

District employees presently holding any NAEOP Professional Standards certificates, the District Standard certificate, the District Advanced certificate or the Instructional Aide certificate, or portion thereof, as of July 1, 1976 and being paid for same will continue to receive payment as previously provided .

5.9 Voluntary Transfers

5.9.1 Application in response to a specific vacancy, as posted, may be submitted to the Human Resources Department within the time limits as included in the posting.

5.9.2 Employees who have submitted applications for transfer in response to a specific, published vacancy will be considered along with the other applicants for any vacancy, provided the applicant's experience and qualifications meet the requirements of the position. Seniority will be considered in filling published vacancies.

5.9.3 Employee reassignment and transfers will be dependent upon, but not limited to, the needs of the District, and: (a) seniority; (b) related work experience; (c) training; (d) demonstrated ability; (e) evaluations.

5.10 Involuntary Transfer

5.10.1 Involuntary transfers may be of short or long term duration and are responsive to such circumstances situations requiring remedial action, and other similar conditions that might be considered "emergency situations."

5.10.2 Employees may be assigned outside their experience or training but the evaluation of their performance in the new position shall clearly so indicate.

5.10.3 If the employee is involuntarily transferred to a classification position of lower pay, they shall be placed on the step closest to, but not less than, the rate of pay the employee was receiving at the time of transfer. If the employee's salary exceeds the salary of the new classification, they will be grandfathered at their current salary.

5.11 Displacement

5.11.1 Displacement occurs when one (1) or more hours of a regular position are eliminated due to enrollment changes or program termination. The affected employee will be offered available regular hours in the same classification in the same building. If more than one (1) employee is affected, the hours will be offered to the employees in order of seniority. If

sufficient hours are not available, the employee may choose to accept temporary hours, or hours in a lower classification in the same building or to enter the district displacement pool. If an employee chooses temporary hours or hours in a lower classification they will have the opportunity to re-enter the displacement pool at the beginning of the following school year. If after two (2) consecutive opportunities to participate in the displacement pool, and the employee has not been made whole, their reduced hours/classification will become their new position.

5.11.2 If a position is eliminated, causing an employee to be displaced, and then the position is restored, the employee who held the position will be given the first opportunity to hold that position, provided the exact position is restored, the position is restored within twelve (12) months of its elimination, and the employee's evaluations have been satisfactory

5.11.3 The District will establish a displacement pool each August to assist displaced employees in identifying vacant available regular positions. The District will notify the Association of the members who have chosen to enter the displacement pool and subsequent placement decisions.

5.11.4 Displaced employees will be provided a minimum of three (3) days notice prior to the effective date of the move. The notice will be provided in writing and will include the rationale for the displacement according to 5.11. A copy of the written notice will also be provided to the Association.

5.11.5 Upon request, a representative from Human Resources and the employee shall meet prior to the implementation of the displacement to discuss the potential negative impacts the displacement may have on the employee.

5.12 Assignment of Additional Hours

If additional hours are assigned to a specific program or position type in a building, employees in a like position whose schedule can accommodate the additional hours will be offered the additional hours in order of their seniority. If no employee in a like position can or will accept the additional hours, the hours first will be offered in seniority order to other employees at the worksite whose schedule can accommodate the assignment and who are qualified for the assignment as determined by the District. If hours designated to specific positions or position types in a building are reduced, the least senior employee(s) shall be the first to be affected unless such reduction is due to District reduction-in-force or layoff which would be implemented under the provisions of Section 10.6. Additional or new positions to a facility will be handled under the provisions of Section 5.6.

5.13 Protective clothing, including arm sleeves, will be made available to staff working in classrooms where students are prone to emotional and/or physical outbursts.

5.14 Training will be provided for paraeducators at least twice a year, in groups of paraeducators, on topics related to their position.

5.15 Employees contracted through outside agencies are hired on a temporary basis to provide technical assistance and extra support to highly involved special education students. This extra support occurs only in unusual situations and for special reasons that current paraeducator support cannot provide in that circumstance. The District agrees its first preference is to have District employees fill these positions, and works to transition the temporary extra assistance to district employees. The District will notify the Association President within two (2) weeks of the District contracting with an outside agency.

5.16 Every effort will be made to provide employees access to computers in student-free areas of their work site. Such stations will be available for employee use throughout the day.

5.17 Time will be provided for paraprofessional communication, which includes, but is not limited to, time to access written/electronic communication.

5.18 Each building will develop and publish a student supervision plan, including assignments, times and locations. This plan will be distributed to the building and will be reviewed with impacted staff no later than the fifth (5th) day of school or after any changes are made to the plan. There must be at least two adults supervising large numbers of students in areas such as playgrounds, cafeteria, commons, and arrival/departure locations. All staff assigned supervision of large numbers of students in the areas listed above will have access to digital or electronic communication on their person to reach the Main Office and/or an administrator in case of emergency. Concerns and/or perceived violations regarding student supervision as outlined in this article is subject to the grievance procedures in Article XVI.

5.19 Student Behavior/Discipline Support

5.19.1 The parties agree that it is important that those unit members providing direct support to students be provided/have access to critical information regarding the student. Such information may be provided by teachers/administrators/support personnel in the form of oral/written communication or access to particular student records. The parties also agree that the unit member receiving such information is responsible for complying with all laws, policies, rules and regulations governing the privacy of such information.

5.19.2 The parties also agree that unit members input should be informed of building decision making models and plans developed in accordance with that model, including opportunity for input when appropriate, such as when the decision impacts the member's working conditions.

5.20 Start of School Year Activities-Optional Work Hours

5.20.1 Start of school staff meetings and activities contribute to a positive school culture and a shared understanding of school and district priorities and expectations and are essential to a successful school year.

5.20.2 Each employee whose work calendar is less than 200 days will be offered the opportunity to, at the employee's discretion, work seven (7) hours to participate in building-directed staff development prior to the start of school. This may be split between no more than two days.

5.20.3 Class-based paraeducators may participate in an additional two (2) hours to prepare and orient themselves to the building, classroom and staff. Examples for the use of this time include: meeting with the classroom teacher(s) and/or building administrator(s), assisting with preparations for the start of school and/or becoming familiar with the school/classroom schedule. These 2 hours can occur at any time, to be determined in collaboration between the paraeducator and classroom teacher. Paraeducators assigned to ILC classrooms will receive an additional three (3) hours for the same purpose. These hours may also occur at any time, to be determined in collaboration between the paraeducator and the classroom teacher.

5.21 Optional Days

Elementary Office Clinic Assistants will be assigned a 190-day employee work year starting with the 2022-2023 school year. Technology Resources Specialists may choose to work up to an additional five (5) days, paid via a time sheet. The dates for these days are to be mutually agreed upon with the building Principal. The duties for these days are at the direction of the building Principal.

5.22 Working at an Alternate Classification/Pay

Employees will be paid at the appropriate classification for the hours worked at the appropriate rate of pay. If an employee is required to assume work responsibilities in a classification position of higher pay, they shall receive the pay equal to that which they would normally receive in the higher classification. Employees working temporarily in a lower rate of pay will not receive less than their regular assignment pay.

5.23 Employees with an Emergency Substitute Certificate

Employees with an emergency substitute certificate, or a valid teaching certificate, who provide classroom coverage when the certificated staff member is absent, will be compensated at the certificated substitute rate. Employees will not be required to substitute as a certificated teacher, except when the substitute need is in a special

education classroom that the paraeducator is regularly assigned to and the District sponsored the cost of the paraeducator's emergency substitute certificate.

5.23.1 Provided that the principal has provided a recommendation, the District will sponsor the cost of the emergency substitute certificate for an employee.

5.24 Unfilled Paraeducator Positions

When a special education paraeducator is absent and no special education paraeducator substitute is provided, the remaining assigned paraeducator(s) in the room will be provided additional pay by splitting the substitute wages.

**ARTICLE VI
HOLIDAYS**

6.1 Employees are eligible to be paid for up to fourteen (14) of the following holidays:

1. Labor Day
2. Veterans' Day
3. Thanksgiving Day
4. The day after Thanksgiving Day
5. The day before or after Christmas Day*
6. Christmas Day
7. The day before or after New Year's Day*
8. New Year's Day
9. The legally designated day for Martin Luther King Jr.'s birthday
10. The legally designated day for Presidents' Day
11. The Monday or the Friday of Spring Vacation*
12. Memorial Day
13. Juneteenth
14. Independence Day

If a paid holiday falls on the weekend, the holiday will be designated and granted on the Friday preceding or Monday following said holiday.

6.2 The number of paid holidays for which an employee is eligible is determined by the number of days per year the employee is scheduled to work (position factor). The position factor formula is as follows:

260 days minus 14 holidays minus 21 vacation days = 225 days

The days worked per year divided by 225 days = position factor (rounded to two decimal places)

Position factor times 14 possible holidays = number of paid holidays

Days Per Year	Position Factor	Number of Paid Holidays
145	.64	9
180	.80	11
185	.82	11
188	.84	12
190	.84	12
195	.87	12
200	.89	12
205	.91	13
210	.93	13
220	.98	14
226	1.00	14
260	1.00	14

- 6.3 Employees who are required to work on the above holidays shall receive two-and-one-half (2 ½) times the employee's regular rate for all hours worked on such holidays.
- 6.4 Should a holiday occur while an employee is on vacation, the employee shall not be charged a vacation day for that holiday.

**ARTICLE VII
VACATIONS**

- 7.1 Each employee will receive paid vacation days based upon the employee’s years of qualifying employment with a Washington state agency and the employee’s position factor as defined in Section 6.2. Employees who work 260 days per year will receive vacation days and may accumulate up to 280 hours of vacation. Employees who work less than 260 days per year will receive pay in lieu of vacation days. Each employee is eligible for paid vacation up to the following maximums with the exception of 260-day employees who receive vacation days as shown in the chart in 7.2.1. Employees who work a 260-day contract may cash out up to ten (10) vacation days annually. Employees must submit their request via the District’s electronic timekeeping system by April 15 for payment in the May pay warrant.
- 7.1.1 Ten (10) days annual vacation up to and including the third (3rd) full year of employment.
- 7.1.2 Fifteen (15) days annual vacation beginning with the fourth (4th) full year of employment.
- 7.1.3 Twenty (20) days annual vacation beginning with the eighth (8th) full year of employment.
- 7.1.4 Twenty-five (25) days annual vacation beginning with the eleventh (11th) full year of employment.
- 7.1.5 Twenty-seven (27) days annual vacation beginning with the fifteenth (15th) full year of employment.
- 7.2 The number of paid vacation days for which an employee is eligible is determined by the number of days per year the employee is scheduled to work (position factor) times the maximum available vacation days appropriate to the employee’s years of employment. Requests for vacation from employees who work 260 days per year will not be unreasonably denied. Disputes under this section may be taken to the union labor management representative for resolution.

Calculated vacation days for commonly scheduled annual employment calendars are listed in the chart below.

PAID VACATION CHART
Maximum vacation days shown

Days/ Year	Position Factor	10	15	20	25	27
145	0.64	6	10	13	16	17
180	0.80	8	12	16	20	22
185	0.82	8	12	16	21	22
188	0.84	8	13	17	21	23
190	0.84	8	13	17	21	23
195	0.87	9	13	17	22	23
200	0.89	9	13	18	22	24
205	0.91	9	14	18	23	25
210	0.93	9	14	19	23	25
220	0.98	10	15	20	25	26
226	1.00	10	15	20	25	27

7.2.1

Employees who work 260 days per year will receive vacation days as follows:

Years in the District	0	1-3	4-7	8-10	11+
Vacation Days	12	15	19	23	27

7.3 Employees who work 260 days per year will take vacation at a time that is mutually agreed on between the employee and the immediate supervisor. Vacation requests will not be unreasonably denied.

7.4 Employees who work a 260-day contract may cash out up to ten (10) vacation days annually. Employees must notify the District in writing by April 15, 2020 and payment will be made in the May 2020 pay warrant.

7.5 Any employee who is discharged or who terminates employment shall receive payment for accrued vacation credit with their final pay check. Any full-time employee leaving the employment of the District, who has completed the probation period, will receive vacation not to exceed 240 hours.

**ARTICLE VIII
LEAVES**

8.1 The parties agree that regular attendance is important for the District to meet the needs of education and provision of services. Failure to utilize leaves appropriately may result in appropriate counseling and/or disciplinary action.

8.1.1 Accumulated sick leave is transferable to and from districts within the State, as provided under law.

8.1.2 All employees hired for 180 days or more will receive twelve (12) days sick leave each year. Five (5) days emergency leave inclusive.

8.1.3 All employees hired for less than 180 days will receive a prorated portion of twelve (12) days calculated as follows:

- A. Employees hired the 1st through the 15th of a month will receive a full day sick leave for that month and one day per month for the remainder of that fiscal year.
- B. Employees hired the 16th through the 31st of a month will receive a half day sick leave for that month and one day per month for the remainder of that fiscal year.

8.1.4 Each employee shall be credited in advance with the sick leave allowance at the beginning of each school year or at the beginning of employment.

8.1.5 Sick leave provided and not taken shall accumulate from year to year up to a maximum allowed by law. Such accumulated time may be taken at any time during the employee's work year. Employees having accumulated more than 180 days shall be allowed to use those days as prescribed by SPI rules, regulations, or guidelines.

8.1.6 In January of the year following any year which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation. 8.1.7 At the time of separation from District employment, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current compensation of the employee for each four (4) full days accrued leave for illness or injury.

Eligible employee means (a) employees who separate from employment due to retirement or death; (b) employees who separate from employment and who are at least age fifty-five (55) and have at least ten (10) years of service under SERS 3; or (c) employees who separate from employment and who are at least fifty-five (55) and have at least fifteen (15) years of service under SERS 2, as provided under WAC Ch. 392-136 & RCW 41.32.010, as amended (Ch. 231, Laws of 2000).

8.1.7 A doctor's certificate is needed for sick leave absences lasting more than five (5) consecutive days.

8.1.8 For each day's absence beyond accumulated sick leave days, a deduction of a full day's salary will be made.

8.1.9 Employees may use sick leave for dental and medical appointments.

8.1.1 Pursuant to RCW 49.12.270, the employee is allowed to use any or all the employee's sick leave or other paid time off to care for: (a) a child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition. An employee may not take advance leave until it has been earned. The employee taking leave under the circumstances described in this section must comply with the terms of the Agreement applicable to the leave, except for any terms relating to the choice of leave.

8.2 Temporary Leaves of Absence

Any employee who anticipates the necessity for taking a temporary leave of absence shall make proper application and notify the building principal or immediate supervisor as soon as possible.

8.3 Bereavement Leave

Up to and including five (5) days leave with pay, , shall be allowed for bereavement leave for each occurrence of a death in the employee's immediate family, or the immediate family of employee's spouse/domestic partner, which includes spouse, children, parents, siblings, grandchildren, grandparents, aunt, uncles, nieces/nephews or anyone living with or considered part of the family. An additional two (2) days for out of state travel may be approved by the Assistant Superintendent for Human Resources upon request by the employee. Extenuating circumstances which require an exception may be approved by the Assistant Superintendent of Human Resources.

8.4 Emergency/Hardship Leave

Six (6) days emergency leave per year, non-cumulative year to year, will be available upon

request for each employee without loss of pay (deductible from annual sick leave). Upon written request to Human Resources, employees may be granted additional emergency leave days with pay. Additional days will be granted: (1) if the situation is as defined in this Section; (2) if the employee has sufficient sick leave balance to cover the requested days; and (3) if such request is timely and follows the regularly established absence reporting procedures.

8.4.1 This leave may be used for any personal reasons of an emergency/hardship nature, including illness or injury in the family, funeral not covered by bereavement leave, religious leave, or legal or personal affairs that cannot be scheduled outside the normal work day and the absence should be entered electronically.

8.4.2 Weather conditions for local travel to and from school shall be considered as a valid reason for an emergency/hardship leave. (See also 5.5.7.6)

8.4.2 Emergency/hardship leave for other or unusual circumstances should be cleared through the department supervisor and reported as an absence for final approval by the Human Resources Department.

8.4.3 Employees with special hardship situations may be granted additional emergency/hardship leave by the Human Resources Department, with full pay deductions.

8.4.4 Employees may use emergency/hardship leave to attend scheduled school-sponsored events for members of immediate family or children living in the home. Employees should notify their supervisor five (5) days in advance.

8.5 Personal Leave

8.5.1 All personal leave days may be taken in half ($\frac{1}{2}$) or whole day increments.

8.5.2 Employees will have two (2) Personal Leave days which shall be provided by the District and shall be at no cost to the employee. Employees may exercise the option to receive renumeration for one (1) unused personal day each year. Requests must be submitted via Skyward no later than May 15 for each year for payment in the June pay warrant.

8.5.3 One (1) additional Personal Leave day, taken from the employee's existing sick leave balance, is available.

8.5.3 One (1) additional Personal Leave day will be given to employees with a sick leave balance of at least twenty (20) days as of August 31 of each year.

8.5.4 The employee will notify their supervisor of the intent to take personal leave at least two (2) working days prior to the leave, unless compelled otherwise

by emergency, in which case, the employee should provide as much notice as possible. The employee will enter the absence electronically.

8.5.5 Personal Leave may not be used the first or last day of school; to extend a holiday, vacation or sick leave; or on a student registration day unless extenuating circumstances are granted by the Assistant Superintendent of Human Resources. Exceptions for restricted use are outlined in 8.5.8 below.

8.5.6 One (1) day of Personal Leave may be carried over each year.

8.5.7 Exceptions to Restricted Day Usage

Five (5) slots are available for the first and last day of school on a first come, first served basis. Seven (7) slots are available on the other restricted days on a first come, first served basis. Each employee is eligible to use one (1) restricted day per contract year.

Requests for use of restricted days should be submitted in writing to Human Resources no less than five (5) days prior to the requested date.

Should all the slots be taken, the Assistant Superintendent of Human Resources will consider the supporting reasons offered by the employee in determining whether the day(s) in question will be granted. The general criteria for such exception will be whether supporting reasons indicate a serious need or obligation worthy of granting release from contractual responsibilities. Serious obligations would not include matters of convenience such as accommodating travel or vacation plans.

The day before or the day after Independence Day shall not be considered a restricted day.

8.5.8 For the 2022-2023 work year only, each employee will receive one (1) additional personal leave day for each work year. This provision will sunset at the end of the 2022-2023 work year. For this year, an additional day may be cashed out per 8.5.2 above.

8.6 Leave Due to Long-term Illness or Disability

8.6.1 Request for leave shall be made in writing to Human Resources as early as possible. The exact date the leave is to begin and end will be determined jointly by the employee and Human Resources.

8.6.2 Accrued sick leave benefits may be used when the employee is ill or temporarily disabled.

8.6.3 Such leave shall commence when the employee is no longer capable of performing the duties of her/his job and concludes when the employee is

capable of resuming those duties.

- 8.6.4 Upon returning, the employee will be assigned to the position held before the leave or to an equivalent position with at least equivalent compensation.
- 8.6.5 A shorter or longer leave than specified will be granted if the employee submits such a request in writing, supported by the employee's personal physician's statement that the employee's health justified the request, or if the employee and the District agree to a longer leave to their mutual advantage. If, at the time specified for return to active employment, the employee is unable to return because of medical complications, as supported by employee's physician's affidavit, additional leave will be granted to the extent necessary.
- 8.6.6 While on leave, the employee may request an earlier return to active employment than indicated. Details of such a return would be worked out with Human Resources.
- 8.6.7 At least two (2) weeks prior to the agreed-upon ending date of the leave; the employee shall notify Human Resources of the employee's intent to: (1) return to duty; (2) request extension of leave; (3) resign.
- 8.6.8 Leaves granted for periods beyond those covered by allowable accrued sick leave will be granted without pay.
- 8.6.9 Employees granted leave will be subject to the same staff reductions and reassignment provisions as other employees during the duration of such leave.

8.7 Leave Sharing

- 8.7.1 Employees may participate in the District Leave Sharing Program. Under the provisions of this program, the District shall receive and process requests in accordance with RCW 41.04.665.
- 8.7.2 An employee who donates leave must be in a position in which sick and/or vacation leave can be used and accrued.
 - 8.7.2.1 An employee who has an accrued sick leave balance of more than twenty-two (22) days may request a transfer of a specified amount of sick leave to another employee. that would result in their sick leave account going below one hundred and seventy six (176) hours.
 - 8.7.2.2 An employee who accrues vacation leave and who has an accrued vacation leave balance of more than ten (10) days may instead, if they prefer, request a transfer of a specified amount of vacation leave to another employee. An employee may not request a

transfer that would result in their vacation leave account going below ten (10) days.

- 8.7.3 Employees volunteering to participate in this program will fill out a “Request to Transfer Sick/Vacation Leave” form and submit it to the District. Days shall be converted to hours.
- 8.7.4 An employee who receives leave must be in a position in which sick and/or vacation leave can be used and accrued. An employee shall be entitled to receive leave under this section if the employee suffers from, or has a relative or household member suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay status, or terminate employment. Such employee, or their legal representative, must submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
- 8.7.5 An employee needing leave days shall submit a “Request to Receive Sick/Vacation Leave from Co-Workers” form to the District. In the event the employee is unable to submit such written request, a designee may submit the request on behalf of the employee. Days shall be converted to hours.
- 8.7.6 Leave Exhaustion: The employee has exhausted or will shortly exhaust leave in accordance with WAC 392-136A-040.
- 8.7.6.1 For pregnancy disability and/or parental leave, it is not required to deplete all their annual sick leave and up to forty (40) hours can be maintained in reserve.
- 8.7.6.1.1 “Parental leave” means leave to bond and care for a newborn child after birth or to bond and care for a child after placement for adoption or foster care, within the first twelve (12) months following birth or placement, for a period of up to sixteen (16) weeks. WAC 357-31-460(2) explicitly states that parental leave must be taken during the first year following birth or placement.
- 8.7.6.1.2 “Pregnancy disability” means a pregnancy-related medical condition or miscarriage.
- 8.7.7 The amount of leave which an employee may receive shall be based on employee request and/or their personal physician’s judgment; however, an employee shall not receive a total of more than one contractual year’s worth of leave, or 260 days, whichever is fewer. An employee who requests to

receive sick or vacation leave must be on an approved leave for a time period not less than the amount of leave transfer requested.

- 8.7.8 While an employee is on leave, they shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued sick or vacation leave.
 - 8.7.9 Transfer of leave shall not exceed the donating employee's requested amount.
 - 8.7.10 All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick or vacation leave.
 - 8.7.11 The "Request to Transfer Sick/Vacation Leave" forms shall be accepted by the District in the order received. When the maximum number of leave days is reached, the remaining forms shall be returned to the employees.
 - 8.7.12 The value of the leave transferred shall be based upon the leave value of the person receiving the leave.
 - 8.7.13 Any leave transferred which remains unused on August 31 of each year shall be returned at its original value to the employee or employees who donated the unused leave.
- 8.8 Other Leaves of Absence
- 8.8.1 Upon written request by the employee and the recommendation of the Superintendent, leave of absence may be granted to any employee for purposes of: (a) illness, (b) family emergency, (c) military service, (d) education, (e) domestic violence victims; or (f) spouses of military personnel.
 - 8.8.2 Leave of absence of any employee on leave for reasons other than military service will terminate at the end of one (1) year in which no service has been rendered.
 - 8.8.3 Except for military service, there shall be no other employment while on leave without prior approval of the Superintendent.
 - 8.8.4 The District will state, in writing, the terms of the leave of absence. The returning employee will be assigned to the position occupied before the leave of absence or to a position substantially equal in duties and compensation. Employees filling positions of employees on leave of absence will be assigned to such positions for a specific period of time, during which they shall be subject to all provisions of this Agreement. It shall be the responsibility of the District to inform replacement employees of these provisions. This provision does not apply to leaves of short duration for which the District presently hires substitutes.

8.8.5 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while the employee is on leave of absence; provided, that if such leave is approved for extended illness or injury, seniority shall accrue.

8.9 Family Medical Leave

8.9.1 An eligible employee may request up to twelve (12) work weeks of family medical leave during any twelve (12) month period. An eligible employee is anyone who was employed by the District for at least 1,250 hours of service during the previous fifty-two (52) weeks, excluding authorized leave or periods of time in which the employee does not report to work, but has continuing employment, and does not collect unemployment benefits. The District will inform the employee of eligibility upon receipt of a request for a family medical leave.

8.9.2 Definitions

“Parent” is defined as the biological parent of an employee or an individual who stood in loco parentis (in the place of a parent) to an employee when the employee was a son or daughter.

“Child” is defined as a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis (in the place of a parent) who is under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Spouse” is defined as a husband, wife, or existing domestic partner.

“Serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

“Health care provider” is defined as a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or any other person determined by the Secretary of Labor to be capable of providing health care services.

“Reduced leave schedule” is defined as a leave schedule that reduces the usual number of hours per work week or hours per work day, of an employee.

8.9.3 Family Medical Leave may be taken:

8.9.3.1 because of the birth of a child and to care for a newborn child; or

- 8.9.3.2 because of the placement of a child with the employee for adoption or foster care; or
- 8.9.3.3 to care for a child or a spouse or parent who has a serious health condition; or
- 8.9.3.4 because of the employee's own serious health condition.

If both parents of the child are employed by the District, they together are entitled to a total of eighteen (18) weeks of family medical leave for the care of the child, and leave may be granted for this purpose to only one (1) parent at a time.

- 8.9.4 Family medical leave taken to care for a newborn or newly adopted child must be completed within twelve (12) months after the birth or adoption. The District may require confirmation by a health care provider of the employee's need for family leave.
- 8.9.5 Leave taken under 8.9.3.1 or 8.9.3.2 above shall not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the District agree. Leave taken under 8.9.3.3 or 8.9.3.4 may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests intermittent leave, or leave on a reduced leave schedule that is foreseeable based on a planned medical treatment, the District may require such employee to transfer temporarily to an available alternative position offered by the District for which the employee is qualified and that has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular position of the employee. The taking of intermittent or reduced leave shall reduce the total leave allowed an employee only by the actual amount of leave taken.
- 8.9.6 Family Medical Leave shall be without pay for all or part of the leave. The District may require the employee, or the employee may opt, to substitute and use their total accumulation of paid sick and/or vacation leave to which they are otherwise entitled during family medical leave. Health benefits provided under any group health plan will be continued for the duration of the leave at the level and under conditions coverage would have been provided if the employee had continued in employment during the leave. However, if the employee fails to return from the leave, the employee must reimburse the District for all premiums paid during the leave, unless the reason the employee does not return is due to:
 - 8.9.6.1 The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under this section; the District may require medical certification within thirty (30) days.

8.9.6.2 Other circumstances beyond the employee's control, such as transfer of a spouse to a job location more than seventy-five (75) miles away, another relative other than immediate family member has a serious health condition and the employee is needed to provide care, or the employee is laid off while on leave.

8.9.7 Family Medical Leave is in addition to any leave for sickness or temporary disability because of pregnancy or childbirth.

8.9.8 An employee who plans to take Family Medical Leave must provide the District with a written request at least thirty (30) days in advance. If the Family Medical Leave is not foreseeable, the employee must notify the District no later than the fifth (5th) day of absence that a Family Medical Leave is needed and must provide a written request for a Family Medical Leave at that time.

8.9.9 Upon returning from Family Medical Leave, the employee is entitled to be returned to the same position they previously held or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

8.9.10 Any employee who works principally in an instructional capacity who would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, may be required to take leave for periods of particular duration or to transfer temporarily to an alternative equivalent position that better accommodates the leave.

8.9.11 If the District grants greater Family Medical Leave benefits to any other employee group than those contained in this Section 8.9, the District will grant such greater benefits to this employee group.

8.10 Paid Family Medical Leave Act

All eligible employees shall have access to the Washington Paid Family Medical Leave Act in accordance with the law.

The District shall pay the full cost of all premiums associated with the PFML.

8.11 Adoption Leave

An employee legally adopting a child and/or wishing to take unpaid leave, after expiration of FMLA leave for the purpose of child rearing, shall notify the District in writing of the intent to take such leave stating the expected date of commencement of leave and return to employment. Such leave shall be granted for a period not to exceed

nine (9) months for conditions which meet the criteria in 4.9.2A or 4.9.2 B above. An employee returning from such leave shall be assigned to the position held before the leave, or to a position with equivalent pay and benefits.

8.12 Domestic Violence

Per RCS 49.76, Domestic Violence Leave Law and District Policy, employees may take Domestic Violence leave. Those interested in obtaining confidential support regarding this leave should contact the Human Resources office directly.

8.13 Attendance at the Legislature

Upon specific request of a Washington State Legislative Committee or the Association for an employee's attendance at the Legislature, the employee shall notify Human Resources. Such leave shall be in accordance with RCW 41.56.220 as amended by Chapter 174, Laws of Washington 1969 Extraordinary Session.

8.14 Jury Duty

An employee who loses time from her/his assigned duties because of jury duty shall be paid for such time lost at her/his normal rate of pay. The employee shall furnish Human Resources with a written statement from the Court showing the days of jury service. The employee will report for work when released from jury duty.

8.15 Subpoena Leave

8.15.1 The employee will be granted subpoena leave as may be required by the subpoena and shall be paid her/his regular salary less any compensation received from her/his services, excluding transportation and per diem expenses. Except when the employee is the plaintiff or defendant in such action, unless named as plaintiff or defendant while in the performance of their duties.

8.15.2 Human Resources may extend the definition and intent of the subpoena leave policy on an individual basis.

**ARTICLE IX
WORKERS' COMPENSATION**

- 9.1 The District is a self-insured employer and pays all costs of industrial insurance, including compensation payments and medical costs in compliance with the terms of the Industrial Insurance Laws of the State of Washington. The basic concept is that an employee must be paid compensation when the time lost as a result of an on-the-job injury or illness will result in loss of income.
- 9.2 When injured on the job, the employee shall promptly complete a Self-Insurer Accident Report claim form with the assistance of the supervisor of the work location where the injury occurred, in accordance with District and State insurance procedures. One part of the form must be taken to the physician who treats the employee for the injury. A worker is entitled to workers' compensation if they have sought medical attention and are not cleared by a physician to return to work within three (3) calendar days following an on-the-job injury or illness.
- 9.3 In the event an employee is absent for reasons which are compensable industrial injuries in accordance with Washington State Industrial Insurance Law, the District shall pay the employee an amount equal to the difference between the Time Loss Compensation Rate, reported by the Department of Labor and Industries as a percent, and the amount the employee would have normally earned, to the limit of accumulated Sick Leave. A deduction shall be made from the employee's accumulated sick leave proportionate to the percent of time-loss paid to the employee by the District in excess of Washington State Industrial Insurance Law payments. In the event of any overpayment, the District shall make a correction thereof on a reasonable basis.
- 9.4 An employee may choose, in writing, to forgo the use of sick leave as provided in Section 9.3 and, instead, receive Worker's Compensation only in compliance with Industrial Insurance Laws of the State of Washington.
- 9.5 Until the employee qualifies for a disability under the Industrial Insurance Laws of the State of Washington or for up to one (1) year following the date of the injury, whichever is first, the employee will remain eligible for District benefits with eligibility for insurance benefits being contingent upon insurance policy provisions.
- 9.6 After sixty (60) days the District reserves the right to require independent medical evaluations by physicians of the District's choice and at the District's expense for employees claiming on-the-job injury. An employee is entitled to bring an observer of their choice (e.g. family member, spouse, colleague, etc.) to the appointment as allowed by L&I rules and guidelines.
- 9.7 The employee must have a physician's written authorization to return to work and shall return to regular duty when authorized to do so by a physician. The employee will return to a light duty position as authorized by a physician and when a light duty position is

available. The District reserves the right to assign an alternate work assignment.

- 9.8 Medical treatment benefits may continue in accordance with the Industrial Insurance Laws of the State of Washington. Absence from work for medical treatment only does not qualify for compensation under the Industrial Insurance Laws of the State of Washington.

ARTICLE X
HIRE DATE, PROBATION, SENIORITY, AND LAYOFF

10.1 Seniority Date

The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began employment in a bargaining unit position or in a position subsequently included in this bargaining unit (hereinafter "seniority date") unless such seniority shall be lost as hereinafter provided.

10.2 Probation

10.2.1 A probationary period for all new employees of ninety (90) calendar days will be required. If an employee's conduct, proficiency and fitness are judged to be satisfactory by the evaluating supervisor during the probationary period, the employee will be given regular status. The termination provision of Article XI does not apply to probationary employees. The probationer may be discharged during the probationary period in the event of their demonstrated inability to cope with or perform the assigned duties as identified in their job description, or for being unproductive, or for misconduct.

10.2.2 Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this Agreement, with seniority retroactive to the hire date. All applicable rights and benefits as described elsewhere in this Agreement shall apply to probationary employees.

10.3 Seniority Rights

10.3.1 The seniority rights of an employee shall be lost for the following reasons: resignation, discharge for justifiable cause and retirement.

10.3.2 Seniority rights shall not be lost but shall not accrue for the following reasons: authorized, unpaid leaves of absence, and involuntary layoff.

10.3.3 Seniority rights shall continue to accrue for the following reasons: absence due to industrial injury (up to one (1) year); paid, authorized absence covered by the leave provision of the Agreement (authorized absence due to extended illness or medical disability); and holidays and vacations.

10.4 Career Ladder Promotions

10.4.1 It shall be a goal of the District to provide members of this bargaining unit with the opportunity to advance to more responsible positions

10.5 Classification and Reclassification

- 10.5.1 "Classification" refers to the vertical arrangement on the salary schedule based on the skill, complexity, responsibilities and working conditions for each position.
- 10.5.2 The purpose of these classifications is to provide reasonable wage differentials between employee classifications based on assigned skill, complexity, responsibilities and working conditions.
- 10.5.3 Employees may apply for reclassification once in each twelve (12) month period, or more often if job skills, complexity, responsibility and/or working conditions are substantially altered. Any employee, at their option, may have an Association representative present at a reclassification review. Both the Association President and the employee requesting reclassification will be notified via email when their reclassification request is received.
- 10.5.4 When an employee requests review of their position for potential reclassification, the District will schedule a review of the position within thirty (30) calendar days of receipt of the completed request for information. Within thirty (30) calendar days of the review the employee will be provided with the results of the review. Through the course of the review, if it is determined that an employee is performing job duties outside of their classification, regardless of the results of the review, the District will instruct the employee's supervisor to discontinue assigning such work. See also Section 17.2.5 , 17.2.6 and 17.2.7.
- 10.5.5 The District will provide information to the Association regarding any changes to the classification system used by the District a minimum of thirty (30) calendar days prior to implementation of the new classification system.
- 10.5.6 Upon request, the Association shall be provided with the classification details of all existing positions which may include, but is not limited to, the job description, the points assigned to each classification, the total points and the overall point system determining salary levels.

10.6 Reduction in Force (RIF), Layoff and Recall

This section establishes the procedure covering official school board authorized reduction in force/layoff of employees due to lack of funds, reorganization or curtailment of work wherein the District establishes that employee positions covered by this Agreement need to be eliminated. The District will consult with the Association prior to the implementation of this section.

- 10.6.1 The number and type of positions to be retained shall be determined by the District. This information will be provided to the Association.
- 10.6.2 The RIF shall be conducted by bargaining unit seniority. The District will

establish seniority lists as defined in Section 10.1 within each of the five (5) classifications. For procedural purposes, the District will group and contact individuals, giving consideration to days and hours worked and the general type of work being performed. Senior employees in each classification who are interested in available positions and who are qualified for the position(s) will be retained regardless of their previous assignment.

10.6.2.1 Employees who are affected by situations noted in 10.6 will be notified in writing by the Human Resources Department. Employees will be assigned to positions vacated by the least senior employees or may elect to wait to request assignment to the next available open position for which they are qualified. The Association will be provided with a list of these employees.

10.6.2.2 No employee shall be offered or assigned a higher classification.

10.6.2.3 The District will notify affected employees and the Association of impending layoffs at least thirty (30) days prior to the first layoff.

10.6.2.4 Should the District decide to layoff any non-annual employee, the employee shall be so notified in writing prior to the expiration of the school year, or as soon as possible.

10.6.3 Those employees not initially retained shall be placed in a re-employment pool.

10.6.3.1 Employees placed in the re-employment pool shall be listed in five (5) groups by order of seniority in the bargaining unit.

10.6.3.2 For this section seniority shall be based on length of service in the bargaining unit (Section 10.1), excluding substitute time. However, employees who were bargaining unit members on August 31, 1989, shall be allowed to retain seniority credit for service in a non-bargaining unit position.

10.6.3.3 In cases where seniority is equal, employees will be chosen by lot.

10.6.3.4 The most senior employee will be offered the first open position for which they qualify. Qualify means they have the necessary training and/or experience required to successfully carry out all the job responsibilities of the position.

10.6.3.5 If the most senior employee in the re-employment pool does not qualify for the position, or does not wish to take it, the next most senior employee who does qualify will be offered the position.

- 10.6.3.6 Employees may turn down two (2) position offerings for which they qualify before being removed from the re-employment pool, provided that such employee is offered a position substantially equal to that held prior to layoff.
- 10.6.3.7 Employees will remain in the re-employment pool for a period of two (2) years from date of layoff, except as stated in subsection 10.6.3.6 above.
- 10.6.3.8 A laid-off employee shall, upon application, and at their option, be placed on the substitute list.
- 10.6.3.9 All benefits to which an employee was entitled at the time of their layoff, including unused sick leave, will be restored to the employee upon return to active employment. The employee will be placed on the same step at the time of layoff.
- 10.6.3.10 In case of persons not re-employed by September 1 of the following school year, notices of recall shall be sent to personal email, when known, and by certified or registered mail to the last known address. It shall be the employee's responsibility to keep the District notified of their current mailing address.

ARTICLE XI
DISCIPLINE AND DISCHARGE OF EMPLOYEES

11.1 Disciplinary Process

The District shall follow due process and progressive discipline in its discipline of employees covered by this Agreement. Although each personal situation merits individual investigation of the facts and circumstances, every effort will be made by the District to establish and maintain consistency and uniformity in discipline of employees. In administering progressive discipline, the following steps will normally apply (See Section 3.3.8):

Verbal Warning (non-disciplinary)
Letter of Direction (non-disciplinary, placed in building file)
Letter of Reprimand (disciplinary, placed in personnel file)
Suspension (disciplinary, placed in personnel file)
Termination (disciplinary, placed in personnel file)

An employee shall be entitled to have a representative of the Association present during any meeting which might reasonably be expected to lead to disciplinary action. When a request for such representation is made, no meeting shall continue, nor shall any action be taken, with respect to the employee until such representative of the Association has reasonable opportunity to be present. Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.

11.2 The District shall have the right to discipline or discharge an employee for justifiable cause. The District shall notify the employee of any allegations against them within ten (10) work days of Human Resources learning about the allegations against the employee.

11.2.1 Warning notices are defined as any formal or informal corrective action issued prior to a suspension or termination. Warning notices will be considered collectively, not individually. Upon written request by the employee, warning notices shall be removed from Personnel files twelve (12) months from the date of notice if there have been no further notices for a six (6) month period.

11.2.2 No prior warning notice shall be necessary if the cause for discharge or suspension is theft, intoxication related to employment, sleeping on the job, recklessness or unauthorized use of vehicles. In addition, no prior warning shall be necessary if there are circumstances where the situation is of an extreme nature demanding immediate action; therefore, progressive discipline or action is not indicated and/or within the District's legal options.

11.2.3 Progressive discipline procedures are not required prior to an employee being placed on a plan of improvement for performance related reasons.

11.3 An employee shall be entitled to receive a written statement of the reasons for suspension or discharge and/or a hearing upon request.

- 11.4 The discipline of an employee will be handled as discretely as the situation warrants and is possible under the circumstances.
- 11.5 The employer agrees to give at least two (2) weeks' notice of intent to terminate an employee, and each employee shall give the employer at least two (2) weeks' notices of their intent to resign. Failure of the employee to give such notice shall not constitute a breach of Agreement by the Association. Failure of the District to give such notice shall constitute a breach of Agreement.

**ARTICLE XII
PERSONNEL RECORDS AND EVALUATION**

12.1 Personnel Records

- 12.1.1 A master or official file shall be maintained for each employee in Human Resources.
- 12.1.2 Building files, as required and when properly noted in the employee's master file, may be kept by the employee's immediate supervisor. These files are considered confidential and only open to the immediate supervisor and the employee. Such building files will be maintained according to the following guidelines:
 - 12.1.2.1 Materials which might form the basis for disciplinary action, reprimand, warning or other adverse effect must be either discarded or placed in the worksite file within one (1) year of the date on which the incident occurred. The employee will be notified as any such materials are placed in the personnel file. The employee may initial and date all documents added to their file as an acknowledgement of the document. The employee must be notified of materials placed within the file within ten (10) working days or they may not be used for disciplinary action.
 - 12.1.2.2 If derogatory material is not placed in the official file and retained beyond the one (1) year period in the working file, such material shall, at the employee's request, be taken from the file and destroyed.
 - 12.1.2.3 The building file will be shredded at the end of the school year that an employee leaves the building except when an investigation is in process.
- 12.1.3 The employee's personnel file shall be open for inspection by that employee, accompanied by another person of the employee's own choosing to allow the opportunity to review evaluations and other records regarding their employment with the District. The employee has the right to add information in explanation of materials already in the file.
- 12.1.4 An employee who feels the confidentiality of information contained in their personnel file has been violated and is prepared to present evidence and/or testimony substantiating such an allegation, may seek redress through the Superintendent or may pursue the matter formally through the grievance procedure.

12.1.5 No derogatory material shall be placed in the official personnel file without the employee's knowledge. The employee may attach comments to such material. The material shall be removed after a period of one (1) year upon employee request, provided there is no ongoing investigation.

12.2 Evaluations

12.2.1 The primary purpose of evaluation shall be to help the employee assess their job performance to provide the highest quality of services for the students and community. It is intended that evaluations will be based upon the evaluator's personal knowledge and observation. Anyone requested to give input toward an employee evaluation must fill out an Appendix E form.

12.2.2 Supervisors will review the job responsibilities with new employees within the first ten (10) work days after a new employee starts. Current employees may request, in writing, that the supervisor review the job responsibilities with them within the first ten (10) days of school.

12.2.3 New employees will receive feedback from their supervisor regarding job performance no later than the 45th day of the probationary period. If there are areas of concern, specific feedback will be documented in writing and given to the employee.

12.2.4 Employees who work more than sixty (60) days per year will be evaluated by their supervisor at least once during an Agreement year. Employees may receive additional informal evaluations during the year reflecting continuing job performance. Employees whose work performance has been determined to be less than satisfactory in meeting District expectation standards will be so advised in writing in the interest of gaining an acceptable adjustment. Due dates for annual evaluations are:

- Employees working fewer than 260 days – June 10th of each year.
- Employees working 260 days – August 20th of each year.

12.2.5 If an employee receives an evaluation indicating their job performance "does not meet expectations", the employee may request an additional meeting with the supervisor to clarify job expectations. The employee may have Association representation at the conference.

12.2.6 Employee evaluations will be used as one element in determining discharge, transfer and promotion.

- 12.2.7 Any changes to the District’s adopted evaluation forms will be mutually agreed upon with the Association before implementation. All forms related to the evaluation are available in Appendix C, D and E.
- 12.2.8 The evaluation consists of three performance levels: Exceeds Expectations, Meets Expectations and Does Not Meet Expectations; each with a definition.
 - 12.2.8.1 Ratings of “Exceeds Expectations” require comments with specific examples to reinforce the strong work in the criteria.
 - 12.2.8.2 Ratings of “Meets Expectations” do not require written comments.
 - 12.2.8.3 Ratings of “Does Not Meet Expectations” require comments with specific examples to support necessary improvement in the criteria.
- 12.2.9 The optional “Employee Self-Reflection” instrument aligns with the evaluation instrument and does not include ratings.
- 12.2.10 If a staff member submits a “Staff Input to RESP Employee Annual Evaluation” form which will be used by the administrator as part of the evaluation process, a copy will be hand delivered to the employee and will be attached to the evaluation. The employee may respond to the form in the “Employee Comments” section of the annual evaluation. This form is available in Appendix E.

**ARTICLE XIII
INSURANCE BENEFITS**

13.1 Medical, Dental, Life Insurance Benefits

Pursuant to RCW 28A.400.275, the parties agree to abide by state laws relating to school district employee benefits.

13.1.1 Pursuant to state law, the District will be required to provide health insurance and other benefits including, but not limited to; Dependent Care Assistance Program, life insurance and accidental death and dismemberment insurance, long-term disability insurance and Medical Flexible Spending Arrangement to all eligible employees through the School Employees Benefits Board (SEBB). The District agrees to provide the amount of benefit contributions funded by the state and will implement any state increases for insurance benefits during the duration of this Agreement. The benefit amount shall be administered in accordance with the state laws relating to school district employee benefits. The provisions described herein reflect SEBB rules and/or state laws as of the date of the ratification of this Agreement and may be subject to change if the SEBB rules and/or state laws change.

13.1.2 The District will provide benefit contribution insurance for all employees who work or are expected to work more than 630 hours in a school year. Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits. For purposes of benefits provided under the SEBB, a school year shall mean September through August. The effective date of coverage is the first day of the month following the day they begin work. However, employees who begin to work in September on a date prior to the last school start date in the District, then that employee's benefits coverage begins on their first day of work.

13.1.3 Basic benefits include medical, dental, vision, long-term disability and group life insurance. Employees may select optional benefits at their own expense. Optional benefit plans may not include employee beneficiary accounts that can be liquidated by the employee on the termination of employment.

13.1.3.1 Employees shall be able to participate in the SEBB offered Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP).

13.1.3.2 Enrollment shall be completed by the end of the open enrollment period for the selection of basic and optional benefits. Employees hired prior to or after the enrollment period, may elect insurance coverage from the plans available during the first thirty-one (31) days of employment.

- 13.1.3.3 If a benefit plan is not chosen, the employee will be enrolled in the default medical, dental, vision, life and accidental death and dismemberment, and long-term disability insurance plans as a single subscriber. The employee will also be charged the tobacco use premium surcharge. Changes to insurance plans or enrollment of eligible dependents will be allowed in the next open enrollment period. The employee may add dependents to the default plan if there is a special open enrollment event that allows this change, such as marriage, birth, or adoption.
 - 13.1.3.4 Benefit Termination: Any employee terminating employment shall be entitled to receive the District insurance contribution for the remainder of the calendar month in which the contribution is effective. In cases where separation occurs after completion of the employee's full contract obligation (i.e. the end of the school/work year), benefit coverage will continue through August 31 of that year.
 - 13.1.4 The District will make available to employees, at their option, an Internal Revenue Service Code Section 125 flexible benefits plan. The plan will be established, administered and communicated to employees by the District without cost to the employees.
 - 13.1.5 It is agreed that in the event of inability of an employee to work because of illness or a non-occupational accident, the District will continue its monthly medical, dental, vision, life and long term disability insurance payments for eligible employees, consistent with state law and/or SEBB rules.
 - 13.1.5.1 Any employee who is on authorized unpaid leave may continue their dental, vision, life and medical insurance plan(s) via direct monthly payments to the District, if acceptable to the insurance carrier. Employees on such leave must make written arrangements with the Payroll Department.
 - 13.1.6 Any employee who is on layoff status shall be allowed to continue their participation in District medical and/or dental programs via direct monthly payments to the District, to the extent permitted by state law and/or SEBB rules.
- 13.2 Tax Sheltered Annuities

The District shall make a program available to employees for the purchase of tax sheltered annuities. Upon receipt of an employee's properly executed application to participate in such a program, the District shall purchase such annuities and deduct the cost of purchasing them from such employee's salary within the time limits prescribed by the

District.

13.3 Liability Coverage

The District shall provide, on a fully paid basis, liability insurance for each employee in case of suit arising from or in the performance of their duties. Coverage shall be at a minimum of \$500,000.

13.4 Hold Harmless Policy

The District shall hold harmless and defend each employee from claims for damages caused or alleged to have been caused in whole or in part by that employee while performing their duties as an employee in the District under the provisions of the District's liability policy, provided that the District shall not be obligated to assume any costs or judgments held against the employee when such damages are proved to be due to the employee's willful negligence, violation of law or criminal act as determined by a court of law.

**ARTICLE XIV
IN-SERVICE AND PROFESSIONAL DEVELOPMENT**

14.1 Professional Development Registration and Release Time Fund

The District shall budget funds for the purposes of in-service training and professional development as noted herein.

The amount budgeted for each year of this Agreement is \$18,000. Should there not be a successful passage of a Maintenance and Operations levy, or should the District's levy capacity fall below 24.93 percent, the District may elect to reduce this amount to \$15,300 for any affected year. In developing both general procedures and specific authorizations for the allocation of these funds, the District will work with and seek input from designated representatives of the Association. The District will notify the Association President if any funds remain unallocated. The District and Association will work together to determine the use of unexpended funds.

14.1.1 The District will notify the Association by the March Labor/Management meeting of each year of the balance of the Professional Development fund.

14.1.2 Professional Development funds must be expended by September 30 of each year.

14.2 In-Service Training

Time will be set aside during the school year and during the regular work day for in-service training. In-service opportunities will be available to employees in each year. Times set for such training shall be mutually agreed to by the District and the Association. The number and type may vary annually, depending on the needs of the District and the interests of the employees and of the Association.

14.2.1 In-service activities may be established for individuals, specific groups of individuals or for all employees covered by this Agreement. Such activities may be required or may be voluntary. Specific subjects for voluntary in-service training will be jointly developed by the District and the Association. Types of activities may include: attending recognized vocational courses, purchasing job related training books, establishing appropriate courses within the District, purchasing recognized vocational courses or other activities which would be of mutual benefit to the employee(s) and the District. Professional training materials purchased with in-service funds become the property of the employee; professional training materials purchased with departmental funds remain the property of the District.

14.2.2 Any fees or registration costs for required in-service will be paid by the District. Any hours of in-service required by the District will be paid for by the District

at the employee's regular rate, or at the employee's overtime rate if appropriate, unless in-service is scheduled during the employee's regularly scheduled work hours, in which case the employee will receive their regular pay rate.

- 14.2.3 Employees may be required to participate in scheduled in-service activities on teacher work days when students are not present. Employees may decline to participate in any in-service not required by the District.

14.3 First Aid/CPR

First Aid/CPR training will be paid by the district for any member who is required to maintain certification by job description or board policy/procedure.

14.4 In-Service Planning and Development

The District and the Association will develop procedures and criteria which will increase the Association's involvement in both the planning for and authorization of specific in-service opportunities. Such increased involvement and authority could affect up to twenty-five percent (25%) of the Training Funds allocated in Section 14.1.

14.5 Training Hours and Stipends

- 14.5.1 Employees who have earned stipends through August 31, 2006, shall continue to be paid at the earned stipend(s) for the duration of their employment in the unit. Training hour stipends are separate from extra hours and regular pay.

Effective September 1, 2006, a new Renton School District Training Hours Program took effect.

- 14.5.2 The District shall recognize and acknowledge trainings through payment of training hours. The training hours hourly rate shall be equivalent to the RESP 2, Step 1 hourly rate. The individual maximum amount shall be \$1,200 per year. The parties shall review the expenditures at the next scheduled Labor/Management meeting following each payout.

- 14.5.2.1 Employees who submit verification of training hours by the first business day of each month will receive payment on the last business day of said months. Training hours for the school year just concluded may not be submitted after the first business day of July. Upon separation from employment, employees have ten (10) business days to submit training hours for final payout. Training hours are separate from extra hours and regular pay. It is possible to earn both for preapproved activities.

- 14.5.2.2 The training hours program compensates employees for training

that is relevant to their current job responsibilities or is aligned with a desired career path within the District. Duplicate trainings should be taken with prior knowledge and approval of supervisor.

- 14.5.2.3 Training Hours may be submitted by the appropriate form, log or roster. Forms and logs are submitted by the employee and a training hour log must consist of a minimum of 1.0 hours. Training Hours rosters are submitted by the course provider. For trainings of 1.0 hour or less, an employee must attend the entire training to earn training hours. For trainings longer than 1.0 hour the employee must attend at least 1.0 hour to earn training hours.

ARTICLE XV
ASSOCIATION MEMBERSHIP

- 15.1 New employees who join the Association will complete an automatic payroll authorization for the amount of their membership dues. The District will deduct, without additional cost to the association or employee, the dues from each member's paycheck in even monthly installments and transmit them to WEA Payroll deduction shall also be available for members who wish to contribute to WEA-PAC and the NEA Fund for Children and Public Education.
- 15.2 The Association shall submit the automatic payroll authorization to the District Payroll Office for processing. A deductions table shall be supplied to the District Payroll Office by the Association. Upon receiving an authorization, the employer will start deductions for new members for the next available payroll period, according to the usual administrative cycle.
- 15.3 The dues deduction and authorization shall remain in effect from year to year, unless withdrawn in writing to WEA by the employee. WEA will provide the District with timely notification. Upon notification of the intent to withdraw from the Association, the District will cease withdrawal of dues within thirty (30) calendar days receipt of the notice by WEA.
- 15.4 By September 1 of each school year, the Association shall give written notice to the District of the dollar amount of the current dues of the Association. Continuing Employees shall have their deductions for membership dues made in twelve (12) equal installments form each paycheck beginning in September.
- 15.5 Employees who sign a dues authorization form after September shall have deductions made in equal amounts for the remainder of their Employee Contract year. These deductions shall be a pro rata share of the current year's dues.
- 15.6 The District will provide the Association access to new employees for the purpose of presenting information about the Association. This access will take place within ninety (90) days of the employee's start date, for no less than thirty (30) minutes. This access will normally be provided during the new employee orientation, or within the employee's regular work hours and at a location mutually agreed upon between the District and the Association. As soon as possible prior to the orientation, the District shall provide to the Association a list of the new employees with their full name, phone number, address, work location, and position with hours.
- 15.7 The Association agrees to indemnify, defend, and hold the District harmless against any liability which may arise by reason of any action taken by the District to comply with the provisions of Article V, including reimbursement for any legal fees or expenses incurred in connection therewith. If, in the opinion of the Association, the District is attempting

to encourage or promote claims against the Association, the Association reserves the right to name the Board's attorney(s) in the claim, demand, suit, or other form of liability.

**ARTICLE XVI
GRIEVANCE PROCEDURE**

16.1 Scope

The purpose of this Article is to provide for a mutually acceptable method of prompt and equitable settlement of employee grievances and disputes over:

16.1.1 The interpretation and application of this Agreement.

16.1.2 The interpretation and application of specific written District Policy, Rules and/or Regulations.

16.1.3 Definitions

A grievance is an alleged violation or misapplication of a specific article or section of this Agreement or an alleged violation or misapplication of a specific written District Policy, Rules and/or Regulations.

A grievant is an individual employee represented by the bargaining unit. When appropriate, the District and the Association may agree to consolidate the grievances of two (2) or more grievants and process them as one (1) grievance.

16.1.4 Resolutions

Employees may request confirmation and/or signature by appropriate Association officials prior to the implementation of grievance resolution.

16.1.5 The grievant(s) shall have the right to Association representation at all steps of this procedure and/or at any related meetings at which the grievant(s) is present.

16.2. Grievance Steps

16.2.1 Informal Discussion(s):

The employee's concerns will be presented orally by the employee to the appropriate supervisor. Every effort shall be made by all concerned in an informal manner to develop an understanding of the facts and the issues to create a climate which will lead to resolution of the problem. If the employee is not satisfied with the informal discussion(s) relative to the matter in question, they may proceed to the formal grievance procedure Step One.

16.2.2 Step One

An employee shall commence the grievance procedure by filing a written

grievance with the appropriate supervisor and the Association President. If there is a question as to the appropriate supervisor, the Human Resources Department will decide. A written grievance must be submitted within twenty (20) working days of the date that the employee first had actual knowledge of the grievable act, and must contain, at a minimum, the following data:

- A. The nature of the grievance;
- B. The sections of this Agreement or the District Policy, Rules and/or Regulations allegedly violated;
- C. The specific remedy sought.

Grievances must be signed and dated by the grievant. Within ten (10) working days receipt of the written grievance, the immediate supervisor shall provide the grievant with a written answer.

16.2.3 Step Two

If the grievance is not resolved to the employee's satisfaction at Step One, the grievant may, within ten (10) working days after the last day the supervisor has to respond in Step One, submit the grievance to the Superintendent or designee. Within ten (10) working days receipt of the written grievance, the Superintendent or designee shall conduct a hearing to investigate and review the grievance. If the grievance involves a charge of discrimination, the Superintendent may extend the timelines at this level up to ten (10) working days. Both the grievant and the Association shall be notified of the date, time and place of the hearing. The employee shall be entitled to Association representation at the hearing. Within ten (10) working days after the hearing, the Superintendent or designee shall provide the grievant with a written answer and explanation thereof, based on the data gathered at that hearing.

16.2.4 Step Three-A

If the grievance is not resolved at Step Two, the Association may, within thirty (30) work days after receipt of the written response from Step Two, submit the grievance to the American Arbitration Association for arbitration under their rules and within the following guidelines.

16.2.4.1 The arbitrator shall limit their decision strictly to disputes involving the application, interpretation or alleged violation of specific articles and/or section of this Agreement.

16.2.4.2 There shall be no appeal of the Arbitrator's decision if within the scope of their authority. It shall be final and binding on the Association, the employee(s) involved and the District.

16.2.4.3 The necessary fees and expenses of the Arbitrator shall be borne by the losing party. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expenses of witnesses called by the other.

16.2.4.4 The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the Arbitrator as delineated in subsection 16.2.4.1. above.

16.2.5 Step Three-B

If the grievant is not satisfied with the resolution at Step Two, and the Association believes the grievance to be valid, and provided that the grievance has to do with an alleged violation or misapplication of a specific written District Policy, Rules and/or Regulations, they may, within thirty (30) calendar days receipt of the written response from Step Two, request a meeting with the Board for the purpose of resolving the grievance in accordance with the following:

16.2.5.1 The Board may employ a Hearing Officer to hear the case in its stead.

16.2.5.2 The Board may hear the case itself.

16.2.5.3 The Secretary of the Board shall schedule a hearing date to take place within fifteen (15) days receipt of the request.

16.2.5.4 The grievant shall be notified of said hearing at least five (5) days prior to the set date.

16.2.5.5 The Secretary of the Board shall, within ten (10) days after the conclusion of the hearing, submit the findings and recommendations to the grievant and the Association, if appropriate.

16.3 Grievance or arbitration discussions shall take place whenever possible on school time.

16.4 The employer shall not discriminate against any individual employee or the Association for taking action under this Article.

16.5 The timelines provided in this Article shall be strictly observed, unless extended by agreement of the parties. Failure of the grievant to proceed within the timelines provided above shall result in dismissal of the grievance. Failure of the District or its officials to comply with answers or action within those same timelines shall entitle the grievant to a resolution favorable to the employee as requested by the employee.

- 16.6 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the employee.
- 16.7 No member may bring a grievance to arbitration without approval of the Association.

ARTICLE XVII
SALARIES AND EMPLOYEE COMPENSATION

17.1 Salary Basis

Each employee shall be paid according to their proper salary classification as set forth in Appendix A. Should the State authorize and fund an amount for classified salaries higher than the amounts shown below, the District will improve the salary schedule to cause the total salary increase (increments plus percentage allocated to schedule improvement) to reach the percentage allocated in the State Appropriations Act. Salaries listed are based upon a 260-day, 8-hours-per-day work year. See Salary Schedule in Appendix A.

17.2 Salary Provisions

17.2.1 Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. The District will annualize an employee's regular wages. Said wages will be paid in twelve (12) equal installments on or before the last work day of the month.

17.2.2 Salaries contained in Appendix A shall be for the entire term of this Agreement. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

17.2.3 Retroactive pay, where applicable, shall be paid on the first regular pay day following execution of this Agreement, if possible, and in any case not later than the second regular pay day. In the case of retroactive pay resulting from negotiations pursuant to Article XVIII, such retroactive pay shall be paid on the first regular pay day following agreement on such schedule, if possible, and in any case, not later than the second regular pay day.

17.2.4 Completed qualified work experience will be calculated as of the first day of school and used for salary placement in the given year. Experience calculation is based on the employee's work calendar for their position. Employees will be placed on the salary schedule as follows:

- A. 0.0-1.79 years of experience = Step 1
- B. 1.80 -3.79 years of experience = Step 2
- C. 3.80- 5.79 years of experience = Step 3
- D. 5.80 or more years of experience = Step 4

Experience for work in public schools will be granted for prior classroom experience for paraeducator positions or for prior office experience for office

positions. Employees with prior experience in both classroom and office positions will be credited for the specific time worked in each position and applied specifically to the paraeducator or office position and may not be combined.

- 17.2.5 Step placement shall be retained during all transfers, promotions and reclassifications.
- 17.2.6 An employee who moves to a different classification shall remain at the same increment step. An employee who is involuntarily reclassified to a lower pay classification and whose salary exceeds the salary of the new classification shall be held harmless at their current salary until the salary schedule is equal or greater than the legacied salary.
- 17.3.7 If a classification review results in pay reclassification, the new pay rate will be retroactive to the date the completed job analysis questionnaire was received by Human Resources.
- 17.2.8 Any employee who is interested in working an additional assignment may apply for a position in another classification. If selected, the employee shall be paid for the hours worked in each classification at the appropriate hourly rate for that classification.
- 17.2.9 Regular employees who work substitute assignments in other work locations shall be paid their regular hourly rate for those hours worked.
- 17.2.10 Any employee required to return to work on call back or required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the IRS rate per mile or District approved rate, whichever is greater.
- 17.2.11 Employees required to remain overnight on District business shall be reimbursed for room, board and travel expenditures.
- 17.2.12 The deduction of payroll savings to a bank or credit union of the employee's choice shall be made monthly after the amount has been authorized.

17.3 Bilingual Stipend

Bilingual Stipend: A five percent (5%) bilingual stipend is awarded to an employee whose current classification does not require the use of a second language, but the employee uses a second language on the job when the District determines that the language usage is sufficient to qualify for a stipend. Such determination will be based upon the following conditions:

1. The position requires that the employee use bilingual skills regularly to perform their work; and
2. The classification specification for the employee's classification does not require bilingual skills for all incumbents of that classification; and 3. The employee demonstrates a proficiency in the second language, according to procedures established by the District.

ARTICLE XVIII
TERM AND SEPARABILITY OF PROVISIONS

- 18.1 The term of this Agreement shall be September 1, 2021-August 31, 2023.
- 18.2 All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date, except as provided in the following section.
- 18.3 Either party may reopen the Agreement for compensation in the event:
 - 18.3.1 The State or Federal Government appropriates or decreases funds for wages, benefits, working conditions or significantly changes funding.
 - 18.3.2 The State or Federal Government authorizes additional or decreases local levy authority specifically for the purpose of granting increased or decreased compensation, benefits and/or supplemental benefits.
 - 18.3.3 Legislation significantly changes classified staff salaries.
- 18.4 This Agreement shall be reopened at the request of either party to consider the impact of legislation enacted following the execution of this Agreement which affects the terms and conditions herein.
- 18.5 If any provision of this Agreement shall be found by a court of law, PERC or other government regulatory agency to be contrary to law, then only that provision shall be deemed invalid. All other provisions shall continue in effect. Collective bargaining may be initiated at the request of either party to change any such provisions deemed invalid.

ARTICLE XIX
NO STRIKE PLEDGE

The Association and the District recognize and agree that strikes are not conducive to harmonious working relations and may be disruptive to the educational process and should not occur. The Association and the District subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the District operations. The Association, therefore, agrees there shall be no strikes or other concerted refusal to work, nor any instigation thereof, by the employees. The Association further agrees not to honor, or to encourage employees in the bargaining unit to honor any strikes, picket lines, or other concerted work stoppages that may be established by any other District employee organization. The District agrees there shall be no employee lockout.

SIGNATURE PAGE

Signed this ____ day of ____.

For the District

/s/ Damien Pattenau
Superintendent

For the Association

/s Valisia Simpson
RESP President

/s/ Patty Mate
RESP Bargaining Chair

/s/ Jewlie Hagen
Negotiating Team Member

APPENDIX A
RENTON EDUCATION SUPPORT PROFESSIONALS ASSOCIATION (RESP)
SALARY SCHEDULES SEPTEMBER 1, 2021-August 31, 2023

Salary for 2021-2022:

	STEP 1 0.0+1.79 yrs of experience	STEP 2 1.8-3.79 yrs of experience	STEP 3 3.8-5.79 yrs of experience	STEP 4 5.8+ yrs of experience
RESP 1	\$25.00	\$25.25	\$25.40	\$25.78
RESP 2	\$25.74	\$26.10	\$26.90	\$27.31
RESP 3	\$26.06	\$26.45	\$27.26	\$27.67
RESP 4	\$28.65	\$29.08	\$29.96	\$30.41
RESP 5	\$31.80	\$32.28	\$33.26	\$33.77

Notes:

1. Completed qualified work experience will be calculated as of the first day of school and used for salary placement in the given year. (RESP CBA 17.2.4)
2. Longevity compensation is based on seniority as of September 1st of each year. Employees whose hire date is later than September 1st shall receive a prorated portion of the annual stipend in its initial year. (RESP CBA Appendix A)
 - Employees who have between 10 and 14 years of seniority shall receive an annual longevity stipend of 2%
 - Employees who have between 15 and 19 years of seniority shall receive an annual longevity stipend of 2.5%
 - Employees who have between 20 and 24 years of seniority shall receive an annual longevity stipend of 3%
 - Employees who have 25 years or more of seniority shall receive an annual longevity stipend of 3.5%.

Salary for 2022-2023

	STEP 1 0.0-1.79 years of experience	STEP 2 1.8-3.79 years of experience	STEP 3 3.8-5.79 years of experience	STEP 4 5.8+ years of experience
RESP 1	\$26.38	\$26.64	\$26.80	\$27.20
RESP 2	\$27.16	\$27.54	\$28.38	\$28.81
RESP 3	\$27.49	\$27.90	\$28.76	\$29.19
RESP 4	\$30.23	\$30.68	\$31.61	\$32.08
RESP 5	\$33.55	\$34.06	\$35.09	\$35.63

Notes:

3. 5.5% base salary increase from 2021-2022
4. Completed qualified work experience will be calculated as of the first day of school and used for salary placement in the given year. (RESP CBA 17.2.4)
5. Longevity compensation is based on seniority as of September 1st of each year. Employees whose hire date is later than September 1st shall receive a prorated portion of the annual stipend in its initial year. (RESP CBA Appendix A)
 - Employees who have between 10 and 14 years of seniority shall receive an annual longevity stipend of 2%
 - Employees who have between 15 and 19 years of seniority shall receive an annual longevity stipend of 2.5%
 - Employees who have between 20 and 24 years of seniority shall receive an annual longevity stipend of 3%
 - Employees who have 25 years or more of seniority shall receive an annual longevity stipend of 3.5%

The substitute hourly rate shall be \$1.00 less than the RESP 1, Step 1 hourly rate.

APPENDIX B
RESP Positions by Classification

	Paraeducator Classroom Support Highly Qualified Required	Schools: Office/Building Support	KEC: Office/Clerical
RESP 1	Audiology (180) ISS/Interventionist (180) Library (180) Paraeducator 1 (180)	Building Support (180)	Print Shop Specialist (260)
RESP 2	Paraeducator 2 (180) Preschool Paraeducator (HQ not required) (146)	Office Clinic Assistant (190) Health Services Assistant (185)	
RESP 3	Vision Paraeducator Specialist (180) CTE Work-Based Learned Specialist (190)	Child Find Office Specialist (180) Counseling/Registrar Specialist (180, 205) Middle School ASB/AP Specialist (205) Secondary Attendance Specialist (195, 200) SPED Clerical Support (180)	Athletics & Activities Administrative Assistant (260) CTE Support Specialist (220) Curriculum, Instruction and Assessment Specialist (220) HR Specialist/KEC Receptionist (260) SpEd Support Specialist (260)

<p>RESP 4</p>		<p>Secondary Registrar (220) School Admin Assistant (200) Tech Resource Specialist (180)</p>	<p>CTE Information Specialist (260) Custodial Admin Assistant (260) DLT Admin Assistant (260) DLT Admin Assistant CTE (260) ELL Support Specialist (180) Facilities Admin Assistant (260) Instructional Materials Admin Assistant (210) Nutrition Services Admin Assistant (260, 205) Safety & Security Admin Assistant (260) Science Materials Specialist (260) Technology Admin Assistant (260) Transportation Admin Assistant (260) Truancy Prevention Program Specialist (180) Vision Brailist (180)</p>
<p>RESP 5</p>		<p>Office Manager (210, 220)</p>	<p>Categorical Programs Budget Support Specialist (260) CTO Admin Assistant (260) DLT Sr. Admin Assistant (260) Sped Data & Compliance Specialist (260) Student Information Specialist (260) Student Information Services and Assessment Administrative Assistant (260) Student Information Specialist (260) Substitute Office Generalist (260)</p>

**APPENDIX C
RESP Evaluation**

**Performance Appraisal
Renton School District Classified Staff**

Employee: _____

Date: _____

Job Title: _____

Location: _____

Evaluation Period (date range): _____

Evaluator _____

Type of review: 90 Day Annual

Ratings and Definitions

Exceeds Expectations	Consistently and frequently exceeds expectations. Performance is above what is normally expected for the position.
Meets Expectations	Consistently meets the expectations of the position. Performance is as expected and sometimes beyond expectations. Day-to-day performance is consistent and the individual consistently works independently with an appropriate amount of supervision. Performance is appropriate for the level of experience.
Does Not Meet Expectations	Consistently fails to meet expectations for the position. Immediate and substantial improvement is necessary.

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	NA
Knowledge, Skills & Abilities re: Job Description Executes job performance responsibilities as indicated in job description.				
Planning/Organization/Time Management Sets priorities and timelines to accomplish assigned duties and responsibilities. Utilizes resources efficiently and effectively.				
Dependability Promptly and reliably reports to duty, works their full shift, cares for property, and carries out instructions.				

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	NA
Collaboration/Interpersonal Skills Builds constructive and effective relationships; demonstrates an understanding of the value of providing high quality service; demonstrates cooperation and teamwork.				
Communication Demonstrates ability to communicate and relate effectively with:				
❖ Students				
❖ Staff				
❖ Community				
Student Interactions Contributes to student environment by understanding routines and procedures while demonstrating professional behavior and demeanor.				
Critical Thinking/Problem Solving/Judgment Demonstrates ability to analyze situations, assess problems and make appropriate decisions.				
Initiative Strives for continual professional growth; demonstrates self-reliance and takes responsibility for work with minimal supervision.				
Quality of Work Produces accurate, thorough, professional work. Monitors process, progress, and results and adjusts as needed.				

Optional Self-Reflection received and reviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No
For Paraeducators: Teacher input form received and reviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach form
Evaluator Statement of Overall Performance and Recommendations Ratings of Exceeds or Does Not Meet Expectations require comments with specific examples.

If temporary assignment, recommend for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Comments

Goals for Next Review Period (Optional)

Evaluator Comments/Suggestions
Employee Comments/Suggestions

Employee Acknowledgement: I have read and had an opportunity to discuss this evaluation with my supervisor. My signature does not necessarily indicate agreement. I have received a copy of this evaluation.
Employee Signature Date
Evaluator Acknowledgement: I have discussed this evaluation with the employee.
Evaluator Signature Date

APPENDIX D
RESP Employee Self-Reflection

Optional – Submit to Supervisor prior to annual evaluation

Employee: _____ Date: _____

Job Title: _____ Location: _____

Evaluation Period (date range): _____ Evaluator _____

Instructions: Employees have the option of providing self-reflection on their professional practice to their supervisor prior to the annual evaluation. The self-reflection can be on all or some of the Evaluation Criteria/Expectations. The Supervisor will consider input from the employee self-reflection when completing the annual evaluation. For your information, these are the ratings and definitions your supervisor will use for your annual Performance Appraisal.

Ratings and Definitions

Exceeds Expectations	Consistently and frequently exceeds expectations. Performance is above what is normally expected for the position.
Meets Expectations	Consistently meets the expectations of the position. Performance is as expected and sometimes beyond expectations. Day-to-day performance is consistent and the individual consistently works independently with an appropriate amount of supervision. Performance is appropriate for the level of experience.
Does Not Meet Expectations	Consistently fails to meet expectations for the position. Immediate and substantial improvement is necessary.

Criteria/Expectations – You are encouraged to share examples of your work in these areas.

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	NA
Knowledge, Skills & Abilities re: Job Description Executes job performance responsibilities as indicated in job description.				
Planning/Organization/Time Management Sets priorities and timelines to accomplish assigned duties and responsibilities. Utilizes resources efficiently and effectively.				

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	NA
Dependability Promptly and reliably reports to duty, works their full shift, cares for property, and carries out instructions.				
Collaboration/Interpersonal Skills Builds constructive and effective relationships; demonstrates an understanding of the value of providing high quality service; demonstrates cooperation and teamwork.				
Communication Demonstrates ability to communicate and relate effectively with:				
<ul style="list-style-type: none"> ❖ Students 				
<ul style="list-style-type: none"> ❖ Staff 				
<ul style="list-style-type: none"> ❖ Community 				
Student Interactions Contributes to student environment by understanding routines and procedures while demonstrating professional behavior and demeanor.				
Critical Thinking/Problem Solving/Judgment Demonstrates ability to analyze situations, assess problems and make appropriate decisions.				
Initiative Strives for continual professional growth; demonstrates self-reliance and takes responsibility for work with minimal supervision.				
Quality of Work Produces accurate, thorough, professional work. Monitors process, progress, and results and adjusts as needed.				

Employee Comments

--

Goals for Next Review Period (Optional)

--

Trainings I would like to take next year (Optional)

--

APPENDIX E
Staff Input to RESP Employee Evaluation

Optional – Submit to Supervisor by May 1

Paraeducator: _____ Date: _____

Staff Providing Input: _____ Location: _____

School Year: _____ Evaluator _____

Instructions: Staff who work directly with paraeducators have the option of providing input on the paraeducator’s professional practice to the supervisor prior to the annual evaluation. The input can be on all or some of the Evaluation Criteria/Expectations. The Supervisor will consider input from the staff when completing the annual evaluation. This input form will be attached to the paraeducator’s annual evaluation.

Ratings and Definitions

Exceeds Expectations	Consistently and frequently exceeds expectations. Performance is above what is normally expected for the position.
Meets Expectations	Consistently meets the expectations of the position. Performance is as expected and sometimes beyond expectations. Day-to-day performance is consistent and the individual consistently works independently with an appropriate amount of supervision. Performance is appropriate for the level of experience.
Does Not Meet Expectations	Consistently fails to meet expectations for the position. Immediate and substantial improvement is necessary.

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	NA
Knowledge, Skills & Abilities re: Job Description Executes job performance responsibilities as indicated in job description.				
Planning/Organization/Time Management Sets priorities and timelines to accomplish assigned duties and responsibilities. Utilizes resources efficiently and effectively.				
Dependability Promptly and reliably reports to duty, works their full shift, cares for property, and carries out instructions.				

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	NA
Collaboration/Interpersonal Skills Builds constructive and effective relationships; demonstrates an understanding of the value of providing high quality service; demonstrates cooperation and teamwork.				
Communication Demonstrates ability to communicate and relate effectively with:				
❖ Students				
❖ Staff				
❖ Community				
Student Interactions Contributes to student environment by understanding routines and procedures while demonstrating professional behavior and demeanor.				
Critical Thinking/Problem Solving/Judgment Demonstrates ability to analyze situations, assess problems and make appropriate decisions.				
Initiative Strives for continual professional growth; demonstrates self-reliance and takes responsibility for work with minimal supervision.				
Quality of Work Produces accurate, thorough, professional work. Monitors process, progress, and results and adjusts as needed.				

Specific examples of the paraeducator's work:

Staff Signature	Date
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MEMORANDUM OF UNDERSTANDING

**By and Between
Renton School District
And
Renton Education Support Professionals (RESP)**

Classification and Review and System

We, the undersigned, on behalf of the Renton School District (“District”) and the Renton Education Support Professionals (“Association”) agree to initiate a review of unit job classifications for the purpose of updating job descriptions, developing a recommendation for the number of classifications and initiation of a market survey. The District and Association will convene a joint committee tasked with completing the review of job classifications and job descriptions, with an initial meeting no later than February 1, 2022. It is the intent of the parties that the review of job classifications and job descriptions will be initiated during the 2021-2022 school year in preparation for a market survey to be conducted in the 2022-2023 school year, with implementation of any potential new system to be bargained in the successor contract.

**Memorandum of
Understanding between the
Renton Education Support
Professionals and
Renton School District
Regarding Retention
Bonuses**

- All employees employed by the District as of the date of the Association's ratification of this Agreement will receive an early retention/ratification bonus of thousand dollars (\$1000.00).
- All employees employed by the District on or after October 1, 2021 and who work through the end of their 2021-22 work year, will receive a retention bonus of \$500, payable on the pay warrant immediately following their last day of work in that work year.
- All employees employed by the District on or after October 1, 2022 and who work through the end of their 2022-23 work year, will receive an additional retention bonus of \$500, payable on the pay warrant immediately following their last day of work in that work year.