

**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**FRANKLIN PIERCE SCHOOL DISTRICT NO. 402**

**And**

**FRANKLIN PIERCE EDUCATIONAL SUPPORT PERSONNEL  
FPESP**

**TERM: September 1, 2017 through August 31, 2021**

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**ARTICLE 1****BARGAINING GROUP**

The District recognizes the Association as the bargaining group for all regular office employees: secretaries, clerical workers, all regular-assigned employees whether twelve (12) month or ten (10) month in regard to services, hours, wages, and working conditions, excluding the following employees:

Executive Assistant to the Superintendent and Board of Directors  
Executive Manager for the Assistant Superintendent of K-12 Education  
Certificated/Classified Managers for Human Resources  
Substitute/Executive Secretary for HR

In addition, any substitute or temporary employee who works thirty (30) days during a calendar year shall be included in the bargaining unit for negotiations on wages only.

**ARTICLE 2****EMPLOYER RIGHTS AND RESPONSIBILITIES**

**2.1** The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and constitution of the State of Washington and of the United States, including, but without limiting, the generality of the foregoing rights.

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.

It is the intention of the District and the Association that all rights, powers, authority, and functions of management shall remain exclusively vested in the District except insofar as expressly and specifically surrendered or limited by the express provisions of this Agreement.

The District shall not subcontract bargaining unit work without first providing the Association with notice and an opportunity to bargain the change.

**2.2** The District will post an electronic copy of the Agreement on the District website. *(Old 29)*

**2.3** There shall be a job description for every regular position. These job descriptions shall be posted on the District's website. All personnel shall be given adequate written job descriptions with clearly defined duties and responsibilities at the commencement of their employment, and copies for all positions within the unit subject to this Agreement shall be maintained and available in the Human Resources Office of the District. *(Old 5.7.1)*

**2.4** The District shall endeavor to provide written notification of employment to less than twelve (12) month employees by June 1. Such notification will include anticipated assignment and anticipated reporting and ending date of service for the following school year. Employees will be notified of changes necessitated by declining enrollment or financial concerns by the last day of school. *(Old 5.8)*

- 2.5** The Association may request at any time from the Human Resources administrator a list of all employees covered in this Agreement. *(Old 5.9)*
- 2.6** There shall be at least four meetings per year within each secondary and non-school building, and three within each elementary building, for building office professionals and the principal or designee to discuss topics related to building business. Documentation of these meetings shall be kept by the building. *(Old 5.10.3)*
- 2.7** It is agreed that the District will not list the name of any employee as the "incumbent" on the job postings. *(Old 5.13.1)*
- 2.8** The District shall provide liability insurance for employees engaged in District activities or on District assignments. *(Old 12.8)*
- 2.9** SECTION 125 PLAN - The District will implement and maintain an IRS Section 125 Plan. *(Old 12.11)*

### **ARTICLE 3**

### **NON-DISCRIMINATION**

The District and the Association agree there shall be no unlawful discrimination due to race, religion, sex, sexual orientation, color, age, or national origin. *(Old 7)*

### **ARTICLE 4**

### **EMPLOYMENT CONDITIONS**

- 4.1** When the District determines that a position is open, notice of such opening shall be posted within twenty (20) working days. Job postings shall be published by the District on the District website and specify the location, the qualifications necessary, and the length of the employment year (260 days, 218 days, etc.). The District will make available to all employees the option of receiving electronic notification of job postings. If the District has advance notice of the opening it will be posted within the District (5) days before general posting. If the District does not have advance notice, the opening will be posted simultaneously on the District. However, temporary positions may be filled by the District for up to ninety (90) working days. Persons filling such positions will receive no Association seniority credits. Temporary positions that are known to exceed ninety (90) days or positions that must be extended beyond ninety (90) days shall be reviewed with the Association. *(Old 5.1)*
- 4.2** A temporary employee is defined as a person employed by the District for a specific duration, not to exceed one year. A temporary employee who works continuously for more than ninety (90) days begins accruing seniority in the Association on the 91st day. If that temporary employee subsequently is hired by the District as a regular employee, seniority accrued as a temporary employee will be retained. For extended periods exceeding ninety (90) days, the employee may be given experience credit on the salary schedule. *(Old 5.1.1)*
- 4.2.1** A temporary employee may take advantage of the grievance procedure established by the Association after the 165th day. The probation period may be waived by the District when a temporary employee becomes represented by the Association on the hire date. *(Old 5.1.2)*

- 4.3** A new employee shall be placed in a probationary status for a period of not more than seventy-five (75) working days. If during such probationary period the employee is unsatisfactory, the District may, at its option, consider the employee for another position or terminate the employee. Termination of probationary employees shall not be subject to the grievance or arbitration procedure. An employee who is hired for a different position within the District shall be subject to a new probationary period, but shall retain seniority rights. If the District decides to terminate a probationary employee, the District will provide advance notice to the Association and shall meet informally with the Association upon request to address any concerns. Probationary employees shall meet with their evaluator within fifteen (15) work days after their start date to discuss work expectations and job responsibilities. *(Old 5.3)*
- 4.4** No employee covered by this contractual Agreement shall be required to assume the responsibility of a certificated employee. *(Old 5.6)*
- 4.5 HEALTH ROOM.** No employee shall be required to perform health room related duties on students except under the following conditions:
1. Health room duties listed on job description;
  2. Employee appropriately trained in accordance with District policies and procedures.
  3. Employees with health room duties listed on their job descriptions shall be provided first aid/CPR training at District expense.
  4. Employees will not be regularly scheduled to perform health room related duties for more than one (1) hour at a time. *(Old 24.2)*

## **ARTICLE 5**

## **EMPLOYEE RIGHTS**

- 5.1** Upon request, each employee shall have the right to review the contents of the employee's personnel file maintained in the Human Resources Office or the building administrator's working file. Such review shall occur under the same procedures and supervision applicable to other employees who review their personnel files. *(Old 22.1.1)*
- 5.2** No materials derogatory of the employee's conduct, service, character or personality, shall be placed in the employee's personnel file unless the employee has opportunity to read them. The employee shall acknowledge having read the material by affixing his or her signature to the actual copy to be filed. Such signature shall not signify that the employee agrees with the content of the material. If the employee refuses to sign the document, the administrator may note that fact on the document. An employee may request that such materials be removed from the employee's personnel file three (3) calendar years after the material is placed in the file. Employee evaluations shall be exempt from this provision. Employees shall have the right to respond, in writing, to any material contained in their personnel file. *(Old 22.1.2)*
- 5.3** Any complaint or accusation made against an employee which could result in disciplinary action will be called to the attention of the employee within ten (10) working days of said complaint. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee. *(Old 22.2.1)*

- 5.4** An employee, at his/her option, shall be entitled to have present a representative of the Association during any hearing called by the District, or an authorized agent of the District, wherein the employee has a reasonable expectation that he/she might be disciplined or penalized. *(Old 22.2.2)*
- 5.5** Investigations of employees resulting from complaints or accusations made against them shall take place in an expeditious manner. Materials gathered as a result of an investigation shall not be placed in the employee's personnel file until the investigation is concluded. *(Old 22.2.3)*
- 5.6** Employees shall not be disciplined without just cause. The District agrees to follow a policy of progressive discipline and any disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action. Formal discipline shall be in private, except as provided in paragraph (1) above. The specific grounds forming the basis for any disciplinary action shall be provided to the employee in writing prior to any formal disciplinary action and the employee will be provided the opportunity to respond. Failure to employ a substitute shall not be considered a disciplinary action and shall not be grievable. *(Old 22.2.4)*
- 5.7 DISCHARGE OR ADVERSE AFFECT (IMMEDIATE).** If the District administration considers the immediate discharge of an employee or the immediate adverse affect of his/her employment, the employee shall be notified and be given the opportunity to discuss the situation with the administrator in charge of personnel before action is taken. The employee may be accompanied and represented by a representative of the Association at this meeting. If, after generally reviewing the case, action is taken to recommend immediate discharge of the individual or immediate adverse affect upon his/her employment, he/she shall be notified in writing, consistent with the Agreement and any applicable statutes. *(Old 22.3)*
- 5.8** Upon termination, the employee is entitled to cash out any accumulated vacation up to thirty (30) days. An employee may not cash out more than 30 total days of cumulative personal leave or vacation during his/her last two years of employment prior to retirement if doing so would result in excess compensation liability under Department of Retirement System (DRS) rules. *(Old 22.4.1)*
- 5.9** An employee shall give at least two (2) weeks written notice when terminating from District employment. The employer is also obligated to give a minimum of two (2) weeks' notice to the employee prior to a layoff or two (2) weeks' salary in lieu thereof. *(Old 22.4.2)*
- 5.10** Employees shall receive a written evaluation each year by the assigned administrator no later than June 30<sup>th</sup>. Employees shall receive a copy of such evaluation. At the employee's request, the employee's job description will be discussed, and may be updated. Employees shall sign the evaluation to indicate they have seen the evaluation. Signature of the employee does not necessarily indicate agreement with the evaluation. Employee evaluation shall not be subject to the grievance or arbitration procedure, but any written rebuttal or disagreement with the evaluation shall, upon request of the employee, be maintained in his/her permanent personnel file. *(Old 5.10.1)*
- 5.11** An employee's evaluator shall meet with the employee prior to November 1 to review the employee's job description and expectations. At the employee's option, non-supervisory employees who may give input into the employee's evaluation may be invited to this meeting. If additional duties have been added, or if hours have been reduced, information shall be provided to the



employee at this meeting regarding any changes in the employee's job duties that have occurred pursuant to Section 6.5. The date of the meeting will be documented by the building. *(Old 5.10.2)*

**5.12** The collaboratively developed evaluation instrument to be used with employees is attached to this CBA as Appendix B. If during the term of this agreement the District or Association wishes to make changes to this document, this Agreement may be reopened to make such changes by request of either party. *(Old 5.10.4)*

**5.13** Before terminating any employee for performance deficiencies, the District will first provide the employee with notice of such deficiencies and a reasonable opportunity to improve. A reasonable plan of improvement shall be provided at least 60 working days prior to any notice of termination. This plan of improvement will be based upon the specific circumstances and performance deficiencies demonstrated by the employee but shall include at least the following elements:

1. Notice of the specific performance deficiencies;
2. Notice of the length of the plan of improvement;
3. Notice of the specific goals for employee improvement;
4. Notice of assistance to be offered to the employee, as appropriate, to allow the employee to meet the specified performance goals.

Lack of necessary improvement during the established improvement period, as specifically documented in writing with notification to the employee, constitutes grounds for termination of employment. This provision shall not apply in situations where employees are terminated or otherwise disciplined for misconduct. *(Old 5.11)*

**5.14** The District agrees to consider any application for job sharing. *(Old 5.14.1)*

**5.15** Skills testing shall not be required for or asked of current employees who apply for a job with the same program requirements or skill sets. It is understood that the District recommends employees update skills testing in order to be most competitive for open positions. Upon request employees shall receive their previous skills test scores and may retake the skills test at a mutually agreed upon time. *(Old 5.15.1)*

**5.16** Requests for help or work assistance from a contractor or outside agency may be referred to the building administrator for approval. *(Old 5.16.1)*

**5.17** The Association shall have the opportunity to provide a recommendation on the District's proposed calendars every year. *(Old 5.17.1)*

**5.18** Acts of damage that are clearly recognizable as vandalism while the employee's vehicle is in the school setting and while the employee is acting within the scope of his/her assigned employee obligation to the District shall be covered by the individual's insurance with the District reimbursing the amount of deductible to a maximum of Five Hundred Dollars (\$500). *(Old 12.9)*

**5.19** Cross-District job-alike collaboration may occur as needed upon the approval of the employee's administrator. *(Old 21.3.1)*

**5.20 WORKLOAD.** The District will make a good faith effort to ensure a manageable workload for clerical staff members. Any employee who believes they are experiencing an unmanageable or extra heavy workload should address their issue with their principal/immediate supervisor and seek to develop a plan of action satisfactory to the employee and principal/immediate supervisor within five working days. If a plan of action is agreed upon, the parties will initiate the agreed plan of action within five working days of said conferences.

Options may include but are not limited to the following:

- Reduce or reallocate the amount of responsibilities for the position
- Additional paid time
- Address the issue at labor/management meeting

**5.21 STAFF MEETINGS.** One or more office staff may attend staff meetings when the meeting content is relevant to their job duties. Such attendance shall be pre-arranged with the supervisor to ensure adequate office coverage.

<b>ARTICLE 6</b>	<b>SAFE AND HEALTHY WORK ENVIRONMENT</b>
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**6.1 ADEQUATE WORKSPACE.** The District shall provide each employee an adequate workspace, desk, supplies, storage and necessary equipment needed to perform their job duties. *(Old 24.1)*

**6.2** Employees shall not be expected to work in an area where such work has been prohibited by an appropriate county or state agency. Facilities will be maintained in a way that meets local, state and federal environmental health and safety requirements. Building inspections shall occur on a regularly scheduled basis to insure the health and safety of employees and students. *(Old 24.3.1)*

**6.3** Employees shall promptly report any safety hazards, or unsafe conditions they are aware of, to their immediate administrator. The District shall promptly advise employees of any unsafe working condition(s), as determined by a state or county agency, in the areas in which they work. *(Old 24.3.2)*

**6.4** An employee whose health has been adversely affected by any environmental condition at his/her worksite may apply for a transfer to another building or another room within the existing worksite. The District shall consider such request under the reasonable accommodations provisions of state and federal law. *(Old 24.3.3)*

<b>ARTICLE 7</b>	<b>CIVIL, ORDERLY, AND SECURE WORKPLACE</b>
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**7.1 HARASSMENT.** The District shall take appropriate measures to avoid workplace intimidation and harassment from outside sources, students and other District personnel. *(Old 25.1)*

**7.2 ASSAULT ON AN EMPLOYEE.** In the event a student assaults an employee, the student shall be disciplined according to District policy and due process. *(Old 25.2)*

- 7.3 STUDENT ELECTRONIC NUISANCE BEHAVIOR.** Schools may enact reasonable rules to bar the use of cell phones and other electronic devices capable of audio or video recording of employees. Employees who are asked to receive confiscated cell phones or other electronic devices, shall be provided access to a secure area to store them until returned to the student or parent. *(Old 25.3)*
- 7.4 VERBAL ABUSE AND VULGAR OR LEWD CONDUCT.** Students who direct verbal abuse at an employee or who engage in vulgar or lewd conduct, or who are being disruptive in the presence of an employee shall be disciplined according to District policy and due process. The employee may request that the student be barred from the employee's work area unless the student is under the direct supervision of school security or an administrator. Communications from threatening individuals may be referred to the building administrator. *(Old 25.4)*
- 7.5 INTERNET DEFAMATION.** Students found to have used District resources to knowingly make false, obscene or defamatory depictions of or claims against an employee or to include an employee's image without his/her permission shall be disciplined according to District policy, due process, and applicable laws. The employee may request that the student be barred from the employee's work area unless the student is under the direct supervision of school security or an administrator. Students who engage in inappropriate behavior from off campus may be subject to District disciplinary policy as permissible under applicable law. *(Old 25.5)*
- 7.6 FALSE ACCUSATIONS.** Students who intentionally falsely accuse an employee of misconduct shall be disciplined according to district policy, due process, and other applicable laws. *(Old 25.6)*
- 7.7** Appropriate and prompt action will be taken to address the behaviors of any parents/guardians, outside individuals or others who intimidate, harass, verbally abuse, or exhibit vulgar and/or lewd conduct to clerical employees. *(Old 25.7)*
- 7.8** Clerical staff who are concerned about the number of students in their work area may raise the issue with their building principal. The employee and the principal will work together to resolve the issue. *(Old 5.6.1)*
- 7.9** Each building shall have a designated chain of command when the principal is out of the building. *(Old 24.5)*
- 7.10** Students referred to the office shall be addressed by the principal/designee within a reasonable amount of time.
- 7.11** Those office personnel who regularly interact with students on behavior plans shall have access to a copy of every behavior plan within the building, subject to legal restrictions on disclosure and re-disclosure of such information (FERPA).

## **ARTICLE 8**

## **ASSOCIATION MEMBERSHIP AND DUES DEDUCTION**

- 8.1** Each employee subject to this Agreement who on January 17, 1991 is a member of the Association in good standing as a condition of employment maintain membership in the Association in good standing during the period of this Agreement. *(Old 3.1)*

- 8.2** All employees subject to this Agreement who are not members of the Association on the effective date of this Agreement, and all employees subject to this Agreement who are hired at a time subsequent to the effective date of this Agreement shall as a condition of employment become members in good standing of the Association or within thirty (30) days of the effective date of this Agreement or within thirty (30) days of the hire date, whichever is applicable. Such employee shall then maintain membership in the Association in good standing during the period of this Agreement. Employees who do not become members of the Association within thirty (30) days of the execution date of this Agreement shall not be covered by the terms of this Article. *(Old 3.2)*
- 8.3** The parties recognize that an employee should have the option of declining to participate as a member in the Association yet contribute financially to the activities of the Association in representing such employee as a member of the collective bargaining unit. Therefore, as an alternative to and in lieu of the membership requirements of the previous sections of this Article, an employee who declines membership in the Association may pay a service charge to the Association each month as a contribution towards the administration of the Agreement in an amount equal to the regular monthly dues less assessments. This service charge shall be collected by the Association in the same manner as monthly dues. *(Old 3.3)*
- 8.4** Any employee who refuses to become a member of the Association in good standing or pay the service charge in accordance with the previous sections shall at the option of the Association be immediately discharged from employment by the District. *(Old 3.4)*
- 8.5** The District will notify the Association of all new hires within ten (10) working days of the hire date. At the time of hire, the District will inform the new hire of the terms and conditions of this Article. *(Old 3.5)*
- 8.6** Nothing contained in this Agreement shall require Association membership of employees who object to such membership based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a non-religious charity or other charitable organization mutually agreed upon by the employee and the Association. The employee shall furnish written proof that such payment has been made. If the employee and the Association cannot agree on such matter, it shall be resolved by the Public Employment Relations Commission pursuant to RCW 41.56.122. *(Old 3.6)*
- 8.7** Employees of the District covered by this Agreement who were not members of the Association on January 1, 1991 shall have the option of remaining exempt from the conditions required by this Article for the term of their employment with the District. *(Old 3.7)*
- 8.8** The District shall deduct Association dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall transmit local dues to the treasurer of the Association on a monthly basis and the remainder to the Washington Education Association (WEA) on a monthly basis. In the event of an error, correction will be made in the following month's transmittal.

The District shall be absolved by the Association of responsibility for accuracy and accounting of Association dues and/or assessments. Additionally, individual employees shall provide a signature card authorizing payroll deductions and shall not hold the District responsible for errors caused by inaccurate and/or inadequate information provided by the employees. *(Old 3.8.1)*

**8.9** The president of the Association and/or his/her designated representative may receive released time to attend recognized Association, state and/or zone meetings in accordance with adopted school district policies and regulations.

At least ten (10) days of leave with pay shall be granted per year for negotiations, labor/management meetings, or for employees to confer with the District or its representatives during working hours without loss of time or pay. Pursuant to RCW 41.59.140(b), paid release time may not be granted for any other Association activities. If a substitute is used, the Association shall reimburse the District for the cost of the substitute. *(Old 3.9)*

**8.10** If the District and the Association mutually schedule bargaining sessions during work hours at which Association representatives need to be present, no salary deduction shall be made for the employees so engaged. *(Old 3.10)*

**8.11** Duly authorized representatives of the Association shall be authorized to transact official union business on school property when District employees are not performing assigned duties provided that this shall not interfere with or interrupt normal work or school procedures and shall upon request be required to present proper identification. No group meetings shall be allowed during working hours without administrative permission. *(Old 3.11)*

**8.12** The Association and its representatives shall have the right to use the District buildings and equipment after obtaining permission from the administration. The Association shall be responsible for claims arising from damage caused by negligence resulting from the use of the facilities and equipment. *(Old 3.12)*

**8.13** The Association shall have the right to use the intra-District mail service and mail boxes for communication purposes so long as such use does not disrupt the District mail service or promote and initiate any stop work actions against the District. *(Old 3.13)*

**8.14** The Association representative shall be notified by the District of formal disciplinary actions taken with employees covered by this Agreement. The Association shall have the right to have a representative at all hearings pertaining to formal discipline. *(Old 3.14)*

**8.15** The Association President or his/her designee shall meet with the Superintendent or his/her designee at least monthly to review implementation of this Agreement and/or to discuss such other matters as might be of mutual concern. These meetings shall not be constituted to violate the grievance procedure.

At these meetings proposed changes in District policies, regulations, procedures, etc., may be raised by either the District or the Association so as to obtain or express the considered professional judgment of the Association with respect to the proposed changes. Such policies, regulations, procedures, etc., shall not be grievable unless they constitute a specific violation, misapplication or misinterpretation of a specific provision(s) of this Agreement.

By mutual agreement between the Superintendent and the Association President:

- A. The dates, times, and places for the meetings shall be established.
- B. Any additional meeting shall be arranged.

C. Regularly scheduled meetings may be canceled or postponed. *(Old 3.15)*

**8.16** An employee who works in a position included in this bargaining unit who also holds a position in another District bargaining unit or group ("split employees") shall be subject to the terms of this agreement while serving in the position included in this bargaining unit, provided however, that such benefits, including but not limited to insurance benefits, leave benefits, vacation benefits, personal days (if applicable), for split employees shall be determined by the collective bargaining agreement or District policy covering the position that carries the most regularly scheduled daily hours. Where a split employee has an equal number of regularly scheduled daily hours between the District bargaining units or groups, the employee shall choose at the outset of such split employment, which unit or group's benefits as described above shall apply.

If an employee working a split position is directed, during the employee's lower-paid work shift, to perform job duties clearly falling within the higher-paid position, the employee may submit a timesheet and be compensated for the actual additional time worked in the higher-paid position; provided, that the employee shall deduct such time from the employee's timesheet in the lower-paid position. *(Old 5.1.4)*

## ARTICLE 9

## CLASSIFICATION AND SALARY

**9.1** Salaries for employees subject to this Agreement shall be set forth in Schedule A, attached hereto, and by this reference incorporated herein. *(Old 8.1)*

**9.2** Salaries to be contained in the appropriate Schedule A shall be for the term of the Agreement, subject to the terms and conditions of Article 23 and the salary adjustment provisions set forth in this Article. *(Old 8.2)*

**9.2.1** Incremental step movements, where applicable, shall take effect September 1 of each year during the term of the Agreement, provided the employee worked in the bargaining unit at least two-thirds (2/3) of the preceding school year. *(Old 8.2.1)*

**9.3 SALARY SCHEDULE.** For 2017-18, wages shall be as set forth in the attached wage schedule which reflects an 8% increase plus inflationary adjustment from 2016-17. For 2018-19, wages shall increase by a total of 8.1% from 2017-18 wages, which includes the state-funded inflationary adjustment. For 2019-20, wages shall increase by an additional 2% plus the state-funded inflationary adjustment (IPD). For 2020-21, wages will be negotiated in a salary only re-opener in the spring of 2020.

If any increase in the base state-funded classified salary is offset by other decreases in state or local funding, the District may reopen on the issue of wages to determine how much of an increase in wages, if any, may be applied. If the state cuts funding for classified salaries during the term of this Agreement, the wages in Schedule A shall remain in effect for the duration of this Agreement unless the Association agrees to a decrease. *(Old 8.2.2)*

**9.4** The District will grant longevity service credit for service in another Washington State school district for similar status experience, i.e., educational assistant equals educational assistant, but bus driver does not equal educational assistant.

In calculating an employee's longevity for purposes of vacation and the hourly longevity increase, the District will use the date the employee was hired by the District in a regular position (includes positions in other bargaining units and temporary positions, does not include substitute positions). If a person's employment has been interrupted by a work-related injury or a lay-off, that person's longevity will continue to accrue as if there was no interruption of service. Longevity rights of an employee shall be lost for the following reasons:

- A. Resignation,
- B. Discharge or
- C. Retirement. *(Old 8.3.1)*

**9.5 LONGEVITY.** *(Old 8.2.3).* For 2018-19, longevity shall continue to be paid as stated on Schedule A. For 2019-20, employees will be paid the following longevity increases to be added to the wage set forth on Step 6 of Schedule 52:

10 Years - \$.50/hr. above step 6	15 Years - \$1.00/hr. above step 6
20 Years - \$1.50/hr. above step 6	25 Years - \$2.00/hr. above step 6

**9.6** Substitutes shall be paid at 90% of the lowest salary schedule rate. Retired FPESP members who substitute for the District shall be paid 100% of Column 1, Step 1. *(Old 8.2.5)*

**9.7** As of September 1, 1999, employees are required to participate in a direct deposit program for pay warrants. Upon written request and approval by the Fiscal Services administrator, exceptions will be made for appropriate cause for members of the bargaining unit employed as of August, 1999. There shall be no limit on the number of times an employee may change direct deposit recipients. The District shall be responsible for the accurate and timely transfer of deposits to the employee's financial institution. *(Old 8.2.4)*

**9.8** A new employee to the bargaining unit shall be given salary schedule placement credit and other benefits based on longevity for prior Washington public school district experience within the same classification, as required by state law (RCW 28A.400.300). At the option of the Superintendent or his/her designee, new employees to the bargaining unit may also be granted such placement for up to four (4) years based upon other related experience based on work other than for a public school district. Any such credit granted will be given within fifteen (15) days after the date of hire. *(Old 5.2)*

**9.9** An employee moving to a lower or higher paying position at the employee's own request, shall accept salary placement of the position without losing steps earned in the previous placement. *(Old 5.5)*

**9.10** If, at any time, a job changes significantly from the job description, the Association reserves the right to appeal for a change in job description or classification. Such appeals may be made through administrative channels up to the level of Superintendent but shall not be subject to the grievance or arbitration procedure. The administration shall hold a re-class meeting with the affected employee(s) within 30 working days of the filing of the appeal. If the appeal for a change in job description or classification is approved, any increase in pay shall be retroactive to the application date of the appeal. The District recognizes its obligation under RCW 41.56 to bargain salaries for new or substantially changed positions. *(Old 5.7.3)*

**9.11** Any new clerical, secretarial or specialist position will have the job description and salary placement mutually agreed upon by the Association and the District. *(Old 5.12)*

**9.12 Education Credit Salary Schedule.** For 2018-19, education credits shall continue to be paid as set forth on Schedule 52. Beginning in 2019-20, an employee who has earned college credit in course work related to her/his employment will receive an increase in her/his hourly rate as described below:

- 45 quarter hours or 450 clock hours: \$0.50 (10 clock hours=1 college credit.)
- AA degree: \$1.00 (Employees who were receiving a stipend as of the 2004-05 school year for earning 90-120 credits or 900-1200 clock hours will be grandfathered at this level)
- BA degree: \$1.50
- MA degree or higher: \$2.00

The following must be submitted to Human Resources to request credit:

1. An official transcript, and
2. FPESP Course Approval Form.

Eligible credits for advancement may be earned during the year, September through August. To receive payment for credits, it shall be the employee's responsibility to provide the FPESP Course Approval Form or transcripts to the Human Resources administrator by September 15 if the credits are to count toward an increase in pay for that next school year. An employee may only advance on the salary schedule if he or she has sufficient credits turned in by September 15. Employees may submit a written request for prior approval to Human Resources. *(Old 21.3)*

**9.13** Compensatory time shall be allowed according to District Procedure 5231P. The District will send an annual memo on comp time and continue to have members turn in the comp time forms on a regular basis. At the employee's request unused compensatory time shall be cashed out and paid to the employee in his or her next regular paycheck. By June 30<sup>th</sup>, all unused compensatory time shall be cashed out and paid to the employee in his or her next regular paycheck. *(Old 23.5)*

**9.14** Employees who use compensatory time may be provided a substitute by the District upon request by the building administrator. *(Old 23.5.1)*

**9.15** All overtime and compensatory time must have the prior approval of the building principal or budget administrator except for time worked due to an emergency situation in which prior approval was not feasible. *(Old 23.6)*

**9.16** Employees called back to the District for additional work on regular working days shall receive a minimum of two (2) hours per call back at their base rate of pay. Overtime shall be paid if applicable. *(Old 23.7)*

**9.17** If a current employee substitutes for more than five consecutive work days in a position normally paid at a higher rate, the employee shall receive the higher rate of pay commencing on the sixth day in the position. *(Old 23.9)*

**9.18** If a current employee is transferred the employee will be compensated for any time spent in relocation during the regular work day, or for any approved additional time spent on relocation outside the regular workday. Other District personnel may also be assigned to assist an employee in relocation. *(Old 23.10)*



**ARTICLE 10****SENIORITY**

**10.1** In filling job openings, the employer will take into consideration skill, past work record, seniority, and merit. *(Old 9.1)*

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

- A. Resignation
- B. Discharge for justifiable cause
- C. Retirement *(Old 9.2)*

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

- A. Time lost by reason of industrial accident, industrial illness, personal illness, or jury duty;
- B. Time on leave of absence granted for the purpose of serving in the armed forces of the United States;
- C. Time spent on other authorized leaves of absence not to exceed one year;
- D. Change in job classification of categories within the bargaining unit. *(Old 9.3)*

**10.4** All internal candidates shall be granted an interview, provided they meet the minimum qualifications for the position. An applicant's seniority within FPESP will be considered as a factor when filling job vacancies but will not grant them preferential rights. Hiring decisions will be based on the best overall qualifications, skills and ability.

A member of the bargaining unit who applies for a bargaining unit position and does not receive the position may request a meeting with the Human Resources administrator to discuss the reason(s) for the hiring decision if the bargaining unit member had greater seniority than the successful applicant. *(Old 9.4)*

**10.5** When a regularly assigned employee of less than full time is promoted or transferred to a full-time position, the employee retains previous seniority rights. *(Old 5.4)*

**10.6** Seniority will be based on an employee's hire date in the Association. *(Old 6.2)*

**ARTICLE 11****GROUP INSURANCE**

**11.1** The District will contribute the state health care allocation and the retiree carve-out for each full time bargaining unit member for group dental insurance, vision insurance, and then to health insurance. Staff working less than 1.0 FTE will receive a pro rata share of the state allocation and a pro rata share of the carve-out. For the term of this Agreement the District will contribute up to \$80 for carve-out.

If the District's maintenance and operations levy does not pass, the requirement that the District pay the retiree carve-out each month as described above shall be null and void for the following school year and thereafter, provided:

- A. the District and the Association meet and consult regarding continuance of this provision and
- B. if agreement is not reached by the parties in a timely manner, the District shall have no obligation to continue the provision. *(Old 12.1)*

**11.2** The District will establish an insurance pool with a total of the maximum FTE state-allocated amount times the total FTE employees of the bargaining unit (1440 hours constitutes an FTE) times 12 months. *(Old 12.2)*

**11.3** Employees are eligible for insurance benefits on an FTE basis (1440 hours). Employees less than 1.0 FTE will receive a pro-rata share based on their percentage of FTE of the maximum contributions. *(Old 12.3)*

**11.4** The intent of the parties is to provide the maximum insurance contribution allowable by law to the employee pool to be distributed among members of the bargaining unit. To gain maximum utilization of the total allowable state insurance contribution provided by law for employees covered by this Agreement, the District agrees that it will contribute the maximum allowable to an insurance pool to be distributed among employees on a fair share basis to those who do not generate sufficient monies to cover the full cost of medical coverage. *(Old 12.4.1)*

**11.5** From the dollar amount available to each employee, first shall be deducted the cost of the District's dental, vision, and insurance plans with the remaining monies available for application to one of the medical insurance programs. *(Old 12.5)*

**11.6** To gain maximum utilization of the insurance appropriate for employees covered by this Agreement, the District agrees that an ongoing analysis of employee insurance plan enrollment and premiums for approved plans will be made during the period of September 1 through August 31. The Association shall be provided information regarding insurance options being considered by the District, and will be informed of any deadlines for District choices of insurance plans. In choosing options the District will consider any input provided by the Association in advance of such decision. *(Old 12.6)*

## **VOLUNTARY PROGRAMS**

**11.7** These plans are available for individual employee payroll deduction. District contributions and insurance pool monies cannot be used for salary insurance. *(Old 12.7.1)*

**11.8** VEBA. The Association annually may conduct a vote of affected employees to determine whether or not sick leave cash out of those employees may be put into a VEBA account for post-retirement health care. If the affected employees so vote by simple majority, all of them must participate in the VEBA program. *(Old 12.10)*

<b>ARTICLE 12</b>	<b>WORK DAY</b>
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**12.1** The work week shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday. *(Old 23.1)*

- 12.2** Each employee shall be assigned to a definite and regular schedule and work week which shall be changed as necessary to meet the required schedule. The employee's daily work schedule will be changed at the direction of the principal and/or supervisor to coincide with school needs, provided that the supervisor gives at least two weeks' notice or the employee agrees to the change. *(Old 23.2)*
- 12.3** The Association member's work schedule shall be as assigned and designated in accordance with the needs of the District. Shifts over four (4) consecutive hours shall receive a thirty (30) minute uncompensated lunch period as near the middle of the shift as practicable. *(Old 23.3.1)*
- 12.4** Shifts of at least three (3) consecutive hours shall receive one rest period as near the middle of the shift as practicable. Shifts of more than six (6) hours shall receive two (2) rest periods, both of which rest periods shall occur as near the middle of each half shift as practicable. Rest periods shall be fifteen (15) minutes in duration. *(Old 23.3.2)*
- 12.5** In the event hours of scheduled work are in excess of forty (40) hours per week, the employee shall be compensated at the rate of one and one-half (1 1/2) times the employee's base pay, double time for work on Sundays or Holidays (see Section 12.7). *(Old 23.4)*
- 12.6** All hours worked more than the normal shift, which totals more than forty (40) hours per week, shall be compensated at the rate of one and one half (1 1/2) times the employee's hourly rate. Paid holidays, vacations, sick leave shall be counted as time worked for the purpose of computing overtime. *(Old 10.5)*
- 12.7** Day, for the purpose of this Article, shall be the number of hours per day the employee is scheduled to work. *(Old 11.4)*
- 12.8** EXTENDED HOURS - The extended hours delineated below will continue for the term of this agreement. In the event of a levy failure or significant cuts in other revenue, these extra hours may be eliminated after a meeting with the Association. Additional time may be added by the District upon request of the building principal. *(Old 23.8)*
- 12.9** Elementary Library Assistants will receive extended contracts for five hours. Middle school and high school Library Assistants will receive extended contracts for two extra days. Each library assistant will work the days as agreed to with the principal. By providing this extra time and by clarifying the expectations regarding library inventories, it is the District's expectation that school libraries will not be closed to students and classes. *(Old 23.8.1)*
- 12.10** Each elementary school will be granted 70 hours of extra help to assist with the opening and closing of school or other such matters.
- The extra hours will be paid at the hourly rate of the employee doing the work and may be used from September 1 through August 31. The funding can be used to pay for the time of the assistant or the office manager. *(Old 23.8.2)*
- 12.11** Washington High School and Franklin Pierce High School will each receive 24 financial coordinator hours for the summer to be used as agreed to between the financial coordinator and the building administrators at each school. *(Old 23.8.3)*

**12.12 IMPACTS FROM NEW CONSTRUCTION & REMODELS.** Employees who must relocate workspace due to building remodels and construction shall be provided time during the workday or will be compensated for any time they are authorized to work outside the work day at their regular hourly rate or the overtime rate as applicable.

## **ARTICLE 13**

## **HOLIDAY, VACATION, LEAVES**

### **13.1 HOLIDAYS**

**13.1.1** All employees shall receive the following paid holidays that fall within their work year:

Labor Day	New Year's Day
Veterans Day	Martin Luther King's, Jr. Birthday
Thanksgiving Day	Presidents' Day
Day after Thanksgiving Day	<i>Friday of Spring Vacation*</i>
<i>Christmas Eve*</i>	Memorial Day
Christmas Day	<i>Independence Day*</i>

*\*Twelve-month employees only (Old 10.1)*

**13.1.2** If one of the above holidays falls on a Saturday, it shall be observed on the preceding Friday. If it falls on a Sunday, it shall be observed on the following Monday. *(Old 10.2)*

**13.1.3** Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked his/her last scheduled shift preceding the holiday or the first scheduled shift succeeding the holiday and is not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if the employee can furnish proof satisfactory to the District that because of illness, he/she was unable to work on either of such shifts, and his/her absence previous to such holiday by reason of illness has not been longer than thirty (30) days. *(Old 10.3)*

**13.1.4** Saturdays that are worked and that are not part of the regular work assignment shall be considered overtime and paid for at time and one-half. Sundays and holidays worked shall be paid at double time. *(Old 10.4)*

### **13.2 Vacation**

**13.2.1** September 1 shall be considered the anniversary date for purposes of computing vacations. *(Old 11.1)*

**13.2.2** Regular employees: *(Old 11.2)*

**13.2.2 (a).** Employees who commence work after September 1 shall receive pro rata share. If the employee has been employed six (6) full months as of September 1 of the employee's first year, the employee shall be credited with having completed one year for purposes of future calculation of years of completed service. If the employee has not been employed six (6) months as of September 1 of the first year, the employee shall be considered to

have completed one year on the following September 1 for purposes of future calculations. *(Old 11.2.1)*

**13.2.2 (b).** Vacations for regular twelve (12) month employees shall be based on the following schedule based on completed years of continuous service: *(Old 11.2.2)*

**260 Day Employees**

Completed Years of Service	Days of Vacation
1 .....	11
4 .....	16
10 .....	21

Vacations for regular employees less than twelve (12) months shall be based on the following schedules based on completed years of continuous service:

**218 Day Employees**

Completed Years of Service	Days of Vacation
1 .....	10
4 .....	11
10.....	12

**197 Day Employees**

Completed Years of Service	Days of Vacation
1 .....	9
4 .....	10
10.....	11

**13.2.2 (c)** . All vacations for twelve (12) month employees shall be taken between September 1 and August 31 following the anniversary date in which they are earned. Vacations shall be scheduled by mutual agreement between the employee and the employee's supervisor. Unused vacation shall accumulate from year to year up to a maximum of two (2) years. This does not preclude the supervisor from extending the time in which vacations are taken due to office workloads. Upon termination of employment for any reason, the employee is entitled to cash out any accumulated vacation, up to thirty (30) days. *(Old 11.2.3)*

**13.2.2 (d).** If a holiday occurs during an employee's scheduled vacation period, one (1) additional vacation day shall be granted. *(Old 11.2.4)*

**13.2.3** Vacations of less than twelve (12) month employees shall be paid off in June each year. *(Old 11.3.1)*

**13.3 Personal Leave**

**13.3.1** Two (2) days of personal leave shall be granted every year to be used at the discretion of the employee to take care of personal matters that cannot be taken care of outside the work day. Personal leave cannot be taken during the first or last week of the school year and cannot be used to conduct Association business or to extend a holiday or non-work

day unless approved by building administrator and Human Resources. The employee shall provide at least one (1) day's advanced notice before taking personal leave. Unused leave shall accumulate to a maximum of four days. Only one day per year may be cashed out at employee's regular hourly rate at the end of August. An employee who has accumulated more than one personal day may not use more than one day at a time without prior authorization from the employee's supervisor. *(Old Article 17)*

#### **13.4 Sick Leave, Emergency Leave**

**13.4.1** Each employee shall accumulate one (1) day of sick leave for each calendar month worked. An employee who works eleven (11) working days in any calendar month will be given credit for the full calendar month. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift. A doctor's certificate of disability is needed for illnesses lasting more than five (5) consecutive working days. Sick leave is allowed for a doctor or dentist appointment. *(Old 13.1)*

**13.4.2** Regular employees shall be allowed to use a maximum of five (5) days of sick leave per year for an emergency. An emergency is defined as an unforeseen and suddenly precipitated occurrence of a serious nature beyond the control of the employee which threatens the physical well-being, property of the employee, or for the serious illness of the immediate family (parent, spouse, domestic partner, child, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild) and is of such a nature that preplanning is not possible or could not relieve the necessity for the employee's absence, with approval of immediate supervisor and reason for absence to be submitted on a time sheet. *(Old 13.2)*

**13.4.3** Consistent with state law, an employee may use his/her sick leave to care for: (a) his/her child with a health condition that requires treatment or supervision; or (b) his/her spouse, domestic partner, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition. In addition, employees may use their sick leave for a sibling, grandchild, son-in-law or daughter-in-law who has a serious health condition or an emergency condition.

The District will comply with all the provisions of the Family and Medical Leave Act of 1993 (P.L. 103-3). *(Old 13.3)*

**13.4.4** Employees may cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one full day's monetary compensation for four (4) accumulated sick leave days. At the employee's option, he/she may cash out unused sick leave days in January of the school year following any year in which more than sixty (60) days of sick leave has been accrued and each January thereafter, at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued sick leave. The employee's sick leave accumulation shall be reduced four (4) days for each day compensated. No employee may receive compensation for sick leave accumulated in excess of one day per month. *(Old 13.4.1)*

**13.4.5** At the time of separation from the school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4)

full days accrued sick leave for illness or injury, up to a maximum accumulation of 180 days. For the purpose of this provision, retirement shall be defined as when an employee is eligible to receive benefits under Public Employees Retirement System (PERS) or State Employees Retirement System (SERS). *(Old 13.4.2)*

### **13.5 Maternity/Paternity/Adoption Leave**

**13.5.1** An employee wishing to take maternity/paternity leave will follow the following procedure: The employee shall submit his/her request in writing to the Human Resources administrator at least thirty (30) days prior to the beginning of the leave. The employee shall state in his/her request the approximate date the leave will start and shall state the ending date of the leave. If the employee intends to use accrued leave, this must be stated in the request. Upon application, therefore, the District shall grant such leave in compliance with state and federal law. Shared sick leave may be utilized for maternity leave if a doctor certifies the pregnancy-related disability is extraordinary or severe enough to meet state criteria for shared leave. *(Old 15)*

### **13.6 Bereavement Leave**

**13.6.1** Regular employees shall be allowed a maximum of five (5) working days leave with pay for each death in the immediate family to attend the funeral or make arrangements for same. Immediate family is defined as: parent, spouse, domestic partner, child, sibling, grandparents, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law. One (1) day shall be allowed to attend the funeral of another relative or close friend. *(Old 14)*

### **13.7 Jury Duty**

**13.7.1** Whenever an employee covered by this Agreement shall be called for jury duty or subpoenaed as a witness in a judicial or administrative tribunal, wherein the employee is neither the defendant nor the plaintiff, the District shall grant to such employee a leave of absence for each day he/she will be required to serve in such capacity. The employee shall notify the District of the fact that he/she has been called for such duty. The employee shall endorse over to the District any salary received for such service minus reimbursement received for travel during the period the employee has been on leave of absence. The period of time the employee is on leave of absence for such service shall be considered in all respects as time spent in the normal employ of the District. Employees may retain any juror stipends that are defined by state law as "reimbursement," PROVIDED, that if the state auditor subsequently determines that such stipends must be repaid, the District shall have the right to collect them. *(Old 16)*

### **13.8 Unpaid Leave**

**13.8.1** Employees shall be allowed to use leave without pay with the approval from their building administrator and the Director of Human Resources. Unpaid leave will not be granted unless all other applicable leave has been used. *(Old 19)*

### **13.9 Leave of Absence**

**13.9.1** An employee may apply to the Human Resources administrator for a leave of absence and upon approval of the Board of Directors, an employee may be granted an extended leave of absence for a period not to exceed one (1) year. If additional time is necessary due to extended illness, a written application must be made to the Human Resources administrator and up to one (1) additional year may be granted at the discretion of the

District. The District will not grant an employee a leave of absence to allow the employee to work for another employer. A leave of absence granted for another purpose will be discontinued if the employee on leave takes employment elsewhere. *(Old 18.1)*

**13.9.2** The employee shall be notified of the action for the Board of Directors to approve or disapprove the leave within seven (7) working days of the Board meeting wherein action was taken. *(Old 18.2)*

**13.9.3** The returning employee will be assigned to an open position (of equivalent or lesser pay) for which he or she qualifies, or may apply and be considered for any open position. The position may not be identical to the position occupied before the leave of absence. If there are no open positions for which the employee qualifies or if there are no open positions with equivalent or lesser pay, the employee may retain his or her seniority until such a position becomes available.

If an employee returning from leave is offered a position comparable to the position held before he or she went on leave (comparable in terms of pay and work year) and the employee refuses the position, the employee will be deemed to have resigned his or her position. *(Old 18.3)*

**13.9.4** The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave of absence. However, vacation credits and sick leave shall not accrue while the employee is on an unpaid leave of absence. An employee on leave of absence remains eligible for insurance benefits at his/her expense subject to limitation of Article 6, Section 6.4. *(Old 18.4)*

### **13.10 Leave Sharing**

**13.10.1** Procedures for leave sharing will be implemented according to District Policy 5406 and procedures, which are available at the District's website. These procedures are not subject to the grievance procedures identified in Article 18. *(Old 26)*

## **ARTICLE 14**

## **EMERGENCY CLOSURE**

**14.1** All employees have the responsibility to listen for closure information on radio stations designated by the District (listed on the District calendar on the month of November). Twelve (12) month employees will be working, unless contacted by their supervisor. If notification is not made until after the employee arrives at the office, the employee shall be paid a minimum of one (1) hour. *(Old 20.1)*

**14.2** Leave due to inclement weather shall be as follows:

1. Absence due to an employee's inability to report to scheduled work because of severe inclement weather or conditions caused by severe inclement weather shall be charged to one of the following:
2. Reschedule the work hours at the regular rate of pay if the immediate supervisor so determines the work hours should be rescheduled.
3. Any accrued vacation leave
4. Compensatory time



5. Leave without pay
6. Work at an alternate work site accessible to the employee on the day when the inclement weather occurs (260 employee only with building administration approval)  
(Old 20.1.1)

**14.3** Employees shall be permitted to use leave without pay rather than paid time off at their request.  
(Old 20.1.2)

**14.4** Tardiness due to an employee's inability to report to scheduled work because of severe inclement weather or conditions caused by severe inclement weather will be allowed up to one (1) hour at the beginning of the work day. Inclement weather tardiness in excess of one (1) hour shall be charged as provided in 20.1.1 above. If students are sent home early due to emergency conditions employees will be released as soon as reasonably possible after student dismissal subject to the same make-up or leave use provisions set forth in Section 20.1.1 above. (Old 20.1.3)

**14.5** The District and the Association shall meet and confer regarding snow make-up days on the clerical calendar prior to the District's establishment of such days for bargaining unit members. Such discussions will normally be held during labor management meetings. (Old 5.17.2)

## **ARTICLE 15**

## **JOB-RELATED TRAINING**

**15.1** In the mutual interest of the District and the Association, the District may cause funds to be available when budgeted and subsequently approved by the building administrator or budget administrator for job-related training. These funds may be used to pay workshop and training fees outside the District upon request of the employee and approval of the District. (Old 21.1)

**15.2** Such funds may be utilized for the following purposes without limitations: (Old 21.2)

- Salary and reimbursement for employees subject to this Agreement to attend recognized vocational courses within a reasonable distance.
- Expenses and materials to establish courses of study within the confines of the District which would be of mutual benefit to the employee and the District.
- Purchase of recognized vocational courses from local, state, or National Educational Institutes which would improve the potential of employees subject to this Agreement.

The District and Association will jointly develop an online form to be used by employees when applying for these funds. Employees shall receive pay at the regular hourly rate for hours spent in any training that is required by the District.

**15.3** At the regularly scheduled office manager meetings, there will be a standing "technology" agenda item. (Old 21.4.3)

**15.4** If building-level technology training is offered that is relevant to employees, one or more office staff will be allowed to attend, subject to advance approval of their building administrator.

**15.5** When new computer programs or significantly upgraded programs are being implemented in the District, or training as needed on current programs, the District will consider the training needs of bargaining unit members. The District shall provide training and materials on new District-mandated programs when requested by staff. (Old 21.4.1)

**15.6** Current employees who move to a new building or a different position that requires training in process and procedures, shall be provided paid transition time at their regular rate of pay as determined by the Human Resources administrator. *(Old 21.4.2)*

**15.7** Each building shall provide clerical staff the opportunity to attend an annual emergency training. *(Old 24.4)*

**15.8 Mentorships**

**15.7.1** New or transferred employees may be provided a mentor. If an employee is asked to be a mentor, the District will make reasonable efforts to ensure that the mentor's other duties are not neglected, which may include providing a substitute or authorizing additional hours for the employee. Due consideration will be given to the additional workload mentoring entails in evaluating mentors' performance of their other job duties. *(Old 21.4.4)*

**New employees:**

1. Shall have a mentor
2. Assigned by district
3. Mentor duties to include minimally:
  - a. Meet at least monthly with mentee to discuss job responsibilities
  - b. Be available for problem-solving / consultation / troubleshooting
4. Pay: A block of 20 additional / extra hours per year will be authorized in advance for such duties. Additional time may be authorized in advance upon request. Mentor hours are to be utilized for meetings with the mentee during the mentee's work day, with the understanding that this may result in time worked by the mentor outside the normal work day. Mentor-mentee meetings will not be scheduled outside the mentee's regular work day.
5. Piloted to 3-year term of agreement, sun setting at the end of 3 years unless otherwise agreed.

**Transferred employees/long term substitutes:**

1. "May" be assigned a mentor by District
2. If assigned a mentor, duties and pay are the same as for new employees unless otherwise established

**15.9** Substitute handbooks shall be developed during the term of this agreement, and upon completion and approval, will be provided by the District to all the substitutes.

**15.10** Employees shall be provided time within their regular work day to complete Safe Schools training.

**ARTICLE 16**

**MILEAGE REIMBURSEMENT**

Any employee directed by the District to travel from one job site to another or use their personal automobile for District business shall be reimbursed at the current Internal Revenue Service rate. Employees shall provide evidence of current liability coverage prior to using their automobiles for District business. *(Old 27)*

**ARTICLE 17****EMPLOYEE STAFF REDUCTIONS (R.I.F., LAYOFF, ELIMINATION)  
RECALL**

**17.1** In the event the District determines to reduce its present program, the classified employees covered by this Agreement will be laid off using the following provisions: *(Old 6.1)*

**17.2** The terms "job elimination," "layoff," and "reduction in force" are considered to be synonymous. *(Old 6.1.1)*

**17.3** The term "layoff" refers to action by the District to reduce the number of classified staff over and above attrition due to one or more of the following reasons: *(Old 6.1.2)*

1. Enrollment decline
2. Failure of a special levy or reduction in state funding
3. Program reduction

**17.5** The term "layoff" does not refer to decisions to discharge an employee for cause. *(Old 6.1.3)*

**17.5** Layoff will be based on seniority only. A person "bumping" into a new position will use the following procedures: *(Old 6.1.4)*

1. The person being laid off must have the desired qualifications for the new position, as determined by the District.
2. A person being laid off may bump any person junior within their class or below.
3. The person must remain in the new position at least nine months before being able to apply for another position within the Association. The nine month period begins on the first day the new position starts. The employee cannot apply for a new position during this time, nor can the employee resign and then re-apply for a new position during this time period.
4. An employee who receives notice of layoff shall notify the District in writing within ten (10) working days whether they intend to exercise their bumping rights and which position, if any, they intend to "bump" into. If two or more employees indicate they intend to exercise their bumping rights for the same position, the most senior employee shall prevail for that position, and the less senior employee(s) shall be given another 10 working day extension to exercise their bumping rights. An employee who fails to submit such notice within ten (10) working days waives the right to bump but does not waive recall rights. Emergency extensions of this timeline may be granted by the Human Resources Director.

**17.6** Employees whose positions will be eliminated at the beginning of the following school year will be provided written notice by the last day of school during the preceding school year. The Association shall also receive a copy of the notice so that it can share information with members who might expect a notice of layoff/bumping from the District over the summer. *(Old 6.1.5)*

**17.7** If the District determines that a bargaining unit position is to be eliminated or that a new position is to be created, the Association President will be notified and may request a meeting with the Superintendent or designee to provide input. *(Old 5.1.3)*

**17.8** In the event of a layoff, employees affected will be placed on a re-employment list maintained by the District according to seniority. These employees are to have priority in filling openings for

which they qualify within the Association. Names will remain on the re-employment list for eighteen (18) months. A person who has been laid off and is offered a job by the District has two (2) opportunities to reject the positions offered and still maintain his/her position on the layoff list. *(Old 6.3.1)*

**17.9** A person recalled will be able to maintain the same step. *(Old 6.3.2)*

**17.10** While in the employment pool, the employee may, at the employee's option, be continued in a fringe benefit program of the District provided the employee reimburses the cost of the programs to the District in advance by the first of each month and is subject to any limitations imposed by the insurance carrier. *(Old 6.4)*

**17.11** REDUCTION OF HOURS. When an employee's hours are reduced there will be a commensurate reduction in the amount of work expected of the employee. The employee shall receive written notice from their evaluator of the work that is being reduced and those aspects, if any, of the employee's job description that will no longer apply. *(Old 6.5)*

## **ARTICLE 18**

## **GRIEVANCE PROCEDURE**

**18.1** If there has been a violation of a specific provision(s) of this collective bargaining Agreement, the employee shall take the matter up with the employee's immediate supervisor within ten (10) working days following the date the violation occurred. If the matter is not satisfactorily resolved within five (5) working days following the employer's receipt of the complaint, the employee may proceed to Step One of the formal grievance procedure. A working day shall mean days the District business office is open. *(Old 4.1)*

### **•STEP ONE**

The aggrieved employee shall present the facts concerning the matter in writing, stating the provision(s) allegedly violated, to the immediate supervisor. This shall be done within twenty (20) working days following the date of occurrence of the grievance. The immediate supervisor shall respond in writing within ten (10) working days, thereafter. If the employee is not satisfied or the matter is not resolved, the employee may proceed to Step Two. Association representatives may help the employee at Step One and beyond.

### **•STEP TWO**

The employee, with the help of the Association representative, may submit the matter in writing to the Human Resources administrator within ten (10) working days of receipt of the written response from the immediate supervisor. Within fifteen (15) working days following submission of the written grievance to the Human Resources administrator, the employer shall submit a written answer to the Association and the aggrieved employee. If the employee is not satisfied and the matter is not resolved, the employee may proceed to Step Three.

### **•STEP THREE**

If the grievant is unsatisfied with the disposition in Step Two of the grievance procedures, the grievant may, within thirty (30) working days, and with the written consent of the Association, submit the matter to arbitration. Fifteen (15) days' notice of intent to arbitrate shall first be provided to the District in writing by the Association. Any grievance related to interpretation or

application of the specific provision(s) of the Agreement may be submitted to arbitration as outlined above, unless excluded by the other provisions of the Agreement or this Article.

To effectuate arbitration, the Association shall submit a request for arbitration within the thirty (30) working days to the Federal Mediation and Conciliation Service (FMCS), or the American Arbitration Association (AAA), in accordance with their rules which likewise govern the arbitration proceeding, or as otherwise agreed by the Association and the District.

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

The arbitrator shall render his/her decision within thirty (30) calendar days following the conclusion of the arbitration hearing or submission of any post-hearing briefs. The parties shall have thirty (30) working days from the date of the hearing in which to submit such briefs.

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

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

**18.2** The grievant shall have the right to have an Association representative present during the formal discussion in Steps One, Two, and Three. Such discussion shall not interfere with the employee's normal duties. *(Old 4.2)*

**18.3** Nothing contained herein shall be construed to prevent any employee from processing his/her own grievance through Step Two without Association representation. However, the District shall give the Association the opportunity to be present at any step of the grievance procedure and make its views known. *(Old 4.3)*

**18.4** Grievance hearing shall be held at reasonable times and places that do not conflict with the working day, unless otherwise mutually agreed. Grievances not pursued to the next step within the time limitations set forth shall be deemed waived. However, time limits may be extended by mutual agreement. *(Old 4.4)*

**18.5** Termination of probationary employees as defined in this Agreement for any reason is not subject to the grievance procedure. *(Old 4.5)*

**18.6** Time limits as set forth in this Article may be extended by mutual agreement. Grievances not proceeding within the time limits set forth in this Article shall be waived and considered null and void, except if the District has not complied with the time limits set forth herein, the grievance shall automatically proceed to the next step of the grievance procedure. *(Old 4.6)*

**ARTICLE 19****CONFORMITY TO LAW**

**19.1** This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement or any application of this Agreement to any employee or groups of employees covered hereby shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, and all other provisions or applications of the Agreement shall continue in full force and effect. *(Old 28.1)*

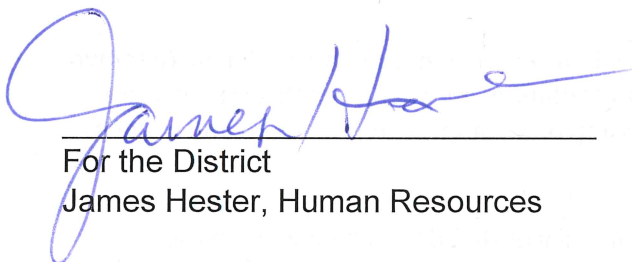
**19.2** The parties may enter negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement of such provision(s). *(Old 28.2)*

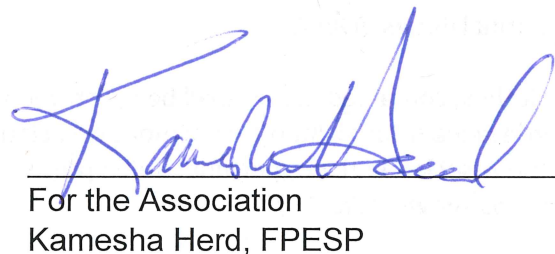
**ARTICLE 20****DURATION**

The term of this Agreement shall be from September 1, 2017 and shall continue in full force and effect through August 31, 2021. *(Old 30.1)*

**ARTICLE 21****STATUS OF AGREEMENT**

Upon the request of either party, labor/management meetings can be called to discuss items of mutual interest, to resolve concerns regarding the contract or to provide feedback to the District. The District and Association shall appoint their respective members. *(Old 30.2)*

  
\_\_\_\_\_  
For the District  
James Hester, Human Resources

  
\_\_\_\_\_  
For the Association  
Kamesha Herd, FPESP

24 Jan 19  
Date

1/24/19  
Date

**Memorandum of Understanding  
Between Franklin Pierce School District  
and  
Franklin Pierce Educational Support Personnel**

The following shall be in effect during the term of the Collective Bargaining Agreement commencing September 1, 2017 and expiring August 31, 2021:

**Staffing**

The District will increase staffing as follows for the duration of this Agreement, and provided there is no significant reduction in current funding levels:

- Secondary Library Assistants: The District will staff current secondary Library Assistants at seven (7) hours per day.
- Elementary Office Assistants: The District will staff current elementary Office Assistants at seven (7) hours per day, 218 days per year.
- Financial Coordinators: Keithley Middle School and Ford Middle School will each receive fifteen (15) financial coordinator hours for the summer to be used as designated by the building administrators at each middle school. Additional hours may be requested of the building administrator as needed.
- High School Guidance Secretaries: The District will staff current High School Guidance Secretary positions at not less than seven (7) hours per day.

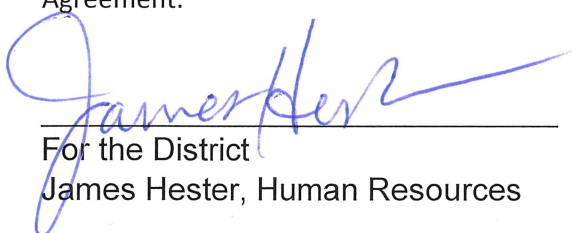
**Professional Development Stipends – As Modified during reopener for the 2018-19 school year:**

During the term of this Agreement the District will provide a one-time compensation for employees who successfully complete approved technology training/certifications, based on the following concept:


1. Maximum stipend amount is six hundred dollars (\$600).
2. Completion of all three levels (beginning, intermediate, and advanced) for one software program shall earn a \$200 stipend; up to the maximum of \$600 for completion of training.
3. Documentation of completion must be submitted to Human Resources by June 30<sup>th</sup>. Professional development stipends shall be paid in the July paycheck in the year in which the stipend is earned.

**Committee Work**

Contract Reorganization Committee between the District and Association will meet following ratification by both parties to make non-substantive changes to the organization of the Collective Bargaining Agreement.

  
\_\_\_\_\_  
For the District  
James Hester, Human Resources

24 Jan 19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Association  
Kamesha Herd, FPESP

1/24/19  
\_\_\_\_\_  
Date