

Collective Bargaining Agreement



**Hockinson Education Support Personnel
(HESP)
and
Hockinson School Board of Directors
(HSD)**

2024-2027

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47

48 **PREAMBLE**

49

50 In order to effectuate the provisions of RCW 41.56, the Public Employees' Collective Bargaining
51 Act (hereinafter the Act); and

52

53 To promote the continued improvement of the relationship between the Hockinson School
54 District and the classified employees of said District; and

55

56 To provide a uniform basis for implementing the right of public employees to join the Hockinson
57 Educational Support Personnel Association/Washington Education Association and to be
58 represented by such organization in matters concerning their employment relations with the
59 District; and

60

61 To set forth prescribed rights of the classified employees of the School District; and

62

63 To enable the classified employees more fully to participate in and contribute to the
64 development of policies pertaining to wages, hours and working conditions and other matters of
65 mutual concern;

66

67 The diversity of our student body, our community and our staff is a strength that benefits our
68 community and should be celebrated. We are committed to fostering a learning environment
69 where diversity is encouraged, and to recruiting and retaining a diverse workforce to provide all
70 students with a better chance of seeing themselves as part of the education system. It is
71 important that children of all races, cultures, and backgrounds are provided with familiar role
72 models in schools. We are committed to hiring the best employees of all backgrounds who will
73 bring their unique talents and skills into our school system. The district shall employ staffing
74 processes that support and foster diversity in its staff through recruitment, employment, training
75 and of employees.

76

77 This Agreement is made and entered into on this 18th day of June 2024, by and between the
78 District and the Association.

79

80 **ARTICLE I- ADMINISTRATION**

81

82 **SECTION 1 – RECOGNITION**

83

84 1.1 The District hereby recognizes the Hockinson Education Support Personnel
85 Association/Washington Education/National Education Association as the exclusive
86 bargaining representative for all the classified employees in the bargaining unit
87 described in Section 1.2.

88

89 1.2 The bargaining unit to which this Agreement is applicable is as follows: All fulltime and
90 regular part-time classified employees of the Hockinson School District #98, in any of the
91 following job classifications: secretarial, clerical, custodial, aides and paraprofessionals,
92 media support and maintenance, campus security, and grounds, excluding: confidential
93 employees, custodial and maintenance supervisors, and network coordinators.

94

95 1.3 The term “Association” when used hereinafter in the Agreement shall refer to the
96 Educational Support Personnel Association/Washington Education Association.

97

98 1.4 The term “employee” when used hereinafter in the Agreement shall refer to all classified
99 employees represented by the Association.

100

101 1.5 Unless the context in which they are used clearly requires otherwise, words used in the
102 Agreement denoting gender shall include both the masculine and feminine; words
103 denoting number shall include both the singular and plural; and the word “day” shall
104 mean the employee’s working day.

105

106 **SECTION 2 – STATUS OF AGREEMENT**

107

108 2.1 This Agreement shall supersede any rules, regulations, policies, resolutions, or practices
109 of the District which shall be contrary to or inconsistent with its terms.

110

111 2.2 The duties of any employee or the responsibilities of any position in the bargaining unit
112 shall not be altered except as provided for in this Agreement.

113

114

115 2.3 The effective date of this Agreement and any successor Agreement shall be September
116 1st or the day after the termination date of the previous Collective Bargaining Agreement.
117

118 2.4 All past practices of employment pertaining to wages, hours and conditions of
119 employment shall be continued at not less than the standards in effect in the District at
120 the time this Agreement is signed.
121

122 2.5 This Agreement may be reopened on any item(s) during the term of the contract by
123 mutual consent of the parties. The parties agree to re-open only on issues mutually
124 agreed upon or relating to legislative actions impacting members of the bargaining unit.
125

126 2.6 All items shall continue in full force and effect until a successor Agreement is negotiated.
127

128 2.7 If an individual contract contains any language inconsistent with this Agreement, the
129 Agreement shall be the controlling document.
130

131 **SECTION 3 – CONFORMITY TO LAW**
132

133 3.1 This Agreement shall be governed and construed according to the Constitution and
134 Laws of the State of Washington. If any provisions of this Agreement, or any application
135 of this Agreement to any employee or groups of employees covered hereby shall be
136 found contrary to law by a tribunal of competent jurisdiction, such provision or application
137 shall have effect only to the extent permitted by law, and all other provisions or
138 applications of the Agreement shall continue in full force and effect.
139

140 3.2 In the event a provision(s) is determined to be contrary to law as stated in 3.1, such
141 provision shall be renegotiated. Negotiation shall commence within two (2) weeks after
142 receipt of the written tribunal decision.
143

144 3.3 The parties will enter negotiations for the purpose of attempting to arrive at a mutually
145 satisfactory replacement of such provisions(s).
146

147 **SECTION 4 – DISTRIBUTION OF AGREEMENT**
148

149 4.1 Following ratification and signing of this Agreement, the District shall design, prepare the
150 camera-ready copy, and print two copies of this Agreement. One copy will be delivered

151 to the Association and the other copy will be kept on file by the District. The District will
152 make an electronic copy available through the District's website for all employees and
153 will include in-service on how to access it during the first staff meeting of the year and all
154 new employee orientations.

155

156 4.2 There shall be two (2) signed copies of the final Agreement for the purpose of records.
157 One shall be retained by the District, and one by the Association. The District will print
158 twenty (20) copies of the Collective Bargaining Agreement to disseminate to union
159 representatives.

160

161 **SECTION 5 – AGREEMENT / ADMINISTRATION / INTERPRETATION**

162

163 5.1 Upon written request by either party, the Association, officials and district administrators
164 shall meet to discuss school problems relating to interpretation or compliance with this
165 Collective Bargaining Agreement or other problems. When a written request is made, the
166 meeting shall be held within five (5) working days.

167

168 **ARTICLE II BUSINESS**

169

170 **Section 1 – DUES, DEDUCTIONS AND REPRESENTATION FEES**

171

172 1.1 The Association and its affiliates (WEA/NEA) shall have the exclusive rights of automatic
173 payroll deduction of membership dues, and assessments for the employees in the
174 bargaining unit.

175

176 1.2 The District shall deduct from the employee's salary, each pay period, the dues required
177 of membership.

178

179 1.3 The District shall transmit the dues to the Washington Education Association each pay
180 period.

181

182 **SECTION 2 – RIGHTS OF THE ASSOCIATION**

183

184 2.1 The Association shall have, in addition to other rights expressly set forth or provided by
185 statute, the following rights:

186

187 2.2 The Association shall be provided with bulletin boards, or sections thereof, for the
188 purpose of posting Association materials. The Association may place Association
189 materials in district employee mailboxes.

190

191 2.3 The local Association shall have the right to use school facilities and school equipment
192 for meetings, including computers, email, photocopying machines, other duplicating
193 equipment, calculating machines, and all types of audio visual equipment when such
194 equipment is not otherwise in use, and with prior notification to the Supervisor.

195

196 The Association shall pay for the cost of all materials and supplies incident to such use
197 and shall be responsible for proper operation of all such equipment.

198

199 2.4 Duly authorized representative of the State or National levels of the Association shall be
200 permitted to transact official Association business on school property provided that this
201 shall not interfere with nor interrupt normal school operations.

202

203 2.5 Employees shall be represented by Association Representatives, or in the absence of
204 the regular Representative, by an alternative Representative. The Association shall
205 furnish, in writing, to the District the names of Representatives and alternate
206 Representative, upon their election or appointment. The Representative, during working
207 hours, may represent employees and spend reasonable time to investigate and present
208 grievances to the District with the Association and District sharing substitute costs
209 equally.

210

211 Should it become necessary for a Representative to leave his/her place of work in order
212 to represent an employee or investigate a grievance, the Representative shall notify their
213 supervisor and give the name of the employee their is going to see. The Representative
214 shall notify the supervisor upon their return to work.

215

216 2.6 The District agrees to furnish to the Association in response to reasonable requests
217 pursuant to RCW 42.56, all available information concerning the financial resources of
218 the District, including but not limited to annual financial reports and audits; register of
219 bargaining unit personnel; tentative budgetary requirements and allocation; agenda and
220 minutes of all School Board meetings; treasurer's reports; census and membership data;

221 names and addresses of all employees; salaries paid thereto; and such other
222 information as will assist the Association in developing intelligent, accurate, informed,
223 and constructive programs on behalf of the employees, together with information which
224 may be necessary for the Association to process any grievance or complaint.

225

226 2.7 The District shall grant twenty-five (25) days leave to the Association for use by the
227 President or their designee(s) to conduct Association business or attend trainings or
228 meetings.

229

230 The employee must provide their supervisor with forty-eight (48) hours prior notice.
231 Employee substitute costs will be paid for by the Association.

232

233 2.8 The rights and privileges of the Association and its representatives as set forth in this
234 Agreement shall be granted only to the Association as the exclusive representative of
235 the employees and to no other organization claiming to represent any portion of the unit
236 or potential member of the unit.

237

238 2.9 On or before the first day of October, the District shall provide the Association with
239 information regarding each employee in the bargaining unit.

240

241 2.10 The District will provide the Association facility space to house Association materials, a
242 file cabinet and storage. The Association acknowledges that staff and student needs
243 may precipitate facility space either reduced or moved.

244

245 2.11 The District shall afford the HESP leadership/representatives time at the end of the
246 District and building classified meetings to meet with the HESP members. This meeting
247 time will be unpaid.

248

249 **ARTICLE III – PERSONNEL**

250

251 **SECTION I – EMPLOYMENT PROCEDURES**

252

253 1.1 The District and Association recognize seven (7) categories of employees. Bargaining
254 unit work shall be performed only by employees in one (1) of the seven (7) following
255 categories:

- 256 A. Full-Time 9/10 – Month Position:
257 An employee who is employed no less than thirty-two and a half (32.5) hours per
258 week or six and a half (6.5) hours per day.
259
- 260 B. Full-Time 12-Month Position:
261 An employee who is employed no less than forty (40) hours per week or eight (8)
262 hours per day, with a maximum 260 days per contract year, starting in 2016-2017
263 school year.
264
- 265 C. Part-Time 9/10-Month Position:
266 An employee who is employed less than thirty-two and a half (32.5) hours per
267 week or six and a half (6.5) hours per day.
268
- 269 D. Part-Time 12-Month Position:
270 An employee who is employed less than forty (40) hours per week or (8) hours
271 per day, with a maximum 260 days per contract year, starting in 2016-2017.
272
- 273 E. Probationary:
274 An employee who is newly hired to fill a full or part-time position shall serve a
275 probationary period of ninety (90) work days.
276
- 277 F. Substitute:
278 An employee who is employed to fill a full or part-time position on per diem basis
279 while the regular employee is absent or an approved leave. It is expressly
280 understood and agreed that a substitute shall in no case will a vacant bargaining
281 unit position for a period in excess of the probationary period as above defined.
282
- 283 G. Temporary:
284 If not filling a vacated bargaining unit position, a temporary position can be
285 created for one (1) school year. If a temporary is needed for the second school
286 year, then a posting will occur and a permanent position will be created.
287
- 288 1.2 In no case shall employees be requested or required to perform any duty normally
289 performed by a certificated employee except for short periods of time for instructional or
290 testing purposes when under the supervision of a certificated staff member.

291

292 1.3 The District shall enter into no contract which will result in work being provided,
293 supervised or otherwise influenced by any person, organization, group or company other
294 than persons directly employed by the District and who are members of the bargaining
295 unit as defined in Article I, Section I of this Agreement. This section is applicable to
296 employees as defined in Article I Section 1.2.

297

298 1.4 Seniority shall be defined as the length of service within the Hockinson ESP bargaining
299 unit, not including any substitute service prior to hiring. Accumulation of seniority shall
300 begin on the employee's first working day. A paid holiday shall be counted as the first
301 working day in applicable situations. Hires made at the beginning of the school year shall
302 have a seniority date of September first (1st). In the event that more than one (1)
303 individual employee has the same starting date of work, position on the seniority list shall
304 be determined by casting lots.

305

306 1.5 Probationary employees shall have no seniority until completion of the probationary
307 period at which time their seniority shall revert to their first day of work.

308

309 1.6 Each employee shall have a seniority date to reflect their most recent date of hire by the
310 District, as defined above. Any breaks in service ends placement on the seniority list. If
311 the member returns at a later date, the date of their rehire becomes their first date of
312 continuous employment. Employees who take leave due to family-related or medical
313 issues shall have their seniority continue to accrue.

314

315 1.7 The District shall prepare, maintain and post the seniority list. The initial seniority list
316 shall be prepared and given to the union president who will submit it to each member of
317 the bargaining unit, within thirty (30) days after the effective date of this Agreement with
318 revisions and updates prepared and given annually thereafter. A copy of the seniority list
319 and subsequent revisions shall be furnished to the Association.

320

321 1.8 Summer work will follow normal posting procedures as open temporary positions.
322 Current employees will be considered for summer positions for which they are qualified
323 prior to outside applicants with exception to categorically funded positions. Categorical
324 positions will first be offered to current staff in said program before job is posted.

325

326 1.9 Any employee who has been incapacitated at his regular work by injury or compensable
327 occupational disease while employed by the District may be employed at other work on
328 a job that is operated by the District and which they can do without regard to any
329 seniority provision on this agreement.

330

331 1.10 Seniority shall be lost by an employee upon termination, resignation, retirement or
332 transfer to a non-bargaining unit position.

333

334 1.11 An employee who is resigning shall give two (2) weeks' notice. A resigning employee
335 shall be entitled to all accrued benefits, provided proper notice has been given.

336

337 1.12 In the event that the District assigns an employee to perform services regularly
338 performed by an employee with a classification having a higher rate of pay, the assigned
339 employee will be paid at the higher rate, their own longevity, beginning on the 3rd full
340 consecutive shift. Categorically funded staff may only bump up to gain additional hours
341 before or after their assigned shift.

342

343 Classification in this instance means moving from one group on the salary schedule to
344 another. This does not include moving from one aide position to another or one
345 custodian position to another. In the event that the District assigns a custodian to the
346 duties of the custodial/maintenance supervisor's position in his absence for more than
347 one working day, the assigned custodian shall be paid at their regular salary plus \$1.25
348 per hour. In the event an employee is temporarily assigned by the District to perform
349 services of a classification with a lower rate of pay, the employee shall be paid at the
350 employee's normal rate of pay while performing said services. In the event that an
351 employee requests reassignment to the job classification at a lower rate of pay, then the
352 employee shall be paid at the rate of pay applicable for the classification requested.
353 Should changes to a position be substantial enough to reclassify the position, the
354 position shall be bargained by an Association representative. Job descriptions for such
355 positions will be provided to the Association.

356

357 1.13 Work Assignments will be the responsibility of the District through the appropriate
358 supervisor. All employees in the bargaining unit will be notified of assignments for the
359 coming year by July 15. Reasonable Assurance Letters will be used to notify employees
360 of assignments for the next school year.

361

362 1.14 If a regular employee works extra hours beyond their normal shift in either a temporary
363 or substitute position, after 30 days (retroactive to the first day) they are entitled to
364 additional benefits specifically defined as: Sick leave credit hours, personal leave credit
365 hours, holiday pay and vacation hours where applicable. Retirement credit is determined
366 by state rules. The rate of pay for the extra hours for such temporary work will be
367 governed by provisions elsewhere in this collective bargaining agreement.

368

369 Additionally, the employee will be compensated for jury duty and bereavement leave
370 provided that, if the temporary or substitute position ends during this leave, the
371 employee's compensation reverts back to the original status.

372

373 **SECTION 2 – DUE PROCESS**

374

375 2.1 No employee shall be disciplined (including warnings, reprimands, suspensions,
376 reductions in rank, discharge, non-renewal, termination or other actions that would
377 adversely affect the employee) without just and sufficient cause. The specific grounds
378 forming the basis for disciplinary action will be made available to the employee in writing
379 within ten (10) days.

380

381 2.2 An employee shall be entitled to have present a representative of the Association during
382 any disciplinary action. When a request for such representation is made, no action shall
383 be taken with respect to the employee until such representation of the Association is
384 present. If the employee requests Association representation, then the District may be
385 represented by additional persons of its choosing.

386

387 2.3 The District agrees to follow a policy of progressive discipline which minimally includes
388 verbal warning, reprimand, and suspension without pay, with non-renewal or discharge
389 as a final and last resort. Any disciplinary action taken against an employee shall be
390 appropriate to the behavior which precipitates said action. Certain infractions, because
391 of their severity, would permit the bypass of the initial steps of progressive discipline
392 (e.g., egregious conduct; offenses identified in the RCW's and WAC's as grounds for
393 dismissal or discharge). An employee may be put on administrative leave with pay and
394 without prejudice pending the outcome of an investigation.

395

396 2.4 Any written complaint made against an employee by any parent, student, teacher or
397 other person will be promptly called to the attention of the employee. Any written
398 complaint not called to the attention of the employee within ten (10) working days after
399 the District's knowledge of the complaint may not be used as the basis for any
400 disciplinary action against the employee.

401

402 2.5 Non-probationary employees who are not offered an opportunity to work in a second
403 academic year, after having been notified by the District that they would have
404 employment, will be eligible for retroactive unemployment benefits based on the
405 guidelines established by Washington State Employment Security. In order to be eligible
406 for retroactive benefits, an employee must file a timely claim for benefits for each week
407 for which retroactive benefits would be sought.

408

409 2.6 Employees who are terminated shall be given all accrued benefits to the date of
410 termination.

411

412 **SECTION 3 – LAYOFF AND RECALL**

413

414 3.1 Layoff shall be defined as a necessary reduction in the work force beyond the normal
415 attrition due to a shortage of funds.

416

417 3.2 No employee shall be laid off pursuant to a necessary reduction in the work force unless
418 said employee has been given ten (10) workdays' notice.

419

420 3.3 In the event of a necessary reduction in work force, the District shall first lay off newly
421 hired probationary employees, then the least senior employees. In no case shall a new
422 employee be employed by the District while there are laid off employees who are
423 qualified for a vacant or newly created position.

424

425 3.4 Employees whose positions have been eliminated due to reduction in work force or who
426 have been affected by a layoff shall have the right to assume a position for which they
427 are qualified.

428

429 3.5 In the event of a reduction in the work hours in a department, an employee may claim
430 seniority over another employee for the purpose of maintaining their normal work

- 431 schedule, provided they have greater departmental seniority than the employee they
432 seeks to replace. In no case shall a reduction of any employee's work hours take effect
433 until the District gives ten (10) workdays written notice to the affected employee(s).
434
- 435 3.6 After a twenty-six (26) week break in service, a laid-off employee shall, upon application,
436 and at their option, be granted priority status on the substitute list according to their
437 seniority. Laid off employees may continue their health, dental insurance benefits by
438 paying the regular monthly per subscriber group rate premium and be allowed to
439 continue such coverage for the period specified by COBRA regulations.
440
- 441 3.7 Laid-off employees shall be recalled in reverse order of layoff to any position for which
442 they are qualified. Any employee who has served more than ninety (90) workdays in a
443 classification within the past two (2) years shall be deemed qualified for any position in
444 that classification.
445
- 446 3.8 Notices of recall shall be sent by certified or registered mail to the last known address as
447 shown on the District's records. The recall notice shall state the time and date on which
448 the employee is to report back to work. It shall be the employee's responsibility to keep
449 the District notified as to their current mailing address. A recalled employee shall be
450 given at least five (5) calendar days from receipt of notice, excluding Saturdays and
451 Sundays, to report to work. The District may fill the position on a temporary basis until
452 the recalled employee can report for work providing the employee reports within (5) day
453 period. Employees recalled to work for which they are qualified are obligated to take said
454 work. An employee who declines recall to perform work for which they are qualified shall
455 forfeit their seniority rights and recall for employment rights.
456
- 457 3.9 Employees on layoff shall retain their seniority for purposes of recall for a period of two
458 (2) years.
459
- 460 3.10 Employees who are assigned outside their current job classification as result of layoff
461 shall be provided retraining and orientation to the new assignment without cost to the
462 employee. The extent of such training will be determined by the District.
463
- 464 3.11 Should a vacancy occur within the employee's former job classification, the employee
465 shall have first right to return to said job previous to other employees being recalled from

466 layoff, transferred or a new employee hired, provided the vacancy occurs within one (1)
467 year of the original change of jobs.

468

469 3.12 Unused accumulated sick leave shall be restored to the employee upon their return to
470 active employment. The employee shall be placed on the proper wage rate for the
471 employee's current classification and experience.

472

473 **SECTION 4 – EMPLOYEE RIGHTS**

474

475 4.1 The District hereby agrees that employees shall have the rights to freely organize, join
476 and support the Association for the purpose of engaging in collective bargaining or
477 negotiation and other concerted activities for mutual aid and protection. As a duly
478 elected body exercising governmental power under code of law of the state of
479 Washington, the District undertakes and agrees that it will not directly or indirectly
480 discourage or deprive or coerce any employee in the enjoyment of any rights conferred
481 by the act of other laws of Washington or the Constitutions of Washington and the
482 United States, that it will not discriminate against any employee with respect to hours,
483 wages, or conditions of employment by reason of their membership in the Association,
484 their participation in any activities of the Association or collective negotiations with the
485 District, or their institution of any grievance, complaint or proceeding under this
486 Agreement or otherwise with respect to any terms or conditions of employment.

487

488 4.2 Nothing contained within this Agreement shall be construed to deny or restrict to any
489 employee rights they may have under applicable laws and regulations. These rights
490 granted to employees hereunder shall be deemed to be in addition to those provided
491 elsewhere.

492

493 4.3 The employees shall be entitled to full rights of citizenship and no religious or political
494 activities of any employee or the lack thereof shall be grounds for any discipline or
495 discrimination with respect to the employment of such employee. The private and
496 personal life of any employee is not within the appropriate concern or attention of the
497 District. However, the District expects responsible behavior when employees are active
498 in the community and expects that employees shall refrain from discriminatory actions or
499 behaviors that may negatively impact protected classes as a part of their position.

500 Religious and political activities of employees will be confined to personal and private
501 time outside of assigned work hours.

502

503 4.4 The provisions of this Agreement shall be applied without regard to domicile, race,
504 creed, religion, color, national origin, families with children, sex, marital status, sexual
505 orientation, age, or the presence of any sensory, mental or physical disability or the use
506 of a trained dog guide or service animal by a disabled person.

507

508 **SECTION 5 – PERSONNEL FILES**

509

510 5.1 Employees or former employees shall, upon request, have the right to inspect all
511 contents of their complete personnel file kept within the District as well as employment
512 references leaving the District. Upon request, a copy at District expense of any
513 documents contained therein shall be afforded the employee. No secret, duplicate,
514 alternate or other personnel file shall be kept anywhere in the District. Anyone at the
515 employee’s request may be present in this review.

516

517 5.2 Any derogatory material not shown to an employee in a timely manner after receipt or
518 composition shall not be allowed as evidence in any grievance or in any disciplinary
519 action against such employee. No evaluation, correspondence, or other material making
520 derogatory reference to an employee’s character or manner shall be kept or placed in
521 the personnel file without the employee’s knowledge and opportunity to attach their own
522 comments. Upon the request of the employee, the Superintendent will review any
523 negative piece of information (excluding evaluations) contained in the personnel file over
524 two (2) years old. If the Superintendent agrees that the negative information is no longer
525 relevant or reflective of the employee’s current work performance, they will remove the
526 information from the file and give it to the employee.

527

528 **SECTION 6 – EMPLOYEE PROTECTION**

529

530 6.1 The District agrees to maintain liability insurance or self-insurance that provides
531 coverage for employees that indemnifies and defends them from financial loss, including
532 reasonable attorney fees, arising out of claims, demands, suits, or judgments to the
533 extent specified and for the conduct covered in said liability policies or self-insurance
534 agreements as not existing or hereafter amended. Upon request of an employee, the
535 District further agrees to indemnify and hold harmless employees for actions, claims or

536 proceedings instituted against them arising out of the performance or failure of
537 performance of duties for, or employment with the District, and to provide an attorney of
538 the District's choosing to defend the employee against such claims, unless the District
539 determines that the employee was not acting in good faith or within the scope of his or
540 her employment with or duties for the District.

541

542 6.2 The Southwest Washington Workers' Compensation Trust (SWWCT), on behalf of the
543 District, shall reimburse employees for the cost of medical, surgical, or hospital services
544 (less the amount of any insurance reimbursement) incurred as a result of any injury
545 sustained in the course of their employment. The liability under this section shall be
546 limited to the amount specified by the Southwest Washington Workers' Compensation
547 Trust.

548

549 6.3 The District shall provide employees with insurance protection covering them while they
550 are engaged in the maintenance of order and discipline and the protection of school
551 personnel and students and the property thereof. Such insurance must include
552 protection for employees from loss or damage to their personal property incurred while
553 engaged in any supervisory capacity as designated by the District.

554

555 The District or its insurer(s) will reimburse the employee for the full cost of replacement
556 of loss or damage to personal property up to \$1,500.00 caused while such employee is
557 engaged in: (1) the maintenance of order and discipline; (2) the protection of school
558 personnel, school property, or students; or (3) the supervision of students or school
559 equipment.

560

561 The District will provide specialized protective clothing to employees as required by the
562 job and approved by the supervisor. Grounds and Maintenance staff will be reimbursed
563 up to \$250 annually for appropriate work boots and/or coat. Custodial, Security, and
564 General Duty Aides for whom the majority of their time is spent outside will be
565 reimbursed up to \$100 annually for appropriate footwear and/or coat.

566

567 Custodial/Grounds/Maintenance staff shall be provided a set of five (5) T-shirts
568 identifying them as Hockinson School District Staff annually.

569

570 6.4 District liability, if any, for onsite damage to employee automobiles will be determined on
571 a case by case basis. Claims that meet the requirements of this section will be paid
572 within one accounting cycle of receipt and validation of the claim.

573

574 **SECTION 7 – VOLUNTARY TRANSFERS**

575

576 7.1 Notification of Vacancies:

577 A. Date: The District shall deliver to the Association President a list of the known
578 vacancies.

579

580 B. Filing Requests: Employees who desire to transfer to another building or job
581 may file a written statement of such desire with the Superintendent or their
582 designee. Such statement shall include the job, school or schools to which they
583 desire to be transferred, in order of preference. Such requests for transfers for
584 the following year shall be submitted no later than June 1 unless the opening for
585 which the transfer is desired occurs after June 1. Building in this instance refers
586 to school campus, not the individual buildings on that campus.

587

588 C. If the omnibus appropriations act has not been passed by the Legislature for the
589 biennium by the end of the regular session in the odd years, the notification shall
590 be given, in writing, no later than five (5) days following the end of the final
591 session of the Legislature.

592

593 D. Notification: As soon as practicable, and no later than October 1, the
594 Superintendent or their designee shall deliver to the Association a system wide
595 schedule showing the names of all employees who have been transferred and
596 the nature of such transfer.

597

598 7.2 Transfer Criteria: In the determination of requests for voluntary transfer, for a posted,
599 open position, the employee with the most seniority shall receive the transfer, assuming
600 they meet the minimum qualifications.

601

602 7.3 Transfers to open positions shall not be permitted during the probationary period, unless
603 approved by the current evaluator.

604 **SECTION 8 – INVOLUNTARY TRANSFERS**

605

606 8.1 Use of Voluntary Requests:

607 The District shall first ask for volunteers. No vacancy shall be filled by means of
608 involuntary transfer if there is a qualified volunteer available to fill the said position.

609

610 Notice:

611 If notice of an involuntary transfer is necessary, then an employee's area of competence,
612 length of service in the District, length of service in the particular school building, and
613 other relevant factors, including, among other things, state and/or federal laws, rules,
614 regulations or administrative directives, shall be considered in determining which
615 employee is to be transferred.

616

617 Meeting and Appeal:

618 An involuntary transfer shall be made only after a meeting between the employee
619 involved and the immediate supervisor, at which time the employee shall be notified of
620 the reason therefore. In the event that an employee objects to the transfer at this
621 meeting, upon the request of the employee, the Superintendent shall meet with him/her.
622 The employee may, at their option, have an Association representative present at such
623 meeting. The District may, at its option, have more than one person present at such
624 meeting.

625

626 Involuntary Transfer Priorities:

627 A list of open positions in the School District shall be made available to all employees
628 being involuntarily transferred. Such employees may request the positions, in order of
629 preference, to which they desire to be transferred. All such employees shall be given
630 adequate time off for the purpose of visiting schools at which open positions exist.
631 Employees being involuntarily transferred from their present position shall have
632 preference over those seeking voluntary transfer in regard to choice among those
633 positions which are vacant. An employee being involuntary transferred shall be placed in
634 an equivalent position when there is an opening in such position. Where there are no
635 position openings in an equivalent position, the employee will be placed in another
636 position as close to equivalency as possible. Equivalent position means one which does
637 not involve reduction in rank or in total compensation.

638

639 **SECTION 9 – PROMOTIONS**

640

641 9.1 Promotional positions are those positions paying a higher salary differential and/or
642 positions on the administrator/supervisory levels of responsibility.

643

644 9.2 The District may post internally and externally at the same time for positions. Posting of
645 open positions shall be accomplished by placing the job announced on the District
646 website and by an e-mail which will be sent to all bargaining unit members. Interested
647 internal candidates need, at a minimum, to submit a letter of interest to HR within the
648 first five (5) days of posting. External applicants will only be considered after the internal
649 applicants. In the determination of requests for internal promotion for a posted, open
650 position, the employee with the most seniority shall receive the position assuming they
651 meet the minimum qualifications. When moving into the promoted position, the
652 employee will have a new ninety (90) day probation period.

653

654 9.3 Promotions to open positions shall not be permitted during the probationary period,
655 unless approved by the current evaluator. If approved, they will be considered with
656 external applicants.

657 **SECTION 10 – MISCELLANEOUS WORKING CONDITIONS**

658

659 10.1 Employees shall not be required to work under unsafe or hazardous conditions or to
660 perform tasks which endanger their health, safety, or well-being.

661

662 10.2 In the absence of a building supervisor (principal), or designee, employees shall not be
663 held accountable or made responsible for the administration or supervision of the
664 building.

665

666 10.3 The District shall provide adequate rest areas, lounges and restrooms for employee-use.

667

668 10.4 The District shall support and assist employees with respect to the maintenance of
669 control and discipline of students in the employees assigned work area. The District or
670 its designated representative shall take reasonable steps to relieve the employees of
671 responsibilities in respect to students who are disruptive or repeatedly violate rules and
672 regulations.

673

674 10.5 An employee may use such physical force with a student as is necessary to protect
675 him/herself, a fellow employee, a teacher, an administrator or another student from
676 attack, physical abuse or injury, or to prevent damage to District property. All staff
677 required to work with or supervise students with special needs will be notified prior to
678 supervision, when possible. A communication device will be provided to the 18-21
679 Transition Program Paraeducator(s) while off campus with students.

680
681 10.6 The District is committed to supporting employees who regularly use the Skyward
682 system as part of their duties by sending at least three employees to the annual
683 WASWUG conference. The District will survey interested parties and the opportunity will
684 be granted to one individual from each campus. Selection of attendees will be made by
685 the District. If there is no interest from a specific campus, the opportunity may be
686 extended to other campuses. The District will pay the registration and hotel costs and
687 will frontload the employee's meals at per diem rate for the city in advance of travel.

688
689 In addition, The District will provide a minimum of five thousand dollars (\$5,000) annually
690 for employee-requested training or coursework. Each employee will be able to request
691 up to five hundred dollars (\$500) per year on a first-come/first-serve basis. In August of
692 each year, employees may draw on remaining money in the pool for previously
693 approved activities that exceeded the \$500 allocation. Up to three thousand dollars
694 (\$3,000) of unused funds may be rolled to the next year for a maximum of eight
695 thousand dollars (\$8,000) year over year.

696
697 The money may be used to reimburse training and course work fees, tuition, and
698 required class materials. Training requires prior administrative approval and shall
699 enhance the employee's job qualifications for their position.

700
701 10.7 Employees attending training courses or seminars requested by the employee and
702 approved by the District will suffer no loss of regular salary if the course requires them to
703 attend during their regular employment time. Expenses incurred for training, course work
704 fees, and tuition will be paid by the District up front.

705
706 The daily per diem for employee meals shall be determined using the standards
707 established by the Washington State Office of Financial Management and provided to

708 the employee up front. The employee must submit a staff travel leave request and
709 conference schedule at least five working days prior to departure.

710

711 10.8 Employees attending training courses required by State regulation or District policy as a
712 condition of employment will be paid by the District at the employee's regular hourly rate
713 of pay for all time in attendance, plus any fee or tuition.

714

715 10.9 When training is deemed necessary by the District, new employees hired into the district
716 or existing employees who transfer to a new position, the District may grant up to 8
717 hours of job specific training during their contracted time. An employee may request an
718 additional eight (8) hours for a maximum of sixteen (16) hours of training. The District
719 will determine if it is appropriate to grant additional training. When the District asks an
720 employee to provide training to a fellow colleague a substitute will be provided if one is
721 available. With supervisor approval, employees will have the opportunity to take
722 professional development either during the workday (such as early release) or after the
723 workday through Flex hours. The District, shall offer training specific to each classified
724 job category during the workday at least once a year either directly or through
725 coordination with an outside agency such as WEA, ESD112, or other.

726

727 10.10 No employee shall be required to dispense or administer medication unless qualified and
728 legally authorized to do so.

729

730 10.11 An employee shall be responsible to only one (1) supervisor, said supervisor to be
731 designated by the District at the beginning of each school year.

732

733 10.12 The District recognizes that there are times when classified input is essential in making
734 building/site decisions. The District agrees to pay staff their hourly rate to attend
735 staff/district meetings that require their input as stakeholders/employees with principal
736 approval.

737

738 **SECTION 11 – HOURS OF WORKING AND OVERTIME**

739

740 11.1 The normal work year for school-term employees will be 180 school days and shall be
741 awarded additional "Flex" days (hours) for training, opening school, and closing school.

742 Flex hours is additional duty time that falls outside of the regular school schedule. Flex

743 hours are to be approved by the supervisor in advance and may not be worked in an
 744 overtime status. All Flex days are to be completed no later than June 30, unless
 745 approved by HR.

746
 747 Flex hours for all paraeducators i.e. Sped, Title, Lap, MLL, Media Techs, will be
 748 approved by the Director of Special Education to ensure fulfillment of required training
 749 for FCS/GPS, Right Response, Ukeru, Etc. Flex hours for all other positions i.e. General
 750 Duty Aides, Secretaries, and Security staff will be approved by the building supervisor.

751

Position	High School School Days/Flex	Middle School School Days/Flex	Elementary School School Days/Flex
Lead Secretary	180/30	180/25	180/25
Assistant Secretary	180/5	180/13	180/10
Registrar	180/15	0	0
Athletic Secretary	180/20	0	0
Attendance Clerk	180/5	180/5	180/5
Bookkeeper	180/15	180/7	0
Media Tech	180/5	180/5	180/5
Security/Student Specialist	180/5	180/5	180/5
Paraeducator	180/5	180/5	180/5
General Duty Aide	180/3	180/3	180/3

752

753 The normal work year for all other employees shall be twelve (12) months, September 1
 754 through August 31 for a maximum of 260 days.

755

756 A full time workday is considered to be eight (8) hours.

757

758 11.2 The normal work week is considered Monday through Friday.

759

760 11.3 Each employee shall be assigned to a definite shift with designated times of beginning
 761 and ending which shall not be changed. Work schedules showing the employee's shifts,
 762 work days and hours shall be given to each employee.

763

764 11.4 Each shift of more than five (5) hours per day shall include a thirty (30) minutes
 765 uninterrupted lunch period (which is not part of the compensated work day) as near the

766 middle of the shift as practicable, and also include a fifteen (15) minute first half and
767 fifteen (15) minute second half rest period. Both such rest periods shall occur as near
768 the middle of each half shift as is practicable.

769

770 11.5 A two (2) hour minimum recall time at the appropriate rate of pay, as determined by the
771 day of recall shall be paid when an authorized supervisor calls an employee back to
772 work.

773

774 11.6 All hours worked by an employee in excess of forty (40) hours in a given work week (7
775 consecutive days, Sunday thru Saturday) shall be compensated at one and one half (1.5
776 times the employee's hourly rate. For purposes of overtime pay calculation, holidays will
777 be considered with worked hours. If an employee is asked to work on a Saturday, all
778 hours worked on Saturday shall be compensated at one and one half (1.5) times the
779 employee's rate so long as no portion of the week was in unpaid status. Additional hours
780 and overtime pay must be pre-approved by the supervisor or designee such as the
781 building principal except in emergency situations when the employee must report excess
782 hours to his/her supervisor immediately the next working day. The District and the
783 Association recognize that unforeseen or emergency situations may occur in which prior
784 approval may not be attained (i.e. building security system alerts of facility malfunction
785 which may create an unsafe environment for staff and students).

786

787 11.7 The opportunity to substitute for long-term leave-of-absence positions in the building
788 shall first be offered to qualified current building employees in seniority order. The
789 employee that serves in this position will retain all seniority rights and will return to their
790 previous position when the temporary position expires.

791

792 11.8 The Employer shall provide substitutes as required by the absence of regular
793 employees. Substitutes shall be used to perform bargaining unit work only during
794 instances of absence by regular employees or when an unfilled temporary vacancy
795 exists. In order to ensure the efficient operation and continuity within a building or
796 department, promotion will be executed when a 24-hour notice is given to a member of
797 the bargaining unit for that building or department to that position. The promotion will
798 only apply to three (3) individual levels per occurrence. Promoted employees will be paid
799 pursuant to Article 3, Section 1.12. Paraeducator substitutes covering a vacant position

800 will make the same rate as custodial subs or the first step on the salary schedule in the
801 column for paraeducators, whichever is greater.

802

803 11.9 Employees shall suffer no loss in wages, benefits, or contractual or statutory advantages
804 and will not be required to make up lost days due to building and or school closure by
805 the Superintendent. School or building closure is defined as the Superintendent
806 declaring that a hazardous condition or conditions exist which threatens the safety of
807 employees, not simply the suspension of classes as a result of transportation concerns
808 for pupils. This section applies only to 12-month personnel since workdays for all other
809 personnel are determined by the official school calendar as established by the Board.

810

811 11.10 Any additional hours of extra work required by the District be offered to employees in the
812 respective classifications by seniority in each building providing their work schedule
813 which can accommodate the additional hours. When funding for short-term hours ceases
814 to exist, the employee(s) who received the hours will suffer the reduction.

815

816 If the work requires specialized skills, then the senior employee possessing the
817 specialized skills will be offered the work rather than the most senior employee unless
818 they possess the skills.

819

820 If the additional hours will require the employee to work more than 40 hours during the
821 work week, the work will be offered to another employee except in unusual
822 circumstances.

823

824 The District recognizes the impact of outside community programs on office staff,
825 maintenance and custodians. Additional hours may be budgeted and used to assist with
826 high impact extra-curricular activities, including but not limited to: Football, graduation,
827 basketball and Hockinson Fun Days. These arrangements must be approved prior to the
828 event by the building principal and the Superintendent.

829

830 **SECTION 12 – HOLIDAYS AND VACATIONS**

831

832 12.1 All employees shall receive the following paid holidays which fall within their work year:

833

A. New Year's Day

834

B. Martin Luther King Day

- 835 C. President's Day
- 836 D. Memorial Day
- 837 E. Juneteenth
- 838 F. Independence Day
- 839 G. Labor Day
- 840 H. Veteran's Day
- 841 I. Thanksgiving Day
- 842 J. Day after Thanksgiving
- 843 K. Day before Christmas
- 844 L. Christmas Day
- 845 M. Day before New Year's Day

846

847 Non-contract days will be granted to 12 month employees who work the full contract
848 year in years where the contract year exceeds 260 work days. These are unpaid days
849 and must be taken as full days within the contract year. The Union will be consulted on
850 the day(s) and said days will be built into the calendar for all 12 month employees on
851 non-school days.

852

853 12.2 Unpaid Religious Holiday:

854 Classified employees may request two (2) unpaid religious holidays per calendar year
855 for a reason of faith or conscience or an organized activity conducted under the auspices
856 of a religious denomination, church, or religious organization outside of state recognized
857 legal holidays.

858

859 12.3 Unworked Holidays:

860 Eligible employees shall receive pay equal to their normal work shift at their base rate in
861 effect at the time the holiday occurs. An employee who is on the active payroll on the
862 holiday and has worked either his last shift preceding the holiday or their first scheduled
863 shift succeeding the holiday, and is not on unpaid leave of absence, shall be eligible for
864 pay for such unworked holiday. An exception to this requirement will occur if the
865 employee is ill and is unable to work on either of such shifts. If staff have submitted their
866 two-week resignation prior to the holiday, holiday(s) will be prorated based on the days
867 worked in the year.

868

869 12.4 Worked Holidays:

870 Employees who are required to work on the above-described holidays shall receive
871 twice their base rate for all hours worked on such holidays in addition to their holiday
872 pay. Employees must receive prior approval from their supervisor before working on
873 holidays.

874

875 12.5 Holidays During Vacation:

876 Should a holiday occur while an employee is on vacation, the employee shall be allowed
877 to take one (1) extra day of vacation with pay in lieu of the holiday as such.

878

879 12.6 Vacations:

880 Twelve (12) month employees shall receive paid vacation time. Said vacation time may
881 be used by eligible employees at times of the employee's choosing subject only to the
882 condition where more than one employee requests the same vacation date(s) and work
883 scheduling demands reasonably prohibit all requesting employees from being absent at
884 the requested times. In such instances, the affected employee having the greatest
885 seniority shall be granted their preferred vacation date(s).

886

887 12.7 Vacation time is earned and may be accumulated from year-to-year up to a maximum of
888 forty (40) workdays. Upon termination, an employee shall be paid for all unused earned
889 vacation time based upon their then current rate of pay. Vacation time shall be computed
890 at the beginning of every contract year in September, with the exception of the
891 employee's first year, when it will be prorated per their employment date identified in the
892 following schedule:

893	First year	5 days
894	2 nd - 5 th years	10 days
895	6 th - 10 th years	15 days
896	11 th year or more	20 days

897

898 Vacation leave shall be requested in writing two (2) weeks in advance to ensure
899 adequate coverage. The maximum that can be cashed out at separation is forty (40)
900 days.

901

902

903

904 **SECTION 13 – SALARIES AND SALARY PAYMENT**

905

906 13.1 Salaries for employees subject to this Agreement during the term of the Agreement are
907 contained in Appendix A attached hereto and by this reference incorporated herein.

908

909 13.2 This section has been moved to bottom of salary schedule.

910

911 Increases shall be, at a minimum, that percentage increase appropriated by the
912 legislature for classified salaries on a yearly basis.

913

914 13.3 Each September, an employee shall be placed on the next higher step on the salary
915 schedule when employed during the preceding school year for at least half the annual
916 number of hours of the position.

917

918 13.4 Classified employees will have electronic payroll deposits and access their payment
919 information electronically through Skyward Employee Access. Electronic payroll deposits
920 shall be issued on the last banking day of the month.

921

922 13.5 All compensation owed to an employee who is leaving the District shall upon request be
923 paid on the payroll date in the month of termination if termination occurs prior to the 10th
924 day of the month. If termination occurs after the 10th, then compensation owed will be
925 paid on the payroll date for the following month.

926

927 13.6 All classified personnel will be paid in twelve (12) equal installments. Total yearly salary
928 based on hourly rate times number of hours worked per year will be computed. This total
929 will be divided by twelve (12) to arrive at the monthly salary to be paid. Adjustments to
930 salary for additional hours, overtime worked, or uncompensated leave taken will be
931 made monthly. Adjustments to total annual salary to assure correct amount paid will be
932 made in August of each year.

933

934 13.7 For the purposes of salary placement, the District shall consider all years of verified
935 experience in a like position at a pre-school, elementary or secondary public education
936 programs, elementary or secondary education programs conducted by an educational
937 service district, office of the superintendent of public instruction, the United States
938 department of education, or similar agency in another jurisdiction.

939

940 **SECTION 14 – TRANSPORTATION REIMBURSEMENT**

941

942 14.1 When acting in accordance with assigned duties or when required to travel from one
943 building site to another in their own private vehicle during working hours, an employee
944 shall be reimbursed for such travel as the most current mileage rate allowed by IRS
945 regulations for business travel.

946

947 **SECTION 15 – INSURANCE AND FRINGE BENEFITS**

948

949 15.1 The parties recognize that effective January 1, 2020 the State of Washington will provide
950 employee health benefits insurance coverage through the School Employees Benefits
951 Board (SEBB) as administered by the Washington Health Care Authority.

952

953 **School Employees Benefit Board (SEBB) Program Coverage and Benefits**

954 Effective January 1, 2020, the District will implement the State's mandatory insurance
955 program administered by the Washington Health Care Authority through the School
956 Employees Benefits Board (SEBB). The District shall pay the full portion of the
957 employer contribution as adopted in the School Employees Health Care Coalition
958 Agreement for all employees who meet the HCA's eligibility requirements as outlined
959 below.

960

961 For purposes of benefits provided under the SEBB, school year shall mean September 1
962 through August 31. Payroll deductions for eligible employee premiums to be paid to the
963 Health Care Authority (HCA) shall be made in the month in which the benefit is received

964

965 The District will provide employees with those benefits offered through SEBB, including:

- 966 a. Basic Life and Accidental Death and Dismemberment insurance (AD&D)
- 967 b. Basic Long-Term Disability insurance
- 968 c. Vision insurance
- 969 d. Dental insurance
- 970 e. Medical Plan insurance

971

972 Eligible employees may also:

- 973 a) Participate in the Medical Flexible Spending Arrangement (FSA) and Dependent
974 Care Assistance Program (DCAP) offered by SEBB. (FSA and DCAP require
975 mandatory annual enrollment.)

- 976 b) Enroll in a Health Savings Account (HSA) when they select a qualifying High
977 Deductible Health Plan (HDHP) for their medical insurance; provided that they
978 enroll within the required timeframes as provided in WAC 182-30-100.
- 979 c) Utilize the payroll deduction for any supplemental insurance that they enroll in
980 through SEBB, (e.g., AD&D, Long-Term Disability), as well as any voluntary
981 benefits bargainable by law outside of SEBB.

982

983 **Eligibility**

984 In accordance with WAC 182-31-030, the District will:

- 985 a. Upon employment, inform employees in writing whether they are or are not
986 eligible for SEBB benefits and of their right to appeal eligibility and enrollment
987 decisions.
- 988 b. Routinely monitor all employees' work hours to establish eligibility and maintain
989 the employer contribution toward SEBB benefits coverage.
- 990 c. Identify when a previously ineligible school employee becomes eligible or a
991 previously eligible school employee loses eligibility.
- 992 d. Inform an employee in writing whether they are eligible for SEBB and the
993 employer contribution whenever there is a change in work patterns such that the
994 school employee's eligibility status changes. In the event of such a change, the
995 District will inform the employee of the right to appeal eligibility and enrollment
996 decisions.

997

998 In accordance with WAC 182-31-040:

- 999 a. All employees, including substitutes, shall be eligible for full insurance coverage
1000 under the SEBB program if they are anticipated to work the minimum number of
1001 hours per school year required for SEBB eligibility.
- 1002 b. Employees who have worked at least the minimum number of hours per school
1003 year required for SEBB eligibility in each of the previous two school years and
1004 return to the same type of position or combination of positions with the same
1005 SEBB organization are presumed eligible for the employer contribution at the
1006 start of the school year.
- 1007 c. Should an employee who previously was not expected to be eligible for benefits
1008 under SEBB work the minimum number of hours per school year required for
1009 SEBB eligibility in one year, the employee will become eligible for benefits on the

1010 date they actually worked the minimum number of hours per school year required
1011 for SEBB eligibility in the school year.

1012 d. Employees hired on a date that prevents the minimum number of hours per
1013 school year required for SEBB eligibility because not enough days remain in the
1014 year will be provided with benefits coverage in accordance with WAC 182-31-040
1015 (2)(d).

1016 e. Once eligibility for the employer contribution is established, it shall be maintained
1017 unless or until terminated in accordance WAC 182-31-050.

1018

1019 All compensated hours (e.g., regular, supplemental, overtime, coaching) in
1020 District positions shall count for purposes of establishing eligibility in accordance
1021 with WAC 182-31-040.

1022

1023 **Benefit Enrollment and Continuity of Coverage**

1024 In accordance with WAC 182-31-040, in the month of September (beginning 2020), benefit
1025 coverage for eligible employees begins their first day of work, provided the employee works on
1026 or before the first day of school. For all other eligible employees, benefit coverage will begin the
1027 first day of the month which follows the employee's first day of work.

1028

1029 Employees previously employed by a SEBB employer and eligible for SEBB coverage in the
1030 month prior to their first day of work will have uninterrupted benefit coverage if they meet the
1031 eligibility requirements above.

1032

1033 **Leaves of Absence**

1034 Paid leave hours shall count towards eligibility for benefits, excluding any holiday hours.

1035 Employees on an approved unpaid leave will retain their employee/employer relationship.

1036

1037 An employee on approved leave under the federal Family and Medical Leave Act (FMLA) or the
1038 Washington State Paid Family Medical Leave Act (PFMLA) will continue to receive the employer
1039 contribution for insurance coverage in accordance with the federal FMLA or RCW 50A.35.020.

1040

1041 **Benefit Termination**

1042 An employee eligible for benefits who terminates the employment relationship shall continue to
1043 receive benefits through their final month of employment per WAC 182-31-050.

1044 When employees eligible for benefits separate from employment after completion of the
1045 employee's full contract obligation, the separation will be effective August 31. In cases when an
1046 employee provides notice of an alternate date of resignation, the District will provide the
1047 employee notification of the impact on benefit eligibility and coverage.

1048

1049 Self-Pay Continuation Coverage Options: The District will implement the SEBB Continuation
1050 Coverage Policies (2018-57, 2018-58, 2019-06, 2019-07) and communicate these options to
1051 employees.

1052

1053 This section of the agreement is subject to yearly revision based on then current Washington
1054 State laws.

1055

1056 **Washington State Paid Family Medical Leave**

1057

1058 Qualifying events eligible for PFML benefit are determined through WA State
1059 Employment Security Department.

1060

1061 The District will pay the employer portion of the PFML premium and the employee portion of the
1062 PFML premium to a maximum of 0.2533% of each employee's gross wages, not to exceed state
1063 maximum.

1064

1065 **SECTION 16 – LEAVES**

1066

1067 16.1 At the beginning of each work year, each employee shall be credited with advanced
1068 sick leave allowance of one (1) day per month for each month to be worked during the
1069 year. All nine (9) month employees will receive nine (9) sick days, all ten (10) month
1070 employees shall receive ten (10) sick days and all twelve (12) month employees shall
1071 receive twelve (12) days of sick leave front loaded at the beginning of the school year.
1072 A day is defined as the number of contracted hours in an employee's work day.
1073 Individual sick leave allocations will be reviewed annually. Any employee who enters
1074 into unpaid sick leave unrelated to a potential FMLA/Shared Leave claim substantiated
1075 by a doctor may be changed to a monthly allocation schedule in the following year.

1076

1077 Employees may use frontloaded sick leave with the agreement that any leave used and
1078 paid will be adjusted back to the district should an employee leave employment for any
1079 reason i.e. terminations, resignations, retirement before the leave is actually earned and

1080 the cause is unrelated to a potential FMLA/Shared Leave claim substantiated by a
1081 doctor.

1082

1083 Employees may cash in unused sick leave days above an accumulation of sixty (60)
1084 days at a ratio of one (1) full day's pay for four (4) accumulated sick leave days. The
1085 employee may either cash in up to twelve (12) days per year on January 1st of each
1086 school year as stipulated in state regulations or cash in the entire accumulation at
1087 retirement at the rate of one (1) day's pay per four (4) days of accumulated leave.

1088

1089 Absence due to injury incurred in the course of the employee's employment may be
1090 compensated for in the following manner: For absences due to job-related injuries which
1091 qualify for Industrial Accident and Workmen's Compensation coverage, a prorated
1092 portion of sick leave may be used, which when added to any of the above compensation
1093 shall equal, but not exceed, the employee's normal salary.

1094

1095 In the event of a birth of a child of the employee's spouse, sick leave will be allowed.

1096

1097 An employee who is unable to perform their duties because of personal illness, maternity
1098 or other disability, may, upon request, be granted leave of absence without pay at the
1099 exhaustion of sick leave. Leaves for these conditions may be renewed annually.

1100

1101 Application for leave and application for renewal of a leave of absence for such
1102 conditions shall be made in writing to the Superintendent. An employee who has been
1103 granted leave may return to service during the period of the leave after giving written
1104 notice to the Superintendent and with written permission of their personal physician.

1104

1105 16.2 Emergency and Family Illness Leave:

1106

1107 Employees shall upon request be granted a leave of absence with pay when such
1108 absence is occasioned by an emergency or illness in the immediate family. Emergency
1109 shall be defined as:

1109

1110 A. A problem that has been suddenly precipitated and of such nature that pre-
1111 planning is not possible or could not relieve the necessity for the staff member's
1112 absence.

1112

1113 B. The problem cannot be one of minor importance or of mere convenience, but
1114 must be of a serious nature.

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C. Weather conditions for local travel to and from work shall be considered a valid reason for an emergency leave.

D. Emergency leave will be granted for reasons connected with other leaves.

Immediate family for illness leave purposes shall be defined as: Children, spouse, parents, father-in-law, mother-in-law, grandparents, brothers, sisters, or anyone who lives with or is part of the family nucleus.

Such leave shall be deducted from accumulated sick leave. Application for the leave shall be entered into the Frontline Education (AKA AESOP) system.

Employees may be eligible for District paid medical premiums, in some circumstances, in accordance with state and federal law and district policy if they are on leave without pay.

16.3 Parental Leave:

An employee requesting parental leave should give written notice to the District at least two (2) weeks prior to commencement of said leave. The written request for parental leave should include a statement as to the expected date of return to employment, and within thirty (30) days after childbirth, shall inform the employer of the specific day when employee will return to work.

In the event sick leave has been exhausted, then the employee shall be granted a leave of absence as stated under the Sick Leave Provision.

An employee shall be allowed up to one (1) year of unpaid leave for the purpose of childcare. An employee returning from such leave shall be placed in the position last held or in a similar position in the District.

The District shall grant leave and benefits in accordance with the Family Leave Acts (Federal and Washington State), and the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). During such leave, the employee may pay the District their share of any insurance benefits program in order to maintain those benefits.

1150

1151 16.4 Adoption Leave:

1152 Three (3) non-cumulative days of leave with full pay shall be allowed either parent or
1153 both in order to complete the adoption process. This leave may be used for court and
1154 legal procedures, home study, evaluation and required home visitations by the adoption
1155 agency that cannot be scheduled outside of the regular workday.

1156

1157 16.5 Bereavement Leave:

1158 Three (3) days of leave with pay shall be granted for death in the immediate family. In
1159 cases where emergency factors or long distances are involved, the employee may
1160 request up to an additional two (2) days of leave. Requests will be processed through
1161 the building principal or Superintendent.

1162

1163 Such leave is non-cumulative. Family is defined as children, foster children, spouse,
1164 domestic partner, parents, father-in-law, mother-in-law, grandparents, brother, sister,
1165 son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren, step-father,
1166 step-mother, aunt, uncle, nephew and niece.

1167

1168 16.6 Jury Duty and Subpoena Leave:

1169 Leaves of absence with pay shall be granted for jury duty. The employee shall notify the
1170 District when notification to serve on jury duty is received. The employee shall submit to
1171 the District written proof of service when jury duty is completed. Leave of absence with
1172 pay shall be granted when an employee is subpoenaed to appear in a court of law when
1173 a case is related to their position in the District. This excludes personal business such as
1174 divorce, civil suits, etc.. Any stipend, transportation, meal or lodging expense
1175 reimbursement shall be retained by the employee.

1176

1177 16.7 Military Leave:

1178 Employees shall be granted military leaves of absence when required by law. While on
1179 leave, the employee shall retain all benefits as though employment has been continuous
1180 in the District. Upon return from leave, the employee shall be placed in the position last
1181 held or a similar position in the District.

1182

1183 16.8 Personal Leave

1184 Every employee shall have three (3) personal leave days with pay per year to be used
1185 for personal, business, household, or family matters which require absence during
1186 school hours. A written notification to the building principal shall be made at least one (1)
1187 full day before taking such leave, and the applicant for such leave shall not be required
1188 to state the reason for taking such leave, other than they are taking it under this section.
1189 Personal leave is cumulative up to six (6) days. Personal leave may not be taken
1190 immediately previous to or immediately after scheduled school breaks or in the first ten
1191 (10) or last ten (10) days of the school year. Unused earned personal leave may be
1192 cashed out at the end of each school year at the employee's per-diem rate per employee
1193 request. Request must be provided to the Personnel Office no later than June 30th of
1194 each year. The District will notify all employees by email of personal leave cash out
1195 request deadline by June 1st of each year. Used unearned personal leave will be
1196 prorated and deducted from an employee's final check due to
1197 termination/resignation/retirement.

1198

1199 16.9 Leaves of absence up to one (1) year without pay may be granted employees for the
1200 purpose of study, travel, recuperation, childbearing, adoption, working in a professionally
1201 related field, and Association or Association related business.

1202

1203 Upon return from leave, the employee shall be placed in the position last held or a
1204 similar position in the District.

1205

1206 Upon request by the employee, such leave may be renewed for up to one (1) additional
1207 year.

1208

1209 16.10 Any new person employed to replace an employee on any leave stated in this entire
1210 Section 16 will be considered a temporary employee and as such does not acquire
1211 seniority and/or employment termination rights during the period of leave.

1212

1213 16.11 Leave Sharing:

1214

1215 A. A District employee is eligible to receive donated leave if:

1216 1. The staff member suffers from, or has a relative or household member
1217 suffering from, an extraordinary or severe illness, injury, impairment or

- 1218 physical or mental condition which has caused, or is likely to cause the
1219 staff member to:
- 1220 a. Go on leave-without pay status; or
 - 1221 b. Terminate their employment.
- 1222
- 1223 2. The staff member's absence and the use of shared leave are justified;
 - 1224
 - 1225 3. The staff member has depleted, or will shortly deplete, their annual leave
1226 and sick leave reserves;
 - 1227
 - 1228 4. The staff member has abided by District rules regarding sick leave use
1229 and;
 - 1230
 - 1231 5. The staff member has diligently pursued and been found to be ineligible
1232 to receive industrial insurance benefits.
- 1233

1234 The amount of leave an individual receives is determined by the number of days
1235 contributed and subject to the restrictions following state rules and regulation
1236 regarding leave sharing. However, a staff member shall not receive more than
1237 ninety (90) days per school year. In the event that the condition requiring the
1238 employee's absence continue beyond the current school year, the employee
1239 shall not receive a total of more than four hundred eighty (480) days of leave
1240 during their employment with the District.

1241

1242 B. District employees may donate leave as follows:

- 1243 1. A staff member who has an accrued annual leave balance of more than
1244 ten (10) days may request that the Superintendent transfer a specified
1245 number of days to another staff member authorized to receive shared
1246 leave. A staff member may not request leave to be transferred that would
1247 result in an accrued leave balance of fewer than then (10) days.
- 1248
- 1249 2. A staff member who accrues annual leave and sick leave may request
1250 that the Superintendent transfer sick leave to a staff member authorized
1251 to received shared leave. A donating staff member must retain a

1252 minimum of one hundred seventy-six (176) hours of sick leave after
1253 transfer.

1254

1255 3. A staff member who does not accrue annual leave but who has an
1256 accrued sick leave balance of more than twenty-two (22) days may
1257 request that the Superintendent transfer a specified amount of sick leave
1258 to another staff member authorized to receive such leave. A staff member
1259 may not request a transfer that would result in accrued sick leave balance
1260 of fewer than twenty-two (22) days.

1261

1262 4. A staff member who receives personal holiday leave may request that the
1263 Superintendent transfer a specified amount of personal holiday leave to
1264 another staff member authorized to receive shared leave. A staff member
1265 may request to transfer no more than eight (8) hours of personal holiday
1266 leave during any calendar year.

1267

1268 5. The number of leave days transferred shall not exceed the amount
1269 authorized by the donating staff member.

1270

1271 6. Any leave donated by a staff member which remains unused shall be
1272 returned to the donor. To the extent administratively feasible, leave
1273 transferred by more than one staff member shall be returned on a prorate
1274 basis.

1275

1276 Requests for leave must be in writing and accompanied by a statement from an
1277 attending physician if applicable.

1278

1279 **SECTION 17 – EMPLOYEE FACILITIES**

1280

1281 17.1 The District shall provide furnished lounges, dining areas which may incorporate
1282 lounges, restrooms, appropriate office or classroom furniture, and parking space for
1283 employees.

1284

1285 Employees will be issued keys/fobs consistent with security needs.

1286

1287 **SECTION 18 – EMPLOYEE EVALUATION**

1288

1289 18.1 All monitoring or observation of the work performance of an employee shall be
1290 conducted openly and with full knowledge of the employee. The use of eavesdropping,
1291 public address, camera, audio systems, and similar surveillance devices shall be strictly
1292 prohibited. An employee shall be given a copy of any visit or evaluation report prepared
1293 by their evaluators at least one (1) day before any conference to discuss it.

1294

1295 18.2 There will be a post-observation conference within five (5) working days following any
1296 observation where improvement is recommended by the supervisor.

1297

1298 18.3 All recommendations are to be specific and in writing.

1299

1300 18.4 The final written evaluation conference between the employee and their immediate
1301 supervisor shall be held within five (5) working days of receipt of the final evaluation
1302 report. The final evaluation report for all employees will be submitted to the employee no
1303 later than five (5) days before the end of the school year contract. If the bargaining unit
1304 member disagrees with the evaluation, they may submit a written response which shall
1305 be attached to the final copy of the evaluation in question. No such report shall be
1306 submitted to the central office, placed in the employee’s file or otherwise acted upon
1307 without prior conference with the employee. No employee shall be required to sign a
1308 blank or incomplete evaluation form.

1309

1310 18.5 Evaluation Procedure:

1311 Communication: Prior to any evaluation report, the immediate supervisor of an
1312 employee shall have had appropriate communication, including but not limited to all
1313 steps in the paragraph below.

1314

1315 Reports: Evaluation reports shall be presented to each employee by their immediate
1316 supervisor in accordance with the following procedures:

1317 A. Such reports shall be issued in the name of the immediate supervisor based on a
1318 compilation of reports and observations by any or all supervisory personnel who
1319 come into contact with the employee in a supervisory capacity.

1320

1321 B. Such reports shall be addressed to the employee.

1322

- 1323 C. Such reports shall be written in narrative form and shall include, when pertinent:
- 1324 • Strengths of the employee as evidenced during the period since the
- 1325 previous report.
- 1326 • Weaknesses of the employee as evidenced during the period since the
- 1327 previous report.
- 1328 • Specific suggestions as to measures which the employee might take to
- 1329 improve his performance in each of the areas wherein weaknesses have
- 1330 been indicated.

1331 In the event an employee is given a negative evaluation that may lead to dismissal, the

1332 employee shall be given an improvement plan and a minimum of thirty (30) days in

1333 which to implement that plan to remediate identifiable deficiencies.

1334

1335 The evaluation report form is included as Appendix B to this agreement.

1336 **ARTICLE IV – GRIEVANCE PROCEDURES**

1337

1338 **SECTION 1 – DEFINITIONS**

1339

1340 1.1 A “grievant” shall mean an employee or group of employees or the Association filing a

1341 grievance.

1342

1343 1.2 A “grievance” shall mean a claim by a grievant that a dispute or disagreement or

1344 application of the terms of this Agreement or of an existing Board rule, policy or practice,

1345 or that an employee has been treated inequitably, or that there exists a condition(s)

1346 which jeopardizes employee health or safety.

1347

1348 1.3 A “party of interest” is the person or persons making the claim and any person who

1349 might be required to take action or against whom action might be taken in order to

1350 resolve the claim.

1351

1352 1.4 All “Days” non-specified as either calendar or working days will be interpreted as working

1353 days. If the stipulated time limits are not met, the grievant shall have the right to appeal

1354 the grievance to the next level of procedure.

1355

1356 **SECTION 2 – RIGHTS TO REPRESENTATION**

1357

1358 2.1 The Board shall recognize grievance representatives upon their identification by the
1359 Association. At least one Association representative shall be present for any meetings,
1360 hearings or appeals or other proceeding relating to a grievance which has been formally
1361 presented.

1362

1363 2.2 If, in the judgment of the Association, a grievance affects a group of employees or the
1364 Association, the Association may initiate and submit such grievance in writing to the
1365 Superintendent directly and the processing of such grievance shall be commenced at
1366 Step II. The Association may process such a grievance through all levels of the
1367 procedure, even though there is no individual aggrieved person who wishes to do so.
1368 Class grievances involving more than one supervisor and grievances involving the
1369 administrator above the building level may be filed by the Association at Step II.

1370

1371 2.3 In matters dealing with alleged violations of Association rights, the grievance shall be
1372 initiated at Step II.

1373

1374 2.4 The Association on its own may continue and submit to arbitration any grievances filed
1375 and later dropped by the grievant, provided that the grievance involves the application or
1376 interpretation of the contract. In the event this occurs, the Association assumes
1377 responsibility for all costs associated with the arbitration. The District and the Association
1378 will bear the cost of the arbitration equally.

1379

1380 **SECTION 3 – INDIVIDUAL RIGHTS**

1381

1382 3.1 Nothing contained herein shall be construed as limiting the right of any employee having
1383 a complaint to discuss the matter via administrative channels and to have the problem
1384 adjusted without the intervention of the Association, as long as the Association is in
1385 attendance at these discussions and is notified in writing as to the disposition of the
1386 matter and such disposition is not inconsistent with the terms of the Agreement.

1387

1388 3.2 A grievant may be represented at all stages of the grievance procedure by their self or at
1389 their option, by an Association representative selected by the Association. If an
1390 aggrieved party is not represented by the Association, the Association shall have the
1391 right to be present and to state its views at all stages of the grievance procedure.

1392

1393 **SECTION 4 – PROCEDURE**

1394

1395 4.1 Step I. The parties in interest acknowledges that it is usually most desirable for an
1396 employee and his immediately involved supervisor to resolve problems through free and
1397 informal communications. Within a reasonable amount of time following knowledge of
1398 the act or conditions which is the basis of the complaint, the grievant may present the
1399 grievance in writing to the immediately involved supervisor, who will arrange for a
1400 meeting to take place within four (4) days after receipt of the grievance. The grievant
1401 and/or the Association and the supervisor shall be present for the meeting. The
1402 supervisor shall provide the aggrieved party and the Association with a written answer to
1403 the grievance within two (2) days after the meeting. Such answer shall include the
1404 reasons upon which the decision was based.

1405

1406 4.2 Step II. If the grievant is not satisfied with the disposition of their grievance at Step I, or if
1407 no decision has been rendered within five (5) days after presentation of the grievance,
1408 then the grievance may be referred to the Superintendent or their official designee. The
1409 Superintendent shall arrange for a hearing with the grievant and/or the Association, to
1410 take place within five (5) days after their receipt of the appeal. The parties in interest
1411 shall have the right to include in the representation such witnesses and counselors as
1412 they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the
1413 hearings, the Superintendent will have five (5) days to provide their written decision,
1414 together with the reasons for the decision to the Association.

1415

1416 4.3 Step III. Binding Arbitration. If the grievant is not satisfied with the disposition of their
1417 grievance at Step II, or if no decision has been rendered within ten (10) days after they
1418 have first met with the Superintendent, they may within five (5) days after a decision by
1419 the Superintendent, or fifteen (15) days after they have first met with the Superintendent,
1420 whichever is sooner, request in writing that the Association submit their grievance to
1421 arbitration.

1422

1423 If the Association determines that the grievance involves the interpretation of this
1424 Agreement, it may by written notice to the Superintendent, within fifteen (15) days after
1425 receipt of the request from the aggrieved person submit the grievance to arbitration. If
1426 any question arises as to the arbitrability, such question will first be ruled upon by the
1427 arbitrator selected to hear the dispute.

1428

1429 Within ten (10) days after written notice of submission to arbitration, the Superintendent
1430 and the Association will attempt to agree upon a mutually acceptable arbitrator or to
1431 obtain such a commitment within the ten-day period. A request for a list of arbitrators
1432 may be made to the American Arbitration Association by either party. The parties will be
1433 bound by the rules and procedures of the American Arbitration Association.

1434

1435 Neither party shall be permitted to assert in the arbitration proceedings any evidence
1436 which was not submitted to the other party before the completion of Step II at meetings.

1437

1438 The Arbitrator selected will confer with the representative of the Superintendent and the
1439 Association and hold hearings promptly and will issue their decision not later than twenty
1440 (20) days from the date of the close of the hearings, or if oral hearings have been
1441 waived, then from the date the final statements and proofs are submitted to him/her. The
1442 Arbitrator's decision will be in writing and will set forth their findings of fact, reasoning
1443 and conclusions on issues submitted. The Arbitrator will be without power of authority to
1444 make any decision which requires the commission of an act prohibited by law or which
1445 violates the terms of this Agreement. The decision of the arbitrator will be submitted to
1446 the Board and the Association.

1447

1448 The costs for the services of the Arbitrator, including per diem expenses, if any, and their
1449 travel and subsistence expenses and the cost of any hearing room, will be borne equally
1450 by the Board and the Association. All other costs will be borne by the party incurring
1451 them.

1452

1453 **SECTION 5 – EXCEPTIONS TO TIME LIMIT**

1454

1455 5.1 When a grievance is submitted on or before June 1, the time limits shall consist of all
1456 weekdays so that the matter may be resolved before the close of the school term or as
1457 soon as possible thereafter.

1458

1459 **SECTION 6 – NO REPRISALS**

1460

1461 6.1 No reprisals of any kind will be taken by the Board or the school administration against
1462 any employee because of their participation in this grievance procedure.

1463

1464 **SECTION 7 – COOPERATION OF BOARD AND ADMINISTRATION**

1465

1466 7.1 The Board and Administration will cooperate with the Association in its investigation of
1467 any grievance; and further, will furnish the Association such information as is required for
1468 the processing of any grievance.

1469

1470 **SECTION 8 – RELEASE TIME**

1471

1472 8.1 Should the investigation or processing of any grievance require that an employee or an
1473 Association representative be released from their regular assignment, they shall be
1474 released without loss of pay or benefits with the District and Association sharing
1475 substitute costs equally.

1476

1477 **SECTION 9 – PERSONNEL FILES**

1478

1479 9.1 All documents, communications, and records dealing with the processing of a grievance
1480 shall be filed separately from the personnel files of the participants.

1481

1482 **SECTION 10 – GRIEVANCE FORMS**

1483

1484 10.1 Forms for filing grievances, serving notices, taking appeals, reports and
1485 recommendations and other necessary documents will be prepared jointly by the
1486 Superintendent and the Association so as to facilitate operation of the grievance
1487 procedure. The costs of preparing such forms shall be borne by the Board.

1488 **ARTICLE V – DURATION AND REOPENER**

1489

1490 **SECTION 1**

1491

1492 1.1 Duration of the contract shall be for three (3) years.

1493 2024-2027

1494 1.2 The parties agree to reopeners only on issues relating to legislative actions impacting
1495 members of the bargaining unit.

ATTESTATION: FOR THE ASSOCIATION

Angela Landon

Angela Landon, President

NEGOTIATORS:

Alisa Ulman

Alisa Ulman

Bruce Davis

Bruce Davis

Hylton, Mary

Mary Hylton

Sabrina Brown

Sabrina Brown

Heder, Kirsten

Kirsten Heder

Candy Herrera

Candy Herrera, WEA Uniserv

FOR THE BOARD

Teresa VanNatta

Teresa VanNatta, Chair

BOARD MEMBER:

Gordon Smith

Gordon Smith

Anne-Elissa Carter

Anne-Elissa Carter

Patrick Carter

Patrick Carter

Kat Stupka

Kat Stupka

Steve Marshall

Steve Marshall, Board Secretary

2024-2025 HOCKINSON ESP SALARY SCHEDULE									
STEP	0201-0	0202-0	0203-0	0204-0	0205-0	0206-0	0207-0	0208-0	0209-0
1	\$20.85	\$21.14	\$22.13	\$23.21	\$24.93	\$25.75	\$26.60	\$27.76	\$30.34
2	\$20.85	\$21.14	\$22.13	\$23.21	\$24.93	\$25.75	\$26.60	\$27.76	\$30.34
3	\$21.50	\$21.80	\$22.79	\$23.87	\$25.58	\$26.41	\$27.36	\$28.40	\$30.96
4	\$21.50	\$21.80	\$22.79	\$23.87	\$25.58	\$26.41	\$27.36	\$28.40	\$30.96
5	\$22.13	\$22.40	\$23.45	\$24.52	\$26.24	\$27.09	\$28.16	\$29.05	\$31.60
6	\$22.13	\$22.40	\$23.45	\$24.52	\$26.24	\$27.09	\$28.16	\$29.05	\$31.60
7	\$22.79	\$23.07	\$24.11	\$25.14	\$26.85	\$27.76	\$29.01	\$29.72	\$32.25
8	\$22.79	\$23.07	\$24.11	\$25.14	\$26.85	\$27.76	\$29.01	\$29.72	\$32.25
9	\$23.44	\$23.71	\$24.78	\$25.81	\$27.50	\$28.44	\$29.81	\$30.37	\$32.91
10	\$23.44	\$23.71	\$24.78	\$25.81	\$27.50	\$28.44	\$29.81	\$30.37	\$32.91
11	\$24.08	\$24.36	\$25.44	\$26.44	\$28.16	\$29.11	\$30.57	\$30.99	\$33.52
12	\$24.08	\$24.36	\$25.44	\$26.44	\$28.16	\$29.11	\$30.57	\$30.99	\$33.52
13	\$24.71	\$24.99	\$26.11	\$27.08	\$28.84	\$29.82	\$31.39	\$31.63	\$34.18
14	\$24.71	\$24.99	\$26.11	\$27.08	\$28.84	\$29.82	\$31.39	\$31.63	\$34.18
15	\$25.36	\$25.65	\$26.74	\$27.26	\$29.42	\$30.49	\$32.22	\$32.30	\$34.84
16	\$25.36	\$25.65	\$26.74	\$27.26	\$29.42	\$30.49	\$32.22	\$32.30	\$34.84
17	\$26.00	\$26.31	\$27.43	\$28.36	\$30.13	\$31.19	\$32.93	\$32.99	\$35.48
18	\$26.00	\$26.31	\$27.43	\$28.36	\$30.13	\$31.19	\$32.93	\$32.99	\$35.48
19	\$26.91	\$27.23	\$28.38	\$29.35	\$31.18	\$32.29	\$34.08	\$34.15	\$36.73
20	\$26.91	\$27.23	\$28.38	\$29.35	\$31.18	\$32.29	\$34.08	\$34.15	\$36.73
21	\$27.85	\$28.18	\$29.39	\$30.39	\$32.28	\$33.42	\$35.28	\$35.34	\$38.01
22	\$27.85	\$28.18	\$29.39	\$30.39	\$32.28	\$33.42	\$35.28	\$35.34	\$38.01
23	\$28.82	\$29.17	\$30.41	\$31.44	\$33.40	\$34.59	\$36.51	\$36.58	\$39.34
24	\$28.82	\$29.17	\$30.41	\$31.44	\$33.40	\$34.59	\$36.51	\$36.58	\$39.34
25	\$29.69	\$30.04	\$31.32	\$32.38	\$34.41	\$35.62	\$37.61	\$37.67	\$40.51

Table/Lane

0201	General Duty Aide
0202	
0203	Special Programs Para - Sped, Title, LAP, 18-21 Transition*
0204	Attendance Clerk - Media Tech
0205	Asst Secretary - Custodian
0206	Athletic Secretary - Security - Student Support Specialist - Registered Behavior Technician
0207	HS Bookkeeper
0208	Lead Custodian - Maintenance - Grounds - Lead Secretary -Registrar - SLPA
0209	Lead Grounds

2024-2025: All lanes with exception to lane 3 will increase by 4.5% over 23-24. Lane 3 will increase by 5% (all increases are inclusive of 3.7% IPD), RBTs move from lane 4 to 6

2025-2026: All lanes will be increased by state approved IPD + 1.5%, General Duty Aides move from Lane 1 to 2, RBTs move from 6 to 7

2026-2027: All lanes will be increased by state approved IPD + 1%, RBTs move from lane 7 to 8

Hockinson School District		
Classified Performance Appraisal 20xx-20xx		
(Must be completed by the evaluator and submitted to the Human Resources Department by June 1.)		
Name:		Date:
ID#:		
Position:		
Department/Site:		Place an "X" in the correct box below
Type of Evaluation:	Annual (Due by June 1)	
	Probationary (First evaluation due within 90 days of hire. Second evaluation due by June 1.)	
	Unscheduled	
<i>Philosophy: Performance appraisal is a process designed to foster continuous professional improvement.</i>		
1.0 Professional Standards		Meets Standards Does Not Meets Standards* (USE PULL DOWN MENU)
	1.1 Observes work hours	
	1.2 Abides by the district attendance policy	
	1.3 Demonstrates appropriate grooming and work attire	
	1.4 Complies with department and district policies and guidelines	
	1.5 Complies with safety practices and procedures	
	1.6 Maintains a professional work station	
	1.7 Demonstrates proper operation and care of equipment	
	1.8 Pursues training and/or professional growth opportunities	
Performance Rating Scale: (to be used for Performance Standards 2.0 through 6.0)		
1 = Requires Measurable Improvement* 2 = Growth Expected* 3 = Effective 4 = Highly Effective 5 = Superior *(Action Plan Required) When the rating cell is left blank, it is not applicable to the employee and not factored into the final score		
2.0 Interpersonal Relationships		Rating
	2.1 Works effectively with public contacts	
	2.2 Works effectively with student contacts	
	2.3 Works effectively with employee contacts	
	2.4 Works collaboratively with others	
	2.5 Promotes teamwork	
3.0 Performance Results		Rating
	3.1 Demonstrates knowledge of work	
	3.2 Demonstrates problem-solving and decision-making skills	
	3.3 Demonstrates sound budget management <i>(if applicable)</i>	
	3.4 Demonstrates effective use of technology	
	3.5 Produces accurate and quality work	

	3.6 Manages time efficiently and effectively	
	3.7 Meets deadlines	
	3.8 Demonstrates effective written and oral communication skills	
4.0 Attitude		Rating
	4.1 Takes responsibility	
	4.2 Accepts direction	
	4.3 Accepts change	
	4.4 Shows initiative	
	4.5 Demonstrates dependability	
5.0 Work Characteristics		Rating
	5.1 Plans and organizes work effectively and efficiently	
	5.2 Works efficiently under pressure	
	5.3 Demonstrates the ability to multi-task	
6.0 Team Coordination <i>(COMPLETE THIS SECTION ONLY IF APPLICABLE)</i>		Rating
	6.1 Provides effective training and instruction	
	6.2 Demonstrates effective leadership skills	
OVERALL AVERAGE PERFORMANCE RATING		#DIV/0!
Commendations (Description of those aspects of the employee's job performance that contribute most to his/her effectiveness.)		
Goals for Continuous Improvement (Description of those aspects of the employee's job performance in which improvement would contribute most to increased effectiveness.)		
Action Required for Improvement and Growth (Evaluator must complete this section for all performance substandards with ratings of 1 or 2, or "Does Not Meet Standards" and identify specific		

	<u>actions which must be taken by the employee to improve his/her performance and demonstrate growth.)</u>
	Action Plan Required (An Action Plan must be completed by the Employee for all performance substandards with ratings of 1 or 2 (Sections 2.0 - 6.0) and "Does Not Meet Standards" (Section 1.0)).
I have reviewed and discussed this performance appraisal with my evaluator. My signature does not imply my agreement. I recognize that I have the opportunity to attach a response to this evaluation by submitting my written comments (Employee Reflection Form) to the Human Resources Department within 10 working days from receipt of my performance appraisal.	

Employee's Signature

Date

Evaluator's Signature

Date

Reviewer's Signature

Date

07.23.18

STEP 1 GRIEVANCE

DISTRIBUTION OF FORM:

- Immediate Supervisor
- Union President
- Union Representative
- Grievant

COMPLAINT BY THE AGGRIEVED

Date of Filing:

Work Site/Titles:

STATEMENT OF GRIEVANCE:

APPLICABLE AND VIOLATED SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT:

We grieve these and any other contract provisions, policies, rules, procedures, practices, and decisions which may apply.

RELIEF SOUGHT:

- 1.
- 2.
3. Any and all remedies deemed appropriate by an arbitrator.

Signature of Aggrieved: _____ Date: _____

Signature of Union Representative(s): _____ Date: _____

_____ Date: _____