

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**CENTRALIA SCHOOL DISTRICT NO. 401**

AND

**PUBLIC SCHOOL EMPLOYEES OF  
CENTRALIA**

SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2024



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

P. O. Box 798

Auburn, Washington 98071-0798

1.866.820.5652

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

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1 **DECLARATION OF PRINCIPLES**

- 2
- 3 1. Effective employee-management cooperation requires a clear statement of the respective rights
- 4 and obligations of the parties hereto.
- 5
- 6 2. It is the intent and purpose of the parties hereto to promote and improve the efficient
- 7 administration of the District and the well-being of employees within the spirit of the Public
- 8 Employees Collective Bargaining Act, to establish a basic understanding relative to providing
- 9 means of amicable discussion and adjustment of matters of mutual interest.
- 10

11 **PREAMBLE**

12 This Agreement is made and entered into between Centralia School District #401 (hereinafter

13 "District) and Public School Employees of Centralia School District, an affiliate of Public School

14 Employees of Washington / SEIU Local 1948 (hereinafter "Association").

15

16

17

18 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations

19 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the

20 parties agree as follows.

21

22

23 **ARTICLE I**

24 **RECOGNITION AND COVERAGE OF AGREEMENT**

25 **Section 1.1. Recognition.**

26 The District hereby recognizes the Association as the exclusive representative of all employees in the

27 bargaining unit described in Section 1.5, and the Association recognizes the responsibility of

28 representing the interests of all such employees.

29

30

31

32 **Section 1.2. Exclusion.**

33 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties

34 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the

35 board of directors or superintendent of the District pursuant to RCW 41.56.030 (2).

36

37 **Section 1.3. Job Descriptions.**

38 Within thirty (30) days following execution of this agreement, the District will provide the Association

39 with complete job descriptions for all employees subject to this Agreement.

40

41 **Section 1.4. Changes to Job Descriptions.**

42 The District will provide the Association with such amendments, changes, and additions to job

43 descriptions as they may from time to time occur.

44

45 **Section 1.4.1 Job Description Committee**

46 Beginning with the 2022-2023 school year, every three (3) years, at the request of the Association a

47 committee shall be established to review job descriptions. PSE members of the committee shall be

48 determined by the Association. District members of the committee shall be determined by the District.

1 **Section 1.5. Bargaining Unit.**

2 The bargaining unit to which this Agreement is applicable shall include all positions in Schedule A  
3 attached hereto.  
4

5 **Section 1.6. Definitions.**

6  
7 **Section 1.6.1. Substitutes.**

8 Pursuant to PERC rules, substitutes who work thirty (30) days or more in any school year and  
9 who continue to be available for work are bargaining unit employees. Once a substitute is  
10 recognized as a bargaining unit substitute they will remain a bargaining unit substitute as long  
11 as they work a minimum of thirty (30) days each school year. Bargaining unit substitutes are  
12 subject to only the terms of Section 17.5 and Schedule A.  
13

14 **Section 1.6.1.1. Short Term/Intermittent Substitute.**

15 Short term/intermittent substitutes are on call, working less than twenty (20)  
16 consecutive days in the same position.  
17

18 **Section 1.6.1.2. Long Term Substitute.**

19 A substitute who works twenty (20) to sixty (60) consecutive days in the same position  
20 is considered a long-term substitute.  
21

22 **Section 1.6.2. Temporary Positions.**

23 A temporary position is one created by the District for a minimum period of more than thirty  
24 (30) consecutive workdays up to a maximum period of the remainder of the current  
25 school/fiscal year. Temporary positions are covered by the terms of this Agreement the same as  
26 a permanent position except as otherwise indicated in the sub-sections of this section.  
27

28 **Section 1.6.2.1.**

29 Temporary positions exist when:

- 30  
31 A. A regular employee is on a leave of absence for three (3) months or more.  
32 B. Enrollment stability is uncertain.  
33 C. Pilot programs (funding situations).  
34 D. Extenuating circumstances created by legal issues.  
35

36 **Section 1.6.2.2.**

37 Temporary positions are temporary and may end when the need for a particular position  
38 no longer exists.  
39

40 **Section 1.6.2.3.**

41 Temporary employees are not subject to layoff protection or recall rights under the  
42 layoff provision.  
43

44 **Section 1.6.2.3.1.**

45 If the District approves, in writing, a permanent employee to be placed in a  
46 temporary position, the permanent employee will be returned to his/her regular  
47 position at the end of the temporary assignment. In all other instances where the  
48 permanent employee applies for and is granted a temporary position, he/she will

1 not have the right to the original position once the temporary position has  
2 expired.

3  
4 **Section 1.6.2.4.**

5 Temporary positions will be posted as required by the Collective Bargaining  
6 Agreement.

7  
8 **Section 1.6.2.4.1.**

9 Temporary positions will be identified as such on the opening announcement(s).  
10

11 **Section 1.6.2.4.2.**

12 If a position is temporary during a school year and then ends and is reestablished  
13 at the beginning of the next school year (with the exception of extenuating  
14 circumstances created by legal issues or special pilot programs), the position  
15 shall be posted from temporary to permanent status. If the same employee  
16 continues with the same position title with no interruption in service (other than  
17 the regular summer break), the hire date would remain with the date on which  
18 he/she began temporary employment in that position and no new probationary  
19 period will be served. If the same employee returns in a different position title, a  
20 new probationary period will be served.

21  
22 **Section 1.6.2.4.3.**

23 Food Service Dinner Program positions will always be temporary positions  
24 regardless of duration and will not be posted from temporary to permanent from  
25 one school year to the next.

26  
27 **Section 1.6.2.5.**

28 Temporary positions which are expected to meet the eligibility requirements of the  
29 School Employees' Benefit Board (SEBB) shall be afforded rights to health insurance  
30 as outlined in Article 13.

31  
32 **ARTICLE II**

33  
34 **RIGHTS OF THE EMPLOYER**

35  
36  
37 **Section 2.1.**

38 It is agreed that the customary and usual rights, powers, functions, and authority of management are  
39 vested in the District except as specifically and expressly relinquished by this agreement.  
40

41 **Section 2.2.**

42 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
43 District. In making rules and regulations relating to wages, hours, and matters of working conditions,  
44 the District shall give due regard and consideration to the rights of the Association and the employees  
45 and to the obligations imposed by this agreement.  
46

1 **Section 2.3.**

2 The names of elected officers and elected or appointed committee members of the Association shall be  
3 provided in writing to the superintendent of the District within ten (10) days after their election or  
4 appointment.  
5

6  
7 **ARTICLE III**

8  
9 **RIGHTS OF EMPLOYEES**

10  
11 **Section 3.1. Non-Interference.**

12 It is agreed that all employees subject to this Agreement shall have and shall be protected in the  
13 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.  
14 The freedom of such employees to assist the Association shall be recognized as extending to  
15 participation in the management of the Association, including presentation of the views of the  
16 Association to the board of directors of the District, or their designated representatives, or any other  
17 governmental body, group, or individual. The District shall take whatever action required or refrain  
18 from such action in order to ensure employees that no interference, restraint, coercion, or  
19 discrimination is allowed within the District to encourage or discourage membership in any employee  
20 organization.  
21

22 **Section 3.2. Matters of Personal Concern.**

23 Each employee shall have the right to bring matters of personal concern to the attention of appropriate  
24 Association representatives and/or appropriate officials of the District.  
25

26 **Section 3.3. Right to Representation.**

27 Each employee subject to this Agreement has the right to have an Association representative present at  
28 discussions between themselves and supervisors or other representatives of the District provided the  
29 employee gives prior notice.  
30

31 **Section 3.4. Delegation to Association.**

32 Each employee reserves and retains the right to delegate any right or duty contained in this agreement,  
33 exclusive of compensation for services rendered, to appropriate officials of the Association; provided,  
34 however, that it is expressly understood and agreed that the District will not be obligated to deal with  
35 any person or group not specified in this agreement.  
36

37 **Section 3.5. Non-Discrimination.**

38  
39 The employer and the Association are committed to a policy of equal employment. All staff members  
40 will be treated equally at all times and without regard to race, color, religion, sex, age, national origin,  
41 military or marital status, sexual orientation, gender identity, political ideology, genetic information or  
42 disability, and any other basis protected by local, state, or federal law. This applies to all personnel  
43 actions including recruitment, hiring, training, transfer, promotion and demotion, layoff and recall,  
44 compensation and benefits, discipline, termination, and all other conditions or privileges of  
45 employment.  
46  
47  
48

1 **Section 3.6 Harassment.**

2 The District and the Association are committed to providing a work environment free from unlawful  
3 harassment. The District will not tolerate actions, words, jokes or comments that create or threaten to  
4 create, a hostile work environment based on an individual’s sex, race, ethnicity, age, religion, sexual  
5 orientation, or any other legally protected characteristic. Any employee, supervisor, or bargaining unit  
6 member engaging in sexual or other unlawful harassment will be subject to appropriate corrective  
7 action, up to and including termination of employment.

8  
9 **3.7 Equity, Diversity, and Inclusion.**

10 PSE members of the Labor Management Committee will attend workshops as required by SB 5044.  
11 The workshops are intended to increase skills and awareness on hidden bias, cultural competency, and  
12 leadership skills. The committee will be an integral part in promoting a workplace where each  
13 employee is part of a just work environment where, the value of diversity and inclusion are understood  
14 and advanced, to include the impact of biases in the workplace.

15  
16 **Section 3.8. Personnel Files.**

17 Employees shall, upon request, have the right to inspect their complete personnel file kept at the  
18 District personnel office. A supervisor may maintain an additional personnel file relating to an  
19 employee's work evaluation; therefore, the employee shall, upon request, have the right to inspect the  
20 contents of the personnel file in the supervisor's office.

21  
22 Grievances, and their dispositions, would necessarily be a part of the supervisor's personnel file.

23  
24 The employee has the right to request a representative of the Centralia PSE to be present during the  
25 inspection of either file. The employee, furthermore, has the right to place in writing a personal  
26 reaction to any document which appears in his/her files; the reaction to become part of the file.

27  
28 No material of a personal nature dealing with job performance or evaluation shall be entered into either  
29 file without being shown to the employee. Upon request, a single copy of any document shall be  
30 provided by the District, at the employee's expense, within three (3) working days.

31  
32 The employee has the right to grieve any information contained in the personnel files; except, that the  
33 content of an evaluation may not be grieved. Employees may appeal their evaluation to the assistant  
34 superintendent.

35  
36 Each employee may submit a written request to have any derogatory/disciplinary material (as  
37 determined by the employee) removed from his/her personnel file after three (3) years from the date of  
38 entry. Material relating to circumstances involving extraordinary actions, for example, criminal  
39 activity, sexual improprieties, or danger to students and/or staff, may be exempted from the three (3)  
40 year rule. Evaluations and any other documents required by statute are exempt from this provision.

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**ARTICLE IV**

**RIGHTS OF THE ASSOCIATION**

**Section 4.1. Right to Represent.**

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

**Section 4.2. Notice to the Association.**

The Association will be notified within five (5) working days by the District of written grievances or formal, scheduled disciplinary actions taken against any employee in the bargaining unit. The Association is entitled to have an observer at scheduled hearings conducted by any District official arising out of a formal grievance and to make known the Association's views regarding the grievance or disciplinary action. Such views, if expressed, shall be in writing.

**Section 4.3. Orientation – Employee’s Rights.**

The District will provide PSE reasonable notification of new employee orientations where they shall be provided the opportunity to meet with the new employee(s) for thirty (30) minutes without management present. If PSE is unable to attend the new employee orientation they will be provided thirty (30) minutes with the employee during the employee’s work day.

**Section 4.4. Association Delegation to PSE.**

The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington / SEIU Local 1948 state organization; provided, however, that it is expressly understood and agreed that the District will not be obligated to deal with any person or group not specified in this agreement.

**Section 4.5. Association Leave.**

The president of the Association and designated representatives will be provided time off to a maximum of five (5) days per year to attend regional or state meetings, provided proper notice is given.

**Section 4.6. Access to Employees.**

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

**Section 4.7. Bulletin Boards.**

The District shall provide a bulletin board space in each school for the use of the Association. The bulletins posted by the Association are the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by employees or the Association of pamphlets, advertising, political matters, notices of any kind, or literature on District property, other than herein provided.

1 **Section 4.7.1.**

2 The responsibility for the prompt removal of notices from the bulletin boards after they have  
3 served their purpose shall rest with the individual who posted such notices.  
4

5  
6 **ARTICLE V**

7  
8 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

9  
10 **Section 5.1. Matters for Consultation and Negotiation.**

11 It is agreed and understood that matters appropriate for consultation and negotiation between the  
12 District and the Association are hours, wages, grievance procedures and working conditions, or actual  
13 changes of these, of employees in the bargaining unit subject to this agreement.  
14

15 **Section 5.2. Workload Information.**

16 The Association will, from time to time, as appropriate, be advised of current and predicted workload  
17 information.  
18

19 **Section 5.3. School Calendar.**

20 The District will provide the opportunity for the Association to have input relating to the annual school  
21 calendar prior to its adoption.  
22

23 **ARTICLE VI**

24  
25 **ASSOCIATION REPRESENTATION**

26  
27 **Section 6.1. Matters for Representation.**

28 The Association representatives shall represent the Association and employees in meeting with  
29 officials of the District to discuss appropriate matters of mutual interest. They may receive and  
30 investigate to conclusion complaints or grievances of employees on mutually agreed time and  
31 thereafter advise employees of rights and procedures outlined in this agreement and applicable  
32 regulations or directives for resolving the grievances or complaints. They may not, however, continue  
33 to advise the employee on courses of action after the employee has indicated a desire not to pursue a  
34 grievance. They may consult with the District on complaints without a grievance being made by an  
35 individual employee.  
36

37 **Section 6.2. Work Time for Association Matters.**

38 Time during the workday will be allowed Association representatives for attendance at meetings with  
39 the District. Time will also be allowed for representatives to discuss with the employees grievances  
40 and appropriate matters directly related to work situations in their area or craft. Association  
41 representatives will guard against the use of excess time in the handling of such matters. Use of work  
42 time for Association business must be mutually agreed upon by the parties.  
43

44 **Section 6.3. Liaison Committee.**

45 The Association will designate a liaison committee who will meet with the assistant superintendent and  
46 the assistant superintendent's representatives on a mutually agreeable regular basis to discuss  
47 appropriate matters.  
48

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**ARTICLE VII**

**HOURS OF WORK AND OVERTIME**

**Section 7.1. Work Week.**

The work week shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a work week of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

**Section 7.2. Work Shift/Week Change.**

Each employee shall be assigned to a definite and regular shift and work week, which shall not be changed without prior notice to the employee of two (2) calendar weeks, unless an emergency requires waiver of such notification requirement.

**Section 7.3. Defined Shift.**

Each employee shall be assigned to a definite shift with designated times of beginning and ending, with the understanding that an employee may be required to work beyond his/her assigned shift. Standby time will prevail and be compensated at the employee's base hourly rate, in circumstances of thirty (30) minutes or less between performing their defined shift, and up to the start of their next assignment.

**Section 7.3.1.**

Bus drivers will be paid a minimum of one and one-half (1½) hours per a.m. or p.m. run, or three (3) hours per route (a.m. and p.m.).

**Section 7.3.2.**

Bus monitors will begin each school year with the same route they finished the previous year and will continue on that route until the October re-bid. Bus monitors' paid time will begin five (5) minutes before they are due to board the bus.

**Section 7.4. Rest Period(s).**

Employees shall be given a paid fifteen (15) minute rest period within each four (4) hours of continuous compensated time. In the event the employee is unable to leave assigned responsibilities for this rest period, the employee will be paid at the assigned wage for the rest period time unused.

**Section 7.5. Lunch.**

Employees required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates.

**Section 7.6. Work Shift Change to Higher Classification.**

Employees requested to work a shift regularly filled by a higher classification employee shall receive compensation at the higher shift level at a rate that will provide the employee with an increase in pay after two (2) days' work in a school year in the higher classification.



1 **Section 7.7. Mandatory Meetings/Training.**

2 Employees required to attend mandatory staff meetings will be paid for all hours in attendance or a  
3 minimum of one (1) hour, whichever is greater. If an employee comes late or leaves early, the one  
4 hour minimum will be prorated accordingly. With advance approval from their supervisor, employees  
5 may be excused from attending if a serious conflict necessitates them being absent.  
6

7 **Section 7.8. School Closures.**

8 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the  
9 District will make every effort to notify each employee to refrain from coming to work. Employees  
10 reporting to work shall receive a minimum of two (2) hours work at base rate in the event of such a  
11 closure; provided, however, no employee shall be entitled to any such compensation in the event of  
12 actual notification by the District of the closure prior to leaving home for work.  
13

14 **Section 7.9. Transportation.**

15 Recognizing that personnel in the transportation classification present special shift problems, the  
16 parties agree that shifts shall be established in that classification in relation to routes and driving times  
17 requisite to fulfilling tasks assigned by the supervisor of transportation; provided, however, that  
18 employees in the transportation classification shall be entitled to the benefit of Section 7.4 to the same  
19 degree as any other employee.  
20

21 No bus driver shall suffer a loss of compensation due to road closure on school days in which the  
22 majority of the bus fleet is operating, providing that any driver not able to go on his/her route would be  
23 assigned to other duties as assigned by the transportation supervisor or their designee.  
24

25 **Section 7.9.1. Pre-Trip and Post Trip.**

26 A bus driver assigned to a bus will receive a total of fifteen (15) minutes for the purpose of  
27 both pre-trip inspection and post-trip cleaning of the interior of the bus. The bus drivers will  
28 not be required to perform any exterior cleaning of the bus, or any form of routine bus service  
29 or bus maintenance except exterior front/back windows and mirrors.  
30

31 If drivers are asked to change buses during the day, an allowance of a total of fifteen (15)  
32 minutes for the purpose of both pre-trip inspection and post trip cleaning of the interior of the  
33 bus will be provided.  
34

35 **Section 7.9.2. Taxi Routes.**

36 Midday “taxi” routes will be assigned to Bus Monitors at the annual bid/in-service meeting and  
37 they will receive a total of ten (10) minutes for the purpose of both pre-trip inspection and post-  
38 trip cleaning of the interior of the vehicle. Bus Monitors will be paid a minimum of one (1)  
39 hour of pay for these routes. If there are thirty (30) minutes or less between assignments, the  
40 base hourly rate shall continue uninterrupted.  
41

42 **Section 7.9.3. XLT Run.**

43 An XLT run is a run following an afternoon run which will be added to the senior driver’s  
44 regular daily scheduled bus run out of the school affected and who has the availability within  
45 their schedule. These runs are considered extensions of the regular daily scheduled bus run, not  
46 “Extra Trips”, and are thus paid at the driver’s normal rate of pay.  
47  
48

1 **Section 7.9.4. McKinney Vento.**

2 McKinney Vento is the transportation of homeless students to and from school when they live  
3 outside their school service area.

4  
5 **Section 7.9.4.1.**

6 Route/driver FTE can fluctuate by adding McKinney Vento students to bus routes.  
7 Under these circumstances, driver seniority will not be used for increasing a specific  
8 route/driver's time, but rather:

- 9  
10 a. routes that service students' temporary residence area or proximity thereof;  
11 b. routes that can transport students in a timelier manner than other routes;  
12 c. if options a and b are met then seniority will prevail.

13  
14 **Section 7.9.4.2.**

15 For the purpose of recalculating the FTE due to McKinney Vento ridership, route  
16 increases will be measured at a minimum of fifteen (15) minutes and evaluated every  
17 thirty (30) days. FTE time increases will apply to both driver wages and benefits.

18  
19 **Section 7.9.4.3.**

20 McKinney Vento students may move at greater frequency. Therefore, any FTE/route  
21 time increases or decreases related to McKinney Vento ridership will be exempt from  
22 the seniority bumping process identified in Article X.

23  
24 **Section 7.9.4.4.**

25 FTE increases due to McKinney Vento ridership will be temporary in nature and the  
26 driver's FTE will return to the route's original FTE when McKinney Vento student(s)  
27 are no longer assigned to the route. In cases of student(s) riding through the end of the  
28 school year, the route will revert to its original FTE after the last day of school.

29  
30 **Section 7.9.5. Midday Runs and Extra Trips.**

31  
32 **Section 7.9.5.1. Definition of Midday Runs and Extra Trips.**

33 Midday runs and extra trips are those that transport students by bus to any event  
34 sanctioned or authorized by the District other than for the purpose of regular to and  
35 from school transportation.

36  
37 **Section 7.9.5.2. Pay for Midday Runs and Extra Trips.**

38 All trips other than regular daily scheduled bus runs shall be compensated at the extra  
39 trip hourly rate for the duration of the trip.

40  
41 Bus drivers and bus monitors will be paid a minimum of one (1) hour of pay for midday  
42 runs and/or extra trips.

43  
44 **Section 7.9.6. Postings/Assignments of Extra Trips.**

45 Extra trips shall be posted for driver consideration in a reasonable time prior to bidding. Posted  
46 bid week is Monday through Sunday. Extra trip(s) that become available after 8:30 a.m. on bid  
47 day, or the last working day of the week, will follow the mid-week or weekend bidding  
48 procedures for these trips, whichever is appropriate.

1  
2 Weekly Bid: Postings shall include date of trip, time of departure, origin/destination, and type  
3 of activity for the next calendar work week (Monday through Sunday). Eligible drivers who  
4 are interested in selecting extra trips must meet with the supervisor/designee at 8:30 a.m. on  
5 Friday, or the last working day of the week, or forfeit their choice of selection for that week's  
6 posted trips. Drivers must have worked their last designated work assignment to participate in  
7 the weekly bid. Drivers unable to attend the weekly bid due to other transportation/district  
8 work assignments or route schedules (i.e., a p.m. only route) may leave, in order of preference,  
9 selected choices in writing with the transportation office. If written choices are selected by  
10 other drivers, assignment may be made by the supervisor upon a driver's request. The weekly  
11 bid rotation will begin after the last assigned driver from the previous weekly bid.

12  
13 Mid-Week Bids: Extra trips that become available after the weekly bid times will be made  
14 available to all eligible drivers on a separate column of the rotating bid board. These trips will  
15 be made available on a rotational basis following the last driver assigned to the last mid-week  
16 trip. This rotation is in and by itself and is separate from the weekly bid rotation. Drivers may  
17 select or refuse these trips and the rotational placement will be adjusted on the mid-week bid  
18 board.

19  
20 Weekend Bid: Extra trips scheduled to begin Saturday or Sunday will be made available to all  
21 regular eligible drivers on a separate column on the rotating bid board. Drivers may select or  
22 refuse these trips and the rotational placement will be adjusted on the weekend rotating bid  
23 board.

24  
25 Extra Trip Assignments: Once a driver has accepted an extra trip assignment, it is his/her  
26 responsibility to perform it. Drivers must notify the assistant supervisor/designee as soon as  
27 possible if for any reason they are not able to fulfill their trip assignment. An unexcused  
28 absence will result in the driver losing their spot on the rotating bid board for a period of fifteen  
29 (15) working days. (Excused absences are only those that are for district approved, contractual  
30 leaves, excluding personal leave.)

31  
32 **Section 7.9.6.1. Extra Trip Eligibility.**

33 Extra trips will be made available to eligible drivers on a rotational basis, with the list  
34 starting anew each school year. An authorized driver will be eligible to take extra trips  
35 provided the driver meets the following criteria:

- 36  
37 A. Does not exceed more than two (2) conflicting extra trip per week involving  
38 all or part of a driver's daily work assignment.
- 39  
40 B. All drivers are required to follow all applicable Department of Transportation  
41 (DOT) regulations, excluding all DOT regulations regarding limitations of  
42 driving hours of service providing the following procedures are met. Extra  
43 trips which are scheduled to exceed DOT hours of service will be posted with  
44 an itinerary, within the itinerary there will be designated off duty hours noted  
45 as rest time with pay relieving the driver of all job related responsibilities to  
46 allow for appropriate rest/sleep. Hours of service are limited to ten (10) hours  
47 driving and/or fifteen (15) hours of total on duty time. Off duty rest time must  
48 be recorded on a trip log and will be paid at the same extra trip rate, but must

1 be used for the sole purpose of rest/sleep. To bid for an interstate trip the  
2 driver must be eligible at the time of bid.  
3

- 4 C. Newly hired drivers with no previous bus driving experience are eligible to bid  
5 after thirty (30) work days of experience as a regularly employed Centralia  
6 driver. Newly hired drivers with previous bus driving experience are eligible  
7 to bid after fifteen (15) work days of experience as a regularly employed  
8 Centralia driver. Dependent on need, timelines above may be waived at  
9 management's discretion. Nothing in this agreement will preclude the  
10 District's use of regularly employed Centralia drivers prior to the use of  
11 substitutes.  
12

13 **Section 7.9.6.2.**

14 The transportation supervisor/designee, if the need arises, may assign extra trips to  
15 available drivers in an emergency situation. If this occurs, there will be no effect on  
16 driver's placement on the activity bid board.  
17

18 Extra trips that either immediately precede or follow a regular run time may be assigned  
19 to the route best suited to the activity involved on time and location; provided, however,  
20 that if the activity could best be served by two (2) or more routes, seniority would  
21 prevail.  
22

23 Extra trips of more than one (1) day duration, not immediately preceding nor following  
24 regular run times, will be posted as a unit for that specific activity.  
25

26 Altered Trips: Extra trips that are changed in length or starting times through no fault  
27 of the cooperative are considered luck of the draw and no compensatory trips or activity  
28 time will be given. The cooperative shall attempt to notify the driver(s) of any time  
29 and/or destination changes.  
30

31 Reschedules: If an extra trip has been rescheduled for the same calendar week, and  
32 within twenty-four (24) hours from the time of cancellation, the trip will be given to the  
33 same driver. If an extra trip has not been rescheduled during a twenty-four (24) hour  
34 time period, the driver losing the trip will be given the opportunity to take the next  
35 canceled trip replacement. If the driver is unable to take the next canceled trip  
36 replacement, the trip would then become available to the next eligible driver on the  
37 appropriate bid board. If there is no next canceled trip replacement, the driver will not  
38 be given any additional trip.  
39

40 Cancellations: Due to the changing weather conditions experienced during many sport  
41 activities, drivers assigned to trips that are susceptible to rain outs are encouraged to call  
42 prior to leaving for work. The transportation department will make every effort to  
43 notify the assigned driver of a cancellation or postponement, providing the office has a  
44 number that the driver can be reached on. Compensation will not be given if the driver  
45 was unable to be reasonably reached in time.  
46

47 If a trip is canceled after the driver has reported in for the assigned trip, the driver will  
48 be scheduled to perform their regular route. If the driver's regularly scheduled route

1 has already began, the driver may record two (2) hours on the appropriate daily log  
2 forms noting time and activity canceled. If the two (2) hours is taken, the  
3 supervisor/assistant supervisor may require the driver to work during this time. The  
4 driver will also be given the opportunity to take the next canceled trip replacement.  
5 (Same process as rescheduled trips.)  
6

7 Canceled Trip Replacement: The replacement trip will not be more than thirty (30)  
8 minutes longer than the trip canceled due to circumstances beyond the driver's control.  
9 The replacement trip will be a weekday trip if the original trip was on a weekday, or a  
10 weekend trip if the original trip was on a weekend. Replacement trip action must take  
11 place prior to 8:00 a.m. on bid day, provided there is a trip that meets the criteria.  
12 Replacement trips will not be carried over into the new school year.  
13

#### 14 **Section 7.9.7. Meal Reimbursement(s)**

15  
16 To the extent allowed by law, the District will compensate Bus Drivers on extra trips outside  
17 Centralia and Chehalis boundaries or on overnight trips when the trip time exceeds four (4)  
18 hours, as follows:  
19

- 20 A. Breakfast reimbursement is paid at a rate of \$14.00. Breakfast is considered to fall  
21 between the hours of 2:00 am and 11:00 am.  
22
- 23 B. Lunch reimbursement is paid at a rate of \$17.00. Lunch is considered to be after  
24 11:00 am and before 6:00 pm.  
25
- 26 C. Dinner reimbursement is paid at a rate of \$26.00. Dinner is considered to be after  
27 6:00 pm and before 2:00 am.  
28

29 Receipts are not required for meal reimbursement, but are required for travel expenses,  
30 registration fees, and lodging. The meal reimbursements provided by the District are only to be  
31 used for the purchase of food and non-alcoholic beverages.  
32

33 If a meal is provided for the driver at the event then no reimbursement will be allowed for that  
34 meal.  
35

#### 36 **Section 7.9.8. Hazardous Road Conditions Driver Training.**

37 To be eligible for mountain pass driving potentially containing hazardous road conditions, as  
38 determined by the school district, drivers must successfully complete a district approved  
39 hazardous driver training program for driving on snow, ice and other conditions found on  
40 mountain roads. This specialized training will be offered to drivers, on a volunteer basis, at  
41 least once each school year. Mountain pass driving potentially containing hazardous road  
42 conditions will be made available to eligible drivers on a rotational basis, with the list starting  
43 anew each school year.  
44

#### 45 **Section 7.9.9. Shriners and Knowledge Bowl Trips.**

46 The Shriners and Knowledge Bowl joint extra trips will be alternating trips on a rotational basis  
47 between drivers in the Centralia School District and Chehalis School District. Upon mutual  
48 agreement of the unions and the districts, additional joint extra trips may be allowed and will

1 alternate on a rotational basis (regardless of the length, type, or frequency of the trip) between  
2 drivers in the Centralia School District and drivers in the Chehalis School District; provided,  
3 however, that only one (1) bus may be utilized on each joint extra trip. Sports events are not  
4 eligible to become joint extra trips.

5  
6 **Section 7.9.10. Bargaining Unit Work.**

7 Only employees regularly employed as transportation/food service employees will be used to  
8 fulfill all job assignments within the bargaining unit subject to this agreement, unless no  
9 qualified employee is available; then a substitute may be used. Except: District employees with  
10 valid credentials who are qualified to drive ten (10) passengers, including the driver, van only.  
11 They must be affiliated directly with the activity involved. The District will assure the  
12 provision of fiscal resources to cover bus fueling costs on trips across state. (This may include  
13 separate gas cards or VISA type cards.)

14  
15 **Section 7.9.11**

16 In even years, the most senior dispatcher will be assigned to the Chehalis school calendar and  
17 the least senior dispatcher will be assigned to the Centralia school calendar. In odd years, the  
18 most senior dispatcher will be assigned to the Centralia school calendar and the least senior  
19 dispatcher will be assigned to the Chehalis school calendar. This schedule may be altered with  
20 mutual agreement with both dispatchers and the Transportation Director.

21  
22 **Section 7.10. Food Service Training.**

23 Food service employees shall receive two (2) days for required food and physical safety training and  
24 preparation prior to school opening in the fall.

25  
26 **Section 7.10.1. Special Clothing/Gear.**

27 Food service employees will follow the Washington State Department of Health and District  
28 policies and procedures pertaining to dress code and/or food handling and safety. Special  
29 clothing and gear used by transportation and food service employees shall be furnished by the  
30 school district. Special clothing is not to be considered as uniforms. Aprons and gloves  
31 selected by the District will be provided at no cost to the employee.

32  
33 **Section 7.10.2. Food Service Extra Work.**

34 Food service employees may sign up for extra work created by catering activities that are held  
35 outside the regular work day, including the Welcome Back activity. Extra work shall first be  
36 offered to food service employees assigned to the building where the activity is being held.  
37 Should building employees not be available, the extra work will then be offered to other food  
38 service employees by seniority on a rotational basis.

39  
40 **Section 7.10.3. Tool Replacement.**

41 Any tools initially furnished by the employee that are stolen shall be replaced by the District  
42 with a tool of equal quality and value.

43  
44 **Section 7.10.4. Damaged Tools.**

45 Employee's tools that are damaged or destroyed by "Acts of God" shall be fixed/replaced with  
46 tools of equal value and quality by the District.

1 **Section 7.11. Overtime.**

2 Any work required in excess of forty (40) hours per week will be considered overtime to be paid at the  
3 rate of one and one-half (1½) per hour. Work performed on the seventh (7<sup>th</sup>) consecutive day, and the  
4 total hours involved exceeding forty-eight (48) hours in that given week (Monday through Sunday),  
5 two (2) times the regular rate will be paid.  
6

7 **Section 7.11.1. Callback.**

8 Callback service for employees, when authorized, will be at the rate of not less than two (2)  
9 hours for any assignment. The two (2) hour minimum applies only when an employee is called  
10 back. Overtime required of an employee immediately before or after regular hours will not be  
11 covered by callback time.  
12

13 **Section 7.12. Charter Buses.**

14 Use of charter buses may be considered for transportation on field trips and extracurricular activities if:

- 15
- 16 a) school transportation cooperative vehicles or employees are not available and the  
17 event cannot be rescheduled or altered (conflicting trips and overtime rules will not  
18 apply in this circumstance); or
  - 19 b) the activity is not a regularly scheduled annual event (e.g., playoffs, special events, etc.);  
20 or  
21
  - 22 c) the transportation will be paid for by other than the district or school affiliated groups  
23 (e.g., booster clubs); or  
24
  - 25 d) the length of the trip is over 120 miles one way.  
26
- 27

28 **Section 7.13. Regular Employees Working as Substitutes for Extended Leaves.**

29 Vacancies greater than thirty (30) consecutive work days which require a substitute will be offered to  
30 qualified available bargaining unit employees and awarded on a seniority basis. “Available” means the  
31 employee is not scheduled to work a shift that conflicts or overlaps the time of the substitute shift;  
32 however, if the employee will gain 30 minutes or more, the employee will be considered available.  
33 “Qualified” means the employee has the requisite knowledge and skills to successfully perform the  
34 substitute position as determined by the employee’s supervisor. Under no circumstances will a regular  
35 shift, combined with a substitute shift, exceed eight (8) hours per day. A vacancy shall not exceed two  
36 (2) current employees being reassigned using this provision. When a regular employee is working as a  
37 substitute within their classification and job title, they shall be paid at the current rate of pay from  
38 Schedule A appropriate for the position being substituted. When a regular employee is working as a  
39 substitute in a different classification or a different job title within their classification, they will be paid  
40 at Step I on Schedule A, except in those instances when Step I is not a higher rate of pay.  
41

42 **Section 7.14 Events.**

43 The appropriate departments shall be notified of the need for their service at an event with at least ten  
44 (10) days’ notice. Notice provided with less than ten (10) days may result in the department being  
45 unable to accommodate the request.  
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**ARTICLE VIII**

**HOLIDAYS AND VACATIONS**

**Section 8.1. Holidays.**

All employees shall be eligible to receive the following paid holidays that fall within their work year.

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

Food Service Secretary and Dispatcher shall receive the following additional paid holidays:

1. Day Before Christmas Day
2. Day Before New Year's Day

Full-time employees shall receive the following additional paid holidays.

1. Spring Vacation--Two (2) Days
2. July 4
3. Christmas Vacation--Two (2) Days
4. Juneteenth

**Section 8.1.1. 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 have worked their last scheduled shift preceding the holiday and their 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 can furnish proof satisfactory to the District that because of personal illness, family illness, or bereavement leave they were unable to work on either of such shifts, and the absence previous to such holiday has not been longer than thirty (30) regular work days.

Employees working a scheduled shift or attending a required training before Labor Day shall be paid for the holiday.

**Section 8.1.2. Worked Holidays.**

Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus twice their base rate for all hours worked on such holidays.

**Section 8.1.3. Holidays During Vacation.**

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



1 **Section 8.1.4. Holidays on Weekends.**

2 If a legal holiday falls on the weekend, the holiday will be designated and granted on the Friday  
3 preceding or Monday following said holiday.  
4

5 **Section 8.2. Vacation.**

6  
7 **Section 8.2.1. Vacation Accrual.**

8 Eleven (11) days annual vacation can be earned yearly by annual employees, the first five (5)  
9 years of continuous full-time employment. After five (5) years of continuous full-time  
10 employment, the employee will be entitled to sixteen (16) days of annual vacation per year.  
11 After ten (10) years of continuous full-time employment, the employee will be entitled to  
12 twenty-one (21) days of annual leave.  
13

14 **Section 8.2.2. Mutual Agreement for Vacation Leave.**

15 Vacation leave shall be taken at a time mutually agreeable to the employer and employee by  
16 seniority.  
17

18 **Section 8.2.3. Pro-Rated Vacation.**

19 Regular twelve (12) month part-time employees working less than forty (40) hours per week,  
20 including summer work schedules, shall be eligible for a prorated vacation based upon their  
21 FTE.  
22

23 **ARTICLE IX**

24 **LEAVES**

25  
26  
27 **Section 9.1. Sick Leave.**

28  
29 **Section 9.1.1. Sick Leave Accrual and Expenditure.**

30 Each employee shall accumulate one (1) day of sick leave for each calendar month worked;  
31 provided, however, that no employee shall accumulate less than eleven (11) days of sick leave  
32 per school year (180 days). An employee who works eleven (11) working days in any calendar  
33 month will be given credit for the full calendar month. Sick leave shall be vested when earned.  
34 The District shall project the number of annual hours and hours of sick leave at the beginning  
35 of the school year according to the estimated calendar months and hours the employee is to  
36 work during that year. The employee shall be entitled to the projected number of days of sick  
37 leave at the beginning of the school year, after the first year of employment. Sick leave  
38 benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily  
39 work shift; provided, however, that should an employee's normal daily work shift increase or  
40 decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in  
41 accordance with the employee's normal daily work shift at the time the sick leave is taken, and  
42 the accumulated benefits will be expended on an hourly rather than a daily basis. A doctor's  
43 certificate may be required for illness lasting more than five (5) days.  
44

45 **Section 9.1.2. Sick Leave Attendance Incentive.**

46 Sick leave accumulated under this section may be applied toward an attendance incentive plan  
47 in the following manner.  
48

1. In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation; PROVIDED, that no employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.
2. At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued leave for illness or injury.

**Section 9.1.3. Transfer of Sick Leave.**

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

**Section 9.1.4. On the Job Injury.**

When an employee is injured on the job and is unable to perform his or her duties as a result of an on-the-job injury or occupational disease and certified off work by a doctor, the employee may elect to use leave as follows (provided the employer does not elect to keep the employee on full salary through means other than use of accrued leave):

- A. Choose unpaid leave thus receiving only his or her entitled temporary total disability (TTD) benefits, or
- B. Elect to use a full day or accumulated leave (sick, annual, or other similar benefit) in addition to their entitled TTD benefits, or
- C. Elect to use a proportionate share of accumulated leave to make up the difference between the workers compensation payments and the employee's regular pay at the time of injury.

In the event the employee does not elect option A, or B, or C, option C, above, will be applied.

**Section 9.2. Leave for Family Illness and Bereavement.**

**Section 9.2.1. Bereavement Leave.**

Each employee shall be allowed up to five (5) days leave with pay per incident for absence caused by death of a member of that employee's immediate family. Bereavement leave is not deducted from accrued leaves and is non-cumulative. Requests to utilize bereavement leave shall be made to the appropriate administrator.

1                   **Section 9.2.1.1.**

2                   Immediate family is defined to include mother, father, sister, brother, husband, wife,  
3                   son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law,  
4                   father-in-law, grandchild, grandparent, step-father, step-mother, step-child aunt, uncle,  
5                   and/or person who is a non-paying resident of the household.  
6

7                   **Section 9.2.1.2.**

8                   If an employee must travel a long distance and/or extenuating circumstances exist  
9                   which require an extension of the leave, the employee may utilize other leave which  
10                  may be available.  
11

12                  **Section 9.2.1.3.**

13                  At the sole discretion of the assistant superintendent and site administrator, an employee  
14                  may be permitted to either take one (1) unpaid day off each school year or adjust their  
15                  work shift to attend the funeral of an individual not identified in Section 9.2.1.1.  
16

17                  **Section 9.2.2. Family Illness.**

18                  In the event the spouse, dependent parent, or child of an employee is seriously ill, and the  
19                  presence of the employee is required at home and/or hospital as a result, leave with full pay for  
20                  such absence will not exceed three (3) days per work year. Family illness leave is not deducted  
21                  from the sick leave, and is non-cumulative.  
22

23                  Employees shall be entitled to utilize provisions of the Family and Medical Leave Act that the  
24                  District shall administer in conformity with the law.  
25

26                  **Section 9.2.3. State Family Leave Act.**

27                  Each employee may use a choice of accrued sick leave or other paid leave to care for a spouse,  
28                  parent, parent-in-law, or grandparent of the employee who has a serious health condition or an  
29                  emergency condition; a child of the employee under the age of eighteen with a health condition  
30                  requiring treatment or supervision; or a child of the employee over the age of eighteen who is  
31                  incapable of self-care. The definitions of the family relationships are spelled out in  
32                  RCW 49.12.265. An employee may not take advance leave until it has been earned. The  
33                  District shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise  
34                  discriminate against an employee who uses this leave. The District may require a physician's  
35                  verification for need of such leave use.  
36

37                  **Section 9.3. Emergency Leave.**

38                  One (1) day of paid emergency leave per year non-cumulative, approved by the employee's immediate  
39                  supervisor under the following conditions.  
40

- 41                  A.    Emergency leave is defined as those situations that require the personal attention of  
42                  District personnel, and cannot be taken care of at any time other than when school is  
43                  in session.
- 44
- 45                  B.    A request for emergency leave must be approved by transportation or food service  
46                  supervisor.
- 47
- 48                  C.    Emergency leave credit may be used to supplement family bereavement leaves.

- 1  
2 D. Emergency leave cannot be granted for reasons of personal financial gain, recreation, or  
3 seeking other employment.  
4

5 **Section 9.4. Personal Leave.**

6 The District will grant three (3) days of personal leave with pay for the conducting of matters during  
7 the employee's normal work day that require the employee's personal attention with the following  
8 conditions. Employees are expected to transact customary personal business at times other than during  
9 the employee's normal work day.  
10

- 11 A. Personal leave will not be granted the first five (5) or last five (5) working days of the  
12 school year.  
13  
14 B. Personal leave shall not be used to extend a school break or holiday.  
15  
16 C. A substitute employee must be available.  
17  
18 D. Personal leave shall be requested at least forty-eight (48) hours prior to the date of the  
19 leave.  
20  
21 E. Accumulation of personal leave shall be allowed to a maximum of six (6) days.  
22  
23 F. Unused personal leave in excess of two (2) days may be cashed out at Step 1 of the  
24 employee's salary schedule category. This shall be accomplished by completing a  
25 personal leave cash-out form and forwarding it to the District office no later than the last  
26 school day of the year. FTE for personal leave cash outs shall be based on what the  
27 employee's FTE is thirty (30) days prior to the last day of school.  
28  
29 G. More than one (1) personal leave day per job classification may be approved by the  
30 supervisor so long as a substitute is available.  
31  
32 H. Exceptions to items A and B may be considered under unusual circumstances by direction  
33 of a leave request through the unit supervisor to the Human Resources Department.  
34 District approval of such unusual circumstance requests are at the sole discretion of the  
35 District and action under this section of the contract will not be grievable.  
36

37 **Section 9.5. Parental Leave.**

38 Upon application, the District shall grant parental leave. Such leave shall commence at such time as  
39 the employee, and/or their healthcare provider, deems necessary. Employees granted parental leave  
40 must return to work no later than one (1) year following the granting of the parental leave. Employees  
41 granted parental leave may, at their option, be allowed compensation for parental leave in accordance  
42 with Section 9.1.1 above. Employees may be eligible for Washington State paid Family Medical Leave  
43 (PFML) as described in Section 9.12.  
44  
45  
46  
47

1 **Section 9.6. Judicial Leave and Jury Duty.**

2  
3 **Section 9.6.1.**

4 In the event that an employee is named as a co-defendant or witness for the District in a suit  
5 brought against the District or a person or entity other than the employee bargaining group, and  
6 such employee is required to appear in court as a result thereof, such employee shall be  
7 compensated at the employee's regular hourly rate.

8  
9 **Section 9.6.2.**

10 Leaves of absence with pay shall be granted when an employee is subpoenaed to appear in a  
11 court of law. If any witness fees are paid, that amount shall be deducted from the employee's  
12 regular pay.

13  
14 **Section 9.6.3.**

15 In the event an employee is summoned to serve as a juror, such employee shall receive a  
16 normal day's shift pay for each day of actual presence in court, provided, however, that any  
17 compensation shall be paid to the District. Such repayment shall not exceed the employee's  
18 normal daily pay. In the event an employee is released early from jury duty, such employee will  
19 report to work if at least one-half (1/2) of their shift remains. In the case of Transportation, the  
20 employee will call supervisor to determine if they need to return to work.

21  
22 **Section 9.6.4.**

23 Any transportation, meal or lodging expense reimbursement shall be retained by the employee.

24  
25 **Section 9.7. Military Leave.**

26 Employees shall be granted military leaves of absence in accordance with law.

27  
28 **Section 9.8. Leave of Absence.**

29  
30 **Section 9.8.1. Approval for Leave of Absence.**

31 Upon recommendation of the immediate supervisor through administrative channels to the  
32 superintendent, and upon approval of the board of directors, an employee may be granted an  
33 unpaid leave of absence for a period not to exceed one (1) year; provided, however, if such  
34 leave is granted due to extended illness, one (1) additional year may be granted.

35  
36 **Section 9.8.2. Return from Leave of Absence.**

37 The returning employee will be assigned to the position, or equivalent, occupied before the  
38 unpaid leave of absence. Employees hired to fill positions of employees on unpaid leave of  
39 absence will be hired for a specific period of time, during which they shall be subject to all  
40 provisions of this agreement. It shall be the responsibility of the employer to inform  
41 replacement employees of these positions.

42  
43 **Section 9.8.3. Rights While on Leave of Absence.**

44 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while  
45 on an unpaid leave of absence. However, vacation credits, sick leave, and seniority shall not  
46 accrue while the employee is on an unpaid leave of absence; provided, however, that if such  
47 leave is approved for extended illness or injury, seniority shall accrue.

1 **Section 9.9. Attendance Incentive.**

2 Employees with perfect attendance in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> trimester of each school year covered by the  
3 terms and conditions of the agreement shall receive one (1) additional day of pay for each trimester in  
4 which an employee does not utilize sick leave and personal leave days. The specific start and finish of  
5 each trimester shall be established by the District’s school calendar.  
6

7 **Section 9.10. Leave Proration.**

8 Employee benefits, excluding health care coverage, are provided with the expectation of a full year of  
9 work. If employment ends any time during the school year such benefits will be recalculated to  
10 determine the prorated share earned. If the employee has exceeded the earned benefits for that school  
11 year, and does not have enough accrued leave to cover their absences, then they will be required to  
12 compensate the District back any use over the prorated share for that school year. This pertains to sick  
13 leave, vacation, and personal leave.  
14

15 **Section 9.11. Domestic Violence Leave.**

16 The District will provide leave in accordance with RCW 49.76 which allows victims of domestic  
17 violence, sexual assault, or stalking to take reasonable leave from work to take care of legal needs and  
18 obtain health care. Such leave will be with or without pay at the employee’s discretion; provided that  
19 an employee must have available sick leave, vacation leave or similar paid leave available to receive  
20 paid leave. Employees may also take reasonable leave to help a family member obtain needed  
21 treatment or services. For this section, family members include a child, spouse, parent, parent-in-law,  
22 grandparent, or a person with whom the employee is in a dating relationship. An employee choosing to  
23 use unpaid leave or more than five (5) days of sick leave will be required to submit a written request to  
24 the superintendent or designee. All requests for leave and District requests for verification of the  
25 request shall be consistent with RCW 49.76.040, including the requirement that if advance notice is not  
26 possible due to an emergency situation or unforeseen circumstances, notice shall be provided to the  
27 District by the end of the first day leave is taken.  
28

29 **9.12. Washington State Paid Family Medical Leave (PFML).**

30 Employees may be eligible to receive Paid Family and Medical Leave (PFML) under the Washington  
31 state Family and Medical Leave and Insurance Act (WAC 192-630-015). The District will comply  
32 with provisions of the law when administering leave under Washington PFML.  
33

34 **Section 9.12.1.**

35 PFML is fully administered by the Washington State Employment Security Department.  
36 Employees should visit [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for details. The District shall not discharge,  
37 threatened to discharge, demote, suspend, discipline or otherwise discriminate against an  
38 employee who uses this leave. Employees shall have the ability to use PFML consecutively  
39 with the employee’s other leave entitlements unless the employee elects otherwise.  
40

41 **Section 9.13. Substitute Employee Sick Leave Accrual.**

- 42
- 43 a. Each substitute employee shall accrue one hour of paid sick leave for every forty (40) hours  
44 worked. A maximum of forty (40) hours of sick leave may be carried over into the following  
45 year per RCW 49.46.210.
  - 46
  - 47 b. Sick leave accrued while a substitute employee shall not be lost when the employee hired as a  
48 regular full-time employee.

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**ARTICLE X**

**PROBATION, SENIORITY, AND LAYOFF PROCEDURES**

**Section 10.1. Seniority Defined.**

The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided.

**Section 10.2. Probationary Period.**

Each new hire shall remain in a probationary status for a period of not more than sixty (60) workdays following the hire date. During this probationary period the District may discharge such employee at its pleasure.

**Section 10.3. Completion of Probationary Period.**

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

**Section 10.4. Trial Service Period.**

A trial service period of thirty (30) workdays shall be required when a permanent employee assumes a new position or makes a lateral move\* to a position at a different location. The time lines, as above, may be extended under unusual circumstances upon mutual consent of the parties.

\*In the Transportation Department this provision applies to bus drivers moving from a regular route to a Special Education route only, not moving from a regular route to another regular route.

The trial service period provides an opportunity for: (a) the supervisor to observe, supervise and evaluate the employee's work in the new position; (b) the employee to experience the responsibilities of the new position without jeopardizing his/her employment in the District.

- A. An employee in a trial service period will be evaluated by the supervisor at the end of fifteen (15) workdays and thirty (30) workdays, ONLY if the employee is experiencing problems with transition to the new position. These evaluations will be done utilizing the regular classified evaluation form for the position.
- B. Return to an employee's former position due to unsatisfactory evaluations by the supervisor must be preceded by:
  - 1. Written notification on the evaluation form detailing deficiencies in performance which shall include the specific changes/improvement required; AND
  - 2. An opportunity for the employee to remedy the identified deficiency(ies) with at least seven (7) days from date of concern to remedy the situation.

*In Food Service, there will be no limit on the number of regular employees allowed to be reassigned using this provision, with a substitute used in the last spot. In Transportation, only one employee will be allowed to be reassigned using this provision.*

1 Should an employee be returned to his/her former position due to unsatisfactory performance in the  
2 Trial Service period, all employees affected by the move will return to their previous assignment(s).

3  
4 If, by the end of ten (10) workdays or less, the Trial Service period does not prove satisfactory for the  
5 employee, the employee shall provide the Supervisor written notification of his/her intent to return to  
6 his/her former position. The District will have up to ten (10) days after receipt of written notification to  
7 return employee to his/her former position.

8  
9 If an employee leaves a position during the Trial Service period, for whatever reason, the next senior  
10 employee in the general job classification on the original posting will be offered the position. If there is  
11 no senior employee available, the position will be re-posted.

12  
13 **Section 10.5. Loss of Seniority.**

14 The seniority rights of an employee shall be lost for the following reasons.

- 15  
16 A. Resignation;  
17  
18 B. Discharge for justifiable cause;  
19  
20 C. Retirement; or  
21  
22 D. Change in job classification within the bargaining unit, as hereinafter provided.

23  
24 **Section 10.6. Maintenance of Seniority.**

25 Seniority rights shall not be lost for the following reasons, without limitation.

- 26  
27 A. Time lost by reason of industrial accident, industrial illness or judicial leave;  
28  
29 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the  
30 United States; or  
31  
32 C. Time spent on other authorized leaves.

33  
34 **Section 10.7. Seniority Within Classification.**

35 Seniority rights shall be effective within the general job classification. As used in this agreement,  
36 general job classifications are those set forth in Article I, Section 1.5.

- 37  
38 A. For promotions and assignment to new or open jobs or positions, the following  
39 application of seniority rights within the general job classification shall apply: 1) job  
40 title; and 2) seniority in general job classification.  
41  
42 1. For promotions and assignment to new or open jobs or positions in food service, the  
43 following application of seniority rights within the general job classification will  
44 apply. In general, positions will be awarded on the basis of seniority, with the  
45 following exceptions:  
46  
47 First preference for lead positions will be by seniority within classification to those  
48 who are in lead positions or have had lead experience of at least sixty (60) working



1 days in a year in the last three (3) years. Regular food service position occupants will  
2 have preference by seniority to lead positions after lead occupants.

3  
4 For regular food service positions, employees will have preference by seniority.

5  
6 **Section 10.8. Seniority Application.**

7 The employee with the earliest hire date shall have preferential rights regarding shift selection,  
8 vacation periods and overtime. The employee with the earliest hire date shall have preferential rights  
9 regarding promotions, assignment to new or open jobs or positions, and layoffs when ability and  
10 performance are substantially equal with junior employees. If the District determines that seniority  
11 rights should not govern because a junior employee possesses ability and performance greater than a  
12 senior employee or senior employees, the District shall set forth in writing to the employee or  
13 employees and the organization's president, its reasons why the senior employee or employees have  
14 been bypassed.

15  
16 **Section 10.8.1. Reduction of Time.**

17 There must be an excess of twenty (20) minutes decrease in work time (not including round-up  
18 time) before the employee can exercise seniority by bumping to another position.

19  
20 **Section 10.8.1.1.**

21 An employee who experiences a decrease in work time in excess of twenty (20) minutes  
22 (except for special education driver) will have the option to bump the most junior  
23 person with like hours and job title as listed on Schedule A. For the purposes of  
24 bumping, the employee wishing to bump must be qualified for the position.

25  
26 **Section 10.8.1.2.**

27 In any situation requiring a bump, there will be a limit of two (2) bumps in the same job  
28 classification. If there is an open position equal in hours and same job title, the open  
29 position will be filled before bumping.

30  
31 **Section 10.8.2. Special Education Within Transportation.**

32 Any individual interested in a special education position within Transportation must interview  
33 with the Director of Transportation, Special Education Driver Trainer, Special Education  
34 Department representative, and a bargaining unit member to determine eligibility for the  
35 position.

36  
37 **Section 10.9. Change in Job Classification.**

38 Employees who change job classifications within the bargaining unit shall retain their hire dates in the  
39 previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire  
40 date and a new classification.

41  
42 **Section 10.10. Layoff.**

43 The layoff process will begin with identification of the positions to be eliminated. Then the bumping  
44 procedure outlined below will be applied. In the event of layoff, employees so affected are to be  
45 placed on a reemployment list maintained by the District according to layoff ranking. Such employees  
46 are to have priority in filling an opening in the classification held immediately prior to layoff. Names  
47 shall remain on the reemployment list for fifteen (15) working months.

1 **Section 10.11.**

2 Employees in lay-off or reduced hours status shall have priority, in seniority order by classification, in  
3 filling new or open positions over less senior employees, substitutes, and outside candidates. Names  
4 shall remain on the re-employment list for fifteen (15) months. Employees in lay-off status may  
5 request to remain on the recall list for twenty-four (24) months by submitting the request in writing to  
6 Human Resources prior to the fifteen (15) months.  
7

8 **Section 10.12.**

9 An employee shall forfeit rights to re-employment if the employee does not comply with the  
10 requirements of this CBA, or if the employee does not respond to the offer of comparable re-  
11 employment within seven (7) business days. An employee on layoff status who rejects an offer of  
12 employment similar in wages, hours, and working conditions will be removed from layoff status.  
13

14 **Section 10.13.**

15 The District will provide the Association with advance notice and reasonable opportunity to discuss  
16 layoffs and/or reduction in hours including alternative options to layoff and/or reductions. In emergent  
17 situations, as currently provided by law, the District will negotiate these matters with the Association  
18 as soon implementation as is possible. It is the responsibility of those in layoff status to apply for  
19 available new or open positions. Employees on layoff status shall file their address, phone number and  
20 email address (if applicable) in writing with the Human Resources office of the District and shall  
21 thereafter promptly advise the District in writing of any change of address. The District shall send a  
22 certified letter to the last address on file for the employee or obtain the signature and date of an  
23 employee being offered re-employment.  
24

25 **Section 10.14. Bumping**

26 In the event an employee is laid off or has a reduction in time of 31 minutes or more per day, the  
27 employee will be allowed to bump the least senior employee within the same job classification,  
28 provided the employee:

- 29 • Has prior successful experience in the specific position; or
- 30 • Possesses the training and experience needed to successfully perform the essential functions of  
31 the position; and
- 32 • Possesses greater seniority than the employee who would otherwise be retained in the position.

33 If the employee does not wish to exercise this bumping right, the employee may opt to accept the  
34 reduction and remain in their current position or be placed on layoff.  
35

36 **Section 10.15. Position Postings.**

37 Transportation openings shall be posted in the transportation facility. Food service openings shall be  
38 posted in each kitchen.  
39

40 **Section 10.16. Publication of Postings.**

41 The District shall publicize within the bargaining unit for five (5) working days the availability of open  
42 positions as soon as possible after the District is apprised of the opening. A copy of the job posting  
43 shall be forwarded to the president of the Association. Any position open temporarily, e.g., for  
44 extended illness, shall be posted for bid on a temporary basis.  
45

1 **Section 10.16.1. Bus Routes.**

2 Route openings prior to the opening of school will be bid and assignments made during the  
3 annual driver/in-service meetings. Route openings occurring during the last thirty (30) school  
4 days of school may be substituted until the end of the calendar school year.

5  
6 All new routes, open routes, and routes with changes in excess of twenty (20) minutes or  
7 incremental pieces of time totaling more than twenty (20) minutes within the school year will  
8 be bid during the drivers'/monitors' meeting prior to the opening of school. During the school  
9 year, any permanent route increase (not counting round-up) in excess of twenty (20) minutes  
10 for fifteen (15) consecutive school days will be posted, with the exception of special education.  
11 During the school year, any permanent route decrease in excess of twenty (20) minutes for  
12 fifteen (15) consecutive school days will be posted at the request of the affected employee, with  
13 the exception of special education. New or open routes that occur during the school year will be  
14 posted at the time of opening. There will be no bidding because of route changes during the  
15 months of September, May, or June.

16  
17 **Section 10.16.1.1. October Rebid.**

18 In the second (2<sup>nd</sup>) week of October, all special education routes will be rebid by  
19 seniority. Route information will be provided five (5) days prior to the scheduled rebid  
20 day. This rebid will be for special education bus drivers and bus monitors. All changes  
21 will take affect within five (5) days after the rebid, typically the following Monday.

22  
23 **Section 10.16.2. Food Service.**

24 New or open positions will be posted at the time of opening. Any position change in excess of  
25 twenty (20) minutes for fifteen (15) consecutive days will be posted.

26  
27 **Section 10.16.2.1. Summer Work**

28 Summer school openings shall be posted as described in Section 10.15. The position  
29 shall be filled by the most senior member who applies. The member shall be  
30 compensated based on the position filled and paid at their current step on the salary  
31 schedule.

32  
33 **Section 10.16.3. Special Bid Meetings.**

34 Upon mutual agreement between the District and the Association a special bid meeting may be  
35 held during the school year to fill an open position and any subsequent positions that may come  
36 open as a result of the special bid. The meeting information will be posted at least five (5)  
37 working days in advance and all bargaining unit employees will be notified. Any bargaining  
38 unit employee interested in filling the open position or positions that may come open as a result  
39 of the special bid must attend the meeting. Should a position remain unfilled by a bargaining  
40 unit employee at the end of the special bid meeting, the position may then be posted outside the  
41 bargaining unit.

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## ARTICLE XI

### EVALUATION

#### **Section 11.1. Annual Evaluations.**

Evaluations shall be made at least once annually prior to the end of the employee's work year, and shall be written and signed by the appropriate administrator or their designee. Starting with the 2022-2023 school year, supervisors shall provide each employee with at least one (1) formal observation prior to January 31<sup>st</sup> of the current school year. Supervisors will schedule a post-observation meeting with the employee to discuss what was observed during the formal observation. Router/dispatchers, the food service secretary, and shop personnel are exempted from the formal observation with the understanding that the supervisors for these positions are providing continual observation. Additional reports and observations used in the evaluation, other than by the appropriate administrator, shall be identified as to their source on the evaluation form.

#### **Section 11.2. Evaluation Content.**

Overall evaluations shall be marked with adequate space provided for supervisor comments. The evaluation will provide specific suggestions and measures which the employee must take to improve his/her performance in each of the areas wherein unsatisfactory performance has been indicated.

#### **Section 11.3. Signature and Copies.**

An employee shall be given two (2) signed copies of his/her evaluation by the evaluating supervisor. One will be retained by the employee, and the other copy is to be returned to the District supervisor. The employee shall sign the District's copy of the evaluation to indicate that he or she has received a copy of the report. The signature of the employee does not necessarily imply that the employee agrees with the contents of the evaluation. In case of disagreement, the employee will have the right to attach a written rebuttal to the evaluation form. No evaluation shall be submitted to the District office, placed in the employee's file or otherwise acted upon without prior copies being presented to the employee. The employee may request a conference with the supervisor for clarification or discussion of issues with which the employee has concerns.

#### **Section 11.4. Corrective Action and Probation.**

##### **Section 11.4.1.**

Should unsatisfactory job performance(s) require immediate attention, the employee shall be given a written warning citing the reasons for immediate improvement and the corrective action which must be taken by the employee. The employee will be given a timetable to correct the unsatisfactory performance(s). The employee shall be required to sign a copy of the memo acknowledging receipt, not necessarily agreement with its content. A copy of the signed memo will be provided to the Association by the District.

##### **Section 11.4.2.**

If an employee fails to correct the deficiencies within the timetable period, a formal probation will be enacted. In a meeting with the employee's supervisor, the employee will be given the specific required improvements along with strategies and resources to bring about the improvements, in writing. Both the supervisor and the employee will sign the plan of improvement. The probationary period shall be for a period of no more than sixty (60) working days. The employee shall be evaluated at least once in writing during the probationary period

1 and the supervisor shall meet with the employee to discuss the evaluation within two (2) days  
2 of such evaluation. The employee will also be evaluated at the end of the probationary period  
3 in the same manner. The District will determine whether the employee has satisfied the  
4 requirements of the plan of improvement. Failure to satisfy these requirements may result in  
5 sanctions up to and including termination.

6  
7 **Section 11.4.3.**

8 The initiation of a formal probation is not subject to the grievance process unless the employee  
9 is alleging a process violation of Sections 11.4.1 and 11.4.2. The probation process, however,  
10 may not be interrupted nor delayed by a grievance action.

11  
12 **Section 11.4.4.**

13 The employee shall be entitled to Association representation at any meeting conducted as a  
14 result of the implementation of the formal probation process.

15  
16 **Section 11.5. Inclusion in Personnel File.**

17 Evaluations and supportive information necessary for record keeping will remain in the official  
18 personnel file of an employee.

19  
20  
21 **ARTICLE XII**

22  
23 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

24  
25 **Section 12.1. Just Cause.**

26 The District shall have the right to discipline or discharge an employee for justifiable cause. The  
27 employee shall file a grievance according to the procedure described herein (Article XVI) within thirty  
28 (30) days of the discharge or discipline action or the right to file shall terminate and be subject to no  
29 further processing. If the District has reason to reprimand an employee, it shall be done in a manner  
30 which will not embarrass the employee before other employees or the public.

31  
32 **Section 12.2. Progressive Discipline.**

33 The District recognizes the principle of progressive discipline and agrees to follow such principle in  
34 the following manner in common disciplinary actions. Circumstances involving extraordinary actions,  
35 such as those which present a clear and present danger to students and/or staff, may be exempted from  
36 the normal progression at the District's discretion. The following sequence of sanctions will be  
37 followed for similar type infractions:

38

39	First Infraction	Verbal Warning
40	Second Infraction	Written Warning
41	Third Infraction	Suspension Without Pay for Up to Three (3) Days
42	Fourth Infraction	Discharge

43

44 **Section 12.3. Representation.**

45 An employee shall be entitled to have present a representative of the Association during any meeting  
46 which might reasonably be expected to lead to disciplinary action, and/or at any meeting in which  
47 discipline is imposed. The District, acting through a supervisor, shall advise an employee when there  
48 is knowledge that disciplinary action will or may take place. When a request for such representation is

1 made, no meeting shall continue, nor shall any action be taken with respect to the employee, until such  
2 representative of the Association has reasonable opportunity to be present. In no event, however, shall  
3 the meeting be delayed more than three (3) work days to accommodate such representation.  
4

5 **Section 12.4. Prior Discipline.**

6 No disciplinary action more than one (1) year old shall be applied toward future disciplinary actions  
7 unless the same or similar infraction is committed during the three (3) year period immediately  
8 succeeding the initial infraction.  
9

10 **Section 12.5. Notice of Complaint.**

11 Any complaint or allegation not called to the attention of the employee within fifteen (15) working  
12 days of receipt or composition may not be used as the basis for any disciplinary action against the  
13 employee.  
14

15 **Section 12.6. Notification to Non-Annual Employees.**

16 This section is intended to be applicable to those employees whose duties necessarily imply less than  
17 twelve (12) months (excluding vacations) work per year.  
18

19 **Section 12.6.1.**

20 Should the District decide to discharge any non-annual employee, the employee shall be so  
21 notified in writing prior to the expiration of the school year.  
22

23 **Section 12.6.2.**

24 Nothing contained herein shall be construed to prevent the District from discharging an  
25 employee for acts of misconduct occurring after the expiration of the school year.  
26

27 **Section 12.6.3.**

28 Nothing contained in this section shall in any regard limit the operation of other sections of this  
29 article.  
30

31 **Section 12.7. Notice of Discharge.**

32 Except in extraordinary cases, and as otherwise provided in this article, the District will give  
33 employees two (2) weeks' notice of intention to discharge. Discharge of an employee for cause  
34 (failure to comply with laws, rules, regulations, and/or work requirements) may be immediate without  
35 the two (2) week prior notification.  
36

37  
38 **ARTICLE XIII**

39  
40 **INSURANCE AND RETIREMENT**

41  
42 **Section 13.1. Health Benefits.**

43 Employees projected to be working at least six hundred thirty (630) hours, or per the current School  
44 Employees' Benefit Board's (SEBB) regulations shall be eligible to receive a District contribution for  
45 their selected health benefits.

1 The District agrees to provide the insurance plans, follow employee eligibility rules and providing  
2 funding for all bargaining unit members and their dependents as required by State law, the State  
3 Operating Budget, and the School Employees' Benefit Board.

4  
5 **Section 13.2. Tort Liability.**

6 The District shall provide tort liability coverage for all employees subject to this agreement.  
7

8 **Section 13.3. Worker's Compensation Trust.**

9 The District shall make required contributions toward industrial insurance coverage to ESD #113  
10 Workers Compensation Trust on behalf of all employees subject to this agreement.  
11

12 **Section 13.4. Public Employees' Retirement System.**

13 In determining whether an employee subject to this agreement is eligible for participation in the  
14 Washington State Public Employees' Retirement System, the District shall report all hours worked,  
15 whether straight time, overtime, or otherwise.  
16

17 **Section 13.5. Tax Sheltered Retirement Accounts.**

18 All employees subject to this agreement shall be entitled to participate in a tax shelter account. On  
19 receipt of a written authorization by an employee, the District shall make the requisite withholding  
20 adjustments and deductions from the employee's salary. A minimum of five (5) employees, District-  
21 wide, must participate in a given account prior to making payroll deductions.  
22

23 **Section 13.6. VEBA.**

24 Employees may enroll in a VEBA Trust Program offered through the District; provided, that an  
25 employee or group of employees meet the specific requirements of the individual VEBA Trust plans  
26 selected.  
27

28 **Section 13.7. Section 125 Flexible Benefit Plan.**

29 A Section 125 Flexible Benefit Plan shall be made available to employees covered by the agreement.  
30 The provider of such plan may change from time to time, however, whenever that occurs, the Union  
31 and the employees shall be advised of such change and shall be provided with all information  
32 concerning the plan provided by the new provider.  
33  
34

35 **ARTICLE XIV**

36 **PROFESSIONAL DEVELOPMENT**

37  
38 **Section 14.1. Training Compensation.**

39 The employee's regular hourly rate will be paid for attendance at District-approved training courses  
40 and mandatory training sessions required as a condition of continued employment. If total weekly  
41 (Monday through Sunday) hours exceed forty (40), time and one-half (1½) will be paid, based on the  
42 hourly wage rate. Training courses that are conducted during regular working hours will be paid at the  
43 employee's regular hourly rate for that portion equal to the regular hours worked.  
44  
45

46 **Section 14.2. ASE/EVT Certification (Mechanics)**

47 Mechanics and assistant mechanics who acquire and maintain a master ASE certification in any of  
48 three areas (automotive, heavy-duty truck, or school bus) will receive a seventy-five cent (75¢) per

1 hour increase for each ASE certification. In addition, mechanics and assistant mechanics who acquire  
2 and maintain EVT certification will receive an additional seventy-five cent (75¢) per hour increase for  
3 each EVT certificate during the time they are working on an emergency or fire vehicle requiring EVT  
4 certification.

5  
6 **Section 14.3. Food Service Training/Certifications.**

7 Food service workers participating in the American School Food Service Association (ASFSA) who  
8 attend 75% or more of the meetings of the local ASFSA chapter each year will be reimbursed the cost  
9 of their annual membership dues. Food service workers who complete and maintain Level 1 ASFSA  
10 certification will be paid an additional forty-five cents (45¢) per hour. Food service workers who  
11 complete and maintain Level 2 ASFSA certification will be paid an additional sixty cents (60¢) per  
12 hour. The District will pay for Lead Food Service Workers to acquire and maintain their ServSafe  
13 certification once every five (5) years. Non-Lead Food Service Workers may acquire and maintain  
14 their ServSafe certification at their own expense.

15  
16 **Section 14.4. Secretarial/Dispatcher Apprenticeship.**

17 The District will support secretarial/dispatcher apprenticeship programs offered through Centralia  
18 College, the Washington Public School Classified Employees Joint Apprenticeship and Training  
19 Committee, or other supervisor approved program. Food service and transportation dispatchers  
20 who complete a state-approved apprenticeship program directly related to their current position  
21 will be paid an additional sixty cents (60¢) per hour.

22  
23 **Section 14.5. Professional Development Costs.**

24 All costs for professional development training required by the District shall be paid by the District  
25 including but not limited to registration, testing, travel, etc. Any employee may submit a Request  
26 for Action for training that enhances their position with the District and, if approved and during the  
27 employee's regular hours, they will receive their regular pay. If the direct supervisor denies  
28 request for training, an appeal may be made to Human Resources.

29  
30 **Section 14.6. Conference**

31 During the 2021-2022 school year, the District shall provide mental health/employee wellness  
32 activities that staff may engage in to be compensated for conference days.

33  
34 Beginning with the 2022-2023 school year, employees shall attend professional development  
35 trainings two days prior to the first day of school. These trainings shall occur within 10 business  
36 days prior to the first day of school. Employees shall also attend two professional development  
37 trainings during conference days. One during fall conferences and one during spring conferences.  
38 Staff who are unable to attend training may use appropriate leave.

39  
40  
41  
42  
43  
44  
45  
46 **ARTICLE XV**

47  
48 **ASSOCIATION MEMBERSHIP AND CHECKOFF**



1  
2 **Section 15.1. PSE Dues Check Off.**

3 Upon authorization by the employee, Association dues and initiation fees shall be deducted from  
4 employees' paychecks. The Association will provide the District the monthly amount of dues owed,  
5 certified by the Secretary of the Public School Employees of Washington. Payroll deduction  
6 authorization cards must be received by the District by the tenth (10<sup>th</sup>) of the month to be recognized as  
7 effective for that month. The District will transmit to the Association the total amount deducted for all  
8 employees with a list of names from whom the deductions were made. Any required refunds of dues  
9 shall be made directly to the employee by the Association, and the Association shall settle all questions  
10 and disputes between it and its members with reference to deductions or refunds without recourse to  
11 the District.

12  
13 **15.2. Dues Revocation.**

14 Employee's request to revoke dues authorization must be in writing and submitted by the employee to  
15 the Association. Revocations will not be accepted by the District if the authorization has not been  
16 submitted to the Association by the employee. The District shall end the dues deduction effective the  
17 first payroll after receipt of the confirmation that the employee has revoked dues authorization.

18  
19 **Section 15.3. Authorization for Membership.**

20 The District agrees to accept dues authorizations via paper form, voice authorization or by E-signature  
21 in accordance with "E-SIGN". PSE will provide copies of written authorizations to the District as well  
22 as an individualized statement for each member who agrees to union membership via voice  
23 authorization. In addition, upon request, access will be given to the District to the .wav files associated  
24 with the voice authorizations.

25  
26 The PSE state office will be the custodian of the records related to dues authorizations and they agree  
27 that, as the custodian of the records, they have the responsibility to ensure the accuracy and safe-  
28 keeping of those records.

29  
30 **Section 15.4. Indemnification.**

31 The Association shall defend, indemnify and hold the District harmless against damage awards arising  
32 from any and all claims, order, suits or other legal orders or judgments brought or issued against the  
33 District which may arise out of or by reason of action taken by the District in complying with  
34 Article XV. The Association agrees to refund to the District any amounts paid in error because of the  
35 due's deduction provision.

36  
37 **Section 15.5. Access to New Employees.**

38 The District will notify the Association of all new hires within ten (10) working days of the hire date.  
39 The Union will be provided with thirty minutes of paid time to meet with each newly hired bargaining  
40 unit member within the first month of hire. Paid time will be provided to both the Union representative as  
41 well as the new employee.

42  
43 **Section 15.6. Political Action Committee**

44 The District shall, upon receipt of written or voice authorization that conforms to legal  
45 requirements, deduct from the pay of such bargaining unit employee the amount of contribution  
46 the employee voluntarily chooses for deduction for political purposes and shall transmit the same  
47 to Public School Employees of Washington / SEIU Local 1948. Section 15.3 of the Collective  
48 Bargaining Agreement shall apply to these deductions.

1  
2 **Section 15.6. Member List**

3 The District will provide the Association a list to be transmitted electronically upon any changes,  
4 listing bargaining unit employees who are hired, re-hired, reinstated, transferred into or out of a  
5 bargaining unit, reclassified, promoted, downgraded, placed on any type of leave, laid off, recalled  
6 from layoff or separated from the District. The report will include each listed bargaining unit  
7 employee's name, job title, work location, personnel action and reason.  
8

9  
10 **ARTICLE XVI**

11  
12 **GRIEVANCE PROCEDURE**

13  
14 **Section 16.1.**

15 Grievances or complaints arising between the District and its employees within the bargaining unit  
16 defined in Article I herein, with respect to matters dealing with the interpretation or application of the  
17 terms and conditions of this agreement, shall be resolved in strict compliance with this article.  
18

19 **Section 16.2. Grievance Steps.**

20  
21 **Section 16.2.1. Step 1.**

22 Employees shall first discuss the grievance with their immediate supervisor. If employees so  
23 wish, they may be accompanied by an Association representative at such discussion. All  
24 grievances not brought to the immediate supervisor in accordance with the preceding sentence  
25 within fifteen (15) working days of the occurrence of the grievance shall be invalid and subject  
26 to no further processing. The immediate supervisor shall respond to the grievance within  
27 fifteen (15) working days.  
28

29 **Section 16.2.2. Step 2.**

30 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding  
31 subsection, the employee shall, within fifteen (15) working days of the immediate supervisor's  
32 response referred to in the preceding subsection, reduce to writing a statement of the grievance  
33 containing the following.  
34

- 35 A. The facts on which the grievance is based;  
36  
37 B. A reference to the provisions in this agreement which have been allegedly  
38 violated; and  
39 C. The remedy sought.  
40

41 The employee shall submit the written statement of grievance to the immediate supervisor for  
42 reconsideration and shall submit a copy to the official in the administration responsible for  
43 personnel. The parties will have fifteen (15) working days from submission of the written  
44 statement of grievance to resolve it by indicating on the statement of grievance the disposition.  
45 If an agreeable disposition is made, all parties to the grievance shall sign it.  
46

1 **Section 16.2.3. Step 3.**

2 If no settlement has been reached within the fifteen (15) working days referred to in the  
3 preceding subsection, and the Association believes the grievance to be valid, a written  
4 statement of grievance shall be submitted within fifteen (15) working days to the District  
5 superintendent or the superintendent's designee. After such submission, the parties will have  
6 fifteen (15) working days from submission of the written statement of grievance to resolve it by  
7 indicating on the statement of grievance the disposition. If an agreeable disposition is made, all  
8 parties to the grievance shall sign it.

9  
10 **Section 16.2.4. Step 4.**

11 If no settlement has been reached within the fifteen (15) working days referred to in the  
12 preceding subsection, and the Association believes the grievance to be valid, the employee  
13 may, within fifteen (15) working days of the superintendent/designee response referred to in the  
14 preceding subsection, request the grievance be referred to the District board of directors.

15  
16 **Section 16.2.5. Step 5.**

17 The District board of directors shall render a decision regarding disposition of the grievance  
18 within thirty (30) working days following appeal to the board of directors. The board of  
19 directors reserves the right to summon the employee for an oral statement of the grievance.  
20 The employee reserves the right to appear before the board of directors to explain the  
21 grievance. At any appearance before the board of directors, the employee may be accompanied  
22 by an Association representative or designee.

23  
24 **Section 16.2.6. Step 6.**

25 If no settlement has been reached within the thirty (30) days referred to in the preceding  
26 subsection, and the Association believes the grievance to be valid, the employee may demand  
27 arbitration of the grievance. Any dispute, claim or grievance arising out of or relating to the  
28 interpretation or the application of this agreement shall then be submitted to arbitration under  
29 the Voluntary Labor Arbitration Rules of the American Arbitration Association. If mutually  
30 agreed, the parties may submit to arbitration under the Expedited Labor Arbitration Rules of  
31 the American Arbitration Association. The parties further agree to accept the arbitrator's award  
32 as final and binding upon them.

33  
34 **Section 16.3.**

35 The grievance discussions shall take place whenever possible on school time. The employer shall not  
36 discriminate against any individual employee or the Association for taking action under this article.

37  
38 **Section 16.4.**

39 Time limits set forth above can be amended by mutual agreement.  
40  
41  
42  
43  
44  
45  
46  
47

48 **ARTICLE XVII**

1  
2 **SALARIES AND EMPLOYEE COMPENSATION**  
3

4 **Section 17.1.**

5 Employees shall be compensated in accordance with the provisions of this agreement for all hours of  
6 assigned work.  
7

8 **Section 17.1.1. Direct Deposit.**

9 Direct deposit is the preferred method of payment. Staff hired after June 30, 2007, are required  
10 to use direct deposit. Staff currently using direct deposit may not revert back to individual  
11 payroll warrants.  
12

13 **Section 17.1.2. Annualization of Pay.**

14 An employee's annual base salary shall be averaged over twelve (12) months except extra  
15 work, extra trips, and overtime will be paid monthly.  
16

17 **Section 17.2. Salaries.**

18 Salaries for employees subject to this agreement, during the term of this agreement, are contained in  
19 Schedule A attached hereto and by this reference incorporated herein.  
20

21 For 2021-2022, hourly wages shall be increased by 10% for shop personnel and IPD + 2% for all other  
22 job classifications as shown on the attached Schedule A.  
23

24 For 2022-2023, hourly wages shall be increased by 3.5% or IPD + 1%, whichever is greater.  
25

26 For 2023-2024, hourly wages shall be increased by IPD + 2%.  
27

28 **Section 17.3. Right to Retroactivity.**

29 Salaries contained in Schedule A shall be for the entire term of this agreement, subject to the terms and  
30 conditions of Article XVIII, Section 18.3. Should the date of execution of this agreement be  
31 subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.  
32

33 **Section 17.4. Retroactive Pay.**

34 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this  
35 agreement if possible and in any case not later than the second regular payday. In the case of  
36 retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive  
37 pay shall be paid on the first regular payday following agreement on such schedule, if possible and in  
38 any case not later than the second regular payday.  
39

40 **Section 17.5. Incremental Steps.**

41 Incremental steps, where applicable, shall take effect on September 1 of each year during the term of  
42 this agreement; provided, the employee has been actively employed continuously for at least one-half  
43 (½) of the previous employment year.  
44

45 Bargaining unit substitutes who are able to provide evidence of previous similar work experience may  
46 be placed at Step 2 with at least three (3) consecutive years of similar work experience or Step 3 with  
47 at least five (5) consecutive years of similar work experience. Those bargaining unit substitutes who

1 have worked a minimum of thirty (30) days each school year will be eligible to move to Step 2 after  
2 three (3) consecutive years and Step 3 after five (5) consecutive years.

3  
4 **Section 17.6. Movement Between Classifications.**

5 Any employee who is requested to change job position or classification shall not take a reduction in  
6 pay. If an employee requests a lesser paying position or classification, they will be paid according to  
7 Schedule A, currently in effect. All years within the bargaining unit will count when determining  
8 placement on Step 6, Step 7, or Step 8.

9  
10 **Section 17.7. Rounding of Time.**

11 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (¼) hour  
12 once per day at the end of the employee's work day.

13  
14 **Section 17.8. Use of Private Vehicle.**

15 Any employee required to travel from one site to another in a private vehicle during working hours  
16 shall be reimbursed for such travel on a per-mile basis at the current IRS reimbursable rate at the time  
17 of travel. The District will provide advance notice of sleeping accommodations for overnight trips.  
18 Such accommodations will normally be in a hotel/motel except under special circumstances (i.e., Neah  
19 Bay, etc.).

20  
21 **Section 17.9. Overnight Travel.**

22 Employees required to remain overnight on District business shall be reimbursed for room and board  
23 expenditures.

24  
25 **Section 17.10. Health Examinations and Immunizations.**

26 When health examinations or health cards are required by the District or state for transportation, such  
27 cost will be paid by the District up to one hundred and twenty-five dollars (\$125.00) every two (2)  
28 years, and for food service employees, such cost will be paid by the District up to seventy-five dollars  
29 (\$75.00) annually, unless such service is available at no charge through the Lewis County Health  
30 Department. Employees who must obtain a health examination more frequently than every two years  
31 at the direction of a healthcare provider shall be reimbursed for the cost of the additional health  
32 examination up to one hundred and twenty-five dollars (\$125.00) per required examination. The  
33 District has the right to specify the health service or M.D. to perform the examination. The District is  
34 responsible for the entire cost when specifying the service or M.D. Cost paid by the District will be  
35 reviewed annually and adjusted, if necessary, by mutual agreement.

36  
37 **Section 17.10.1. Flu Shot.**

38 The District shall arrange and pay for immunizations for the prevention of influenza provided  
39 the employee's medical care coverage does not pay for such immunization cost. Participation  
40 is voluntary.

41  
42 **Section 17.11. Reimbursement for Cost of Licenses and Permits.**

43 Employees shall be reimbursed for all expenses incurred for required attainment/renewal of licenses or  
44 permits (excluding basic driver's license) which are required by the District, state, or federal  
45 government for performance of duties within the employee's assignment. Regarding the Commercial  
46 Driver's License "behind the wheel test" and "written examination," District reimbursement will be for  
47 only one (1) test fee. In the event a driver fails the test/examination and attempts the test again, the  
48 District will not reimburse such additional costs incurred.

1  
2  
3 **Section 17.12. Driver Trainer Pay.**

4 The driver trainer will be paid an additional one dollar (\$1.00) per hour stipend during the time they  
5 are working as a driver trainer. If the driver trainer is a Chehalis employee, he/she will be paid their  
6 regular hourly rate of pay plus one dollar (\$1.00) per hour.  
7

8 **Section 17.13. Tool Allowance.**

9 Mechanics and assistant mechanics shall be paid an annual tool allowance of eight hundred dollars  
10 (\$800.00). The annual tool allowance will be paid on the September payroll. If an employee  
11 separates from employment, the unearned portion will be withheld from their final paycheck.  
12

13 **Section 17.14. Shop Boot Allowance.**

14 Shop employees shall be reimbursed for work boots up to two hundred twenty-five dollars (\$225.00)  
15 every two years.  
16

17 **Section 17.15. Food Service Shoe Allowance.**

18 Food Service employees shall be reimbursed for work shoes up to fifty dollars (\$50) each school year.  
19

20 **Section 17.16. Food Service Catering.**

21 Food service staff participating in catering events outside their regular work day will be paid their  
22 regular pay during regular work hours, an additional one dollar (\$1.00) per hour for catering outside of  
23 their regular work hours that is a district sponsored function or an additional \$2.00 per hour for  
24 catering outside of their regular work hours that are for groups outside of the district.  
25

26 In-district catering work will be offered to the food service employees in the building where the event  
27 is being held by seniority. If additional help is needed, the work will be offered district-wide on a  
28 rotational seniority basis, with the list starting anew each school year.  
29

30  
31 **ARTICLE XVIII**

32  
33 **SAFETY**

34  
35 **Section 18.1**

36 Health and safety protocols will be clearly communicated to all employees at each site. These  
37 protocols will be provided in writing to the employee at the employee's request. The District will have  
38 a Safety committee in compliance with Labor & Industries regulations and invite representation from  
39 PSE. If meetings are not conducted on worktime, PSE employees will receive hourly compensation as  
40 per Schedule A.  
41

42 **Section 18.2. Immunization**

43 The District may request proof of immunizations from its employees. Once immunization records have  
44 been provided to the District, such records shall be maintained in a confidential file separate from the  
45 employee's personnel file.  
46

47 Employees have the right to request a religious and/or medical accommodation per Board Policy and  
48 Procedures 5014.

1  
2 **Section 18.3 Safety Trainings**

3 Adequate and regular safety trainings, including safety drills, will be provided for staff by the District.  
4

5  
6 **ARTICLE IX**

7  
8 **TERM AND SEPARABILITY OF PROVISIONS**

9  
10 **Section 19.1.**

11 The term of this agreement shall be September 1, 2021 through August 31, 2024.  
12

13 **Section 19.2.**

14 All provisions of this agreement shall be applicable to the entire term of this agreement  
15 notwithstanding its execution date, except as provided in the following section.  
16

17 **Section 19.3.**

18 This agreement may be reopened and modified at any time during its term upon mutual consent of the  
19 parties in writing; provided, however, that any state identified salary increases for classified salaries  
20 shall be passed through during the term of this agreement. In addition, state identified mandatory and  
21 health benefit increases shall be passed through to all employees during the term of this agreement.  
22 The District agrees to pay increments during the term of this agreement.  
23

24 **Section 19.3.1.**

25 The parties agree to reopen this agreement in the event of a double maintenance and operations  
26 levy failure. In addition, this agreement shall be reopened as necessary to consider the impact  
27 of any significant legislative actions following the execution of the agreement. In the 2023-  
28 2024 school year, at the request of the Association or the District, either party may re-open up  
29 to three (3) non-financial contractual items.  
30

31 **Section 19.3.2.**

32 If the District uses more than three (3) charter buses during any one (1) school year of the  
33 agreement, PSE may request that negotiations be opened on the charter bus language. Such  
34 request must be made within ten (10) working days of the fourth (4<sup>th</sup>) charter trip.  
35

36 **Section 19.4.**

37 If any provision of this agreement or the application of any such provision is held invalid, the  
38 remainder of this agreement shall not be affected thereby.  
39

40 **Section 19.5.**

41 Neither party shall be compelled to comply with any provision of this agreement which conflicts with  
42 state or federal statutes or regulations promulgated pursuant thereto.  
43

44 **Section 19.6.**

45 In the event either of the two (2) previous sections is determined to apply to any provision of this  
46 agreement, such provision shall be renegotiated pursuant to Section 18.3.  
47  
48

SIGNATURE PAGE

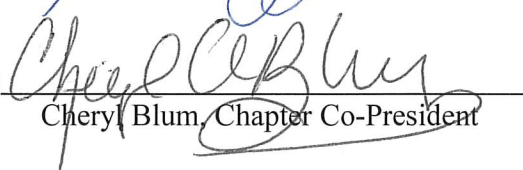
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PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON / SEIU Local 1948

PUBLIC SCHOOL EMPLOYEES  
OF CENTRALIA

BY:   
Leslie Taggart, Chapter Co-President

DATE: 12/12/21

BY:   
Cheryl Blum, Chapter Co-President

DATE: 12/15/21

CENTRALIA SCHOOL DISTRICT NO. 401

BY:   
Lisa Grant, Superintendent

DATE: 12/15/21

BY:   
Tabitha Whiting, Exec. Dir. of HR

DATE: 12/15/21



**Schedule A**  
**Centralia School District No. 401**  
**September 1, 2021 – August 31, 2022**

<b>FOOD SERVICE (General Classification)</b>	<b>STEP 1</b>	<b>STEP 2 Step 1*1.03</b>	<b>STEP 3 Step 2*1.03</b>	<b>STEP 4 Step 3*1.03</b>	<b>STEP 5 Step 4*1.03</b>	<b>STEP 6/7 10-14 Yrs Step 5*1.03</b>	<b>STEP 7/8 15-19 Yrs Step 6/7*1.03</b>	<b>STEP 8/9 20+ Yrs Step 7/8*1.03</b>
Kitchen Manager	\$21.03	\$21.66	\$22.31	\$22.98	\$23.67	\$24.38	\$25.11	\$25.86
Secondary Lead Food Service Worker	\$19.80	\$20.40	\$21.01	\$21.64	\$22.29	\$22.96	\$23.64	\$24.35
Elementary Lead Food Service Worker	\$18.99	\$19.56	\$20.15	\$20.75	\$21.37	\$22.02	\$22.68	\$23.36
Secondary Food Service Worker	\$17.46	\$17.99	\$18.53	\$19.08	\$19.65	\$20.24	\$20.85	\$21.48
Elementary Food Service Worker	\$17.28	\$17.80	\$18.34	\$18.89	\$19.45	\$20.04	\$20.64	\$21.26
Delivery – Warehouse	\$20.81	\$21.43	\$22.08	\$22.74	\$23.42	\$24.12	\$24.85	\$25.59
Food Service Secretary	\$18.77	\$19.34	\$19.91	\$20.47	\$21.03	\$21.59	\$22.15	\$22.71

<b>TRANSPORTATION (General Classification)</b>	<b>STEP 1</b>	<b>STEP 2 Step 1*1.03</b>	<b>STEP 3 Step 2*1.03</b>	<b>STEP 4 Step 3*1.03</b>	<b>STEP 5 Step 4*1.03</b>	<b>STEP 6/7 10-14 Yrs Step 5*1.03</b>	<b>STEP 7/8 15-19 Yrs Step 6/7*1.03</b>	<b>STEP 8/9 20+ Yrs Step 7/8*1.03</b>
Bus Driver	\$21.89	\$22.55	\$23.23	\$23.92	\$24.64	\$25.38	\$26.14	\$26.92
Bus Monitor	\$16.31	\$16.80	\$17.30	\$17.82	\$18.35	\$18.90	\$19.47	\$20.06
Bus Mechanic	\$28.35	\$29.20	\$30.07	\$30.98	\$31.90	\$32.86	\$33.85	\$34.86
Assistant Mechanic	\$22.69	\$23.37	\$24.08	\$24.80	\$25.54	\$26.31	\$27.10	\$27.91
Parts Serviceperson	\$20.81	\$21.44	\$22.08	\$22.74	\$23.43	\$24.13	\$24.85	\$25.60
Utility Person	\$20.81	\$21.44	\$22.08	\$22.74	\$23.43	\$24.13	\$24.85	\$25.60
Dispatcher	\$21.59	\$22.24	\$22.91	\$23.59	\$24.30	\$25.03	\$25.78	\$26.55
Taxi Rate	\$16.87	\$17.37	\$17.89	\$18.43	\$18.98	\$19.55	\$20.14	\$20.74
Extra Trip Rate	\$19.51							

Employees who fulfill educational requirements shall receive the appropriate extra rate in addition to their hourly base rate. (Article XIV)

Bargaining Unit Substitutes will be paid at Step 1, Step 2, or Step 3, depending on experience (Section 17.5)

Driver Trainer – plus \$1.00 when training (Section 17.12)

Food Service Catering – plus \$1.00 or \$2.00 for catering events outside of the regular work day (Section 17.16)

1 Lead Mechanic - \$5,000 annual stipend

2

3 2022-2023 Salaries: Step 1 shall be increased by 3.5% or IPD, whichever is great. Each subsequent  
4 step shall be increase by 3% from the previous step.

5

6 2023-2024 Salaries: Step 1 shall be increased by IPD + 2%. Each subsequent step shall be increased by  
7 3% from the previous step.

1 **LETTER OF AGREEMENT**

2  
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC  
4 SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 AND THE CENTRALIA SCHOOL  
5 DISTRICT #401.

6  
7 The parties agree to the following for vaccinated employees:

- 8
- 9 • Vaccinated employees will provide proof of all required vaccines, the employer will record  
10 acknowledgement of the required vaccine in a file separate from their personnel file.
  - 11
  - 12 • Employees who qualify for exemptions will provide documentation and the employer will record  
13 documentation provided for exemption in a file separate from their personnel file.
  - 14

15 In the event members are not in compliance with the vaccine condition of employment, the parties agree to the  
16 following:

- 17 • Unvaccinated employees will have until October 18, 2021, to be fully vaccinated. (Information will be  
18 retained in a file separate from their personnel file).
- 19
- 20 • Employees who have received a COVID-19 vaccine and take sick leave due to vaccine side effects may  
21 be credited up to one day of sick leave so long as proof of vaccination has been submitted to the Human  
22 Resources Department.
- 23
- 24 • Employees who do not meet the vaccination requirements will be placed on a re-employment list for the  
25 remainder of the 2021-22 school year, during this time should the employee meet the requirements of  
26 employment then the employee may return to a comparable open position. The District will follow the  
27 recall procedure contained in Section 10 of the current CBA when recalling employees on this list, with  
28 the exception of the time period of the re-employment list. Employees on the re-employment list will  
29 not accrue seniority, however their seniority will not be lost while on the re-employment list.
- 30
- 31 • Employees may take appropriate and reasonable mask breaks.
- 32
- 33 • Workers' Compensation: Consistent with the [Health Emergency Labor Standards Act](#), any "frontline"  
34 (in building) employee who contracts COVID-19 and provides proof of diagnosis is presumed to have  
35 contracted the virus at work for purposes of Workers' Compensation eligibility, unless there is a  
36 preponderance of evidence to prove otherwise. Employees diagnosed with COVID-19 in this manner or  
37 directed to quarantine due to a worksite exposure may have access to Workers' Compensation benefits.  
38 For employees who meet these criteria, the District will supplement Workers' Compensation with paid  
39 administrative leave during time periods when the employee is unable to work as a result of such  
40 exposure. If the employee is required to quarantine due to a worksite exposure, but does not qualify for  
41 Workers' Compensation due to having tested negative for COVID-19, the employee will receive paid  
42 administrative leave or an alternative remote assignment for the period of quarantine. The District will  
43 communicate protocols for accessing these leaves to impacted employees. Employees will obtain testing  
44 at the earliest appropriate opportunity in such situations and will share the results with the District  
45 immediately upon receipt.
- 46
- 47 • Those employees who have started the vaccination process prior to October 18, 2021, but have not yet  
48 met all vaccine requirements, may be put on unpaid administrative leave. Such employees must receive  
49 their second shot within six weeks of their first shot, or forfeit this benefit.
- 50
- 51

- 1 • References for employment will be based on the employee’s performance and not based on vaccination  
2 status.
- 3
- 4 • If employees who separate from employment with the District due to their vaccination status choose to  
5 file for unemployment, the District will not contest such filing. Conditions of unemployment are  
6 determined by Employment Securities and not the District.
- 7
- 8 • Duration: This LOA shall remain in effect through the 21/22 school year or the end of the declared  
9 COVID state of emergency, whichever is sooner. All terms and conditions of the Collective Bargaining  
10 Agreement shall remain in full force and effect unless specifically modified by this LOA. This LOA  
11 will be construed consistently with any existing state and local public health requirements and if those  
12 requirements change, the District will follow the new requirements.

13  
14 Required COVID-19 vaccines will continue to be a term of employment and will be required as long as the  
15 mandate exists.

16  
17 This Letter of Agreement will be effective upon signature and shall remain in effect through August 31, 2022.

18  
19 PUBLIC SCHOOL EMPLOYEES  
20 OF WASHINGTON / SEIU Local 1948

21  
22  
23 PUBLIC SCHOOL EMPLOYEES  
24 OF CENTRALIA

25  
26  
27  
28 BY: \_\_\_\_\_  
29 Leslie Taggart, Chapter Co-President

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

30  
31  
32 BY: \_\_\_\_\_  
33 Cheryl Blum, Chapter Co-President

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

34  
35  
36 CENTRALIA SCHOOL DISTRICT NO. 401

37  
38  
39  
40  
41 BY: \_\_\_\_\_  
42 Lisa Grant, Superintendent

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

43  
44  
45 BY: \_\_\_\_\_  
46 Tabitha Whiting, Exec. Dir. of HR

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

**Centralia School District  
PSE Salary Schedule**

Step:	1	2	3	4	5	6	7	8
<b>Kitchen Manager</b>						10-14 Yrs	15-19 Yrs	20+ Yrs
2022-23	\$ 22.40	\$ 23.07	\$ 23.76	\$ 24.47	\$ 25.20	\$ 25.96	\$ 26.74	\$ 27.54
<b>Secondary Lead</b>								
2022-23	\$ 21.09	\$ 21.72	\$ 22.37	\$ 23.04	\$ 23.73	\$ 24.44	\$ 25.17	\$ 25.93
<b>Elementary Lead</b>								
2022-23	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09	\$ 22.75	\$ 23.43	\$ 24.13	\$ 24.85
<b>Secondary Food Service Worker</b>								
2022-23	\$ 18.60	\$ 19.15	\$ 19.72	\$ 20.31	\$ 20.92	\$ 21.55	\$ 22.20	\$ 22.87
<b>Elementary Food Service Worker</b>								
2022-23	\$ 18.41	\$ 18.96	\$ 19.53	\$ 20.12	\$ 20.72	\$ 21.34	\$ 21.98	\$ 22.64
<b>Delivery Warehouse</b>								
2022-23	\$ 22.16	\$ 22.83	\$ 23.51	\$ 24.22	\$ 24.95	\$ 25.70	\$ 26.47	\$ 27.26
<b>Food Service Secretary</b>								
2022-23	\$ 19.99	\$ 20.59	\$ 21.21	\$ 21.85	\$ 22.51	\$ 23.19	\$ 23.89	\$ 24.61
Step:	1	2	3	4	5	6	7	8
<b>Bus Driver</b>						10-14 Yrs	15-19 Yrs	20+ Yrs
2022-23	\$ 23.31	\$ 24.01	\$ 24.73	\$ 25.47	\$ 26.23	\$ 27.02	\$ 27.83	\$ 28.66
<b>Bus Mechanic</b>								
2022-23	\$ 30.19	\$ 31.10	\$ 32.03	\$ 32.99	\$ 33.98	\$ 35.00	\$ 36.05	\$ 37.13
<b>Assistant Mechanic</b>								
2022-23	\$ 24.17	\$ 24.89	\$ 25.64	\$ 26.41	\$ 27.20	\$ 28.02	\$ 28.86	\$ 29.73
<b>Parts Serviceperson</b>								
2022-23	\$ 22.16	\$ 22.83	\$ 23.51	\$ 24.22	\$ 24.95	\$ 25.70	\$ 26.47	\$ 27.26
<b>Utility Person</b>								
2022-23	\$ 22.16	\$ 22.83	\$ 23.51	\$ 24.22	\$ 24.95	\$ 25.70	\$ 26.47	\$ 27.26
<b>Transportation Secretary/Dispatcher</b>								
2022-23	\$ 22.99	\$ 23.68	\$ 24.39	\$ 25.12	\$ 25.87	\$ 26.65	\$ 27.45	\$ 28.27
Step:	1	2	3	4	5	6	7	8
<b>Bus Monitor</b>								
2022-23	\$ 17.37	\$ 17.89	\$ 18.43	\$ 18.98	\$ 19.55	\$ 20.14	\$ 20.74	\$ 21.36
<b>Taxi Rate</b>								
2022-23	\$ 17.97	\$ 18.50	\$ 19.06	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
<b>Extra Trip Rate</b>								
2022-23	\$ 20.78							

*Bargaining Unit Substitutes will be paid at Step 1, Step 2 or Step 3 depending on experience (Section 17.5)*

PUBLIC SCHOOL EMPLOYEES  
OF CENTRALIA

BY: \_\_\_\_\_  
Leslie Taggart; Chapter Co-President

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

BY: \_\_\_\_\_  
Cheryl Blum, Chapter Co-President

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

CENTRALIA SCHOOL DISTRICT NO. 401

BY: \_\_\_\_\_  
Tabitha Whiting, Executive Director of Human  
Resources

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