

Collective Bargaining Agreement

Camas School District #117

And

Camas Association of Educational Office Professionals
ESP/WEA

September 1, 2009
Through
August 31, 2011

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**CAMAS ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS ESP/WEA
AND
CAMAS SCHOOL DISTRICT**

PREAMBLE

This agreement is by and between the Camas School District and the Camas Educational Office Professionals ESP/WEA, pursuant to RCW 41.56.

**ARTICLE I: ADMINISTRATION OF THE
AGREEMENT**

Section A: Definitions

1. The term "**District**" shall mean the Camas School District No. 117, Clark County, Washington State, or its agents.
2. The term "**Board**" shall mean the Board of Directors of the Camas School District.
3. The term "**Association**" shall mean the Camas Association of Educational Office Professionals ESP/WEA, which is affiliated with the Washington Education Association and the National Education Association.
4. The term "**Parties**" shall mean the District and the Association.
5. The term "**Agreement**" shall mean this collective bargaining agreement, which shall be signed by the parties.
6. The term "**Employee**" shall mean any member of the bargaining unit as set out in this Agreement.
7. The term "**Day**" shall mean any day the District business office is open for business with the public.

- 42 8. The term "**Superintendent**" shall mean the chief administrative office of
43 the District or his/her designee.
44
- 45 9. The term "**President**" shall mean the President of the Association or
46 his/her designee.
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- 48 10. The term "**Seniority**" shall mean length of service within the District as a
49 member of the bargaining unit.
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52 **Section B: Recognition**

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54 The District recognizes the Association as the exclusive bargaining agent for all
55 secretaries of the District excluding all certificated employees, all other classified
56 employees, and any employee whose duties imply a confidential relationship to
57 the Superintendent, Assistant Superintendent, Business Director and the Board.
58

59 *Note: Those secretarial positions presently excluded from the association will
60 continue to be excluded for the life of this agreement. Substitute rights are set
61 forth in Article III, Section J.
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64 **Section C: Job Descriptions**

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66 Job descriptions for all positions within the bargaining unit shall be given to each
67 employee and to the Association at the beginning of each work year.
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69 The District and the Association will convene joint committee to update all
70 secretarial job descriptions.
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74 **ARTICLE II: BUSINESS**

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77 **Section A: Dues, Deductions and Representation Fees**

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- 79 1. Within thirty (30) days of ratification of this Agreement, or thirty (30) days
80 of hire, all employees shall join the Association or pay a fee equivalent to
81 the dues and assessments of the Association. Except that an employee
82 with a bona fide religious objection to such dues and fees shall pay a fee
83 equivalent to dues and assessments to a charity mutually agreed upon by
84 the employee and the Association. The issues of religious objection
85 and charity shall be appealed to the Public Employment Relations

86 Commission (PERC) in case of disagreement between the employee and
87 the Association.

88

89 2. The District shall deduct from the employee's salary, each pay period, the
90 dues and/or assessment fees required for membership therein or
91 equivalent amount of the dues and assessments for those employees not
92 joining the Association and transmit such dues and/or assessment fees to
93 the membership Department of the Washington Education Association.
94 Equivalent dues and assessment fees for bona fide religious objection
95 employees shall be deducted from the employees pay warrant and
96 transmitted to the mutually agreed upon charity.

97

98 3. The dues shall include local dues; however, the local dues shall be
99 transmitted to the treasurer of the Association on a schedule agreed to by
100 the District and the Association in the fall of each year. Prior to
101 September 10 of each year, the Association shall inform the District
102 Business Manager the amount of dues to be deducted each month for
103 each employee.

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106 **Section B: Other Deductions**

107

108 Upon receipt of written authorization, the District agrees to deduct from the salary
109 of employees premiums for the insurance and annuity programs which have
110 been approved by the Association and the District. The sums which are
111 deducted as premiums for approved insurance and annuity programs shall be
112 forwarded in accordance with the written authorization.

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115 **Section C: Management Rights**

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117 Except as otherwise specifically limited by the provisions of this Agreement, the
118 District has the exclusive right to exercise all the rights or functions of
119 management, including, but not limited to, the development, adoption,
120 implementation, and enforcement of policies, rules, regulations and practices in
121 furtherance of management rights or functions; and the use of judgment and
122 discretion in connection with District rights.

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124 It is expressly agreed by the Association that the enumeration of District rights in
125 this article shall not be deemed to exclude other District rights not specifically
126 enumerated above.

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Section D: Association Rights

1. **Use of School Building:** The Association shall have the right to use school buildings at all reasonable hours for meetings. Requests for use of buildings will be approved by the building principal or Superintendent/designee.
2. **Use of School Equipment:** The Association shall have the right to use District equipment, including but not limited to, typewriters, copy equipment, duplication equipment, calculating machines, computers and audiovisual equipment at reasonable times when such equipment is not otherwise in use. The Association will pay the District for expendable supplies and for damaged equipment.
3. **Association Business:** The Association shall have the right to transact business on school property at all reasonable times, provided that such business shall not interfere with or interrupt normal school operations.
4. **Posting of Materials:** The association maintains the right to post notices of activities and matters of Association concerns on bulletin boards in the faculty lounge and in other places, as authorized by the Superintendent/designee, as requested by staff in each school building in the District.
5. **District Mail Service:** The Association shall have the right to use the District mail service and building mailboxes for communication purposes. The Association will utilize the mailbox provided in the central office area to deliver and pick up communications materials.

Materials distributed through the District's mail service for delivery in the work place should be designed to provide objective information relative to the (a) effective development and administration of the Agreement and (b) clarification of other working conditions and policy issues under discussion between the leaders of the Association and District officials. The Association will not use District mails to distribute any materials within the work place that are slanderous, derogatory or defamatory of any particular individual or group, including the District.

The President shall be responsible and accountable for the Association's compliance with this section. The Association will defend and hold harmless from any allegation or suit arising out of the Association's use of the District's mail service.

173 Any concern regarding the Association's use of the District's mail service
174 and bulletin boards shall be a matter for early discussion between the
175 Association President and the Superintendent/designee. A violation of
176 this Article may result in the suspension of the Association's use of the
177 District's mail service for an appropriate and specific period of time
178 following such an Administration-Association conference.

179
180 **6. Exclusivity:** In recognition of the Association's status as the officially
181 recognized legal bargaining representative of employees, the rights
182 granted in this Agreement to the Association shall not be granted to any
183 competing labor organization.

184 **7. New Employees:** The District shall notify the President of the name,
185 address and assignment of any new hire into the bargaining unit within
186 two days. The Association shall be given the opportunity to speak to all
187 employees as an official part of the program during any district sponsored
188 new employee orientation and during any year opening District-wide
189 employee meeting.

190
191 **8. School District Budget and Financial Reporting:** The Association
192 shall be furnished monthly and annual financial statements and the
193 preliminary and adopted budgets and financial reports when requested.
194 Board agendas and supporting materials will be sent out prior to each
195 board meeting. Nothing herein shall require the central administrative
196 staff to research and assemble information that has not been routinely
197 prepared in the normal operation of the District.

198
199 **9. Association Furnished Information:** The Association will furnish copies
200 of information pertinent to employer-employee relations topics as
201 reasonably requested by the Superintendent or the Board.

202 203 204 **Section E: Status of Agreement**

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206 **Sole Agreement:** This shall be the sole Agreement between the parties
207 regarding wages, hours, and terms and conditions of employment. It shall
208 supersede any rules, regulations, policies, resolutions or practices of the District
209 which shall be contrary to or inconsistent with its terms.

210 211 212 **Section F: Conformity to Law**

213
214 This agreement shall be governed and construed according to the Constitution
215 and Laws of the State of Washington. If any provision of this Agreement or any
216 application of the Agreement to any employee or groups of employees shall be
217 found contrary to law by a court or administrative agency of competent
218 jurisdiction, such provision or application shall have effect only to the extent

219 permitted by law. All other provisions or applications of the Agreement shall
220 continue in full force and effect.

221
222 If any provision of this Agreement is held to be contrary to law, the parties shall
223 commence negotiations on said provision as soon thereafter as is reasonable
224 possible.

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227 **Section G: Distribution of Agreement**

228 Following ratification of this Agreement the Association shall prepare a camera-
229 ready copy of the Agreement for District review and mutual editing.

230 After editing, the District shall print the Agreement at its cost and shall distribute
231 copies to all head secretaries, along with six copies to the Association. The
232 district will place the agreement on the district web site. The District shall also
233 make at least one copy available for review by any applicant for employment with
234 the District.

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237 **Section H: Joint Meetings / Communications**

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239 1. Representatives of the Association shall meet with authorized
240 representatives of the Board no less often than quarterly during the
241 regular school year in order to pursue mutual problem identification and
242 mutual problem solving.

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244 2. The above meetings shall not be grievance resolution conferences nor
245 shall they be collective bargaining sessions regarding this or successor
246 Agreements.

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248 3. Any administrative decision that concerns contractual matters (this
249 agreement) or situations that directly affect work responsibilities shall be
250 communicated, in writing, to the Association President.

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254 **ARTICLE III: EMPLOYEE RIGHTS**

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257 **Section A: Rights of Law**

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259 No employee shall be denied any legal right granted under Federal, State,
260 County or local law or regulation.

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264 **Section B: Non-Discrimination**

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Employees shall be entitled to full rights of citizenship. The Parties shall not discriminate against any employee because of membership or non-membership in the Association, domicile, race, creed, religion, color, national origin, age, sex, gender orientation, or marital status.

272 **Section C: Personnel Files**

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Employees or former employees shall, upon request, have the right to inspect all contents of their complete personnel file kept within the District. Upon request, a copy at the employee's expense of any documents contained therein shall be afforded the employee.

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Any derogatory material not shown to an employee within twelve (12) days after receipt or composition shall not be allowed as evidence in any grievance or in any disciplinary action against such employee. No evaluation, correspondence, or other material making derogatory reference to an employee's character, or manner, shall be kept or placed in the personnel file without the employee's signed acknowledgement and opportunity to attach his/her own comments. Such written response shall become part of the employee's written personnel records.

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After six months the employee may petition by a written request to the Superintendent/designee that such material be removed. Final decision rests with the District.

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The performance appraisals of members of the Association shall become a part of the employee's file and shall be signed by the employee at the time of the evaluation. A signature does not necessarily mean agreement with the contents of the evaluation; it merely indicates receipt of the document. The employee has the right to attach a written rebuttal which will become a part of the employee's written personnel record.

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299 **Section D: Due Process**

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No employee shall be disciplined or adversely affected without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Association in writing.

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Employees will be advised of their right to representation. Employees will be allowed to have a representative of his/her choosing at any disciplinary meeting. The conference will be scheduled with no less than two (2) days prior notice.

309 The District agrees to follow a policy of progressive discipline and any
310 disciplinary action taken against an employee shall be appropriate to the
311 behavior which precipitates said action. The District has the discretion to bypass
312 steps in progressive discipline because of the severity of the conduct.

313

314 Any complaint made against an employee by any parent, student or other person
315 will be promptly called to the attention of the employee as long as it is in
316 accordance with law.

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320 **Section E: Employee Evaluation**

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322 **Procedure:**

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324 1. The employee shall be evaluated annually each year prior to the last day
325 of work by the immediate supervisor. Full year employees will be
326 evaluated annually by August 31 of each year.

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328 If an employee's performance is suspected to be less than satisfactory any
329 time during the school year, he/she will be evaluated at that time. This
330 evaluation will be in addition to the evaluation noted above.

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332 2. Each evaluation will concern an employee's work performance focusing on
333 strengths and weaknesses with specific suggestions for improvement
334 where appropriate.

335

336 3. Prior to the completion of the annual evaluation form, (see Appendix A)
337 the immediate supervisor shall meet to discuss the contents and finalize
338 the annual evaluation.

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340 4. Upon completion of the conference, the immediate supervisor and the
341 employee shall sign and date the evaluation. The signature of the
342 employee indicates that the employee has seen the evaluation and does
343 not indicate that the employee agrees with the content.

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345 5. The employee shall have the right to attach a written explanation to the
346 annual evaluation which shall be permanently attached, provided such
347 written explanation is given to the immediate supervisor for attachment
348 within ten (10) working days of the evaluation conference described in
349 Section E, #3 above.

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351 6. A copy of the written evaluation will be placed in the employee's personnel
352 file and a copy will be given to the employee.

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- 354 7. In the event an employee is placed on probation, the District will notify the
355 affected employee in writing. The District will provide the employee a
356 specific plan of assistance to help the employee overcome the
357 deficiencies. The employee will be given thirty (30) working days to
358 correct the deficiencies.
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- 360 8. The District and the Association will form a joint committee to review the
361 evaluation form and process.
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364 **Section F: Assignment and Transfer**

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- 366 1. **Transfer:** The District shall publicize within the bargaining unit for a
367 minimum of five (5) working days the availability of open positions within
368 the bargaining unit as soon as possible after the District has been advised
369 of the opening. All employees shall have the right to apply for any open
370 position without fear of reprisal from his/her current supervisor. Vacancies
371 and new positions will be posted to individuals outside the bargaining unit
372 only after all internal transfers have been completed.
373

374 Such publications shall include qualifications for the position. The District
375 shall mail such opening announcements through District e-mail to all
376 represented employees.

377 Training, experience and seniority shall be criteria for filling all open
378 positions within the bargaining unit. Training, experience and seniority
379 shall be translated to clearly documented objective measures as
380 referenced in job descriptions, requirements and evaluations. If all
381 combined objective measures for training and experience are equal,
382 seniority shall be used as the deciding measure. When training and
383 experience objectively indicate a less senior person is more qualified, the
384 administrator will provide written documentation of the specific objective
385 measures indicating the less senior person is more qualified due to
386 training and experience.
387

388 When considering training, the administrator will look at such things as
389 education before and after being hired by the school district, as well as
390 participation in workshops, seminars and on-the-job in-services
391 specifically related to performance in the educational office setting and to
392 interpersonal skills. Knowledge of statutory and program requirements of
393 a public school system will also be considered.
394

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

400 priority. Seniority is calculated using the time served in the Camas School
401 District as a member of the CAEOP bargaining unit.

402
403 **2. Trial period:** Employees transferred to another position shall be given a
404 maximum of sixty (60) working days work trial. If the employee is unable
405 to perform the job requirements in a manner deemed satisfactory as
406 determined through the District evaluation procedure, the employee shall
407 be considered eligible for the first position available for which he/she is
408 qualified. The transferred employee shall have the right to return to
409 his/her previous position, without prejudice, anytime during the first fifteen
410 (15) days of the work trial period.

411
412 No written evaluation regarding performance during the trial period shall
413 be entered into the Personnel File.

414
415 **3. Probationary Period:** Each new hire covered by this Agreement shall
416 serve a probationary period of sixty (60) working days. Upon conclusion
417 of the probationary period, the employee will be notified that she/he has
418 (1) satisfactorily completed the probationary period and will be elected
419 (employed) by the Board of Directors, or (2) in the event of unsatisfactory
420 service, terminated at this point. This decision rests with the District.

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423 **Section G: Layoff and Recall:**

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425 The District and the Association will form a joint committee to review layoff and
426 recall language.

427

428 **1. Seniority:** Seniority shall be defined as length of service within the
429 District as a member of the bargaining unit. Accumulation shall begin on
430 the employee's first working day.

431

432 The District shall prepare and maintain the seniority list ranking each
433 employee from greatest to least seniority. A copy of the seniority list shall
434 be furnished to the Association President by November 1 of each school
435 year. Subsequent revisions shall be sent to the Association President as
436 they occur.

437

438 Seniority shall be lost by an employee upon termination, resignation,
439 retirement, transfer to a non-bargaining unit position, or declining recall.

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441 In the event of one or more employees having the same seniority ranking,
442 employees so affected shall participate in a drawing by lot to determine
443 position on the seniority list. The drawing shall be conducted openly and
444 the President shall be in attendance.

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2. Layoff: Layoff shall be defined as necessary reduction in the work force. In the event of a necessary reduction in work force, the District shall first layoff the least senior employee(s). In no case shall a new employee be employed by the District while there are laid off employees qualified for a vacant or newly created position as determined by the job description of that position.

In the event of layoff, the District shall provide written notice to all affected employees and the President, on or before the end of the school year preceding the layoff. Employees not notified shall continue in employment for the following year unless there is just cause for termination.

Laid off employees may continue participation in District insurance programs by paying the regular monthly premium to the District, subject to carrier approval.

All retained employees face possible reassignment to fill essential vacancies. Essential vacancies shall be opened to all members of the bargaining unit and, in each case, filled by the most senior applicant, if qualified. In the event that there are no bargaining unit applicants, these vacancies will be assigned to the bargaining unit members with the least seniority, if qualified.

3. Recall: Employees who are laid off shall be placed in a reemployment pool. All open positions shall be made available to existing members of the bargaining unit. After internal movement, if any, open positions will be filled through recall of employees by reverse order as determined by the final seniority list. Notification of recall shall be sent by certified or registered mail to the last known address as shown on District records. The notice shall include the time and date the employee is to report back to work. It is the employee's responsibility to keep the District notified as to his/her current mailing address.

A recalled employee shall be given five (5) calendar days from receipt of the recall notice to inform the District if he/she will accept the position. An employee who declines recall shall forfeit his/her seniority rights provided the position offered is of equivalent monetary value and does not involve a reduction in total compensation.

Employees on layoff shall retain their seniority for purpose of recall for a period of two (2) years.

489 **Section H: Employment Protection**

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- 491 1. **District Insurance:** The District shall provide such insurance for the
- 492 protection of employees as is required by RCW 28A.400.370.
- 493
- 494 2. **Threats:** Any employee who is threatened with physical harm by any
- 495 person or group while carrying out assigned duties shall immediately notify
- 496 his/her immediate supervisor and, if necessary, the appropriate law
- 497 enforcement authority. Immediate steps will be taken by the District in
- 498 cooperation with the employee to provide for the employee's safety. Steps
- 499 may include notifying law enforcement, providing legal counsel and/or
- 500 other earnest efforts. Precautionary measures for the employee's safety
- 501 shall be reported to the employee and the President by the
- 502 Superintendent at the earliest possible time.
- 503
- 504 3. **The District shall provide a safe and healthful working environment:**
- 505 Employees shall not be required to work under unsafe or hazardous
- 506 conditions or to perform tasks which endanger their health, safety and
- 507 well-being.
- 508
- 509 5. **Dispensing Medication:** The decision to dispense or administer
- 510 maintenance or emergency medication to students will be arranged by the
- 511 employee and the building administrator and will only be done if no other
- 512 qualified staff **member is** available. Employees will not be requested or
- 513 required to dispense maintenance/emergency medication or administer
- 514 injections until a formal training in-service or its equivalent has been
- 515 completed. Employees will not be requested or required to insert
- 516 catheters, or feed students.
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521 **Section I: Privacy**

- 522
- 523 1. **Personal Lives:** The private and personal life of any employee is not
- 524 within the appropriate concern or attention of the District, unless the
- 525 District determines that the employee's actions are interfering with the
- 526 educational process.
- 527
- 528 2. **Information:** The District shall not provide personal information
- 529 concerning employees, including names, addresses, phone numbers, etc.,
- 530 to any person not required by law, or to any commercial or charitable
- 531 organization without specific employee approval or Association
- 532 Agreement.
- 533
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535 **Section J: Substitutes and Temporary Employees**

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537 Any employee hired as a substitute or as a temporary employee to work in a
538 position that falls within the bargaining unit shall be hired and work in compliance
539 with this Agreement.

- 540
541 1. A substitute shall receive seventy percent (70%) of the lowest base rate in
542 effect within the classification at time of employment. A substitute shall be
543 defined as a person who replaces another employee for less than 20
544 consecutive days.
545
546 2. A temporary employee shall receive eighty percent (80%) of the lowest
547 base rate in effect within the classification at the time of employment for
548 the first twenty days of employment. A temporary employee shall be
549 defined as a person who has (1) substituted twenty (20) consecutive days
550 in one assignment or (2) accepted a district identified long term
551 "temporary" substitute position in the district.
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553
554 3. After twenty (20) consecutive days in an assignment, a substitute or
555 temporary employee shall be placed on the appropriate step of the salary
556 schedule, pursuant to experience, and shall pay bargaining unit
557 membership dues.
558
559 4. The following clauses of the Agreement shall not be applicable to
560 temporary employees:
561 Personnel File
562 Employee Evaluation
563 Transfer and Assignment
564 Layoff and Recall
565 Seniority Accumulation
566 Workshops
567 Insurance benefits
568 All Leaves under Article IV:
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572 **ARTICLE IV: LEAVES**

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574 **Section A: Illness, Injury and Disability (Sick Leave)**

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576 1. **Accumulation:** At the beginning of each school year, each employee
577 working eight (8) hours per day shall be credited with twelve (12) days of
578 Illness, Injury and Disability Leave, which shall be referred to hereafter as
579 "sick leave". Employees who are working less than eight (8) hours per

580 day shall receive a prorated portion of such leave. Unused sick leave
581 shall accumulate to the maximum allowed by law. Each employee's
582 accumulated sick leave balance will be made known to her/him on each
583 pay check stub.

584

585 **2. Use:**

586 **a. Personal Illness, Injury or Disability:** The District shall grant sick
587 leave to an employee when the employee is unable to perform duties
588 because of personal illness, injury or disability.

589

590 **b. Maternity:** The District shall grant sick leave for pregnancy, child
591 birth and related temporary disability to employees, to the extent the
592 employee's physician certifies the employee's temporary disability.

593

594 Employees requesting maternity leave shall notify the District as early as
595 possible prior to the beginning of the leave and shall indicate the expected date
596 of return at the time the leave is requested. Employees shall advise the District
597 of the exact date of return as soon as that date is known to the employee.

598

599 **c. Family Illness:** The District shall grant sick leave to employees in the
600 event of illness within the immediate family of the employee. For
601 purposes of this provision, immediate family shall mean spouse, parent,
602 child, grandchild, grandparent, sibling, niece, nephew, aunt, uncle, cousin
603 or those of the employee's spouse, or anyone who has permanently lived
604 with or was considered part of the family nucleus.

605

606

607 **3. Sick Leave Sharing:** The District shall establish and administer a leave
608 sharing plan in which eligible employees may donate excess leave for use
609 by a staff member who is suffering from, or has a relative or household
610 member suffering from, an extraordinary or severe illness, injury,
611 impairment or physical or mental condition.

612

613 Such a program is intended to extend leave benefits to a staff member
614 who otherwise would have to take leave without pay or terminate his or
615 her employment with the District.

616

617 The procedures that govern this program are as outlined in Board Policy
618 5406.

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620 **4. Sick Leave Exhaustion:** In the event an employee's accumulated sick
621 leave is exhausted, but more sick leave is required by the employee
622 pursuant to the provisions set out above, the employee may request and
623 the District may grant a leave without pay for the period of time needed to
624 return to work or the end of the school year, whichever is sooner. The

625 employee shall advise the District of the expected duration of the leave at
626 the time of request for the leave.

627

628 **5. Annual Sick Leave Buy-Back Option:** Pursuant to current statute,
629 employees may cash in unused sick leave days above an accumulation of
630 sixty (60) days at the ratio of one (1) full day's pay for each four (4) days of
631 accumulated sick leave days. At the employee's option, he/she can cash-
632 out his/her unused sick leave days in January of the school year following
633 any year in which a minimum of sixty (60) days of sick leave is accrued
634 and each January thereafter. The employee's sick leave accumulation
635 shall be reduced four (4) days for each day of compensated sick leave. No
636 employee may receive pay for sick leave accumulated in excess of one
637 (1) day per month. This "cash-out" will take place in the February payroll.

638

639 **6. Death or Retirement Sick Leave Buy-Back Option:** At the time of
640 separation from District employment due to retirement (as recognized by
641 the Washington State Public Employees' Retirement System, whether or
642 not the employee was a participating member of the system) or death, an
643 employee or his/her estate shall receive pay for accumulated but unused
644 sick leave up to a maximum of one-hundred eighty (180) days at a rate
645 equal to one day per diem pay for each four full days accrued leave for
646 illness or injury.

647

648 The monies paid pursuant to this provision shall not be included for the
649 purpose of computing a retirement allowance under any public retirement
650 system in the State, and shall be in accordance with the rules and
651 regulations of the Superintendent of Public Instruction.

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653

654 **Section B: Bereavement Leave**

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656 The District shall grant employees up to five (5) days with pay per occurrence for
657 death in the immediate family (as defined above in Section A, Subsection c) of
658 employees.

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660

661 **Section C: Emergency Leave**

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663 Up to three (3) days of emergency leave with full pay shall be available to
664 employees. For purposes of this leave, an emergency is a situation or
665 adversity of such a nature that preplanning is not possible. Emergency
666 leave could not be used where good judgment would logically dictate that
667 the matter could and should have been dealt with in some other manner.
668 Two (2) additional days of emergency leave may be granted at the
669 discretion of the superintendent or his/her designee. One (1) day of

670 emergency leave may also be requested for the death of a close personal
671 friend.

672
673 Emergency leave may not be used for vacation periods or extensions
674 thereof, recreational outings, or for business or social appointments, or for
675 matters of personal convenience.

676
677 An employee who finds it necessary to be absent from assigned duties by
678 reason of emergency will notify the appropriate supervisor at the earliest
679 possible moment. Upon return to duty, the employee will be required to
680 complete a leave request form stating the reason for the reported
681 absence.

682

683 **Section D: Court Appearance Leave**

684

685 The District shall grant Court Appearance Leave as follows:

686

- 687 1. **Jury Duty:** Employees who are called to serve on a jury.
- 688
689 2. **Subpoenas:** Employees who are subpoenaed to testify in court on a
690 school related matter.
- 691
692 3. **Payment:** Any payments to an employee for jury duty, excluding mileage
693 payments, or other actual expenses, shall be remitted to the District.

694

695

696 **Section E: Long Term Leave of Absence**

697

698 The District may grant any employee an unpaid long term leave of absence for
699 up to one year for child rearing, medical or other mutually agreed to reason(s).
700 Employees granted such a leave will be permitted to stay in the District insurance
701 programs at their own expense (carriers permitting), shall not gain or lose
702 seniority or other benefits, but shall not be granted advancement credit on the
703 salary schedule for the period of the leave. Upon return from such leave, the
704 employee shall be entitled to the same position or a position substantially
705 equivalent to the position held prior to the leave. Once granted, such leave may
706 be renewed annually upon request of the employee, with the agreement of the
707 District.

708

709

710 **Section F: Accidents on the Job**

711

712 It is recognized that the payments received as compensation by an employee
713 injured on the job under circumstances bringing him/her within the coverage of

714 the Workman's Compensation Act of the State of Washington may be less than
715 the regular wage payments received by the employee.

716

717 In the case of any on-the-job disability which is covered by the State Industrial
718 Insurance under the Workman's Compensation Act of the State of Washington,
719 the Employer will pay to such disabled employee out of his/her accumulated sick
720 leave an allowance equal to the difference between the State Workman's
721 Compensation benefits and the employee's regular straight-time gross pay, less
722 statutory deductions, beginning at the time of disability and continuing until the
723 accumulated sick leave entitlement is completely expended. If the employee is
724 still disabled after his/her earned sick leave allowance is expended, the
725 employee will revert to only the pay coverage afforded by State Workman's
726 Compensation Insurance.

727

728 In order to receive sick leave pay under this section when the employee has
729 been off work for illness or injury in excess of five (5) days, the employee must
730 present to the Classified Personnel Office by the fifteenth (15) of each calendar
731 month, for each month claimed, a statement from a duly licensed medical
732 examiner verifying that the employee was physically unable to return to work on
733 the day(s) for which sick leave pay was claimed.

734

735

736 **Section G: Child Rearing Leave**

737

738 The District may grant an unpaid child rearing leave of up to one year to any
739 employee for the purpose of rearing a natural or adopted child. In the event of
740 adoption, such leave may include time for court legal procedures, home study
741 and evaluation, and required home visitations by the adoption agent not possible
742 to schedule outside of the regular working hours. An employee returning from
743 such leave shall be placed in the position last held or in a similar position in the
744 District. Final decision on this leave rests with the District.

745

746

747 **Section H: Military Leave**

748

749 The District shall grant military leave to any employee who is called into active
750 duty, extended or temporary, as a member of the Armed Forces of the United
751 States in accordance with law.

752

753

754 **Section I: Personal Leave**

755

756 1. Each member shall receive three (3) personal leave days annually.
757 Employees will have the ability to roll one (1) unused personal day to the next
758 year up to a maximum of five (5) days. The first and second day shall be at no

759 loss of pay. For the third day which is not accumulative, employees will receive
760 differential pay. Differential pay is defined as the difference between the
761 employee's daily pay and the district's regular substitute rate.
762

- 763 **2.** The employee shall not be asked to give reasons for such leave.
764
765 **3.** Personal days cannot be scheduled during the first five(5) and last five (5)
766 days of school, or the day preceding or following a holiday without ten (10) day
767 prior approval from their supervisor. A supervisor has the right to deny a request
768 for leave if it unduly interferes with the operations of the school. Exceptions will
769 be allowed by the superintendent/designee only for significant family events or
770 education reasons.
771
772 **4.** Two days of unused personal leave may be "cashed out" at the employee's
773 regular rate of pay.
774
775

776 **Section J: Association Leave**

777

778 Annually the Association shall be granted release time up to 10 days with pay for
779 employees to attend to Association business.
780

781 Cost of substitutes used to replace employees on Association leave for the first
782 five (5) days shall be reimbursed to the District by the Association.
783

784 The Association shall send written notice of such leave at least five (5) days in
785 advance of taking such leave.
786
787

788 **ARTICLE V: FISCAL MATTERS**

789

790 **Section A: Hours of Work and Overtime**

791

- 792 **1. Work Day:** Each employee shall be assigned a definite work day with
793 designated times of beginning and ending. A two (2) hour minimum call
794 time at the employee's regular rate of pay shall be paid when an
795 authorized supervisor calls an employee back to work. Only the actual
796 time worked will count towards overtime calculations.
797
798 **2. Hours, Lunch and Rest Period:** Each shift of five (5) or more hours per
799 day shall include a thirty (30) minute uninterrupted lunch period where the
800 employee is free to leave the work site. Such work day shall also include
801 a paid fifteen (15) minute rest period during the first half of the day and a
802 paid fifteen (15) minute rest period during the second half of the day.

803 Such rest period is to occur as near the middle of each half shift as is
804 practical.

805
806 When difficulties arise in scheduling a regular fifteen (15) minute rest
807 period, the employee and immediate supervisor may elect to attach said
808 paid rest period to the thirty (30) minute unpaid lunch break, creating a
809 forty-five (45) minute lunch period. The final decision in this matter rests
810 with the immediate supervisor.

811
812 **3. Work Week:** The work week shall consist of five (5) consecutive days,
813 Monday through Friday, with two (2) days of rest, Saturday and Sunday.
814 The work week shall start Sunday and end on Saturday.

815
816 **4. Work Schedule:** A work schedule showing the employee's shift, work
817 days and hours shall be given to each employee. The immediate
818 supervisor will decide and inform the employee whether they should plan
819 to work on non-student attendance days (In-service days, etc.), giving a
820 minimum of five (5) days notice.

821
822 In those situations where the District increases the work hours/work days
823 of an employee, the District will consult with the employee regarding the
824 change. If the employee does not wish to accept the increased work
825 hours/work days, the District will attempt to place the employee in a
826 position equivalent in terms of work hours/work days to the employee's
827 present position.

828
829 In the event that the District assigns or directs an employee to perform
830 services regularly performed by an employee with a classification having a
831 higher rate of pay, the assigned employee shall be paid at the higher rate
832 of pay of that classification while performing that work.

833
834 **5. Daily Work Schedule:** The daily work schedule shall be established by
835 the employee's immediate supervisor in consultation with the employee.
836 The decision of the supervisor is final. Except for an emergency, such
837 work schedule shall not be changed without a five (5) day written notice to
838 the employee.

839
840 **6. Overtime:** Time worked in excess of eight (8) hours in any one day or
841 forty (40) hours in any one week, shall constitute overtime and shall be
842 compensated at one and one-half (1 1/2) times the employee's regular
843 rate. The district will only pay overtime under unique circumstances and
844 with prior approval from the supervisor. The District shall not solicit
845 employees to accept compensatory time in lieu of other compensation.
846 Changes in an employee's time card will only be made in the presence of
847 the employee. If an employee requests compensatory "time off" in lieu of
848 overtime pay, the following procedures will be implemented:

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1) All overtime work must be approved by the supervisor prior to the performance of work. In the event that a supervisor is unavailable at the time the overtime is needed, the employee may work up to one (1) hour of overtime without prior approval. The employee must report this overtime and the specific need for it to his/her supervisor immediately the next working day.

2) Compensatory time off shall be at the rate of one and one-half times the overtime hours worked. If an employee is unable to use the compensatory time earned within three months of the date of accrual, the employee may request that the comp time be paid.

3) The maximum accumulation of compensatory time will be 75 hours (50 actual work hours). Every attempt shall be made to see that compensating hours are taken immediately, and only allowed to accumulate to the maximum if the work load makes it impossible to do otherwise.

4) Each quarter, any compensatory time balances in excess of 75 hours will be cashed out.

5) Compensatory time taken will be reported on the Compensatory Time Report.

All overtime shall be in accordance with applicable law.

Section B: Holidays

All 12-month employees shall receive the following eleven (11) paid holidays which fall within their work year:

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

Any secretary who works 180 days or more per year will receive ten (10) paid holidays. Such holidays shall be:

- | | |
|---------------------------|---------------------------|
| 1. New Year's Day | 6. Veterans' Day |
| 2. Martin Luther King Day | 7. Thanksgiving Day |
| 3. Presidents' Day | 8. Day after Thanksgiving |

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| 4. Memorial Day | 9. Christmas Day |
| 5. Labor Day | 10. Day after Christmas |

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 holiday time. The foregoing is a District decision.

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

Should a holiday occur while a full-time equivalent employee (2080 hours) 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 C: Vacations

- 1. **For 2009-10** Each secretary who works six (6) hours or more per day and works less than a full 2080 FTE year will receive five (5) days of paid vacation at the same number of hours they work during the day.

For 2010-11, this section will be reopened for negotiation.

- 2. Secretaries who work FTE 2080 (1.0 FTE), or less than 1.0 FTE but work a full year (260 day) schedule, will qualify for paid vacation time to coincide with the number of scheduled hours per day/week worked according to the following schedule (the years of service will be determined by the board/district hire-date anniversary. Further, the increase in vacation days shall come at the beginning of the years identified below. Employees can only cash out up to 30 days of vacation at termination or retirement. Twelve-month employees may carry over up to 30 vacation days.

<u>Number of Years</u>	<u>Vacation Days</u>
1-3	10
4-9	16
10-15	20
16-18	25
19-24	27
25-30	30

941 **D: Salary and Salary Payments Section**

- 942
- 943 1. **Schedule:** Salaries for the 2009-10 school year shall be as set out in the
- 944 schedule which is attached to and made a part of this agreement as
- 945 Appendix B.

946

947 **For 2010-2011 school year, this Agreement will be re-opened for**

948 **salary negotiations.**

- 949
- 950 2. On or before September 30 of each year, each employee shall receive a
- 951 salary worksheet indicating the number of contracted days, hours per day,
- 952 hourly rate, and the calculation for determining his/her monthly salary
- 953 amount.

- 954
- 955 3. **Payment: Employees who are schedule four (4) hours or more per**
- 956 **day** shall be paid in twelve (12) equal monthly payments. Warrants shall
- 957 be issued on the last working day of each month. Employees may opt to
- 958 have their warrants direct-deposited to a bank or mailed to a specified
- 959 address.

960

961 Employees who are scheduled less than four (4) hours per day will be

962 paid on a time-card only.

- 963
- 964 4. **Severance:** All compensation owed to an employee who is leaving the
- 965 District shall, upon request, be paid on the next scheduled pay day.

- 966
- 967 5. **Travel Allowance:** An employee required to travel from one site to
- 968 another in a private vehicle during work hours shall be reimbursed for
- 969 such travel on a per mile basis at the state rates allowable per mile.

970

971

972 **Section E: Insurance**

- 973
- 974 1. For the duration of this contract, the District will contribute the maximum
- 975 amount per month funded by the state per FTE (1440 hours) to the
- 976 CAEOP benefit pool for benefits for each full time employee. The District
- 977 shall pay the full amount of the retiree remittance for bargaining unit
- 978 members as determined by the state for contribution to the Washington
- 979 State Health Care Authority for the term of this agreement.

- 980
- 981 2. **Part-Time Employees:** Employees less than full time will receive a
- 982 prorata share, based on their percentage of FTE, of the maximum
- 983 contribution.

- 984
- 985 3. **Available Programs:** *The monthly premium may be used by employee
- 986 to provide the basic benefits programs listed below:

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a. Group Blue Cross of Washington Vision Insurance for employee and dependents.

b. Group Washington Dental Service Dental Insurance for employee and dependents.

c. Blue Cross of Washington and Alaska Medical Insurance or Kaiser Permanente Medical Insurance.

An employee must work at least 20 hours per week to be eligible for insurance coverage.

4. **Pooling:** Pooling will follow the state statute. The pool will be recalculated twice per year (September and March) if any staffing changes warrant a recalculation of the pool.

5. **VEBA:** Voluntary Employee Benefit Account: The district has adopted the VEBA III Sick Leave Conversion Medical Plan pursuant to RCW 28A.400.210.

***Note:** Programs for insurance may be changed during the life of this Agreement by mutual agreement between Parties.

Section F: Inclement Weather

1. Less than twelve (12) month employees shall not be required to report to work when the buildings are closed due to inclement weather or unforeseen building closure. Employees not reporting for duty shall select one of the following options:

- a. Take a salary deduction for the time not worked.
- b. Use unused Personal Leave to cover absence.
- c. Use accumulated but unused vacation time/comp time to cover such absence.
- d. Emergency Leave
- e. Add additional work days to meet the contracted number of days.

2. The District shall notify employees at least two (2) hours prior to the beginning of the shift of any school closure. Employees reporting to duty who have not received such notice shall receive a minimum of two (2) hours pay.

3. Twelve month employees may, at their option, not report for duty during periods of time when the school buildings are closed due to inclement

1033 weather. Employees not reporting for duty shall select one of the following
1034 options:

- 1035
- 1036 a. Take a salary deduction for the time not worked.
 - 1037 b. Use unused Personal Leave to cover absence.
 - 1038 c. Use accumulated but unused vacation time/comp time to cover such
 - 1039 absence.
 - 1040 d. Emergency Leave
- 1041

1042 **Section G: Workshops, Conferences, and Staff Development**

1043

1044 For mutual benefit of the employee and the District, \$8000.00 will be budgeted to
1045 fund the following:

1046

- 1047 a) Employees to attend professional affiliation sponsored
- 1048 conferences and workshops. Legitimate, approved expenses
- 1049 will be reimbursed to the employee.

1050

- 1051 b) With prior approval from their supervisors, bargaining unit
- 1052 members shall be allowed to use their staff development funds
- 1053 to purchase materials/or equipment of their choice that support
- 1054 their job assignments. Any materials purchased with these
- 1055 funds become and remain the property of the district.

1056

1057 Up to \$4000 total can be used for the purchase of materials.

1058

- 1059 c) Staff Development - All classes, conferences, projects, etc.
- 1060 must be submitted to the immediate supervisor for final
- 1061 approval. Employees who are taking approved classes during
- 1062 the evening and/or weekend hours may, at the employee's
- 1063 request, be reimbursed their straight hourly rate for actual seat
- 1064 time in class to the extent that the fund can reimburse these
- 1065 hours.

1066

- 1067 d.) The District will provide purchase orders for registration/tuition
- 1068 fees, airline expenses, if any, and hotel accommodations, if any.

1069

1070 In the event the employee does not attend the prepaid activity,

1071 the employee is responsible for securing a refund of all prepaid

1072 expenses. Refunds will be credited to the employee's staff

1073 development account.

1074

- 1075 e) Professional Learning Community (PLC). Secretaries shall
- 1076 meet and confer with their colleagues during district approved
- 1077 PLC time. This PLC time will be directed and scheduled by the
- 1078 secretaries with approval of administration. The total PLC time

1079 available each year will not exceed six (6) hours and meetings
1080 will not be scheduled during student attendant hours.

1081
1082 Unused funds will carry over to the next year for use by bargaining members
1083 only. Any funds not used by the end of this agreement will be returned to the
1084 general fund.

1085 1086 **Section H: Pay Increments**

1087
1088 If the hire date is one half year or greater, the movement on the longevity pay
1089 scale will take place in September each year.

1092 **ARTICLE VI: GRIEVANCE PROCEDURE**

1093 1094 **Section A: Definitions**

- 1095
1096 1. **"Grievant"** shall mean a bargaining unit member or group of
1097 bargaining unit members or the Association.
1098
1099 2. **"Grievance"** shall mean a claim or complaint by a grievant that there has
1100 been a violation, misinterpretation or misapplication of any terms or
1101 provisions of this Agreement.
1102
1103 3. **"Days"** shall mean employee work days. After the last day of school and
1104 before commencement of the new term, days shall mean calendar days.

1105 1106 **Section B: Time Limits**

1107
1108 If the grievant fails to file or appeal according to the time lines set out herein, the
1109 grievance may not be further pursued and will be resolved according to the last
1110 formal response. In the event the District or its agents fail to meet a time line, the
1111 grievant may proceed to the next step of the procedure. The specified time limits
1112 shall be strictly observed but may be extended by mutual concurrence of the
1113 parties.

1114 1115 **Section C: Rights to Representation**

- 1116
1117 1. A grievant shall have the right to be accompanied by the Association at all
1118 steps of the grievance procedure.
1119
1120 2. In the event a grievant elects to file and proceed without Association
1121 representation, he/she may do so through the first two steps of the
1122 procedure only, provided that the Association is present at every meeting
1123 or conference in order to protect its contract rights, and further provided

1124 that copies of the grievance, appeals and responses are given to the
1125 President in a timely fashion.

1126
1127 **3.** No grievance may be processed with a grievant having representation
1128 other than him/her self or the Association.
1129

1130 **Section D: Individual Rights**

1131
1132 Nothing contained herein shall be construed as limiting the right of any
1133 employees having a complaint to discuss the matter through administrative
1134 channels and to have the problems adjusted without the intervention of the
1135 Association, as long as the Association is notified in writing of the disposition of
1136 the matter and such disposition is not inconsistent with the terms of this
1137 Agreement.
1138

1139 **Section E: Procedure**

1140
1141 Grievances shall be processed in the following manner:
1142

1143 **Step 1 Supervisor:** The Parties encourage employees and their supervisors to
1144 attempt to resolve problems through free and informal communications prior to
1145 filing formal grievances.
1146

1147 Within thirty (30) days of the occurrence, or of the grievant's knowledge of the
1148 occurrence, the formal grievance shall be presented in writing to the employee's
1149 supervisor, who will arrange for a conference between him/her self, the grievant
1150 and the Association Representative to take place within ten (10) days after
1151 receipt of the grievance. The supervisor shall provide the grievant and the
1152 Association with a written answer to the grievance within ten (10) days after the
1153 meeting. Such answer shall include all reasons upon which the decision was
1154 based.
1155

1156 **Step 2 Superintendent:** If the grievant is not satisfied with the disposition of the
1157 grievance at Step 1, or if no decision has been rendered within the time line, the
1158 grievance may be appealed to the Superintendent. The Superintendent shall
1159 arrange for a hearing with him/her self, the grievant, the first level supervisor and
1160 the Association Representative, to take place within ten (10) days of his/her
1161 receipt of the appeal. The grievant and the Association shall have the right to
1162 include in the representation such witnesses they deem necessary to develop the
1163 facts pertinent to the grievance. Upon conclusion of the hearing, the
1164 Superintendent will have ten (10) days to provide his/her written decision,
1165 together with reasons for the decision to the grievant and the Association.
1166

1167 **Step 3 Mediation:** If no settlement has been reached at step 2, the grievance
1168 will be submitted for mediation. The District and Association will utilize the
1169 services of the Public Employment Relations Commission (PERC).

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Step 4 Arbitration: If the Association is not satisfied with the decision at Step 3, or if no disposition has been made within the time line, the Association may submit a Demand for Arbitration to the Federal Mediation and Conciliation Service (FMCS) along with a copy to the Superintendent. The arbitration shall be controlled by the Voluntary Arbitration Rules of FMCS, provided that the Parties shall strike names from the panel selected by FMCS within ten (10) days of receipt of such panel. Neither the District nor the Association shall be permitted to assert in such arbitration any ground not previously disclosed to the other party.

The arbitrator shall have complete authority to make any decision and provide any remedy appropriate except as otherwise prohibited by law or this Agreement. The decision of the arbitrator will be binding on both parties.

The costs for the services of the arbitrator, including per diem expenses, if any, and his/her travel and subsistence expenses and the costs of any hearing room, will be shared by both parties.

Form: The form for filing grievances is attached to and made a part of this Agreement as Appendix D.

Association Grievances: If a grievance affects a group of employees or the Association, the Association may initiate and submit such grievance to the Superintendent directly, and the processing of such grievance shall commence at Step 2. Grievances involving more than one supervisor and grievances involving the administrator above the building level may be filed by the Association at Step 2.

ARTICLE VII: STRIKES AND LOCKOUTS

There shall not be authorized any strike, slowdown, or any other stoppage of work by the Association regardless of whether an unfair labor practice is alleged. The District will not lock out any employee covered by the Agreement. Should a strike, slowdown, or stoppage by the Association members occur, the Association shall immediately instruct its members to return to work. If the employees do not resume work as required by the Agreement immediately upon being so instructed, they shall be subject to discipline.

ARTICLE VIII: WAIVER

1213 The District and the Association acknowledge that they have bargained with
1214 respect to all terms and conditions of employment. The District and the
1215 Association acknowledge that their agreements are fully set forth herein, that the
1216 omission of any reference to any aspect of the terms and conditions of
1217 employment is intended to be a waiver of the right to bargain with respect to the
1218 particular subject during the term of this Agreement.

1219
1220 Matters of common concern may be subject to negotiations during the period of
1221 this Agreement upon request and mutual agreement of both parties.
1222
1223

1224 **ARTICLE IX: ENTIRE AGREEMENT**

1225
1226 This Agreement supersedes and cancels all previous written agreements
1227 between the District and the Association. Any amendment or agreement
1228 supplemental hereto shall not be binding upon either party unless executed in
1229 writing by the parties hereto.
1230
1231

1232 **ARTICLE X: DURATION**

1233
1234 This agreement represents the entire agreement between the Board and the
1235 Association and supersedes all prior agreements and cancels all previous
1236 agreements, verbal or written or based on alleged past practices between the
1237 parties and shall become in full force and effect on *September 1, 2009* and shall
1238 continue in full force and effect until midnight, *August 31, 2011*.
1239
1240

1241 IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be
1242 executed by their duly authorized representatives on this 12 day of
1243 October, 2009.
1244
1245

1246 CAEOP
1247 BY Carole Kehler
1248 PRESIDENT
1249 BY Shelly Patridge
1250 SECRETARY
1251 BY [Signature]
1252 UNISERV DIRECTOR

DISTRICT
BY [Signature]
BOARD PRESIDENT
BY [Signature]
SECRETARY TO THE BOARD
BY [Signature]
CHIEF NEGOTIATOR

1255
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1258

1259 **A joint committee will form to review the performance evaluation process.**

1260

1261

1262

1263

APPENDIX A

Secretarial Performance Evaluation

1264

Name:

Date:

1265

Position:

Type:

1266

Location:

1267

1268

1269 *THIS EVALUATION SPEAKS TO THE ESSENTIAL FUNCTIONS AND GENERAL*

1270 *RESPONSIBILITIES LISTED IN THE JOB DESCRIPTION FOR THIS POSITION.*

1271

1272 **1. Skills and Ability** – Understands and effectively utilizes job-related
1273 information, procedures and skills. Demonstrates accuracy, efficiency,
1274 initiative and strong organizational skills.

1275

1276

1277

1278 **2. Flexibility** – Shows adaptability to change and a willingness to learn new
1279 concepts. Understands all technology available and utilizes professional
1280 development opportunities.

1281

1282

1283

1284 **3. Commitment to Accomplishment** – Exerts effort to attain goals. Shows a
1285 strong work ethic and a desire for producing results. Makes efficient use of
1286 work time and meets deadlines.

1287

1288

1289

1290 **4. Office Management** – Demonstrates multi-task orientation. Gives direction to
1291 students, staff and volunteers effectively. Cares for and maintains equipment
1292 and economizes office resources.

1293

1294

1295

1296 **5. Enthusiasm** – Displays overall optimism and zeal for what one is doing.
1297 Willingness to be involved. Enthusiasm to develop positive interpersonal
1298 relationships with others.

1299

1300

1301 **6. Clarity of Expression** – Understands and correctly interprets concepts
1302 presented or discussed. Presents and discusses concepts precisely;
1303 answers questions clearly. Uses correct oral and written communication skills.

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7. Integrity – Actions are consistent with stated views. Exhibits reliable follow-through on commitments. Can be relied upon to maintain confidentiality and assumes responsibility.

8. Communication with Others – Ability and willingness to develop interpersonal relationships with others. Works as a team player. Exhibits listening skills, patience and caring for staff, students, parents and others. Resolves conflicts with empathy and fairness.

9. Dependability – Is punctual and maintains regular attendance. Works well independently.

10. Professionalism – Has professional appearance, is courteous and is an appropriate role model for the educational environment.

TO BE COMPLETED BY THE EMPLOYEE

My signature below indicates that I have seen this evaluation.

- I agree with the findings.
- I disagree with the findings.

- A statement regarding this evaluation is attached.
- A statement regarding this evaluation is not attached.

Employee Signature

Date

TO BE COMPLETED BY THE SUPERVISOR

- It is my judgment, based upon adopted criteria, that this employee's overall performance has been satisfactory during the evaluation period covered in this report.
- It is my judgment, based upon adopted criteria, that this employee's overall performance has been unsatisfactory during the evaluation period covered in this report.

Supervisor Signature

Date

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**APPENDIX B
 SALARY SCHEDULE - 2009 – 2010**

	Position	Hr. Rate	Sub Rate	Temp. Rate
	LEVEL I			
	Secretary Assistants	\$17.67	\$12.37	\$14.14
	HS ASB Office Assistant Secretary			
	LEVEL II			
	Child Care Secretary	\$18.94	\$13.26	\$15.15
	Energy Utilities Secretary			
	HS Career & Tech Secretary			
	HS Main Office Secretary			
	HS Counseling Secretary			
	Sky Act. Sec./Main Office Reception			
	Sky Counseling Sec/Student Center Reception			
	Liberty Registrar/Reception			
	Liberty Activities/Counseling Secretary			
	Special Services Secretary			
	Transportation Secretary			
	Warehouse Secretary			
	LEVEL III	\$19.23	\$13.46	\$15.39
	Elementary Head Secretary			
	High School Head Secretary			
	Operations Head Secretary			
	Middle School Head Secretary			
	Payroll/Personnel Assistant/DO Reception			
	Special Services Head Secretary			
	Transportation Head Secretary			
	Federal/State Programs Secretary			
	HS Athletic Secretary			
	HS ASB Secretary/Bookkeeper			
	HS Wing Adm./Records Secretary			
	MS Secretary/Bookkeeper			
	LEVEL IV			
	Printer	\$21.06	\$14.74	\$16.85
	Special Projects			

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LONGEVITY STEPS:

YEARS OF SERVICE	ADDITIONAL SALARY
2-3	\$0.22
4-6	\$0.32
7-9	\$0.42
10-12	\$0.65
13-15	\$0.75
16-18	\$0.85
19-21	\$0.95
22-25	\$1.05
26-30	\$1.15

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Appendix D-1

**CAMAS ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS
And
CAMAS SCHOOL DISTRICT**

**GRIEVANCE FORM
STEP I – Initiation of Grievance**

Grievance filed by _____
School/Department _____ Position _____
Supervisor with Authority to Settle the Complaint _____
Date of action which caused the Complaint _____

STATEMENT OF GRIEVANCE:

SECTION(S) OF THE CONTRACT ALLEGED TO BE VIOLATED:

REMEDY REQUESTED:

Signature of Grievant

1478 **Date Grievance Submitted to Supervisor:**

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Appendix D-2

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**CAMAS ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS**

1484

And

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CAMAS SCHOOL DISTRICT

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GRIEVANCE FORM

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Step 2 – Appeal of Grievance

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1492 Grievance Appeal Filed By _____

1493 School/Department _____ Poistion _____

1494 Date of action which caused the Complaint _____

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STATEMENT OF GRIEVANCE APPEAL:

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SECTION(S) OF THE CONTRACT ALLEGED TO BE VIOLATED:

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REMEDY REQUESTED:

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1517 Signature of Grievant

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Date Grievance Appealed to Superintendent:

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