

COLLECTIVE BARGAINING AGREEMENT BETWEEN  
**EASTMONT SCHOOL DISTRICT #206**  
AND  
**PUBLIC SCHOOL EMPLOYEES OF EASTMONT**

SEPTEMBER 1, 2017 - AUGUST 3, 2020



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

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## DECLARATION OF PRINCIPLES

The parties agree that it has been and will continue to be in their mutual interest and purposes to promote systematic and effective employee-management cooperation; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters including wages, hours, and working conditions; promote effective methods for prompt adjustment of differences; and to promote full and reasonable employee participation in such personnel areas as are within the jurisdiction of the employer.

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## PREAMBLE

This Agreement is made and entered into between Eastmont School District No. 206 (hereinafter “District”) and the Public School Employees of Eastmont, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter “Association”).

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:

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## 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 described in Section 1.4, and the Association recognizes the responsibility of representing the interests of all such employees.

Nothing contained herein shall be construed to include in the bargaining unit the administrative assistant, administration building secretaries, board clerk, and/or maintenance and transportation supervisors, whose duties necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).

#### **Section 1.2. Job Descriptions.**

The District will provide the Association with such amendments, changes, and additions to job descriptions as positions are re-evaluated prior to a position being posted. Modification of existing positions, or the creation of new positions, shall require reopening of this Agreement pursuant to Section 17.3, for salaries only.

#### **Section 1.3. Represented Positions.**

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications, regardless of which page Schedule A the positions are listed under:

- 1 • Custodial: Head Custodian (Class A and Class B), Custodian
- 2 • Transportation: Bus Driver, District Courier, Bus Washer, Dispatch/Router, Dispatch Back-
- 3 Up, Mechanic and Mechanic Lead
- 4 • Maintenance: Carpenter, Electrician, Plumber, Grounds Foreman and Groundskeeper, General
- 5 Maintenance, HVAC Tech, Maintenance Assistant and Maintenance Lead
- 6 • Campus Security: Campus Security

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8 Classifications will be assigned at the time of creation of new positions.

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12 **ARTICLE II**

13  
14 **MANAGEMENT RIGHTS**

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16 **Section 2.1.**

17 Management officials retain the right and obligation, according to Board Policy and subject to the  
18 terms of this Agreement to:

- 19 1. Direct employees covered by this Agreement.
- 20
- 21 2. Hire, promote, demote, assign and retain employees of the units and to suspend or discharge
- 22 employees for proper cause.
- 23
- 24 3. Relieve employees from duty because of lack of work or other legitimate reasons.
- 25
- 26 4. Determine the method, number and kinds of personnel by which operations undertaken by
- 27 employees in the units are to be conducted.
- 28
- 29 5. Discuss with the Local Employee Organization policies effecting changes in personnel
- 30 practices that are of concern to employees within the units.
- 31
- 32 6. Discussion and negotiations with the District and the handling of grievances, formally or
- 33 informally, shall, whenever possible, take place on school time.
- 34
- 35
- 36
- 37

38 **ARTICLE III**

39  
40 **RIGHTS OF THE EMPLOYEES**

41  
42 **Section 3.1. Rights of Citizenship.**

43 Employees shall be entitled to full rights of citizenship.

44  
45 **Section 3.2. Non-Discrimination.**

46 The parties shall not discriminate against any employee because of membership or non-membership in  
47 the Association, race, creed, color, religion, national origin, age, sex, sexual orientation, including  
48 gender expression or identity, marital status, families with children, presence of any sensory, mental or

1 physical disability, unless permitted by a bona fide occupational qualification, use of trained dog guide  
2 or service animal by a disabled person, or honorably discharged veteran or military status.

3  
4 **Section 3.3. Right to Organize.**

5 Every employee shall have the right to freely organize, join and support the Association in its  
6 endeavors. As a duly elected body exercising governmental power under the State of Washington, the  
7 Board shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of  
8 any rights conferred or protected by the statutes and constitutions of the United States and the State of  
9 Washington; or discriminate against any employee with respect to hours, wages, terms or conditions of  
10 employment by reason of their membership in the Association or their participation in activities of the  
11 Association.

12  
13 **Section 3.4. Personnel Files.**

14 The District shall maintain the employee's personnel file at the District Office. Each employee's  
15 personnel file shall contain the following minimum items: application materials, evaluations and  
16 assignment information. Any employee shall have the right to inspect all contents of his/her personnel  
17 file and shall be allowed to make a copy of any materials therein. A representative of the Association  
18 may, at the employee's request, accompany the employee in the review. Employees shall be given an  
19 opportunity to attach written comments to any written material in their file. The District shall provide  
20 an employee a copy of any derogatory material being placed into that employee's file.

21  
22 **Section 3.5. Employee Evaluations.**

23 Each employee shall be evaluated by their direct supervisor, i.e. principal, assistant principal,  
24 maintenance director or transportation director. Input for custodial evaluations will come from the  
25 head custodian, if applicable, principal, assistant principal, and the custodial supervisor. Evaluations  
26 are to be in writing annually, no later than June 30<sup>th</sup>. Evaluations for school term employees shall be  
27 completed by June 1. The evaluation will be discussed with each employee, and the employee will be  
28 afforded the opportunity to attach written comments or statements to the evaluation report/form.

29  
30 Employees with unsatisfactory rating(s) shall have been given the opportunity to correct any stated  
31 deficiencies prior to the completion of the evaluation report. Employees who receive unsatisfactory  
32 rating(s) shall have been apprised of the possibility of an unsatisfactory evaluation by March 31,  
33 annually, unless there is a justifiable reason why this notice could not be given. Employee evaluations  
34 are not subject to the grievance procedure. Employees shall be evaluated on the evaluation form  
35 attached to this Agreement as Schedule B.

36  
37 **Section 3.6. Confrontational Situations.**

38 Employees, acting within the scope of their duties, may use reasonable measures with students,  
39 patrons, or other persons as is necessary to protect his/her self, another employee or another student  
40 from attack, physical or verbal abuse or injury, or to prevent damage to District or personal property.  
41 Such measures shall be within the constraints imposed by District policy, Washington State and/or  
42 other applicable Federal laws. Should employees take action which is outside the constraints imposed  
43 by applicable State and Federal laws, the District shall not be held liable for such action or defense of  
44 such action.

45  
46 The District shall provide insurance for the protection of employees while engaged in the maintenance  
47 of order and discipline and the protection of school personnel and students and the property thereof  
48 when that is deemed necessary by such employees. Such insurance protection includes liability



1 insurance covering injury to persons and property and insurance protecting those employees from loss  
2 or damage of their personal property incurred while so engaged. This section shall remain consistent  
3 with RCW 28A.400.370.  
4  
5  
6

## 7 ARTICLE IV

### 8 RIGHTS OF THE ASSOCIATION 9

#### 10 **Section 4.1. Use of Buildings.**

11 The Association and its representatives shall have the right to use District buildings for meetings and to  
12 transact Association business. Prior permission must be obtained from the Building Administrator.  
13  
14

#### 15 **Section 4.2. Use of Facilities and Equipment.**

16 The Association shall have the right to use District facilities and equipment normally used by  
17 employees, including but not limited to computers, copiers, calculating machines and all types of  
18 audio-visual equipment at reasonable times when such equipment is not otherwise in use. The  
19 Association shall reimburse the District for all supplies and materials incidental to such use. Prior  
20 permission must be obtained from the Building Administrator.  
21

#### 22 **Section 4.3. Use of Bulletin Boards.**

23 The Association shall have the right to post notices of activities and matters of Association concern on  
24 bulletin boards in employee rest areas or lounges.  
25

#### 26 **Section 4.4. Use of Mail Service.**

27 The Association shall have the right to use District mail service for communication purposes. Upon  
28 request, the District will provide the Association information as required under statute which will assist  
29 the Association in carrying out its responsibilities as the bargaining representative.  
30

#### 31 **Section 4.5. Use of Internet and E-Mail Service.**

32 The Association shall have the right to use the District internet and e-mail service for communication  
33 purposes. All use shall meet District technology use policies and procedures.  
34

#### 35 **Section 4.6. Release Time for Association Representatives.**

36 Any representative of the Association who is mutually scheduled by the parties to participate during  
37 work hours in grievance proceedings, conferences, or meetings with representatives of the District  
38 shall suffer no loss of pay.  
39

#### 40 **Section 4.7. Association Notification.**

41 The Association shall be promptly notified by the District of any grievances or disciplinary action of  
42 any employee in the unit in accordance with provisions of Discharge and Grievance Procedure Articles  
43 contained herein. The Association is entitled to have an observer at hearings and discussions conducted  
44 by any District official or body arising out of grievance and make known the Association's view  
45 concerning the case.  
46  
47

1 **Section 4.8. PSE Official Representation.**

2 The Association reserves the right to delegate any right or duty contained herein to appropriate  
3 officials of the Public School Employees of Washington/SEIU Local 1948 State Organization.  
4  
5

6  
7 **ARTICLE V**

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

10  
11 **Section 5.1.**

12 It is agreed and understood that matters appropriate for consultation and negotiation between the  
13 District and the Association are hours, wages, grievance procedures and general working conditions of  
14 employees in the bargaining unit subject to this Agreement.  
15

16 **Section 5.2. Labor/Management Meetings.**

17 Association representative(s) may meet with the Superintendent or the Superintendent’s designee at  
18 least once a month to review and discuss current problems and practices.  
19  
20

21  
22 **ARTICLE VI**

23  
24 **HOURS OF WORK AND OVERTIME**

25  
26 **Section 6.1. Workweek.**

27 Each employee shall be assigned to a definite shift with designated times of beginning and ending. The  
28 workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)  
29 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an  
30 employee to work a week of any five (5) consecutive days which are followed by two (2) consecutive  
31 days of rest. If an employee’s workweek is rescheduled, a sub will be brought into replace that  
32 employee’s shift.  
33

34 **Section 6.1.1. Non-School Days.**

35 On days when students are not in attendance, and with a minimum of twenty-four (24) hours’  
36 notice and prior approval of the Supervisor, an evening shift employee may work the day shift  
37 hours.  
38

39 **Section 6.1.2. Student Early Release Days.**

40 On days when students have early release, and with a minimum of twenty-four (24) hours’  
41 notice and prior approval of the Supervisor, an evening shift employee may start his/her shift at  
42 an earlier time.  
43

44 **Section 6.1.3. Alternative Workweek.**

45 With prior approval of their site or department supervisor, Maintenance and Custodial crews  
46 may opt for an alternative workweek to begin on the first Monday following the last day of  
47 student attendance in June and to continue until the Friday before students return in the fall.  
48



1 This alternative workweek would be four-ten hour workdays staggered over a five (5) day  
2 workweek provided the building/department has coverage every weekday.

3  
4 **Section 6.1.4. Hours of Work – Bus Drivers.**

5 Bus drivers will be hired at a minimum of three (3) hours daily. If drivers assigned hours,  
6 including route time and pre-trip are less than three (3) hours they will perform various work in  
7 the Transportation area for the balance of their day.

8  
9 **Section 6.2. Callback – Non-Bus Drivers.**

- 10 1. A callback is defined as any work other than the normal work shift and workday, which is of an  
11 unexpected and unplanned nature and noncontiguous with the normal shift or workday.  
12 2. Minimum callback time shall be two (2) hours. Compensation shall be at the appropriate rate.  
13 3. Callback is not for work already scheduled and assigned to an employee for a scheduled event  
14 in the evening or on the weekend, but shall be compensated at the appropriate rate. A  
15 scheduled event will be paid a minimum of two (2) hours. The employee must remain on-site  
16 for the duration of the assignment.

17  
18 **Section 6.2.1. Callback – Bus Drivers.**

- 19 1. A callback is defined as any work required by the District other than the normal work shift  
20 and workday or a trip that the driver willingly signed up for.  
21 2. A callback is of an unexpected and unplanned nature, noncontiguous with the normal work  
22 shift or workday, and which occurs after the regular p.m. shift (run). Noncontiguous is  
23 defined as any time beginning fifteen (15) minutes or more from the end of the regular p.m.  
24 run. A callback, which occurs less than fifteen (15) minutes from the end of the regular  
25 p.m. shift, will be considered a continuation of that p.m. shift and shall receive a one (1)  
26 hour pay minimum.  
27 3. Drivers shall receive a minimum of two (2) hours pay at the appropriate rate for each  
28 callback.  
29 4. Minimum callback time for bus drivers between the hours of 9 a.m. and 2 p.m. on school  
30 days shall be one (1) hour.

31  
32 **Section 6.2.2. Sub Drops, Pick Ups, Tickets.**

- 33 1. A “ticket” is defined as trip “ticket” from the trip board.  
34 2. A “sub drop or pick up” is defined as part of a posted trip ticket on the under 50 miles board  
35 in which the start or end time of the posted trip would interfere with the daily route of a  
36 regular driver.  
37 3. Anything that is on a “ticket” or is a “sub drop or pick up”, is a minimum of one (1) hour.

38  
39 **Section 6.3. Lunch and Breaks.**

40 The normal work shift shall consist of eight and one-half (8½) hours, including a thirty (30) minute  
41 unpaid, uninterrupted lunch period as near the middle of the shift as is practicable, and also including a  
42 fifteen (15) minute first half and fifteen (15) minute second half rest period, except as provided in the  
43 following section. For every three (3) hours over their regular shift, employees will receive a one (1)  
44 hour paid lunch break. Custodians may, upon mutual agreement with the Building Principal, take a  
45 longer lunch break.

1 **Section 6.4. Split Shifts.**

2 Upon mutual agreement between the employee and employer, the District may utilize split shifts. Each  
3 half shift shall include a fifteen (15) minute rest period.  
4

5 **Section 6.5. Bus Driver Shifts.**

6 Recognizing that bus drivers present special shift problems, the parties agree that shifts shall be  
7 established in relation to routes and driving time requisite to fulfilling tasks assigned by the Supervisor  
8 of Transportation; and provided that all bus drivers shall receive one-half (1/2) hour per day, in addition  
9 to actual hours of driving time, for the purpose of bus cleanup and bus warm-up and required pre-trip  
10 and regular route fueling. Drivers shall receive a minimum of one (1) hour driving time at the  
11 appropriate rate for each call back.  
12

13 **Section 6.5.1. Bidding of Routes.**

14 Routes shall be bid by seniority the 3<sup>rd</sup> Tuesday of August. Drivers must be present during the  
15 bidding process or indicate to the Transportation Director in advance if they will be bidding via  
16 phone or by proxy. Drivers who are not present either in person, by phone or by proxy on the  
17 agreed-upon bidding date/time will be moved to the bottom of the seniority list for bidding  
18 purposes.  
19

20 **Section 6.5.2. Route Discrepancy.**

21 If there is a discrepancy between the computer and the actual route times, it shall be mutually  
22 agreed between the driver and District to have a 3<sup>rd</sup> party ride the route and verify the actual  
23 driving time.  
24

25 **Section 6.6. Bus Driver Trip Assignments.**

26 Trips other than regular daily scheduled runs shall be assigned by seniority on three (3) rotating rosters  
27 to regular drivers only.  
28

- 29 1. Fifty (50) miles and over.
- 30 2. Under fifty (50) miles.
- 31 3. Activity runs, i.e., swimming and bowling (assigned on two (2) to five (5) consecutive day  
32 blocks).
- 33 4. A driver will not be eligible to take activity runs or trips under fifty (50) miles if it interferes  
34 with the driver's regular daily run, i.e., a.m., p.m. and midday runs.
- 35 5. Drivers may forfeit an activity run or an under fifty (50) trip in order to take an over fifty (50)  
36 trip. The forfeited run or trip will be posted on the under fifty (50) board. If an under fifty (50)  
37 trip is forfeited the driver will then rotate to the bottom of both the under fifty (50) and over  
38 fifty (50) trip boards.  
39

40 If an eligible driver accepts or refuses an available trip, the driver moves to the bottom of the roster.  
41 The Transportation Supervisor will make the final decision as to who will drive when in the  
42 supervisor's judgement safety or potential problems are inherent in the trip.  
43

44 If a driver is late for or misses a trip that he/she has accepted, he/she will forfeit any new or previously  
45 scheduled trips for two weeks starting that day of infraction. This will not apply if the driver is late or  
46 misses a trip due to District error.  
47

1 In the event no regular driver is available or interested, the District may assign trips described above to  
2 substitute drivers.

3  
4 **Section 6.6.1. Summer School Runs.**

- 5 1. Summer school runs will be assigned by seniority and last the duration of summer school.
- 6 2. Summer school daily routes shall include the total daily hours (i.e. a.m., p.m. mid-day) plus  
7 thirty (30) minutes daily for pre-trip (cleanup, inspection, fueling).
- 8 3. Summer school runs shall be two (2) hours minimum.
- 9 4. Summer school routes do not include callback time unless the callback section above  
10 applies.

11  
12 **Section 6.6.2. Special Runs.**

13 Special runs, i.e. fire runs, shall be assigned by straight seniority. The rotating rosters shall be  
14 established at the beginning of each school year, by seniority, for those employees desiring to  
15 take these extra trips.

16  
17 **Section 6.6.3. Reassigned Trips.**

18 If a driver comes in after 1 a.m. and their name comes up for another trip that morning and the  
19 Transportation Supervisor will not allow them to drive the trip, they will be given the next  
20 available trip.

21  
22 **Section 6.6.4 Cancelled Trips.**

23 If a driver is assigned a trip and it is cancelled, the driver will get the next available trip. If the  
24 next available trip is on the same day the driver is scheduled to drive an extra trip, that driver  
25 shall have the option to take the next available trip which occurs on a different day.

26  
27 **Section 6.6.5. Out-of-Town Trip Rules.**

28 On out of town overnight trips, the following definition will be observed:

- 29 1. Layover Time – The driver has parked the bus for the day and is free of responsibility for  
30 the bus per notification by the coach/supervisor/administrator in charge. Layover time is  
31 the driver’s free time and is not compensated. Intent: Layover time is at the end of the day  
32 when the driver is not called back until the next day.
- 33 2. Trip Waiting Time – Day starts from the time the driver is asked to be ready until the end of  
34 the day when they are released. This will also include one half (1/2) hour for post and pre-  
35 trip inspection.
- 36 3. Overnight Trip Compensation – Including trip time, drivers will receive a minimum of four  
37 (4) hours per day for overnight trips.

38  
39 **Section 6.7. Use of Recording Equipment.**

40 Video cameras used on buses are intended to monitor and improve student behavior, minimize damage  
41 to buses, monitor routes when needed (with prior notification), and provide for an overall safer student  
42 transportation program. Video cameras are not intended to replace the normal driver evaluation  
43 procedures. The Transportation Supervisor will notify a driver any time video files are viewed as the  
44 result of a concern or complaint forwarded to the Transportation Department regarding activity on the  
45 driver’s bus. Drivers may request to view video files from their bus, provided the request does not  
46 cause the District to incur additional compensation costs.

1 **Section 6.8. Overtime.**

2 Overtime rate is defined as being one and one-half (1 ½) times the employee’s regular hourly rate of  
3 pay. Holiday, vacation and sick leave hours will be considered hours worked for the purpose of the  
4 computation of overtime.

5  
6 All employees working more than forty (40) hours per week shall be compensated at the overtime rate  
7 for all hours worked in excess of forty (40) hours.

8  
9 **Section 6.8.1. Overtime Necessity.**

10 Overtime work must be of special need and requires prior approval. When overtime is required,  
11 a complete report must be submitted to the direct Supervisor.

12  
13 **Section 6.8.2. Overtime Assignment within Buildings.**

14 Overtime shall first be available to the Head Custodian. If the Head Custodian declines  
15 overtime, it shall first be offered based upon seniority to building custodians per Section 9.5.2.  
16 Each offer of overtime must be kept in the Head Custodian area. This list will be maintained  
17 and must include notes indicating the acceptance/decline of each custodian.

18  
19 **Section 6.8.3. Specific Skills Overtime Tasks.**

20 Overtime tasks that require specific skills or the use of specialized equipment may be assigned  
21 by the Director or designee according to qualifications, rather than seniority preference.  
22 Seniority preference shall prevail among those qualified for the task.

23  
24 **Section 6.8.4. Compensatory Time.**

25 Prior approved overtime may be paid either at overtime rates or taken as compensatory time at  
26 the employee’s option. Compensatory time shall be taken at the overtime rate of one and one-  
27 half (1½) hours for each one (1) hour worked. A record of such time shall be kept. Employees  
28 may accrue up to four (4) days of compensatory time. Compensatory time in excess of four (4)  
29 days will be paid at the overtime rate. Employees may take two (2) days at a time.  
30 Compensatory time shall be by mutual agreement between the building administrator and the  
31 employee, at no less than four (4) hour increments if a sub is required. The use of  
32 compensatory time will be requested and approved at least one (1) week in advance. There will  
33 be a form provided for tracking purposes.

34  
35 **Section 6.8.5. Substituting for a Head Custodian.**

36 A custodian who is assigned to substitute for a head custodian shall receive compensation equal  
37 to the sixth (6<sup>th</sup>) step on the head custodian salary scheduled. The employee must work as a  
38 head custodian for five (5) consecutive, uninterrupted days to receive the pay retroactive,  
39 starting with the fourth (4<sup>th</sup>) day. The Head Custodian will get input from the building  
40 Administrator to determine who will substitute for the Head Custodian.

41  
42 **Section 6.8.6. Mechanics as Substitute Drivers.**

43 When a regular substitute cannot be found a mechanic shall drive am/pm runs as substitutes for  
44 regular drivers. A reasonable effort shall be made to keep a working pool of substitutes.  
45 Mechanics will not be used as substitute drivers unless there is an emergency.



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**ARTICLE VII**

**HOLIDAYS AND VACATIONS**

**Section 7.1. Holidays for Year Round Employees.**

All twelve (12) month employees shall receive the following paid holidays that fall within their work year:

1. Labor Day	7. New Years Eve Day
2. Veterans Day	8. New Years Day
3. Thanksgiving Day	9. Martin Luther King's Birthday
4. Day after Thanksgiving	10. Presidents Day
5. Christmas Eve Day	11. Memorial Day
6. Christmas Day	12. Independence Day

**Section 7.1.1. Holidays for Less than 260 Day Employees.**

All 9-10 month employees shall receive the following paid holidays:

1. Labor Day	6. New Years Eve Day
2. Veterans Day	7. Martin Luther King's Birthday
3. Thanksgiving Day	8. Presidents Day
4. Day after Thanksgiving	9. Memorial Day
5. Christmas Day	

**Section 7.2. Worked Holidays.**

Employees who are required to work on the above holidays shall receive the pay due them for the holiday, plus time and one-half (1½) their base rate for all hours worked on such holidays, except job description assignments.

**Section 7.3. Unpaid Holidays.**

Employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The employee may select the days on which the employee desires to take the two (2) unpaid holidays after consultation with their supervisor. If an employee prefers to take the two (2) unpaid holidays on specific days for the above reasons, the employer must allow the employee to do so unless the employee's absence would impose an undue hardship on the employer. No more than two (2) employees per worksite/building may be absent for an unpaid holiday on any given day.

There is a presumption of undue hardship in a school setting when employees are absent on certain days and circumstances. In order to avoid an undue hardship:

1. Employees requesting to take unpaid holidays for reasons of faith or conscience are required to submit a written request to their supervisor a minimum of two (2) weeks prior to the requested day(s) off.
2. Absent specific written authorization from the Superintendent, issued at his/her sole discretion, unpaid holidays shall be deemed an undue hardship and not available:



- a. The two (2) weeks prior to school starting
- b. The first two (2) weeks of school or the last two (2) weeks of school
- c. Shall not be used to extend vacations, breaks, or holiday; or
- d. As vacation days; or
- e. To shorten the school year.

However, an employee may submit a written request to the Superintendent for unpaid holiday leave which falls in conjunction with a, b, or d if the reason of faith or conscience is so scheduled. The decision to grant a request for unpaid holiday time for a, b or e will be at the sole discretion of the Superintendent.

**Section 7.4. Floating Holiday.**

Full-time employees are those working twelve (12) months/two thousand eighty (2,080) hours. Unless agreed otherwise, all workdays in excess of the normal full-time work year of two hundred sixty (260) days shall be a non-paid Floating Holiday. The Association President will be notified in September if any non-paid days will be included in the contract year. This Floating Holiday will be taken at the discretion of the employee on any day that school is not in session. This day will be scheduled with approval of the immediate supervisor at least one (1) week in advance. The number of workdays during the duration of this Agreement are as follows:

2017-2018 School Year	261 Workdays
2018-2019 School Year	260 Workdays
2019-2020 School Year	261 Workdays

**Section 7.5. Vacations.**

Twelve (12) month employees subject to this Agreement shall be credited with hours of vacation credit, based on hours worked, prorated against a maximum of two thousand eighty (2080) hours per year.

<b>Years of Service</b>	<b>Vacation Earned Annually</b>
1st Year of Employment	Five (5) days
2nd through 6th Year of Employment	Ten (10) days
7th through 12th Year of Employment	Fifteen (15) days
13th + Year of Employment	Twenty (20) days

**Section 7.5.1. Maximum Vacation Accrual.**

<b>Years of Service</b>	<b>Maximum Vacation Accrual</b>
Less than 7 Years	Fifteen (15) days
7 through 12 Years	Twenty (20) days
13 + Years	Thirty (30) days

**Section 7.5.2. Vacations for Custodians.**

Custodial employees, having at least two (2) years of service, may take two (2) weeks of vacation during the school year; provided that not more than one (1) custodian may be on vacation at a time during the school year with approval of the supervisor. The school year shall





1 be defined as the one hundred eighty (180) days when students are present. Employees may  
2 also take vacation during Winter and Spring breaks in addition to the two (2) weeks during the  
3 school year. Employees may request an exception to this on a case-by-case basis. These  
4 requests must be approved first by the building Administrator. Final approval will be made by  
5 the Superintendent's Designee.

6  
7 **Section 7.6. Summer Vacation Schedule.**

8 Summer vacation schedule requests must be made by June 1<sup>st</sup> of each year and are subject to the  
9 approval of the supervisor.

10  
11 **Section 7.7. Forfeiting Vacation without Proper Resignation.**

12 Any employee who resigns or otherwise discontinues employment with the Eastmont School District  
13 Number 206 without first giving proper notice (two (2) weeks) shall lose any accumulated vacation  
14 time due them.

15  
16  
17  
18 **ARTICLE VIII**

19  
20 **LEAVES**

21  
22 **Section 8.1. Sick Leave.**

23  
24 **Section 8.1.1. Sick Leave Accrual.**

25 Employees shall be granted one (1) day per working month of sick leave prorated to employee  
26 day, not to exceed twelve (12) days per year. After accumulated sick leave is used, accrued  
27 vacation and/or personal leave may be used prior to processing a salary deduction.

28  
29 **Section 8.1.2. Use of Sick Leave.**

30 Sick leave may be used by the employee for absence caused by the employee's or immediate  
31 family member's illness, injury, disability, maternity, paternity, and other leave afforded per  
32 Family Medical Leave Law.

33  
34 **Section 8.1.3. Family Members.**

35 Employees shall be allowed to use accumulated illness, injury, or emergency leave (sick leave)  
36 for the care of members of the immediate family with a serious illness requiring the presence of  
37 the employee. For the purpose of this provision, immediate family shall mean spouse, children,  
38 parents, siblings, step-parents, step-children, grandparents and grandchildren, and children  
39 whom employees have legal guardianship over.

40  
41 **Section 8.1.4. Sick Leave Use for Emergencies.**

42 Deduction from this allocation of leave days shall be granted by the District for situations of  
43 such a nature that generally preplanning by the employee is not possible, one which is serious,  
44 essentially unavoidable and of importance. Determination of deductions for other emergency  
45 absence not covered in this provision will be left to the discretion of the Superintendent.

46  
47 **Section 8.1.5. Family and Disability Leave.**

48 Family and disability leave (including Family Medical Leave) shall be granted in accordance

1 with Federal and State Statutes.

- 2 A. Family Medical Leave Act (FMLA): In addition to any other leave provided for  
3 elsewhere in this Agreement, FMLA leave will be provided for as follows:
- 4 i. Eligibility. Any employee shall be eligible for Family Leave if they have  
5 worked one thousand two hundred fifty (1250) hours and a minimum of twelve  
6 (12) months.
  - 7 ii. Usage. Employees shall be provided twelve (12) weeks of unpaid leave during  
8 any twelve (12) month period for any of the following reasons:
    - 9 1) To care for the employee's child after birth, or placement for adoption or  
10 foster care;
    - 11 2) To care for the employee's spouse, child, or parent who has a serious  
12 health condition; or
    - 13 3) For a serious health condition of the employee.
  - 14 iii. Notification. The employee shall provide the District thirty (30) days advance  
15 notice of his/her intent to use Family Leave when the need for the leave is  
16 foreseeable.
  - 17 iv. Job Benefits and Protection. The District shall insure the following provisions:
    - 18 1) Maintain the employer's contribution to the employee's insurance  
19 benefits during the duration of Family Leave;
    - 20 2) Grant, at the employee's request, his/her usage of accrued sick leave  
21 and/or annual leave prior to his/her going on unpaid leave;
    - 22 3) Grant the employee his/her previous position upon return from leave;  
23 and
    - 24 4) Maintain any employee benefits that accrued prior to the start of the  
25 leave.
- 26 B. Washington Family Care Act and other Applicable Laws: The District will comply with  
27 all law – Local, State, and Federal – relating to Family and Disability Leaves.  
28

29 **Section 8.1.6. Notification.**

30 It is the responsibility of the employee that absences be reported as soon as possible to the  
31 building principal or supervisor. Employees are required to enter their absences into the  
32 absence tracking/substitute placement system (AESOP).  
33

34 **Section 8.1.7. Health Care Provider Written Notice.**

35 An absence of more than three (3) consecutive days because of illness may require a  
36 physician's written notice.  
37

38 **Section 8.2. Sick Leave Sharing.**

39  
40 **Section 8.2.1. Right to Donate.**

41 Employees may donate annual or sick leave to a fellow employee who is suffering from, or has  
42 a relative or a household member who is suffering from, an extraordinary or severe illness,  
43 injury, impairment or physical or mental condition; a fellow employee who is a victim of  
44 domestic violence, sexual assault, or stalking; or a fellow employee who has been called to  
45 service in the uniformed services, which has caused or is likely to cause the employee to take  
46 leave without pay or terminate his or her employment (Per RCW 41.04.650-41.04.665).  
47

1           **Section 8.2.2. Sick Leave Donation.**

2           An employee who has an accrued sick leave balance of more than twenty-two (22) days may  
3           donate such leave. Employees cannot donate sick leave days that would result in their sick  
4           leave account going below twenty-two (22) days.  
5

6           **Section 8.2.3. Status of Leave Employees.**

7           While an employee is on leave under this section, he or she shall be classified as an employee  
8           and shall receive the same treatment in respect to salary, wages, and employee benefits as the  
9           employee would normally receive if using accrued sick leave. Payment of sick leave shall be in  
10          accordance with state statutes, rules and regulations.  
11

12          **Section 8.3. On-the-Job Injury and Leave.**

13          When an employee is injured on the job and is unable to perform his/her duties as a result of an on-the-  
14          job injury or occupational disease or illness, and is directed by a health care provider not to return to  
15          work, the employee may elect to use leave as follows (provided the employer does not elect to keep the  
16          employee on full salary through means other than the use of accrued leave):  
17

- 18           1. Choose unpaid leave thus receiving only his/her entitled temporary total disability (TTD)  
19           benefit payment from the District's industrial insurance; or
- 20           2. Elect to use a full day of accumulated leave (sick, annual, or other similar benefit) in addition  
21           to their entitled TTD benefits; or
- 22           3. Elect to use a proportionate share of accumulated leave to make up the difference between the  
23           workers' compensation payments and the employee's regular pay at the time of the injury.  
24             
25             
26

27          **Section 8.4. Bereavement Leave.**

28          Each employee shall be allowed up to five (5) days of paid leave for each occurrence, noncumulative,  
29          for a death of an immediate family member as defined below, and up to three (3) days of paid leave for  
30          each occurrence, noncumulative, for the death of a family member as defined below. With prior  
31          approval from the Superintendent/designee, two (2) additional days for bereavement may be granted  
32          for extensive travel time out of state, with no deduction in salary.  
33

34          In the event of the death of other close relatives, close personal friend or co-worker, the employee shall  
35          be granted up to one (1) day with pay. A request for additional time (travel) must be submitted to the  
36          Superintendent/designee for his/her approval. The decision of the Superintendent/designee is final and  
37          such extension shall be deducted from sick leave (a maximum of two (2) days, vacation, personal leave  
38          or be considered leave without pay, at the employee's option.  
39

40          **Section 8.4.1. Bereavement Leave – Family Defined.**

41          Immediate family is defined as: mother, father, spouse, significant other, grandparents, step-  
42          parents, brother, sister, grandchildren, and children either natural born, adopted, foster, step-  
43          child, or otherwise under legal custodial care.  
44

45          Family member is defined as: mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt  
46          and uncle.  
47

1 **Section 8.5. Jury Duty and Subpoena Leave.**

2  
3 **Section 8.5.1. Jury Duty.**

4 Leaves of absence with pay shall be granted for jury duty. The employee shall notify the  
5 District when notification to serve on jury duty is received.

6  
7 **Section 8.5.2. Subpoena Leave.**

8 Appearance before a court, legislative committee or quasi-judicial body as a witness or co-  
9 defendant with the District in response to a subpoena or other legal directive should be  
10 approved as authorized leave with pay. No compensation shall be granted if the employee is  
11 subpoenaed by the Association, or if the employee is the plaintiff or defendant in a case. In the  
12 event that an employee is a party in a court action not of his/her own making, such employee  
13 may request the appropriate leave.

14  
15 **Section 8.6. Personal Leave.**

16  
17 **Section 8.6.1. Use.**

18 Personal leave is authorized to enable classified employees to take care of personal business  
19 which requires absence during school hours and cannot be arranged for or scheduled on non-  
20 business days or non-school hours.

21  
22 **Section 8.6.2. Approval.**

23 Such personal absences will be granted and approved by the employee's direct supervisor.

24  
25 **Section 8.6.3. Notice.**

26 The employee shall request use of personal leave at least one (1) week in advance of each  
27 absence when possible. Provided further that not more than two (2) classified employees  
28 covered in this agreement shall be authorized such leave at the same time in any one (1)  
29 building without the approval of the Superintendent/designee.

30  
31 **Section 8.6.4. Accumulation.**

32 One (1) day of fully paid personal leave shall be granted each year. Said day, if unused, shall  
33 accumulate to the maximum of two (2) fully paid days. The cost of a substitute shall be  
34 deducted from the employee's pay for an additional day of leave each year, except that should a  
35 substitute not be used for the absent employee, the employee will receive full pay.

36  
37 **Section 8.7. Unpaid Leave of Absence.**

38 Upon recommendation of the immediate supervisor through administrative channels to the  
39 Superintendent or his/her designee, and upon approval of the Board of Directors, an employee may be  
40 granted a leave of absence without pay for a period not to exceed one (1) year.

41  
42 The returning employee will be assigned to the position occupied before the leave of absence, or a  
43 similar assignment with the same salary and benefits. Employees hired to fill positions of employees  
44 on leave of absence will be hired for a specific period of time, during which they shall be subject to all  
45 provisions of this Agreement. It shall be the responsibility of the employer to inform replacement  
46 employees of these provisions.

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

4  
5 **Section 8.8. Annual Sick Leave Buy Back Option.**

- 6 1. Each January after the effective date of this Agreement, each eligible employee of the District  
7 may elect to convert excess sick leave to monetary compensation.  
8  
9 2. Eligible employees, excess sick leave and the conversion of excess sick leave to monetary  
10 compensation shall be determined as follows:  
11  
12 a. Eligible Employees: In order to be eligible to convert excess sick leave days to monetary  
13 compensation, an employee:  
14 i. Shall have accumulated in excess of sixty (60) full days of unused sick leave at a  
15 rate of accumulation no greater than one (1) full day per month (a maximum of  
16 twelve (12) days per year) as of the end of the previous calendar year; and  
17 ii. Shall provide written notice to his or her employer during the month of January  
18 of his or her intent to convert excess sick leave days to monetary compensation.  
19  
20 b. Excess Sick Leave: The number of sick leave days which an eligible employee may  
21 convert shall be determined by:  
22 i. Taking the number of sick leave days in excess of sixty (60) full days that were  
23 accumulated by the employee during the previous calendar year at a rate of  
24 accumulation no greater than one (1) full day per month (a maximum of 12 days  
25 per year); and  
26 ii. Subtracting therefore the number of sick leave days used by the employee  
27 during the previous calendar year. The remainder, if any, shall constitute the  
28 number of sick leave days, which may be converted to monetary compensation.  
29  
30 c. Rate of Conversion: Sick leave days that are eligible for conversion shall be converted to  
31 monetary compensation at the rate of twenty-five percent (25%) of the employee's  
32 current, full-time daily rate of compensation for each full day of eligible sick leave.  
33 Partial days of eligible sick leave shall be converted on a pro rata basis.  
34  
35 3. All sick leave days converted pursuant to this section shall be deducted from an employee's  
36 accumulated sick leave balance.  
37  
38 4. Compensation received pursuant to the above shall not be included for the purpose of  
39 computing a retirement allowance under the Public Employees' Retirement System.  
40

41 **Section 8.8.1. Conversion of Accumulated Sick Leave.**

- 42 1. Eligible Employees: Each employee who subsequently terminates employment may  
43 personally, or through his or her estate in the event of death, elect to convert all eligible,  
44 accumulated, unused sick leave days to monetary compensation as provided in this  
45 section.  
46

47 For the purposes of this section, an eligible employee shall be defined as:  
48

- a. Employees who separate from employment due to retirement or death;
- b. Employees who separate from employment and who are at least age fifty-five (55) and have at least ten (10) years of service in SERS 3; or
- c. Employees who separate from employment and who are at least fifty-five (55) and have at least fifteen (15) years of service in SERS 2.

2. Eligible Sick Leave Days: All unused sick leave days that have been accumulated by an eligible employee at a rate of accumulation no greater than one (1) full day per month of employment as provided elsewhere in this Agreement (a maximum of twelve (12) days per year), less sick leave days previously converted, and those credited as service rendered for retirement purposes, may be converted to monetary compensation upon the employee's termination of employment due to retirement or death.
3. Rate of Conversion: Sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of twenty-five percent (25%) of an employee's full-time daily rate of compensation at the time of termination of employment for each full day of eligible sick leave, to a maximum of one hundred eighty (180) days. Partial days of eligible sick leave shall be converted on a pro-rata basis.
4. All sick leave days converted pursuant to this section shall be deducted from an employee's accumulated sick leave balance.
5. Compensation received pursuant to this section shall not be included for the purpose of computing a retirement allowance under the Public Employees' Retirement System.
6. Eligible sick leave days described above may be converted to VEBA.

## ARTICLE IX

### PROBATION AND SENIORITY PROCEDURES

#### **Section 9.1. Probationary Status.**

Each new hire shall remain in a probationary status for a period of not more than one hundred eighty (180) days following the hiring date. During this probationary period, the District may discharge such employee at its discretion. At the end of the probationary period, the employee will be subject to all rights and duties contained in this Agreement retroactive to their hire date.

#### **Section 9.2. Seniority Defined.**

The seniority of an employee in the bargaining unit shall be established as of the date on which they were hired by the District (thereinafter "hire date") unless such seniority shall be lost as hereinafter provided.

#### **Section 9.3. Loss of Seniority Rights.**

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



1. Resignation;
2. Discharge for any reason contained in this Agreement; or
3. Retirement.

**Section 9.4. No Loss of Seniority Rights.**

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

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; or
3. Time spent on other authorized leaves of absence, not to exceed one (1) year.

**Section 9.5. Seniority Rights Within Job Classifications.**

Seniority rights shall be effective within the general job classification. As used in this Agreement, general job classifications are those set forth in Article I, Section 1.3.

**Section 9.5.1. Seniority Preference for Shift and Layoff.**

The employee with the earliest hire date shall have preferential rights regarding shift selection and layoff.

**Section 9.5.2. Seniority Preference for Vacation and Overtime.**

The employee with the earliest hire date at each job site shall have preferential rights regarding vacation periods, overtime and the right to refuse overtime. If all employees decline overtime, the District may select from the seniority list at each job site, beginning with the employee with the least seniority. Employees who have transferred to a new building within the District must wait thirty (30) calendar days before their District seniority is recognized (for overtime) for this section only. Nothing in this provision, however, precludes the District from assigning overtime at its discretion when an emergency occurs or the District determines that immediate action is necessary.

**Section 9.5.3. Seniority Tie.**

Employees hired on the same date shall draw for seniority by lot at the time of hire.

**Section 9.6. Vacancies, Promotions, Selection and Temporary Positions.**

**Section 9.6.1. Vacancies.**

The term “vacancy” means a vacancy shall be determined to exist only after such is formally declared in writing by the District. The District shall meet with the Association no later than (30) workdays after the vacancy occurs to discuss the vacant position.

**Section 9.6.2. Postings.**

The District shall publicize via District e-mail for five (5) working days the availability of vacant positions as soon as possible after the District is apprised of the opening. The position(s) shall be filled within fifteen (15) working days after the closing date of the posting.

**Section 9.6.3. Promotions.**

Promotions shall mean promoting from a custodian to a head custodian and moving an employee between maintenance classifications with differing job duties.



1  
2 **Section 9.6.4. Interviews.**

3 All qualified employees within the bargaining unit who apply for vacant positions shall be  
4 granted an interview.  
5

6 **Section 9.6.5. Selection.**

7 Selection of an applicant to fill a vacancy shall be made by the District according to  
8 qualifications, performance, no less than the last five (5) consecutive years of employee  
9 evaluations when applicable and seniority. Preference will be given for seniority if  
10 qualifications, performance and employee evaluations are considered substantially equal  
11 between and among the applicants.  
12

13 If the District determines that seniority rights should not govern, the District shall, if requested  
14 by the affected employee, set forth in writing the reasons why he/she was not chosen for the  
15 position.  
16

17 **Section 9.6.6. Out of Classification Selection.**

18 If there is no applicant within the classification, then an applicant in another classification  
19 within the bargaining unit shall have preferential rights over an outside applicant if the in-  
20 district applicant's qualifications are substantially equal between and among the applicants.  
21

22 If the District determines that the in-district applicants do not have substantially equal  
23 qualifications over outside applicants, the District shall, if requested by the affected employee,  
24 set forth in writing the reasons why he/she was not chosen for the position.  
25

26 **Section 9.7. Classification Changes.**

27 An employee who changes job classifications within the bargaining unit shall retain their seniority date  
28 in the previous classification, notwithstanding that they have acquired an additional classification  
29 seniority date.  
30

31 **Section 9.7.1. Classification Changes - Hourly Rate.**

32 Employees who change positions within their classification shall receive credit for each  
33 previous year of service for step placement on Schedule A. Employees who change job  
34 classifications will be placed at the closest hourly rate in the new job classification that would  
35 not result in a decrease of pay.  
36

37 **Section 9.8. Temporary Positions.**

38 A temporary position is one created by the District for a minimum of thirty (30) working days. If the  
39 position extends beyond ninety (90) working days, it will be posted as a permanent job. Short-term  
40 layoff will not be used to circumvent this section. This section does not apply to temporary summer  
41 employees – June 1 through September 1. This section does not apply to positions created by leave of  
42 absence or positions created by authorized employee absence.  
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## ARTICLE X

### DISCIPLINE AND DISCHARGE OF EMPLOYEES

#### **Section 10.1. Just Cause.**

The District shall have the right to discipline an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public. All disciplinary actions shall be made in private and in confidence and never in the presence of students, parents, other employees, or at public gatherings. All information forming the basis for any charge shall be made available to the employee. An employee shall have the right to face their accuser.

#### **Section 10.1.1. Progressive Discipline.**

The following progression of employee discipline shall generally be followed: Verbal Reprimand, Written Reprimand, Suspension (with or without pay), Termination.

#### **Section 10.2. Representation.**

An employee shall be entitled to have present a representative of the Association during any disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.

## ARTICLE XI

### INSURANCE

#### **Section 11.1. Health Insurance.**

#### **Section 11.1.1. State Flow Through.**

The District will provide the flow through insurance contribution funded by the State per month, per FTE, toward insurance premiums for all employees enrolled in District approved insurance programs.

#### **Section 11.1.2. FTE Calculation.**

For the purpose of this Article only, a full-time employee (FTE) will be 1,440 hours. Benefit monies will be prorated on this basis. The medical insurance will be mutually determined by the parties.

#### **Section 11.1.3. Pooling.**

To gain maximum utilization of the District insurance contribution for employees, any unused insurance monies will be accumulated in an insurance pool, which shall be used to reduce or eliminate payroll deductions for PSE members for approved medical/dental/vision.

1 **Section 11.1.4. Distribution of Pooling Dollars.**

2 The total of all bargaining unit employee premiums shall be calculated based on individual  
3 insurance choices. Distribution of pool funds, if any, shall take place in September and October  
4 of each year and shall be computed by taking total pool dollars available to this bargaining unit  
5 and dividing them equally by the number of FTE eligible bargaining group employees.  
6

7 **Section 11.1.5. Double Coverage.**

8 The District contribution toward medical/dental/vision insurance does not provide funds for  
9 double coverage of medical benefits for husband/wife/children where both are employed by the  
10 District; therefore, if a PSE husband and wife from this District choose to have double medical  
11 coverage for themselves and/or children, they will be expected to pay the difference in  
12 premium.  
13

14 **Section 11.1.6. Insurance Status Changes.**

15 Insurance status for employees shall be determined by September 30, annually. If this status  
16 changes during the insurance year, the employee will pay for the increase in premium cost until  
17 the annual enrollment period, which is by September 30. New employee contributions will  
18 begin on the date of hire at the rate established in the first paragraph of Section 11.1.  
19

20 **Section 11.1.7. Dental and Vision.**

21 All employees shall participate in the District approved dental and vision insurance programs.  
22

23 **Section 11.1.8. Section 125 Plan.**

24 PSE members will be allowed to participate in the IRS Cafeteria Section 125 for members  
25 currently paying for insurance coverage.  
26

27 **Section 11.2.**

28 The District shall provide tort liability coverage for all employees subject to this Agreement.  
29  
30  
31

32 **ARTICLE XII**

33 **MAINTENANCE OF MEMBERSHIP AND CHECKOFF**

34 **Section 12.1. Association Membership.**

35 Each employee subject to this Agreement, who, on the effective date of this Agreement, is a member  
36 of the Association in good standing, and each employee subject to this Agreement who thereafter  
37 becomes a member of the Association in good standing shall, as a condition of employment, maintain  
38 their membership in the Association in good standing during the period of this Agreement.  
39  
40  
41

42 **Section 12.2. Conditions of Employment.**

43 All employees subject to this Agreement who are not members of the Association on the effective date  
44 of this Agreement, and all employees subject to this Agreement who are hired at a time subsequent to  
45 the effective date of this Agreement, shall as a condition of employment, become members of the  
46 Association within thirty (30) days of the effective date of this Agreement or within thirty (30) days of  
47 the hire date, whichever is applicable. Such employee shall then maintain membership in the  
48 Association in good standing during the period of this Agreement. Any employee who refuses to



1 become a member of the Association, pay the Representation Fee or qualify to be a Religious Non-  
2 Member in accordance with this section will be subject to termination upon written request of the  
3 Association. Upon notice of impending termination hereunder, an employee may avert termination by  
4 submitting written authorization for payroll checkoff as provided for in Section 12.8 below, prior to  
5 action by the District's board.

6  
7 The district will notify the Association President of all new hires within ten (10) workdays of the hire  
8 date. At the time of hire, the District will inform the new hire of the terms and conditions of this  
9 Article. The Association will also inform the new hire of the terms and conditions of this Article after  
10 notification of hire.

11  
12 **Section 12.3. Declining Association Membership.**

13 The parties recognize that an employee should have the option of declining to participate as a member  
14 in the Association, yet contribute financially to the activities of the Association in representing such  
15 employee as a member of the collective bargaining unit. Therefore, as an alternative to, and in lieu of  
16 the membership requirements of the previous sections of this Article, an employee who declines  
17 membership in the Association will be required to pay a representation fee each month as a service  
18 charge towards the administration of this Agreement. The service charge will be equivalent to the  
19 current agency fee, as determined by the Association not later than December 1 of each instructional  
20 year.

21  
22 **Section 12.4. Religious Non-Association.**

23 Nothing contained in this Agreement shall require Association membership of employees who object  
24 to such membership based on bona fide religious tenets or teachings of a church or religious body of  
25 which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a  
26 nonreligious charity or other charitable organization mutually agreed upon by the employee and the  
27 Association.

28  
29 An employee seeking to exercise the right to religious non-association will notify the local PSE  
30 Chapter President in writing of the desire to do so, with a copy of the notification provided to the  
31 employer's payroll office. The notification will state the basis for the employee's assertion of the right  
32 of religious non-association, and a nonreligious charity, selected from the PSE state master list of  
33 nonreligious charities, to which the employee desires contributions to be made. At the time notification  
34 is given, the objecting employee will execute a payroll deduction authorization in favor of the selected  
35 charity. If there is a dispute regarding the employee's eligibility for religious non-association, or the  
36 charity to which contributions will be paid, the employer shall commence withholding PSE dues which  
37 the employee would otherwise be obligated to pay and these dues shall be held, by the employer until  
38 the dispute is resolved. Upon resolution, the amounts will be paid over to the appropriate entity. If the  
39 employee and the Association cannot agree, the dispute shall be resolved by the Public Employees  
40 Relation Commission (PERC) pursuant to RCW 41.56.122.

41  
42 **Section 12.5. Political Withholding.**

43 The District shall upon receipt of a written authorization form that conforms to legal requirements,  
44 deduct from the pay of such bargaining unit employees the amount of contributions the employee  
45 voluntarily chooses for deduction for political purposes and shall transmit the same to PSE on the PSE  
46 dues transmittal check. Section 12.8 of the Collective Bargaining Agreement shall apply to these  
47 deductions. The employee may revoke the request at any time. At least annually, the employee shall be  
48 notified by the Association about the right to revoke the request.

1 **Section 12.6.**

2 The Association will indemnify, defend and hold the District harmless against any claims, suits, and/or  
3 judgments against the District on account of any check-off of Association dues or voluntary political  
4 contributions.

5  
6 **Section 12.7. Checkoff.**

7 It is mutually agreed that in compliance with RCW 41.56.110, the School District shall deduct PSE  
8 dues, fair share service charges or voluntary political contributions from the pay of all employees after  
9 authorization of such deduction in writing and shall remit all such funds deducted to the Treasurer of  
10 the Public School Employees of Washington/SEIU Local 1948 on a monthly basis.

11  
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14 **ARTICLE XIII**

15  
16 **GRIEVANCE PROCEDURE**

17  
18 **Section 13.1. Definitions.**

- 19  
20 1. Grievance shall mean a written statement that a controversy, dispute, or disagreement of any  
21 kind or character exists which arises out of, or in any way involves the interpretation or  
22 application of the express term or terms of this Agreement.  
23  
24 2. Days shall mean employee employment days, except as otherwise indicated. If the stipulated  
25 time limits are not met, the grievant shall have the right to appeal the grievance to the next  
26 level.

27  
28 **Section 13.2. Procedures.**

29  
30 **Section 13.2.1. Informal Process.**

31 Every effort shall be made to resolve grievances or potential grievances through free and  
32 informal communications between the grievant and the immediate supervisor. However, if such  
33 informal process has failed to provide an acceptable adjustment of the grievance, then the  
34 grievance may be processed as described. Informal resolution of a grievance between an  
35 employee(s) and the immediate supervisor shall not prejudice the interpretation or application  
36 of this Agreement.

37  
38 **Section 13.2.2. Board or Association Grievance.**

39 The Board or the Association may file a grievance relating to the interpretation or application  
40 of this Agreement. The Board shall initiate its grievance by the Superintendent reducing it to  
41 writing and filing it with the Association President. All grievances of this nature shall begin at  
42 Step 2 and may be admitted to arbitration as described herein.

43  
44 **Section 13.2.3. Statutory Remedies.**

45 The parties recognize that an employee may pursue statutory remedies independent of any  
46 remedy to which the employee may be entitled by the terms of this Agreement. In the event that  
47 the employee elects to pursue such remedy, then those remedies which may otherwise be  
48 available under the terms of this Agreement are expressly waived.

1 **Section 13.3. Steps.**

2  
3 **Section 13.3.1. Informal Communication.**

4 Within thirty (30) days following knowledge of the act or condition, which is the basis of the  
5 grievance, the grievant may file a written grievance with either the building principal or  
6 immediate supervisor with a copy to the Superintendent or designee. All employees shall have  
7 the right to Association representation at each step of the grievance procedure. If an aggrieved  
8 party is not represented by the Association, the Association shall have the right to be present to  
9 state its views at all stages of the grievance procedure.

10  
11 **Section 13.3.2. Step 1.**

12 The immediate supervisor shall meet with the grievant within five (5) days upon receipt of the  
13 grievance and attempt a mutually satisfactory resolution of the grievance. If a satisfactory  
14 resolution is reached at the meeting, it shall be reduced to writing and signed by the involved  
15 parties. If no satisfactory agreement is reached, the grievant may, within five (5) days, appeal to  
16 Step 2.

17  
18 **Section 13.3.3. Step 2.**

19 If no settlement has been reached within the five (5) days referred to in the preceding  
20 subsection, and the Association believes the grievance to be valid, a written statement of  
21 grievance shall be submitted within fifteen (15) working days to the District Superintendent or  
22 his/her designee. The Superintendent or the Superintendent's designee shall arrange a meeting  
23 with the grievant to take place within five (5) days following receipt of the grievance appeal. If  
24 a satisfactory resolution is reached at the grievance meeting, it shall be reduced to writing and  
25 signed by all parties. Upon conclusion of the meeting, if no satisfactory agreement has been  
26 reached, the Superintendent shall have five (5) days to provide a written decision together with  
27 reasons. The Association shall have ten (10) days following receipt of the decision to request in  
28 writing that the grievance be submitted to arbitration.

29  
30 **Section 13.3.4. Step 3.**

31 If the grievance is still unresolved the grievant and/or Association representative has twenty  
32 (20) working days to notify the District Human Resources Office in writing of its intent to go to  
33 arbitration.

34  
35 The dispute, claim or grievance arising out of the interpretation or the application of this  
36 agreement shall be submitted to the American Arbitration Association under voluntary  
37 arbitration rules, unless mutually agreed otherwise. The decision of the arbitrator shall be final  
38 and binding on the parties. Expenses for the arbitrator's services and proceedings shall be borne  
39 equally by the District and the Association.

40 Arbitration hearings normally will be held during working hours where practical. Employees  
41 whose attendance as witnesses is required at hearings during their regular working hours shall  
42 be on employer time when appearing at the hearing, provided the time spent as a witness is part  
43 of the employee's regular working hours.

44  
45 **Section 13.3.5. Arbitration Expenses.**

46 Expenses of the arbitration shall be borne equally by the parties.  
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**ARTICLE XIV**

**PRIOR WORKING EXPERIENCE**

**Section 14.1. Initial Salary Placement.**

New employees with similar job experience shall be hired at a salary step equivalent to a minimum of one-half (½) of the number of years computed as job experience, to a maximum of five (5) years.

**Section 14.2. Washington School District Experience.**

When an employee leaves one school district within the State of Washington and commences employment with the Eastmont School District, the employee shall retain the same longevity, leave benefits, and other benefits (including years of experience on the salary schedule and vacation credit) that the employee had in his or her previous position; provided that employees who transfer between districts shall not retain any seniority rights other than longevity when leaving one school district and beginning employment with the Eastmont School District. If the Eastmont School District has a different system from that of the previous school district for computing longevity, leave benefits, and other benefits, then the employee shall be granted the same longevity, leave benefits, and other benefits as a person in the Eastmont District who has similar occupational status and total years of service.

If an employee transferring in is hired into a classification different than the classification held at the previous school district, the employee shall be granted the same longevity (including years of experience on the salary schedule and vacation credit but excluding seniority), leave benefits and other benefits, as an employee in the Eastmont School District who makes a change in classification.

**ARTICLE XV**

**SALARIES**

**Section 15.1. Salary Schedule.**

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

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Section 16.3. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

**Section 15.2. Retroactive Pay.**

Retroactive pay, where applicable, shall be paid on the first regular pay day following execution of this Agreement, or in the case of retroactive pay resulting from negotiations pursuant to Section 16.3, on the first regular pay day following agreement on such schedule.

**Section 15.3. Step Movement.**

Incremental steps, where applicable, shall take effect on September 1, provided the employee was on the active payroll on March 1.



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**ARTICLE XVI**

**MISCELLANEOUS**

**Section 16.1. Expenses.**

Employees shall be reimbursed for District authorized expenses incurred while performing work assignments as follows:

1. For authorized travel outside the District, employees will request use of a District vehicle. If a District vehicle is not available, mileage will be reimbursed for an employee using his/her own vehicle at the state rate as determined by the State Superintendent of Public Instruction. Employees attending the same conference(s), meeting(s), or convention(s) may be required to use one vehicle for travel purposes.
2. Lodging, in accordance with District policy, while on authorized District business, including overnight out-of-town bus trips.
3. Meals, at the District rate, while on District business which requires the employee to remain on duty during normal meal periods. This provision does not apply to bus trips except during overnight out-of-town bus trips.

**Section 16.2. Personal Vehicle Use.**

The District shall pay, at District rate, mileage to the employee who is required by the District to use their privately owned vehicle to perform their assignment with prior approval of the Central Office.

**Section 16.3. Bus Driver Drug/Alcohol Testing.**

The District will implement mandatory bus driver drug/alcohol testing per DOT regulations.

**Section 16.4. Driver's License Tests.**

The District shall fund the difference between the driver's regular license renewal and their CDL renewal costs.

**Section 16.4.1. Bus Driver License Requirements.**

Bus drivers are responsible to maintain their CDL, first aid and medical card, and any other legal requirement to maintain their ability to drive a school bus. If any of the above lapses for any reason, they will immediately be placed on leave without pay, and may be subject to disciplinary action up to and including discharge.

**Section 16.5. License Fees.**

The District will pay all license fees that the District requires for employees.

**Section 16.6. Staff Development.**

The District recognizes that employees desire opportunities to improve their job skills and knowledge. The District will reimburse employees for tuition and other necessary course expenses for attending job specific training, which has been approved in advance by the Superintendent.

1 **Section 16.7. Physical Examination.**

2 The District shall pay the fee for the required physical examination for each employee whose job  
3 assignment requires a physical examination which is not covered by District provided insurance  
4

5 **Section 16.8. Necessary Immunizations.**

6 All employees in positions that may reasonably anticipate having an occupational exposure to  
7 bloodborne pathogens will be offered the Hepatitis B vaccination series at District expense. Positions  
8 in this Agreement that may reasonably anticipate an occupational exposure are Maintenance workers,  
9 Custodians, and Bus Drivers who transport students on special needs routes.  
10  
11  
12

13 **ARTICLE XVII**

14 **TERM AND SEPARABILITY OF PROVISIONS**

15  
16  
17 **Section 17.1. Term.**

18 The term of this Agreement shall be September 1, 2017 through August 31, 2020.  
19

20 **Section 17.2. Provisions.**

21 All provisions of this Agreement shall be applicable to the entire term of this Agreement  
22 notwithstanding its execution date, except as provided in the following section.  
23

24 **Section 17.3. Openers.**

25 This Agreement may be reopened and modified at any time during its term upon mutual consent of the  
26 parties, provided that this Agreement shall also be reopened as necessary to consider the impact of any  
27 legislation enacted following execution of this Agreement which may arguably affect the terms and  
28 conditions herein or create authority to alter personnel practices in public employment. In addition, this  
29 contract will be opened annually to negotiate Schedule A.  
30

31 **Section 17.4. Validity.**

32 If any provision of this Agreement or the application of any such provision is held invalid, the  
33 remainder of this Agreement shall not be affected thereby.  
34

35 **Section 17.5.**

36 Neither party shall be compelled to comply to any provision of this Agreement which conflicts with  
37 State or Federal statutes or regulations promulgated pursuant thereto.  
38

39 **Section 17.6.**

40 In the event either of the foregoing sections is determined to apply to any provision of this Agreement,  
41 such provision shall be renegotiated pursuant to Section 16.3.  
42

43 **Section 17.7. No Strike/No Lockout.**

44 The parties agree that during the life of this Agreement there shall be no strike by members of the  
45 bargaining unit and no lockout by the District against members of the bargaining unit.  
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**SIGNATURE PAGE**

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

**EASTMONT CHAPTER**

**EASTMONT SCHOOL DISTRICT #206**

**BY: \_\_\_\_\_  
John Kiedrowski, Chapter President**

**BY: \_\_\_\_\_  
Garn Christensen, Superintendent**

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

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

**BY: \_\_\_\_\_  
Vicki Trainor, Executive Director of HR**

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

**BY: \_\_\_\_\_  
Annette Eggers, Board President**

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



**SCHEDULE A**

**PSE & Eastmont School District  
September 1, 2017 - August 31, 2018**

Maintenance - 260 Days					Custodial - 260 Days			
Step	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
1	\$ 33.72	\$ 31.61	\$ 26.34	\$ 21.60	\$ 18.12	\$ 19.84	\$ 19.47	\$ 17.62
2	\$ 35.41	\$ 33.20	\$ 27.66	\$ 21.91	\$ 18.47	\$ 20.11	\$ 19.84	\$ 17.97
3	\$ 37.18	\$ 34.85	\$ 29.04	\$ 22.32	\$ 18.73	\$ 20.40	\$ 20.06	\$ 18.23
4	\$ 39.03	\$ 36.59	\$ 30.50	\$ 22.70	\$ 19.10	\$ 20.76	\$ 20.40	\$ 18.60
5	\$ 40.99	\$ 38.42	\$ 32.02	\$ 22.90	\$ 19.39	\$ 21.16	\$ 20.77	\$ 18.89
6	\$ 43.04	\$ 40.35	\$ 33.63	\$ 23.27	\$ 19.77	\$ 21.48	\$ 21.18	\$ 19.27
7				\$ 23.67	\$ 20.12	\$ 21.84	\$ 21.48	\$ 19.65
8				\$ 23.95	\$ 20.46	\$ 22.21	\$ 21.89	\$ 19.96
10				\$ 24.64	\$ 21.08	\$ 22.85	\$ 22.54	\$ 20.58
	<b>Journeyman II</b> (Commercial; State-licensed) Electrician Plumber HVAC	<b>Journeyman I</b> (Residential; State-licensed) Electrician Plumber HVAC	<b>Trades</b> (Apprentice/Trainee) Electrician Plumber HVAC Carpenter <b>Grounds Foreman</b>	<b>Maintenance</b> Grounds General Maint.	<b>Maintenance Assistant</b>	<b>Head Custodian</b> Class A	<b>Head Custodian</b> Class B	<b>Custodian</b>

**Lead Mechanic - \$1.42/hour (2.3%)**

**Class A Size Building** - Over 80,000 Sq. Ft. EHS/Jr. High/Sterling/Clovis

**Class B Size Building** - Up to 79,999 Sq. Ft. Casade/Grant/Kenroy/Lee/RI

**Shift Differential:** Employees who work the majority of their shift after 4:00 p.m. will be paid ten cents (\$0.10) per hour Additional for 180 days per year (school days). Employees who work the majority of their shift after 11:00 p.m. will be paid fifteen cents (\$0.15) per hour additional for 180 days per year (school days).

**Longevity Pay:** One (1) week salary for all employees at the beginning of their 25th year of experience. The additional week's pay would be equal to the regular pay of the veteran employee's average workweek, excluding all overtime.

Transportation					Security		
Step	2017-2018	2017-2018	2017-2018	2017-2018	Step	2017-2018	2017-2018
1	\$ 22.40	\$ 19.55	\$ 14.08	\$ 12.46	1	\$ 23.10	\$ 17.27
2	\$ 22.88	\$ 19.95	\$ 14.67	\$ 12.96	2	\$ 23.41	\$ 17.69
3	\$ 23.43	\$ 20.41	\$ 15.31		3	\$ 23.82	\$ 18.12
4	\$ 23.97	\$ 20.87		\$ 13.33	4	\$ 24.20	\$ 18.54
5			\$ 15.75		5	\$ 24.40	\$ 18.95
6	\$ 24.31	\$ 21.49			6	\$ 24.77	\$ 19.33
7					7	\$ 25.17	\$ 19.44
8					8	\$ 25.45	\$ 20.33
10					10	\$ 26.14	
	<b>Dispatcher/Router</b> 260 Days	<b>Bus Driver</b> <b>Dispatcher Back-Up</b> 180 Days	<b>District Courier</b> 180 Days	<b>Bus Washer</b>		<b>Transp. Mechanic</b> 260 Days	<b>Campus Security</b> 180 Days

	2017-2018	
Trip Rate for Extra Trips	\$ 0.25	
Bus Driver Trainer (additional per hour during training)	\$ 1.00	2.3% + \$.25
Bus Driver Sub Rate	\$ 16.53	

**Longevity Pay:** One (1) week salary for all employees at the beginning of their 25th year of experience. The additional week's pay would be equal to the regular pay of the veteran employee's average workweek, excluding all overtime.



**ADDENDUM A**

**EASTMONT SCHOOL DISTRICT  
COMPENSATORY TIME RECORD SHEET**

NAME: \_\_\_\_\_

Location	Date Comp. Earned	Work Performed	No. of Comp. Hours Earned	Date Comp. Taken	Comp. Hours Taken	Accumulated Total	Supervisor Verification

Please use this form to keep accurate records of any compensatory time you perform and turn in with monthly time sheets. Remember, overtime and compensating time must be approved in advance by your supervisor. Also, mark time sheet with the additional time on monthly basis, if taken as salary, and identify it as such.

Signed: \_\_\_\_\_  
(Employee)



**Eastmont School District**  
**PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES**

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_ Dept.: \_\_\_\_\_

**INSTRUCTIONS:** Evaluate the employee's performance in comparison to other employees in similar positions and classifications known to you. Place a check in the column which most nearly expresses your judgment.

CATEGORIES	EXCEPTIONAL	STRONG	AVERAGE	BELOW AVERAGE	UNSATISFACTORY
<b>QUALITY OF WORK:</b> Accuracy, thoroughness, effectiveness.	Exceptional High Quality <input type="checkbox"/>	High Quality <input type="checkbox"/>	Average Quality <input type="checkbox"/>	Quality Often Unacceptable <input type="checkbox"/>	Unacceptable Quality <input type="checkbox"/>
<b>QUANTITY OF WORK:</b> Extent to which employee's efforts satisfy the amount of work required by this job.	Exceptional High Output <input type="checkbox"/>	Output Above Average <input type="checkbox"/>	Average Output <input type="checkbox"/>	Output Below Average <input type="checkbox"/>	Unsatisfactory Output <input type="checkbox"/>
<b>PROBLEM SOLVING ABILITY:</b> Resourcefulness; ability to assess dimensions of problems, determine priorities and reach quick, accurate solutions. DOES NOT APPLY <input type="checkbox"/>	Exceptionally Skilled At Solving Problems <input type="checkbox"/>	Above Average Problem Solving Ability <input type="checkbox"/>	Average Problem Solving Ability <input type="checkbox"/>	Average Problem Solving Ability <input type="checkbox"/>	Unsatisfactory Problem Solving Ability <input type="checkbox"/>
<b>JUDGMENT:</b> Decision-making based on considering appropriate information. DOES NOT APPLY <input type="checkbox"/>	Exceptional Good Judgment <input type="checkbox"/>	Good Judgment <input type="checkbox"/>	Acceptable Judgment <input type="checkbox"/>	Judgment Often Unreliable <input type="checkbox"/>	Poor Judgment <input type="checkbox"/>
<b>ABILITY TO RELATE TO OTHERS:</b> Cooperation, courtesy, tact, sensitivity.	Exceptional Ability <input type="checkbox"/>	Above Average Ability <input type="checkbox"/>	Average Ability <input type="checkbox"/>	Limited Ability <input type="checkbox"/>	Relates to Others Poorly <input type="checkbox"/>
<b>INITIATIVE:</b> The initiation of action; demonstrated willingness to exceed minimum performance required by job.	Exceptionally Ambitious And Self-Starting <input type="checkbox"/>	Shows Strong Initiative <input type="checkbox"/>	Occasionally Initiates Action <input type="checkbox"/>	Rarely Shows Initiative <input type="checkbox"/>	Needs Constant Prodding <input type="checkbox"/>
<b>DEPENDABILITY:</b> Reliability, degree to which employee can be depended upon to complete tasks.	Exceptional Dependability <input type="checkbox"/>	Above Average Dependability <input type="checkbox"/>	Average Dependability <input type="checkbox"/>	Often Not Dependable <input type="checkbox"/>	Not Dependable <input type="checkbox"/>
<b>ATTENDANCE AND PUNCTUALITY:</b> Adherence to assigned hours and days of work.	Absent or Tardy Only for Illness or Emergency <input type="checkbox"/>	Good Attendance and Punctuality <input type="checkbox"/>	Average Punctuality and Attendance <input type="checkbox"/>	Not Regular In Attendance; Often Tardy <input type="checkbox"/>	Too Frequently Absent or Late <input type="checkbox"/>



<b>TECHNICAL KNOWLEDGE AND SKILLS:</b> Demonstrated ability to apply technical knowledge and/or skills required to perform job; i.e. accounting theory, typing, data collection, mechanical maintenance, equipment operation, etc.)	Exceptional Grasp and Ability to Apply Technical Aspects of the Job <input type="checkbox"/>	Above Average Technical Skills <input type="checkbox"/>	Average Technical Skills <input type="checkbox"/>	Limited Technical Skills <input type="checkbox"/>	Does Not Meet Minimum Standards <input type="checkbox"/>
<b>FLEXIBILITY &amp; COOPERATION:</b> Extent to which an employee is able to adjust to new situations.	Exceptional Flexibility and Cooperation <input type="checkbox"/>	Strong Flexibility and Cooperation <input type="checkbox"/>	Average Flexibility and Cooperation <input type="checkbox"/>	Limited Ability to Adjust <input type="checkbox"/>	Rigid; Uncooperative <input type="checkbox"/>
<b>COMMUNICATION SKILLS:</b> Ability to communicate through use of the written and/or spoken word. DOES NOT APPLY <input type="checkbox"/>	Exceptional Ability to Communicate <input type="checkbox"/>	Above Average Ability to Communicate <input type="checkbox"/>	Average Ability to Communicate <input type="checkbox"/>	Has Difficulty Communicating <input type="checkbox"/>	Has Extreme Difficulty Communicating <input type="checkbox"/>
<b>OVERALL MASTERY OF JOB:</b> Extent to which employee demonstrates the level or performance required by the job.	Exceptional Mastery of Job <input type="checkbox"/>	Above Average Mastery of Job <input type="checkbox"/>	Average Mastery of Job <input type="checkbox"/>	Below Average Mastery of Job <input type="checkbox"/>	Unsatisfactory Mastery of Job <input type="checkbox"/>

**EVALUATOR'S COMMENTS: (Evaluator must explain any Below Average or Unsatisfactory Ratings)**

**EMPLOYEE'S COMMENTS:**



*This report is based on my observation and knowledge. It represents my best judgment of this employee's performance.*

<b>Evaluator's Signature:</b>		<b>Date:</b>	
<b>Principal's or Administrator's Signature:</b>		<b>Date:</b>	
<b>Signature of Person Evaluated:</b> <i>I have reviewed this report. My signature does not necessarily indicate agreement with the rating.</i>		<b>Date:</b>	

*The Eastmont School District is an Equal Opportunity Employer*



## Eastmont School District Transportation Observation Ride

**Name:** \_\_\_\_\_

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

PERFORMANCE GENERAL		S	N.I.	U	N.O.
B.	Lane Changes – Right and Left				
	Check Mirrors				
	Blind Spot				
	Turn Signal				
	Smooth Transition				
C.	Traffic Signs, Signals, Officers				
	Stop Signs				
	Yield Signs				
	Traffic Lights				
D.	Speed				
	Expressway Speed				
	Road Speed				
	Residential Speed				
E.	Observation of Conditions				
	Use of Mirrors				
	L – R – L Turns Head				
	Looks for clues about movement of other vehicles and persons well ahead.				
F.	Turns				
	Left Turns				
	Right Turns				
G.	Stopping				
	Stops in correct lane for loading, unloading.				
H.	Position on Roadway				
	Maintains Proper Following Distance				
	Stays in Middle of Lane				
	Drives in Proper Lane				
	Correct lane usage before, during and after a turn.				
	Maintains good following distance. Changes lanes properly.				
I.	Observing				
	Uses inside and outside mirrors properly.				
	Checks blind spots.				
	Checks left and right at intersection,				



## Eastmont School District Transportation Observation Ride

PERFORMANCE GENERAL		S	N.I.	U	N.O.
J.	Communicating				
	Uses turn signals properly.				
	Signals well in advance.				
	Uses all signals properly.				
K.	Adjusting Speed				
	Adjusts according to driving conditions.				
	Adjusts when crossing and turning at intersections.				
	Adjusts according to roadway surface and configuration.				
L.	Judging Time, Space, and Distance				
	Adequate for turning.				
	Adequate for crossing intersection.				
	Adequate for lane change.				
	Adequate for passing.				
	Adequate for following.				
	Adequate when stopping.				
M.	Loading and Unloading				
	Proper use of eight-way flasher warning system.				
	Stops 10 feet from students.				
	Counts and recounts students as they enter or exit.				
	Applies parking brake.				
	Puts gear shift in neutral.				
	Rocks and rolls for correct mirror usage.				
	Signals students to cross in front of the bus.				
	Does not move the bus until all students are safe.				
Student Behavior.					
N.	Attitude – Relaxed, Confident,				
O.	Attention				
	Is not distracted from driving.				
P.	Pre Trip Inspection.				
	Post Trip Inspection.				
	Interior Clean.				
	Exterior Clean.				

**COMMENTS:**

This is to certify that: \_\_\_\_\_ was observed driving bus # \_\_\_\_\_ on: \_\_\_\_\_

Driver: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**S- Satisfactory N.I.- Needs Improvement U.- Unsatisfactory N.O.- Not observed**

