

AGREEMENT

between the

**Board of Directors
Tacoma School District No. 10**

and the

**Western States
Regional Council of Carpenters**

September 1, 2024 - August 31, 2027

Tacoma, Washington

TACOMA SCHOOL DISTRICT No. 10

BOARD OF DIRECTORS

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PREAMBLE

This Agreement is between the Tacoma School District No. 10 (hereinafter referred to as the "District"), the Western States Regional Council of Carpenters (hereinafter referred to as the "Council") hereto. This is the entire agreement between the parties and has been arrived at through the process of collective bargaining between the District and the Council.

The parties hereto agree as follows:

ARTICLE I RECOGNITION AND DEFINITIONS

Section 1. Recognition and Conformity to Law

The Board recognizes the Western States Regional Council of Carpenters as the exclusive bargaining agent in all matters of wages, hours, and conditions of employment for all bargaining unit employees. Any disagreement between the District and the Council regarding the appropriate bargaining unit for any employee(s) will be resolved pursuant to Ch. 41.56 RCW.

Conformity to Law/Non-Discrimination

If any provision of this Agreement or any application of this Agreement to any employee or group of employees should be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. The Tacoma School District and the Western States Regional Council of Carpenters agree to comply with all State and Federal guidelines and/or regulations. Therefore, employees will not be discriminated against on the basis of race, color, national origin, sex, age, disability, Union activities or affiliation.

Section 2. Definitions

1. **Board of Directors** of Tacoma School District #10.
2. **Contract year:** September 1 through August 31.
3. **Council:**
4. Western States Regional Council of Carpenters.
4. **Immediate supervisor:** Director of Facilities, or Designee as appropriate.
5. **Regular employee:** A regular employee is an employee whose permanent assignment is for 2080 hours for the scheduled work year and has attained seniority status.
6. **Superintendent:** Superintendent of Tacoma School District No. 10.
7. **Supervisor:** Director of Facilities, or Designee as appropriate.
8. **Temporary employee:** An employee hired to work for six (6) months or less. Temporary employees shall receive the regular hourly rate of pay but shall receive no benefits other than the health, welfare, and pension benefits as negotiated for

temporary employees. The six (6) month limitation may be extended only by mutual consent of the District and the Council. Temporary employees granted two (2) consecutive six (6) month periods of employment shall be considered a regular employee as defined in Article 1 Section 2 (5).

No temporary employee will be hired for the day shift until all qualified swing shift employees are given an opportunity to fill the position with the exception of temporary backfill for permanent day shift employees who are temporarily unable to work or for short term work that can only reasonably be accomplished on day shift. For purposes of this section, temporary backfill shall be defined as twenty (20) consecutive days unless otherwise mutually extended by the District and the Council.

9. **Temporary Leave Replacement Employees:** Temporary employees hired to replace a regular employee due to a temporary leave of absence will be considered a regular employee for purposes of established paid holiday and paid leave policies. Temporary leave employees shall choose the District's health and pension plans or the Councils' health and pension plans, if applicable. Temporary leave employees will be laid off at the end of the temporary assignment but may apply for the position if posted.
10. **Temporary layoff:** A layoff of twelve (12) months or less.
11. **Union:** Western States Regional Council of Carpenters.
12. The District will notify the Council when organizational changes in the District result in changes to the titles of positions defined in this section.

ARTICLE II RIGHTS OF THE BOARD

Section 3. Rights of the Board

1. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations related to personnel policies, procedures, and practices, and matters of working conditions, the District shall give due regard and consideration to the rights of the Council and the employees, and to the obligations imposed by this Agreement.
2. It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights in accordance with applicable laws and regulations are 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 to take other disciplinary action against employees; and the right to release employees from duties because of lack of

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work or other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which such operations are conducted.

ARTICLE III GENERAL CONTRACT PROVISIONS

Section 4. Grievance Procedure

If an employee considers that this Agreement has been violated, the employee shall use the following procedure to resolve the grievance. Every effort will be made to resolve a grievance at the lowest appropriate level and within the shortest period of time.

Informal Level: The aggrieved employee may consult with their immediate supervisor within ten (10) regular working days following the date of the alleged violation and state fully the circumstances of the alleged violation and the redress sought. Every effort shall be made to solve the grievance at this level.

The immediate supervisor will render a decision at the time of the meeting or will respond in writing to the employee within five (5) regular working days following the meeting.

Level 1: In the event the grievance is not satisfactorily resolved in the informal step, the aggrieved employee and Council representative shall, within five (5) regular working days following the response to the informal step, present the grievance in writing to the supervisor.

Within five (5) regular working days following the receipt of the written grievance, the supervisor shall submit a written response to the employee with a copy to the Council.

Level 2: In the event the grievance is not satisfactorily resolved at Level 1, the Council shall, within five (5) regular working days following the receipt of the Level 1 written response, present the grievance to the Director of Facilities with a copy to the immediate Supervisor. If the grievance arises from Purchasing, the Council may proceed directly to Level 3.

Within five (5) regular working days following receipt of the grievance, the Director shall submit a written response to the employee with a copy to the Council.

Level 3: In the event the grievance is not satisfactorily resolved at Level 2, the Council shall within five (5) regular working days following the receipt of the Level 2 written response, present the grievance in writing to the Superintendent with a copy to Assistant Superintendent of Human Resources.

Level 4: In the event the parties cannot satisfactorily resolve the grievance, the Council may request binding arbitration. If the Council determines to seek binding arbitration, it shall, within ten (10) regular working days after receipt of the Level 3 written response, submit a request, with a copy to the Superintendent, for a list of at least seven (7) arbitrators from the Federal Mediation and Conciliation Service, unless other arrangements are agreed to between the District and the Council. If the Council does not request arbitration within ten (10) regular working days, the grievance is waived. The parties will determine the arbitrator from this list by alternately striking names from the list. The arbitrator's decision will be in writing and will set forth the finding of fact, reasoning, and conclusions. The arbitrator will be without power or authority to make any decision which is outside the Agreement.

The decision of the arbitrator will be submitted to the District and the Council and will be final and binding upon the parties. The costs of the arbitrator will be borne equally by the District and the Council. Each side will bear its own attorney fees and costs.

Supplemental Conditions: The time limits specified within this grievance procedure may be extended by mutual agreement of the District and the Council. In the event that the Director does not have the authority to resolve the grievance, the Council may file a grievance at Level 3.

The employee may request Union representation at each step of the grievance procedure.

Section 5. Union Security

1. The District shall deduct Union membership dues and/or representation fees from wages of an employee under the following conditions:
 - a. The employee must authorize a dues deduction, or cancellation thereof, in writing to the Council.
 - b. The Council will notify the District in writing of the employee(s) to add to or delete from dues deduction. Said notice must be received by the District by the 15th of the current month to be deducted on the warrant issued on the 5th of the following month.
 - c. The dues deduction must be either:
 - i. A flat monthly amount,
 - ii. A percent of gross wages, or
 - iii. Cents per hour (converted, if necessary, to the equivalent percent of gross wages).

Section 6. Hiring Procedures

- 1. The Council reserves the following dispatch rights:**
 - a. The Council shall be the first informed of all job vacancies and posting dates.
 - b. Any job vacancies will remain posted on the district website until the position is filled.

2. The District reserves the following hiring rights:
 - a. The right to request a former employee from the Council.
 - b. The right to request applicant(s).
 - c. The right to reject any Council referral.
 - d. Local established hiring hall rules shall apply, except as superseded by this Agreement.
 - e. In cases where the Council cannot provide personnel qualified as required by the District, the District will have the right to seek applicants from outside the Council.

3. The Council reserves the following dispatch rights:
 - a. The Council shall be the first to be informed of all job vacancies.
 - b. Any job vacancies will remain posted until the job is filled.

4. Hold Harmless as it pertains to Union Security: The Council agrees to indemnify and hold the District harmless (suits by the District excepted) against any and all claims, suits, orders, or not taken by the District pursuant to proper implementation of this section contingent upon the District's agreement with that the Council shall be authorized to defend such suit through an attorney of the Councils' own choosing.

Section 7: Mutual Reopener

In the event the Building and Construction Trades Council ("Trades") receives a more favorable wage package from the Tacoma School District ("District") in their successor Collective Bargaining Agreement ("CBA") to their current CBA (2021-2024), the Carpenters Union shall have the right to reopen the wage article of this Agreement for negotiation. Along these same lines, in the event the Trades receives a less favorable wage package from the District in their successor CBA, then the District shall have the right to reopen the wage article of this Agreement for negotiation. This provision expires on August 31, 2027.

In the event that Tacoma Public Schools (“District”) receives additional funds in excess of its budgeted revenue from the State of Washington legislative session for the 2025-2026, 2026-2027 school years and/or the District passes a levy during the 2025-2026, 2026-2027 school years, the Carpenters Union shall have the right to reopen the wage article of this Agreement for negotiation.

**ARTICLE IV
WAGES, HOURS AND BENEFITS**

Section 8. Wages and Benefit Contributions

Beginning with the 2024-2025-school year, the hourly wage rate will be calculated based off 65% of the State of Washington’s Prevailing Wage rates for Pierce County for each craft’s applicable Prevailing Wage. In the event that prevailing wage increases to the hourly wage rate covered under this agreement does not exceed the state defined IPD for that fiscal year, the District will modify the percentage of prevailing wage paid to ensure IPD is achieved.

For school years 2025-2026 the hourly wage rate will be calculated based off 65% of the State of Washington’s Prevailing Wage rates for Pierce County for each craft’s applicable Prevailing Wage. In the event that prevailing wage increases to the hourly wage rate covered under this agreement does not exceed the state defined IPD for that fiscal year, the District will modify the percentage of prevailing wage paid to ensure IPD is achieved.

Beginning with the 2026-2027 school year, the hourly wage rate will be calculated based off 65% the State of Washington’s Prevailing Wage rates for Pierce County for each craft’s applicable Prevailing Wage. In the event that prevailing wage increases to the hourly wage rate covered under this agreement does not exceed the state defined IPD for that fiscal year, the District will modify the percentage of prevailing wage paid to ensure IPD is achieved.

Definitions for Wage Calculations

The Carpenter Prevailing Wage rates are determined for Pierce County by the Washington State Department of Labor and Industries, and where multiple crafts perform the same scope of work in any certain WAC, the employee shall be paid the higher rate for the entire day the work in being performed.

The Craft Prevailing Wage times the applicable percentage identified in this agreement equals the employee’s Total Package.

The Carpenter Pension Contribution, Annuity contribution and the Vacation contribution is the amount allocated per hour, as defined by Carpenters Trust, for craft pension contributions from the Total Package, per the Pension MOU agreement, which is incorporated by reference into this agreement.

Employee Paid Fringe is the amount of reductions for Carpenter Health, Welfare, Pension, Annuity, and Vacation Funds, or the amount for additional health care coverage.

Total Package – Craft Pension Contribution, Annuity Contribution, Vacation Contribution = Hourly Wage Rate

While a Craft Pension Contribution, Annuity Contribution, Vacation Contribution is a part of an employee's Total Package, the Craft Pension Contribution, Annuity Contribution, Vacation Contribution is an employer contribution and not an employee contribution. The Total Package will first be reduced by the amount of the Craft Pension Contribution, Annuity Contribution, Vacation Contribution, Annuity Contribution, Vacation Contribution as an employer contribution, then the Total Package, less the employer contribution, shall be paid to the employee as compensation, less any payroll deductions that were authorized by the employee on either a pre or post tax basis. Annuity Contribution, Vacation Contribution is an employer contribution, which will be remitted directly from the Employer to the appropriate pension trust as defined by each craft as further set forth in Section 10 below. For avoidance of doubt, it is the intent of the Parties that all Pension contributions, Annuity Contribution, Vacation Contribution are and were employer contributions that reduce the Total Package payable to the employee as wages and all other fringe and welfare benefits were employee contributions that were deducted from wages that were payable of the employee. Such welfare and fringe benefits were deducted from the employee's wages on either a pre or post tax basis in accordance with the applicable plan and the employee's election or payroll deduction authorization.

Hourly Wage Rate – Employee Paid Fringe health care = Net Wage Rate paid to the employee exclusive of taxes and other deductions.

Employee paid fringe costs will be a reduction on the employee's check and remitted to the appropriate trust as defined by the Council.

Both Parties agree that:

Future pension contributions to the Northwest Carpenters Trust will be redirected to the Western States Council of Carpenters Trust (Carpenters Southwest Administrative Corporation Trust) CSAC.

Wage rates used in the calculation of pay will be updated bi-annually and paid in accordance with the State of Washington's Prevailing Wage rates published each

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August effective each September and February, effective on the payroll cycle following any noted increases for each craft as listed:

| CRAFT | <u>2024</u> | Identified Prevailing Wage craft | Sub craft |
|------------|-------------|----------------------------------|----------------------|
| CARPENTER | | | |
| Journeyman | | Carpenters | <u>Journey level</u> |

All wage rates after the percentage calculations will be rounded to the nearest penny.

Carpenters shall have a designated Team Lead; Team Leads will be paid \$3.50 more per hour above the applicable wage. A team lead is defined as the employee receiving the work order from the Director of Facilities, Maintenance Manager, or their designee.

In the event that the District establishes a Carpenter Foreman position, the Foreman will be a journeyman Carpenter and will receive \$7.50 per hour above Journeyman Scale.

District and Union agree to meet quarterly in the first year of the agreement for the purposes of ensuring salary adjustments are as expected and to evaluate the effectiveness of the new pay structure.

In the event of lowering of the Prevailing Wage rates for Carpenters a particular craft(s), the elimination of Prevailing Wage by the State of Washington, Prevailing Wage increases in a particular year is double IPD by more than four percent (4%) or the District experiences a significant loss of revenue, either party may request to reopen for wage negotiation within sixty (60) days prior to August 31 of the current contract year for the purpose of negotiating wage changes.

Employees assigned to work swing shift shall be paid a premium of one dollar twenty-five cents (\$1.25) per hour. Assignments to swing shift will be selected from volunteers or appointed by the District based on the District's needs.

A twenty (20) year increment will be paid to eligible Carpenters employees at 7.5% of their base salary after completion of nineteen (19) years of service, effective anniversary date of hire.

In the event the District requires additional state certification or licensing other than what would normally be expected for a position in the bargaining unit, the employee shall receive fifty cents (\$0.50) per hour increase in pay.

In the event the District requires an employee as a condition of continued employment to obtain a special license and/or certification other than what would be normally expected for a position in the bargaining unit, the District will assume all educational costs and wages for time spent to obtain the requested license and/or certification. In addition, the District will assume all educational costs and wages for time spent in classes required to maintain the special license and certification.

Direct Deposit: Employees shall be required to utilize direct payroll deposit. Pay advices will be available through Employee Self Service (ESS).

Section 9. Hours

1. The District will consider a ten (10) hour workday equal to a one and one-quarter (1.25) eight (8) hour workday for the purpose of benefits such as leaves and vacations.
2. An employee is allowed a one-half (1/2) hour duty-free lunch period exclusive of the assigned work hours.
3. The District will schedule a paid rest period of fifteen (15) minutes for each four (4) hours of working time.
5. Regular employees will work a five (5) or four (4) day schedule equaling a 2,080-hour year including vacation and holidays provided, however, the District at its discretion may lay off employees.
6. The District will establish regular starting and ending times. Once an employee's hours are established, a minimum of two (2) weeks' notice to the employee is required before changing work hours. An employee must work a minimum of one (1) work week at the established hours before a change in work hours. An employee's shift shall be either eight (8) hours Monday through Friday or ten (10) hours Monday through Thursday, exclusive of lunch as follows:

Should the District assess its operations and determine that the need is such that a ten (10) hour Tuesday through Friday shift is needed, they will meet with the Building Trades representatives at least three (3) weeks prior to the tentatively scheduled implementations date to discuss and come to a mutual agreement to such a shift. The union will not reject such schedule alterations for arbitrary and capricious reasons.

- a. Day shift between the hours of 6:00 a.m. and 4:30 p.m.
Four/tens (summer) between the hours of 6:00 a.m. and 6:00 p.m. or as provided for by separate craft agreement.
 - b. Swing shift between the hours of 1:00 p.m. and 1:00 a.m.
 - c. Graveyard shift between the hours of 10:30 p.m. and 8:30 a.m.
 - d. Management will staff both shifts five (5) days a week. Management reserves the right to swap days during the school year for the morale of the team. Management also reserves the right to have only four (4) days covered Monday through Thursday.
 - e. If any holiday falls within an employee's regular shift schedule, those days will be observed and compensated accordingly. If any holiday falls on a day outside of the employee's regular shift, for Friday and Saturday, the preceding day of the regular shift shall be observed as the holiday, and if the holiday falls on a Sunday or Monday the succeeding day of the regular shift shall be observed as the holiday.
 - f. It is the intent of the parties that no employee will be assigned to work on the holidays described in Article IV, Section 8 of this agreement.
7. All time outside of the assigned eight (8) or ten (10) hour shift or forty (40) hours per week shall be paid at the appropriate overtime rate. Any work performed on a Saturday shall be paid at one and one-half (1.5) times the regular rate of pay. For the purposes of overtime assignment, employees who use unscheduled leave during that work week will be placed at the bottom of the seniority list for that week's unscheduled shifts. On the seventh (7th) consecutive day or on Sunday, the rate of pay shall be at double the regular rate of pay for the hours worked.

Overtime will be assigned to the employee presently performing any task on site. Any other overtime shall be offered to permanent employees first, by seniority, then to temporary employees. The following provisions are made to provide maximum efficiency in the completion of jobs that occur in an emergency. When a situation develops on a Friday of a five (5) day work week that requires continued work on the following Saturday, the employee performing the work on Friday will be assigned to continue the job to completion. When a situation develops on a Thursday of a four-day work week that requires continued work on the following Friday, the employee performing the work on Thursday will be assigned to continue the job to completion.

Employees required to work without eight (8) hours off from the end of their last shift shall be considered on overtime and paid at one and one-half (1.5) times the straight time rate of pay until such time as the employee receives at least eight (8) hours' time off between successive shifts.

8. For employees who work four (4) days per week for ten (10) hours per day in weeks of less than five (5) working days, either of the following may apply.

- a. Each workday shall be eight (8) hours.
- b. Employees shall work three (3) ten-hour days and may take two (2) hours of available leave.

Employees required to return to work after leaving the District will receive a minimum of three (3) hours pay at the appropriate rate.

- 9. A temporary employee assigned to work on identified early release days, who has the workday shortened due to the early release, shall be compensated as though they had completed their regular shift for the day.
- 10. Employees who work four (4) days per week for ten (10) hours per day may use two (2) hours of vacation leave, extraordinary leave or leave without pay on paid eight (8) hour day holidays. Use of extraordinary leave to extend a holiday is permitted in this instance. Use of leave without pay without exhausting all other relevant leaves is permitted in this instance. Utilizing these leaves in this instance will not impact an employee’s eligibility for an attendance incentive.

Section 10. Holidays

Employees covered by this Agreement shall be entitled to the same holiday early dismissal provisions as provided for certificated staff.

- 1. A regular employee will be granted fourteen (14) paid holidays per school year. An employee is not expected to work on the following holidays:

| | |
|-------------------------|------------------------------|
| Labor Day | New Year’s Eve |
| Veteran’s Day | New Year’s Day |
| Day before Thanksgiving | Martin Luther King, Jr., Day |
| Thanksgiving Day | Presidents’ Day |
| Day after Thanksgiving | Memorial Day |
| Christmas Eve | Juneteenth |
| Christmas Day | Independence Day |

- 2. If a holiday falls on a Saturday, then Friday will be a paid day off. If a holiday falls on a Sunday, then Monday will be a paid day off. When a two (2) day holiday falls on a Saturday and/or a Sunday, the District will schedule days off with pay for the holiday(s) that fall on the weekend.
- 3. If an employee is required to work on the day after Thanksgiving, December 24, December 31, or Friday of Spring Break, the employee shall be paid time and one-half the regular rate of pay for the hours worked plus pay for the holiday. If an employee is required to work on the calendar date of any other holiday, the

employee will be paid double time the regular rate of pay for the hours worked plus pay for the holiday.

4. If a temporary employee works a regular shift on the scheduled day before and the scheduled day after a holiday, the temporary employee shall be paid for the holiday.

Section 11. Vacations

1. All regular employees employed as of September 1, 1992, shall receive twenty-two (22) days paid vacation, except as provided below. Any employees, including both regular and temporary, who have worked ninety (90) or more days between June 1, 1989, and August 31, 1992, and are subsequently hired as regular employees, shall be eligible for twenty-two (22) days paid vacation. All other new employees hired after September 1, 1992, shall have paid vacation allocated as follows:

| | |
|--|---------|
| 0 - 5 years | 10 days |
| 6 - 10 years..... | 15 days |
| Vacations beginning with 11 years..... | 23 days |
| Vacations beginning with 15 years..... | 24 days |
| Vacations beginning with 20 years..... | 25 days |

For purposes of vacation, years are to be calculated using the employee’s anniversary date as the first day of the year. Eligibility for moving to an increased vacation benefit shall be effective on the employee’s anniversary date of hire.

Any unused vacation may be cashed out consistent with Section 9.7 of the agreement and subject to DRS requirements up to a maximum of thirty (30) days upon retirement or separation from the District.

Swing shift personnel who take vacation leave during summer months shall receive the swing shift differential pay per hour when taken in blocks of forty (40) or more hours. The amount will be consistent with swing shift differential pay as stated in Article IV, Section 6. The Independence Day holiday, if it is part of a swing shift employee’s forty (40) consecutive hours or more away from work when combined with vacation leave, counts toward the forty (40) hour block, and will be paid at the shift differential rate for those employees otherwise on vacation and away from work for forty (40) consecutive hours or more.

2. A paid holiday will not be counted as a vacation day.
3. A prorated vacation will be allowed for a regular employee who resigns.

4. Days worked and days paid for by reason of sick leave benefits will be counted in computing prorated vacations.
5. Vacation day(s) shall be scheduled by mutual consent of the employee and the foreman/immediate supervisor, subject to the approval of the Supervisor. Except in case of emergency, an employee must submit a written request at least ten (10) working days prior to the first day of said vacation.
6. A regular employee is allowed to defer up to a maximum of fifteen (15) days of vacation.
7. A regular employee may take up to thirty (30) consecutive vacation days when approved by the Supervisor.
8. A regular employee will only be paid for thirty (30) unused vacation days upon retirement, resignation, etc. from the District; provided, however, that an employee will not be required to lose annual vacation.

Section 12. Health, Welfare and Pension Benefits and Trust

All pension and health care contributions will be based on all hours compensated (paid) per year unless otherwise specified by the Carpenters trust. [See attached Pension MOU.]

Pension contributions will not be considered as part of an employee's wages. They will be considered as part of the total compensation package and are employer contributions to the respective pension trust funds.

Health and welfare contributions will not be considered as part of an employee's wages. They will be considered as employee deductions and, depending on the type of deduction, will be either pre- or post-tax based on Section 125 of the Internal Revenue Code.

Benefits Contributions

The District will contribute one hundred percent (100%) of the state required contribution for the Health Care Authority per month, per FTE, for current eligible employees of the Trust to offset the required contribution to the state for retirees of \$64.40 per month per FTE. This contribution will not be charged against the employee for the calculation of wages.

Health and welfare benefits for crafts outside the District's Sound Partnership Trust will be paid up to a maximum of the state allocation per month for current full time equivalent employees as an employer reimbursement or as allowed under Section 125 of the Internal Revenue Code.

The District shall provide an insurance contribution to the Trust of the state allocation amount per month, per FTE for current eligible employees.

The District will maintain the existing health, welfare, and pension plans under the following conditions:

1. For Carpenter Trusts: Contributions to the trusts shall be based upon all compensable hours including vacations and holidays unless otherwise specified by the applicable trust. In addition to scheduled employer contributions for Pension Contributions and regular payroll deductions for Health and Welfare Benefits, the District may make contributions through payroll deduction to additional Council retirement and/or benefit programs by separate agreement with individual Council.

The Employer hereby agrees to be bound by all the terms of the Agreement and Declaration of Trust of the Pension, Annuity, and Vacation trust funds as that document may hereafter be amended or restated by the Trustees of the trust funds.

It is agreed that all Contributions shall be made at such time and in such manner as the Trustees of the applicable craft pension trust fund require, and the Trustees of the trust fund shall have the authority to retain an accountant or accounting firm to perform payroll audits of the Employer to determine whether the correct amount of contributions have been made or to determine whether contributions have been made on behalf of all Employees covered by the Plan.

The Employer's liability for payment hereunder shall not be subject to the grievance or arbitration procedure or the "no-strike" clause provided under the Collective Bargaining Agreement.

Section 13. Use of Personal Vehicles

1. Travel Allowance
 - a. An employee required to use a private automobile to travel on school business shall be compensated at the IRS established rate.
 - b. Travel from home to work or first place of call and from work or last place of call to home is not reimbursable.
2. The District will reimburse an employee for slashed tire(s) and/or vandalism damage caused to a vehicle which occurred in the course of his/her employment pursuant to the following conditions:
 - a. A police report must be filled and a copy of said report must be provided to the Director within forty-eight (48) hours of the incident. In addition, the District may at its discretion require an employee to show evidence of damage.

- b. The reimbursement shall be subject to a \$1,000 maximum reimbursement of actual expenses of each loss.
- c. If the employee files a claim to his/her insurance carrier, the District will coordinate insurance benefits.
- d. An employee must submit his/her claim on a form provided by the District. The claim for reimbursement must be made to the Director within thirty (30) days of loss or damage, or the claim is waived.
- e. The total obligation for reimbursement by the District is \$25,000 for each year for all District employees.

1. The District will reimburse an employee for damage or loss of personal property, vehicles excluded, used by the employee in the course of his/her employment pursuant to the following conditions.

- a. The reimbursement shall be subject to a fifty-dollar (\$50) deductible with a \$1,000 maximum reimbursement of each loss.
- b. Reimbursement shall be based upon a reasonable estimate of current value.
- c. The District may, at the District's discretion, require an employee to show reasonable evidence of theft or damage.
- d. An employee must take reasonable care to protect his/her personal equipment.
- e. Loss or theft of cash will not be covered.
- f. If the loss is covered by an insurance policy carried by the employee, such insurance must be used prior to making a claim to the District.
- g. An employee must submit his/her claim on a form provided by the District. The claim for reimbursement must be made to the immediate supervisor/principal within thirty (30) days of the loss or damage, or the claim is waived.
- h. The District's obligation for such loss is a maximum of \$20,000 for each year for all District employees.

The District shall identify key positions that require the use of personal communication devices that may include cell phones and/or tablets. These devices will be provided to the employee by the District. Employees owning personal communication devices will not be required to use such devices for District business.

**ARTICLE V
GENERAL CONDITIONS**

Section 14. Program Procedures

1. The District will make work assignments with due consideration to established craft practices. Employees will be assigned to work within their respective craft. However, employees will be allowed to temporarily perform work outside their craft in order to promote efficient operations.

No employee shall be directed to do work that would exclude the hiring of an employee of the proper trade.

If there is work outside a craft's jurisdiction and that craft has no manpower available for that day, and the supervisor has been notified first, then the other craft can perform the temporary job providing they have the job qualifications.

2. The District will not require an employee to transport District supplies, materials, or tools in a private vehicle.

3. Any new position, opportunity to change shifts, special assignment, or vacancy within Building and Grounds and the Warehouse shall be posted a minimum of one week, within fifteen (15) calendar days of such vacancy, except the fifteen (15) day requirement will be suspended from March 15th to June 30th each year, in order to provide an opportunity for any employee to express interest. The notice provision may only be changed in the event of an emergency. Team leader and temporary team leader positions will be posted for informational purposes. Team leaders and temporary team leaders are selected at the supervisor's discretion including consideration of the following criteria: maturity, ability to see the overall nature of the work and well-developed skills in all areas; leadership, generally recognized by management and the crafts employees as reliable; team player, works well with others towards department and project goals and objectives; supportive of management, past record indicates support of and cooperation with management in problem solving; craft orientation, works in a craft compatible with the position and enhances the mix of crafts among the team leaders.
 - a. In addition to posting, the District shall notify the Western States Regional Council of Carpenters of any new positions, opportunities to change shifts, special assignments or vacancies within Building and Grounds and Facilities within five (5) calendar days of the position becoming vacant.
 - b. If the position is not filled within forty-five (45) calendar days of the posting, and when it is filled the person selected has been serving in the position as a temporary employee, the person serving in the position will receive the regular rate of pay and all accrued regular employee benefits, including seniority, retroactive to the forty-fifth (45th) day after the posting.
4. Labor/Management Committee: At least quarterly, or at the written request of either the Western States Regional Council of Carpenters labor/management meetings shall be held, with no loss of pay to the employees, at a time mutually agreed upon.

Items for discussion shall be submitted by the parties to determine the agenda. The purpose of these meetings shall be to resolve problems prior to them being reduced to writing as a grievance, to discuss any other problems or concerns that affect the bargaining unit, and to provide an opportunity to discuss improvements to the maintenance program. In no event, can agreements reached in labor/management abridge, add to, or subtract from the collective bargaining agreement.

The Western States Regional Council of Carpenters is the sole and exclusive bargaining agent and representative of Carpenters Craft employees. No other union(s) have the authority to speak on behalf of our members or our union nor can they agree to anything that changes or modifies our agreement.

The Carpenter's union(s) shall select one (1) employee representative in addition to a Council Representative to the Labor/Management Committee who will serve one (1) year terms. The Director of Building and Grounds and two (2) other supervisory personnel shall represent the District. In order to ensure communications from the Committee, agendas and minutes for meetings will be distributed to each employee and Carpenters Council. The Assistant Superintendent of Human Resources or designee may be present at the meetings at the request of the Union or the Director of Maintenance and Operations. In order to assure open communication, there shall be no adverse impact, nor shall there be any retribution for any employee as a result of participation in the Labor/Management Committee.

5. Annual Evaluations

Carpenters personnel shall be evaluated on or before August 31 annually and shall be notified by November 1 as to who is responsible for completing the evaluation. No employee in the bargaining unit shall be assigned to evaluate another employee in the bargaining unit. Twice yearly, employees assigned as Team Leads will give feedback to the employee and the Evaluator in a meeting attended by the employee, Team Lead, and Evaluator. The purpose of the annual evaluation shall be to provide feedback on employee performance, not as a basis for promotion, demotion, or discipline. The Union retains the right to review the outcome and process of the annual evaluation by request of the employee.

Each immediate supervisor shall meet with each employee no later than November 15 annually in order to acquaint staff with the process to be followed regarding the annual evaluation, to answer questions pertaining to the format for evaluations and to review general and specific expectations for job performance. An employee may request an alternate evaluator by submitting a request to the Assistant Superintendent of Human Resources in writing.

In the event that a supervisor anticipates an unsatisfactory or a lowered evaluation when compared to the previous year, the employee will be given an opportunity to discuss performance and discuss suggestions for improvement a minimum of sixty (60) days prior to the formal completion of the evaluation process.

The evaluator will complete the evaluation and provide copies to the employee and the Human Resources department. After discussing the evaluation with the employee, the evaluation shall be signed by the evaluator and by the employee being evaluated prior to August 31. Signature by the employee implies only that the employee has had an opportunity to see the evaluation and does not signify agreement with the ratings.

An employee has the right to include a written statement or document(s) as addenda to the evaluation. The employee must notify the evaluator within five (5) working days if he or she plans to submit a statement or document(s) as addenda to the evaluation. The statement or document(s) must be submitted to the evaluator within three (3) calendar weeks after the employee signed the evaluation. The employee will note on the evaluation whenever addenda are attached to the evaluation.

Section 15. Seniority

1. The principle of seniority within the Carpenters classification is hereby established for regular employees.
2. Seniority is the continuous service as a regular Carpenter employee with the District in a specific union based on the date of hire by the Board (union affiliation seniority). An employee who transfers to the Carpenters Craft must be a Qualified Journeyman Carpenter. An employee shall have seniority established only after completing six (6) months of probationary employment with the District.
 - a. The District will strive to assure an equitable allocation of overtime. Any unplanned overtime will be assigned to the Carpenter employee presently performing the task on the site. For planned overtime, it shall be offered first to qualified permanent Carpenter employees by seniority, then to temporary employees.
3. An employee's seniority shall be terminated under the following conditions:
 - a. If the employee is terminated for cause.
 - b. If the employee terminates employment or fails to report to work for three (3) consecutive working days without proper notification or authorization.
 - c. If the employee fails to report within forty-eight (48) hours, Saturdays, Sundays, and holidays excluded, after official notification of recall.
 - d. If the employee has been laid off from the District in excess of one (1) calendar year.
 - e. If the employee does not maintain employee status with the District
 - f. An employee who has been injured on the job will retain seniority for one (1) year from the date of injury. The District will review each employee who is on industrial insurance for one year on a case-by-case basis. The District, at its discretion, may extend an employee's seniority if there is reason to believe the employee will be able to return to full duty in a short period of time. The District will notify the employee of the extension in writing with a copy to the Council. If the employee's seniority is not extended, the District will notify the employee in writing with a copy to the Council.
 - g. The employee has not worked within the last twelve months and has been on leave without pay (except for active-duty military leave) status during that time. An employee must work thirty (30) consecutive workdays at assigned duties in order to maintain his or her seniority.

Section 16. Layoff and Recall Procedure

The district will make every effort to keep carpenters work in house and will staff in accordance with district needs and budget.

The District will lay off by seniority, with the least senior employee. Temporary employees will be laid off before regular employees.

Regular employees who are laid off will be placed on a layoff list for twelve (12) months from the date of layoff. The District will give persons on the layoff list preference by seniority for rehire as a regular employee or temporary employee; if rehired to a regular employee position within twelve (12) months, said employee's previous hire-in date will establish the employee's seniority.

Regular employees who were laid off and are rehired as temporary employees shall be entitled to full contract benefits for a period of twenty-four (24) months from date of layoff as a regular employee. Temporary employees who are hired due to emergencies on short-term critical work needs within Carpentry which has had a layoff within the previous fiscal year (September 1-August 31) shall receive full contract benefits after ninety (90) consecutive workdays consistent with the mutual consent of the Council and the District as provided in Article I, Section 2.9 of the agreement.

A person on the layoff list must notify the Human Resources Department of any change in address or telephone number. A person who fails to notify the Human Resources Department of a change will lose all recall rights.

A person on the layoff list who rejects an offer of employment as a regular employee by certified or registered mail to the employee's last address of record or by personal contact will be dropped from the layoff list and thereby lose all recall rights for failure to report for work within forty-eight (48) hours (Saturdays, Sundays and holidays excluded).

The District will notify a regular employee at least two (2) weeks prior to the effective date of the layoff, provided the circumstances of the layoff are not beyond the control of the District.

Section 17. Discipline

Discipline will be for cause. As such, an employee will not be disciplined for an arbitrary or capricious reason. The extent of any disciplinary action will be in keeping with the seriousness of the infraction. A process of progressive discipline will be used; progressive discipline includes oral warning, written reprimand, suspension, or termination as appropriate to the infraction.

An employee may obtain Council representation for any meeting that may result in discipline for him or her. If representation is not available, the meeting will be rescheduled to a mutually agreeable time.

Section 18. Dismissals

The Board agrees to act in good faith in the dismissal of an employee. Should the Council present a grievance in connection with a dismissal within ten (10) days of such dismissal to the Superintendent, the dismissal shall be reviewed starting with Level II of the grievance procedure.

Section 19. Leave with Pay

1. Statement of Cause of Absence. An employee claiming benefits of the leave provisions shall fill out the absence report forms as required by the District. Forms will be provided by the District. If reason(s) for absence, as certified on this form, are found to be inaccurate, the employee will be subject to appropriate consequences; willful falsification of payroll records will result in discipline up to and including termination. If an employee has been disciplined with regard to the use of leave benefits, the employee may be required to comply with additional conditions and requirements.
2. Employees claiming benefits of more than five (5) consecutive days from accumulated sick leave (or four (4) consecutive days for employees working a four (4) day per week, ten (10) hour per day schedule) shall submit a medical report the sixth or fifth working day of illness and every thirty (30) working days thereafter while the illness persists. Employees returning from sick leave of more than five (5) or four (4) days must have written approval of their physician. In the case of documented serious or life-threatening illness, follow-up medical reports may be waived.
3. Regular employees will be credited with twelve (12) days of sick leave each September 1.

Sick leave must be used for absences caused by illness, injury, disabilities including those caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery therefrom, or illness or injuries to family members covered by the State Family Care Act, RCW 49.12.265-295. In addition, sick leave shall apply to emergencies for up to three (3) days per year.

The following conditions apply to emergencies:

- a. The problem has been suddenly precipitated.
- b. Preplanning is not possible.
- c. Preplanning cannot relieve the necessity for the employee's absence.
- d. The problem is not minor or of mere convenience, but of a serious nature.
- e. Auto trouble shall not be considered an emergency except in case of an accident.
- f. Weather conditions shall not be considered an emergency.
- g. Incarceration shall not be considered an emergency; provided however, if an employee is later acquitted, sick leave will apply and will be paid retroactively.

The unused portion of the sick leave allowance shall accumulate from year to year in accordance with current state law.

An employee who resigns from the District and is subsequently reemployed by the District shall retain the number of days of accumulated sick leave held at the time of resignation from the District provided that said days have not been used while employed by another public agency.

Supplemental Condition for Sick Leave Buy-Back:

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) one (1) 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) one (1) days for everyone 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 District employment due to retirement, resignation or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days' accrued leave for illness or injury.

4. Jury Duty, Subpoena Leave

Leaves of absence with pay are allowed for regular employees for jury duty. Any compensation received for jury duty performed on working days will be deducted from the employee's net salary.

Leaves of absence with pay are allowed when a regular employee is subpoenaed to testify in an official proceeding, if such proceeding does not involve self-employment, other employment, or action against the District.

Any compensation received while an employee is honoring a subpoena will be deducted from the employee's net salary, if it is determined that the employee is entitled to leave of absence.

Leaves under this section are only for the portion of the day when attendance is required. An employee must report back to work if there will be more than one (1) hour of work remaining in the workday (at time of arrival) unless excused by the Assistant Superintendent of Human Resources, due to extenuating circumstances.

5. Bereavement Leave

The District will allow regular employees up to five (5) days of paid bereavement leave related to the death of any relative residing in the employee's household and/or the following family members: spouse, domestic partner registered with the

District's or participating union's benefit trust or other government organization, mother, father, daughter, son, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, and grandchild.

The District will allow regular employees up to three (3) consecutive days of paid bereavement leave related to the death of a sister-in-law or brother-in-law.

The District will allow regular employees one (1) day of paid bereavement leave related to the death of an aunt, uncle, stepfather, stepmother, nephew or niece.

In-laws not specifically mentioned here or not residing in the employee's household are not covered by this provision. Extensions of bereavement leave, or bereavement leave for family members not specifically included here may be granted by the Assistant Superintendent for Human Resources, in extenuating circumstances. Bereavement leave is non-accumulative.

6. Attendance Incentive

As an attendance incentive, any employee who does not use any unscheduled leave for three (3) consecutive months in a specified quarter, January-March, April-June, July-September, October-December will receive an additional eight (8) or ten (10) hours of vacation leave depending upon the shift they are assigned when the leave is utilized, which must be used in eight (8) or ten (10) hour increments. In lieu of the additional eight (8) or ten (10) hours of vacation leave, the employee may, at his/her option, receive an attendance stipend equal to their craft rate of pay times the hours of the shift they are working. Employees may utilize one (1) day of extraordinary leave, bereavement, jury duty, military leave, and no more than sixteen (16) hours of sick leave or family leave when assigned eight (8) hour shift or twenty (20) hours if assigned a ten (10) hour shift (combined) and remain eligible for the attendance incentive. Incentive leave must be used within six (6) months of issue. Attendance leave not used will be cashed out on August 31st and February 28th. Leave utilized pursuant to Section 7(10) does not invalidate an employee's eligibility for an attendance incentive.

7. Family Illness Leave

Employees shall be granted a leave of absence with pay of not more than three (3) days during a contract year, when such absence is occasioned by the illness of any relative residing in the household of the employee and the following family members which necessitates the presence of the employee: spouse, domestic partner registered with the District's or participating union's benefit trust or other government organization, mother, father, daughter, son, or siblings. The employee will certify to the circumstances of the illness upon return to work. Such leave is non-accumulative and is not to be taken from sick leave. Additionally, benefits of federal and state Family and Medical Leave laws may apply.

8. Extraordinary Leave

- a. Extraordinary leave will be granted for up to two (2) days per year and is accumulative to a total not to exceed six (6) days.

Extraordinary leave may be used in increments allowed by the new payroll system (e.g., 15-minute increments if system allows).

- b. The procedures for obtaining extraordinary leave are as follows:

For the purpose of extraordinary leave, a day will be defined by the hours per shift that the employee is working when the leave is utilized (i.e. eight (8) hour shift equals one day if assigned eight-hour shifts; ten (10) hours if assigned to a ten-hour shift).

Employees must notify the employee's immediate supervisor of the intent to use this leave prior to the start of the shift that would be missed. Should an event arise in the course of the day, notification will be given to the employee's immediate supervisor prior to utilization of this leave.

Employees may use one (1) of the two days of extraordinary leave earned each year without penalty towards the attendance incentive.

9. Leave for Class time for State Licensing or Certification

Employees in crafts which require state licensing or certification shall receive up to ten (10) hours annually, accumulative to a total not to exceed thirty (30) hours, of paid leave for hours spent in classes related to such certification provided proof of attendance and satisfactory course completion is submitted to the District by the employee.

The District may, at its discretion, apply the above provisions to a temporary employee for re-certification or re-licensing of an existing license or certification.

10. Military Service (National Guard/Reserve Duty) Leave

- a. Any employee who is a member of the Washington National Guard or any organized reserve or armed forces unit of the United States shall be entitled to and shall be granted military leave of absence in accordance with RCW 38.40.060, upon presentation of valid orders.
- b. Military leave shall be granted in order that the person may take part in active-duty training, when required to do so by the military service, if such duty cannot be taken during non-workdays.

- c. When military leave is granted, the employee shall receive his or her regular pay from the District.

Section 20. Leave Without Pay

- 1. Parental and Adoption Leave
 - a. An employee should notify the Human Resources Department by the end of the fourth month of pregnancy to assist the Department in planning for a replacement employee. Parental and adoption leave shall apply to male and female employees and shall begin at a time determined suitable by the employee and the attending physician after consultation with the Human Resources Department. Insofar as possible, parental leave shall begin at a time which is consistent with the orderly continuance of the program.
 - b. When parental leave commences, the employee will indicate to the Human Resources Department, the length of time he/she anticipates being on leave. A female employee shall not be required to leave work during pregnancy but shall be allowed to work as long as she is capable of performing the duties of her job.
 - c. If the employee indicates a desire to return to work within eight (8) calendar weeks after the birth of the child and has the approval of her personal physician, she may return to her previous assignment. Should parental leave exceed eight (8) calendar weeks after the birth of a child, the District will reassign the employee to the position of last assignment or one (1) of equal pay.
 - d. An employee who is legally adopting a child (six (6) years or younger) may have the privileges of parental leave. The leave shall commence as soon as the child has been released to the care of the adopting parent(s). An employee may choose to use paid sick leave and extraordinary leave before or after the actual adoption for up to six (6) weeks if the adoption occurs within the United States or up to eight (8) weeks if the adoption occurs outside the United States, up to the amount of his/her accrued paid leave. The District will reassign the employee who returns from adoption leave to the position of last assignment or one (1) of equal pay.
 - e. Parental and adoption leave shall not extend beyond eighteen (18) months of the date on which the child was born or placement in the case of adoption. Parental and adoption leave may be shared by the parents if it does not exceed the amount available under the contract. The benefits of the federal and state Family and Medical Leave Act laws may apply.

2. Political Leave

A regular employee may be granted political leave in accordance with the following provisions:

- a. With three (3) weeks' notice, an employee may be granted up to four (4) weeks of continuous leave without pay for the purpose of campaigning for employee's own election. If the employee is not elected to the political office, the employee shall return to the same position held prior to leave.
- b. If the employee is elected to the office, the Board may return the employee to the same or mutually agreed-upon position until such time that employee's elected term of office necessitates leaving assignment. Any employee may hold a political office and continue as an employee as long as it does not interfere with assignment.
- c. The Board may extend to the employee who is elected to a political office a leave of absence without pay up to one (1) year.
- d. It will be assumed that the employee wishes to return to the position of last assignment unless the employee notifies the Superintendent in writing, by March 18 prior to the expiration of leave. If reassignment is necessary, a conference will be held to endeavor to find an assignment that is mutually agreeable. Political leaves may be granted for one (1) year or a fraction of a year. Upon return from this type of leave, the employee may be returned to his/her same position. If political leave is extended beyond one (1) year, the person's right to return to original position cannot be guaranteed.

3. Military Service (Active Duty) Leave

Any regular employee who volunteers, is inducted, or is recalled into active military duty shall be considered to be on a leave of absence without pay for the period of such services not to exceed five (5) years. If said employee requests reemployment within ninety (90) days of honorable discharge from such military service or after having presented other proof of having satisfactorily completed service, the employee will be reinstated and restored, as nearly as existing circumstances permit, to the position previously held or to a position of like seniority, status and pay. Providing, that the District need not reemploy such person if such circumstances have so changed as to make it impossible, unreasonable, or against the public interest for the District to do so; provided, further, that this section shall not apply to a temporary position.

If a person is not qualified for the prior position as a result of disability sustained during service but is nevertheless qualified to perform the duties of another position under the control of the District, the employee shall be reemployed in such other position; provided that such position shall provide like seniority, status and pay, or the nearest approximation thereto consistent with the circumstances of the case.

4. Recuperation Leave

A regular employee may be granted recuperation leave at the employee's request with a physician's recommendation. The request will be reviewed by the District and/or the District's consulting physician. Leave may be requested only after an employee gains seniority and may not exceed one (1) year; provided, however, an employee may request another recuperation leave not to exceed another one (1) year. Request must be for a specific period of time and include the date of return to work. The District will reassign an employee who returns from recuperation leave to the position of last assignment or one (1) of equal pay. An employee will not be denied a request for recuperation leave for arbitrary and capricious reasons.

Section 21. Drug and Alcohol Testing

1. If the District determines that it has reasonable suspicion that an employee may be under the influence of drugs or alcohol, the District may direct that employee to immediately accompany a District administrator to a medical facility for testing. Employees will be asked to submit only to a urine test for drugs and/or a breath test for alcohol.

All testing, both screening and confirmation, will be performed by SAMHSA certified laboratories. Screening tests use Enzyme Immunoassay (EMIT) and confirmation, if needed, is by Gas Chromatography/Mass Spectrometry (GC/MS).

Urine collection procedures for drug testing will follow the requirement used by the U.S. Department of Transportation Workplace Drug Testing Programs (49 CFR Part 40).

U.S. Department of Transportation drug cutoff or threshold levels shall be used to determine a positive drug test. All positive specimens will be sealed, frozen and maintained by the certified laboratory for at least one (1) year. An employee may request, within fifteen (15) days of being notified of a positive test, that the Medical Review Officer (MRO) arrange to have the original sample retested (at the employee's expense) at a different SAMHSA certified drug testing laboratory. If the retest is negative, the MRO shall revise the test results to negative, and the employee will be reimbursed for the cost of the retest.

Alcohol testing shall follow the procedures required for alcohol testing under the Department of Transportation (DOT) regulations. Testing will be performed by trained technicians with an evidential breath testing (EBT) device approved for workplace testing under DOT regulations.

Reasonable suspicion includes objective evidence that an individual's actions, conduct, or appearance is indicative of drugs and/or alcohol use, possession of or being under the influence of a drug and/or alcohol and/or illegal drug paraphernalia including drug paraphernalia which has not been prescribed for the individual. The employee's actions conduct, or appearance must be observed by two (2) personnel trained in the observation and assessment of intoxication before any testing action is taken. Maintenance bargaining unit members will not be requested nor allowed to participate in the observation of another maintenance bargaining unit member.

The employee will be compensated at her/his appropriate hourly rate for the time devoted to travel to and from the clinic and the test procedure. Following the test and prior to any disciplinary or other administrative action being taken, the employee will be advised in writing of the nature of the evidence leading to the reasonable suspicion finding, including, to the extent permitted by law, the names of any District personnel reporting observed employee behavior.

2. The Business Representative of the Carpenters Union will be given a courtesy telephone call that the District will be requiring a drug urine or alcohol breathalyzer test of an employee and will describe the underlying circumstances leading to the reasonable suspicion finding.
3. All positive tests will be subjected to a second confirmation test to ensure the validity of the initial test results. All drug tests will be reviewed by a certified Medical Review Officer (MRO) before verified results are reported to the District's designated administrators in the Human Resources Department. The employee will be given a chance to explain the reason for a positive test to the MRO. The MRO will follow the U.S. Department of Transportation published rules and guidance in making these professional determinations. The employee's medical information, other than the results of testing, will not be disclosed to the District.
4. The results of the drug urine or alcohol breathalyzer test will be weighed by the District in determining if any employee misconduct has occurred and if so, the appropriate discipline. An employee who refuses to consent immediately upon request to a test for the presence of drugs and/or alcohol or to otherwise fully cooperate in the test or an investigation for such will be considered insubordinate and subject to such discipline as may be appropriate under the circumstances, which may include suspension without pay with intent to discharge following investigation. All of the due process required by the collective bargaining agreement and general legal principles will also be applied.
5. Employees shall notify the Assistant Superintendent of Human Resources within five (5) days of any conviction of any criminal drug statute conviction or, if the employee operates any vehicles or motorized equipment in the performance of their duties, any alcohol related criminal conviction or suspension or revocation of their driver's license.
6. If there has been no other related misconduct, employees who test positive for drugs or alcohol will be offered one opportunity to have a drug or alcohol assessment and successfully complete any treatment or counseling prescribed in the assessment before being considered for disciplinary action. Employees who are cleared for return to duty by a mutually agreed upon substance abuse professional will be reinstated to duty if there is no administrative or disciplinary action pending due to other misconduct. Return to duty will include assignment to a one (1) year

probationary period which may include random testing, counseling and/or treatment. The school district will incur no financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. Employees may utilize accrued leave while participating in substance abuse treatment or may be placed on unpaid leave if they do not have sufficient leave to cover their absence during treatment.

ARTICLE VI FURTHER PROVISIONS

Section 22. Agreement Clause

This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District.

Section 23. Agreements

This Agreement will be effective after ratification by the Board and the Council and execution by the authorized representatives thereto.

Section 24. Memoranda of Understanding and Appendices

The Council and the District have reviewed all memoranda of understanding that could be identified by either party. The Memorandum of Understanding signed by the parties in December 2003 regarding health benefits for carpenters and the Memorandum of Understanding signed by the parties in December 2013 regarding annual evaluations will each be included in the contract as an appendices. Other appendices shall be the 2024-2025 salary schedule, showing total hourly rates and the rates as adjusted for pension, health, and welfare contribution; a current evaluation form; a seniority list accurate as of September 1, 2024; twelve (12) month work and school year calendars for 2024-2025 and 2025-2026. The Pension MOU that was agreed to in October 2021 will also be attached to this CBA.

Section 25. Copies of Agreement Clause

Copies of this Agreement shall be printed at the expense of the District. A copy of this Agreement will be provided to the Council and each regular employee.

Section 26. Hepatitis Shots

If required by the District, hepatitis shots shall be provided at no cost to the employee.

Section 27. Minimum Workforce and Subcontracting

1. The District will strive to maintain-a workforce of six (6) of a minimum of fifty (50) eight (8)-regular full-time Carpenter employees during the agreement, 2024-2027. In the event that there is a significant loss of revenue to the district resulting from a levy failure, legislative action, significant District budget reductions leading to a shortfall or passage of a ballot measure. The District will notify the Council and the parties will meet no less than thirty (30) calendar days prior to the implementation

of any changes to the minimum workforce number, to discuss alternative courses of action.

2. The District shall maintain its right to subcontract work. However, the District shall not subcontract work covered by the classifications included in this agreement unless the regular employees employed in all classifications are used first. This is a commitment not to use outside contractors at times when regular employees are available. As an exception to the foregoing commitment, the District may still subcontract if any of the following conditions occur:
 - a. The required services are uncommon to district employees because they are special, highly technical, particular, or unique in character.
 - b. The required services involve the use of equipment or materials not possessed by the District at the time and place required.
 - c. When services of a contractor are necessary for health and safety reasons.
 - d. The regular employees qualified to perform the work are assigned to another project and/or can't be assigned to do the work in a timely manner.

In addition, there shall be no restriction on subcontracting any work at any time under any conditions which is above the bid threshold established by law or under any circumstances where the District is required to comply with applicable law.

Section 28. Workday Clothing Requirements

Permanent Carpenter personnel are required to wear branded work wear (with the exception of pants) purchased from an annual allocation to cover the cost of new and replacement work wear from an agreed upon vendor. Management will establish a cross craft committee of employees to collaborate on the selection of the vendor and the options available to the employees. Temporary employees will be provided required essential work wear by the District.

Each September, employees will be allowed to purchase up to a value of \$600 annually (September - August). This amount will be increased to \$650 on September 1, 2025 and \$700 effective September 1, 2026. New employees will receive the annual allocation upon hire. Allocations will not be carried over from year to year. All employees' visible work wear will have the District-approved logo sewn onto the left breast pocket area. Employees may add their name to the right breast pocket area.

Allocations may only be used to purchase pants, shirts, sweatshirts, and safety t-shirts and craft-specific work wear. Employees shall provide management with a copy of their receipt for each purchase from the vendor for work wear clothing. The District shall provide coats and head gear every three years in accordance with the cross-craft committee recommendations. Employees are responsible for lost or stolen coats and /or head gear. Employees will wear appropriate trade footwear in serviceable condition.

Section 29. Duration Clause

This Agreement shall be effective September 1, 2024, and shall continue in full force and effect until August 31, 2027.

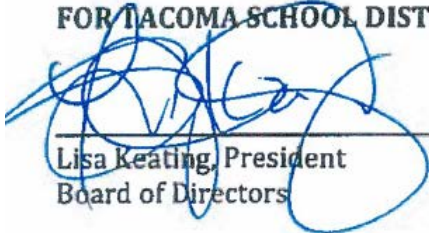
Section 30. Pre-Apprentice Program

The parties to this contract will meet and discuss a pre-apprentice program for carpenters. This will be captured in an MOU during the 2024-25 school year.

AGREEMENT

This Agreement is made and entered into by and between Tacoma School District #10 and Pierce County and Western States Regional Council of Carpenters.

FOR TACOMA SCHOOL DISTRICT #10



Lisa Keating, President
Board of Directors

June 6, 2024

Date

FOR THE WESTERN STATES REGIONAL COUNCIL OF CARPENTERS

DocuSigned by:
Antonio Acosta
58F0409758B6400

Antonio Acosta, Regional Manager
Western States
Regional Council of Carpenters

6/20/2024

Date

APPENDIX A

CARPENTERS SALARY SCHEDULE

2024-2025 Carpenters Salary Schedule

Effective September 1, 2024

Signed Copy on File

Tentative

| CLASSIFICATION | Steps | |
|------------------|---------|------------------------------------|
| | 01 A | After completion of 19 years *B |
| Carpenter | 48.72 | 52.37 |

The hourly rates above reflect 23-24 rates until updated Prevailing Wage Rates are published for 2024-25

The hourly wage is calculated based off 65% of the State of Washington's Prevailing Wage Rates for Pierce County for each craft's applicable prevailing wage

A 20-year hourly wage premium will be paid to eligible Carpenter employees at 7.5% of their base salary after completion of 19 years of service, effective anniversary date of hire.

APPENDIX B

EMPLOYEE EVALUATION REPORT FORM

| | | |
|--|--------------------------------------|------------------------------------|
| Tacoma Public Schools | Performance Evaluation Report | Maintenance Employee |
| Name (last) (first) (middle initial) | | Period of Report From TO |
| Classification | | Date |
| Evaluation Type Probation <input type="checkbox"/> Annual <input type="checkbox"/> Unscheduled <input type="checkbox"/> | | |

1. Job Knowledge

| | | | | |
|--|---|--|---|---|
| Inadequate knowledge of work. <input type="checkbox"/> | Limited knowledge of work. <input type="checkbox"/> | Adequate knowledge of work. <input type="checkbox"/> | Well informed working knowledge. <input type="checkbox"/> | Exceptionally thorough working knowledge of job. <input type="checkbox"/> |
|--|---|--|---|---|

2. Quality of Work

| | | | | |
|--|--|---|---|---|
| Work is unacceptable. <input type="checkbox"/> | Frequent errors, poor quality work. <input type="checkbox"/> | Meets job requirements <input type="checkbox"/> | Good quality work, very few errors <input type="checkbox"/> | Exceptionally accurate, high quality work. <input type="checkbox"/> |
|--|--|---|---|---|

3. Quantity of Work

| | | | | |
|--|--|--|--|---|
| Very slow worker. <input type="checkbox"/> | Below average volume. <input type="checkbox"/> | Average volume. <input type="checkbox"/> | Above average volume. <input type="checkbox"/> | Exceptionally high output. <input type="checkbox"/> |
|--|--|--|--|---|

4. Attitude Toward Job

| | | | | |
|---|---|--------------------------------------|--|---|
| Constantly negative. <input type="checkbox"/> | Frequently negative. <input type="checkbox"/> | Acceptable. <input type="checkbox"/> | Generally positive. <input type="checkbox"/> | Consistently positive. <input type="checkbox"/> |
|---|---|--------------------------------------|--|---|

5. Cooperation

| | | | | |
|--|--|--------------------------------------|--|---|
| Frequently causes unrest or friction with others. <input type="checkbox"/> | Cooperates reluctantly. <input type="checkbox"/> | Acceptable. <input type="checkbox"/> | Cooperates and gets along well with others. <input type="checkbox"/> | Exceptionally cooperative. <input type="checkbox"/> |
|--|--|--------------------------------------|--|---|

6. Dependability

| | | | | |
|---|---|--|---|---|
| Needs close supervision. <input type="checkbox"/> | Needs more supervision than others doing similar work. <input type="checkbox"/> | Needs only routine supervision. <input type="checkbox"/> | Needs minimal supervision. <input type="checkbox"/> | Carries out complex work with minimal supervision. <input type="checkbox"/> |
|---|---|--|---|---|

7. Adaptability

| | | | | |
|--|---|---|---|---|
| Does not adjust to new or different situations. <input type="checkbox"/> | Has difficulty adjusting to new or different situations. <input type="checkbox"/> | Adjusts satisfactorily to new or different situations. <input type="checkbox"/> | Adjusts easily to new or different situations. <input type="checkbox"/> | Highly flexible; consistently functions effectively. <input type="checkbox"/> |
|--|---|---|---|---|

8. Motivation

| | | | | |
|---|---|---|---|--|
| Lacks initiative, performs only as directed. <input type="checkbox"/> | Rarely shows initiative. <input type="checkbox"/> | Occasionally initiates action. <input type="checkbox"/> | Frequently shows initiative. <input type="checkbox"/> | Exceptionally ambitious and a self-starter. <input type="checkbox"/> |
|---|---|---|---|--|

9. Punctuality

| | | | | |
|--|---|--------------------------------------|---|--|
| Undependable. <input type="checkbox"/> | Frequently late. <input type="checkbox"/> | Acceptable. <input type="checkbox"/> | Infrequently late. <input type="checkbox"/> | Extremely dependable. <input type="checkbox"/> |
|--|---|--------------------------------------|---|--|

10. Safety

| | | | | |
|---|--|--|---|---|
| Often careless of safety of self and others. <input type="checkbox"/> | Occasionally careless of safety of self and others. <input type="checkbox"/> | Follows acceptable safety procedures. <input type="checkbox"/> | *Practices good safety procedures. <input type="checkbox"/> | Exercises great care and foresight in protecting self and others from hazards. <input type="checkbox"/> |
|---|--|--|---|---|

1. Evaluator/Supervisor Comments: _____

2. Employee Comments: _____

3. Department/Division Administrator Comments: _____

Evaluator/Supervisor _____
Department/Division Administrator _____
The signature below does not imply that the employee necessarily agrees with the preceding report but only that he or she has seen and discussed it with the evaluator and/or supervisor.
Employee signature _____ Date _____

APPENDIX C

MOST FAVORED NATIONS LANGUAGE AGREEMENT

In the event the Building Trades receives more favorable language or economic provisions, the Carpenters Union reserves the right to adopt part or all of these language or economic provisions.

APPENDIX D

CARPENTERS' SENIORITY LIST

| | |
|--------------------------|---------------|
| McConnel, Del G | Date 10-20-03 |
| Sparks, Howard J | Date 10-20-03 |
| Vander, Shelden, Stewart | Date 10-22-14 |
| Queree, Michael | Date 08-17-14 |
| Clemetson, James | Date 10-07-21 |
| Gosser, John | Date 10-01-22 |

APPENDIX E

CARPENTERS CALENDAR

| Tacoma Public Schools 2024-25 12-month Carpenters Calendar 246 days + 14 holidays | | DRAFT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------|----|----|----------|----|---|---|---|---|---|---|---|---|---|---|-----------|----|----|----|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----|--|--|--|--|--|--|
| 2 nd Labor Day Holiday 9 th First Student Day 12 th Kindergarten Start Date 20 workdays | SEPTEMBER 24 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>H</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>SS</td><td>10</td><td>11</td><td>KS</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | H | 3 | 4 | 5 | 6 | 7 | 8 | SS | 10 | 11 | KS | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | H | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | SS | 10 | 11 | KS | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | OCTOBER 24 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | 23 workdays | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 th Veterans' Day holiday 27 th – 29 th Thanksgiving Break 17 workdays | NOVEMBER 24 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>H</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>H</td><td>H</td><td>H</td><td>30</td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | H | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | H | H | H | 30 | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | H | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | H | H | H | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | DECEMBER 24 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>H</td><td>H</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>E</td><td>H</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | H | H | 26 | 27 | 28 | 29 | E | H | | | | | 24 th Christmas Eve 25 th Christmas Day 30 th Early Release 31 st New Year's Eve 19 workdays | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | H | H | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | E | H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 st New Year's Day holiday 6 th School resumes 20 th Martin Luther King Jr. Day 21 workdays | JANUARY 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>H</td><td>1</td><td>2</td></tr> <tr><td>5</td><td>S</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>H</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | H | 1 | 2 | 5 | S | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | H | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | H | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | S | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | H | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | FEBRUARY 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>H</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | H | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 17 th Presidents' Day 19 workdays | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | H | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 workdays | MARCH 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | APRIL 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | 11 th Friday of Spring Break – time and a half 22 workdays | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 th Memorial Day Holiday 21 workdays | MAY 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>H</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | H | 27 | 28 | 29 | 30 | 31 | | | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | JUNE 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>H</td><td>E</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | H | E | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | 19 th Juneteenth Holiday 20 th Last Day of School/ Early Release 20 workdays | | | | | | | |
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| 15 | 16 | 17 | 18 | H | E | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 th Independence Day Holiday 22 workdays | JULY 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>H</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | 1 | 2 | 3 | H | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | |
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| | AUGUST 25 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 21 workdays | | | | | | | |
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H = Holiday (no school) SS = School Starts KS = Kindergarten Start Date E = Early Release S = Snow Make-Up Day N = Non-workday

APPENDIX F

MOU WESTERN STATES CARPENTERS TRUSTS

Memorandum of understanding (MOU) between Tacoma School District and Western States Regional Council of Carpenters.

The purpose of this memorandum of understanding is commemorate in writing an agreement between the Tacoma School district and the Western States Regional Council of Carpenters, regarding contributions to the Southwest Carpenters Administration Corporation (CSAC).

1. The employer is required to remit contributions on behalf of Carpenters performing Carpenter work to the Pension Trust, Annuity Trust, and Vacation, fund as requested by the Union.
2. The employer will immediately redirect contributions to CSAC and provide the difference in contributions from the Northwest Carpenters Trust to the Carpenters' wages.

Effective 04-01-2024

Article IV Section 6. Wages and Benefit contributions.

The Carpenter craft prevailing wage rates as determined by the Department of Labor and Industries for Pierce County

Carpenter craft prevailing wage times the applicable percentage identified in this agreement equals the employees' total package.

The craft Pension, Annuity, Vacation fund contribution allocated per hour, as defined by the Carpenters Union for craft Pension, Annuity, and Vacation fund contributions from the total package.

Employee paid fringe is the amount of reductions for Pension, Annuity, and Vacation fund contributions Trust Health and Welfare contributions, or the amount for additional health care coverage.

Total package minus Pension, Annuity, and Vacation fund contributions = hourly wage rate.

While the craft Pension, Annuity, and Vacation fund are part of the employees' total package, these contributions will be an employer contribution and not an employee contribution. The total package will first be reduced by the craft Pension, Annuity, and Vacation fund employer contributions, shall be paid to the employee as compensation less any payroll deduction that are authorized by the employee on either a pre or post tax basis. Craft Pension, Annuity, and Vacation fund is an employer contribution, which will be remitted directly from the employer to the appropriate Trust fund. For avoidance of doubt, it is the intent of the parties that all Pension, Annuity, and Vacation contributions are and were employer contributions that reduce the total package payable to the employee as wages and all other Fringe and Welfare benefits were employee contributions that were deducted from wages that were payable to the employee.

Hourly wage rate minus employee paid fringe Health Care equals net wage rate paid to the employee exclusive of taxes and other deductions.

Employee paid fringe cost will be a deduction on the employees' check and remitted to the appropriate Trust.

Article IV, Section 10. Health, Welfare and Pension, Annuity, Vacation Trust funds.

All Pension, Annuity, and Vacation fund contributions will be based on all hours compensated per year unless otherwise specified by the Carpenters Union.

Pension, Annuity, and Vacation fund contributions will not be considered part of an employees' wages. They will be considered part of the total compensation package and are employer contributions to the respective Trust fund.

Health, Welfare, Pension, Annuity, and Vacation fund contributions will not be considered as part of the employees wages they will be considered as employee deductions and depending on the type of deduction, will either be pre or post tax based on section 125 of the internal revenue code. The Tacoma School District will maintain existing Health, Welfare, Pension, Annuity, and Vacation fund plans under the following conditions:

Contribution to Carpenter Trust will be based upon all compensable hours including Vacation and Holidays unless otherwise specified by the applicable Trust in addition to scheduled employer contributions for Pension, Annuity, and Vacation fund contributions and all regular payroll deductions for Health and Welfare benefits, the district may make contributions through payroll deductions to additional Union retirement contributions and/or benefit programs by separate agreement. The employer hereby agrees to be bound by all the terms of the agreement and declaration of the Trust funds as that document may hereafter be amended or restated by the Trustees of each Trust fund.

Is agreed that the Pension, Annuity, and Vacation fund contributions shall be made at such times and in such manor as the trustees of the Trust funds require and the Trustees of each fund shall have the authority to retain an accountant or accounting firm to perform payroll audits of the employer to determine whether the correct amount of contributions have been made or to determine whether contributions have been made on behalf of all employees covered by the plan.

The employers' liability for payment hereunder shall not be subject to the grievance and arbitration procedure or no strike clause provided under the collective bargaining agreement.

Any issues/questions regarding enforcement of this MOU will be brought to the Carpenter Labor Management Committee for resolution.

APPENDIX G

STUDENT SCHOOL CALENDAR

| Tacoma Public Schools 2024-25 School Year Student Calendar | | Pending OSPI Approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>2nd Labor Day holiday</p> <p>3rd – 6th No school / Teacher workshops / Waiver day</p> <p>9th First student day</p> <p>11th Late starts begin</p> <p>12th Kindergarten start date</p> <p>16 student days</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">SEPTEMBER 24</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>H</td><td>N</td><td>N</td><td>N</td><td>N</td><td>7</td></tr> <tr><td>8</td><td>SS</td><td>10</td><td>11</td><td>KS</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | SEPTEMBER 24 | | | | | | | S | M | T | W | Th | F | S | 1 | H | N | N | N | N | 7 | 8 | SS | 10 | 11 | KS | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | <p>15th Elementary conferences *Early release grades K-5</p> <p>16th Late-start school day, no early release</p> <p>17th - 18th All grades conferences Early release grades K-12</p> <p>23 student days</p> | | | | | | | |
| SEPTEMBER 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | SS | 10 | 11 | KS | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>11th Veterans' Day holiday</p> <p>27th – 29th Thanksgiving Break</p> <p>17 student days</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">NOVEMBER 24</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>H</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>H</td><td>H</td><td>H</td><td>30</td></tr> </table> | NOVEMBER 24 | | | | | | | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | H | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | H | H | H | 30 | <p>6th Elementary trimester break *No school for elementary students only</p> <p>9th 2nd trimester begins</p> <p>Dec 23 – Jan 3 Winter Break/ No school</p> <p>14 days – Elementary students 15 days – Secondary students</p> | | | | | | | |
| NOVEMBER 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 24 | 25 | 26 | H | H | H | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>1st New Year's Day holiday</p> <p>6th School resumes</p> <p>20th Martin Luther King Jr. Day</p> <p>31st Secondary semester break *No school for secondary students only</p> <p>19 days – Elementary students 18 days – Secondary students</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">JANUARY 25</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>H</td><td>N</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>H</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>*31</td><td></td></tr> </table> | JANUARY 25 | | | | | | | S | M | T | W | Th | F | S | | | | | H | N | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | H | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | *31 | | <p>3rd 2nd semester begins</p> <p>14th Snow make-up day</p> <p>17th Presidents' Day holiday</p> <p>18th Waiver day (no school)</p> <p>17 student days</p> | | | | | | | |
| JANUARY 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | H | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | *31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>13th – 14th All grades conferences Early release grades K-12</p> <p>25th 3rd trimester begins</p> <p>21 student days</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">MARCH 25</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>E</td><td>E</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | MARCH 25 | | | | | | | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | E | E | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | <p>7th – 11th Spring Break</p> <p>17 student days</p> |
| MARCH 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | E | E | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>23rd Snow make-up day</p> <p>26th Memorial Day Holiday</p> <p>20 student days</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">MAY 25</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>S</td><td>24</td></tr> <tr><td>25</td><td>H</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | MAY 25 | | | | | | | S | M | T | W | Th | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | S | 24 | 25 | H | 27 | 28 | 29 | 30 | 31 | <p>19th Juneteenth holiday</p> <p>20th Last day of school/ Early release</p> <p>23rd, 24th Snow make-up days, if needed</p> <p>14 student days</p> | | | | | | | |
| MAY 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | S | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | H | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>N = Non-School Day H = Holiday (no school) SS = School Starts KS = Kindergarten Start Date</p> <p>LS = Late Start Day E = Early Release S = Snow Make-Up Day</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |