, at the Orientation. If the meeting is conducted virtually, the Employer will provide PSE with a current personal email and phone number to reach each new hire, consistent with the New Hire Notification Section 13.1.1.

Section 4.2.2. Notification to Chapter President.

The District will provide the Chapter President electronic notification of the name, address, personal phone number, work and personal email address, classification, job title, hours of work, rate of pay and work location of all newly hired bargaining unit employees at least five (5) workdays before they begin their first day on the job.

The District shall also provide electronic notification to the Chapter President of the transfer of any current employee from one (1) classification or position to another or the discharge or resignation of any current employee. Such notification shall be no more than ten (10) workdays from the date of the board action.

Section 4.3. Information to PSE Membership Department.

The Employer will provide PSE a quarterly bargaining unit list transmitted electronically to membership@pseofwa.org, and chapter Membership Officer (or whomever is responsible for membership). Included will be those who are hired, rehired, reinstated, transferred into or out of the bargaining unit, reclassified, promoted, downgraded, placed on leaves of absence of any type

(including retirement), and those added or deleted from the bargaining unit. All should contain each bargaining unit employee's: name; employee number; classification; job title; work location; personal phone number; address; work and personal e-mail address; hourly rate of pay; hours worked; FTE, SEBB eligibility, gross pay; union dues paid; and language preference.

Section 4.4.

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

Section 4.5. Bulletin Boards.

Bulletin boards provided by the Association, shall be given space in each school/building for the use of the Association to post notices of Association activities and business. Each bulletin posted by the Association is the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins may not be posted. The responsibility for prompt removal of notices from the bulletin boards after they have served their purpose shall rest with the official who posted such notices.

Section 4.6. Use of Communication Services.

The Association shall have the right to use District mail service for communication purposes. Upon request, the District will provide the Association information as required under statute which will assist the Association in carrying out its responsibilities as the bargaining representative.

The Association shall have the right to use the District internet and e-mail for communication purposes. All use shall meet District technology use policies and procedures. The Association acknowledges that e-mails passing through a District e-mail server are subject to disclosure under a Request for Public Records.

Section 4.7.

Employees working during the time that an Association membership meeting that is being held outside meeting without loss of pay (Intent: employee will use their two (2) fifteen (15) minute breaks and their one-half (1/2) hour lunch break as part of the ninety (90) minutes). Employees shall work with their supervisor to adjust their schedule so that they can attend the Association membership meeting.

ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

Section 5.1.

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are matters relating to or affecting hours, wages, working conditions and grievance procedures. The District shall notify the Association of changes in personnel practices that are of concern to employees within the unit.

Section 5.2.

Discussion and negotiations and the handling of grievances, formally or informally, shall take place whenever possible on school time.

Section 5.3.

A Labor/Management Committee of three (3) Association members will meet with the Superintendent on a mutually agreeable regular basis to discuss items of concern or other matters.

Section 5.4. School Calendar

PSE members shall be allowed to prioritize the District created school calendar options that are presented annually. The results of this vote will be used by the Board of Directors to make the final decision on the calendar.

ARTICLE VI

HOURS OF WORK AND OVERTIME

Section 6.1.

The normal work schedule shall consist of five (5) consecutive workdays, Monday through Friday, followed by two (2) days of rest (Saturday and Sunday), except for those employees designated by the District who regularly work on Saturday and Sunday, whose normal work schedule shall consist of five (5) consecutive work days plus two (2) days of rest which shall be treated as their Saturday and Sunday, in that order. Each employee will be assigned in advance to a definite shift with designated times of beginning and ending.

Section 6.1.1. Special Shift.

During summer or other periods when school is not in session, year-round employees may be allowed to work a shift of four-ten (4-10) hour days. The day will consist of ten and one-half (10½) hours with a minimum of an unpaid thirty (30) minute uninterrupted lunch as near the middle of the shift as is practicable and shall also include a fifteen (15) minute paid rest period in the first half of the shift and a fifteen (15) minute paid rest period in the second half of the shift, with both rest periods being as near the middle of each half shift as is practicable. During a four-ten (4-10) hour workweek, an employee shall be paid at the overtime rate for all hours worked over forty (40) hours per week. Such shift shall be mutually agreed to by the employee and the supervisor.

Section 6.1.2. Overtime.

All hours worked in excess of forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the employee's regular rate of pay. Overtime shall be pre-approved by the employee's supervisor and the superintendent.

Section 6.1.3. Compensatory Time.

Only employees who work in excess of forty (40) hours in a work week, to include a holiday, may be granted compensatory time off on a one and one half (1½) basis in lieu of overtime compensation at the employee's option. If the request is denied for compensatory time by the employer, the employer shall pay the overtime compensation. Time off shall be at a mutually agreeable time. An employee may accumulate up to two-hundred and forty (240) hours of

compensating time. When an employee reaches the two-hundred and forty (240) hour limit, he/she must either take compensating time off or receive pay for such excess hours. If compensatory time is selected, there must be a reasonable expectation that the employee will be provided an opportunity to use the accrued time. All compensatory time must be pre-approved by the employee's supervisor. Per District Policy 5231 as revised 8/27/12.

Section 6.2. Categories of Employees.

Section 6.2.1.

Full time employees are defined as employees whose work year consists of two-hundred and sixty (260) days at eight (8) hours per day.

Section 6.2.2.

Full-time employees' days of work shall be five (5) consecutive days of work followed by two (2) consecutive days of rest for fifty-two (52) weeks. Such days of work shall include accrued vacation days.

Section 6.3.

School Year Employees are those employees whose work year consists of less than two hundred and sixty (260) days per year and who do not meet the state definition of an FTE.

Section 6.3.1.

CLASSIFICATION	180 CONTRACT DAYS Plus Additional	ALL STAFF DAY (Mandatory)	ADDITIONAL DAYS
Para Educator	180 + 2 days	Yes = Day 1	Plus, choice below= Day 2 1 day before school begins, or Mid-Year Day, or 1 day after school ends
SLPA	180 + 2 days	Yes = Day 1	
Braille/Vision Specialist	180 + 2 days	Yes = Day 1	
Nurse	180 + 2 days	Yes = Day 1	
Technology Assistant	180 + 2 + 20 days	Yes = Day 1	Mid-Year Day = Day 2 10 days before school begins 10 days after school ends
Secretary	180 + 2 + 20 days	Yes = Day 1	
Support Secretary	180 + 2 days	Yes = Day 1	Mid-Year Day = Day 2
Assistant Cook Lunch Clerk	180 + 1 day	Yes = Day 1	NONE
Bus Driver	180 + 1 day	Yes = Day 1	NONE
Mechanic	180 + 1 + 10 days	Yes = Day 1	10 days as directed by Transportation Supervisor

CLASSIFICATION	260 CONTRACT DAYS	ALL STAFF DAY (Mandatory)	ADDITIONAL DAYS
Transportation/Maintenance Secretary	260 days -Year-round	Yes	Days(s) over 260 may be taken as unpaid leave subject to approval by the supervisor
Grounds/Maintenance	260 days -Year-round	Yes	
Custodian	260 days -Year-round	Yes	

Section 6.4. Hours of Work.

Section 6.4.1.

A regular work shift will consist of eight and one-half (8½) hours which includes an uninterrupted thirty (30) minute unpaid lunch period as near the middle of the shift as is practicable and includes a fifteen (15) minute first half and a fifteen (15) minute second half rest period, which shall also occur as near the middle of each half shift as is practicable.

Employees working during the summer break, upon approval of their supervisor, shall be allowed flexibility in scheduling their lunch break and rest periods.

Any shift of seven and one-half (7½) hours, up to eight (8) hours, shall receive an unpaid thirty (30) minute uninterrupted lunch period as near the middle of the shift as is practicable. The employee shall also receive a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable.

Any shift of five and one-half (5½) up to, but not including seven and one-half (7½) hours, shall receive an unpaid thirty (30) minute uninterrupted lunch period and one (1) fifteen (15) minute rest period.

Any shift of three (3) up to five (5) hours, shall receive one (1) fifteen (15) minute rest period. Employees working up to three (3) hours shall receive no rest period.

In the event that the employee is required by his/her immediate supervisor or building administrator to remain on duty during the meal period, and is therefore required to forego the meal period, or any portion thereof, the employee shall be compensated for the foregone meal period, or portion thereof, at the appropriate rate of pay.

Section 6.4.2.

Each employee shall be assigned to a definite work shift with designated times of beginning and ending as well as a lunch period, where appropriate. Said work shift shall be flexible to weather conditions and/or other extenuating circumstances as approved by the Superintendent.

Section 6.4.3.

Work schedules for Paraeducators shall include the following:

- Passing time between classes or other duties.
- Allowances for transition from one duty to another (example: transitioning from classroom to playground).

1 **Section 6.5.**

2 Each employee shall be assigned to a definite workday and work week, which shall not be changed
3 without prior notice to the employee of three (3) calendar weeks; provided, however that this notice
4 may be waived by the employee.

5
6 **Section 6.6.**

7 Due to employer need, any employee that is temporarily assigned to a higher paying job classification
8 or assigned to perform the duties of a higher paying job classification shall receive the higher rate of
9 pay at the temporarily assigned employees' current step. Any employee who is temporarily assigned to
10 duties of a lower classification will not suffer a loss in wages or hours for the duration of the
11 assignment.

12
13 **Section 6.7.**

14 In the event of an unusual school closure due to inclement weather, plant inoperation or the like, the
15 District will make every effort to notify each employee to refrain from coming to work. Employees
16 reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a
17 closure; provided, however, that no employee shall be entitled to any compensation in the event of
18 actual notification by the District of the closure prior to leaving home for work.

19
20 **Section 6.7.1. Operational Closure.**

21 In the event of an unusual school closure, missed hours of work will be made up on
22 rescheduled days. If there are waiver days, employees may charge their unworked time to sick
23 leave, personal days, vacation days, unpaid leave or employees may elect to work the hours
24 missed.

25
26 **Section 6.7.2. Late Starts.**

27 If there is a late start due to unsafe conditions, employees will be allowed to arrive at work
28 when safe to do so and may elect to work the time missed upon arrangement with their
29 supervisor. It is the employee's responsibility to contact or attempt to contact their supervisor
30 to notify them if unable to arrive at rescheduled time.

31
32 **Section 6.8.**

33 Shifts shall be established for bus drivers in relation to routes and driving times as follows: Actual
34 driving time, plus one hundred five (105) hours per year for vehicle cleaning, maintenance, safety
35 inspection, and student management; plus, eighteen (18) hours per year for drivers regularly assigned
36 diesel powered vehicles, plus thirty (30) hours per year for to and from loading and unloading zone to
37 and from bus garage; plus fifteen (15) hours per year for route variance; plus twelve (12) hours per
38 year for arrival time variance.

39
40 All passenger trips other than regularly scheduled runs shall be compensated per Schedule A, or as
41 mutually agreed upon in special cases. Drivers will receive one (1) hour for pre-trip, post-trip, fueling,
42 cleaning, etc. on all passenger trips.

43
44 All non-passenger trips shall be compensated by the driving time rate listed in Schedule A or as
45 mutually agreed upon in special cases. Such extra trips shall be first offered to all drivers with at least
46 five (5) years of service with the District on a yearly seniority rotational basis. Second offering, if
47 needed, shall be to drivers with less than five (5) years of experience; provided that all drivers for such
48 extra trips shall be deemed, by the Superintendent, as competent to operate the assigned vehicle on the

extra trip under consideration. Drivers will receive one-half (1/2) hour for pre-trip, post-trip, fueling, and cleaning on all non-passenger trips.

Section 6.8.1.

In the event that an assigned bus trip is cancelled which results in the bus driver not being able to run their regular to and from school route, then the driver shall be paid their regular salary for the to and from school route missed.

Section 6.8.2.

All trips in a school district van, SUV, or car with nine (9) students or more shall be considered an extra trip and driven by a regular driver. The following trips of nine (9) to fourteen (14) students are exempt and shall receive an automatic waiver:

- State Tennis Tournament
- State Track Meet
- State Wrestling Tournament
- Warden Wrestling Tournament
- Royal City Wrestling Tournament
- Tri-State Wrestling Tournament
- Gear-Up overnight spring trip to Seattle for college visits
- Alternative High School year-end field trip

Section 6.8.3.

Summer school assignments, after school assignments and regular driver's subbing for regular drivers, shall be assigned by seniority from the list of drivers that have signed up for these assignment opportunities on a provided sign-up sheet for each school year. Drivers may add their name to the sign-up list at any time.

Section 6.9.

The District shall pay the full cost of physical examinations required as a condition of employment. Beginning May 21, 2014, per Federal Motor Carriers Safety Administration, all medical/physical exams must be conducted by a physician who is part of the National Registry of Certified Medical Examiners.

Section 6.10. Driver's License Tests.

The District shall pay the difference between a regular driver's license and a CDL; and other related school bus endorsements for regular drivers.

Section 6.11. Called Back for Special Services.

Employees called for special services shall receive no less than two (2) hours pay per call at the rate of one and one-half (1½) times the employee's base hourly rate. A "special service" occurs after the employee has left their regular work location at the end of their shift and has either been called to return or has returned to a school function in the capacity as a parent or community member and been asked to perform work for the district.

Section 6.12. Bus Driver Drug and Alcohol Testing.

The District will implement mandatory bus driver drug and alcohol testing per Federal Department of Transportation (DOT) regulations and statutes.

Section 6.13. Use of Recording Equipment.

Video Cameras used on buses are intended to monitor and improve student behavior, minimize damage to buses, monitor routes when needed (with prior notification), and provide for an overall safer student transportation program. Video cameras are not intended to replace the normal driver evaluation procedures. The Transportation Supervisor will notify a driver any time video files are viewed as the result of a concern or complaint forwarded to the Transportation Department regarding activity on the driver's bus. Drivers may request to view video files from their bus, provided the request does not cause the District to incur additional compensation costs.

Section 6.14. Driver Trainer Driving Extra Trips.

The Driver Trainer may be utilized to drive extra trips and the following shall apply:

- Regular drivers shall be utilized first, on a rotational basis.
- Trips that are not chosen by regular drivers shall be available to the Driver Trainer.

ARTICLE VII

HOLIDAYS AND VACATIONS

Section 7.1. Holidays.

Full-time employees shall receive the following paid holidays:

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

Section 7.1.1.

Should any of the above holidays fall on a weekend, the District shall designate an alternative day as a holiday, provided that such designated day shall not be on a designated day of school attendance.

Section 7.1.2.

School year employees shall receive the following paid holidays:

1. Christmas Day
2. New Year's Day
3. Martin Luther King Day
4. Memorial Day

Section 7.1.3. Unpaid Holiday for Reason of Faith or Conscience.

Employees are entitled to two (2) unpaid holidays per year for reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The employee may select the days on which the employee desires to

1 take the two (2) unpaid holidays after consultation with their supervisor. If an employee prefers
2 to take the two (2) unpaid holidays on specific days for the above reasons, the employer must
3 allow the employee to do so unless the employee's absence would impose an undue hardship
4 on the employer.

5
6 Employees will submit an "Unpaid Holiday" request to their immediate supervisor ten (10)
7 workdays in advance of the requested unpaid holiday. No more than two (2) employees per
8 worksite/building may be absent on an unpaid holiday on any given day. The following
9 restrictions shall apply:

- 10 • Shall not be used the two (2) weeks prior to school starting, the first two (2) weeks of
- 11 school or the last two (2) weeks of school.
- 12 • Shall not be used to extend vacations, breaks, or holiday; or
- 13 • As vacation days; or
- 14 • To shorten the employee's school year.

15
16 However, an employee may submit a written request to the Superintendent for unpaid holiday
17 leave which falls in conjunction with #1, #2 or #4 if the reason of faith or conscience is so
18 scheduled. The decision to grant a request for unpaid holiday leave for #1, #2 or #4 will be at
19 the sole discretion of the Superintendent.

20 21 **Section 7.2.**

22 Upon completion of the first year of service with the District, each full-time employee shall be granted
23 ten (10) days paid vacation per year. Each School Year employee shall receive seven and one-half
24 (7½) days of paid vacation per year.

25 26 **Section 7.2.1.**

27 Upon completion of the fifth (5th) year of service, each full-time employee shall be entitled to
28 fifteen (15) days of paid vacation per year. Each School Year employee shall receive eleven
29 and one-half (11½) days of paid vacation per year.

30 31 **Section 7.2.2.**

32 Upon completion of the tenth year of service with the District, each full-time employee shall be
33 granted twenty (20) days of paid vacation per year. Each School Year employee shall be
34 entitled to fifteen (15) days paid vacation per year.

35 36 **Section 7.2.3.**

37 Upon completion of fifteenth (15) year of service with the District, each full-time employee
38 shall be granted twenty-two (22) days of paid vacation per year.

39 40 **Section 7.2.4.**

41 Upon completion of twentieth (20) year of service with the District, each full-time employee
42 shall be granted twenty-five (25) days of paid vacation per year.

43 44 **Section 7.3.**

45 Should the years of completed service of first, fifth, or tenth occur during an employee's work year, the
46 accrued vacation days shall be calculated upon a prorated basis.

1 **Section 7.4.**

2 It is also mutually agreed that vacations shall be scheduled at the request of the employee unless such
3 vacation time would disrupt the normal activities of the District as determined by the immediate
4 supervisor.

5
6 Upon request of the employee to the Superintendent, a School Year employee may be allowed to take
7 all or part of his or her vacation, which is not fully accrued, during the school year. The amount used
8 will be subtracted from the amount the employee would normally receive at the end of the school year.

9
10 **Section 7.5.**

11 Eligibility for use of vacation credit shall be determined as follows:

- 12 • An employee becomes eligible to use his vacation credit after reaching his first eligibility date.

13
14 **Section 7.5.1.**

15 An employee who is separated from District employment during the course of a work year shall
16 be entitled to receive accrued and unused vacation days. Such payments will be figured on a
17 prorated basis and be included in the employee's final payment.

18
19 **Section 7.5.2.**

20 Any employee hired after the beginning of the work year shall be entitled to receive prorated
21 vacation credit for the portion of the year worked.

22
23 **Section 7.6.**

24 Five (5) vacation days currently due but unused by the new accrual date each year may be carried over
25 for one (1) year following the accrual date. No vacation may be carried over for more than one (1) year
26 beyond the date on which it became due; provided, however, no employee shall be denied accrued
27 vacation benefits due to District employment needs.

28
29 **Section 7.7.**

30 The District currently pays actual days worked. The employee may take days(s) over two-hundred and
31 sixty (260) as unpaid leave, subject to approval by the supervisor.

32
33
34
35 **ARTICLE VIII**

36
37 **LEAVES**

38
39 **Section 8.1. Sick Leave.**

40 Sick leave shall be granted to each employee at the rate of one (1) day per month with a maximum of
41 twelve (12) days per year for school year employees and twelve (12) days per year for full-time
42 employees. Such leave shall be credited to each employee on September 1 of each school year.

43
44 **Section 8.1.1.**

45 When an employee is injured on the job and is unable to perform his/her duties as a result of an
46 on-the-job injury or occupational disease or illness, and is certified off-work by a doctor, the
47 employee may elect to use leave as follows:

- 1 A. Choose unpaid leave, thus receiving only his/her entitled temporary total disability
2 (TTD) benefit payment from the District's industrial insurance; or
3 B. Elect to use a full day of accumulated leave (sick, annual, or other similar benefit) in
4 addition to their entitled TTD benefits; or
5 C. Elect to use a proportionate share of accumulated leave to make up the difference
6 between the worker's compensation payments and the employee's regular pay at the
7 time of injury.
8

9 **Section 8.1.2.**

10 Employees who have accrued sick leave while employed by another public school district in
11 the State of Washington shall be given credit for such accrued sick leave upon employment by
12 the District.
13

14 **Section 8.1.3. Sick Leave Buy Back.**

15 In January of the year following any year in which a minimum of sixty (60) days of leave
16 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an
17 option to receive remuneration for unused leave for illness or injury accumulated in the
18 previous year at a rate equal to one (1) day's monetary compensation of the employee for each
19 four (4) days of accrued leave for illness or injury in excess of sixty (60) days. Leave for which
20 compensation has been received shall be deducted from accrued leave at the rate of four (4)
21 days for every one (1) day of monetary compensation.
22

23 At the time of separation from school district employment, an eligible employee or the
24 employee's estate shall receive remuneration at the rate equal to one (1) day's current monetary
25 compensation for each for (4) days accrued leave for illness or injury. Maximum accumulation
26 for such remuneration under this formula shall be one hundred and eighty (180) days.
27

28 An eligible employee means:

- 29 • Employees who separate from employment due to retirement or death.
30 • Employees who separate from employment and who are at least age fifty-five (55) and
31 have at least ten (10) years of service in SERS 3.
32 • Employees who separate from employment and who are at least age fifty-five (55) and
33 have at least fifteen (15) years of service in SERS 2.
34

35 **VEBA Plan III**

36 Employees eligible for annual sick leave buy back with a balance of at least one-hundred eighty
37 (180) earned days of sick leave, and employees eligible for remuneration of sick leave at
38 separation, per Section 8.1.3, may participate in the Volunteer Employee Benefit Association
39 (VEBA). The Association and the District must sign an annual written agreement adopting or
40 renewing the VEBA III Plan for all eligible employees in the group, per RCW 28A.400.275
41 (1).
42

43 **Section 8.1.4. Sick Leave Incentive.**

- 44 A. Employees who utilize four (4) days or less of sick leave (illness, injury, emergency or
45 family leave) in the current work year will be given an incentive bonus of two hundred,
46 fifty dollars (\$250.00) to be paid in August or;

- 1 B. Employees who utilize five (5) to eight (8) days of sick leave (illness, injury, emergency, or
2 family leave) in the current work year will be given an incentive bonus of one hundred
3 dollars (\$100.00) to be paid in August.
4 C. Employees may access this incentive for the twelve (12) days earned in the year in which
5 the incentive is claimed. Buying back days or sharing leave counts towards days used.
6 D. This section will sunset at the end of this agreement if the District does not realize at least a
7 ten (10%) percent reduction which will be measured against the 2018-2019 school year.
8

9 **Section 8.1.5. Leave Sharing**

- 10 A. Right to Donate: Employees may donate leave to come to the aid of another employee who
11 is suffering from or has a relative or household member suffering from an extraordinary or
12 severe illness, injury, impairment, or physical or mental condition which has caused or is
13 likely to cause the employee to take leave without pay or terminate his/her employment.
14 B. Minimum Accumulation: An employee who has accrued sick leave balance of more than
15 twenty-two (22) days may donate such leave.
16 C. Limits: Employees cannot donate sick leave that would result in their sick leave account
17 going below twenty-two (22) days.
18 D. Status of leave Employees: While an employee is on leave under this section, he/she shall
19 be classified as an employee and shall receive the same treatment in respect to salary,
20 wages, and employee benefits as the employee would normally receive if using accrued
21 sick leave. A staff member who is sick or temporarily disabled because of pregnancy or
22 using parental leave does not have to deplete all annual and sick leave reserves; he or she
23 can maintain up to forty (40) hours of sick leave in reserve.
24 E. Shared leave shall be administered in conformity with rules and regulations as prescribed in
25 RCW 41.04.650, and 41.04.665.
26

27 **Section 8.1.5.1. District-Wide Sick Leave Sharing.**

28 Sick leave sharing shall be allowed District-wide. The donation of sick leave shall be
29 based on the donating employee's hourly rate of pay value for the time donated. Any
30 unused donated sick leave time/value shall revert back to the donating employee.
31

32 **Section 8.2. Bereavement Leave/Family Illness.**

33 Up to five days paid bereavement leave per year shall be granted for the death of a relative or close
34 friend. If the relative is a spouse or child of the employee, the leave may be extended up to five (5)
35 additional workdays. Such bereavement/family illness leave shall not be deducted from sick leave.
36 Bereavement/Family Illness leave is noncumulative. Use of family illness leave may require a written
37 note from the attending physician stating that the employee's presence was required. The
38 Superintendent may approve additional days with pay due to extenuating circumstances.
39

40 **Section 8.3. Personal Leave.**

41 Employees are each entitled to three (3) paid days personal leave per year provided that a substitute
42 can be found for the requested dates. The employee must give notice for such leave to the principal or
43 supervisor three (3) days in advance of taking said leave. In situations when advance notification
44 cannot be given, the principal or supervisor shall be notified as soon as possible.
45

46 Personal leave days shall not be used to extend (before or after) summer vacations. Personal leave days
47 may be used to extend (before or after) winter break, spring break or holidays with Superintendent
48 approval upon recommendation from the supervisor/principal.

Employees may carry over two (2) days with pay to the next year. An employee may not accumulate more than five (5) days in any given year. An employee shall take no more than five (5) personal days at their current rate of pay. An employee may choose to cash-out up to three (3) unused personal leave days at their current rate of pay in June.

Employees hired after the beginning of the school year or working less than one hundred eighty (180) days shall receive a prorated amount of personal leave for their first year of employment. The formula for prorating personal leave is as follows:

$$\text{Days worked}/180 \text{ days} = \% \times 3 \text{ days} = \text{Total Personal Leave.}$$

Example: $145 \text{ days worked}/180 \text{ days} = 80\% \times 3 \text{ days} = 2.4 \text{ days personal leave.}$

Further, the District agrees to “legacy” current employees hired prior to September 2014 who work less than five (5) days a week to receive their full three (3) days of personal leave. Employees hired after September 2014 that work less than five (5) days per week shall have their personal leave prorated each year.

Section 8.4. Emergency Leave.

Emergencies are those events which are suddenly precipitated, or which is of such a nature that preplanning could not relieve the necessity for the absence. The problem must be one of major importance and not a mere inconvenience. Each employee shall be entitled, each contract year, to three (3) days leave with pay for absence caused by emergencies. Emergency leave shall be charged against sick leave.

Section 8.5. Maternity Leave.

Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such time as the employee, and her medical advisor, deem necessary. Employees granted maternity leave must return to work not later than one (1) year following the granting of the maternity leave. Such employee shall notify the District thirty (30) days prior to their intended return to work. Employees granted maternity leave may, at their option, be allowed compensation for maternity leave in accordance with Section 8.1 above. Before returning to work, the employee must be certified by her physician as ready and able to return.

Section 8.5.1. Paternity/Co-Parent Leave.

An employee, upon request, shall be granted a maximum of five (5) days leave, on or about the date of their child’s birth. These days are with pay, three of which are deducted from sick leave. An employee may request additional days by submitting a written request to the Superintendent/designee.

Section 8.5.2. Adoptive/Foster Leave.

For employees not qualifying for FMLA, up to thirty (30) days non-paid leave shall be granted to the employee who adopts a child or has a foster child placed with them. The employee shall submit a written request to the Superintendent/designee. The District shall be notified when the adoption/foster proceedings have begun, and the leave shall begin at a natural break in the school year or on a mutually agreed upon date. The exact date of the employee’s return will be determined in consultation with the Superintendent and the employee’s immediate supervisor.

1 **Section 8.6. Judicial Leave.**

2 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named
3 as a codefendant with the District, such employee shall receive a normal day's pay for each day of
4 required presence in court. Any expense reimbursement received by a staff member for jury duty
5 performed on a contract day shall be retained by the staff member. In the event that an employee is a
6 party in a court action, including being a plaintiff against the District, this section does not apply, and
7 the employee must use personal leave or leave without pay.
8

9 **Section 8.6.1. Subpoena Leave.**

10 An unpaid leave of absence, vacation, or personal leave shall be granted when an employee is
11 subpoenaed to appear in a court of law; provided, however, that the employee so subpoenaed
12 shall promptly determine and notify the District of the number of days required for court
13 appearances. Leave herein granted is limited to those days upon which the employee must be
14 present in court for the purposes of giving testimony or participating.
15

16 **Section 8.7. Leave of Absence.**

17
18 **Section 8.7.1.**

19 Upon recommendation of the immediate supervisor through administrative channels to the
20 Superintendent, and upon approval of the Board of Directors, an employee may be granted a
21 leave of absence for a period not to exceed one (1) year; provided, however, if such leave is
22 granted due to extended illness, one (1) additional year may be granted.
23

24 **Section 8.7.2.**

25 The returning employee shall notify the District thirty (30) days prior to the intended date of
26 return or by May 15th for the following school year, if released at that time by the doctor, and
27 will be assigned to the position occupied before the leave of absence. Employees hired to fill
28 positions of employees on leave of absence will be hired for a specific period of time, during
29 which they shall be subject to all provisions of this Agreement. It shall be the responsibility of
30 the employer to inform replacement employees of these provisions. If a current classified
31 employee was hired to fill the leave of absence position, that employee will return to his/her
32 previous position. If the position is not available, the employee will follow the process in 9.9.2.
33

34 **Section 8.7.3.**

35 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
36 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
37 the employee is on leave of absence; provided, however, that if such leave is approved for
38 extended illness or injury, seniority shall accrue.
39

- 40 A. **Eligibility:** To be eligible for FMLA benefits, an employee MUST have worked for at least
41 720 hours over the previous twelve (12) months.
- 42 B. **Usage:** Employees shall be provided twelve (12) weeks of unpaid leave during any twelve
43 (12) month period for any of the following reasons:
- 44 1. To care for the employee's child after birth, or placement for adoption or foster care.
 - 45 2. To care for the employee's spouse, child, or parent who has a serious health condition.
 - 46 3. For a serious health condition of the employee.
- 47 C. **Notification:** The employee shall provide the District thirty (30) days advance notice of
48 his/her intent to use Family Leave when the need for the leave is foreseeable.

D. Job Benefits and Protection: The District shall insure the following provisions:

1. Maintain the employee's group health insurance coverage during the duration of Family Leave. Any share of group health plan premiums which had been paid by the employee prior to unpaid FMLA leave must continue to be paid by the employee during the FMLA leave period.
2. Grant, at the employee's request, his/her usage of accrued sick leave prior to his/her going on unpaid Medical Leave.
3. Restore the employee to his/her previous position or an equivalent position upon return from Family Leave.
4. Restore any employee equivalent benefits and salary that accrued prior to the start of Family Leave.

Section 8.8. Washington Paid Family and Medical Leave (WPFL).

Employees are eligible to apply for Paid Family and Medical Leave (PFML) benefits as allowed by law:

- The District shall annually notify employees about the benefits available under PFML.
- Employees will be required to file a claim for PFML benefits with the Employment Security Division (ESD) at the following email address <https://paidleave.wa.gov/get-ready-to-apply/> all payments will come from the ESD.
- Employees will be required to contact the Employment Security Guidelines to determine the amount leave available.
- To qualify for PFML, employees must work no less than eight hundred and twenty (820) hours in employment in Washington State during the qualifying period Employment Security will determine the employee's eligibility and benefit.
- Employees should go to <https://esd.wa.gov/paid-family-medical-leave/benefits> or www.paidleave.wa.gov for all information pertaining to this leave.
- District and employees shall pay premium costs as per state law.

Section 8.9. Pandemic Leave.

Each employee will have access to ten (10) days of pandemic leave. Pandemic leave will only be for epidemic exposure, symptoms, positive test results, to care for a family member who has symptoms or has a positive test result, or to care for a child due to childcare facility closures related to a pandemic. This leave shall be accessible if the local Department of Health, Centers for Disease Control and Prevention (CDC), or other State, Local, or Federal authority declares a pandemic or state of emergency related to a pandemic. This section shall only apply if the District receives funding specifically for pandemic leave. This leave shall not be deducted from sick leave.

ARTICLE IX

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 9.1. Hire Date and Seniority Date.

The hire date of an employee within the bargaining unit shall be established as of the date on which the employee began continuous employment. The seniority date of an employee shall be established as of the date on which an employee begins continuous employment within any job classification defined in Article 1, Section 1.3.

1 **Section 9.2.**

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

5
6 **Section 9.3.**

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

9
10 **Section 9.4.**

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

- 12 A. Resignation
- 13 B. Discharge for justifiable cause
- 14 C. Retirement

15
16 **Section 9.5.**

17 Seniority rights shall not be lost and shall accrue for the following reasons, without limitations;

- 18 A. Time lost by reason of industrial accident, industrial illness, or judicial leave.
- 19 B. Time on leave of absence granted for the purposes of serving in the Armed Forces of the
20 United States.
- 21 C. Time spent on other authorized leave.
- 22 D. Time spent in layoff status as hereinafter provided.

23
24 **Section 9.6.**

25 Seniority rights shall be effective within the general job classifications are those set forth in Article 1,
26 Section 1.3.

27
28 **Section 9.7.**

29 The employee with the earliest hire date shall have preferential rights regarding shift selection,
30 vacation periods, special services, promotions, assignment to new or open jobs or positions, and
31 layoffs when ability and performance are substantially equal with junior employees. Seniority rights
32 shall be District-wide in the event there are no applications within the classification of the new or open
33 position(s). If the District determines seniority rights should not govern because an employee possesses
34 ability and performance substantially greater than a senior employee or senior employees, the District
35 shall set forth in writing to the employee or employees and the Association President its reasons why
36 the senior employee or employees have been bypassed. All in-district applicants shall be considered/
37 interviewed prior to consideration/interviews of outside applicants. The Decision of the District to hire
38 or not hire an employee that is not within classification for the posted position is not grievable.

39
40 **Section 9.8.**

41 Employees who change job classifications within the bargaining unit shall retain their seniority dates in
42 the previous classifications, notwithstanding that they have acquired a new classification seniority date.
43 Employees hired into a different job classification shall retain their years of service (longevity) with
44 the District.

45
46 **Section 9.9.**

47 The District may publicize within the bargaining unit and outside the bargaining unit concurrently,
48 unless the position is being offered "in-house" only. A copy of the job posting shall be forwarded to

1 the President of the Association and to the Association representative of the classification concerned
2 within five (5) workdays. During any schedule break, when an opening occurs, a copy of the job
3 posting shall be forwarded to each employee electronically (employees shall provide the District with
4 their home email), unless employees notify the District Office in writing prior to the last day of the
5 school year to have postings mailed to them. The decision of the District to hire or not hire an
6 employee that is not within classification for the posted position is not grievable.

7
8 **Section 9.9.1. Additional Assigned Time.**

9 The employer may add one (1) hour or less to an employee's daily time without posting.
10 Additional work time of one (1) hour or less shall be offered within building by seniority where
11 current schedules are not disrupted. Increases to currently staffed child specific positions and
12 self-contained classroom positions shall first be offered to the staff holding those specific
13 positions. All of the extra assigned time will end at the conclusion of the school year or when
14 the need for such time no longer exists (i.e., the student moves).

15
16 **Section 9.10.**

17 Employees within the District, upon submitting a Letter of Interest to the District, shall be considered
18 and interviewed for any new or open position within the District.

19
20 **Section 9.11. Lay-Off Notification.**

21 The District shall notify employees of intent to layoff for the next school year, thirty (30) days prior to
22 the employee's last working day of the current school year. These timelines are null and void in a levy
23 year. In a levy year, notification would be June 1.

24
25 **Section 9.12. Employee's Two Week Notice to Employer.**

26 The employee shall provide at least two (2) weeks' notice of his/her intention to sever employment
27 with the District. This two (2) week requirement may be waived by mutual agreement of the District
28 and the employee.

29
30 **Section 9.13. Retirement/Resignation Notification.**

31 Employees that notify the District by February 1 of their plans to retire or resign at the end of the
32 school year, shall receive from the District, three hundred dollars (\$300.00). Employee must work a
33 minimum of five (5) years with the Tonasket School District to receive this benefit.

34
35 **Section 9.14. Bumping Rights.**

36 Whenever a classified employee's position is terminated or an employee is laid off, that employee shall
37 have the right to "bump" an employee with less seniority within the same job classification, subject to
38 Section 9.7, even if that employee has more hours. During the school year the bumping process shall
39 occur within ten (10) working days from the notice of termination or being laid off. The employee will
40 initiate the process.

41
42 **Section 9.15. Re-employment Rights.**

43 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
44 District according to layoff ranking. Such employees are to have priority, except as provided in Section
45 9.7, in filling an opening in the classification held immediately prior to layoff. Names shall remain on
46 the re-employment list for two (2) years.

1 **Section 9.16. Notification Information.**

2 Employees on layoff status shall provide the District with their current address and telephone
3 number(s). Employees may also provide a current e-mail address to the District. All information and
4 preference of notification method must be provided in writing to the District office. It is the
5 employee's responsibility to notify the District, in writing, of any change of address, phone number(s)
6 or e-mail address.

7
8 **Section 9.17. Re-employment Non-Compliance.**

9 An employee shall forfeit rights to re-employment as provided in Section 9.10 if the employee does
10 not comply with the requirements of Section 9.11, or if the employee does not respond to the offer of
11 re-employment within fifteen (15) days.

12
13 **Section 9.18. Rejection of Re-employment offer.**

14 An employee on layoff status who rejects an offer of re-employment forfeits seniority and all other
15 accrued benefits; provided, that such employee is offered a position substantially equal to that held
16 prior to layoff.

17
18
19
20 **ARTICLE X**

21
22 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

23
24 **Section 10.1.**

25 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue
26 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.
27 If the District has reason to reprimand an employee, it shall be done in a manner which will not
28 embarrass the employee before other employees or the public. Any complaint of an employee,
29 supervisor, manager, building administrator, or individual member of the school board shall be made
30 in private and in confidence. All disciplinary actions shall be made in private and in confidence.

31
32 **Section 10.1.1. Progressive Discipline.**

33 Steps shall normally be as follows:

34
35 Pre-Discipline: Counseling and Verbal Warning and Letters of Direction (Documentation will
36 be placed in the supervisor's working file and is not considered discipline.

37 Step 1: Written Warning

38 Step 2: Written Reprimand

39 Step 3: Suspension without pay (may be either short-term or long-term)

40 Step 4: Recommendation for Discharge from employment.

41
42 Leave with pay is considered part of an investigatory process to protect the rights of all parties
43 and is not considered discipline.

ARTICLE XI

INSURANCE AND RETIREMENT

Section 11.1. Insurance Benefits.

Effective January 1, 2020, the District shall provide qualified employees with insurance benefits that align with the rules and regulations set by the School Employee Benefit Board (SEBB).

A. Availability:

1. Qualified employees who work or will work a minimum of six hundred, thirty (630) hours during the year.
2. Open enrollment is October 1 through November 15 per SEBB.
3. SEBB insurance plan information shall be provided to eligible employees during orientation or within ten (10) workdays of hire and at each open enrollment.
4. Employees are responsible for enrolling online or with forms provided by SEBB.

B. Benefits:

1. Qualified employees will be provided SEBB benefits that include medical, dental, vision, basic life/accidental insurance, long-term disability insurance and retiree subsidy (formerly Health Care Authority (HCA)).
2. Employees may select a carrier approved by SEBB.

C. Premiums:

1. The District shall pay their portion of the employee premium as established by SEBB.
2. Employees will be responsible for their portion of the premium.
3. Any additional premium surcharges will be paid by the employee.

Section 11.2.

The District agrees to indemnify and hold harmless any employee subject to this Agreement from financial loss, including reasonable attorney's fees for action arising from any act or omission that was within the scope of the employee's employment or direction by the Board. District shall carry liability insurance to cover the above. If any change, employees will be notified.

Section 11.3.

The District shall make required contributions for State Industrial Insurance program or to a cooperative pool, trust or self-insurance program as provided by law.

Section 11.4.

The District shall make contributions to the ESD-171 Unemployment Pool requisite to providing unemployment benefits for all employee's subject to this Agreement.

Section 11.5.

In determining whether an employee subject to this Agreement is eligible for participation in the Washington State School Employees' Retirement System, the District shall report all hours worked, whether straight time, overtime, or otherwise.

ARTICLE XII

VOCATIONAL TRAINING

Section 12.1. Professional Development for Classified Employees.

- A. The district shall make available three thousand dollars (\$3,000.00) in professional development funds to classified employees.
- B. PSE employees shall use the attached Professional Development application (appendix B) to utilize the funds.
- C. A joint committee consisting of PSE and district representatives shall decide to whom the funds will be awarded, and the amount awarded.
- D. The funds may be used for the following: tuition, credit and course fees, applicable travel expenses and lodging.
- E. Salary to the employee will be paid if the training occurs during their regular work hours. Employee-selected professional development outside of normal working hours will not be paid.
- F. If the training is required by the District: a) Travel and training costs will be provided; b) The employee's wages will be paid if training takes place outside of regular scheduled hours.
- G. These professional development funds shall not be used to replace or in lieu of building or administrator's budgets.

Section 12.2. Paraeducator Certification.

The State of Washington and the Paraeducator Professional Educator Standards Board (PESB) determined that all paraeducators must begin a formal certification. This applies to classified public school or school district employees who work under the supervision of a certificated or licensed staff member, from grades Kindergarten to Grade 12, to support and assist in providing instructional and other services to students and their families. All paraeducators in the bargaining unit are subject to this certification process.

District Responsibilities:

1. Provide two (2) days (fourteen [14] hours) of training to meet the requirements of PESB in the Fundamental Course of Study (FCS)/General Paraeducator Certificate for all current employees.
2. Provide four (4) days (twenty-eight [28] hours) of training for new hires, within the first year of employment, to meet the requirements of PESB in the Fundamental Course of Study (FCS).
3. Provide training multiple times throughout the school year, to include but not limited to, early release days, professional days, and during conferences.
4. Develop a training calendar with opportunities for make-up sessions when possible.
5. Clearly communicate to paraeducators when trainings will be offered.
6. Prioritize in-person instruction, or synchronous online instruction. Provide asynchronous learning options for those staff seeking an accelerated program.

Paraeducator Responsibilities:

1. Register for and participate in courses provided by the District.
2. Maintain records of training, including course completion certificates.
3. Use the e-certification system to enter the completion of the Paraeducator Certificates. (No information is entered into e-cert until the FCS is completed, i.e., all twenty-eight [28] hours.)
4. Complete fourteen (14) hours of district provided training each year towards the Paraeducator Certificates.

5. The district will make every effort to provide multiple opportunities for training but acknowledge that extenuating circumstances might limit a paraeducator's ability to attend training. The district and PSE will address these issues on a case-by-case basis.

If there are any legislature impacts to the paraeducator training or the completion of the Paraeducator Certificates, the District and PSE agree to bargain the legislative impact.

ARTICLE XIII

ASSOCIATION MEMBERSHIP

Section 13.1. Association Membership.

The parties recognize that each employee has the right to become a member of the Association and the District will not discriminate, restraint, retaliate, coerce, or interfere against any employee in that process.

Section 13.1.1. New Hire Notification

The Employer will provide PSE electronic notification of the name, address, personal phone number, classification, job title, work location, and work and personal email address of all newly hired bargaining unit employees at least five (5) workdays before they begin their first day on the job.

Section 13.2. PSE Regular Dues Check Off.

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

Section 13.2.1. Dues Authorizations.

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

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

The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to

Public School Employees of Washington/SEIU Local 1948 in accordance with the terms and conditions of the authorization. Revocations will not be accepted by the employer if the authorization is not obtained by the employee to PSE. After the employer receives confirmation from the exclusive bargaining representative that the employee has revoked authorization for deductions, the employer shall end the deduction effective on the first payroll after receipt of the confirmation. The employer shall rely on information provided by the exclusive bargaining representative regarding the authorization and revocation.

Section 13.2.2. Political Action Committee.

The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Union.

Section 13.3. District Held Harmless.

The District assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Association shall indemnify and hold the District harmless for any and all claims, grievances, arbitrations, awards, suits, attachments, or other proceedings arising out of or by reason of any action taken by the District for the purpose of complying with any of the provisions of this Article of the Agreement.

ARTICLE XIV

GRIEVANCE PROCEDURE

Section 14.1. Purpose.

The purpose of the procedure is to provide an orderly method of resolving grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the Terms and Conditions of this Agreement, shall be resolved in strict compliance with this Article. A determined effort shall be made to settle such differences at the lowest possible level in the grievance procedure. Nothing contained in this Article shall limit the right of employees to pursue adjustment of their grievances according to RCW 41.56.080.

Section 14.1.1. Definitions.

- A. Grievant: A grievant is an employee, or in the case of the Union's contractual rights, the union.
- B. Grievance: A grievance is defined as a dispute involving the interpretation or application of the specific terms of this Agreement.
- C. Days: Days in this procedure are normal District office workdays.

Section 14.1.2. Timelines.

Grievances shall be processed in the following manner and within the stated time limits. Time limits shall be calculated commencing on the day after the event or occurrence triggering the running time limit. Time limits provided in this procedure may be extended only by mutual written agreement.

Failure on the part of the employer at any step of this procedure to communicate the decision on a grievance within the specific or mutually extended time limits shall permit the grievant to lodge an appeal at the next step of this procedure. Failure on the part of the grievant (employee or union) to present or proceed with a grievance within the specified or mutually extended time limits will render the grievance waived.

Section 14.2. Process.

Section 14.2.1. Step 1. Informal level – Submission of Grievance to Supervisor.

Employees shall first discuss and attempt to resolve the grievance with their immediate supervisor. If employees so wish, they may be accompanied by an Association representative at all steps of the grievance. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within thirty (30) days of the occurrence of the grievance shall be invalid and subject to no further processing. The immediate supervisor shall respond within ten (10) days of the employee's presentation. The response at this level may be oral or written.

Section 14.2.2. Step 2. Formal Level – Written Submission of Grievance to Supervisor.

If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the immediate supervisor within ten (10) days after receipt of the supervisor's response at Step I, or within ten (10) days after the deadline for the supervisor's response, whichever is earlier. The written grievance shall contain the following:

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

A meeting may be held at Step 2, between the grievant and the supervisor. The immediate supervisor shall inform the employee and the union in writing of the disposition of the grievance within ten (10) days of the presentation of the written grievance or within ten (10) days following the meeting, whichever is earlier. If an agreeable disposition has been made, the aggrieved party shall terminate the grievance in writing within ten (10) days.

Section 14.2.3. Step 3. Superintendent Level.

A. Individual Grievance

If the grievance is not settled at Step 2 and the Union believes the grievance to be valid, a written statement of the grievance shall be submitted within ten (10) days to the District Superintendent. After submission of the grievance, the parties will have ten (10) days to meet to resolve the grievance. A written statement of the disposition shall be given to the aggrieved and the Union within ten (10) days of the meeting. If an agreeable disposition has been made, the aggrieved party shall terminate the grievance in writing within ten (10) days.

B. Union Grievance

A grievance which the Union may have against the employer, limited as aforesaid to matters dealing with the interpretation or application of terms of this Agreement relating to union rights, shall be commenced by filing in writing (in format of Step 2 above) with the Superintendent. Such filing shall be within thirty (30) days after the event is known. The Superintendent will schedule a meeting to discuss the grievance within ten (10) days and issue a written decision within ten (10) days of the date of the grievance meeting.

1 **Section 14.2.4. Step 4. School Board.**

2 If no settlement is reached in Step 3 and the Union believes the grievance to be valid, a written
3 statement of grievance shall be submitted within ten (10) days to the School Board, after receipt
4 of the Superintendent's written response in Step 3. The grievance shall be heard by the School
5 Board during an exempt, private portion of its next regular meeting, or at a special meeting to
6 be held no more than thirty (30) days from submission of the written grievance to the Board.
7 The grievant(s) shall be allowed to appear before the Board to provide a presentation to the
8 Board in an exempt, private portion of the meeting. A disposition must be entered at the School
9 Board level within twenty (20) days after the conclusion of the meeting.
10

11 **Section 14.2.5. Step 5. Arbitration.**

12 If no settlement has been reached within the twenty (20) days referred to in the preceding
13 subsection, and the Association believes the grievance to be valid, the grievant(s) may demand
14 arbitration of the grievance. Any dispute, claim or grievance arising out of or relating to the
15 interpretation, or the application of this Agreement shall then be submitted to arbitration under
16 the Voluntary Labor Arbitration Rules of the American Arbitration Association. If mutually
17 agreed, the parties may submit to arbitration under the Expedited Labor Arbitration Rules of
18 the American Arbitration Association. The parties further agree to accept the arbitrator's award
19 as final and binding upon them.
20

21 **Section 14.2.6. Limits of the Arbitrator.**

22 The arbitrator cannot order the Employer to take action contrary to the law.
23

24 **Section 14.2.7. No Duty to Maintain Status Quo.**

25 The Employer has no duty to maintain status quo or to restore the status quo pending
26 arbitration. But if return to status quo is ordered by the arbitrator, the return shall be affected as
27 per the arbitrator's award.
28

29 **Section 14.2.8. Freedom from Reprisal.**

30 There will be no reprisals against the grievant or others as a result of his/her participation in
31 this process.
32

33 **Section 14.3. Grievance Release Time.**

34 In the event the grievance or arbitration discussions occur during regular employment time, the District
35 shall provide release time without loss of compensation limited to the grievant, required witnesses, and
36 one (1) Union Chapter Representative unless otherwise approved by the District. It is recognized that
37 meetings and/or discussions to prepare for grievance and/or arbitration hearings are to take place
38 outside the employee's workdays and are not to be compensated by the District.
39
40
41

42 **ARTICLE XV**

43 **TRANSFER OF PREVIOUS EXPERIENCE**

44 **Section 15.1. Washington School District Experience.**

45 An employee who leaves a school district within the State of Washington and commences employment
46 shall retain the same longevity, leave benefits, and other benefits (including years of experience on the
47
48

1 salary schedule and vacation credit) that the employee had in his or her previous position, unless the
2 district's system for computing such benefits differs from that of the previous school district, in which
3 event the employee shall be granted the same longevity, leave benefits, and other benefits (including
4 years of experience on the salary schedule and vacation credit) as an employee of the Tonasket School
5 District who has similar occupational status and total years of service; provided, that the employee
6 shall not retain any seniority rights when leaving one school district and beginning employment with
7 Tonasket School District.

8
9 If the employee is hired into a classification different than the classification held at the previous school
10 district, the employee shall be granted the same longevity, leave benefits, and other benefits (including
11 years of experience on the salary schedule and vacation credit) as an employee of the Tonasket School
12 District who makes such a change in classification.

13
14 **Section 15.1.1. Consideration of Prior Experience.**

15 New employees with similar job experience, but not school district experience or employees
16 that have changed job classification within the bargaining unit shall be placed at Step 1 on
17 Schedule A. Both new employees and employees that have changed job classifications shall be
18 allowed to provide proof of prior work experience to be considered for placement on a higher
19 wage step on Schedule A. This proof of prior work experience must be submitted to the District
20 Office within thirty (30) workdays of hire date or placement in the new classification. The
21 District will make the determination and will inform the employee and the Association of their
22 decision. The necessary documentation required for the employee to provide proof of prior
23 work experience shall be given to the new hire as part of their orientation. If the District's
24 decision is movement to a higher wage step, the higher wage shall be retroactive to the date of
25 hire. The prior work experience form shall be appendix A and attached to the contract.

26
27 If there is difficulty in filling a position due to wages, both parties agree to negotiate the wage
28 and/or placement on Schedule A.

29
30
31
32 **ARTICLE XVI**

33
34 **SALARIES AND EMPLOYEE COMPENSATION**

35
36 **Section 16.1.**

37 Employees shall be compensated in accordance with the provisions of this Agreement for all hours
38 worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours
39 worked, and rates paid with each paycheck. During the summer break, employees can pick up their pay
40 statement at the District Office.

41
42 **Section 16.2.**

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

45
46 **Section 16.2.1.**

47 This Agreement shall be reopened annually to renegotiate Schedule A.
48

For the 2022-2023 school year, Step 0 on the Schedule A shall be increased by eight and one half (8.5%) percent.

For the 2023-2024 school year, Step 0 on the Schedule A shall be increased by five (5%) or an amount equal to the state implicit price deflator for personal consumption (IPD), whichever is greater.

For the 2024-2025 school year, Step 0 on the Schedule A shall be increased by three (3%) or an amount equal to the state implicit price deflator for personal consumption (IPD), whichever is greater.

Section 16.2.2.

Increments (the step movement based on years of service) will be paid for each year of this Agreement.

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

Section 16.2.3.

Incremental steps, where applicable, shall take effect on the start day of the school year, even if the school year begins prior to September 1 during the term of this Agreement; provided, the employee has been actively employed continuously for at least ninety (90) days the previous employment year.

Section 16.3.

For the purpose of calculating daily hours, time working shall be rounded to the next one-quarter (1/4) hour.

Section 16.4. Shift Differential Pay.

For the purpose of determining shift premiums, an employee's shift shall consist of the one in which the majority of his/her work hours fall:

Shifts: Days - 7:00 a.m. to 3:30 p.m.
Swing - 3:00 p.m. to 11:30 p.m.

Section 16.5.

Employees required to remain overnight on District business shall be reimbursed for room and board expenditures per District policy and procedures 6213 as revised 1/28/13 and 6213P as revised 9/15/15.

Section 16.6. Perfect Attendance.

The district will provide three hundred dollars (\$300.00) per employee for perfect attendance [excluding paid vacation, personal leave, bereavement and approved professional development]. Employees using sick leave, or other unapproved or approved leaves would not be eligible for this benefit. Other leaves could be leave without pay, emergency leave (which is taken from sick leave), paternity leave (which is taken from sick leave), etc.

Section 16.7. The District shall pay for the following:

- Food Handlers Permits as required for current employees.
- Annual license for the SLPA.
- Annual license for the School Nurse.
- Protective safety wear and all laundry expenses for the mechanic.
- The license fee for current employees required to apply chemicals.
- First Aid training, as required for current employees, and any employee who wants First Aid training.
- Fingerprinting reimbursement.
- Emergency Teacher Certification.

Section 16.8. Retroactive Pay.

Retroactive pay, if applicable, shall be paid on the first regular payday following agreement on such pay, if possible, and in any case not later than the second regular payday.

Section 16.9. Payroll Errors.

Errors will be corrected on the next paycheck in full. Should the District overpay an employee, the employee shall be allowed to repay the overpayment by monthly payments until paid in full (the reimbursement timeline and a reasonable payment amount shall be mutually agreed upon by both the employee and District). The District also has the option to assign work to the employee until the overpayment is paid back. Should the employee leave the employment of the District, the balance shall be withheld from the employee's last paycheck. Reference RCW 49.48.200 and RCW 49.48.210 (10) and (11 b & c).

ARTICLE XVII

TERM AND SEPARABILITY OF PROVISIONS

Section 17.1.

The term of this Agreement shall be September 1, 2022 through August 31, 2025.

Section 17.2.

All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date.

Section 17.3.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate Schedule A as necessary to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein to benefit classified employees.

Section 17.4.

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

Section 17.5.

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

Section 17.6.

The Tonasket PSE agrees to cooperate with the District in developing and implementing training and service programs for individuals under such programs as "Work First," "Career Path," and "AmeriCorps."

The District in return agrees that the following conditions will be in place prior to the implementation of any such programs:

1. Trainers working under these types of programs will be assigned to a classified employee currently working in the assignment where the training is being sought.
2. No employee within a specific classification will be on lay-off status while a trainee is active within that classification.
3. No employee within a specific classification shall suffer a reduction in working hours while a trainee is active within that classification.
4. AmeriCorps members will be assigned to a supervisor. No employee within a specific classification shall be replaced by an AmeriCorps member.

S I G N A T U R E P A G E

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

TONASKET CHAPTER

BY: Joy Timm
Joy Timm, Chapter Co-President

DATE: 12/7/22

BY: A Corum
Aunita Corum, Chapter Co-President

DATE: 12/7/22

TONASKET SCHOOL DISTRICT #404

BY: K Young
Kevin Young, Superintendent

DATE: 12/7/22

**SCHEDULE A
TONASKET SCHOOL DISTRICT
September 1, 2022 - August 31, 2023**

<u>Salary Steps</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>10**</u>	<u>15**</u>	<u>20**</u>	<u>25**</u>	<u>30**</u>
Para-Educator											
Para-Educator	\$17.79	\$18.24	\$18.68	\$19.13	\$19.57	\$20.02	\$20.52	\$21.02	\$21.77	\$22.52	\$23.27
Sped/Migrant/Bilingual											
Para-Educator	\$18.38	\$18.84	\$19.30	\$19.76	\$20.22	\$20.38	\$20.88	\$21.38	\$22.13	\$22.88	\$23.63
<u>Office Professional</u>											
Campus Support	\$17.36	\$17.79	\$18.23	\$18.66	\$19.10	\$19.53	\$20.03	\$20.53	\$21.28	\$22.03	\$22.78
MEP Recruiter	\$17.79	\$18.24	\$18.68	\$19.13	\$19.57	\$20.02	\$20.52	\$21.02	\$21.77	\$22.52	\$23.27
Graduate Specialist	\$17.79	\$18.24	\$18.68	\$19.13	\$19.57	\$20.02	\$20.52	\$21.02	\$21.77	\$22.52	\$23.27
Secretary	\$20.42	\$20.93	\$21.44	\$21.95	\$22.46	\$22.97	\$23.47	\$23.97	\$24.72	\$25.47	\$26.22
Student Advocate	\$18.38	\$18.84	\$19.30	\$19.76	\$20.22	\$20.38	\$20.88	\$21.38	\$22.13	\$22.88	\$23.63
<u>Professional/Technical</u>											
Nurse	\$37.20	\$38.13	\$39.06	\$39.99	\$40.92	\$41.86	\$42.36	\$42.86	\$43.61	\$44.36	\$45.11
Health Room Assist	\$20.42	\$20.93	\$21.44	\$21.95	\$22.46	\$22.97	\$23.47	\$23.97	\$24.72	\$25.47	\$26.22
LPN	\$22.76	\$23.33	\$23.90	\$24.47	\$25.04	\$25.61	\$26.11	\$26.61	\$27.36	\$28.11	\$28.86
SLPA/Psych Assist	\$22.76	\$23.33	\$23.90	\$24.47	\$25.04	\$25.61	\$26.11	\$26.61	\$27.36	\$28.11	\$28.86
Sign Lang/Braille	\$22.76	\$23.33	\$23.90	\$24.47	\$25.04	\$25.61	\$26.11	\$26.61	\$27.36	\$28.11	\$28.86
Technology Assistant	\$22.25	\$22.81	\$23.36	\$23.92	\$24.48	\$25.03	\$25.53	\$26.03	\$26.78	\$27.53	\$28.28
<u>Custodial/Maintenance</u>											
Bldg. Main/Grounds	\$21.33	\$21.86	\$22.40	\$22.93	\$23.46	\$24.00	\$24.50	\$25.00	\$25.75	\$26.50	\$27.25
Maintenance/Grounds	\$19.18	\$19.66	\$20.14	\$20.62	\$21.10	\$21.58	\$22.08	\$22.58	\$23.33	\$24.08	\$24.83
Custodian Day Shift	\$19.18	\$19.66	\$20.14	\$20.62	\$21.10	\$21.58	\$22.08	\$22.58	\$23.33	\$24.08	\$24.83
Custodian Swing Shift	\$19.60	\$20.08	\$20.58	\$21.06	\$21.55	\$22.04	\$22.54	\$23.04	\$23.79	\$24.54	\$25.29
Garden Coordinator	\$22.79	\$23.36	\$23.93	\$24.49	\$25.07	\$25.64	\$26.14	\$26.64	\$27.39	\$28.14	\$28.89
<u>Transportation</u>											
Mechanic	\$23.24	\$23.82	\$24.40	\$24.98	\$25.56	\$25.43	\$25.93	\$26.43	\$27.18	\$27.93	\$28.68
Asst. Mechanic	\$21.09	\$21.62	\$22.14	\$22.67	\$23.20	\$23.73	\$24.23	\$24.73	\$25.48	\$26.23	\$26.98
Bus Driver	\$22.21	\$22.77	\$23.32	\$23.88	\$24.43	\$24.99	\$25.49	\$25.99	\$26.74	\$27.49	\$28.24
Sped Bus Driver	\$22.75	\$23.32	\$23.89	\$24.46	\$25.03	\$25.60	\$26.10	\$26.60	\$27.35	\$28.10	\$28.85
*Bus Driver Trainer	\$23.71	\$24.27	\$24.82	\$25.38	\$25.93	\$26.49	\$26.99	\$27.49	\$28.24	\$28.99	\$29.74
<u>Food Service</u>											
Assistant Cook	\$18.29	\$18.75	\$19.21	\$19.67	\$20.12	\$20.62	\$21.12	\$21.62	\$22.37	\$23.12	\$23.87
Lunch Clerk	\$17.49	\$17.93	\$18.36	\$18.80	\$19.24	\$19.74	\$20.24	\$20.74	\$21.49	\$22.24	\$22.99

Longevity **

Employees with 10 years of service receive an added 50 cents to the 5-year rate.
 Employees with 15 years of service receive an added 50 cents to the 10-year rate.
 Employees with 20 years of service receive an added 75 cents to the 15-year rate.
 Employees with 25 years of service receive an added 75 cents to the 20-year rate.
 Employees with 30 years of service receive an added 75 cents to the 25-year rate.

Stipends - The single highest stipend applies:

Associates Degree	25 cents per hour
Bachelor's Degree	50 cents per hour

Extra Bus Trip Supplemental Salary Rates:

Driving & Stand by Time	Paid at Driver's rate per hour
*Bus Driver Trainer	Paid at regular rate per hour plus one dollar & fifty cents (\$1.50)/hr.

Substitute Salary Rates

Secretarial	\$17.00
Bus Driver	Step 0
Campus Support & Assistant Cook	\$16.25
Mechanic Extra Help	\$17.25
Para Educator, Grounds/Custodian, Maintenance Extra Help	\$16.50



Appendix A

Tonasket School District/PSE Contract

Article XV, Section 15.1.1 Consideration of Prior Experience

New employees with similar job experience, but not school district experience or employees that have changed job classifications within the bargaining unit shall be placed at Step 1 on Schedule A. Both new employees and employees that have changed job classifications shall be allowed to provide proof of prior work experience to be considered for placement on a higher wage step on Schedule A.

Employee has 30 workdays to provide the required documentation to determine placement of his/her salary step, otherwise salary step will be 1.

DOCUMENTATION REQUIRED (in addition to one of the acceptable from list below):

☐ Work Experience (Examples):

- Statement from previous employer verifying relevant work experience
- Letter from business owner or human resources department
- W-2's from pertinent employers, such as contractors
- Business License

☐ Job Description of Past Employment (Examples):

- If no job description available from past employer, provide your own and have it verified by previous employer
- Resume

Please provide the following information in addition to the acceptable documentation:

PRIOR EXPERIENCE

Name of past employer/organization: _____

Requested Salary Step Placement: _____

I am requesting experience credit for similar previous job experience and understand that it is the District's authority to determine adequate and acceptable experience credit.

SIGNATURE

DATE