

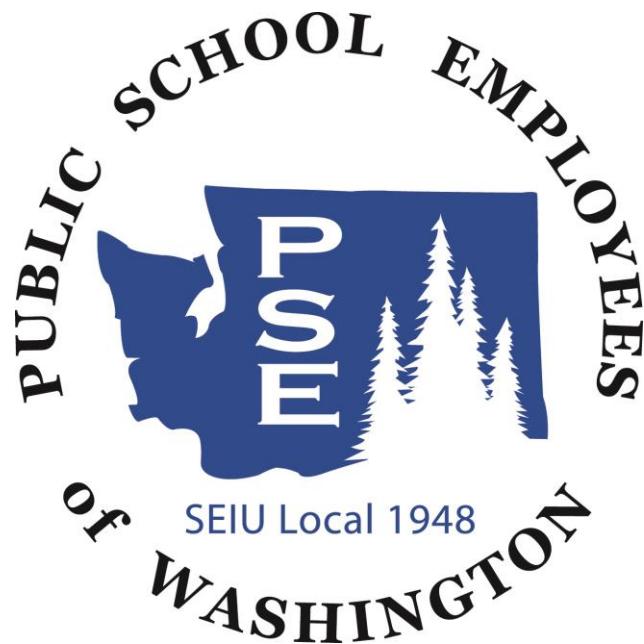
COLLECTIVE BARGAINING AGREEMENT BETWEEN

Hood Canal School District #404

AND

Public School Employees of Hood Canal

SEPTEMBER 1, 2019 - AUGUST 31, 2022



Public School Employees of Washington/SEIU Local 1948

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DECLARATION OF PRINCIPLES

1. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
 2. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
 3. It is the intent and purpose of the parties hereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

PREAMBLE

This agreement is made and entered into between Hood Canal School District Number 404 (hereinafter "District") and Public School Employees of Hood Canal School District, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter "Union").

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

ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

The District hereby recognizes the Union as the exclusive representative of all employees in the bargaining unit described in Section 1.4, and the Union recognizes the responsibility of representing the interests of all such employees.

Section 1.2.

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the board of directors or superintendent of the District pursuant to RCW 41.56.030(2).

Section 1.3.

The District will provide the Union with complete job descriptions for all employees subject to this agreement. The District will provide the Union with such amendments, changes and additions to job descriptions as they may from time to time occur.

Section 1.4.

The bargaining unit to which this agreement is applicable shall consist of all general job classifications listed on Schedule A of this Agreement; and excludes Business Office Assistant, one (1); the Business Manager, one (1) and Executive Assistant, one (1) whose duties imply a confidential relationship to the Board of Directors and/or the Superintendent.

Section 1.4.1.

Substitute employees (PERC case law) shall be included in the bargaining unit subject to the following conditions.

1. Included substitutes shall be those employees who are employed for more than thirty (30) days of work within any twelve (12) month period ending during the current or immediately preceding school year, and who continue to be available for employment as substitutes.
 2. The following provisions of the agreement will be applicable to such substitutes. Contractual clauses: Declaration of Principles, Preamble, Articles I, II, III, IV, V, Section 12.5, XIII and XVI;
 3. Wages: Schedule A, Step I.

Section 1.5.

During times of full employment (no lay-offs or staff on reduced hours) the District may fill the equivalent of up to two (2) temporary positions during any given period for a time not to exceed fifty-nine (59) consecutive workdays. The Union president shall be notified at the time of such hire, in writing. Such temporary employees who have worked thirty (30) or more days in the current school year shall only have the same rights under this agreement as the thirty (30) day substitutes designated in Section 1.4.1. An employee may only work a temporary position once per school year.

ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1.

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

Section 2.2.

2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
3 District. In making rules and regulations relating to personnel policies, procedures and practices, and
4 matters of working conditions, the District shall give due regard and consideration to the rights of the
5 Union and the employees and to the obligations imposed by this agreement.

ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1.

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

Section 3.2.

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

Section 3.3.

Employees subject to this agreement have the right to have Union representatives present at discussions between themselves and supervisors or other representatives of the District as hereinafter provided.

Section 3.4.

33 Each employee reserves and retains the right to delegate any right or duty contained in this agreement,
34 exclusive of compensation for services rendered, to appropriate officials of the Union.

Section 3.5.

37 Neither the District, nor the Union, shall discriminate against any employee subject to this agreement
38 on the basis of race, creed, color, sex, religion, national origin, veteran or military status, sexual
39 orientation, gender expression or identity, age, disability, or the use of a trained dog guide or service
40 animal by a person with a disability.

Section 3.6.

43 One (1) official personnel file shall be kept at the District Office for each employee. This shall not
44 prevent each supervisor from keeping one (1) working file for each employee, provided that such
45 working file shall not contain documents more than two (2) years old. Each employee shall be
46 provided a copy of derogatory material placed in his/her official personnel file within five (5) working
47 days of its insertion. An employee may attach comments to any material that is a part of the official
48 personnel file. Upon a timely request, the employee may inspect the file with a representative of the

1 District and, if the employee desires, the Union. The employee may make an inventory of the official
2 file and have it signed and dated by the representative of the District, and may have copies made of any
3 contents of the file.

4

5 **Section 3.7. Annual Evaluations.**

6 Annual evaluations, using the form in Appendix A, shall be presented to each employee no later than
7 ten (10) days before the last scheduled day of instruction. A copy will be provided to the employee
8 upon presentation. Employees shall have the right to attach a written response to any evaluation placed
9 in the employee's official personnel file.

10

11 **Section 3.7.1.**

12 All performance evaluations reflecting a developing or unsatisfactory rating level of
13 performance shall state the specific reasons for the developing or unsatisfactory rating and the
14 remedial action necessary by the employee. Remedial training may be offered by the District as
15 an aid to improve performance. Such ratings shall be brought to the employee's attention as
16 soon as reasonably possible.

17

18

19

20 **ARTICLE IV**

21

22 **RIGHTS OF THE UNION**

23

24 **Section 4.1.**

25 The Union has the right and responsibility to represent the interests of all employees in the unit and to
26 enter collective negotiations with the object of reaching an agreement applicable to all employees
27 within the bargaining unit.

28

29 **Section 4.2.**

30 The Union shall promptly be notified by the District of any grievances or disciplinary actions of any
31 employee in the unit in accordance with the provisions of the discharge and grievance procedure
32 articles contained herein. The Union is entitled to have an observer at hearings conducted by any
33 District official or body arising out of grievance and to make known the Union's views concerning the
34 case.

35

36 **Section 4.3.**

37 The District shall place an electronic copy of this Agreement on the District's website.

38

39 **Section 4.4.**

40 The Union reserves and retains the right to delegate any right or duty contained herein to appropriate
41 officials of the Public School Employees of Washington/SEIU Local 1948 state organization.

42

43 **Section 4.5.**

44 On request, the District will provide the chapter president with a list showing rates of pay,
45 classifications, placement on Schedule A and enhancement received, if any, for each classified
46 employee by name and other information specifically requested by the Union that is necessary and
47 relevant for the Union to represent the bargaining unit.

1 **Section 4.6.**

2 Representatives of the Union, upon making their presence known to the District, shall have access to
3 the District premises during business hours, provided, that no conferences or meetings between
4 employees and Union representatives will in any way hamper or obstruct the normal flow of work.
5

6 **Section 4.7. Bulletin Boards.**

7 The District shall provide a bulletin board space in the staff lounge, the kitchen and the bus garage, for
8 the use of the Union. The bulletins posted by the Union are the responsibility of the officials of the
9 Union. Each bulletin shall be signed by the Union official responsible for its posting. Unsigned notices
10 or bulletins may not be posted. There shall be no other distribution or posting by employees or the
11 Union of pamphlets, advertising, political matters, notices of any kind, or literature on District
12 property, other than herein provided.
13

14 **Section 4.7.1.**

15 The responsibility for the prompt removal of notices from the bulletin boards after they have
16 served their purpose shall rest with the individual who posted such notices.
17

18 **Section 4.8. Union Leave.**

19 The president of the Union and designated representatives of the Union will be provided time off
20 without loss of pay up to a maximum of four (4) days per year to attend regional or state meetings. If it
21 is necessary for the District to hire a substitute employee to replace the absent employee, the Union
22 shall reimburse the District for the amount of hourly wages paid to the substitute. Employees shall
23 request such leave at least two (2) days in advance.
24

25 **Section 4.9.**

26 The Union may use District buildings for meetings during non-working hours as per District policy.
27 The Union representative shall obtain approval from building administration prior to using such
28 buildings. The Union shall have the right to use the District's standard office equipment. The Union
29 shall reimburse the District pursuant to District policy and procedure for use of standard office
30 equipment. The Union shall be liable for negligence or any willful damage occurring from its use of
31 District building and/or equipment.
32

33 **Section 4.9.1.**

34 The Union may use the District's internal mail distribution system (hard copy and electronic,
35 including email and voicemail) to circulate routine information to its members. Further, such
36 distribution shall not violate U.S. Postal regulations, nor shall it be used to avoid required
37 postage costs. The Union shall not use the District mail system to distribute or obtain
38 information regarding political candidates or issues which are a part of any public election. Use
39 of the District's email system will be in accordance with the District's policy and procedures
40 for access to the network and use of electronic communications.
41

42 **Section 4.10.**

43 The Union shall be allowed paid release time to attend District meetings regarding grievances (one (1)
44 representative per meeting) or Labor-Management Committee (up to three (3) when such meetings are
45 mutually scheduled during working hours). Up to four (4) employees designated by the Union shall be
46 allowed paid release time to participate in collective bargaining with the District when bargaining
47 sessions are mutually scheduled during working hours.
48

ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION

Section 5.1.

The Union will designate a Labor-Management Committee composed of one (1) representative from each classification who will meet with the superintendent of the District or the superintendent's representatives on a mutually agreeable regular basis to discuss appropriate matters.

Section 5.2. Duty to Bargain.

The District recognizes its obligation under the law to negotiate with the Union regarding any changes in wages, hours, terms and conditions of employment and working conditions for bargaining unit employees covered by this agreement. When the District creates a new job title position or substantially changes the duties of an existing position, the District agrees to negotiate hourly pay rates with the Union in accordance with Chapter 41.56 RCW.

ARTICLE VI

HOURS OF WORK AND OVERTIME

Section 6.1.

The normal workweek shall consist of five (5) consecutive work days, Monday through Friday; however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days off. Each shall be assigned to a definite shift with designated times of beginning and ending. The shift shall not be changed without prior notice to the employee of at least two (2) weeks, except in the case of bona fide emergencies, or upon mutual agreement by the employee and supervisor.

Section 6.2.

All employees working more than five (5) consecutive hours (or five (5) hours split between separate shifts or jobs with less than thirty (30) minutes in between shifts or jobs) shall be allowed an uncompensated, uninterrupted lunch period not to exceed thirty (30) minutes. In the event the District requires an employee to work during a scheduled lunch period, the employee shall be compensated for the extra time worked, or the lunch may be rescheduled. A paid rest period of fifteen (15) minutes shall be granted and scheduled for each four (4) hours of work during the work day. This section does not apply to bus drivers.

Section 6.3.

All hours worked in excess of forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the employee's regular rate of pay.

Section 6.4.

Employees who are assigned a shift in a position with a higher rate of pay shall be compensated all hours worked at the higher rate of pay at the employee's normal seniority step on the pay scale.

1 **Section 6.5.**

2 In the event of unusual school closure due to inclement weather, plant inoperation or other emergency,
3 the District agrees to notify employees at least one (1) hour prior to the regularly scheduled workday
4 via the automated school notification system.

5 **Section 6.5.1.**

6 Maintenance employees are critical staff who are expected to report to work as scheduled when
7 school is canceled due to inclement weather or other emergencies.
8

9 **Section 6.6.**

10 Bus drivers will receive a minimum of fifteen (15) minutes pay for each drivers' staff meeting attended
11 (as required by the District).
12

13 **Section 6.7.**

14 An employee called back to work after having completed his/her regular work assignment shall receive
15 a minimum of two (2) hours pay; provided that there has been a minimum of one (1) hour between the
16 completion of the regular assignment and the call back. Bus drivers extra trips are not considered call
17 backs unless assigned by the District.
18

19 **Section 6.8.**

20 Employees shall receive a minimum of two (2) hours pay for each duty call, with the understanding
21 that employees may be required to perform duties for the entire two (2) hour period for which they are
22 compensated. Exceptions may be made by mutual agreement between the District and the Union.
23

24 **Section 6.8.1.**

25 For bus drivers, a duty call is considered to be a regular, scheduled morning, midday or
26 afternoon run or extra trip.
27

28 **Section 6.9. Compensatory Time.**

29 An employee, at his/her option, may request compensatory time off in lieu of overtime compensation.
30 There shall be a reasonable expectation that the employee will be provided an opportunity to use
31 accrued compensatory time. Compensatory time in lieu of overtime shall accrue at the rate of one and
32 one-half (1½) hours for each overtime hour worked. Compensatory time shall be accumulated up to a
33 maximum of forty (40) hours. Accumulated compensatory time not used shall be cashed in on the first
34 paycheck following the last day of each school year. Compensatory time accrued and used shall be
35 accounted for on the employee's time sheet.
36

37 **Section 6.9.1. Trade Time.**

38 Work demands may cause the District to temporarily extend the shift of an employee. When
39 such an extension does not create an overtime situation, the employee may elect to accumulate
40 trade time under the model described in Section 6.9, except that trade time will be on an
41 hour-for-hour basis rather than at overtime. Trade time may be utilized at times agreed upon by
42 the employee and his/her immediate supervisor.
43

44 **Section 6.10.**

45 The Lead Driver shall be guaranteed two (2) hours per day of administrative duties and may at the
46 discretion of the Superintendent be assigned additional non-driving duties such as dispatching or other
47 activities.
48

Section 6.11.

If the bus driver workday exceeds fourteen (14) hours, inclusive of drive time and non-drive time, the bus driver shall not be required to provide additional supervision of students.

Section 6.12.

Bus drivers shall be provided up to four (4) hours pay for Summer-Break Bus Cleaning, unless additional hours are preapproved by an administrator.

ARTICLE VII

HOLIDAYS AND VACATIONS

Section 7.1. Holidays.

All employees shall receive the following paid holidays which fall within their work year.

- | | |
|----------------------------------|----------------------------------|
| 1. Day before New Year's Day | 7. Labor Day |
| 2. New Year's Day | 8. Veterans' Day |
| 3. Presidents' Day | 9. Thanksgiving Day |
| 4. Martin Luther King's Birthday | 10. Native American Heritage Day |
| 5. Memorial Day | 11. Day before Christmas |
| 6. Independence Day | 12. Christmas Day |

Holiday pay will be the same as pay received by the employee for a regularly scheduled working day, regardless whether the holiday falls on a regularly scheduled working day or not.

Section 7.1.1. Unworked Holidays.

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. Employees who are on the active payroll on the holiday and have worked either their last scheduled shift preceding the holiday or their first scheduled shift succeeding the holiday, or on approved paid leave and are not on unpaid leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if employees can furnish proof satisfactory to the District that because of illness they were unable to work on either of such shifts, and the absence previous to such holiday, by reason of such illness, has not been longer than thirty (30) regular workdays.

Section 7.1.2. Worked Holidays.

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

Section 7.1.3. Holidays During Vacation.

Should a holiday occur while an employee is on vacation, the employee will not be charged vacation leave for the holiday.

Section 7.2. Vacations.

Vacations shall be scheduled at a time mutually agreed upon by the District and the employee. Employees may carry over up to ten (10) working days of accrued vacation from one year to the next. Employees may utilize vacation to augment sick leave in the event of extended illness, injury, or emergency.

Year-round employees shall receive paid vacations based on years of continuous service, calculated from their anniversary date of employment, and shall accrue on September 1st of each year in accordance with the following schedule.

1 through 5 years of service	10 days vacation
6 through 10 years of service	15 days vacation
11 and greater years of service	20 days vacation

ARTICLE VIII

LEAVES

Section 8.1. Sick Leave.

Section 8.1.1.

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than ten (10) days of sick leave per school year. Employees working less than one hundred and eighty (180) days per year shall receive a prorated amount of sick leave based on their work year. An employee who works eleven (11) working days in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated for one hundred eighty (180) days or the employee's work year, whichever is greater. The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. Employees who have depleted their sick leave will be required to use any available paid leave before taking leave without pay. Leave without pay must be approved by the employee's supervisor, and when possible the request must be made in advance. Employees with unapproved leave without pay may be subject to investigation and may be subject to disciplinary action in accordance with Section 10.1 (Just Cause).

Section 8.1.1.1. Sick Leave Cash Out.

Pursuant to statute, in January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, an eligible employee may exercise an option to receive remuneration for unused leave for

1 illness or injury accumulated in the previous year a rate equal to one (1) day's monetary
2 compensation for each four (4) of the employee's accrued sick leave days in excess of
3 sixty (60) days. The employee's sick leave accumulation shall be reduced four (4) days
4 for each day compensated. No employee may receive compensation for sick leave
5 accumulated in excess of one (1) day per month.

6
7 At the time of separation from school district employment, pursuant to the provisions of
8 RCW 28A.400.210, an eligible employee or the employee's estate shall receive
9 remuneration at the rate equal to one (1) day's current monetary compensation for the
10 employee for each four (4) full days accrued sick leave for illness or injury.

11
12 In lieu of the above remuneration the eligible employee may receive equivalent funds
13 for post-retirement medical benefits. Application of these funds shall be limited to those
14 employee benefit plans in effect at time of retirement.

15
16 **Section 8.1.1.2. Leave Sharing.**

17 Pursuant to RCW 28A.400.380 and Chapter 392-126 WAC employees shall be allowed
18 to donate accrued leave.

19
20 **Section 8.1.2.**

21 In accordance with RCW 51.32.090, in the event employees are absent for reasons which are
22 covered by industrial insurance, the District shall pay the employee an amount equal to the
23 difference between the amount paid the employee by the Department of Labor and Industries
24 and the amount the employee would normally earn. A deduction shall be made from the
25 employee's accumulated sick leave in accordance with the amount paid to the employee by the
26 District.

27
28 **Section 8.1.3.**

29 Employees who have accrued sick leave while employed by another public school district or
30 ESD in the State of Washington shall be given credit for such accrued sick leave upon
31 employment by the District.

32
33 **Section 8.1.4.**

34 After five (5) consecutive working days of a personal illness or disability, or that of a
35 qualifying dependent or family member's illness or disability, a doctor's certificate may be
36 required by the District. If an employee's personal illness or disability or that of a qualifying
37 dependent or family member's illness or disability extends beyond eight (8) consecutive
38 working days, the District may require a second doctor's opinion who has been selected by the
39 District at the District's expense.

40
41 **Section 8.2. Bereavement Leave.**

42 Each employee shall be entitled to five (5) days leave with pay, per occurrence, for absence caused by
43 death or serious illness to an employee's child, son-in-law, daughter-in-law, step-child, fetus, spouse,
44 parent, step-parent, grandchild, grandparent, sibling, aunt, uncle, or parent-in-law and all others
45 approved by the Superintendent. Such leave for serious illness shall be deducted from sick leave. At
46 the discretion of the District, sick leave may be used to care for a family member, not specified in this
47 section, who has a serious health condition. Such bereavement leave shall not be deducted from sick
48 leave. Bereavement leave is noncumulative.

1 **Section 8.3. Emergency Leave.**

2 Each employee shall be entitled to three (3) days emergency leave paid per year. Emergency leave is
3 noncumulative and, if used, shall be deducted from sick leave. The situation must be one which is
4 serious and unavoidable and of major importance, not one of mere convenience.
5

6 **Section 8.4. Maternity Leave.**

7 Upon application, the District shall grant maternity leave. Such leave shall commence at such time as
8 the employee, and her medical advisor, deem necessary. Employees granted maternity leave must
9 return to work not later than one (1) year following the granting of the maternity leave. Employees
10 granted maternity leave may, at their option, be allowed compensation for maternity leave in
11 accordance with Sections 7.2 and 8.1.1 above. Before returning to work, the employee must be
12 certified by her physician as ready and able to return. Twelve (12) additional paid leave days for
13 maternity, paternity, or adoption leave shall be granted to each employee per childbirth or adoption.
14

15 **Section 8.5. Judicial Leave.**

16 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named
17 as a codefendant with the District, such employee shall receive a normal day's pay for each day of
18 required presence in court. In the event that an employee is a party in a court action, such employee
19 may request a leave of absence.
20

21 **Section 8.6. Dependent Child Leave.**

22 The District shall allow an employee to use the employee's accrued sick leave to care for a child of the
23 employee under the age of eighteen years with a health condition that requires treatment or supervision
24 or a qualifying dependent or family member pursuant to Chapter 49.12 RCW and Chapter 296-130
25 WAC. This section shall be construed only as consistent with applicable Federal and state law.
26

27 **Section 8.7. Leave of Absence.**

29 **Section 8.7.1.**

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

35 **Section 8.7.2.**

36 The returning employee will be assigned to the position occupied before the leave of absence,
37 subject to Section 9.7. A non-employee applicant or substitute filling a replacement position
38 shall be entitled to District paid insurance as provided by state law.
39

40 **Section 8.7.2.1.**

41 Qualified regular employees may request to work replacement positions within the
42 District. Regular employees in replacement positions shall maintain all rights under the
43 Agreement, suffer no loss of seniority if the replacement position is in a different
44 classification, and shall return to their regular position at the expiration of the
45 replacement position.
46

1 **Section 8.7.3.**

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

5 **Section 8.7.4.**

6 Leave of absence is leave without pay or benefits. Employees may expend any/all accrued
7 compensatory time, Article VII compensation due and/or Article VIII paid leave prior to
8 requesting leave of absence as delineated herein.

9 **Section 8.8. Adoption Leave.**

10 An employee legally adopting a child may request paid leave and shall be granted up to four (4) days
11 which shall be deducted from leave accumulated in Section 8.1.1. Such leave may be used for travel to
12 obtain the child; required observation with the child; court or legal procedures to finalize adoption.
13 Additional unpaid leave shall be granted as required by the Family Medical Leave Act and applicable
14 State Law. Employees adopting a child are entitled to leave under this section and under Section 8.4.
15 Employees shall consult with the District office about which forms of leave are appropriate in which
16 circumstances, and, when either form of leave is appropriate, notify the District office of the order in
17 which they intend to use the leave.

18 **Section 8.9. Personal Leave.**

19 Three (3) days of personal leave shall be granted to each employee which may be used for personal
20 business which can be transacted only during school hours, subject to the following conditions:

- 21 1. Personal leave shall be non-accumulative.
22 2. Must be requested at least twenty-four (24) hours in advance;
23 3. Not to be used immediately adjacent to (either before or after) vacations or holidays; provided
24 the superintendent may waive the above requirement due to unusual or emergency
25 circumstances beyond the employees control.

26 **Section 8.9.1.**

27 Unused personal leave shall be cashed out at the end of each school year. Each day cashed out
28 shall be paid at the current pay rate then in effect.

29 **ARTICLE IX**

30 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

31 **Section 9.1.**

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

35 **Section 9.1.1.**

36 In the event more than one employee in the general job classifications set forth in Article I,
37 Section 1.4 is awarded the same seniority date, the question of seniority among those

1 employees shall be determined within thirty (30) days of hire by draw of cards (conventional
2 fifty-two card deck, utilizing one suit, Ace to be considered the highest card, highest card(s)
3 win the draw). In the event of determination of seniority in like cases during previous
4 agreements, such determinations shall be observed during this agreement and future
5 agreements.

6

7 **Section 9.1.2.**

8 The District shall publish annually, and distribute to the chapter president, a dated seniority list,
9 ranking all employees in each of the general job classifications specified in Schedule A to
10 include date of hire, start date, years of experience, and position.

11

12 **Section 9.2.**

13 Each new hire shall remain in a probationary status for a period of not more than ninety (90) working
14 days following the hire date. During this probationary period the District may discharge such employee
15 at its discretion.

16

17 **Section 9.2.1.**

18 For current employees who transfer to another seniority classification, either the employee or
19 the District has twenty (20) working days to determine if the new position is appropriate for the
20 employee. If either the employee or the District determines the new position is not appropriate,
21 the employee will be transferred back to his/her original position, hours and pay rate. The
22 District shall provide a written rationale for the transfer back to the original position to the
23 employee and Union President, if requested by the employee or Union President.

24

25 **Section 9.3.**

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

28

29 **Section 9.4.**

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

- 31
- 32 A. Resignation;
33 B. Discharge for justifiable cause;
34 C. Retirement; or
35 D. Change in job classification within the bargaining unit, as hereinafter provided.

36

37 **Section 9.5.**

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

- 39 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
40 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
41 United States;
42 C. Time spent on other authorized leaves; or
43 D. Time spent on layoff status as hereinafter provided.

44

45 **Section 9.6.**

46 Seniority rights shall be effective within the general job classification. As used in this agreement,
47 general job classifications are those set forth in Schedule A .

1 **Section 9.7.**

2 The employee with the earliest hire date shall have absolute preferential rights regarding shift
3 selection, vacation periods and special services (including overtime). The employee with the earliest
4 hire date shall have preferential rights regarding promotions, assignment to new or open jobs or
5 positions, increase or decrease of daily hours of employment greater than thirty (30) minutes and
6 layoffs when ability and performance are substantially equal with junior employees. If the District
7 determines that seniority rights should not govern because a junior employee possesses ability and
8 performance substantially greater than a senior employee or senior employees, the District shall set
9 forth in writing to the employee or employees and the Union president its reasons why the senior
10 employee or employees have been bypassed.

11 **Section 9.7.1.**

12 The District may not layoff senior employees before junior employees in any general job
13 classification unless the junior employee possesses substantially greater ability and
14 performance pursuant to Section 9.7 of the Agreement. Should a seniority bypass occur, the
15 District must inform the Union President in writing of the name and position of the junior
16 employee and the rationale for retaining him/her out of seniority order. Senior employees,
17 displaced as result of a layoff, may bump the least senior employee holding a position that is
18 substantially equivalent to the position held at the time of layoff. Employees may not bump into
19 a higher pay range. Employees who are not placed in positions that are substantially equivalent
20 following layoff shall be placed on a reemployment list and will be rehired or offered
21 additional hours, within their previous classification(s), when the available hours or positions
22 are restored by the District.
23

24 **Section 9.8.**

25 Employees who change job classifications within the bargaining unit shall retain their hire date in the
26 previous classification for a period of five (5) years, notwithstanding that they have acquired a new
27 hire date in a different classification, either hire date shall be lost as stated in Section 9.4, and the
28 former hire date may not be utilized unless the employee has been subject to a reduction in force in
29 his/her current classification.
30

31 **Section 9.9.**

32 The District shall publicize within the bargaining unit for five (5) working days the availability of open
33 positions as soon as possible after the District is apprised of the opening. A copy of the job posting
34 shall be forwarded to the president of the Union and to the Union representative of the classification
35 concerned. All responses to the positions shall be in writing to the District.
36

37 **Section 9.10.**

38 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
39 District according to seniority. Such employees shall be considered along with current employees for
40 any open positions in the classification held immediately prior to layoff. Names shall remain on the
41 reemployment list for thirteen (13) months.
42

43 **Section 9.11.**

44 Employees on layoff status shall file their addresses in writing with the personnel office of the District
45 and shall thereafter promptly advise the District in writing of any change of address.
46

Section 9.12.
An employee shall forfeit rights to reemployment as provided in Section 9.10 if the employee does not comply with the requirements of Section 9.11, or if the employee does not respond to the offer of reemployment within fifteen (15) days.

Section 9.13. An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other accrued benefits; provided, that such employee is offered a position substantially equal to that held prior to layoff.

ARTICLE X

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 10.1. The District shall have the right to discipline or discharge 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.

Section 10.2. Notification To Non-Annual Employees.
This section is intended to be applicable to those employees whose duties necessarily imply less than twelve (12) months (excluding vacations) work per year.

Section 10.2.1. Should the District decide to discharge or lay off any non-annual employee, the employee shall be so notified in writing two (2) weeks prior to the date of such discharge or layoff.

Section 10.2.2.

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

Section 10.2.3.
Nothing contained in this section shall in any regard limit the operation of other sections of this article.

n 10.3. in extraordinary cases, and as otherwise provided in this article, the District will give

Section 10.3.
Except in extraordinary cases, and as otherwise provided in this article, the District will give employees two (2) week's notice of intention to discharge or layoff.

ARTICLE XI

INSURANCE AND RETIREMENT

Section 11.0.

Sections 11.1, 11.1.1, 11.1.2, 11.1.3, 11.1.4, and 11.1.5. shall expire January 1, 2020.

Section 11.1 (Effective January 1, 2020)

The District shall provide basic and optional benefits through the School Employees Benefits Board (SEBB) under the rules and regulations adopted by the SEBB.

Section 11.1. (Effective September 1, 2019 to December 31, 2019).

The District agrees to provide to all members of the bargaining unit, up to one hundred and ten percent (110%) of the amount funded by the state or the premium amount, whichever is less, per month for each full-time employee toward payment of premiums for District approved medical insurance programs and a proportionate amount on an FTE basis for all other employees. Each FTE shall be considered 1,440 hours or more worked. Once an employee has exhausted sick leave or any other collective bargaining agreement paid leave, the District shall no longer pay that employee's insurance premiums. The affected employee may retain insurance coverage at the expense of the employee by submitting the required premium amount(s) to the District business office no later than the date each month established by the District.

Section 11.1.1.

Dental and vision insurance shall be a part of the insurance package for each employee working four (4) or more hours per day, provided such coverage is available from the carrier. Each eligible employee must participate.

Section 11.1.2.

Any unused benefits generated by the bargaining unit will be pooled by the District on a 1,440 hour = 1 FTE pro rata basis to supplement bargaining unit employee medical costs which exceed their District insurance contribution.

Section 11.1.3.

Newly hired employees shall enjoy the benefit of Section 11.1. after working thirty (30) consecutive workdays. Any employee who works eleven (11) working days (any paid time) in any calendar month shall enjoy the benefit of Section 11.1.

Section 11.1.4.

The District shall pay 100% of the Health Care Authority Retiree Subsidy. Such District payment of the Retiree Subsidy shall be funded by neither the District insurance contribution (Section 11.1) nor the insurance pool (Section 11.1.2) of the Agreement.

Section 11.1.5.

For eligible employees selecting the HDHP with a Health Savings Account (HSA), the HSA may be funded out of wages. No district insurance contribution funds or insurance pool funds may be used to the fund the HSA.

Section 11.2.

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

Section 11.3.

The District shall make required contributions for state industrial insurance on behalf of all employees, subject to this agreement.

Section 11.4.

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

ARTICLE XII

UNION MEMBERSHIP AND CHECKOFF

Section 12.1.

The District will provide in writing to the Union President the name, job title and worksite of new hires within ten (10) business days of the employee's start-date in any of the job titles set forth on Schedule A of this Agreement. Additionally, the District will provide in writing to the Union President the name, job title and worksite, if applicable, within ten (10) business days of the start-date of substitutes and/or temporary employees who qualify for Union membership in any job title set forth on Schedule A of this Agreement.

Section 12.2.

The District shall deduct Union dues or voluntary political contributions (Section 12.4) from the pay of any employee who authorizes such deductions pursuant to State law. The District shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a monthly basis. The Union will provide a list of those members who have agreed to union membership via Union-designated methods. The PSE Membership Department will be the custodian of the records related to dues authorization and agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and safe-keeping of those records.

Any employee who has executed a Dues Deduction/Checkoff Authorization form, as provided herein may revoke authorization for those payments pursuant to the terms of the Union's Dues Deduction/Checkoff Authorization form, which includes timelines for notification of withdrawal to be effective. The District will refer employees who request to terminate union dues to the PSE Membership Department: PO Box 798, Auburn, WA 98071.

Section 12.3. Monthly Report to the Union.

Prior to the beginning of the work year, the Union shall notify the District of the union dues rate(s) for the upcoming work year, or the rate(s) shall continue for the next contract year. At the beginning of the year the District shall submit a list to the Treasurer of the Public School Employees of Washington with each employee's hourly wage rate, assigned hours of work, gross monthly compensation and amount of PSE dues. The remaining months of the year the District shall transmit electronically a monthly bargaining unit list (to accompany the monthly transmission of dues to PSE) to the Treasurer of Public School Employees of Washington with the name, and amount of PSE dues deducted for each bargaining unit employee.

Section 12.4.

The District shall, upon receipt of notice from the Union of authorization , deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes to the Committee On Political Empowerment (COPE) and shall transmit the same to the Union on a check separate from the Union dues transmittal check.

Section 12.5. Local Chapter Dues.

The District shall deduct PSE local chapter dues separately from all PSE members and remit such funds to the local chapter treasurer once annually or within thirty (30) days of the dues being deducted from the employee's pay warrant in the case of an employee hired after the annual deduction.

ARTICLE XIII

GRIEVANCE PROCEDURE

Section 13.1.

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

Section 13.2. Grievance Steps.

Section 13.2.1. Step I, Informal – Grievant/Immediate Supervisor.

Employees shall first discuss the grievance with their immediate supervisor. If employees so wish, they may be accompanied by a Union representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within thirty (30) days of the occurrence of the grievance shall be invalid and subject to no further processing.

Section 13.2.2. Step II. Formal – Grievant/Immediate Supervisor.

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall reduce to writing a statement of the grievance containing the following:

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

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the superintendent or the superintendent's designee. The parties will have five (5) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

1 **Section 13.2.3. Step III. Appeal to the Superintendent.**

2 If no settlement has been reached within the five (5) days referred to in the preceding
3 subsection, and the Union believes the grievance to be valid, a written statement of grievance
4 shall be submitted within fifteen (15) working days of the end of the five (5) day disposition
5 period to the District superintendent or the superintendent's designee. After such submission,
6 the parties will have ten (10) working days from submission of the written statement of
7 grievance to resolve it by indicating on the statement of grievance the disposition. If an
8 agreeable disposition is made, all parties to the grievance shall sign it.
9

10 **Section 13.2.4. Step IV. Appeal to School Board.**

11 If no settlement has been reached within the ten (10) days referred to in the preceding
12 subsection, and the Union believes the grievance to be valid, a written statement of grievance
13 shall be submitted within fifteen (15) working days of the end of the ten (10) day disposition
14 period to the District board of directors. After such submission, the parties will have thirty (30)
15 working days from submission of the written statement of grievance to resolve it by indicating
16 on the statement of grievance the disposition. If an agreeable disposition is made, all parties to
17 the grievance shall sign it. The board of directors reserves the right to summon the employee
18 for an oral statement of the grievance. The employee reserves the right to appear before the
19 board of directors to explain the grievance. At any appearance before the board of directors, the
20 employee may be accompanied by a Union representative or designee.
21

22 **Section 13.2.5. Step V. Arbitration.**

23 If no settlement has been reached within the thirty (30) working days referred to in the
24 preceding subsection, and the Union believes the grievance to be valid, the employee may
25 demand arbitration of the grievance. If the District and Union do not agree to the informal
26 selection of an arbitrator, any dispute, claim or grievance arising out of or relating to the
27 interpretation of the application of this agreement shall then be submitted to arbitration under
28 the voluntary Labor Arbitration Rules of the American Arbitration Association. If mutually
29 agreed, the parties may submit to arbitration under the Expedited Arbitration Rules of the
30 American Arbitration Association. The parties agree to accept the arbitrator's award as final and
31 binding upon them. The parties further agree that all costs of the arbitrator shall be shared
32 equally between the District and the Union.
33

34 **Section 13.2.5.1. Jurisdiction of the Arbitrator.**

35 The arbitrator shall have no power to alter, add to, or subtract from, the terms of this
36 agreement. The arbitrator shall confine his inquiry and decision to the specific area of
37 the contract as cited in the grievance form.
38

39 **Section 13.3.**

40 The employer shall not discriminate against any individual employee or the Union for taking action
41 under this article.
42

ARTICLE XIV

TRANSFER OF PREVIOUS EXPERIENCE

Section 14.1.

Any new hire who had just previously been employed by any school district in the State of Washington, and is hired to perform work similar to that in which previously engaged, shall be given longevity credits in the District in accordance with state law.

Section 14.2.

The longevity credit so transferred shall be applicable to all benefits herein including Schedule A.

Section 14.2.1.

Any new hire with similar job experience in public schools outside Washington State or private schools in the United States shall be given credit for years worked on Schedule A.

Section 14.3. Staff Development – Enhancement Committee.

A joint committee consisting of representation from the Union and an equal number from the District shall review training opportunities and, based on identified needs, recommend persons to attend such training . The joint committee will be provided an opportunity to give feedback on the scheduling of required training, including state-required paraeducator training.

Section 14.4.

Employees enrolled as apprentices shall receive their regular rate of pay as specified on Schedule A. Upon successful completion of apprenticeship standards and recognition by the WPSCEJATC of journey status, the journey person shall receive an additional pay as indicated in Schedule B.

ARTICLE XV

SALARIES AND EMPLOYEE COMPENSATION

Section 15.1.

Compensation
Employees shall be compensated in accordance with the provisions of this agreement for all hours worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck. On the last business day of each month, payroll checks shall be direct deposited. All employees are required to use direct deposit.

Section 15.2.

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.

Section 15.2.1.

All new employees shall be placed at Step I for ninety (90) workdays and then placed at Step II.

1 **Section 15.2.2.**

2 Any employee who changes job positions or classifications shall receive full longevity credit
3 regarding step placement on Schedule A.

4

5 **Section 15.3.**

6 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter ($\frac{1}{4}$) hour.

7

8 **Section 15.4.**

9 Any employee required to travel from one site to another in a private vehicle during working hours
10 shall be reimbursed for such travel on a per-mile basis at the rate established by District policy for all
11 employees.

12

13 **Section 15.5.**

14 Employees required to remain overnight on District business shall be reimbursed for reasonable room
15 and board expenditures and shall be paid their rate of pay for hours worked.

16

17 **Section 15.6.**

18 The District shall reimburse the cost of security checks, food service handler's permit, background
19 investigations, production of records, finger printing, physical examination, commercial driver license
20 testing, out-of-pocket expense required as a condition of continued employment. This does not include
21 costs necessary to obtain personal basic driver license renewals.

22

23 **Section 15.7.**

24 Employees shall be compensated at their regular rate of pay for all time spent in the interest of the
25 District. This time shall include required staff meetings, safety meetings, and first aid class.

26

27 **Section 15.8.**

28 Driver trainer will receive \$1.00 an hour to the regular rate of pay when performing the duties of
29 trainer.

30

31

32

33 **ARTICLE XVI**

34

35 **DRUG AND ALCOHOL TESTING**

36

37 **Section 16.1.**

38 The District agrees to promulgate a drug and alcohol testing policy and procedure for employees who
39 are required to maintain a valid commercial driver's license as required by and in accordance with
40 federal law.

41

42 **Section 16.2.**

43 The District agrees to provide all employee training required by law (for drug and alcohol testing) at
44 no cost to employees, and shall further compensate employees at their regular rate of pay (or overtime
45 rate, if applicable) for all hours spent in required training.

Section 16.3.

The District agrees to keep all testing results confidential, pursuant to state and federal law.

Section 16.4.

The District shall not be required to pay for the cost of required pre-employment testing for individuals who are not current bargaining unit employees. The District shall pay for the cost of all other drug and alcohol testing for bargaining unit employees which is required by law or for continued employment.

Section 16.5.

The District shall compensate employees at their regular rate of pay (or overtime rate, if applicable) for all hours spent in required testing procedures, including travel time (and mileage if the employee is required to drive a personal vehicle to a testing site).

Section 16.6.

Employees shall suffer no loss of pay for scheduled hours (runs or trips) which are missed due to required participation in drug and/or alcohol testing procedures.

Section 16.7.

Any discipline related to positive drug or alcohol tests shall be subject to the terms of Article X (Discipline and Discharge of Employees); to the terms of the grievance procedure contained in Article XIII (Grievance Procedure); and any other applicable terms of the collective bargaining agreement.

ARTICLE XVII

TERM AND SEPARABILITY OF PROVISIONS

Section 17.1.

The term of this agreement shall be September 1, 2019 to August 31, 2022.

Section 17.2.

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

Section 17.3.

This agreement may be reopened for discussion of possible modification at any time during this term upon mutual consent of the Union and the District in writing. This agreement shall be reopened as necessary to consider the impact of any legislation enacted following execution of this agreement which may affect the terms and conditions herein or create authority to alter personnel practices in public employment.

Section 17.3.1.

In the event that the state provides funding for training and/or salary enhancements related to apprenticeship, journey, or other educational training or incentives for classified employees, the parties agree to reopen Article XV and Salary Schedule A for renegotiation exclusively to determine the application of such designated funding.

1 **Section 17.3.2.**

2 This agreement may be reopened and modified at any time during its term upon mutual consent
3 of the parties in writing. Wage rates shall be increased the greater of three and one-half percent
4 (3.5%) or the annual state inflationary adjustment (implicit price deflator (IPD)) in the 2020-21
5 and 2021-22 work years.

6 **Section 17.4.**

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

9 **Section 17.5.**

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

12 **Section 17.6.**

13 In the event either of the two (2) previous sections is determined to apply to any provision of this
14 agreement, such provision shall be renegotiated pursuant to Section 17.3.

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PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF HOOD CANAL # 905

HOOD CANAL SCHOOL DISTRICT #404

BY: _____
Jean-Paul K Houed, Chapter President

BY: _____
Nikki Cannon, Superintendent

DATE: _____

DATE: _____

Schedule A
Hood Canal School District
September 1, 2019 – August 31, 202020

<u>Para Educator</u>	<u>Sub/Prob.</u>	<u>1-4 Years</u>	<u>5-9 Years</u>	<u>10+ Years</u>
Para Educator	\$ 16.98	\$ 18.67	\$ 19.55	\$ 20.48
<u>Custodian-Maintenance</u>				
Maintenance/Custodian	\$ 19.08	\$ 21.08	\$ 22.13	\$ 23.25
Custodian	\$ 17.34	\$ 19.16	\$ 20.12	\$ 21.12
<u>Food Service</u>				
Kitchen Manager/Head Cook	\$ 20.02	\$ 22.12	\$ 23.24	\$ 24.40
Assistant Cook	\$ 16.75	\$ 18.49	\$ 19.41	\$ 20.37
Food Service Assistant	\$ 15.38	\$ 16.98	\$ 17.78	\$ 18.62
<u>Office Professional</u>				
District Secretary	\$ 20.02	\$ 22.12	\$ 23.24	\$ 24.40
School Secretary	\$ 17.98	\$ 19.85	\$ 20.84	\$ 21.88
Office Assistant	\$ 17.13	\$ 18.84	\$ 19.74	\$ 20.68
<u>Transportation</u>				
Lead Driver	\$ 20.52	\$ 22.62	\$ 23.74	\$ 24.90
Route Coordinator/Dispatcher	\$ 17.84	\$ 19.71	\$ 20.69	\$ 21.72
Driver	\$ 20.15	\$ 22.14	\$ 23.17	\$ 24.27

Schedule A
Hood Canal School District
September 1, 2020 – August 31, 2021

<u>Para Educator</u>	<u>Sub/Prob.</u>	<u>1-4 Years</u>	<u>5-9 Years</u>	<u>10+ Years</u>
Para Educator	\$ 17.58	\$ 19.33	\$ 20.23	\$ 21.20
<u>Custodian-Maintenance</u>				
Maintenance/Custodian	\$ 19.75	\$ 21.82	\$ 22.90	\$ 24.06
Custodian	\$ 17.95	\$ 19.83	\$ 20.82	\$ 21.86
<u>Food Service</u>				
Kitchen Manager/Head Cook	\$ 20.72	\$ 22.89	\$ 24.05	\$ 25.25
Assistant Cook	\$ 17.33	\$ 19.14	\$ 20.09	\$ 21.09
Food Service Assistant	\$ 15.92	\$ 17.57	\$ 18.40	\$ 19.27
<u>Office Professional</u>				
District Secretary	\$ 20.72	\$ 22.89	\$ 24.05	\$ 25.25
School Secretary	\$ 18.61	\$ 20.54	\$ 21.57	\$ 22.65
Office Assistant	\$ 17.73	\$ 19.50	\$ 20.43	\$ 21.41
<u>Transportation</u>				
Lead Driver	\$ 21.24	\$ 23.41	\$ 24.57	\$ 25.77
Route Coordinator/Dispatcher	\$ 18.46	\$ 20.40	\$ 21.42	\$ 22.48
Driver	\$ 20.85	\$ 22.91	\$ 23.99	\$ 25.11

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Schedule A
Hood Canal School District
September 1, 2021 – August 31, 2022

5 <u>Para Educator</u>	<u>Sub/Prob.</u>	<u>1-4 Years</u>	<u>5-9 Years</u>	<u>10+ Years</u>	
6 Para Educator	\$	18.19	\$ 20.00	\$ 20.94	\$ 21.94
7					
8 <u>Custodian-Maintenance</u>					
9 Maintenance/Custodian	\$	20.44	\$ 22.58	\$ 23.70	\$ 24.91
10 Custodian	\$	18.58	\$ 20.53	\$ 21.55	\$ 22.63
11					
12 <u>Food Service</u>					
13 Kitchen Manager/Head Cook	\$	21.45	\$ 23.69	\$ 24.90	\$ 26.13
14 Assistant Cook	\$	17.94	\$ 19.81	\$ 20.79	\$ 21.82
15 Food Service Assistant	\$	16.48	\$ 18.19	\$ 19.05	\$ 19.95
16					
17 <u>Office Professional</u>					
18 District Secretary	\$	21.45	\$ 23.69	\$ 24.90	\$ 26.13
19 School Secretary	\$	19.26	\$ 21.26	\$ 22.33	\$ 23.44
20 Office Assistant	\$	18.35	\$ 20.19	\$ 21.15	\$ 22.16
21					
22 <u>Transportation</u>					
23 Lead Driver	\$	21.98	\$ 24.23	\$ 25.43	\$ 26.67
24 Route Coordinator/Dispatcher	\$	19.11	\$ 21.11	\$ 22.17	\$ 23.27
25 Driver	\$	21.58	\$ 23.71	\$ 24.82	\$ 25.99
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Schedule B
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WAGE ENHANCEMENTS
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10 The following hourly increases require approval before being awarded.
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12

- 13 A. Those who possess a current School Nutrition Association Certificate shall receive an additional
14 \$0.25 per hour.
15
16 B. Those who possess a current WPSCEJATC apprenticeship certificate shall receive an additional
17 \$1.00 per hour.
18
19 C. Submission of any changes due to educational enhancements shall be provided to the District by
20 August 31 for inclusion in the employee's pay for the following fiscal year.
21
22 D. Those who possess a current Braille Certificate shall receive an additional \$0.50 per hour.
23
24 E. Those possess a current School Bus Driver Instructor Certificate shall receive an additional \$1.00
25 per hour above the regular bus driver rate while performing the duties of a Driver Trainer.
26
27 F. Those are assigned the duties of an in-school suspension paraeducator shall receive an additional
28 \$1.00 per hour.
29 G. Those who are assigned the duties of the Kitchen Manager shall receive an additional two dollars
30 (\$2.00) per hour for time worked as the Kitchen Manager.
31
32 H. Paraeducators who are regularly assigned to programs and/or positions for more than half of their
33 day, which require the performance of special duty functions will receive an additional \$1.00 per
34 hour while said assignment is in effect. Special duty functions are described as working with
35 students who are aggressive and/or combative, need catheterization, have special hygiene
36 functions, specialized medical procedures, and other specialized areas as identified by the District
37 that exceed normally-assigned job requirements. This additional compensation does not apply to
38 substitute employees.
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**Hood Canal School District #404
Classified Evaluation Form**

APPENDIX A

Employee:

Job Title:

Date:

Annual 90 Day

Rating Key:

Proficient: Demonstrates a thorough understanding of the job assignment and is able to complete tasks in accordance with the expectations of the position.

Developing: Understands the job assignment and is working to improve, but additional assistance or redirection may be needed to the complete assigned tasks.

Unsatisfactory: Performance is below reasonable expectations for the position. Immediate and substantial improvement is necessary.

Performance and Work Habits	Proficient	Developing	Unsatisfactory
• Assumes responsibility and initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is organized in approach to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Uses time efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Suggests changes to improve work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is punctual for duties & assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Absenteeism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Relations	Proficient	Developing	Unsatisfactory
• Cooperative, responds well to suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Treats other staff courteously.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains good rapport with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Applies rules fairly and consistently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is flexible when change is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge	Proficient	Developing	Unsatisfactory
• Able to work independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Possesses good communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Uses creative techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Appropriate subject area knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Assumes responsibility for group work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Works to improve skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Operates equipment necessary for job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:			

Employee's signature

Date

Supervisor's Signature

Date

Above parties shall sign the evaluation in acknowledgement of having reviewed the evaluation. An employee may file a written statement to accompany the evaluation where there is disagreement with the evaluation.

OFF SCHEDULE A EMPLOYEES:

The employees below shall receive their current total hourly compensation for the duration of the Agreement as follows:

Brittney Brooks:

2019-20 FY Longevity Step:	1 – 4 Years	2019-20 Hourly Rate:	\$17.94
2020-21 FY Longevity Step:	1 – 4 Years	2020-21 Hourly Rate:	\$18.57
2021-22 FY Longevity Step:	5 – 9 Year	2021-22 Hourly Rate:	On Schedule

Terrie Hedger:

2019-20 FY Longevity Step:	10+ Years	2019-20 Hourly Rate:	\$25.53
2020-21 FY Longevity Step:	10+ Years	2020-21 Hourly Rate:	\$26.42
2021-22 FY Longevity Step:	10+ Years	2021-22 Hourly Rate:	\$27.34