

**COLLECTIVE BARGAINING  
AGREEMENT**



**BETWEEN**

**TEAMSTERS UNION LOCAL #252**

**AND**

**CENTRALIA SCHOOL DISTRICT  
(Clerical, Maintenance, Computer Technicians, & Custodians)**

September 1, 2022 – August 31, 2025

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## **INTRODUCTION**

### **1.1. Preamble**

**1.1.1.** This Agreement made and entered into between the Centralia School District No. 401 (hereinafter designated as the “District” and/or “Employer”), and Teamsters Union Local No. 252 (hereinafter designated as the “Union”) for the purpose of collective negotiations on wages, hours and conditions of employment.

### **1.2. Purpose**

**1.2.1.** Upon written request by either party, the Union officials and Employer representatives shall meet to discuss problems relating to interpretation or application of this Collective Bargaining Agreement. When a request is made, the meeting shall be held within a reasonable amount of time.

## **2. RECOGNITION**

### **2.1. Scope of Bargaining Unit**

**2.1.1.** The Employer agrees to recognize the Union as the sole bargaining agency for the full-time and part-time classified employees within the job classifications below and to deal with representatives of the Union with respect to wages, hours and working conditions, and the adjustment of grievances arising under this contract. Classifications included within this bargaining unit are: Secretaries, Grounds/Maintenance, Custodians, Electricians, Licensed or Certified Electrician or HVAC Computer Technicians, and Security Officers. Substitute employees and confidential employees are excluded from the bargaining unit.

**2.1.2.** The Employer will make available to the Union or his/her designee, reports of change in employment status of employees coming under this Agreement; i.e., new hires, transfers, promotions, demotions, terminations, etc.

## **3. MANAGEMENT RIGHTS**

### **3.1. Customary Functions**

**3.1.1.** The Board, acting on behalf of the electorate of the school district, retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the regulations of the State Board of Education, the laws and Constitution of the state of Washington and/or the United States.

**3.1.2.** It is expressly agreed that all rights except those rights clearly relinquished herein by the District are reserved to and shall continue to vest in the District.

## **4. UNION SECURITY**

### **4.1. Check Off of Union Dues & Initiation / Membership**

**4.1.1** The Union shall have up to a thirty (30) minute orientation with new employees’ during the employees’ regular work hours. The Union will explain that it is designated as the exclusive representative for all employees covered under this Agreement.

**4.1.2** Upon receipt of a properly executed authorization card signed by the employee, the Employer shall deduct from the employee's monthly pay all regular union dues and initiation fees uniformly required to maintain the employee in good standing with the Union. Payroll deduction authorization cards must be received by the Centralia School District by the 15<sup>th</sup> day of the month to be recognized as effective for that month. Such deductions are to be transmitted to the Union each month with the list of names of the employees from whose pay deductions were made. The Union shall provide the Employer with thirty (30) days advance notice of any changes in Union deduction dues/fees.

**4.1.3** The Union shall indemnify the Employer and any department of the Employer and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action taken by the Employer or any department of the Employer, for the purpose of complying with the provisions of this Article. The Union agrees to refund to the District any amounts paid to it in error on account of the check-off provisions upon presentation of proper evidence thereof by the District.

**4.2. DRIVE Check Off**

**4.2.1.** This provision is effective only if six (6) or more employees have requested the deduction by September 1 of the current school year. The Employer agrees to deduct from the paycheck of all employees covered by this Agreement voluntary contributions to DRIVE. DRIVE shall notify the Employer of the amounts designated by each contributing employee that are to be deducted from his/her paycheck on a weekly basis for all weeks worked. The phrase “weeks worked” excludes any week other than a week in which the employee earned a wage.

**4.2.2.** The Employer shall transmit to DRIVE National Headquarters on a monthly basis, in one (1) check, the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employee’s Social Security number and the amount deducted from the employee’s pay check.

**4.2.3.** The International Brotherhood of Teamsters shall reimburse the Employer annually for the Employer’s actual cost for the expenses incurred in administering the weekly payroll deduction plan.

**5. EMPLOYEE DEFINITIONS**

**5.1. Full-Time Employee (FTE)**

**5.1.1.** A full-time employee shall be defined as an employee who is regularly scheduled to work forty (40) hours a week twelve (12) months per year. For monthly Employer health and welfare contribution purposes, an employee who works a minimum of fourteen hundred forty (1440) hours annually shall be considered a full-time employee.

**5.2. Part-Time Employee**

**5.2.1.** A part-time classified employee shall be defined as an employee who is regularly scheduled to work less than forty (40) hours per week, or in the alternative, an employee who is regularly scheduled to work up to forty (40) hours but for less than twelve (12) months per year. During the summer months part time employees shall be considered when it is necessary to provide additional labor for special works or projects. Additional work hours are compensated at the employee’s applicable hourly rate of the classification that normally performs such work.

**5.3. Probationary Employee**

**5.3.1.** A probationary employee shall be defined as an employee who has not yet completed one hundred eighty (180) calendar days of employment with the District.

**5.4. Substitute Employee**

**5.4.1.** A substitute employee shall be defined as an employee who works to fill temporary vacancies due to illness, injuries, authorized leaves of absences or an employee’s separation from employment. Such an employee shall be excluded from the terms and conditions of this agreement unless the temporary vacancy is filled by a non-probationary employee in which case the employee shall remain covered under the terms and conditions of the agreement.

**5.5. Temporary/Project Employee**

**5.5.1.** A temporary/project employee shall be defined as an employee who possesses specialized skills and is hired as to supplement the existing work force for a defined period of time to work on and complete a specific project. Such employee shall be excluded from the terms and conditions of this agreement.

**6. EMPLOYMENT POLICIES**

**6.1. Promotions & Job Openings**

**6.1.1.** Written notice of vacancies and new positions within the bargaining unit shall be posted for not less than five (5) working days in each building where bargaining unit members are assigned. Copies shall be provided, at the time of posting, to the designated Shop Stewards. For an applicant to be considered for a vacant or new position, he/she must:

- a) Submit his/her written application to the District Personnel Office within the time frame given in the posting; and
- b) Possess the skills and qualifications applicable to the vacant or new position.

**6.1.2.** Employees who are applicants shall receive consideration on the following: first, skills and qualifications of the employee; and, second, hire date when skills and qualifications of employee applicants are equal. The district will make the final decision with regard to the selection of applicants for employment.

**6.1.3.** All qualified applicants from the bargaining unit will be offered an interview prior to outside applicants being considered. Qualifications will be determined by the District; however, determination of qualifications are subject to appeal to the Superintendent or designee.

**6.1.4.** An employee who is promoted or transferred to a higher paid classification shall be placed on the lowest salary schedule of the new classification at an hourly rate of pay which constitutes an hourly increase of at least two percent (2.0%). The Employer, at his/her sole discretion, may authorize placement of the employee at a higher step based on skills which the employee may possess at the time of the promotion or transfer; however, each promotion or transfer will be evaluated on a case by case basis.

**6.1.5. Temporary Vacancy:** In the event a temporary vacancy occurs due to illness, injuries, authorized leaves of absences, or an employee's separation from employment, bargaining unit employees shall be provided an opportunity to fill such temporary vacancy. An employee accessing a temporary vacancy shall retain reversion rights to his/ her formally held classification upon termination of the temporary assignment. Such employee shall also retain all rights, privileges and benefits provided for under the terms and conditions of this agreement while working the temporary assignment.

## **6.2. Union Access**

**6.2.1.** Upon reasonable notice, the Employer will make available to Union or designated Shop Steward(s) requested information which is relevant to the Union's duties under Chapter 41.56 RCW. The District may charge the Union the cost of reproducing District documents.

**6.2.2.** The Union shall have the right, contingent upon approval by the site administrator, to hold Union meetings on school property provided that such meetings are outside working hours of the employee.

**6.2.3.** Representatives of the Union, 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 Union representatives will in any way hamper or obstruct the normal flow of work.

**6.2.4.** The District shall provide a bulletin board space on facility bulletin boards for the Union to utilize to post notices of Union meetings or to provide other relevant Union material. Each bulletin shall be signed by the Union official responsible for its posting. Unsigned notices or bulletins may not be posted.

## **6.3. Personnel Files**

**6.3.1.** Employees or former employees shall, upon request, have the right to inspect all contents of their personnel file kept within the District. The employee may request, in writing, a photocopy of materials in the personnel file. The cost of any material or use of photocopier will be borne by the employee or former employee.

**6.3.2.** Employees will be notified of any letters of reprimand, complaints, or other material of a negative nature which are entered into the employee's personnel file. Such notification shall be within ten (10) work days of composition or receipt of such material.

**6.3.3.** The employee shall have the opportunity to attach his/her own written comments to material in the District personnel file. Such material will be dated and signed by the employee.

**6.3.4.** All written disciplinary notices shall remain in the official personnel record of a bargaining unit member for a period of thirty-six (36) months from the date of entry. They may be removed contingent upon the receipt of a written request from the employee, in the absence of additional disciplinary notices during the thirty-six (36) month interim, and only if the disciplinary notice was not related to issues that were in violation of the professional code of conduct.

## **6.4. Resignations**

**6.4.1.** An employee who is resigning shall provide the Employer fourteen (14) calendar days' notice. A resigning employee shall receive benefits to which he/she is entitled. The fourteen (14) calendar day notice may be waived, on a case by case basis, at the sole discretion of the Superintendent or designee. An employee who fails to provide the required fourteen (14) day resignation notice or does not obtain a waiver of the notification period shall forfeit accrued and unused vacation benefits.

#### **6.5. Shop Steward & Negotiating Committee**

**6.5.1.** When Shop Stewards are appointed by the Union, the Employer shall be informed as to which employees have been appointed. The duties of the shop stewards shall not interfere with the regular work assigned to that employee by the Employer.

**6.5.2.** The Union Negotiating Committee shall not exceed five (5) members of the bargaining unit. Negotiating committee members shall be released from school duties when such meetings are held during working hours; however, meetings shall be scheduled to interfere the least with regular working hours and may be scheduled outside of working hours when necessary.

#### **6.6. Employee Evaluations**

**6.6.1.** Each employee will be annually evaluated by an administrator and/or supervisor. The results of such evaluation shall be given to the employee and a copy will be placed in the employee's personnel file.

**6.6.2.** An employee who disagrees with the contents of his/ her Employee Evaluation may submit a written rebuttal setting forth his or her specific disagreement with the contents of the evaluation. Such rebuttals shall be attached to evaluation and be placed in the employee's personnel file.

#### **6.7. Prevailing Rights**

**6.7.1.** Whenever any part of the work covered by this Agreement is performed under contract (except state or federally funded work programs and student help), such contract shall provide that the work be done at a rate of pay (including fringe benefits) not less than the scale provided for in this Agreement.

**6.7.2.** Nothing in this Agreement shall lower the present working conditions or wage standard of any individual employee so long as he/she remains within the job classification in which he/she is now employed.

#### **6.8. No Strike Clause**

**6.8.1.** The Union, its representative, and individual employees represented by the Union are specifically prohibited from engaging in a strike and the Employer agrees not to lock out its employees for the duration of this Agreement.

#### **6.9. Successors**

**6.9.1.** In the event the Employer shall by merger, consolidation, sale of assets, lease, franchise, or by any other means, enter into an agreement with another school district which, in whole or in part, affects the existing appropriate collective bargaining unit, then such successor school district shall be bound by each and every provision of the Agreement. The Employer shall have an affirmative duty to call this provision of the Agreement to the attention of any school district or individual with which it seeks to make such an agreement as aforementioned.

#### **6.10. Special Clothing and Tools**

**6.10.1.** The District shall furnish protective clothing and gear used by custodians, mechanics, maintenance, and groundskeepers, such as rain gear, gloves, aprons, welding chaps, shoe coverings, protective overalls, safety glasses/shields, ear plugs, and rain boots.

**6.10.2.** All tools and tool pouches shall be furnished by the school district unless the employee, with the District's consent, wishes to use his/her own. In which case, the District shall replace all such tools lost or stolen, broken, or damaged. The employee shall maintain an active list of all personal tools used that shall be approved and kept on file by the Maintenance Supervisor.

#### **6.11. Leave of Absence**

**6.11.1.** An employee may request a leave of absence provided that such request is submitted in writing to the Superintendent or his designee. Such requests are subject to the following conditions:

- a) Upon recommendation of the Superintendent, leave of absence without pay may be granted to any employee for: illness, family emergency, maternity, military service, and education.
- b) Except for military service, there shall be no other employment while on leave without prior approval of the Superintendent.
- c) The Employer is obligated to state in writing the terms of the leave of absence. The Employer agrees to re-employ the employee upon written request or give first preference to any opening for which the employee is qualified. All employee benefits earned prior to a leave of absence will be maintained upon re-employment.

**6.11.2. Family Medical Leave:** Washington State Paid Family Medical Leave (PFML) Employees may be eligible to receive Paid Family and Medical Leave (PFML) under the Washington state Family and Medical Leave and Insurance Act (WAC 192-630-015). The District will comply with provisions of the law when administering leave under Washington PFML. PFML is fully administered by the Washington State Employment Security Department. Employees should visit [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for details. The District shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise discriminate against an employee who uses this leave. Employees shall have the ability to use PFML consecutively with the employee's other leave entitlements unless the employee elects otherwise.

**6.11.3.** Family medical leave shall be governed by the Family Medical Leave Act in addition to the conditions set forth below:

- a) The leave year for FMLA purposes shall be the calendar year beginning September 1, and ending August 31.
- b) Medical certification for FMLA absences may be requested for absences of five (5) days or longer. Requests for medical certification shall be in writing and shall be delivered or mailed to employees. Employees shall have twenty-one (21) days to comply with the request. The certification may be in letter form on the health care provider's stationery.
- c) No employee shall be required to utilize paid vacation or paid personal leave for any FMLA absence in which the employee does not request to receive such pay.
- d) Any time spent on FMLA leave shall be considered as time worked for purposes of determining seniority.

## **6.12 Job Descriptions**

**6.12.1.** Job descriptions shall be developed and maintained for each classification identified in this agreement and shall be made available upon request to bargaining unit employees.

## **6.13 Facility Assignment Transfer**

**6.13.1.** In the event the district determines it is necessary to transfer employees, within the same job classification, to another facility, it shall first consider employees desiring to voluntarily transfer to the designated position prior to mandating the transfer.

**6.13.2.** On non-school days the District shall have the flexibility of teaming a group of employees to work together on a larger project.

## **6.14 Leave Sharing Plan**

**6.14.1.** The District shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by an employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition, and for other uses authorized by Centralia School District Policy #5406. Such program is intended to extend leave benefits to an employee who otherwise would have to take leave without pay or terminate his or her employment with the District. The leave sharing plan shall be administered in accordance with Centralia School District Policy #5406.

## **7. COMPENSABLE HOURS**

### **7.1. Hours of Work**



**7.1.1.** The normal work week shall consist of five (5) consecutive eight (8) hour days, Monday through Friday, with two (2) consecutive days off unless overtime service is required on the employee's scheduled time off. An employee's individual hours of work shall be determined at the sole discretion of the Employer unless expressly set forth in this agreement. Specific hours of work designated in this provision may be modified by mutual agreement of the employee and Employer.

**7.1.2. Custodians:** On days when school is not in regular session, the night custodians will work the same hours as day custodians unless such hours are determined inappropriate by individual building principals or other supervisors who shall base their determination of appropriate work hours on scheduled building activities.

a) The elementary school work hours for day custodians when school is in session shall normally be 6:00 - 6:30 a.m. to 2:30 - 3:00 p.m. and for full time night custodians the hours shall be 2:00 - 2:30 p.m. to 10:30 - 11:00 p.m. The schedule shall normally be in effect one (1) week before the beginning of the school year and one (1) week after the ending of the school year.

b) For the six (6) hour part time night positions the hours shall be 3:00 - 4:00 to 9:30 - 10:30 p.m. and the eight (8) hour part time position hours shall be 2:00 - 2:30 to 10:30 - 11:00 p.m. These part time positions are during school days only.

c) During the school year when school is not in session and when teachers are not on contracted days, the hours for the night custodians shall be 8:00 a.m. to 4:30 p.m. unless otherwise mutually agreed upon by the school principal and the maintenance supervisor.

d) The secondary school custodial work hours shall be based on individual building needs.

**7.1.3. Maintenance:** The work hours for all other maintenance personnel will be 7:00 a.m. to 3:30 p.m. when school is in session and 6:00 a.m. to 2:30 p.m. during the summer when school is not in session unless job requirements necessitate a change in hours as determined by the district, unless mutually agreed to between the district and employee.

**7.1.8.** The High School Registrar shall have a 206-day work year.

## **7.2. Overtime**

**7.2.1.** Compensable hours, excluding sick leave hours and non-scheduled leave hours, in excess of forty (40) hours per week will be paid at the rate of time and one-half (1 ½) the employee's regular hourly rate of pay.

a) Work performed on the seventh (7th) consecutive day, and the total hours involved exceed forty-eight (48) in that given week (Monday through Sunday) will be paid at two (2) times the regular rate per hour.

b) Overtime compensation shall be computed in fifteen (15) minute increments. Overtime shall be authorized by the employee's supervisor or Superintendent's designee, excluding emergency overtime.

c) Emergency overtime is permitted without express authorization; however, an employee is required to submit a written explanation on why such overtime was warranted at the time the overtime is worked.

**7.2.2.** Overtime work within the same job classification and at the same job location or work site shall be offered to the senior employee at such job location or work site provided the senior employee possesses the skills and qualifications to perform the available work as determined by the District.

a) Seniority, by classification, shall be applied when assigning an employee(s) to special projects that will be worked strictly on overtime or are known to require some overtime work provided the eligible senior employee possesses the skills and qualifications to perform the available work. The requirement to offer special project overtime shall not be applicable if the overtime worked on special projects is contiguous with a specific employee's regularly scheduled shift.

## **7.3 Working Out of Classification**

**7.3.1.** In the event that the district assigns an employee to do the work of an employee in a job classification having a higher rate of pay, the assigned employee shall receive Pay at the range of the out of classification work and at the employee's current step. However, in no case shall the assigned employee's enhanced rate of pay exceed that of the employee being substituted

## **7.4 Call Time**

7.4.1. An employee who is called back into service or otherwise engaged to work by the Employer or designee shall be compensated a minimum of two (2) hours at the employee’s applicable hourly rate of pay. The hourly minimum is not intended to be applicable to those hours worked contiguous with the employee’s regularly scheduled hours of work.

**7.5 Jury Duty**

7.5.1. If an employee is subpoenaed as a witness by a court of law or summoned to serve as juror on and during regularly contracted work days, such employee shall receive no loss in pay for each day of actual presence in court. The employee shall keep mileage reimbursement from the court.

7.5.2. If an employee is named as a co-defendant with or a witness for the District in a court action, the provisions of this section shall apply.

**7.6 Rest & Lunch Breaks**

7.6.1. An employee will be granted an Employer paid rest break for each four (4) hours of continuous compensated time. An employee, during the approximate midpoint of his or her shift, shall be permitted to take a one-half (1/2) hour unpaid lunch break.

7.6.2. An employee required to work through his or her regular lunch period 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 forgo 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 his or her applicable hourly rate of pay.

**8. EMPLOYEE BENEFITS**

**8.1. Holidays**

8.1.1. Full-time employees shall be granted fourteen (15) paid holidays as listed below.

Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day plus one (1)
Presidents Day
Martin Luther King Day
Two (2) days at Spring Break
Memorial Day
Juneteenth
Independence Day

8.1.2. Part-time employees shall be granted eleven (11) paid holidays as listed below.

Labor Day
New Year's Day plus one (1) day
Presidents' Day
Veterans Day
Memorial Day
Independence Day
Thanksgiving Day
Christmas Day plus one (1) day
Martin Luther King Day

8.1.3. If an approved holiday falls on the weekend, the holiday will be designated and granted on the Friday preceding or Monday following said holiday.

**8.1.4.** If the employee fails to work the day before or the day after a holiday because of illness, the District may require reasonable proof of such illness. If such proof of illness is not provided the employee may receive a full deduction for the day(s) missed and the holiday.

**8.1.5.** Employees who are required to work, by the department supervisor or building principal, on the holidays described above, shall receive two (2) times their regular hourly rate of pay for all hours worked on such holidays, plus their normal holiday pay.

**8.2. Vacation**

**8.2.1.** Vacation leave for full-time employees will be front-loaded in September with the following rates for each year of employment. The seniority start date shall be utilized to establish years of service for an employee’s annual accrual. Part-time employees are not eligible for vacation accrual benefits; however, whenever a part-time employee achieves full-time employment status such employee shall receive all past service credits in accordance with the seniority provisions of this agreement for vacation accrual purposes.

Years of Service	Annual Accrual	Years of Service	Annual Accrual
1	12 days	12	18 days
2	13 days	13	19 days
3 - 4	14 days	14	20 days
5 - 6 - 7	15 days	15	21 days
8 - 9 - 10	16 days	16 & over	22 days
11	17 days		

**8.2.2.** Employees starting employment during a school year will be pro-rated for each month they were in pay status for fifteen (15) or more calendar days.

**8.2.3.** An eligible employee may accumulate vacation leave up to a maximum two hundred forty (240) hours (30 days). Accrued vacation in excess of two hundred forty (240) hours must be used by August 31 of each calendar year or such excess accrued time will be forfeited.

- a) Should the Employer prevent an employee from taking necessary time off to reduce accrued hours below the maximum accrual, the maximum accrual may be temporarily exceeded until such time as the time off requested can be granted.
- b) Employees will be notified by May 31st if their vacation balance is in excess of two hundred forty (240) hours.

**8.2.4.** No vacation can be taken until after an employee has completed his or her sixty (60) day probation period.

**8.2.5.** An employee may request to take all or part of his or her accrued vacation leave at any time of the year, provided:

- a) A written request is submitted to the supervisor by the employee at least five (5) working days prior to the date(s) of the requested leave, however, the aforementioned five (5) working day period may be waived by the Employer on a case by case basis.
- b) Supervisor's written denial or approval of said request returned to employee five (5) days after submittal of request. A written explanation for denial by supervisor returned to the employee. A direct appeal may be made to the Assistant Superintendent.
- c) The Employer shall not arbitrarily limit the amount of vacation the employee may take at any one time.

**8.2.6.** If job conflicts arise within the same job classification or work location for the same, seniority will prevail not to exceed two (2) consecutive years involving the same parties.

**8.2.7.** An employee who separates employment with the District, for any reason, shall be compensated for all unused accrued vacation days at the next available payroll period provided that an employee who resigns has complied with the resignation notification period required by this agreement or has received an appropriate waiver from the Employer.

**8.3. Health and Welfare Insurance**

**8.3.1.** Health Benefits. Employees projected to be working at least six hundred thirty (630) hours, or per the current School Employees’ Benefit Board’s (SEBB) regulations shall be eligible to receive a District contribution for their selected health benefits. The District

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

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

#### **8.4. Bereavement Leave**

**8.4.1.** 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. Requests to utilize bereavement leave shall be made to the appropriate administrator.

**8.4.2.** Immediate family is defined to include mother, father, sister, brother, husband, wife, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, grandchild, grandparent, step-father, step-mother, aunt, uncle, and/or person who is a non-paying resident of the employee's household.

**8.4.3.** Bereavement leave is not deducted from accrued leaves and is not accumulative. If an employee must travel a long distance, and/or extenuating circumstances exist which require an extension of the leave, the employee may request an additional day of bereavement leave and/or an emergency or non-scheduled leave day.

#### **8.5. Sick Leave**

**8.5.1.** All new full-time employees will receive one (1) day per month sick leave as earned. All employees starting their second year of employment will automatically receive twelve (12) days sick leave plus that portion up to twelve (12) days not used in the first year of employment.

a) All new part-time employees will receive one (1) day per month sick leave as earned. All employees starting their second year of employment will automatically receive eleven (11) days sick leave plus that portion up to eleven (11) days not used in the first year of employment.

b) A day of sick leave will be defined as the normal work day of the part-time employee.

c) "Sick Leave" means paid leave granted to an employee for the purpose of absence from work with pay. Each employee may use a choice of accrued sick or other paid leave for the following reasons:

d) An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care:

e) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and

f) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.

g) An absence that qualifies for leave under the domestic violence leave act, chapter 49.76 RCW.

h) An employee may use accrued sick leave for maternity or for childbirth purposes.

The term "family member" is defined in RCW49.46.210: a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

An employee may not take advance leave until it has been earned. The District shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise discriminate against an employee who uses this leave, the District may require a physician's verification for need of such leave use.

**8.5.2.** Sick leave may be used in half hour increments. Accrued sick leave shall be debited in accordance with actual time of absence.

**8.5.3.** An employee may accumulate sick leave not to exceed twelve (12) days per year with a limit of one hundred eighty (180) days accumulated leave. Sick leave will be recorded and applied on the basis of hours.

**8.5.4.** For each day's absence due to personal illness beyond accumulated sick leave days, salary payment shall not be made unless debit for compensation is made from other accrued leaves, e.g., vacation.

**8.5.5.** A doctor's certificate may be required for illness lasting more than five (5) days.

**8.5.6.** During a period of interrupted service for occupational injury or occupational illness, the employee may, at his/her option, be paid from accrued benefits the full difference between Workers' Compensation and the amount the employee would have received for regularly scheduled work.

**8.5.7.** An employee may elect to use accrued annual or sick leave during the initial three (3) days of a period of absence due to occupational injury or qualifying occupational illness. Should the employee initially elect to use sick leave and later qualify for and receive Workers Compensation time loss payments which include compensation for this initial three (3) day period of absence, the time loss payment receive for the initial period must be credited to the employee's sick leave account.

**8.5.8. Family Illness:** In the event the husband, wife, child or parent of an employee is seriously ill, and the presence of the employee is required at home as a result, the employee's supervisor may authorize leave with full pay for such absence without debit to the employee's accrued sick leave. Leave with pay for this reason shall not exceed two (2) days per school year, shall not be debited from the employee's regular accrued sick leave and is not accumulative.

**8.5.9. Sick Leave Cash Out:** Employees may cash out unused sick leave days above an accumulation of sixty (60) days at a ratio of one (1) full day's salary per diem for four (4) accumulated sick leave days.

a) At the employee's option, they can cash out their unused sick leave days in January of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued and each January thereafter, at a rate equal to one (1) day's salary per diem of the employee for each four (4) full days of accrued sick leave. The employee's sick leave accumulation shall be reduced four (4) days for each day compensated. No employee may receive compensation for sick leave accumulated in excess of one (1) day per month.

b) The District shall notify employees of their sick leave balance as part of the annual sick leave cash out process, which will include a notification that retained sick leave beyond the employee's contract year will be lost if not used or cashed out prior to the following school year. Emergency Leave

**8.5.01.** Each employee shall be allowed up to one (1) day of paid emergency leave per year non-cumulative, deducted from annual sick leave and approved by the employee's immediate supervisor under the following conditions. Part-time employees who are employed on a regular basis or on a regular schedule shall be entitled to one (1) normal workday of emergency leave.

a) Emergency leave is defined as those situations that require the personal attention of district personnel on a regularly scheduled work day.

b) Request for emergency leave should include reasons for the request and be submitted with as much advance notice as possible.

c) Emergency leave credit may be used to supplement family bereavement leaves.

d) Emergency leave cannot be granted for reasons of personal financial gain, recreation, or seeking other employment.

## **8.6. Non-Scheduled Leave**

**8.7.1.** Under the following conditions three (3) days of non-scheduled paid leave may be granted annually to each employee for the conducting of matters during school hours that require the employee's personal attention. Part-time employees who are employed on a regular basis or on a regular schedule shall be entitled to three (3) normal workdays of non-scheduled leave. As non-scheduled leave is intended to address matters that require the employee's personal attention during their normal work hours, an employee shall not be required to disclose the reason why the non-scheduled leave is being taken provided the following conditions are being met. When exceptions are being sought in accordance with sub-section k), the employee shall be required to disclose why the exception is needed.

a) The leave request shall be made at least twenty-four (24) hours in advance.

- b) For year-round, or Full-Time employees, A maximum of two (2) non-scheduled leave days may be used during the school year. For part-time employees, those who do not work during the summer, every effort will be made to schedule the 3<sup>rd</sup> day of personal leave in a manner that does not require a substitute.
- c) Appropriate instructions have been prepared and left with the employee's supervisor or the supervisor's designee.
- d) An appropriate substitute can be obtained, if necessary for a specific job classification, for the period of absence.
- e) Employee use of non-scheduled leave from any building or work site is limited to one (1) employee's maximum per day. However, exceptions to the maximum allowable per day per building may be exceeded on a case-by-case basis at the sole discretion of the Employer or designee.
- f) This leave will not be granted the first five or the last five (5) workdays of the school year, nor the first workday prior to or the first workday following any school vacation or holiday.
- g) Non-scheduled leave is non-transferable, and not deducted from sick leave.
- h) Non-scheduled leave will not be used to pursue recreational interests.
- i) Employees are expected to transact customary personal business at times other than during school hours.
- j) Non-scheduled leave will not be granted for reasons of inclement weather.
- k) An employee may apply for cash-out of two (2) non-scheduled leave day at the established rate of substitute pay on an annual basis. Employees will be notified by May 31st of each year if they will lose non-scheduled leave if they don't cash out any non-scheduled leave days at the end of the current school year. Application will be submitted on or before the last day of the school year. Should an employee not elect to cash-out two (2) non-scheduled leave days, such unused day may be carried over for use in the following year, to a maximum of six (6) days.
- l) Exceptions to a), d), and e) may be considered under unusual circumstances by direction of a leave request through the unit supervisor to the assistant superintendent of schools. District approval of such unusual circumstance requests are at the sole discretion of the District and action under this section of the contract shall not be grievable.

**8.7. Immunizations**

**8.8.1.** The District shall pay for immunizations for the prevention of influenza; provided, the employee's medical care coverage does not pay for such immunization costs.

**8.8. Perfect Attendance Incentive**

**8.9.1.** Employees with perfect attendance in the first, second, or third trimesters of each school year covered by the terms and conditions of this Agreement shall receive one (1) additional day of pay for each trimester in which the employee does not utilize sick leave and/or non-scheduled leave days. The specific start and finish of each trimester shall be established by the District's school calendar.

**8.9. Longevity**

**8.10.1** In order to recognize the long-time service of regular employees of the Centralia School District, the following longevity plan shall be implemented as an additional monetary benefit, based upon the length of continuous employment in the Centralia School District service:

**Hourly Benefit:**

- After fifteen (15) years - additional \$.25 an hour in hourly compensation.
- After twenty (20) years - additional \$.25 an hour in hourly compensation.
- After thirty (30) years- additional \$.25 an hour in hourly compensation.
- After thirty-five (35) years- additional \$.25 an hour in hourly compensation.

**9. PENSION**

**9.1** Effective September 1, 2022, the employer agrees to remit the following amounts (based upon Employee’s payroll diversion to) to the Western Conference of Teamsters Pension Trust on account of each member of the bargaining unit (through Employee payroll diversion) for each hour for which compensation is paid. The hourly contribution rate shall be as follows:

<b>Effective Date</b>	<b>Total Contribution</b>
First of Month following Ratification Hours	\$0.50
September 1, 2023	\$0.50
September 1, 2024	\$0.50

**9.2** The total amount due for each calendar month shall be remitted in a lump sum not later than ten (10) days after the last business day of each month. The Employer agrees to abide by such rules as may be established by the Trustees of said Trust fund to facilitate the determination of the hours for which amounts, and the actual reporting and recording of such amounts paid on account of each member of the bargaining unit. The failure to make all payments herein provided for within the time specified shall be a break of the Agreement.

**10. EMPLOYEE DISCIPLINE**

**10.1. Just Cause**

**9.1.1.** All disciplinary action taken against an employee shall be for just cause, provided, however, this provision shall not apply to the first one hundred eighty (180) calendar days of an employee’s employment with the District, during which time the employment status shall be strictly at will.

**10.2. Types of Discipline**

**9.2.1.** The District shall utilize progressive discipline, however, both parties recognize that nothing within this provision shall be construed to limit the Employer’s ability to impose administrative leave as a precursor to possible disciplinary action.

**9.2.2.** The District agrees to follow a policy of progressive discipline:

- a) Oral Warning
- b) Written Warning
- c) Demotion
- d) Suspension
- e) Discharge

**9.2.3.** Any disciplinary action shall be appropriate to the behavior which precipitated the action. Progressive discipline may be bypassed if the behavior so warrants the action. The Employer has the right to terminate the employee without notice on the grounds of insubordination, incompetence, drunkenness, dishonesty or immorality.

**9.2.4.** All written discipline notices will remain in the official personnel record of the employee for a period of three (3) years from the date of entry. The written warning will be removed from the employee’s personnel file at the end of the three (3) years provided no such warning for the same offense has occurred within the three (3) year time period.

**10.3. Discipline Investigations**

**9.3.1.** The supervisor will inform the employee of the alleged violation and of the right to have Union representation present during an investigatory interview.

**9.3.2.** Any scheduled meeting at which disciplinary action is to be announced, or taken, may be attended by a Union representative, if the employee requests a representative to be present. No scheduled meeting shall be delayed more than twenty- four (24) hours unless mutually agreed to the contrary by the parties.

## 11. GRIEVANCE PROCEDURE

### 11.1. Purpose

11.1.1. The purpose of this grievance procedure is to provide a procedural means for resolution of disagreements arising from misapplication or misinterpretation of the terms and conditions of this Agreement. Grievances must be filed within fifteen (15) calendar days of when the employee knew or should have known of the action or inaction which prompted the grievance. Failure to file a grievance within the aforementioned time limits shall render the grievance moot.

11.1.2. Any time limits imposed in the grievance procedure section may be waived or extended by mutual agreement of the Union and the Employer. Such waiver or extensions shall be memorialized in written form.

### 11.2. Processing Steps

11.2.1. Step 1: Employees shall first discuss the grievance with their immediate supervisor. If the employees so wish, they may be accompanied by a Union representative at such discussion. Such discussion should include:

- a) The factors on which the grievance is based;
- b) A reference to the provisions in this Agreement which have been allegedly violated; and,
- c) The remedy sought.

11.2.2. Step 2: If the grievance is not resolved to the employee's satisfaction at Step 1, the employee shall, within ten (10) working days of the immediate supervisor's verbal or written response to the grievance, submit the grievance in writing to the Superintendent or designee. The grievance shall contain the below listed information:

- a) The factors on which the grievance is based;
- b) A reference to the provisions in this Agreement which have been allegedly violated; and,
- c) The remedy sought.

11.2.3. The Superintendent or designee may either request a meeting to discuss the matter or seek further clarification of the grievance or may elect to simply respond in writing to the grievance. In either case, the Superintendent or designee's position on the matter shall be issued within fifteen (15) work days of when the meeting was held or from the date of receipt of the grievance whichever is applicable.

11.2.4. Step 3: If the grievance is not resolved to the employee's satisfaction at Step 2, the employee shall, within ten (10) working days of the Superintendent's or designee's response to the grievance, submit the grievance to the District's Board of Directors. The Board of Directors reserves the right to summon an employee for an oral statement of the grievance. Such statement may be made by the employee's Union representative. At any appearance before the Board of Directors, the employee may be accompanied by a Union representative. The Board of Directors shall render a decision regarding disposition of the grievance within thirty (30) calendar days from receipt of the grievance.

11.2.5. Step 4 - Grievance Arbitration: The moving party may request the Public Employment Relations Commission to assign an arbitrator to hear the issue in dispute, or may request the Public Employment Relations Commission to provide a list of seven (7) arbitrators registered with that agency. If a list is selected, the striking order shall be determined by a flip of a coin. Such reference to arbitration will be made within thirty (30) calendar days after the final decision is rendered on the matter by the Board of Directors and will be accompanied by the following information:

- a) question or questions at issue;
- b) statement of facts, and;
- c) position of each respective party.

11.2.6. In connection with any arbitration proceeding held pursuant to this Agreement, it is agreed as follows:

- a) When an interpretation and application of this Agreement falls within the issue at hand, the arbitrator's power shall be limited to interpretation or application of the express terms of this Agreement. The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change, or modify the terms of this Agreement.
- b) The arbitrator shall rule only on the basis of information presented in the hearing and shall refuse to receive any information after the hearing except in the presence of both parties and upon mutual agreement.
- c) The decision of the arbitrator shall be final, conclusive and binding upon the Employer, the Union, and the employees involved provided the decision does not involve action by the Employer which is beyond its jurisdiction.



d) The losing party shall be responsible to pay all of the fees, if any, which are submitted by the arbitrator.

e) Either party may request that a stenographic record of the hearing be made. The party requesting such record shall bear the cost thereof, provided, however, if the other party requests a copy, such cost shall be shared equally.

## 12. EMPLOYEE COMPENSATION

### 12.1 **Classifications & Salary Schedule**

12.1.1. The current classifications and salary schedule is attached to this agreement as an appendix. Subsequent modifications to classifications and/or salaries shall also be attached as an appendix.

12.1.2. Payroll deduction requests must be made on the proper form and will be allowed in accordance with district procedures.

12.1.3. In the event that funds are disbursed to an employee by direct deposit in error, the District and the employee shall work together to come to an agreement regarding how the employee will repay the District the overpaid amount.

## 13. SENIORITY

### 13.1 **Seniority Standing**

13.1.1. Unless otherwise required by law, the seniority of an employee shall be defined as the length of continuous service within the District. District seniority will be the standard applied for all seniority applications unless expressly modified by the terms and conditions of this agreement or applicable state/federal law. A seniority list shall be attached to this agreement as an appendix.

a) District seniority shall not be adjusted for authorized medical leaves of absence or any other leaves of absences provided for by State or Federal law, for use of accrued leaves, or during any period of time an employee is not working as part of their normal work schedule with the District.

b) An employee's District seniority date shall be adjusted for time absent during a layoff, for non-medical related leave of absence or for leave of absences not provided for under State or Federal law.

13.1.3. Part-time employees who work eight (8) months or less during the twelve (12) month period, commencing September 1st of each year, shall receive seniority credit for each calendar month worked. A part-time employee who works nine (9) months or more during this period shall receive seniority credit for the entire twelve (12) month period.

### 13.2 **Custodial Shift Covering**

13.2.1. When dayshift position needs to be filled, the night custodian working in the building will be first called to cover the shift. If the buildings night custodian can not or does not want to fill the position calls will be made in order by a seniority list of night custodians. The calls will start at the top and the first to agree to fill the position will do so. The next time a position needs to be filled the call out will start after the last person that has filled in giving everyone the opportunity to work the other shifts and schools.

13.2.2 A seniority list will be created every September that will list all custodians that would like to be on the seniority list rotation. This seniority list will not be mandatory for those that do not wish to work a day shift. Employees may request to be removed from the list at any time during the year. New employees may be added to the list after completing the probationary period.

## 14. REDUCTION IN FORCE

### 14.1 **Lay Off, Reduction of Hours, and Recall Procedure**

14.1.1. The term "layoff" as used herein refers to action by the District reducing the number of employees in the bargaining unit and/or reducing the work hours of employees, owing to financial restriction, program change, or other serious problems as determined by the District.

**14.1.2.** Should the Employer determine that layoffs within the bargaining unit are necessary, the impacted employees shall be provided with a minimum of twenty-one (21) calendar days' notice. The Union shall be provided with a layoff list at the same time the impacted employees are notified.

**14.1.3.** For layoff purposes employees, based upon their respective classifications, shall be considered within the following generic group classifications of; Clerical, Maintenance/Grounds, and Custodians. Seniority of each employee, if applicable, shall be determined by reviewing the seniority appendix attached to this agreement. The following layoff conditions shall be followed when the Employer determines which group classification will be impacted by the layoff: An employee whose job is displaced due to a reduction in force or programmatic reduction, may displace the least senior employee in another classification group (as defined in this section) so long as the originally displaced employee possesses the skills and qualifications of the position they seek to displace and has greater seniority over the employee they seek to displace.

a) Custodians: In the event of layoffs become necessary, the District shall first determine which employees shall be retained because of special skills and/or qualifications relating to District programs. Seniority shall be the second factor considered by the Employer whenever layoffs are required in this classification. This section includes the following classifications: Head Custodian, and Custodian.

b) Clerical: In the event of layoffs become necessary, the District shall first determine which employees shall be retained because of special skills and/or qualifications relating to District programs. Seniority shall be the second factor considered by the Employer whenever layoffs are required in this classification. This section includes the following classifications: High School Secretary, Transportation Secretary, Middle School Secretary, Maintenance Secretary, and other secretary positions listed on Appendix A.

c) Maintenance/Grounds/Technology/Security: In the event of layoffs become necessary, the District shall first determine which employees shall be retained because of special skills and/or qualifications relating to District programs. Seniority shall be the second factor considered by the Employer whenever layoffs are required in this classification. This section includes the following classifications: Computer Technician, Licensed or Certified Electrician or HVAC, Grounds/Maintenance, and Security Officer.

**14.1.4.** In the event that individuals have the same seniority date, the employees so affected shall participate in a drawing by lot to determine seniority position for layoff purposes.

**14.1.5.** Employees having additional skills and/or qualifications may report such skills and/or qualifications in writing to the personnel office by September 20. Written verification of skills and qualifications is required.

**14.1.6.** Employees who are laid off shall be placed in a re-employment pool for eighteen (18) months.

a) Recall shall first be based on special skills and/or qualifications relating to District program(s) and then be based on seniority.

b) The District shall give employees written notice of recall from layoff by sending a registered or certified letter to the recalled employee at his/her last known address.

c) If the employee does not respond within five (5) District business days of such notice of recall, the employee shall forfeit right of recall.

d) Employees on a layoff status shall file their addresses in writing with the District and shall thereafter promptly advised the District in writing of any change of address. The employee's address, as it appears on the District's records, shall be conclusive when used in connection with this provision.

**14.1.7.** All benefits provided by this agreement, and unused sick leave will be granted each employee upon return to active employment. The employee will be placed on the same step of the salary schedule he or she occupied at the time of the layoff.

## **15. SEVERABILITY**

### **15.1 Repealer in Conflict with Law**

**15.1.1.** In the event that any provision of this Agreement shall at any time be declared invalid by any Court of competent jurisdiction or through government regulations or decree, such decision shall not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force.

16. **DURATION OF AGREEMENT**

16.1.1. This Agreement shall become effective September 1, 2022 until August 31, 2025. The District agrees to flow through state funded benefit increases and to pay increments earned in accord with contract language for all current and subsequent school years that this agreement covers.

16.1.2. This Agreement may be amended or supplemented at any time by mutual consent of the parties thereto. Requests for change may be made by either party.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
**Brian Blaisdell, Secretary-Treasurer**  
**TEAMSTERS UNION LOCAL NO. 252**

\_\_\_\_\_  
**President, Board of Directors**  
**CENTRALIA SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
**Heather Slusher, Business Agent**  
**Teamsters Union Local NO. 252**

\_\_\_\_\_  
**Dr. Lisa Grant, Superintendent**  
**CENTRALIA SCHOOL DISTRICT NO. 401**

**17. APPENDIX A 2022/2023 Salary Schedules**

17.1. Effective September 1, 2022, increase the 2021-2022 salary schedule by the Implicit Price Deflator (IPD) plus one-half percent (.5%) (total of 6%). Such percentage increase will be applied at step 1, and then the percentage increases between steps of three percent (3%) will apply.

**Computer Tech II**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$34.14	\$35.16	\$36.22	\$37.31	\$38.43	\$39.58

**Computer Tech I**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$30.87	\$31.79	\$32.75	\$33.73	\$34.74	\$35.78

**Licensed or Certified Electrician or HVAC**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$29.76	\$30.66	\$31.58	\$32.52	\$33.50	\$34.51

**Grounds/Maintenance**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$26.04	\$26.82	\$27.63	\$28.45	\$29.31	\$30.19

**Head HS Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$24.42	\$25.15	\$25.91	\$26.68	\$27.48	\$28.31

**Head MS Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$24.13	\$24.85	\$25.60	\$26.36	\$27.15	\$27.97

**Head Elem Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$23.74	\$24.45	\$25.19	\$25.94	\$26.72	\$27.52

**Custodian/Security**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$22.83	\$23.51	\$24.22	\$24.94	\$25.69	\$26.46

**Secretary I: Head Secretary/HS-Head Secretary/MS-Secretary-Transportation/Bookkeeper-Secretary/Maintenance-Secretary/Counseling/Registrar/Health/HS-**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$24.41	\$25.14	\$25.89	\$26.67	\$27.47	\$28.30

**Secretary II: Secretary/ASB/HS-Secretary/Attendance/Counseling/Registrar/MS Secretary/Athletic Director/HS-Secretary/Career Technical Education-Registrar/FHS Secretary/Attendance/Counseling/Registrar/MS-Secretary/Assistant Principal/HS**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$23.07	\$23.76	\$24.47	\$25.21	\$25.97	\$26.74

**Secretary III: Secretary/Media/HS-Secretary/Attendance/HS Secretary/ASB/Asst. Principal/MS-Grad Success Coordinator**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$22.42	\$23.09	\$23.78	\$24.50	\$25.23	\$25.99

**Secretary IV: Secretary/to Director of Special Education**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$27.92	\$28.76	\$29.62	\$30.51	\$31.43	\$32.37

**18. APPENDIX B 2023/2024 Salary Schedules**

**18.1.** Effective September 1, 2023, increase 2022-2023 hourly rate schedule by four and a half percent (4.5%) or IPD + two and a half percent (2.5%), whichever is greater. Such percentage increase will be applied at step 1, and then the percentage increases between steps of three percent (3%) will apply.

**Computer Tech II**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$35.68	\$36.75	\$37.85	\$38.99	\$40.15	\$41.36

**Computer Tech I**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$32.26	\$33.22	\$34.22	\$35.25	\$36.30	\$37.39

**Licensed or Certified Electrician or HVAC**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$31.10	\$32.04	\$33.00	\$33.99	\$35.01	\$36.06

**Grounds/Maintenance**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$27.21	\$28.03	\$28.87	\$29.73	\$30.63	\$31.55

**Head HS Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$25.52	\$26.28	\$27.07	\$27.88	\$28.72	\$29.58

**Head MS Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$25.21	\$25.97	\$26.75	\$27.55	\$28.38	\$29.23

**Head Elem Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$24.81	\$25.55	\$26.32	\$27.11	\$27.92	\$28.76

**Custodian/Security**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$23.85	\$24.57	\$25.31	\$26.07	\$26.85	\$27.65

**Secretary I: Head Secretary/HS-Head Secretary/MS-Secretary-Transportation/Bookkeeper-Secretary/Maintenance-Secretary/Counseling/Registrar/Health/HS-**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$25.51	\$26.27	\$27.06	\$27.87	\$28.71	\$29.57

**Secretary II: Secretary/ASB/HS-Secretary/Attendance/Counseling/Registrar/MS Secretary/Athletic Director/HS-Secretary/Career Technical Education-Registrar/FHS Secretary/Attendance/Counseling/Registrar/MS-Secretary/Assistant Principal/HS**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$24.11	\$24.83	\$25.58	\$26.34	\$27.13	\$27.95

**Secretary III: Secretary/Media/HS-Secretary/Attendance/HS Secretary/ASB/Asst. Principal/MS-Grad Success Coordinator**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$23.43	\$24.13	\$24.86	\$25.60	\$26.37	\$27.16

**Secretary IV: Secretary/to Director of Special Education**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$29.18	\$30.05	\$30.96	\$31.88	\$32.84	\$33.83

**19. APPENDIX C 2024/2025 Salary Schedules**

**19.1.** Effective September 1, 2024, increase 2023-2024 hourly rate schedule by IPD or 2.1%, whichever is greater. Such percentage increase will be applied at step 1, and then the percentage increases between steps of three percent (3%) will apply.

**Computer Tech II**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$36.43	\$37.52	\$38.64	\$39.80	\$41.00	\$42.23

**Computer Tech I**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$32.93	\$33.92	\$34.94	\$35.99	\$37.07	\$38.18

**Licensed or Certified Electrician or HVAC**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$31.76	\$32.71	\$33.69	\$34.70	\$35.74	\$36.82

**Grounds/Maintenance**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$27.78	\$28.62	\$29.47	\$30.36	\$31.27	\$32.21

**Head HS Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$26.05	\$26.84	\$27.64	\$28.47	\$29.32	\$30.20

**Head MS Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$25.74	\$26.51	\$27.31	\$28.13	\$28.97	\$29.84

**Head Elem Custodian**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$25.33	\$26.09	\$26.87	\$27.68	\$28.51	\$29.37

**Custodian/Security**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$24.35	\$25.08	\$25.84	\$26.61	\$27.41	\$28.23

**Secretary I: Head Secretary/HS-Head Secretary/MS-Secretary-Transportation/Bookkeeper-Secretary/Maintenance-Secretary/Counseling/Registrar/Health/HS-**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$26.04	\$26.82	\$27.63	\$28.46	\$29.31	\$30.19

**Secretary II: Secretary/ASB/HS-Secretary/Attendance/Counseling/Registrar/MS Secretary/Athletic Director/HS-Secretary/Career Technical Education-Registrar/FHS Secretary/Attendance/Counseling/Registrar/MS-Secretary/Assistant Principal/HS**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$24.61	\$25.35	\$26.11	\$26.90	\$27.70	\$28.53

**Secretary III: Secretary/Media/HS-Secretary/Attendance/HS Secretary/ASB/Asst. Principal/MS-Grad Success Coordinator**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$23.92	\$24.64	\$25.38	\$26.14	\$26.92	\$27.73

**Secretary IV: Secretary/to Director of Special Education**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$29.79	\$30.69	\$31.61	\$32.55	\$33.53	\$34.54

**20. APPENDIX D - Seniority Dates**

**20.1.** The date of hire is the seniority date utilized for all applications under the terms and conditions of this agreement unless expressly modified to the contrary.

**20.2.** A new employee shall start on the salary schedule as adopted for their job classification. A new employee hired prior to March 1 in a given year will be eligible for an increment raise on September 1 of that year. Those employees employed after March 1 will be eligible to receive an increment raise on September 1 of the following year.

**20.3.** The Employer, at the Employer's sole discretion, may start new hires up to Step 3 of the salary schedule depending on the employee's experience and job qualifications.

**20.4.** The District offers to provide an annual stipend to the head Night Custodian of the high school and middle school. The stipend is to be pro-rated over a twelve (12) month period.

- a) High School Head Night Custodian - \$520
- b) Middle School Head Night Custodian - \$416

**20.5.** The District will provide a seniority list to the union by October 15<sup>th</sup> of each year.