

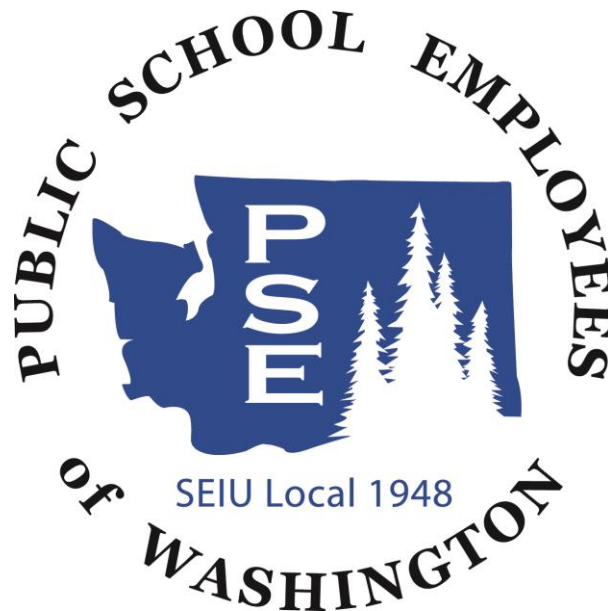
COLLECTIVE BARGAINING AGREEMENT BETWEEN

**North Beach School District**

AND

**Public School Employees of  
North Beach**

SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2024



**Public School Employees of Washington / SEIU Local 1948**

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1 **PREAMBLE**

2  
3 This agreement is made and entered into between North Beach School District (hereinafter "District"  
4 or "Employer") and the North Beach School District local chapter of the Public School Employees of  
5 Washington (hereinafter "Association"), an affiliate of the Public School Employees of Washington  
6 state organization.

7  
8 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations  
9 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the  
10 parties agree as follows.

11  
12  
13 **ARTICLE I**

14 **RECOGNITION AND COVERAGE OF AGREEMENT**

15  
16  
17 **Section 1.1.**

18 The District hereby recognizes the Association as the exclusive representative of all employees in the  
19 bargaining unit described in Section 1.3, and the Association recognizes the responsibility of  
20 representing the interests of all such employees.  
21

22  
23 **Section 1.2.**

24 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties  
25 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the  
26 board of directors or superintendent of the District pursuant to RCW 41.56.030 (2).  
27

28 **Section 1.2.1. Substitute Employees.**

29 Substitutes who have been employed thirty (30) days or more during any twelve (12) month  
30 period ending during the current or immediately preceding school year and continue to be  
31 available for work shall be included within the bargaining unit but subject only to Section  
32 7.2.2., Section 7.3., Article XIV and Schedule A herein.  
33

34 **Section 1.2.2.**

35 A substitute employee is one who is working in a position replacing someone who has  
36 reemployment rights. The District may create temporary positions for specific purposes, the  
37 position to be no more than 90 days and for a specific purpose. After 30 consecutive days of  
38 employment, if a position is not being filled for someone with reemployment rights, the  
39 position will be posted and filled. If a person is working in a position where they are being  
40 called a substitute but they are not replacing a regular employee with employment rights, they  
41 will be considered a regular employee from the time they began regular employment in the  
42 position.  
43

44 **Section 1.2.3. Leave Replacement Employees.**

45 An employee hired to replace another on a leave of absence is considered a substitute employee  
46 as defined herein. If they are hired in a regular position after holding the leave position, their  
47 hire date will be adjusted retroactively to the date they began the leave replacement position.  
48 In the event a regular employee is selected to replace another regular employee on leave, the



1 replacement employee will receive the same pay and benefits as the employee they are  
2 replacing.

3  
4 **Section 1.3.**

5 The bargaining unit to which this agreement is applicable shall consist of all classified employees in  
6 the following general job classifications: food service, secretarial/clerical,  
7 paraeducator/coordinator/program facilitator, custodial/maintenance/grounds, and transportation;  
8 excluding, the transportation supervisor, the business manager and district office manager, special  
9 services assistant, student records coordinator, maintenance supervisor.

10  
11 **Section 1.4.**

12 The District will not enter into any contract resulting in the subcontracting of bargaining unit work.  
13  
14

15  
16 **ARTICLE II**

17  
18 **RIGHTS OF THE EMPLOYER**

19  
20 **Section 2.1.**

21 It is agreed that the customary and usual rights, powers, functions, and authority of management are  
22 vested in management officials of the District. Included in these rights in accordance with applicable  
23 laws and regulations is the right to direct the work force, the right to hire, promote, retain, transfer, and  
24 assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action  
25 against employees; and the right to release employees from duties because of lack of work or for other  
26 legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by  
27 determining the methods, the means, and the personnel by which such operation is conducted.  
28

29 **Section 2.2.**

30 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
31 District. In making rules and regulations relating to personnel policies, procedures and practices, and  
32 matters of working conditions, the District shall give due regard and consideration to the rights of the  
33 Association and the employees and to the obligations imposed by this agreement.  
34  
35  
36

37 **ARTICLE III**

38  
39 **RIGHTS OF THE EMPLOYEES**

40  
41 **Section 3.1.**

42 It is agreed that all employees subject to this agreement shall have and shall be protected in the  
43 exercise of the lawful right, freely and without fear of penalty or reprisal, to join and assist the  
44 Association. The freedom of such employees to assist the Association shall be recognized as  
45 extending to participation in the management of the Association, including presentation of the views of  
46 the Association to the board of directors of the District.  
47  
48



1 **Section 3.2.**

2 Each employee shall have the right to bring matters of personal concern to the attention of appropriate  
3 Association representatives and/or appropriate officials of the District.  
4

5 **Section 3.3.**

6 Employees subject to this agreement have the right to have Association representatives or other  
7 persons present at discussions between themselves and supervisors or other representatives of the  
8 District as hereinafter provided.  
9

10 **Section 3.4.**

11 Neither the District nor the Association shall unlawfully discriminate against any employee subject to  
12 this agreement on the basis of race, national origin, creed, sex, religion, age, marital status, or the  
13 presence of a disability.  
14

15 **Section 3.5.**

16 The District will maintain one (1) official personnel file for each employee. Such official personnel  
17 file will be kept at the District office. Upon the request of an employee, the District will permit the  
18 employee to inspect the contents of his/her official personnel file. The employee may make a copy of  
19 the contents of his/her official personnel file at the employee's expense. An employee may attach  
20 written comments to material contained in his/her official personnel file.  
21

22 **Section 3.6.**

23 Employees shall not be required to administer bladder catheterization of students pursuant to RCW  
24 28A.210.280 as amended.  
25  
26  
27

28 **ARTICLE IV**

29 **RIGHTS OF THE ASSOCIATION**

30 **Section 4.1.**

31 The Association has the right and responsibility to represent the interests of all employees in the unit;  
32 to present its views to the District on matters of concern, either orally or in writing; to consult or to be  
33 consulted with respect to the formulation, development, and implementation of industrial relations  
34 matters and practices which are within the authority of the District; and to enter collective negotiations  
35 with the object of reaching an agreement applicable to all employees within the bargaining unit.  
36  
37  
38

39 **Section 4.2.**

40 The Association shall promptly be notified by the District of any formal disciplinary actions of any  
41 employee in the bargaining unit in accordance with the provisions of the discharge and grievance  
42 procedure articles contained herein. The Association is entitled to have an observer at scheduled  
43 hearings conducted by any District official or body arising out of grievance and to make known the  
44 Association's views concerning the case.  
45  
46  
47  
48



1 **Section 4.3.**

2 Each year the parties shall review the bargaining unit seniority list. Such list will be appended to this  
3 agreement. Upon reasonable request, the District will provide the current S-275 and a District  
4 directory.

5  
6 **Section 4.4.**

7 The District shall provide a bulletin board space in each school for the use of the Association. The  
8 Association will be allowed to use intra district mail and email for communication.

9  
10 **Section 4.5.**

11 A meeting(s) between an Association representative and an employee shall not interfere with the  
12 employee's assigned duties. Meetings will occur during the employee's meal periods and/or rest  
13 periods provided in this agreement.

14  
15 **Section 4.6. Meeting Sites.**

16 The Association may use a District meeting site(s) provided the Association makes an appropriate  
17 application for such use with the District Facilities Use Form.

18  
19  
20  
21 **ARTICLE V**

22  
23 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

24  
25 **Section 5.1.**

26 It is agreed and understood that matters appropriate for consultation and negotiation between the  
27 District and the Association are those relating to hours, wages, grievance procedures and general  
28 working conditions of employees in the bargaining unit subject to this agreement.

29  
30 **Section 5.2.**

31 It is further recognized that this agreement does not alter the responsibility of either party to meet with  
32 the other party to advise, discuss or consult regarding matters concerning working conditions not  
33 covered by this agreement.

34  
35  
36  
37 **ARTICLE VI**

38  
39 **ASSOCIATION REPRESENTATION**

40  
41 **Section 6.1.**

42 The Association will designate a conference committee of up to three (3) members (including, at the  
43 option of the Association, the PSE field representative) that will meet with the superintendent of the  
44 District and the superintendent's representatives on a mutually agreeable regular basis to discuss  
45 appropriate matters. Conference committee members' names will be submitted in advance to the  
46 District.



1 **Section 6.2.**

2 When mutually scheduled formal meetings are held between representatives of the Association and  
3 representatives of the District pursuant to Section 6.1, formal minutes shall be prepared if the parties  
4 mutually agree. The District will arrange for the preparation of such minutes and a draft will be made  
5 available to the representatives of the Association for review prior to final preparation. The  
6 Association will be furnished copies of the completed minutes.  
7  
8  
9

10 **ARTICLE VII**

11 **HOURS OF WORK AND OVERTIME**

12  
13  
14 **Section 7.1.**

15 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)  
16 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an  
17 employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive  
18 days of rest.  
19

20 **Section 7.2.**

21 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be  
22 changed, except in case of emergency, without prior notice to the employee of two (2) calendar weeks;  
23 provided, however, this notice may be waived by the employee.  
24

25 **Section 7.2.1.**

26 Employees shall receive a minimum of two (2) hour's pay per duty call. A duty call is defined  
27 as any assigned work other than the normal work shift and work day, noncontiguous with the  
28 normal work shift and work day.  
29

30 **Section 7.2.2. Meal Periods - Rest Periods. (WAC 296-126-092)**

- 31
- 32 1. Employees shall be allowed a meal period of at least 30 (thirty) minutes which commences  
33 no less than two (2) hours nor more than five (5) hours from the beginning of the shift.  
34 Meal periods shall be on the employer's time when the employee is required by the  
35 employer to remain on duty on the premises or at a prescribed work site in the interest of  
36 the employer.  
37
- 38 2. No employee shall be required to work more than five (5) consecutive hours without a meal  
39 period.  
40
- 41 3. Employees working three (3) or more hours longer than a normal work day shall be allowed  
42 at least one thirty (30) minute meal period prior to or during the overtime period.  
43
- 44 4. Employees shall be allowed a rest period of not less than ten (10) minutes, on the  
45 employer's time, for each four (4) hours of work time. Rest periods shall be scheduled as  
46 near as possible to the midpoint of the work period. No employee shall be required to work  
47 more than three (3) hours without a rest period.  
48



1 5. Where the nature of the work allows employees to take intermittent rest periods equivalent  
2 to ten (10) minutes for each four (4) hours worked, scheduled rest periods are not required.  
3

4 **Section 7.3.**

5 Employees required to work through their regular lunch periods will be given time to eat at a time  
6 agreed upon by the employee and the employee's supervisor. In the event the District requires an  
7 employee to forego the lunch period and the employee works the entire shift, including the lunch  
8 period, the employee shall be compensated for the foregone lunch period at overtime rates.  
9

10 **Section 7.4.**

11 Shifts will be established for transportation employees in relation to the routes and driving times  
12 requisite to fulfilling tasks assigned by the supervisor of transportation. Shifts (regular routes) shall be  
13 subject to seniority preference among all drivers at the beginning of each school year as soon as the  
14 District transportation plan is finalized, no later than thirty (30) school days after the beginning of the  
15 school year. In the event shifts are changed fifteen (15) minutes or more during the ensuing year with  
16 the exception of school after school which shall be thirty (30) minutes, seniority preference among all  
17 drivers for all shifts shall be followed. Bus drivers shall receive pay for one-half (½) hour per day for  
18 the purpose of bus cleanup, warm-up, and operational checks in addition to the actual hours of driving  
19 time; provided that work is performed by the bus drivers. If there are thirty (30) minutes or less  
20 between assignments, the base hourly rate shall cease at the conclusion of the assignment, providing  
21 the assignment begins and ends at the assigned point of origin. In the event the assignment does not so  
22 begin or end at the point of origin, the District shall be responsible for transportation and paid time at  
23 the driver's regular hourly rate, to or from the point of origin. Safety meetings and required staff  
24 meetings not involving imposition of employee discipline (e.g., investigative meetings with  
25 administration, meetings with parents, informational meetings with administrative staff) shall be  
26 compensated at the regular hourly rate, employees shall receive payment for such required meetings  
27 based upon actual time of attendance, but for not less than one (1) hour.  
28

29 **Section 7.4.1. Extra Trips.**

30 All trips other than regular daily shifts shall be designated extra trips. Extra trips shall be  
31 assigned on a rotating seniority basis. Employees placed on the extra trip list must be qualified  
32 for extra trips as determined by the employee's supervisor. Employees interested in being  
33 considered for extra trips shall place their names on a list posted at the beginning of the school  
34 year. Employees hired after the beginning of the school year shall be allowed access to extra  
35 trips, consistent with this section and with the approval of his/her supervisor. The District shall  
36 arrange those interested employees in seniority order, the resulting extra trip roster shall be  
37 utilized for assignment of extra trips on a rotating basis. Employees that decline an extra trip  
38 that is offered in rotational order shall not be eligible for consideration for subsequent extra  
39 trips until their roster position has completed a full cycle of rotation.  
40

41 **Section 7.4.1.1. In District Trips.**

42 Shall be assigned by the Supervisor of Transportation with a fair and equitable balance  
43 of hours among the drivers.  
44

45 **Section 7.4.2. Selection Of Extra Trips.**

46 Each Friday when school is in session, extra trip rostered drivers will be given an opportunity  
47 to select, by bid, in rostered order, the activity trip they will drive for the succeeding week,  
48 commencing with the driver next in rotation order from the last driver utilized the previous





1 week, one trip at a time, until all the extra trips have been selected for that week. In the event  
2 an extra trip scheduled conflicts with a regular shift, the driver shall have the right to opt for  
3 either trip.  
4

5 Trips which are made available with less than 24 hours notice will be assigned by the seniority  
6 roster. Drivers who choose a trip which was posted with less than 24 hours notice will not lose  
7 their position on the rotating roster.  
8

9 **Section 7.4.3.**

10 Exceptions to the rules regarding the extra trip rotating roster specified above.  
11

- 12 1. In the event an employee was not made aware of an extra trip at least twenty-four (24)  
13 hours (to include at least one (1) hour for telephone calls) in advance of the scheduled  
14 departure time, in such cases the employee shall be offered the next extra trip,  
15 notwithstanding the employee has been awarded an extra trip out of rotational order, the  
16 employee shall revert to the established order for all subsequent rotational offerings of  
17 extra trips.  
18
- 19 2. The District shall bypass, in rotational order, those drivers whose weekly hours would  
20 exceed forty (40) hours if assigned a particular extra trip [total of the drivers regular  
21 weekly shift hours and the trip(s)]; EXCEPT, drivers shall have the right to select one  
22 (1) trip each week they are eligible notwithstanding the trip would cause the driver to  
23 exceed forty (40) hours for the week.  
24
- 25 3. In the event an extra trip is canceled, after selection of extra trips, consistent with  
26 Section 7.4.2 herein, is completed; the assigned driver shall lose the assignment without  
27 recourse unless the same trip is rescheduled prior to the next dispatch the same driver  
28 will be assigned that trip, in such cases the effected driver shall be eligible for  
29 assignment when the driver's roster position warrants selection pursuant to  
30 Section 7.4.2.  
31

32 **Section 7.4.4. Compensation For Extra Trips.**  
33

- 34 A. Extra trips exceeding one (1) day's duration (i.e., a trip requiring overnight  
35 accommodations) shall be compensated for all hours of driving (regular hourly rate)  
36 and/or duty time (regular rate), or eight (8) hours pay, whichever is greater, for each  
37 twenty-four (24) hour period - commencing with the beginning of the assignment and  
38 concluding upon return to the District and the point of origin. Drivers shall be subject  
39 to the provisions of overtime hereinafter provided.  
40
- 41 B. All other extra trips shall be compensated at the employee's regular hourly rate, subject  
42 to the provisions of overtime hereinafter provided.  
43  
44  
45  
46  
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48

1           **Section 7.4.5.**

2           Only state certified employees, classified as bus drivers, employed regularly by the District,  
3           meeting all state requirements for a school bus driver, shall be used to drive District school  
4           busses unless no such employee is available; except that, all school activities requiring  
5           transportation, involving fifteen (15) or fewer students, may be taken in a school van(s) driven  
6           by District employee(s) as determined by the District.  
7

8           **Section 7.5.**

9           Employees requested to work a shift regularly filled by a higher classification employee shall receive  
10          compensation equal to the step his/her experience qualifies him/her for on the higher schedule after the  
11          third consecutive working day.  
12

13          **Section 7.6. Overtime.**

14          Overtime rate is defined as being one and one-half (1½) times the employee's regular hourly rate of  
15          pay.  
16

17               **Section 7.6.1.**

18               All employees working more than eight (8) hours per day or more than forty (40) hours per  
19               week shall be compensated at the overtime rate of pay; providing it is authorized by the  
20               employee's immediate administrative supervisor. If an emergency exists, the authorization will  
21               be waived.  
22

23               **Section 7.6.2.**

24               All hours worked Saturday, Sunday, or on holidays shall be paid at the overtime rate for PSE  
25               employees, unless Saturday and/or Sunday are part of an employee's regular work week. Extra  
26               trip hours taken on a Saturday of a shortened week will also be paid at the overtime rate.  
27

28               **Section 7.6.3.**

29               Bus driver overtime payment shall be at the overtime rate applied to the appropriate hourly pay,  
30               in effect at the time overtime is incurred: eight (8) hours per day or forty (40) hours per week.  
31

32          **Section 7.7.**

33          Paraeducators shall begin work the day before school starts.  
34

35          **Section 7.8.**

36          The regular work year for food service employees will be at least 182 days per year.  
37

38          **Section 7.9.**

39          Secretaries will be assigned a regular work day and work week with assigned breaks and lunch  
40          periods. Any assigned work outside of this school day must be approved by the employee's supervisor.  
41

42          Paraeducators will be assigned a regular work days and work week with assigned breaks and lunch  
43          period, based on the employee's assigned work day. Any work outside of this schedule will be at the  
44          discretion of the employee's supervisor.  
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## ARTICLE VIII

### HOLIDAYS AND VACATIONS

**Section 8.1. Holidays.**

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

- |                           |                               |
|---------------------------|-------------------------------|
| 1. New Year's Day         | 6. Labor Day                  |
| 2. Martin Luther King Day | 7. Veterans' Day              |
| 3. Presidents' Day        | 8. Thanksgiving Day           |
| 4. Memorial Day           | 9. Day after Thanksgiving Day |
| 5. Independence Day       | 10. Day before Christmas Day  |
|                           | 11. Christmas Day             |

**Section 8.1.1. Unworked Holidays.**

Employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs.

**Section 8.1.2.**

Employees who are required by the superintendent to work on the above described holidays shall receive the overtime rate for all hours worked on such holidays.

**Section 8.1.3. Holidays During Vacation Or On A Weekend.**

Should a holiday occur while an annual employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such. Should a holiday fall on Saturday or Sunday, Friday or Monday will be observed as a holiday, as designated by the District.

**Section 8.2. Vacations.**

All employees subject to this agreement shall be credited with hours of vacation credit, based on hours worked, up to forty (40) hours per week during the period July 1 to June 30. No vacation credit allowed for overtime or premium hours. Such vacation credit shall be earned, vested, and used as designated in this article.

**Section 8.2.1.**

The vacation credit to which an employee shall be entitled shall be computed in accordance with the following rules.

**Section 8.2.1.1.**

An employee with less than one (1) year's service will earn one (1) hour vacation credit for each fifty-two (52) hours worked.

**Section 8.2.1.2.**

An employee with more than one (1) but less than five (5) years of service will earn one (1) hour vacation credit for each twenty-six (26) hours worked.



1                   **Section 8.2.1.3.**

2                   An employee with five (5) years or more of service will earn one (1) hour vacation  
3                   credit for each seventeen (17) hours worked.  
4

5                   **Section 8.2.1.4.**

6                   After ten (10) years of service, an employee will receive one additional day of vacation  
7                   for each year of consecutive service up to a maximum of twenty (20) days; provided  
8                   that no more than two hundred forty (240) hours of time for the final two (2) years of  
9                   employment will be paid.  
10

11                   **Section 8.2.1.5.**

12                   All hours worked will be counted in the computation of vacation credit, and hours  
13                   worked up to forty (40) hours a week at premium rates shall be counted as straight-time  
14                   hours in such computation. For every regular work day from which an employee is  
15                   absent due to a holiday, or compensated leave, the hours of the employee's normal work  
16                   shift shall be credited as if worked.  
17

18                   **Section 8.2.1.6.**

19                   Year(s) of service for purpose of vacation credit shall be computed based on the  
20                   employee's anniversary date of employment.  
21

22                   **Section 8.2.2.**

23                   Time on layoff and time on authorized leave of absence will be counted as continuous service  
24                   for the purpose of establishing and retaining eligibility dates.  
25

26                   **Section 8.2.3.**

27                   Except as provided in the following section, any vacation credit currently due but unused by the  
28                   new accrual date each year may be carried over for one (1) year following the accrual date with  
29                   the approval of the immediate supervisor and administration. No vacation may be carried over  
30                   for more than one (1) year beyond the date on which it became due; provided, however, no  
31                   employee shall be denied accrued vacation benefits due to District employment needs.  
32

33                   **Section 8.2.4.**

34                   Employees who work less than twelve (12) months per year shall receive payment for unused  
35                   accrued vacation with their July paycheck. Any employee who is discharged or who terminates  
36                   employment shall receive payment for unused accrued vacation credit with their final  
37                   paycheck.  
38

39                   **Section 8.2.5.**

40                   It is also mutually agreed that vacations for annual employees shall be scheduled at the request  
41                   of the employee unless such vacation time would disrupt the normal activities of the District.  
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**ARTICLE IX**

**SICK LEAVE, BEREAVEMENT LEAVE, EMERGENCY LEAVE**

**Section 9.1. Illness, Injury and Emergency Leave (Sick Leave).**

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that each employee who works the normal school year shall be granted not less than twelve (12) days of sick leave per year. In compliance with RCW 28A.400.300, paragraph (2)(c), annual leave for illness, injury and/or emergencies shall be granted and accrue at a rate not to exceed twelve (12) days per year. Employees shall be entitled to the projected number of days sick leave at the beginning of the school year, according to the estimated calendar months the employee is to work during that year. Such leave shall be vested when earned, and may be accumulated up to the legal limit. Accumulated sick leave benefits shall be expended on an hourly basis in accordance with the employee's normal daily work shift at the time the sick leave is taken. After three (3) days consecutive sick leave, a physician's certificate may be required.

**Section 9.1.1.**

The District will maintain a sick leave attendance incentive program.

**Section 9.2. Industrial Injury.**

In the event employees are absent for reasons which are covered by industrial insurance, the District shall pay the employee an amount equal to the difference between the amount paid the employee by the Department of Labor and Industries and the amount the employee would normally earn. A deduction shall be made from the employee's accumulated sick leave in accordance with the amount paid to the employee by the District.

Employees absent from work and receiving time loss payments under industrial insurance shall have the option of taking unpaid leave or using available sick leave, annual leave, and/or nonscheduled leave to maintain part or all of their normal district compensation as provided in RCW 51.32.090. Employees are responsible for informing the District payroll office of their choice of options.

**Section 9.3. Bereavement Leave.**

Each employee shall be entitled to a maximum of five (5) days leave with pay per year, per occurrence for absence caused by death of an employee's child, spouse, parent, step-parent, grandparent, sibling, parent-in-law, brother-in-law, sister-in-law, or other dependents living in the home. Such bereavement leave shall not be deducted from sick leave. Bereavement leave is noncumulative. Misuse of this provision shall be grounds for discharge.

**Section 9.4. Family Illness/Emergency Leave.**

Each employee shall be entitled to such leave concerning the employee and/or those family members defined in Section 9.3 above. Such leave shall be deducted from leave accumulated pursuant to Section 9.1 above.

**Section 9.4.1. Family Medical Leave.**

Eligible employees who have worked for the District at least one year and for at least 1,250 hours in the preceding twelve (12) months are entitled to twelve (12) workweeks of FMLA leave during any twelve (12) month period to:



- 1 A. Care for a newborn child, an adopted child of the employee who is under the age of  
2 eighteen at the time of placement for adoption, or a newly placed foster child; or  
3  
4 B. Care for a spouse, parent or child of the employee who has a serious health condition, or  
5 the employee may obtain leave for a personal health condition if it renders the employee  
6 unable to perform his or her job.  
7  
8 C. Respond to a qualifying exigency occurring because the employee's spouse, son or  
9 daughter, or parent is on military active duty or has been notified of pending active duty  
10 in support of contingency operation. Employees should consult with the District to  
11 determine whether or not their circumstances constitute a qualifying exigency and they  
12 are eligible for this form of leave.  
13

14 **Section 9.4.2. Military Caregiver Leave.**

15 An employee who is the spouse, son or daughter, parent or next of kin of a service member  
16 who is recovering from a serious illness or injury sustained while on active duty is entitled to  
17 twenty-six (26) weeks of unpaid leave in a twelve (12) month period to care for the service  
18 member.  
19

20 **Section 9.4.3. Return to Work.**

21 Any employee returning from an authorized family leave shall be entitled to the same position  
22 held by the employee when the leave commenced, or to a position with equivalent benefits and  
23 pay.  
24

25 **Section 9.5. PFML.**

26 Employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington  
27 State Family and Medical Leave and Insurance Act. Employees on PFML may use sick leave to  
28 supplement the compensation received from the PFML program up to their regular salary.  
29

30 **Section 9.6. Judicial Leave.**

31 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named  
32 as a codefendant with the District, such employee shall receive a normal day's pay for each day of  
33 required presence in court; provided, however, that any compensation received for such service shall  
34 be paid to the District. Such repayment shall not exceed the employee's normal daily pay less bona  
35 fide expenses. In the event that an employee is a party in a court action, such employee may request a  
36 leave of absence.  
37

38 **Section 9.7. Leave Of Absence.**

39  
40 **Section 9.7.1.**

41 Upon recommendation of the immediate supervisor through administrative channels to the  
42 superintendent, and upon approval of the board of directors, an employee may be granted a  
43 leave of absence for a period not to exceed one (1) year; provided, however, if such leave is  
44 granted due to extended illness, one (1) additional year may be granted.  
45

46 **Section 9.7.2.**

47 The returning employee will be assigned to the same or similar position occupied before the  
48 leave of absence.

1 **Section 9.7.3.**

2 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while  
3 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while  
4 the employee is on leave of absence.

5  
6 **Section 9.8. Personal Leave.**

7 Each employee shall be entitled to a maximum of two (2) days paid personal leave per year. Personal  
8 leave is cumulative and shall not be deducted from sick leave. Initial notification must be made to  
9 immediate supervisor before leaving whenever possible. Applications for consideration of personal  
10 leave must be made to the superintendent within three (3) working days after the absence.

11  
12 Employees who do not use their personal leave, may carry over a maximum of two (2) days of  
13 personal leave into the next school year. The maximum amount of personal leave available in any year  
14 is four (4) days. Any amount of personal leave over four (4) days is forfeited. The maximum number  
15 of personal leave days eligible for reimbursement is four (4) days in any school year.

16  
17  
18 **ARTICLE X**

19  
20 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

21  
22  
23 **Section 10.1.**

24 The seniority of an employee within the bargaining unit shall be established as of the date on which the  
25 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be  
26 lost as hereinafter provided.

27  
28 **Section 10.2.**

29 Each new hire shall remain in a probationary status for a period of not more than sixty (60) working  
30 days following the hire date. During this probationary period, the District may discharge such  
31 employee at its discretion.

32  
33 **Section 10.3.**

34 At the end of the sixty (60) working day probationary period, if the employee is retained, the employee  
35 shall be placed on regular employee status and be subject to all rights and duties contained in this  
36 agreement retroactive to his hire date.

37  
38 **Section 10.4.**

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

- 40  
41 A. Resignation;  
42 B. Discharge for justifiable cause;  
43 C. Retirement; or  
44 D. Change in job classification within the bargaining unit, as hereinafter provided.  
45  
46  
47  
48





1 **Section 10.5.**

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

- 3
- 4 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
  - 5 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
  - 6 United States;
  - 7 C. Time spent on other authorized leaves; or
  - 8 D. Time spent in layoff status as hereinafter provided.
- 9

10 **Section 10.6.**

11 Seniority rights shall be effective within the general job classification except in the case of layoff,  
12 when bargaining unit seniority shall prevail. As used in this agreement, general job classifications are  
13 those set forth in Article I, Section 1.3.

14

15 **Section 10.7.**

16 The employee with the earliest hire date shall have preferential rights regarding shift selection,  
17 vacation periods and special services (including overtime). The employee with the earliest hire date  
18 shall have preferential rights regarding promotions, assignment to new or open jobs or positions and  
19 layoffs when ability and performance are substantially equal with those individuals junior to him. If  
20 the District determines that seniority rights should not govern because a junior employee possesses  
21 ability and performance greater than a senior employee or senior employees, the District shall set forth  
22 in writing to the employee or employees and the organization's grievance committee chairman its  
23 reasons why the senior employee or employees have been bypassed. If no present employee is  
24 qualified for an open position, the District may hire outside the bargaining unit.

25

26 **Section 10.7.1.**

27 When the District offers additional hours of work for educational assistants in a building,  
28 seniority shall govern; provided, that skills, knowledge, ability, and training, as determined by  
29 the District, are equal to junior employees. The parties agree that the District's first priority  
30 when assigning additional hours shall be the instructional needs of the program.

31

32 **Section 10.8.**

33 Employees who change job classifications within the bargaining unit shall retain their hire dates in the  
34 previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire  
35 date and a new classification.

36

37 **Section 10.9.**

38 The District shall publicize within the bargaining unit the availability of open positions as soon as  
39 possible after the District is apprised of the opening.

40

41 **Section 10.10.**

42 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the  
43 District according to layoff ranking. Such employees are to have priority in filling an opening in the  
44 classification held immediately prior to layoff after positions are first made available to regular  
45 employees by seniority.

46

47

48



1 **Section 10.11.**

2 Employees on layoff status shall file their addresses in writing with the personnel office of the District  
3 and shall thereafter promptly advise the District in writing of any change of address.  
4

5 **Section 10.12.**

6 An employee shall forfeit rights to reemployment as provided in Section 10.10 if the employee does  
7 not comply with the requirements of Section 10.11, or if the employee does not respond to the offer of  
8 reemployment within fifteen (15) days.  
9

10 **Section 10.13.**

11 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other  
12 accrued benefits; provided, that such employee is offered a position substantially equal to that held  
13 prior to layoff.  
14

15 **Section 10.14.**

16 In the event of reduction-in-force or curtailment of programs, employee layoffs shall be based on  
17 qualifications, years of service with the District, and seniority. The objective being to retain  
18 employees of long standing in positions which they are qualified to hold.  
19  
20  
21

22 **ARTICLE XI**

23 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

24 **Section 11.1.**

25 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue  
26 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.  
27 If the District has reason to reprimand an employee, it shall be done in a manner which will not  
28 embarrass the employee before other employees or the public.  
29  
30  
31

32 **Section 11.2. Notification To Non-Annual Employees.**

33 This section is intended to be applicable to those employees whose duties necessarily imply less than  
34 twelve (12) months (excluding vacations) work per year.  
35

36 **Section 11.2.1.**

37 Should the District decide to discharge or lay off any non-annual employee, the employee shall  
38 be so notified in writing prior to the expiration of the school year. Nothing contained herein  
39 shall prevent the District from deciding during the summer to lay off non-annual employees  
40 should previously unforeseeable budgetary limitations develop which would warrant such  
41 action.  
42

43 **Section 11.2.2.**

44 Nothing contained herein shall be construed to prevent the District from discharging an  
45 employee for acts of misconduct occurring after the expiration of the school year.  
46  
47  
48

1 **Section 11.2.3.**

2 Nothing contained in this section shall in any regard limit the operation of other sections of this  
3 article.

4  
5 **Section 11.3.**

6 Except in extraordinary cases, and as otherwise provided in this article, the District will give  
7 employees two (2) weeks notice of intention to discharge or layoff.

8  
9 **Section 11.4.**

10 Employee shall give the District two (2) weeks notification of their intention to leave employment.

11  
12 **Section 11.5.**

13 Each employee's performance shall be evaluated annually by the employee's immediate supervisor.  
14  
15  
16

17 **ARTICLE XII**

18 **INSURANCE AND RETIREMENT**

19  
20  
21 **Section 12.1.**

22 The District shall provide basic and optional benefits through the School Employees Benefits Board  
23 (SEBB) under the rules and regulations adopted by the SEBB.  
24

25 **Section 12.2.**

26 In determining whether an employee subject to this agreement is eligible for participation in the  
27 Washington State Public Employees' Retirement System, the District shall report all hours worked,  
28 whether straight time, overtime, or otherwise.  
29

30 **Section 12.3.**

31 All employees subject to this agreement shall be entitled to participate in one tax shelter annuity plan  
32 sponsored by the Public School Employees of Washington. On receipt of a written authorization by an  
33 employee, the District shall make the requisite withholding adjustments and deductions from the  
34 employee's salary, and, if applicable, direct the county auditor to make appropriate disbursements to  
35 the plan in like manner with other deductions authorized by this agreement.  
36

37 **Section 12.4.**

38 Salary insurance, cancer insurance and Inspirus Credit Union are also available. Employees may  
39 participate in the Washington School Employees Credit Union.  
40

41 **Section 12.5. Washington Cares Act (mandatory long term care insurance).**

42 Should an opt-out group long term care plan become available and mutually agreed, it may become  
43 available on a pay deduction basis if legally permissible.  
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**ARTICLE XIII**

**VOCATIONAL TRAINING**

**Section 13.1.**

Employees attending training courses required by state regulation or District policy as a condition of being hired or of continued employment will be paid by the school district, at the employee's regular hourly rate of pay for all time in attendance, plus any fee, tuition, or transportation costs. This section shall not pertain to initial training required to qualify employees for employment; e.g., first drivers training course for bus drivers. The District shall pay the cost of required physical examinations for all employees.

**Section 13.2.**

Employees attending training courses or seminars requested by the employee and approved by the District, or required by the District, will suffer no loss of regular salary, if the course requires them to attend on their regular school employment time, but no salary payment will be made for any time an employee would not have regularly worked; however, expenses incurred for transportation and/or training course fees and tuitions will be paid by the school district.

**Section 13.3.**

Transportation must be cleared with the school district management so as to pool rides as much as possible. Paid transportation expense allowed will be for the lesser of: (a) normal and reasonable expenses from the district administrative office to the training location and return; or (b) normal and reasonable expenses from the employee's principal residence to the training location and return.

**Section 13.4.**

The parties agree to the implementation in the 2012-2013 school year by the district of a five hour block of training for newly hired paraeducators. The District will provide all PSE staff the opportunity to participate in professional development following PESB standards.

**ARTICLE XIV**

**ASSOCIATION MEMBERSHIP AND CHECKOFF**

**Section 14.1. Membership.**

The District and PSE/SEIU 1948 understand that at the center of our labor management relationship is the shared interest in providing the best services to the public. All bargaining unit employees shall have the option of joining and maintaining membership in PSE/SEIU 1948 upon employment with the District in the bargaining unit.

**Section 14.2. Membership Rescission.**

Union members requesting to rescind membership and membership rights in their exclusive professional advocacy organization shall make such request in writing to PSE/SEIU 1948, following the constitution and bylaws, and any and all relevant conditions, policies and procedures which will be provided to the school district by the union. Providing such conditions have been met, PSE/SEIU 1948



1 shall inform the District of the employee's non-member status consistent with the notification section  
2 of the Agreement.

3  
4 **Section 14.3. Dues and Checkoff.**

5 PSE/SEIU 1948 shall provide the District with a full and complete list of bargaining unit employees  
6 who are current members of PSE/SEIU 1948, and shall provide updates, additions, and/ or other  
7 changes in membership status to the District upon request. The District agrees to accept dues  
8 authorizations via voice authorization or by E-signature in accordance with "E-SIGN". PSE/SEIU  
9 1948 will provide a list of those members who have agreed to union membership via voice  
10 authorization. In addition, upon request, access to the District to the .wav files associated with the  
11 voice authorization. PSE/SEIU 1948 will be the custodian of the records related to voice/E-signature  
12 authorizations. PSE agrees that, as the custodian of the records, it has the responsibility to ensure the  
13 accuracy and safe-keeping of those records.

14  
15 **Section 14.4. Checkoff.**

16 The District shall deduct PSE dues from the pay of any employee who authorizes such deductions in  
17 writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the  
18 Treasurer of the Public School Employees of Washington/SEIU Local 1948 on a monthly basis.

19  
20 **Section 14.4.1. Classified Employee Report to the Association.**

21 The District shall submit a monthly report (to accompany the monthly transmission of dues to  
22 PSE) to the Treasurer of PSE listing: the name, and amount of PSE dues deducted for each  
23 bargaining unit employee. The District shall provide a list of current addresses and telephone  
24 numbers of bargaining unit employees to the Association upon request.

25  
26 **Section 14.5.**

27 The Association shall hold the District harmless for the administration of this Article done pursuant to  
28 this Article.

29  
30 **Section 14.6. New Hire Orientation.**

31 The District will provide the Association reasonable access to new employees of the bargaining unit  
32 including substitutes for the purposes of presenting information about their exclusive bargaining  
33 representative to the new employee. The presentation may occur during a new employee orientation  
34 provided by the District, or at another time mutually agreed to by the District and Association. No  
35 employee may be mandated to attend the meetings or presentations by the Association. "Reasonable  
36 access" for the purposes of this section means: (a) The access to the new employee occurs within  
37 ninety days of the employee's start date within the bargaining unit; (b) The access is for no less than  
38 thirty minutes; and (c) The access occurs during the new employee's regular work hours at the  
39 employee's regular worksite, or at a location mutually agreed to by the District and Association.

40  
41 **Section 14.7. Political Action Committee.**

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

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**ARTICLE XV**

**GRIEVANCE PROCEDURE**

**Section 15.1.**

Grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the terms and conditions of this agreement, shall be resolved in strict compliance with this article.

**Section 15.2. Grievance Steps.**

**Section 15.2.1.**

Employees shall first discuss the grievance with their immediate supervisor. If employees so wish, they may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within fifteen (15) calendar days of the occurrence of the grievance shall be invalid and subject to no further processing. Any grievance not processed by an employee within the time frame specified for each step throughout this procedure shall be invalid and subject to no further processing.

**Section 15.2.2.**

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall reduce to writing a statement of the grievance containing the following:

- A. The facts on which the grievance is based;
- B. A reference to the provisions in this agreement which have been allegedly violated; and
- C. The remedy sought.

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the official in the administration responsible for personnel.

The parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

**Section 15.2.3.**

If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District superintendent or the superintendent's designee. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.



1 **Section 15.2.4.**

2 If no settlement has been reached within the ten (10) days referred to in the preceding  
3 subsection, and the Association believes the grievance to be valid, a written statement of  
4 grievance shall be submitted within ten (10) working days to the District board of directors.  
5 After such submission, the parties will have thirty (30) working days from submission of the  
6 written statement of grievance to resolve it by indicating on the statement of grievance the  
7 disposition. If an agreeable disposition is made, all parties to the grievance shall sign it. The  
8 board of directors reserves the right to summon the employee for an oral statement of the  
9 grievance. The employee reserves the right to appear before the board of directors to explain  
10 the grievance. At any appearance before the board of directors, the employee may be  
11 accompanied by an Association representative or designee.

12  
13 **Section 15.2.5.**

14 If no settlement has been reached within the thirty (30) days referred to in the preceding  
15 subsection, and the Association believes the grievance to be valid, the employee may demand  
16 arbitration of the grievance by a representative of the Public Employment Relations  
17 Commission. The arbitrator shall hold such hearing under oath as his/her discretion requires  
18 and shall make an award in writing. The decision of the arbitrator shall be final and binding on  
19 the parties. The arbitrator has no authority to add to, subtract from, or in any way amend this  
20 agreement. The arbitrator has no authority to rule on any matter that is not clearly and  
21 expressly relinquished by the District and the Association in this agreement.

22  
23 **Section 15.3.**

24 The grievance or arbitration discussions shall take place whenever possible on school time. The  
25 employer shall not discriminate against any individual employee or the Association for taking action  
26 under this article.

27  
28  
29  
30 **ARTICLE XVI**

31  
32 **TRANSFER OF PREVIOUS EXPERIENCE**

33  
34 **Section 16.1.**

35 When any employee leaves a school district within the state and commences employment with this  
36 District, the employee shall retain the same leave benefits and other benefits that the employee had in  
37 the previous position, excepting transfer of seniority.

38  
39 **Section 16.1.1.**

40 If this District has a different system for computing leave benefits, and other benefits, then the  
41 employee shall be granted the same leave benefits and other benefits as an employee in the  
42 District who has similar occupational status and total years of service, excepting seniority.

43  
44 **Section 16.1.2. Salary Placement for Industry Experience.**

45 Effective September 1, 2015, new employees with like experiences in a similar position to the  
46 one to be held in North Beach School District shall be given credit for such service for purpose  
47 of salary placement consistent with their relevant experience, to a maximum of ten (10) years.



1 For purposes seniority rights, the hire date of such employees shall be the first day of their  
2 current term of employment, with no credit for past employment.

3  
4 **Section 16.1.3.**

5 Employees who retire/quit and return as substitutes will be paid on the salary schedule with  
6 credit for their years of service with the school district. Based on the employees employment  
7 record with the school district subject to their employment.

8  
9 **Section 16.2.**

10 Longevity credit so transferred shall be applicable to all benefits herein including Schedule A, except  
11 the seniority provisions.

12  
13  
14  
15 **ARTICLE XVII**

16  
17 **SALARIES AND EMPLOYEE COMPENSATION**

18  
19 **Section 17.1.**

20 Employees shall be compensated in accordance with the provisions of this agreement for all hours  
21 worked. Each employee shall receive a full accounting and itemization of authorized deductions,  
22 hours worked, and rates paid with each paycheck.

23  
24 **Section 17.2.**

25 Employees shall be paid at the appropriate base rate during the first year of employment.

26  
27 **Section 17.3.**

28 Salaries for employees subject to this agreement are contained in Schedule A attached hereto and by  
29 this reference incorporated herein.

30  
31 **Section 17.3.1.**

32 That effective September 1, 2021 salaries be as attached for the term of September 1, 2021 -  
33 August 31, 2022.

34 That effective September 1, 2022 salaries be increased by the IPD.

35 That effective September 1, 2023, the salaries be increased by the IPD.

36  
37 Special needs Paraeducators or program facilitators who provide frequent and regular diapering  
38 for multiple children throughout their work day will receive a premium of an additional \$1 per  
39 hour.

40  
41 **Section 17.4.**

42 Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this  
43 agreement, if possible, and in any case not later than the second regular payday. In the case of  
44 retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive  
45 pay shall be paid on the first regular payday following agreement on such schedule, if possible, and in  
46 any case not later than the second regular payday.



1 **Section 17.5.**  
2 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (1/4) hour.  
3 This calculation shall be made for each trip for bus drivers.  
4

5 **Section 17.6.**  
6 Any employee required to travel from one site to another in a private vehicle during working hours  
7 shall be reimbursed for such travel on a per-mile basis at the rate established by District policy for all  
8 of its employees.  
9

10 **Section 17.7.**  
11 Employees required to remain overnight on District business shall be reimbursed for room and board  
12 expenditures.  
13

14 **Section 17.8.**  
15 Employees shall be reimbursed for the cost of required renewal of licenses or permits (excluding the  
16 basic driver's license) which are required for performance of duties within the employee's assignment.  
17 Bus driver trainees will be paid minimum wage for up to 30 hours while training to become regular  
18 drivers.  
19

20 The district will pay employees for time involved in taking mandatory drug tests, along with travel  
21 time and mileage.  
22

23 **Section 17.9.**  
24 Employees shall be provided required physical examinations, if not otherwise provided by the District,  
25 at no cost to the employee.  
26

27 **Section 17.10.**  
28 Payroll will be divided in twelve equal payments.  
29

30 All payroll adjustments will be made in the following months payroll. The District will implement  
31 electronic checking deposits.  
32

33 Any unusual payroll circumstances will be dealt with individually.  
34  
35  
36

37 **ARTICLE XVIII**

38 **TERM AND SEPARABILITY OF PROVISIONS**

39  
40  
41 **Section 18.1.**  
42 The term of this agreement shall be September 1, 2021 to August 31, 2024.  
43

44 **Section 18.2.**  
45 All provisions of this agreement shall be applicable to the entire term of this agreement  
46 notwithstanding its execution date, except as provided in the following section.  
47  
48





1 **Section 18.3.**  
2 Schedule A for 21 - 22 should be as attached.  
3  
4 Schedule A for the period 9/1/22 - 8/31/24 shall be as provided in Section 17.3 above.  
5  
6 **Section 18.4.**  
7 If any provision of this agreement or the application of any such provision is held invalid, the  
8 remainder of this agreement shall not be affected thereby.  
9  
10 **Section 18.5.**  
11 Neither party shall be compelled to comply to any provision of this agreement which conflicts with  
12 state or federal statutes or regulations promulgated pursuant thereto.  
13  
14 **Section 18.6.**  
15 In the event either of the two (2) previous sections is determined to apply to any provision of this  
16 agreement, such provision shall be renegotiated pursuant to Section 18.3.  
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20 **SIGNATURE PAGE**

24 PUBLIC SCHOOL EMPLOYEES  
25 OF WASHINGTON/SEIU Local 1948

26  
27  
28 NORTH BEACH PSE Chapter

28 NORTH BEACH SCHOOL DISTRICT #64

31  
32 BY: Sabrina Carmichael  
33 Sabrina Carmichael, Chapter President

31  
32 BY: Andrew E. Kelly  
33 Andrew Kelly, Superintendent

34  
35  
36 DATE: August 10, 2021

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35  
36 DATE: August 10, 2021



**Schedule A  
North Beach  
September 1, 2021 – August 31, 2022**

Classification	0-1 yr STEP 1	2-3 yrs STEP 2	4-5 yrs STEP 3	6-7 yrs STEP 4	8-9 yrs STEP 5	10+ yrs STEP 6
<b>PARAEDUCATOR</b>	19.96	20.57	21.17	21.77	22.38	22.98
Instructor Assistant *Student Hygiene \$1.00 - multiple student changes daily						
<b>PARAEDUCATOR</b>	20.68	21.45	22.23	23.00	23.78	24.55
Program Faciliator *Student Hygiene \$1.00 - multiple student changes daily						
<b>COORDINATOR</b>	24.77	25.38	26.00	26.61	27.23	27.85
Nurse Assistant						
<b>CUSTODIAL/MAINT</b>	23.18	23.62	24.06	24.29	24.93	25.37
Custodian						
<b>CUSTODIAL/MAINT</b>	25.84	26.16	26.48	26.80	27.12	27.44
Cust/GR/Maintenance						
<b>FOOD SERVICE</b>	20.36	20.68	20.99	21.31	21.62	21.94
Cook Helper						
<b>FOOD SERVICE</b>	21.72	22.04	22.37	22.70	23.03	23.36
Asst Head Cook						
<b>FOOD SERVICE</b>	29.99	31.02	32.05	33.08	34.11	35.14
Head Cook						
<b>SECRETARIAL/CLERICAL</b>	23.21	24.09	24.97	25.85	26.74	27.62
High School Secretary						
<b>SECRETARIAL/CLERICAL</b>	22.43	23.34	24.25	25.15	26.06	26.97
Secretary						
<b>SECRETARIAL/CLERICAL</b>	18.56	19.36	20.16	20.96	21.75	22.55
Clerical						
<b>TRANSPORTATION</b>	23.77	24.38	25.00	25.61	26.23	26.85
Bus Drivers						
Driver Trainer	24.77	25.38	26.00	26.61	27.23	27.85

Probationary rate will be Step 1 for the probationary period (Section 10.2).

Substitute Rate will be Step 1.

To move from one step to the next step on September 1, employee's hire date must be prior to February 1 of the previous school year.

