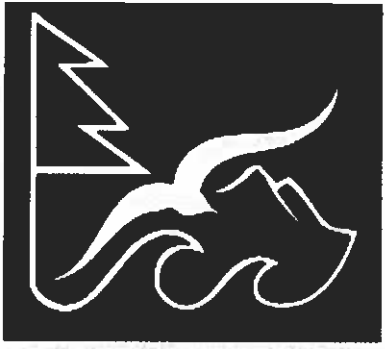


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COLLECTIVE BARGAINING AGREEMENT

By and Between the
Sequim school district No. 323
And the
Teamsters' local no. 589

September 1, 2018 *August 31, 2021*

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1 PREAMBLE

2
3 This Agreement made and entered into this of August, 2018, by and between SEQUIM
4 SCHOOL DISTRICT NO. 323, State of Washington, hereinafter referred to as the
5 EMPLOYER, and TEAMSTERS LOCAL 589, affiliated with the INTERNATIONAL
6 BROTHERHOOD OF TEAMSTERS hereinafter referred to as the UNION. All previous
7 agreements will be void and nulled.
8

9 ARTICLE 1 - BARGAINING AGENCY RECOGNITION

10 **Section 1.** The Board continues to recognize the Union as the bargaining agent for all
11 named classified, regular employees (Bus Aide, Bus Washer, Bus Maintenance,
12 Dispatcher, PM Router/Assistant Dispatcher, Courier, Driver and Driver trainer usually
13 employed as a full-time Transportation Employee in regard to working conditions. For
14 purposes of this Agreement, all bus drivers with the exception of substitute drivers, shall
15 be considered full-time. A regular employee is one who drives an established run. All
16 non-regular, substitute, and part-time employees are covered by Article 11, Teamsters
17 Pension Trust. The positions of supervisor or a supervisor/mechanic are not members of
18 this bargaining unit and as such are not subject to the provisions of this contract.
19

20 **Section 2.** Notification of New Hires

21 . The Employer agrees to notify the Union within five (5) working days when new
22 employees are hired. This complies with RCW 41.56.037.

23 **Section 3.** Dues Deduction Procedure

24 The Employer shall deduct and transmit monthly those regular Union membership
25 initiation fees, dues, and assessments from the pay of each employee who so authorizes
26 the Employer in writing. In addition, the Employer shall provide the Union a list of
27 employees and their respective Union-related deductions. The Union agrees to indemnify,
28 defend and hold the Employer harmless against any and all claims, suits, orders and
29 judgments brought against the Employer as a result of any payroll deduction made on the
30 Union's behalf. The Union may give the Employer thirty (30) days written notice to
31 discontinue dues check-off.

32 **Section 4.** No employee shall suffer a reduction in wages or less favorable working
33 conditions due to the signing of this contract.

34 **Section 5.** Drivers driving less than forty (40) hours per month will not be required to
35 become a member of the Union. These employees will, however, be covered by Article
36 XI Western Conference of Teamsters Pension Trust.

37 **Section 6.** All employees shall be subject to Sequim School District Policy #5202 Federal
38 Highway Administration Mandated Drug and Alcohol Testing Program.
39

1 **ARTICLE 2 – NON-DISCRIMINATION**

2 **Section 1.** The Employer and Union shall not unlawfully discriminate against an
3 employee for reasons of race, creed, color, national origin, families with children, sex,
4 marital status, sexual orientation, age, or the presence of any sensory, mental or physical
5 disability or the use of a trained dog guide or service animal by a disabled person.
6

7 **Section 2.** No employee who engages in lawful Union activities shall be discriminated
8 against.
9

10 **ARTICLE 3 – EMPLOYEE RIGHTS**

11
12 **Section 1.** Members shall be informed of any written complaints against them received
13 by the supervisor within five (5) working days of receipt of the complaint.
14

15 **Section 2.** An employee may request a union representative or shop steward to be
16 present when meeting with the Employer to discuss performance evaluations and for
17 meetings and interviews related to investigations of alleged misconduct.
18

19 **Section 3.** Items added to an Employee’s personnel file will have the employee’s
20 signature, initials or registered letter receipt. Employees will be given a copy of all
21 material added to the central office personnel file pertaining to them. Each employee will
22 have the right, upon request to the Superintendent, to schedule an appointment to review
23 the contents of his/her personnel file. Employees may request a meeting with the
24 Superintendent with union representative or shop steward present, concerning review and
25 removal of documents.
26

27 **Section 4.** An employee may obtain copies of the documents made available under this
28 Section. No record pertaining to an employee will be made available to any unauthorized
29 person.
30

31 **Section 5.** Employees shall have the right to respond in writing to all additions to the
32 personnel file. Such shall be made a part of the file.
33

34 **Section 6.** No duplicate, alternate, or other personnel file shall be kept anywhere in the
35 District except Supervisors who keep working personnel files in their respective offices.
36 Both files are subject to the provisions of Section 4 above. Investigation files are not
37 considered personnel files, therefore shall not be destroyed.
38

39 **Section 7.** Written disciplinary actions contained in the employee’s personnel file may be
40 relied upon by the Employer in any subsequent disciplinary action. Annually an
41 employee may request the superintendent to remove disciplinary documents. The
42 superintendent shall review current performance, State guidelines and then inform the
43 employee of his/her decision regarding this request.
44

1 **Section 8.**Unsafe Vehicles. In the event the Driver should discover a vehicle to be
2 defective, the driver must immediately notify the Supervisor of Transportation or
3 designee verbally and in writing as soon as practicable. If the Driver believes the vehicle
4 could potentially cause an immediate unsafe condition the Driver may request another
5 vehicle until the Transportation Supervisor or designee has opportunity to inspect. A
6 driver shall not be required to operate a bus which could potentially endanger lives.

7
8 **Section 9.** If a Driver feels that a student on the bus is causing a problem that makes it
9 unsafe to drive, discipline will be followed according to District Policy and Procedure
10 3241.

11 **Section 10.** The Employer will make reasonable efforts to ensure that all bus drivers
12 have real-time radio communication with the Employer.

13 **Section 11.** No employee shall be requested, required, or allowed to make an individual
14 contract, stipulation, or affidavit which relates to hours, wages, working conditions,
15 Union membership, or any other matter which may affect their employment right.

16 **Section 12.** The Board authorizes the use of video cameras on district school buses for
17 the express purpose of reducing student discipline problems. Video cameras shall not be
18 used to monitor employees in the performance of their duties. Employees must, however,
19 be aware that their conduct is being recorded, to the extent that they can be seen and
20 heard on the video recording. The video can and will be used to investigate any charges
21 of employee misconduct. Only designated administrators and parties to a disciplinary
22 action may view tapes, except employees may view tapes recording their driving time in
23 response to a specific concern or complaint, with the presence of the Transportation
24 Supervisor or designee.

25 **ARTICLE 4 - SHOP STEWARD**

26
27 **Section 1.**The Union may have shop steward(s), who shall be a regular full-time
28 employee(s) and shall perform his/her regular duties as such. Shop Steward duties shall be
29 to report to the Union Representative, meet with the Employer and Employees to
30 investigate and resolve grievance and attend Labor/Management meetings. The accredited
31 Union representative shall be the only one to take up with the Employer, or his/her
32 representatives, any violation of this Agreement that reaches Step 2 of the grievance
33 procedure or to negotiate any changes to this Agreement.

34
35
36
37 **Section 2.**In the absence of the Shop Steward, the designated shop steward shall perform
38 the duties of the shop steward. The Shop Steward or his/her assistant shall not be
39 discriminated against for his/her actions while acting as Shop Steward. Under no
40 circumstances shall the Shop Steward or his/her designee, interfere with orders of the
41 Employer or change working conditions. Under no circumstances shall there be any
42 interference with the orderly processes of the Employer during working hours.

1 **Section 3.** The Shop Steward is the employee’s first line of defense when they have a
2 problem on the job. The Shop Steward is the employee union representative and can be
3 located at the work site. Each employee should get to know their Shop Steward as soon
4 as possible. The Shop Steward is a local problem-solver, communicator, educator, and
5 their link to union officials. Shop Stewards work to promote union principles and ensure
6 fairness and respect on the job.

7
8 **Section 4.** The shop steward’s contract pay will not be reduced while representing
9 employees during fact finding activities associated with a grievance or during
10 negotiations.

11
12 **ARTICLE 5 – SENIORITY**

13 **Section 1.** The employer agrees to recognize that seniority governs in layoffs and rehiring
14 of laid-off employees, determining regular or special assignments and the promotion of
15 employees providing the employee is qualified and competent. Employees with less than
16 satisfactory evaluations, currently in a Performance Improvement Plan, may have the
17 exercise of their seniority rights limited at the supervisor’s sole discretion.

18 **Section 2.** When a Reduction-In-Force becomes necessary, the following guidelines and
19 procedures shall govern to the extent they are consistent with WAC 251-10:

- 20
21 2.1 The Employer will determine the number of positions by classification to
22 be abolished.
23
24 2.2 The order of layoff shall be according to the appointment status of
25 employees in the classifications(s) of positions to be eliminated and in the
26 inverse order of their “layoff seniority” as defined by WAC 251-04-
27 020(33) and WAC 131-16-200.
28

29 **Section 3.** Non-permanent status employees shall be laid off before permanent status
30 employees in the same classification.

31
32 **Section 4.** The order of layoff and optional retention rights shall not be limited or
33 restricted by any requirements regarding gender of employee because of the nature or
34 circumstances of work involved.
35

36 **Section 5.** Employees who are laid off for economic cause and are subsequently hired as
37 Substitute Drivers shall continue to accrue full time driver seniority including time in
38 grade progression through the Steps noted in the wage schedule, during that period
39 employed as a substitute driver, as long as the laid-off driver works a minimum of 240
40 hours per school year. All time accrued as a previously employed driver, in a lay off
41 status, will be reported by the Employer to the Department of Retirement Systems (DRS).

1 **Section 6.** Employees who voluntarily quit their employment or are terminated for cause
2 shall not retain seniority rights when rehired by the District.

3
4 **Section 7.** Substitute drivers shall accumulate no rights of seniority until hired by the
5 Employer as a regular driver except as allowed in Section 9.

6
7 **Section 8.** Employees within the bargaining unit who are laid off may bump to a formerly
8 held equal or lower paid position; provided they have more seniority in that classification
9 than the employee currently in the position and remain qualified according to
10 qualifications established by the Employer for the position. Seniority shall then be
11 established as the time spent in the formerly held position.

12
13 **Section 9.** In the case of an employee being promoted to a higher paid classification, the
14 employee so promoted shall retain his/her accrued seniority under the former
15 classification, but shall start at the bottom of the seniority ranking in the higher paid
16 classification.

17
18 **Section 10.** Time lost due to lockouts, illness, or injury shall not be construed as a break
19 in seniority.

20
21 **Section 11. Permanent Vacancy.** A “permanent vacancy” shall be defined as a position
22 open for employment. The open position shall be filled by the most senior qualified
23 bidder.

24
25 **11.1** The Employer prior to April 30th, shall not fill a permanent vacancy with a
26 substitute for longer than thirty (30) days; a regular employee shall be hired, provided an
27 employee can be found. Any position that will become vacant after April 30th can be sub
28 out for the remainder of the year.

29 **11.2** If a driver terminates during the year and the Employer determines the route will
30 be filled, the route will be put up for bid within 15 calendar days with the most
31 senior qualified driver who has bid being selected. All runs left open due to this
32 condition shall be rebid in like fashion.

33 **11.3** In the event a route is eliminated after the school year has begun, or in the event
34 that an entire afternoon or morning route is eliminated, then the affected driver
35 shall be able to utilize their seniority rights and cause a bump to occur. The said
36 driver can pick a route from a driver with less seniority and so forth, until one (1)
37 driver is left without a run. The driver without a run can use the lay-off
38 procedure.
39

1 **ARTICLE 6 – HOURS OF WORK**

2
3 **Section 1.** Drivers shall receive a meal allowance and one-half hour unsupervised meal
4 break during standby time for each four-hour time period for an extra-curricular trip
5 running through a regular meal period (6:00 a.m. to 11:00 a.m. - \$ 10.00; 11:00 a.m. to
6 5:00 p.m. - \$15.00; after 5:00 p.m. - \$ 25.00). District agrees pay will be uniform with
7 other bargaining units.
8

9 **Section 2.** Drivers shall report actual time worked on a daily basis. At the end of each
10 month all time reported shall be totaled.
11

12 **Section 3.** The normal work week for Regular Drivers, Bus Aides, Bus Maintenance,
13 Dispatcher, Driver Trainer, Courier, Bus Washer, Router/PM Assistant Dispatcher shall
14 consist of five (5) consecutive days, Monday through Friday. Refer to Article 1, Section
15 1.
16

17 **Section 4.** Transportation employees shall be paid for a minimum of two (2) hours when
18 required to work including field trips. When two (2) hour call is triggered, the Employer
19 shall provide (2) hours of Transportation Department work to be performed. The two
20 hour minimum call in shall not apply to time spent in connection with
21 Parent/Student/Driver Conferences. A call out driver is a driver that is called back to
22 work and will get a minimum of 2-hours pay.
23

24 **Section 5.** The minimum amount of time paid for the A.M. run will be two (2) hours; the
25 minimum amount of time paid for the mid-day run shall be two hours; and the minimum
26 amount of time paid for the P.M. run shall be two (2) hours, pre and post inspection time
27 of fifteen (15) minutes each run shall be included in the minimum. Scheduled times for
28 two hour shift must be adhered to. Employees leaving before their scheduled two (2)
29 hour shifts, who do not have Transportation Supervisor approval, will have pay reduced.

30 **Section 6.** Time spent sweeping, cleaning and mopping shall be managed by the Route
31 Driver in a manner consistent with the supervisor's direction.
32

33 **Section 7.** The driver's (regular and substitute) work includes keeping the buses clean.
34 The Employer shall supply cleaning materials for the cleaning of the interior of the buses.
35

36 **Section 8. Rest Period** – Employees shall receive rest periods of not less than fifteen (15)
37 minutes, for each four (4) continuous hours of working time.
38

39 **Section 9.** All Transportation employees and subs are required to check in at the beginning
40 of their shift and check out at the end of their shift with the Transportation supervisor or
41 designee, Monday thru Friday during normal business hours.
42

1
2
3 **ARTICLE 7 – IN-SERVICE**

4 **Section 1. School Calendar** – Prior to the District’s adoption of the work year calendar,
5 the Bargaining Unit shall have the opportunity to provide input.

6 **Section 2. In-Service.** In-service will be scheduled one-week prior to the commencement
7 of school, and attendance is mandatory. If the District In-Service date has been set prior
8 to the end of the school year, the Transportation Supervisor or designee will inform
9 transportation employees prior to the beginning of the upcoming school year.

10
11 **Section 3.** Employees must be present at In-Service to select a route unless prior
12 arrangements with the Transportation Supervisor or designee have been made. All
13 Routes will be selected by drivers and aides by seniority.

14
15 **Section 4.** The Employer shall post all known routes (A.M., P.M., Midday, Shuttles, and
16 Activities) at least three (3) working days prior to in-service. Refer to Article 8, Section
17 5 regarding last minute shuttles.

18
19 **Section 5.** The Driver Trainer will give all drivers a refresher training/course on state
20 mandated requirements including a timed test for exiting the bus.

21
22 **Section 6. Changes in Routes.**

23
24 **6.1** Any routes created after in-service will be considered a new route, and will be
25 selected (bid) by seniority. Regular routes, including the use of Bus Aides, that
26 are established during Summer session(s), shall be bid by seniority and
27 qualifications.

28
29 **6.2** All vacancies shall be posted at the Employer website and on the bulletin board at
30 transportation department.

31
32 **6.3** Routes that are added or become vacant during the school year shall be filled by
33 seniority.

34
35 **Section 7.** If a driver’s assigned bus is used for a trip, the assigned bus is to be swept
36 before the A.M. route.

37
38
39 **Section 8. Emergency Routes and Schedules.**

40
41 **8.1** The Employer shall develop modified bus routes and schedules to be used when
42 weather conditions make the usual routes impassable, or in the Superintendent’s
43 judgment, too hazardous. Drivers will be informed when routes have been
44 modified due to weather conditions. In the event of a school closure, the
45 Employer will make every effort to notify employees by phone.

1
2 **8.2** When information on emergency routes has been determined, this information
3 shall be given to Drivers.
4

5 **Section 9. Safety Meetings.** The Employer shall conduct safety meetings as needed
6 within the school year for employees and the Supervisor to discuss questions or safety
7 issues that may need to be addressed to the Employer.
8

9 **Section 10. Performance Evaluations.** Employee performance evaluation procedures
10 and forms shall be used for the appraisal of employee job performance at least annually
11 and consistent with WAC 251-20.
12

13 **Section 11. Bulletin Board.** Proper notices of interest to members of the bargaining unit
14 may be posted on a designated bulletin board in the employee's lounge.
15

16 **ARTICLE 8 - EXTRACURRICULAR TRIPS**

17

18 **Section 1.** Regular bus drivers shall have the first chance to drive extra-curricular bus
19 trips. Aides are available to bid routes on aide-routes trips only by seniority in rotation. In
20 the event regular drivers and/or substitute drivers are not available, the Employer shall
21 expect the Transportation Supervisor and/or Dispatcher to transport students. The Sequim
22 School District Dispatcher is part of the bargaining unit and therefore performs bargaining
23 unit work. The Transportation Supervisor performance of bargaining unit work is de-
24 minimus and as such the employer and the Union agree no pension hours need to be paid.
25

26 **Section 2.** Regularly assigned daily school bus runs shall be the highest priority. The
27 Transportation Supervisor shall insure coverage of the regular routes as first priority before
28 adding extra-curricular trips. The Transportation Supervisor may have the authority to
29 cancel extra-curricular trips due to lack of drivers.
30

31 **Section 3.** The Employer may use district vehicles (other than buses) to transport
32 students on extracurricular trips without having to employ a driver covered by this
33 agreement for that purpose. If it is determined that a trip cost would be the same or similar
34 as using vans, the Employer will utilize buses, provided drivers are available, cost analysis
35 information will be provided upon request.
36

37 **Section 4.** The Employer shall maintain and post known extra-curricular trips on a weekly
38 basis.
39

40 **Section 4.1 Probationary Employees**

41

42 Drivers will be limited to extra-curricular trips West of the Cascades for the First six (6)
43 months of employment with Sequim School District. If a driver has comparable experience
44 a review of the experience may result in the probationary period being waived.
45

1 **Section 5.** The Transportation Supervisor may assign a shuttle trip without going through
2 a bidding process as long as it is less than 45 minutes.

3
4 **Section 6. Bidding Process.**

5
6 **6.1** All known trips for the next seven (7) days shall be posted. Bids will occur on
7 Thursday for Monday through Sunday of the following week. All bids will be
8 turned into Transportation Supervisor/Designee by 7:15 A.M. A box will be
9 provided for these tickets. For extended breaks (or non-school days), within the
10 school year, trips will be awarded on the last working day prior to the break, for the
11 entire break period and the week following the break period. Bid by proxy will be
12 permitted for drivers. Drivers will sign a "sign-in sheet" that will reflect they have
13 posted a Bid Ticket.

14 **6.2** Drivers will submit a written bid request on the Bid ticket for all trips scheduled.
15 The Transportation Supervisor or designee shall review all bid requests and assign
16 according to seniority, bid requests and the driver rotation. Drivers may limit the
17 number of trips per week by indicating that number on their bid ticket.

18
19 **6.3** Trips will be bid on a rotating basis. The rotation commences at the beginning of
20 the school year or in-service, whichever comes first, with the most senior driver and
21 going through the seniority roster. The process will continue through rotation until
22 all trips are bid to the available drivers. If no regular driver signs up for a trip, the
23 Transportation Supervisor or designee will offer the position to the most qualified
24 substitute driver or the most eligible driver.

25
26 **6.4** When the process is completed for the bidding period, a notation shall be made on
27 the Weekly Trip seniority roster as to the last driver to be awarded a trip. The
28 following week, the bidding process will begin with the next driver on roster. The
29 process will continue week-to-week.

30
31 **6.5** Any and all trips received after bid day will be considered a new trip and will be
32 bid on. New trips will be posted on the "new trip board," which will be referred to
33 as the "Red Light Board" hereafter. Bidding will commence in the same seniority
34 based rotations as the "Weekly Trip Board." The weekly trip board and the "Red
35 Light Board" will be maintained as two separate boards with two separate rotations
36 lists. In case of conflict between the two boards, the "Weekly Trip Board" has
37 precedence. A driver may not drop a trip from the "Weekly Trip Board" to bid on
38 a new trip "Red Light Board." The rotation on the "Red Light Board" is such that
39 a driver at the top of the list may not bid on a "Red Light Board" trip that conflicts
40 with their already assigned "Weekly Trip Board." The driver will be deemed
41 ineligible for the new trip and skipped in the rotation.

1 **6.6** Any trips posted during the summer break will be awarded to the next person on
2 the rotation (see 6.4 last awarded). All employees who want to bid on summer
3 break, on the weekly board trip, must have their name submitted to the
4 Transportation Supervisor or designee, prior to the end of the school year. If called
5 you must respond within 15 minutes.
6

7
8 **6.7** The Transportation Supervisor or designee will assign the bus for all routes/trips,
9 driver does not bid on the bus, only the route/trip.
10

11 **Section 7. Cancelled/Re-scheduled Trips**

12

13 **7.1** The driver of a cancelled/re-scheduled trip that is cancelled shall go ahead of the
14 driver next in the rotation. If there is more than one (1) cancelled/re-scheduled trip,
15 those drivers will go to the top of the rotation in the order of the trip cancellations.
16 After they have chosen their trips(s), there is a return to the driver next in the
17 rotation.
18

19 **7.2** A regular driver who accepts or is assigned an extra-curricular trip shall be given
20 notice of cancellation as soon as possible. The regular driver may choose to drive
21 their regular route as long as the route has not started. In the case of cancellation
22 of an extra run after the regular run has started, the driver shall be paid for two (2)
23 hours of regular pay, the bumped substitute will receive the minimum call out pay.
24

25 **Section 8. Overnight Trips.**

26

27 **8.1** Overnight trips will be bid in the same manner as Section 5.2
28

29 **8.2** Rate for pay for overnight trips shall be as follows:

- 30 • Driving time shall be paid at the driver's current rate in accordance with the
31 salary schedule.
- 32 • Standby time shall be paid at a rate equal to Driver's regular wage. Standby
33 time during overnight trips is defined as time spent on-call and not engaged in
34 driver's duties, such as driving or bus maintenance.
- 35 • At least one eight (8) hour period during each 24 hour period while on
36 assignment must be identified as a rest period. No pay will be provided during
37 the eight (8) hour rest period. If a driver was not allowed such rest period due
38 to conducting driver duties, then driver must document activities performed to
39 be eligible for pay under their regular rates or the standby rate.
40

41 **8.3** Drivers, whose extra-curricular trip assignment will require them to stay overnight
42 away from the district, will be provided an Employer owned Credit Card for
43 emergency use only. In addition, the Driver may apply to the District
44 superintendent for estimated meal and lodging expenses in advance. Approved
45 expenses incurred for meals and lodging shall be reimbursed to the driver.
46

1 **Section 9.** A copy of the travel request will be provided to the Transportation Department
2 for scheduled bus driver trips.
3

4 **Section 10.** If trip hours must be modified, the following shall apply. If the trip changes
5 by 30-minutes or less before the trip commences, it will not be rebid.
6

7 **10.1** In the event the hours of a bid trip must be altered, the driver that has bid such trip
8 will have the option of keeping the trip or foregoing the trip without penalty. If the
9 driver foregoes the trip, he/she shall be placed at the top of the rotation list.
10

11 **10.2** There shall be no trading of trips. There shall be no “bumping” in order for a driver
12 to gain more trip hours. The trip a driver bids on, will be the trip that driver takes.
13

14 **10.3** If a driver “drops” or cancels taking a trip, or fails to perform an assigned trip, their
15 name shall be removed from the roster for one (1) rotation of the seniority roster,
16 except if the driver was on paid leave, or otherwise excused.
17

18 **10.4** If a driver bids a trip they must drive any scheduled runs not affected by the trip on
19 the day of the trip, and their scheduled A.M. and midday runs the day following the
20 trip, unless the employee has pre-approval for the time-off, or except as provided
21 by law. Drivers who return from a trip after 11:30 pm will have the option of
22 missing their morning route. Drivers may use a Non-Drive leave (unpaid), without
23 penalty of sick or personal leave.
24

25 **10.5** If a driver calls in sick on the day of their trip he/she will be skipped and put at the
26 bottom of the seniority rotation roster.
27

28 **Section 11.**The rates for extra-curricular trip assignment shall be the same as set forth
29 in the Salary Schedule.
30

ARTICLE 9- WAGES

Section 1.

Effective on September 1, 2008 and each September 1, unless legislative changes warrant opening of contract, hourly wage rates will be increased in accordance with the teacher state salary base and as set forth in the 2018-2021 salary schedules.

District Proposal: (CPI or 3%, whichever is higher)

State	3.1%	TBD	TBD
Dist Funded	5.9	(CPI or 3%) + 1%	(CPI or 3%) + 1%
Total	9.0%	TBD	TBD

Section 2. The Employer shall pay employees the regular rate of pay for all hours spent in Transportation Supervisor directed in-service programs. Employees shall be reimbursed for required fees incurred in connection with the maintenance of their certification or license endorsement (Refer to Article 10 Section 3).

Section 3. Standby time is payable at driver’s wage for trips except for overnight trips. (See Section 8.2)

Driving Time	Driver’s Regular Wage
Waiting Time	Driver’s Regular Wage
Standby Time while on Regular Trip	Driver’s Regular Wage
Standby Time while on overnight Trip	Driver’s Regular Wage
8 hours sleep time while on overnight trip	No compensation

Section 4. Excepting time on standby during an extra-curricular trip, compensation for which shall be at the regular rate and not included in the computation of daily driving time, overtime shall be paid after eight (8) hours per day or after forty (40) hours per week. Overtime shall be at the rate of time and one-half the regular rate of pay. The rate of pay for work on Sundays shall be at double time.

Section 5. Out-of-Classification Pay. Employees who are assigned to perform the duties of a higher classification shall be paid at the higher classification for each hour spent performing such duties.

Section 6. All employees who are directed by the supervisor to train as midday bus drivers shall be paid at their bus driver rate of pay for all such hours spent in midday route training.

Section 7. Regular drivers shall be paid for their regular route regardless of being temporarily assigned to a lesser route.

Section 8. Drivers shall be paid at time and one-half the regular rate of pay for all driving time in excess of eight (8) hours in one day or forty (40) hours in one week. Standby time shall not be included in the accumulation of driving time.

1 **Section 9.** Drivers shall be paid twice the regular rate of pay for driving time on a Sunday.
2 Standby time shall be paid at the regular rate.

3 **Section 10.** New hires with no experience shall be hired on a probationary basis for a
4 period of two hundred forty (240) working hours. Upon completion of their probationary
5 period these two hundred forty (240) hours will go towards the hour requirements to
6 advance one (1) year on the wage table.

7 **Section 11.** Longevity Bonus, All employees shall receive an annual longevity bonus,
8 the amounts which follow, granted on September 1 of the next year. It is understood that
9 a year is 180 days. If employee does not meet 180 day's in the contract year, bonus will
10 not be provided for that year. Longevity Bonus will be paid in July.

11 1% added to wage after 10 years of continuous service in the bargaining unit.

12 1.5% added to wage after 15 years of continuous service in the bargaining unit.

13 2% added to wage after 20 years of continuous service in the bargaining unit.

14 **ARTICLE 10 - GROUP INSURANCE**

16 **Section 1.** Effective September 1, 2007, the Employer will contribute group insurance
17 premium payments to the medical, dental, or vision plans designated by the Union and in
18 the amount identified for each full or part-time employee pursuant to a pool arrangement
19 so long as the total contribution of the Employer does not exceed the state benefits
20 allocation per FTE. A Full Time Employee is Full Time Employed defined as 1440
21 hours or more per year.

22 **Section 2.** The pool arrangement described hereinabove, will be calculated in October
23 and February of each year and shall be recalculated within 30 calendar days of
24 retirement, resignation, or discharge of a covered employee.

25 **Section 3.** The Employer agrees to reimburse employees for the renewal cost of the CDL
26 license and all endorsements required by the employer. The employee is responsible for
27 obtaining the licenses. The renewal process also involves a CDL physical and the
28 District will reimburse the employee the cost attributable to the CDL exam by a DOT
29 certified examiner.

30 **Section 4.** For calculation of pooling for insurance benefits, the Employer shall pass on
31 the state rates each school year. The Employer will pay \$20.00 per FTE towards the
32 retiree subsidy per month. Any additional subsidy cost will be paid from the pool.

33 **Section 5.** The Employer will make available to employees, at their option, an Internal
34 Revenue Service Code Section 125 flexible benefits plan. The plan will be established,
35 administered, and communicated to employees by the Employer without cost to the
36 employees.

1 **Section 6.** The Employer and the Union agree that the Teamster Dental Coverage offered
2 under the Labor Agreement shall continue in effect from September 1, 2007 through the
3 life of the agreement. **(DENTAL PLAN B) PER MONTH**

4 If, the employer's contribution is insufficient to fully fund participation in the Dental
5 plan, and an employee refuses a payroll deduction for Teamster Dental benefit coverage
6 under the Trust, the Trust will not require the employer to remit the employee's share of
7 the contributions.

8 Under such arrangements, the employer must still make the employer's share of
9 contributions pursuant to the Trust Operating Guidelines.

10 **Section 7.** The employer and the Union agree that the Teamster Vision Coverage offered
11 under the Labor Agreement shall continue in effect from September 1, 2007 through the
12 life of the agreement. **(VISION PLAN EXT) PER MONTH**

13 If, the employer's contribution is insufficient to fully fund participation in the Vision
14 plan, and an employee refuses a payroll deduction for Teamster Vision benefit coverage
15 under the Trust, the Trust will not require the employer to remit the employee's share of
16 the contributions.

17 Under such arrangement, the employer must still make the employer's share of
18 contributions pursuant to the Trust Operating Guidelines.

19
20 **ARTICLE 11 – WESTERN CONFERENCE OF TEAMSTERS PENSION TRUST**

21 **Section 1.** Effective September 1 2015, based on August 2015 hours the Employer shall
22 pay an amount equal to \$2.54 per hour, for the term of this contract, the Employer shall
23 pay an amount equal to \$2.54 per hour, for each hour for which compensation is paid to
24 an annual maximum of 2080 hours, into the Western Conference of Teamsters Pension
25 Trust on behalf of every employee. The total amount due shall be remitted in a lump sum
26 not later than ten (10) days after the last business day of such month. The Employer
27 agrees to abide by the Rules of the Trust as may be established by the Trustees of said
28 Trust. Employees have an option to increase contributions to the Trust from wages.
29 Employees enlisting or entering the military service of the United States, pursuant to the
30 provisions of the Uniform Services Employment and Reemployment Rights Act of 1994
31 (USSERA) shall be granted all rights and privileges of the ACT.

32 **Section 2. Probationary Employees.** For probationary employees hired on or after
33 September 1, 2007, the Employer shall pay an hourly contribution rate of ten cents (\$.10)
34 during the probationary period as defined in this Collective Bargaining Agreement, but in
35 no case for a period longer than the first ninety (90) calendar days from an employee's
36 first date of hire. If and when this period is completed, the full standard contribution rate
37 shall apply.

1 **Section 3.** All current and future contributions are independent of wage rate changes
2 from legislative action.

3 **Section 4.** The Pension Trust represents employer provided fringe benefits and are not
4 reported as part of the employee's wages to the State Department of Retirement Systems
5 or the Internal Revenue Service. This contribution is not part of the employee's wages for
6 computation of overtime, or other salary based calculations.

7
8 **ARTICLE 12 - LEAVES**

9 **Section 1. Sick Leave:**

10 **1.1** Sick leave may be earned at the rate of one (1) day per month. Sick leave is
11 earned by all regular full-time employees, regular part-time employee in
12 proportion to the time worked. After five (5) consecutive working days of
13 personal illness, a doctor's certificate of illness may be required by the Employer.

14 **1.2** The Employer shall permit employees who have accumulated 180 days sick leave
15 or who retire and begin receiving benefits from PERS to cash in accumulated sick
16 leave in accordance with Section 2 of SSB 3880.

17 **1.3** If an employee exhausts his or her sick leave, other employees may voluntarily
18 donate sick leave to a pool to be used by that employee during the school year as
19 follows:

20 **a.** A volunteer who has accrued sick leave of more than sixty (60) days may
21 request in writing the number of sick leave days to be transferred to another
22 employee who has or is about to exhaust sick leave. The volunteer may not
23 request leave be transferred that would result in a sick leave balance of fewer than
24 sixty (60) days.

25 **b.** One sick leave day from each volunteer will be used in order of donation,
26 repeating until each volunteer's days are exhausted or the need has been fulfilled.
27 Unused volunteer sick leave days not yet used may be revoked, or in any case,
28 will revert to the donor at the end of the school year.

29 **c.** Sick leave transferred shall be calculated on a day-donated equals a day-
30 received basis, but only within job classifications or classifications with equal or
31 lower pay.

1 **Section 2. Holiday Pay.** All part-time employees represented by the Union shall receive
2 eleven (11) days holiday pay for Christmas Eve, Christmas Day, New Year's Eve, New
3 Year's Day, Labor Day, Veterans Day, Thanksgiving Day, and Day after Thanksgiving,
4 Martin Luther King Day, Presidents Day, and Memorial Day. In addition, employees who
5 work the week of Independence Day will receive the paid holiday. All 260 day
6 employees shall receive twelve (12) days holiday pay for Veteran's Day, Thanksgiving
7 Day, Day After Thanksgiving Day, Christmas Day, Day Before or After Christmas Day,
8 New Year's Day, Day before or After New Year's Day, Martin Luther King Day,
9 President's Day, Memorial Day, Independence Day and Labor Day. It is understood that
10 "day" has the same meaning as in all other provisions in the agreement. Day means
11 normal hours worked for that regular shift.

12 **Section 3. Vacations. Full Time 12 Month Employees.** Annual vacation for full-time
13 12 month employees will be granted at the rate of five sixth (5/6) day per month or ten
14 (10) working days per year for employees who have less than five (5) years service in the
15 District. After five (5) years, one (1) day of vacation per year shall be added to the ten
16 (10) to a total of twenty (20) working days paid vacation. If a holiday should fall within
17 the vacation time, that day shall not apply against vacation allowance. Vacation time is to
18 be agreeable between management and the employees. Vacation allowance may be
19 accumulated to thirty (30) days. However, in order to assure that the operation of the
20 District is not disrupted by having too many employees on thirty (30) working days
21 vacation at any one time, accumulation of thirty (30) working days vacation must be
22 worked out by mutual agreement of the employee and the Superintendent of the District.
23

24 **Section 4. Bereavement/Critical Illness or Injury Leave.** Paid Bereavement leave will
25 be granted for serious illness or death of a spouse, child, mother, father, brother, sister,
26 mother-in-law, father-in-law, daughter-in-law, son-in-law, niece, nephew, Aunt/Uncle,
27 or any family member living in the employee's household, up to five (5) days per
28 incident. The Employer may require proof of a serious illness by a physician's certificate.
29 Such leave shall not be deducted
30 from accumulated sick leave and shall be subject to approval by the
31 Superintendent. "Critical illness or injury" shall be defined as synonymous with the
32 designation made by the hospital of residence.
33

34 **Section 5. Personal Leave:**

35 **5.1** Not more than three (3) additional days annual leave shall be provided for
36 attending to personal or business matters which cannot reasonably be
37 accomplished at times other than during the work day. Personal leave shall not
38 be used to engage in work for extra compensation.

39 **5.2** Employees shall, whenever possible, give notice to the Transportation Supervisor
40 or designee of intention to exercise personal leave within seven (7) days of
41 anticipated leave.

1 **5.3** Compensation for personal leave shall be the same as the compensation such
2 employee would have received had such employee not taken the leave. Employee
3 may accrue up to five (5) leave days. Unused leave beyond five (5) days shall
4 revert to accumulated sick leave.

5 **Section 6. Leave of Absence**

6 Employees who have been employed with the district full-time for one (1) year, and upon
7 recommendation of the immediate supervisor through administrative channels to the
8 Superintendent, or designee, and upon approval of the Board of Directors, an employee
9 may be granted an unpaid extended leave of absence for a period not to exceed one (1)
10 year. Leave to engage in professionally related work experience or to advance their
11 education shall not be approved.

12
13 On or before May 1, employees returning from a leave of absence for an entire year shall
14 give the Superintendent written notice of their intent to return in order to preserve their
15 right to active employment.

16
17 An employee on medical leave shall retain all seniority rights and shall accrue additional
18 seniority rights while on leave. An employee on non-medical leave shall retain all
19 seniority rights but shall not accrue additional seniority rights while on leave.

20
21 **Section 7. Leave Without Pay.** Staff who take more than 5 days of Leave without Pay
22 must have prior approval from the Superintendent or designee.

23
24 **Section 8. Jury Duty.** In the event an employee is summoned to serve as a juror or as a
25 witness for the Employer, or is named as co-defendant with the Employer, the employee
26 shall receive a normal regular (not to include potential extra-curricular trip) wages for
27 each day of required presence in court.

28
29 **ARTICLE 13 – SEVERANCE OF EMPLOYMENT**

30
31 **Section 1.**The Employer shall not discharge nor suspend any employee without just cause
32 except in the case of an employee on probationary status (i.e. two hundred forty
33 (240) working hours) in which case the Employer shall have absolute discretion to
34 discharge. Just cause for immediate suspension or discharge shall include, but not be
35 limited to, gross insubordination, drunkenness on the job, immorality, conviction of a
36 misdemeanor or more serious crime, or a traffic citation for chargeable accident in which
37 an employee is convicted of driving while under the influence of intoxicants (drugs,
38 controlled substance or alcohol).

1 **Section 2.** The Employer shall give at least one written notice of complaint before
2 suspending or discharging employees, except for causes stated above. A copy of the
3 written disciplinary notice shall be sent to the Local Union. Disciplinary notices to be
4 considered as valid must be issued within twenty (20) days after the occurrence of the
5 violation claimed by the Employer in such disciplinary notice. Discharge or suspension
6 must be by proper written notice to the employee and the Union affected within twenty
7 (20) days of the completion of the investigation for the violation claimed by the
8 Employer as the basis for discharge or suspension.

9
10 **Section 3.** After six (6) months from the date that a disciplinary letter is placed into an
11 employee's personnel file, an employee may request the superintendent remove such
12 disciplinary letter from his or her personnel file. The superintendent shall consider the
13 nature and frequency of the misconduct when responding to request for removal of
14 disciplinary letter.

15 **ARTICLE 14 - GRIEVANCE PROCEDURE**

16 **Section 1. Definitions**

17
18 **1.1** A grievance is an alleged misinterpretation of, misapplication of, or violation of,
19 the terms and/or provisions of this Agreement.

20
21 **1.2** A grievant shall mean an individual, a group of individuals and/or the Union.

22
23 **1.3** Nothing contained herein shall be construed as limiting the right of any employee
24 having a complaint to discuss the matter informally with any appropriate member
25 of the administration, including the Superintendent in situations where the
26 employee is dissatisfied with the response of the supervisor and does not wish to
27 press the matter by resorting to a formal grievance.

28 29 **Section 2. Procedure for Processing Grievances**

30 31 **2.1 Immediate Supervisor**

32
33 **a.** The grievant and the Union representative, or the Union may orally
34 present a grievance to the immediate supervisor. If the grievance is not settled
35 orally, the grievance shall be presented in writing to the immediate supervisor
36 within twenty (20) working days after the occurrence of the grievance or within
37 twenty (20) working days from the time the grievances or the Union should have
38 reasonably become aware of the occurrence of the events giving rise to the
39 grievance, whichever is later.

40
41 **b.** The "Statement of Grievance" shall name the grievant(s) involved, the
42 facts giving rise to the grievance, provision or provisions of the Agreement
43 alleged to be violated and the remedy (specific relief) requested.

1 c. The immediate supervisor, upon receipt of the written grievance, shall sign
2 and date the grievance form and shall give a copy of the grievance form to the
3 grievant(s), Union representative and the Superintendent. The immediate
4 supervisor shall answer the grievance in writing within ten (10) working days of
5 receiving the grievance and the answer shall include the reasons upon which the
6 decision was based and all supportive evidence to the grievant(s) Union
7 representative and the Superintendent.
8

9 **2.2 Superintendent**

10
11 a. If no satisfactory settlement is reached in Step 1, Immediate Supervisor,
12 the grievance may be appealed to Step 2, Superintendent, or his/her designated
13 representative within ten (10) working days of receipt of the decision rendered in
14 Step 1.
15

16 b. The Superintendent or his/her designated representative shall arrange for a
17 grievance meeting with the grievant(s) and/or Union Representative and such
18 meeting shall be scheduled within ten (10) working days of the receipt of the Step
19 2, Superintendent, appeal.
20

21 c. The Superintendent or his/her designated representative shall provide a
22 written decision, incorporating the reasons upon which the decision was based to
23 the grievant(s), and/or Union Representative within five (5) working days from
24 the conclusion of the meeting.
25

26 **2.3 Board of Directors.** Grievances for employee discipline and termination will
27 automatically advance to Step 4 -Arbitration eliminating Step 3 – Board of
28 Directors.
29

30 a. If the grievance is not resolved at Step 2, Superintendent, the grievant(s)
31 may, within ten (10) working days of receipt of the Superintendent's or his
32 designee's answer, appeal the decision to the Board of Directors. A copy of the
33 appeal shall be sent to the Superintendent or his designee at the same time and
34 shall be accompanied by a copy of the decision rendered at Step 2.
35

36 b. The Board shall schedule a hearing on the grievance at the next regular
37 meeting of the Board or at a special meeting convened within thirty (30) days for
38 the purpose of holding a hearing on the grievance. Within ten (10) working days
39 after the hearing, the Board shall communicate its decision in writing to the
40 grievant and shall state the reasons for its decision if requested by the grievant.
41
42
43
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46

1 **2.4 Arbitration**
2

3 **a.** If no satisfactory settlement is reached at Step 3, Board of Directors, the
4 Union, within fifteen (15) working days of the receipt of the Step 3 decision may
5 appeal the final decision of the Employer by selecting an arbitrator by alternative
6 striking from the list of seven (7) arbitrators furnished by the Federal Mediation
7 and Conciliation Services (FMCS). It shall be the function of the arbitrator and
8 he/she shall be empowered, except as his/her powers are limited herein to make
9 decisions in cases of alleged misinterpretation of, misapplication of, or violation
10 of the terms or provisions of this agreement.
11

12 **b.** The arbitrator shall hold a hearing within twenty (20) working days of
13 his/her appointment. Ten (10) working days notice shall be given to both parties
14 of the time and place of the hearing. The arbitrator will issue his/her decision
15 within twenty (20) working days from the date final written briefs have been
16 submitted or, if revised by both parties, twenty (20) working days after the
17 completion of the hearing.
18

19 **c.** The arbitrator's decision will be in writing and will set forth his/her
20 findings of fact, reasoning and conclusions on the issues submitted to
21 him/her. The decision of the arbitrator shall be final and binding upon the
22 Employer, the Union and the grievant(s).
23

24 **2.5 Jurisdiction of Arbitrator**
25

26 **a.** The arbitrator shall have no power to add to, subtract from, disregard or
27 modify the terms and provisions of this Agreement.
28

29 **b.** The arbitrator shall have no power or authority to make any decision,
30 which requires the commission of an act prohibited by law.
31

32 **c.** No evidence may be presented at the arbitration level which was not
33 presented at a lower level of the grievance procedure unless provided to the Union
34 or Employer (24) twenty-four hours in advance.
35

36 **d.** The arbitrator shall have no power or authority to rule on any of the
37 following:
38

39 **1.** Any matter involving employee probation or discharge.
40

41 **2.** Any matter involving Reduction in Force provided that the procedural
42 application of Reduction in Force (Article II, Section 3) shall be subject to
43 this article.
44
45
46

1 **2.6** A representative of the Union shall have reasonable opportunity to be present at
2 all formal grievance meetings.

3
4 **2.7** The Union shall have access to available non-confidential information that is
5 required to process a grievance and directly relative to the grievance.

6
7 **2.8** Nothing contained within this Article shall be construed so as to limit the
8 individual rights of an employee as specifically set forth within RCW 41.56.080.

9
10 **Section 3. Time Limits**

11
12 **3.1** Time limits provided in this procedure may be extended by mutual agreement
13 when signed by the parties or by e-mail.

14
15 **3.2** Failure on the part of the Employer at any step of this procedure to communicate
16 the decision on a grievance within a specific time limit shall permit the Union to
17 lodge an appeal at the next step of this procedure.

18
19 **3.3** Any grievance not advanced by the grievant from one step to the next within the
20 time limits of that step shall be deemed resolved by the Employer's answer and
21 the previous step.

22
23 **3.4** In order to expedite grievance adjudication, the parties agree that any Teamsters
24 grievances, class action grievances, and grievances involving the evaluation
25 procedures will be lodged at Step 2, Superintendent, of this procedure.

26
27 **Section 4. Reprisals.** No reprisal of any kind will be taken by the Employer against any
28 employee because of his participation in any grievance.

29
30 **Section 5. Costs.** The fees and expenses of the arbitrator shall be shared equally by the
31 parties. All other expenses shall be borne by the party incurring them.

32
33 **ARTICLE 15 - PARKING**

34 **Section 1.** The employer shall provide designated parking for all Transportation
35 Department employees on school grounds.

36
37 **ARTICLE 16 - SAVINGS CLAUSE**

38
39 **Section 1.** It is the intention of the parties hereto to comply with all applicable provisions
40 of the State or Federal law, and they believe that each and every part of this contract is
41 lawful. All provisions of this contract shall be complied with unless any provisions shall
42 be declared invalid or inoperative by a court of final jurisdiction. In such event, either
43 party may request renegotiation of such invalid provisions for the purpose of adequate
44 and lawful replacement thereof.

ARTICLE 17- LABOR MANAGEMENT COMMITTEE

Section 1. In the interest of attaining and maintaining a harmonious working environment, the Union and District agree to begin a Labor Management Committee (LMC) for the purposes of discussing topics of general or specific concern and problem-solving issues at the lowest level possible without circumventing the rights of members, the Union's right to file grievances or the right and proper use of Negotiations by both parties.

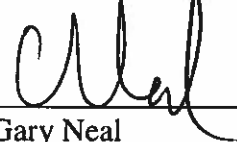
Section 2. The LMC will meet at least quarterly, and if requested by members of the Labor or Management, may meet more often. The attendees shall include relevant representatives of the District with the concurrence of Human Resources and relevant member representatives and/or Stewards as well as the Union Representative and/or Labor Negotiator. Employees will be allowed paid release time to attend meetings.

1 ARTICLE 18-TERM OF AGREEMENT


2
3 **Section 1.** This Agreement shall be effective as of September 1, 2018 and remain in
4 full force and effect until August 31, 2021. The parties will reopen to bargain any
5 legislative changes in wages, benefits, and pension. Refer to Article, 6 Section 1. Article
6 9, section 1 through 11, Article 10, Section 1 through 7, and Article 11, Section 1 through
7 4.

8
9 SIGNED

10
11 FOR THE DISTRICT:

12 
13 _____ Date 11-5-18
14
15 Gary Neal
16 Superintendent
17 Sequim School District 323

11 FOR THE UNION:

12 
13 _____ Date 11/26/18
14
15 Mark Fuller
16 Secretary-Treasurer
17 Teamsters Union Local 589

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APPENDIX 1
GRIEVANCE PROCEDURE

Step I- File with immediate supervisor within 20 working days. Immediate Supervisor responds in writing within 10 working days.

Step II-Filed with superintendent within 10 working days after supervisor decision. Superintendent meets within 10 days. Superintendent written response within 5 working days.

Step III-Filed with Board of Directors within 10 working days of Superintendent Decision. Board schedule hearing within 30 days. Board render decision within 10 working days.

Step IV-Within 15 working days Board decision to Arbitration.

FORMAL STATEMENT OF GRIEVANCE (Step 1)

Type or Print

Grievant(s) _____	Date of Formal Presentation _____
School _____	School Phone _____
Immediate Supervisor _____	Date Alleged Violation Occurred _____

1. Facts giving rise to the grievance:

2. Provision or provisions of the Agreement alleged to be violated:

3. Remedy (specific relief) requested:

DISTRIBUTION:
Immediate Supervisor
Union Representative
Superintendent
Grievant(s)

Signature of Grievant
Date _____

Signature of Union Representative
Date _____

Signature of Immediate Supervisor

1
2

24

Date _____

ICT #323 DRIVER EVALUATION								
Driver:		License No:			Expires			
Date:		Bus Type:			Bus No:			
Place an X in the appropriate box								
Brakes	SAT	NI	UNSAT	Intersections	SAT	NI	UNSAT	COMMENTS
Smoothness				Obedience/Cont.				
Parking				Too Fast				
Turn/Grades				Pedestrians				
				Auto right of way				
				Stop Position				
				Signal Use				
				Start to Soon				
				Right Turn				
				Left Turn				
				Choice of Lane				
Engine control				Defensive Driving				
Throttle Use				Covers Brake				
Lugging				Following Distance				
Over Rev.				Good Judgement				
Too High Comp.				Eye/Eye Contact				
Gauge Use				Speed on Turns				
Transmission				Stud. Load/Unload				
Choice of Gear				Signals				
Shifting Up				Approach to Stop				
Shifting Down				Use of Brakes				
				Position After Stop				
				Flashing Lights				
				Mirror Use				
				Student Control				
				Door Use				
Steering				Speed				
Hand Position				Over Limit				
Smoothness				Too Slow				
Over Steering				Fast for Conditions				
Backing				Special Education				
Mirror Use				Attitude				
Horn Use				Assists Students				
Safety				Secures Students				
Bus Position				Secures Wheel.				
R/R Crossing				Mental/Phys. Attit.				
Signal Use				Attit/Interest in Job				
Stop Position				Personal Appear.				
Door Use				Relationship W/Pub				
Look/Listen				Emotions: Stress				
Shift on Tracks				Reaction: Hazards				
Student Noise				Adapts to Change				
Lane Use				Performance				
Proper Lane				Cooperativeness				
Position				Dependability				
Signal Use				Punctuality				
Passing				Record Keeping				
Mirror Use				Student Control				
Hill Up/Down				Courteous				
Stopping				Too Firm				
Starting				Too Lax				
Engine Control								
Use of Gears								
Brake Use								
Parking								
Roll Back								
Speed								
Pre Trip								
Inside								
Outside								
Emergency Eq.								
Seat Bottoms								
Emergency Doors								
Door Props								
Thump Tires								

Driver Signature

Supervisor Signature

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4
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6

25
SEQUIM SCHOOL DISTRICT NO. 323
CLASSIFIED EMPLOYEE - EVALUATION FORM

EMPLOYEE: _____ CLASSIFICATION: _____

DATE: _____ ANNUAL: _____ 90 DAY: _____

KEY:	NA = Not Applicable	N = Needs Improvement	S = Satisfactory
-------------	----------------------------	------------------------------	-------------------------

QUALITY AND QUANTITY OF WORK	NA	N	S	COMMENTS
Takes pride in appearance of work and displays sense of neatness.				
Works Accurately.				
Keeps Work up to Schedule.				
Can be depended upon for quality work.				
Uses Time Efficiently.				

WORK HABITS	NA	N	S	COMMENTS
Is regular in attendance.				
Is punctual.				
Gives adequate notice when absent from work.				
Is a willing worker at all times.				
Is personable in manner.				
Can be relied upon to handle other phases of work when needed.				
Is willing to accept responsibility.				
Is organized in approach to tasks.				
Suggests changes to improve work.				
Finds ways and means of dealing with emergencies.				
Maintains the confidentiality of the position.				
Maintains neat work area.				

1

TECHNICAL ABILITY	NA	N	S	COMMENTS
Demonstrates the proper use of spoken and written English.				
Possesses related skills for position.				
Has specific knowledge of all phases of the job.				
Operates equipment required for the position.				
Takes advantage of training opportunities.				

2

HUMAN RELATIONS	NA	N	S	COMMENTS
Receives constructive criticism well.				
Deals courteously and tactfully with fellow employees.				
Deals courteously and tactfully with public.				
Deals courteously and tactfully with students.				

3

PERSONAL	NA	N	S	COMMENTS
Employee brings credit to job and school.				
Employee is appropriately dressed and groomed for the job.				

4

5

ADDITIONAL COMMENTS:

6

7

8

9

10

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

11

DATE

12

13

THE EMPLOYEE AND THE ADMINISTRATOR SHALL SIGN THE EVALUATION IN ACKNOWLEDGEMENT OF HAVING REVIEWED THE EVALUATION. THE EMPLOYEE MAY, AT THEIR OPTION, FILE A WRITTEN STATEMENT TO ACCOMPANY THE EVALUATION IN AREAS WHERE THERE IS DISAGREEMENT WITH STATEMENTS IN THE EVALUATION.

14

15

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2018-2019 Salary Schedule

	Bus Aide	Driver, Bus Washer, Courier, Asst Dispatcher/Router	Bus Maintenance Dispatcher	Fleet Maintenance & Diesel Mechanic Specialist
Years of Service	A 0.0001594	C 0.0002289	D 0.0002533	0.0002877
1	\$13.55	\$19.46	\$21.54	\$24.46
2	\$13.89	\$20.04	\$21.78	\$24.74
3	\$14.24	\$20.65	\$22.02	\$25.01
4	\$14.59	\$21.27	\$22.27	\$25.29
5	\$14.96	\$21.90	\$22.51	\$25.57
6	\$15.33	\$22.56	\$22.76	\$25.85
7	\$15.69	\$22.73	\$22.99	\$26.11

****Driver Trainer pay is \$1.50 more per hour while performing driver training****

****Employees must work a minimum of 720 hours per year (Sept 1 to Aug 31) to advance one year on The wage schedule. Employees hired after Sept 1 but before Dec 31 of the same year must work a minimum of 360 hours that school year to advance one year on the wage schedule. Employees will advance at September 1 of the year following each year in which 720 hours or more were worked as Transportation Department Employees.****