

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**OTHELLO SCHOOL DISTRICT #147-163-55**

**AND**

**PUBLIC SCHOOL EMPLOYEES OF OTHELLO**

SEPTEMBER 1, 2025 – AUGUST 31, 2028



**Public School Employees of Washington / SEIU Local 1948**

P.O. Box 798

Auburn, WA 98071-0798

1.866.820.5652

[www.pseclassified.org](http://www.pseclassified.org)

## TABLE OF CONTENTS

DECLARATION OF PRINCIPLES	1
ARTICLE I	1
RECOGNITION AND COVERAGE	1
Section 1.1. Recognition of the Association.....	1
Section 1.2. Bargaining Unit. ....	1
Section 1.3. Definitions of Terms Used.....	2
Section 1.4. Summer Employees.....	3
ARTICLE II	3
APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATIONS	3
Section 2.1. Negotiations.....	3
Section 2.2. Labor Management Committee.....	3
ARTICLE III	4
RIGHTS OF THE EMPLOYER, EMPLOYEE, AND ASSOCIATION	4
Section 3.1. Management Rights and Obligations.....	4
Section 3.2. Right to Participate. ....	4
Section 3.3. Rights and Responsibilities of the Association. ....	5
Section 3.4. Grievance/Disciplinary Notification.....	5
Section 3.5. ....	6
Section 3.6. Use of District Equipment. ....	6
Section 3.7. Use of District Facilities. ....	6
Section 3.8. Bulletin Boards. ....	6
Section 3.9. Problem Solving. ....	7
Section 3.10. PSE State Leadership Participation. ....	7
Section 3.11. Association Leave.....	7
ARTICLE IV	7
HOURS OF WORK	7
Section 4.1. Work Week.....	7
Section 4.2. Recalled to Work. ....	8
Section 4.3. Unusual School Closure. ....	8
Section 4.4. Transfers. ....	9
Section 4.5. Food Service Absence. ....	9
Section 4.6. Work Year. ....	9
Section 4.7. Compensation and Benefits. ....	10
Section 4.8. Instructional Para Educator Certifications.....	10
ARTICLE V	11
HOLIDAYS AND VACATIONS	11
Section 5.1. Paid Holidays.....	11
Section 5.2. Working on a Holiday. ....	11
Section 5.3. Holiday Benefits. ....	11
Section 5.4. Holidays that Fall on a Weekend.....	11
Section 5.5. Vacations. ....	12
Section 5.6. Day of Leave.....	12
Section 5.7. Vacation Requests. ....	12
Section 5.8. Retirement Vacation Days.....	13
Section 5.9. Exhausted Sick Leave.....	13
Section 5.10. Recall from Vacation.....	13

ARTICLE VI	13
LEAVES	13
Section 6.1. Sick Leave. ....	13
Section 6.2. Family Illness/Emergency Leave. ....	16
Section 6.3. Bereavement Leave. ....	16
Section 6.4. Personal Leave. ....	17
Section 6.5. Association Leave. ....	17
Section 6.6. Judicial Leave. ....	18
Section 6.7. Leave of Absence. ....	18
Section 6.8. Faith or Conscience Leave. ....	18
Section 6.9. Adoption Leave. ....	18
Section 6.10. Paid Family and Medical Leave (PFML). ....	18
ARTICLE VII	19
SENIORITY / NEW HIRE PROBATION	19
Section 7.1. Seniority. ....	19
Section 7.2. Sub-Units in Classification. ....	19
Section 7.3. Loss of Seniority Rights. ....	22
Section 7.4. No Loss of Seniority Rights. ....	22
Section 7.5. Seniority Rights. ....	22
Section 7.6. Job Postings. ....	22
Section 7.7. Lead Positions. ....	23
ARTICLE VIII	24
PLACEMENT, LAYOFF, AND DISCHARGE OF EMPLOYEES	24
Section 8.1. Layoff Reemployment. ....	24
Section 8.2. Rejecting Reemployment. ....	24
Section 8.3. Layoff Notification. ....	24
Section 8.4. Association Notification. ....	24
Section 8.5. Reasonable Assurance. ....	25
Section 8.6. Termination of Employment. ....	25
Section 8.7. Discipline or Discharge. ....	25
Section 8.8. Employment Records. ....	25
Section 8.9. Employment Procedures. ....	25
Section 8.10. New Employee Orientation. ....	26
Section 8.11. Bumping Rights: ....	26
ARTICLE IX	27
GRIEVANCE PROCEDURE	27
Section 9.1. Grievance Steps / Timelines. ....	27
ARTICLE X	29
INSURANCE	29
Section 10.1. Insurance. ....	29
Section 10.2. State Industrial Insurance. ....	29
Section 10.3. Physical Examinations. ....	30
Section 10.4. Staff Protection. ....	30
ARTICLE XI	30
VOCATIONAL TRAINING	30
Section 11.2. Travel for School District Assignment. ....	31
Section 11.3. Clothing Allowance. ....	31
Section 11.4. Training Opportunity Committee. ....	31
Section 11.5. Food Service Professional Standards. ....	31

ARTICLE XII	32
ASSOCIATION SECURITY AND CHECKOFF	32
Section 12.1. Membership. ....	32
Section 12.2. State and Local Dues. ....	32
Section 12.3. District Held Harmless. ....	32
Section 12.4. Payroll Errors.....	33
Section 12.5. Voice Authorization/Electronic Signatures. ....	33
ARTICLE XIII	33
PROFESSIONAL DEVELOPMENT	33
Section 13.1. Term, Basic Agreements and Modification of Basic Agreement...33	
Section 13.2. Agreement Openers. ....	33
Section 13.3. Savings Clause.....	33
Section 13.4. Conclusion. ....	34
ARTICLE XIV	34
EVALUATIONS	34
Section 14.1. Observations and Evaluations.....	34
SIGNATURE PAGE	35
SALARY ENHANCEMENTS	36
INTERNAL TRANSFER REQUEST	38
SCHEDULE A September 1, 2025 - August 31, 2026	39

## DECLARATION OF PRINCIPLES

This Agreement is made and entered into between the Othello School District No. 147-163-55 (hereinafter called "District") and the Public School Employees of Othello, an affiliate of the Public School Employees of Washington/SEIU Local 1948 (hereinafter called "Association").

The parties agree that it has been and will continue to be in their mutual interest and purpose to promote systematic and effective employee-management cooperation; to confer and negotiate in good faith, with respect to grievance procedures and conditions, and to promote effective methods for prompt adjustment of differences.

## ARTICLE I

### RECOGNITION AND COVERAGE

#### **Section 1.1. Recognition of the Association.**

The District recognizes the Association as the exclusive representative of all classified employees except as listed in Section 1.2.

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

The management to which this agreement is applicable consists of the School Board, the Superintendent and his/her delegated administrative staff.

#### **Section 1.2. Bargaining Unit.**

The following positions are not included in the bargaining unit:

1. All Directors and Supervisors
2. Executive Assistant to the Superintendent
3. Payroll/Benefits Coordinator
4. Administrative Assistant to the Assistant Superintendent
5. Fiscal Coordinator I
6. Fiscal Coordinator II
7. Accounts Payable Clerk
8. District enrolled student employees
9. Administrative Assistant to the Executive Director of Business Services
10. Network Specialists
11. IT Operations Specialist
12. Lead HR Coordinator
13. HR Coordinator
14. All other confidential employees mutually agreed upon
15. Seasonal summer employees who do not perform bargaining unit work

1 **Section 1.3. Definitions of Terms Used.**

2 A Classified Employee - Is any employee of the Othello School District, who is employed by the  
3 District in a position that does not require a teaching certificate.

4  
5 Year-Round Classified Employee - A year-round classified employee is one who works on a twelve  
6 (12) month a year schedule and in accordance with provisions of this agreement.

7  
8 Regular Classified Employee - A regular classified employee is one who is employed on assignment of  
9 less than twelve (12) months a year schedule, and in accordance with the provisions of this agreement.

10  
11 Open Position/Job - Any bargaining unit position/job vacated for more than ten (10) workdays.

12  
13 Temporary Employee - A temporary classified employee is one who is filling a position of a year-  
14 round or regular classified employee who is on an approved leave of absence, or working in an unfilled  
15 position, or in a temporary position created by the District. Temporary positions will be posted at each  
16 building site.

17  
18 If a regular employee bids on a temporary position and is successful over inside and outside applicants,  
19 he/she shall fill the position for the duration. The successful applicant's position may be filled by a  
20 substitute. At the conclusion of the temporary position, the employee shall return to his/her regular  
21 position.

22  
23 An employee hired from outside the bargaining unit for a temporary position is entitled to the  
24 following provisions of this agreement: Salary Schedule A, Step 1, Section 4.1, Section 4.3 and  
25 Section 6.1.

26  
27 An unfilled position or temporary position created by the District will be discontinued or posted after  
28 sixty (60) workdays.

29  
30 Employees who are hired by the District after working in a temporary position for an extended and  
31 uninterrupted term of employment in excess of sixty (60) workdays including appropriate holidays  
32 shall be given a date of employment retroactive to their first day of employment. These sixty (60)  
33 workdays shall be deemed to include sixty (60) workdays of the ninety (90) workday probationary  
34 period. Short-term layoffs cannot be used to circumvent this provision. This Section does not apply to  
35 substitute employees as defined in Section 1.3. Employees are not guaranteed a regular position after  
36 working in a temporary position in excess of sixty (60) workdays.

37  
38 Substitute Classified Employee - Substitute employees are employees temporarily replacing a regular  
39 employee. Substitute employees working more than twenty (20) consecutive workdays or thirty (30)  
40 cumulative workdays in a single fiscal year shall be paid at the Step 1 rate of the classification in  
41 which they are substituting. Article VI Section 6.1, Article VII Section 7.2.5(A) and Section 7.2.5(B)  
42 will be applied to substitutes, they are not entitled to any other contract rights.

43  
44 Anytime that a substitute is required to cover a position of a regular employee for short term absences  
45 (Section 6.1 – 6.6), the substitute will cover the position that is absent, and will be paid from Step One  
46 of the appropriate salary schedule. Existing employees will not substitute for other employees unless a  
47 qualified substitute cannot be hired.

*Classified Tutors* - Classified Tutors are non-continuing positions that will be posted annually. Tutor positions will not exceed ten (10) hours a week and will not work more than three days a week. Existing Para-Professional Sub-Unit Employees who qualify for Tutor positions will be hired by seniority and will be compensated according to their current step of pay. Tutors hired from outside the bargaining unit will be paid Step I of the Para-Professional Sub-Unit Wage, Article VI Section 6.1 and will not be granted seniority or any other rights of the collective bargaining agreement.

*Assignment* – Duties within the scope of the position title and job location (i.e., a building).

*Business Days* - Defines the days the OSD Administrative Offices are open for business.

*Calendar Days* - Defines the universally recognized calendar of months and days.

*Work Year* - Reference to the definitions of “Year-Round classified employee” and “Regular classified employee”.

*Workdays* - Defines the days included in the employee’s contract year.

#### **Section 1.4. Summer Employees.**

Seasonal summer work will be posted at all building sites and the District office. Seasonal summer work may last more than sixty (60) workdays, but less than one-hundred and twenty (120) workdays. Employees hired from bargaining unit to perform seasonal summer work will be paid per Schedule A.

Bargaining unit members hired for summer work are entitled to the following provisions of this agreement: Regular hourly wage and Sections 4.1, 4.3, 8.4, Article IX and Article XII.

Note: Article IX applies only to Schedule A and the applicable Sections. Summer bus routes will be bid on a seniority basis.

The District Administrative Offices are designed as the official job-posting center. During the summer months, job announcements shall be posted for no less than five (5) workdays to allow ample opportunity for all employees to review these postings; postings shall also be listed on the District website. The district website address shall be posted on all official bulletin boards

## **ARTICLE II**

### **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATIONS**

#### **Section 2.1. Negotiations.**

It is understood and agreed by the District and the Association that matters appropriate for negotiations between the parties shall relate to salaries, hours, working conditions and grievance procedures.

#### **Section 2.2. Labor Management Committee.**

The Labor/Management committee is designed to allow the parties to meet at mutually scheduled times to discuss appropriate matters that do not require negotiations. The purpose of this committee is to mutually discuss and resolve appropriate matters. The committee shall consist of the Association

1 President and three members chosen by the Association, and the Assistant Superintendent and up to  
2 three (3) representatives chosen by the District. These committee meetings will be held at a mutually  
3 agreed upon time.  
4  
5  
6

## 7 **ARTICLE III**

### 8 **RIGHTS OF THE EMPLOYER, EMPLOYEE, AND ASSOCIATION**

#### 9 **RIGHTS OF THE EMPLOYER**

##### 10 **Section 3.1. Management Rights and Obligations.**

11 Management retains all rights and obligations, not specifically delegated away in this contract,  
12 including but not limited to:

- 13 A. Direct employees covered by this Agreement.
- 14 B. Hire, promote, demote, assign, transfer and retain employees of the units and to discipline,  
15 suspend or discharge employees for proper cause.
- 16 C. Relieve employees from duty because of lack of work or other legitimate reasons.
- 17 D. Determine the methods, number, and kinds of personnel by which operations undertaken by  
18 employees in the units are to be conducted.
- 19 E. Discuss changes in personnel practices with the local organization prior to adopting such  
20 change.
- 21 F. Discuss, negotiate, and handle grievances, formally or informally, on school time whenever  
22 possible.

#### 23 **RIGHTS OF THE EMPLOYEE**

##### 24 **Section 3.2. Right to Participate.**

25 It is agreed that all employees subject to this agreement shall have and shall be protected in the  
26 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.  
27 The freedom of such employees to assist the Association shall be recognized as extending to  
28 participation in the management of the Association.  
29

##### 30 **Section 3.2.1. Personal Concern.**

31 Each employee shall have the right to bring matters of personal concern to the attention of  
32 appropriate Association representatives and/or appropriate officials of the District.  
33

##### 34 **Section 3.2.2. Union Representation.**

35 Employees subject to this agreement have the right to have a Field Representative with Public  
36 School Employees of WA and another bargaining unit officers\member present at discussions  
37 between themselves and supervisors or other District administrative personnel, if the employee  
38



believes the discussion to be of a disciplinary nature or if the discussion could affect the employee's personal working conditions.

**Section 3.2.3. Non-Discrimination.**

Neither the District, nor the Association, shall unlawfully discriminate against any employee subject to this Agreement on the basis age, race, creed, religion, color, national origin, sex marital status, Political activity, honorably discharged veteran, or military status, sexual orientation including gender expression or identity or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities in respect to a position the duties of which may be performed efficiently by an individual without danger to the health or safety of the handicapped person or others, or in their exercise of their rights under Chapter 41.56 RCW, Public Employees' Collective Bargaining Act. This in accordance with State and Federal Statute as amended.

**Section 3.2.4. Personnel File.**

There shall be only one (1) official personnel file for each employee. Personnel files will be available online and employee shall have access to review the contents of the personnel file in the District Human Resources Office.

Employee will be notified of any disciplinary document being placed into the file and shall be provided a copy thereof. Employee shall also have the right to attach comments and rebuttals to any disciplinary document in the file within five (5) days of notification.

All derogatory material contained in the file shall be removed at the employee's request, after the material has been in the file for three (3) years, provided there are no on-going issues of the same or similar nature. Evaluations are a permanent part of the personnel file. All material the District is required by law to keep is exempt from removal.

**Section 3.2.4.1. Working file.**

Working files are kept at the building site of the employee. Material kept in working file shall be purged when there have been no further incidents of similar nature for one (1) year following the last documented occurrence. No paperwork will be placed in the working file without the name of the complainant and a full description of the incident.

**RIGHTS OF THE ASSOCIATION**

**Section 3.3. Rights and Responsibilities of the Association.**

The Association has the right and responsibility to represent the interests of all employees in the unit, to represent its views to the District on matters of concern, and to enter into collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit. The Association shall be consulted with respect to the manner and method of any reduction in force because of lack of work or other legitimate reason.

**Section 3.4. Grievance/Disciplinary Notification.**

The Association shall be promptly notified by the District of any grievances or disciplinary action of any employee in the unit in accordance with the provisions of Discharge and Grievance Procedure

Articles contained herein. The Association is entitled to have observers at discipline hearings and formal proceedings involving both parties and make known the Association views concerning the case.

**Section 3.5.**

Seniority lists for each job classification will be updated by November 1 of each year. The Association must notify the District within thirty (30) days of receipt of the seniority list of any discrepancies or the seniority list will be considered accurate. A copy of the list will be provided to the Association President prior to final distribution.

Upon reasonable request, such information as is available to the public including financial reports, agendas and minutes of Board meeting and such other reports as presented in written form in regular sessions of the open board meetings shall be available to the Association.

Information will be provided upon request, on a reasonable frequency basis, and in an available District format.

**Section 3.5.1. Bargaining Unit Employees.**

Twice annually, once in November and once in April, the District shall provide to the Association President - Public School Employees of Othello with the following information regarding each employee in the bargaining unit: name, position, hire date, hourly rate, hours worked per year, and annual pay.

**Section 3.5.2. Notification of Contracted Hours.**

Each October employees will receive an itemized report of contracted hours, holidays, and wages to include credits and longevity.

**Section 3.6. Use of District Equipment.**

The Association shall be entitled to use, when available, the following District equipment for association business: copiers, email, and computers, during non-work hours. The Association shall pay the cost of any consumable materials including paper, toner, etc. The Association will be required to follow the appropriate District policies in effect when using any District equipment. The Association will be allowed to use the in-district mail service, electronic mail, or other communication service used to communicate with classified employees.

**Section 3.7. Use of District Facilities.**

The PSE Field Staff, upon 48 hours advance notice and approval from the Superintendent or designee shall have access to the District premises during business hours, provided, that no conference or meetings between employees and PSE Field Staff will in any way hamper or obstruct the normal flow of work during the employees work time.

**Section 3.8. Bulletin Boards.**

The District shall provide bulletin board space in each building for the communication of professional information by the Association. The bulletins posted by the Association are the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by employees or the Association other than herein provided. The responsibility for the prompt removal of notices from the bulletin boards after they have served their purpose shall rest with the individual who posted such notices.

1  
2 **Section 3.9. Problem Solving.**

3 The Association President or designee who is mutually scheduled by the parties to participate in  
4 mutual problem-solving activities shall suffer no loss of pay for attendance at said meetings. In  
5 addition, grievance meetings between the employee and the Association should be held outside of  
6 work hours and will not be compensated by the District.  
7

8 **Section 3.10. PSE State Leadership Participation.**

9 Assuming appropriate substitutes are available, release time may be granted to PSE members to  
10 participate in State PSE leadership positions upon approval of the Superintendent or designee. All  
11 costs associated with the employees' absences will be reimbursed by the State PSE.  
12

13 **Section 3.11. Association Leave.**

14 Up to a maximum of ten (10) days of leave with pay shall be granted to the Association President or  
15 his/her designee for Association business under the following provisions:  
16

- 17 • That such leave is requested in writing to the Superintendent or designee by the employee and  
18 the Association with a copy to the immediate supervisor.  
19
- 20 • That the Association reimburses the District for the cost of the substitute for the absent  
21 employee.  
22
- 23 • That the written request is made by the employee and the Association at least three (3) days  
24 prior to the requested leave.  
25  
26  
27

28 **ARTICLE IV**

29  
30 **HOURS OF WORK**

31  
32 **Section 4.1. Work Week.**

33 The normal work week shall consist of five (5) consecutive workdays, Monday through Friday,  
34 followed by two (2) days of rest (Saturday and Sunday), except for those employees designated by the  
35 District, who regularly work on Saturday and Sunday, whose normal work schedule shall consist of  
36 five (5) consecutive workdays with two (2) days off in that order.  
37

38 In the event of changes in the regular work schedules, each employee will be notified no less than five  
39 (5) workdays in advance, unless a shorter period of time is mutually agreed upon between the  
40 employer, employee, and Association, of change of shift with designated times of beginning and  
41 ending.  
42

43 With the supervisor's permission, custodial/maintenance, technology, and clerical employees may  
44 elect to work four (4) ten (10) hour days during summer, Christmas, and spring breaks. Employees  
45 work schedule shall be adjusted so as to not incur any overtime wages during any weeks containing  
46 holidays. This shall not result in the loss of holiday pay.  
47

1 All hours worked in excess of forty (40) hours per workweek shall be compensated at one and one-half  
2 (1½) times the employee's regular rate.

3  
4 **Section 4.1.1. Supplemental Program Hours.**

5 Supplementary programs shall be defined as hours worked outside the employees contracted  
6 day. The hours will be posted and awarded in accordance with Section 7.5. Supplementary  
7 hours will not result in a change in the FTE benefit.

8  
9 **Section 4.1.2. Extra Time and Overtime.**

10 Extra hours and overtime must be authorized in advance by the employee's supervisor.  
11 Determination and approval are to be documented on a timesheet.

12  
13 **Section 4.1.3. Maintenance Overtime.**

14 In the Maintenance Department, for unskilled work, overtime shall be offered by the supervisor  
15 on a seniority basis within the sub-unit. For skilled work, overtime shall be offered by the  
16 supervisor on a seniority basis within the sub-unit within the work site. Exception to this  
17 section would be "job continuance" such as when an employee has started a job and it would  
18 require overtime to complete the specific task.

19  
20 **Section 4.1.4. Emergency Required.**

21 The supervisor has the right to require an employee to work overtime as per Section 4.2 in the  
22 case of an emergency.

23  
24 **Section 4.1.5. Custodial Overtime.**

25 In the custodial unit, overtime shall be offered by the supervisor on a seniority basis within the  
26 sub-unit within the worksite. If no eligible employee wishes to accept the onsite work, the  
27 supervisor will offer the overtime work by seniority to other district employees in the sub-unit.  
28 Exception to this section would be "job continuance" such as when an employee has started a  
29 job and it would require overtime to complete the specific task.

30  
31 **Section 4.2. Recalled to Work.**

32 Any employee reporting for work in accordance with regular starting time or instructed to report to  
33 supervisor, or the Administration, but not put to work shall receive two (2) hours pay at his/her regular  
34 rate. Any employee, who, after completing his/her regular shift is recalled to work prior to his/her next  
35 shift shall be guaranteed a minimum of two (2) hours at the regular rate or the overtime rate, whichever  
36 is appropriate. The employee shall be released from all duties after the emergency work has been  
37 completed.

38  
39 **Section 4.3. Unusual School Closure.**

40 For all employees, in the event of unusual school closure due to District determination for safety,  
41 inclement weather, school in operation or the like, the District will notify employees by school  
42 notification system (automated text, phone call, or other messaging service) that school will be closed.  
43 If notification is not made via messaging system prior to thirty (30) minutes before the employee's  
44 scheduled reporting time of day of the closure and an employee reports to work, the employee shall  
45 receive two (2) hours pay. Year-round employees will be expected to report to work during a school  
46 closure (unless called off by the Superintendent or designee). All other employees will not work when  
47 school is closed. They will be expected to work to make up the day and receive corresponding pay  
48 when the day is rescheduled.

1  
2 **Section 4.4. Transfers.**

3 Any regular or year-round employee who is permanently transferred from a lower classification to a  
4 higher classification shall be assigned to a step in the new rate, which provides an increase in salary.  
5 This does not preclude disciplinary demotions according to Section 3.1.

6  
7 Any regular or year-round employee, who is temporarily transferred from a higher classification to a  
8 lower job class, shall retain his/her higher rate of pay.

9  
10 Any regular or year-round employee who is transferred temporarily from a lower classification to a  
11 higher rate classification shall be paid at the step in that higher level which provides the employee with  
12 a higher wage. Transfers, which affect the pay rate, must be prior authorized in writing by the Office of  
13 the Superintendent.

14  
15 Any regular or year-round employee who is voluntarily transferred on a permanent basis, to a lower  
16 classification, shall at the time of transfer, assume the lower rate of pay.

17  
18 **Section 4.5. Food Service Absence.**

19 When the Head Cook is absent, the senior Assistant Cook or in the event the assistant cook is also  
20 absent, the senior kitchen helper at the job site will have the first right of refusal to fill the vacancy if  
21 the absence is for a partial shift. This additional time will not interrupt their current contracted time.  
22 Should an employee accept the temporary, higher-paid assignment, the employee will be paid at the  
23 step of the higher-paid assignment that is immediately greater than the employee's current rate of pay,  
24 but not a step that is less than twenty-five (25) cents per hour increase. When an employee with more  
25 hours is absent for a full shift, the senior employee in the same classification shall have the first right  
26 of refusal to cover the vacancy. Hours may be added to the beginning or ending of an employee's  
27 regular contracted day. This additional time will not interrupt their current contracted time. The  
28 additional time that cannot be filled by a regular employee will then be filled by a substitute employee.

29  
30 **Section 4.5.1. Custodial Absence.**

31 In the custodial department, when a full-time custodian is absent, or if the absence is for a  
32 partial shift and no substitute is available, the custodian with the most seniority at the job site  
33 will have first right of refusal to fill the vacancy. This additional time will not interrupt their  
34 current contracted time. When an employee accepts a temporary, higher-paid assignment that is  
35 immediately greater than their current rate of pay, the differential rate will be compensated.

36  
37 **Section 4.6. Work Year.**

38 Regular employees hired prior to the beginning of the school year shall be employed for a minimum of  
39 one hundred seventy-eight (178) school days per year, plus one (1) additional day and seven (7)  
40 holidays for a total of one hundred eighty-six (186) workdays to be fulfilled and documented. The  
41 District will post a list of upcoming in-service opportunities at each building prior to the beginning of  
42 each semester with designations of "mandatory" or "optional".

43  
44 **Section 4.6.1. Secretarial Work Year.**

45 Secretarial personnel will be allowed to work three (3) additional days at the employee's  
46 regular hours during the contract year. Hours are to be scheduled so as not to result in overtime  
47 hours. The Secretary and Principal will mutually agree to when the additional hours will be

worked. Employees will be compensated at their normal hourly rate for all hours. Hours are to be recorded on a timesheet and will be included in their annual contracted salary.

**Section 4.6.2. Food Service Work Year.**

Food Service: Food Service employees will report for work the day before school is to begin. Food Service employees will report for work on the last day of school. Food Service personnel will be allowed to work two (2) additional days prior to the first day of school to be used for cleaning and preparation of kitchens. Hours are to be scheduled so as not to result in overtime hours. The Food Service personnel and Food Service Supervisor will mutually agree to when the additional hours will be worked. Employees will be compensated at their normal hourly rate for all hours. Hours are to be recorded on a timesheet and will be included in their annual contracted salary.

**Section 4.6.3. Food Service Warehouse Employees.**

Food Service warehouse employees will receive an additional five (5) workdays in their contracted work year, for a total of one hundred ninety-one (191) days each year.

**Section 4.6.4. Security Work Year.**

Security personnel will be allowed to work two (2) additional days at the employee's regular hours during the contract year. Hours are to be scheduled so as not to result in overtime hours. The Security personnel and Principal will mutually agree to when the additional hours will be worked. Employees will be compensated at their normal hourly rate for all hours. Hours are to be recorded on a timesheet and will be included in their annual contracted salary.

**Section 4.7. Compensation and Benefits.**

On workdays when school is not in session because of conditions not within the control of the District Administration due to acts of God, the District will make every effort to allow staff to make up any missed work time so no reduction in pay will occur. Employees who qualify pursuant to Section 4.3 Unusual School Closures have the options of using accrued time in lieu of paid leave to makeup snow days.

- Accrued sick leave
- Accrued personal leave
- Accrued vacation days

**Section 4.8. Instructional Para Educator Certifications.**

The School District will implement a training program for para educators in accordance with all provisions of Washington State House Bill 6858. All training hours will be paid at their hourly rate of pay and shall be included in all benefits that are based upon hours of work per year. Clock hours will be provided at no cost to the employee.



## ARTICLE V

### HOLIDAYS AND VACATIONS

#### **Section 5.1. Paid Holidays.**

Year-round employees will receive the following paid holidays:

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

#### **Section 5.1.1. Regular Employee Paid Holidays.**

Regular employees will receive the following paid holidays that fall within the employee's work year:

- |                           |                     |
|---------------------------|---------------------|
| 1. Martin Luther King Day | 5. Veteran's Day    |
| 2. Presidents' Day        | 6. Thanksgiving Day |
| 3. Memorial Day           | 7. Christmas Day    |
| 4. Juneteenth             | 8. Labor Day        |

#### **Section 5.2. Working on a Holiday.**

Employees who are required to work on a holiday as defined in Section 5.1 and 5.1.1 above will be paid one and one-half (1½) times their regular rate plus holiday pay.

#### **Section 5.2.1. Unworked Holidays.**

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. Employees who are on the active payroll on the holiday and work the last scheduled shift preceding the holiday and the first scheduled shift succeeding the holiday, and are not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if employees are on approved paid vacation leave, personal leave, preapproved sick leave, bereavement leave, jury duty, or if employees can furnish proof satisfactory to the district that because of family or personal illness they were unable to work on either such shifts.

Note: Such proof is to be provided with the absence sheet the month of the holiday. Employees are required to be proactive in obtaining and providing the document to support a legitimate absence. Missing or late documentation does not constitute meeting the requirement.

#### **Section 5.3. Holiday Benefits.**

Holidays, as defined in Section 5.1 above, shall be counted as days worked for eligible benefits and overtime.

#### **Section 5.4. Holidays that Fall on a Weekend.**

When a holiday falls on Saturday, it shall be the Administration's prerogative to grant the preceding Friday in lieu of paying an extra day's pay for the holiday. When December 24 and 25 falls on Friday

and Saturday in that order it will be the Administration's prerogative to grant Friday and Monday as paid holidays. If a holiday falls on a Sunday, it shall be the Administration's prerogative to grant the following Monday in lieu of paying an extra day's pay for the holiday.

### **Section 5.5. Vacations.**

Year-round employees earn vacation time without loss of pay. All employees hired and/or working twelve (12) months per year, and who have completed their ninety (90) workday probationary period, except temporary employees, will accumulate and be granted ten (10) days paid vacation per year upon completion of the first year of employment. One (1) additional day of paid vacation will be granted per year for each year of employment, to a maximum of twenty (20) days. Thereafter, one (1) additional day will be granted for every five (5) additional years of service, up to a maximum of twenty-four (24) days. The number of consecutive leave days permitted for us at one time is outlined in Section 5.7, titled Vacation Requests.

#### **Section 5.5.1. Longevity.**

Regular employees earn additional days of pay in lieu of vacation after completion of five (5) consecutive years of regular employment with the District as follows:

<u>Years of Service</u>	<u>Paid Vacation Days Earned</u>
5-6 consecutive years	five (5) days of pay
7-8 consecutive years	six (6) days of pay
9+ consecutive years	seven (7) days of pay

This extra pay will be paid in November following the anniversary date, provided the employee is currently employed by the District. An exception to this "currently employed" requirement will be those employees who retire (as defined by Department of Retirement System) from the District. They will receive their pay for additional days with their final check provided they complete the year of work.

#### **Section 5.5.2. Vacation Cash Out.**

Year-round classified employees after five (5) years of employment may cash out up to five (5) days of unused vacation at the employee's current rate of pay per year.

### **Section 5.6. Day of Leave.**

A day of leave is defined as the regular work shift of the employee.

### **Section 5.7. Vacation Requests.**

Vacations may be requested by year-round employees anytime within the employee's year, anniversary date to anniversary date, and will be scheduled by the administration so as to not disrupt the normal operation of the school District. When two (2) or more requests for the same dates are received within the deadlines established by the District, and only one (1) can be honored, seniority rights will prevail, otherwise, they will be honored on a first received basis.

An employee shall not accumulate more than thirty (30) days of vacation except as provided below. If an employee is required to cancel or is denied vacation due to the critical needs of the District, the employee shall be allowed to carry the vacation over to the next anniversary year. However, any vacation carried over in excess of thirty (30) days will be used within six (6) months after the



anniversary date. Employees will make every effort to schedule vacation so the thirty (30) days is not exceeded or the carryover may be denied.

In the two (2) years prior to retirement, an employee may not exceed thirty (30) days accumulation of vacation leave under any circumstances.

**Section 5.8. Retirement Vacation Days.**

Employees who have more than one (1) year of continuous employment and have reached legal retirement age and are retiring from school employment may request to be paid their accumulated vacation or take earned vacation time immediately prior to retirement.

**Section 5.9. Exhausted Sick Leave.**

When an employee has exhausted his sick leave time the excess number of days absent from work shall be subtracted from existing accumulated vacation time and then unused personal leave.

**Section 5.10. Recall from Vacation.**

In the event of a recall from vacation time, the employee may elect pay at the regular rate for the unused vacation days in lieu of reinstatement of the unused vacation days.

**ARTICLE VI**

**LEAVES**

**Section 6.1. Sick Leave.**

Provisions for absence from work with pay will be granted under the following terms.

**1. Regular Year-Round and Regular Part Time Employees:**

- A. Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no regular employee shall earn less than ten (10) days per year for full school year employment.
- B. An employee who works less than the full school year will be granted sick leave on a prorated basis as listed above. Any eleven (11) days worked in a given month constitute a full calendar month for sick leave purposes.
- C. Sick leave may be accumulated to a maximum of one hundred eighty (180) days or the number of days in the employee's work year, whichever is greater. The District shall project the number of annual days of sick leave at the beginning of the school year or upon hire during the year. The employee shall be entitled to the projected number of sick leave plus the accumulated number of days already on record at the beginning of the school year or upon hire for use as needed. If employment of the employee is terminated for any reason and the employee has used unearned sick leave, the proper deduction will occur from the final payroll warrant of the employee.

1       **2. Substitute and Temporary Employees:**

- 2           A. Each Substitute or Temporary employee shall accrue one hour of paid sick leave for
- 3           every forty (40) hours worked. A maximum of forty (40) hours may be carried over into
- 4           the following school year.
- 5
- 6           B. Sick leave accrued while a substitute or temporary employee shall not be lost when the
- 7           employee is hired as a year-round or part time regular employee.
- 8
- 9           C. When a substitute separates from employment, accrued sick leave cannot be cashed out,
- 10          however, if the employee is rehired within twelve (12) months of separation previously
- 11          accrued unused paid sick leave shall be reinstated. Substitute employees do not have
- 12          sick leave cash out rights and are not eligible to participate in sick leave incentive
- 13          programs.
- 14

15       **3. Sick Leave Use:**

- 16          A. All employees must be required to work to utilize their accrued sick leave for that day
- 17          for authorized purposes.
- 18
- 19          B. Sick leave benefits shall be paid on the basis of the employee's hourly rate applicable at
- 20          the time the sick leave is taken.
- 21
- 22          C. Bus drivers may use sick leave to accommodate the necessity of remaining off duty due
- 23          to arriving home late the preceding evening from an activity trip.
- 24
- 25          D. All employees may utilize sick leave in the event of closure of the employee's worksite
- 26          or child's school/place of care by order of a public official.
- 27

28       **4. Family Care:**

29       An employee is authorized to utilize sick leave for the following reasons: To provide care for a

30       family member with mental or physical illness, injury, or health condition; care of a family

31       member who needs medical diagnosis, care or treatment of a mental or physical illness, injury

32       or health conditions; or care for a family member who needs preventative medical care; needed

33       to provide care for a family member with a mental or physical illness, injury, or health

34       condition. Family means any of the following:

35

- 36          A. A child, including a biological, adopted, or foster child, stepchild, or a child to whom
- 37          the employee stands in loco parentis, is a legal guardian, or is a de facto parent,
- 38          regardless of age or dependency status.
- 39
- 40          B. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an
- 41          employee or the employee's spouse or registered domestic partner, or a person who
- 42          stood in loco parentis when the employee was a minor child.
- 43
- 44          C. A spouse.
- 45
- 46          D. A registered domestic partner.
- 47
- 48

1 E. A grandparent.

2 F. A grandchild.

3 G. A sibling.

4  
5  
6  
7 **5. Verification of Sick Leave Use:**

8 Only when an employee exceeds three (3) days, the District may require verification that an  
9 employee's use of paid sick leave is for an authorized purpose. If the District requires an  
10 employee to provide verification from a health care provider, identifying the need for use of  
11 paid sick leave for an authorized purpose: The District must not require that the information  
12 provided explains the nature of the condition. If obtaining such verification results in extra  
13 expense to the employee, the cost shall be borne by the District.

14  
15 **Section 6.1.1. Sick Leave Buy Back.**

16 Employees may cash in unused sick leave days above an accumulation of sixty (60) days from  
17 the previous year's accumulation, at a ratio of one full day's monetary compensation for four  
18 (4) accumulated sick leave days. At the employee's option, they can cash-out their unused sick  
19 leave days in January of the school year following any year in which a minimum of sixty (60)  
20 days of sick leave is accrued and each January thereafter, at the rate equal to one (1) day's  
21 monetary compensation of employee for each four (4) full days of accrued sick leave. The  
22 employee's sick leave accumulation shall be reduced four (4) days for each day compensated.  
23 No employee may receive compensation for sick leave accumulated in excess of one (1) day  
24 per month.

25  
26 At the time of separation from school District employment, an eligible employee or the  
27 employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary  
28 compensation of the employee for each four (4) days accrued sick leave for illness or injury.  
29 The maximum accumulation for which compensation will be calculated is one hundred eighty  
30 (180) days.

31  
32 For the purposes of this provision, retirement shall be defined as when an employee is eligible  
33 to receive benefits under Public Employees Retirement System (PERS) or SERS.

34  
35 An eligible employee is defined as:

36 A. An employee who separates from employment due to retirement or death.

37  
38 B. An employee who separates from employment is at least age fifty-five (55) and has a  
39 minimum of ten (10) years of service in SERS III.

40  
41 C. An employee who separates from employment is at least fifty-five (55) and has a  
42 minimum of fifteen (15) years of service in SERS II. The option to participate in VEBA  
43 III will be given to the bargaining unit according to RCW28A.400.210.

44  
45 **Section 6.1.2. Sick Leave Sharing.**

46 Employees may share sick leave with a fellow employee according to District policy 5406 and  
47 RCW 28A.400.380.

1       **Section 6.1.3. Family Leave.**

2       Notwithstanding the provisions of the Federal Family and Medical Leave Act (FMLA), the  
3       employer agrees to apply the provisions of that Act to all employees in the bargaining unit who  
4       worked 1250 hours or more in the previous twelve (12) months and meet the other eligibility  
5       requirements contained in the FMLA. In addition to any other leave provided for elsewhere in  
6       this Agreement, upon the birth of a child, the placement of a child with an employee for  
7       adoption or foster care, or for a serious health condition of an employee or an employee's  
8       spouse, child or parent, each employee who has worked 1250 hours in the previous twelve (12)  
9       months is entitled to a maximum of twelve (12) weeks unpaid leave; provided, however, that  
10      employees may substitute accrued vacation or other personal leave for leaves related to the  
11      birth/adoption/foster care of a child, and may use accrued sick leave to care for themselves or  
12      sick family members as defined above. The employee must provide the Employer with at least  
13      thirty (30) days written notice for foreseeable leaves for birth, adoption and planned medical  
14      treatment. During this leave, the Employer will continue to pay the same portion of insurance  
15      premiums as when the employee was working and will maintain the employee's coverage  
16      under any group health plan. Upon return from such leave, the Employer will place the  
17      employee in his or her previous position, or one with equivalent pay and benefits.

18  
19      **Section 6.2. Family Illness/Emergency Leave.**

20      Employees may use sick leave in the event of an illness/emergency in the employee's immediate  
21      family or for others as approved by the Superintendent or his/her designee. An emergency is defined as  
22      a sudden, generally unexpected occurrence or set of circumstances demanding immediate action which  
23      is beyond the control of the employee, and which requires the personal presence of the employee for  
24      his/her necessary action.

25  
26      The employee shall give the district as much advance notice as is reasonable under the circumstances.  
27      The employee will notify the immediate supervisor with the nature of the illness/emergency. When sub  
28      coverage is needed the employee must phone in daily unless duration of leave has been approved by  
29      the supervisor. Upon return to work the employee will furnish written documentation supporting the  
30      leave.

31  
32      **Section 6.3. Bereavement Leave.**

33      Subject to District approval, bereavement leave of up to five (5) days may be granted in the event of  
34      death in the immediate family to allow for attendance at a funeral service or related function. The  
35      employee shall provide the District with as much advance notice as is reasonable under the  
36      circumstances, including whether or not they will attend the funeral service or related function .

37  
38      For the purposes of this policy, immediate family is defined as the employee's:

- 39  
40
  - Spouse or domestic partner
  - Parent, stepparent, or legal guardian
  - Child, stepchild, or legal ward
  - Sibling (including step or half-siblings)
  - Grandparent or Grandchild
  - Aunt or uncle (parent's sibling)
  - Nieces and nephews (children of a sibling)

- First cousins (child of a parent's sibling)
- Any of the above relations in the employee's spouse's or domestic partner's family
- Any person residing in the employee's household

The employee must provide written documentation to the District that includes:

- The dates of leave requested
- Name and relationship of the deceased
- Time and location of the funeral or related services
- Whether or not the employee will attend the service

Bereavement leave is non-cumulative and subject to District verification.

#### **Section 6.4. Personal Leave.**

- A. Five (5) personal leave days separate from any other leave will be granted each year.
- B. Request for such leave must be submitted at least forty-eight (48) hours prior to the need for such leave.
- C. No more than one (1) employee in each classification per building may use personal leave on the last school day preceding or the first school day following any school holiday; see Section 5.1 and 5.1.1 for authorized holidays. Leaves shall be granted on the earliest employee notification date. The building administrator shall keep track of requests. The district will provide written notification of approval or denial to the requesting employee as soon as possible.
- D. The district will automatically cash out any employee having unused personal leave time at the end of the contract year at a rate equal to one-half (1/2) their daily rate. The personal leave cash-out distribution will be made on the August paycheck.
- E. Personal leave shall not be requested or granted for the first five (5) student days and the last five (5) student days of each school year. This is specific to Regular Classified Employees. Unique situations may be appealed personal to the Superintendent or designee.

#### **Section 6.4.1. Personal Leave Eligibility.**

Number of persons eligible to use personal leave on any given day will be limited by the number of available substitutes or other coverage that may be available after other District commitments have been met.

#### **Section 6.5. Association Leave.**

Any authorized representative of the local chapter of the Public School Employees of Washington/SEIU Local 1948 (PSE) may be given time off, without loss of pay, to transact Association business, providing, such time off does not interfere with the normal operation of the school, and that such business pertains to the school District where the employee is employed. Such time off will be on the approval of the Supervisor and the Office of the Superintendent. Association business will be limited to sixty (60) hours per year of which the Association will reimburse the District for substitute costs for everything after the first ten (10) hours.

1 The bargaining unit member elected to a PSE Board of Director position shall be released from school  
2 District duty to attend PSE State board activities, subject to District approval for emergency needs. The  
3 state PSE Association will reimburse the Othello School District for the board members per diem daily  
4 rate including benefits. The Othello School District will not count this time toward Association leave.  
5

6 **Section 6.6. Judicial Leave.**

7 In the event an employee is selected for duty on a jury, or a subpoena is issued to an employee to appear  
8 as a witness in a court of law, said employee will be reimbursed for any loss of salary incurred while  
9 performing such duty. Employees are allowed to keep any compensation they receive for serving.  
10

11 **Section 6.7. Leave of Absence.**

12 An employee may request a leave of absence without pay for a period not to exceed one (1) year. If  
13 such leave is granted due to extended illness, one (1) additional year may be granted. The immediate  
14 supervisor through administrative channels to the Superintendent and the School Board must approve  
15 such requests. The returning employee shall be placed in the same or comparable position held prior to  
16 the granting of said leave. Temporary employment may be hired to fill the vacated position. The  
17 employee on leave will retain seniority rights, accrued sick leave and vacation rights. However, these  
18 rights shall not accrue while the employee is on leave of absence, unless the employee is on leave for  
19 extended illness or injury, in which case seniority shall accrue for no more than two additional years.  
20

21 **Section 6.8. Faith or Conscience Leave.**

22 Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or  
23 an organized activity conducted under the auspices of a religious denomination, church, or religious  
24 organization. RCW 1.16.050.  
25

26 **Section 6.9. Adoption Leave.**

27 An employee who is adopting a child shall be granted up to seven (7) days leave with pay to complete  
28 the adoption process. Such leave shall be deducted from accumulated sick leave and may be used for  
29 court and legal procedures, home studies and evaluations, and/or required home visitations by the  
30 adoption agency. During this leave the employer will continue with the health coverage for the  
31 employee.  
32

33 **Section 6.10. Paid Family and Medical Leave (PFML).**

34 Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical Leave  
35 (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for  
36 this leave, employees must have worked a minimum of eight hundred and twenty (820) hours within  
37 the past calendar year. Such leave shall be used consecutively with the employee's other leave  
38 entitlements unless the employee elects otherwise. Premium collection will commence on September  
39 1, 2019 for both employer and employee premium contributions. The District shall only pay the  
40 employer portion of the payroll premium to fund this leave.  
41  
42  
43  
44  
45  
46  
47  
48



## ARTICLE VII

### SENIORITY / NEW HIRE PROBATION

#### **Section 7.1. Seniority.**

The District shall provide a seniority list to the Association President during October of each school year. The Association must notify the District within thirty (30) days of receipt of the seniority list of any discrepancies or the seniority list will be considered accurate.

Seniority is defined as the relative position of an employee in relation to other employees, based on his/her most recent beginning date, as accurately as can be determined, on continuous employment.

The seniority of an employee in the bargaining unit shall be established as of the most recent hire date on which he/she was regularly employed by the District (hereinafter "hire date").

New employees shall be subject to a ninety (90) workday probation period, during which time a new employee may be discharged without further recourse.

#### **Section 7.1.1. Employees Hired on the Same Day.**

In the event two (2) or more employees in the same classification be hired on the same day, seniority shall be determined by the application date. Should the application dates be the same, these employees' seniority shall be determined by time stamp of when received.

#### **Section 7.2. Sub-Units in Classification.**

Seniority rights shall be effective within the general job classification. General Job classification is identified by the classification letters on Schedule A within the bargaining unit. An employee who changes job classification within the bargaining unit shall retain his/her "hire date" with the District but shall not have seniority over employees in a different job classification (sub-unit).

#### **Transportation Only**

#### **Section 7.2.1. Transportation Seniority.**

In the transportation department, seniority shall be followed in bidding for activity/extra-curricular/field trip runs. The senior employee has the right to turn down the assignment.

Activity run assignments will be posted and assigned on a bi-weekly basis. (Example: Runs for a given month will be posted five (5) working days prior to the bid meeting held on or before the 15<sup>th</sup> day and the last workday of the month.) The time of the bid meeting will be decided by the Transportation Director at the time that best fits the schedule for drivers. When the 15<sup>th</sup> or last workday falls on a Saturday, the bid meeting will be held on the preceding Friday. When the 15<sup>th</sup> or last workday falls on a Sunday, the bid meeting will be held on the following Monday.

In assigning these runs, each regular driver will be limited to the following hours by seniority bidding each week (Monday-Sunday), when added to the total of their regular weekly route hours and any additional contracted hours with the District for other contracted positions, to then equal up to forty (40) hours per week; or less by the number of hours a driver might work another regular or substitute job in the District.

When a driver has a total of up to forty (40) hours per week including regular driving, extra driving (and/or other regular or substitute work in the District) the driver goes to the bottom of the seniority list, then starts over and is limited to one (1) additional run per round of bidding until all runs are given out for the bid period. Substitute/qualified drivers will be called to drive these extra runs only if no regular drivers want the run. Actual driving time as compared to posted bid time will not penalize drivers as long as the extra time is not intentionally caused by the driver.

Late arriving requests (i.e., request for a trip during the given month that wasn't posted during the prior month) will be posted on an information bulletin for interested drivers to sign up on. Assignment will be given by seniority to a driver who has not exceeded by bidding their forty (40) hours per week including regular driving and other extra runs, and other regular and/or substitute work in the District. Drivers will be notified of the assignment by the transportation supervisor.

Once a driver accepts the assignment of a run, it cannot be turned back in:

- A. Unless in the case of a legitimate emergency (i.e., sudden illness, family emergency).
- B. Unless it is to accept another run, provided acceptance of the new run is prior to forty-eight (48) hours of the departure of the run being turned in.
- C. Unless the new run is for District, Regional, or State Playoffs, then the forty-eight (48) hours will be waived.

*Note:* If a driver turns in a run, the run will be posted on the information screen.

Once a run is assigned to a driver, the run cannot be cancelled by the District except in an emergency (i.e., game cancelled, bad roads, etc.). If a run is cancelled by the District, the driver will be allowed to make up that time during the existing month if a new run is posted. If a run is postponed or rescheduled within the same month, the run will not be rebid but will be assigned as initially awarded.

In the event that the initial driver declines the rescheduled run, the run will be rebid.

A chart will be posted listing all drivers' names and the hours of assignments per trip for the bid period, for easy reference.

#### **Section 7.2.1.1. Bus Drivers with Dual Classifications.**

Drivers with an additional contracted position within other classifications in the District are not eligible to bid/accept an activity route that will result in vacating their additional assignment, thereby causing a need for a substitute within that department or leaving their position unfilled. Driver eligibility for extra routes is subject to no additional impact on other positions other than the driver's contracted regular bus route.



1 **Section 7.2.2. Activity Runs.**

2 In the transportation department, drivers will not be allowed to bid on an activity run that has a  
3 posted return time, that is less than eight (8) hours prior to the report time of their regular run  
4 the following morning; provided, however, that a driver may elect to forego the morning run  
5 for a deduction in pay. A driver will not be allowed to bid on an activity run that has a posted  
6 start time that is less than eight (8) hours from the posted end time of an activity run previously  
7 assigned. Day activity runs are excluded from the provisions of this Section. When a day  
8 activity run is unable to return in time to pre-trip a new/different bus before the regular p.m.  
9 run, a substitute driver will be called to drive the regular run.  
10

11 **Section 7.2.3. Trip Compensation.**

12 Drivers will receive regular pay for all trips and the provisions relative to overtime hereinafter  
13 provided.  
14

15 **Section 7.2.4. Shifts.**

16 Shifts shall be established for bus drivers in relation to routes, driving times, pre-trip  
17 inspection, post-trip inspection, report writing, phone/personal contact time of student, parents,  
18 principals and others related, and vehicle interior/exterior cleaning time.  
19

20 **Section 7.2.5. Hiring of Bus Drivers.**

21 Due to the rules and regulations of the State that govern the hiring of bus drivers, the following  
22 policy will be in effect:  
23

- 24 A. Any bus driver vacancy will first be solicited for filling throughout the bus driver sub-  
25 unit of PSE. The initial position opening will be issued at an interested drivers meeting.  
26 The meeting will be posted, and the position described five (5) workdays prior to the  
27 meeting of interested drivers. The position will be filled from that group, and any new  
28 openings created as a result of filling the initial opening will be solicited and filled from  
29 the assembled group of interested drivers.  
30
- 31 B. Regular bus routes will become open for seniority bidding and bid in August prior to  
32 the start of the school year. Any new route(s) established after the start of school shall  
33 become permanent and open to seniority bidding after thirty (30) days. Any route  
34 changed thereafter during the year by plus or minus one half (1/2) hour shall cause all  
35 routes to be open for seniority bidding, with exception of midday routes. Any midday  
36 route changes during the year plus or minus one half (1/2) hour will be cause all "stand  
37 alone" midday routes to be open for seniority bidding.  
38
- 39 C. No regular run shall consist of less than one (1) hour pay.  
40

41 **Section 7.2.6. Use of District Vehicles.**

42 The District may use a non-school bus district vehicle for student(s) transportation. Activities  
43 involving more than fourteen (14) students will be transported by school bus(es) unless the  
44 Superintendent or Director of Transportation specifically approves due to extenuating  
45 circumstances.  
46  
47  
48

1 **Section 7.3. Loss of Seniority Rights.**

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

- 3  
4 A. Resignation.  
5 B. Discharge.  
6 C. Retirement.  
7

8 **Section 7.4. No Loss of Seniority Rights.**

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

- 10  
11 A. Time lost by industrial accident, industrial illness, or jury duty after regular employment in the  
12 Othello School District.  
13  
14 B. Time lost on leaves of absence granted for the purpose of serving in National Guard, Army  
15 Reserve of the United States, etc.  
16  
17 C. Loss from extended illness beyond allowable sick leave not related to the above.  
18

19 **Section 7.5. Seniority Rights.**

20 The employee with the greatest seniority, (earliest hire date), shall have absolute preferential rights  
21 regarding shift selections, vacation periods, overtime/extra work projects, and layoffs. Absolute  
22 preferential rights mean that seniority and willingness of employee are the only two (2) factors to be  
23 considered.  
24

25 The employee with the greatest seniority shall have preferential rights regarding promotions and  
26 assignment due to new or open jobs or positions when ability and performance are substantially equal  
27 with junior employees, based on the District's minimum qualifications set forth in writing in the job  
28 description advertising the new or open position. If the senior employee is bypassed, the District shall  
29 set forth in writing its reasons why the senior employee or employees have been bypassed.  
30

31 Vacant or available hours/positions will be posted for no less than five (5) workdays.  
32

33 **Section 7.6. Job Postings.**

34  
35 ➤ **Step I**

- 36 • The District shall publicize by written notice to each employee within the sub-unit of the  
37 bargaining unit the availability of (an) open position(s)  
38  
39 • An assignment that changes in duration thirty (30) minutes or more from its previous posting  
40 shall be considered open five (5) workdays prior to a meeting of interested/eligible employees.  
41  
42 • An assignment that included a shift change where a shift differential takes place such as a  
43 position changing from swing shift to day shift.  
44  
45 • An assignment that includes a location change (i.e., position changes from MMS to OHS).  
46  
47  
48

- The position will be filled by seniority from that group, and any new openings created as a result of filling the initial openings will be solicited and filled from the assembled group, pending supervisor review of performance and ability.

- An assignment will be to one (1) location.

➤ **Step II**

- If no existing/eligible employee wishes to accept the vacant position, the District shall post the position to the remaining bargaining unit employees and to the general public for a period of five (5) workdays or until filled. Applicants must meet the qualifications of the position before the posting closes. In-District employees will be considered for open positions based on qualifications for the position prior to hiring an out of District employee. These employees will be considered for the position according to Article VII Section 7.5.

**Section 7.6.1. Para-Professional Openings.**

*Prior to the start of school each year:*

The District will attempt to publicize by written notice to each Para-Professional, new or open positions the District wishes to fill, no less than two (2) weeks prior to the first day of school in the new school year. Existing Para-Professional will be notified in writing of their probable assignment, if different from the previous year, as soon as possible prior to the beginning of the school year. Positions will be filled according to Section 7.6.

*During the School year:*

The District shall publicize new or open positions by posting a notice at each building site and at the District Administration Office for five (5) workdays. Employees who wish to bid on a vacancy shall submit the Internal Application form to the Executive Director of Human Resources no later than one (1) workday prior to the bid meeting.

Para-Professional shall be allowed to transfer/bid on a position once during the school year unless a position becomes available which would change the Para-Professional hours or wages.

**Section 7.7. Lead Positions.**

If there is an employee who is performing the duties of a lead person, the District has an obligation to post and fill the position.

**Lead Mechanic, Lead Custodian, Lead Maintenance Assistant.**

In the Transportation Department, Lead Mechanic will be hired from the existing employees in the mechanic sub-units. Lead Custodian will be hired from the existing employees in the custodial sub-unit. Lead Maintenance Assistant will be hired from existing employees in the maintenance sub-unit.

1 **Section 7.7.1. Section of Lead Positions.**

2 The selection process for Lead Positions will be as follows:

- 3
- 4 • Interested employees within the sub-unit will submit an application.
  - 5
  - 6 • Applicants will be interviewed and one (1) will be hired under the provisions of Section
  - 7 7.5. regarding promotions and assignments to new or open positions per qualified sub-
  - 8 unit.
  - 9

10

11

12 **ARTICLE VIII**

13

14 **PLACEMENT, LAYOFF, AND DISCHARGE OF EMPLOYEES**

15

16 **Section 8.1. Layoff Reemployment.**

17 An employee shall forfeit rights to reemployment if the employee does not respond to the offer of

18 reemployment within ten (10) workdays.

19

20 **Section 8.2. Rejecting Reemployment.**

21 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other

22 accrued benefits; provided, that such employee is offered a position substantially equal to that held

23 prior to layoff. "Substantially equal" for the purpose of this section shall be defined as a position

24 within the classification previously held and not less than ninety percent (90%) of the previous wage

25 and work hours.

26

27 **Section 8.3. Layoff Notification.**

28 Except in extraordinary cases, and as otherwise provided in this Article, the District will make every

29 effort to make advance notice of intention to layoff.

30

31 **Section 8.3.1. Layoff Procedures.**

32 The following procedures shall be applied:

- 33
- 34 • In the event of layoff, employees so affected are to be placed on a reemployment list
  - 35 maintained by the District according to layoff ranking. Such employees are to have
  - 36 priority in filling any opening not claimed by present senior employees, in the
  - 37 classification held immediately prior to layoff. Returning employees will be brought
  - 38 back in accordance with the seniority ranking. Names shall remain on the
  - 39 reemployment list for one (1) year.
  - 40
  - 41 • Employees on layoff status shall file their address in writing with the District Human
  - 42 Resources office and shall therefore promptly advise the district in writing of any
  - 43 change of address.
  - 44

45 **Section 8.4. Association Notification.**

46 The District shall notify the Association of any major changes or curtailment, such as layoffs,

47 cutbacks, discontinuing of jobs or the method of operation of entire departments or classifications, and

the number of employees affected by such changes. Such notices shall be at least ten (10) workdays before such changes are effective.

**Section 8.5. Reasonable Assurance.**

The District shall notify the regular classified employees of reasonable assurance of re-employment and projected starting date for the new school year before dismissal for summer vacation.

**Section 8.6. Termination of Employment.**

Employees may terminate their employment by submitting a completed Separation of Employment form to Human Resources. Prior notice of ten (10) workdays is expected.

**Section 8.7. Discipline or Discharge.**

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to discipline an employee, it shall be done in private. The following progression of employee discipline shall generally be followed: Oral warning, (see Section 3.2.4.1. working file), written reprimand, suspension, and termination.

*Note:* Disciplinary meetings shall be held during the workday/work shift of the employee. The District reserves the right to bypass steps based on the seriousness or the nature of the offense.

**Section 8.7.1. Investigatory Interviews/Disciplinary Actions.**

In the event formal investigatory interviews are to be conducted, each employee has the right to the following information prior to such interview:

- A. Written notice twenty-four (24) hours, one (1) workday prior to any meeting.
- B. The District reserves the rights to bypass the twenty-four (24) hour notice if the accusations are severe in nature.
- C. Purpose of meeting.

**Section 8.7.2. Discharging an Employee.**

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

**Section 8.7.3. New Job Wage Rate.**

In the event a new job is established, the employer will temporarily fix a wage rate and a written notice will be sent to the PSE Othello Chapter President of such action. The wage schedule rate shall become permanent after fifteen (15) workdays of such notice unless the local chapter requests negotiations of the rate in question. Once the permanent rate is established, it will become part of the regular salary schedule.

**Section 8.8. Employment Records.**

The District will furnish the local PSE Chapter President a copy of the business office "Employment Record" of each employee upon hire and annually thereafter. The district agrees to provide this data to the Public School Employees of Washington / SEIU Local 1948 President via electronic transmission.

**Section 8.9. Employment Procedures.**

All applicants will be required to complete an online application. Internal applicants may submit a letter of interest to Human Resources for internal transfer requests.

1  
2 All new employees must begin on Step 1 on the salary schedule and be placed on a probationary period  
3 of ninety (90) workdays. Employees on probationary status will not be covered by the local chapter  
4 grievance procedures.

5  
6 New employees may be granted experience step placement on the salary schedule for comparable  
7 experience prior to employment in the Othello School District after the ninety (90) workdays  
8 probationary period. A maximum of two (2) experience steps may be allowed subject to receipt of  
9 written verification of satisfactory comparable experience of three (3) or more years from the  
10 employee's previous employer. School Employees of Washington / SEIU Local 1948 will be notified  
11 of any new placements above step one. For employee rehire, the above paragraph is applicable, and  
12 more specifically, for instructional assistants rehire, approved credit(s) received after original hire date  
13 will be applicable on second hire date, after ninety (90) workdays probation.

14  
15 **Section 8.10. New Employee Orientation.**

16 Each new employee, as part of his/her orientation shall be provided an opportunity to attend a half  
17 (1/2) hour session where they will receive an overview of the Association and this Agreement,  
18 pursuant to RCW 41.56.037. The District shall notify the PSE Chapter President of all new hires  
19 within ten (10) workdays of the hire date.

20  
21 **Section 8.11. Bumping Rights:**

22 In the event of a reduction in force (RIF) due to program changes, funding reductions, or the  
23 elimination of positions, the following procedure shall apply:

24  
25 1. **Vacancy First Rule:**

26 Prior to exercising bumping rights, any classified employee whose position is being eliminated  
27 shall first be offered placement into any vacant position within the District that is comparable  
28 to which the employee is qualified. If no such position is available, bumping rights shall apply.  
29 The word "comparable" can mean different things depending on the situation. When deciding if  
30 one job is comparable to another, we may look at several factors.

- 31  
32
  - How many hours the positions have
  - The job title or classification
  - The work shift (day, evening, night)
  - The specific duties or working conditions

36

37 If the Association believes that a job offered to a member is not comparable, the concern will  
38 be brought to Labor-Management, where both sides will work together to reach a fair  
39 agreement.

40  
41 2. **Eligibility for Bumping:**

42 Bumping rights may only be exercised if no comparable or same classification position is  
43 vacant at the time of reduction in force. If no such vacancy exists, the employee may exercise  
44 bumping rights as outlined below.

1 3. Bumping Procedure:

2 If no comparable vacancy is available:

- 3
- 4 • First, the employee may bump the least senior employee in the same classification.
  - 5
  - 6 • Then if there are no individuals in the same classification with less seniority, the
  - 7 employee may bump the least senior employee in a lower classification in which they
  - 8 have previously held permanent status or for which they are otherwise qualified,
  - 9 provided the employee has more district seniority than the incumbent.
  - 10

11 4. Qualifications and Hours Match

12 The employee must meet the minimum qualifications of the position into which they wish to

13 bump. They may bump into a position even if the junior employee has more hours.

14

15 5. Notification and Timelines:

16 Affected employees shall be notified in a meeting with their supervisor and through email of

17 available vacancies and/or bumping options, and shall be given five (5) working days to

18 respond with their decision.

19

20

21

22 **ARTICLE IX**

23 **GRIEVANCE PROCEDURE**

24

25

26 **Section 9.1. Grievance Steps / Timelines.**

27 The parties may mutually agree to hold all timelines in abeyance as appropriate.

28

29 **STEP I** – Informal meeting with Immediate Supervisor within twenty (20) workdays of

30 occurrence.

31

32 **STEP II** – Submit, in writing, to the Executive Director of Human Resources, within ten (10)

33 workdays of the conclusion of Informal process.

34

35 **STEP III** – Submit to Superintendent, or designee, within fifteen (15) workdays of receipt of

36 denial or non-response.

37

38 **STEP IV** – Demand for Arbitration within ten (10) workdays of receipt of response or non-

39 response.

40

41 **Section 9.1.1. STEP I. - Informal Meeting with Immediate Supervisor.**

42 All grievances not brought to the immediate supervisor in accordance with the preceding

43 sentence within twenty (20) workdays of the occurrence of the grievance shall be invalid and

44 subject to no further processing. The employee shall notify the immediate supervisor that the

45 purpose of the informal meeting is to satisfy step 1 of the grievance procedure. The parties will

46 have ten (10) workdays after the informal meeting to resolve the grievance. If employees so

47 wish, they may be accompanied by a local Association representative at such discussion.

48



1 **Section 9.1.2. STEP II. - Reduce to Writing – Submit to Assistant Superintendent.**

2 If no resolution has been reached during STEP I, a written statement of the grievance shall be  
3 submitted to the Executive Director of Human Resources, within ten (10) workdays of the  
4 conclusion of the twenty (20) working day informal period.  
5

6 The written statement shall contain the following:  
7

- 8 A. The facts on which the grievance is based.  
9  
10 B. Reference to the provisions in this Agreement which have been allegedly violated,  
11 misapplied or misinterpreted.  
12  
13 C. The remedy sought.  
14

15 **Section 9.1.3. STEP III. - Submit to Superintendent or Designee.**

16 If no settlement has been reached within the ten (10) workdays referred to in the preceding  
17 subsection, and the Association believes the grievance to be valid, a written statement of  
18 grievance shall be submitted within fifteen (15) workdays to the District Superintendent or the  
19 Superintendent's designee. After such submission, the parties will have ten (10) workdays from  
20 submission of the written statement of grievance to resolve it by indicating on the statement of  
21 grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall  
22 sign it.  
23

24 **Section 9.1.4. STEP IV. - Submit to Arbitration.**

25 If the Association is not satisfied with the disposition of the grievance by the Superintendent  
26 within ten (10) workdays after receipt of same, or if no disposition has been made within the  
27 period above provided; the grievance may be submitted before an impartial arbitrator. The  
28 Association shall exercise its right of arbitration by giving the Superintendent written notice of  
29 its intention to arbitrate within ten (10) workdays of receipt of the written disposition of the  
30 Superintendent. If the parties cannot agree as to the arbitrator, the arbitrator shall be selected by  
31 the Public Employment Relations Commission in accord with its rules. The decision of the  
32 arbitrator shall be final and binding upon both parties.  
33

34 **Section 9.1.4.1. Arbitration Costs.**

35 Each party shall bear its own costs of arbitration except that the fees and charges of the  
36 arbitrator, if any, shall be shared equally by the parties.  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48



## ARTICLE X

### INSURANCE

#### **Section 10.1. Insurance.**

For the annual period of September 1 through December 31, 2019 the District shall contribute the state funded contribution of the Health Care Authority rebate, to each employee of the bargaining unit. FTE for insurance purposes is defined at 1,200 hours per year. Any unused funds will constitute the insurance pool.

After each employee has made his/her selection of insurance plans, remaining funds in the pool, if any exist, shall be available for distribution on an FTE basis to cover employee's requested coverage, which exceed their allocation per month in cost.

An employee not generating sufficient allocation to cover all premiums will have the remainder of due premiums deducted from gross pay.

Husbands and wives who are both employees of the District may choose to combine their District contributions to cover the cost of insurance options, which they elect to receive.

#### **Mandatory Insurance**

- Dental
- Vision
- Life and Accident Life Insurance

#### **Optional Insurance**

- Medical
- Health Plus HMO

#### **Additional Insurance (optional insurance – not subject pooling dollars)**

- Salary Insurance
- Cancer Insurance

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

#### **Section 10.2. State Industrial Insurance.**

The District shall make reasonable provisions for the health and safety of its employees during the hours of their employment. All full-time and regular employees shall be covered by State approved Industrial Insurance.

#### **Section 10.2.1. Insurance Committee.**

PSE chapter will have no less than three (3) members on any district insurance committee as related to employee benefits.

1 **Section 10.3. Physical Examinations.**

2 When health and/or physical exams are required for employment, the employee will receive the  
3 examination at the District's expense from a physician of the District's choice in accordance with a  
4 predetermined contract with that physician.  
5

6 **Section 10.4. Staff Protection.**

7 In the event an employee's personal property is damaged or stolen, the following provisions apply:  
8

9 It is agreed that coverage is afforded for loss or damage to personal property of school employees  
10 while such employees are engaged in the maintenance of order and discipline and the protection of  
11 school personnel, school property, or students subject to the following provisions:  
12

- 13 A. The limit of liability for anyone (1) occurrence shall be five hundred (\$500.00) dollars per  
14 claim.  
15  
16 B. The coverage afforded shall apply with respect to damage to an automobile or other motorized  
17 vehicle only as excess over any other valid and collectible insurance.  
18  
19 C. The company's obligation to pay damages on behalf of the insured applies only to the amount  
20 of damages in excess of the deductible amount of ten (\$10.00) dollars per claim.  
21

22 Classified employees eligible for reimbursement under this provision shall register personal property  
23 with the building principal/supervisor.  
24  
25  
26

27 **ARTICLE XI**

28 **VOCATIONAL TRAINING**  
29  
30

31 **Section 11.1. Vocational and/or In-service Training - Workshops - Meetings.**

32 District required and District approved vocational training and/or in-service will be compensated as  
33 follows:  
34

- 35 A. Employees shall be paid their regular wages for all trainings workshops and meetings held  
36 during the workday.  
37  
38 B. Employees shall be paid their regular wage for all required workshops, trainings, and meetings  
39 held outside the workday exclusive of breaks, travel, and meal and sleep time, if applicable. A  
40 timesheet must be submitted.  
41  
42 C. Employees shall receive regular wages for all District approved workshops, trainings and  
43 meetings requested by the employee and that fall outside the workday (those that fall within the  
44 workday are governed by A above).  
45  
46 D. Transportation will be provided as per Section 11.2.  
47

E. Reimbursement for meals and/or sleeping accommodations will be given as per regular District policy, if necessary, with prior approval.

F. Whenever possible, prior approval for expenses for materials received in requested workshop attendance must be obtained.

If training and/or classes are taken for credit to be applied for salary increases, none of the above items A through F will be applicable.

### **Section 11.2. Travel for School District Assignment.**

When an employee is on District business, the School District will provide the transportation. Or, with prior approval, reimburse personnel as per District policy if School District vehicle is not available.

### **Section 11.3. Clothing Allowance.**

The District will provide large tools, power tools (i.e., router, saber saw, drill), small hand tools and other protective garments, including but not limited to, aprons, goggles, welding helmets, rubber gloves and coveralls for mechanics and assistant mechanics. The employee will utilize the District provided clothing allowance for specific items directly related to job duties; (i.e., raingear, scrubs, protective footwear, cold weather protective wear and school logo apparel, etc.) A clothing allowance will be provided by the District for listed employee groups as follows:

- Grounds/Building Maintenance, (Electrician, Carpenter, Maintenance Assistant, Groundskeeper, Groundskeeper Assistant)
  - \$200.00 per year
- Custodians/Mechanics/Assistant Mechanics/Warehouse/Bus Drivers
  - \$200.00 per year
- Food Service/Para/Nurse/Bus Monitors/Secretaries and Technology
  - \$75.00 per year

The allowance will be reimbursed during the fiscal year but no later than the cut-off date for the August payroll/accounts, upon presentation of receipts for expenses reasonably related to the need. Allocations cannot be carried forward from year to year. The allowance will be pro-rated to days worked for new employees.

### **Section 11.4. Training Opportunity Committee.**

A joint committee consisting of one representative from each classification of the Association and the superintendent or designee, shall review training opportunities and, based on identified needs, recommend/approve persons to attend such training. Pay will be as per 11.1. above. An amount of one thousand dollars (\$1,000.00) will be available for this purpose. (NOTE: these funds are separate from and not a part of the current funds expended by the District and individual schools. These funds will not be used to replace funds previously expended in the past.)

### **Section 11.5. Food Service Professional Standards.**

Food Service employees must comply with Federal Mandated Food Service Professional Standards.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48

Food Service employees must comply with Federal Mandated Food Service Professional Standards. Late start, early release or non-school days may be used for the mandated training with prior approval from their supervisor.

## ARTICLE XII

## ASSOCIATION SECURITY AND CHECKOFF

### **Section 12.1. Membership.**

Each employee subject to this Agreement may choose to become a member of Association in good standing by paying monthly dues. Maintaining membership with the Association entitles the member additional benefits of Union membership. The Association will be the custodian of records in terms of employee membership.

## **Section 12.2. State and Local Dues.**

The District shall deduct both state and local dues from the earnings of any employee's primary position upon receipt of written authorization, which may be provided via electronic signature (E-Sign) or recorded voice authorization.

State dues shall be transmitted either electronically or by check on a monthly basis to the Treasurer of the Public School Employees of Washington/SEIU 1948. Local dues shall be transmitted electronically to the Othello PSE Chapter.

Accompanying each remittance, the District shall provide the following employee information: Full name, home address, hire date, and work location.

### **Section 12.2.1. Optional Payroll Deductions.**

The following deductions can be made from an employee's salary at their request:

- Tax Sheltered Annuities
- Cancer Insurance
- Credit Union Savings/Loan Payment
- Medical or salary insurance premiums not covered by District allowance

Guidelines for each type of deduction are available at the District business office

**Section 12.3. District Held Harmless.**

The District assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Association shall indemnify and hold the District harmless for any and all claims, grievances, arbitrations, awards, suits, attachments, or other proceedings arising out of or by reason of any action taken by the District for the purpose of the District's acceptance of voice and/or electronic authorization of membership and/or the Association's representation regarding the existence of a valid membership authorization, as well as for complying with any of the provisions of this Article of the Agreement.

1 **Section 12.4. Payroll Errors.**

2 Employees will receive a payroll packet with procedures and guidelines on payroll deadlines and  
3 reporting of errors.  
4

5 **Section 12.5. Voice Authorization/Electronic Signatures.**

6 The District agrees to accept dues authorizations via voice authorization or by E-Signature in  
7 accordance with “E-SIGN”. The Association will, upon request, provide a list of those members who  
8 have authorized Association membership via voice authorization to the District. In addition, the  
9 Association will provide, upon request, access for the District to the .wav (or other digital format) files  
10 associated with the voice authorization. PSE will be the custodian of all records related to voice/E-  
11 Signature authorizations. The Association agrees that, as the custodian of the records it has the  
12 responsibility to ensure the accuracy and safe keeping of those records.  
13  
14  
15

16 **ARTICLE XIII**

17 **PROFESSIONAL DEVELOPMENT**

18 **Section 13.1. Term, Basic Agreements and Modification of Basic Agreement.**

19 This agreement shall remain in force and effective from September 1, 2025 – August 31, 2028.  
20  
21  
22

23 **Section 13.1.1. Schedule A.**

- 24
- 25 • **2025-2026** school year, all employees will receive a two-and-a-half percent (2.5%)  
26 increase.  
27
  - 28 • **2026-2027** school year open only for Schedule A  
29
  - 30 • **2027-2028** school year open only for Schedule A  
31

32 In the event the Washington State or Federal Minimum wage increases above the lowest wage  
33 on Schedule A both parties agree to negotiate the impact.  
34

35 Any increases will be paid retroactive to the beginning of the corresponding school year.  
36

37 **Section 13.2. Agreement Openers.**

38 In the event of Legislative impact this Agreement will be automatically reopened. All requests for  
39 negotiations or conferences shall be in writing and specific items proposed for consideration.  
40

41 **Section 13.3. Savings Clause.**

42 If any provision of this Agreement or the application of any such provision is held to be invalid, the  
43 remainder of this Agreement shall not be affected thereby. Neither party shall be compelled to comply  
44 with any provision of this Agreement which conflicts with state or federal statutes or regulations  
45 promulgated pursuant thereto. If this Section is determined to apply to any provision of this Agreement  
46 such provision shall be renegotiated pursuant to Section 13.2.  
47

1 **Section 13.4. Conclusion.**

2 This Agreement shall supersede all other supplementary agreements. Should any provisions of this  
3 agreement be found in violation of any Federal, State or Local Law, all other provisions of this  
4 Agreement shall remain in force and effect for the duration of this Agreement.  
5  
6  
7

8 **ARTICLE XIV**

9  
10 **EVALUATIONS**  
11

12 **Section 14.1. Observations and Evaluations.**

13 The purpose for observations and evaluation is not only to observe the quality and quantity of the work  
14 of the employee, but to evaluate and guide the employee in the performance of the employee's duties  
15 in a positive and helpful manner.  
16

17 The immediate supervisor or designee will be responsible for the evaluations which will occur at least  
18 once in the employee's work year, except that new employees shall be evaluated twice during their  
19 first year of employment. The supervisor will use the standard district form for the evaluation.  
20

21 Employees will have the opportunity to discuss the results of the evaluated observation(s) with their  
22 immediate supervisor. Copies of all written reports on the observation of the person's performance will  
23 be given to each individual. The employee shall have the right to attach any comments to the  
24 evaluation report. This may be done at the time the employee receives a copy or they may forward  
25 comments to the personnel office within seven (7) business days following the evaluation conference.  
26 The comments will be attached to the evaluation report.  
27

28 **Section 14.2. Performance Concerns.**

29 If an employee's performance is deemed unsatisfactory at any time, the immediate supervisor shall  
30 arrange a conference with the employee to discuss performance concerns and address areas of  
31 performance where the employee will need to improve. Upon request, the employee shall have a  
32 representative at the conference.  
33

34 The immediate supervisor shall place the employee on a formal Performance Improvement Plan (PIP).  
35 The employee shall be informed of the duration of such plan, the areas of performance where the  
36 employee shall be required to improve, the performance expectations to be achieved and, if applicable,  
37 any district support to be provided to the employee. The immediate supervisor shall meet periodically  
38 with the employee, but at least twice per month, and provide the employee with written and oral  
39 feedback on his/her performance during any PIP period. The PIP documents will be put in the working  
40 file and all related documents pertaining to the PIP will be given to the employee, if requested by the  
41 employee, or will be discarded after one year from the date of completion of the PIP. However, if the  
42 employee does not meet the requirements of the PIP at the end of the period, the PIP will be placed  
43 into the personnel file to be used with progressive discipline as stated in Article VIII. As such, the PIP  
44 will serve as a written warning.  
45  
46  
47  
48

**SIGNATURE PAGE**

**PUBLIC SCHOOL EMPLOYEES OF  
WASHINGTON / SEIU LOCAL 1948**

**OTHELLO CHAPTER #304**

BY: \_\_\_\_\_  
Denise Eckelbarger, Chapter President

DATE: \_\_\_\_\_

**OTHELLO SCHOOL DISTRICT #147-165-55**

BY: \_\_\_\_\_  
Dr. Pete Perez, Superintendent

DATE: \_\_\_\_\_

**OTHELLO SCHOOL DISTRICT #147-163-55**  
**SALARY ENHANCEMENTS**

1. For activity run, drivers will be paid for total lapsed time except for overnight trips. For overnight trips, sleeping time and free time will be deducted. Drivers will be paid for eight (8) hours on days when the driver is out of town for a trip and is not scheduled to drive during that day. Chaperones will be provided. Regular drivers on activity trips will be paid their regular run hourly rate for regular run time that falls with the activity run period.
2. Food Service personnel working additional time over their regular assigned shifts (banquets, etc.) will be paid their regular rate for such duties either at straight time or at the overtime rate as provided for in Section 4.1.
3. Anyone hired on or after January 1 will remain on the same placement step the following September.
4. Salary for individuals with an Associates of Art degree or Bachelor's degree will receive one dollar (\$1.00)/hour in addition to their regular hourly rate of pay (+).
5. Credits on schedule are quarter credits. (One (1) quarter credit equals ten (10) certified clock hours) (One (1) semester credit equals one and a half (1.5) quarter credits)

6. Translation / Interpreting Stipend:

Staff members who are assigned to perform translation and/or interpreting services beyond the scope of their regular job responsibilities are eligible for supplemental compensation at the following rates:

Conferences.....	\$1.50 per hour
IEP Translation .....	\$1.50 per hour
Braille.....	\$1.50 per hour
Board Meetings.....	\$1.50 per hour
Other Parent and Family Meetings: .....	\$1.50 per hour

This stipend is provided exclusively for time spent actively translating or interpreting. Bilingual proficiency alone does not qualify an employee for this additional compensation. To be eligible for translation or bilingual positions, an employee must demonstrate proficiency by either meeting the required benchmark on the district language assessment or possessing a Seal of Biliteracy conferred by the State of Washington.

\*Brailing hours in excess of ten (10) hours per week must receive prior written approval from the Special Education Director.

7. Custodian shift differential:

Swing ..... \$0.33 per hour

Shifts are defined as follows:

Day shift..... 4:30 am - to - 2:00 pm

Swing shift ..... 3:30 pm - to - 12:30 am

Employees are considered working the shift where the majority of their time is scheduled



**SALARY ENHANCEMENTS (continued)**

8. If a special project employee is hired into a position that is categorized on the PSE/SEIU Local 1948 Schedule A, he/she will be paid accordingly at Step 1 of the appropriate category; however, that person will not be subject to PSE/SEIU Local 1948 dues and/or contract coverage, until they have been employed ninety (90) days. Further conditions found in Section 7.8.
  9. Section 125 Cafeteria Plan will be available to all employees administered and monitored by a third party administrator mutually agreeable between Public School Employee of Washington/SEIU Local 1948, OEA, and Othello School District Assistant Superintendent (one vote each) and adopted by the Board of Director.
  10. For hazardous duty, two dollars (\$2.00) per hour will be paid for work assigned by the supervisor for asbestos related, herbicide/pesticide spraying, and football field pole climbing duties.
  11. New employees remain at Step 1 for two (2) years.
  12. Lead Mechanic, Lead Custodian, Lead Maintenance Assistant, and Lead Registered Nurse receive one dollar and fifty cents (\$1.50) per hour lead stipend.
  13. Employees possessing a trade or professional certification beyond that which is required for their position, which the district determines is advantageous to the district, will receive an additional one dollar (\$1.00) per hour with a letter of pre-approval to the employee. This shall be limited to one (1) certification per employee. The District will maintain a list of approved certifications for each classification and make the list available for all employees.
  14. Credits\clock hours taken after hire date and approved by the principal and the Superintendent or his/her designee are allowed for advancement. Official transcripts shall be delivered in a sealed envelope from the institution to the Human Resources or Finance Department on or before October 1 and will be reviewed and approved for relevance. Transcripts received after this date will be considered for the following year.
  15. New employees may submit official transcripts documenting AA, BA, BS, or MA degree from accredited school of higher education prior to the conclusion of the ninety (90) workday probationary period. Official transcripts shall be delivered in a sealed envelope or electronic official transcripts will be accepted from the institution to the Human Resources or Finance Department; transcripts will be approved for relevance. Any resulting change in pay would become effective the month after the employee successfully completes their probationary period.
- \*\*Note 14 and 15: A committee will be formed to create a college credit approval form.**
16. When required to perform the duties of Hygiene related duties (i.e., diapering, bathing, toileting, catheterization and feeding, or any new state statute or regulations) will receive an extra one dollar (\$1.00) per hour during the time actually working in that setting.

**OTHELLO SCHOOL DISTRICT  
INTERNAL TRANSFER REQUEST**

**Position Requested:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Section 7.6.) (Active for one (1) year)

**Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street/P.O. City Telephone

**Why do you want to transfer to this position?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What skills do you possess according to the job description that would qualify you for this position?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you taken any special classes or training that would help qualify you for this position?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List three references.**

1. \_\_\_\_\_ Telephone \_\_\_\_\_  
2. \_\_\_\_\_ Telephone \_\_\_\_\_  
3. \_\_\_\_\_ Telephone \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

# SCHEDULE A September 1, 2025 - August 31, 2026

2.5% Increase				5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
<b>SECRETARIAL</b>											
DIST MIG RCDS CLK	0-14	\$21.82	\$22.94	\$23.14	\$23.34	\$23.64	\$24.04	\$24.54	\$25.14	\$25.84	\$26.64
(S)	15-29	\$22.33	\$23.43	\$23.63	\$23.83	\$24.13	\$24.53	\$25.03	\$25.63	\$26.33	\$27.13
	30-44		\$24.02	\$24.22	\$24.42	\$24.72	\$25.12	\$25.62	\$26.22	\$26.92	\$27.72
	45+		\$24.59	\$24.79	\$24.99	\$25.29	\$25.69	\$26.19	\$26.79	\$27.49	\$28.29
BLDG SECRETARY	0-14	\$24.35	\$26.91	\$27.11	\$27.31	\$27.61	\$28.01	\$28.51	\$29.11	\$29.81	\$30.61
OHS ASB BK	15-29	\$24.83	\$27.44	\$27.64	\$27.84	\$28.14	\$28.54	\$29.04	\$29.64	\$30.34	\$31.14
TRANS/MAINT/TECH OFFICE COORD	30-44		\$27.98	\$28.18	\$28.38	\$28.68	\$29.08	\$29.58	\$30.18	\$30.88	\$31.68
SPEC ED SECRETARY (A)	45+		\$28.51	\$28.71	\$28.91	\$29.21	\$29.61	\$30.11	\$30.71	\$31.41	\$32.21
DEPARTMENT SEC	0-14	\$23.87	\$26.49	\$26.69	\$26.89	\$27.19	\$27.59	\$28.09	\$28.69	\$29.39	\$30.19
TRANSPORTATION DEPT SEC	15-29	\$24.40	\$27.03	\$27.23	\$27.43	\$27.73	\$28.13	\$28.63	\$29.23	\$29.93	\$30.73
(A)	30-44		\$27.56	\$27.76	\$27.96	\$28.26	\$28.66	\$29.16	\$29.76	\$30.46	\$31.26
	45+		\$28.14	\$28.34	\$28.54	\$28.84	\$29.24	\$29.74	\$30.34	\$31.04	\$31.84
NON-INSTRUCTIONAL	0-14	\$22.35	\$24.28	\$24.48	\$24.68	\$24.98	\$25.38	\$25.88	\$26.48	\$27.18	\$27.98
PROGRAM SECRETARIAL	15-29	\$23.38	\$25.32	\$25.52	\$25.72	\$26.02	\$26.42	\$26.92	\$27.52	\$28.22	\$29.02
(A)	30-44		\$25.99	\$26.19	\$26.39	\$26.69	\$27.09	\$27.59	\$28.19	\$28.89	\$29.69
	45+		\$26.68	\$26.88	\$27.08	\$27.38	\$27.78	\$28.28	\$28.88	\$29.58	\$30.38
DATA PROCESSING	0-14	\$26.24	\$27.50	\$27.70	\$27.90	\$28.20	\$28.60	\$29.10	\$29.70	\$30.40	\$31.20
COORDINATOR	15-29	\$26.74	\$28.00	\$28.20	\$28.40	\$28.70	\$29.10	\$29.60	\$30.20	\$30.90	\$31.70
(AA)	30-44		\$28.77	\$28.97	\$29.17	\$29.47	\$29.87	\$30.37	\$30.97	\$31.67	\$32.47
	45+		\$29.28	\$29.48	\$29.68	\$29.98	\$30.38	\$30.88	\$31.48	\$32.18	\$32.98

**SCHEDULE A September 1, 2025 - August 31, 2026 (continued)**

2.5% Increase				5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
<b>TECHNOLOGY DEPARTMENT</b>											
COMPUTER TECHNICIAN I	0-14	\$28.25	\$30.31	\$30.51	\$30.71	\$31.01	\$31.41	\$31.91	\$32.51	\$33.21	\$34.01
(AAA)	15-29	\$28.89	\$30.79	\$30.99	\$31.19	\$31.49	\$31.89	\$32.39	\$32.99	\$33.69	\$34.49
	30-44		\$31.39	\$31.59	\$31.79	\$32.09	\$32.49	\$32.99	\$33.59	\$34.29	\$35.09
	45+		\$32.00	\$32.20	\$32.40	\$32.70	\$33.10	\$33.60	\$34.20	\$34.90	\$35.70
COMPUTER TECHNICIAN II	0-14	\$31.54	\$33.54	\$33.74	\$33.94	\$34.24	\$34.64	\$35.14	\$35.74	\$36.44	\$37.24
(AAA)	15-29	\$32.19	\$34.03	\$34.23	\$34.43	\$34.73	\$35.13	\$35.63	\$36.23	\$36.93	\$37.73
	30-44		\$34.63	\$34.83	\$35.03	\$35.33	\$35.73	\$36.23	\$36.83	\$37.53	\$38.33
	45+		\$35.24	\$35.44	\$35.64	\$35.94	\$36.34	\$36.84	\$37.44	\$38.14	\$38.94
<b>HEALTH SERVICES</b>											
HEALTH ROOM ASST (O)	0-14	\$21.50	\$22.61	\$22.81	\$23.01	\$23.31	\$23.71	\$24.21	\$24.81	\$25.51	\$26.31
	15-29	\$21.98	\$23.11	\$23.31	\$23.51	\$23.81	\$24.21	\$24.71	\$25.31	\$26.01	\$26.81
	30-44		\$23.72	\$23.92	\$24.12	\$24.42	\$24.82	\$25.32	\$25.92	\$26.62	\$27.42
	45+		\$24.19	\$24.39	\$24.59	\$24.89	\$25.29	\$25.79	\$26.39	\$27.09	\$27.89
<b>PARA-PROFESSIONALS</b>											
PARAPROFESSIONAL	0-14	\$20.83	\$22.05	\$22.25	\$22.45	\$22.75	\$23.15	\$23.65	\$24.25	\$24.95	\$25.75
(D)	15-29	\$22.40	\$23.64	\$23.84	\$24.04	\$24.34	\$24.74	\$25.24	\$25.84	\$26.54	\$27.34
	30-44		\$24.43	\$24.63	\$24.83	\$25.13	\$25.53	\$26.03	\$26.63	\$27.33	\$28.13
	45+		\$25.25	\$25.45	\$25.65	\$25.95	\$26.35	\$26.85	\$27.45	\$28.15	\$28.95
SPECIAL EDUCATION	0-14	\$22.26	\$23.48	\$23.68	\$23.88	\$24.18	\$24.58	\$25.08	\$25.68	\$26.38	\$27.18
PARAPROFESSIONAL	15-29	\$23.82	\$25.07	\$25.27	\$25.47	\$25.77	\$26.17	\$26.67	\$27.27	\$27.97	\$28.77
(D)	30-44		\$25.85	\$26.05	\$26.25	\$26.55	\$26.95	\$27.45	\$28.05	\$28.75	\$29.55
	45+		\$26.66	\$26.86	\$27.06	\$27.36	\$27.76	\$28.26	\$28.86	\$29.56	\$30.36
PARAPROFESSIONAL	0-14	\$24.10	\$25.32	\$25.52	\$25.72	\$26.02	\$26.42	\$26.92	\$27.52	\$28.22	\$29.02
PRESCHOOL LEAD	15-29	\$25.68	\$26.92	\$27.12	\$27.32	\$27.62	\$28.02	\$28.52	\$29.12	\$29.82	\$30.62
(DD)	30-44		\$27.71	\$27.91	\$28.11	\$28.41	\$28.81	\$29.31	\$29.91	\$30.61	\$31.41
	45+		\$28.52	\$28.72	\$28.92	\$29.22	\$29.62	\$30.12	\$30.72	\$31.42	\$32.22

**SCHEDULE A September 1, 2025 - August 31, 2026 (continued)**

2.5% Increase				5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
<b>PARA-PROFESSIONALS (continued)</b>											
<b>MUSIC ACCOMPANIST</b>	<b>0-14</b>	<b>\$24.72</b>	<b>\$26.09</b>	<b>\$26.29</b>	<b>\$26.49</b>	<b>\$26.79</b>	<b>\$27.19</b>	<b>\$27.69</b>	<b>\$28.29</b>	<b>\$28.99</b>	<b>\$29.79</b>
	<b>15-29</b>	<b>\$26.29</b>	<b>\$27.73</b>	<b>\$27.93</b>	<b>\$28.13</b>	<b>\$28.43</b>	<b>\$28.83</b>	<b>\$29.33</b>	<b>\$29.93</b>	<b>\$30.63</b>	<b>\$31.43</b>
	<b>30-44</b>		<b>\$29.26</b>	<b>\$29.46</b>	<b>\$29.66</b>	<b>\$29.96</b>	<b>\$30.36</b>	<b>\$30.86</b>	<b>\$31.46</b>	<b>\$32.16</b>	<b>\$32.96</b>
	<b>45+</b>		<b>\$30.86</b>	<b>\$31.06</b>	<b>\$31.26</b>	<b>\$31.56</b>	<b>\$31.96</b>	<b>\$32.46</b>	<b>\$33.06</b>	<b>\$33.76</b>	<b>\$34.56</b>
<b>MIGRANT STUDENT ADVOCATE</b>	<b>0-14</b>	<b>\$25.30</b>	<b>\$26.38</b>	<b>\$26.58</b>	<b>\$26.78</b>	<b>\$27.08</b>	<b>\$27.48</b>	<b>\$27.98</b>	<b>\$28.58</b>	<b>\$29.28</b>	<b>\$30.08</b>
<b>(MM)</b>	<b>15-29</b>	<b>\$26.56</b>	<b>\$27.64</b>	<b>\$27.84</b>	<b>\$28.04</b>	<b>\$28.34</b>	<b>\$28.74</b>	<b>\$29.24</b>	<b>\$29.84</b>	<b>\$30.54</b>	<b>\$31.34</b>
	<b>30-44</b>		<b>\$28.24</b>	<b>\$28.44</b>	<b>\$28.64</b>	<b>\$28.94</b>	<b>\$29.34</b>	<b>\$29.84</b>	<b>\$30.44</b>	<b>\$31.14</b>	<b>\$31.94</b>
	<b>45+</b>		<b>\$28.84</b>	<b>\$29.04</b>	<b>\$29.24</b>	<b>\$29.54</b>	<b>\$29.94</b>	<b>\$30.44</b>	<b>\$31.04</b>	<b>\$31.74</b>	<b>\$32.54</b>
<b>HOME VISITOR (N)</b>	<b>0-14</b>	<b>\$23.55</b>	<b>\$24.67</b>	<b>\$24.87</b>	<b>\$25.07</b>	<b>\$25.37</b>	<b>\$25.77</b>	<b>\$26.27</b>	<b>\$26.87</b>	<b>\$27.57</b>	<b>\$28.37</b>
	<b>15-29</b>	<b>\$24.03</b>	<b>\$25.23</b>	<b>\$25.43</b>	<b>\$25.63</b>	<b>\$25.93</b>	<b>\$26.33</b>	<b>\$26.83</b>	<b>\$27.43</b>	<b>\$28.13</b>	<b>\$28.93</b>
	<b>30-44</b>		<b>\$25.80</b>	<b>\$26.00</b>	<b>\$26.20</b>	<b>\$26.50</b>	<b>\$26.90</b>	<b>\$27.40</b>	<b>\$28.00</b>	<b>\$28.70</b>	<b>\$29.50</b>
	<b>45+</b>		<b>\$26.39</b>	<b>\$26.59</b>	<b>\$26.79</b>	<b>\$27.09</b>	<b>\$27.49</b>	<b>\$27.99</b>	<b>\$28.59</b>	<b>\$29.29</b>	<b>\$30.09</b>
<b>CDS ASSOCIATE (U)</b>	<b>0-14</b>	<b>\$23.40</b>	<b>\$24.45</b>	<b>\$24.65</b>	<b>\$24.85</b>	<b>\$25.15</b>	<b>\$25.55</b>	<b>\$26.05</b>	<b>\$26.65</b>	<b>\$27.35</b>	<b>\$28.15</b>
	<b>15-29</b>	<b>\$23.90</b>	<b>\$24.97</b>	<b>\$25.17</b>	<b>\$25.37</b>	<b>\$25.67</b>	<b>\$26.07</b>	<b>\$26.57</b>	<b>\$27.17</b>	<b>\$27.87</b>	<b>\$28.67</b>
	<b>30-44</b>		<b>\$25.53</b>	<b>\$25.73</b>	<b>\$25.93</b>	<b>\$26.23</b>	<b>\$26.63</b>	<b>\$27.13</b>	<b>\$27.73</b>	<b>\$28.43</b>	<b>\$29.23</b>
	<b>45+</b>		<b>\$26.12</b>	<b>\$26.32</b>	<b>\$26.52</b>	<b>\$26.82</b>	<b>\$27.22</b>	<b>\$27.72</b>	<b>\$28.32</b>	<b>\$29.02</b>	<b>\$29.82</b>
<b>BRAILLIST (UU)</b>	<b>0-14</b>	<b>\$32.22</b>	<b>\$33.32</b>	<b>\$33.52</b>	<b>\$33.72</b>	<b>\$34.02</b>	<b>\$34.42</b>	<b>\$34.92</b>	<b>\$35.52</b>	<b>\$36.22</b>	<b>\$37.02</b>
	<b>15-29</b>	<b>\$33.94</b>	<b>\$34.93</b>	<b>\$35.13</b>	<b>\$35.33</b>	<b>\$35.63</b>	<b>\$36.03</b>	<b>\$36.53</b>	<b>\$37.13</b>	<b>\$37.83</b>	<b>\$38.63</b>
	<b>30-44</b>		<b>\$35.56</b>	<b>\$35.76</b>	<b>\$35.96</b>	<b>\$36.26</b>	<b>\$36.66</b>	<b>\$37.16</b>	<b>\$37.76</b>	<b>\$38.46</b>	<b>\$39.26</b>
	<b>45+</b>		<b>\$36.18</b>	<b>\$36.38</b>	<b>\$36.58</b>	<b>\$36.88</b>	<b>\$37.28</b>	<b>\$37.78</b>	<b>\$38.38</b>	<b>\$39.08</b>	<b>\$39.88</b>

**SCHEDULE A September 1, 2025 - August 31, 2026 (continued)**

2.5% Increase				5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
<b>DINING SERVICES</b>											
<b>KITCHEN ASST (Y)</b>	0-14	\$20.44	\$22.64	\$22.84	\$23.04	\$23.34	\$23.74	\$24.24	\$24.84	\$25.54	\$26.34
	15-29	\$20.96	\$23.20	\$23.40	\$23.60	\$23.90	\$24.30	\$24.80	\$25.40	\$26.10	\$26.90
	30-44		\$23.73	\$23.93	\$24.13	\$24.43	\$24.83	\$25.33	\$25.93	\$26.63	\$27.43
	45+		\$24.26	\$24.46	\$24.66	\$24.96	\$25.36	\$25.86	\$26.46	\$27.16	\$27.96
<b>ASST COOK (X)</b>	0-14	\$21.03	\$23.73	\$23.93	\$24.13	\$24.43	\$24.83	\$25.33	\$25.93	\$26.63	\$27.43
	15-29	\$21.50	\$24.26	\$24.46	\$24.66	\$24.96	\$25.36	\$25.86	\$26.46	\$27.16	\$27.96
	30-44		\$24.79	\$24.99	\$25.19	\$25.49	\$25.89	\$26.39	\$26.99	\$27.69	\$28.49
	45+		\$25.32	\$25.52	\$25.72	\$26.02	\$26.42	\$26.92	\$27.52	\$28.22	\$29.02
<b>HEAD COOK (E)</b>	0-14	\$21.85	\$24.98	\$25.18	\$25.38	\$25.68	\$26.08	\$26.58	\$27.18	\$27.88	\$28.68
	15-29	\$22.39	\$25.51	\$25.71	\$25.91	\$26.21	\$26.61	\$27.11	\$27.71	\$28.41	\$29.21
	30-44		\$26.04	\$26.24	\$26.44	\$26.74	\$27.14	\$27.64	\$28.24	\$28.94	\$29.74
	45+		\$26.57	\$26.77	\$26.97	\$27.27	\$27.67	\$28.17	\$28.77	\$29.47	\$30.27
<b>FOOD SERVICE/ WAREHOUSE/DEL(B)</b>	0-14	\$21.85	\$24.98	\$25.18	\$25.38	\$25.68	\$26.08	\$26.58	\$27.18	\$27.88	\$28.68
	15-29	\$22.39	\$25.51	\$25.71	\$25.91	\$26.21	\$26.61	\$27.11	\$27.71	\$28.41	\$29.21
	30-44		\$26.04	\$26.24	\$26.44	\$26.74	\$27.14	\$27.64	\$28.24	\$28.94	\$29.74
	45+		\$26.57	\$26.77	\$26.97	\$27.27	\$27.67	\$28.17	\$28.77	\$29.47	\$30.27
<b>FRESH FRUIT &amp; VEGETABLE COORDINATOR</b>	0-14	\$21.32	\$24.36	\$24.56	\$24.76	\$25.06	\$25.46	\$25.96	\$26.56	\$27.26	\$28.06
	15-29	\$21.85	\$24.90	\$25.10	\$25.30	\$25.60	\$26.00	\$26.50	\$27.10	\$27.80	\$28.60
	30-44		\$25.43	\$25.63	\$25.83	\$26.13	\$26.53	\$27.03	\$27.63	\$28.33	\$29.13
	45+		\$25.96	\$26.16	\$26.36	\$26.66	\$27.06	\$27.56	\$28.16	\$28.86	\$29.66
<b>TRANSPORTATION</b>											
<b>BUS MONITOR</b>	0-14	\$18.56	\$19.30	\$19.50	\$19.70	\$20.00	\$20.40	\$20.90	\$21.50	\$22.20	\$23.00
	15-29	\$19.04	\$19.80	\$20.00	\$20.20	\$20.50	\$20.90	\$21.40	\$22.00	\$22.70	\$23.50
	30-44		\$20.44	\$20.64	\$20.84	\$21.14	\$21.54	\$22.04	\$22.64	\$23.34	\$24.14
	45+		\$21.02	\$21.22	\$21.42	\$21.72	\$22.12	\$22.62	\$23.22	\$23.92	\$24.72

**SCHEDULE A September 1, 2025 - August 31, 2026 (continued)**

2.5% Increase				5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
<b>TRANSPORTATION (continued)</b>											
<b>BUS DRIVER (F)</b>	<b>0-14</b>	<b>\$26.87</b>	<b>\$28.00</b>	<b>\$28.20</b>	<b>\$28.40</b>	<b>\$28.70</b>	<b>\$29.10</b>	<b>\$29.60</b>	<b>\$30.20</b>	<b>\$30.90</b>	<b>\$31.70</b>
	<b>15-29</b>	<b>\$27.36</b>	<b>\$28.50</b>	<b>\$28.70</b>	<b>\$28.90</b>	<b>\$29.20</b>	<b>\$29.60</b>	<b>\$30.10</b>	<b>\$30.70</b>	<b>\$31.40</b>	<b>\$32.20</b>
	<b>30-44</b>		<b>\$29.13</b>	<b>\$29.33</b>	<b>\$29.53</b>	<b>\$29.83</b>	<b>\$30.23</b>	<b>\$30.73</b>	<b>\$31.33</b>	<b>\$32.03</b>	<b>\$32.83</b>
	<b>45+</b>		<b>\$29.73</b>	<b>\$29.93</b>	<b>\$30.13</b>	<b>\$30.43</b>	<b>\$30.83</b>	<b>\$31.33</b>	<b>\$31.93</b>	<b>\$32.63</b>	<b>\$33.43</b>
<b>DRIVER TRAINER</b>	<b>0-14</b>	<b>\$27.88</b>	<b>\$29.15</b>	<b>\$29.35</b>	<b>\$29.55</b>	<b>\$29.85</b>	<b>\$30.25</b>	<b>\$30.75</b>	<b>\$31.35</b>	<b>\$32.05</b>	<b>\$32.85</b>
<b>(V)</b>	<b>15-29</b>	<b>\$28.39</b>	<b>\$29.57</b>	<b>\$29.77</b>	<b>\$29.97</b>	<b>\$30.27</b>	<b>\$30.67</b>	<b>\$31.17</b>	<b>\$31.77</b>	<b>\$32.47</b>	<b>\$33.27</b>
	<b>30-44</b>		<b>\$30.18</b>	<b>\$30.38</b>	<b>\$30.58</b>	<b>\$30.88</b>	<b>\$31.28</b>	<b>\$31.78</b>	<b>\$32.38</b>	<b>\$33.08</b>	<b>\$33.88</b>
	<b>45+</b>		<b>\$30.73</b>	<b>\$30.93</b>	<b>\$31.13</b>	<b>\$31.43</b>	<b>\$31.83</b>	<b>\$32.33</b>	<b>\$32.93</b>	<b>\$33.63</b>	<b>\$34.43</b>
<b>CAR ROUTE DRIVER</b>	<b>0-14</b>	<b>\$23.24</b>	<b>\$23.99</b>	<b>\$24.19</b>	<b>\$24.39</b>	<b>\$24.69</b>	<b>\$25.09</b>	<b>\$25.59</b>	<b>\$26.19</b>	<b>\$26.89</b>	<b>\$27.69</b>
	<b>15-29</b>		<b>\$24.59</b>	<b>\$24.79</b>	<b>\$24.99</b>	<b>\$25.29</b>	<b>\$25.69</b>	<b>\$26.19</b>	<b>\$26.79</b>	<b>\$27.49</b>	<b>\$28.29</b>
	<b>30-44</b>		<b>\$25.24</b>	<b>\$25.44</b>	<b>\$25.64</b>	<b>\$25.94</b>	<b>\$26.34</b>	<b>\$26.84</b>	<b>\$27.44</b>	<b>\$28.14</b>	<b>\$28.94</b>
	<b>45+</b>		<b>\$25.82</b>	<b>\$26.02</b>	<b>\$26.22</b>	<b>\$26.52</b>	<b>\$26.92</b>	<b>\$27.42</b>	<b>\$28.02</b>	<b>\$28.72</b>	<b>\$29.52</b>
<b>MECHANIC</b>	<b>0-14</b>	<b>\$27.11</b>	<b>\$29.10</b>	<b>\$29.30</b>	<b>\$29.50</b>	<b>\$29.80</b>	<b>\$30.20</b>	<b>\$30.70</b>	<b>\$31.30</b>	<b>\$32.00</b>	<b>\$32.80</b>
<b>ASST I (Z)</b>	<b>15-29</b>	<b>\$27.60</b>	<b>\$29.64</b>	<b>\$29.84</b>	<b>\$30.04</b>	<b>\$30.34</b>	<b>\$30.74</b>	<b>\$31.24</b>	<b>\$31.84</b>	<b>\$32.54</b>	<b>\$33.34</b>
	<b>30-44</b>		<b>\$30.18</b>	<b>\$30.38</b>	<b>\$30.58</b>	<b>\$30.88</b>	<b>\$31.28</b>	<b>\$31.78</b>	<b>\$32.38</b>	<b>\$33.08</b>	<b>\$33.88</b>
	<b>45+</b>		<b>\$30.71</b>	<b>\$30.91</b>	<b>\$31.11</b>	<b>\$31.41</b>	<b>\$31.81</b>	<b>\$32.31</b>	<b>\$32.91</b>	<b>\$33.61</b>	<b>\$34.41</b>
<b>MECHANIC (I)</b>	<b>0-14</b>	<b>\$33.74</b>	<b>\$36.02</b>	<b>\$36.22</b>	<b>\$36.42</b>	<b>\$36.72</b>	<b>\$37.12</b>	<b>\$37.62</b>	<b>\$38.22</b>	<b>\$38.92</b>	<b>\$39.72</b>
	<b>15-29</b>	<b>\$34.20</b>	<b>\$36.55</b>	<b>\$36.75</b>	<b>\$36.95</b>	<b>\$37.25</b>	<b>\$37.65</b>	<b>\$38.15</b>	<b>\$38.75</b>	<b>\$39.45</b>	<b>\$40.25</b>
	<b>30-44</b>		<b>\$37.08</b>	<b>\$37.28</b>	<b>\$37.48</b>	<b>\$37.78</b>	<b>\$38.18</b>	<b>\$38.68</b>	<b>\$39.28</b>	<b>\$39.98</b>	<b>\$40.78</b>
	<b>45+</b>		<b>\$37.63</b>	<b>\$37.83</b>	<b>\$38.03</b>	<b>\$38.33</b>	<b>\$38.73</b>	<b>\$39.23</b>	<b>\$39.83</b>	<b>\$40.53</b>	<b>\$41.33</b>
<b>CUSTODIAL DEPARTMENT</b>											
<b>CUSTODIAN (C)</b>	<b>0-14</b>	<b>\$25.77</b>	<b>\$26.89</b>	<b>\$27.09</b>	<b>\$27.29</b>	<b>\$27.59</b>	<b>\$27.99</b>	<b>\$28.49</b>	<b>\$29.09</b>	<b>\$29.79</b>	<b>\$30.59</b>
	<b>15-29</b>	<b>\$26.26</b>	<b>\$27.40</b>	<b>\$27.60</b>	<b>\$27.80</b>	<b>\$28.10</b>	<b>\$28.50</b>	<b>\$29.00</b>	<b>\$29.60</b>	<b>\$30.30</b>	<b>\$31.10</b>
<b>Lead 1.50/hour</b>	<b>30-44</b>		<b>\$27.98</b>	<b>\$28.18</b>	<b>\$28.38</b>	<b>\$28.68</b>	<b>\$29.08</b>	<b>\$29.58</b>	<b>\$30.18</b>	<b>\$30.88</b>	<b>\$31.68</b>
<b>Swing \$.33/hour</b>	<b>45+</b>		<b>\$28.53</b>	<b>\$28.73</b>	<b>\$28.93</b>	<b>\$29.23</b>	<b>\$29.63</b>	<b>\$30.13</b>	<b>\$30.73</b>	<b>\$31.43</b>	<b>\$32.23</b>



**SCHEDULE A September 1, 2025 - August 31, 2026 (continued)**

2.5% Increase				5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
<b>MAINTENANCE DEPARTMENT</b>											
<b>GROUNDSKEEPER</b>	<b>0-14</b>	<b>\$23.43</b>	<b>\$24.56</b>	<b>\$24.76</b>	<b>\$24.96</b>	<b>\$25.26</b>	<b>\$25.66</b>	<b>\$26.16</b>	<b>\$26.76</b>	<b>\$27.46</b>	<b>\$28.26</b>
<b>ASST (T)</b>	<b>15-29</b>	<b>\$23.93</b>	<b>\$25.04</b>	<b>\$25.24</b>	<b>\$25.44</b>	<b>\$25.74</b>	<b>\$26.14</b>	<b>\$26.64</b>	<b>\$27.24</b>	<b>\$27.94</b>	<b>\$28.74</b>
	<b>30-44</b>		<b>\$25.67</b>	<b>\$25.87</b>	<b>\$26.07</b>	<b>\$26.37</b>	<b>\$26.77</b>	<b>\$27.27</b>	<b>\$27.87</b>	<b>\$28.57</b>	<b>\$29.37</b>
	<b>45+</b>		<b>\$26.28</b>	<b>\$26.48</b>	<b>\$26.68</b>	<b>\$26.98</b>	<b>\$27.38</b>	<b>\$27.88</b>	<b>\$28.48</b>	<b>\$29.18</b>	<b>\$29.98</b>
<b>GROUNDSKEEPER</b>	<b>0-14</b>	<b>\$26.82</b>	<b>\$27.72</b>	<b>\$27.92</b>	<b>\$28.12</b>	<b>\$28.42</b>	<b>\$28.82</b>	<b>\$29.32</b>	<b>\$29.92</b>	<b>\$30.62</b>	<b>\$31.42</b>
<b>(J)</b>	<b>15-29</b>	<b>\$27.29</b>	<b>\$28.23</b>	<b>\$28.43</b>	<b>\$28.63</b>	<b>\$28.93</b>	<b>\$29.33</b>	<b>\$29.83</b>	<b>\$30.43</b>	<b>\$31.13</b>	<b>\$31.93</b>
	<b>30-44</b>		<b>\$28.80</b>	<b>\$29.00</b>	<b>\$29.20</b>	<b>\$29.50</b>	<b>\$29.90</b>	<b>\$30.40</b>	<b>\$31.00</b>	<b>\$31.70</b>	<b>\$32.50</b>
	<b>45+</b>		<b>\$29.40</b>	<b>\$29.60</b>	<b>\$29.80</b>	<b>\$30.10</b>	<b>\$30.50</b>	<b>\$31.00</b>	<b>\$31.60</b>	<b>\$32.30</b>	<b>\$33.10</b>
<b>CARPENTER (H)</b>	<b>0-14</b>	<b>\$33.96</b>	<b>\$35.82</b>	<b>\$36.02</b>	<b>\$36.22</b>	<b>\$36.52</b>	<b>\$36.92</b>	<b>\$37.42</b>	<b>\$38.02</b>	<b>\$38.72</b>	<b>\$39.52</b>
	<b>15-29</b>	<b>\$34.34</b>	<b>\$36.39</b>	<b>\$36.59</b>	<b>\$36.79</b>	<b>\$37.09</b>	<b>\$37.49</b>	<b>\$37.99</b>	<b>\$38.59</b>	<b>\$39.29</b>	<b>\$40.09</b>
	<b>30-44</b>		<b>\$36.94</b>	<b>\$37.14</b>	<b>\$37.34</b>	<b>\$37.64</b>	<b>\$38.04</b>	<b>\$38.54</b>	<b>\$39.14</b>	<b>\$39.84</b>	<b>\$40.64</b>
	<b>45+</b>		<b>\$37.50</b>	<b>\$37.70</b>	<b>\$37.90</b>	<b>\$38.20</b>	<b>\$38.60</b>	<b>\$39.10</b>	<b>\$39.70</b>	<b>\$40.40</b>	<b>\$41.20</b>
<b>MAINTENANCE</b>	<b>0-14</b>	<b>\$26.21</b>	<b>\$28.84</b>	<b>\$29.04</b>	<b>\$29.24</b>	<b>\$29.54</b>	<b>\$29.94</b>	<b>\$30.44</b>	<b>\$31.04</b>	<b>\$31.74</b>	<b>\$32.54</b>
<b>ASSIST (Q)</b>	<b>15-29</b>	<b>\$26.67</b>	<b>\$29.37</b>	<b>\$29.57</b>	<b>\$29.77</b>	<b>\$30.07</b>	<b>\$30.47</b>	<b>\$30.97</b>	<b>\$31.57</b>	<b>\$32.27</b>	<b>\$33.07</b>
	<b>30-44</b>		<b>\$29.91</b>	<b>\$30.11</b>	<b>\$30.31</b>	<b>\$30.61</b>	<b>\$31.01</b>	<b>\$31.51</b>	<b>\$32.11</b>	<b>\$32.81</b>	<b>\$33.61</b>
	<b>45+</b>		<b>\$30.44</b>	<b>\$30.64</b>	<b>\$30.84</b>	<b>\$31.14</b>	<b>\$31.54</b>	<b>\$32.04</b>	<b>\$32.64</b>	<b>\$33.34</b>	<b>\$34.14</b>
<b>MAINTENANCE</b>	<b>0-14</b>	<b>\$38.97</b>	<b>\$40.86</b>	<b>\$41.06</b>	<b>\$41.26</b>	<b>\$41.56</b>	<b>\$41.96</b>	<b>\$42.46</b>	<b>\$43.06</b>	<b>\$43.76</b>	<b>\$44.56</b>
<b>UTILITY (K)</b>	<b>15-29</b>	<b>\$40.40</b>	<b>\$41.51</b>	<b>\$41.71</b>	<b>\$41.91</b>	<b>\$42.21</b>	<b>\$42.61</b>	<b>\$43.11</b>	<b>\$43.71</b>	<b>\$44.41</b>	<b>\$45.21</b>
	<b>30-44</b>		<b>\$42.16</b>	<b>\$42.36</b>	<b>\$42.56</b>	<b>\$42.86</b>	<b>\$43.26</b>	<b>\$43.76</b>	<b>\$44.36</b>	<b>\$45.06</b>	<b>\$45.86</b>
	<b>45+</b>		<b>\$42.86</b>	<b>\$43.06</b>	<b>\$43.26</b>	<b>\$43.56</b>	<b>\$43.96</b>	<b>\$44.46</b>	<b>\$45.06</b>	<b>\$45.76</b>	<b>\$46.56</b>
<b>SECURITY</b>	<b>0-14</b>	<b>\$23.51</b>	<b>\$24.56</b>	<b>\$24.76</b>	<b>\$24.96</b>	<b>\$25.26</b>	<b>\$25.66</b>	<b>\$26.16</b>	<b>\$26.76</b>	<b>\$27.46</b>	<b>\$28.26</b>
<b>SPECIALIST</b>	<b>15-29</b>	<b>\$23.93</b>	<b>\$25.04</b>	<b>\$25.24</b>	<b>\$25.44</b>	<b>\$25.74</b>	<b>\$26.14</b>	<b>\$26.64</b>	<b>\$27.24</b>	<b>\$27.94</b>	<b>\$28.74</b>
	<b>30-44</b>		<b>\$25.67</b>	<b>\$25.87</b>	<b>\$26.07</b>	<b>\$26.37</b>	<b>\$26.77</b>	<b>\$27.27</b>	<b>\$27.87</b>	<b>\$28.57</b>	<b>\$29.37</b>
	<b>45+</b>		<b>\$26.28</b>	<b>\$26.48</b>	<b>\$26.68</b>	<b>\$26.98</b>	<b>\$27.38</b>	<b>\$27.88</b>	<b>\$28.48</b>	<b>\$29.18</b>	<b>\$29.98</b>