COLLECTIVE BARGAINING AGREEMENT BETWEEN

Camas School District #117

AND

Public School Employees of Camas

SEPTEMBER 1, 2019 THROUGH AUGUST 31, 2022
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PREAMBLE

This Agreement is made and entered into between Camas School District Number 117 (hereinafter "District" or "Employer") and Public School Employees of Camas (hereinafter "Association"), an affiliate of the Public School Employees of Washington/SEIU Local 1948.

The parties agree that it has been, and will continue to be, in their mutual interest and purposes 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 and 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:

ARTICLE I

RECOGNITION

Section 1.1. Classifications Represented.
The School Board and the Superintendent of the District recognize the Association as the exclusive bargaining representative of all the classified employees in the following job classifications: Custodial, Field Maintenance, Maintenance, Transportation, Nutrition Service, Paraprofessionals, Community Education Support and Professional Technical for the purpose of consulting and negotiating on appropriate matters applicable to any and all employees within the bargaining unit: except; Administrative Assistant, Transportation and Maintenance Supervisors, Nutrition Service Supervisor, and/or Board Clerk whose duties imply a confidential relationship to the School Board and/or Superintendent.

Section 1.2. School Board Determinations.
The Association recognizes the Board of Directors as the elected representatives of the citizens of the District, as the employer of the classified personnel, and as such makes final determination of all policies or negotiated agreements.

Section 1.3. Substitute Employees Becoming Regular Employees.
Substitute employees working more than thirty (30) days during any single fiscal year shall be considered regular part-time employees and shall be included in the contract in Article XVI, Article XVII, Article XXI, Article XXIII, and Schedule A. Substitute employees will be entitled to ninety percent (90%) of Step 1 in Schedule A for wages.
**Section 1.4. Employee Types.**

Regular Employee: Employee who holds a recognized position in the district.

Temporary Employee: Employee who is hired for a specified period of time of two (2) or more weeks but less than twelve (12) weeks for brief seasonal periods or to complete a work project. Examples include summer work crew, technology projects, grounds projects, etc. These positions are not to cover a regular employee who is absent. Temporary positions must be posted.

Substitute: An employee who is called in to replace a regular employee who is out on an excused absence of less than twelve (12) weeks. Substitute positions are not posted.

Long-Term Leave Replacement: An employee who is hired for a specific period of time to cover for an employee who is off work on a medical or school board approved leave of absence of twelve (12) weeks up to one (1) year. Long-term leave replacements must be posted.

Over-Load: An employee who is hired to support a classroom teacher up to 5 hours per week total while that classroom exceeds the established class size limits. In the event that enrollment falls below the limit, the over-load position ends.

**Section 1.4.1. Benefits Ineligibility.**
Temporary, substitute, over-load, and long-term leave replacement employees are not eligible for permissive benefits (e.g., medical insurance, vacation, etc.) and are not subject to Section 15.6.2 (bumping) of the collective bargaining agreement.

**ARTICLE II**

**APPROPRIATE MATTERS FOR NEGOITIATION**

**Section 2.1. Matters for Negotiations.**
It is understood and agreed by the parties hereto that matters appropriate for negotiations between the parties shall relate to salaries, hours, working conditions, and grievance procedures. Any new policies, or supplementary agreements adopted by the District that are applicable, will become part of this Agreement, along with the existing policies. Any supplementary policies that are adopted by the District shall be consistent with this Agreement, and with the Public Employees' Collective Bargaining Act. Individual policies and supplementary agreements may be revised, or new policies proposed at any time if there is recognition of and/or consent by both parties of a need for change or for new policies or agreements.

**Section 2.2. Dividing Positions.**
The District will notify the Association when it is considering dividing one position into separate positions and, before any action is taken, provide reasons as to why there is a need for the split. No position will be split without first notifying the Association.
Section 2.3. Negotiation Procedures.

Section 2.3.1. Preliminary Negotiations Team Size.
In preliminary meetings, where proposals are being clarified, costs determined, etc., up to five (5) PSE representatives may attend and participate in meetings with the superintendent and/or his designated agents. More than five (5) PSE representatives may attend when mutually agreed.

Section 2.3.2. Chief Negotiator.
The Superintendent will serve as Chief Negotiator for the Board in proposed policy or change of policy. However, this responsibility may be delegated to whomever the superintendent or the Board feels is appropriate.

Section 2.3.3. Formal Negotiations Team Size.
When more formal negotiations to iron out differences begin, the representatives on the negotiating teams will be limited to five (5), plus a designated chairman (chief negotiator) for each team; provided, that if meetings are set during working hours, up to two (2) employees shall be compensated for time in attendance. More than five (5) PSE representatives may attend when mutually agreed.

ARTICLE III

RIGHTS OF THE EMPLOYER

Section 3.1. Management Rights.
It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights in accordance with and subject to applicable laws, regulations, and the provisions of this Agreement, are the right to direct the work force, the right to hire, promote, retain, transfer, evaluate, 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 3.2. Rules and Regulations.
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 IV

RIGHTS OF EMPLOYEES

Section 4.1. Right to Association Membership.
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. The District shall not interfere, restrain, coerce, or discriminate against employees within
the District to encourage or discourage membership in any employee organization.

Section 4.2. Matters of Concern.
Each employee shall have the right to bring matters of personal concern to the attention of appropriate
Association representatives.

Section 4.3. Representative as Spokesperson.
An Association representative may act as a spokesperson on behalf of an employee upon request of
such employee when she/he meets with a supervisor or other representatives of the District.

Section 4.4. Personnel File.
Employees, upon request, have the right to inspect, at reasonable times, all contents of their complete
personnel file kept within the District; provided, however, a District employee shall be present at all
times. Each employee's personnel file shall contain the following minimum items of information:
application, educational records, references, and evaluations. Any other material other than minimum
required items of information shall be shown to the employee and signed by the employee
acknowledging his/her awareness of the information, before being placed in the file. Evaluations will
be conducted at least once annually and placed in the employee's personnel file. An Association
member shall not evaluate another Association member with respect to employment performance.
Upon request, a single copy of any document(s) shall be provided to the employee. Materials from the
personnel file reviewed by an employee and judged by the employee to be derogatory to his/her
conduct, service, character, or personality may be answered and/or refuted in writing. An employee
may request the removal of derogatory material after three (3) years by notifying the superintendent.
The superintendent may maintain the material in the file beyond the three (3) years in special cases,
and notice shall be given to the individual and Association. Such written response shall become a part
of the written personnel records and kept in the file.

Section 4.4.1. Medical File.
In order for the District to be in compliance with the Americans with Disabilities Act (ADA), a
separate medical information file will be kept for each classified employee. Such file will
contain such sensitive information as immunization history, health related cards, and
information on medical history, and/or medical releases, etc. This medical information file will
insure confidentiality of sensitive information regarding the employee.

Section 4.5. Legal Rights.
No employee shall be denied any legal right granted under Federal, State, County or local law or
regulation.
Section 4.6. Nondiscrimination.
Neither the District nor the Association will discriminate against any employee subject to this agreement on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, who, with or without reasonable accommodation, can perform the essential functions of the job.

Section 4.7. Video Cameras.
The primary purpose of installed video cameras is to maintain student discipline. Employees and their representatives will be allowed to review the tape(s) of video camera(s) when there is an issue of student or employee misconduct. The employee’s permission will be obtained before tapes are used for training.

Section 4.8. Medication Administration.
Employees requested to administer medications or perform health services shall be provided training and shall have right of refusal without employer reprisal or disciplinary action unless such duties are included in the employee’s job description. Employees must receive the training before they are authorized to deliver the service or medication. Such training will be provided by the district as necessary on an ongoing basis.

ARTICLE V
RIGHTS OF THE ASSOCIATION

Section 5.1. Association Notification of Disciplinary Action/Grievance.
The Association shall promptly be notified by the District of any grievances or written disciplinary actions of any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure Articles contained herein. The Association is entitled to have an observer at hearings conducted by any District official or body arising out of grievance and to make known the Association’s views concerning the case.

Section 5.2. Association Presence on District Premises.
Representatives of the Association, upon making their presence known to the central office, 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 5.3. Bulletin Boards.
The District shall provide a bulletin board space in each school for the use of the Association. The bulletins posted by the Association are 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. There shall be no other distribution or posting by employees or the Association of pamphlets, advertising, political matters, notices of any kind, or literature on District property, other than herein provided. Electronic mail may be used by the Union during non-duty time.
Section 5.3.1. Bulletin Board Maintenance.
The responsibility for the prompt removal of notices from the bulletin boards after they have served their purpose shall rest with the individual who posted such notices.

Section 5.4. Labor Management Committee.
The Board of Trustees of the Association will meet with the superintendent of the District or the superintendent's representatives on a mutually agreeable regular basis to discuss contractual matters.

Section 5.5. Association Presence During Work Hour Meetings.
Time during working hours will be allowed, two (2) Association representatives for attendance at meetings with the District. Time will also be allowed for representatives and employees to discuss grievances and appropriate matters directly related to work situations in their area or craft. Association representatives will guard against the use of excess time in the handling of such matters.

Section 5.6. Association President Release Time.
The President of the Association and designated Union officials will be provided time off with loss of pay to a maximum of ten (10) days per year to attend to PSE of Camas union business.

Section 5.7. Swing Shift Meeting Attendance.
Swing shift personnel shall be allowed to attend PSE meetings, with the permission of the Building Supervisor, for a maximum of one hundred twenty (120) minutes per meeting provided their building is left secured and provided further that they shall complete the total hours designated for their shift.

Section 5.8. Member Notification.
The District shall provide Public School Employees of Washington/SEIU Local 1948 with a monthly bargaining unit list transmitted electronically, containing every bargaining unit employee’s: name, classification, job title, work location, phone, address, work email address, hourly rate of pay, hours worked, union dues payed, and hire date. At the time of hire, the same information will be provided to the Association with respect to each newly hired PSE employee.

Section 5.8.1.
The names and cumulative days worked by substitute or temporary employees shall be provided to the Union on a monthly basis.

Section 5.9. Member Training Release Time.
Up to five (5) designated Union representatives will be allowed time off with pay to a maximum of three (3) days per year to attend PSE/SEIU trainings and conventions.

Section 5.10. Access to New Employees of the Bargaining Unit.
The District 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 30 calendar days, exclusive of summer break, 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, when possible, at the employee’s regular worksite, and/or at a location mutually agreed to by the District and PSE.
Section 5.11. New Employee Orientations.
The District will provide PSE at least ten (10) days’ notice of annual New Employee Orientation, and, within 48 hours in advance of the orientation will provide an electronic list of expected participants.

The District will provide PSE no less than thirty (30) minutes to make a presentation during each New Employee Orientation. District 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, pursuant to RCW 41.56.037.

The District, at the time of hire, will provide all bargaining unit employees a PSE new hire packet, to be furnished by PSE.

ARTICLE VI

GRIEVANCE PROCEDURE

Section 6.1. Grievance and Complaint Management.
Grievances or complaints arising between the District and its employees within the bargaining units 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.

Section 6.1.1. Prior to Grievance Initiation.
Every effort is to be made to discuss and settle problems before going through the formal grievance procedure. An individual may exercise his or her right to appear before the immediate supervisor, an administration officer or the School Board without going through the formal grievance procedure.

Section 6.2. Grievance Steps.

Section 6.2.1. Step One.
The employee shall first discuss the grievance with his/her immediate supervisor. If the employee wishes, he/she may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty (20) working days of the occurrence, or knowledge of the occurrence, the grievance shall be invalid and subject to no further processing.

Section 6.2.1.1. Discharge.
A grievance concerning justifiable cause for discharge must be filed within ten (10) days of discharge (Section 12.8), at step 2 of the grievance procedure as stated in Section 6.2.2.

Section 6.2.2. Step Two.
If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall reduce to writing a statement of the grievance containing the
following and submit it to the immediate supervisor within ten (10) working days of the discussion with the immediate supervisor:

A. The facts on which the grievance is based;

B. A reference to the provisions in this Agreement, which have been allegedly violated; and

C. The remedy sought.

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

Section 6.3. Step Three.
If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within ten (10) working days to the District Superintendent or his/her designee. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 6.4. Step Four: Mediation.
The Grievant and the Association have the option that if no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted to the superintendent for mediation within ten (10) working days. The District and the Association will utilize the services and procedures of the Public Employment Relations Commission.

Section 6.4.1. Mediation Scheduling.
If possible, grievance mediation will be scheduled during non-work hours. In the event that this is not possible, the District will pay release time for two (2) Association members and one (1) grievant to attend mediation. Other Association members directly involved with the grievance will be allowed unpaid release time to attend mediation.

Section 6.5. Step Five: Arbitration.
If no settlement was reached during mediation and the grievant believes the grievance to be valid, the employee may demand arbitration of the grievance. The grievance may be submitted by the Association to final and binding arbitration. If the parties fail to agree upon an arbitrator, the Union shall request a list of seven (7) qualified neutrals from the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the list of arbitrators, representatives of the District and Union shall, within fifteen (15) business days, select an arbitrator from said list.

A. The arbitrator shall have no power to add to, subtract from, or modify the provisions of this Agreement in arriving at a decision of the issue or issues presented, and shall confine his/her decision strictly to disputes involving the violation or interpretation of the express
terms of this Agreement. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or in violation of an Attorney General opinion, unless the AGO is overruled by judicial action.

B. The arbitrator's decision shall be final and binding on the Union, the employee(s) involved, and the District.

C. The fees and expenses of the arbitrator, the hearing room and court reporter, shall be borne equally by both parties. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expenses of witnesses called by the other.

D. The arbitrator shall render his/her decision within thirty (30) business days following the conclusion of the arbitration hearing or submission of any post-hearing brief.

E. Grievance hearings shall be held at reasonable times and places that do not conflict with the employee's working day unless otherwise mutually agreed.

Time Limits. Unless time limits as set forth are extended by specific mutual agreement of the District and the Union, the number of days within each step is the maximum. Failure on the part of the District to act within the time limits will move the grievance to the next step automatically. Failure of the grievant or Union to comply with any time limits specified in this procedure shall constitute waiver of the grievance.

Section 6.6. Grievance or Arbitration Scheduling.
The grievance or arbitration discussions shall take place whenever possible on school time. The employer shall not discriminate against any individual employee or the Association for taking action under this Article.

ARTICLE VII

VACATIONS

Section 7.1. Full Time Employee Vacation.
All 12-month employees subject to this Agreement shall receive paid vacation. The vacation shall be earned, vested, and used as designated in this Article.

Section 7.2. Vacation Accrual.
The paid vacation to which an employee shall be entitled shall be computed in accordance with the following schedule.

Section 7.2.1. First Year Accrual.
Upon completion of one (1) year of service with the District, each employee shall receive ten (10) days for the previous year.
Section 7.2.2. Fifth Year Accrual.
Upon completion of five (5) years of service with the District, each employee shall receive sixteen (16) days for the previous year.

Section 7.2.3. Tenth Year Accrual.
Upon completion of ten (10) years of service with the District, each employee shall receive twenty (20) days for the previous year.

Section 7.2.4. 18th Year Accrual.
Upon completion of eighteen (18) years of service with the District, each employee shall receive twenty-six (26) days for the previous year.

Section 7.2.5. 25th Year Accrual.
Upon completion of twenty-five (25) years of service with the District, each employee shall receive thirty (30) days for the previous year.

Section 7.2.6. Date Used to Prorate Vacation.
The hire date, as established in the seniority section of the contract, shall be used in determining prorated vacation for employees who are terminated, resign, or retire prior to completion of a full year of service from the hire date in any year.

Section 7.3. Vacation Scheduling.
The District agrees that for the terms of this agreement, employees will make a written request for vacation to the immediate supervisor at least two (2) weeks before the planned time or within a lesser time frame if mutually agreed to by the supervisor and employee. Vacation will be scheduled at the time of the employee request, whenever feasible, and shall be taken within the reasonable limits of maintaining needed personnel for building coverage and/or work requirements. The superintendent and supervisor will approve vacation schedules as early as possible.

Section 7.3.1. Custodial Vacation on School Days.
All 12-month custodial employees shall be entitled to use vacation one day or more at a time, not more than five (5) days on student attendance days, as approved by the supervisor or superintendent/designee based upon availability of substitutes and coordination of work schedules. Vacation shall not be scheduled during the week immediately following the close of school or the week prior to the opening of school unless the request was made prior to June 1. Any request for an exception to these conditions shall be made to the employee’s supervisor and shall state the need for the exception. Exceptions may be made at the discretion of the supervisor and the superintendent/designee. The decision of the superintendent/designee is final. The superintendent/designee and supervisor will approve vacation schedules as early as possible.

Section 7.3.2. Pay in Lieu of Vacation Leave.
Employees may receive pay in lieu of vacations. Employees who are terminated shall be paid for accrued vacation at their present rate.
Section 7.4. Vacation Carryover and Cash Out.
Unused vacation may be carried forward for a maximum total of thirty (30) days with prior approval to be filed in the District Administration Office. It must be understood by both the Association and the District that only thirty (30) days can be paid at the time of retirement. Employees can cash out up to ten (10) days each year for the purpose of reducing excess.

Section 7.5. Retention of Vacation Following Layoff or Leave of Absence.
Personnel who are laid off or on authorized leave of absence will, upon returning to their former employment status with the District retain their former vacation rate of accrual. No vacation time credit will accrue during their layoff or leave of absence.

ARTICLE VIII
HOLIDAYS

Section 8.1. Designated Paid Holidays.
All employees subject to this Agreement shall receive the following paid holidays that fall within the employee's work schedule; provided, however, that all employees shall be compensated for Labor Day:

1. New Year's Day
2. Martin Luther King Birthday
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans' Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day
11. Day after Christmas

Section 8.2. Holidays Falling on Weekends.
Should any of the holidays listed above fall on a Saturday or Sunday, then either Friday or Monday would be observed if these would be non-school days, or the superintendent shall arrange to add paid vacation time. The individuals that work one (1) or two (2) days per week will need to work the day before and the day after that holiday to be paid for that holiday.

Section 8.3. Worked Holidays.
Employees who are required to work on the above described holidays shall receive the pay due them at two (2) times their base rate for all hours worked on such holidays.

Section 8.4. Holidays During Vacation.
Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one extra day of vacation with pay in lieu of the holiday as such.

Section 8.5. Holiday Pay Eligibility.
The employee, to be eligible for holiday pay, must have worked the scheduled day before and the next scheduled working day following that holiday, unless excused by the employer, except, an employee who has at least one (1) year's experience shall be eligible for Labor Day by working the next scheduled day after the holiday in case school begins after Labor Day.
Section 8.6. Personal Unpaid Holidays.
The school district will allow less than twelve-month employees to take two (2) unpaid holidays per calendar year for reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization; provided, that the employee's absence would not impose an undue hardship on the District.

ARTICLE IX
LEAVES

Section 9.1. Attendance Incentive Program.
Employees who arrive at work on time, work their full schedule each day, and have perfect attendance on all 180 student attendance days will receive a monetary bonus of $100. Employees will be recognized at the end of the school year and will receive the bonus on their July pay warrant. Absences due to inclement weather, FMLA, military, bereavement, or judicial leave will not be counted against an employee for the purpose of receiving this bonus.

Section 9.2. Sick Leave.
A sound sick leave policy for Camas School District is dependent upon a clear understanding by all staff members that sick leave is a wage continuation plan to provide income in times of absence due to illness. It is not compensation for services. Sick leave provisions for all employees shall be in accordance with State law, which includes family care, personal illness, injury, emergency leave and temporary disability.

Section 9.2.1. Sick Leave Accrual.
The District shall follow the requirements of RCW 28A.400.300 in assigning compensated leave for illness, injury and emergency. PSE employees will receive annual compensated leave for illness, injury, and emergencies at a rate not to exceed twelve (12) days per year. The District shall project the number of compensated annual leave for illness, injury and emergency at the beginning of the school year. The employee shall be entitled to the projected number of annual compensated leave for illness, injury and emergency at the beginning of the school year. Such annual compensated leave for illness, injury and emergency not taken during the year shall be accumulated up to a limit allowed by statute (RCW 28A.400.300). At the time of separation from employment, an employee who is eligible pursuant to the provisions of RCW 28A.400.210 shall receive remuneration at a rate equal to one day’s current monetary compensation of the employee for each four (4) days accrued leave for illness, injury and emergency.

The District shall allow an employee to use a choice of his/her accrued sick or other paid leave to care for a child of the employee under the age of eighteen (18) with a health condition that requires treatment or supervision, a child of the employee who is over the age of eighteen (18) who is incapable of self-care, or a grandchild who is under the age of eighteen (18) with a health condition that requires treatment or supervision; or a spouse, parent, parent-in-law, child-in-law, or grandparent of the employee who has a serious health condition or an emergency condition. The definitions of the family relationships are spelled out in RCW 49.12.265. An employee may not take advance leave until it has been earned. The District
shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise discriminate against an employee who uses this leave.

**Section 9.2.1.1. Absence Call-in Procedures.**
If an employee is unable to report to work because of illness or an emergency, they must follow the call-in procedures as established by their building administrator or supervisor. For positions that require a substitute employee, the employee must enter the absence as soon as possible into the Frontline sub finding system, and also follow the procedures established by the building administrator. Employees will be limited to not more than two (2) notifications: one into Frontline and one phone call.

**Section 9.2.2. Physician Statement.**
Personnel claiming sick leave benefits due to illness or injury for more than five (5) consecutive days may be required to submit a written statement from a physician which outlines the need for the continued absence. For absences of less than five (5) days due to illness or injury, a physician's statement may also be required at the option of the administration.

**Section 9.2.3. Emergency Leave.**
An emergency is a situation or adversity of such a nature that preplanning is not possible. Emergency leave cannot be used where good judgment would dictate that the matter could and should have been dealt with in some other manner. Emergency leave may not be used for vacation periods or extensions thereof, recreational outings, or for business or social appointments, or for matters of personal convenience. An employee who finds it necessary to be absent from assigned duties by reason of emergency will notify the appropriate supervisor at the earliest possible moment.

**Section 9.2.4. Leave Reporting.**
Employees will be required to sign a statement verifying the day or days and the date or dates, the specific reason for the absence.

**Section 9.2.5. Transfer of Sick Leave.**
Employees who have accrued sick leave while employed by a public school district, educational agency, or institute of higher learning in the State of Washington shall be given credit for such accrued sick leave upon employment by the District and verification provided by the employee from their previous District. It shall be the responsibility of the new employee to ensure that the Talent Development Department receives official notification from the former District of any sick leave balance at the time of resignation.

**Section 9.2.6 Substitute Employee Sick Leave Accrual**
A. Each substitute employee shall accrue one (1) hour of paid sick leave for every forty (40) hours worked. A maximum of forty (40) hours of sick leave may be carried over into the following year. RCW 49.46.210
B. Sick Leave accrued while a substitute employee shall not be lost when the employee is hired as a regular full-time employee.
Section 9.3. Bereavement Leave.
Bereavement leave for each death in the immediate family, up to four (4) days bereavement with full pay, will be granted for each occurrence in the employee's immediate family. In cases where emergency factors or travel problems are involved, the employee may request up to two (2) additional days leave to be deducted from sick leave. Immediate family is defined to include mother, father, sister, brother, husband, wife, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, grandparents, aunt, uncle, step-father, step-mother, niece, nephew, or anyone who has permanently lived with or was considered part of the family nucleus. The four (4) days of allowable bereavement leave shall not be deducted from sick leave.

Section 9.3.1. Funeral Leave.
Up to one (1) day per occurrence with full pay shall be granted for funerals and/or events surrounding the death of a friend or family member not eligible under bereavement leave. Such funeral leave shall not be deducted from sick leave. Up to two (2) additional days may be requested if travel or special conditions exist to be deducted from sick leave and approved by the superintendent or designee.

Section 9.4. Federal Family Leave.
The parties agree to abide by the provisions of the Federal Family Leave Act.

Section 9.5. Maternity Leave.
In accordance with WAC 162.30.020, a woman is entitled to take a Leave of Absence for childbirth for a reasonable length of time and thereafter return to the same or similar position consistent with the School District's policy on temporary disability.

Upon application, the District shall grant maternity leave for the time an employee is disabled due to pregnancy. The following guidelines will apply:

A. The employee will be allowed to work as long as she is capable of performing her job and as long as her health care professional concurs.

B. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery wherefrom are, for all job-related purposes, considered disabilities.

C. To be entitled to maternity leave, a woman shall inform the administration at least thirty (30) days in advance of her intention to take leave, the approximate time she expects to return to work, and, within thirty (30) days after childbirth, shall inform the administration of the specific day when she will return to work.

D. The employee will be required to supply a health care professional release indicating the duration of the disabled period. The employee may use any accrued sick leave or unpaid leave during the period of disability.

E. Family leave or a leave of absence can be requested in accordance with board policy and contract provisions.
Section 9.6. Adoption Leave.
Upon written application to the superintendent or designee, adoption leave without pay may be granted
for up to one (1) year to an employee for the care of a newly adopted child. If such adoption leave is
granted, the employee shall notify the superintendent and his/her immediate supervisor as soon as
possible of his/her intention to take adoption leave and the planned time for commencement of that
leave.

Section 9.7. Parental Leave.
An employee, upon request, shall be granted up to two (2) days with pay (the days shall be deducted
from sick leave) and two (2) additional days without pay if desired, on or about the date of the birth of
their child. This parental leave may be used by either parent.

In the event an employee is summoned to serve as a juror or appear as a witness in court related to
their District employment, or is named as a codefendant with the District, such employee shall receive
a normal day's pay for each day of required presence in court; provided, however, that any
compensation received for such service shall be deducted from such pay. Such deduction shall not
exceed the employee's normal daily pay less bona fide expenses. In the event that an employee is a
party in a court action, such employee may request a leave without pay.

Section 9.9. Leave of Absence.

Section 9.9.1. Leave of Absence Defined.
Upon recommendation of the superintendent and approval of the Board of Directors, an
employee may be granted an unpaid leave of absence for a period not to exceed one (1) year;
provided, however, if such leave is granted due to extended illness, one (1) additional year may
be granted. The general purpose of a request for a one year leave of absence would be for a
personal or family illness, child rearing, recuperation, or civic duty, or the death of a close
family member, or other acceptable purpose as determined by the board.

Section 9.9.2. Position After Leave.
The returning employee will be assigned to the same or similar position occupied before the
leave of absence. Employees hired to fill positions of employees on long-term leave of
absence will be hired for a specific period of time and are not subject to Section 15.6.2. It
shall be the responsibility of the employer to inform replacement employees of these
provisions.

Section 9.9.3. Benefits Retention During Leave.
The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
the employee is on leave of absence; provided, however, that if such leave is approved for job
related injury, seniority shall accrue.

Section 9.10. Short-Term Unpaid Leave.
Approval of requests for unpaid leave of up to five (5) days will be at the discretion of the
superintendent or his/her designee. Unpaid leave will not be granted if the employee has unused or
unapproved personal or vacation leave at the time of the request. All personal and vacation leave must
be taken or prior approved for use before an employee will be given consideration for short-term

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unpaid leave. Employees must request this unpaid leave at least five (5) days prior to the occurrence. Requests for more than five (5) days of unpaid leave will be made to and approved at the discretion of the School Board. Requests to the School Board must be made in time for consideration at regularly scheduled Board meetings.

**Section 9.10.1. Notification of Effects of Unpaid Leave.**

The District shall, upon receipt of a request for unpaid leave of more than five (5) days, inform the requesting employee of any affects that said unpaid leave may have on the employee’s working conditions before the request is presented to the School Board for consideration; i.e., prorated pay, insurance premium payments, leave, vacation, and seniority accruals, job assignment upon return from the unpaid leave, etc.

**Section 9.10.2.**

Requests for unpaid leave may be denied by administration to ensure smooth operating conditions and continuity for students who rely on employees being present. If unpaid leave is not approved and the employee does not report for their shift, disciplinary action may result pursuant to Article XII of this agreement.

**Section 9.11. Personal Leave.**

Three (3) days personal leave are provided for personal business, legal proceedings, or family matters which cannot be conducted outside of working hours. For the third day, which is not cumulative, employees will pay for the substitute at the substitute rate. After 15 years of service, the third personal leave day will be fully funded. Whenever possible all personal leave requests will be made to the supervisor at least five (5) working days in advance of the intended leave. The District shall allow two (2) classified employees per building/department to use personal leave before or after a holiday or vacation; provided, that if substitutes are needed, a substitute can be secured in advance. Personal leave may not be used during the first or last five (5) student attendance days without approval (reason must be presented) by the superintendent. Unused personal days will be sold back to the District at the full rate of pay. Upon written request, an employee may roll to the next school year two (2) unused days of personal leave up to a limit of five (5) total days of accumulation. After 15 years of service, employees may roll three (3) unused days of personal leave up to a limit of five (5) total days of accumulation.

**Section 9.12. Industrial Accident.**

It is recognized that the payments received as compensation by an employee injured on the job under circumstances bringing him/her within the coverage of the Workmen's Compensation Act of the State of Washington are less than the regular wage payments received by the employee.

In the case of any on-the-job injuries which are covered by State Industrial Insurance under the Workmen's Compensation Act of the State of Washington, the District will, at the employee's option, pay to such injured and disabled employee out of his/her accumulated sick leave an allowance equal to the difference between the State Workmen's Compensation benefits and the employee's regular straight-time gross pay, less statutory deductions beginning at the time of injury or disability and continuing until the accumulated sick leave entitlement is completely expended. If the employee is still injured or disabled after his/her earned sick leave allowance is expended, the employee will revert to only the pay coverage afforded by State Workmen's Compensation Insurance.
In order to receive benefits under this section, employees may be required, at the discretion of the District and at District expense, to submit evidence in writing from a duly licensed medical examiner as determined by the District that, in the opinion of the examiner the employee was physically unable to return to work on the day or days for which benefits are claimed.

The district will participate in the ESD 112 SW Washington Workers’ Compensation Trust Return to Work program. The purpose of the program is to return injured employees to work as soon as possible while protecting their health and safety. An ESD 112 Claim’s Manager works with the employee, employer, and treating physician. Employees who can return to light or modified duty will be paid at their regular rate of pay and can work at light or modified duty for up to 30 workdays.

Military leave shall be granted to classified employees as required by law. Employees shall notify their immediate supervisor of the intended military leave and a copy of the military orders shall be submitted in advance of the leave to the Classified Personnel Department. Military leave with pay shall not exceed twenty-one (21) working days during each year beginning October 1 and ending the following September 30. Military leave with pay is in addition to any vacation or sick leave to which the employee is entitled and does not reduce benefits, performance ratings, privileges, or pay. In addition to paid military leave, employees shall be granted a military leave of absence without pay and will be reinstated upon their release from duty. While on paid or unpaid military leave or any combination thereof, no adjustments will be made to the employee’s seniority or longevity date.

Employees will be allowed to participate in leave sharing pursuant to RCW 28A.400.380 and Chapter 392-126 WAC.

Section 9.15. School Closures Due to Inclement Weather or Other Unforeseen School Emergencies

Snow Days:

1. School year employees will make up missed days due to inclement weather per the established annual school District calendar.

2. Employees who work year round (260 days) will report to work as soon as it is safe. Year round employees who are not able to come in can use personal, vacation, or emergency leave to cover the vacancy.

Late Starts/Early Release due to inclement weather or other unforeseen school District emergencies:

1. Full time, 260 day employees: Report to work as soon as possible as conditions allow. If an employee is not able to report to work on time, they can use vacation, emergency leave, personal leave, or arrange with their supervisor to make up the time lost during the current or the next pay period. Employees should record these hours appropriately on their time sheet.
2. School-year employees in schools: Report to work in accordance with the late start schedule unless other arrangements have been made with your building administrator. Employees can use emergency leave or personal leave to cover the time loss, or can arrange with their building administrator to make up the time loss during the current or next pay period. The building administrator will determine what duties the employee can do to make this time up. Employees should record these hours appropriately on their time sheet.

3. Bus Drivers: Drivers who lose a route due to late starts can use emergency or personal leave to cover the lost route, or, they can arrange with the transportation director to perform other duties that support transportation operations during the current or next pay period if work is available. If available work does not cover all affected drivers, available work will be offered by seniority. Drivers should record these hours appropriately on their time sheets.

ARTICLE X

INSURANCE AND MEDICAL EXAMINATIONS

Section 10.1. Insurance Eligibility.

A. Through December 31, 2019, each employee working 20 hours per week or more shall be entitled to a pro rata share of funds generated consistent with FTE hours, which will be put into the insurance pool. Employees working 20 hours or more per week shall be eligible for insurance coverage.

B. Any funds not used by the individual employees shall be placed in a pool. This pool shall be used to supplement basic benefits for the employee and his/her dependents. This pool shall be set during open enrollment and shall be adjusted two (2) times per year, February and May. Increases and decreases in FTE and personnel changes will be calculated at these times.

C. Two insurance programs will be provided for employees as agreed upon by the Association. The plans will be reviewed each year of the Agreement.

D. The District shall pass through all State funds allocated for insurance. The District shall pay the full amount of the carve-out amount as determined by the State for contribution to the Washington State Health Care Authority, for the term of this Agreement.

E. Beginning January 1, 2020, and each year thereafter, the District agrees to provide the insurance plans, follow employee eligibility rules and provide funding for all bargaining unit members and their dependents as required by State Law, the State Operating Budget, and the School Employees’ Benefits Board (SEBB). Inclusive of employee funding will be payment of the retiree carve-out for all eligible employees. Employees will be responsible for their portion of the premium and any additional premium surcharges.
F. The District agrees to provide within ten (10) working days of employment or ten (10) working days of eligibility information about SEBB insurance plans to eligible employees during orientation and during the school year (as required or recommended by SEBB and at each open enrollment period.) SEBB has set open enrollment as October 1 through November 15.

G. The District agrees to follow SEBB eligibility rules for employees who are anticipated to work 630 hours or more per school year. Employees are responsible for enrolling online or with forms provided by SEBB.

H. Since State law and SEBB do not provide some optional insurance plans, the District agrees to provide all eligible employees optional insurance plans, available through the District’s insurance broker.

Section 10.1.1. Premium Charge.
Each eligible employee selecting medical benefit insurance coverage shall, pursuant to RCW 28A.400.280, pay a minimum premium charge. The minimum premium charge will be two percent (2%) of the monthly premium. SEEB will take affect January 2020 and this language will no later be in affect.

Section 10.1.2. QHDHP with HSA
Through December 31, 2019, eligible bargaining unit employees selecting the Qualified High Deductible Health Plan (QHDHP) with a Health Savings Account (HSA) will have up to the following allocated annually to the employee’s HSA.

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<td>Employee</td>
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</tr>
<tr>
<td>Employee &amp; Spouse</td>
<td>$725.00</td>
</tr>
<tr>
<td>Employee &amp; Child(ren)</td>
<td>$525.00</td>
</tr>
<tr>
<td>Family</td>
<td>$850.00</td>
</tr>
</tbody>
</table>

For less than 1.0 FTE (1,440 hour base) employees, the HSA allocation amounts above will be prorated in accordance with their regularly scheduled FTE. An employee’s total benefit allocation cannot exceed the employee’s pro rata share pursuant to Section 10.1. Said HSA allocation shall be deposited in three (3) installments; i.e., at the end of open enrollment, in February, and in May.

Section 10.2. Personal Liability Insurance.
The District maintains personal liability insurance in the amounts of $1,000,000 per occurrence to $3,000,000 aggregate and property damage insurance in the amount of $1,000 per occurrence to $50,000 aggregate for each employee covered by this Agreement while performing his/her duties for the District.

Section 10.2.1. Death Benefit.
The District shall pursue claims and abide by the provisions of RCW 41.04.017 and WAC 415-02-710 regarding the $150,000 death benefit.
Section 10.3. District Require Health Examinations.
When health examinations are required by the District, cost of same shall be paid by the District, unless such service is available at no charge through the regional Health Department. The District has the right to specify the health service or M.D. to perform the examination.

Section 10.4. Industrial Accident Contributions.
The District shall make required contributions for State or local Industrial Insurance on behalf of all employees subject to this Agreement.

Letter of Agreement language will be negotiated before the end of December 2019 regarding the new SEBB program.

ARTICLE XI

HOURS OF WORK AND OVERTIME

Section 11.1. Daily Work Schedule.
The normal work schedule shall consist of five (5) consecutive workdays, Monday through Friday, except in unusual cases where work demands may require Saturday work. Sunday work would be required only in cases of emergency or special rental assignment. For purposes of administrative issues, the work week will be defined as Sunday through Saturday; provided, however, that a continuous shift started on Saturday that unexpectedly runs into Sunday will be counted as Saturday work hours.

An employee may request an alternate schedule, (i.e., four 10-hour days). Employee requests may be denied by the supervisor based on the employee’s specific work duties or other legitimate reasons to ensure smooth operating conditions. If a seasonal alternate schedule is approved by the supervisor, holiday pay will be based on the regular eight (8) hour shift.

Employees whose approved alternate daily schedule is in excess of eight (8) hours per day waive their right to overtime compensation for hours worked in excess of the agreed-upon alternate scheduled hours per day during this time period, with overtime being calculated after 40 hours per week, as specified in Section 11.10 of this agreement. No alternate schedule requested will exceed ten (10) hours per day.

Section 11.2. Weekly Work Schedule.
Each employee shall be assigned a definite and regular shift and workweek, which shall not be changed by the District without prior notice to the employee of ten (10) working days, except in emergency situations. If an emergency situation develops, the reason for the shift change will be discussed with the employee. If a position is temporarily vacated due to temporary illness, this section would not apply, as employees typically shift positions to cover for the temporary absence; i.e., nutrition service, para-ed, etc.

Section 11.2.1. Extra Time Shift Adjustment.
An employee working beyond their assigned shift, and not covering for staff absences or a position vacancy, for more than twenty (20) work days over a six-week period will have their
regular shift and FTE re-evaluated and adjusted to reflect the extra hours being worked on a regular basis. The employee’s accrued leave and insurance benefits will be adjusted to reflect the new regular shift. Time worked beyond the employee's regularly assigned shift must be authorized in advance by the employee's supervisor.

**Section 11.3. Lunch and Breaks.**
Each shift for full-time employees shall consist of eight (8) hours, 2080 hours per year, with a fifteen (15) minute first half and a fifteen (15) minute second half work break or rest period. Lunch periods shall be non-paid and in addition to the work shift.

**Section 11.3.1. Breaks.**
The District will follow the Fair Labor Standards Act regarding breaks.

**Section 11.4. Transportation Shift Management.**
Transportation personnel shall be assigned driving times by the Transportation Supervisor on the basis of routes and transportation requirements. All extra and mid-day runs such as special education, preschool, kindergarten, shuttles, mail runs, etc. will be bid separately; except, when home-to-school hour requirements need to be met. All drivers shall receive, in addition to actual driving time, one-half (1/2) hour per day for the purpose of bus cleanup and bus refueling and safety inspection; provided, however, that such one-half (1/2) hour will be granted only after any useable layover time has been first used for this purpose. If a particular route requires additional time above the one-half (1/2) hour granted because of refueling or other requirements, the driver will be compensated when the additional time is required.

During regular runs, drivers will be paid their base hourly rate for required layover time in addition to actual driving time. All drivers will be at their bus ten (10) minutes before each run to perform the required safety checks. Drivers will be paid a minimum of four (4) hours per day for morning and evening runs or five (5) hours per day when a noon run is included. If the assigned routes do not require the minimum hours required, appropriate work will be assigned in order to complete the minimum required work shift. If a driver elects to drive less than a full assignment, an equitable daily minimum may be worked out with the driver.

**Section 11.4.1. Route Bidding.**
All bus routes shall be bid during summer break. The District shall, prior to the last day of school, notify each bus driver in writing as to the date, time and place for bidding for work for the ensuing school year. If such notice is mailed, it shall be sent to the employee's most current address on file.

**Section 11.4.1.1. Route Bidding Procedures.**
Following are the procedures used for bidding bus routes during the summer break pursuant to Section 11.4.1.

1) All routes and available extra and mid-day runs shall be posted for bid.

2) Groups of up to four (4) drivers, by seniority, shall be called in and will bid on the runs up to and not to exceed forty (40) hours per week.
3) Each stackable position cannot overlap more than five (5) minutes except when a position is flexible such as mail run and/or Life Skills. Drivers may not stack their route(s) with other District positions if those positions overlap, including on designated early-release or late-start days.

4) Drivers bidding on special education routes can bid contingent on completing any district required special education driver training.

5) Then the next four (4) drivers, by seniority, will be called in and so on and so forth.

6) The transportation PSE representative shall be present during the bidding process. If they are not available, then an equivalent person will take their place.

7) Proxy—If for some reason a driver cannot attend the bidding, said driver may present a written proxy to the transportation supervisor and the transportation PSE representative consisting of at least five (5) choices. If the driver’s choices are not available, the driver will be awarded the next available route with the most hours at the time of the bidding.

Section 11.5. Extra Transportation Trips.
Extra trips shall be paid at the driver’s regular rate subject to the provisions relative to overtime hereinafter provided

Section 11.5.1. Extracurricular Trips Defined.
Extra trips are those scheduled trips which require a driver to work in addition to regularly scheduled runs. Breakdowns, accidents or traffic congestion which require an extra driver to respond to a scene do not qualify as extra trips and will not be bid on as such. The District will use the first available resources.

Section 11.5.2. Bidding of Extracurricular Trips.
Extra trips shall be posted on the trip board as soon as the travel request is received and recorded by the transportation department. While posted on the trip board, drivers may bid by signing their name on lower portion of travel request form. Approximately two (2) working days prior to trip departure, the travel request will be removed from the trip board, this closes the bidding and the driver assignment will be posted to the assignment board. Assignments will be awarded to the most senior driver who will not be placed in an overtime status by taking the extra trip. If the extra trip would place all interested drivers on the list into an overtime status, then the trip will go to the most senior driver on the list prior to any sub being used. The awarded driver cannot cancel on this trip unless ill or in the case of an emergency as defined in Article IX, Section 9.2.3. In the event of illness, the trip will be assigned to the second senior driver signed up.

If the extra trips interfere with a regular a.m. or p.m. route, the regular route shall be assigned to a regular driver prior to a sub-driver.
For purposes of bidding for extra-curricular trips, only employees regularly employed as school bus drivers will be used to fill driving assignments; PROVIDED, however, that the Supervisor of Transportation may assign an extra trip to another driver on the basis of seniority if the senior driver has an accumulated total of work hours which could present a safety problem.

**Section 11.5.2.1. Extracurricular Trip Changes.**

1) When an extracurricular trip (Section 11.5.2) is affected three (3) business hours or more before its scheduled leave time, it will be reassigned to the second senior driver that signed up.

2) When an extracurricular trip is affected less than three (3) business hours before the scheduled leave time, it will be reassigned to the next available senior driver that signed up.

3) Business hours are from 5:00 a.m. to 5:00 p.m., Monday through Friday.

4) The District will make a genuine effort to meet the three (3) hour timeline.

**Section 11.5.3. Van Guidelines for Athletics and Activities.**
The District recognizes that transporting students by school bus is the safest and preferable form for extracurricular trips. For those special events (e.g., multiple day/overnight trips, state competitions, small groups), when the use of a van is deemed appropriate by the district transportation director and district administrator, all vans must conform to safety, insurance, and legal requirements of the District and State. The following is a protocol concerning the use of district vans for transporting students in lieu of school bus transportation.

Guidelines include:

a. Any activity or athletic team/group needing transportation for twelve (12) or less students may use district vans (2 drivers and 12 students). When two vans are used by the same athletic team or other group, one van will be driven by a bus driver provided a substitute is available to cover the driver’s regular route.

b. Any activity or athletic group requesting transportation for more than twelve (12) students will use a school district bus; provided, however, if no qualified Camas District school bus driver is available, multiple vans may be used.

c. However, if special circumstances require unique transportation needs for the activity of member(s) of the group, the requesting administrator may request permission for the use of multiple vans from the district transportation director. The district administrator and the PSE president, or his/her designee, will consult with the district transportation director prior to rendering a decision. If all parties mutually agree, multiple vans may be used.

**Section 11.5.4. School Bus vs. Charter Bus for Athletics and Activities.**

When the use of a charter bus is deemed appropriate by the district transportation director and building athletic director, all charter buses must conform to school bus safety, insurance, and legal requirements of the District and State. The following is a protocol concerning the use of charter buses for transporting students in lieu of school bus transportation.

Guidelines include:
a. As a general rule, any activity or athletic team/group needing transportation for an event will use a district school bus and driver.

b. However, any activity or athletic group requesting transportation exceeding 150 miles (one way), resulting in multiple hours of travel, and when students will be expected to compete/perform; the district will be allowed to use a charter service.

c. The district athletic director will consult with the district transportation director prior to rendering a decision. The PSE president, or his/her designee, will be notified at least five (5) days, or as soon as the need is known, prior to the date of departure whenever a charter bus will be used.

Section 11.5.5. Compensation for Extra Trips.
Extra trips shall be paid at the driver’s regular rate and will be subject to the provisions relative to overtime hereinafter provided. Drivers are guaranteed a minimum of eight (8) hours pay each day for overnight trips; provided, however, that all hours the driver is required to be on-duty (i.e., remain with bus, supervise students and/or equipment, etc.) will be paid. Off-duty periods of more than one (1) consecutive hour will not be paid time unless the driver’s total on-duty time is less than the minimum guaranteed eight (8) hours. Drivers shall be notified of trip cancellations in a timely manner. In the event that a driver is not notified of a trip cancellation, and timely notice would have allowed the driver to resume their regular run, the driver shall be compensated for their regularly schedule run time. This excludes weather-related cancellations.

Section 11.5.5.1. Extracurricular Pre-trip and Drive Times.
All extra trips pursuant to Section 11.5.3 shall include the following:

1) Ten (10) minutes pre-trip.

2) Driving time to the school where the trip is to load.

   Five (5) minutes
   a. Liberty
   b. Helen Baller
   c. Hayes Freedom

   Ten (10) minutes
   d. Camas High
   e. Heights Learning Center
   f. Dorothy Fox
   g. Woodburn

   Fifteen (15) minutes.
   h. Skyridge
   i. Grass Valley
   j. Prune Hill
   k. Lacamas Lake
   l. Odyssey
   m. Discovery
3) Loading time will be as stated on the trip slip submitted by the person requesting the trip.

Section 11.5.6. Extracurricular Trip Meals and Lodging.
On overnight trips, meals and lodging will be provided by the District at the rate established by District policy. Drivers may claim breakfast reimbursement on the first day of an overnight trip when departure from the District is prior to 7:00 a.m. On the day when the driver returns from an overnight trip, meals will be reimbursed using the guidelines for meal reimbursement below.

On weekend day trips, meals will be reimbursed at the rate established by District policy utilizing the guidelines for meal reimbursement below.

On extra-curricular trips scheduled on a regular school day, meals will be reimbursed by District policy utilizing the guidelines below.

Guidelines for Meal Reimbursement
Breakfast  Trips departing prior to 7:00 a.m.
Lunch  Trips that take the driver away from the District and outside of a 25 mile radius between the hours of noon to 1:00 p.m.
Dinner  Trips that conclude after 6:00 p.m.

Section 11.5.7. Drivers for Bus Maintenance.
Upon receipt of new buses or when a bus needs to go off campus or out of the district for maintenance purposes, mechanics and/or the transportation supervisor will be allowed to transport the bus to and from the repair shop.

Section 11.6. Additional Cafeteria Responsibilities.
When cafeteria personnel are employed to supervise extraordinary activities, such as use of kitchens by a community group, such employee shall be paid at his/her experience level on the Head Cook schedule.

Section 11.7. Extra Custodial Work.
The following procedures will be used when assigning extra work to custodial staff for activities held at district facilities on weekends or outside of regular custodial work hours.

1) If there is an event at a building outside of regular custodial work hours that is sponsored by the school, that school’s building custodians will be first offered the extra work by seniority within the building. If no building custodian is available or interested in the extra work, the extra work will be made available to other custodians and assigned to the classification’s most senior interested custodian.

2) When extra work is needed for a building sponsored event, the building administrator will coordinate the work directly with the building custodial staff. If the current staff does not want the work, the administrator will submit a request to the Operations department who will post the assignment via district email.

3) If there is an event at a building outside of regular custodial work hours that is sponsored by a community organization or a special event that deals with multiple schools (e.g.,
district or state wide tournament), the extra work will be assigned to the custodial classification’s most senior interested custodian.

4) When extra work is needed for a community or special event, the district contact will notify the Operations department who will post the assignment via district email. The classification’s most senior interested custodian will be awarded the work.

5) Should no regular custodian bid on the posted extra work, the extra work will be assigned to a substitute custodian.

Section 11.8. Alarm Call-In Procedures.
All alarm calls that occur while staff is on duty, Monday through Friday, will be handled by the on-duty staff. Alarm calls that occur during time periods when no staff is on duty will be handled in the following manner:

First response staff, as designated by the type of alarm, will respond based on round robin assignment done according to each department’s call back list. If no staff is available, the appropriate department supervisor will be contacted.

Section 11.8.1. Call Backs.
A call back is defined as any work other than the normal work shift and workday, noncontiguous with the normal work shift or workday, initiated by a supervisor.

Section 11.8.1.1. Call Back Pay.
An alarm, or call back will be compensated as follows.

A. For calls occurring between the hours of 6:00 a.m. and 8:00 p.m., the employee will receive a minimum of two and one-half (2 ½) hours pay for each duty call.

B. For calls occurring between the hours of 8:00 p.m. and 6:00 a.m., the employee will receive a minimum of three (3) hours pay for each duty call.

Section 11.8.2. Phone Calls.
An alarm, duty call, or call back that does not require a physical response (i.e., phone call only) will be compensated as follows.

A. Related phone calls received from the same building within one (1) hour will be considered one (1) non-physical response duty call.

B. For each non-physical response duty call, the employee will receive one (1) hour of pay at the Step 1 pay rate.

C. Each non-physical response duty call will be considered an “hour worked” and will be included in overtime calculations pursuant to Section 11.10 of the current collective bargaining agreement.
Section 11.9. Regular Employee Position Changes.
A regular employee in the bargaining unit who chooses to accept a regular position in a lower classification shall receive, for work performed in that classification, the lower rate of pay with the employee’s steps and longevity acknowledged. A regular employee who chooses to accept a regular position in a higher PSE classification shall receive, for work performed in that classification, compensation at the higher PSE classification rate according to his/her experience step. When a PSE member chooses to perform work responsibilities in an area outside of the PSE jurisdiction, they will be paid at the rate of pay as established by that contract and/or salary schedule.

Section 11.9.1. Regular Employees Working as Substitutes.
Employees who choose to voluntarily sub in other positions cannot leave their regular position to accept an assignment unless it has been pre-approved by the immediate supervisor. Without prior approval from the employee’s immediate supervisor, any and all sub assignments accepted cannot interfere with their regular assignment.

A regular employee within the bargaining unit who has a regular assignment and who voluntarily chooses to substitute, or “fill in,” to a higher paying position shall receive the higher of the Step 1 wage for that position or the employee’s regular rate of pay.

A regular employee within the bargaining unit who has a regular assignment who is temporarily redirected and assigned by the District to substitute, or “fill in,” to a higher paying position shall receive the rate of pay for the time spent in that position according to the employee’s experience step.

A regular employee within the bargaining unit who has a regular assignment and who voluntarily chooses to substitute, or “fill in,” to a lower paying position shall receive the Step 1 wage for that position.

A regular employee within the bargaining unit who has a regular assignment, who is temporarily redirected and assigned by the District to substitute, or “fill in,” to another lower paying position shall receive the rate of pay that the employee receives in his or her regular assignment.

A regular employee within the bargaining unit who has a regular assignment, and who voluntarily chooses to substitute, or “fill in,” to an assignment with the same job title, shall receive the rate of pay that the employee receives in his or her regular assignment.

Section 11.10. Overtime.
All hours worked in excess of eight (8) per day or forty (40) per workweek, shall be compensated at one and one-half (1 ½) times the employee’s hourly rate, except as provided in the following subsection. Paid holidays shall not be included when calculating hours worked. All Duty Call and Alarm Call-In hours are considered hours worked when calculating an employee’s compensation and the pay rate to be used.
Section 11.10.1. Transportation Personnel Overtime.
Bus drivers will be compensated at one and one-half (1 ½) times the applicable rate for all hours worked, in excess of forty (40) hours per workweek. Any/all employees agreeing to supplemental work outside of the bargaining unit will be compensated at one and one-half (1½) times the applicable rate for all hours worked, in excess of forty (40) hours per workweek.

Section 11.10.2. Overtime Notification.
When possible, employees shall be notified at least one (1) hour in advance of any overtime assignment. Overtime shall be distributed by seniority and qualifications.

Section 11.10.3. Compensatory Time Off.
A full year (260 day) employee may, at his/her option, request compensatory time off in lieu of overtime compensation. Compensatory time, if granted, may be accrued; provided, however, that records shall be maintained and there must be a reasonable expectation that the employee will be provided an opportunity to expend the accrued time. The District shall not solicit employees to accept compensatory time in lieu of other compensation. Compensatory time in lieu of overtime as provided in this Article shall be accrued at the rate of one and one-half (1-1/2) hours for each hour worked beyond eight (8) hours. Whenever possible, employees will request to use compensatory time at least five (5) days before the occurrence.

Compensatory time not used by the last day of August will be paid to the employee at the rate in effect when the compensatory time occurred. This is to encourage employees to use the time accrued and/or to appropriately compensate them for overtime worked.

ARTICLE XII
EMPLOYMENT NOTIFICATION. DISCIPLINE AND DISCHARGE

Section 12.1. Position Elimination Notification.
Should the District decide not to rehire any employee, the employee shall be notified in writing by June 1st of each year. If they are not notified, they have a right to expect to be rehired.

Section 12.2. Termination Notification.
It is mutually agreed that employees will give the District written notice of intent to terminate employment at least two (2) weeks in advance of leaving, and the District will give employees two (2) weeks written notice of intent to terminate an employee, except as provided in the previous section.

Section 12.3. Management Right to Discipline/Discharge.
The District shall have the right to discipline or discharge an employee for justifiable cause.

Section 12.4. Progressive Discipline.
The District agrees to follow a policy of progressive discipline unless the severity or nature of the employee's behavior warrants more serious and immediate actions.
Section 12.4.1. Progress Discipline Steps.
The progressive steps shall normally be as follows:

1. Oral Warning.
2. Written Warning.
3. Suspension.
4. Discharge.

Section 12.5. Employee Right to Union Representation.
If the District has reason to discipline or discharge an employee, the employee shall have the right to have a representative of their choice at discipline proceedings. No disciplinary action may result from a meeting between an employee and a supervisor unless an opportunity for representation, by the PSE Field Representative, if available, has been afforded.

Section 12.6. Discipline/Discharge Notification.
If the District has reason to discipline or discharge an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public.

Section 12.7. Discipline Resulting from Drug and Alcohol Testing.
Disciplinary disputes arising from the application of the District Drug and Alcohol Testing Program (see Policy and Procedures 5202 and 5202P) will be settled according to the grievance procedure contained herein.

Section 12.8. Justifiable Cause.
The issue of justifiable cause shall be resolved in accordance with the Grievance Procedures of this Agreement. The grievance concerning justifiable cause must be filed within ten (10) days of discharge, at step 2 of the grievance procedure, Section 6.2.2.

ARTICLE XIII
SAFETY

Section 13.1. CPR/First Aid Training.
It is mutually recognized that safety within the confines of the District operation is paramount, and that the District shall provide CPR/First Aid and/or Fire Prevention courses for all employees subject to this Agreement. The District may require CPR/First Aid courses of all employees who work with, or are around children, including but not limited to bus drivers, lunchroom staff, para-educators, and custodians. The District will pay for attendance at such courses at the legal minimum hourly rate subject to the overtime provisions of this Agreement. It is agreed that the Employer and all employees shall be vigilant in seeking out unsafe or hazardous objects or conditions and will report them immediately to the appropriate personnel for correction.

Section 13.2. Job Training.
All new employees shall receive documented training, by job classification, in order to be able to perform their assigned job more safely. Such training should be completed during the employee’s regularly scheduled shift. Exceptions may be granted by a supervisor, but employees must have prior
approval to complete training outside of their assigned shift and will be compensated at their regular rate of pay.

**ARTICLE XIV**

**PROFESSIONAL DEVELOPMENT**

**Section 14.1. Professional Development Fund.**
During the life of this Agreement, the District will provide $15,000 per year, for regular employees, for professional development. The money will roll over if not used, within the term of the agreement.

**Professional Staff Development**
Guidelines for disbursement of funds

The Camas School District and PSE are committed to the professional growth and development of its employees. These guidelines were developed to ensure that as many represented staff as possible have access to the financial resources available to continue their professional development if they choose to.

1. Employees should attempt, whenever possible, to utilize local training opportunities to reduce the amount of funds spent. If authorized, the employee will only be reimbursed for the actual cost of meals. Travel and accommodation expense will not be reimbursed with professional development money.

2. All supervisor-approved requests will be reviewed by a joint PSE/Administration committee for disbursement of funds.

3. Employees wishing to use professional development funds for college tuition may do so, however, the course needs to relate to the employee’s current position, or the person needs to be working towards an education related degree. Employees requesting tuition reimbursement must pass the class with a ‘C’ or better.

4. Employees may ‘pool’ training funds to bring in an outside presenter/trainer.

5. Employees may pay themselves “seat time” for attendance at trainings. Seat time definition: If an employee attends a training session during regular working hours, the employee will be paid their daily wages. If an employee attends a training session that is not during their regular working hours, the employee may use professional development funds to pay themselves for time spent in the training, however, this time will not count towards overtime calculations.

**Procedure for Requesting Professional Development Funds:**

1. Requests to access professional development funds must be pre-authorized by the supervisor and must be applicable to the employee’s current position. An employee needs to complete a PSE Professional Staff Development Fund Request for Prior Approval form,
attach a copy of the class/activity agenda, and submit it to their supervisor at least two weeks prior to the event.

2. The committee will confirm with the business office that funds are available, and the employee will be notified of approval or denial.

3. If the cost of the training exceeds $100, the employee may request a purchase order from the business office for the registration fee. The employee must give the business office five (5) days notice for processing.

4. If the cost of the training is less than $100, or there is less than five (5) days notice, the employee must pay the registration fee and can submit a request for reimbursement. All requests for reimbursement must include proof of attendance, and a copy of the prior approval form.

Section 14.2. District Required Training.
When participation, as determined by the District warrants particular courses or workshops, the cost and materials will be provided by the District.

Section 14.3. Education and Training Incentive Program.
Employees who complete an approved training program or education directly related to their current job classification and those employees who have previously completed a training program or education directly related to their current position will receive an annual stipend:

- Programs completed within the range of 27 to 39 credits or 270-399 hours of documented attendance will receive $1,040.00 annually for a full time employee (pro-rated by FTE).

- Programs completed within the range of 40-80 credits, and AA or AS degree, or 400-800 hours of documented attendance will receive $1,560.00 annually for a full time employee (pro-rated by FTE).

Education incentives will be paid annually in January. Documentation must be submitted to TD by December 1 of each year to be eligible for the January incentive payment. Employees will provide transcripts, certifications, or other documentation to TD to substantiate that training/education has been completed. All education incentive documentation must be submitted to TD for review at the same time in an organized and orderly fashion. Intermittent submittals of individual documents will not be considered as a submittal toward qualification for the annual education incentive payment.

A joint committee consisting of representatives of the union and an equal number of district representatives shall determine what constitutes approved training under this section.

Section 14.4. Food Service Training.
Food service workers will be compensated at their regular rate of pay for all hours in attendance at District mandated trainings and all trainings required as a condition of continued employment. Registration, travel, certifications, and all other associated costs will be the responsibility of the District.
ARTICLE XV

SENIORITY, PROBATION AND LAYOFF PROCEDURES

Section 15.1. Seniority Defined.
Seniority, as referenced herein, means seniority within the employee's current job classification, or any job classification in which the employee has worked as a regular District employee. Seniority begins on the employee's first day of regular (not substitute or temporary) employment, and classification seniority begins on the first day of regular (not substitute or temporary) employment in the specific job classification. The seniority of an employee in the bargaining unit shall be established on the date the employee began continuous daily employment not the day that the school board took action to hire (hereinafter "hire date") unless such seniority shall be lost as herein after provided.

Section 15.1.1. Breaking of Seniority Ties.
In the event that more than one individual employee began continuous daily employment on the same date, ties in seniority shall be broken in the following manner:

A. New Hires. Time worked as a district substitute within the classification will be used to determine the ranking on the seniority list. If the affected employees have not worked as a district substitute within the classification, a drawing by lot shall be held. The Association and all employees so affected shall be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.

B. Reclassification. When the District reclassifies or consolidates positions, the affected employees’ previous classification seniority will be used to break the seniority tie and determine their ranking in the new classification.

C. Transfers. When bargaining unit employees transfer to an open or new position, the affected employees’ seniority within the classification will be used to break the seniority tie. If none of the affected employees are from within the classification, a drawing by lot shall be held. The Association and all employees so affected shall be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.

Section 15.1.2. New Employee Probation.
Each new hire shall remain in a probationary status for a period of sixty (60) working days following the hire date as defined in Section 15.1. The employee shall be evaluated thirty (30) working days after being hired and given instruction as to how they are performing. During the probationary period, the District may discharge any employee at its discretion.

Section 15.1.2.1. New Employee Probation Completion
New employees who are still within their probation period are not eligible to bid on new positions until they successfully complete their probation.
Section 15.1.3. Seniority Following Probation.
At the completion of the probationary period, a new hire employee will have full seniority rights effective with the hire date and will be subject to applicable rights and duties contained in this Agreement retroactive to the hire date.

Section 15.2. Loss of Seniority Rights.
The seniority rights of an employee shall be lost for the following reasons:

A. Resignation;
B. Discharge for any reason contained in this Agreement; or
C. Retirement.

Section 15.3. Retention of Seniority Rights.
Seniority rights shall not be lost for the following reasons, without limitation:

A. Time lost by reason of industrial accident, industrial illness or jury duty;
B. Time on leave;
C. Time spent on other authorized leaves of absence, not to exceed one year; or
D. Time spent in layoff status.

Section 15.4. Job Classifications Defined.
Seniority rights shall be effective within the general job classification. As used in this Agreement, general job classifications are Custodial, Field Maintenance, Maintenance, Transportation, Nutrition Service, Paraprofessionals, Community Education, and Professional Technical.

A. The following application of seniority rights within the Professional Technical general job classification shall apply:
   1. Seniority in job title; then
   2. Seniority in general job classification.

B. The following application of seniority rights within the Nutrition Service general job classification shall apply:
   1. Seniority in general job classification.

C. Employees who change job classifications within the bargaining unit shall retain their original hire date and previous classification seniority date solely for layoff purposes pursuant to Section 15.6.2.

Section 15.4.1. Regular Employee Transfer Probation.
Employees who transfer from one classification to another or fill new or open positions pursuant to Article XV shall also serve a probationary period of thirty (30) working days. During the probationary period the employee shall receive the regular rate of pay for which the employee would be eligible; the District may, however, reassign the employee to his/her
previous job position anytime during the probationary period. The employee also has the right
to be reassigned to his/her previous job position upon request during the first ten (10) working
days of his/her new assignment.

Section 15.4.1.1. Regular Employee Probation Completion.
Employees who are still within their probationary period are not eligible to bid on new
positions until they successfully complete their probation excluding custodians.

Section 15.4.2. Employment Across Classifications.
The District may hire an employee in two or more classifications provided the hours do not
conflict. The employer shall do everything possible to accommodate the employee while
attempting to schedule work. Such employees will be placed on both seniority lists and will
not be considered to be stacking time pursuant to Section 15.11.

Section 15.5. Seniority and Experience in Hiring.
The senior employee (pursuant to Section 15.4) shall have preferential rights regarding open shift
selection, vacation scheduling, promotions, overtime, and retention in layoffs. Training, experience
and seniority shall be criteria for filling all assignments to new or open positions, within the bargaining
unit.

Training, experience and seniority shall be translated to clearly documented objective measures as
referenced in job descriptions, requirements and evaluations. If all combined objective measures for
training and experience are equal, seniority shall be used as the deciding measure. When training and
experience objectively indicate a less senior person is more qualified, the administrator will provide
written documentation of the specific objective measures indicating the less senior person is more
qualified due to training and experience.

When considering training, the administrator will look at such things as education before and after
being hired by the school District, as well as participation in workshops, seminars and on-the-job
inservices specifically related to performance in the educational setting and to interpersonal skills.
Knowledge of statutory and program requirements of a public school system will also be considered.

Experience will be determined by accounting for time spent successfully working in an educational
setting as well as time spent successfully working in the private sector. Although the total experience
will include the educational setting and private sector time, the length, type and successful
performance in an educational setting will have a higher priority.

Section 15.5.1. Current Paraprofessionals as Substitutes.
For pre-planned absences with one (1) working day or more notice, currently employed paras,
who are available and qualified, shall be used in Special Ed. to substitute before outside
substitutes are called.

Section 15.6. Posting of Positions.
The District shall publicize within the bargaining unit the availability of all open and new positions and
their location as soon as is practicable after the District is apprised of the opening. Open and new
positions shall not be permanently filled by the District until interested employees have had at least
five (5) workdays to apply. During the summer months when school is not in session, the District shall
post new and open positions, and shall notify all association members by e-mail and the District
employees may request to be notified of open positions in writing. the requests for notification are to be submitted annually prior to the expiration of the school year.

section 15.6.1. shift increases.
any position increased by thirty-one (31) minutes or more per day, or its equivalent if the increase is in days rather than hours, will be considered a new position and shall be posted in accordance with section 15.6 at the time of the change; provided, however, that in transportation only changes of one (1) hour or more will be considered new positions. all bargaining unit employees are eligible to apply for new positions, provided the provisions related to probation are met pursuant to section 15.4.1.1.

section 15.6.1.1. shift increases over time.
in the event incremental bits of time are added to a position that total thirty-one (31) minutes or more a day within a school year, the position will be considered a new position and shall be posted in accordance with section 15.6; provided, however, that in transportation only a change of one (1) hour or more will be considered new positions.

section 15.6.1.2. employee notification prior to posting.
employees currently working in positions that are increased will be notified prior to the position being posted.

section 15.6.1.3. alternatives to posting - bidding.
in the event that more than five percent (5%) of the total number of positions in the classification will be considered new positions and subject to the five (5) work day posting requirement, the district and the union will meet to discuss alternative methods of handling the large number of open positions.

section 15.6.1.4. custodial shift changes.
a custodial position whose shift start time is changed by two (2) hours or more on a permanent basis, or incremental changes totaling two (2) hours or more within a twelve (12) month period, will be considered a new position and shall be posted in accordance with section 15.6. temporary shift changes on non-student attendance days are not subject to this section.

section 15.6.2. bumping.
bumping will not be allowed until all new and open positions have been filled pursuant to section 15.5. bumping may not be used as a means for advancement or to increase an employee’s annual income.

in the event an employee loses thirty-one (31) minutes or more per day, or its equivalent if the reduction is in days rather than hours, from his/her current assignment, or experiences the elimination of his/her position, that employee may opt to either:

1. accept the reduction and remain in their current position; or
2. bump into a position held by a junior employee that is equal to their current assignment. if no equal position is available, the employee may opt to bump into a position as close to their current position as possible.
3. Junior employees affected by a bump may opt to either bump into a position held by a junior employee using the same criteria or be placed on layoff status.

4. Be placed on layoff.

A. Employees choosing to bump may exercise their seniority "bumping" rights for assignments provided they:

   1. Have prior successful experience in the specific position; or
   2. Possess the training and experience, pursuant to Section 15.5, needed to successfully perform the essential functions of the position; and
   3. Possess greater seniority than the employee who would otherwise be retained in the position.

B. The following positions will be exempt from "bumping" unless the employee wishing to "bump" occupies the same position or has held the same position in the past:

   1. Special Education Paraprofessionals
   2. Student Specific Special Education Paraprofessionals

C. In the event there are no work hours available in the general job classification currently held by the employee and the employee has previous experience in a different classification, the employee may opt to use their previous classification seniority in order to maintain their district employment. Such displaced employees shall remain on the layoff/re-employment list, pursuant to Section 15.7, for the general job classification currently held by the employee according to their seniority in that classification.

Section 15.6.2.1. Clarification of Intent.
The provisions of Section 15.6.2 apply to bargaining unit employees experiencing a reduction which negatively affects their annual income by the equivalent of a loss of thirty-one (31) minutes or more per day. This equivalent can be through a loss of daily work hours, a reduction in the number of annual work days, or through reclassification of their position to a lower pay rate.

Section 15.6.3. Qualification Determination.
The determination of whether or not qualifications have been met shall be made by the District's evaluation of the employee's qualifications as they relate to the qualifications enumerated in the job description.

Section 15.7. Layoff Procedures.
In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the District according to seniority within the classifications affected by such layoff. In the event that the District reestablishes the layoff positions or makes additional classified positions available, such employees are to have priority over applicants from other classifications [excluding displaced employees pursuant to Section 15.6.2(C)], substitute employees, and applicants from outside the district, by seniority, in filling any opening within the classification(s) held prior to layoff, except as otherwise limited in this Article. Names shall remain on the reemployment list for two (2) years.
Section 15.7.1. Laid Off Employee Reemployment.
Individuals whose names are on the reemployment list, who elect to accept a position with the District which is substantially less [thirty-one (31) minutes or more per day or its equivalent] than the position previously held, shall remain an active name on the reemployment list.

Section 15.7.2. Laid Off Employee Priority as Substitute.
Employees on layoff status shall have first option at daily work by seniority. These employees shall be paid at Step 1 within the classification they are currently working. Within the Frontline, sub finding system, the District will create a preferred sub list that gives preference to staff on layoff status who wish to sub.

Section 15.8. Laid Off Employee Contact Information.
An employee on layoff status shall file his/her address, email address and telephone number in writing with the Talent Development office of the District and shall thereafter promptly advise the District in writing of any change of address. The District will provide the Association with advance notice and reasonable opportunity to bargain the effects of layoffs and/or reductions in hours. In emergent situations, as currently provided by law, the District will negotiate these matters with the Association as soon after implementation as is possible. It is the responsibility of those in layoff status to apply for available new or open positions. Employees on layoff status shall file their address, phone number and email address (if applicable) in writing with the Talent Development office of the District and shall thereafter promptly advise the District in writing of any change of address. The District will document offers of reemployment via email and phone call.

Section 15.9. Reemployment Forfeiture.
An employee shall forfeit rights to reemployment as provided in Section 15.7, or if he does not respond to the offer of reemployment within fifteen (15) days.

Section 15.10. Seniority and Benefits Forfeiture.
An employee on layoff status who rejects a written offer by the District in writing of reemployment forfeits seniority and all other accrued benefits, provided that such employee is offered a position substantially equal (within 30 minutes per day, or its equivalent) to that held prior to layoff.

Section 15.11. Stacking of Time.
Employees will be allowed to apply for new or open positions and stack new hours on to their existing assignment as long as the following conditions are met.

A. The new hours will in no way create a program scheduling conflict.

B. The supervisors of both affected programs agree to the stacking arrangement.

Section 15.12. Seasonal Position Posting.
With respect to seasonal PSE employment, the District will post all seasonal work on the District employment website and will send via e-mail all seasonal postings to PSE members. PSE members who meet the qualifications of the position will have the first right of refusal to the position(s), by seniority, provided they meet the qualifications of the position. The District will provide, at the employee's request, information pertaining to non-bargaining unit, seasonal, temporary employment. Employees can request notifications to be mailed to them by providing the District with self-addressed
stamped envelope(s) to the human resource office prior to the end of the school year. Information will be supplied to the employee in ample time for application.

Section 15.13. Notice Distribution.
All notices of non-bargaining unit classified positions shall be sent to the PSE President for distribution.

ARTICLE XVI
MEMBERSHIP

Section 16.1. Membership Maintenance.
Each employee subject to this Agreement, who, on the effective date of this Agreement, is a member of the Association in good standing shall, as a condition of employment, maintain his or her membership in the Association in good standing during the period of this Agreement unless employee revokes membership through contact with the Union.

Section 16.2. Dues Authorization and Records.
PSE accepts dues authorizations via paper form, voice authorization or by E-signature in accordance with “E-SIGN”. PSE will provide a list of those members who have agreed to union membership via any of the above methods. In addition, upon request, access will be given to the District to the .wav files associated with the voice authorizations.

PSE will be the custodian of the records related to dues authorizations. PSE agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and safe keeping of those records. The parties further agree PSE will establish the procedure that clearly outlines the membership process, will be provided to the District at the beginning of each school year. The District shall deduct PSE dues, assessments, service charges or voluntary political contributions from the pay of any employee who authorizes such deductions pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a monthly basis.

Section 16.3. PSE Notification of New Hires and Seniority Lists.
The District will notify the Association of all new hires within ten (10) working days of the hire date. At the time of hire, the District will inform the new hire of the terms and conditions of this article. The District shall provide the Association with a current seniority list on or before October 25 and April 15 annually for each classification specified in Article I, Section 1.1.
ARTICLE XVII

Association Dues

Section 17.1. Dues Deductions.
Upon written or voice authorization of any public employee within the bargaining unit, the District shall deduct from the pay of such public employee the monthly amount of dues, certified by the secretary of Public School Employees of Washington/SEIU Local 1948 (PSE), and shall transmit the same to the treasurer of PSE. Upon authorization, the District shall deduct local dues as established by the local PSE chapter and remit the same to the treasurer of the local PSE chapter.

Section 17.2. Hold Harmless.
The Union will indemnify, defend, and hold the District harmless against any claims made, and any suit instituted against the District on account of any checkoff of Union dues or voluntary political contributions.

Section 17.3. Committee on Political Empowerment (COPE).
The District shall, upon receipt of a written or voice authorization from PSE, 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 treasurer of PSE/SEIU 1948. Section 17.2 of the collective bargaining agreement shall apply to these deductions. The employee may revoke the request at any time. At least annually, the employee shall be notified about the right to revoke the request by PSE/SEIU 1948.

ARTICLE XVIII

JOB DESCRIPTIONS

Section 18.1. Job Description Review
It is mutually agreed that written job descriptions and/or daily work schedules will be provided by the District for all employees subject to this Agreement. During the first year of each new agreement, any need for changes will be negotiated between the two (2) parties. Changes to job descriptions shall be given to the Union for review. If there is any question about duties, as the duties pertain to compensation, the two parties will meet to negotiate compensation.

ARTICLE XIX

PARAEDUCATORS

Section 19.1 Minimum Education Requirements.
Effective September 1, 2019 all paraeducators defined as classified school employees who work under the supervisor of certificated or licensed staff member to support and assist in providing instructional and other services to students and their families must meet the following minimum requirements:
1. Be at least eighteen (18) years of age and hold a high school diploma or its equivalent; and
2. (a) Hold an associate of arts degree; or
   (b) Have earned seventy-two (72) quarters credits or forty-eight (48) semester credits at an institution of higher education; or
   (c) Have completed a registered apprenticeship program.

Section 19.2 State Mandated Training.
Paraeducators who have successfully completed the ETS (outlined in the above document) will be required to complete the Fundamental Course of Study (FSC). The District must provide up to 28 hours of paid training and associated costs on the state standards of practice for all paraeducators, when funded by the state. The District will also provide access to computers and other technology needed to be successful in obtaining the FSC and certificates.

Once the 28 hours have been earned, paraeducators are then eligible to earn a General Certificate by completing an additional 70 hours of courses on the standards of practice. The General certificate date must be completed within three (3) years of finishing the FSC and will not expire.

Paraeducators can also complete the Subject Matter Certificates (SMC). The SMC consists of the English Language Learner (ELL) Subject Matter and the Special Education Subject Matter Certificates. Both certificates require 20 hours of professional development in their specific subject area and the certificates will expire after five (5) years. Course hours for the SMC will count towards the General Certificate.

Paraeducators who choose to obtain the Advanced Paraeducators Certificate will complete 75 hours of professional development related to the following duties, which may include; assisting in highly impacted classroom, assisting in specialized instructional support and instructional technology applications, mentoring and coaching other paraeducators, or acting as a short-term emergency substitute teacher.

Professional development hours, which include clock hours and the state approved apprenticeship program, will count towards continuing education credit hours.

All training hours will be paid at the employee’s regular rate of pay.

ARTICLE XX
MEMBERSHIP VISIT ON THE JOB

Section 20.1.
Visitation rights shall be granted to the designated representative of Public School Employees of Washington/SEIU Local 1948, to visit with the employees in the bargaining unit for the purposes of grievance procedures and/or general information. The visiting delegate shall notify the District of his arrival, and the purpose of the visitation.
ARTICLE XXI

SALARIES

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

Section 21.2. Salary Schedule Duration.
Salaries for the term of this agreement should be as follows:

- 2019-2020: 10 percent hourly increase for all classifications
- Except for Bus Drivers and Driver Trainers the hourly increase will be 2 percent
- 2020-2021: 1 percent increase for all hourly employees
- 2021-2022: 1 percent increase for all hourly employees

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Section 23.2. 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 21.3. Incremental Steps.
Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement. To be eligible for an increment advancement, an employee must have worked at least one-half (1/2) of the preceding work year.

Section 21.3.1. Longevity Credit Following Transfer.
Any employee who changes job positions or classifications shall receive full longevity credit regarding step placement on Schedule A.

Section 21.4. Advanced Step Application.
A new employee may apply to be placed on an advanced step of the salary schedule by being allowed credit for previous similar experience. Employees transferring from another K-12 school district within the state of Washington or returning to employment with the Camas School District within six (6) months will retain their longevity pursuant to RCW 28A.400.300.

Section 21.5. Custodial Longevity.
Swing and Day Custodians who change job positions within their classifications shall receive full longevity credit regarding step placement on Schedule A.

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall receive an accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck through Employee Access.

Section 21.6.1. Payday.
Payday shall be the last business day of each month.
Section 21.7. Determination of Prorated Pay.

All employees working four (4) hours or more shall have their pay prorated over a twelve (12) month period. Employees who are regularly scheduled to work less than 4 (four) hours will be paid on a time-card basis. Because of frequent adjustments in the month of September, Bus Driver pay will be figured in October and pro-rated over an eleven (11) month period.

Section 21.7.1. Seasonal Employee Prorated Pay.

Seasonal employees are employees who are generally scheduled to work September through November, and again March through August. Seasonal employees will have their pay prorated during their work months so as to equalize their pay.

Section 21.8. Clothing or Uniforms.

Special clothing or uniforms, including safety shoes or boots, used by employees shall be furnished by the School District, when required. Mechanics, maintenance, field maintenance, food service, drivers, and custodial staff shall wear closed heel and toe shoes at all times. All employees in positions that require special clothing be worn per regulations or statute will comply. All employees will be provided personal protective equipment (PPE) for their position per statute as needed. Employees in the Mechanics classification will be provided with a tool allowance stipend of $500 annually.

During the school year, designated staff who are required to wear uniforms will wear the items provided by the district. These staff members may wear school appropriate t-shirts between the first work day in July through the third week of August. School appropriate is defined as shirts with sleeves and minimal graphics (i.e., no reference to drugs, alcohol, profanity, or illegal activities). Shirts with cut off sleeves are considered inappropriate and are not allowed.

Section 21.9. Paid Training to Substitute.

During off-duty hours, when the District requires employees to train in a position prior to subbing to position, the employee will be paid the substitute rate of pay for all hours worked.

Section 21.10. Meal and Travel Reimbursement.

Meal and travel reimbursements will be reimbursed in the same or immediately following pay period after the request is received by the business office.

Section 21.11. Advance Travel Per Diem.

On overnight trips, the District will estimate room and meal costs and advance per diem to the employees if the estimated per diem will exceed $50.00 daily.


The District agrees to pay all costs connected with the federally mandated Drug and Alcohol Testing Program (see District Policy and Procedures 5259 and 5259P) including: pre-employment for involuntary in-District transfers, random, post-accident, reasonable suspicion, and the split test if requested by the employee. Costs for time spent in testing or traveling to and from the testing site will be paid by the District. In cases where a test is positive and/or the employee requests a split test which shows positive, the District may recover all test costs from the employee. Also, in these incidences, the employee will not be eligible for reimbursement for time spent in tests or traveling to and from the testing site.
Section 21.13 Fingerprint Fees.
Fingerprint background check fees may be reimbursable expenses for substitutes being hired into the Nutrition/Food Services and Custodial departments. Substitutes will pay for and obtain fingerprint clearance. This fee may be reimbursed upon the substitute completing 20 hours of work within one month, provided the substitute provides the fingerprint fee receipt. Circumstances that may prohibit 20 hours of work being completed will be reviewed on an individual basis.

ARTICLE XXII
SEPARABILITY OF PROVISIONS

Section 22.1. Agreement Validity.
If any provisions of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected thereby.

Section 22.2. Conflicts With State or Federal Statutes.
Neither party shall be compelled to comply to any provision of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto.

Section 22.3. Validity and Conflict Renegotiations.
In the event either of the foregoing sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 23.2.

ARTICLE XXIII
TERM

Section 23.1. Term of Agreement.
The term of this Agreement shall be September 1, 2019 through August 31, 2022.

Section 23.2 Legislation Openers.
This agreement shall be reopened as necessary to consider the impact of any legislation enacted, following execution of this agreement, which may arguably directly affect salaries or benefits by increasing funding specifically for employee salaries or benefits, provided, however, that any raise funded by the state legislature will be passed to employees. Either party shall notify the other in writing no later than April 1 of the current year of the desire to reopen the agreement. If legislative action directly affecting salaries or benefits occurs after April 1, either party may request an exception to the deadline.

Section 23.2.1. Benefits Openers.
The union/district shall have the right to open the contract at any time to deal with Health Insurance issues related to compliance with state or federal law and/or potential employee eligibility for subsidies or tax credits from the Federal government. The District agrees to
cooperate with the union to the extent that the union requests do not cause the District to incur fines, taxes, sanctions or any substantial negative financial impact.

SIGNATURES

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES OF CAMAS

CAMAS SCHOOL DISTRICT #117

BY: /signed by/ Lorraine Schmid, Chapter President

BY: /signed by/ Jeff Snell, Superintendent

DATE: October 9, 2019
### Substitute Employees’ Rate of pay

- **Summer Work:** Negotiate wages as positions established

Note 2: Base wages (Year 1) for all classifications will increase 1% effective September 1, 2020 and 1% effective September 1, 2021.