



EASTMONT SCHOOL DISTRICT

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Collective Bargaining Agreement

Eastmont Secretaries' Association
And
Eastmont School District

September 1, 2018 – August 31, 2021

The Eastmont School District is an Equal Opportunity Employer



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Eastmont Secretaries' Association and Eastmont School District



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EASTMONT SECRETARIES' ASSOCIATION

And

EASTMONT SCHOOL DISTRICT

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.

PREAMBLE

This Agreement is between Eastmont School District No. 206 and the Eastmont Secretaries' Association, pursuant to RCW 41.56.

ARTICLE I. ADMINISTRATION OF THE AGREEMENT

Section A. Definitions

1. The term "District" shall mean the Eastmont School District, Douglas County, Washington State; or its agents.
2. The term "Board" shall mean the Board of Directors of the Eastmont School District.
3. The term "Association" shall mean the Eastmont Secretaries' Association, which is affiliated with the Washington Education Association, the National Education Association and the North Central Washington UniServ Council.
4. The term "Parties" shall mean the District and the Association.
5. The term "Agreement" shall mean this collective bargaining agreement, which shall be signed by the parties.
6. The term "Employee" shall mean any member of the bargaining unit as set out in this Agreement.
7. The term "Day" shall mean any day the District business office is open for business with the public.
8. The term "Superintendent" shall mean the chief administrative officer of the District or his/her designee.
9. The term "President" shall mean the President of the Association or his/her designee.
10. The term "RCW" shall mean Revised Code of Washington.



1 11. The term "WAC" shall mean Washington Administrative Code.

2 12. The term "SPI" shall mean the office of the Washington State Superintendent of Public
3 Instruction.

4 13. The term "BEA" shall mean the Basic Education Act.

5 14. The term "PERC" shall mean the Washington State Public Employment Relations Commission.

6
7 Section B. Recognition

8 1. *Bargaining Unit Description:*

9 The District recognizes the Association as the exclusive representative of all secretarial
10 employees of the District excluding all certificated employees and any classified employee
11 outside the secretarial bargaining unit and any employee whose duties imply a confidential
12 relationship to the Superintendent, Assistant Superintendent, Administrative Assistant(s),
13 Supervisor(s) and the Board, and the Association recognizes the responsibility of
14 representing the interests of such employees.

15 2. *Job Descriptions:*

16 The District will provide the Association with job descriptions and any modifications to the
17 job descriptions.

18
19 Section C. Conformity to Law

20
21 This Agreement shall be governed and construed according to the Constitution and the laws of the
22 State of Washington and the Constitution and the laws of the United States. If any provision of this
23 Agreement or any application of this Agreement to any employee or groups of employees covered
24 hereby shall be found contrary to law, such provision or application shall have effect only to the extent
25 permitted by law and all other provisions or application of the Agreement shall continue in full force
26 and effect.

27
28 If any provision of this Agreement is held to be contrary to law, the parties shall commence
29 negotiations on said provision as soon thereafter as is reasonably possible.

30
31 Section D. Status of Agreement

32
33 **Sole Agreement:** This shall be the sole Agreement between the parties regarding wages, hours, terms
34 and conditions of employment. It shall supersede any rules, regulations, policies, resolutions or
35 practices of the District, which shall be contrary to or inconsistent with its terms.



1
2 Section E. Distribution of Agreement
3

4 Following ratification of this Agreement the District shall prepare a camera-ready copy of the
5 Agreement for Association review and mutual editing. After editing, the District shall print the
6 Agreement and the Association shall distribute copies to all current and new members. The Parties
7 shall share the cost of the printing. The District shall also make at least one copy available for review
8 by any applicant for employment with the District.
9

10 Section F. Labor-Management Meetings

11 1. *Purpose:*

12 Association representatives may meet with the Superintendent or his designee on a
13 quarterly basis (or more often by agreement) to discuss matters of mutual concern. Such
14 meetings shall not be grievance resolution conferences nor shall they be collective
15 bargaining sessions regarding this or successor Agreements.

16 2. *Agenda:*

17 Agenda items will be prepared and exchanged by the parties in advance of each meeting.

18 3. *Representation:*

19 No more than three (3) representatives from each side will participate unless mutually
20 agreed. The Association shall be represented by the President, Vice-President, and Union
21 Representative. The District shall be represented by Human Resources and anyone else of
22 their own choosing.

23 4. *Grievance:*

24 This section shall not be subject to the grievance procedure.
25

26 ARTICLE II. BUSINESS
27

28 Section A. Voluntary Dues Deduction

29 1. *Written Authorization:*

30 Upon receipt of a written authorization, the District shall deduct an amount equal to the fees
31 and dues required for membership in the Association, including NEA, WEA and UniServ.
32 The dues deduction form and authorization shall remain in effect from year to year, unless
33 withdrawn by contacting WEA as per the signed membership form.



1 2. *Other Deductions:*

2 Upon receipt of written authorization, the District agrees to deduct from the salary of
3 employees, premiums for those insurance and annuity programs, which have been
4 approved by the Parties. The sums, which are deducted as premiums for approved
5 insurance and annuity programs, shall be forwarded in accordance with the written
6 authorization. Deductions shall remain in effect from year to year unless withdrawn in
7 writing by the employee.

8
9 *Section B. Management Rights*

10
11 The authority of the Board and the Administration to manage and direct the affairs of the District shall
12 be limited only to the extent such a decision conflicts with this Agreement or law.

13
14 *Section C. Association Rights*

15 1. *Use of School Equipment:*

16 The Association shall have the right to use District facilities and equipment for Association
17 purposes, at reasonable times when such equipment/facility is not otherwise in use. The
18 Association shall reimburse the District for all supplies and materials incidental to such use.
19 Prior permission must be obtained from the building administrator.

20
21 2. *Use of School Buildings:*

22 The Association shall have the right to use District buildings for meetings and to transact
23 Association business as long as such meetings do not interfere with school. Prior permission
24 must be obtained from the building administrator.

25
26 3. *Use of District Bulletin Boards:*

27 The Association shall have the right to post notices of activities and matters of Association
28 concern on bulletin boards in employee rest areas or lounges. The Building Principal will be
29 furnished copies at the time of posting. Such items shall be in good taste and shall be signed by
30 responsible Association Officials.

31
32 4. *Use of District Mail System:*

33 The Association shall have the right to use the District mail service, including e-mail, for non-
34 political communication purposes. Upon request, the District will provide the Association with
35 information required under statutes, which will assist the Association in carrying out its
36 responsibilities as the bargaining representative. All e-mail use must comply with District
37 Board Policy and is subject to public records requests.



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5. *Mutually Scheduled Meeting by the Parties:*

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

6. *School District Budget and Financial Reporting:*

Upon request by the Association, the District shall provide the President in a timely manner financial information normally provided to the public. Nothing herein shall require the central administrative staff to research and assemble information that has not been routinely prepared in the normal operation of the District.

ARTICLE III. EMPLOYEE RIGHTS

Section A. Non-Discrimination

The parties shall not discriminate against any employee because of membership or non-membership in the Association, race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, families with children, the presence of any sensory, mental or physical disability, unless permitted by a bona-fide occupational qualification, use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or veteran or military status.

Section B. Right to Organize

Every employee shall have the right to freely organize, join and support the Association in its lawful endeavors. Neither the Association nor the District shall discriminate against any employee with respect to hours, wages, terms or conditions of employment by reason of their membership or non-membership in the Association or their participation in activities of the Association.

Section C. Personnel File

1. *Right to Inspect:*

Any employee shall have the right to inspect all contents of his/her own personnel file. A representative of the Association may, at the employee's request accompany the employee in this review. Employees shall be given an opportunity to attach written comments to any written material in their file.



1 2. *Location:*

2 The District shall maintain the employee's personnel file at the District Office.

3
4 Section D. Due Process in Disciplinary Action

5 1. *Definition:*

6 The term "formal disciplinary action" shall mean any disciplinary action, which is written to be
7 placed in the employee's personnel file.

8
9 2. *Cause:*

10 No employee shall be reprimanded, disciplined, suspended, reduced in rank or compensation,
11 or deprived of any professional advantage without cause. All information forming the basis for
12 any charge shall be made available to the employee. An employee shall have the right to face
13 his/her accuser.

14
15 3. *Association Representation:*

16 Employees shall be entitled to have present a representative from the Association during any
17 formal disciplinary action. When a request for such representation is made, no action shall be
18 taken with respect to the employee until such representative of the Association is present. Such
19 Association representative shall make himself/herself available in accordance with reasonable
20 District timelines.

21
22 Section E. Employee Evaluation

23
24 Each employee shall be evaluated in writing annually and will be given a copy of the evaluation report
25 by the last day of school. The evaluation will be discussed with each employee at a meeting with their
26 administrator, and the employee will be afforded the opportunity to attach written comments or
27 statements to the evaluation report. If there is cause for concern in an employee's performance a mid-
28 year evaluation will be done no later than February 1st.

29
30 Section F. Vacancy/Posting/Application/Selection

31
32 1. *Definition:*

33 The term "Vacancy" means a vacancy shall be determined to exist only after such is formally
34 declared in writing by the District. The District will notify the association within ten (10) days
35 of a resignation or retirement as to the status of the vacancy if it has not yet been posted.



1 2. *Vacancy, Posting and Application:*

2 Whenever a vacancy occurs, notification of such opening shall be posted on the District on-line
3 application system for a five (5) working day period. During this period, employees may apply
4 to fill the vacancy. Employees shall apply on-line for posted internal openings.
5

6 3. *Selection:*

7 Selection of an applicant to fill a vacancy shall be made by the District according to
8 qualifications and successful experiences of the applicant. Preference will be given for seniority
9 if all qualifications and successful experiences are considered equal between and among the
10 applicants.
11

12 4. *Training:*

13 In the event of a transfer, the employee so transferred shall be provided applicable training
14 necessary to carry out the job duties.
15

16 5. *Notification of Posting to President:*

17 When positions are posted on-line by the District an e-mail will be sent to the Association
18 President with a link to the on-line posting. This posting will contain a description of the job.
19

20 6. *New Members:*

21 Following completion of the personnel/payroll action form the Association President will be
22 notified within five (5) business days of the name, position and location of the newly hired
23 member.
24

25 *Section G. Probation and Seniority Procedures*

26 1. *Probation:*

27 a. Each newly hired employee shall remain on probation status for a period of not more than
28 ninety (90) working days following his/her hiring date. During this probationary period,
29 the District may terminate such employee without a showing of cause. Probationary
30 terminations shall not be subject to either grievance or arbitration contained herein.
31

32 b. At the end of the probationary period, the employee shall enjoy all the rights contained in
33 this agreement.

34 2. *Seniority:*
35



- 1 a. The seniority of an employee shall be defined as the length of service within the District as a
2 member of the bargaining unit. Accumulation of seniority shall begin on the employee's
3 first working day in the District as a member of the bargaining unit.
4
- 5 b. The seniority rights of an employee shall be lost for the following reasons:
- 6 i. Resignation;
 - 7 ii. Discharge;
 - 8 iii. Retirement;
 - 9 iv. Abandonment of duties absent without leave for five (5) consecutive working days.
 - 10 v. Declining recall when offered a position.
- 11
- 12 c. Seniority rights shall not be lost for the following reasons:
- 13
 - 14 i. Time lost by reason of industrial accident, industrial illness or jury duty;
 - 15 ii. Time spent on authorized leaves of absence (not to exceed one (1) year);
 - 16 iii. Transfer to another job in the same bargaining unit.

17 Section H. Displaced Employees:

18
19 Employees who have been displaced because of construction or any other District mandated project or
20 process shall have first right of refusal to return to their former position at the conclusion of the
21 construction and/or project.
22

23 Section I. Employee Protection

24 1. Confrontational Situations:

25 Employees are expected to use reasonable measures in a situation involving physical threats or
26 abuse from a student. Such reasonable measures may include seeking assistance from another
27 staff member or from law enforcement officers as necessary. In keeping with the foregoing,
28 employees may use reasonable measures with a student as necessary to protect him/herself, a
29 fellow employee, teacher, administrator or another student from attack, physical abuse or
30 injury, or to prevent damage to District property.
31

32 2. District Insurance:

33 The District shall provide such insurance for the protection of employees as is required by RCW
34 28A.400.370 and upon request will provide employees with a written summary of the coverage
35 they have under the provisions of District insurance policies.
36



3. *Employee Liability Protection:*

The District agrees, within the limits of its insurance, to protect and defend from financial loss, including reasonable attorney’s fees for any actions arising out of any claim, demand, suit, criminal prosecution or judgment by reason of any act or failure to act by such employee within or without district buildings, provided the employee, at the time of the act or omission complained of, was acting reasonably within the scope of his/her employment or under the direction of the employer.

4. *Harassment:*

The District agrees that harassment as defined by law (including sexual harassment) will not be tolerated. An employee with a harassment complaint shall file a written report with the Superintendent/designee within thirty (30) days of the incident. Following an investigation by the District, appropriate action as determined by the Superintendent will be taken.

5. *Injury on the Job:*

In the case of any injury on-the-job, which is covered by the State Worker’s Compensation Act, the District will pay to such employee unable to work the available sick leave pay for the period of absence. Upon receipt from insurance or trust providers, for the applicable time loss, the employee may endorse any and all such time loss payment checks and present them to the District payroll office. The District will then reimburse the employee’s sick leave account with the hours and days equivalent to those which payment has been allowed by the State.

ARTICLE IV. LAYOFF AND RECALL

Section A. Layoff and Recall

1. *Seniority:*

The District shall prepare and maintain the seniority list ranking each employee from greatest to least seniority. Upon request, a copy of the seniority list and subsequent revisions shall be furnished to the President.

Seniority shall be lost by an employee upon termination, resignation, retirement, transfer to a non-bargaining unit position, or declining recall.

2. *Layoff:*

Layoff shall be defined as a necessary reduction in the work force beyond the normal attrition for economic reasons only.



1 In the event of a necessary reduction in work force, the District shall first layoff the least senior
2 employee(s). In no case shall a new employee be employed by the District while there are laid
3 off employees qualified for a vacant or newly created position, unless that laid off employee
4 declines a recall position.

5
6 In the event of layoff, the District shall provide written notice to all affected employees and the
7 President, as soon as reasonably possible but no later than August 1, prior to the upcoming
8 school year. Written notice shall be delivered in person at the District Office at the conclusion
9 of the employee work day. When possible the Association president shall be in attendance.
10 Employees not notified shall continue in employment for the following year unless there is just
11 cause for termination.

12
13 All retained employees face possible reassignment to fill essential vacancies.

14 **3. Recall:**

15 Employees who are laid off shall be placed in a reemployment pool for one (1) full year from
16 layoff, or one (1) year from the beginning of the subsequent school year, whichever benefits the
17 employee most.

18
19 The following process shall be used to recall RIF'd employees following a unit-wide RIF:

- 20
21 a. All RIF'd secretaries shall be given the opportunity to be placed on the substitute list. Every
22 effort will be made to use these RIF'd secretaries first to fill absences.
23
24 b. In order to provide currently employed senior secretaries the opportunity to apply for
25 newly vacant positions in the District before RIF'd secretaries are recalled, new vacancies
26 shall be posted to current secretaries for three (3) days. Interested secretaries shall notify
27 Human Resources by phone, e-mail or letter by the end of the third (3rd) day. The most
28 senior secretary, if qualified, will take priority over RIF'd secretaries. If transferred, the
29 newly vacated position will then be posted in the manner described below.
30
31 c. All movement will cease after the initial posting described in b. above, and after three (3)
32 subsequent movements within the current secretary ranks:
33 i. Post new vacancy to current secretaries
34 ii. Select current secretary
35 iii. Post first subsequent vacancy to current secretaries (1st subsequent)
36 iv. Select current secretary
37 v. Post second subsequent vacancy (2nd subsequent)



- 1 vi. Select current secretary
- 2 vii. Post third subsequent vacancy (3rd subsequent)
- 3 viii. Select current secretary
- 4 ix. Begin recall of RIF'd secretaries

5

6 d. RIF'd secretaries will have one (1) opportunity to turn down an open position without
7 losing their placement on the recall list. The RIF'd secretary shall have two (2) days to
8 accept or decline each offered position.

9

10 e. RIF'd secretaries will remain on the recall list for one (1) year.

11 Recall of RIF'd secretaries shall be by reverse order as determined by the final seniority list.
12 Notification of recall shall be in writing, delivered in person to the RIF'd secretary or by
13 certified mail to their last known address as shown on District records. The notice shall
14 include the time and date the RIF'd secretary is to report back to work. It is the RIF'd
15 secretary's responsibility to keep the District notified as to his/her current mailing address.

16
17 **ARTICLE V. LEAVES**

18
19 Section A. Sick/Emergency Leave

20

21 Leave with compensation for illness, injury and emergencies shall be granted and accrued at a rate not
22 to exceed twelve (12) days per year for each full time employee. Less than full time employees shall be
23 granted sick and emergency leave in the same proportion as their part time work bears to full time
24 work. This leave shall be referred to hereafter as "sick leave." Sick leave shall be earned one (1) day
25 per month and shall be front-loaded each September. Upon resignation/termination mid-year, used
26 but not earned sick leave shall be deducted from an employee's final pay.

27
28 **1. Use:**

- 29 a. **Illness, Injury and Disability:** Deductions from this allocation of leave days shall be made
30 for each absence occasioned by the legitimate claims of the following kinds: personal illness
31 and injury, illness and injury in the immediate family, disability, maternity, paternity, and
32 other leave afforded per Family Medical Leave. The immediate family is defined as spouse,
33 parent, mother-in-law, father-in-law, brother, sister, child, grandparent, grandchild, or legal
34 dependent.

35 Absences of more than three (3) consecutive days because of illness or injury may require a
36 physician's written notice.



1
2 b. **Emergency:** Deductions from this allocation of leave days shall be granted by the District
3 for situations such as: disaster in the home, damage to personal property, travel problems
4 such as inclement weather, or transportation failure. Determination of deductions for other
5 emergencies not covered in this provision shall be left to the discretion of the
6 Superintendent.

7 Absences of more than three (3) consecutive days because of illness or injury may require a
8 physician's written notice.

9 **2. Family and Disability Leave:**

10 Family and disability leave (including maternity and paternity leave) shall be granted in
11 accordance with Federal and State statutes.

12
13 a. **Family Medical Leave Act (FMLA):** In addition to any other leave provided for elsewhere
14 in this Agreement, FMLA Leave will be provided as follows:

15
16 i. **Eligibility:** Employees will be eligible for FMLA after twelve (12) months of
17 employment, having worked a minimum of 1,080 hours in the last twelve (12) month
18 period.

19
20 ii. **Usage:** Employees shall be provided twelve (12) weeks of unpaid leave during any
21 twelve (12) month period for any of the following reasons:

22
23 (1) To care for the employee's child after birth, or placement for adoption or
24 foster care;

25 (2) For a serious health condition of the employee, spouse, parent or child.

26
27 b. **Notification:** The employee shall provide the District thirty (30) days advance notice of
28 his/her intent to use Family Leave when the need for the leave is foreseeable.

29
30 c. **Job Benefits and Protection:** The District shall insure the following provisions:

31 i. While in a paid status, maintain the employee's full insurance benefits during the
32 duration of Family Leave, continuing to pay its portion of health benefits. During
33 unpaid status, the employee must submit a check each month to the District for the
34 total monthly premium;

35 ii. Grant, at the employee's request, his/her usage of accrued leave (sick, Personal, etc.),
36 prior to his/her going on unpaid leave;



- 1 iii. Grant the employee his/her previous position, or an equivalent position, upon return
- 2 from Family Leave; and
- 3 iv. Maintain any employee benefits that accrued prior to the start of Family Leave.
- 4

5 3. *Leave of Absence:*

6 An employee may be granted up to one (1) year of unpaid leave for the purpose of rearing a
7 natural or adopted child. An employee returning from such leave shall be assigned to the same
8 or an equal position.

9

10 4. *Annual Sick Leave Buy-Back Option:*

11 Each January after the effective date of this Agreement, each eligible employee may elect to
12 convert excess sick leave to monetary compensation. In order to be eligible to convert excess
13 sick leave days to monetary compensation, an employee:

- 14 a. Shall have accumulated in excess of 60 full days of unused sick leave at a rate of
- 15 accumulation no greater than one full day per month as of the end of the previous calendar
- 16 year; and
- 17
- 18 b. Shall provide written notice to his/her employer during the month of January of his/her
- 19 intent to convert excess sick leave days to monetary compensation.
- 20
- 21 c. The number of sick leave days which an eligible employee may convert shall be determined
- 22 by 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 accumulation
- 24 no greater than one full day per month and subtracting the number of sick leave days used
- 25 by the employee during the previous calendar year. The remainder, if any, shall constitute
- 26 the number of sick leave days, which may be converted to monetary compensation.
- 27
- 28 d. Sick leave days that are eligible for conversion shall be converted to monetary compensation
- 29 at the rate of twenty-five percent (25%) of the employee's current, full-time daily rate of
- 30 compensation for each full day of eligible sick leave. Partial days of eligible sick leave shall
- 31 be converted on a pro-rata basis.
- 32
- 33 e. All sick leave days converted pursuant to this section shall be deducted from an employee's
- 34 accumulated sick leave balance.
- 35
- 36



- 1 f. Employees who have accumulated 180 days or more shall be eligible to make annual
- 2 contributions to VEBA.
- 3
- 4 g. Compensation received pursuant to the above shall not be included for the purpose of
- 5 computing a retirement allowance under the Department of Retirement Systems (DRS).

6 *5. Leave Sharing*

- 7
- 8 a. **Purpose:** An employee with an accrued annual leave balance of more than ten (10) days
- 9 may donate excess annual leave to a fellow employee who runs out of sick leave during a
- 10 prolonged absence from work due to illness or injury of the employee or an immediate
- 11 family member as defined herein. For the purposes of this provision, immediate family
- 12 shall mean spouse, children, parents, siblings, stepparents, stepchildren, grandparents, and
- 13 grandchildren.

14 Employees who accrue sick leave pursuant to RCW 28A.58.400.300 (RCW 28A.58.099(2) and

15 RCW 28A.310.240 (RCW 28A.21.102(1) and have more than twenty-two (22) days accrued

16 sick leave, may transfer a specific amount of sick leave to a needy employee. No more than

17 six (6) days may be donated in a twelve (12) month period and no sick leave may be

18 donated which would cause an employee's own sick leave balance to drop below twenty-

19 two (22) days.

20

21 A staff member who receives personal leave may request that the superintendent or

22 designee transfer a specified amount of personal leave to another person authorized to

23 receive shared leave. A staff member may request to transfer no more than the amount of

24 personal leave available.

25

26 Employees in need of leave sharing shall contact the Association president who shall notify

27 the District.

- 28
- 29 b. **Procedure:** In order to be eligible to receive leave sharing:
 - 30 i. The employee or his/her immediate relative must be suffering from an extraordinary
 - 31 or severe illness, injury, impairment, or physical or mental condition, is a victim of
 - 32 domestic violence, sexual assault, or stalking; needs time for parental leave; is sick or
 - 33 temporarily disabled because of pregnancy; or has been called to service in the
 - 34 uniformed services which has caused, or is likely to cause the employee to go on
 - 35 leave without pay status or terminate his/her employment.
 - 36 ii. The employee must have been off work at least two (2) weeks.



- 1 iii. The employee must have depleted, or be on the verge of depleting, available annual
- 2 sick leave balances (a staff member who is sick or temporarily disabled because of
- 3 pregnancy or using parental leave does not have to deplete all annual and sick leave
- 4 reserves; he or she can maintain up to forty (40) hours of annual leave and forty (40)
- 5 hours of sick leave in reserve).
- 6 iv. The employee must be ineligible for worker's compensation benefits.
- 7 v. An employee may not receive a total of more than 261 days of donated sick leave.

8 6. *Death or Retirement Sick Leave Buy-Back Option:*

9 Each employee who subsequently terminates employment due to either retirement or death

10 may personally, or through his or her estate in the event of death, elect to convert all eligible,

11 accumulated, unused sick leave days to monetary compensation.

- 12
- 13 a. For the purposes of calculation of conversion of excess sick leave days, retirement shall be
- 14 defined as when an employee is eligible to receive benefits under the Department of
- 15 Retirement Systems (DRS).
- 16
- 17 b. All unused sick leave days that have been accumulated by an eligible employee at a rate of
- 18 accumulation no greater than one full day per month of employment, less sick leave days
- 19 previously converted, and those credited as service rendered for retirement purposes, may
- 20 be converted to monetary compensation upon the employee's termination of employment
- 21 due to retirement or death.
- 22
- 23 c. Sick leave days that are eligible for conversion shall be converted to monetary compensation
- 24 at the rate of twenty-five percent (25%) of an employee's full-time daily rate of
- 25 compensation at the time of termination of employment for each full day of eligible sick
- 26 leave, to a maximum of one-hundred and eighty (180) days. Partial days of eligible sick
- 27 leave shall be converted on a pro-rata basis.
- 28
- 29 d. All sick leave days converted pursuant to this section shall be deducted from an employee's
- 30 accumulated sick leave balance.
- 31
- 32 e. Eligible sick leave days described above may be converted to VEBA.
- 33



1 Section B. Personal Leave

2 1. *Use:*

3 Personal leave is authorized to enable employees to take care of personal business which
4 requires absence during school hours and cannot be arranged for or scheduled on non-business
5 days or non-school hours and is not classified as emergency leave contained herein.

6 2. *Approval:*

7 Personal leave will be approved by the direct supervisor.

8 3. *Notice:*

9 The employee shall request use of personal leave at least one (1) week in advance of each
10 absence, except for unexpected emergencies. Provided further that not more than one
11 employee in any one school building shall be authorized such leave at the same time without
12 approval of the Superintendent.

13 4. *Accumulation:*

14 Three (3) fully paid days shall be granted. One (1) personal leave day may only be taken during
15 non-student days. Personal leave days, if unused, shall accumulate to the maximum of five (5)
16 fully paid days. Two hundred and sixty (260) day employees may accumulate a total of seven
17 (7) fully paid days. The cost of a substitute shall be deducted from the employee's pay for an
18 additional day of leave each year. At the end of July each year employees may cash out up to
19 two (2) unused personal days at their normal rate of pay. Cash out requests will be submitted
20 on a time sheet during the month of July each year.

22 Section C. Vacations

23 1. *Vacation Accrual and Accumulation.*

24 Vacation time shall be earned in the amount described below, prorated against a maximum of
25 two thousand eighty (2080) hours per year:

27 a. **Less Than 260 Day Employees:**

28

Years of Experience	Days
0 – 1 year	5 days
2 – 7 years	10 days
8+	15 days

29
30
31
32
33
34



1 Less than 260 day employees may accumulate up to a maximum of twenty (20) days of
2 vacation at any one time.

3
4 **b. 260 Day Employees:**

Years of Experience	Days
0 - 7 years	10 days
8 - 15 years	15 days
16 – 20 years	20 days
21+ years	24 days

5
6
7
8
9 Employees who work 260 days may accumulate up to a maximum of thirty (30) days. These
10 employees may cash out up to five (5) days per year.

11 **2. Years of Experience:**

12 Years of experience shall be defined as years of employment with the Eastmont School District
13 in any capacity.

14 **3. Vacation Schedules:**

15 Employees may take up to five (5) vacation days during the student calendar year when pre-
16 approved by the Principal/Supervisor (substitute paid by District). Other days may be taken
17 outside of the student calendar. The District will attempt to accommodate the employee
18 whenever possible.

19 **4. Vacation Pay in Lieu of Time Off:**

20 Less than 260 day employees may elect to receive pay in lieu of vacation time off. Requests for
21 pay in lieu of vacation shall be submitted by time sheet monthly. 260 days employees may elect
22 to receive pay in lieu of vacation time off up to five (5) days.

23 **5. Vacation Pay Out at Separation:**

24 Any employee who is laid off, discharged, retired or separated from the service of the Employer
25 for any reason, prior to taking vacation that has been earned, shall be paid on the basis of the
26 employee's regular rate of pay under which the vacation days were earned, for the unused
27 vacation that has accumulated at the time of separation.

28
29 Section D. Bereavement Leave

30
31 Five (5) days per year shall be granted per occurrence with pay for bereavement immediately following
32 the death of a relative. Two (2) additional days for bereavement may be granted for extensive travel



1 time, with no deduction in salary. The Superintendent may grant bereavement leave at other times for
2 extenuating circumstances.

3
4 With Superintendent approval, one (1) day per year shall be granted per occurrence with pay for the
5 bereavement due to the death of a close friend.

6
7 Section E. Jury Duty and Subpoena Leave

8 1. *Jury Duty:*

9 Leaves of absence with pay shall be granted for jury duty.

10 2. *Subpoenas:*

11 Leave of absence with pay shall be granted when an employee is subpoenaed to appear in a
12 court of law unless the employee is taking legal action against the District. A copy of the
13 subpoena must be furnished the District.

14
15 Section F. Long Term Leave of Absence

16
17 The District may grant any employee an unpaid long-term leave of absence for up to one year for child
18 rearing, medical or other mutually agreed to reason(s). Employees granted such a leave will be
19 permitted to stay in the District insurance programs at their own expense (carriers permitting), shall
20 not gain or lose seniority or other benefits, but shall not be granted advancement credit on the salary
21 schedule for the period of the leave. Upon return from such leave, the employee shall be entitled to the
22 same position or a position substantially equivalent to the position held prior to the leave.

23
24 Section G. Military Leave

25
26 The District shall grant military leave to any employee who is called into active duty, extended or
27 temporary, as a member of the Armed Forces of the United States in accordance with law. The
28 employee must provide the District with a signed copy of their orders.

29
30 Section H. Reporting Absences

31
32 It is the responsibility of the employee to enter their absences into the absence tracking/substitute
33 placement system (AESOP).



ARTICLE VI. FISCAL MATTERS

Section A: Hours of Work, Overtime and Compensatory Time

1. *Work Day:*

Each employee shall be assigned to a definite work day with designated times of beginning and ending.

2. *Hours, Lunch and Rest Period:*

The normal workday shall consist of eight (8) hours excluding a thirty (30) minute uninterrupted lunch. A fifteen (15) minute first half and fifteen (15) minute second half rest period shall be provided. Full-time employees (260 days) shall receive a sixty (60) minute uninterrupted lunch period.

3. *Work Week:*

The workweek shall consist of five (5) consecutive days, Monday through Friday.

4. *Overtime:*

Employees must be compensated for overtime (more than 40 hours per week) at either the overtime rate or the compensatory time rate.

a. Overtime rate is defined as being one and one-half (1 ½) times the employee's regular hourly rate of pay.

b. Compensatory time rate is defined as being one and one-half (1 ½) times the employee's regular rate of pay.

c. Saturdays, Sundays and Holidays shall be paid at one and one-half (1 ½) times the employee's regular rate of pay.

5. *Early Release:*

On early release work days, employees shall be allowed to leave thirty minutes before their normal shift ends, regardless of whether or not they house students.

6. *School Closure:*

Should an employee report to work before a decision to close school is made, and is subsequently released for the day, the employee shall receive a minimum of two (2) hours pay at the regular rate.

7. *Reasonable Assurance:*

Employees shall receive a Reasonable Assurance letter by May fifteenth (15th) of each school year.



Section B. Open House and Optional Work Days

Employees shall receive pay at time and one half for attending open house and any other required school-sponsored evening events. Optional days shall be provided as follows:

- Twenty-Two (22) Optional Extra Days – Jr. High Secretary to Principal/Bookkeeper
- Nineteen (19) Optional Extra days – High School Data Specialist, Jr. High Secretary to the Assistant Principal, and High School Counseling Secretary
- Seventeen (17) Optional Extra Days – for all other secretaries covered in this agreement.

The optional extra days are for working on days mutually agreed between the principal and the employee, or for attending District approved in-service training occurring outside the regular workday. Any unused optional workdays as of July 31 each year shall be rolled into the insurance pool.

Section C. Holidays

All less than full-time employees shall receive the following paid holidays which fall within their work year.

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

All full-time employees – (260 days) – shall receive the following additional paid holidays.

14. Day Before/After Independence Day	
---------------------------------------	--



Section D. Salary Schedule:

Salaries for employees subject to this Agreement, during the terms of this Agreement, are contained in Appendix A attached hereto and by this reference incorporated herein. Placement on the salary schedule shall be made by the District according to the following analysis of prior clerical experience:

a. 1-2 years of experience	Step 1
b. 3-4 years of experience	Step 2
c. 5+ years of experience	Step 3

1. Retroactive:

Retroactive pay, if applicable, shall be paid on the first regular payday following execution of this Agreement.

2. Increments:

Increments, where applicable, shall be awarded to all employees on the active payroll as of the previous March 1.

Section E. Stipends:

a. Basic Standards Certificate: (NAEOP) Option B or C	\$75 per month
b. A.A. Degree or equivalent	\$100 per month
c. Associate Professional (NAEOP)	\$100 per month
d. Advanced III	\$120 per month
e. Certified Educational Office Employee/BA Degree	\$150 per month

For employees seeking to attain above levels of education, the District must approve courses taken under this section in advance. Courses may not be completed during the regular work day, except for those scheduled by the District, nor would there be any cost to the District other than the additional compensation as listed above. Such compensation will be afforded to individuals who have completed the requirements and presented the certificate or appropriate documentation to the District office. Certificates that expire shall be replaced with renewed certificates by employees no later than August 15th. Employees would receive the stipend for the one (1) highest stipend achieved.



1 Section F. Insurance

2 1. *Contribution:*

3 The District's contribution toward medical/dental/vision shall be the maximum amount
4 allocated by the state and received by the District under the state's salary and benefits
5 compliance rules. No deduction shall be made from benefit amounts to reimburse the Health
6 Care Authority (HCA) for the retirees carve-out.

7 2. *Part-Time Employees:*

8 Employees working four (4) hours or more per day will be eligible for benefits. Employees with
9 less than 1440 hours, but more than 720 hours, will receive a pro-rata share, based on their
10 percentage FTE, of the maximum contribution. All current employees, employed by September
11 1, 2007, will retain benefits at current levels.

12 3. *Available Programs:*

13 The monthly contribution may be used by employees to select District-provided programs.

14 4. *Pooling:*

15 To gain maximum utilization of the District insurance contribution for employees, any unused
16 insurance monies will be accumulated in an insurance pool which shall be used to reduce or
17 eliminate payroll deductions for employees for approved medical coverage.

18
19 The total of all employee premiums shall be calculated based on individual insurance choices.
20 Distribution of pool funds, if any, shall take place in September and October of each year and
21 shall be computed by taking total pool dollars available to this bargaining unit and dividing
22 them equally by the number of FTE eligible employees.

23 5. *Pooling Status:*

24 Insurance status of employees shall be determined by September 30, annually. If this status
25 changes during the insurance year, the employee will pay the increase in premium cost until the
26 annual enrollment period, which is by September 30. New employee contributions by the
27 District will be the maximum funded by the state until the following September.

28 6. *Pooling Sequence:*

29 From the dollar amount available to each employee, first shall be deducted the cost of the
30 District's dental and vision, and any other one-hundred percent (100%) required participation
31 insurance plans, with the remaining monies available for application to the medical insurance
32 premiums.



1 7. *Double Coverage Bar:*

2 The District contribution toward medical/dental/vision insurance does not provide funds for
3 double coverage of medical benefits for husband/wife/children where both are employed by the
4 District; therefore, if a bargaining unit husband and wife from this District choose to have
5 double medical coverage for themselves and/or children, they will be expected to pay for the
6 difference in premium.

7 8. *Review:*

8 Upon request of either the District or the Association, the Parties shall review coverage and
9 carriers.

10 9. *Additional Options:*

11 In addition, any employee may participate in any other programs approved by the District for
12 this bargaining unit. Premiums will be paid from payroll deductions by the employee and will
13 not be included in any pooling calculations.
14

15 Section G. Travel Reimbursement

16 1. *Conferences, Meetings, and Conventions:*

17 As per Board Policy meals, lodging and other actual and necessary expenses will be reimbursed
18 by the District for employees participating in conferences, meetings, and conventions. Mileage
19 and meals will be reimbursed for an employee at the rate as determined by Board Policy (IRS
20 rate and OFM per diem). Employees attending the same conference(s), meeting(s), or
21 convention(s) may be asked to use one vehicle for travel purposes. Employees attending
22 conferences, meetings, or conventions with their families shall be reimbursed for the employee's
23 actual and necessary expenses.

24 2. *Mileage Reimbursement:*

25 The District shall pay, at the District rate, mileage to the employee who is required by the
26 District to use their privately owned vehicle to perform their assignment with prior approval of
27 the Superintendent.
28

29 Section H. Training/In-Service

30 1. *Required Training/In-service:*

31 Employees attending training/in-service courses required by State regulation or District policy
32 as a condition of employment, will be paid by the District at the employee's per diem hourly
33 rate of pay for all time in attendance, plus any fee or tuition.



2. Fees, Certificates and Health Tests:

The District shall pay for all required fees, inoculations, certificates and health tests needed to maintain employment.

3. Voluntary Training/In-service Programs:

The District shall provide a fund of \$5,500 per year for voluntary training courses, workshops and in-service training. If such training is scheduled outside the employee's workday, the employee shall be paid their hourly per diem rate of pay. Overtime provisions will also be in effect for this provision. Such training/in-service program shall be administered on a first come, first serve basis. In addition, the District shall provide training on early release days. Unused dollars to a maximum of \$1,000 shall be carried over to the next year for use as training funds.

4. In-District Training:

One (1) working day shall be set aside prior to the start of the student year for training regarding any new or changed forms or procedures to be implemented in the coming year.

Section I. Elementary Office Assistance:

Elementary schools of four hundred (400) students or more shall have an eight (8) hour office assistant. Elementary schools of less than four hundred (400) students shall have a percentage thereof. The secretary and the principal shall mutually determine the use of the office assistant. The focus of the work shall be clerical assistance for the office secretary. Office assistants may work a total of ten (10) days; five (5) days before the school year and five (5) days after the school year.

Section J. Site-Based and Department Chair Committees:

Secretaries elected or appointed to serve on site-based or department chair committees shall receive a stipend equivalent to the certificated staff members who serve on the same committee.

Section K. Retirement Incentive:

Retiring employees who notify the District in writing that they will be retiring in the upcoming school year will receive the following stipends based on the amount of notification prior to their retirement date:

- Six (6) Months Prior: \$1,000
- Three (3) Months Prior: \$500

Section L. Loyalty Incentive

Employees shall be compensated with a Loyalty Stipend for their increased knowledge and length of service. Payment shall be made annually in May as follows:

7 to 9 years (Eastmont Years Only)	\$750
10+ years (Eastmont Years Only)	\$1,000



1 Clerical paraeducators who become secretaries shall receive credit for all of their time in that clerical
2 position. Other paraeducators shall receive credit for fifty percent (50%) of their paraeducator time.

3
4 Section M. Subcontracting

5 The District shall bargain with the Association concerning the effects of any proposed sub-contracting
6 of employee positions.

7
8 ARTICLE VII. GRIEVANCE PROCEDURE

9
10 Section A. Definitions

11 1. "Grievance":

12 Grievance shall mean an alleged violation or dispute involving the interpretation or application
13 of an express term or terms of this Agreement.

14 2. "Days":

15 Days shall mean employee employment days, except as otherwise indicated. If the stipulated
16 time limits are not met, the grievant shall have the right to appeal the grievance to the next
17 level.

18
19 Section B. Procedures

20 1. Interpretation or Application of Agreement:

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

25 2. Right to Pursue Independent Remedy:

26 The parties recognize that an employee may pursue statutory remedies independent of any
27 remedy to which he/she may be entitled by the terms of this Agreement. In the event that the
28 employee elects to pursue such remedy, then those remedies which may otherwise be available
29 under the terms of this Agreement are expressly waived.

30 3. Informal Process:

31 Every effort shall be made to resolve grievances or potential grievances through free and
32 informal communications between the grievant and his immediate supervisor. However, if
33 such 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



1 employee(s) and the immediate supervisor shall not prejudice the interpretation or application
2 of this Agreement.

3 4. *Thirty (30) Days:*

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. Employees shall have the right to
7 Association representation at each step of the grievance procedure.
8

9 Section C. Steps

10 1. *Step 1:*

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

16 2. *Step 2:*

17 The Superintendent shall arrange for a meeting with the grievant to take place within five (5)
18 days following the receipt of the grievance appeal. If a satisfactory resolution is reached at the
19 grievance meeting, it shall be reduced to writing and signed by all parties. Upon conclusion of
20 the meeting, if no satisfactory agreement has been reached, the Superintendent shall have five
21 (5) days to provide his/her written decision together with his/her reasons. The Association shall
22 have ten (10) days following receipt of the decision to request in writing that the grievance be
23 submitted to arbitration.

24 3. *Step 3:*

25 A list of nine (9) arbitrators shall be requested from the American Arbitration Association
26 (AAA) within five (5) days following submission of the grievance to Step 3. The parties agree to
27 select an arbitrator from a list of nine arbitrators from the AAA. The arbitrator shall be selected
28 from a list of eligible candidates by a representative of the Board and representative of the
29 Association alternately striking names until only one name remains. The representatives of the
30 Board and Association shall present the cases to the arbitrator within twenty (20) days after the
31 arbitrator has been selected. The arbitrator shall make a decision in writing not more than
32 fifteen (15) days following the date that the case was presented to him. The arbitrator's decision
33 will be final.
34

35 Either party shall honor all reasonable requests of the other party for information relevant to any
36 grievance.



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The arbitrator shall have no power or authority to rule on any issue which is not specifically before him/her. The parties shall not present any issue to the arbitrator, which has not been specifically included within the grievance as presented to the Superintendent in Step 2. The arbitrator shall not have the authority to decide any subject not specifically set forth in express terms of this Agreement nor shall he decide any subject not expressed or contemplated by the terms of this Agreement. The arbitrator shall provide his findings of fact, rationale and conclusions at law, if any. To the extent any arbitrator's decision exceeds the limitation of his authority, it shall be found void.

Section D. Expenses

Expenses of the arbitration shall be borne equally by the parties.

ARTICLE VIII. NO STRIKE-NO LOCKOUT

During the term of this Agreement there shall be no strikes or other economic action by the employees and there shall be no lockout by the employer.

It shall not be a violation of this Agreement nor shall any employee be disciplined or discriminated against for refusing to cross any lawful school employee picket line in the course of performing his/her duties.

The Association agrees that its members will not honor picket lines of non-school unions or non-school employee groups. In the event the bargaining unit takes concerted action to honor another school employee picket line or economic strike, the District may take appropriate legal action.

ARTICLE IX. DURATION

Section A. Effective Date

This Agreement shall be from September 1, 2018 through August 31, 2021.

Upon written notice given by the Association to the District no later than April 1, 2021, the Parties agree to exchange proposals and commence negotiations on a successor Agreement no later than April 10, 2021, provided that, in the event the State Legislature passes law that creates new program(s) that is not currently covered in this Agreement and if such program(s) is also subject to local bargaining, negotiations shall be opened on such matters.

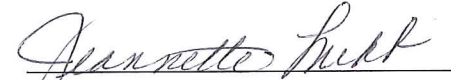
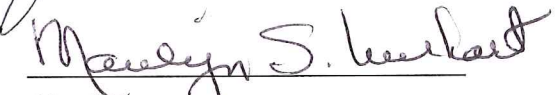


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EXECUTED THIS 22nd day of March, 2019, at East Wenatchee, Douglas County, Washington, by the undersigned officers with the authority of and on behalf of the Parties.

FOR THE ASSOCIATION:

FOR THE BOARD:


Association President

Chief Negotiator


Board Chair

Superintendent

Chief Negotiator



APPENDIX A

1
2

2018-2021

Step	Class I			Class II			Class III		
	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021
	6%	2%	3%	6.5%	2%	3%	7%	2%	3%
1	17.73	18.09	18.63	18.13	18.49	19.04	18.53	18.90	19.47
2	18.35	18.72	19.28	18.77	19.14	19.71	19.15	19.54	20.12
3	18.97	19.35	19.93	19.43	19.81	20.41	19.84	20.23	20.84
4	19.68	20.08	20.68	20.09	20.49	21.10	20.50	20.91	21.54
5	20.35	20.76	21.38	20.77	21.18	21.82	21.19	21.61	22.26
6	21.00	21.42	22.06	21.41	21.83	22.49	21.84	22.28	22.94
7	21.66	22.09	22.75	22.07	22.51	23.18	22.49	22.94	23.63
8	22.32	22.77	23.45	22.75	23.20	23.90	23.19	23.65	24.36
12	23.29	23.75	24.47	23.73	24.20	24.93	24.15	24.63	25.37
15	23.60	24.07	24.79	24.02	24.50	25.23	24.44	24.93	25.68
18	24.18	24.66	25.40	24.61	25.10	25.86	25.05	25.55	26.32
MS-Reception / Sec. to Attendance MS-Reception / Sec. to Athletics			DO - Secretary (Elementary Enrollment) HS - Secretary (Digital Media / Testing)			Office Manager HS - Secretary (ASB/Bookkeeper) (2) Secretary (Counselor/Registrar) JH -Secretary to Asst. Principal/ASB/Athletics JH - Secretary to Asst. Principal / Attendance HS - Sec. to Asst. Principal/Attend./Enroll. HS - Sec. to Asst. Principal / CTE Director Secretary to Athletic Director / Activities Student Data Specialist Secretary to Maintenance / Transportation HS - Secretary to Asst. Principal / Truancy Secretary to Special Education (2) HS - Secretary to ALE MS - Sec. to Asst. Principal / ASB / Athletics			



APPENDIX A.1

EMPLOYEE ASSIGNMENTS – DAYS & HOURS

POSITION	DAYS	HOURS	CLASS
High School Secretaries			
Office Manager	260	8	III
Secretary (ASB/Bookkeeper)	260	8	III
Secretary (ASB/Bookkeeper)	206	8	III
Secretary to Assistant Principal/Attendance	200	8	III
Secretary to Athletic Director	204	8	III
Secretary to Assistant Principal/CTE Director	204	8	III
Secretary (Counselor/Registrar)	214	8	III
Student Data Specialist	194	8	III
Secretary to Assistant Principal/Truancy	200	8	III
Secretary to ALE	194	8	III
Secretary - Digital Media/Testing	194	4	II
Junior High Secretaries			
Office Manager	214	8	III
Secretary to Asst. Principal./Attendance/Truancy	204	8	III
Secretary to ASB/Bookkeeper	204	8	III
Secretary (Counselor/Registrar)	204	8	III
Intermediate Secretaries			
Office Manager	204	8	III
Secretary (Counselor/Registrar)	204	8	III
Secretary to Asst. Principal/ASB/Athletics	194	8	III
Secretary to Athletics/Receptionist	194	8	I
Secretary to Attendance/Receptionist	194	8	I
Elementary Secretaries			
Office Manager	204	8	III
Special Programs/Special Education			
Secretary to Special Education	260	8	III
Secretary to Special Education	190	8	III
Department Secretaries			
Secretary to Maintenance/Transportation	260	8	III
District Office			
Secretary/Elementary Enrollment	260	8	II



APPENDIX B.

Eastmont Secretaries' Association
FORMAL GRIEVANCE FORM

Name of Grievant:	
Date:	
Assignment:	
Building:	
Person to Whom the Grievance is Submitted:	

Specific Contract Term(s) Violated:

Brief Description of Grievance:

Date Grievance Occurred:
Date Grievant Became Aware of Violation:
Remedy Sought:

Signature of Grievant: _____

Send the original signed grievance to the person with whom the grievance is filed. Send one copy each to the Superintendent's Designee and the Association President. Keep one copy.



APPENDIX C.

EASTMONT SECRETARIES' EVALUATION REPORT

Name:		Evaluation Period:	
School:		Assignment:	
Evaluator:			

Directions: This report is to be completed at the end of the evaluation period and a copy given to the person being evaluated, one copy to be retained by the evaluator and one copy to the District Office.

Criterion 1:	<u>TECHNICAL KNOWLEDGE AND SKILLS:</u> The employee demonstrates ability to apply technical knowledge and/skills performing assigned tasks.		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)			

Criterion 2:	<u>INTEREST IN THE ASSIGNMENT:</u> The employee demonstrates enthusiasm and commitment to each assigned task. 2.1 Initiative (demonstrated willingness to exceed minimum performance required.) 2.2 Attendance and Punctuality (adherence to assigned hours and days of work).		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)			



Criterion 3:	<p>APPLICATION OF EMPLOYEE SKILLS: The employee demonstrates competency (knowledge and skill) in fulfilling assigned responsibilities.</p> <p>3.1 Quality of Work (accuracy, thoroughness, effectiveness).</p> <p>3.2 Quantity of Work (extent to which employee's effort completes work required).</p> <p>3.3 Dependability (reliability, degree to which employee can be depended upon to complete tasks).</p> <p>3.4 Communication Skills (ability to communicate through use of the written and/or spoken word).</p> <p>3.5 Flexibility (ability to adjust to new or different situations).</p>		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
<p>Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)</p>			

Criterion 4:	<p>PROFESSIONAL CONDUCT: The employee demonstrates professionalism through compliance with rules and regulations of the State of Washington, and the policies and procedures of the Eastmont School District, and procedures established within the individual schools.</p> <p>4.1 Problem solving ability (resourcefulness, ability to assess problems, determine priorities and reach quick, accurate solutions).</p> <p>4.2 Judgment (makes decisions based on considering appropriate information).</p> <p>4.3 Ability to relate to others (cooperation, courtesy, tact, sensitivity to students, staff and parents, and effective management of students).</p> <p>4.4 Appropriate attire.</p>		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
<p>Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)</p>			



Evaluators Comments:

Strengths:
Possible goals or training to initiate or continue developing:

Evaluator's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

(Signature indicates only that evaluation has been read, not necessarily agreement with the finding.)