

**Collective Bargaining Agreement**  
**between the**  
**RENTON SCHOOL DISTRICT**  
**and the**  
**RENTON PROFESSIONAL – TECHNICAL**  
**ASSOCIATION**

September 1, 2021-August 21, 2024

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**RENTON SCHOOL DISTRICT NO. 403**  
**and the**  
**RENTON PROFESSIONAL-TECHNICAL ASSOCIATION**  
**September 1, 2021 through August 31, 2024**

This Agreement, made and entered into effective the first day of September, 2019 by and between the Renton School District No. 403 (District), and the Renton Professional-Technical Association/Washington Education Association/National Education Association (Association), for the purpose of governing their labor relations by establishing the following conditions of employment, schedule of hours, and scales of wages and benefits.

**ARTICLE I**  
**RECOGNITION AND AGREEMENTS**

**1.1 Sole Bargaining Agent**

The District recognizes the Association as sole bargaining agent for all regularly employed professional-technical employees, including, but not necessarily limited to, employees holding the positions listed in Appendix E of this Agreement, excluding certificated employees, office- clerical employees, paraeducators, grounds and maintenance employees, bus drivers, custodians, food service employees, supervisors, and confidential employees. The District agrees to work collaboratively with the representatives of the Association with respect to wages, benefits, hours and working conditions, and adjustment of grievances arising under this Agreement.

**1.2 Committees**

Employees who are called to meetings by the District shall be released from District duties, and shall suffer no loss in pay, when such meetings are held during work hours.

**1.3 Maintenance of Present Wage and Working Conditions**

1.3.1 Nothing in this Agreement shall lower the present working conditions or wage standard of any individual employee so long as they remain within the job title in which they is now employed, but this provision shall apply only to the individual employee and not to the job title.

1.3.2 This provision does not supersede the District's right to discharge, discipline or suspend an employee for just cause.

**1.4 Position Descriptions**

1.4.1 There will be a current position description on file in the Human Resources Office for each position covered by this Agreement. Any significant modification to the duties associated with the position shall cause the writing of a new position description, with a copy to be given to the employee, the employee's supervisor and the Association.

1.4.2 Each position will have an established salary classification. Significant modification to the duties reflected in the position description will cause a review and possible modification of the salary classification as necessary, utilizing the District's point factor system.

1.4.3 Job descriptions for all positions subject to this agreement shall be provided to individual employees and/or the Association President upon request. Subsequent changes of such descriptions shall be forwarded to the Association and the individual employee.

## 1.5 New Positions

1.5.1 The Association President will be notified prior to the posting of any new position that would come under this Agreement, as indicated in Section 1.1, and will be provided with the posting and the job description for the new position.

1.5.2 The proposed salary as recommended by the District will be forwarded to the Association for comparative analysis with any similar positions already established in the unit prior to the position being filled.

1.5.3 The salary range of a new position shall be subject to collective bargaining at the request of either party.

## 1.6 Distribution of Contract

The District agrees to print and distribute this agreement, free of cost to the Association and its members. Distribution will be within thirty (30) calendar days of the ratification of this Agreement. A copy of the contract will be given to newly hired employees at the time of hire. Five (5) copies of the contract will be sent to the Association President within ten (10) days after its printing.

## 1.7 Definitions

An "Employee" or "Regular Employee" shall mean all bargaining unit members as described in Section 1.1.

An "Annual Employee" is a person employed in a position that is scheduled for eight (8) hours per day, five (5) days per week, twelve (12) months per year.

A "Supervisor" shall refer to the appropriate District administrator.

"Days" shall mean work days unless specifically defined in this contract.

A "Classification" refers to the vertical arrangement of employee categories (Classes) based on the duties, responsibilities, skills and proficiencies for each position on the salary schedule. The classifications include Program Support Staff, etc.

A “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.

A “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.

A “Spouse” is defined as a husband, wife or domestic partner. FMLA does not apply to domestic partnerships.

A “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.

A “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.

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

Words denoting gender include both masculine and feminine, and words denoting number shall include both singular and plural.

## 1.8 Status of Agreement

Where there is a conflict between the collective bargaining agreement and any resolution, rule, policy, or regulation of this District, the terms of the collective bargaining agreement shall prevail.



**ARTICLE II**  
**CONDITIONS OF EMPLOYMENT**

**2.1 Work Day and Work Week**

2.1.1 The work week for annual employees shall consist of forty (40) hours per week, Monday through Friday, excluding lunch period. See Article XVI for Safety/Security personnel.

2.1.2 All employees shall be allowed a rest period of not less than fifteen (15) minutes on the employer's time for each four (4) hours of work time, scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three (3) hours without a rest period.

2.1.3 All employees entitled to a lunch period in accordance with applicable law will be provided a minimum duty-free lunch period of thirty (30) minutes when the employee is free to leave the worksite. Except as provided in Article XVI, all employees required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an employee to perform substantial duties during a lunch period, the employee shall be compensated for the time worked or may request, and may be granted, an altered work schedule. If an employee is required to remain at the worksite in the interests of the employer, the employee shall be paid at their regular rate of pay for the meal period.

**2.1.4 Remote Access to Work**

2.1.4.1 This section shall apply only to the work day/work week as described in Section 2.1.

2.1.4.2 An employee or a supervisor can suggest remote access to work as a possible work arrangement.

2.1.4.3 The District will establish clear guidelines in collaboration with the Association which may include, but not be limited to the implications of securing sensitive information, the use of hardware, short-term remote access, long-term/ongoing remote access, etc. While any District remote work procedure is in place, the parties will regularly discuss in labor-management meetings the implementation of that procedure.

2.1.5 **Work Year Calendar:** The District will not adopt a planning calendar without first providing an opportunity for Association input. The Association will receive copies of any initial proposed calendars.

**2.2 Emergency Closure/Inclement Weather**

If conditions make it necessary for the District to declare schools closed for on(1) day or more days due to an emergency, all buildings will be presumed to be open to employees unless notification is provided that employees should not report to work. Emergency is defined as a situation which has been suddenly precipitated or is unplanned or where pre-planning could not relieve the necessity for the employee's absence during the workday. The District will provide alternative work location, if possible.

Employees are expected to report for work when it is safe to do so. Employees unable to report to work safely by their judgement at their scheduled start time will make every reasonable attempt to arrive as close to their scheduled start time as possible. If it is unsafe to travel to their worksite, the employee may communicate with their supervisor regarding remote access to work as described in 2.1.4.

Absences due to emergency closure will be considered excused absences. Employees who do not report to work (excluding remote access to work options) or report to work late, shall charge the time missed to appropriate leave or leave without pay. Appropriate leaves include, vacation, earned compensatory time, personal leave, and emergency hardship leave. In an effort to minimize any loss of pay the supervisor may work with the employee to identify options for making up any time lost as a result of an emergency closure/inclement weather. Should the District make the decision to close school, employees will be notified of the days when the lost instructional time will be made up.

If conditions make it necessary for the District to delay the opening of school or close school before the end of the student day, employees may, upon mutual agreement with their supervisor, work the regularly scheduled shift, use accumulated emergency or personal leave, or make up the time at a later date.

The District shall identify and notify personnel considered to be essential personnel for purposes of responding to emergency closure(s) of buildings/program(s)/District. Such notification shall be made by November 1 of each year. The District will let the RPTA President know of those members who are identified as Essential Personnel. Essential personnel reporting to their building during an emergency, as defined above, will be paid at one and one-half times their regular rate for all hours worked, to the extent that the requirement for reporting to their building is exclusively to provide an immediate response that is directly related to the declared emergency.

## 2.3 Work Assignment Forms

Each employee shall receive a Work Assignment Form which shall include salary schedule placement, hourly rate of pay, anticipated number of hours per day, and anticipated number of days per year. Where appropriate, the Work Assignment Form shall also include salary and benefit FTE, as well as seniority, vacation, and holiday information.

## 2.4 Overtime and Compensatory Time

2.4.1 "Approved" work is defined as work authorized by immediate supervisor or

administrator.

- 2.4.2 The District retains the sole discretion to approve or not approve a request for an altered work schedule.
- 2.4.3 Any approved work in excess of eight (8) hours per day, or forty (40) hours per week, will be considered overtime and paid at one and half times the employee's regular rate.
- 2.4.4 If agreed upon by employee and manager, the District may approve an altered work schedule consisting of four (4) ten (10) hour work days. In such a case, any approved work in excess of ten (10) hours per day, or forty (40) hours per week, will be considered overtime and paid at one and one-half times the regular rate.
- 2.4.5 Approved work performed in excess of forty-eight (48) hours per week will be paid at the rate of two (2) times the employee's regular rate.
- 2.4.6 Approved work performed on a holiday will be paid at the rate of two (2) times the regular rate, in addition to the base regular rate. If agreed upon by the employee and supervisor, the employee may work a scheduled holiday at regular pay and elect instead to take the holiday within one (1) month of the scheduled holiday.
- 2.4.7 Emergency call-back to work time for employees will be paid for a minimum of two (2) hours at the regular rate of pay or at the overtime rate, whichever is applicable.
- Employees contacted and performing approved work by telephone or electronically during non-work hours shall be paid a minimum of one (1) hour at the applicable rate.
- 2.4.8 Any personnel who are required by the District to remain on standby shall be prorated at the employee's regular hourly rate and shall be paid at one sixth (1/6<sup>th</sup>) of an hour for each hour on standby. Any employee required to remain on standby shall be paid a minimum of one (1) hour at their regular rate of pay.
- 2.4.9 At the option of the employee, if agreed to by the supervisor, and if arranged prior to the assignment except in an emergency, compensatory time may be taken in lieu of authorized overtime payment, in accordance with the provisions of applicable state and federal law and in accordance with established District procedures.
- 2.4.10 The District will give an employee at least ten (10) work days' notice before changing the employee's schedule, except in cases involving unexpected changes in circumstances that make it unworkable to give such notice, such as weather, illness, leaves, tardiness, discharge, resignation, special use of

facilities, emergencies, etc.

## 2.5 Discipline and Discharge

2.5.1 The District shall follow due process and progressive discipline in its discipline of employees. Although each personal situation merits individual investigation of the facts and circumstances, the District will make every effort to maintain consistency and uniformity in discipline of employees. In administering progressive discipline, the following steps will normally apply:

2.5.1.2 Letters of Direction are not disciplinary and will be placed in the employee's worksite file.

2.5.1.3 Written Warning(s) or Letter(s) of Direction (the warning or letter shall indicate whether it is a disciplinary or non-disciplinary action)

2.5.1.4 Letter(s) of Reprimand

2.5.1.5 Suspension(s)

2.5.1.6 Dismissal

2.5.2 An employee shall be entitled to have present a representative of the Association during any meeting which might reasonably be expected to lead to disciplinary action, and/or at any meeting in which discipline is imposed. 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.

2.5.3 An employee may be discharged immediately for any one of the following reasons: theft, intoxication or under the influence of illegal drugs on the job, reckless or unauthorized use of vehicles or equipment, and illegal activity. In addition, there may be 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.

2.5.4 The District may discharge, suspend, or otherwise discipline any employee for just cause, but no employee shall be discharged or suspended unless a written warning notice shall previously have been given to such employee of a complaint against them concerning their conduct within ten (10) work days of the date of knowledge of such violation, the warning notice shall be null and void.

2.5.5 Warning notices will be considered collectively, not individually. Any employee receiving three (3) written warning notices within a twelve (12) month period shall be subject to disciplinary action up to and including termination. Upon written request by the employee, warning notices shall be removed from Human

Resources files twelve (12) months from the date of notice if there have been no further notices for a six (6) month period.

2.5.6 Prior to terminating an employee for performance deficiencies, the District will give the employee a Plan of Improvement with a specific timeframe sufficient to allow the employee to address the deficiencies and support to be provided by the District. This provision does not apply to employees in their probationary period (see 2.11).

2.5.7 An employee shall be provided with a written statement of the reasons for disciplinary action, including suspension or discharge.

2.5.8 Discipline records kept in the worksite file will be shredded at the end of the year the employee leaves the building except when the employee is the subject of an ongoing investigation.

## 2.6 Layoff and Recall

### 2.6.1 Layoff

2.6.1.3 In the event it becomes necessary to layoff employees in a given classification due to insufficient funding, reorganization, or curtailment of work, the number and type of positions to be eliminated shall be determined by the District. Written notice will be given to the Association before implementing the layoff process. This information will be provided to the Association and to the affected employees following the procedure in 2.5.1.3 below, as soon as possible after the District's determination of positions to be eliminated or reduced.

2.6.1.4 Following District determination of positions to be reduced and or eliminated, the following process will be implemented. In job titles with two (2) or more incumbents, the least senior employee(s) will be selected for layoff and/or reduction in hours. The least senior employee will be selected for the greatest impact of position elimination and/or hours of reduction. In the event of two (2) or more employees having the same seniority rating, lots will be drawn to determine position on the seniority list in the presence of the affected employees and/or an Association representative.

2.6.1.5 An employee subject to layoff may displace a less senior employee in a different job title, provided the employee subject to layoff has previously held such title in the bargaining unit within the past five(5) work years, is able to perform the current duties of the position and holds any necessary license.

### 2.6.2 Recall

2.6.2.1 Employees who have been laid off or whose hours have been

reduced shall be placed into a re-employment pool for two (2) years from the date of layoff.

2.6.2.2 Reassignment from the re-employment pool to existing vacancies shall be in the reverse order of layoff/reduction in hours.

2.6.2.3 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 equal in pay and benefits to that held prior to the layoff/reduction in hours.

2.6.2.4 The District shall give written notice of recall from layoff by sending a certified letter, return receipt requested, and email or electronic communication to said employee at their last known address. The employee's address as it appears on the District's records shall be conclusive.

2.6.2.5 Any employee re-employed into a different position will have the first opportunity to transfer back to the position from which they were laid off, if it becomes available.

### 2.6.3 Benefit Retention and Salary Placement

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 from layoff. The employee will be placed on the appropriate range of the salary schedule on the step that is closest to, but not less than, the hourly rate of pay at the time of the layoff; provided that no employee shall be placed above the top step of the appropriate range. In addition, an employee rehired after September 1 shall be granted one (1) increment if the employee would have been eligible for incremental movement on the September 1 immediately following the layoff.

### 2.6.4 Insurance

Benefit insurance program continuation for employees on layoff status will be subject to SEBB rules and regulations. For insurance programs not offered through SEBB, if acceptable to the insurance carriers, the District shall allow employees on layoff status to continue any or all portions of their benefit insurance programs via direct monthly payments to the District. Any employee who fails to make timely payment will be discontinued from participation. Employees on such leave must make written arrangements with the Payroll Office.

## 2.7 Notice of Termination/Resignation of Employment

2.7.1 The District shall give employees as much notice of termination as possible, but in no event shall an employee receive less than two (2) weeks' notice of termination.

2.7.2 If an employee resigns, the employee shall give the District as much notice as possible, but in no event less than two (2) weeks before the effective date of the resignation.

## 2.8 Selection for New and Open Positions

2.8.1 The District shall publish online, for a minimum of ten (10) work days, the availability of new and open positions covered by this bargaining unit.

2.8.2 The District will fill job openings covered by this Agreement by selecting the best-qualified applicant.

2.8.3 The District will give preferential consideration by seniority to employees in this unit for any job openings covered by the Agreement when qualifications and ability are substantially equal to those of other candidates.

2.8.4 In the event the person with the most seniority is not chosen, the Office of the Superintendent will give an explanation in writing, upon request, to such senior employee and the Association, stating the reason for the non-selection. Nothing contained in this section is intended to preclude the District from hiring outside applicants.

## 2.9 Affirmative Action

2.9.1 The Association and the District recognize the requirements of the Civil Rights Act of 1964 and mutually agree to support the provisions of the District's Affirmative Action Plan. The parties further agree that the purpose of the plan is for achieving equality in employment practices wherever it may be lacking in compliance with the letter and spirit of the law. The Affirmative Action Plan will be applied in modifying the composition of the future work forces in the District.

2.9.2 Present employees will not be discharged or laid off to achieve employment goals. Hiring policies will be adapted to ensure equal employee opportunities. Only qualified personnel will be considered for any position.

## 2.10 Involuntary Transfer

If an employee is involuntarily transferred to a lower classification, 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 legaced at their current salary. Any employee involuntarily transferred shall have priority placement in the return to the previously held position should it be restored within two (2) years of the effective date of the involuntary transfer.

## 2.11 Seniority

2.11.1 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 "hire date") unless such seniority shall be lost as hereinafter provided. However, employees who were bargaining unit members on November 10, 1993 shall be allowed to retain seniority credit for service in a non-RPTA Association bargaining unit position.

2.11.2 All seniority rights will be lost and an employee's relationship with the District deemed severed under the following circumstances:

If the employee:

2.11.2.1 resigns;

2.11.2.2 is discharged for just cause;

2.11.2.3 does not return to work as required when recalled after layoff.

2.11.3 Seniority rights shall not be lost, but shall not accrue, for authorized unpaid leaves of absence and layoff.

2.11.4 Employees returning from authorized leave or from a layoff may recover their previous seniority.

2.11.5 Seniority rights shall continue to accrue during absence due to industrial injury (up to one (1) year), and while the employee is in District pay status.

## 2.12 Probation

The probationary period for all new employees and employees in new positions as the result of a transfer or promotion 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 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.

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.



**ARTICLE III  
IN-SERVICE, VOCATIONAL TRAINING  
AND PROFESSIONAL ORGANIZATIONS**

**3.1 Professional Development Funds**

The District will provide \$6,500 each year of this Agreement that employees may use for reimbursement of memberships in professional organizations, professional licensure, and training that is not required for their position and paid for by the district.

The parties agree that the Professional Development funds should be used to enhance the employee's skills and knowledge.

The District and Association will agree on how to expend any unused funds based on the reimbursement requests submitted by members by June 30 each year.

**3.2 Training Hour Compensation**

The training hour program compensates employees for training that is relevant to their current job responsibilities or is aligned with a desired career path within the District.

Compensation will be paid at the hourly rate of RPTA Level 2, Step 1 for each training hour earned for approved training activities to a maximum of \$1500 per year.

Employees must submit verification of training hours by the first business day of October, January, April, and July for payment on the last business day of said months.

Training hours for the previous school year 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.

The parties shall review the expenditures at the next scheduled Labor/ Management meeting following each payout.

Employees are responsible for obtaining and retaining documentation and submitting such documentation to the Human Resources Department with each submission of hours.

Coursework in a degree program must be specifically job-related or aligned with a desired career path within the District in order to qualified for reimbursement.

**3.3 Subjects and Guidelines for Required District In-service Training**

In-service activities may be established for individuals, specific groups of individuals or

for all employees covered by this Agreement. When such activities are required by the district, all fees or registration costs will be paid by the District. Any hours of training required outside of the employee's regular work hours will be paid at the employee's regular rate or at the employee's overtime rate if appropriate. Types of activities may include attending recognized vocational courses, 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 material purchased with departmental funds remain the property of the District.

### 3.4 Training Hour Stipend

3.4.1 Employees may earn and submit verification for approved training hours which will be paid under procedures noted herein. Such payment will be made twice each year to current employees. Training hour stipends are separate from extra hours and regular pay.

3.4.2 A stipend at the hourly rate of RPTA Level 2, Step 1 shall be paid for each training hour earned in an approved training program with confirmed attendance as set forth in Sections 3.4.3 and 3.4.5 of the contract.

Employees must submit verification of training hours by the first business day of the month for payment on the last business day of said months. Training hours for the previous school year 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.

The parties shall review the expenditures at the next scheduled Labor/Management meeting following each payout.

3.4.3 Employees are individually responsible for obtaining and keeping course or training documentation and submitting such documentation to the Human Resources Department when such hours have been completed. Notification and application must be timely as noted herein, in order to receive timely payment. 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 taken during more than two (2) consecutive years must be approved by the employee's supervisor.

3.4.4 Upon receipt of a copy of an official transcript, employees are eligible for a one-time payment of \$300 for completing the requirements for a State-approved vocational program of at least 900 clock hours or 90 credits, or an Associate's, Bachelor's or Master's degree from an accredited college or university. A one-time payment shall be made at the payroll cycle after verification is received.

- 3.4.5 Coursework in a degree program must be specifically job-related or aligned with a desired career path within the District in order to be qualified as approved training hours eligible for stipend.
- 3.4.6 Employees who have earned stipends prior to August 31, 2001 shall continue to receive payment of said stipends for the duration of the employee's employment. See Memorandum of Understanding regarding Training Hours compensation.
- 3.4.7 The District and the Association believe that continued professional growth in a cost-effective manner is in the mutual interests of both parties and believe that the Training Stipend Program effective September 1, 2001 encourages employees to continue their professional development. The parties agree to jointly monitor the use and cost of the training stipends. In order to assist in monitoring costs, the parties agree that employees may be paid up to a maximum of \$1,500 per year.

### 3.5 COTA

Certified Occupational Therapy Assistants (COTAs) will be released up to thirty (30) hours with pay during each two-year period for recertification training, based on FTE. COTA's who work half the work year assigned to the position or less will be prorated based on 8 hours per day, 180-day assignment. No overtime will be paid for such training.

**ARTICLE IV  
LEAVES**

4.1 Personal Illness or Injury Leave

- 4.1.1 All employees hired for one hundred eighty (180) days, or more, will receive twelve (12) days sick leave each year.

Pursuant to RCW 49.12.370, the employee may 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, domestic partner, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition. An employee may not take leave until it has been earned. The employee taking leave under the circumstance described in this section must comply with the terms of the collective bargaining agreement applicable to the leave, except for any terms relating to the choice of leave.

- 4.1.2 All Employees hired for less than one hundred eighty (180) days will receive to the nearest half-day a prorated portion of twelve (12) days as the total number of days of employment relates to one hundred eighty (180) days.
- 4.1.3 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.
- 4.1.4 A doctor's certificate is needed for sick leave absences lasting more than five (5) consecutive days.
- 4.1.5 For each day's absence beyond accumulated sick leave employees may access shared leave in accordance with applicable laws and provisions of this bargaining agreement. After available leave is exhausted, a deduction of the full day's salary will be made.
- 4.1.6 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. In no event may such an employee request a transfer that would result in their sick leave account going below one hundred and seventy-six hours.
- 4.1.7 A district Attendance Incentive Program will be provided eligible employees in the following manner:

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, 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 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. Provided, that no employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.

At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate may receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four full days' accrued leave for illness or injury.

Should the legislature revoke any benefits granted under this section, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual rights.

## 4.2 Leave Sharing

4.2.1 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.

4.2.2 An employee who donates leave must be in a position in which sick and/or vacation leave can be used and accrued.

4.2.2.1 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. In no event may such an employee request a transfer that would result in his or her sick leave account going below one hundred seventy-six (176) hours.

4.2.2.2 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. In no event may such an employee request a transfer that would result in their vacation leave account going below ten (10) days.

4.2.3 Employees volunteering to participate in this program will fill out a "Request to Transfer Sick/Vacation Leave" form and submit it to the District Business Office. Days shall be converted to hours.

4.2.4 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.

- 4.2.5 An employee needing leave days shall submit a “Request to Receive Sick/Vacation Leave from Co-Workers” form to the District Business Office. 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.
- 4.2.6 Leave exhaustion: The employee has exhausted or will shortly exhaust leave in accordance with WAC 392-316A-040.
  - 4.2.6.1 For pregnancy disability and/or parental leave it is not required to deplete all their annual leave or sick leave and up to forty (40) hours can be maintained in reserve.
  - 4.2.6.2 “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.
  - 4.2.6.3 “Pregnancy Disability” means a pregnancy-related medical condition or miscarriage.
- 4.2.7 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 have a signed leave on file with the Human Resources Department for a time period not less than the amount of leave transfer requested.
- 4.2.8 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.
- 4.2.9 Transfer of leave shall not exceed the donating employee’s requested amount.

- 4.2.10 All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick or vacation leave.
- 4.2.11 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.
- 4.2.12 The value of the leave transferred shall be based upon the leave value of the person receiving the leave.
- 4.2.13 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.

#### 4.3 Bereavement Leave

- 4.3.1 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 their spouse/domestic partner, which includes spouse, domestic partner, children, parent, siblings, grandchildren and grandparents aunts, uncles, nieces or nephews, or anyone who is living with or considered part of the family. An additional two (2) days for travel time may be approved by the Superintendent (or designee) upon request by the employee.
- 4.3.2 This bereavement leave is not deducted from sick leave and is not accumulative.
- 4.3.3 In special cases an employee may request Human Resources extend the definition of immediate family and/or grant extra bereavement leave days.

#### 4.4 Domestic Violence Leave

Per RCW 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.

#### 4.5 Emergency-Hardship Leave (Non-Accumulative)

- 4.5.1 Six (6) days emergency leave per year, non-cumulative year to year, will be available upon request for each employee without loss of pay (deducted from annual sick leave). Employees who are out of sick leave may use an additional two (2) days of unpaid leave per year for the same purpose. Employees who are utilizing these unpaid days may make up the unpaid day on the non-work day, provided that the supervisor agrees, and the make-up day will not put the employee into overtime. Upon written request to the Assistant Superintendent of 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.

- 4.5.2 The problem must have been suddenly precipitated and must be of such an emergent nature that pre-planning is not possible, or where pre-planning could not relieve the necessity for the absence during work hours.
- 4.5.3 Emergency Leave may not be taken in any combination for purposes of extending vacations or holidays.
- 4.5.4 This leave may be used for any personal reasons of an emergency nature, including illness or injury in the family except as provided in 4.1.1, funeral of friends, legal or personal affairs that cannot be scheduled outside the normal work day. Weather conditions for local travel to and from school shall not be considered as a valid reason for an emergency leave, except under those circumstances that the employee can demonstrate that the weather conditions created an emergency for them.
- 4.5.5 Emergency leave may be used for inclement weather, as specified in Section 2.2
- 4.5.6 Emergency leave for other or unusual circumstances should be cleared through the department supervisor and then reported utilizing the District's electronic timekeeping system.
- 4.5.7 Employees with special hardship situations may be granted additional emergency days by the Assistant Superintendent of Human Resources.

#### 4.6 General Leaves of Absence

- 4.6.1 Leaves of absence may be granted to any employee for such things as illness, family emergency, education, etc.
- 4.6.2 The leave of absence of an 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. For employees working less than 260 days the leave shall terminate at the end of their work calendar.
- 4.6.3 Except for military service, there shall be no other employment while on leave without prior approval of the Assistant Superintendent of Human Resources.
- 4.6.4 The District is obligated to state in writing the terms of the leave of absence.
- 4.6.5 The District shall assign the returning employee to the position held before the leave of absence or to a position of equivalent duties and level of pay. The



layoff and recall provisions will be applicable to the employee on leave. The employee may return to duty prior to the end of the leave period if authorized to do so by the office of the Assistant Superintendent of Human Resources.

4.6.6 All employee benefits earned prior to a leave of absence will be maintained upon re-employment.

#### 4.7 Jury Duty/Subpoena Leave

4.7.1 An employee who is away from their duties because of jury duty shall be paid for such time lost at their regular rate of pay. The employee shall furnish the Superintendent or designee with a written statement from the court or a personal notarized letter showing the days of jury duty.

The employee shall report to work each day they 1) are not actually assigned to jury duty; or 2) is not requested to remain available for jury duty during the work day; 3) is not assigned to jury duty after reporting, but is released in sufficient time to allow them to report for the second half of that employee's work day.

4.7.2 An employee will be granted subpoena leave as may be required by the subpoena and shall be paid their regular salary less any compensation received for their services, excluding transportation and per diem expenses, except when the employee is the plaintiff or defendant in such action. This exception shall not apply when the employee is named as plaintiff or defendant while in the performance of their duties. The Superintendent or designee may extend the definition and intent of the subpoena leave policy on an individual basis, in consultation with the Association President.

4.7.3 An employee who is a member of the Washington National Guard or of any Uniformed Services of the United States shall be entitled to and shall be granted military leave of absence from their employment in accordance with state or federal law.

4.7.4 Military leave shall be granted in order that the person may take part in training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service when required to do so by the military service if such duty cannot be taken during non-contract days.

4.7.5 When military leave is granted, the employee shall receive their regular pay and benefits from the District.

#### 4.8 Implementation

Leaves for illness, injury, bereavement, and emergency due to illness in the immediate family, legal affairs, business affairs and/or funerals not covered by bereavement leave should be cleared through the department supervisor and then reported on the District's absentee report form.

#### 4.9 Personal Leave

- 4.9.1 Employees will have two (2) personal days that may be taken in half or whole day increments.
- 4.9.2 Personal Leave may not be used to extend a holiday, vacation, or sick leave, unless extenuating circumstances are granted by the Assistant Superintendent of Human Resources.  
  
Five (5) slots per day for Personal Leave are available the first and last week of school and must be requested in writing to Human Resources at least ten (10) business days prior to the requested date.
- 4.9.3 The employee will notify their supervisor, and enter the absence electronically, of the intent to take personal leave at least two (2) work days prior to the leave, unless compelled otherwise by emergency, in which case, the employee should provide as much notice as possible.
- 4.9.4 An additional one (1) day of personal leave will be provided to employees with a sick leave balance of at least twenty (20) days as of August 31 of each year.
- 4.9.5 One (1) day of personal leave may be carried over each year.
- 4.9.6 Employees may exercise the option to receive remuneration for one (1) unused personal day each year. The unused personal day will be deducted from the employee's personal leave balance. Requests must be submitted via the District's electronic timekeeping system by May 15 of each year for payment in the June pay warrant.

#### 4.10 Family Medical Leave

- 4.10.1 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 52 weeks, excluding authorized leave or periods of time in which persons do not report to work but have a continuing employment relationship and do not collect unemployment benefits. The District will inform the employee of eligibility upon receipt of a request for a family medical leave. Contact Human Resources for procedures and forms.
- 4.10.2 Family Medical Leave (FMLA) may be taken:
  - 4.10.2.1 because of the birth of a child and to care for a newborn child, or
  - 5.10.2.1 because of the placement of a child with the employee for adoption or foster care; or
  - 6.10.2.1 because of the placement of a child with the employee for adoption or

foster care; or

7.10.2.1 to care for a child or a spouse or parent who has a serious health condition; or

8.10.2.1 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 parent at a time.

4.10.3 FMLA may be taken to care for a newborn or newly adopted child and 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.

4.10.4 Leave taken under 4.9.2.1 or 4.9.2.2 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 4.9.2.3 or 4.9.2.4 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.

#### 4.11 Adoption/Child Rearing 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 4.9.2.A. 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.

#### 4.12 Association Leave

The Association will be granted a total of twenty (20) days leave per year with pay. Prior notification of absence for Association business must be made by the Association to the District. Separate arrangements must be made with the immediate supervisor to deal with work coverage during the absence. The Association President shall determine which members will be authorized to use Association leave. The District will charge back to RPTA 75% of the Level Three (3), Step Two (2) rate.

#### 4.13 Washington Paid Family Leave Act (PFMLA)

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.

**ARTICLE V**  
**WORKERS' COMPENSATION**

- 5.1 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.
- 5.2 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 is not cleared by a physician to return to work within three (3) calendar days following an on-the-job injury or illness.
- 5.3 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.
- 5.4 An employee must indicate in writing to the District whether or not they choose to use or forgo the use of sick leave as provided for in Section 5.3. Should the employee opt to not use sick leave, they instead would receive worker's compensation only in compliance with the Industrial Insurance Laws of the State of Washington.
- 5.5 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.
- 5.6 After sixty (60) days the District reserves the right to require Independent Medical Evaluations (IME) 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.
- 5.7 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 when a light duty position is required.

- 5.8 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. Employees may use accrued sick leave for medical appointments during the work day.

**ARTICLE VI  
HOLIDAYS**

6.1 Holidays

6.1.1 Employees are eligible to receive their regular rates of pay for up to fourteen (14) of the following holidays:

All 203-260 day contract employees shall receive the following paid holidays:

1. Labor Day
2. Veteran's Day
3. Thanksgiving Day
4. The day after Thanksgiving
5. The day before or after Christmas
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 President's Day
11. The Monday or Friday of Spring vacation
12. Memorial Day
13. Juneteenth
14. Independence Day

The selection of the Monday or Friday of Spring Vacation, the selection of the "day before or the day after" and the selection of the preceding or following day in lieu of a holiday shall be left to the District.

If a paid holiday falls on the weekend, the holiday will be designated and granted on the Friday preceding or Monday following said holiday. If a holiday falls within an employee's vacation period, the employee shall receive an extra day of paid vacation or be given an extra day off at the employee's discretion.

All 180-202-day contract employees shall receive the following paid holidays: 1-12.

For the 2022-2023 and 2023-2024 work years only, each employee will receive one (1) additional personal leave day for each work year. If denied the use of this day, then this day may be cashed out no later than the September pay warrant following the work year. This provision will sunset at the end of the 2023-2024 work year calendars.

The day before and the day after Independence Day will not be considered a restricted day.

\*Less than 180 day contract employees: The number of paid holidays is determined by the number of contract days per year the employee is scheduled to work (position factor).

6.1.2 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.



**ARTICLE VII  
VACATION**

7.1 Each annual employee will receive paid vacation as follows:

Each employee will receive paid vacation days based upon the employee’s years of employment with a Washington State Agency and the employee’s position factor as defined in Section 6.1.2. Vacation credits shall be accumulated monthly.

Each employee is eligible for paid vacation up to the following maximums:

- 7.1.1 Ten (10) days annual vacation up to and including the third (3<sup>rd</sup>) full year of employment.
- 7.1.2 Fifteen (15) days annual vacation beginning with the fourth (4<sup>th</sup>) full year of employment.
- 7.1.3 Twenty (20) days annual vacation beginning with the eighth (8<sup>th</sup>) full year of employment.
- 7.1.4 Twenty-five (25) days annual vacation beginning with the eleventh (11<sup>th</sup>) full year of employment.
- 7.1.5 Twenty-seven (27) days annual vacation beginning with the fifteenth (15<sup>th</sup>) full year of employment.

7.2 Paid Vacation Chart

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.

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

Year	Position Factor	Maximum Vacation Days				
		10	15	20	25	27
145	0.64	6	10	13	16	17
180	0.80	8	12	16	20	22
183	0.81	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

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

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

7.3 Vacation Compensation for Employees who work less than 260 days per year

Vacations for employees who work less than 260 days per year is inclusive of their salary. Employees who work less than 260 days per year will receive a paid proration of vacation authorized to annual employees as noted in 7.2.

7.4 Earned Vacation

Vacations must be earned and awarded before an employee is entitled to receive their paid vacation.

7.5 Vacation Use

No employee will have a vacation balance greater than 280 hours. This 280 hour cap will be enforced twice per year: for the January pay warrant and the July pay warrant. Vacation may not be taken prior to its accrual. 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 Association President for resolution at Labor Management.

7.6 Payment at Separation

Any employee who is discharged or who separates from employment shall receive payment for up to 240 hours of accrued vacation credit or vacation pay with their final paycheck.

7.7 Employees who work a 260-day contract may cash out up to ten (10) vacation days annually. The unused vacation days will be deducted from the employee's vacation balance. Employees must notify the District via the District's electronic timekeeping system by April 15 and the payment will be made in the May pay warrant.

**ARTICLE VIII  
HEALTH AND WELFARE**

8.1 Insurance

School Districts are required to provide Medical Insurance coverage to employees through Washington State Health Care Authority (HCA), School Employee Benefit Board (SEBB) starting January 1, 2020.

District and employees will comply with the SEBB requirements as set out in state law and HCA rules and regulations, these include but are not limited to the following:

- Eligible employees for medical coverage is defined by HCA.
- Plan offerings, premiums rates and employee contributions are all determined by HCA.
- District payments for employer contribution are determined by HCA.

8.2 The District will offer Long Term Care Insurance.

**ARTICLE IX  
SALARIES**

9.1 Payment

9.1.1 Salaries shall be as shown in Appendix A for non-technology and Appendix B for technology employees of this Agreement.

9.2 Experience Credit

The factors for placement on the salary schedule will be explained to candidates before hiring and assignment.

New hire employees and current RSD employees transferring in to the unit will be granted experience credit for the sole purpose of placement on the salary schedule based on verified experience in a position related to the position they are being hired for.

Employees new to the unit will be placed initially on the first step of the salary schedule. New hire employees and current RSD employees transferring in to the unit will be required to submit a District Verification of Experience (VOE) form to any former employer(s) and request a copy of the job description for the position they held.

Step placement shall be retained during all transfers and change of classification within the unit and into the unit. See Section 12.11 for step placement during reclassification.

Employees hired prior to September 1, 2019 will be provided the opportunity to submit a District Verification of Experience (VOE) form to any former employer(s) and request a copy of the job description for the position they held.

9.2.1 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. 0.0-1.50 years of experience =Step 1
- B. 1.51-3.0 years of experience=Step 2
- C. 3.01-4.50 years of experience=Step 3
- D. 4.51 or more years of experience=Step 4

9.2.2 Less-than-annual employees will be paid a prorated share based on the number of days worked by an annual employee and in accordance with their placement on the salary schedule.

9.2.3 Extra days: Less-than-annual employees authorized to work any days in excess of their scheduled days as stated in the job description will be paid at their daily rate plus mandatory benefits.

### 9.3 Salary Computation

Employees who work less than 260 days x 8 hours per day will have their annual, prorated salary computed as follows:

$$(1) \frac{(\text{Days per year} + \text{Holidays} + \text{Vacation}) \times \text{Hours}}{\text{FTE } 2080} =$$

$$(2) \text{FTE} \times \text{Annual salary on schedule} = \text{Employee's prorated annual salary}$$

### 9.4 Salary Provisions

9.4.1 Base salary, and legacied educational stipends earned before 2001, shall be paid in twelve (12) equal monthly installments. For less-than-annual employees, vacation pay and holiday pay shall also be paid in twelve (12) equal monthly installments.

9.4.2 Salaries contained in Appendix A for non-technology and Appendix B for technology employees shall be for the entire term of this Agreement, subject to the terms and conditions of Article XV. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime and standby pay, shall be retroactive to the effective date, unless the parties have specifically agreed otherwise.

9.4.3 Retroactive pay, where applicable, shall be paid on the first regular pay day following mutual ratification 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 XV, such retroactive pay shall be paid on the first regular pay day following mutual ratification of such schedule, if possible, and in any case not later than the second regular payday.

9.4.4 An employee whose position is reclassified to a higher classification or an employee who moves to a higher classification shall be placed on the appropriate step which will result in a salary equal to or greater than the salary that would have been paid on the previous classification, plus one step.

9.4.5 An employee whose position is involuntarily reclassified to a lower classification and whose salary exceeds the salary of the new classification shall be held harmless at their current salary. An employee who voluntarily moves to a lower pay classification shall be placed on the step closest to but not less than the rate of pay the employee was receiving in their former position except that the employee shall not receive an amount greater than the highest salary within the classification.

9.4.6 Any employee required to return to work on callback or required to travel from

one site to another in a private vehicle during work hours shall be reimbursed for such travel on a per-mile basis at the IRS rate.

- 9.4.7 Employees who travel outside the District on District business must complete an "Employee Travel Request" form and shall be reimbursed for expenditures in accordance with District policy.
- 9.4.8 Employees may choose to participate in the District's electronic program, pursuant to Payroll office procedures. Check stubs are available electronically.
- 9.4.9 Payroll deductions such as union dues, United Way contributions, flexible benefit plan participation, and annuity contributions are made by the Payroll Office as authorized by the employee.

Payroll deductions for savings plans or loan payments held by the District's authorized credit union are processed, as authorized, for employees who are members of the authorized credit union.

## 9.5 Longevity

Longevity is defined as years of service in a regular position in the District. Longevity stipends will be included in cash-out calculations. Breaks in service are defined as time an employee is not in a regular position with the District.

- It is the intent of the parties to recognize the longevity of employees working in regular positions during the 18-19 school year. Employees who qualify for longevity shall be permitted to maintain their longevity eligibility, including up to a five-year break in service, for the remainder of their employment in a regular position within the unit.
- Any bargaining unit member employed by the District in a regular position during the 2018-19 school year and still employed at the time the CBA is ratified, will earn longevity based on total accumulated service in the District in a regular position, including up to a maximum of five (5) years total break in service. The parties will mutually develop a process to identify employees impacted by this section.
- For employees hired or returning to the unit beginning September 1, 2019, longevity will be accrued by counting all years of service in a regular position in the District.
- Total years of service will only include time in regular positions with a break in service no more than 24 months prior to the return to service.
- If a unit member returns to the District in a regular position more than 24 months after leaving the District, their prior service in a regular position

will not be included in their longevity calculation.

#### 9.6 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 X GRIEVANCES**

### 10.1 Purpose

The purpose of this Article is to provide for a mutually acceptable method of prompt and equitable settlement of grievances or complaints arising between the District and its employees within the Association with respect to matters dealing with the interpretation or application of the Terms and Conditions of this Agreement or the interpretation or application of specific written District Policy or Rules.

Grievances shall be processed as rapidly as possible; the number of days indicated at each step shall be considered maximum and every effort shall be made to expedite the process. Under unusual circumstances, time limits may be extended by mutual agreement. Failure of the District or the grievant to comply with the stipulated number of days will result in the grievance proceeding to the next step, provided the grievance was submitted in a timely manner.

### 10.2 Definitions:

**Grievance:** an alleged violation or misapplication of a specific article(s) of this Agreement or an alleged violation or misapplication of a specific District Policy or Rule.

**Grievant:** an employee or the Association. When appropriate, the District and the Association may agree to consolidate the grievances of two or more grievants and process them as one grievance.

### 10.3 Procedure

#### Informal Discussion(s):

Whenever possible, an affected employee and/or the Association and the administrator whose actions prompted the perceived contract violation, shall meet to resolve problems through free and informal communication. A grievant shall first take up a complaint or problem with the grievant's immediate supervisor, department head, or, with the human resources administrator in informal discussion(s). The grievant must attempt to schedule the first informal discussion within twenty (20) work days of becoming aware of the alleged violation. Every effort shall be made to resolve the complaint or problem at this level.

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 1.

An employee may institute a grievance on their own recognizance or may request the assistance of the Association. Should the employee choose to file a grievance without the intervention of the Association, the Association shall be afforded the opportunity to be part of the meeting(s) in which the adjustment is made. The adjustment shall not be in conflict with this Agreement. The proper procedure for pursuing adjudication of alleged



grievance is as follows:

1. Within twenty (20) work days of the time the employee demonstrably knew or should have known of the alleged violation, the aggrieved will notify the appropriate supervisor of a desire to discuss a grievance and also state the fact that this action possibly constitutes a grievance. If there is a question as to the appropriate supervisor, Human Resources will make a determination.
2. Within ten (10) work days of notification of the alleged grievance, the appropriate supervisor will meet with the employee, either directly or accompanied by another person designated by the employee and discuss the grievance. Within fifteen (15) work days after the discussion of the grievance, the supervisor shall give their response to the aggrieved.

#### 10.3.1 Step 1:

1. If the grievant is not satisfied with the resolution, the grievant may, within ten (10) work days of receipt of the response, submit District's "Classified Grievance Claim" form containing (1) the facts on which the grievance is based; (2) a reference to provisions of this Agreement or District Policy or Rule allegedly violated; (3) the remedy sought.
2. Within ten (10) work days of receipt of the form, the appropriate supervisor shall submit a written response to the aggrieved.

#### 10.3.2 Step 2:

1. If the grievant is not satisfied with the resolution at Step 1, the grievant may, within ten (10) work days of receipt of the written response in Step 1, submit the grievance to the Office of the Superintendent.
2. Within ten (10) work days of receipt of the grievance, the Office of the Superintendent or designee shall conduct a hearing to investigate and review the grievance. 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) work 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.

#### 10.3.3 Step 3A:

If the grievant is not satisfied with the resolution at Step 2 and provided that the grievance has to do with an alleged violation or alleged misapplication of a specific article or section of this Agreement, the Association may, within fifteen (15) work days of receipt of written response to Step 2, submit the grievance to the American Arbitration Association for arbitration under their rules and within the

following guidelines:

1. The Arbitrator shall, if convenient, hold a hearing within twenty (20) work days of their appointment. A notice of five (5) work days will be given to all parties of the time and place of the hearing. The Arbitrator shall limit their decision strictly to disputes involving the application, interpretation, or alleged violation of specific articles and/or sections of this Agreement; and they shall be without power or authority to establish salary schedules.
2. The Arbitrator shall issue their written opinion within twenty (20) work days, if possible, from the date of the hearing. The opinion shall set forth the Arbitrator's award, opinions, and conclusion on the issues submitted.
3. There shall be no appeal from 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.
4. The fees and expenses of the Arbitrator shall be shared equally by the District and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.
5. 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 Step 3A, 1. As above.

#### 10.3.4 Step 3B:

If the grievant is not satisfied with the resolution at Step 2, 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 or Rule, the grievant may, within fifteen (15) work days' receipt of the written response from Step 2, request a meeting with the Board for the purpose of resolving the grievance in accordance with the following:

1. The Board may employ a Hearing Officer to hear the case in its stead.
2. The Board may hear the case itself.
3. The Secretary of the Board shall schedule a hearing date to take place within fifteen- (15) work days' receipt of the request.
4. The grievant shall be notified of said hearing at least five (5) work days prior to the set date.
5. The Secretary of the Board shall, within ten (10) work days after the conclusion of the hearing, submit the findings and recommendations in writing

to the grievant and the Association.

#### 10.4 Additional Provisions

- 10.4.1 A grievant can be represented at all stages of the grievance procedure by themselves, or at their option, by an Association representative selected by the Association. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. No member may bring a grievance to arbitration without approval of the Association.
- 10.4.2 The District shall not discriminate against any individual employee or the Association for taking action under this Article.
- 10.4.3 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the Human Resources files of the participants.

**ARTICLE           XI**  
**MANAGEMENT RIGHTS**

11.1 Recognition

11.1.1 The Association recognizes the District's inherent and traditional right to manage their respective business, as has been their practice in the past.

11.1.2 The Association recognizes the right of the District to hire, suspend, transfer, promote, demote, or discipline its employees and to maintain the discipline and efficiency of its employees; the right (which shall be exercised as provided in the paragraph hereof relating to termination of employment) to layoff, terminate and otherwise relieve employees from duty because of lack of work for them to do, or for other reasons set forth in this Agreement; the right to establish and change or consolidate jobs; the right to direct the methods and processes of doing work, to introduce new, improved work methods or equipment, and to assign work to outside contractors; the right to determine the starting and quitting time and the number of hours to be worked; and the right to reasonably make and amend such rules and regulations as it may deem necessary for the conduct of its business, and to require their observance.

11.1.3 The exercise of the District's rights stated herein is an exclusive function of Management.

11.1.4 The exercise of the Management Rights herein does not modify the employee's or the Association's right to appeal through the grievance procedure as set forth in this Agreement when, in the opinion of the employee(s) or the Association, such exercise violates the letter and intent of the Agreement.

**ARTICLE XII**  
**EMPLOYEE RIGHTS AND RESPONSIBILITIES**

12.1 Personnel Records

12.1.1 A master or official file shall be maintained for each employee of the District in the Human Resources Department or other officially designated place.

12.1.2 Work-site 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 work-site 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 personnel file within one (1) year of the date on which the incident occurred. The employee will be notified of any such materials which are placed in the official file. The employee may initial and date all documents added to their file.

12.1.2.2 If such material is not placed in the official file and retained beyond the one (1) year period in the working file, such materials shall at the employee's request be taken from the file and destroyed.

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, if desired, 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 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 A separate file for processed grievances shall be kept apart from the employee's personnel file. No reports on grievances shall be added to the employee's personnel file.

12.1.6 Upon request, a copy of the individual documents contained in either the official and/or working Human Resources files shall be afforded the employee at the District's expense. Requests for multiple copies or requests for complete copies of the entire file shall be paid for by the employee.

12.1.7 In the case of an upcoming hearing or other formal action, the employee is entitled to review this file and, upon request, receive a signed inventory sheet of their official file.

12.1.8 An incident that may form the basis for any written reprimand, warning, disciplinary action, or adverse effects can be documented in the personnel file no later than thirty (30) work days after the results of the investigation are shared with the employee, except in cases of illegal action or employee fraud, which shall be documented within one (1) year from the date the District knew of its occurrence or demonstrably should have known. Any such material placed in the official file cannot be referred to in any subsequent disciplinary action occurring after three (3) years of the date this material is placed in the file. Such material shall, upon request, be withdrawn from their file after a three (3) year period, provided it is not part of a formalized continuing action.

## 12.2 Evaluations

12.2.1 Employees will be evaluated in writing annually prior to the end of the employee's work year. No employee shall be required to sign a blank or incomplete evaluation form. Any concern(s) regarding an employee's performance must have been discussed with the employee prior to inclusion in the year-end evaluation.

12.2.2 Employees will have the opportunity to write comments of their choosing regarding the evaluation. Such comments will be placed in the Personnel file.

12.2.3 The current evaluation document is included in this agreement in Appendix . If an employee's evaluation indicates two or more components are not "Not Meeting Expectations" the supervisor may initiate a Plan of Assistance. The Plan of Assistance will include specific areas of deficiency and the changes in practice that are necessary for the employee to meet the expectations of the position. The duration of the Plan of Assistance will be a minimum of six (6) weeks and may be extended at the supervisor's discretion. While the Plan of Assistance is in effect, the supervisor will schedule regular meetings to provide feedback and offer support and coaching. Requests from the employee for additional support will be given due consideration. The District will notify the Association prior to an employee being placed on a Plan of Assistance. A meeting with an HR administrator, supervisor, and Association representative will be scheduled for the purpose of initiating the Plan of Assistance. Meetings with an HR administrator, supervisor, and Association representative will be scheduled approximately midway through the Plan of Assistance to review the employee's progress, and at the end of the six (6) week Plan of Assistance.

At the end of the Plan of Assistance, the supervisor will recommend to an HR administrator one of the following options:

- End the plan because performance in all areas of deficiency now consistently meet expectations
- Continue the Plan because sufficient progress has been made to support extending the Plan to allow for demonstration of consistent satisfactory job performance;
- Recommend termination of employment because improvement in the areas of deficiency is not sufficient.

### 12.3 Non-Discrimination

There will be no discrimination with respect to employment of any person because of such person's age (over 40), sex, race, creed, color, national origin, sexual orientation, including gender identity, marital status, domicile, honorably discharged veteran or military status, political activity (or lack thereof), or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by person with a disability, unless based upon a bona fide occupation qualification, provided that the prohibition against discrimination because of such disability will not apply if the particular disability prevents the performance of the particular worker involved. Should the state or federal government add categories, they will be considered part of this Non-Discrimination Clause.

### 12.4 Administering Medication

No employee will be requested or required to dispense or administer medication unless in accordance with state law and after having received instruction/training from the appropriate personnel. Training time will be paid at the employee's regular hourly rate of pay or at the overtime rate if applicable. Employees will not be requested or required to perform other specialized medical procedures without having received prior appropriate training or without having the necessary certification or license to perform the procedure. No employee hired prior to September 1, 1993 will be required to receive instruction/training in medically invasive procedures. Employees may be hired specifically to perform said medical procedures.

### 12.5 Student Support

The parties agree that it is important that unit members who provide 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.

12.6 Employee Protection

The District shall provide, on a fully paid basis, liability insurance for each employee in case of a lawsuit arising from or in the performance of their duties. The District shall hold harmless and defend each employee who is employed by the District 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.

12.7 The District or its insurer shall reimburse any employee for any certified loss of or damage to personal property necessarily used in the performance of job duties, subject to the following limitations:

12.7.1 The employee must file with the Business Office a notice of loss within ten (10) business days and a claim for reimbursement within thirty (30) business days after the loss or damage.

12.7.2 The employee must file a District security report and a report with the appropriate police department within three (3) business days following the incident.

12.7.3 The employee must exhaust their own insurance possibilities before being eligible for reimbursement under this section.

12.7.4 Reimbursement shall be up to a limit of \$500.00.

12.7.5 There shall be no reimbursement for loss of cash.

12.8 The District shall provide employees with insurance protection while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof. Such insurance protection must include liability insurance covering injury to persons and property, and insurance protecting those employees from loss or damage of their personal property incurred acting in their capacity as an employee of the District. The limit of liability provided under this policy for employees' personal property is \$500 per employee for each claim.

12.9 The District shall provide insurance coverage for any employee who discovers, in the course of their assignment, alleged child abuse. Reporting of such alleged abuse will follow established building/program procedures.

12.10 An employee may, using their best judgment, use such force as is necessary to protect themselves, another employee, or a student from attack, physical abuse or injury, provided that, the District's insurer and/or 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 or criminal act as determined by a court of law.



## 12.11 Classification and Reclassification

The District and Association agree to have reclassification requests as a standing labor-management committee agenda item that supports a clear, transparent process for addressing reclassification requests. The purpose of the committee is to ensure that representatives of the District and the Association participate in the reclassification process and develop a shared understanding of the complexity of the process. When the District receives a reclassification request from an Association-represented employee, the District will inform the employee and the association that the request has been received no later than thirty (30) days after the District has received the request.

Currently the District uses the Kinney model to review classifications in RPTA. The parties agree to discuss any proposed changes to the model.

When an employee requests review of their position for potential reclassification, the Joint Classification Committee will schedule a meeting to review the request. Requests shall be made in writing using the documents provided by the committee.

12.11.1 For the purpose of this Contract, “Classification” refers to the vertical arrangement of employee categories (Classes) based on the duties, responsibilities, skills and proficiencies for each position.

12.11.2 The purpose of these “Classes” is to provide reasonable wage differentials between employee categories based on assigned duties, responsibilities, skills and proficiencies.

12.11.3 Employees may apply for reclassification once in each twelve (12) month period or more often if job responsibilities are substantially altered. Any employee, at their option, may have an Association representative present at a reclassification review.

12.11.4 At the request of the Association President, the District will provide annual in-service to employees regarding the classification system used by the District.

12.11.5 Classification and reclassification will be a regular topic at labor management meetings.

## 12.12 Harassment, Intimidation, and Bullying Prevention

The Association and the District will not tolerate harassment, intimidation, and bullying, and will take corrective action if such behavior occurs. Corrective action will include an informal and formal process, as outlined in the district policy. Should an employee feel that they are experiencing harassment, intimidation, and bullying and need assistance with which process to follow, they should contact the Executive Director of Human Resources or the Association President. The District will include anti-harassment training as part of each new employee’s orientation and will educate all staff members about

harassment, intimidation, and bullying at least once every three (3) years in accordance with state requirements.

**ARTICLE XIII  
ASSOCIATION  
RIGHTS**

13.1 The Association shall be provided with bulletin boards and electronic access to bulletin boards or sections thereof, for the purpose of posting Association materials at each work site at which employees covered by this Agreement are employed. The Association shall also have the right to use work site mailboxes of employees covered by this Agreement to distribute Association materials, provided the handling at building levels of all such mail shall: (1) be by Association representatives; (2) be of no additional cost to the District; (3) be handled in a routine manner. A copy of each such "bulk mailing" shall be placed on the Administration Center bulletin board.

13.2 District Facilities and Building Access

The Association Representatives shall have access to the District premises during business hours, provided that no conferences or meetings between employees and Association representatives will hamper or obstruct the normal flow of work. The District agrees to allow the Association access to District buildings for Association meetings to transact Association business, provided such use does not interfere with previously scheduled building activities and is done in compliance with procedures regulating use of District facilities. The Association shall have the right to use District audio-visual equipment normally available for checkout at no cost to the Association.

13.3 The Association shall be notified promptly of any grievances concerning any employee covered by this Agreement in accordance with the grievance provisions of Article X of this Agreement. A representative of the Association shall be afforded the time to investigate grievances during regular working hours without loss of pay or benefits, as long as the work in the department, office, or building is not unduly disturbed. Association representatives shall notify their immediate supervisors when leaving work and returning to work.

13.4 Exchange of Information

13.4.1 The District shall, upon request, furnish to the Association, for the purpose of carrying out its responsibility of representing employees, documents of a public nature as provided by law.

13.4.2 The District agrees to furnish the Association with information which may be necessary for the Association to process grievance(s) on behalf of employee(s).

13.4.3 The Association and District agree that both requests for information and compliance therewith will be made in a timely manner.

13.4.4 The Association shall furnish to the District, prior to October 1, the names

of its elected officers.

13.4.5 By the 15<sup>th</sup> of each month, the District will provide the Association with a list of employees covered by this agreement, including FTE, change in employment status, hire date, assignment, contact information, and other data mutually agreed upon..

13.4.6 The District will provide the Association with a list of new and terminated Employees as of the 15<sup>th</sup> of each month.

13.4.7 The Association President will be notified when a reclassification request has been received. The district shall notify the Association regarding the outcome of all requests.

### 13.5 Dues, Deductions and Representation Fees

13.5.1 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 Washington Education Association (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.

13.5.2 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.

13.5.3 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 30 calendar days of receipt of the notice by WEA.

13.5.4 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 from each paycheck beginning in September.

13.5.5 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.

- 13.5.6 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.
  - 13.5.6.1 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 Association.
  - 13.5.6.2 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.
- 13.6 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 this article, 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 of the Superintendent with a copy of the letter sent to the employee and notice that the employee has not complied with the request for authorization. Such notices shall be sent to the employee and the employer at the same time.
  - 13.6.1 Nothing contained in this Agreement shall require Association membership of employees.
  - 13.6.2 The District shall deduct dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110 and service charges pursuant to this Article. The District shall transmit all such funds deducted to the Treasurer of the Washington Education Association on a monthly basis.
  - 13.6.3 The Association shall indemnify the District against any liability that may arise out of, or by reason of, action taken by the District for the purpose of complying with this article.
  - 13.6.4 The District will inform new employees of the terms and conditions of Section 13.5.

**ARTICLE XIV**  
**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 that there shall be no strikes or other concerted refusal to work, nor any instigation thereof, by the employees for the duration of this Contract. 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 that, for the duration of this Contract, there shall be no employee lockout.

**ARTICLE XV  
TERM AND SEPARABILITY OF PROVISIONS**

15.1 Term of Agreement

The term of this Agreement shall be September 1, 2021 to August 31, 2024.

15.2 Applicability of Provisions

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.

15.3 Conformity to Law

This contract shall be governed and construed according to the Constitution and Laws of the United States and the State of Washington. If any provision of the contract or any application of it to any employee or group of employees is determined to be contrary to law, such provisions or applications shall have effect only to the extent permitted by law, and all other provisions and applications shall continue in full force and effect.

In the event a provision is determined to be contrary to law, such provision shall be bargained. The parties will enter negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement of such provision(s).

15.4 Separability

If any provision of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected. Such provision shall be subject to negotiation pursuant to a written request by either party.

15.5 Either party may reopen the contract for compensation in the event:

15.5.1 The State or Federal Government appropriates or decreases funds for wages, benefits, working conditions, or significantly changes funding.

15.5.2 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.

15.5.3 Classified staff salary allocations significantly change under HB 2242, or subsequent legislation.

15.6 Reopeners

This agreement may be reopened and modified at any time during its term upon mutual consent of the District and the Association.

**ARTICLE XVI  
SAFETY/SECURITY  
PERSONNEL**

16.1 Work Day and Work Week

Security personnel may be assigned to work eight (8) hours per day, inclusive of the lunch period, and shall be scheduled to work five (5) consecutive days per week. Security personnel hired prior to September 1, 1993 shall receive a shift differential of one dollar (\$1.00) per hour for work on Saturday or Sunday if the work week is changed to include Saturday or Sunday.

16.2 Standby or On-Call Status

Any Security personnel who are required by the District to remain on standby shall be prorated at the employee's regular hourly rate, and shall be paid at one sixth ( $1/6^{\text{th}}$ ) of an hour for each hour on standby. Any employee required to remain on standby shall be paid a minimum of one (1) hour at their regular rate of pay.

Central security personnel who regularly take on-call shifts will receive a monthly stipend of ten percent (10%) of their total compensation.

Any central security personnel classified as Non-tech Level 4 will be held harmless at that salary level.

16.3 Outside Contractor Exception

The Association recognizes the right of the District to utilize outside contractors to perform security work during conditions requiring additional personnel such as widespread damage, public disorder, large demonstrations or gatherings, extended leave, or a sudden reduction in available security personnel. Such utilization of outside contractors shall be limited to three (3) months per incident. The Association will be notified within two (2) weeks when the District utilizes outside contractors.

16.4 Building Safety/Security Professional Development

Building safety/security personnel working the school year calendar shall be provided with at least two (2) additional days outside of the 180-day student calendar to participate in District-offered professional development sessions. The specific dates and topics will be determined in collaboration with the security managers, the Association, and building and central security staff.

16.5 Safety/Security Personnel Attire

Schools and school-related events are complex environments. Ensuring that District and school Safety/Security personnel are easily recognizable to law enforcement,



community members, and district staff is essential to ensuring optimal effectiveness both in safety and security prevention and in emergency situations. At the same time, being easily recognizable creates its own set of complications so either party may open negotiations on this section if deemed necessary.

165.1 The District will minimally provide the following articles of clothing, and adjustments may be made to comply with Article 12.3 Non-Discrimination:

16.5.1.1 Five (5) long or short sleeve "Performance Polo" shirts in "Cadet" blue with district logo and "Safety Officer" on the front

16.5.1.2 Five (5) pairs of charcoal grey Tactile Pro pants

16.5.1.3 Two (2) pairs of black leather shoes; maximum cost of \$150 per pair

16.5.1.4 One (1) "Chameleon Soft Shell Jacket with Flaps" in black with district logo and "Safety Officer" on the front and back

16.5.1.5 One (1) "Valiant Duty Jacket" in black with district logo and "Safety Officer" on the front and back

16.5.1.6 One (1) baseball cap

16.5.1.7 One (1) stocking cap

165.2 After employees are supplied with the articles of clothing described in 16.5.1, they will annually have access to the following:

16.5.2.1 Up to \$400.00 reimbursement to replace the shoes and clothing listed in 16.5.1 above. Receipts must be submitted by August 31 each year. Employees may also use the \$400.00 annual reimbursement to replace the shirts provided the shirts match their assigned school colors (Central Safety personnel: blue). Safety/security personnel may also use the \$400.00 annual reimbursement to purchase 5.11 Tactical Tactile Pro Shorts. Upon separation from employment, receipts must be submitted within ten (10) work days of separation from employment.

16.5.2.2 Ordering through the District's uniform provider directly for the replacement of damaged shirts, pants, and/or jackets.

**SIGNATURE PAGE**

Signed this 23rd day of March, 2022

**RENTON SCHOOL DISTRICT**

**RENTON PROFESSIONAL-  
TECHNICAL ASSOCIATION,  
WEA/NEA**

/s/ Damien Pattenau  
Damien Pattenau  
Superintendent

/s/ Jen Ben  
Jen Ben  
RPTA President

/s/ Tom Poulos  
Tom Poulos  
Chief Negotiator

/s/ David Bowman  
David Bowman  
Negotiating Team Member

/s/ Dean Hood  
Dean Hood  
Negotiating Team Member

/s/ John Prueitt  
John Prueitt  
Negotiating Team Member

**Appendix A**  
**RENTON PROFESSIONAL TECHNICAL**  
**ASSOCIATION (RPTA) SALARY SCHEDULE FOR**  
**NON-TECHNOLOGY POSITIONS**

**2021-2022 SALARIES FOR NON-TECHNOLOGY POSITIONS**

	STEP 1 0.0-1.5 years of experience		STEP 2 1.51-3.0 years of experience		STEP 3 3.01-4.5 years of experience		STEP 4 4.5+ years of experience	
	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*
<b>PT LEVEL 1</b>	\$25.85	\$53,768.00	\$26.27	\$54,641.60	\$26.64	\$55,411.20	\$27.43	\$57,054.40
<b>PT LEVEL 2</b>	\$29.75	\$61,880.00	\$30.16	\$62,732.80	\$30.66	\$63,772.80	\$31.58	\$65,686.40
<b>PT LEVEL 3</b>	\$31.94	\$66,435.20	\$32.48	\$67,558.40	\$32.94	\$68,515.20	\$33.92	\$70,553.60
<b>PT LEVEL 4</b>	\$39.95	\$83,096.00	\$40.55	\$84,344.00	\$41.17	\$85,633.60	\$42.39	\$88,171.20
<b>PT LEVEL 5</b>	\$45.95	\$95,576.00	\$46.65	\$97,032.00	\$47.37	\$98,529.60	\$48.76	\$101,420.80

\* Annual salaries are based on a full-time, 8-hour per day and 260-day per year position. Positions with less hours per day or less days per year will be pro-rated accordingly.

**Notes:**

1. 3% base salary increase from 2020-2021
2. Completed qualified work experience will be calculated as of the first day of school and used for salary placement in the given year. (RPTA CBA 9.2.1)
3. Longevity compensation is based on seniority as of September 1<sup>st</sup> 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. (RPTA CBA Appendix A and B)
  - Employees who have between 10 and 14 years of seniority shall receive an annual longevity stipend of 1%
  - Employees who have between 15 and 19 years of seniority shall receive an annual longevity stipend of 1.5%
  - Employees who have between 20 and 24 years of seniority shall receive an annual longevity stipend of 2%
  - Employees who have 25 years or more of seniority shall receive an annual longevity stipend of 2.5%.

2022-2023 Non-Tech Salary (2021-2022 + 4% increase or state funded inflationary increase, whichever is greater)\*

	STEP 1 0.0-1.5 years of experience		STEP 2 1.51-3.0 years of experience		STEP 3 3.01-4.5 years of experience		STEP 4 4.5+ years of experience	
	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*
PT LEVEL 1	\$27.27	\$56,721.60	\$27.71	\$57,636.80	\$28.11	\$58,468.80	\$28.94	\$60,195.20
PT LEVEL 2	\$31.39	\$65,291.20	\$31.82	\$66,185.60	\$32.35	\$67,288.00	\$33.32	\$69,305.60
PT LEVEL 3	\$33.70	\$70,096.00	\$34.27	\$71,281.60	\$34.75	\$72,280.00	\$35.79	\$74,443.20
PT LEVEL 4	\$42.15	\$87,672.00	\$42.78	\$88,982.40	\$43.43	\$90,334.40	\$44.72	\$93,017.60
PT LEVEL 5	\$48.48	\$100,838.40	\$49.22	\$102,377.60	\$49.98	\$103,958.40	\$51.44	\$106,995.20

\* Annual salaries are based on a full-time, 8-hour per day and 260-day per year position. Positions with less hours per day or less days per year will be pro-rated accordingly.

**Notes:**

4. 5.5% base salary increase from 2021-2022
5. Completed qualified work experience will be calculated as of the first day of school and used for salary placement in the given year. (RPTA CBA 9.2.1)
6. Longevity compensation is based on seniority as of September 1<sup>st</sup> 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. (RPTA CBA Appendix A and B)
  - Employees who have between 10 and 14 years of seniority shall receive an annual longevity stipend of 1%
  - Employees who have between 15 and 19 years of seniority shall receive an annual longevity stipend of 1.5%
  - Employees who have between 20 and 24 years of seniority shall receive an annual longevity stipend of 2%
  - Employees who have 25 years or more of seniority shall receive an annual longevity stipend of 2.5%.

**APPENDIX B  
RENTON PROFESSIONAL TECHNICAL ASSOCIATION  
(RPTA) SALARY SCHEDULE FOR TECHNOLOGY POSITIONS**

**2021-2022 SALARIES FOR TECHNOLOGY POSITIONS**

	STEP 1		STEP 2		STEP 3		STEP 4	
	0.0-1.5 years of experience		1.51-3.0 years of experience		3.01-4.5 years of experience		4.5+ years of experience	
	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*
<b>PT LEVEL A</b>	\$35.37	\$73,569.60	\$36.43	\$75,774.40	\$36.78	\$76,502.40	\$37.14	\$77,251.20
<b>PT LEVEL B</b>	\$41.80	\$86,944.00	\$43.05	\$89,544.00	\$43.47	\$90,417.60	\$43.89	\$91,291.20
<b>PT LEVEL C</b>	\$48.23	\$100,318.40	\$49.68	\$103,334.40	\$50.15	\$104,312.00	\$50.63	\$105,310.40
<b>PT LEVEL D</b>	\$54.66	\$113,692.80	\$56.31	\$117,124.80	\$56.85	\$118,248.00	\$57.39	\$119,371.20

\* Annual salaries are based on a full-time, 8-hour per day and 260-day per year position. Positions with less hours per day or less days per year will be pro-rated accordingly.

**Notes:**

7. 3% base salary increase from 2020-2021
8. Completed qualified work experience will be calculated as of the first day of school and used for salary placement in the given year. (RPTA CBA 9.2.1)
9. Longevity compensation is based on seniority as of September 1<sup>st</sup> 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. (RPTA CBA Appendix A and B)
  - Employees who have between 10 and 14 years of seniority shall receive an annual longevity stipend of 1%
  - Employees who have between 15 and 19 years of seniority shall receive an annual longevity stipend of 1.5%
  - Employees who have between 20 and 24 years of seniority shall receive an annual longevity stipend of 2%
  - Employees who have 25 years or more of seniority shall receive an annual longevity stipend of 2.5%.

2022-2023 Tech Salary (2021-2022 + 4% increase or state funded inflationary increase, whichever is greater) \*

	STEP 1 0.0-1.5 years of experience		STEP 2 1.51-3.0 years of experience		STEP 3 3.01-4.5 years of experience		STEP 4 4.5+ years of experience	
	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*	Hourly Rate	Annual Salary*
PT LEVEL A	\$37.32	\$77,625.60	\$38.43	\$79,934.40	\$38.80	\$80,704.00	\$39.18	\$81,494.40
PT LEVEL B	\$44.10	\$91,728.00	\$45.42	\$94,473.60	\$45.86	\$95,388.80	\$46.30	\$96,304.00
PT LEVEL C	\$50.88	\$105,830.40	\$52.41	\$109,012.80	\$52.91	\$110,052.80	\$53.41	\$111,092.80
PT LEVEL D	\$57.67	\$119,953.60	\$59.41	\$123,572.80	\$59.98	\$124,758.40	\$60.55	\$125,944.00

\* Annual salaries are based on a full-time, 8-hour per day and 260-day per year position. Positions with less hours per day or less days per year will be pro-rated accordingly.

**Notes:**

10. 5.5% base salary increase from 2021-2022
11. Completed qualified work experience will be calculated as of the first day of school and used for salary placement in the given year. (RPTA CBA 9.2.1)
12. Longevity compensation is based on seniority as of September 1<sup>st</sup> 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. (RPTA CBA Appendix A and B)
  - Employees who have between 10 and 14 years of seniority shall receive an annual longevity stipend of 1%
  - Employees who have between 15 and 19 years of seniority shall receive an annual longevity stipend of 1.5%
  - Employees who have between 20 and 24 years of seniority shall receive an annual longevity stipend of 2%
  - Employees who have 25 years or more of seniority shall receive an annual longevity stipend of 2.5%.

**APPENDIX C  
RPTA 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 <u>consistent</u> 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
<b>Knowledge, Skills &amp; Abilities re: Job Description</b> Executes job performance responsibilities as indicated in job description.				
<b>Planning/Organization/Time Management</b> Sets priorities and timelines to accomplish assigned duties and responsibilities. Utilizes resources efficiently and effectively.				
<b>Dependability</b> Promptly and reliably reports to duty, works their full shift, cares for property, and carries out instructions.				

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

Optional Self-Reflection received and reviewed: ___ Yes ___ No
For Paraeducators: Teacher input form received and reviewed: ___ <u>Yes</u> ___ 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  
RPTA 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 <u>consistent</u> 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
<b>Knowledge, Skills &amp; Abilities re: Job Description</b> Executes job performance responsibilities as indicated in job description.				
<b>Planning/Organization/Time Management</b> Sets priorities and timelines to accomplish assigned duties and responsibilities. Utilizes resources efficiently and effectively.				
<b>Dependability</b> 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
<b>Collaboration/Interpersonal Skills</b> Builds constructive and effective relationships; demonstrates an understanding of the value of providing high quality service; demonstrates cooperation and teamwork.				
<b>Communication</b> Demonstrates ability to communicate and relate effectively with:				
❖ Students				
❖ Staff				
❖ Community				
<b>Student Interactions</b> Contributes to student environment by understanding routines and procedures while demonstrating professional behavior and demeanor.				
<b>Critical Thinking/Problem Solving/Judgment</b> Demonstrates ability to analyze situations, assess problems and make appropriate decisions.				
<b>Initiative</b> Strives for continual professional growth; demonstrates self-reliance and takes responsibility for work with minimal supervision.				
<b>Quality of Work</b> 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**  
**RPTA Positions by Level**

The number of work days of the employee calendar for each position represents the number of days in. This is informational only, and not intended as a guarantee of number of days for each position.

<b>RPTA Levels</b>	<b>RPTA Positions</b>	<b>Employee Calendar # Days in</b>
RPTA 1	Assistant Supervisor Pool	260
	McKinney Vento Support Liaison	180
RPTA 2	Behavior Technician	185
	Behavior /Int Tech	185
RPTA 3	Accounts Payable Specialist	260
	Administrative Assistant - Athletics	260
	Attendance Liaison	180
	Behavior Support Technician	180
	Bilingual Family Support Specialist	190
	College and Career Specialist	200
	Expanded Learning Program Coordinator	260
	Family Liaison	200
	Gear Up Building Coordinator	200
	Native American Education Program Coordinator	183
	Licensed Practical Nurse (LPN), Classroom Health Care Specialist	180
	Partnership Coordinator	180
	Purchasing Specialist - Capital Projects	260
	Safety Patrol Officer - Central	260
	School Safety Officer	182
SPED Budget Support Specialist	260	
Transportation Safety Liaison	260	
RPTA 4	Accounting Specialist - Capital Projects	260
	Gear Up District Coordinator	200
	HR Data Coordinator	260
	HR Recruitment Coordinator	260
	HR Staffing Coordinator	260
	Language Access/District Interpreter Coordinator	200
	Mental Health Specialist	185
	Payroll Coordinator	260
	Purchasing Coordinator	260
	SPED Compliance Coordinator	260
	Safety Patrol Officer – Central*	260
	Substitute Coordinator	260
	Swimming Pool Supervisor	260
Transportation Routing Coordinator	260	

RPTA 5	Academic Advancement Coordinator	180
	Accounting Technician	260
	Assessment Coordinator	260
	Assessment Facilitator	260
	Budget Coordinator	260
	District Assessment Coordinator	260
	Family Engagement Coordinator	200
	Lead Payroll and Benefits Coordinator	260
	New Student Online Enrollment and Highly Capable Coordinator	260
	SIS Data Analyst	260
	SPED Compliance and Data Analyst	260
	Workers Compensation and Leave Coordinator	260

<b>RPTA Levels</b>	<b>RPTA Positions</b>	<b>Employee Calendar # Days in</b>
RPTA A	Field Support Specialist	260
	Help Desk Technician	260
RPTA B	Systems Analyst 2	260
RPTA C	District Website Coordinator	260
RPTA D	Business Systems Analyst 2	260
	Server Network Administrator 2	260
	Systems Network Administrator 2	260

\*See Section 16.2 for more information

**Memorandum of Understanding  
between the  
Renton Professional Technical Association  
and  
Renton School District  
Regarding Training Stipends**

In the 2000-2001 negotiations, the Renton School District and the Renton Professional Technical Association agreed to end the RSD training stipend program as of August 31, 2001. Employees who earned RSD training stipends by August 31, 2001 will continue to receive the stipend under the terms of Section 3.6 of the 2000-2001 Contract (see following pages). The parties intend that these stipends shall be “grandfathered” and continued for the duration of the employee’s employment, unless otherwise negotiated.

Effective September 2, 2001, a new training program set forth in Section 3.6 of the 2001-2002 Contract shall replace the 2000-2001 RSD training stipend program.

Any training hours or degrees earned that were not compensated under the 2000-2001 RSD certificate stipend program shall be eligible for compensation under the 2001-2002 training stipend program under the criteria as set forth in Section 3.6 of the 2001-2002 contract.

Originally signed on September 12, 2001 by:

**RENTON SCHOOL DISTRICT**

**RPTA**

David Merrill, President, Board of Directors

Eddie Bottemiller, President

Dolores J. Gibbon, Secretary, Board of Directors

Sheryl A, Moore, Chief Negotiator

The MoU above is retyped from the original, nearly illegible document printed in the previous CBAs back to its origination.

Confirmed on this 21st day of November, 2019.

/s/ Deb Tito

/s/ Jennifer Ben

For the District

For the Association

Reprint of 2000-2001 CBA, Section 3.6

3.6 Stipends

- 3.6.1 For 2000-2001, the District shall recognize and acknowledge approved training through a Renton School District stipend program. Such stipends, when awarded, will continue to be paid on an annual basis. Employees who earn and submit verification from approved training programs will be paid an annual RSD stipend under the procedures noted herein. Such payment will begin the year following the year in which certificate submission is made to the Personnel Department. Actual documentation and verification must be received by the Personnel department no later than August 10 of one contract year for payment beginning in September of the following contract year.
- 3.6.2 For 2000-2001, Renton School District stipend of one hundred dollars (\$100) may be earned by any annual employee or less than annual employee. Three (3) college credits or thirty (30) hours earned in an approved training program qualify for one (1) RSD certificate stipend of one hundred dollars(\$100).
- 3.6.3 Employees are individually responsible for obtaining and keeping course or training documentation and submitting such documentation to the Personnel Department when such hours have been completed. Notification and application must be timely as noted herein, in order to receive timely payment. Credit and payment will not be given for duplicate training or training not relevant to the individual employee's specific responsibilities or individual professional growth, unless special circumstances result in District authorization for such training. Note: Hours of Renton School District training for District-wide fiscal/personnel and student data base information systems and First Aid/CPR receive during regularly scheduled work hours or for which the employee is paid are specifically excluded from the stipend program.
- 3.6.4 One RSD certificate stipend of one hundred dollars (\$100) will be paid annually to each qualifying employee who has earned and submits transcript verification of any one of the following:
- 3.6.4.1 Vocational program completion of an approved State program of at least 900 clock hours or 90 credits; or
  - 3.6.4.2 An Associate degree from an accredited technical or community college; or
  - 3.6.4.3 A Bachelor's degree from an accredited college or university.
- One additional certificate stipend of one hundred dollars (\$100) will be paid annually in recognition of a Master's degree.



- 3.6.5 Through August 31, 2001, employees will be paid for a maximum of seven (7) RSD certificate stipends. 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 the number of certificates for which it will pay stipend to six (6).
- 3.6.6 Employees who have earned certificates prior to August 31, 2001 shall continue to receive annual payment for said certificates. Employees earning training hour stipends subsequent to August 31, 2001 shall be subject to the Memorandum of Understanding dated January 10, 2001.

**Memorandum of Understanding  
between the  
Renton Professional Technical Association  
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.

**Health and Safety Memorandum of Understanding for the 2021-2022 School Year Between  
Renton Education Association (REA)  
Renton Education Support Professionals (RESP)  
Renton Professional Technical Association (RPTA)  
And Renton School District**

Whereas COVID-19 continues to create a public health emergency that substantially affects the wages, hours, and working conditions of Association members.

And whereas it is the duty of the District to provide safe and equitable learning conditions for all students, specifically students of color, students living in poverty, students who identify as LGBTQ+, and students receiving Special Education and English Language Learner services, the parties agree:

The District and Associations recognize that the nature of the COVID-19 pandemic requires ongoing flexibility as health and safety guidance and government mandates are updated in alignment with the latest science.

While the guidelines contained herein are consistent with current DOH and PHSKC guidance, they may be subject to change. The District and Association agree to adopt and follow all updated guidance from PHSKC and/or DOH (as currently outlined in the [K-12 COVID-19 Requirements for the 2021-22 School Year document](#)).

As guidance changes, the District will notify REA, RESP, and RPTA presidents if they impact the bargained MOU.

**I. Employee Health Precautions**

1. **Face Coverings:** All employees, students, and building visitors shall wear a CDC recommended face covering while in any shared space, except:
  - those with a disability that would prevent them from comfortably wearing or removing a face covering
  - those with respiratory conditions that would prevent wearing face covering, or trouble breathing as per CDC exceptions
  - those who are deaf or hard of hearing and use facial and mouth movements as part of communication
  - those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person
  - those who are unable to wear a mask properly, as described above, should have adaptations and alternatives to limit the spread to the same level as a face covering.

The following also apply:

- a. The District shall provide disposable face coverings for all employees that meet or exceed the level of risk as determined by Labor and Industries (L&I) guidelines. If a position has varying levels of risk, the appropriate personal protective equipment will be provided and used when in the high-risk environment while using the appropriate lower-risk personal protective equipment in lower-risk environments.
- b. Employees may choose to provide their own face coverings so long as they meet L&I guidelines.
- c. Employees working with students who cannot wear a face covering for the reasons described above shall be provided all appropriate personal protective equipment (PPE), including but not limited to masks and gloves, as described by L&I and the DOH.

2. **Additional Safeguards:** Employees whose duties consistently involve a high volume of in-person contact, may submit a written request for consideration of workspace polycarbonate installation to their supervisor. Employees whose request is denied will be given the reasoning and next steps by their supervisor in writing.
3. **Employees At Increased Risk:** Employees who are at increased risk of severe infection ([as defined by the CDC](#)) may engage in the ADA interactive process by contacting the Human Resources Department at [human.resources@rentonschools.us](mailto:human.resources@rentonschools.us).
4. **Physical Distancing:** Capacity for students and employees in any facility and/or classroom will follow [Health and Safety standards dictated by DOH](#) and/or PHSKC. As of the date of the execution of this Agreement, current physical distancing guidance calls for three (3) feet of distancing between students in the classroom, when possible and six (6) feet of distancing in all other school spaces, when possible. The parties agree that the term, “when possible” means that the distancing requirements will be met unless doing so would result in a student not having adequate access to in-person school services.
5. **Handwashing:** The District shall provide adequate facilities and supplies for employee and student handwashing as required by [Health and Safety standards dictated by DOH](#) and/or PHSKC.
6. **Students and Employee with COVID-19 Symptoms:** Exclusion of students and employees from facilities will follow [Health and Safety standards dictated by DOH](#) and/or PHSKC, which may be subject to change.

At the time of the execution of this Agreement, the District is required to provide an isolation room at each site for students and staff showing COVID-19 symptoms until the sick person can leave. This room shall be designated specifically for this purpose. Staff providing supervision shall be provided appropriate PPE for working with people with COVID-19 symptoms. Employees who are in a circumstance which results in a need to change PPE will be provided time to do so up to 15 minutes.

#### **Exposure to COVID-19:**

##### **Notification of exposure -**

Employees who are exposed at work to a confirmed case of COVID-19 or to a person who cannot go to their school/worksites when they have a confirmed positive COVID case shall be notified by the District as soon as reasonably possible, but no later than the next school day, or within twenty four (24) hours of the District becoming aware of a positive case.

- a. The District shall notify the president(s) and the UniServ Director of any known confirmed case of COVID-19 in their building or any facility their employees work in as soon as reasonably possible; but not later than the next school day, or within twenty-four (24) hours following receipt of notice.
- b. The Supervisor shall notify building employees of any known confirmed case of COVID-19 in their building as soon as reasonably possible; but not later than the next school day, or within twenty-four (24) hours following receipt of notice.

##### **Quarantine and isolation -**

- c. If an employee is medically required to quarantine based on [Health and Safety standards dictated by DOH](#), they will be provided the opportunity to work remotely if work is available.
- d. In the event an employee is required to quarantine and remote work is not an available option, see Section II: Leaves Available for In-Person Learning Environments.

7. **Meetings:** The following provision related to meetings shall apply starting September 1, 2021 and will sunset on February 18, 2022:

On or about the second week of February 2022, the parties agree to review transmission data to determine if there is a need to continue these provisions.

Meetings that would have been conducted in-person absent this agreement will be conducted from the building, even if being held remotely. Employees will have access to technology needed to attend any remote meeting.

When there is substantial or high-level of transmission, [as defined by PHSKC](#), meetings of more than ten (10) employees will be held remotely. Exceptions to this requirement may be granted if all employees participating in the meeting wish to conduct the meeting in-person and can do so while following all health and safety guidance.

For meetings of ten (10) or fewer staff, meetings will still be held in person as long as all health and safety guidance can be followed.

When meetings regarding an individual student are conducted, families/guardians will be given the choice of whether to meet remotely or in-person.

For employees at increased risk, please refer to section 3 of this MOU.

8. **Training and Professional Development:** All employees shall complete Health and Safety training on COVID-19 health and safety precautions prior to the first student contact day. Non-exempt staff whose 2021-2022 work year calendars do not begin until the first student contact day will have a week to complete the training. If they are unable to complete the training within a regularly scheduled workday, they may submit for extra hours for needed time to complete the training, up to thirty (30) minutes. The District and its labor partners will collaborate on how to provide additional information and/or training opportunities to employees seeking them.

The District will update an FAQ related to COVID safety that will be updated on the website as needed. The District will keep labor partners informed regarding changes to the FAQ.

9. **Communication:** Prior to students returning to in-person learning, staff, students and their families will receive communication regarding health and safety expectations, including but not limited to wearing face coverings, physical distancing, and handwashing. This communication will be provided in the home languages of EL groups, whenever possible, while consistent with district policy.

10. **Supervision for compliance:** The District shall designate a Site COVID-19 Coordinator to monitor the health of employees and enforce COVID-19 job site safety. Prior to any employees' first workday, employees shall be notified of the name and contact information of this supervisor. No bargaining unit member shall act as a Site COVID-19 Coordinator.

11. **Safety and Discipline in Relation to In-Person Instruction:** Ensuring the safety and health of students and employees shall be the district's first priority. Students and staff shall be expected to follow all safety protocols.

- The District shall design and/or provide appropriate student expectations for safety protocols.
- Students who come to school without a CDC recommended face mask will be provided a disposable one.

- The District will provide age and culturally appropriate curricular resources that staff can use to teach students about proper practices for face-coverings, hygiene, and physical distancing within the first week of school.
- Students new to the District after the start of the school year will also be provided time with a counselor, nurse, or other appropriate employee for instruction on health and safety protocols as described above.
- The discipline response to students who violate safety protocols will follow REA CBA section 9.5, District policy and/or current law.

**12. Personal Protective Equipment (PPE):** All staff will be provided PPE, pursuant to applicable PHSKC, L&I, and/or DOH guidance. Staff who believe they require additional PPE beyond this may request it through their COVID site supervisor. If it cannot be resolved at that level, it may be brought to labor management for dispute resolution.

**13. Testing:** Employees who are symptomatic or who have been identified as a close contact can be tested with a PCR test available at school.

**14. Overload:** In spaces where 3-foot distancing is not feasible, employees can request additional PPE/precautionary measures through their COVID site supervisor. If it cannot be resolved at this level, it may be brought to labor management for dispute resolution.

**15. Contact tracing:** Nurses will utilize PHSKC, DOH, and/or CDC guidance regarding contact tracing. However, the specific circumstances of any given circumstance will be analyzed by our nurses, utilizing the nursing judgment skills that are component of their nursing license. Nurses will be in regular contact with PHSKC regarding the process in general as well as specific cases.

**16. Visitors and Volunteers:** If applicable health and safety protocols can be followed, visitors will be allowed in buildings.

Volunteers in the buildings must be vaccinated by October 18<sup>th</sup>, 2021, to the extent it continues to be mandated by state law.

**17. Data Dashboard Agreement:** The District will continue to operate its data dashboard with the following parameters:

- Total student data will not be displayed if there are fewer than 25 students in the building, due to confidentiality.
- COVID-positive cases will display regardless of number of people in the building.
- Displays cases from campus vs. community spread.
- Close Contact will not be included (e.g., how many had to quarantine because of a positive case on campus).

**18. Building Safety Teams:** The District will continue to have Building Safety Teams with the following parameters:

- Who is invited to be on the Building Safety Team?
  - Administrator, required.
  - Custodian
  - REA: Minimum of two (2). Optional additions:
    - Special Education.
    - School Nurse.
  - RESP.
  - RPTA, if applicable.

- What are the responsibilities of this team?
  - Review safety and health inspection reports to help correct safety hazards.
    - At minimum, monthly agenda items to be reviewed: Building safety protocols and PPE.
  - Review previous agenda follow up items from previous meeting to determine if it was corrected.
  - Review and make recommendations based on relevant data including but not limited to a safety procedure report for the building, all relevant student and staff infection data for the school (including Renton SD Data Dashboard), and relevant King County DOH COVID-19 Dashboard Data specific to the attendance area for that school site.
  - Review classroom capacity concerns to identify solutions at the building level.
  - Review COVID MOU.
- Team Expectations:
  - The committee will meet at minimum once per month.
  - Attendance will be documented on the meeting minutes.
  - Support two-way communication through a member complaint/question and response process, and availability of minutes.
    - Minutes will be made available to all staff and submitted monthly to the District-wide Safety Committee.
    - When a complaint is brought forward, a timeline for resolution will be established and communicated to the complainant. Communication upon resolution will be made to the complainant.

This will be a position paid through a timesheet.

## **II. Leaves Available for In-Person Learning Environments**

### **1. COVID Exposure at Work**

In the event an employee is required to quarantine or isolate as a result of a COVID exposure at work, as determined through Contact Tracing, the District may provide remote work. In the event that the District cannot provide remote work, paid leave will be provided for the duration of the quarantine/isolation period consistent with the current PHSKC and/or DOH guidelines, but no more than ten (10) workdays per occurrence.

If an employee is unable to work remotely as a result of COVID symptoms, paid leave will be provided for the duration of the quarantine/isolation period consistent with the current PHSKC and/or DOH guidelines, but no more than ten (10) work days per occurrence.

### **2. Positive COVID test**

Regardless of whether contact tracing determined an employee was exposed at work or not, an employee diagnosed with a positive COVID-19 test will receive paid COVID leave from the date they tested positive through the duration of their required quarantine. To be eligible for the paid COVID leave, the employees must provide documentation of their positive COVID-19 test to Human Resources.

Any staff who are utilizing their own accrued paid leave or unpaid leave but who then test positive and provide documentation of the positive test will retroactively have the COVID paid leave applied and any of their own accrued paid leave restored for the qualifying period (the date they tested positive through their last day of quarantine).

### **3. No Positive COVID test and No Exposure at Work:**

Employees who do not test positive for COVID-19 and who are not determined by contact tracing to have been exposed at work, but who are still directed to quarantine or isolate consistent with current PHSKC and/or DOH-guidance, may work remotely, if remote work is available and feasible. If remote work is not available and feasible, the employee may access their own accrued paid leave. In the case

that contact tracing ultimately determines that the employee was exposed at work, and the employee used their own accrued paid leave to quarantine, that leave will be restored to the date of quarantine.

**4. Extraordinary Circumstances**

Extraordinary circumstances which require an exception may be referred to the Assistant Superintendent of Human Resources for consideration.

Any employee who has used all available contractual leave due to a requirement to quarantine or isolate will not be subject to disciplinary action.

COVID-related leaves will be revisited by the District and the Associations if there are unforeseen impacts to significant changes in applicable guidance.

**III. Duration**

This MOU shall remain in effect through August 31, 2022, or until 45 calendar days after the end of the declared COVID-19 state of emergency, whichever comes first.

Agreed to this \_\_\_ day of \_\_\_\_\_, 2021.

**For the Associations For the District**

/s/ /s/

Julianna Dauble, REA President

Damien Pattenaude, RSD Superintendent

/s/ /s/

Date Date

/s/

Valisia Simpson, RESP President

/s/

Date

/s/

Jen Ben, RPTA President

/s/

Date