



**KAESP PROPOSALS TO
KENNEWICK SCHOOL
DISTRICT 7-28-21**

BARGAINING TEAM

MELANIE STONG, CO-PRESIDENT

BRANDY STRAIT, CO-PRESIDENT

PIPER BURRIS, VICE PRESIDENT

GRETA KIRK, SECRETARY

HEIDI WAGONER, CLASSIFICATION REP

RAMONA REITAN, CLASSIFICATION REP

TAMI MOE, CLASSIFICATION REP

LAURYE SCHMIDT, FIELD
REPRESENTATIVE AND CHIEF
NEGOTIATOR

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PSE ISSUE # 1

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 1.3.

The District will provide the PSE President/**Co-President** with copies of all job postings through District e-mail. KSD will revise and update evaluations as needed and share at Labor/Management meetings for feedback.

Section 1.4.

The bargaining unit to which this Agreement is applicable shall consist of all regular full-time and part-time classified employees in the following general job classifications: Paraeducators, Cashiers **and LPN.s**

PSE KAESP PROPOSALS

PSE ISSUE # 2

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 3.2.1.

Job descriptions are furnished at the time of hire for each position. They are available in the Human Resource Department and shall be furnished upon request. **All job descriptions shall be attached to the Collective Bargaining Agreement.**

PSE KAESP PROPOSALS

PSE ISSUE # 3

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Regarding HB 1085

New Section 3.9. Administration of Medications to Students with Epilepsy/Seizure Disorders.

The District will follow the state law regarding employees delegated to administer medications regarding epilepsy/seizure disorders. No employee will be required to perform such duties unless indicated on their job description when hired, unless the employee volunteers to do so in writing and is properly trained as per state law.

New Section 3.10. Immunity.

A employee acting in good faith and in substantial compliance with the student's IHP regarding epilepsy, other seizure disorders or diabetes and has followed instructions of the student's licensed health care professional, provides assistance or services to a student with diabetes, epilepsy or a seizure disorder is not liable in any criminal action or for civil damages resulting from the services provided.

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PSE ISSUE # 4

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 6.1.

The Labor/Management committee is designed to allow the parties to meet at mutually scheduled times to discuss appropriate matters that do not require negotiations. The committee shall consist of the Association President/**Co-President** and up to **eight (8)** ~~four (4)~~ members chosen by the Association, and the District Human Resources **Director** ~~Manager~~ and up to **eight (8)** ~~four (4)~~ management representatives chosen by the District. Committee meeting times shall be mutually agreed upon between the parties. **Should more attendees be needed each party may request for such presence. Should such meeting occur outside the employee's workday the employee shall be paid at their hourly rate of pay.**

PSE KAESP PROPOSALS

PSE ISSUE # 5

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

WAC 296-126.

New Section:

Preparatory and concluding activities are those activities that are considered integral or necessary to the performance of the job. Those duties performed in readiness and/or completion of the job shall be considered hours worked. When an employee does not have control over when and where such activities can be made, such activities shall be considered as hours worked.

PSE KAESP PROPOSALS

PSE ISSUE # 6

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 7.2.

Each employee shall be provided breaks and lunch periods as follows:

- 4 hours - one 15-minute rest period
- 5 hours - one 15-minute rest period, and one 30-minute uninterrupted lunch
- 6 hours - one 15-minute rest period, and one 30-minute uninterrupted lunch
- 7 hours - one 15-minute rest period, and one 30-minute uninterrupted lunch
- 7.5 - 8 hours - two 15-minute rest periods – one in the am and one in the pm, and one 30-minute uninterrupted lunch.

The program supervisor/administrator will not schedule lunch or breaks at the beginning or ending of a work shift. **Meal periods shall not commence before the second hour of the shift, unless agreed upon between both parties in writing.**

Shifts of five (5) hours or more will have a scheduled thirty (30) minute unpaid, uninterrupted lunch period as near the middle of the shift as is possible. The immediate supervisor will determine the time for the lunch period.

WAC 296-126-092 reference

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PSE ISSUE # 7

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section

All employees will be notified prior to October 1st of the dates and times of when they will be required to work student conferences.

PSE KAESP PROPOSALS

PSE ISSUE # 8

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 13.3. Clock Hours.

1. An employee wishing to earn clock hours toward salary enhancement must obtain an application form from the Human Resources Office.
2. **All paraeducator certificate courses will be approved.**
3. Credit shall be granted to an employee of the District only after prior approval has been received and completion requirements have been fulfilled.
4. Application should be submitted to the Human Resources Office ten (10) days prior to taking a class/workshop for review, processing, and final approval.
5. If an application is in question, an appointed committee from the Para-Ed Staff Development Committee and Human Resources **Director Manager** will meet to review it. Applications not meeting requirements will be returned to the employee with an explanation given.
6. The applicant has the right of appeal to the Human Resources **Director Manager** within five (5) workdays after receipt of disapproval.
7. Once earned, enhancement pay is continuing each year and is cumulative as earned thereafter.
8. One District point shall be granted for each ten (10) hours of attendance in approved classes.
9. Payment Schedule:

Step 1:	5 approved points (50 clock hours)	=	\$75.00 (\$500) per year
Step 2:	5 approved points (100 clock hours)	=	\$150.00 (\$625) per year
Step 3:	5 approved points (150 clock hours)	=	\$200.00 (\$750) per year
Step 4:	5 approved points (200 clock hours)	=	\$250.00 (\$875) per year
Step 5:	5 approved points (250 clock hours)	=	\$300.00 (\$1,000) per year
Step 6:	5 approved points (300 clock hours)	=	\$1,125
Step 7:	5 approved points (350 clock hours)	=	\$1,250
Step 8	5 approved points (400 clock hours)	=	\$1,375
Step 9	5 approved points (450 clock hours)	=	\$1,500
Step 10	5 approved points (500 clock hours)	=	\$1,675

The maximum allowable will be three hundred dollars **\$1,675 per year** ~~(\$300.00).~~

When attending one **(1)** or more-day workshops/conventions, only time spent in sessions is allowable for credit. Travel time, lunch, dinner, etc., is not acceptable.

Enhancement pay will be applied to salaries in a given year, once a year on August 31st, if all work is completed, verified, and submitted to the Human Resources Office no later than June 30th. There will be no exceptions to the deadline submittal date. Any clock hours taken after June 30th will be applicable to the next school year. Courses taken for college credit may not be used for clock hour salary enhancement pay.

If an employee resigns or retires before August 31st in a given year, that employee shall receive salary enhancement as pro-rated according to the following: One-twelfth (1/12) of the salary enhancement earned up to the date of resignation/retirement for each complete month worked from September through August. During the final month worked, the employee must work more than eleven (11) days to qualify for the prorating of that month. The employee will be paid the prorated salary enhancement on the last paycheck paid for their employment. Only salary enhancement pay earned before June 30th of that year will qualify as above.

PSE KAESP PROPOSALS

PSE ISSUE # 9

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section 7.4.3.

If school is closed due to inclement weather, environmental or other reasons and the District chooses to conduct a remote learning day, the employees shall have the opportunity to work remotely doing one (1) or more of the following tasks as indicated by their supervisor in order to keep the employee whole. Employees will not be required to come into the building in inclement weather or other environmental conditions/hazards.

- **Completing training modules**
- **Working in the virtual classrooms as needed**
- **Projects assigned by Supervisor**

PSE KAESP PROPOSALS

PSE ISSUE # 10

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 7.5.1.

Paraeducators filling in for secretary staff for a period of **one (1) hour** ~~two (2) hours~~ or more, ~~excluding breaks and lunch coverage~~, shall be paid a differential rate of **two dollars and fifty cents (\$2.50)** ~~one dollar and ninety cents (\$1.90)~~ per hour.

PSE KAESP PROPOSALS

PSE ISSUE # 11

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section 7.6. Trade Time.

Trade time is a method of payment for those employees who occasionally work beyond their scheduled shift, per supervisor approval. Employees may choose to receive their hourly wage or “trade time”. Any unused “trade time” shall be cashed out at the end of the year at the employee’s hourly wage. Trade time is to be used similarly to compensatory time without the overtime requirements. Trade time will not be taken when school is in session and requires prior approval by the supervisor. Teachers cannot approve trade time.

Employees requesting to work trade time must do the following (using the attached Trade Time Form):

- 1. Make a request to the Supervisor.**
- 2. Identify what work could be performed.**
- 3. Identify when the employee intends to use the trade time.**

Hours worked outside the employee’s scheduled shift shall at the employee’s option, shall be accrued as comp time, or as hours worked for pay and shall comply with the Fair Labor Standards Act. The accrual and use of Comp time shall be approved by the administrator or program supervisor.

New Section 7.7. Compensatory Time.

Compensatory time is to be earned at no less than one and a half hours (1.5) for each hour of employment for which overtime compensation is required. Employee’s may choose compensatory time in lieu of paid compensation for all hours worked over forty (40) in a week. All overtime hours shall first be approved by a supervisor unless an emergency arises. Teachers cannot approve overtime.

PSE KAESP PROPOSALS

PSE ISSUE # 12

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 8.1. Holidays.

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

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

11. Juneteenth (June 19th)

Independence Day and **Juneteenth** holiday **are is** only paid for employees working **the scheduled workday before and after the holiday, such as** summer school **or as part of their contracted work year.**

PSE KAESP PROPOSALS

PSE ISSUE # 13

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 9.1. Sick Leave

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than ten (10) days of sick leave per school year. The maximum total accumulation of sick leave shall be one hundred eighty (180) days to the maximum allowable according to State Law, whichever is greater. Eleven (11) workdays during the month shall qualify an employee to receive sick leave credit for that month. Sick leave shall be granted to an employee in the event of illness, injury, or emergency, as provided under the sick leave provisions contained herein. In the event that sick leave and all other leave has been exhausted, a leave of absence without pay shall be granted per Section 9.5.1. **Employees shall be entitled to utilize sick leave in hourly increments.**

9.1.1.

A physician's statement of illness may be required upon the request of the Superintendent or designee, or supervisor/principal under the following situations:

1. When there is a question regarding the employee's fitness for duty.
2. When the employee has requested and been denied other leave for the same days the employee takes sick leave.
3. When the employee has exhausted all available sick leave.
4. When an illness exceeds five **consecutive** (5) days.
5. When an employee is on attendance improvement plan.

PSE KAESP PROPOSALS

PSE ISSUE # 14

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 9.5. Leave Of Absence.

In order to be eligible to take a leave of absence, the employee must have worked a minimum of one (1) calendar year since the previous leave of absence or since the beginning of employment. A leave of absence, not to exceed one (1) year, **may be requested, unless a serious medical issue occurs, then an additional one (1) year may be granted upon request of the employee.** The employee is responsible to inform the District of his/her wish to return to work and must apply for posted positions. Once the employee has returned to employment they will not lose accrued seniority, salary, vacation and sick leave rights. However, vacation credits and sick leave shall not accrue while the employee is on leave of absence. If there are no positions for the returning employee, they will be considered to be on lay-off and shall be governed by Article X. A leave of absence will not be granted when the purpose of such leave is to pursue other employment.

PSE KAESP PROPOSALS

PSE ISSUE # 15

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 9.9. Personal Leave.

Each employee is granted three (3) days of personal leave, which may be utilized for any purpose, discrete from sick leave. **Employees with longevity within the Kennewick School District of five (5) years or more shall be entitled to one (1) extra personal day.** Employees may cash out unused days of personal leave at 100% of employees current hourly rate of pay or accumulate up to **ten (10) five (5)** unused days or roll unused leave 100% into sick leave (not to accumulate more than twelve (12) sick leave days per year). Employees must complete the District form indicating their choice of cash out, accumulation or roll over to sick leave by July 31st of each year for unused personal leave. If no form is completed, unused leave will automatically be cashed out on August 31st. An employee who is hired during the second semester or who leaves employment during the first semester is eligible to receive one and one-half (1.5) personal leave day(s). **Employees shall be entitled to use personal leave in half day (1/2) increments.**

PSE KAESP PROPOSALS

PSE ISSUE # 16

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section 9.9. (renumber other sections) Washington Paid Family and Medical Leave (PFML).

Employees are eligible to apply for Paid Family and Medical Leave (PFML) benefits as allowed by law:

- **The District shall annually notify employees about the benefits available under PFML.**
- **Employees will be required to file a claim for PFML benefits with the Employment Security Division (ESD) at the following email address <https://paidleave.wa.gov/get-ready-to-apply/> all payments will come from the ESD.**
- **PFML benefits shall include up to twelve (12) weeks of paid leave per year to care for self or family unless otherwise extended by specific circumstances. See above website.**
- **To qualify for PFML, employees must work eight hundred and twenty (820) hours or more in the qualifying period, which shall be defined as the first four (4) of the last five (5) completed calendar quarters starting from which the employee makes their claim for benefits. PFML may not be taken without a qualifying event.**
- **Employees should go to <https://esd.wa.gov/paid-family-medical-leave/benefits> or www.paidleave.wa.gov for all information pertaining to this leave.**

Section 9.9.1.

All paid leave shall count towards hours worked for PFML accrual purposes.

If paid leave is used concurrently with PFML it will be considered a supplemental benefit.

Example: (PFML may pay 90% of employee's wage, employee may utilize their own leaves to supplement the 10% pay loss).

PSE KAESP PROPOSALS

PSE ISSUE # 17

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.2.

Each new hire may remain in a probationary period of six (6) months, not to include two (2) months worked in the summer. **All employees are subject to only one (1) probationary period.** During this probationary period, the District may discharge such employee at its discretion. At the end of the probationary period, the employee will be subject to all rights and duties contained in this Agreement, retroactive to his/her hire date. Probationary employees will remain in their original job assignment for the entire six (6) month probationary period. Once employees have completed their probationary period, they may apply for new or open positions. Vacation benefits will not be cashed out if the employee has resigned or been terminated from employment prior to the end of the probationary period.

PSE KAESP PROPOSALS

PSE ISSUE # 18

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section Testing for Positions.

The District will not require current employees to take a test for a position unless it is specified on the job description and job posting. The test shall come from the District office and be the same for all. No building may administer their own individualized test. Anytime the District wants to add a testing requirement to a job, it must be bargained with the Union prior to implementation.

PSE KAESP PROPOSALS

PSE ISSUE # 19

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.5.1. Additional Time (not including overload).

1. In accordance with the seniority provisions of this Contract, all additional time/temporary time, **of one (1) hour ~~two (2)~~ hours** or less daily shall be filled, by current employees, on a seniority and availability basis, by **building** location.
2. Senior employees **per building location shall** have first right of acceptance or refusal of all additional time and/or postings.
3. If no in-building employee is available to accept the additional time, of **one (1) hour ~~two (2)~~ hours** or less, the time shall be offered District wide, on a seniority **and** availability basis. Notification of this available time will be sent to all schools and posted in an appropriate area.
4. If there are no in-district employees who can accept the additional time of **one (1) hour ~~two (2)~~ hours** or less daily, management shall offer the time to an employee in lay-off status, and may place a substitute or temporary employee, as defined in Section 1.4, in the position until an in-district candidate becomes available. The District shall post the position as normal if no in-district employees or employees in lay-off status are available to fill the position.
5. For all available time and/or positions of more than **one (1) hour ~~two (2)~~ hours**, Section 10.6 shall guide the posting requirements.
6. Process for applying benefits for additional time of **less than one (1) hour ~~two (2)~~ hours or less** for current employees or those employees with a seniority date:
 - A. All additional time projected to be ninety (90) consecutive workdays or more shall have all benefits applied, on the first day of the work.
 - B. If the additional time was initially intended to be ninety (90) consecutive workdays or less, and the time goes beyond the ninety (90) consecutive workdays, applicable benefits will be retroactively applied to the first day, excluding additional insurance benefits if after October 1st.
 - C. Additional time of eighty-nine (89) workdays or less shall not have benefits applied.
 - D. It is understood that this time may be temporary in nature and may be discontinued at any time.
7. Procedures for new employees, or those employees without a seniority date, taking temporary time of **one (1) hour ~~two (2)~~ hours** or less.
 - A. All applicable benefits shall be applied on the ninety-first (91st) working day, in accordance with the Collective Bargaining Agreement, excluding overload, although employees working less than two (2) hours in temporary or non-temporary time are not benefit or seniority eligible and are paid as worked (non-contracted pay) at the substitute rate of pay.
8. All additional time, that is intended to be “temporary in nature” shall be identified as such on the posting. If there is no posting, employees’ taking this additional time shall be provided a document that defines the time as “temporary in nature”.

PSE KAESP PROPOSALS

PSE ISSUE # 20

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section 9.10.

All hours worked shall be counted toward leave accruals, including temporary, trade, compensatory and overload time.

PSE KAESP PROPOSALS

PSE ISSUE # 21

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 13.4. Procedures for Credit for Salary Enhancement Program.

1. An employee wishing to earn credit toward salary enhancement must obtain an application form from the Human Resources Office.
2. Credit(s) shall be granted to an employee of the district after prior approval has been received from the principal and completion requirements have been fulfilled. **Human Resources shall be the determining factor.**
3. **Employees who have already obtained credits prior to hire, must provide official transcripts to the District.**
4. ~~Credits must be directly applicable to the employee's job description and/or job assignment. All college credits must be approved in advance by the building principal.~~

Compensation for the credits described above will be calculated as follows:

- 15 - 29 credits \$0.15 per hour
- 30 - 44 credits \$0.~~25~~¹⁵ per hour
- 45 – 59 credits \$0.~~35~~⁴⁵ per hour
- 60 ~~+~~ **74- credits \$0.60 per hour**
- 75 – 89 credits \$0.70 per hour**
- 90 -179 credits \$0.80 per hour**
- 180 or Bachelor's \$1.00 per hour**
- Master Level \$1.50 per hour**

5. Enhancement pay will be applied to salaries in a given year, once a year on September 1st, if all work is completed, verified, and submitted to the Human Resources Office no later than August 31st. There will be no exceptions to the deadline submittal date.

PSE KAESP PROPOSALS

PSE ISSUE # 22

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.6.

The District shall publicize within the bargaining unit the availability of open positions within ten (10) workdays after the District determines the opening. Announcements shall be posted on the District's website. They shall also be posted in each building and a copy emailed to the Chapter President/**Co-President**. Announcements will be posted for a minimum of five (5) workdays. The job posting shall include the minimum hourly rate.

Additional time of **one (1)** ~~two (2)~~ hours or less will be awarded as per Section 10.5.1.

PSE KAESP PROPOSALS

PSE ISSUE # 23

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.6.1. Posting – Summer School.

For the purposes of filling summer school positions, a Summer School Bid Fair will be held annually in April.

Summer jobs will be offered by building and seniority first, then District wide. The process will be attached as an Addendum .

~~The procedures defining the Bid Fair will be discussed between the parties by February of each year.~~

PSE KAESP PROPOSALS

PSE ISSUE # 24

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.7.

In managing the work force, the District may create ~~classification and~~ **positions** of jobs in the bargaining unit other than those listed herein. **The District will notify the Association of this change and will bargain this position prior to implementation.** When the District does so, it may set an appropriate pay rate for the position(s). If the Association considers the pay rate set by the District for these new positions to be inappropriate, it may notify the District within twenty (20) calendar days that it wishes to negotiate the pay rate for the position(s). After such notification, the District shall meet with the Association within twenty (20) calendar days to begin negotiations.

PSE KAESP PROPOSALS

PSE ISSUE # 25

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.8.1.

Employees in lay-off or reduced hours status shall have priority, in seniority order, in filling new or open positions over junior employees and outside candidates.

Employees in lay-off or reduced hours status shall have priority, whenever appropriate, for filling in (subbing) for absent unit employees and shall be paid at the step **they were on prior to the layoff, but at the wage of the position as the Step I rate** shown on Schedule A.

Employees in lay-off or reduced hours status, who have not secured a permanent or temporary position and who wish to perform fill-in work (subbing), must notify the KSD of their availability and desire to perform fill-in work (subbing).

PSE KAESP PROPOSALS

PSE ISSUE # 26

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.10.

An employee shall forfeit rights to reemployment as provided in Section 10.8 if the employee does not comply with the requirements of Section 10.8 and Section 10.9, or if the employee does not respond to the offer of reemployment within ten (10) **calendar** days, **after a certified letter was mailed.**

Section 10.11.

An employee on layoff status who rejects an offer of reemployment will be removed from layoff status, **so long as the employee is offered a position similar in wages, hours and working conditions.**

PSE KAESP PROPOSALS

PSE ISSUE # 27

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 10.12. Displaced Employees.

Definition: A “displaced” employee is one who holds a position that the District has determined will end on the last day of the school year or at any time during the school year due to a change in program or student need.

Employees who knowingly accept a temporary short or long-term position or temporary hours (temporary is defined as lasting for one (1) school year or less and posted as “temporary”) are not included in this definition. However, temporary employees per Section 1.4 shall have seniority rights to apply for open and available positions, but are not guaranteed placement in a position.

This employee shall have the following rights:

1. The District will provide notification to the displaced employee as soon as the District is aware of the reduction. After receiving notice of the position ending, the employee is required to apply for available positions through the District’s on-line application system.
2. **Seniority rights shall govern for all open positions.**
3. ~~Between the period of the displacement and August 15th of that year, seniority rights shall govern hiring processes as per Section 10.5. of the collective bargaining agreement.~~
4. ~~If the displaced employee has applied for and is unable to obtain a continuing position by August 15th, the District will ensure the employee remains whole by assigning the employee to an unfilled position for which the employee has applied. The employee shall be placed in an open available position over more senior employee(s) in order to keep the employee whole. This shall occur no later than September 15th.~~
5. ~~If no open positions are available~~ **Up until September 30th of the following school year,** ~~between September 15th and 30th,~~ the District and PSE will assign the employee to a position as a temporary floating paraeducator with the following rights:
 - a. The employee will be assigned to a long-term substitute or temporary position if available and shall maintain contracted hours and benefits.
 - b. If no long-term substitute or temporary positions are available, the employee shall be given precedence over other substitutes in assignments and shall maintain contracted hours and benefits.
 - c. The employee will be required to continue to apply for available positions and will be given precedence over senior employees in hiring.
6. ~~The displaced employee is required to immediately begin to apply for available positions for which they are interested or qualified. (Employees are entitled to equivalent continuing hours that were held at time of displacement.) Failure to do so and/or failure to accept a temporary position explained above and assigned by the District will result in the employee being placed in the substitute pool as per Section 10.8. of the Collective Bargaining Agreement. The employee is no longer considered “displaced” once the employee has obtained or has been assigned to a regular position, (a “temporary floating paraeducator” position is not considered a regular position.) However, the employee may continue to apply for available positions as per Section 10.5. of the Collective Bargaining Agreement.~~
7. Employees notified of a reduction of hours will have the same rights as those listed above, or they may choose to accept the reduction of hours.
8. The displaced employee may choose to bypass the requirements of this agreement by requesting to be placed in the substitute pool as per Section 10.8.

9. Employees are entitled to equivalent continuing hours and qualifications to the employee's previous position. However, if the employee chooses to take a position of less hours, that position and hours will become the employee's new contracted time.

10. By October 1st if the displaced employee is unable to obtain a position as per above, the employee may utilize "bumping rights". The District and PSE shall meet and bargain the impact in order to protect the seniority of the employee and any other employees impacted.

PSE KAESP PROPOSALS

PSE ISSUE # 28

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 11.1. Discipline and Investigatory Meetings.

The District may discharge and discipline any employee subject to this Agreement for justifiable cause **as stated below:**

- 1) Notice: Forewarning of consequences of conduct.**
- 2) Reasonable Rule: Related to the orderly, efficient and safe operation of the District.**
- 3) Investigation/Fair Investigation: A thorough, fair and objective investigation is conducted prior to administering discipline.**
- 4) Proof: Ample evidence is obtained that the employee committed the offense.**
- 5) Equal Treatment: Rules and penalties are applied consistently and without discrimination.**

All information forming the basis of any charge will be made available to the employee. All complaints concerning the employee, including the specific content of the complaint, will be brought to the attention of the employee within ten (10) workdays, except when doing so would materially affect an ongoing investigation. The level of specificity is defined as the alleged action of the employee and the corresponding policy/regulation that is alleged to have been violated. The employee, Association Co-Presidents and Vice President shall be provided twenty-four (24) hours notification of any investigatory, unless there is a reasonable suspicion of legal or safety concern, then such notice may be waived.

All discipline will be conducted in private, away from the immediate supervisor's office if possible. In an attempt to resolve problems at the lowest level, principals/supervisors will encourage parties making a complaint to discuss the issues surrounding their complaint with the employees involved. The parties recognize there may be instances when a principal/supervisor wants to inform an employee of a concern that may not rise to a level requiring formal discipline. In such cases, the District may issue to employees "Letters of Direction", which give specific directives or reiterate the District's rules or policies. Since the intent is only to inform the employee of specific concerns, such letters will not contain threats of future discipline. "Letters of Direction" shall not be considered disciplinary action and will only serve as evidence of notice for any future discipline.

The parties agree that a policy of progressive discipline will be used when applicable. Progressive discipline will generally consist of a verbal warning, written reprimand, suspension without pay, and ultimately to discharge.

In the event a formal investigatory interview will be conducted, and the District will provide hour written notification of the meeting and and the topic of discussion to both the employee and the Association President. Disciplinary meetings will be held at a separate time. Twenty-four (24) hour written notice will be given to the employee and the Association President prior to the disciplinary meeting.

In situations which require an immediate response of the supervisor, where there is reasonable suspicion of a legal or safety issue, the supervisor will not be expected to provide (24) hour written notice of an investigation.

PSE KAESP PROPOSALS

PSE ISSUE # 29

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section

Restorative/Mediation between co-workers shall be voluntary.

PSE KAESP PROPOSALS

PSE ISSUE # 30

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section: Staff Complaint

Level I

The employee shall present the complaint in writing to their immediate supervisor within fifteen (15) workdays of the action or incident. The written statement of complaint shall contain:

- A. The facts upon which the complaint is based regarding the staff member.**
- B. A reference to the policies of the district which have allegedly been violated and**
- C. The remedies sought**

Should such complaint be about the immediate supervisor, the complaint shall be elevated to the HR Director or Designee.

The complainant shall discuss the complaint with the immediate supervisor or HR Director/Designee (if against the immediate supervisor) in person. The immediate supervisor shall interview both parties and any witnesses to ensure the investigation is done properly. The immediate supervisor shall have ten (15) workdays to provide a remedy from the day the complaint is filed, unless waived by the parties. If the complainant agrees with the remedy, they will sign. If the remedy is not acceptable to the complainant, they may appeal to Level II no later than ten (10) workdays after the remedy was received.

Level II

The HR Director or (Superintendent/Designee if Level I was overseen by HR Director) shall within ten (10) workdays of the written appeal meet with the complainant in person to listen to the claim and interview any other parties or witnesses. The HR Director or (Superintendent/Designee) shall render a decision no longer than fifteen (15) workdays after the complaint is filed, unless waived by the parties. If the complainant agrees with the remedy they will sign. If the remedy is not acceptable to the complainant, they may appeal to Level III no later than ten (10) workdays after the remedy was received.

Level III

If the complainant appeals the complaint to the Board of Directors, the board shall hold a hearing within ten (10) workdays or the next scheduled Board Meeting to hear the appeal of the HR Director's decision. At the appeal before the board, the complainant may be accompanied by the Association if they wish. The employee(s) of who the complaint is about may also attend the hearing. Both parties shall have the opportunity to present information. The Board within fifteen (15) workdays of the complaint hearing, will present its decision with respect to the complaint. The Board's decision is final.

PSE KAESP PROPOSALS

PSE ISSUE # 31

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section 7.10.

Employees shall be given time each day to check their e-mail, such time shall be built into their daily schedule. No employee shall be required to check their work emails on their own time.

PSE KAESP PROPOSALS

PSE ISSUE # 32

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section:

All SPED paraeducators shall receive two (2) extra days for preparation before school starts.

PSE KAESP PROPOSALS

PSE ISSUE # 33

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 11.5. Evaluations.

Each employee shall be evaluated annually **no later than May 31st**, allowing the employee an opportunity to respond, in writing, if the employee so desires. Evaluations shall not contain negative feedback that has not been previously addressed with the employee.

Section 11.6.

An employee may attach written comments to any material that is or will become a part of his/her personnel file. **Such written comments shall be received prior to the first (1st) day of school.**

PSE KAESP PROPOSALS

PSE ISSUE # 34

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section

All job descriptions shall be attached to the CBA.

PSE KAESP PROPOSALS

PSE ISSUE # 35

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 12.1.

The parties agree to abide by state law relating to School District Employees Benefits. The School District shall not use state benefit allocations for any purpose other than insurance benefits.

Section 12.2. Contributions.

The District shall contribute an amount, equal to the state contribution, beginning September 1st of each year, and continuing for twelve (12) months thereafter (August 31), for each full-time equivalent employee in the bargaining unit and a prorated amount of same for all regular part-time employees, to be used for the purchase of insurance benefits.

Section 12.3. Eligibility.

Those employees projected to be working three (3) hours or more shall be eligible to receive a District contribution, based on State Allocation amounts, for the selected benefits (both mandatory and optional) that is a prorated percentage of a full-time equivalent employee's contribution. The percentage of full-time equivalence (FTE) will be determined by projecting the expected work year for an employee and finding the percentage that the projection is of a full-time position. A full-time position, for purpose of insurance benefits, is defined as 1,440 hours per year.

Employees may also cover their spouses, registered domestic partners as defined by law, and/or family members.

Section 12.4. Continuing Eligibility.

To continue to remain eligible for the District insurance contribution, employees must meet the following criteria:

1. Work at least five (5) days, or be in a paid status, within a contracted work month. (this could include donated leave).
2. Be on an authorized leave that meets the eligibility requirements of the Family Medical Leave Act (FMLA).

Employees who do not maintain these eligibility requirements will be responsible for self-paying the entire insurance amount for that month (entire amount includes: district allocation/pool allocation and out of pocket

expenses). Employees who cannot self-pay the entire amount for that month may not receive coverage the following month.

Employees may opt to reinstate their optional coverages once eligibility has been re-established and if their absence is recognized in the criteria of the Family Medical Leave Act.

Employees, who fail to meet the eligibility requirements listed above, and the continuing eligibility requirements due to extreme and exigent circumstances, must contact the Benefits Office to discuss the status of their insurance coverage.

The district payroll/benefits office will notify employees of all their options prior to cancellation of any insurance benefits.

From LOA

Section 12.22. SEBB.

Beginning January 1, 2020, and each year thereafter the parties agree to abide by the provisions of ESHB 1109 which has mandated the creation of the School Employees Benefit Board (SEBB). The employer agrees to provide the insurance plans, follow employee eligibility rules and provide funding for all bargaining unit members and their dependents as required by State law, the State Operating Budget, and the School Employees' Benefits' Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

The parties acknowledge that Sections: 12.2, 12.3, 12.4, 12.8, 12.9, 12.10, 12.11, 12.12, 12.13, 12.14, and 12.15, sunsets with the implementation of the SEBB. The parties also acknowledge that there will continue to be unanticipated impacts as SEBB is implemented. The parties agree to meet and confer about the impacts of the implementation of SEBB through Labor Management.

Eligibility

- SEBB health care plans are available for individual employees who work a minimum of 630 hours or are anticipated to work 630 hours or more in school year (September 1 – August 31).

Programs

The regionally accessible health care programs provided by SEBB carriers will be available to employees and will include:

REQUIRED (100% covered premium)

- Vision
- Dental
- Basic Life
- Long Term Disability
- AD&D Insurance

Voluntary

- SEBB medical plans

Other Benefits

Flexible Spending Arrangement, Medical Flex, Savings Accounts, Dependent Care Assistance and other voluntary employee paid SEBB programs will be available to employees under terms as determined by SEBB. The District will provide access to an Employee Assistance Program at no cost to the employee. Other Non-SEBB programs are available to employees but are not funded from the amount provided by the District.

The District and Association will mutually determine non-SEBB voluntary plans. These plans may not be implemented without prior written agreement of the District and Association. A list of the programs eligible for payroll deduction is available at the District payroll office.

Enrollment Period

Enrollment period will be from October 1st to November 15th or as otherwise set by SEBB. When the enrollment ends, no insurance options may be added or deleted during the contract year except for changes in family status or job status. If an employee fails to enroll within the open enrollment period the employee will be placed on the default medical, dental and vision plans as determined by SEBB.

If an employee is hired after the open enrollment period, he or she may enroll in approved plans prior to the first day of the following month. If the employees fails to enroll, they will be placed in a default medical, dental and vision plans as determined by SEBB. Coverage will begin the first day of the month following the date of hire.

Termination of Benefits

For employees who resign their position but are employed through the last workday of the school year, their resignation will be deemed effective on August 31st and their SEBB benefits will continue to that date. When resignation/termination takes places during the school year, the employee's SEBB benefits will continue to the last day of the month in which resignation/terminations occurs.

Sharing Health Care Contributions

SEBB does not allow for dual coverage within SEBB.

Spouses/domestic partners who are both employees of the District may choose to enroll both employees for medical coverage under one (1) SEBB account along with medical and required benefits for their dependents. However, each employee must register for dental, vision and other required benefits under their own SEBB account.

Health Care Authority (HCA)

~~The Health Care Authority contribution will be paid in full by the district through December of 2019. Starting in January of 2020,~~ The HCA contributions will be paid in full by the district SEBB remittance.

Ineligibility

If the District does not anticipate an employee will be eligible, they must notify the employee as per all SEBB rules and laws. The District will not deny or limit an employee's work hours for the purpose of preventing SEBB benefit eligibility.

Section 12.23. VEBA Contribution.

In the February payroll processing the District agrees to allocate the balance of unused pool allotment as a contribution to an individual employee VEBA account for each SEBB eligible employed by December 31st based on (unused pool/unit total SEBB eligible FTE) x employee FTE percentage = contribution to employee VEBA account. VEBA will be bargained with Schedule A in the spring of 2020. **(this never occurred and will become part of our Schedule A proposal)**

PSE KAESP PROPOSALS

PSE ISSUE # 36

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 12.17. Personal Property.

In the event an employee’s personal property is damaged or stolen, the following provisions apply:

It is agreed that coverage is afforded for loss or damage to personal property of school employees while such employees are engaged in the maintenance of order and discipline and the protection of school personnel, school property, or students subject to the following provisions:

1. The limit of liability for any one occurrence shall be **one-thousand dollars (\$1,000)** ~~five hundred dollars (\$500.00)~~ per claim.
2. The coverage afforded shall apply with respect to damage to an automobile or other motorized vehicle only as excess over any other valid and collectible insurance.
3. The District’s obligation to pay damages on behalf of the insured applies only to the amount of damages in excess of the deductible amount of twenty-five dollars (\$25.00) per claim.
4. Classified employees eligible for reimbursement under this provision shall register personal property with the building principal/supervisor.

PSE KAESP PROPOSALS

PSE ISSUE # 37

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 13.1.

It is mutually agreed that the Association and the District will cooperate in developing in- service programs needed by the District and the Association members. A committee shall consist of six (6) members with four (4) from the Association and two (2) from the District. **Such members shall be paid for their time at their regular rate of pay.** The District shall budget five thousand dollars (\$5,000.00) per year to provide for in-service training. The District and Association Staff Development Committee will jointly determine the expenditure of these funds. A financial report shall be provided to the Chapter President within two (2) weeks of a written request. **If remaining funds exist they shall roll-over to the next school year.**

The District will provide two thousand dollars (\$2,000.00) **which is separate from the above allotted amount** to be allocated exclusively by the District as needed for State or Federally mandated testing/classes.

PSE KAESP PROPOSALS

PSE ISSUE # 38

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section

All employees may request to become CPI, AED, CPR and First Aid trained, even if their job does not require such training. Employees requiring the training will be provided opportunities first. Such training shall commence no later than ninety (90) work days after the request is made.

PSE KAESP PROPOSALS

PSE ISSUE # 39

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 13.5. Safe Schools Training.

Paraeducators who complete mandatory Safe Schools training prior to the first (1st) day of school shall be paid **for all the time that is required to take the modules.** ~~the allotted amount of time for taking the modules.~~

Employees who choose not to do the mandatory Safe Schools training during the above timeframe shall complete the Safe Schools training on early release days no later than October 1st. Failure to complete Safe Schools by October 1st employees could be subject to discipline. New employees must complete Safe Schools within thirty (30) calendar days of hire.

PSE KAESP PROPOSALS

PSE ISSUE # 40

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

LOA language

Section 7.3.1.

If the classroom LPN is the only licensed health care provider in the building at the time they are scheduled for lunch, they will be considered “on call” and will be paid during the thirty (30) minute lunch. This time will be entered in Timecard Online by the LPN.

Section 7.10.

LPN’s required to ride the bus with their assigned student to and from school shall have the following options:

- Employee may choose to park their personal vehicle at the student’s home, if the parents of the student agree. The paid time would begin at the designated pick-up time and end when the student is off the bus.
- Should the employee choose not to park their personal vehicle at the student’s home, the employee may park their car at the school district property closest to the student’s pick-up location, as determined by the Transportation Department. The employee will be paid beginning at the time the employee is picked up by the bus driver and will end when the bus driver drops the LPN off.

Section 10.1.2.

In the case where the seniority date is the same, the employee with the earliest application date shall have seniority. In the event of a further tie, seniority will be derminded by drawing lots.

Section 10.6.2. LPN Hiring/ Job Assignment.

All LPN positions will be bid by seniority prior to the beginning of each school year. The District’s Supervisor of Health Services will determine the bid time and location and provide information about all classroom and health room positions no ~~earlier~~ later than **two (2) weeks prior to the start of school, with the agreement if new students arrive needing an LPN, a re-bid will be offered.**

two (2) days prior to the start of school.

All positions are based on student/program need. The position location may be changed throughout the school year or change from year to year.

LPN positions will be a maximum of six (6) hours per day (30 hours per week). Any daily hours assigned over six (6) hours per day is temporary time, such as riding a bus with a student. Temporary time may be reduced at any time and displacement language (Section 10.12.1.) will not apply. Shall the District determine that a reduction of time is needed, it will be based on seniority when possible.

Section 10.12.2. LPN Displacement.

During the school year, should the LPN(s) position no longer be needed based on student/program need, the affected LPN(s) will be guaranteed the number of hours of their current assignment up to a maximum of six (6) hours per day until the end of the school year.

Should the District determine that an overstaffing situation exists prior to the start of the school year, the least senior LPN(s) will be notified and will have one (1) of the following options:

1. Accept a lay-off
2. Substitute as an LPN until an opening becomes available and/or
3. Substitute as a paraeducator
4. Refer to Section 10.12. “Displaced Employees” and apply for available paraeducator jobs. If the employee accepts a paraeducator position, the employee will be paid at the Tier applicable to the position and at his/her current step.

If LPN hours become available, the LPN(s) will have first (1st) right of refusal and may be released from the Paraeducator position to return to LPN pay and assignment.

Section 13.6.

LPN’s working in a classroom setting will be expected to assist with educational instruction and are required to meet the same educational standard of paraeducators under the law.

Section 13.7.

The District shall pay the cost of the Health Care Provider (HCP) First Aid.

Will need to keep this but will need to remove any that are not working.

Name (current pay step)	Longevity	Seniority date
Tamara Moe (4)	1/17/2012	11/1/2017
Tasha Place (4)	8/27/2013	11/1/2017
Lorri Cyphers (3)	10/26/2015	11/1/2017
Kim Birch (2)	4/13/2016	11/1/2017
Breanna Davenport (2)	9/12/2016	11/1/2017
Crystal Townsend (1)	5/18/2017	11/1/2017
Melanie Dumont(1)	10/19/2017	11/1/2017
Adelina Glenn (1)	1/9/2018	1/9/2018

PSE KAESP PROPOSALS

PSE ISSUE # 41

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section. Health and Safety.

Health and Safety protocols will be clearly communicated and provided in writing to all employees at each site. The Safety committee will have representation from the KAESP Bargaining Unit. Meetings will be conducted on work time and count as hours worked, if outside the workday such time will be paid at the employee's regular rate of pay.

PSE KAESP PROPOSALS

PSE ISSUE # 42

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Section 14.1.

Each employee subject to this Agreement, who, on the effective date of this Agreement, is a member of the Association in good standing shall, as a condition of employment, maintain membership in the Association in good standing during the period of this Agreement.

New Section 14.1.

Under Washington law, the District will not discriminate, restrain, retaliate, coerce or interfere with an employee's right to join or maintain membership in the Association. Shall a member elect to revoke their membership they must do so in writing to the Public School Employees of Washington.

New Section 14.2.

The District agrees to accept dues authorizations and voluntary political contributions via written, voice authorization or by E-signature in accordance with "E-SIGN". Public School Employees of Washington (PSE) will provide a list of those members who have agreed to union membership via voice authorization. In addition, upon request, access to the District to the .wav files associated with the voice authorization. PSE will be the custodian of the records related to dues authorizations. The District shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a monthly basis.

PSE agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and safe keeping of those records.

New Section 14.3. New Hire Notification.

The District will provide the Membership Officer electronic notification of the name, address, personal phone number, classification, job title, work location, and work and personal email address of all newly hired bargaining unit no less than one (1) week after the employee's start date.

New Section 14.4.

The District will provide the Association reasonable access to new employees of the bargaining unit for the purposes of presenting information about PSE to the new employee. "Reasonable access" for the purposes of this section means the access to the new employee occurs within two (2) weeks of the employee's start date within the bargaining unit; the access is for no less than thirty (30) minutes; and the access occurs during the new employee's regular work hours at the employee's regular worksite, or at a location mutually agreed to by the Employer and PSE.

Section 14.2.

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 of the Association. Such employee

shall then maintain membership in the Association or pay a representation fee during the period of this Agreement.

Section 14.3.

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 to the Association each month a representation fee as a contribution towards the administration of this Agreement in an amount equal to the regular monthly dues. This representation fee shall be collected by the Association in the same manner as monthly dues.

Section 14.4.

Any current employee, who refuses to become a member of the Association in good standing or pay the representation fee in accordance with the previous sections, shall be immediately discharged from employment by the District.

Section 14.5.

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.

Section 14.6.

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 via payroll deduction equivalent to normal dues to a nonreligious 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.

Section 14.5.7. Check Off.

The District shall deduct PSE dues ~~or a representation fee~~ from the pay of all eligible employees. The District shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a monthly basis.

Section 14.6.8. Political Action Committee.

The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same electronically to the Union on the Union dues transmittal check. The employee may revoke the request at any time. At least annually, the employee shall be notified by the PSE State Office about the right to revoke the request.

Section 14.7.9.

The Association agrees to defend and hold the District harmless against any legal action brought against the District in reference to the agency fee deduction or voluntary political contributions.

Section 14.8.10.

The District agrees to provide the following employee information in electronic format to membership@pseofwa.org and the **Chapter membership officer** the regional PSE office on a monthly basis:

- Employee Names who are **(hired, rehired, transferred, reclassified)**
- Addresses
- Phone numbers
- ID number
- Job Classification
- **Location**
- Hire date
- **Union dues paid**
- **Hourly rate of pay**
- **Hours worked**
- **Gross pay**
- **Any employee on layoff or leaves of absence**
- **Any employees who have separated or retired**
- **Regular Dues/Agency Fee/Religious Objector Status**

PSE KAESP PROPOSALS

PSE ISSUE # 43

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

From Letter of Agreement District and PSE to go over these requirements and ensure accuracy

Section 14.5. Minimum Employment Requirements for Paraeducators.

Paraeducators will be defined as a classified public school or school district employee who works under the supervision of a certified or licensed staff member, from kindergarten to 12th grade to support and assist in providing instructional and other services to students and their families, including library assistant excluding bus monitors, lunchroom aides and community service aides. (WAC 179-01-020).

~~Effective September 1, 2019~~ **All** paraeducators must meet the following minimum requirements per RCW 28A.413.040:

1. Be at least eighteen (18) year of age and hold a high school diploma or its equivalent; **and**
2. (a) Have received a passing grade on the education testing service paraeducator assessment; **or**
(b) Hold an associate of arts degree; **or**
(c) Have earned seventy-two (72) quarter credits or forty-eight (48) semester credits at an institution or higher education **or**
(d) Have completed a registered apprenticeship program.

Section 14.6.

The Paraeducator Standards Board (PESB) and the State of Washington have determined that all Paraeducators must begin a formal and State approved certification process. ~~beginning with the 2019-20 school year.~~

The certification requirements are as follows:

1. ~~It is a Washington State requirement that all Paraeducators must be certified in the Fundamental Course of Study (FCS) by the end of the 2020-21 school year.~~ Cashiers are not required to complete the FCS or any other coursework, unless the cashier is also working as a classroom Paraeducator.
2. The PESB has outlined the requirements for twenty-eight (28) hours of training that the District is required to provide for all current paraeducators by the end of the 2021-22 school year. Paraeducators hired after Sept 1, 2019 will have two (2) years from the date of hire to complete these requirements.
3. In addition, each Paraeducator must complete a Paraeducator Certificate within three **(3)** years of employment for newly hired employees. Current employees must complete the Certificate by the end of the 2022-23 school year. This certificate requires an additional seventy (70) hours of training that can be obtained through the District, or other training as certified by OSPI. Clock hours must be certified prior to taking the course.

4. Optional certificates in SPED (20 hours) and ELL (20 hours) may also be earned. The hours earned for optional certificates may also count toward the required certificate.
- ~~5. For the 2019-20 school year fourteen (14) hours of training is budgeted by the State and therefore, will be the only training provided by the District or the District's designee.~~
6. The District is responsible for providing required training. Paraeducators will receive pay for any time in training that is outside of the normal workday.

Paraeducator Responsibilities

Each Paraeducator is responsible to do the following:

1. Register for courses provided by the District or its designee, in District approved registration process.
2. Maintain course completion documentation as directed by the District.
- 3. Complete the courses as defined by law.**
- ~~4. Complete fourteen (14) hours of OSPI approved clock hours by August 31, 2020.~~
- ~~5. Note that failure to meet the requirement of attending fourteen (14) hours of training may lead to termination of employment.~~ However, the District recognizes that scheduling and limiting attendance at each training may impact the employee's ability to complete training. Therefore, if employees fail to meet qualifications, the District and PSE will address each employee on a case-by-case basis.

District Responsibilities

The District will be responsible to do the following:

1. Schedule trainings that meet the requirements of PESB and **twenty-eight (28) hours** ~~fourteen (14) hours~~ in the Fundamental Course of Study.
2. Provide a process for registration and maintenance of clock hour records, and to provide instructions/documentation to Paraeducators on all processes and requirements.
- 3. Provide multiple opportunities for all Paraeducators to obtain fourteen (14) hours of clock hour training in the Fundamental Course of Study during the 2019-20 school year, including training in August of 2020, within the two weeks prior to the start of school.**

Each employee shall be paid his or her current hourly rate of pay for all required trainings. These trainings will occur on: professional development days, early release days and conference days. Trainings will need to be completed no later than the last day of school unless otherwise agreed upon between the Association and District.

PSE KAESP PROPOSALS

PSE ISSUE # 44

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section:

Employees will have the availability to confirm their timecard for accuracy prior to submission to payroll.

PSE KAESP PROPOSALS

PSE ISSUE # 45

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section:

The District will reimburse employees for the cost to obtain the certificates and or clock hours of which are a part of the paraeducator certificate program, up to a total of four (4) certificates.

PSE KAESP PROPOSALS

PSE ISSUE # 46

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section

Employees shall be paid for their time spent on the Intervention Committee.

PSE KAESP PROPOSALS

PSE ISSUE # 47

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section:

Employees shall receive a higher rate of pay if requested to work in a higher paying position. Such rate of pay shall be at the next step at which would result in an increase in pay. Employees shall not suffer a loss in pay if requested to work in a lower paying position.

PSE KAESP PROPOSALS

PSE ISSUE # 48

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section:

The Association shall designate a member from KAESP to be included and become a part of any district wide committee if such committee's decision impacts KAESP working conditions.

PSE KAESP PROPOSALS

PSE ISSUE # 49

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

From LOA

Section 3.9. Employees requested to proctor exams shall be allowed time during the workday to study for the test to become a certified proctor, if a test is required. If such time is not available during the workday the time spent outside the workday will be compensated at the employee's regular rate of pay ~~as mutually agreed on between the employee and supervisor.~~ **Such time shall be mutually agreed upon between the employee and supervisor.**

Section 3.10.

Employees will be allowed transition time from each assignment. Assignments and schedules will reflect transition time. Transition time is not part of the employee's break or lunch.

PSE KAESP PROPOSALS

PSE ISSUE # 50

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

The district shall agree to an additional 1% increase above what is negotiated to replace the VEBA funding.

PSE KAESP PROPOSALS

PSE ISSUE # 51

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section Flex Time

Employees may request flex time, which allows an employee to trade time in one's workweek schedule. Such time must occur within same workweek of the request. Overtime hours are not involved. All flex time must be pre-approved by the immediate supervisor. (example: employee works 1 hour over contracted daily time, employee may come into work the next day 1 hour later that regular start time).

PSE KAESP PROPOSALS

PSE ISSUE # 52

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Proposing adding language on how leaves are accrued for sick and personal, so employees understand the process. District to provide an example that can be added into the contract.

PSE KAESP PROPOSALS

PSE ISSUE # 53

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section:

No specific vaccine shall be required as a condition of employment unless ordered by the Washington State Department of Health. Employees without required vaccinations may only be excluded from the work site if so, ordered by the Washington State Department of Health.

If an employee submits documentation authorizing a medical exemption from a required immunization, they shall be provided the opportunity to work off-site, or if they choose not to work, shall be entitled to utilize any paid or unpaid leave options available.

PSE KAESP PROPOSALS

PSE ISSUE # 54

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section:

When paraeducators are absent in any sped room and the District fails to obtain a substitute for that employee, the paraeducator or paraeducators assuming the extra duties within that classroom will obtain overload pay, of which is one and a half (1.5) times the employees rate of pay.

PSE KAESP PROPOSALS

PSE ISSUE # 55

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

PSE and District to have a discussion about closing of Lourdes and proper staffing .

All sped paraeducators will receive proper training prior to being assigned any students.

PSE KAESP PROPOSALS

PSE ISSUE # 56

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

NEW Section Paraeducator Training Stipends.

- **Upon completion of the General Paraeducator Certificate as per RCW 28A.413.070 each employee will receive an extra two dollars and fifty cents (\$2.50) per hour above the employee's wage.**
- **Upon completion of each additional Subject Matter Certificate as per RCW 28A.413.080 each employee will receive an extra four dollars and fifty cents (\$4.50) per hour above the employee's wage.**
- **Paraeducators who complete the Advanced Paraeducator Certificate as per RCW 28A.413.090 will receive an extra six dollars and fifty cents (\$6.50) per hour above the employee's wage.**

Such increases are not cumulative.

To receive each stipend, employees are required to provide certificate documentation to Human Resources.

PSE KAESP PROPOSALS

PSE ISSUE # 57

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

New Section

The District will reimburse all employees for the cost of certificates of which are part of the Paraeducator Certificate Program through the Professional Educator Standards Board. Cashiers shall be excluded.

PSE KAESP PROPOSALS

PSE ISSUE # 58

DISTRICT TA SIGNATURE _____

PSE TA SIGNATURE/DATE _____

Steps: 7% increase to all steps excluding ECEAP with an additional 1% for VEBA for a total of 8%

Longevity: Year 16 @ 2% and Year 19 an additional 2%

SPED and Intervention paras stipend increase to \$2.50 more per hour for those employees assigned to all sped positions including resource

Retitle Tier with Actual positions names on the line item, confusing because often the program is called Tier as well.

A lengthy discussion to be had about ECEAP and moving forward on positinos and titles.

ECEAP Lead Teachers \$11 an hour increase for each step; longevity would remain the same percentage

ECEAP Family Support \$8 an hour increase for each step; longevity would remain the same percentage

Floaters (need discussion around this position more)