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Collective Bargaining Agreement

Camas School District #117

And

**Camas Association of Educational Office Professionals
ESP/WEA**

September 1, 2020

Through

August 31, 2023

42	Contents	
43	PREAMBLE 4	
44	ARTICLE I: ADMINISTRATION OF THE AGREEMENT	4
45	Section A: Definitions.....	4
46	Section B: Recognition	4
47	Section C: Job Descriptions	5
48	ARTICLE II: BUSINESS	5
49	Section A: Dues, Deductions and Representation Fees	5
50	Section B: Other Deductions.....	5
51	Section C: Management Rights	6
52	Section D: Association Rights	6
53	Section E: Status of Agreement.....	7
54	Section F: Conformity to Law.....	7
55	Section G: Distribution of Agreement	8
56	Section H: Joint Meetings / Communications.....	8
57	Section I: Creation of New Positions	8
58	ARTICLE III: EMPLOYEE RIGHTS	8
59	Section A: Rights of Law.....	8
60	Section B: Non-Discrimination	8
61	Section C: Training	9
62	Section D: Personnel Files.....	9
63	Section E: Due Process.....	10
64	Section F: Employee Evaluation.....	10
65	Section G: Assignment and Transfer	11
66	Section H: Layoff and Recall:.....	12
67	Section I: Employment Protection	13
68	Section J: Workers Compensation	14
69	Section K: Medicine Dispersal	14
70	Section L: Privacy.....	15
71	Section M: Substitutes and Temporary Employees.....	15
72	Section N: Substitute Pool/Training	16
73	ARTICLE IV: LEAVES	16
74	Section A: Illness, Injury and Disability (Sick Leave)	16
75	Section B: Family Medical Leave Act (FMLA).....	18
76	Section C: Washington Paid Family and Medical Leave (WA-PFML).....	19
77	Section D: Bereavement Leave	20
78	Section E: Emergency Leave.....	21
79	Section F: Court Appearance Leave.....	21
80	Section G: Long Term Leave of Absence	21
81	Section H: Parental and Adoption Leave	21
82	Section I: Child Rearing Leave	22
83	Section J: Military Leave	22
84	Section K: Personal Leave.....	22
85	Section L: Association Leave	22
86	Section M: Accidents on the Job	23
87	ARTICLE V: FISCAL MATTERS	23
88	Section A: Hours of Work and Overtime	23

89	Section B: Holidays.....	25
90	Section C: Vacations.....	26
91	Section D: Salary and Salary Payments Section	27
92	Section E: Insurance/SEBB	27
93	Section F: Health Exams	30
94	Section G: Inclement Weather	30
95	Section H: Workshops, Conferences, and Staff Development.....	31
96	Section I: Education and Training Incentive Program.....	32
97	Section J: Commercial Driver’s License Reimbursement.....	32
98	Section K: Administrative Assistant Stipend	32
99	Section L: CPR First Aid Training.....	32
100	Section M: Pay Increments.....	33
101	Section N: VEBA.....	33
102	ARTICLE VI: GRIEVANCE PROCEDURE	33
103	Section A: Definitions.....	33
104	Section B: Time Limits	33
105	Section C: Rights to Representation	33
106	Section D: Individual Rights	34
107	Section E: Procedure	34
108	Section F: Miscellaneous.....	35
109	ARTICLE VII: STRIKES AND LOCKOUTS.....	35
110	ARTICLE VIII: WAIVER	35
111	ARTICLE IX: ENTIRE AGREEMENT	36
112	ARTICLE X: DURATION	36
113	Appendix B-1	39
114	GRIEVANCE FORM.....	39
115	Appendix B-2	40
116	GRIEVANCE FORM.....	40
117	Appendix C	41
118		
119		
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PREAMBLE

This agreement is by and between the Camas School District and the Camas Association of 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.
8. The term "Superintendent" shall mean the chief administrative office of the District or his/her designee.
9. The term "President" shall mean the President of the Association or his/her designee.
10. The term "Seniority" shall mean length of service within the District as a member of the bargaining unit.

Section B: Recognition

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

180 *Note: Those secretarial positions presently excluded from the association will continue to be excluded
181 for the life of this agreement. Substitute rights are set forth in Article III, Section J.
182

183 **Section C: Job Descriptions**

184
185 The District shall provide all intended job descriptions for newly created or revised postings
186 electronically to the Association, minimally five (5) days prior to the intended posting. In the event the
187 Association identifies concerns with the proposed posting the District and the Association shall meet to
188 align the duties consistent with the work of the bargaining unit.
189

190 Job descriptions shall be available electronically to all bargaining unit members through a shared file.
191

192 **ARTICLE II: BUSINESS**

193 194 **Section A: Dues, Deductions and Representation Fees**

195
196 Each year, the Association will notify the District of the official dues and rates in writing.
197

- 198 1. Within thirty (30) days of ratification of this Agreement, or thirty (30) days of hire, all
199 employees shall join the Association or pay a fee equivalent to the dues and assessments of the
200 Association. Except that an employee with a bona fide religious objection to such dues and fees
201 shall pay a fee equivalent to dues and assessments to a charity mutually agreed upon by the
202 employee and the Association. The issues of religious objection and charity shall be appealed to
203 the Public Employment Relations Commission (PERC) in case of disagreement between the
204 employee and the Association.
205
- 206 2. The District shall deduct from the employee's salary, each pay period, the dues and/or
207 assessment fees required for membership therein or equivalent amount of the dues and
208 assessments for those employees not joining the Association and transmit such dues and/or
209 assessment fees to the membership Department of the Washington Education Association.
210 Equivalent dues and assessment fees for bona fide religious objection employees shall be
211 deducted from the employees pay warrant and transmitted to the mutually agreed upon charity.
212
- 213 3. The dues shall include local dues; however, the local dues shall be transmitted to the Treasurer of
214 the Association on a schedule agreed to by the District and the Association in the fall of each
215 year. Prior to September 10 of each year, the Association shall inform the District Business
216 Manager the amount of dues to be deducted each month for each employee.
217

218 **Section B: Other Deductions**

219
220 Upon receipt of written authorization, the District agrees to deduct from the salary of employees
221 premiums for the insurance and annuity programs which have been approved by the Association and the
222 District. The sums which are deducted as premiums for approved insurance and annuity programs shall
223 be forwarded in accordance with the written authorization.
224

225 **Section C: Management Rights**

226
227 Except as otherwise specifically limited by the provisions of this Agreement, the District has the
228 exclusive right to exercise all the rights or functions of management, including, but not limited to, the
229 development, adoption, implementation, and enforcement of policies, rules, regulations and practices in
230 furtherance of management rights or functions; and the use of judgment and discretion in connection
231 with District rights.

232
233 It is expressly agreed by the Association that the enumeration of District rights in this article shall not be
234 deemed to exclude other District rights not specifically enumerated above.

235
236 **Section D: Association Rights**

- 237
- 238 1. **Use of School Building:** The Association shall have the right to use school buildings at all
239 reasonable hours for meetings. Requests for use of buildings will be approved by the building
240 principal or Superintendent/designee.
 - 241
 - 242 2. **Use of School Equipment:** The Association shall have the right to use District equipment at
243 reasonable times when such equipment is not otherwise in use. The Association will pay the
244 District for expendable supplies and for damaged equipment.
 - 245
 - 246 3. **Association Business:** The Association shall have the right to transact business on school
247 property at all reasonable times, provided that such business shall not interfere with or interrupt
248 normal school operations.
 - 249
 - 250 4. **Posting of Materials:** The Association maintains the right to post notices of activities and
251 matters of Association concerns on bulletin boards in the faculty lounge and in other places, as
252 authorized by the Superintendent/designee, as requested by staff in each school building in the
253 District.
 - 254
 - 255 5. **District Mail Service:** The Association shall have the right to use the District email and mail
256 service and building mailboxes for communication purposes. The Association will utilize the
257 mailbox provided in the central office area to deliver and pick up communications materials.

258
259 Materials distributed through the District's mail service for delivery in the work place should be
260 designed to provide objective information relative to the (a) effective development and
261 administration of the Agreement and (b) clarification of other working conditions and policy
262 issues under discussion between the leaders of the Association and District officials. The
263 Association will not use District mails to distribute any materials within the work place that are
264 slanderous, derogatory or defamatory of any particular individual or group, including the
265 District.

266
267 The President shall be responsible and accountable for the Association's compliance with this
268 section. The Association will defend and hold harmless from any allegation or suit arising out of
269 the Association's use of the District's mail service.

270

271 Any concern regarding the Association's use of the District's mail service and bulletin boards
272 shall be a matter for early discussion between the Association President and the
273 Superintendent/designee. A violation of this Article may result in the suspension of the
274 Association's use of the District's mail service for an appropriate and specific period of time
275 following such an Administration-Association conference.
276

- 277 **6. Exclusivity:** In recognition of the Association's status as the officially recognized legal
278 bargaining representative of employees, the rights granted in this Agreement to the Association
279 shall not be granted to any competing labor organization.
280
- 281 **7. New Employees:** The District shall notify the President of the name, address and assignment of
282 any new hire into the bargaining unit within two days. The Association shall be given the
283 opportunity to speak to all employees as an official part of the program during any district
284 sponsored new employee orientation and during any year opening District-wide employee
285 meeting.
286
- 287 **8. Access to Bargaining Unit Information:** Upon request, the Association shall be provided with
288 an electronic list of all classified employees in the bargaining unit. The list shall include name,
289 assignment, building/location, primary phone, email, and home mailing address for the purpose
290 of internal Association communication.
291
- 292 **9. School District Budget and Financial Reporting:** The Association shall be furnished monthly
293 and annual financial statements and the preliminary and adopted budgets and financial reports
294 when requested. Board agendas and supporting materials will be sent out prior to each board
295 meeting. Nothing herein shall require the central administrative staff to research and assemble
296 information that has not been routinely prepared in the normal operation of the District.
297
- 298 **10. Association Furnished Information:** The Association will furnish copies of information
299 pertinent to employer-employee relations topics as reasonably requested by the Superintendent
300 or the Board.
301

302 **Section E: Status of Agreement**

303

304 **Sole Agreement:** This shall be the sole Agreement between the parties regarding wages, hours, and
305 terms and conditions of employment. It shall supersede any rules, regulations, policies, resolutions or
306 practices of the District which shall be contrary to or inconsistent with its terms.
307

308 **Section F: Conformity to Law**

309

310 This agreement shall be governed and construed according to the Constitution and Laws of the State of
311 Washington. If any provision of this Agreement or any application of the Agreement to any employee
312 or groups of employees shall be found contrary to law by a court or administrative agency of competent
313 jurisdiction, such provision or application shall have effect only to the extent permitted by law. All
314 other provisions or applications of the Agreement shall continue in full force and effect.
315

316 If any provision of this Agreement is held to be contrary to law, the parties shall commence negotiations
317 on said provision as soon thereafter as is reasonably possible.
318

319 **Section G: Distribution of Agreement**

320
321 Following ratification of this Agreement the Association shall prepare a copy of the Agreement for
322 District review and mutual editing.
323

324 After editing, the District shall print the Agreement at its cost and shall distribute copies to all head
325 secretaries, along with six copies to the Association. The District will place the agreement on the
326 District web site. The District shall also make at least one copy available for review by any applicant for
327 employment with the District.
328

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

- 330
- 331 1. Members of the Association may meet with the Superintendent and/or designees no less than
332 quarterly during the regular school year in order to pursue mutual problem identification and
333 mutual problem solving.
334
 - 335 2. The above meetings shall not be grievance resolution conferences nor shall they be collective
336 bargaining sessions regarding this or successor Agreements.
337
 - 338 3. Any administrative decision that concerns contractual matters (this agreement) or situations that
339 directly affect work responsibilities shall be communicated, in writing, to the Association
340 President.
341

342 **Section I: Creation of New Positions**

343
344 In the event the District creates a new bargaining unit position it shall meet with the Association to
345 bargain appropriate salary placement.
346

347 **ARTICLE III: EMPLOYEE RIGHTS**

348

349 **Section A: Rights of Law**

350
351 No employee shall be denied any legal right granted under Federal, State, County or local law or
352 regulation.
353

354 **Section B: Non-Discrimination**

355
356 Employees shall be entitled to full rights of citizenship. The Parties shall not discriminate against any
357 employee because of membership or non-membership in the Association, and will not discriminate on
358 the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or
359 military status, sexual orientation including gender expression or identity, the presence of any sensory,
360 mental, or physical disability, or the use of a trained dog guide or service animal by a person with a

361 disability in its hiring, programs, and activities and provides equal access to the Boy Scouts and other
362 designated youth groups.

363
364 **Section C: Training**

365
366 An employee hired into a new position within the bargaining unit shall have sixteen (16) hours of
367 shadowing a colleague who holds the same/like position upon initial hire. Within the first twelve (12)
368 months of employment or upon assuming a new bargaining unit position, an employee may request up
369 to twenty-four (24) hours of flexibly arranged one-to-one training.

370
371 The District shall provide a paid substitute for any employee asked to train a fellow colleague during the
372 regularly scheduled workday.

373
374 **Section D: Personnel Files**

375
376 Employees or former employees shall, upon request, have the right to inspect all contents of their
377 complete personnel file kept within the District. Upon request, a copy at the employee's expense of any
378 documents contained therein shall be afforded the employee.

379
380 Any derogatory material not shown to an employee within twelve (12) days after receipt or composition
381 shall not be allowed as evidence in any grievance or in any disciplinary action against such employee.
382 No evaluation, correspondence, or other material making derogatory reference to an employee's
383 character, or manner, shall be kept or placed in the personnel file without the employee's signed
384 acknowledgement and opportunity to attach his/her own comments. Such written response shall become
385 part of the employee's written personnel records.

386
387 The performance appraisals of members of the Association shall become a part of the employee's file
388 and shall be signed by the employee at the time of the evaluation. A signature does not necessarily
389 mean agreement with the contents of the evaluation; it merely indicates receipt of the document. The
390 employee has the right to attach a written rebuttal which will become a part of the employee's written
391 personnel record.

392
393 After three (3) years, upon employee written request to the Superintendent/designee, a written record of
394 a verbal warning, written warning, or written reprimand shall be removed from the personnel file and
395 destroyed, if there has been no recurrence of the activity or behavior that prompted the placement of the
396 material in the employee's file, unless prevented by criminal law statutes.

397
398 No other personnel or medical file shall be kept anywhere in the District, provided that any file for
399 student due process hearings and any file for the disposition of grievances shall be maintained separately
400 from the employee's personnel file. The principal or supervisor, however, may maintain a "working" file
401 for use in the formation of evaluation reports.

402

403 **Section E: Due Process**

404

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

408

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

412

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

416

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

419

420 **Section F: Employee Evaluation**

421

422 **Procedure:**

423

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

427

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

431

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

434

435 3. Prior to the completion of the annual evaluation form, (see Appendix C) the immediate
436 supervisor shall meet to discuss the contents and finalize the annual evaluation.

437

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

441

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

446

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

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7. In the event an employee is placed on probation, the District will notify the affected employee in writing. The District will provide the employee a specific plan of assistance to help the employee overcome the deficiencies. The employee will be given thirty (30) working days to correct the deficiencies.

Section G: Assignment and Transfer

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

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

Training, experience and seniority shall be criteria for filling all 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 in-services specifically related to performance in the educational office 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 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 slightly higher priority. Seniority is calculated using the time served in the Camas School District as a member of the CAEOP bargaining unit.

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

495 No written evaluation regarding performance during the trial period shall be entered into the
496 Personnel File.

497
498 **3. Probationary Period:** Each new hire covered by this Agreement shall serve a probationary
499 period of sixty (60) working days. Upon conclusion of the probationary period, the employee
500 will be notified that she/he has (1) satisfactorily completed the probationary period and will be
501 elected (employed) by the Board of Directors, or (2) in the event of unsatisfactory service,
502 terminated at this point. This decision rests with the District.

503
504 An employee who has a documented unsatisfactory evaluation or documented performance
505 concern shall not be eligible to transfer into any open position until and/or if they have earned
506 satisfactory evaluation results.
507

508 **Section H: Layoff and Recall:**

509
510 **1. Seniority:** Seniority shall be defined as length of service within the District as a member of the
511 bargaining unit. Accumulation shall begin on the employee's first working day.

512
513 The District shall prepare and maintain the seniority list ranking each employee from greatest to
514 least seniority. A copy of the seniority list shall be furnished to the Association President by
515 November 1 of each school year. Subsequent revisions shall be sent to the Association President
516 as they occur.

517
518 Seniority shall be lost by an employee upon termination, resignation, retirement, transfer to a
519 non-bargaining unit position, or declining recall.

520
521 In the event of one or more employees having the same seniority ranking, employees so affected
522 shall participate in a drawing by lot to determine position on the seniority list. The drawing shall
523 be conducted openly and the President shall be in attendance.
524

525 **2. Layoff:** Layoff shall be defined as necessary reduction in the work force.
526 In no case shall a new employee be employed by the District while there are laid off employees
527 qualified for a vacant or newly created position as determined by the job description of that
528 position.
529

530 In the event of layoff, the District shall provide written notice to all affected employees and the
531 President, on or before June 1 preceding the layoff. Employees not notified shall continue in
532 employment for the following year unless there is just cause for termination.
533

534 Laid off employees may continue participation in District insurance programs by paying the
535 regular monthly premium to the District, subject to carrier approval.
536

537 An employee whose position is eliminated may bump a less senior employee. Any employee
538 who is bumped will likewise have the same right to bump a less senior employee.
539

540 Bumping will only be allowed into a position for which the displaced employee meets the
541 minimum bumping qualifications. Bumping qualifications will be limited to those skills as

542 stated in the respective current job descriptions. The District will post the job descriptions on the
543 District shared file for individual employee review.

544
545 The District will publicize and/or offer training in the skills named in each of the job
546 descriptions, and will notify all employees of the times, dates, and contents of such training.
547

- 548 **3. Recall:** Employees who are laid off shall be placed in a reemployment pool for two years and
549 shall have the right of first refusal for all substitute secretarial work in rotation, from most senior
550 to least senior within the pool. All open positions shall be made available to existing members of
551 the bargaining unit. After internal movement, if any, open positions will be filled through recall
552 of employees by reverse order as determined by the final seniority list, provided that the laid-off
553 employee meets the minimum bumping requirements. It will be assumed that laid-off employees
554 possess all qualifications necessary for any District position that they previously held.
555 Notification of recall shall be sent by certified or registered mail to the last known address as
556 shown on District records. The notice shall include the time and date the employee is to report
557 back to work. It is the employee's responsibility to keep the District notified as to his/her current
558 mailing address.
559

560 A recalled employee shall be given five (5) calendar days from receipt of the recall notice to
561 inform the District if he/she will accept the position. An employee who declines recall shall
562 forfeit his/her seniority rights provided the position offered is of equivalent monetary value and
563 does not involve a reduction in total compensation.
564

565 Employees on layoff shall retain their seniority for purpose of recall for a period of two (2) years.
566 Upon return to active employment, an employee's unused accumulated sick leave shall be
567 restored. The employee shall retain the seniority held at the time of layoff.
568

569 **Section I: Employment Protection**

- 570
- 571 **1. Liability:** The District will provide Liability Insurance through the District's Liability Insurance
572 Policy for instances in which employees are acting in the scope of their employment and as
573 agents of the District.
574
 - 575 **2. District Insurance:** The District shall provide such insurance for the protection of employees as
576 is required by statute for loss or damage of up to five hundred dollars (\$500) to personal property
577 caused when such employees are engaged in; (1) the maintenance of order and discipline on the
578 school site; (2) the protection of school personnel, school property or students at the school site;
579 and (3) the supervision of students or school equipment at the school site.
580
 - 581 **3. Threats:** Any employee who is threatened with physical harm by any person or group while
582 carrying out assigned duties shall immediately notify his/her immediate supervisor and, if
583 necessary, the appropriate law enforcement authority. Immediate steps will be taken by the
584 District in cooperation with the employee to provide for the employee's safety. Steps may
585 include notifying law enforcement, providing legal counsel and/or other earnest
586 efforts. Precautionary measures for the employee's safety shall be reported to the employee and
587 the President by the Superintendent at the earliest possible time.
588

- 589 4. **The District shall provide a safe and healthful working environment:** Employees shall not
590 be required to work under unsafe or hazardous conditions or to perform tasks which endanger
591 their health, safety and well-being.
592
- 593 5. **Absence Due to Attack on the Job:** Whenever an employee is absent from employment as a
594 result of a physical attack sustained in the course of employment, the employee shall be paid full
595 salary for the period of absence for up to twelve (12) months if the injury is the result of a
596 physical assault, from the date of the injury, less the amount of an L & I compensation
597 awarded. No part of such absence shall be charged to any accumulated leave.
598
- 599 6. **Property Replacement:** The District shall reimburse employees for replacement of clothing or
600 other personal property damaged, or destroyed during the course of an attack or assault on the
601 employee while the employee is engaged in the duties of his/her employment. Verification of
602 replacement is required, and reimbursement of up to \$250 shall occur with submission of
603 original receipts. Claims for loss must be filed within 5 days after the damage or loss.
604
- 605 7. **Students:** The administrator shall upon receipt of a student's permanent records inform each
606 employee, including transportation, information related to a student's exceptional misconduct,
607 pursuant to WAC 392.400.245. The District shall provide this information based upon any
608 written records that the District maintains or which it receives from law enforcement or previous
609 school district. Information shared shall adhere to state law and federal law.
610
- 611 8. **Training:** The District shall provide in-service training for all employees concerning applicable
612 federal, state and local laws, and District rules and regulation pertaining to student rights,
613 employee rights, crisis management, and student de-escalation. Training shall occur during the
614 first quarter of each school year.
615

616 **Section J: Workers Compensation**

617

618 All employees shall be covered by the provisions of the WA State Workers Compensation program for
619 injuries sustained during the course of their regular employment.

620
621 Whenever an employee is absent from employment as a result of personal injury sustained in the normal
622 course of employment and in the performance of his/her/they duties, the employee will be paid the
623 difference between the employee's total compensation and state industrial compensation for a period of
624 such absence up to twenty-four (24) months.

625
626 An employee who is absent from employment as a result of a physical attack sustained in the course of
627 employment shall be paid full salary for the period of absence for twelve (12) months if the injury is the
628 result of a physical assault, from the date of the injury, less the amount of an L & I compensation
629 award. No part of such absence shall be charged to any accumulated leave.
630

631 **Section K: Medicine Dispensal**

632

633 The decision to dispense or administer maintenance or emergency medication to students will be
634 arranged by the employee and the building administrator and will only be done if no other qualified staff

635 member is available. Employees will not be requested or required to dispense maintenance/emergency
636 medication or administer injections until a formal training in-service or its equivalent has been
637 completed. Employees will not be requested or required to insert catheters, or feed students.
638

639 No employee shall be requested or required to dispense or administer student medication unless in
640 accordance with state laws and after having received instruction/training from the appropriate personnel.
641 Training time shall be paid at the employee's regular hourly rate of pay or at the overtime rate if
642 applicable.
643

644 Should an employee dispense or administer student medication during the course of his/her assigned
645 duties, the employer agrees to hold harmless such employees from any and all liability that might result
646 there from.
647

648 **Section L: Privacy**

649
650 **1. Personal Lives:** The private and personal life of any employee is not within the appropriate
651 concern or attention of the District, unless the District determines that the employee's actions are
652 interfering with the educational process.
653

654 **2. Information:** The District shall not provide personal information concerning employees,
655 including names, addresses, phone numbers, etc., to any person not required by law, or to any
656 commercial or charitable organization without specific employee approval or Association
657 Agreement.
658

659 **Section M: Substitutes and Temporary Employees**

660
661 Any employee hired as a substitute or as a temporary employee to work in a position that falls within the
662 bargaining unit shall be hired and work in compliance with this Agreement.
663

664 **1.** A substitute shall receive ninety percent (90%) of the lowest base rate in effect within the
665 classification at time of employment. A substitute shall be defined as a person who replaces
666 another employee for less than 20 consecutive days.
667

668 **2.** A temporary employee shall receive ninety percent (90%) of the lowest base rate in effect within
669 the classification at the time of employment for the first twenty days of employment. A
670 temporary employee shall be defined as a person who has (1) substituted twenty (20) consecutive
671 days in one assignment or (2) accepted a District identified long term "temporary" substitute
672 position in the District.
673

674 **3.** After twenty (20) consecutive days in an assignment, a substitute or temporary employee shall be
675 placed on the appropriate step of the salary schedule, pursuant to experience, and shall pay
676 bargaining unit membership dues.
677

678 **4.** The following clauses of the Agreement shall not be applicable to temporary employees:
679
680

681 Employee Evaluation
682 Transfer and Assignment
683 Layoff and Recall
684 Seniority Accumulation
685 Workshops
686 Insurance benefits
687 All Leaves under Article IV
688

689 **Section N: Substitute Pool/Training**

690
691 The District shall solicit individuals interested in substitute availability for Administrative Assistant
692 Substitute work. The District shall provide an annual training session for the screened individuals who
693 have expressed interest in intermittent substitute employment. The District shall identify bargaining unit
694 members and other experts who are willing to provide training and shall coordinate with the District any
695 pre-arranged training hours to be provided. Such training shall be paid to the respective bargaining unit
696 employee providing the training at his/her rate of pay.
697

698 **ARTICLE IV: LEAVES**

699
700 **Section A: Illness, Injury and Disability (Sick Leave)**

- 701
702 1. **Accumulation:** At the beginning of each school year, each employee working eight (8) hours
703 per day shall be credited with twelve (12) days of Illness, Injury, Disability Leave, Bonding
704 Leave which shall be referred to hereafter as "sick leave". Employees who are working less
705 than eight (8) hours per day shall receive a prorated portion of such leave. Unused sick leave
706 shall accumulate to the maximum allowed by law. Each employee's accumulated sick leave
707 balance will be made known to her/him on each pay check stub.
708
709 2. **Use:**
710 a. **Personal Illness, Injury, Disability, or Bonding:** The District shall grant sick leave to an
711 employee when the employee is unable to perform duties because of personal illness,
712 injury, disability or for any qualifying event covered by FMLA, WA-PFML, and the
713 Washington Family Medical Leave Act.
714
715 b. **Pregnancy Disability Leave and Parental Bonding:**
716
717 **Definitions:**
718 Pregnancy Disability - The period of a pregnancy related disability, the length of which is
719 determined by a licensed healthcare provider.
720
721 Parental Bonding - The period of time taken to bond with a child within 12 months of the
722 birth or placement of the child.
723
724 The District shall grant the use of sick leave for parental bonding, pregnancy, child
725 birth and related temporary disability to employees.
726

727 To be entitled to take pregnancy disability and/or parental bonding leave, the employee
728 shall inform the administration at least thirty (30) days in advance of their intention to take
729 leave; the approximate time expected to return to work; and, within thirty (30) days after
730 childbirth, shall inform the administration of the specific day to return to work.

731
732 The employee will be required to supply a health care professional release indicating the
733 duration of the disabled period. The employee may use any accrued sick leave or unpaid
734 leave during the period of pregnancy disability or period of parental bonding.

- 735
736 **c. Family Illness:** The District shall grant sick leave to employees in the event of illness
737 within the immediate family of the employee. For purposes of this provision, immediate
738 family shall mean spouse, parent, child, grandchild, grandparent, sibling, or those of the
739 employee's spouse, or anyone who has permanently lived with or was considered part of
740 the family nucleus.

741
742 **3. Sick Leave Sharing:** Employees shall be eligible to receive shared leave if they meet the
743 qualification criteria outlined in RCW 41.04.665:

- 744 **a.** They suffer from, or have a relative or household member suffering from an illness, injury,
745 impairment, or physical or mental condition which is of an extraordinary or severe nature;
746 **b.** They have been called to service in the uniformed services;
747 **c.** They are a current member of the uniformed services or is a veteran as defined under RCW
748 41.04.005, and are attending medical appointments or treatments for a service-connected
749 injury or disability;
750 **d.** They are the spouse of a current member of the uniformed services or a veteran as defined
751 under RCW 4.04.005, who is attending medical appointments or treatments for a service-
752 connected injury or disability and requires assistance while attending appointment or
753 treatment;
754 **e.** A state of emergency has been declared anywhere within the United States by the federal or
755 any state government and the employee has needed skills to assist in responding to the
756 emergency or its aftermath and volunteers his or her services to either a governmental
757 agency or to a nonprofit organization engaged in humanitarian relief in the devastated area,
758 and the governmental agency or nonprofit organization accepts the employee's offer of
759 volunteer services;
760 **f.** They are a victim of domestic violence, sexual assault, or stalking;
761 **g.** They need the time for parental leave; or
762 **h.** They are sick or temporarily disabled because of pregnancy disability.
763 **i.** An employee is eligible for shared leave when the condition listed above has caused, or is
764 likely to cause, the employee to go on leave without pay or terminate district employment.
765 **j.** If the employee qualifies for shared leave for the reasons in vii or viii above, they shall not
766 be required to deplete all of their sick leave and can maintain up to forty (40) hours of sick
767 leave in reserve, and shall have the right to access up to sixteen (16) weeks of shared leave
768 for bonding with a child at any time within the first twelve (12) months after the birth of
769 placement of a child. The sixteen-week period shall be exclusive of holidays and school
770 breaks.
771 **k.** An employee who has an accrued sick leave balance of more than twenty-two (22) days
772 may transfer sick leave to another employee as specified above. An employee may not
773 donate days that would result in his/her sick leave accounting going below twenty-two (22)

774 days. Sick leave means leave granted to an employee for the purpose of absence from work
775 with pay in the event of illness, injury, and emergencies as authorized by RCW
776 28A.400.300.

777 Upon notice to the employer regarding a qualifying event, the District shall send an all-user
778 email informing all employees of a request for donation and instructions for
779 donation. Subsequent additional leave donation requests will be granted and will prompt an
780 additional District all-user email upon confirmation of continued qualifying event,
781

782 Upon request, an employee may ask Human Resources for an estimation of donated leave.
783

784 **4. Sick Leave Exhaustion:** In the event an employee's accumulated sick leave is exhausted, but
785 more sick leave is required by the employee pursuant to the provisions set out above, the
786 employee may request and the District may grant a leave without pay for the period of time
787 needed to return to work or the end of the school year, whichever is sooner. The employee shall
788 advise the District of the expected duration of the leave at the time of request for the leave.
789

790 **5. Annual Sick Leave Buy-Back Option** Pursuant to current statute, employees may cash in
791 unused sick leave days above an accumulation of sixty (60) days at the ratio of one (1) full day's
792 pay for each four (4) days of accumulated sick leave days. At the employee's option, he/she can
793 cash-out his/her unused sick leave days in January of the school year following any year in
794 which a minimum of sixty (60) days of sick leave is accrued and each January thereafter. The
795 employee's sick leave accumulation shall be reduced four (4) days for each day of compensated
796 sick leave. No employee may receive pay for sick leave accumulated in excess of one (1) day per
797 month. This "cash-out" will take place in the February payroll.
798

799 **6. Death or Retirement Sick Leave Buy-Back Option:** : At the time of separation from District
800 employment due to retirement (as recognized by the Washington State Public Employees'
801 Retirement System, whether or not the employee was a participating member of the system) or
802 death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up
803 to a maximum of one-hundred eighty (180) days at a rate equal to one day per diem pay for each
804 four full days accrued leave for illness or injury.
805

806 The monies paid pursuant to this provision shall not be included for the purpose of
807 computing a retirement allowance under any public retirement system in the State, and shall
808 be in accordance with the rules and regulations of the Superintendent of Public Instruction.
809

810 **Section B: Family Medical Leave Act (FMLA)**

811

812 Employees are eligible for FMLA if they have worked 1,250 hours in the previous twelve (12) month
813 period. Each eligible employee is entitled to twelve (12) work weeks of family and medical leave
814 (FMLA) during any twelve (12) month period, or twenty-six (26) work weeks to care for a covered
815 service member. Weekends, holidays and school breaks that fall within an employee's FMLA leave, do
816 not count toward the employee's FMLA entitlement.
817

818 If the employee qualifies for FMLA, they shall be allowed to utilize all accrued sick leave. The
819 employee, at their option, shall not be required to deplete all of their sick leave and can maintain up to
820 forty (40) hours of sick leave in reserve.

821
822 When an employee is utilizing FMLA, the District will continue to pay its share of the SEBB premium
823 contributions on behalf of the employee. FMLA shall run consecutively with other leave benefits, unless
824 the employee chooses otherwise. Absence covered by sick leave will not be deducted from the twelve
825 (12) week total allocation for FMLA.

826
827 If two employees who are spouses or domestic partners are both employed by the district, they shall
828 each individually receive twelve (12) weeks of FMLA for any qualifying event, including care of a
829 parent or parental bonding (24 weeks total), and may utilize their FMLA entitlement separately or
830 simultaneously.

831
832 Family leave may be taken to care for a child, grandchild, grandparent, parent, parent-in-law, sibling,
833 spouse, and state-registered domestic partner with a serious health condition. Family leave may also be
834 taken for the birth of a child and to care for a newborn child or for the placement of a child with the
835 employee for adoption or foster care. Medical leave may be taken for the employee's own serious health
836 condition.

837
838 A serious health condition shall be defined as a medical emergency, or any illness, injury, impairment,
839 or physical or mental condition that involves inpatient care or continuing treatment by a health care
840 provider.

841
842 Upon returning from leave, the employee is entitled to return to the same position previously held or
843 when not possible, to an equivalent position with the same employment benefits, pay, and other terms
844 and conditions of employment as held prior to the leave.

845 846 **Section C: Washington Paid Family and Medical Leave (WA-PFML)**

847
848 Beginning January 1, 2020 employees will be provided Washington Paid Family and Medical Leave
849 (WA-PFML) benefits as allowed by law.

850
851 The District will pay the full WA-PFML premium, including both the employer and employee portion.
852 The District will annually notify employees about the benefits available under WA-PFML. The District
853 shall provide eligible employees with a known qualifying event a written statement of their rights, and
854 upon request, facilitate their claim to the Employment Security Division (ESD).

855
856 To qualify for WA-PFML, employees must have 820 paid work hours or more in the qualifying period,
857 which shall be defined as the first four of the last five completed calendar quarters starting from when
858 the employee makes their claim for benefits. WA-PFML may not be taken without a qualifying event.

859
860 WA-PFML benefits shall include up to twelve (12) weeks of paid leave per year to care for self or
861 family and may be extended under certain circumstances defined below. Weekends, holidays and school
862 breaks that fall within an employee's WA-PFML leave do not count toward the employee's WA-PFML
863 entitlement.

864

865 WA-PFML may be used as follows:

866

867 Family Leave:

868

- To care and bond after a baby's birth or the adoption or foster placement of a child younger than eighteen (18) years, to be used at any time within the twelve (12) months following the birth or placement.
- To care for a family member (child, grandchild, grandparent, parent, parent-in-law, sibling, spouse, and state-registered domestic partner) experiencing an illness or medical event.
- Certain military-connected events
- Medical Leave to care for self in relation to an illness or medical event, including pregnancy disability.

869

870

871

872

873

874

875

876

877 Under the following circumstances, benefits may be extended as follows:

878

- Total of up to 14 weeks for a medical leave involving a serious health condition during pregnancy that results in incapacity
- Total of up to 16 weeks for combined medical and family leave
- Total of up to 18 weeks for combined medical and family leave involving a serious health condition during pregnancy that results in incapacity

879

880

881

882

883

884 The WA-PMFL family leave entitlement expires twelve (12) months following the birth or placement of
885 a child or the first application for WA-PFML benefits. The WA-PFML medical leave entitlement
886 expires twelve (12) months following the first application for WA-PFML benefits.

887

888 Employees are responsible to file claims with the Employment Security Department (ESD) and
889 payments will come from ESD.

890

891 Employees may use accumulated sick leave to supplement WA-PFML benefits up to an amount that
892 results in no loss of compensation to the employee.

893

894 Employees may choose to use WA-PFML prior to exhausting other leave options and will not be
895 required to exhaust sick leave prior to accessing WA-PFML. WA-PFML may be used consecutively
896 with the employee's other paid leave entitlements, at the employee's discretion.

897

898 When an employee is utilizing WA-PFML, the District will continue to pay its share of the SEBB
899 premium contributions on behalf of the employee.

900

901 **Section D: Bereavement Leave**

902

903 The District shall grant employees up to five (5) days with pay per occurrence for death in the
904 immediate family (as defined above in Section A, Subsection c) of employees. Members may use one
905 (1) day of bereavement leave for the death of a close personal friend. An additional four (4) days
906 maximum will be granted at the employee's request for this purpose. These additional days will be
907 without pay or the employee may use personal leave or compensatory time.

908

909

910 **Section E: Emergency Leave**

911
912 Up to three (3) days of emergency leave with full pay shall be available to employees. For purposes of
913 this leave, an emergency is a situation or adversity of such a nature that preplanning is not possible.
914 Emergency leave could not be used where good judgment would logically dictate that the matter could
915 and should have been dealt with in some other manner. Two (2) additional days of emergency leave
916 may be granted at the discretion of the Superintendent or his/her designee.

917
918 Emergency leave may not be used for vacation periods or extensions thereof, recreational outings, or for
919 business or social appointments, or for matters of personal convenience.

920
921 An employee who finds it necessary to be absent from assigned duties by reason of emergency will
922 notify the appropriate supervisor at the earliest possible moment. Upon return to duty, the employee
923 will be required to complete a leave request form stating the reason for the reported absence.

924
925 **Section F: Court Appearance Leave**

926
927 The District shall grant Court Appearance Leave as follows:

- 928
929 1. **Jury Duty:** Employees who are called to serve on a jury.
930
931 2. **Subpoenas:** Employees who are subpoenaed to testify in court on a school related matter.
932
933 3. **Payment:** Any payments to an employee for jury duty, excluding mileage payments, or other
934 actual expenses, shall be remitted to the District.
935

936 **Section G: Long Term Leave of Absence**

937
938 The District may grant any employee an unpaid long term leave of absence for up to one year for child
939 rearing, medical or other mutually agreed to reason(s). Employees granted such a leave will be
940 permitted to stay in the District insurance programs at their own expense (carriers permitting), shall not
941 gain or lose seniority or other benefits, but shall not be granted advancement credit on the salary
942 schedule for the period of the leave. Upon return from such leave, the employee shall be entitled to the
943 same position or a position substantially equivalent to the position held prior to the leave. Once granted,
944 such leave may be renewed annually upon request of the employee, with the agreement of the District.
945

946 **Section H: Parental and Adoption Leave**

- 947
948 1. Parental Leave: Three (3) days of parental leave at full pay shall be allowed to be utilized for the
949 birth of a child. Parental leave may be used by fathers and mothers.
950
951 2. Adoption Leave: Eight (8) non-accumulative days of leave with full pay shall be allowed either
952 parent or both for the adoption of a child. Two (2) additional days may be allowed provided the
953 employee pays for the substitute. Such days may be used for adoption related travel, adoption
954 arrangements, and bonding with the child.
955

956 **Section I: Child Rearing Leave**

957
958 The District may grant an unpaid child rearing leave of up to one year to any employee for the purpose
959 of rearing a natural or adopted child. In the event of adoption, such leave may include time for court
960 legal procedures, home study and evaluation, and required home visitations by the adoption agent not
961 possible to schedule outside of the regular working hours. An employee returning from such leave shall
962 be placed in the position last held or in a similar position in the District. Final decision on this leave
963 rests with the District.
964

965 **Section J: Military Leave**

966
967 The District shall grant military leave to any employee who is called into active duty, extended or
968 temporary, as a member of the Armed Forces of the United States in accordance with law.
969

970 **Section K: Personal Leave**

- 971
- 972 1. Each member shall receive three (3) fully paid personal leave days annually. Employees will
973 have the ability to roll two (2) unused personal days to the next year up to a maximum of five (5)
974 days. If an employee does not use all of his/her personal leave in a contract year, they will be
975 cashed out at the employee's rate in the August paycheck. If an employee would like to roll two
976 (2) unused personal leave days to the next year, he/she must notify payroll in writing by August
977 10.
978
 - 979 2. The employee shall not be asked to give reasons for such leave.
980
 - 981 3. Personal days cannot be scheduled during the first five (5) and last five (5) days of school
982 without ten (10) day prior approval from their supervisor. A supervisor has the right to deny a
983 request for leave if it unduly interferes with the operations of the school. Exceptions will be
984 allowed by the Superintendent/designee only for significant family events or education reasons.
985

986 **Section L: Association Leave**

987
988 Annually the Association shall be granted release time up to 10 days with pay for employees to attend to
989 Association business.
990

991 Cost of substitutes used to replace employees on Association leave for the first five (5) days shall be
992 reimbursed to the District by the Association.
993

994 The District shall provide time off with pay to the President of the Association to a maximum of ten (10)
995 days per year to conduct Association business during work hours. Any substitute costs will be borne by
996 the Association.
997

998 The Association shall send written notice of such leave at least five (5) days in advance of taking such
999 leave.
1000

1001 **Section M: Accidents on the Job**

1002
1003 It is recognized that the payments received as compensation by an employee injured on the job under
1004 circumstances bringing him/her within the coverage of the Workman's Compensation Act of the State of
1005 Washington may be less than the regular wage payments received by the employee.
1006

1007 In the case of any on-the-job disability which is covered by the State Industrial Insurance under the
1008 Workman's Compensation Act of the State of Washington, the Employer will pay to such disabled
1009 employee out of his/her accumulated sick leave an allowance equal to the difference between the State
1010 Workman's Compensation benefits and the employee's regular straight-time gross pay, less statutory
1011 deductions, beginning at the time of disability and continuing until the accumulated sick leave
1012 entitlement is completely expended. If the employee is still disabled after his/her earned sick leave
1013 allowance is expended, the employee will revert to only the pay coverage afforded by State Workman's
1014 Compensation Insurance.
1015

1016 In order to receive sick leave pay under this section when the employee has been off work for illness or
1017 injury in excess of five (5) days, the employee must present to the Human Resource Office by the
1018 fifteenth (15) of each calendar month, for each month claimed, a statement from a duly licensed medical
1019 examiner verifying that the employee was physically unable to return to work on the day(s) for which
1020 sick leave pay was claimed.
1021

1022 **ARTICLE V: FISCAL MATTERS**

1023
1024 **Section A: Hours of Work and Overtime**

- 1025
- 1026 **1. Work Day:** Each employee shall be assigned a definite work day with designated times of
1027 beginning and ending. A two (2) hour minimum call time at the employee's regular rate of pay
1028 shall be paid when an authorized supervisor calls an employee back to work. Only the actual
1029 time worked will count towards overtime calculations.
1030
 - 1031 **2. Hours, Lunch and Rest Period:** Each shift of five (5) or more hours per day shall include a
1032 thirty (30) minute uninterrupted lunch period where the employee is free to leave the work site.
1033 Such work day shall also include a paid fifteen (15) minute rest period during the first half of the
1034 day and a paid fifteen (15) minute rest period during the second half of the day. Such rest period
1035 is to occur as near the middle of each half shift as is practical.
1036

1037 When difficulties arise in scheduling a regular fifteen (15) minute rest period, the employee and
1038 immediate supervisor may elect to attach said paid rest period to the thirty (30) minute unpaid
1039 lunch break, creating a forty-five (45) minute lunch period. The final decision in this matter rests
1040 with the immediate supervisor.
1041

- 1042 **3. Work Week:** The work week shall consist of five (5) consecutive days, Monday through
1043 Friday, with two (2) days of rest, Saturday and Sunday. The work week shall start Sunday and
1044 end on Saturday.
1045

1046 4. **Work Schedule:** A work schedule showing the employee's shift, work days and hours shall be
1047 given to each employee. The immediate supervisor will decide and inform the employee
1048 whether they should plan to work on non-student attendance days (In-service days, etc.), giving a
1049 minimum of five (5) days' notice.

1050
1051 In those situations where the District increases the work hours/work days of an employee, the
1052 District will consult with the employee regarding the change. If the employee does not wish
1053 to accept the increased work hours/work days, the District will attempt to place the employee
1054 in a position equivalent in terms of work hours/work days to the employee's present position.

1055
1056 In the event that the District assigns or directs an employee to perform services regularly
1057 performed by an employee with a classification having a higher rate of pay, the assigned
1058 employee shall be paid at the higher rate of pay of that classification while performing that
1059 work.

1060
1061 5. **Daily Work Schedule:** The daily work schedule shall be established by the employee's
1062 immediate supervisor in consultation with the employee. The decision of the supervisor is final.
1063 Except for an emergency, such work schedule shall not be changed without a five (5) day written
1064 notice to the employee.

1065
1066 6. **Lactation/Expression of Milk:** The District shall coordinate with the employee to provide a
1067 planned daily schedule and private workstation/location to fulfill lactation/expression of milk
1068 needs

1069
1070 7. **Overtime:** Time worked in excess of eight (8) hours in any one day or forty (40) hours in any
1071 one week, shall constitute overtime and shall be compensated at one and one-half (1 1/2) times
1072 the employee's regular rate. The District will only pay overtime under unique circumstances and
1073 with prior approval from the supervisor. The District shall not solicit employees to accept
1074 compensatory time in lieu of other compensation. Changes in an employee's time card will only
1075 be made in the presence of the employee. If an employee requests compensatory "time off" in
1076 lieu of overtime pay, the following procedures will be implemented:

- 1077
1078 a. All overtime work must be approved by the supervisor prior to the performance of work. In
1079 the event that a supervisor is unavailable at the time the overtime is needed, the employee
1080 may work up to one (1) hour of overtime without prior approval. The employee must report
1081 this overtime and the specific need for it to his/her supervisor immediately the next working
1082 day.
- 1083 b. Compensatory time off shall be at the rate of one and one-half times the overtime hours
1084 worked. If an employee is unable to use the compensatory time earned within three months
1085 of the date of accrual, the employee may request that the comp time be paid.
- 1086 c. The maximum accumulation of compensatory time will be 75 hours (50 actual work hours).
1087 Every attempt shall be made to see that compensating hours are taken immediately, and only
1088 allowed to accumulate to the maximum if the work load makes it impossible to do otherwise.
- 1089 d. Each quarter, any compensatory time balances in excess of 75 hours will be cashed out.
- 1090 e. Compensatory time taken will be reported on the Compensatory Time Report.

1091
1092 All overtime shall be in accordance with applicable law.

1093 **Flex Time/Schedule**

1094

1095 If the employee and supervisor agree, an employee may work fewer hours on an assigned work day to
1096 address personal matters, provided that the time is made up on an earlier or later assigned work day on
1097 an hour for hour basis in the same work week.

1098

1099 Less than forty (40) hour employees may work more than the contract hours per day (but no more than
1100 8), with the building administrator's/supervisor's approval, to allow the employee to work during
1101 especially busy times of the school year or for a special project. The extra hours worked will not lead to
1102 more than the contracted hours per year for the employee.

1103

1104 Less than twelve (12) month employees, when students are not in attendance, may choose to flex their
1105 contracted work days based on their workload, with administrator approval. The employee will fulfill
1106 their contracted work days/hours by August 1. For employees in a building where students are not
1107 present, these flex days could be used during the 180 school days with prior administrator approval.

1108

1109 A twelve month employee, with administrator approval, may schedule a four (4) day per week, 10 hours
1110 per day, July and August work schedule.

1111

1112 **Optional Hours/Additional Hours**

1113

1114 Each employee, employed less than 260 days, shall have eight (8) optional District paid hours (prorated
1115 to the employees FTE) at the employee's regular rate of pay for job related activities performed outside
1116 of the employee's regular work year. Usage of the eight (8) hours shall be at the discretion of the
1117 employee. Time will be reported on the employee timecard.

1118

1119 Each location shall have twenty-four (24) additional clerical hours to be used at the discretion of the
1120 employees, in consultation with their respective administrator. Additional hours shall first be offered to
1121 bargaining unit members who have the ability in their schedule to assume additional work.

1122

1123 **Section B: Holidays**

1124

1125 All 12-month employees shall receive the following eleven (11) paid holidays which fall within their
1126 work year:

1127

- | | | | | |
|------|----|------------------------|-----|------------------------|
| 1128 | 1. | New Year's Day | 7. | Veterans' Day |
| 1129 | 2. | Martin Luther King Day | 8. | Thanksgiving Day |
| 1130 | 3. | Presidents' Day | 9. | Day after Thanksgiving |
| 1131 | 4. | Memorial Day | 10. | Christmas Day |
| 1132 | 5. | Independence Day | 11. | Day after Christmas |
| 1133 | 6. | Labor Day | | |

1134

1135 Any secretary who works 180 days or more per year will receive ten (10) paid holidays. Such holidays
1136 shall be:

1137

- | | | | | |
|------|----|----------------|----|---------------|
| 1138 | 1. | New Year's Day | 6. | Veterans' Day |
|------|----|----------------|----|---------------|

- | | | | | |
|------|----|------------------------|-----|------------------------|
| 1139 | 2. | Martin Luther King Day | 7. | Thanksgiving Day |
| 1140 | 3. | Presidents' Day | 8. | Day after Thanksgiving |
| 1141 | 4. | Memorial Day | 9. | Christmas Day |
| 1142 | 5. | Labor Day | 10. | Day after Christmas |

1143
 1144 Should any of the holidays listed above fall on a Saturday or Sunday, then either Friday or Monday would
 1145 be observed if these would be non-school days, or the Superintendent shall arrange to add paid holiday
 1146 time. The foregoing is a District decision.

1147
 1148 Employees who are required to work on the above described holidays shall receive the pay due to them at
 1149 two (2) times their base rate for all hours worked on such holidays.

1150
 1151 Should a holiday occur while a full-time equivalent employee (2080 hours) is on vacation, the employee
 1152 shall be allowed to take one extra day of vacation with pay in lieu of the holiday as such.

1153
 1154 In the event the contracted working days for an employee extends into July due to inclement weather,
 1155 he/she shall receive Independence Day as a paid holiday.

1156

1157 **Section C: Vacations**

- 1158
- 1159 1. Each secretary who works six (6) hours or more per day and works less than a full 2080 FTE
 1160 year will receive nine (9) days of paid vacation at the same number of hours they work during
 1161 the day.
 - 1162
 - 1163 2. Secretaries who work FTE 2080 (1.0 FTE), or less than 1.0 FTE but work a full year (260 day)
 1164 schedule, will qualify for paid vacation time to coincide with the number of scheduled hours per
 1165 day/week worked according to the following schedule (the years of service will be determined by
 1166 the Board/District hire-date anniversary. Further, the increase in vacation days shall come at the
 1167 beginning of the years identified below. Employees can only cash out up to 30 days of vacation
 1168 at termination or retirement. Twelve-month employees may carry over up to 30 vacation days
 1169 and may cash out on a one to one basis 10 days annually.

1170

1171	<u>Number of Years</u>	<u>Vacation Days</u>
1172	1-3	10
1173	4-9	16
1174	10-15	20
1175	16-18	25
1176	19-24	27
1177	25-30	30

1178
 1179
 1180
 1181

1182 **Section D: Salary and Salary Payments Section**

- 1183
- 1184 1. **Schedule:** Salaries and longevity movement shall be as set out in the schedule which is attached
- 1185 to and made a part of this agreement as Appendix A.
- 1186
- 1187 Upon initial hire into the bargaining unit, any employee who is hired from another school district
- 1188 into a “like” position shall receive “years of service” credit on the longevity schedule.
- 1189
- 1190 2. **Payment:** Employees who are scheduled four (4) hours or more per day shall be paid in twelve
- 1191 (12) equal monthly payments. Warrants shall be issued on the last working day of each month.
- 1192 Employees may opt to have their warrants direct-deposited to a bank or mailed to a specified
- 1193 address.
- 1194
- 1195 Employees who are scheduled less than four (4) hours per day will be paid on a time-card only.
- 1196
- 1197 3. **Sub Pay:** In the event a bargaining unit employee substitutes for a fellow existing employee,
- 1198 they shall receive the rate of pay and hours assigned to the position for which they are subbing.
- 1199
- 1200 4. **Severance:** All compensation owed to an employee who is leaving the District shall, upon
- 1201 request, be paid on the next scheduled pay day.
- 1202
- 1203 6. **Travel Allowance:** An employee required to travel from one site to another in a private vehicle
- 1204 during work hours shall be reimbursed for such travel on a per mile basis at the state rates
- 1205 allowable per mile
- 1206

1207 **Section E: Insurance/SEBB**

1208

1209 **School Employees Benefit Board (SEBB) Program:**

1210

1211 The District shall pay the full portion of the employer contribution as adopted in the School Employees

1212 Health Care Coalition agreement for all employees who meet the eligibility requirements outlined

1213 below. For purposes of benefits provided under the SEBB, school year shall mean September 1 through

1214 August 31, and shall also be referred to as the eligibility year.

1215

1216 The District will implement the School Employees Health Care Coalition agreement when establishing

1217 the employee rates which will be paid to the Health Care Authority (HCA) through payroll deduction for

1218 the month in which the employee receives benefits.

1219

1220 The District will provide benefits to employees through SEBB, to include but not be limited to:

1221

- 1222 • Basic Life and accidental death and dismemberment insurance (AD&D)
- 1223 • Basic Long-term Disability
- 1224 • Vision
- 1225 • Dental including orthodontia
- 1226 • Medical Plan
- 1227

1228 Employees are eligible to participate in the Medical Flexible Spending Arrangement (FSA) and
1229 Dependent Care Assistance Program (DCAP) offered by the employer. Employees will also have the
1230 option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Health Plan
1231 (HDHP) is selected for their medical insurance. In addition, employees will be able to utilize payroll
1232 deduction for any supplemental insurance that they choose to enroll in through SEBB (e.g. increased
1233 Life, AD&D, Long-term disability, etc.).

1234
1235 **Eligibility:**

1236
1237 Beginning January 1, 2020 eligible employees shall select from the approved SEBB identified carriers
1238 and plans for themselves, their dependents, and/or domestic partner, consistent with SEBB rules.

1239
1240 All Employees, including substitute employees, shall be eligible for full insurance coverage under the
1241 SEBB program once they work 630 hours, or the District anticipates they work 630 hours or more in an
1242 eligibility year.

1243
1244 Once eligibility is established, it shall be maintained for the remainder of the eligibility school year,
1245 unless the employee's schedule or work pattern is revised such that they are no longer anticipated to
1246 work 630 hours or separate from employment. In this case, eligibility for benefits and eligibility for the
1247 employer contribution ends as of the last day of the month in which the change is effective.

1248
1249 All compensated hours in any position within the District shall count for purposes of establishing
1250 eligibility. A school employee who is not anticipated to work 630 hours within the school year because
1251 they are hired after the school year begins but they are anticipated to work at least 630 hours the next
1252 school year, establishes benefits eligibility for the employer contribution toward SEBB benefits as of
1253 their first working day if they are:

- 1254
- 1255 • A 9-10 month employee anticipated to be compensated for at least 17.5 hours a week in the last
 - 1256 eight weeks counting backwards from the week that contains the last days of school; or
 - 1257 • A 12 month employee anticipated to be compensated for at least 17.5 hours a week in 6 of the
 - 1258 last 8 weeks counting backwards from the week that contains August 31, the last days of the
 - 1259 school year.

1260
1261 Any employee who has worked 630 hours in the previous year and is returning to a similar position(s)
1262 with anticipated work hours of 630 or more determined by the District, will be eligible for benefits.

1263
1264 If two individuals are job sharing one position and they are both anticipated to work more than 630
1265 hours, they will both be eligible for SEBB benefits. The district will be required to pay the employer's
1266 share of the benefit costs for each eligible employee. The District may terminate job sharing
1267 arrangements at any time after completion of each year.

1268
1269 **Benefit Enrollment and Continuity of Coverage:**

1270
1271 Employees shall select a carrier and plan(s) provided in the county in which they live or as per SEBB
1272 rules. Electronic enrollment processes shall be established consistent with SEBB rules.

1273

1274 In the month of September (beginning 2020), benefit coverage for eligible employees begins their first
1275 day of work, so long as the employee works on or before the first day of school. For all other eligible
1276 employees, benefit coverage will begin the first of the month following the employee's first day of
1277 work.

1278
1279 Employees previously employed by a SEBB employer and eligible for SEBB coverage in the month
1280 prior to their first day of work will have uninterrupted benefit coverage if they meet the eligibility
1281 requirements above.

1282
1283 Should an employee who previously was not anticipated to work 630 hours during the school year, and
1284 is subsequently employed in a position in which the District anticipates he/she will work 630 hours shall
1285 become eligible for benefits the first day of the month following the known date of eligibility.

1286
1287 **Premiums:**
1288

1289 The District shall pay the full portion of the employer premium as established by SEBB. Employees
1290 shall be responsible for their portion of the premium as established by SEBB.

1291
1292 **Leaves:**
1293

1294 Paid leave hours shall count towards benefits eligibility under this section excluding any holiday hours
1295 from eligibility determinations. Employees on an approved unpaid leave will retain their
1296 employee/employer relationship.

1297
1298 An employee on approved leave under the federal Family and Medical Leave Act (FMLA) or the
1299 Washington State Paid Family Medical Leave (PFML) will continue to receive the employer
1300 contribution for insurance coverage in accordance with the federal FMLA or RCW 50A.04.245.

1301
1302 For an employee on leave without pay and who is no longer anticipated to meet the eligibility
1303 requirements for employer paid insurance, the employee will have the option of self-paying the premium
1304 to HCA for continuation.

1305
1306 **Benefit Termination:**
1307

1308 Any employee receiving benefits and chooses to terminate the employee/employer relationship shall
1309 continue to receive benefits through the end of their final working month of employment. In any month,
1310 other than June, July, or August, the employer contribution toward SEBB benefits ends the last day of
1311 the month in which the employer-initiated termination notice is effective and the last day of the month in
1312 which the employee-initiated resignation is effective.

1313 When employees are receiving benefits and separate from employment after completion of the
1314 employee's full contract obligation, the separation will need to be submitted with an effective date of
1315 August 31. The employer contribution toward SEBB benefits ends the last day of the month in which the
1316 school year ends (August 31).

1317
1318
1319
1320

1321 **Substitutes:**

1322
1323 The District and the Association agree that substitute employees who have worked the previous two
1324 school years of 630 or more hours, and are anticipated to work 630 hours during the current school year
1325 will be determined by the District and will be eligible for benefits through SEBB. (WAC 182-31-040 5a)

1326
1327 Substitute employees will be monitored and reviewed monthly by the District for anticipated work
1328 hours. The substitutes deemed eligible based on their work history and anticipated work hours for the
1329 current school year will be offered SEBB Benefits.

1330
1331 **Legislative Changes and Reopeners:**

1332
1333 If the Washington State Legislature changes provisions of SEBB to allow for changes in employer
1334 contributions towards elective benefits, or substantially changes the medical coverage provisions, either
1335 party can reopen this agreement for negotiation of the changes.

1336
1337 **Section F: Health Exams**

1338
1339 When health exams are required by the District, cost of the same shall be paid by the District, unless
1340 such service is available at no charge through the regional health department.

1341
1342 **Section G: Inclement Weather**

- 1343
1344 1. Less than twelve (12) month employees shall not be required to report to work when the
1345 buildings are closed due to inclement weather or unforeseen building closure. Employees not
1346 reporting for duty shall select one of the following options:
1347
1348 a. Take a salary deduction for the time not worked.
1349 b. Use unused Personal Leave to cover absence.
1350 c. Use accumulated but unused vacation time/comp time to cover such absence.
1351 d. Emergency Leave
1352 e. Add additional work days to meet the contracted number of days.
1353
1354 2. The District shall notify employees at least two (2) hours prior to the beginning of the shift of
1355 any school closure. Employees reporting to duty who have not received such notice shall receive
1356 a minimum of two (2) hours pay.
1357
1358 3. Twelve month employees may, at their option, not report for duty during periods of time when
1359 the school buildings are closed due to inclement weather. Employees not reporting for duty shall
1360 select one of the following options:
1361
1362 a. Take a salary deduction for the time not worked.
1363 b. Use unused Personal Leave to cover absence.
1364 c. Use accumulated but unused vacation time/comp time to cover such absence.
1365 d. Emergency Leave

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Section H: Workshops, Conferences, and Staff Development

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

- a. Employees to attend professional affiliation sponsored conferences and workshops. Legitimate, approved expenses will be reimbursed to the employee.
- b. Each bargaining unit member shall be entitled to one classified self-directed professional development absence for one full work day to facilitate access to employee selected professional learning. This benefit shall accumulate from year to year for the duration of the contract.

The District and Association agree a form will be created through Labor Management which creates a 3-part acknowledgement signoff including the Association President, Human Resources or Administrator, and employee. The form shall indicate the employee has been approved for use of professional funds for purchase of specified equipment. This item remains the property of the District and when the employee leaves the bargaining unit or the District, the property shall remain in place for utilization by others in the bargaining unit.

- c. With prior approval from their supervisors, bargaining unit members shall be allowed to use their staff development funds to purchase materials/or equipment of their choice that support their job assignments. Any materials purchased with these funds become and remain the property of the District.
- d. Staff Development - All classes, conferences, projects, etc. must be submitted to the immediate supervisor for final approval. Employees who are taking approved classes during the evening and/or weekend hours may, at the employee’s request, be reimbursed their straight hourly rate for actual seat time in class to the extent that the fund can reimburse these hours.
- e. The District will provide purchase orders for registration/tuition fees, airline expenses, if any, and hotel accommodations, if any.

In the event the employee does not attend the prepaid activity, the employee is responsible for securing a refund of all prepaid expenses. Refunds will be credited to the employee’s staff development account.

- f. Professional Learning Community (PLC). Secretaries shall meet and confer with their colleagues during District approved PLC time. This PLC time will be directed and scheduled by the secretaries with approval of administration. The total PLC time available each year will not exceed six (6) hours and meetings will not be scheduled during student attendance hours.

When an employee begins a new position, a period of orientation and training shall be available upon request and supervisor approval. The District shall pay the new employee trainer out of District funds, at their regular rate of pay, including overtime as applicable.

1411 When the district warrants an employee to participate/attend a particular course or workshop the cost
1412 (registration, materials, substitute if necessary, etc.) will be paid by the district. The district will pay for
1413 attendance at such courses as their hourly rate subject of the overtime provisions of this agreement.
1414

1415 Unused funds will carry over to the next year for use by bargaining members only. Any funds not used
1416 by the end of this agreement will be returned to the general fund.
1417

1418 **Section I: Education and Training Incentive Program**

1419
1420 Employees who complete an approved training program or education directly related to their current job
1421 classification and those employees who have previously completed a training program or education
1422 directly related to their current position will receive an annual stipend:
1423

1424 Programs completed within the range of 27-39 credits or 270-399 hours of documented attendance will
1425 receive \$1040.00 annually for a full-time employee (pro-rated by FTE).
1426

1427 Programs completed within the range of 40-80 credits, and AA or AS degree, or 400-800 hours of
1428 documented attendance will receive \$1560.00 annually for a full-time employee (pro-rated by FTE).
1429

1430 Education incentives will be paid annually in January. Employees will provide transcripts, certifications,
1431 or other documentation to Human Resources to substantiate that the training/education has been
1432 completed. All education incentive documentation must be submitted to Human Resources for review as
1433 a complete packet by December 1.
1434

1435 In the event any individual is denied the education and incentive recognition stipend, the Association
1436 and District shall meet in Labor Management to review the documents on a case-by-case basis.
1437

1438 **Section J: Commercial Driver's License Reimbursement**

1439
1440 The District shall reimburse any associated fees for any bargaining unit member required to obtain or
1441 maintain a Commercial Driver's License (CDL) upon submission of receipts and proof of licensure to
1442 the District.
1443

1444 **Section K: Administrative Assistant Stipend**

1445
1446 The District shall provide a cell phone stipend of \$25/month for those bargaining unit members required
1447 to communicate with their personal cell phones for school related business. Each bargaining unit
1448 member may submit a request and rationale statement to their supervisor for review, chronicling the
1449 work-related need.
1450

1451 **Section L: CPR First Aid Training**

1452
1453 The District shall support employee attendance at CPR/First Aid training. The District shall pay the cost
1454 of training fees to obtain the initial certification and to renew current certifications. If an employee
1455 wishes to attend training from a vendor outside of the training offered by the District, the employee must
1456 submit the request to the HR Director for prior approval. If training occurs outside of the regular work

1457 day, attendance hours will be paid to the employees at their regular hourly rate subject to the overtime
1458 provisions of the contract.

1459

1460 **Section M: Pay Increments**

1461

1462 If the hire date is one half year or greater, the movement on the longevity pay scale will take place in
1463 September each year.

1464

1465 **Section N: VEBA**

1466

1467 In accordance with state and federal law, employees have the opportunity to participate in VEBA
1468 options based on the outcome of the employee group votes conducted by the Association. If one (1) or
1469 more options are adopted by the employee group votes, all eligible employees in the group must
1470 participate. The Association will annually notify the District by December 1 of participation in the
1471 VEBA plan and the approved employee options. The Association's written notification to the District
1472 will constitute agreement of the parties for implementation of VEBA options for the next calendar
1473 year. The election results remain in place for the entire calendar year.

1474

1475 **ARTICLE VI: GRIEVANCE PROCEDURE**

1476

1477 **Section A: Definitions**

1478

- 1479 1. "Grievant" shall mean a bargaining unit member or group of bargaining unit members or the
1480 Association.
- 1481 2. "Grievance" shall mean a claim or complaint by a grievant that there has been a violation,
1482 misinterpretation or misapplication of any terms or provisions of this Agreement.
- 1483 3. "Days" shall mean employee work days. After the last day of school and before commencement
1484 of the new term, days shall mean calendar days.

1485

1486 **Section B: Time Limits**

1487

1488 If the grievant fails to file or appeal according to the time lines set out herein, the grievance may not be
1489 further pursued and will be resolved according to the last formal response. In the event the District or its
1490 agents fail to meet a time line, the grievant may proceed to the next step of the procedure. The specified
1491 time limits shall be strictly observed but may be extended by mutual concurrence of the parties.

1492

1493 **Section C: Rights to Representation**

1494

- 1495 1. A grievant shall have the right to be accompanied by the Association at all steps of the grievance
1496 procedure.
- 1497 2. In the event a grievant elects to file and proceed without Association representation, he/she may
1498 do so through the first two steps of the procedure only, provided that the Association is present at
1499

1500

1501

1502 every meeting or conference in order to protect its contract rights, and further provided that copies
1503 of the grievance, appeals and responses are given to the President in a timely fashion.

- 1504
1505 3. No grievance may be processed with a grievant having representation other than him/herself or the
1506 Association.
1507

1508 **Section D: Individual Rights**

1509

1510 Nothing contained herein shall be construed as limiting the right of any employees having a complaint to
1511 discuss the matter through administrative channels and to have the problems adjusted without the
1512 intervention of the Association, as long as the Association is notified in writing of the disposition of the
1513 matter and such disposition is not inconsistent with the terms of this Agreement.
1514

1515 **Section E: Procedure**

1516

1517 Grievances shall be processed in the following manner:
1518

1519 **Step 1: Supervisor:** The Parties encourage employees and their supervisors to attempt to resolve
1520 problems through free and informal communications prior to filing formal grievances.
1521

1522 Within **twenty (20)** days of the occurrence, or of the grievant's knowledge of the occurrence, the formal
1523 grievance shall be presented in writing to the employee's supervisor, who will arrange for a conference
1524 between him/herself, the grievant and the Association Representative to take place within ten (10) days
1525 after receipt of the grievance. The supervisor shall provide the grievant and the Association with a
1526 written answer to the grievance within ten (10) days after the meeting. Such answer shall include all
1527 reasons upon which the decision was based.
1528

1529 **Step 2: Superintendent:** If the grievant is not satisfied with the disposition of the grievance at Step 1,
1530 or if no decision has been rendered within the time line, the grievance may be appealed to the
1531 Superintendent. The Superintendent shall arrange for a hearing with him/herself, the grievant, the first
1532 level supervisor and the Association Representative, to take place within ten (10) days of his/her receipt
1533 of the appeal. The grievant and the Association shall have the right to include in the representation such
1534 witnesses they deem necessary to develop the facts pertinent to the grievance. Upon conclusion of the
1535 hearing, the Superintendent will have ten (10) days to provide his/her written decision, together with
1536 reasons for the decision to the grievant and the Association.
1537

1538 **Step 3: Mediation:** If no settlement has been reached at Step 3, the Association and the Grievant,
1539 within ten (10) days following the receipt of the Step 3 response, may submit a written statement of the
1540 grievance to the Superintendent for mediation. The District and the Association will utilize the services
1541 and procedures of the Public Employment Relations Commission.
1542

1543 If no settlement has been reached through mediation, and the Association determines the grievance has
1544 merit, it may, within ten (10) school days after the conclusion of the mediation, submit the grievance to
1545 binding arbitration, following written notice to the Superintendent.
1546

1547 **Step 4: Arbitration:** If the Association is not satisfied with the decision at Step 3, or if no disposition
1548 has been made within the time line, the Association may demand arbitration of the grievance. The
1549 grievance may be submitted by the Association to final and binding arbitration. If the parties fail to
1550 agree upon an arbitrator, the Union shall request a list of seven (7) qualified neutrals from the
1551 Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association
1552 (AAA). Upon receipt of the list of arbitrators, representatives of the District and Union shall, within
1553 fifteen (15) calendar days, select an arbitrator from said list.
1554 The arbitrator shall have complete authority to make any decision and provide any remedy
1555 appropriate except as otherwise prohibited by law or this Agreement. The decision of the arbitrator
1556 will be binding on both parties.

1557
1558 The costs for the services of the arbitrator, including per diem expenses, if any, and his/her travel
1559 and subsistence expenses and the costs of any hearing room, will be shared by both parties.

1560
1561 **Form:** The form for filing grievances is attached to and made a part of this Agreement as Appendix
1562 B.

1563
1564 **Association Grievances:** If a grievance affects a group of employees or the Association, the
1565 Association may initiate and submit such grievance to the Superintendent directly, and the
1566 processing of such grievance shall commence at Step 2. Grievances involving more than one
1567 supervisor and grievances involving the administrator above the building level may be filed by the
1568 Association at Step 2.

1570 **Section F: Miscellaneous**

- 1571
- 1572 1. No employee shall bear a loss of wages for attendance or participation in the grievance process up
1573 to and including arbitration, which occurs during the workday.
 - 1574 2. There shall be no reprisals of any kind by the District or an agent of the District against any
1575 employee for reason of his participation in the grievance process.
 - 1576 3. All documents, communication and records dealing with the processing of the grievance shall be
1577 kept in a separate file and a notation shall become a part of each party's personnel file.

1579 **ARTICLE VII: STRIKES AND LOCKOUTS**

1580
1581 There shall not be authorized any strike, slowdown, or any other stoppage of work by the Association
1582 regardless of whether an unfair labor practice is alleged. The District will not lock out any employee
1583 covered by the Agreement. Should a strike, slowdown, or stoppage by the Association members occur,
1584 the Association shall immediately instruct its members to return to work. If the employees do not
1585 resume work as required by the Agreement immediately upon being so instructed, they shall be subject
1586 to discipline.

1588 **ARTICLE VIII: WAIVER**

1589
1590 The District and the Association acknowledge that they have bargained with respect to all terms and
1591 conditions of employment. The District and the Association acknowledge that their agreements are fully
1592 set forth herein, that the omission of any reference to any aspect of the terms and conditions of

1593 employment is intended to be a waiver of the right to bargain with respect to the particular subject
1594 during the term of this Agreement.

1595
1596 Matters of common concern may be subject to negotiations during the period of this Agreement upon
1597 request and mutual agreement of both parties.
1598

1599 **ARTICLE IX: ENTIRE AGREEMENT**

1600
1601 This Agreement supersedes and cancels all previous written agreements between the District and the
1602 Association. Any amendment or agreement supplemental hereto shall not be binding upon either
1603 party unless executed in writing by the parties hereto.
1604

1605
1606 **ARTICLE X: DURATION**

1607
1608 This agreement represents the entire agreement between the Board and the Association and
1609 supersedes all prior agreements and cancels all previous agreements, verbal or written or based on
1610 alleged past practices between the parties and shall become in full force and effect **retroactive to**
1611 **September 1, 2020** and shall continue in full force and effect until midnight, **August 31, 2023**
1612 .

1613 Our unit is providing notice to the district that we will not complete the duties of employees
1614 belonging to other bargaining units. If the District has such an expectation, we are asking that we
1615 are provided that expectation in a written directive to the respective employee upon each instance.
1616

1617 IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly
1618 authorized representatives on this 5th day of October, 2020.
1619

1620
1621 CAEOP
1622
1623 BY Original Signature on File
1624 PRESIDENT

1620
1621 DISTRICT
1622
1623 BY Original Signature on File
1624 BOARD PRESIDENT

1625
1626 BY Original Signature on File
1627 SECRETARY

1625
1626 BY Original Signature on File
1627 SECRETARY TO THE BOARD

1628
1629
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1635

APPENDIX A
SALARY SCHEDULE 2020 – 2023

All classified employees shall be placed and make annual movement on the salary and longevity schedule, consistent with their respective level and years of service.

Upon initial hire into the bargaining unit, employees shall be placed on the salary and longevity schedule, with longevity credit given for prior continuous service within the District

Upon initial hire into the bargaining unit, any employee who is hired from another school district into a “like” position shall receive “years of service” credit on the longevity schedule.

Classified employees shall receive the following compensation on the schedule listed below:

This schedule shall annually be enhanced by the Seattle Consumer Price Index (CPI).

2020-2021 Pay Rate: \$25.90 + CPI (2.5%) = \$26.55

2021-2022 Pay Rate: \$26.55 + CPI (1.6%) = \$26.98

2022-2023 Pay Rate: \$26.98 + CPI (1.8%) + 1% IF Levy passes = \$27.75

Level III Positions

- Elementary Administrative Asst.
- High School Administrative Asst. - CHS
- High School Administrative Asst. - HFHS
- High School Administrative Asst. - DHS
- Middle School Administrative Asst.
- Middle School Administrative Asst. – OMS
- Special Services Administrative Asst.
- Transportation Specialist
- Athletic Administrative Asst.
- HS ASB Admin. Asst. /Bookkeeper
- HS Admin. Asst. to Assoc. Principal
- MS Admin. Asst. /Bookkeeper
- MS Registrar
- HS Registrar
- District Office Receptionist/Talent Director Office Asst.
- HS Counseling Secretary
- HS ASB Secretary
- Secretary Assistant
- MS Activities and Athletics Secretary
- Community Education Secretary
- Truancy Secretary

1682 Employees shall receive the following longevity steps, in addition to their hourly rate:

1683

1684 Longevity – Additional pay added to hourly rate:

1685

1686	YEARS OF SERVICE	ADDITIONAL SALARY
1687	2-3	\$0.37
1688	4-6	\$0.54
1689	7-9	\$0.71
1690	10-12	\$0.88
1691	13-15	\$1.05
1692	16-18	\$1.22
1693	19-21	\$1.39
1694	22-25	\$1.56
1695	26-30	\$1.73

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Appendix B-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

Date Grievance Submitted to Supervisor:

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Appendix B-2

CAMAS ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS
And
CAMAS SCHOOL DISTRICT

**GRIEVANCE FORM
Step 2 – Appeal of Grievance**

Grievance Appeal Filed By _____
School/Department _____ Position _____
Date of action which caused the Complaint _____

STATEMENT OF GRIEVANCE APPEAL:

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

REMEDY REQUESTED:

Signature of Grievant

Date Grievance Appealed to Superintendent:

Appendix C

Performance Evaluation Form Template



Camas School

Secretarial Staff Performance

Evaluation

Employee

Date

Position

Place a letter in the column indicative of performance. Supportive rationale must be provided in the narrative for “needs improvement” or “does not meet expectations” rankings, and is encouraged for outstanding performance.

Ratings: A=Meets Expectations B=Needs Improvement C=Unsatisfactory

Essential Functions (pulled from job description)	Rating
1. Comments:	
2. Comments:	
3. Comments:	
4. Comments:	
5. Comments:	
6. Comments:	
7. Comments:	
8. Comments:	
9.	

Comments:	
10.	
Comments:	
11.	
Comments:	
12. Perform other relevant and related duties as required by the District office.	
Comments:	

Successful Performance Requirements:	Rating
1. Problem Solving: Identify and resolve problems in a timely manner with minimal supervision. Gather and analyzes information and maintains confidentiality. Comments:	
2. Interpersonal Skills: Remains open to ideas, exhibits a cooperative attitude. Comments:	
3. Effective Communication: Articulate and appropriate verbal and written communication skills. Comments:	
4. Planning and Organizing: Ability to organize and prioritize activities. Comments:	
5. Quality: Demonstrates accuracy and thoroughness and monitors own work to ensure quality. Comments:	
6. Adaptability: Adapts to changes in the work environment, manages competing demands, and is able to deal effectively with frequent change, delays, or unexpected events. Comments:	
7. Dependability: Regular reliable attendance, follows direction, and solicits feedback. Comments:	

Goals or Achievements: List the past year's goals and/or achievements and comment in the space below:

Employee Comments (employee may attach a separate sheet or comment below):

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 needs improvement. A performance improvement plan will be created cooperatively with this employee.
- 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