

GRANDVIEW ACCOUNTING ASSOCIATION

COLLECTIVE BARGAINING AGREEMENT

SEPTEMBER 1, 2023 – AUGUST 31, 2026



FINAL

SEPTEMBER 1, 2023

GRANDVIEW ACCOUNTING ASSOCIATION

ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1. The District hereby recognizes the Association as the exclusive bargaining representative of all employees in the bargaining unit described in Section 1.2. The Association recognizes the responsibility of representing the interests of all such employees.

Section 1.2. The bargaining unit to which this Agreement is applicable shall consist of the employees in the accounting department employed by the Grandview School District in the following six (6) job classifications: Payroll, Accounts Payable, Accounts Receivable, ASB Bookkeeper, Personnel, Human Resources Executive Assistant, and Accounting/Business Office Support.

ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1. The District retains all rights and responsibilities that have been granted or imposed by law, rules and regulations of Federal, State, County and all other regulatory agencies. The District has the right to direct the work force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. In addition, applicable School Board Policies and Procedures apply to the administration of this Agreement.

Section 2.2. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations relating to personnel policies, procedures and practices, and matters of working conditions, the District shall give due regard and consideration to the rights of the Association and the employees and to the obligations imposed by this Agreement.

ARTICLE III

RIGHTS OF THE EMPLOYEES

Section 3.1. Each employee shall have the right to bring matters relating to this Agreement to the attention of appropriate Association representatives and /or appropriate officials of the District.

Section 3.2. Each employee subject to this Agreement has the right to have Association representatives or other persons present at discussions between themselves and supervisors or other representatives of the District as hereinafter provided.

Section 3.3. All written material forming the basis for any reprimand, warning, discipline, or adverse effect shall be limited to events occurring during the previous three (3) years. Such information three (3) years or older shall be expunged from the file at the written request of the employee, provided that no similar incidents occur during this time period.

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ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1. The Association has the right and responsibility to enter collective negotiations with the object of reaching an agreement applicable to all employees within this bargaining unit and to assist them in the grievance procedure, when requested to do so by the employee, according to law, and the rules governing this agreement.

Section 4.2. The Association shall promptly be notified by the District of any grievances or disciplinary actions of any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure Articles contained herein. The Association is entitled to have an observer at hearings conducted by any District Official or body arising out of grievance and to make known the Association's views concerning the case.

Section 4.3. The Association shall provide each member with a copy of this Agreement, and subsequent amendments thereto.

Section 4.4. Association members, with the approval of the Superintendent, shall have access to the District premises for Association meetings, provided these meetings will in no way obstruct the normal flow of work.

ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

Section 5.1. It is agreed and understood that collective bargaining means the performance of the mutual obligations of the Board and the Association to meet at reasonable times, to confer and negotiate in good faith, and to execute a written agreement with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours, and working conditions, which may be peculiar to an appropriate bargaining unit.

ARTICLE VI

WORK HOURS AND OVERTIME

Section 6.1. The normal workweek shall consist of five (5) consecutive eight (8) hour days. The workweek shall run from Sunday through Saturday for the purposes of calculating overtime.

Section 6.2. Each workday shall be eight (8) hours, and shall include two (2) paid fifteen (15) minute breaks, and shall include a thirty (30) minute, unpaid lunch.

Section 6.3. Overtime hours will be time and a half after forty (40) hours worked per week. If an employee claims comp time in lieu of pay for the purpose of covering time off for an appointment etc., said time off will be used at the straight time rate. In the event an employee resigns or retires before comp time is used, the comp time will be paid at the earned extra time or overtime rate.

Section 6.4. Holiday hours and comp hours accumulated at straight time will count toward the forty (40) hours per week in calculating overtime.

Section 6.5. Holidays worked will be paid at time and a half, plus holiday pay.

Section 6.6. Employees shall be compensated at their hourly rate of pay when attendance is required by the District for in-service programs, workshops, or other required class training other than certification requirements. Miscellaneous fees plus travel and lodging expenses associated with meetings required by the District, shall be paid by the District.

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ARTICLE VII

HOLIDAYS AND VACTIONS

Section 7.1. Holidays The District agrees to eleven (12) paid holidays: New Year's, Martin Luther King, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving and the day after Thanksgiving, Christmas and the day before or after Christmas.

Section 7.2. Vacations Each employee who work more than 247 days shall earn and accrue vacation days on a monthly basis. Beginning with the first year, each employee shall be granted twelve (12) days paid vacation per year. Beginning the fourth (4th) year of service, each employee shall be granted thirteen (13) days paid vacation per year. Beginning the seventh (7th) year of service, each employee shall receive fourteen (14) days paid vacation per year. Beginning the tenth (10th) year of service, each employee shall receive fifteen (15) days paid vacation per year. Beginning the fifteenth (15th) year of service, each employee shall receive twenty (20) days paid vacation per year, and each year thereafter.

Section 7.2.1. Vacation credit may accrue up to two (2) years, which consist of current year and prior year carry over. However, no employee shall be denied accrued vacation benefits due to District employment needs. With the approval of the immediate supervisor and administration vacation accrual may exceed the carry over limit.

ARTICLE VIII

LEAVES

Section 8.1. Sick Leave: Each employee shall accumulate one (1) day sick leave per calendar month worked. Sick leave shall be vested when earned and may accumulate to the maximum allowable according to state law. Sick leave exceeding five (5) consecutive days must be verified by a written statement from a physician. Sick leave may be used to care for a family member when it necessitates the presence of the employee. Emergency leave shall be granted for matters of an emergency nature, to be deducted from sick leave.

Section 8.1.1. Sick Leave Cash Out: The District and the Association agree to abide by state law.

Section 8.2. Bereavement Leave: Each employee shall be granted up to five (5) days bereavement leave for the employee's family member and/or spouse's immediate family. Immediate family shall be grandparent, parent, parent-in-law, spouse, sibling or child. Three (3) days will be granted for any other relative or close friend deducted from sick leave.

Section 8.3. Annual Leave: Each employee shall be granted three (3) days paid annual leave per year. Annual leave may be taken with the approval of the immediate supervisor with a two (2) day notice. Employees who work less than 249 days and more than 215 days shall be granted five (5) Annual Leave Days.

Section 8.3.1 Annual Leave Cash Out: A maximum of up to two unused Annual Leave days may be cashed out at the employee's current rate of pay on the July payroll of each year and/or may rollover up to two (2) days. A maximum of three (3) days may be cashed out at retirement.

Section 8.4. Jury Duty: Any employee performing jury duty will receive their regular pay, provided a Work Certificate from the Court is submitted as proof of attendance. If jury duty does not take the full day, the employee will report to work for the remainder of the work day.

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Section 8.5. Paid Family Leave and Medical Leave: Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act which is administered by the Washington State Employment Security Department. To be eligible for this leave, employees must have worked a minimum of 820 hours, in accordance with state law. An employee who has accrued sick leave or other paid time off may choose to take such leave or not to take such leave and instead to receive paid family or medical leave benefits in accordance with RCW 50A.04.020. If paid leave is used concurrently with PFML, it will be considered a Supplemental Benefit. The District shall use the state insurance as the carrier for PFML. When required by FMLA, the District shall maintain health insurance benefits during periods of approved PFML leave.

ARTICLE IX

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 9.1. The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the district has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 9.2. Nothing contained herein shall be construed to prevent the District from discharging an employee for acts of misconduct.

Section 9.3. Except in extraordinary cases, and as otherwise provided in this Article, the District will give employees two (2) weeks' notice of intention to discharge or layoff.

ARTICLE X

GRIEVANCE PROCEDURES

Section 10.1. A grievance may be processed, if the Association or a member of the Association claims there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.

Section 10.2. The employee must first discuss the alleged grievance with his/her supervisor either personally or accompanied by his/her Association representative. If the grievance is not thus resolved, formal grievance procedures may be instituted. A formal grievance must be filed within twenty (20) working days of the occurrence.

Section 10.3. Step 1. The grievant must clearly describe the violation, misinterpretation, or misapplication in writing. A copy of the grievance shall be delivered to his/her supervisor.

Section 10.4. Within five (5) working days of receipt of the written grievance, the supervisor shall meet the Association in an effort to resolve the grievance. The supervisor shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Association.

Section 10.5. Step 2. Within five (5) working days if the Association is not satisfied with the disposition of the grievance, or if no disposition has been made, the grievance shall be transmitted to the superintendent. Within five (5) working days the superintendent shall meet with the Association on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the Association.

Section 10.6. Step 3. In the event that no agreeable resolution is reached within ten (10) working days of the first meeting with the superintendent, the Association may request a meeting with the Board of Directors through the Superintendent or through the Chairman of the Board. The Board of Directors shall confer with the Individual and/or Representatives of the Association within twenty-five (25) working days of receipt of the request.

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Section 10.7. Step 4. If the Association is not satisfied with the disposition of the grievance by the Board or if no disposition has been made within the time period of Section 10.6., the grievance, only at the option of the Association, may be submitted to the Public Employment Relations Commission.

ARTICLE XI

INSURANCE AND RETIREMENT

Section 11.1. The employer agrees to provide the insurance plans, follow employee eligibility rules and provide funding for all bargaining unit members and their dependents as required by State law, the State Operating Budget, and the School Employees' Benefits' Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

The parties also acknowledge that there will continue to be unanticipated impacts as SEBB is implemented. The parties agree to meet and confer about the impacts of the implementation of SEBB through Labor Management.

Eligibility

- SEBB health care plans are available for individual employees who work a minimum of 630 hours, from September 1st through August 31st of each year, as per SEBB benefit rules.

Programs

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

- Required (100% covered premium)
 - Vision
 - Dental
 - Basic Life
 - Long Term Disability
 - AD&D Insurance

Voluntary

- SEBB medical plans

Other Benefits

Flexible Spending Arrangement, Health Savings Accounts, Dependent Care Assistance and other voluntary employee paid SEBB programs will be available to employees under terms as determined by SEBB. The District will provide access to an Employee Assistance Program. Other Non-SEBB programs are available to employees but are not funded from the amount provided by the District.

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

Enrollment Period

Enrollment period will be determined year to year by SEBB from October 1st to November 15th or as otherwise set by SEBB. When the enrollment ends, no insurance options may be added or deleted during the contract year except for life events that meet the current SEBB special enrollment requirements. If an employee fails to enroll within the open enrollment period, they will be placed on the default medical, dental and vision plans as determined by SEBB.

New employees hired after September 1st of each year are required to enroll or waive medical coverage and elect mandatory dental and vision coverage no later than thirty-one (31) days from employee's first day of work in a SEBB qualifying position or no later than thirty-one (31) days from a change in employee's work schedule that results in SEBB eligibility.

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Section 11.2. The District shall annually contribute on behalf of each employee a VEBA benefit of one thousand one hundred dollars (\$1,100.00) on or before January 31st of each year. Starting the 2025-26 the VEBA contribution will be \$1,250.

ARTICLE XII

SALARIES AND EMPLOYEE COMPENSATION

Section 12.1. Salaries contained in Schedule A shall be for the term of this Agreement.

Section 12.2. This Agreement shall be September 1st to August 31st. In the event this agreement is ratified after the September 1st date, all wages and benefits shall be retroactive to the effective date of September 1st.

Section 12.3. Longevity. Upon completion of fifteen (15) years and each year thereafter through nineteen (19) years, employees will receive 1.50% of their regular pay. Upon completion of twenty (20) years and each year thereafter through twenty (24) years, employees will receive 2% of their regular pay. Upon completion of twenty-five (25) years and each year thereafter through twenty-nine (29) years, employees will receive 3% of their regular pay. Upon completion of thirty (30) years and each year thereafter, employees will receive 4% of their regular pay. Longevity payment will be made the month following the date of completion.

Section 12.4 Degree Stipends/Education Increments: Employees with a Technical School Certificate, AA degree or a Bachelor's degree in a business related study or whom have taken courses for credit shall receive the following hourly stipend in addition to their regular hourly wage. The employee must provide official college/technical school transcripts and/or office college/technical school certificate and/or official clock hour records.

- 45 Quarter Credits/450 Clock Hours shall be 3% above the salary step prior to AA
- Successful completion of a one-year educational certificate from an accredited Vocational/Trade School in a related field shall be \$1.00 / hour
- Successful completion of a two-year educational certificate from an accredited Vocational/Trade School in a related field shall be \$1.25 / hour
- AA Degree Stipend shall be \$1.25 /hour
- Bachelor's Degree Stipend shall be \$1.75 /hour

Section 12.5 Payroll and Accounts Payable Advancement. Employee advancement from a Level I to a Level II position in a Payroll or Accounts Payable position is determined by 3 or more years of payroll or accounts payable experience in the Grandview School District and the Assistant Superintendent of Finance and Operations assessment of the employee's demonstrated knowledge and skillset in the area of payroll or accounts payable.

ARTICLE XIII

NEW HIRE TRANSFER OF EXPERIENCE

Section 13.1. A newly hired employee with applicable experience in a Public School District within Washington State shall retain salary schedule longevity, provided they are hired for a like position. The District has the right to make that determination.

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ARTICLE XIV

TERMS AND SEPARABILITY OF PROVISIONS

Section 14.1. The term of this Agreement shall be September 1, 2023 to August 31, 2026.

Section 14.2. 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 thereby.

Section 14.3. Neither party shall be compelled to any provision of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto.

Section 14.4. It is the intent of the Association and the District to finalize negotiations by July 31st each year.

Section 14.5. This agreement may be mutually reopened and modified annually to renegotiate Schedule A and Fringe Benefits or as necessary to consider the impact of any Legislation that may affect the terms and conditions herein.

Section 14.5.1. Salary Schedule A shall be as follows:

2023-2024	IPD 3.7% + .3% (total 4%)
2024-2025	IPD plus .1%
2025-2026	IPD or 2% whichever is greater

GRANDVIEW ACCOUNTING ASSOCIATION

SIGNATURE PAGE

GRANDVIEW ACCOUNTING ASSOCIATION

GRANDVIEW SCHOOL DISTRICT

Imam Dilis
PRESIDENT

[Signature]
SUPERINTENDENT

3/29/24
DATE

3/29/24
DATE

GRANDVIEW ACCOUNTING ASSOCIATION

2023-24									
GRANDVIEW ACCOUNTING ASSOCIATION									
SCHEDULE A									
IPD3.7% + .3% = 4.00%									
STEPS	3% Increment								
	0	1	2	3	4	5	6	7	4% 10
Payroll Specialist II	\$29.86	\$30.76	\$31.68	\$32.63	\$33.61	\$34.62	\$35.66	\$36.73	\$38.20
Payroll Specialist I	\$27.82	\$28.65	\$29.51	\$30.40	\$31.31	\$32.25	\$33.22	\$34.22	\$35.59
Accounts Payable II	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81	\$32.76	\$34.07
Accounts Payable I	\$25.17	\$25.93	\$26.71	\$27.51	\$28.34	\$29.19	\$30.07	\$30.97	\$32.21
Accounting Executive Assistant	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81	\$32.76	\$34.07
District A.S.B. Bookkeeper	\$25.46	\$26.22	\$27.01	\$27.82	\$28.65	\$29.51	\$30.40	\$31.31	\$32.56
HR Specialist	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81	\$32.76	\$34.07
HR Executive Assistant	\$25.17	\$25.93	\$26.71	\$27.51	\$28.34	\$29.19	\$30.07	\$30.97	\$32.21
HR Assistant	\$22.98	\$23.67	\$24.38	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.39
Business Office Generalist	\$19.20	\$19.78	\$20.37	\$20.98	\$21.61	\$22.26			

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2024-25

GRANDVIEW ACCOUNTING ASSOCIATION

SCHEDULE A

IPD3.7% + .1% = 3.80%

STEPS	3 % Increment								
	0	1	2	3	4	5	6	7	4% 10
Payroll Specialist II	\$30.99	\$31.92	\$32.88	\$33.87	\$34.89	\$35.94	\$37.02	\$38.13	\$39.66
Payroll Specialist I	\$28.88	\$29.75	\$30.64	\$31.56	\$32.51	\$33.49	\$34.49	\$35.52	\$36.94
Accounts Payable II	\$27.65	\$28.48	\$29.33	\$30.21	\$31.12	\$32.05	\$33.01	\$34.00	\$35.36
Accounts Payable I	\$26.13	\$26.91	\$27.72	\$28.55	\$29.41	\$30.29	\$31.20	\$32.14	\$33.43
Accounting Executive Assistant	\$27.65	\$28.48	\$29.33	\$30.21	\$31.12	\$32.05	\$33.01	\$34.00	\$35.36
District A.S.B. Bookkeeper	\$26.43	\$27.22	\$28.04	\$28.88	\$29.75	\$30.64	\$31.56	\$32.51	\$33.81
HR Specialist	\$27.65	\$28.48	\$29.33	\$30.21	\$31.12	\$32.05	\$33.01	\$34.00	\$35.36
HR Executive Assistant	\$26.13	\$26.91	\$27.72	\$28.55	\$29.41	\$30.29	\$31.20	\$32.14	\$33.43
HR Assistant	\$23.85	\$24.57	\$25.31	\$26.07	\$26.85	\$27.66	\$28.49	\$29.34	\$30.51
Business Office Generalist	\$19.93	\$20.53	\$21.15	\$21.78	\$22.43	\$23.10			