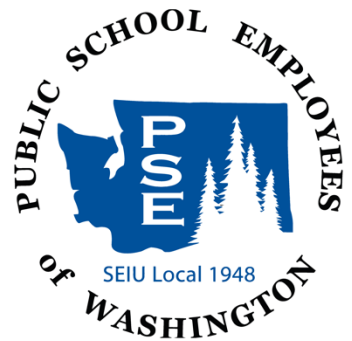


# COLLECTIVE BARGAINING AGREEMENT

*between*



**Bethel**  
SCHOOLS



2024-25



2025-26



2026-27

## TABLE OF CONTENTS

	Page
<b>PREAMBLE</b>	<b>1</b>
<b>ARTICLE I RECOGNITION AND COVERAGE OF AGREEMENT</b>	<b>2</b>
Section 1.1 Recognition	2
Section 1.2 Job Descriptions	2
Section 1.3 Definition	2
Section 1.3.1 Full-Time Employee	2
Section 1.3.2 Part-Time Employee	2
Section 1.3.3 Short-Term Temporary Employee	2
Section 1.3.4 Long-Term Temporary	2
Section 1.3.4.1 Long-Term Employee Contractual Rights	2
Section 1.3.5 Substitute Employees	2
Section 1.3.6 Exempt Employees	3
<b>ARTICLE II RIGHTS OF THE EMPLOYER</b>	<b>4</b>
Section 2.1 Management	4
Section 2.2 Management Rights	4
<b>ARTICLE III RIGHTS OF EMPLOYEES</b>	<b>5</b>
Section 3.1 Employee Protection	5
Section 3.2 Matter of Personal Concern	5
Section 3.3 Representation Rights	5
Section 3.3.1 Right to Reconvene	5
Section 3.4 Discrimination	5
Section 3.5 Transportation of Students	5
Section 3.6 Damage to Personal Vehicle	5
Section 3.7 Damage to Personal Property	6
Section 3.7.1 Violence and Threats	6
Section 3.7.2 Safe, Civil, Healthy & Secure Workplace	6
Section 3.8 Evaluation	7
Section 3.8.1 Plan of Improvement	7
Section 3.9 Dependents of Employees	8
Section 3.10 Video Cameras	8
Section 3.11 Use of Global Positioning System (GPS) Data	8
<b>ARTICLE IV RIGHTS OF THE ASSOCIATION</b>	<b>10</b>
Section 4.1 Rights and Responsibilities	10
Section 4.1.1 New Employee Orientation	10
Section 4.2 Association Rights For Grievances	10
Section 4.3 Association Information	10
Section 4.4 Leave for Association Business	10
Section 4.4.1 Leave for Chapter President	10
Section 4.5 Bulletin Board	11
Section 4.5.1 Removal of Notices	11
Section 4.6 Visitation Rights	11
Section 4.7 Internal School Mail Systems	11

Section 4.8	Reduction of Workforce	11
Section 4.9	District-wide Committees	11
Section 4.10	Calendars	11
<b>ARTICLE V</b>	<b>APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION</b>	<b>12</b>
Section 5.1	Definition	12
Section 5.2	Change in Benefits, Wages, Hours and Working Conditions	12
Section 5.3	Recognized Responsibilities	12
Section 5.4	Classified Review Board	12
Section 5.4.1	Composition	12
Section 5.4.2	Request for Reclassification	12
Section 5.4.3	Process for Reclassification	12
Section 5.4.4	Application of Decision	13
<b>ARTICLE VI</b>	<b>CONFERENCE COMMITTEE</b>	<b>14</b>
Section 6.1	Membership	14
Section 6.2	Meeting Location	14
Section 6.3	Meeting Minutes	14
Section 6.4	Leave Process	14
Section 6.5	Meeting Schedule	14
<b>ARTICLE VII</b>	<b>HOURS OF WORK</b>	<b>15</b>
Section 7.1	Work Shifts	15
Section 7.1.1	Night Differential	15
Section 7.1.1.1	Guidelines	15
Section 7.2	Shifts	15
Section 7.3	Rest Periods	15
Section 7.3.1	Restroom Breaks	15
Section 7.4	Workweek	15
Section 7.5	Assignment of Shifts	15
Section 7.5.1	Change of Site	16
Section 7.5.2	Nighttime Campus Safety	16
Section 7.6	Interrupted Lunch Breaks	16
Section 7.7	Transportation Shift Assignments	16
Section 7.7.1	Posting of Route Packages	16
Section 7.7.2	Posting of Routes During the School Year	16
Section 7.7.3	Routes	17
Section 7.7.4	Definitions	17
Section 7.8	Extra Runs	18
Section 7.8.1	Field Trips	18
Section 7.8.2	Rights of Drivers and Bus Assistants for Field Trips	18
Section 7.8.3	Cancellation by Drivers/Assistants for Field Trips	18
Section 7.8.4	Number of Students	18
Section 7.9	Transportation Drivers and Bus Assistant Displacement	18
Section 7.10	Overtime	18
Section 7.10.1	Definition	19
Section 7.10.1.1	Compensatory Time	19
Section 7.10.1.2	Custodian Overtime/Additional Work	19

Section 7.10.1.3	Technology Fail	19
Section 7.10.2	Call Back	19
Section 7.10.2.1	Overtime for Call Back: 1 Hour	20
Section 7.10.2.2	Overtime for Call Back: 2 Hours	20
Section 7.10.3	Overnight Trips	20
Section 7.11	Assignments for New School Year	20
Section 7.12	Assignment and Displacement Rules	20
Section 7.13	Layoff Procedures	22
Section 7.14	Requirements for Layoffs	22
Section 7.15	Forfeit of Rights	23
Section 7.16	Rejection of Employment	23

**ARTICLE VIII HOLIDAYS AND VACATIONS 24**

Section 8.1	Holidays	24
Section 8.1.1	Definition	24
Section 8.1.2	Work on Holidays	24
Section 8.1.3	Absenteeism Before/After Holidays	24
Section 8.2	Vacation Definition	24
Section 8.2.1	Vacation Credit-Less Than Four Years	25
Section 8.2.2	Vacation Credit-More Than Four Years	25
Section 8.2.3	Vacation Credit-More Than Ten Years	25
Section 8.2.4	Computing Vacation Credit	25
Section 8.2.5	Straight Time Hours	25
Section 8.2.6	Vacation Usage	25
Section 8.2.7	Vesting Vacation Credit	25
Section 8.2.8	Work Hours Credited	25
Section 8.2.9	Accumulated Hours Limitation	25

**ARTICLE IX LEAVES 27**

Section 9.1	Sick Leave	27
Section 9.2	Emergency Leave	27
Section 9.3	Sick Leave Cash Out	28
Section 9.4	Workers' Compensation	28
Section 9.5	Scheduling of Medical Appointments	28
Section 9.6	Bereavement Leave	28
Section 9.7	Personal Leave	29
Section 9.8	Family and Medical Leave	30
Section 9.8.1	Eligibility	30
Section 9.8.2	Use of Accrued Leave	30
Section 9.8.3	Certification	30
Section 9.8.4	Ineligible Employees	30
Section 9.9	Paid Family Medical Leave	30
Section 9.10	Judicial Leave	31
Section 9.11	Leave of Absence	31
Section 9.11.1	Returning from Leave	31
Section 9.11.2	Definition	31
Section 9.11.3	Retained Rights	31
Section 9.12	Short-Term Leave	31

Section 9.13	Job Related Injury	31
Section 9.14	Military Leave	32
Section 9.14.1	Military Leave for Spouses	32
Section 9.14.1.1	Substituting Accrued Leave	32
Section 9.15	Shared Leave	32
Section 9.16	Domestic Violence Leave	32
<b>ARTICLE X</b>	<b>SENIORITY</b>	<b>33</b>
Section 10.1	Seniority Date	33
Section 10.1.1	Seniority List	33
Section 10.1.2	Loss of Seniority Rights	33
Section 10.2	Retain Seniority Rights	33
Section 10.3	Seniority Usage	33
Section 10.3.1	Transfers	33
Section 10.3.2	Eligibility of Transfers	34
Section 10.3.3	Interview Rights	34
Section 10.3.3.1	Seniority By-Pass	34
Section 10.3.3.2	Interview Teams	35
Section 10.4	Job Classifications	35
Section 10.5	Changing of Classifications	35
<b>ARTICLE XI</b>	<b>POSTING, PROBATION AND SEPARATION</b>	<b>36</b>
Section 11.1	Process	36
Section 11.1.1	Short Term Temporary	36
Section 11.1.2	Vacancies	36
Section 11.2	Probationary Period	36
Section 11.2.1	Work Day Definition	36
Section 11.2.2	Probationary Employees on Alternative Workweeks	36
Section 11.2.3	Promoted and Lateral Transferred Employees Probationary Period	36
Section 11.2.4	Probationary Employees Changing Positions	36
Section 11.3	Vesting of Seniority	37
Section 11.4	Notice of Dismissal	37
Section 11.4.1	Just Cause	37
Section 11.5	Inspection of Files	37
Section 11.5.1	Personnel Files	37
Section 11.5.2	Working Files	37
Section 11.6	Continuation of Employment	37
<b>ARTICLE XII</b>	<b>DRUG TESTING</b>	<b>38</b>
Section 12.1	Definition	38
Section 12.1.1	Pre-Employment Testing	38
Section 12.2	Random, Post-Accident, and Reasonable Suspicion Testing	38
Section 12.2.1	Returning to Work	38
Section 12.2.2	Test Records	39
Section 12.2.3	Documentation	39
Section 12.2.4	Cost of Testing and Time	39

<b>ARTICLE XIII</b>	<b>INSURANCE AND RETIREMENT</b>	<b>40</b>
Section 13.1	Insurance Information	40
Section 13.2	Retirement System Eligibility	40
Section 13.3	Tax Sheltered Annuities	40
<b>ARTICLE XIV</b>	<b>MAINTENANCE OF MEMBERSHIP</b>	<b>41</b>
Section 14.1	Dues, Deductions and Representation Fees	41
Section 14.2	Revocation of Dues	41
Section 14.3	Information to be Provided to Exclusive Bargaining Representative by Employer	41
<b>ARTICLE XV</b>	<b>GRIEVANCE PROCEDURE</b>	<b>43</b>
Section 15.1	Definition	43
Section 15.2	Informal Procedure	43
Section 15.3	Formal Procedure	43
Section 15.4	Representation	44
Section 15.5	Association Rights	44
Section 15.6	Procedures	44
<b>ARTICLE XVI</b>	<b>TRANSFER OF PREVIOUS EXPERIENCE</b>	<b>45</b>
Section 16.1	Washington State School Experience / Longevity Credit	45
Section 16.2	Salary Step	45
<b>ARTICLE XVII</b>	<b>WAGES</b>	<b>46</b>
Section 17.1	Definition	46
Section 17.2	Schedule A	46
Section 17.3	Crew Leader Premium Pay	46
Section 17.4	Retroactive Pay	46
Section 17.5	Incremental Steps	46
Section 17.6	Hour Calculation	46
Section 17.7	Experience Increments and Salary Increases	46
Section 17.8	Staff Meetings	47
Section 17.9	Step-Up Pay	47
Section 17.9.1	Partial Shifts	47
Section 17.9.2	Extended Work Assignment	47
<b>ARTICLE XVIII</b>	<b>REIMBURSEMENT/JOB RELATED COST</b>	<b>48</b>
Section 18.1	Mechanic's Tools	48
Section 18.1.1	Tool Allowance	48
Section 18.2	Reimbursement for Job-Related Training	48
Section 18.2.1	Re-test Cost	48
Section 18.3	CDL Physical	48
Section 18.4	Uniform Allowance	48
Section 18.5	Food Handlers Permit	48
Section 18.6	Private Vehicle Mileage	49
Section 18.7	Overnight Expenses	49

<b>ARTICLE XIX</b>	<b>TERM</b>	<b>50</b>
Section 19.1	Duration	50
Section 19.2	Reopen for Negotiations	50
Section 19.2.1	Parity	50
Section 19.3	Invalidation	50
Section 19.4	State and Federal Statutes	50
Section 19.5	Renegotiation	50
Section 19.6	Ratification	50
<b>SIGNATURE PAGE</b>		<b>51</b>
<b>APPENDIX A</b>	<b>Exempt Employees</b>	<b>52</b>
<b>APPENDIX B</b>	<b>Alternative Workweek Procedure</b>	<b>54</b>
<b>APPENDIX C</b>	<b>Tutoring Home/Hospital Assignments</b>	<b>55</b>
<b>APPENDIX D</b>	<b>Transportation Mechanics A.S.E. Certification</b>	<b>56</b>
<b>APPENDIX E</b>	<b>Field Trip Procedures</b>	<b>58</b>
<b>APPENDIX F</b>	<b>Proposed Parity School Districts</b>	<b>60</b>
<b>APPENDIX G</b>	<b>Loudermill &amp; Weingarten Rights</b>	<b>61</b>
<b>Classified Salary Schedule A 2024-2025</b>		
<b>Substitute Salary Schedule B 2024-2025</b>		

## **PREAMBLE**

This Agreement is made and entered into between Bethel School District No. 403 (hereinafter "District"), and the Public School Employees of Bethel School District (hereinafter "Association"), an affiliate of the Public School Employees of Washington.

As modeled in the bargaining process that led to the attached agreement, the parties are committed to a collaborative process for decision-making and problem solving.

In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:



# ARTICLE I

## RECOGNITION AND COVERAGE OF AGREEMENT

### **Section 1.1 – Recognition**

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit in Article 1 Section 3, and the Association recognizes the responsibility of representing the interests of all such employees.

### **Section 1.2 – Job Descriptions**

The district shall provide the Association with complete job descriptions for all employees subject to this Agreement. The district shall provide the Association with such amendments, changes, and additions to job descriptions at the time of occurrence, as well as monthly.

### **Section 1.3 – Definition**

The bargaining unit to which this Agreement is applicable shall include all classified employees except administrators, administrative assistants, coaches and advisors, who satisfy Public Employment Relations Commission (PERC) requirements for exempt status.

#### **Section 1.3.1 – Full-Time Employee**

A regular full-time employee is defined as an employee working eight (8) full hours daily for 260 days annually.

#### **Section 1.3.2 – Part-Time Employee**

A regular part-time employee is defined as an employee assigned to eight (8) hours or less for fewer than two hundred sixty (260) days annually.

#### **Section 1.3.3 – Short-term Temporary Employee**

A temporary employee works less than sixty (60) working days in a school calendar year and is not covered by this Agreement.

#### **Section 1.3.4 – Long Term Temporary**

A long-term temporary employee is defined as a position of more than sixty (60) workdays but less than two hundred sixty (260) work days in a school calendar year. Long-term temporary positions extending into the next year shall be posted as a regular position. A temporary position for a leave replacement may extend into the following school year.

##### **Section 1.3.4.1 – Long Term Employee Contractual Rights**

Employees in long-term temporary positions are subject to all provisions of this Agreement except Article 8; Section 2 Employees in a long-term temporary position at its expiration lose all contractual benefits.

#### **Section 1.3.5 – Substitute Employees**

A substitute employee is any person employed exclusively as a substitute to replace any classified employee who is temporarily absent from duty. Substitute employees who meet PERC

requirements "(WAC 391-35-350)" shall be included in the bargaining unit but subject only to Schedule B. The district shall provide the Association with a monthly substitute work list. In return, the Association will recommend those substitutes whom the Association feels have qualified as represented substitutes. Providing money and qualified personnel are available, the district shall provide replacement personnel when regular employees are absent. Assignment of such replacement personnel shall be the district's responsibility.

**Section 1.3.6 – Exempt Employees**

The District and the Association agree to exclude the non-certificated employees identified in Appendix A from the bargaining unit.

## ARTICLE II

### RIGHTS OF THE EMPLOYER

#### **Section 2.1 – Management**

It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the district. Included in these rights in accordance with and subject to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. The district shall retain the right to maintain efficiency of the district operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.

#### **Section 2.2 – Management Rights**

The right to make reasonable rules and regulations shall be considered acknowledged functions of the district. In making rules and regulations relating to personnel policies, procedures and practices, and matters of working conditions, the district shall give due regard and consideration to the rights of the Association and the employees and to the obligations imposed by this Agreement.

## ARTICLE III

### RIGHTS OF EMPLOYEES

#### **Section 3.1 – Employee Protection**

It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including representation of the views of the Association to the Board of Directors of the District or any other governmental body, groups, or individual. The District shall take whatever action is required or refrain from such action in order to assure employees that no interference, restraint, coercion, or discrimination is allowed within the District to encourage or discourage membership in any employee organization.

#### **Section 3.2 – Matters of Personal Concern**

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

#### **Section 3.3 – Representation Rights**

An employee shall be entitled to have an Association representative present during any conference that the employee and the Association representative agree may result in discipline of the employee.

##### **Section 3.3.1 – Right to Reconvene**

During normal conferences, including evaluations, where discipline is not an expected result, an employee will not have a right to representation. If an employee feels that the conference is becoming disciplinary in nature, the employee may stop the conference and have it rescheduled to a time when an Association representative can be provided per Appendix G.

#### **Section 3.4 – Discrimination**

Neither the District nor the Association shall discriminate against any employee subject to this Agreement in compensation or in other terms or conditions of employment because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran, or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. (RCW 49.60.180)

#### **Section 3.5 – Transportation of Students**

No employee shall be required to transport students in the employee's private automobile.

#### **Section 3.6 – Damage to Personal Vehicle**

It is a personal responsibility of an employee who uses the employee's personal vehicle in the performance of duties to carry public liability insurance for bodily injury and property damage. The District cannot be obligated to provide insurance for the employee's vehicle on a first party basis.

Vandalism damage to a vehicle on the district site, while the employee is in the performance of the employee's assigned duties, shall be covered by the individual's insurance policy with the District reimbursing the amount of the deductible to a maximum of five hundred (500) dollars. Employees with deductibles in excess of \$500 may have their claim evaluated by Risk Management per the employee's request

### **Section 3.7 – Damage to Personal Property**

Classified employees whose indispensable personal property is damaged in an assault on their person or their personal property arising out of and in the course of their employment may apply for reimbursement of costs of repair or replacement. If an item is damaged beyond repair, actual value at the time of the damage may be claimed.

Indispensable personal property shall be defined as personal materials such as but not limited to: eyeglasses, hearing aids, dentures, watches and clothes. Claims shall be made in writing describing details of the assault listing all damages incurred noting a date, hour and witnesses. This written description will be forwarded by the building administrator to the District office.

#### **Section 3.7.1 - Violence and Threats**

Employees may take civil or criminal action resulting from an on-duty incident and be free from reprisals or discipline for taking that action.

Employees who are threatened with physical harm or subjected to verbal abuse by an individual or a group while carrying out their assigned duties shall immediately notify the building administrator. The administrator shall then notify the District office of the threat and provide reasonable precautions for the safety of such employees.

Students who possess a weapon or who carry, exhibit, or display any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifest an intent to intimidate another or warrants alarm for the safety of others, shall be subject to discipline up to and including expulsion. Reference school board policies 3000 and/or 5000 series.

The District will notify employees on a need-to-know and confidential basis when a student has a known criminal record.

#### **Section 3.7.2 - Safe, Civil, Healthy, and Secure Workplace**

##### **Harassment**

The District shall take appropriate measures to avoid workplace intimidation, bullying and harassment from outside sources, students and other District personnel. Reference Board Policy 3207 and associated procedure.

##### **Assault on an Employee**

In the event a student assaults an employee, the student shall be disciplined according to District policy, and the employee, at the employee's option, may request that the student be removed from the employee's work environment.

##### **Verbal Abuse and Vulgar or Lewd Conduct**

Students who direct verbal abuse at an employee or who engage in vulgar or lewd conduct in the presence of an employee shall be disciplined according to District policy. The employee may request that the student be removed from the employee's work environment.

##### **Internet Defamation and Harassment**

Students found to have used District resources to knowingly make false, obscene or defamatory depictions of or claims against an employee or to include an employee's image without the employee's permission shall be disciplined according to District policy.

Students who engage in inappropriate behavior towards employees from off campus may be subject to District disciplinary policy.

#### False Accusations

Students who intentionally falsely accuse an employee of misconduct shall be disciplined according to District policy. The employee may request that the student be removed from the employee's work environment.

#### Civil and Criminal Action

No retaliation shall be taken against an employee for pursuing criminal or civil action against students, parents, employees, or community members.

For the sections of this Article, if the offending student has an IEP, discipline will be in accordance with the provisions/limitations of the student's IEP.

#### Whistleblower Protection

The District shall comply with the Bethel School District Board policy regarding Whistleblower matters. Reference school board policy and procedure 5271.

#### Safe and Healthy Work Environment

Each employee covered under this Agreement shall have a safe and healthy work environment that meets legal standards and job requirements. The district shall provide disposable gowns and/or suitable protective equipment upon request to employees who are required to utilize universal precautions in the care of students.

### **Section 3.8 – Evaluation**

All 180-day employees shall be evaluated at least annually by the last day of school. All remaining employees shall be evaluated by August 31. The performance evaluation shall be based on communicated and understood criterion. Employees will be notified of performance deficiencies throughout the evaluation period to allow improvement in substandard ("does not meet" category) areas. The evaluation shall be completed by an appropriate administrator and discussed with the employee. If a meeting to discuss the evaluation is not possible, the reason will be noted on the evaluation. An employee may provide a written rebuttal to be included with the evaluation in the personnel file.

#### **Section 3.8.1 – Plan of Improvement**

Supervisors shall share feedback on areas of performance that need to be improved.

When supervisors identify significant performance deficiencies that are remediable a written plan of improvement will be provided. Such feedback shall be shared through discussions or in documents and be separate from the evaluation form. Such plans will identify the following:

1. Area needing improvement
2. Expectations for improvement

### 3. Assistance to be provided (where applicable)

A minimum of a ten (10)-week timeline will be provided for the employee to demonstrate improvement. A check-in with Human Resources and the Administrator will be conducted at Week five (5) to review plan of improvement progress. Appropriate support and training will be provided by the district, which may include mandatory participation in a district-directed training(s). Failure to meet supervisor expectations may result in performance discipline or termination of employment.

#### **Section 3.8.2 – Ineligibility of Transfer**

An employee on a current plan of improvement is ineligible for a position change and/or transfer within the district.

#### **Section 3.9 – Dependents of Employees**

Legal dependents of employees shall be entitled to apply to the school of the employee's choice within the Bethel School District. Renewal requests need to be submitted by the deadline listed on the form. Applications will be considered based on board parameter's (procedure 3131). If an employee resides within the boundaries of the Bethel School District, and remains a resident of the district, their request is good until the end of the schools' grade level (i.e., K-5, 6-8, 9-12). If an employee is not a resident of the Bethel School District or moves outside of the district boundaries, the employee must reapply annually. Every reasonable effort will be made to accommodate requests.

#### **Section 3.10 – Video Cameras**

Video cameras are a tool to assist bus drivers and bus assistants in monitoring students on the bus and to provide security for student, staff, and district property at school buildings. A bus driver or bus assistant may request a camera to assist in identifying a problem occurring on a run or route. The presence of security cameras at school buildings will be disclosed to the Association upon request.

Video may be used like any other evidence in cases involving safety concerns or allegations of employee misconduct, but shall not be used to monitor employee performance without prior approval of the employee and Association. Drivers and assistants may view video of their run. Video will not be reviewed by non-supervisory employees who do not have a job duty that requires the viewing of the video.

Employees may initiate a report with their administrator to preserve video that may be applicable to a potential incident. Video pulled will be stored in a confidential and secure manner.

#### **Section 3.11 – Use of Global Positioning System (GPS) Data**

Global Positioning System technology is recognized as a tool to assist the district monitoring the performance of district vehicles and their location to ensure compliance with Federal and State regulations. Monitoring the performance of vehicles includes pre/post trip inspections, bus paths, excessive speeds, idling duration, mileage and vehicular safety.

The District and the Union agree that information obtained by GPS technology may not solely be used for assessing employee performance unless such performance involves a safety infraction.

Employees shall be notified in writing prior to the release of any GPS reports/data to any third party. The District shall provide the Union with GPS data /reports if relevant to a lawful Union concern. In the event the district intends to use GPS data as corroborative information for disciplinary purposes, the District shall provide a copy of such information to the Union.



## ARTICLE IV

### RIGHTS OF THE ASSOCIATION

#### **Section 4.1 – Rights and Responsibilities**

The Association has the right and responsibility to represent the interests of employees in the unit; to present its views to the District, either orally or in writing, on labor relation matters; and to enter collective negotiations with the object of reaching an agreement applicable to all employees in the bargaining unit.

#### **Section 4.1.1 - New Employee Orientation**

District will provide PSE no less than thirty (30) minutes for the Association to be on the agenda of each New Employee Orientation to make a presentation and distribute materials pursuant to RCW 41.56.037.

#### **Section 4.2 – Association Rights for Grievances**

The Association is entitled to have an observer at hearings conducted by any District official or body arising out of a grievance and to make known the Association's views concerning the case. For grievance procedure and process, refer to Article 16.

#### **Section 4.3 – Association Information**

On or before October 1 of each year, and every month thereafter for the remainder of the school year the District shall furnish to the Association Executive Board a list of names of employees under contract with the District, including to the extent of such information has been furnished by the employee or is otherwise available for release by the district, employee's address, employee's Bethel School District email address, telephone numbers, building assignments, and job classification, and hire date.

#### **Section 4.4 – Leave for Association Business**

Time off with pay by members of the Association to attend to Association business shall not exceed a maximum of seventy-five (75) days (605) hours) collectively per year. Release time for negotiations is exempt from the seventy-five (75) days. The Association agrees to reimburse the District the cost of overtime and/or a substitute.

#### **Section 4.4.1 – Leave for Chapter President**

The District will grant release time up to a maximum of thirty-six (36) days per school year (September 1 through August 31) to a classified employee elected or appointed President of the Association. The use of this release time must be arranged to the mutual satisfaction of the District and the Association. The Association shall reimburse the District for any substitute cost incurred.

#### **Section 4.5 – Bulletin Board**

The District shall provide a bulletin board space in each school or work place 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.

#### **Section 4.5.1 – Removal of Notices**

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

#### **Section 4.6 – Visitation Rights**

Visitation rights shall be granted to designated representatives of the Association to visit with employees in the bargaining unit for purposes of grievance procedures and/or general information. The visiting representative shall notify the District of his or her arrival.

#### **Section 4.7 – Internal School Mail System**

It is agreed that the Association shall be permitted to use the internal school mail system for bona fide Association business communications, provided that they do not overtax the system nor require additional duty time of the District mail handlers and that such communications are clearly labeled as Association business and display the name of the representative authorizing such distribution. Such communications shall not defame any individual, group, or agency. Partisan political materials shall not be distributed through the school district's mail or e-mail service. The District shall permit the Association to use District email for Association communications as permitted by law.

#### **Section 4.8 – Reduction of Workforce**

If any reduction in the bargaining work force is being contemplated, the District shall first meet to discuss with the Association the necessity for and the method of reduction in force.

#### **Section 4.9 – District-wide Committees**

An employee selected or appointed to serve on a district-wide committee may be released from scheduled work by the employee's supervisor to participate in meetings of that committee. The employee's supervisor will make every attempt to accommodate the employee's participation.

#### **Section 4.10 – Calendars**

Student calendar parameters shall be set forth as follows:

- a. Student calendar options for the following year will be prepared by the District and presented to the Association President for Association recommendation.
- b. The Association recommendation is due to the District within 30 days of receipt.
- c. The student calendar for the following school year will be announced by March 15<sup>th</sup>
- d. The first student contact day shall not be scheduled prior to the Monday before Labor Day.

If the Association fails to provide a recommendation as stipulated, the District will arrive at a student calendar by the second Board meeting in March.

## ARTICLE V

### APPROPRIATE MATTERS FOR CONSULTATION & NEGOTIATIONS

#### **Section 5.1 – Definition**

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are hours, wages, grievance procedures, and general working conditions of employees in the bargaining unit subject to this Agreement.

#### **Section 5.2 – Changes in Benefits, Wages, Hours and Working Conditions**

It is further agreed and understood that the District will consult with the Association, and meet with the Association upon its request, in the formulation of any changes being considered in existing benefits, wages, hours, and working conditions.

#### **Section 5.3 – Recognized Responsibilities**

It is further recognized that this Agreement does not alter the responsibility of either party to meet with the other party to advise, discuss, or consult regarding matters concerning working conditions not covered by this Agreement.

#### **Section 5.4 – Classification Review Board**

The procedures in this section will be followed for the reclassification of positions when new positions are created or when substantive changes in duties and responsibilities occur in existing positions.

##### **Section 5.4.1 – Composition**

The Classification Review Board shall consist of six (6) members: three (3) PSE members and three (3) administrative members. Each party will be responsible for selection of its own members.

##### **Section 5.4.2 – Request for Reclassification**

Employees and their supervisor and/or the District may file a request for reclassification with the Classified Review Board by October 31 or March 31 of any work year. The Classified Review Board shall convene and consider the request within twenty (20) working days after the filing dates listed above. The Classified Review Board shall issue a decision regarding the request to the Association President and employee's supervisor within twenty (20) working days following the meeting of the actual hearing date. Decisions of the Classified Review Board are not subject to appeal or the grievance process.

##### **Section 5.4.3 – Process for Reclassification**

The Classification Review Board will use the Walsh system to evaluate a position. Employees need supervisor support and are encouraged to provide as much additional information as they feel necessary and appropriate for clarification and explanation of their rationale for reclassification. This information should include, at least, a proposed updated job description as a basis for the request. The Classified Review Board will provide a numerical rating of the position, and properly place the position on the Walsh system classification scale. All Classified Review Board members shall be trained or retrained in the system prior to hearing reclassification requests. Decisions will be made by consensus of Classified Review Board members. The Classified

Review Board will decide whether a reclassification, if any, will affect a single employee, several employees, or all employees within a job description.

**Section 5.4.4 – Application of Decision**

Upward reclassification of positions shall be effective on the appropriate filing date.

## ARTICLE VI

### CONFERENCE COMMITTEE

#### **Section 6.1 – Membership**

The Association will designate a Conference Committee of the Executive Board (President, Vice-President, Secretary, Treasurer, and Membership Officer) or designee and one representative from each classification who may meet with the Superintendent and/or designated representatives on mutually agreeable bases to discuss appropriate matters. Such meetings shall not be convened for the purpose of negotiations.

#### **Section 6.2 – Meeting Location**

The District will provide suitable space to conduct such meetings.

#### **Section 6.3 – Meeting Minutes**

Mutually approved minutes of the Conference Committee meetings will be prepared by the District, and copies made available to each building location within ten (10) working days of approval.

#### **Section 6.4 – Leave Process**

Association representatives, when leaving their work to attend a Conference Committee meeting, shall first obtain permission from their immediate supervisor. The supervisor's permission in these instances will normally be granted. The employees will report their return to work to their supervisors.

#### **Section 6.5 – Meeting Schedule**

Meetings of the Conference Committee will be held, in general, during paid hours. The District will schedule the meetings in collaboration with the Association.

## ARTICLE VII

### HOURS OF WORK

#### **Section 7.1 – Work Shifts**

Each employee shall be assigned to a definite shift with designated beginning and ending times. The first shift is defined as any work shift beginning after five (5:00) a.m. The second shift is defined as any work shift beginning after one-thirty (1:30) p.m. The third shift is defined as any work shift beginning after ten (10:00) p.m.

#### **Section 7.1.1 – Night Differential**

An employee who works the second shift will receive an eighty (80) cents per hour pay differential. An employee who works third shift will receive a one dollar and five cents (1.05) per hour pay differential.

#### **Section 7.1.1.1 – Guidelines**

An employee, who has a shift that extends more than six (6) hours into the second shift or more than two (2) hours into the third shift, will be paid the applicable shift premium, if any, for the hours of work performed in each shift.

#### **Section 7.2 – Shifts**

Each shift shall consist of eight and one-half (8 ½) hours, including a thirty (30) minute unpaid, uninterrupted, duty-free lunch period as near the middle of the shift as is practicable and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable.

#### **Section 7.3 – Rest Periods**

In the event an employee is assigned to a shift less than the normal work shift previously defined in this Article, the employee shall be given a fifteen (15) minute rest period for each four (4) hours of work with such rest period occurring as near the middle of each half shift as practical.

#### **Section 7.3.1 – Restroom Breaks**

Considerations will be made in bus routing to provide access to a restroom as close to the middle of the shift, if the shift is more than two and one-half (2 ½) hours without a layover. A bus driver shall not leave student(s) unattended.

#### **Section 7.4 – Workweek**

The workweek shall consist of five (5) consecutive days followed by two (2) consecutive days of rest. The workweek shall be defined as Monday through Sunday.

#### **Section 7.5 – Assignment of Shifts**

Each employee shall be assigned to a definite and regular shift and workweek, which shall not be changed without prior notice to the employee of at least one (1) calendar week; however, this notice may be lengthened if agreed upon by the employer and employee. This notice may be waived by the employee.

### **Section 7.5.1 – Change of Site**

No employee shall be given a permanent change of building without five (5) days notice. Such notice may be waived by the employee.

### **Section 7.5.2 – Nighttime Campus Safety**

Given the unique scheduling circumstances for nighttime campus safety, up to five consecutive days in a given school year may be taken off work and made up through flextime. The employee will need to make a request for this time to the supervisor at the beginning of staff contract year. The supervisor will have discretion in approving this time based on availability and overtime status of the department. Changes after the beginning of the contract year may be made at the supervisor's discretion. This process is not grievable.

### **Section 7.6 – Interrupted Lunch Breaks**

Employees required to work through their regular lunch periods shall be given thirty (30) minutes to eat at a time agreed upon by the employee and his or her supervisor. In the event the supervisor approves an employee to forgo any part of his or her lunch period, the employee shall be compensated for the foregone lunch period or the portion thereof at overtime rates or be released early from his or her shift.

### **Section 7.7 – Transportation Shift Assignments**

Recognizing that personnel in the transportation unit present special shift problems, the parties agree that shifts shall be established in that unit in relation to runs, route packages and driving times requisite to fulfilling tasks assigned by a transportation administrator. Thirty (30) minutes of paid time will be scheduled into runs and route packages for drivers to conduct a 15-minute pre-trip and a 15-minute post-trip inspection and activities that are required by Bethel School District and the provision of WAC 392-145-041. If a bus has been shut down for more than one (1) hour, 10 minutes of paid time will be scheduled for a safety inspection before it is driven. The District agrees that if there are sixty (60) minutes or less between assignments, the employee shall receive compensation for a minimum of thirty (30) minutes. If there are thirty (30) minutes or less between assignments, the base hourly rate shall continue uninterrupted.

#### **Section 7.7.1 – Posting of Route Packages**

The transportation administrator or designee shall post all route packages for the upcoming school year at least two (2) weeks prior to the beginning of the student school year (and a minimum of three (3) work days). Drivers shall sign for the route package they wish to drive on, and assignments will be made on the basis of seniority as defined in Article 10.

Bus Assistants will start the school year with the Transportation Director assigning hours from most to least in seniority order. By September 30th routes will be reorganized to accommodate any changes. Routes will be posted for a minimum of three (3) days and will be bid on and assigned in seniority order no later than the first week of October.

#### **Section 7.7.2 – Posting of Routes During the School Year**

During the school year, but not within the last 6 weeks of school, all routes vacated by death, retirement, or resignation shall be offered for bid within one week of the time that the vacancy is known to exist. All drivers and assistants who would gain fifteen (15) minutes or more shall be eligible to bid on the vacant route. All succeeding open routes shall be open for bid within the unit

for three (3) workdays and awarded within three (3) workdays according to the provisions of Section 10.4. Drivers and assistants are eligible to sign for one (1) route package per year that results in a reduction of time or an equal amount of time when compared to their current package.

### **Section 7.7.3 – Routes**

The District agrees that each regular morning route and each regular afternoon route will be a minimum of two (2) hours duration. Such two (2) hours shall include pre-trip, post-trip, cleanup, and safety check time.

### **Section 7.7.4 - Definitions**

1. Route Package is defined as a combination of assigned runs performed by a driver. Route packages are awarded by seniority on an annual bidding basis.
2. Run is the transporting of students to or from a designated location.
3. Extra Runs are defined as any transportation runs other than regularly assigned runs driven by a regular driver on a seniority basis, or a substitute driver if no regular driver is available. Employees driving such runs shall be paid the regular rate of pay for the duration of extra runs, subject to the overtime provision herein.
4. Shuttles shall be defined as short term, to or from destination trips, usually, but not always, within the school district, but normally within twenty (20) miles from our site. They are not normally a part of a regularly assigned route. These are awarded on a cost-effective basis as determined by the department administrator. If a shuttle is scheduled after 7:00 p.m. a two (2) hour minimum will be guaranteed to the assigned driver.
5. Field Trips are defined as all other trips that are neither route packages, extra runs, or shuttles. Field trips are awarded on a rotating seniority basis. (These trips are usually, but not always, out of district.) Substitute drivers will not be used for field trips unless a contracted driver is not available. Drop and return field trips are guaranteed a minimum of four (4) hours.
6. Emergency Trips are defined as trips that come in on the same day they are to be taken, but are received after ten (10:00) a.m.
7. Red Book: As the Transportation Department is unique in their assigned work hours; the “Red Book” will be utilized to assist in recouping any lost work time due to changes in routes, holidays, or for extra/overtime. Any time assigned to personnel will be by seniority with the exception of any emergency routes as determined by the transportation administration and the unit representatives. Under no circumstances is the “Red Book” to be utilized to assist employees in making up paid time off, except for holidays.

It is the responsibility of each employee to ensure that they have signed the “Red Book” if they are seeking additional hours. If an employee fails to sign the “Red Book,” they may not utilize the grievance process.



## **Section 7.8 – Extra Runs**

Any transportation runs other than regularly assigned runs shall be defined as extra runs, and employees driving such trips shall be paid the regular rate of pay for the duration of such extra runs, subject to the overtime provision herein.

### **Section 7.8.1 – Field Trips**

Field trips shall be assigned according to seniority rotation among those drivers and bus assistants requesting consideration, provided the necessary drivers/ bus assistants and equipment is available. Field trips will not be split as drop and returns during weekend trips unless specifically stated.

### **Section 7.8.2 – Rights of Drivers and Bus Assistants for Field Trips**

Drivers/bus assistants shall have the right to drop part of their regular route to accept a field trip when deemed practical by management.

### **Section 7.8.3 – Cancellation by Drivers/Assistants for Field Trips**

Cancellation: Any driver/bus assistant who is assigned a field trip and cancels will be removed from the “Field Trip Board” and will remain off the board for a period of one (1) month for the first (1st) occurrence, three (3) months for the second occurrence, and six (6) months for the third (3rd) occurrence. The time will be carried over to the next school year. Considerations will be made for verifiable emergencies.

### **Section 7.8.4 – Number of Students**

Field trips consisting of more than twenty-one (21) students to any one (1) special event shall be driven by bargaining unit members who sign up for such work, providing personnel and equipment are available.

## **Section 7.9 – Transportation Drivers and Bus Assistants Displacement**

Each year drivers and bus assistants will bid on available route packages. The route package selection and its relative time are independent from year-to-year and do not represent traditional displacement. To that end, drivers and bus assistants who do not get to bid on a route package because of a reduction in route packages available will be placed in a deferred layoff status.

Drivers and bus assistants will remain in deferred layoff status until which time as work becomes available or the school district determines that layoff is necessary. Drivers and bus assistants in deferred layoff status may not be offered work that will exceed the bid hours of the next more senior employee.

## **Section 7.10 – Overtime**

The District will not routinely schedule employees for overtime. In the assignment of overtime, the District agrees to provide the employee with as much advance notice as practicable under the circumstances. Normally, an employee designated to work overtime on days outside the employee’s workweek will be advised of the possibility no later than twenty-four (24) hours prior to the end of the employee’s last shift before the overtime commences. Overtime assignments shall be assigned in accordance with seniority provisions provided the employee meets the qualifications and job specification, and is available, in order to perform the work. All overtime work must be authorized by the supervisor prior to the work being done. With the exception of an emergency situation, no employee shall work overtime unless approved in advance by the appropriate department or building administrator. For

these purposes an emergency is defined as an unscheduled incident that must be dealt with for student/staff safety or to ensure the uninterrupted operation of a program or department. All approval of any overtime will be confirmed by the supervisor.

### **Section 7.10.1 – Definition**

All hours worked in excess of forty (40) hours per week shall be compensated at one and one-half (1 ½) times the employee's base hourly rate.

#### **Section 7.10.1.1 – Compensatory Time**

At the request of the employee who is required to work overtime, overtime compensation may be given in the form of compensatory time at the rate of time and one-half opposed to payment at that rate. Employees may accumulate a maximum of forty (40) hours compensatory time, and compensatory time may be used only as scheduled by mutual agreement between the employee and the District. Compensatory time accumulated may not carry into a succeeding fiscal year; therefore, compensatory time accumulations in August of any year will be paid for in the August payroll and, therefore, exhausted.

#### **Section 7.10.1.2 – Custodian Overtime/Additional Work**

Custodial overtime or additional work time shall be assigned at the buildings level on a rotating seniority basis. In the event no building custodian accepts the overtime assignment, then site approved custodians, who have signed up on the District's annual overtime list for that specific building, will be offered the overtime or additional work time on a rotating seniority basis. The District is responsible for compiling the list of site-approved custodians.

For continuity purposes, primary custodians on long-term overtime assignments are not eligible for overtime assignment on a rotational basis that coincides with the long-term assignment.

(Note: Alternate custodians assigned to long-term overtime commitments are eligible for rotational assignments unless they are scheduled in place of the primary custodian for the long-term overtime assignment.)

When a long-term overtime assignment (with more hours) becomes available, but coincides with a primary custodian's current long-term overtime assignment, the employee shall be eligible for reassignment, provided they have signed the District's annual overtime list for that specific building.

#### **Section 7.10.1.3 – Technology Fair**

The District Technology Fair typically falls on a holiday week. In those instances, the District agrees to calculate holidays towards the forty-hour threshold required for overtime compensation. This agreement is exclusive for Technology Department personnel.

### **Section 7.10.2 – Call Back**

Definition of Call Back to Work: Any time an employee is called to return to work or perform a function of work from home.

Employees called back (scheduled or unscheduled) on a regular workday, or called on the sixth (6th) or seventh (7th) consecutive day, shall receive no less than one (1) hour pay at the appropriate rate. Assignments contiguous to their regular hours are exempted.

An employee will be paid minimum callback each time the employee is called back to work.

An employee who is called back to work may be assigned work at more than one (1) school or location during the callback. An employee does not receive a minimum callback for each school or location.

A full-time employee whose regular hours of work are extended when called in early or required to work late will receive overtime for additional hours of work over forty (40) hours in a week. Minimum callback does not apply. For example, an employee whose regular working hours are from eight (8:00) a.m. to four-thirty (4:30) p.m. will receive one hour of overtime for working seven (7:00) a.m. to four-thirty (4:30) or eight (8:00) a.m. to five-thirty (5:30) p.m.

#### **Section 7.10.2.1 – Overtime for Callback: 1 Hour**

Employees who are called to perform functions of work from home, as determined by the District, shall receive no less than one (1) hour of pay at the appropriate overtime rate if over forty (40) hours in a week.

#### **Section 7.10.2.2. Overtime for Callback: 2 Hours**

Employees who are called back to work for unscheduled emergencies, as determined by the District, shall receive no less than two (2) hours pay at the appropriate overtime rate if over forty (40) hours in a week.

#### **Section 7.10.3 – Overnight Trips**

Employees shall be guaranteed a minimum of eight (8) hours per day at their regular rate for each day involved on an overnight trip.

#### **Section 7.11 – Assignments for New School Year**

Classified employees will begin the following student school year with the same assignments, including work-hours; they had the prior student school year unless otherwise notified.

#### **Section 7.12 – Assignment and Displacement Rules**

##### **Definitions**

- A. An employee's total annual bid/assigned hours are the number of annual work hours assigned to and/or scheduled for that employee, excluding temporary hours and supplemental assignments.
- B. An employee is displaced when the employee's total annual bid/assigned hours have been or will be reduced by more than the equivalent of one (1) hour per workday.
- C. A comparable position is a position with the same hourly wage rate that offers total annual bid/assigned hours equal to the employee's total annual bid/assigned hours immediately prior to being displaced OR total annual bid/assigned hours that are reduced by not more than one hour per day. A comparable position can either be vacant or a position held by the least senior employee within the respective job classification.
- D. Selected placement is the process in which a displaced senior employee is placed into a comparable position held by the least senior employee within the respective job classification.

- E. Temporary hours are additional and non-continuing hours that are outside an employee’s total annual bid/assigned hours and will not be considered during the displacement process.
- F. Supplemental assignments are hours and/or positions that are in addition to an employee’s primary annual bid/assigned hours and will not be part of the displacement process.
- G. Bus Drivers and Bus Assistants who experience a loss or increase of partial time/hours are not considered displaced.

**Displacement Procedures**

Displaced employees shall have a right to a comparable position within their current job classification unless the District with Association input determines that the displaced employee's skill and abilities are such that they require a different placement.

The order of placement shall be on the basis of seniority within the respective job classifications following the steps below:

**Options:**

- (a) Placement in a vacant comparable position;
- (b) The choice to remain in current position at reduced hours if that position is not being completely eliminated;
- (c) If option (a) is not available and the employee does not choose to remain in the employee’s current position at reduced hours, the employee will be placed in a comparable position.
- (d) Rather than using salary schedule placement within the entire paraeducator classification as the basis for displacement and subsequent reassignment, it is agreed that displacement and subsequent reassignment will be implemented within specified programs. It is understood that the “programs” are: Resource, Title I/Learning Assistance Program (LAP), Independent Learning Center (ILC), Emotional Behavioral Disabled (EBD), Support (1:1), Focus On Social Skills (FOSS), and Structured.
- (e) If all of the above steps are exhausted and the employee is not retained in comparable employment, then the employee shall be placed in layoff status.

**Rules**

1. In one (1) school year (September 1 through August 31) an employee’s daily work hours may be increased or decreased up to one (1) hour per workday, without posting or displacement. Such a change in hours will be done on a department/building basis; the senior employee who is qualified and whose current work schedule will allow, will be awarded the additional available time. The least senior employee in the department or building whose schedule will so allow, will have their hours reduced.

If a department /building finds it necessary to reduce its total staffing hours or if a program is cut and /or deleted, it is the goal to eliminate a total position if possible rather than reducing several positions on an incremental basis.

2. Between the date the employee is notified in writing of their displacement and the effective date of the displacement, the employee shall be considered in “displaced “ status and placed in a displacement pool. The District will determine the effective date of displacement.

3. The Association will be notified in writing of all displaced employees and the positions to which they are currently assigned.
4. The District will work with the Association in the assignment of displaced employees.
5. In the event of a double levy failure: If no comparable position is available, the displaced employee will be placed in the displacement pool, by seniority, for the first available and comparable (wage, hours & qualifications) position.

The regularly scheduled hours for Paraeducators are normally six (6) per day. Therefore, should a Paraeducator be displaced from a position, the employee will often not be assigned to a position of more than six (6) hours. This is in spite of the fact that the employee may have been assigned over six (6) hours previously.

6. If an employee's decrease in work hours changes his /her position below the eligibility requirements for the PERS retirement system or group benefits, the employee is eligible to be awarded through the displacement pool, a position comparable to the last assignment which is eligible for the PERS retirement system or group benefits.
7. If an employee turns down an offered position, they waive their rights to further employment with the District and the District is under no further duty to offer positions prior to posting.
8. The District may assign a current employee temporary hours for up to sixty (60) work days, except when the temporary hours are due to an employee being on leave. Said hours are not included as part of the employee's total annual bid hours.
9. An employee shall not suffer the loss of one (1) hour, or less per day, for more than three (3) consecutive years.
10. Paraeducators will not lose hours as a result of late student arrival or early release scheduled for teacher training or collaborative planning.
11. Supplemental assignments, such as student supervision will not be considered as part of an employee's total annual bid hours.

### **Section 7.13 – Layoff Procedures**

In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the District according to seniority. Said employees have the right to be placed in a vacancy which exists after it has been posted for consideration with senior employees still working and for which the employee is qualified in the classification held immediately prior to layoff, provided the position is comparable in hours (within one (1) hour) to the employee's bid hour entitlement.

1. Layoff shall be on the basis of seniority within respective classification, except where the District determines that particular skills and abilities justify seniority bypass. This exception is not subject to Article 16, Grievance Procedure.
2. Employees on layoff shall continue to accrue seniority.
3. The reemployment list shall be extended to a period of twelve (12) months.

### **Section 7.14 – Requirements for Layoffs**

Employees on layoff status shall file their addresses in writing with the personnel office of the District and shall thereafter promptly advise the District in writing of any change of address.

**Section 7.15 – Forfeit of Rights**

An employee shall forfeit rights to reemployment as provided in Article 7 Section 13 if the employee does not comply with the requirements of Article 7 Section 14 or if the employee does not respond to an offer of reemployment within five (5) working days.

**Section 7.16 – Rejection of Reemployment**

An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other accrued benefits provided that such employee is offered a position substantially equal to that held prior to layoff.

## ARTICLE VIII

### HOLIDAYS AND VACATIONS

#### **Section 8.1 – Holidays**

Employees, depending upon their work year calendar and the provisions within this Agreement, shall receive the following paid holidays:

1. Labor Day
2. Veteran's Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Day before Christmas
6. Christmas Day
7. New Year's Eve Day
8. New Year's Day
9. Martin Luther King Jr. Day
10. Presidents Day
11. Memorial Day
12. Juneteenth
13. Independence Day

#### **Section 8.1.1 – Definition**

Employees shall receive holiday pay equal to their normal work shift as their base rate in effect at the time the holiday occurs on said employee's regularly scheduled work shift. Employees shall receive pay based on the number of hours regularly scheduled for said day of the week for which the holiday falls on.

When any of the aforementioned holidays fall on a Saturday, the previous Friday shall be observed and when one of these holidays fall on a Sunday, the subsequent Monday shall be observed.

Paid holidays will be recognized as part of the employee's regular work year calendar.

#### **Section 8.1.2 – Work on Holidays**

Employees who are required to work on the foregoing-described holidays shall receive the pay due them for the holiday, plus one and one-half (1 ½) times their base rate for all hours worked on such holidays.

#### **Section 8.1.3 – Absenteeism Before/After Holiday**

Employees must be present on their regularly scheduled day before and after the holiday to receive holiday pay unless their absence is due to a bona fide, verifiable illness or Supervisor/Evaluator approval.

#### **Section 8.2 – Vacation Definition**

Employees subject to this Agreement will be allowed hours of vacation based upon hours worked during the school calendar year September 1 through August 31. Employees shall earn, vest, and use vacation credit as designated in this Article. Employees who are scheduled to work with the "traditional" school year program will be paid at the end of the school year for all accumulated vacation credit. When an employee goes from full- to part-time or part- to full-time status, the employee shall be paid at the time of transition for accrued vacation.

**Section 8.2.1 – Vacation Credit – Less Than Four Years**

Based on employee’s hire date, an employee with less than four (4) years of service will earn one (1) hour vacation credit for each twenty-six (26) hours worked.

**Section 8.2.2 – Vacation Credit – More Than Four Years**

Based on employee’s hire date, an employee with more than four (4) years, but less than ten (10) years of service will earn one (1) hour of vacation credit for each seventeen and one-third (17 1/3) hours worked.

**Section 8.2.3 – Vacation Credit – More Than Ten Years**

Based on employee’s hire date, an employee with more than ten (10) years of service will earn one (1) hour of vacation credit for each thirteen (13) hours worked.

**Section 8.2.4 – Computing Vacation Credit**

In computing the total vacation credit for any period of service, part of an hour will be disregarded if less than one-half (1/2) hour; otherwise, it will be counted as a full hour.

**Section 8.2.5 – Straight Time Hours**

All straight time hours for which an employee is paid will be counted as hours worked in the computation of vacation hours.

**Section 8.2.6 – Vacation Usage**

Vacation shall be scheduled at the request of the employee, with administrator approval, unless such vacation would disrupt the normal activities of the district. Such judgment of the school administration shall not be unreasonably exercised. All requests for vacation must be received by the immediate supervisor at least five (5) work days in advance.

If an employee believes their vacation request has been unreasonably denied, the employee may file a grievance to that effect at Step Two. Any such grievance will be responded to at Step Two within five (5) days of its being filed.

**Section 8.2.7 – Vesting Vacation Credit**

New regular part-time employees must work one hundred eighty (180) days to vest vacation credit. A regular part-time employee who completes the one hundred eighty (180) days shall receive full vacation credit retroactive to their date of hire. New regular full-time employees must work sixty (60) days before utilization of their accrued vacation balance. Any employee who is discharged or who terminates employment shall receive payment for unused vested, accrued vacation credit with their final paycheck.

**Section 8.2.8 – Work Hours Credited**

For every regular workday from which an employee is absent on vacation, sick leave, bereavement leave, emergency leave, or holiday, the hours of the employee's normal work shift shall be credited as if worked.

**Section 8.2.9 – Accumulated Hours Limitation**

It is the intent that all annual vacation days for two hundred sixty (260)-day employees shall be used during each work year (September 1 through August 31). Each full-time two hundred sixty



(260)-day employee shall be allowed to accumulate unused vacation days not to exceed two hundred forty (240) hours of earned vacation. The vacation balances shall be calculated once a year on the last day of the work year (August 31). Requests for an exception to the two hundred forty (240) -hour accumulations will require a statement of necessity to be completed by the supervisor and approved by the superintendent. Upon termination of employment, whether due to resignation, dismissal, retirement, or death, employees, or their estates, if they are deceased, may be paid their current per diem rate for up to two hundred forty (240) hours of earned unused vacation.

## ARTICLE IX

### LEAVES

#### **Section 9.1 – Sick Leave**

Twelve (12) days of sick leave shall be granted to each full time employee for a full year of work. Sick leave for part-time employees will be prorated based upon their full-time equivalency (FTE). An employee who works or is compensated for eleven (11) working days in any calendar month will be given credit for the full calendar month. Unused sick leave may be accumulated from year-to-year.

Upon initial employment in the bargaining unit an employee will be frontloaded four (4) days of sick leave and thereafter will accrue on a month-by-month basis. One day of leave will be credited for each month after the fourth month of contracted work. A minimum of eleven (11) days needs to be worked/compensated in a month to qualify as a month.

On September 1, sick leave will be front-loaded for an employee who has completed their probationary period.

A verification of an employee's illness or injury must be certified by a recognized medical authority in the event of an absence of five (5) or more consecutive work days, if such verification is requested by the administrator or the Human Resource Department. The District may also request verification of an employee's absence if a pattern of possible misuse is identified. The District will provide the employee and the Association with written notice that a pattern may exist prior to requesting verification for the absence. This paragraph is not grievable.

An employee's accrued sick leave may be used to care for a child, spouse, parent, parent-in-law, grandparent, foster child or domestic partner grandchild (loco parentis) of the employee with a health condition that requires treatment or supervision. For planned surgeries or anticipated disablement, which will necessitate sick leave, the affected employee shall complete a 'Leave of Absence' form and notify their supervisor a reasonable time before the leave is required. Physical disablement caused by maternity, childbirth, and recovery therefrom shall be considered as a form of illness for the purpose of this leave.

#### **Section 9.2 – Emergency Leave**

**Emergency leave** will be granted for circumstances of an emergency nature or for causes over which the employee has no control. Notice of intent to use this leave shall be made to the appropriate administrator prior to the intended use. A maximum of three (3) emergency paid days per year, which are non-accumulative from year to year, shall be allowed for absences resulting from any combination of the following:

- A. To allow an employee to receive an advanced degree from a college or university if the employee's presence is required by the college or university as a condition of granting of the degree. Such use is limited to the day upon which the advanced degree is received.
- B. To comply with a court order, which requires the presence of the employee in court, where the employee is a witness or defendant. The employee shall supply court documentation.
- C. Situations of emergency nature – such as, but not limited to, car accidents, fire, water damage, electrical failure, emergency home service calls which cannot be scheduled at other times. If

possible, verification will be presented to the supervisor on request. Denial of emergency leave will not be subject to the grievance procedure.

- D. In the event the Governor declares a state of emergency involving Pierce County and/or the employee's county of residence for inclement weather, an employee will be granted up to two days of emergency leave.

### **Section 9.3 – Sick Leave Cash Out**

Consistent with law, employees may cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one (1) full day's monetary compensation for four (4) accumulated sick leave days. At the employee's option, the employee can cash out unused sick leave days in February of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued, at a rate equal to one day's monetary compensation 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, a maximum of twelve (12) days per year, or 180 days. 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 sick leave for illness, injury, or emergency. Provision of this leave shall be administered in accordance with rules and regulations adopted now or as hereafter amended.

\*For the purpose of this provision, PERS I employees need to immediately collect their pension from the Department of Retirement Systems to be eligible. SERS II and PERS II employees must be age fifty-five (55) and have 15 years' service credit with DRS. SERS III employees must be age fifty-five (55) and have 10 years of service credit with DRS.

### **Section 9.4 – Workers' Compensation**

In the event employees are absent for reasons which are covered by Industrial Insurance, at the employee's option, the District shall pay the employee an amount equal to the difference between the amount paid the employee by the Workers' Compensation Trust and the amount the employee would normally earn, subject to accumulated sick leave being available. A deduction shall be made from the employee's accumulated sick leave in accordance with the amount paid to the employee by the District.

### **Section 9.5 – Scheduling of Medical Appointments**

Employees will schedule routine and/or non-emergency medical and dental appointments during non-work time. However, when this is not possible, employees may use accrued sick leave for medical and dental appointments in hourly increments.

### **Section 9.6 – Bereavement Leave**

Bereavement leave of a maximum of five (5) days with pay per occurrence may be taken in the event of death if the deceased is a member of the immediate family. For the purpose, "immediate family" is defined by the District to include mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, husband, wife, domestic partner, child, step relative, grandparent, grandchild, foster child, niece/nephew if employee is legal guardian, or other person residing in the household as a family member. One (1) day of Bereavement Leave will be granted for the death of a non-immediate family relative or very close friend.

## **Section 9.7 – Personal Leave**

An employee will receive two (2) days of personal leave per year to attend to personal matters which cannot be dealt with outside of the workday. This leave will not be deducted from sick leave and may not be used for Association business, to extend holidays/vacation/break, or during the first three (3) weeks and last three (3) of the student school year for bus drivers, bus assistants and child nutrition employees. All requests for personal leave except as provided below, must be received by the immediate supervisor at least five (5) work days in advance of the requested leave date. If a response to the leave request is not received by the requested leave date, it will be considered approved. No more than three (3) percent of the workforce from a building or department may be on personal leave at a given time. This process is not grievable. Untimely requests will normally be denied unless subsequently approved as an “exception”. All personal leave requests must be approved or denied in writing by Human Resources not less than three (3) work days prior to the requested leave date. If a written response is not received three (3) workdays prior to the effective leave date, the leave shall be considered granted.

Exceptions may be allowed at the recommendation of the supervisor in special non-emergency situations. All requests will be sent to human resources for final determination. This leave will be taken in half or full day increments only. Recognizing that personnel in the transportation department have unique shifts due to runs/assignments, bus drivers and bus assistants will be allowed to utilize personal leave in hourly increments. Personal leave requests submitted as Emergency Leave pursuant to the conditions set forth in Section 9.2 Emergency Leave (A-D) will be exempt from the five (5) work day prior notice requirement. If an employee has depleted their sick leave, personal leave may be requested in the event of an emergency without the five (5) workday notice requirement.

The following conditions apply:

1. An employee who does not use their personal leave days will be entitled to a payment equal to his or her current per diem rate of pay in consideration for the non-use of the personal leave. All personal leave cash outs will occur in the August pay cycle.
2. An employee who does not use their personal leave days by the last day of school will have a maximum of one (1) leave day carry forward to the next school year. At no time may an employee accrue in excess of three (3) personal leave days in any one (1) work year. Any current personal leave balance in excess of one (1) day will be automatically cashed out in the August pay cycle of the same work year. No more than two (2) days may be cashed out per year.
3. An employee who does not wish to carry forward one (1) day of personal leave and wishes to cash out their personal leave balance, maximum two (2) days, must request in writing to the payroll department, using the payroll cash-out form, by June 30th for payout in the August pay cycle.
4. At no time will an employee be permitted to utilize three (3) consecutive personal leave days.
5. A new employee who works as a regular employee from February 1 through the end of the employee’s 2 scheduled work year, or who works as a regular employee more than one hundred twenty-five (125) 3 scheduled work days from September 1 through August 31, is eligible for a personal leave day for the 4 current work year. No more than three (3) percent of the workforce from a building or department may be on personal leave at a given time. This process is not grievable.

6. This leave will be taken in half or full day increments only. Bus drivers and bus assistants will be allowed to utilize leave in hourly increments due to the unique needs of the Transportation Department.
7. If an employee has depleted their sick leave, personal leave may be taken in the event of an emergency without the ten (10) workday notice requirement.

### **Section 9.8 – Family and Medical Leave Act (FMLA)**

The District will grant leave for family and medical conditions pursuant to the guidelines of the Family Medical Leave Act, subject to the following provisions:

#### **Section 9.8.1 – Eligibility**

An employee is eligible for family and medical leave benefits after twelve (12) months of employment, and for employees hired:

1. Prior to September 1, 2021 (for at least eight hundred and eighty (880) hours); or
2. On or after September 1, 2021 for at least one thousand eighty (1080) hours f.

#### **Section 9.8.2 – Use of Accrued Leave**

An employee, at his or her option, may use leave pursuant to Article 8 Section 2 and Article 9 Section 1 or that leave will be without pay.

#### **Section 9.8.3 – Certification**

The employee is required to provide medical certification regarding entitlement to leave. The District, at its expense, may also require a second opinion by a health care provider of its selection. If the first and second opinions conflict, the District may require, at its expense, a third opinion, which will be final and binding.

#### **Section 9.8.4 – Ineligible Employees**

An employee, who is not eligible for family and medical leave, who has a child or who legally adopts a child, is eligible for maternity/paternity leave as follows:

1. The leave must be requested not less than forty (40) calendar days before the expected birth or adoption of the child.
2. The leave shall be without pay and District paid insurance benefits and it will be allowed only if the employee agrees not to seek regular employment with the District during the term of the leave.
3. The duration of the leave shall be determined by mutual agreement.
4. Upon returning from leave the employee shall be placed in a position similar to the one last held with the replacement employee employed only for the period of the leave time.
5. It could be possible that an employee might be placed in the Displacement Pool according to Article 10 in this Agreement.

### **Section 9.9 – Paid Family Medical Leave**

The district will grant leave for family and medical conditions pursuant to the guidelines of the Washington Paid Family Medical Leave (PFML). More information can be found at [www.paidleave.wa.gov](http://www.paidleave.wa.gov). The district-paid employee portion of PFML will sunset on August 31, 2027

### **Section 9.10 – Judicial Leave**

In the event an employee is selected for duty on a jury, the employee shall be on paid release from job duties and shall retain any wages and travel allowance received from the court. In the event an employee has been dismissed from jury duty or partially released for the day, the employee is expected to return to the employee's work site as travel time permits.

### **Section 9.11 – Leave Of Absence**

Upon recommendation of the immediate supervisor through administrative channels to the Superintendent, and upon approval of the Board of Directors, an employee may be granted an extended leave of absence without pay not to exceed one (1) year in duration.

#### **Section 9.11.1 – Returning from Leave**

The returning employee will not necessarily be assigned to the identical position occupied before the leave of absence. However, provided a vacancy exists for which the employee is qualified, the employee shall be reinstated to a position equivalent in duties and wages to that held at the time the request for leave of absence was approved.

#### **Section 9.11.2 – Definition**

The provision for leave of absence will be limited to cases of illness, the employee's attendance at a school connected with the present position of the employee, or other requests which would be beneficial to the school district. An employee must give fourteen (14)-calendar days notice, or as soon as practical, for medical leave.

#### **Section 9.11.3 – Retained Rights**

The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave of absence. However, vacation credits, and sick leave shall not accrue while the employee is on leave of absence.

### **Section 9.12 – Short-Term Leave**

Up to two (2) days of short term leave without pay, per year, may be approved, at the discretion of the district, for leave necessitated by the personal or professional opportunities of the employee's immediate family (spouse, domestic partner, children, grandchildren, parents), which would allow the employee to participate in the activity with the employee's family. Personal leave must be used prior to requesting short-term leave. All requests for short-term leave must be received by the immediate supervisor at least five (5) work days in advance. Verification may be required. Recognizing that personnel in the transportation department have unique shifts due to runs/assignments, bus drivers and bus assistants will be allowed to utilize short-term leave in hourly increments.

### **Section 9.13 – Job Related Injury**

The District will grant leave for job related injury pursuant to the State of Washington's workers compensation laws.

The employee would have the right to return to the same job the employee held at the time the employee was injured for a period up to six (6) months, with the exception of bus drivers, and child nutrition employees who would have the same rights of return as stated above for a period up to four (4) months. After six (6) months and/or four (4) months, the returning employee will not necessarily be assigned to the identical position occupied before the leave for job related injury. However, provided a vacancy exists

for which the employee is qualified; the employee shall be reinstated to a position equivalent in duties and wages to that held at the time of the leave for job related injury.

### **Section 9.14 – Military Leave**

Any employee, who is a member of the United States Armed Forces or Reserves, shall be granted military leave of absence for a period not exceeding twenty-one (21) workdays during each school calendar year. During the period of military leave, the employee shall receive his or her normal pay. A copy of the formal orders for duty and/or other official notification of deployment shall be attached to the leave request form.

In the event that the military obligation extends beyond twenty-one (21) days, the district will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Washington State Law.

#### **Section 9.14.1 – Military Leave for Spouses**

An employee whose spouse is a member of the armed forces and who works more than twenty (20) hours per week will be entitled to fifteen (15) days of unpaid leave when the spouse is called to active duty or is on leave from deployment in accordance with RCW 49.77.030.

##### **Section 9.14.1.1 – Substituting Accrued Leave**

The employee may substitute accrued paid leave for the fifteen (15) days of unpaid leave.

### **Section 9.15 – Shared Leave**

Employees covered by this collective bargaining Agreement who have an extraordinary and/or severe and/or life-threatening medical condition may participate in a leave sharing program in accordance with the RCW 28A.400.380 and WAC 357-31-380 through 455.

### **Section 9.16 – Domestic Violence Leave**

The District will provide leave in accordance with RCW 49.76 which allows victims of domestic violence, sexual assault, or stalking to take reasonable leave from work to take care of legal needs, shelter, and/or obtain health care. Such leave will be with or without pay at the employee's discretion: provided that an employee must have available leave to receive paid leave. Employees may also take reasonable leave to help a family member obtain needed treatment or services.

## ARTICLE X

### SENIORITY

#### **Section 10.1 – Seniority Date**

The seniority date of all new employees within the bargaining unit shall be established the day following School Board approval. Seniority will be awarded in rank order to the employee who begins continuous daily employment in their current position. Seniority ties shall be broken by a lottery drawing.

#### **Section 10.1.1 – Seniority List**

The District will, in January of each year, publish a seniority list in each classification which reflects the employees' unit seniority date and forward it to the Association president.

#### **Section 10.1.2 – Loss of Seniority Rights**

The seniority rights of an employee in a bargaining unit shall be lost for any of the following reasons:

1. Resignation.
2. Discharge for any reason contained in this Agreement.
3. Retirement.
4. Change in job classification within the bargaining unit, as hereinafter provided in Section 10.5.

#### **Section 10.2 – Retain Seniority Rights**

Seniority rights shall NOT be lost, and shall continue to accrue, for the following reasons:

1. Time lost by reason of industrial accident, industrial illness, or jury duty.
2. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States to fulfill military obligations.
3. Time spent on other authorized leaves of absence, not to exceed one (1) year.

#### **Section 10.3 – Seniority Usage**

The employee with the most seniority shall receive preferential treatment regarding route package selection, shift selection, vacation periods, promotions, assignments, transfers, layoffs, and special assignments when ability and performance are substantially equal to those of employees junior to him/her. If the District determines that seniority rights should not govern in the latter cases above, because a junior employee possesses ability and performance substantially greater than a senior employee or employees, the District shall set forth in writing to the senior employee or employees who applied for the job the reason why the senior employee or employees have been bypassed.

#### **Section 10.3.1 – Transfers**

##### **Lateral Transfer**

A classified employee may request a lateral and/or downward transfer one (1) time per school year with regards to their assignment. The classified employee must apply for the open position in accordance with the District online application process and notify the Human Resource Department in writing that they are requesting the lateral transfer. Transfer requests will be granted to the most senior applicant provided it is "exact job title to exact job title", the hours of the posting are equal or lesser than the hours of their current position and the employee has been successful in their current position (no plans of improvement or three (3) negative ratings on their



performance evaluation.) Upon transfer, the employee shall serve a ninety (90) working day probationary period and receive a written evaluation upon the completion of the probationary period.

During the probationary period, an unsuccessful lateral transfer shall result in the employee's return to a comparable and open position as held prior to transfer and placed on a Plan of Improvement. If an open position is not available, the employee will be displaced for the current work year (September 1 – August 31) only. If no placement occurs in the prescribed time frame the employee will be placed in layoff status.

Principal's Secretaries are exempt from this section.

### **Involuntary Transfer**

A classified employee is subject to transfer for compelling needs if deemed necessary by the district for the successful operation of the site, building and/or department. PSE will be informed prior to the transfer and provided the opportunity to work with administration. Employees will be given five (5) work days' notice before reporting to their new assignment. The employee, at the employee's option, may waive this provision of five (5) days.

Employees who are involuntarily transferred will be given every consideration in returning to their previous assignment after one year following transfer, if openings at their previous assignment become available.

### **Section 10.3.2 – Eligibility of Transfer**

An employee is not eligible for transfer or promotion while on a Plan of Improvement. Reference section 3.8.2.

### **Section 10.3.3 – Interview Rights**

Employees who meet minimum qualifications are encouraged to apply for any available positions. Employee applicants shall be granted interviews for positions they seek to fill with their current job classification where they meet the posted minimum qualifications and where there are no lateral transfers. Employees must complete the District online application process to be granted an interview.

#### **Section 10.3.3.1 – Seniority By-Pass**

By-pass of seniority candidates occurs when a junior or outside candidate scores ten percent (10%) or greater than that of a senior candidate.

The interview questions and testing materials will be applicable to the open position.

The hiring of classified employees will be conducted with integrity through an objective process as follows:

- |  |     |
|--|-----|
| 1. Interviews and job-related skills of all qualified applicants | 50% |
| 2. Testing of all qualified applicants when applicable           | 40% |
| 3. Classes/education   | 10% |

By request, the bypassed candidate may review their respective materials of the hiring packet.

**Section 10.3.3.2 – Interview Teams**

Supervisors are encouraged to utilize the unit classification representative for all bargaining unit position interview teams. Supervisors and a Human Resources administrator may determine that there is a reasonable need to utilize a member in good standing other than the unit classification representative and reasons shall be communicated to the Association President prior to the interview process-taking place.

**Section 10.4 – Job Classifications**

Seniority rights shall be effective within the general job classifications. General job classifications shall include the following without limitation: Child Nutrition, Transportation Bus Assistants, Secretarial-Clerical, Paraeducators/Special Services, Custodial, Maintenance/Technology, Mechanics, Transportation and Campus Safety/Printshop/Other Services (nine (9) classifications).

**Section 10.5 – Changing of Classifications**

An employee who changes job classifications within the bargaining unit shall retain their hire date in the previous classification for a period of two (2) years, notwithstanding that the employee has acquired a new hire date and a new classification.

## ARTICLE XI

### POSTING, PROBATION AND SEPARATION

#### **Section 11.1 – Process**

The District shall publicize within the bargaining unit for a minimum of five (5) working days the availability of open positions as soon as possible after the District is apprised of the opening. A copy of the job posting shall be forwarded to the President of the Association.

#### **Section 11.1.1 – Short Term Temporary**

A short-term temporary position is not required to be posted. The district shall publicize openings for temporary positions beyond sixty (60) working days.

#### **Section 11.1.2 – Vacancies**

All posted vacancies shall be filled within twenty-five (25) working days of the closing date unless the District has informed the Association in writing that a position is not needed or cannot be afforded at that time. An employee is eligible for only one lateral transfer per school year (September 1 - August 31).

#### **Section 11.2 – Probationary Period**

Each new hire shall remain in a probationary status for a period of not more than ninety (90) working days following the hire date. During the probationary period a new hire may be discharged at the District's discretion and shall not have access to the grievance procedure.

#### **Section 11.2.1 – Work Day Definition**

A working day constitutes a regularly scheduled day in which the probationary employee performs the duties of their contracted position.

#### **Section 11.2.2 – Probationary Employees on Alternative Workweeks**

A probationary period for employees that work an alternative workweek shall not extend beyond twelve (12) months following hire date.

#### **Section 11.2.3 – Promoted and Lateral Transferred Employees Probationary Period**

Promoted and lateral transfer employees shall serve a probationary period of ninety (90) working days. During the probationary period, an unsuccessful promotion or lateral transfer shall result in the employee's return to a comparable and open position as held prior to promotion or transfer. If an open position is not available, the employee will be displaced for the current work year (September 1 – August 31) only. If no placement occurs in the prescribed time frame the employee will be placed in layoff status.

#### **Section 11.2.4 – Probationary Employees Changing Positions**

New hires on probationary status may apply for available openings within their current classification. If a probationary employee is selected for an open position, the supervisor may elect to start a new ninety (90) working-day probationary period.

### **Section 11.3 – Vesting of Seniority**

At the end of the probationary period the employee shall be vested with seniority and the employee's seniority date shall be retroactive to the hire date.

### **Section 11.4 – Notice of Dismissal**

Except in extraordinary cases, an employee will be given two (2) weeks notice of intention to dismiss. The District will expect the employee to give two (2) weeks notice in case of resignation.

#### **Section 11.4.1 – Just Cause**

The District may discipline or discharge any employee subject to this Agreement for justifiable cause. Questions on the issue of “justifiable cause” shall be resolved in accordance with the grievance procedure unless otherwise provided.

### **Section 11.5 – Inspection of Files**

Pursuant to RCW 49.12.250, an employee shall have the right, upon reasonable notice, to inspect the contents of the employee’s personnel file and/or the employee’s immediate supervisor's working file; provided information regarding criminal investigations need not be shared with the employee. Inspection shall be in the presence of a District representative. File materials may be reproduced for the employee as promptly as feasible when requested. The employee shall pay for the expense of such reproduction. An Association representative may, at the employee's request, be present during the review of said employee's file.

#### **Section 11.5.1 – Personnel Files**

No materials derogatory of the employee’s conduct, service, character, or personality shall be placed in the personnel file unless the employee has had the opportunity to read and respond to them in writing. The employee shall acknowledge having read such material by affixing his or her signature to the copy to be filed. Such signature shall not signify that the employee agrees with the content of the material. The employee shall have the right to write his or her version of the incident of occurrence and have that statement permanently attached to the original document. Such materials shall be removed upon request of the employee from the file after three (3) years of its inclusion in the file provided no incident of a similar nature occurs during this three (3) year period.

#### **Section 11.5.2 - Working Files**

Employee-related materials in administrative working files shall be removed one year from the date of inclusion to the end of the following school year.

### **Section 11.6 – Continuation of Employment**

Prior to the end of the school year, the District shall notify all school year employees with contracts less than 260-days of employment for the next school year, or separation from the District.

## ARTICLE XII

### DRUG TESTING

#### **Section 12.1 – Definition**

Mandatory testing for employees holding Commercial Driver's License (CDL) as required under the Federal Highway Administration rules (FHWA) on controlled substance use and testing shall be provided under the law and as follows.

#### **Section 12.1.1 – Pre-Employment Testing**

Applicants for positions requiring a Commercial Driver's License, including current employees attempting to transfer to such a position, shall bear all costs associated with the required drug and alcohol tests.

#### **Section 12.2 – Random, Post-Accident, and Reasonable Suspicion Testing**

Employees shall be tested in accordance with federally mandated laws on a random, post-accident, and reasonable suspicion basis for alcohol misuse and controlled substance use. Non-CDL holders operating a district vehicle shall be subject to reasonable suspicion and/or post-accident testing. In the event a test under any of the above circumstances for controlled substances is positive, it may be confirmed at employee's request.

In the event an employee tests positive for any of the five (5) controlled substances specified in the law, this shall be cause for termination of employment.

In the event an employee tests greater than 0.02 for alcohol, a confirming test will be administered after fifteen (15) minutes and before twenty (20) minutes has elapsed since the first test.

In the event an employee tests greater than 0.04 for alcohol, this shall be cause for termination of employment.

In the event a confirmed employee's test results are between 0.02 and 0.04 for alcohol, said employee shall be removed from duty for at least twenty-four (24) hours. An employee testing between 0.02 and 0.04 may be subject to disciplinary action up to and including termination. The employer may require a mandatory referral for an alcohol evaluation in the event employment is not terminated. The District will allow seven (7) working days for the employee to complete the mandatory referral. The employee must abide by the recommendations provided by the agency doing the evaluation prior to the return to work. Noncompliance will result in termination for cause. During this referral period, said employee will be on leave without pay.

#### **Section 12.2.1 – Returning to Work**

Before returning to work, an employee put on leave without pay due to a positive alcohol test must pass a return-to-duty alcohol test. Also, unannounced follow-up testing may be required as part of the treatment plan designed by the attending substance abuse professional. This testing would be done at the employee's expense.

**Section 12.2.2 – Test Records**

Drug and alcohol test results shall be kept at the District Office separate from regular personnel files and maintained in such a manner as to ensure confidentiality of all affected employees.

Upon request, employees may view their drug and alcohol test results. Copies of any material contained in this file shall be provided to the employee upon request.

**Section 12.2.3 – Documentation**

In the event the District has reasonable suspicion to require drug or alcohol testing for an employee, the reasons shall be documented and kept in the confidential drug and alcohol personnel file.

**Section 12.2.4 – Cost of Testing and Time**

The District shall pay laboratory costs for the initial drug and/or alcohol test under the random, post-accident, and reasonable suspicion provisions of the FHWA rules.

Employee requested confirmation tests, or initial positive test results, shall be at District expense in the event the confirmation test following a positive result shows the initial test result to be false. If the requested confirmation test confirms the initial positive result, the employee shall pay all costs related to the confirmation test. The District shall reimburse any lost wages resulting from a false positive test result.

If the employee is required to be tested outside of the employee’s workday, the District shall provide actual time pay in accordance with the negotiated contract with verification of time in and out from the testing facility. Mileage at the District reimbursement rate shall be provided one way to the testing center in the event the employee does not return to work following the test.

## ARTICLE XIII

### INSURANCE AND RETIREMENT

#### **Section 13.1 – Insurance Information**

Washington School District's will receive health and other benefits through the SEBB program. Eligibility shall be determined solely by the established SEBB criteria that most closely describes the school employee's work circumstances in accordance with RCW 41.05.740.

#### **Section 13.2 – Retirement System Eligibility**

In determining whether an employee subject to this Agreement is eligible for participation in the Washington State School Employees' Retirement System, the District shall follow the actual rules that govern membership contained in the state retirement law. If a position is deemed eligible, the District shall report all hours worked, whether straight time, overtime, or otherwise.

#### **Section 13.3 – Tax Sheltered Annuities**

All employees subject to this Agreement shall be entitled to participate in a tax-sheltered annuity plan or tax deferred compensation plan as approved by the District. On receipt of a written authorization by an employee, and after complying with District policy and regulation, the District shall make the requisite withholding adjustments and deductions from the employee's wages.

## ARTICLE XIV

### MAINTENANCE OF MEMBERSHIP

#### **Section 14.1 – Dues Deductions, and Representation Fees**

The Association, which is the legally recognized exclusive bargaining representative of the employees as described in the “Recognition” clause of this Collective Bargaining Agreement, shall have the right to have deducted from the salary of members of the Association an amount equal to the fees and dues required for membership in the Public School Employees of Bethel Association pursuant to RCW 41.56.110.

Upon receiving notice of the employee's written authorization, electronic, or recorded voice authorization from Public School Employees of Washington (PSE), the employer shall deduct from the employee's salary membership dues and remit the amounts to Public School Employees of Washington (PSE), according to the usual administrative cycle. The dues deduction form and authorization shall remain in effect from year to year, unless withdrawn in writing to PSE by the employee. The Association agrees to defend and hold the District harmless against any legal action brought against the District in reference to valid membership.

#### **Section 14.2 – Revocation of Dues**

The employee’s authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee’s request to revoke authorization for payroll deductions must be in writing and submitted by the employee to Public School Employees of Washington (PSE) in accordance with the terms and conditions of the authorization. Revocations will not be accepted by the employer if the authorization is not obtained by the employee to Public School Employees of Washington (PSE). After the employer receives confirmation from the exclusive bargaining representative that the employee has revoked authorization for deductions, the employer shall end the deduction effective on the first payroll after receipt of the confirmation. The employer shall rely on information provided by the exclusive bargaining representative regarding the authorization and revocation of deductions.

#### **Section 14.3 – Information to be Provided to Exclusive Bargaining Representative by Employer**

- (1) If the employer has the information in the employer’s records, the employer shall provide to the exclusive bargaining representative the following information for each employee in an appropriate bargaining unit:
  - a. The employee’s name and date of hire;
  - b. The employee’s contact information, including: (i) Cellular, home, and work telephone numbers; (ii) work and the most up-to-date personal email addresses; and (iii) home address or personal mailing address; and
  - c. Employment information, including the employee’s job title, salary or rate of pay, and work site location or duty station.
- (2) The employer must provide the information to the exclusive bargaining representative in an editable digital file format;
  - a. Within 21 business days from the date of hire for a newly hired employee in an appropriate bargaining unit; and
  - b. Every 120 business days for all employees in an appropriate bargaining unit.
- (3) When there is a state-level representative of the exclusive bargaining representative for a bargaining unit, the employer may provide the information to the state-level representative.



- (4) The exclusive bargaining representative may use the information provided under this section only for representation purposes. This section does not give authority to any exclusive bargaining representative to sell or provide access to lists of employees or the information provided to the exclusive bargaining representative pursuant to this section requested for commercial purposes.
- (5) If an employer fails to comply with this section, the exclusive bargaining representative may bring a court action to enforce compliance. The court may order the employer to pay costs and reasonable attorneys' fees incurred by the exclusive bargaining representative.
- (6) (a) This section does not apply to an employer specifically prohibited under its requirements as a cleared United States department of defense contractor from providing the employee information listed under subsection (1) of this section only for those employees covered by such requirements. The employer is required to provide the employee information under subsection (1) of this section for all employees not covered by the employer's requirements as a cleared United States department of defense contractor.  
(b) This subsection (6) does not limit the employee information an employer must provide an exclusive bargaining representative pursuant to its duty to bargain in good faith or any other duty or obligation under applicable collective bargaining law, nor does this subsection (6) prohibit bargaining over the provision of employee information under applicable collective bargaining law.

## ARTICLE XV

### GRIEVANCE PROCEDURE

#### **Section 15.1 – Definition**

For the purpose of this Agreement, a grievance is defined as an alleged violation, misinterpretation, or misapplication of a specific provision of this Agreement charged against the District by a classified employee.

#### **Section 15.2 – Informal Procedure**

Effort shall be made to settle grievances at the lowest possible level of the grievance procedure. The employee shall first promptly attempt to resolve any problem relative to an alleged violation, misinterpretation, or misapplication of a provision of this Agreement informally between the employee and his or her principal or immediate administrator.

#### **Section 15.3 – Formal Procedure**

Grievances shall be processed in the following manner and within the stated time limits. Days as used herein shall refer to calendar days, except as provided below.

#### **Grievance - Formal Procedure**

**Step One** If, according to the employee, the problem is not resolved informally, it shall be reduced to writing by the employee on the appropriate grievance form and shall be submitted by the employee as a grievance to the immediate administrator, with a copy to the Director for Human Resources, within fifteen (15) working days after the facts upon which the grievance is based first occur or first become known or should have become known to the employee. The written grievance shall state the fact(s) upon which it is based, the issue involved, any Agreement provisions allegedly violated, and the relief sought. The immediate administrator shall meet with the grievant and endeavor to properly resolve the matter and shall reply in writing to the employee within ten (10) working days after receipt of the written grievance.

If the employee feels the grievance is still not resolved, the employee may refer the matter to Step Two of the formal grievance procedure.

**Step Two** If the grievant feels the grievance is still not resolved and wishes to appeal the grievance further, the grievant may refer the matter in writing to the Director for Human Resources within ten (10) working days after receiving the immediate administrator's written answer. The Director for Human Resources designee shall review the matter and arrange for necessary discussions with the grievant within ten (10) working days after receipt of the written grievance. The Director for Human Resources will give a written answer to the employee within ten (10) working days thereafter. In cases of grievance for wrongful termination where the Superintendent has recommended termination to the Bethel Board of Directors, the Board will serve as designee and will provide the review/discussion described above in conjunction with the employee exercise of appeal rights as described in Bethel School District Policy and Procedure.

**Step Three Grievance – Arbitration** In the event the grievant is unsatisfied with the disposition of the grievance at the conclusion of Step Two, said grievant may refer the matter to arbitration as provided below.

If the grievant is unsatisfied with the disposition in Step Two of the grievance procedure, said grievant may, within ten (10) working days, and with the consent of the Association, submit the matter to arbitration. This timeline may be extended by fifteen (15) days upon request by the Association unless the Board of Directors is acting as designee as described in step two. Notice of intent to arbitrate shall first be provided to the District in writing.

Any grievance relating to interpretation or application of the specific provision(s) of the Agreement may be submitted to arbitration unless excluded by other provisions of the Agreement or this Article.

To effectuate arbitration, the Association shall request, within fourteen (14) days, a list of seven (7) arbitrators from the American Arbitration Association. Upon receipt of the list of arbitrators, representatives of the District and the Association shall, within fourteen (14) days, meet to select an arbitrator from said list. The selection shall be made by alternately removing one name at a time from the list. The two parties shall decide on the order of first removal by the flip of a coin. The remaining name, after each party has eliminated three, shall be the arbitrator.

The scope of the arbitrator's authority shall be limited to grievances arising from specific provisions of the Agreement, and the arbitrator shall be without authority to add to, subtract from, or alter any of the terms of this Agreement. The arbitrator shall be without power or authority to make any decision, which requires the commission of an act prohibited by law.

The arbitrator shall render a decision within thirty (30) calendar days following the conclusion of the arbitration hearing or submission of any post-hearing briefs. The parties shall have fourteen (14) days in which to submit such briefs.

Each party shall bear its own costs of arbitration, except that the cost of the arbitrator, court cost (reporter, hearing room, etc.) shall be shared equally by the District and the Association.

The decision and/or award shall set forth the arbitrator's finding of fact, reasoning, and conclusions on the issues submitted and shall be final and binding on all parties.

#### **Section 15.4 – Representation**

The grievant shall have the right to have an Association representative present during the formal discussion in Steps One, Two, and Three. Meetings will be scheduled outside of the employee's regular hours when possible.

#### **Section 15.5 – Association Rights**

Nothing contained herein shall be construed to prevent any employee from processing his or her own grievance through Step Two without Association representation. However, the District shall give the Association the opportunity to be present at any formal step of the grievance procedure and make its views known.

#### **Section 15.6 – Procedures**

Grievance hearings shall be held at reasonable times and places that do not conflict with the working day unless otherwise mutually agreed. Grievances not pursued to the next step within the time limitations set forth shall be deemed waived. When grievances are not responded to by the District within the time limits set forth, the grievant may proceed to the next step of the grievance procedure.

## ARTICLE XVI

### TRANSFER OF PREVIOUS EXPERIENCE

#### **Section 16.1 – Washington State School Experience / Longevity Credit**

A newly hired employee shall be given full longevity credit for all years of service in a Washington school district. A former employee of the District shall be covered under this section the same as a former employee of another Washington school district (RCW 28A.400.300)

#### **Section 16.2 – Salary Step**

An employee who is selected for a higher-level position within their current classification will begin at a salary step ensuring an equal or greater rate of pay.

## ARTICLE XVII

### WAGES

#### **Section 17.1 – Definition**

Wages for employees subject to this Agreement, during the term of the Agreement, are contained in Schedule A, attached hereto, and by this reference incorporated herein.

#### **Section 17.2 – Schedule A**

Wages contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article 19. Should the date of execution of this Agreement be subsequently to the effective date, wages, including overtime, shall be retroactive and paid according to Article 18 Section 4 and Schedule A.

#### **Section 17.3 – Crew Leader Premium Pay**

An employee assigned as crew leader will receive six (6) percent of the Base/Step 1 of the employee's salary level as premium pay.

The crew leader premium pay will be paid for all hours of pay, including paid leave, paid holidays and paid vacation.

When the crew leader is absent, the District will pay the employee assigned as acting crew leader the premium pay provided herein for the hours worked as acting crew leader.

The District will give the employee assigned as crew leader two (2) weeks' notice if the District changes the employee's status as crew leader.

#### **Section 17.4 – Retroactive Pay**

Retroactive pay, where applicable, shall be paid as soon as possible following execution of this Agreement.

#### **Section 17.5 – Incremental Steps**

A new employee who works as a regular employee from February 1 through the end of the employee's scheduled work year, or who works as a regular employee more than one hundred twenty-five (125) scheduled work days from September 1 through August 31, is eligible for an incremental step. Incremental steps, where applicable, shall take effect on the first day of the work year. This is September 1 for full-time, full-year employees, and will be the first scheduled day of work during the student school year for all school-year employees.

#### **Section 17.6 – Hour Calculation**

For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter (1/4) hour.

#### **Section 17.7 – Experience Increments and Salary Increases**

Years of experience, as defined in Article 17, and hours of training/education completed will be compensated according to Schedule A attached hereto and by this reference made part of this Agreement.

Effective September 1, 2021, employees who have completed a/an associate's, bachelor's or master's degree from an accredited college or university that is not required for the position will be granted an initial fifty (50) cents an hour for an associates degree and twenty-five (25) cents per hour for each degree thereafter, up to a maximum of one (\$1.00) dollar per hour for all three (3) degrees.

Associates Degree = \$.50

Associates Degree + Bachelors Degree = \$.75

Bachelor's Degree = \$.75

Master's Degree = \$1.00

*No combination of the above degrees shall exceed the amount of \$1.00 per hour.*

In addition to the granting of increments, where applicable, salary rates shall be increased as funded by the state. It is the intent of the parties, assuming that the funding system for classified salaries continues in a comparable manner, that Schedule A will be increased by the State funded percentage for increase of Basic Education Act employee salaries. The additional costs of increments, if any, will be borne by the District. The District shall consult with the Association concerning the amount and implementation of such increases. If the parties are, in good faith, unable to agree on the calculations/implementation, the calculations/implementation shall be treated as a negotiable matter rather than, as a contractual matter and the parties shall immediately open negotiations on such issues. It is agreed that the costs of increments will not be subtracted from revenues provided by the State for salary increases.

### **Section 17.8 – Staff Meetings**

Staff meetings requiring the presence of bargaining unit members at times other than during their regular work shift shall be paid at their regular rate of pay. For staff who are not required or unable to attend staff meetings may request a copy of staff meeting materials.

### **Section 17.9 –Step-Up Pay**

Employees assigned to work a full shift in place of a person in a higher pay category shall receive compensation at the rate they would receive were they assigned to the job on a permanent basis.

#### **Section 17.9.1 – Partial Shift**

Employees working partial shifts of a vacant position will receive the higher pay if they are assigned to fill that position.

#### **Section 17.9.2 – Extended Work Assignment**

In the event of an extended work assignment that goes beyond the employees' regularly assigned work schedule, compensation for the extended assignment shall be at the higher rate of pay. Payment for such work will occur when duties are not equal to employees' current, regular assignment.

## ARTICLE XVIII

### REIMBURSEMENT AND JOB RELATED COST

#### **Section 18.1 – Mechanic’s Tools**

Mechanics are required to provide their own tools and leave them full time on District property; the District shall replace any tools stolen or deemed unserviceable in the line of duty. Mechanics shall be provided master tool lists for check-off and periodic updating. Such lists are to be held by the transportation supervisor with a copy to the mechanic. In order to receive compensation, the mechanic must either surrender the unserviceable tool(s) or submit a police report on the stolen tool(s).

#### **Section 18.1.1 – Tool Allowance**

A mechanic shall receive a tool allowance of one thousand (\$1,000) dollars per year. The allowance shall be on a reimbursable basis in accordance with District fiscal procedures. Employees hired prior to September 1, shall receive the tool allowance at the beginning of each school year. Employees hired after September 1, shall receive the tool allowance upon hire and annually thereafter on the “anniversary” of their hire date.

#### **Section 18.2 – Reimbursement for Required Job-Related Training**

The District agrees to reimburse employees for the cost of job-related licenses/renewals, certifications/renewals, and/or degrees mutually agreed upon by the employee and the District or required by the District. The District shall not be responsible for the cost to employees changing job descriptions with required licenses, certificates, or degrees not required in their current position. This is to include the General Paraeducator Certificate.

#### **Section 18.2.1 – Re-test Cost**

Re-test costs due to failure will not be reimbursed by the District.

#### **Section 18.3 – CDL Physical**

The district will reimburse an employee’s co-payment or actual cost for a commercial driver’s license physical examination as required by WAC 180-20-101 (2) (b).

#### **Section 18.4 – Uniform Allowance**

Child nutrition, maintenance/technology, and print shop employees shall receive a uniform allowance of one hundred (150) dollars to three hundred and fifty (350) dollars per year determined by the supervisor based on the type of uniform required and the number of days worked. Custodial employees shall receive a shoe allowance of one hundred (100) dollars per year. The allowance shall be on a reimbursable basis in accordance with District fiscal procedures. Employees shall receive the uniform allowance upon hire prorated on the portion of the school year remaining and annually thereafter. The District shall provide bus mechanics and applicable maintenance personnel coveralls and laundry such as needed.

#### **Section 18.5 – Food Handlers Permit**

The District will reimburse current Child Nutrition employees for the renewal cost of their Food Handlers Permit, subsequent to the successful completion of the Servsafe class.

**Section 18.6 – Private Vehicle Mileage**

Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per mile basis at the rate established by the Board of Directors for that period of time. (Refer to Board Policy 6213)

**Section 18.7 – Overnight Expenses**

Employees required to remain overnight on District business shall be reimbursed for room and board expenditures at the rate established by the Board for that period of time.



## ARTICLE XIX

### TERM

#### **Section 19.1 – Duration**

The term of this Agreement shall be September 1, 2024 through August 31, 2027.

#### **Section 19.2 – Reopen for Negotiations**

This Agreement may be reopened for negotiations at any time during its term upon the written mutual consent of the parties. This Agreement shall be reopened to consider the requirements of any legislation enacted following the execution of this Agreement which affect the terms and conditions herein including workday/work year changes and/or salary matters.

The District shall distribute the inflationary increases to employees as defined in RCW 28A.400.205.

All matters not covered herein shall be determined by the District, provided the Agreement may be altered, changed, added to, deleted from, or modified through mutual written consent of the parties.

#### **Section 19.2.1 – Parity**

The District and Association agree to jointly participate in a parity study prior to the close of this contract. A salary review committee, of no more than eight (8), shall be comprised equally of designated representatives from administration and the association.

This advisory committee shall examine wages using the ten mutually agreed upon parity-study districts (see Appendix F).

#### **Section 19.3 – Invalidity**

If any Article or Section of this Agreement shall be held to be invalid by operation of law or by a tribunal of competent jurisdiction, said Article or Section shall be null and void and all other Sections and Articles shall continue in full force and effect.

#### **Section 19.4 – State and Federal Statutes**

Neither party shall be compelled to comply to any provision of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto.

#### **Section 19.5 – Renegotiation**

In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Article 19 Section 2.


#### **Section 19.6 – Ratification**

This Agreement shall be effective following ratification first by the Association and then by the Bethel Board of Directors.

**SIGNATURE PAGE**


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

Bethel Chapter

By:   
Jennifer Hansen, Chapter President

Date: 10/18/24

Bethel School District #403

By:   
Marcus Young, Sr., President of the School Board

Date: 10/18/24

## Appendix A EXEMPT EMPLOYEES

The following non-certificated positions are not in the Public School Employees bargaining unit:

Executive Director, Elementary Education  
Executive Director, Human Resources  
Executive Director, Secondary Education  
Executive Director, Operations  
Executive Director, Special Services  
Chief Financial Officer  
Chief Technology Officer  
Director, Accounting and Budget  
Director, Arts and Curriculum Integration  
Director, Assessment  
Director, Behavioral Health  
Director, Athletics and Security  
Director, Career and College Readiness  
Director, Child Nutrition  
Director, Communications  
Director, Community Connections  
Director, Construction and Planning  
Director, Elementary Teaching and Learning  
Director, Equity and Achievement  
Director, Facilities  
Director, Finance  
Director, Human Resources - Certificated Personnel  
Director, Human Resources - Classified Personnel  
Director, Operational Technology  
Director, Secondary Teaching and Learning  
Director, Special Services Preschool  
Director, Support Services  
Director, Transportation  
Assistant Director, Assessment and Highly Capable  
Assistant Director, Career and College Readiness  
Assistant Director, Child Nutrition  
Assistant Director, Communication  
Assistant Director, Construction  
Assistant Director, Elementary Behavioral Health  
Assistant Director, Elementary Teaching and Learning  
Assistant Director, English Language  
Assistant Director, Finance  
Assistant Director, Human Resources  
Assistant Director, Secondary Behavioral Health  
Assistant Director, Secondary Teaching and Learning  
Assistant Director, Special Services  
Assistant Director, Technology Services  
Assistant Director, Transportation  
Manager, Client Support Services  
Manager, Communications  
Manager, Custodial  
Manager, Enrollment and Cedars

Manager, Facilities  
Manager, Graphic Design  
Manager, Human Resources Information - Certified  
Manager, Human Resources Information - Classified  
Manager, Human Resources Workers' Compensation and Records  
Manager, Maintenance  
Manager, Network  
Manager, Payroll  
Manager, Print Shop  
Manager, Project  
Manager, Purchasing Asset  
Manager, Risk Management  
Manager, Special Services  
Manager, Student Information  
Assistant Manager, Athletics  
Coordinator, Community Connections  
Coordinator, Early Learning  
Coordinator, Equity and Diversity  
Coordinator, Family Resource  
Coordinator, Family Support (HP LAP) - BMS  
Coordinator, Payroll  
Coordinator, Payroll / Employee Benefits  
Coordinator, Planning and Project  
Coordinator, Retirement ACA Compliance  
Coordinator, Special Education  
Coordinator, Transportation Dispatcher  
Coordinator, Transportation Routing  
Coordinator, Transportation - Student Support  
Coordinator, Transportation Shop  
Planner, Facilities  
Specialist, Equity  
Supervisor, Child Nutrition Central Kitchen Chef  
Supervisor, Child Nutrition Field Supervisor/Trainer  
Supervisor, Child Nutrition Warehousing and Logistics  
Accountant, Capital Projects  
Analyst, Budget  
Analyst, Business Systems  
Analyst, Financial  
Administrative Assistant to Superintendent/Board  
Administrative Assistant to Assistant Superintendent of Secondary  
Administrative Assistant to Assistant Superintendent of Elementary  
Administrative Assistant to Assistant Superintendent of Teaching and Learning  
Administrative Assistant to Chief Financial Officer  
Administrative Assistant to Chief Technology Officer  
Administrative Assistant to Executive Director of Human Resources  
Administrative Assistant to Director of Special Services  
Administrative Assistant to Director of Human Resources

## **Appendix B ALTERNATIVE WORKWEEK PROCEDURE**

1. One or more employees may submit a written request to their immediate supervisor for an alternative workweek. If the immediate supervisor considers it feasible, the supervisor will recommend it to his or her cabinet level administrator. The immediate supervisor will respond in writing to the request within 30 days to acknowledge acceptance or denial thereof. If the request is denied, an explanation will be included.
2. If the cabinet level administrator supports the request, District and PSE representatives will review the request on a case-by-case basis and recommend the approval or disapproval of the employee(s) request, provided that:
  - a. The authorization shall not exceed one (1) year.
  - b. There is no additional cost to the District or benefit to the employee; that is, overtime applies only when an employee works more than forty (40) hours per week; benefits paid by the "day" such as sick leave, will be reconciled by hours; etc.
3. Approval of an alternative workweek is at the discretion of the District and is not subject to the grievance procedure.

## **Appendix C TUTORING AND HOME/HOSPITAL ASSIGNMENTS**

Based on discussions during a meeting that occurred on Wednesday, November 30, 2001, the parties agree that the work previously known as tutor and home/hospital assignments will be recognized as being in the bargaining unit represented by the Public School Employees, subject to the following:

1. It is agreed that this work will be included under the job description of level 4 paraeducator.
2. The pay level for tutoring and home/hospital assignments will be established at the employee's per diem pay level.
3. Employees serving in the capacity of tutor and/or home/hospital assignments will receive mileage per Bethel Public Schools policies. Staff will be provided paid communication/planning time with the teacher as stipulated by the Special Services Team.
4. Extra hours provided to an employee to serve as tutor and/or home/hospital assignments will not be permitted to extend beyond forty (40) hours per week. Under special circumstances an exception may be made by the Instructional Support Team.
5. When establishing a pool of individuals interested in extra hours related to tutor and/or home/hospital assignments, a vacancy notice will be published following the guidelines established in Article 11 of the PSE Agreement.
6. It is agreed that a list of available staff will be maintained to work in these assignments when tutoring and/or home/hospital work opportunities become available. Seniority, the 40-hour per week limitation, and the availability of the staff will be key criteria in selecting the appropriate employee. In the event a parent makes a request for a specific individual to serve their child in the capacity of a tutor and/or home/hospital paraeducator, the issue will be resolved on an individual, case-by-case basis.
7. It is understood and agreed to that these assignments are temporary in nature and the assignments are on a call as needed basis only. As a result of their temporary nature, the extra hours received in any school year do not permit an employee to bump another nor are employees entitled to displacement rights. Due to the temporary nature of the assignments, extra hours granted an employee to serve in a tutor and/or home/hospital assignment will not add to an employee's F.T.E. for benefit purposes.

## **Appendix D TRANSPORTATION MECHANICS A.S.E CERTIFICATION**

Transportation mechanics who successfully complete each of the approved attached components of the A.S.E. certification will receive credit for fifty (50) training hours on Schedule A.

Upon successful completion of re-certification on each of the approved attached components of the A.S.E. certification, transportation mechanics will receive credit for twenty-five (25) training hours on Schedule A.

### **APPROVED COMPONENTS OF A.S.E CERTIFICATION**

#### **A.S.E. Automobile/Light Truck Tests:**

- Engine Repair (A1)
- Automatic Transmission/Transaxle (A2)
- Manual Drive Train and Axles (A3)
- Suspension and Steering (A4)
- Brakes (A5)
- Electrical/Electronic Systems (A6)
- Heating and Air Conditioning (A7)
- Engine Performance (A8)
- Light Vehicle-Compressed Natural Gas (C1)
- Exhaust Systems (X1)

#### **A.S.E. School Bus Tests:**

- Body Systems and Special Equipment (S1)
- Diesel Engines (S2)
- Drive Train (S3)
- Brakes (S4)
- Suspension and Steering (S5)
- Electrical/Electronic Systems (S6)
- Air Conditioning Systems and Controls (S7)

#### **A.S.E. Collision Repair and Refinish:**

- Non-Structural Analysis and Damage Repair (B3)
- Structural Analysis and Damage Repair (B4)
- Mechanical and Electrical Components (B5)

#### **A.S.E. Parts Specialist:**

- Med/Hvy Truck Dealership Parts Specialist (P1)
- Automobile Parts Specialist (P2)
- Med/Hvy Truck Aftermarket Brake Parts Specialist (P3)
- General Motors Parts Consultant (P4)
- Med/Hvy Truck Aftermarket Suspension and Steering Parts Specialist (P9)

#### **A.S.E. Medium/Heavy Truck:**

- Gasoline Engines (T1)
- Diesel Engines (T2)
- Drive Train (T3)

- Brakes (T4)
- Suspension and Steering (T5)
- Electrical/Electronic systems (T6)
- Heating, Ventilation, and Air Conditioning Systems (T7)
- Preventive Maintenance Inspection (T8)



## Appendix E FIELD TRIP PROCEDURES

### FIELD TRIP PROCEDURES

Upon written requests for field trips from schools, clubs, programs, etc., transportation administration will evaluate the availability of drivers and buses to determine the feasibility of Bethel handling the trip.

The director or designee will authorize the field trip in writing stating whether Bethel transportation or a charter will be driving. A copy of the authorization will be returned to the requestor and a copy made available to PSE for verification.

- Trips will be posted in the computer the day before the trip.
- Drivers interested in field trips must sign up in the computer before the 10:00 a.m. closing time.
- Drivers are required to sign for all trips in which they are interested. If there are multiple trips and you are interested in all, you must individually list them in order of interest.
- Trip requests that are received after 5:30 a.m. and before 10:00 a.m. for the following day will be posted in the computer and dispatch will announce the trip by two-way radio. Further, the board will remain open until 12:00 p.m.
- Trip requests received after the board closes at 10:00 a.m. for a trip the following day will be assigned from the trip list by calling the first driver below the closing line on the list. If a driver accepts the trip, they are exempt from one trip rotation. If a driver declines the trip, they will remain in the trip rotation. A driver will have 10 minutes to respond or we will move to the next driver in rotation.
- Trip requests that come in the same day they are to be taken, but are received before 10:00 a.m., will be announced over the two-way radio and the trip board will remain open until 12:00 p.m.
- On late start days the board will remain open until 12:00 p.m.

#### Emergency Trips:

- Trip requests that are received on the same day to be taken, but received after 10:00 a.m., will be considered an emergency trip. Only the drivers who are up for the next trip list will be asked if they wish to take the trip or pass for the next rotation. If they take the trip, it will be considered their trip and they will be passed when their name next comes up. A driver will need to give an immediate response or we will move to the next person in rotation.
- Transportation administration retains the right, under emergency circumstances, to assign the first available driver to take a trip.

**A chaperone must accompany students on all field trips. If there is not a chaperone present, do not leave the site and contract a transportation administrator.**

#### Cancellation of Trips

- Any driver/bus assistant assigned a field trip who cancels will be removed from the field trip board and will remain off the board for a period of one (1) month for the first occurrence, three months for the second occurrence, and six months for the third occurrence. Time off will be carried over to the next school year. Considerations can be made for verifiable emergencies. Verifiable will be determined by transportation administration with notification to the union.

- The same trip list will be used and the line remains the same for trips that were posted and a driver canceled.
- If a driver reports to the field trip location and the trip is canceled through no fault of their own, the driver will be paid for actual time and move to the top of the rotation on the following day.
- If a trip is canceled prior to the driver leaving the transportation center, they will move to the top of the rotation on the following day.
- Drivers of trips that are canceled on Friday, Saturday or Sunday shall go first up on Monday. It is the responsibility of the driver to report this cancellation to dispatch.
- If a driver cancels a summer trip, they will be out of rotation for 30 days; however, it will not carry over into the school year.
- If a new trip arrives and there was no trip list, the seniority list will be used beginning with the next driver that was under the red line.
- If we cancel a trip at the end of summer, a driver cannot be offered a new school year trip.

Upon completion of a field trip, school year or summer, it is the driver's responsibility to ensure that the bus is completely cleaned and fueled so it is ready for the next trip. If a driver gets to base too late to complete cleaning and fueling, it is a requirement that they return the following day and complete the process.

## **Appendix F PROPOSED PARITY SCHOOL DISTRICTS**

Auburn  
Clover Park  
Federal Way  
Puyallup  
Franklin Pierce  
Sumner/Bonney Lake  
North Thurston  
University Place  
Tacoma  
Yelm

These parity school districts may be reevaluated depending on Legislative impacts.

## **APPENDIX G**

### **Loudermill**

A public employee cannot be terminated without due process involving a pre-termination hearing, providing an opportunity to present the employee's side of the story.

### **Weingarten Rights**

If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer or steward be present at the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not to answer any questions.

## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A Transportation

Position	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
		Base								
		1	2	3	4	5	6-9	10-14	15-19	20+
Years	Amount	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Bus Driver	9	\$27.80	\$28.22	\$28.64	\$29.07	\$29.51	\$30.01	\$31.01	\$32.26	\$34.01
Driver Trainer	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
Dispatcher	12	\$36.79	\$37.34	\$37.90	\$38.47	\$39.05	\$39.55	\$40.55	\$41.80	\$43.55
Head Planner/Router	12	\$36.79	\$37.34	\$37.90	\$38.47	\$39.05	\$39.55	\$40.55	\$41.80	\$43.55

Degree	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

Lead (6% of Base)	
Base	PLUS 6%

Night	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A

### Secretary/Clerk

Position	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
		Base								
Years	Amount	1	2	3	4	5	6-9	10-14	15-19	20+
		3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Attendance	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
Clerk-Mobile Device Technology	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
McKinney Vento Clerk	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
Clerk - Office	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
SS - Building Support	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
SS - Psych Support	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
SS - SpEd Records	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
Clerk - Career & College Readiness	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Clerk - CTE	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Clerk - Business office	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Elementary Registrar	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Health	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
LMC - School	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Transportation Receptionist	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
ASB/LMC - Middle School	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Budget & ASB Elementary	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Child Nutrition	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Child Nutrition Revenue	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Curriculum Materials	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
District Learning Media Center	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
District Receptionist	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Human Resources Clerk	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
On-Time Grad Success	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Printshop	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Registrar - Middle School	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
SS - Registrar	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Bethel Rec Center Secretary/Receptionist	7	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90
Clerk - ASB High School	7	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90
Family Center	7	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90
Receiving/Inventory	7	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90
Registrar - High School	7	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90
Assessment Technician	8	\$27.31	\$27.71	\$28.13	\$28.55	\$28.98	\$29.48	\$30.48	\$31.73	\$33.48
Financial Technician	8	\$27.31	\$27.71	\$28.13	\$28.55	\$28.98	\$29.48	\$30.48	\$31.73	\$33.48
Title 1/LAP Program Technician	9	\$27.80	\$28.22	\$28.64	\$29.07	\$29.51	\$30.01	\$31.01	\$32.26	\$34.01
Accounting Projects Specialist	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Class Prov. Dev/Worker Comp Specialist	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Human Resources Specialist	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Integrated Info Technician	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
McKinney Vento Specialist	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Payroll Specialist	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Purchasing Support Tech	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Secretary - Asst. Director(s) Transportation	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Secretary - Director	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Secretary - Facilities Planning	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Secretary - Technology	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Secretary to Principal	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Special Service Technician	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Substitute Coordinator	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Transportation/Parts	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56

Degree	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

Lead (6% of Base)	
Base	PLUS 6%

Night	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A Other Services

Position	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
		Base								
		1	2	3	4	5	6-9	10-14	15-19	20+
Years	Amount	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Print Shop Helper	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
District Courier	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Printshop Operator	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Reprographic Technician	9	\$27.80	\$28.22	\$28.64	\$29.07	\$29.51	\$30.01	\$31.01	\$32.26	\$34.01
Brailist/Vision Assistant	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Campus Safety	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Family Service Worker	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
LPN Early Childhood, SpEd, Basic Ed	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
School Psychologist Intern	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Occupational Therapy Assistant	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
Physical Therapy Assistant	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
Speech-Language Pathology Assistant	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38

<b>Degree</b>	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

<b>Lead (6% of Base)</b>	
Base	PLUS 6%

<b>Night</b>	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

**24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A  
Mechanic**

Position	Level	Step 1 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	Years	1	2	3	4	5	6-9	10-14	15-19	20+
	Amount	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Mechanic	13	\$39.53	\$40.12	\$40.73	\$41.34	\$41.96	\$42.46	\$43.46	\$44.71	\$46.46

Degree	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

Lead (6% of Base)	
Base	PLUS 6%

Night	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05



## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A Maintenance

Position	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
		Base	2	3	4	5	6-9	10-14	15-19	20+
	Years	1	2	3	4	5	6-9	10-14	15-19	20+
	Amount	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Warehouse Driver	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Certified Grounds Maintenance	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
General Maintenance	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
Stadium Worker	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
Student Records Technician	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
Alarms, Appliance Technician	12	\$36.79	\$37.34	\$37.90	\$38.47	\$39.05	\$39.55	\$40.55	\$41.80	\$43.55
AV/Computer/Telecom Technician	12	\$36.79	\$37.34	\$37.90	\$38.47	\$39.05	\$39.55	\$40.55	\$41.80	\$43.55
Locksmith	12	\$36.79	\$37.34	\$37.90	\$38.47	\$39.05	\$39.55	\$40.55	\$41.80	\$43.55
Painter	12	\$36.79	\$37.34	\$37.90	\$38.47	\$39.05	\$39.55	\$40.55	\$41.80	\$43.55
Carpenter	13	\$39.53	\$40.12	\$40.73	\$41.34	\$41.96	\$42.46	\$43.46	\$44.71	\$46.46
Electrician	13	\$39.53	\$40.12	\$40.73	\$41.34	\$41.96	\$42.46	\$43.46	\$44.71	\$46.46
HVAC Technician	13	\$39.53	\$40.12	\$40.73	\$41.34	\$41.96	\$42.46	\$43.46	\$44.71	\$46.46
Plumber	13	\$39.53	\$40.12	\$40.73	\$41.34	\$41.96	\$42.46	\$43.46	\$44.71	\$46.46
Systems Analyst Technician	13	\$39.53	\$40.12	\$40.73	\$41.34	\$41.96	\$42.46	\$43.46	\$44.71	\$46.46

<b>Degree</b>	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

<b>Lead (6% of Base)</b>	
Base	PLUS 6%

<b>Night</b>	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A Custodial

Position	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
		Base	2	3	4	5	6-9	10-14	15-19	20+
		1	2	3	4	5	6-9	10-14	15-19	20+
Years	Amount	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Custodian	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Head Custodian - Elementary	9	\$27.80	\$28.22	\$28.64	\$29.07	\$29.51	\$30.01	\$31.01	\$32.26	\$34.01
Head Custodian CSS	9	\$27.80	\$28.22	\$28.64	\$29.07	\$29.51	\$30.01	\$31.01	\$32.26	\$34.01
Head Custodian - Middle School	10	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
Head Custodian - High School	11	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38

Degree	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

Lead (6% of Base)	
Base	PLUS 6%

Night	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A Child Nutrition

Position	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
		Base								
		1	2	3	4	5	6-9	10-14	15-19	20+
Years	Amount	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Helper	2	\$20.50	\$20.81	\$21.12	\$21.44	\$21.76	\$22.26	\$23.26	\$24.51	\$26.26
Cook	3	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88
Serving Cook	3	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88
Assistant Cook Manager	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
CK Production Assistant	4	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
CK Production Manager	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
Kitchen Site Manager	6	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
CK Truck Driver	8	\$27.31	\$27.71	\$28.13	\$28.55	\$28.98	\$29.48	\$30.48	\$31.73	\$33.48
Loader/Picker	9	\$27.80	\$28.22	\$28.64	\$29.07	\$29.51	\$30.01	\$31.01	\$32.26	\$34.01

Degree	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

Lead (6% of Base)	
Base	PLUS 6%

Night	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A Bus Assistant

Position	Level	Step 1 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	Years	1	2	3	4	5	6-9	10-14	15-19	20+
	Amount	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Bus Assistant	3	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88

Degree	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

Lead (6% of Base)	
Base	PLUS 6%

Night	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

## 24-25 BETHEL SCHOOL DISTRICT - PSE SCHEDULE A Asst/Para/Spcl Svcs

Position	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
		Base	2	3	4	5	6-9	10-14	15-19	20+
		Years	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
Amount	3.00%									
Crossing Guard	3	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88
In-School Suspension	3	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88
Parent Volunteer Assistant	3	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88
Student Supervision	3	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88
Basic Education	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
CTE	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
ECEAP/Head Start	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
ECEAP/Transitional KG	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
MLE (Multilingual Education)	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
MTSS	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
SpEd EBD	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
SpEd Integrated KG	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
SpEd Mainstream	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
SpEd Non Mainstream Work Crew	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
SpEd Non-Mainstream	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
SpEd Preschool	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
SpEd Structured Program	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Title I/LAP/HP LAP	5	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
Student Behavior Support Technician	7	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90
Student Resource Specialist	7	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90

<b>Degree</b>	
Associates	PLUS .50
Bachelors	PLUS .75
AA + Bachelors	PLUS .75
Masters	PLUS 1.00

<b>Lead (6% of Base)</b>	
Base	PLUS 6%

<b>Night</b>	
Swing Shift	PLUS .80
Graveyard	PLUS 1.05

# BETHEL SCHOOL DISTRICT

## 24-25 Classified Substitute Salary Schedule B

**SUBSTITUTE  
HOURLY WAGE**

Bethel Level	Step 1 1	Step 2 2	Step 3 3	Step 4 4	Step 5 5	Step 6 6-9	Step 7 10-14	Step 8 15-19	Step 9 20+
	3.00%	1.50%	1.50%	1.50%	1.50%	\$0.50	\$1.00	\$1.25	\$1.75
\$19.07	\$20.50	\$20.81	\$21.12	\$21.44	\$21.76	\$22.26	\$23.26	\$24.51	\$26.26
\$19.61	\$21.08	\$21.40	\$21.72	\$22.05	\$22.38	\$22.88	\$23.88	\$25.13	\$26.88
\$21.32	\$22.93	\$23.27	\$23.62	\$23.98	\$24.33	\$24.83	\$25.83	\$27.08	\$28.83
\$22.46	\$24.15	\$24.52	\$24.88	\$25.26	\$25.64	\$26.14	\$27.14	\$28.39	\$30.14
\$23.39	\$25.15	\$25.53	\$25.91	\$26.30	\$26.70	\$27.20	\$28.20	\$29.45	\$31.20
\$24.89	\$26.76	\$27.16	\$27.57	\$27.98	\$28.40	\$28.90	\$29.90	\$31.15	\$32.90
\$25.39	\$27.31	\$27.71	\$28.13	\$28.55	\$28.98	\$29.48	\$30.48	\$31.73	\$33.48
\$25.85	\$27.80	\$28.22	\$28.64	\$29.07	\$29.51	\$30.01	\$31.01	\$32.26	\$34.01
\$27.21	\$29.26	\$29.70	\$30.15	\$30.60	\$31.06	\$31.56	\$32.56	\$33.81	\$35.56
\$30.57	\$32.87	\$33.36	\$33.86	\$34.37	\$34.88	\$35.38	\$36.38	\$37.63	\$39.38
\$34.22	\$36.79	\$37.34	\$37.90	\$38.47	\$39.05	\$39.55	\$40.55	\$41.80	\$43.55
\$36.76	\$39.53	\$40.12	\$40.73	\$41.34	\$41.96	\$42.46	\$43.46	\$44.71	\$46.46