



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE ISSAQUAH SCHOOL DISTRICT

AND

SERVICE EMPLOYEES INTERNATIONAL UNION,

LOCAL 925

PARAPROFESSIONALS

SEPTEMBER 1, 2024 – AUGUST 31, 2027



Welcome to the Issaquah School District and SEIU Local 925. In addition to other information that you may get as an employee of the Issaquah School District and represented by the SEIU Local 925 we felt it would also be beneficial to add some basic contact information to your contract as an added convenience.

Look for up-to-date information on the Issaquah School District on the District website at: www.isd411.org

Look for up-to-date information on what we are doing at SEIU on our SEIU website at: www.seiu925.org

You may contact Human Resources at 425-837-7060 with any personnel related questions.

You also have a Union Building Representative in your building. Your Building Representative should be the first place you go for any Union related questions. You can find out who your Building Representative is by asking co-workers or checking the Issaquah worksite page on the SEIU website.

If you need a referral to a steward or have a worksite issue that you cannot resolve please check with your Building Representative. If you, or your Building Representative, cannot locate a steward you may contact the SEIU Member Resource Center at 1-877-734-8673.

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ARTICLE 1 — RECOGNITION AND COVERAGE

Section 1.1 Exclusive Representative: The District recognizes Service Employees International Union Local 925 as the exclusive representative of all employees in the bargaining unit, including the job titles of General Paraprofessional, Learning Resource Center (LRC) I, LRC II, Health Room Specialist, Academy for Community Transition Staff, Before and After School Care Program Staff, Aides, Paraeducator Coaches, Echo Glen Staff, Unique Needs Specialist (UNS), and substitutes as covered by Article 19, and the Union recognizes the responsibility of representing the interests of all such employees on wages, hours, and working conditions.

Section 1.2 Exclusion: Nothing contained herein shall be construed to include in the bargaining unit any person whose duties imply a confidential relationship to the District Board of Directors, Superintendent, or Negotiator(s), pursuant to RCW 41.56.030(12)(c).

Section 1.3 Job Descriptions: The District shall provide the affected employee and Union with such amendments, changes, and additions to job descriptions within thirty (30) days. The District will provide the Union a copy of all current job descriptions no later than October 31st of each year. In the event that there is a substantial impact to wages, hours and conditions of employment to any job descriptions issued pursuant to this provision, the Union may request to negotiate the impact. Such request must be made within thirty (30) work days of receipt.

A Paraprofessional, when in instructional settings, works under the direct supervision of a teacher, which is interpreted, in combination with job description, and consistent with the OSPI guidelines as stated in *Washington State Paraeducator Guidelines-December 2013*.

ARTICLE 2 — MANAGEMENT RIGHTS

The Union recognizes the District's inherent and traditional right to manage its business as has been its practice in the past.

Except to the extent specifically abridged by the express terms of this Agreement, the Union recognizes the right of the District to hire, transfer, promote, demote, assign, and retain employees and to discipline, suspend, or discharge employees for just cause and to maintain the discipline and efficiency of its employees; the right of lay off, the right to establish, change, and direct the methods and processes of doing work, to introduce new and improved work methods or equipment, and to assign work to outside contractors subject to the requirements provided in RCW 28A.400.285; the right to determine the starting and quitting times and the number of hours to be worked; and the right to make and amend such reasonable rules and regulations as it may deem necessary for the conduct of its business, and to require their observance.

The exercise of the District's rights stated herein is an exclusive function of management. However, the exercise of these rights by the District also includes the responsibility of the District to provide an explanation to employees of changes in procedures and causes of disciplinary action.

ARTICLE 3 — RIGHTS OF THE UNION

Section 3.1 Union Rights: The Union has the right and the responsibility on behalf of all employees in the bargaining unit to present its views to the District on matters of employee concern, either orally or in writing; to consult with the District on conditions of employees in the matters and practices which are pertinent to wages, hours, and working conditions of employees in the bargaining unit; and to conduct collective bargaining with the District.

Section 3.2 Disciplinary Action Notification: The Union shall promptly be notified by the District of any documented disciplinary actions of any employee in the unit in accordance with the disciplinary/discharge grievance procedures contained herein.

Section 3.3 Delegation of Duties: The Union reserves and retains the right to delegate any right or duty contained herein to appropriate officials contracted by the Union.

Section 3.4 Bulletin Boards: The Union may utilize bulletin boards in each school for the use of the Union. Information posted on bulletin boards shall be signed by the representative responsible for the posting.

Section 3.5 Negotiation Sessions: Negotiating sessions will be held at a time mutually agreed to by the District and the Union. If by mutual agreement the parties schedule sessions during normal working hours a maximum of five (5) bargaining unit members will be released from their regular work assignment with pay. Any additional employees released for the bargaining session shall be compensated at their regular rate of pay, but the cost of a substitute shall be paid by the Union, regardless of whether a substitute is required.

Section 3.6 Employees as Union Representatives: Employees acting as Union representatives at meetings required by the District shall be released from work duties with pay to attend when such meetings are held during normal working hours, or compensated at their hourly rate when they are held outside of their normal working hours.

Section 3.7 Union Leave: Chapter Officers shall each be released up to sixteen (16) hours per school year to participate in Union trainings, organizing, lobbying, etc. The Union shall seek authorization for these absences ten (10) calendar days in advance or the District will have discretion to deny the leave. Up to eight (8) hours of release time may be granted to stewards if the Union and District mutually agree that the absences are reasonable as related to substitute availability. The Union shall seek authorization for these absences ten (10) calendar days in advance or the District will have discretion to deny the leave. The Union will reimburse the District the cost of the substitute for each release day if a substitute is used.

Section 3.8 Seniority List: The Union shall receive, upon request in writing, a current seniority listing of all employees in the bargaining unit.

ARTICLE 4 – UNION SECURITY

Section 4.1 Notification: The District shall notify SEIU 925 and the SEIU 925 chapter president of all new hires five (5) days prior to the new hire's first day of work, including name, home mailing address, job title, phone number, work email, work location, and hire date.

Section 4.2 Union Notification: It is the expectation of both the SEIU925 and the District that the District and all agents and representatives of the District shall remain neutral on the issue of union membership and respect all employees' decision to join and maintain membership in their exclusive professional advocacy organization, SEIU925. To that end, all bargaining unit employees shall have the option of joining and maintaining membership in the SEIU925 upon employment with the District.

Section 4.3 Union Membership Rescission: Union members requesting to rescind membership and membership rights in their exclusive professional advocacy organization shall make such request in writing to SEIU925, following the SEIU925 constitution and bylaws, and any and all relevant conditions, policies and procedures. Providing such conditions have been met, SEIU925 shall inform the District of such employee's non-member status consistent with the notification section of this Agreement, specifically Dues and COPE Deduction below

Section 4.4 Dues and COPE Deduction: On September 1 of each contract year SEIU925 shall provide a full and complete list of bargaining unit employees who are current dues payors of SEIU925 to the District, and shall provide updates, additions, and/or other changes in membership status to the District on at least monthly basis thereafter. Upon notification of an employee's membership status in SEIU925 and or election to participation in the SEIU925 political program (COPE), the District shall deduct union dues and COPE contributions as identified by SEIU925. Any deductions for political contributions subject to RCW 42.17A.495 shall be separately authorized in writing by the employee on forms that comply with WAC 390-17-100, and are revocable by the employee at any time.

Section 4.5 Indemnify and Hold Harmless: SEIU925 agrees to indemnify and hold harmless from all claims, demands, suits or other forms of liability that shall arise against the District for, or on account, of any membership dues or COPE deduction made from the pay of a bargaining unit employee

Section 4.6 Non-Interference: The District remains committed to its obligations under collective bargaining laws, including chapter 41.56 RCW. These commitments include recognition that it would be an unfair labor practice "to interfere with, restrain, or coerce public employees in the exercise of their rights guaranteed by this chapter" or "to control, dominate, or interfere with a bargaining representative." RCW 41.56.140. The District will communicate these obligations with supervisory staff.

Section 4.7 Agency Fee Restoration Contingency: In the event there is a change in law or holding by a court of competent jurisdiction that allows for the withholding of dues or an equivalent fee as a condition of employment, the SEIU925 and the District agree to restore the union security and dues deduction provisions of the previous 2017-2021 CBA.

Section 4.8 Membership Lists and Sues Remittance: The District will provide a monthly list after monthly payroll is completed (*between the 15th and last day of each month*) with the most up to date information regarding the status of each bargaining unit employee with the following information:

1. Spreadsheet 1 Employee Data: Employee ID, First Name, Last Name, Date of Hire, Department, Job Title, Work Location, Current FTE value, Primary Pay Rate, Home Address, Primary Phone, Second Phone, Work Email, Employment Status (Active, On Leave, Layoff/Furlough, Separated), Date of Status Change
2. Spreadsheet 2 Dues Remittance: Employee ID, First Name, Last Name, Pay Period Hours Worked, Pay Period Gross Pay, Dues Deduction, COPE Deduction

ARTICLE 5 — RIGHTS OF EMPLOYEES

Section 5.1 Right to Participate: It is agreed that the employees in the unit defined herein shall have the right to, freely and without fear of penalty and reprisal, join and assist the Union with collective bargaining and representation. The freedom of such employees to assist the Union shall be recognized as extending to participation in the management of the Union during off-duty hours and to presentation of Union views to District representatives.

Section 5.2 Union Representation: An employee subject to this Agreement has the right to have a Union representative present when specifically requested by the employee.

Section 5.3 Anti-Discrimination: Neither the District nor the Union shall discriminate against any employee subject to this agreement on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation-including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, age, marital status, honorably discharged veteran or military status and HIV/Hepatitis C status.

Section 5.4 Background Checks: The District will pay for Washington State Patrol and background checks; if required for employment.

Section 5.5 Personnel Files

Section 5.5.1 Personnel Files: Access: Employees shall, with prior notification and provided a member of the Human Resources Department is available to be present, have the right to inspect all contents of their complete personnel file kept within the District, including letters of recommendation or commendation. Upon request, a copy of any documents contained therein shall be afforded the employee. The District may require compensation for the cost of such copies. Anyone at the employee's request may be present during review of the personnel file(s).

Section 5.5.2 Personnel Files: Location of Files: If personnel files are maintained anywhere in the District except by the Human Resources Office, the Payroll Office, or the employee's immediate supervisor, the employee shall be notified.

Section 5.5.3 Personnel Files: Derogatory Material: Any derogatory material which figures in any such disciplinary action as reprimand, suspension, or termination of employment for poor job performance must be made known to the employee within ten (10) working days after receipt or composition. No evaluation, correspondence, or other material derogatory to an employee shall be kept or placed in the personnel file without the employee's knowledge and opportunity to attach their own comments.

In accordance with RCW 28A.400.301, no information related to substantiated verbal or physical abuse or sexual misconduct may be removed from any personnel file.

Section 5.6 Orientation.

Section 5.6.1 District Orientation: New employees to the District shall be given a basic orientation within twenty (20) working days of their effective hire date.

Orientation shall include the applicable job description, a copy of this Agreement, a copy of the school calendar, details regarding hours and location of job assignment, relevant personnel benefits, payroll information, notification of the employee's union rights and a new union member packet (provided to the District by the Union).

Designated Union leaders and staff representatives shall have thirty 30 minutes orientation to meet on the job and on the clock with newly hired employees. Bargaining unit employees assigned by the Union shall be released with pay inclusive of travel time, if necessary, for meeting with the new employee.

It shall remain the new employee's responsibility to contact the Payroll Office within the first thirty (30) calendar days of employment to arrange for retirement plan enrollment, medical insurance enrollment, option payroll deduction plans, and any related items.

Section 5.6.2 Building Orientation: New employees to a building/worksites shall be given a basic building orientation within five (5) work days of the start of employment at the building/worksites by the Principal/Program Manager or designee.

The orientation shall include work and bell schedules, specific job locations, lunch/break/restroom locations, personal item storage location, procedures for filling out timesheets, building/worksites emergency procedures, where and how they access their email and voicemail, identification of their Union Building Representative and other information or people as needed. The Principal/Program Manager shall notify the SEIU Building Representative of the name of the new employee and the start date within forty-eight (48) hours of the hiring notification from the District Human Resources Department.

Section 5.7 Meetings

Section 5.7.1 Staff and Leadership Meetings: Employees will be paid for attendance at staff meetings outside of assigned hours when invited by the supervisor.

Employees will be provided the minutes from the staff and leadership meetings upon request.

Section 5.7.2 Paraprofessional Meetings: Building Principals and Supervisors will schedule a monthly meeting with Paraprofessionals to discuss pertinent school business relevant to their positions as members of the educational team. Paraprofessional meetings

will occur during non-student time and be paid at the paraprofessional's regular rate. Attendance may be required by the supervisor when paraprofessionals are notified of the meeting two (2) weeks in advance.

Section 5.8 Notice of Continued Employment: By June 15 the Human Resources Office will send to each employee a notice stating whether they are expected to be employed by the District during the next school year. Each employee will respond to that notice by indicating in writing whether they plan to return to work.

Section 5.9 District In-Service: Paraprofessionals shall be eligible to be selected to attend District in-service programs. If required to attend, they shall be compensated at their regular hourly rate.

Section 5.10 Committees

Section 5.10.1 Committee Work: Principals, deans of students, and teachers will encourage Paraprofessionals to participate on a volunteer basis to serve on committees and teams to review various building and District needs. These needs may include such things as interviewing for staff positions, selection of equipment used in the classroom, cafeteria, playground, etc. It is the responsibility of the Paraprofessional to contact the principal, dean of students, or teacher indicating their interest to serve on such committees and the times when they would be available. Paraprofessionals will provide the principal with a list of individuals who are willing to serve on committees and teams. It is not the intent to prevent a timely interview process or the selection of equipment, etc.

Section 5.10.2 Committee Pay: When requested by their administrator or selected for a committee following the appropriate processes the work will either happen during the employee's compensated hours or the employee will be paid for any extra hours at their regular hourly rate of pay.

Section 5.11 Transportation Reimbursement: Employees authorized by the Superintendent to use their own transportation for District business shall be reimbursed at the established District rate.

Section 5.12 Work Space: Building principals or designees shall attempt to provide employees adequate work space, equipment and instructional materials commensurate with their responsibilities. In addition, reasonable space will be provided for personal belongings.

Section 5.13 Calendar: The Superintendent and their designated representative and the Union shall mutually schedule a meet-and-confer session so that the Union will have the opportunity to submit draft school calendars for review and consideration. This meeting shall be scheduled prior to the IEA calendar negotiations as necessary.

Section 5.14 Liability Insurance: The District shall provide liability insurance protection for each employee covered by this Agreement in the case of suit, actions, or claims against the employee and/or the District arising from or out of the employee's performance or failure of performance of duties as an agent for the District, provided that the District shall not be obligated to defend employees in connection with wanton misconduct, known violation of the law, or other criminal acts.

Section 5.15 Replacement of Personal Property: September 1 of each year, the District will establish a twelve hundred-dollar (\$1200) fund to assist employees in the replacement of personal property damaged or destroyed while performing responsibilities directly related to their positions, not otherwise covered by insurance. This fund will be managed by the Labor-Management Committee.

Section 5.16 Public Disclosure Act Requests Notification: Unless there is an available exemption that would protect the personal information from disclosure, the District agrees to notify SEIU Local 925 when it receives a request for records or information containing personal information of, or pertaining to, an employee. The District will provide such notice to the impacted employees as soon as possible upon receiving the request, but in no event less than ten (10) calendar days before the intended release date.

Notice will include:

1. A copy of the request;
2. A general description of the responsive records;
3. The actual date the District intends to produce the records unless it is served with a signed court order preventing disclosure.

Under state law, RCW 42.56.250, information exempt from disclosure includes any of the following, but is not limited to: residential address, personal telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, and dates of birth, seniority date, and union membership status.

Section 5.17 Notification of Behavior Support: Employees assigned to an environment with a student with a behavior intervention plan (BIP), emergency response plan (ERP), or crisis plan, if appropriately determined by the case manager, in accordance with law, shall be informed about these plans prior to the assignment by either building administration or the Case Manager. Allowances will be made for emergency coverage.

Paraprofessionals may request clarification of a BIP, ERP, or crisis plan from certificated professionals or administration

When invited to attend IEP meetings outside of the regularly schedule work hours, employees shall be paid their regular hourly rate of pay for attendance

Section 5.18 Access to Technology: The District shall provide access to a laptop or equivalent device in order to access email and support instruction and classroom needs as determined by the supervisor. Employees shall not be required to use a personal device for the purposes of completing their work. Staff assigned to supervision may be provided a radio as determined by the supervisor.

The District will supply:

- Five (5) laptops for the use of employees in the bargaining unit in each high school
- Three (3) laptops for the use of employees in the bargaining unit in each middle school
- Two (2) laptops for the use of employees in the bargaining unit in each elementary school

Section 5.19 Civility and Harassment

The District and Union share a commitment to supporting all partners in the education process, and to a safe and civil educational environment for all students and employees. The District and the Union will work in unison to promote an environment free from harassment or uncivility. The District will follow District Regulation 4011 and 4011P on civility and will take action to address uncivil behaviors. The District includes anti-harassment training as part of each new employee's orientation and will educate all employees about harassment or intimidation in accordance with state requirements.

ARTICLE 6 – SAFETY & HEALTH

Section 6.1 Safety: All bargaining unit employees have the right to a safe and healthy workplace. The District is committed to provide for a work environment free of workplace violence and other potential hazards to the personal safety of bargaining unit employees. The parties intend to provide a safe learning environment for all staff and students both in their schools and during school sponsored events. The District is committed to communication and training for administration and staff concerning those issues affecting staff and student safety. Safety incident reports shall be reviewed quarterly in the Safety Committee to evaluate responses, identify patterns, evaluate support, and identify needed supports or systems to enhance the safety of staff and students.

Section 6.2: To improve student and staff safety, employees with assignments in the LRC II, ACT, and UNS pay classifications are required to complete the full District-designated de-escalation training program and maintain their certification. The District commits to provide sufficient training, and new employees are required to complete the training within four (4) months of the employee's start date. Staff employed as of September 1, 2024 who are not certificated and have assignments in these classifications must finish the District provided training by June 30, 2025.

Designated de-escalation training will be optional for all other paraprofessionals.

ARTICLE 7 — HOURS OF WORK AND OVERTIME

Section 7.1 Workweek and Work Day: The standard workweek for full-time employees shall be five (5) consecutive days, consisting of eight (8) hours to be completed within a nine (9) hour period for a total of forty (40) hours. Employees shall be permitted to accept assignments totaling forty (40) hours per week. An employee may voluntarily work other schedules with the concurrence of the employee's immediate supervisor and/or the District.

Section 7.2 Work Schedule: The starting and ending times for each employee shall be determined by the District.

Section 7.2.1 Work Schedule: Emergency School Closure: When an individual school or work site is closed for an emergency, employees shall not report to work unless otherwise directed. If any such period of closure will not be made up at a later date, the employee may elect to use accrued emergency leave, or the employee will be allowed to make up the lost time at a time that is mutually agreeable to the employee and the employee's supervisor.

If the period of emergency closure is to be made up on an alternate date, the employee is expected to work the time missed on the scheduled alternate date. If such alternate date occurs at a time that prevents the employee from being available because of prior plans that cannot be changed, or because of unusual circumstances, the employee may request the use of accrued emergency leave or unpaid leave.

When schools or other work sites are closed or work schedules are altered, due to emergencies, employees shall be notified through the notification process approved by the building/district decision-making procedure. When an employee has not received notification of closure or delayed start more than one (1) hour prior to the employee's scheduled time to report to work, and the employee reports to work, they will receive a minimum of two (2) hours of pay, or pay for actual time worked if authorized to work more than two (2) hours.

Section 7.3 Lunch Break: Employees who are scheduled to work for five (5) or more hours per day shall receive a non-paid lunch break of at least thirty (30) minutes.

Section 7.4 Rest Periods: A fifteen (15) minute paid rest period is authorized for each four (4) hours or more of work with a maximum of two (2) rest periods for an eight (8) hour day. Rest periods will be included in the employees' schedule of work.

Section 7.5 Passing Time: Reasonable paid time shall be included within the employee's work day to move from one assignment to the next.

Section 7.6 Communication Time: A minimum of fifteen (15) minutes paid time shall be included within the employee's work day to access ISD email and voicemail accounts and data entry. If access is not appropriate or available during any assignment, additional time shall be scheduled.

Section 7.7 Work Less Than Forty Hours: Employees who work less than forty (40) hours per week shall be compensated at their hourly rate.

Section 7.8 Flex and Compensatory Time: Employees may be authorized to accrue compensatory time only to meet a specific and non-routine need of the District or the employee. It shall be used only when mutually agreeable and specifically authorized by the supervisor. Compensatory or flex time shall not be used as a routine substitute for overtime or extra hours. If it is determined that less time is needed at some time during the week, month, or year in order to make more time available at some other specific time, the employee's schedule shall be changed. The change shall be in writing and signed by both the employee and the supervisor. Such a change is not flex or compensatory time, but a schedule change and shall be handled as such. If flex or compensatory time is to be accrued, the following procedures shall be followed:

1. If the extra time arrangement is completed within a calendar week, it is flex time, i.e., the extra work and the flex time both occur within the same calendar week, the authorization may be verbal but the written report must correctly indicate when the hours were actually worked.
2. If the extra work and the time off occur in different weeks it is compensatory time and, the following rules shall apply:
 - a. The agreement shall be in writing and signed by the employee and the authorizing supervisor.

- b. The extra work may not result in working more than forty (40) hours in one week.
- c. The written agreement shall include an update of all compensatory time outstanding and the time when all outstanding compensatory time will be taken.
- d. If outstanding compensatory time exceeds twenty (20) hours, a copy of the agreement shall be given to the Executive Director of Human Resources.
- e. All time shall be reported when actually worked.

Employees may choose to be paid for authorized extra hours of work instead of accruing flex or compensatory time.

Section 7.9 Overtime and Compensatory Time: Employees who are authorized to work more than forty (40) hours per week by the District shall be given the option of compensatory time at the same rate as overtime payment or one and one-half (1½) times their hourly rate of pay. The option shall be chosen by the employee at the time of authorization, subject to regulations established by the United States Department of Labor or other competent jurisdiction.

Section 7.10 Holiday Work: Employees who are asked by the District to work on holidays shall be compensated at twice their regular hourly rate.

Section 7.11 Holiday Credit: Employees shall be given credit for holidays in the accumulation of hours toward overtime or compensatory time, provided that they also work or are on scheduled leave or compensated sick leave on the work day immediately before and after the holiday.

Section 7.12 Eligibility for Benefits: At the beginning of the school year, work hours to be assigned for the year shall be established in accordance with the terms of this Agreement. The hours assigned on the October payroll cutoff date shall be used to:

- 1. establish eligibility for disability leave
- 2. establish eligibility for holidays and vacations
- 3. establish eligibility for medical/dental benefits
- 4. establish eligibility and rate of contribution for retirement.

Section 7.12.1 Eligibility for Benefits: Change in Total Hours: If additional hours are assigned or if for any reason hours are decreased, the wages, vacation pay, holiday pay and disability leave accumulations shall be adjusted either up or down to reflect the appropriate wages and benefits for the actual hours worked except for medical/dental benefits which will not be reduced below the established eligibility level. In the event the Paraprofessional voluntarily reduces his/her hours below the established eligibility level for medical/dental benefits, the Paraprofessional will be responsible for premium payments.

Section 7.12.2 Eligibility of Benefits: Significant Reduction of Hours: In the event the District decides to make changes that will reduce the hours of a significant number of Paraprofessionals, or will significantly reduce Paraprofessionals' hours, then at either party's request the District and the Union will meet to negotiate the impact of such a reduction including Article 7.12.1 (Eligibility of Benefits).

ARTICLE 8 — VACATIONS AND HOLIDAYS

Section 8.1 Annual Assignment Employees will have a calendar that coincides with the student calendar, plus two workdays of which one (1) will be before school begins and one (1) will be on a non-student day during the school year, for a total of 182 workdays.

Section 8.2 Paid Vacation: Paraprofessionals who work seven and one-half (7 ½) hours or more per day accrue one (1) day of vacation per month for a total of nine (9) paid days. Paraprofessionals who work less than seven and one-half hours per day earn no vacation.

Section 8.3 Summer Assignment: When an employee works seven and one-half (7 ½) hours or more per day at a summer assignment for an entire calendar month, the employee will accrue one (1) vacation day for that month.

Section 8.4 Paid Holidays: All employees receive the following paid holidays.

Labor Day ¹	Martin Luther King, Jr. Day
Veterans Day	Presidents' Day
Thanksgiving Day	Memorial Day
National American Heritage Day	Independence Day ¹
Christmas	Juneteenth ¹
New Years' Day	

(1) If an employee is scheduled to work the day before and after Juneteenth, Independence Day and/or Labor Day, the holiday will be paid.

Section 8.5 Lengthened Assignment: An employee whose assignment is lengthened and who therefore qualifies for additional paid holidays and/or paid vacation shall receive a revised payroll contract to reflect the additional paid days prior to the added session.

ARTICLE 9 — LEAVES

Section 9.1 Illness, Injury and Emergency Leave.

Section 9.1.1: Illness and Injury Leave: Accrual: Illness and injury leave for regular employees shall be accrued at the rate of one prorated day per payroll month of employment. Unused illness and injury leave shall accumulate from year to year while the employee remains employed by the District. The District shall project the number of annual days of illness and injury leave at the beginning of the school year according to the estimated calendar months the employee is to work during the year. The employee shall be entitled to the projected number of days of illness and injury leave at the beginning of the school year provided that should the employee terminate employment prior to the end of the school year a deduction shall be made for illness and injury leave used in excess of the accrual.

Section 9.1.2: Illness and Injury Leave: General Use: Illness and injury pay will be paid only for periods of absence caused by the employee's personal illness, injury, medical, dental or optical appointments or the illness or injury of an immediate family member. Immediate family, for purposes of this section shall mean the employee's spouse, dependent child, or other dependent living at the employee's residence. When illness or injury leave exceeds

three (3) consecutive days, a written statement from a physician verifying the employee's need for leave may be requested.

Section 9.1.3: Illness and Injury Leave: Emergency Leave: Up to five (5) days per year of illness and injury leave may be granted for absences that are due to emergency situations that are of such a nature that pre-planning by the employee is not possible. Such situations are ones which are serious, essentially unavoidable, and of importance; not ones of mere convenience. (Examples may include a threat to the employee's property such as flooding or storm damage, court appearance, serious illness of adult child or parent, etc.) Upon return from emergency leave the employee shall submit a written explanation of the need for emergency leave to the Human Resources Department in accordance with established leave request procedures. Written verification of the circumstances necessitating the use of emergency leave may be requested. If the request for the use of emergency leave is denied, the days used shall be considered an unpaid leave of absence subject to discipline under Article X herein.

Section 9.1.4: Illness and Injury Leave: Attendance Incentive Program: In January of the year following any year in which a minimum of sixty (60) days of illness or injury leave have been accrued, any eligible employee may exercise an option to receive remuneration of unused leave for illness or injury accumulated in the previous year at the rate equal to one (1) day's compensation for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's compensation; provided that no employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one day per month.

Section 9.1.5 Illness and Injury Leave: Separation from Employment: At the time of separation from District employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current compensation of the employee for each four (4) full days accrued leave for illness or injury. The provisions of this section shall be administered in accordance with state law and applicable state rules and regulations. If the legislature revokes any benefits granted under this section no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual right.

Section 9.1.6 Illness and Injury Leave: Work Related Illnesses or Injuries: In the event an employee is absent due to a work-related illness or injury incurred while working on the job for the District and the employee is compensated by Industrial Insurance for reasons which are covered by Industrial Insurance, the District shall pay the employee an amount equal to the difference between the amount paid the employee by the Department of Labor and Industries and the amount the employee would normally earn for as long as there are illness and injury leave days in the employee's account. A deduction shall be made from the employee's accumulated illness and injury leave account in accordance with the amount paid to the employee by the District.

Section 9.1.7 Illness and Injury Leave: Portability: Employees who have accrued illness and injury benefits while employed by another public school district in the State of Washington shall be given credit for such accrued benefits upon employment by the District.

Section 9.1.8 Illness and Injury Leave: Substitutes: When bargaining unit employees use illness, injury or emergency leave under this Article the District will reasonable attempt to secure and provide a substitute if required.

Section 9.1.9 Illness and Injury Leave: Overload: Under normal circumstances, illness and injury leave is not used to cover absences from temporary assignments that result from class overloads. However, such absences shall be covered by illness and injury leave when the time lost cannot be scheduled at any alternative time. The following provisions apply:

1. When a Paraprofessional is absent from a class overload assignment, they are responsible for informing the school office whether or not they will be able to make up the time for the individual teacher.
2. The Paraprofessional will first attempt to make up the hours within the same week as they were absent from the overload assignment.
3. To make up time, the total paid time may not exceed forty (40) hours within a week.
4. When the Paraprofessional is unable to make up the time and a substitute is not required, illness and injury may be claimed and will be granted, if available.

Section 9.1.10 Illness and Injury Leave: Leave Sharing: Leave sharing will be permitted in accordance with Chapter 392-136A WAC and District Regulation.

Section 9.1.11 VEBA: Unless notified to the contrary by April 1 of each year, the District shall assume that SEIU 925 members will participate in VEBA.

Section 9.2 Paternity Leave

Section 9.2.1 Maternity Leave: Maternity leave shall be granted for that period of time required for confinement, delivery and recovery from childbirth or from other pregnancy-related conditions. The leave shall be during that time that is specified by the employee's attending physician. An employee who is pregnant may continue in active employment as late into their pregnancy as they desire, unless the employee's physician determines that the employee cannot properly fulfill the normal job responsibilities; provided that the District may require a physician's certification of fitness for work.

Section 9.2.2 Child Bonding Leave: An employee may be granted a leave of absence for up to one (1) calendar year beyond the expiration of illness and injury leave, if any. Said employee shall notify the Executive Director of Human Resources in writing of the desire to take such a leave, and except in case of emergency as determined by a physician, shall give such notice at least thirty (30) days prior to the date on which leave is to begin. The employee shall include with such notice a physician's statement certifying pregnancy.

Section 9.3 Family Medical Leave:

The District complies with leave provisions under federal laws and regulations, as amended. See federal Family and Medical Leave Act, with National Defense Authorization Act 2008 amendments, Military Spouse Leave of Absence and Domestic Violence Leave. Contact Human resources for information and leave related documents.

Section 9.3.1 Washington State Paid Family and Medical Leave: The District and employee will be subject to the rights and responsibilities of the Paid Family and Medical Leave program (PFML) under the Washington State Family and Medical Leave and Insurance Act. Eligibility and use will be determined in accordance with the law.

Section 9.4 Bereavement Leave: Absence due to death in the immediate family shall be granted with full pay for up to five (5) days for each occurrence. Immediate family shall be defined as the following family relationships to both the employee and spouse:

1) parent, 2) spouse, 3) child, 4) siblings, 5) grandparents, 6) grandchild, 7) aunt and uncle, 8) nephew and niece, and 9) any relatives or significant others residing in the employee's household. One day of bereavement leave will be allowed for a close friend. This day is taken from emergency leave. Such leave may not be accumulated.

Section 9.5 Jury Duty: An employee who is called to serve on a jury shall be excused from work for the days which are served. The employee shall be granted regular earnings and benefits for the time consumed in such services. The employee must furnish a written statement from the appropriate public official showing the date and time served.

Section 9.6 Court Actions: When an employee is a witness for, or co-defendant with the District, and the action arose out of District employment, the employee shall be granted full salary and compensation for the time consumed in such services.

Section 9.7 Child Conference Leave: Employees shall be authorized leave time to attend their children's school conferences without loss of pay, provided, however, that such time may be taken without requiring a paid substitute, and further provided that such leave shall not exceed four (4) hours per school year.

Section 9.8 Military Leave

Section 9.8.1 Military Leave. Annual: Any employee who is a member of a branch of the armed forces shall be entitled to and shall be granted military absence with pay for a period not to exceed twenty-one (21) days of any one (1) calendar year. Such absence shall be in addition to any vacation or other benefits provided elsewhere in this Agreement (RCW 38.40.060).

Section 9.8.2 Military Leave. Extended: An employee who enlists, is inducted, or recalled to active duty for a period in excess of twenty-one (21) days shall be granted a leave of absence without pay for the period of military service. Such an employee shall be reinstated to the last position held or a comparable position, provided application for such position has been made to the District within the timelines provided in federal law after the conclusion of such military service, and provided further that such employee shall be entitled to all benefits which had accrued prior to military service.

Section 9.9 Conference Leave: In the event the District directs an employee covered by this Agreement to attend a conference or training program, the individual will receive their regular rate of pay while in actual attendance. Expenses will be reimbursed in accordance with District Regulation.

Section 9.10 Personal Leave: Paraprofessionals will be allowed three (3) personal leave hours for every one hour of the average work day per year, to be front loaded. These personal leave hours will be with pay available on the following basis:

1. Personal leave may be taken in hourly increments.
2. Except in cases of an unanticipated circumstance, the day shall be scheduled at least five (5) working days prior to the leave and the Paraprofessional shall obtain a substitute if necessary.
3. The day may be used to extend a vacation period or holiday if a substitute has

- been arranged in advance and confirmed forty eight (48) hours in advance.
4. The days may be accumulated to a total of fifty-six (56) hours.

Employees who have accumulated at least twenty-five (25) personal leave hours at the end of the school/contract year will be able to cash out two (2) days of personal leave at their current classification and rate of pay. Such payment will be made on the August warrant.

Applications for personal leave will be delivered to the Executive Director of Human Resources or designee via the current substitute request system. That office will notify the Paraprofessional of approval or rejection within five (5) school days of the receipt of the application. No one can be refused a personal leave day after it has been approved. The Executive Director of Human Resources shall have the right to refuse authorization if the number of Paraprofessionals selecting the same day makes staffing an unreasonable burden, or if there are unique program considerations that make authorization unreasonable.

Section 9.11 Leave for Religious Purposes: Staff members are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization on scheduled work days:

1. A staff member desiring to take leave under this section must notify their principal in advance of the requested leave.
2. Employees may work with their supervisor on a mutually agreed extra work opportunity to make up the time (flex time).

Section 9.12 Unpaid Leave of Absence

Section 9.12.1 Unpaid Leave of Absence: Short Term: Up to three (3) days per year of unpaid leave may be granted by the Executive Director of Human Resources or designee for personal reasons not covered by other provisions in this Agreement. Such leave shall not accumulate from year to year. Consideration will be given for requests in excess of three (3) days in a year for emergency hardship situations or, once-in-a-lifetime type experiences. When requests for unpaid leave have been denied, unexcused absences from work will subject the employee to disciplinary action.

Section 9.12.2 Unpaid Leave of Absence: Long Term: Upon recommendation of the immediate supervisor and approval of the Executive Director of Human Resources or designee, a regular employee may be granted up to one year's leave of absence without pay, provided, however, that leave of absence for medical reasons shall be granted for one (1) additional year if certified as necessary by the employee's physician. Such leave shall be subject to the following provisions:

1. Requests for a one (1) year leave shall be submitted by June 1st of each year. If personal circumstances require a later request, the District will consider the request, but if granted shall end on June 30 of the school year in which the request was received.
2. Approved leave shall be without pay.
3. Benefits (sick leave, personal leave, seniority) shall not accumulate during such leave, nor shall earned benefits be lost.
4. Leave for one (1) year may be granted for the purpose of taking other employment in the Issaquah School District. If the employment is to replace another Issaquah School District employee on leave, the employment will be adjusted to fit the leave

period of the person they are replacing. Leaves of this nature will not be allowed to run consecutively from one leave period to the next.

5. Employees hired to fill positions of employees on leave of absence will be classified as replacement employees. Replacement employees shall be defined as those employees (not substitutes) with assignments in excess of thirty (30) consecutive days to replace an employee on leave with return privileges. Said replacement employee shall be subject to the terms of this Agreement with the following exceptions:
 - a. layoff and recall provisions
 - b. leave provisions other than disability and bereavement
 - c. Union security provisions
6. Employees on leave must notify the Human Resources Department by March 1st of each year of their intent to return the following school year.
7. Prior to new hires, if returning from a leave of absence of one (1) year or less for employment as a leave replacement employee elsewhere in the Issaquah School District, the returning employee will be assigned to the position occupied before the leave of absence. Employees returning for any other leave of absence will be assigned up to the same number of hours as before the leave of absence, as hours are available and subject to layoff procedures.

ARTICLE 10 — DISCIPLINARY ACTION, PROBATION, AND TERMINATION

Section 10.1 Disciplinary Action: Disciplinary action for purposes of this article shall mean verbal warnings, written reprimands, suspensions or involuntary terminations.

Section 10.1.1 Disciplinary Action: Representation: An employee may request and shall be entitled to have a representative of the Union present during any meeting which might be reasonably expected to lead to disciplinary action. When a request for such representation is made, the discussion of such matters of concern shall not be conducted until such representative of the Union has reasonable opportunity to be present. Reasonable opportunity shall mean up to three (3) workdays from the time of notice to meet unless mutually agreed to extend the deadline.

Section 10.1.2 Disciplinary Action: Meetings: Meetings between the employee and District shall occur at mutually convenient times when the employee, the Union, and District representatives may be available.

Section 10.1.3 Disciplinary Action: Progressive Discipline: The District may suspend and/or terminate any employee for intoxication on the job, insubordination, improper conduct or other serious infractions. In all other cases, the District shall follow a policy of progressive discipline, which includes verbal warning and written reprimand, suspension, and/or involuntary termination. The employee shall have the right to face any accusers as part of the grievance process.

Section 10.1.4 Disciplinary Action: Just Cause: No employee shall be disciplined, reprimanded, suspended, or terminated without just cause.

Section 10.1.5 Disciplinary Action: Upon written request of the employee, documented verbal warnings, written warnings, and suspensions may be removed from the personnel file after one (1) calendar year from the imposition of discipline. After three (3) years, the discipline shall be removed on written employee request with no incidents of further

misconduct However, in accordance with RCW 28A.400.301, no information related to substantiated verbal or physical abuse or sexual misconduct may be removed from any employee file.

Section 10.2 New Employee Probation: Duration: Newly hired employees shall complete a ninety (90) workday probationary period upon reporting for duty. The probationary period shall be extended one (1) day for each day the employee is absent for an excused absence. Any concerns regarding an employee's performance will be shared with the employee by the supervisor at the time they are identified. During this period, such employee shall be considered as being on trial subject to termination at any time at the sole discretion of the District. Probationary employees may be terminated from employment without just cause. Termination of an employee during the probationary period shall not be subject to the grievance procedure. All other provisions of this Agreement shall be applicable to employees on probation. If a Paraprofessional request and receives a transfer during the probationary period, the ninety (90) workday probationary period will begin over on the first day of work in the new assignment.

Section 10.2.1 New Employee Probation: Job Descriptions: Probationary employees shall receive a packet of Paraprofessional job descriptions upon employment with the District with a cover sheet indicating relevant job descriptions for which they are being hired.

Section 10.3 Involuntary/Voluntary Termination

Section 10.3.1 Involuntary/Voluntary Termination: Involuntary: The District shall give employees ten (10) work days' notice of job termination. Such notice shall include the employee's eligible benefits, causes for termination, and any appeals process which may be available through this Agreement.

Section 10.3.2 Involuntary/Voluntary Termination: Voluntary: Employees who voluntarily terminate their employment shall give the District ten (10) work days' notice prior to the expected date of job termination. Upon receipt of such notice, the District shall within five (5) work days inform the employee of eligible benefits to be received upon the conclusion of employment. Termination by the employee without adherence to this section may result in forfeiture of any vacation benefits.

Section 10.3.3 Involuntary/Voluntary Termination: COBRA AND Self-Pay Options: Employees who are terminated or laid off shall be entitled to convert vacation pay into wages. Employees who lose their eligibility for District-provided contributions to insurance benefits as a result of termination, layoff or reduced hours may, at their option, continue to pay for any insurance, wage, or benefit plans, for up to eighteen (18) months from the date of layoff or reduction in hours or any longer period provided by law, provided such arrangements are acceptable to the School Employees Benefits Board (SEBB). Any missed or late payment shall terminate the plan.

ARTICLE 11 — EVALUATION

Section 11.1 Initial Evaluation: When the employee is first hired or before September 30 of each year, the employee's immediate supervisor will meet with the employee to review job responsibilities within the job description.

Section 11.2 Annual Evaluation: Employees within the bargaining unit shall be formally evaluated at least once annually prior to June 1 of each year and may be formally evaluated at any time.

Section 11.3 Unsatisfactory Performance

Section 11.3.1 Unsatisfactory Performance: If an employee's performance is deemed to be unsatisfactory at any time, the immediate supervisor shall arrange a conference with the employee to discuss performance concerns and address areas of performance where the employee will need to improve. Upon request, the employee shall be entitled to have a representative at the conference. Said conference shall occur within ten (10) days of employee notification.

The immediate supervisor may place the employee on a formal performance improvement plan which shall be progressive in nature and follow the tenets of just cause with appropriate evidence. The employee shall be informed of the duration of such plan, the areas of performance where the employee shall be required to improve, the performance expectations to be achieved and, if applicable, any District support to be provided to the employee. The immediate supervisor shall meet periodically with the employee, but at least twice a month, and provide the employee with written and oral feedback on their performance during any performance improvement plan period.

Following the initial notice to the employee of performance concerns and the establishment of a performance improvement plan, an employee may not be terminated for poor job performance unless the employee has been provided feedback regarding continuing performance concerns during the improvement plan.

At the discretion of the immediate supervisor, if the employee does not successfully meet the expectations established in the plan, the employee may be subject to having their employment terminated. At the conclusion of the performance improvement plan, the immediate supervisor will communicate, in writing, the outcome of the plan and any subsequent action that the immediate supervisor may deem appropriate.

Nothing in this Article shall be construed to prevent an employee from being discharged or disciplined for misconduct that is unrelated to the satisfactory performance of assigned duties, or laid off for economic or program reasons.

Section 11.3.2 Evaluation Rebuttal: An employee may submit a rebuttal to an evaluation which has a potentially adverse effect on their employment status.

Within fourteen (14) work days of receipt of an evaluation, the employee either directly or with the assistance of the Union, will commit such rebuttal to writing, sign it, and present it to the supervisor. The written statement should include the nature of the rebuttal. The District and the Union may mutually agree in writing to extend the fourteen (14) day limit.

Section 11.3.3 Violation of Evaluation Process: Alleged violations of the evaluation process shall be subject to the provisions of the grievance procedure. The opinion of the evaluator is not subject to the grievance procedure.

ARTICLE 12 – LABOR-MANAGEMENT COMMITTEE

Section 12.1 Participants: The Union and the District will form a labor-management committee (LMC) consisting of not more than five (5) bargaining unit members and not more than five (5) District representatives. Every effort will be made to provide at least two (2) continuing members from each side.

Section 12.2 Purpose & Scope: The purpose of the committee is to attempt to resolve problems that may arise that are of a group, rather than individual concern, and to discuss District initiatives. Whenever possible, notice will be provided to members of topics to be discussed. Neither party can obligate the other to negotiate changes to the Agreement. However, any agreements reached that change the contract must be ratified by both parties. All agreements need to be in writing and attached to the Agreement. The LMC will meet at least three (3) times during the school year.

ARTICLE 13 — GRIEVANCE PROCEDURE

Section 13.1 Definitions

Section 13.1.1 Definitions: Grievant: A "grievant" shall mean an employee or group of employees filing the grievance.

Section 13.1.2 Definitions: Grievance: A "grievance" shall mean a written claim by a grievant that a dispute or disagreement of any kind exists involving application of the terms of this Agreement.

Section 13.2 Right to Representation

Section 13.2.1 Right to Representation: Recognition: The District shall recognize grievance representatives upon their identification by the grievant. If requested by the grievant, at least one Union representative shall be present for any meetings, hearing, appeals, or other proceedings to a grievance which has been filed, provided, however, that representation shall not be unreasonably withheld in order to frustrate the timely processing of the grievance.

Section 13.2.2 Right to Representation: Union Initiated Grievance: If a grievance affects a group of employees, the Union may initiate and submit such grievance on their behalf. The Union may process such grievance through all levels of the procedure, provided two (2) or more named employees wish to do so.

Section 13.2.3 Right to Representation: Who Receives Grievance: Grievances involving the administrator above the building level must be filed with that administrator.

Section 13.3 Individual Rights: Nothing contained herein shall be construed to limit the right of any employee having a complaint to discuss the matter through administrative channels and to have the problem adjusted without intervention of the Union, provided such adjustment is not in violation of this Agreement.

Section 13.4 Procedure

Section 13.4.1 Procedure: Step 1: The parties acknowledge that it is most desirable for any employee and the immediate supervisor to resolve problems through free and informal communications. Within thirty (30) work days after the grievant has knowledge, or reasonably should have had knowledge, of the grievance which is the basis of the complaint, the grievant shall present the grievance in writing to the immediate supervisor, who will arrange for a meeting to take place within five (5) work days after receipt of the grievance. The supervisor shall provide the aggrieved party and the Union with a written answer to the grievance within ten (10) work days after the meeting. Such response shall include the reason(s) upon which the decision was based.

Section 13.4.2 Procedure: Step 2: If the grievant is not satisfied with the disposition of the grievance at Step 1, or if no decision has been rendered within ten (10) work days after the Step 1 meeting, then the grievance must be referred to the Executive Director of Human Resources/designee within fifteen (15) work days after the Step 1 meeting or the grievance will be considered withdrawn. The Executive Director of Human Resources/designee shall arrange for a hearing with the grievant to take place within ten (10) work days of receipt of the appeal. The parties shall have the right to be represented and to present such witnesses and documents as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Executive Director of Human Resources/designee will have ten (10) work days to provide a written decision, together with the reason(s) for the decision to the grievant and the Union.

Section 13.4.3 Procedure: Step 3: If the grievant is not satisfied with the disposition of the grievance at Step 2, or if no decision has been rendered within ten (10) work days after the Step 2 meeting, then the grievance must be referred to the Superintendent or official designee within fifteen (15) work days after the Step 2 meeting or the grievance will be considered withdrawn. The Superintendent or designee shall arrange for a hearing with the grievant to take place within ten (10) work days of receipt of the appeal. The parties shall have the right to be represented and to present such witnesses and documents as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent or designee will have ten (10) work days to provide a written decision, together with the reason(s) for the decision to the grievant and the Union.

Section 13.4.4 Procedure: Step 4: In the event the grievant is not satisfied with the disposition of the grievance in Step 3, or if no written decision has been rendered within ten (10) work days from the conclusion of the hearing at Step 3, then the Union may submit the grievance within fifteen (15) work days after the Step 3 hearing to the Public Employment Relations Commission (PERC) for appointment of a PERC staff arbitrator at no cost to the Union and District, or a list of private arbitrators from PERC's dispute resolution panel, or the grievance will be considered withdrawn. The terms of arbitration proceedings shall include the following:

1. Neither party shall be permitted to assert in the arbitration proceedings any evidence not previously disclosed to the other parties.
2. The arbitrator shall render the decision in writing no later than thirty (30) working days after the conclusion of the hearing and following the submission of briefs, or, if an oral hearing is waived, then thirty (30) working days from the date statement evidence and briefs were submitted to the arbitrator.
3. The award of the arbitrator shall be accepted as final and binding. There shall be no appeal from the arbitrator's decision by either party if such decision is within the scope

of the arbitrator's authority as described below:

- a. The arbitrator shall not have power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
 - b. The arbitrator's power shall be limited to deciding whether there has been a violation, misinterpretation, or misapplication of any of the terms of this Agreement. In the case of any action which the arbitrator finds improper or excessive, such action may be set aside, reduced, or otherwise changed by the arbitrator. The arbitrator may award back pay to compensate the employee, wholly or partially, for any salary lost.
4. The fees of the arbitrator, the cost of transportation, and other necessary general costs shall be shared equally by the District and the Union. All other costs will be borne by the party incurring them.

Section 13.4.5 Procedure: Mediation: At any point in the grievance process, if both parties agree that mediation may be beneficial in resolving the grievance, mediation may be utilized. If the parties reach an agreement through mediation that resolves the grievance, the agreement will be put in writing and both parties will sign the agreement and abide by its terms. If mediation is desired by both parties, the parties will confer regarding the selection and costs of a mediator, as well as any exceptions to the timelines of this Article that may be necessary.

ARTICLE 14 — STAFF DEVELOPMENT

Section 14.1 SEIU/District Staff Development Philosophy: The District and the Union affirm their commitment to an ongoing system of staff development and training that will provide opportunity for the development of the potential occupational and professional knowledge, skills and abilities of each employee.

Section 14.2 SEIU Staff Development Fund: District shall allocate thirteen thousand dollars (\$13,000) annually (September 1) into the SEIU Staff Development Fund. Unused funds at the end of the year (August 31), if any, will be carried forward from year to year provided that the District only needs to supplement this fund and the carryover, if any, at the beginning of each school year to ensure that said fund contains thirteen thousand dollars (\$13,000) for the ensuing school year. Generally, this fund shall not be used for any training that the District typically does on an annual basis, or that are delivered to employees to meet basic job requirements.

Section 14.3 SEIU Staff Development Committee: The District and the Union shall form a Staff Development Committee for the purpose of determining the appropriate use of the SEIU Staff Development Fund. The committee may also develop a staff development plan on an annual basis. The composition of the committee shall include SEIU members appointed by SEIU and at least one representative from the Administration.

Determinations of purpose and guidelines for use of the Staff Development Fund shall be included as an appendix to this agreement. If an Annual Staff Development Plan is developed, a copy of the Annual Staff Development Plan shall be provided to each bargaining unit employee at the beginning of each year of the fund (September 1). Regardless of the existence of an Annual Staff Development plan, the committee shall set aside a portion of the fund to be used for tuition reimbursement of acceptable programs and classes.

If a specific staff development plan is not developed for a given year the full fund shall be available under the guidelines of tuition reimbursement.

Section 14.4 In-Service Trainings: In-services, when required by the District, will be provided during working hours with substitutes provided for employees involved. If held after work hours, employees shall be compensated at their regular rates of pay. In addition, any state or federal training required of employees by the District shall be provided using this same basis for compensation.

Section 14.5 Training Notification: No existing employee shall be required to attend District required trainings or staff development outside of their contracted school year start and end dates without notification by June 1 annually.

Section 14.6 Required State Training: In accordance with state law and with funding allocated by the legislature, the District will provide the state specified amount of hours of professional development consistent with the learning targets of the Fundamental Course of Study and General Certificate to instructional paraprofessionals as defined by the Professional Educator Standards Board. Training will be provided by the District in conjunction with the Paraprofessional Learning Coaches. The cost of General Certificate application fees will be paid in full by the District. Should the State eliminate, change or modify the expectations of the Fundamental Course of Study and the General Certificate, the District and Union shall meet to negotiate the impacts of those changes or determine alternative training provisions.

Section 14.6.1 Employees hired before the beginning of school of the current school year will be provided and must complete two (2) of the Fundamental Course of Study prior to the start of school, in-person, and the second two (2) days must occur within six (6) months of hire, as required by the State.

Section 14.6.2 Employees hired after school has started in the current school year, will be provided and must complete two (2) days in-person of the Fundamental Course of Study in the first four (4) months of employment, and the second two (2) days must occur within six (6) months of hire or prior to September 1 of the employee's second school year of employment, as required by the State.

Section 14.6.3 Continuing employees will be provided State required and reimbursed hours on designated non-student days. Dates will be communicated by the June 1st deadline as delineated in 14.5. Make up days may be provided during other non-student times and communicated with at least two (2) weeks' notice.

Section 14.6.4 Exempt paraprofessionals (i.e. Bus Aides, Health Room Specialists, Before and After School Care) will be offered the training.

Section 14.6.5 Paraprofessionals will be paid their regular hourly rate for professional development hours outside of their regular work schedule.

Section 14.6.6 In the event of a reduction in funding for this section, the District and Union will proportionately reduce the provisions outlined in section 14.6 accordingly.

Section 14.7 New Hire Mentorship: New hire paraprofessionals in instructional roles shall receive at a minimum, one cycle of coaching/mentorship with a Paraprofessional Learning Coach within the first ninety (90) days of service. A coaching cycle includes a

minimum of one pre-observation meeting, one observation and one post observation meeting. Employees who change roles may request a ninety (90) day cycle of coaching and mentorship in their new position.

ARTICLE 15 – UNIQUE NEEDS SPECIALIST

Section 15.1 UNS: Exclusions: Unless otherwise noted in this Article UNS are not subject to Article 16 (Assignment of Hours, Reduction in Hours, Layoff and Transfer Procedure)

Section 15.2 Guidelines for Assignment and Termination of Assignment for UNS

Section 15.2.1 UNS: Assignment: UNS are itinerant and assigned to the District Special Services Department, rather than a specific school, and are assigned and deployed as directed by Special Services administration based on individualized student, building, or program needs. When an UNS is newly assigned to a specific student, the building administrator will determine the Paraprofessional with the most experience supporting that student or program, to be assigned to work with the UNS to acclimate the UNS to the assignment. The acclimation period will not be less than one (1) day, and is determined by the Special Services Department. The Paraprofessional will receive the UNS rate of pay, at their appropriate step, during the acclimation period. UNS assignments shall not be considered as a factor in determining the proper Paraprofessional staffing in a building or program.

Section 15.2.2 UNS: Placement: Special Services will assign and deploy an UNS staff based on qualifications and student or program needs. An UNS will be assigned as determined by the Special Services Department to ensure that individual and program needs are met and that the operational, including safety, and instructional integrity of the classroom continues.

Section 15.3 UNS: Substitutes and Breaks: When an UNS requires a substitute for any reason and an UNS cannot be deployed by the Special Services Department, the building administrator will designate in-house, with first consideration to volunteers. Paraprofessionals with current complete District de-escalation and restraint training whose temporary reassignment will have the least impact on Building operations. A Paraprofessional may request to decline the assignment. The request will be granted if the building administrator determines there is a willing qualified employee available in the building. The administrator will also ensure that the UNS substitute assigned has access to, with time to review, the student IEP (at-a-glance summary, if available) and any other plans that are in place (e.g. crisis plans, positive behavior support plans, absence plans including coverage for breaks and lunch, etc.)

1. When performing the UNS function the designated relief Paraprofessional shall be paid the UNS wage rate for a minimum of one (1) hour of pay at the employee's appropriate step.
2. UNS lunch and rest breaks shall be covered by the relief Paraprofessional.
3. The Paraprofessional will be assigned to work as the UNS substitute. If needed a Paraprofessional substitute will substitute for the relief Paraprofessional such that only trained staff is working in the role of the UNS.

Any staff member performing the UNS substitute function who has concerns with the assignment as it relates to safety may address such concerns with the building administrator. The District may at its discretion assign additional staff/resources to ensure

that the UNS breaks or lunch periods are appropriately covered.

Section 15.4 UNS: Additional Hours, Transfer and Applying for Vacancies:

Section 15.4.1 UNS: Additional Hours: UNS may apply for or be assigned additional hours outside of their currently assigned schedule. Such applications are subject to Section 16.3 (Assignment of Additional Hours Procedure) with the understanding that they are assigned to and deployed by the Special Services Department, and are not attached to a building and would apply to open positions as District-wide Paraprofessionals. UNS may not adjust their schedules to accommodate additional assignments.

Section 15.4.2 UNS: Transfer: UNS may utilize Section 16.4 (Worksite Transfers) for the purpose of transferring into the Paraprofessional classification, but may only do so in-between assignments or at the discretion of the Human Resources Department.

Section 15.4.3 UNS: Other Vacancies: UNS may apply for an open position in another classification in the bargaining unit at any time with the understanding that, as UNS, their assignment is the Special Services Department. and therefore, they are considered for open positions as District-Wide employees.

ARTICLE 16 – ASSIGNMENT OF HOURS, REDUCTION IN HOURS, LAYOFF AND TRANSFER PROCEDURE

Section 16.1 Definitions

Section 16.1.1 Definitions: Initial Assignment of Hours Period: The period of time following the spring allocation of hours through September 30th

Section 16.1.2 Definitions: Additional Assignment of hours: Those hours assigned from October 1 through the end of the school year.

Section 16.1.3 Definitions: Previous Base Hours: Those hours assigned and held to an employee as of February 1st of the previous school year, with the following exceptions: overload hours, leave replacement hours, emergency hours that are eliminated within 45 working days of assignment, or hours designated as lasting no more than 45 working days when assigned. Except when assigned through the building preference pool provisions in Section 16.3 (Assignment of Additional Hours) and Section 16.5 (Reduction in Hours Procedure).

Section 16.1.4 Definitions: PTSA or Foundation Funded Assignments: PTSA or foundation funded assignments shall not be included in Previous Base Hours, but if they continue into the following school year the employee holding them shall be given preference to retain them.

Section 16.1.5 Definitions: Reduction in Hours: Employees shall be deemed to have been reduced in hours when their current annual assigned hours are reduced below their previous base hours.

Section 16.1.6 Definitions: Seniority: Seniority shall mean the length of continuous service within the bargaining unit. Seniority shall terminate upon discharge, voluntary termination, expiration of recall rights, or leaving the bargaining unit to accept a position within the District

but outside the bargaining unit.

Section 16.1.7 Definitions: Building Preference Pool: A list of employees, in seniority order, who have been reduced in hours.

Section 16.1.8 Definitions: Excessed: Employees shall be deemed to have been excessed when they are reduced to zero (0) hours at their worksite.

Section 16.1.9 Definitions: Layoff: The termination of employment due to a need identified by the District to reduce staffing because of a change in program needs or financial necessity or as defined through a reduction of hours.

Section 16.1.10 Definitions: Recall Pool: The recall pool is the pool of employees who have been laid-off and have a right to a position in their classification for up to one year.

Section 16.1.11 Definitions: Qualified: For the purposes of this section qualified shall mean previous experience, demonstrable abilities, the ability to train into a position within a reasonable period of time, or training, as determined by the District.

Section 16.1.12 Definitions: Classification: The job category from which the employee was laid-off.

Section 16.1.13 Definitions: General Supervision Duties: Assignments including, but not limited to; recess, lunchroom, bus patrol, crosswalk, commons, parking lot, etc.

Section 16.2 Initial Assignment of Hours: (Through September 30)

Section 16.2.1 The Issaquah School District shall determine the allocation of hours to Buildings.

Section 16.2.2 Notification of Allocation of Hours to Buildings: Within forty eight (48) hours after the building principals have received their initial allocation of hours the District shall notify the union of the allocations. The notification shall include the same spreadsheet that the principals receive, noting the assigned hours to each program. The initial notification shall also include the current allocation to be used for comparison purposes. In addition to the initial notification the District shall send supplemental notifications at the end of May, June and August.

Section 16.2.3 The Building Principal/dean of students shall determine the number of Paraprofessionals needed to cover building needs. The Union may submit the Building Principal/Program Manager's determination to a review panel in order to evaluate the building's needs and how many Paraprofessionals are needed in order to operate.

1. The review committee shall consist of three (3) representatives from the Union and three (3) representatives from the District.
 - a. It is recommended that the Union representatives be the Chapter President, Vice President of Conflict Resolution and the Organizer Representative.
 - b. It is recommended that the District representatives be the Director of Employee Relations, a principal supervisor and a non-interested principal.
2. By reaching consensus, the decision of the review panel shall be final and binding. If the review panel cannot come to consensus on the building's needs the recommendation of the Principal/Program Manager shall be maintained. The Union

may, at its discretion, file a grievance to resolve the matter.

Section 16.2.4 Preference forms shall be distributed by April 15th. Employees shall fill out preference forms (located in Appendix Section) and turn it in to the Building Principal/Program Manager by May 1st.

Section 16.2.5 Principal/dean of students determine assignments based on preference forms and building needs. Assignments shall be distributed by the last day of school.

Section 16.2.6 Based on seniority and to the extent possible, the District will guarantee, for the number of positions needed in the building, a minimum of hours equal to each Paraprofessional's Previous Base Hours, until the initial allocation of hours has been exhausted. Actual daily schedules, including starting and stopping times, may not be available until one week prior to the first day of school.

Section 16.2.7 All schedules may include supervision duties. General outdoor supervision duties shall not be assigned for more than one and a half hours consecutively. An exception to this provision may be made with the employee's approval. Such approval shall be documented in writing, signed by the employee and the principal/program manager and attached to the preference form.

Section 16.2.8 A more senior employee shall not receive a reduction in hours before a more junior employee in the building, subject to Section 16.5 (Reduction in Hours Procedure).

Section 16.2.9 If a position in a building is vacated that requires replacement of the individual in order to maintain the minimum number of employees needed in the building, preference forms shall be considered prior to the position being offered to someone requesting transfer. Prior to filling the open position that remains, the position shall be offered to someone requesting transfer or offered to someone through the Excess Procedures prior to posting.

Section 16.2.10 Transportation Paraprofessional Hours: Due to the flexible nature of their work, paraprofessionals assigned to Transportation shall be paid no less than two (2) hours per day for each assignment that requires "punching out" between assignments. If an employee has completed their regular assignment and has not yet worked a full two hours, in order to receive compensation for the full two hours, they must check in with their supervisor and may be assigned to other reasonable projects or tasks at Transportation for their remaining time. Guarantees shall not apply to assignments which are contiguous with the paraprofessional's assignment.

Section 16.2.11 All hours allocated through September 30 of the following school year shall utilize this procedure.

Section 16.3 Assignment of Additional Hours Procedure. (Beginning October 1)

Section 16.3.1 Beginning October 1 of each contract year, when time is added to a building or program the Principal/dean of students shall first notify the employees in the affected program/classroom and then post on the staff bulletin board the additional time available.

Section 16.3.2 Those interested shall notify the Principal/dean of students of such interest. Such demonstration of interest by bargaining unit employees in the building may include a

proposal to change the employee's current work schedule in order to accommodate the additional hours. The Principal/dean of students will make the final decision regarding any schedule change.

Section 16.3.3 The additional time in a building shall be offered to qualified bargaining unit employees in the following order;

1. first to those bargaining unit employees in the affected classroom/program, in seniority order,
2. second to those bargaining unit employees in the building preference pool who need to regain their previous base hours.
3. third to those bargaining unit employees in the building, in seniority order,
4. fourth to those bargaining unit employees in the School Age Care program located at the building worksite in seniority order,
5. fifth to bargaining unit employees district-wide in seniority order.

Section 16.3.4 If the District determines that seniority rights should not govern because a junior employee possesses ability and performance substantially greater than a senior employee(s), the District shall inform the employee and the Union its reasons for the bypass.

Section 16.3.5 Hours that remain unassigned after this process may be assigned by the principal, provided that assignment does not extend the work day by more than fifteen (15) minutes at either end or add more than one-half (1/2) hour of contiguous time within the work schedule. The principal shall give a good faith consideration if the bargaining unit employee informs them of external circumstances interfering with this additional assignment.

Section 16.4 BASC: Assignment of Additional Hours: Staffing decisions for the Before and After School (BASC) Program for additional hours will be made as provided in the following provisions

Section 16.4.1 Additional time in the BASC shall be offered to qualified bargaining unit employees in the following order:

1. first to those bargaining unit employees in the affected BASC program, in seniority order,
2. second to those bargaining unit employees in the building preference pool (BASC) who need to regain their previous base hours.
3. third to those bargaining unit employees in the building, in seniority order,
4. fourth to bargaining unit employees district-wide in seniority order.

Section 16.4.2 BASC: Assignment of Hours During School Breaks: When the (BASC) Program offers childcare during school-year breaks designated as winter, mid-winter, and spring breaks, the District will offer extra employment to employees outside of the Paraprofessional Contract Calendar as follows:

1. The Director of BASC or designee will send an email out to District email accounts through the District Paraprofessional distribution list with a link that will provide the

opportunity for any paraprofessional under contract as a regular employee to submit their interest in working during one of the school year breaks listed above.

2. The email notice will be sent out on the first day of break registration and will stay open online for six (6) workdays.
3. Applicants will be notified no later than two (2) weeks prior to the first day of the break for which they have applied, if their application has been accepted, or not.
4. Applicants who have expressed interest will be prioritized for selection for work during the school-year breaks in the following order:
 - a. current contracted paraprofessional with BASC assignment
 - b. current contracted paraprofessionals with other building/program assignments
 - c. current substitute paraprofessionals with the District
 - d. high school substitute paraprofessionals.

Because the safety and supervision of students is of paramount consideration if positions remain unfilled after all employees who have expressed interest have been assigned, the District reserves the right to hire appropriate personnel.

5. The determination of staff positions and assignments by the Director of BASC will include the following considerations: job performance and the demonstrated ability to provide appropriate coverage for supervision of students, safety and security of students, and appropriate opportunities for students. In the event of all considerations between two candidates are equal, seniority will be used to select staff.
6. BASC employment opportunities for breaks only applies to the three (3) breaks during the school year and excludes summer programs.

Section 16.4.3 BASC: Assignment of Summer Hours: Employees working a school calendar in the BASC Program who meet the qualifications to work in the Summer BASC program, will be provided priority for those assignments in seniority order. Employees assigned to summer assignments will be paid at the employee's step, for the current rate for the position being performed. Assignments offered during summer and breaks will be eligible for leave.

Section 16.5 Worksite Transfers

Section 16.5.1 An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the building administrator, at which time the employee shall be notified of the reason for the transfer or reassignment. This notification shall be in writing, if requested by the employee. If not satisfied with this meeting, the employee may request a meeting with the Executive Director of Human Resources or designee to discuss the matter further. The employee may, at their option, have a representative of the Union present at such meeting.

Section 16.5.2 The following procedure shall apply for voluntary transfers:

1. Transfer forms shall be distributed to employees by April 15th. The employee requesting such transfer shall fill out a Voluntary Transfer Request Form and submit the completed form to the Human Resources Department by May 1. Submitted forms shall be valid for twelve (12) months from the date received in the Human Resources Department. The form shall include assignments and hours the employee is interested in transferring to.
 1. When open positions become available during the school year (August 16 through June 30) those requesting transfer shall be interviewed and considered before positions are offered to employees on the excess or recall list. If there is no excess or recall list, transfer request forms shall be considered as applications to open positions, along with other in-district applicants, only if the open position fits the criteria on the form.
 2. During the non-school year (July 1 through August 15), those requesting transfer shall be interviewed and considered before positions are offered to excessed and laid-off bargaining unit employees or open positions are posted district-wide.
 3. All employees submitting request for transfer must have completed their probationary period with the District and received a satisfactory evaluation or deemed to be satisfactory as verified by their supervisor/program manager before transferring to another position.
 4. Employees may only voluntarily transfer once per work year, unless the District approves additional transfer(s).

Section 16.6 Reduction in Hours Procedure

Section 16.6.1 When reductions in hours are necessary at a site, the reduction shall affect employees in seniority order with the least senior employee being affected first, to the extent possible within the parameters required by building/program needs.

Section 16.6.2 If building/program needs or the qualifications of an employee does not permit the reduction of the least senior employee's hours, the reduction process will continue from the next least senior employee until the number of hours lost by senior employees has been offered to those employees.

Section 16.6.3 If an employee has been reduced to zero hours (no time at the worksite), they shall be deemed to have been excessed and enter into the Excess Procedure.

Section 16.6.4 An employee who is reduced in hours shall be placed in a building preference pool for the following school year. Assignment of time to employees in a building preference pool shall be governed by the Additional Assignment of Hours Procedure. However, time assigned to someone in the building preference pool shall be considered as Previous Base Hours even if they are assigned after February 1.

Section 16.6.5 During the period the building preference pool is in effect if any additional hours become available they shall be offered to employees in the preference pool, in compliance with the additional assignment of hours language (Section 16.3). Such hours shall be assigned in seniority order until all employees in the building preference pool have had their previous base hours reinstated. Employees who refuse the additional hours shall be removed from the building preference pool.

Section 16.7 Excess Procedure.

Section 16.7.1 When an employee is excessed through the initial assignment of hours procedure for the following school year they shall be placed on the Excess List in seniority order on July 1 and the following procedures shall apply:

1. Employees on the excess list shall retain accrued sick leave, vested vacation rights and seniority.
2. Employees shall be offered open positions in the bargaining unit in seniority order, provided they are qualified, until the August Deadline (August 31st). This article shall be subject to the Transfer Procedure.
3. Employees who had an assignment of at least four (4) hours and are offered an open position of less than four (4) hours may decline such an offer without loss of recall rights, unless the employee is already at the bottom of the Excess List in which case the following section (Section 16.6.1 [4]) shall apply.
4. Employees offered an open position may decline such an offer once without loss of recall rights. However, an employee exercising this right shall be placed at the bottom of the Excess List. If all employees on the Excess List refuse the open position the least senior employee on the list shall be required to accept the open position. Refusal shall constitute resignation from District employment.
5. If employees refuse a four (4) hour or greater position more than once they shall be deemed to have terminated their employment with the Issaquah School District.
6. After the August Deadline a Layoff List shall be developed by taking the number of employees on the Excess List and identifying the same number of employees in the bargaining unit in inverse seniority order such that the least senior employees shall be on the Layoff List.
7. Employees on the Excess List who are identified on the Layoff List shall immediately be laid off.
8. Those employees identified to be on the Layoff List shall be immediately notified that they have been laid off and informed of their right to file for unemployment benefits.
9. Employees on the Excess List who were not laid-off because of their seniority status shall be asked, in seniority order, for a preference of the open positions vacated by laid-off employees. These employees shall be placed in the positions according to their preferences.

Section 16.7.2 If an employee is excessed during the school year the following procedures shall apply:

1. The employee shall be offered any open bargaining position currently available in the District, providing they are qualified to fill the position. (Subject to the Transfer Procedure)
2. The employee may refuse an open position if it has two (2) or more fewer hours than the employee's previous assignment, or it is less than four (4) hours, provided the employee had four (4) or more hours.
3. The employee shall displace the most junior employee in the District, provided the senior employee is qualified for the position. In lieu of displacing a junior employee, a senior employee who has been excessed may elect layoff.

Section 16.7.3 Employees on the excess list shall retain accrued sick leave, vested vacation rights and seniority.

Section 16.8 Layoff Procedure

Section 16.8.1 The District shall schedule a special Labor/Management meeting at least sixty (60) days prior to implementing a district-wide reduction of hours that may result in the layoff of one or more employees. During the Labor/Management discussion the District shall specify the need for the reduction of staff and the severity of the reduction. At this meeting the District shall provide the Union with the following information:

1. Updated seniority list.
2. Documentation to support the necessity for the reductions.
3. Plan of action, including the timelines the District is considering.

Section 16.8.2 Prior to implementing the reduction plan the Union shall have the opportunity to call a follow-up Labor/Management meeting to discuss alternative solutions to the layoff or solutions that may lower the impact of such a layoff.

Section 16.8.3 Employees will be laid-off by:

1. The Reduction-In-Hours and Excess Procedures.
2. Inverse order of seniority.

Section 16.9 Recall Procedure

Section 16.9.1 Employees, when notified they will be placed in the recall pool, shall be given the recall form to fill out. The form shall request current contact information, including; address, phone number, alternate contact name and phone number (if necessary). The form shall also state the employee is required to notify the District of any changes or additional contact information if they will be absent more than five (5) business days.

Section 16.9.2 Employees in the recall pool shall retain accrued sick leave, vested vacation rights and district seniority. Employees shall not accrue additional benefits or rights while in the recall pool unless they are working in a bargaining unit position outside of their original classification.

Section 16.9.3 Employees who are placed in the recall pool shall be ordered by district seniority and shall be offered open positions in the bargaining unit in that order, provided they are qualified, subject to the Transfer Procedure.

Section 16.9.4 Employees offered a position of less than four (4) hours may decline such offer without loss of recall rights, provided they had four (4) or more hours in the position from which they were laid off.

Section 16.9.5 An employee who refuses recall to a position more than once shall be removed from the recall pool.

Section 16.9.6 The District will first attempt to contact persons selected for recall by telephone. Such successful contact shall be followed by a confirming letter. If not successful in reaching the person by telephone, the District will send notification by certified mail. The individual will have forty-eight (48) hours from receipt of notification to accept the position. If employees fail to accept the position in writing within the time limit above it will be assumed that they have declined the position. Written notification from an employee to accept a position, for the purposes of this section only, shall include hand written notes, mailed letters,

faxes and e-mails.

Section 16.9.7 The District will notify the Union immediately of each individual selected for recall.

Section 16.9.8 Persons in the recall pool shall be responsible for maintaining their current address and telephone number with the Human Resources Department.

Section 16.9.9 Employees who are laid-off shall be placed in a Recall Pool for up to one (1) year.

Section 16.10 Emergency Hours

Section 16.10.1 Emergency Hours: Purpose: Circumstances that would necessitate the addition of emergency hours would be a dramatic change in a child's behavior, corrective measures related to District Regulation 3207 (Harassment, Intimidation or Bullying), needs of a recently enrolled student or a dramatic change in academic ability.

Section 16.10.2 Emergency Hours: Assigned: Paraprofessional hours would increase to meet the needs of the student.

Section 16.10.3 Emergency Hours: Tracking: Emergency hours shall be tracked by the District Special Services Department.

Section 16.10.4 Emergency Hours: Notification: The SEIU Chapter President shall be notified of any emergency hours assigned.

Section 16.10.5 Emergency Hours: Continuing: If the District Special Services Department deems that the emergency hours assigned are necessary for more than forty five (45) work days, the Executive Director of Special Services and the SEIU Chapter President shall consult regarding whether such hours will be converted to temporary or continuing hours.

Section 16.10.6 Emergency Hours: Labor Management: Each case may be subject to discussion in a Labor/Management meeting initiated by the District or SEIU.

Section 16.11 Supported Employment: A supported employment employee is a worker hired for a limited time only. Such an employee is hired with the understanding the employment will end upon completion of a particular task for which they were hired or the end of a defined time period, not to extend beyond the school year. The purpose of the supported employment program is to assist individuals with learning disabilities and other mild handicaps to become successful independent adults. A strong emphasis will be placed on matching the individual skills and interests of the individual to the specific position needs of the District. The District agrees such employment will not take work away from regular Paraprofessionals. Such employees will be paid at Step 1 of regular Paraprofessional wages.

ARTICLE 17— WAGE PLACEMENT

Section 17.1 Placement on the Wage Schedule: At the time of the original employment or reemployment, the Executive Director of Human Resources, or designee, shall determine the proper placement on the wage schedule.

Section 17.2 Wage Placement upon Recall from Layoff: Employees recalled from layoff status shall be placed on the step held at the time of layoff, or advanced one step if advancement is appropriate.

Section 17.3 Increments: For the duration of the contract bargaining unit employees shall receive annual increment steps based on their years of service. Such increments shall occur on September 1 of the new contract year. Bargaining unit employees with less than one year of service shall receive an increment if they were hired before February 1st of the prior contract year.

Section 17.4 State Annual Inflationary Increase (Implicit Price Deflator) IPD: For the duration of the Agreement the rates on the wage schedule shall be increased by the annual inflationary increase (IPD) identified by the State of Washington. For the 2024-25 work year, the rates on the wage schedule shall be increased by the state inflationary increase (IPD), three and seven tenths percent (3.7%), plus three and five tenths percent (3.5%) for a total increase of seven and two tenths percent (7.2%). For the 2025-26 work year, the rate on the wage schedule shall be increased by the state inflationary increase (IPD), plus two percent (2%). For the 2026-2027 work year, the rates on the wage schedule shall be increased by the greater of three percent (3.0%) or the state inflationary increase (IPD).

Section 17.5 Premium Pay: Premium pay shall be given to employees for hours worked in the following programs at the designated rates:

Career & Technical Education	\$1.00/hour
Learning Resource Center I	\$1.50/hour
Learning Resource Center II	\$2.50/hour
Echo Glen worksite	\$6.00/hour
Health Room Specialist	\$2.50/hour
ACT Program	\$2.75/hour
Unique Needs Specialist/PLC	\$15.00/hour

* Annual \$5,000 stipend upon Completion of RBT certification.

Section 17.5.1 An employee who performs the function of a higher paying job will be paid a minimum of one (1) hour per day per student at the higher rate of pay or for the time they perform any of these functions, whichever is greater, if authorized to perform these functions.

Section 17.6 Temporary Assignment as Secretary: Bargaining Unit Employees who substitute in established secretarial positions when a secretary is absent shall be compensated at the Bargaining Unit Employee's regular hourly rate plus \$.75 per hour or the entry level rate for the secretary in whose position the subbing is taking place,

whichever is greater.

Section 17.7 Longevity Pay: Employees beginning their fifteenth (15th) year of service with the District shall receive an additional seventy-five cents (75¢) per hour. Employees beginning their twentieth (20th) year of service with the District shall receive an additional one dollar (\$1.00) per hour.

ARTICLE 18 – HEALTHCARE

Section 18.1 Healthcare: Eligibility for health insurance benefits shall be in compliance with the applicable state laws related to healthcare benefits for school employees as established by the School Employees Benefits Board (SEBB) and as administered by the Washington State Healthcare Authority (HCA).

ARTICLE 19 – SUBSTITUTES

Section 19.1. 1. Definition: A substitute worker is one who is employed on an intermittent basis to fill the position usually occupied by a regular employee during said employee's absence. Substitute employees employed for more than thirty (30) days of work within any twelve (12) month period ending during the current or immediately preceding school year, and who continue to be available for employment, shall be included within this bargaining unit.

Substitutes will enjoy the rights and privileges of the following sections of the contract:

- ARTICLE 1 — RECOGNITION AND COVERAGE-All Sections.
- ARTICLE 2 — MANAGEMENT RIGHTS-All Sections.
- ARTICLE 3 — RIGHTS OF THE UNION-Section 3.1 Union Rights, Section 3.2 Disciplinary Action Notification, 3.3 Delegation of Duties, Section 3.4 Bulletin Boards,3.5 Negotiation Sessions, 3.6 Employees as Union Representatives.
- ARTICLE 4 – UNION SECURITY-All Sections.
- ARTICLE 5 — RIGHTS OF EMPLOYEES Section 5.1 Right to Participate, 5.2 Union Representation, 5.3 Anti-Discrimination, 5.4 Background Checks, 5.5 Personnel Files, 5.6.1 District Orientation, 5.8 Notice of Continued Employment,5.12 Transportation Reimbursement, 5.13 Work Space, 5.15 Liability Insurance, 5.16 Replacement of Personal Property.
- ARTICLE 6 – SAFETY & HEALTH-All Sections.
- ARTICLE 7 — HOURS OF WORK AND OVERTIME Section 7.1 Workweek and Work Day, 7.2 Work Schedule, 7.3 Lunch Break, 7.4 Rest Periods, 7.5 Passing Time, 7.6 Communication Time, 7.7 Work Less than Forty Hours.
- ARTICLE 17— WAGE PLACEMENT-ALL
- ARTICLE 18 – HEALTHCARE-As applicable by statute.

Section 19.2 Substitute: Building Orientation: Subs scheduled to work at a location in which they have not worked will be given a safety and building orientation, prior to their assignment start time, including: specific work assignment areas, emergency procedures, restrooms, staff lounge, recess coverage area, and other specific information necessary for the current assignment.

Section 19.3 — Substitute: Emergency School Closure: When an individual school or work site is closed for an emergency, Substitute Employees shall not report to work unless otherwise directed. The District will notify the Substitute Employee of the worksite closure. The District will send the notification at least one hour before the Substitute Employee's shift is scheduled to start, if at all possible.

Section 19.4 Substitute Compensation

Section 19.4.1 Substitute: Regular: Substitutes are compensated at Step 1 of the wage schedule for the position in which they are working.

Section 19.4.2 Substitute: Retired: Employees who have retired from the District and this bargaining unit who are hired as substitutes will be compensated at the wage schedule Step they obtained at retirement (not to exceed Step 14).

ARTICLE 20 ECHO GLEN PARAPROFESSIONAL AS EMERGENCY CERTIFICATE SUBSTITUTES

Section 20.1 Echo Glen Paraprofessional as Emergency Certificated Substitutes: In the event that two paraprofessionals are assigned to a period or classroom without a certificated staff member physically present, the following process will apply:

1. One (1) paraprofessional will be offered the substitute teacher rate of pay for the duration of the class period.
2. In order to be eligible to receive the substitute teacher rate of pay, the paraprofessional must hold either a substitute teacher certificate or an emergency substitute teacher certificate and the certificate must be on file with the Issaquah School District. The District will reimburse the employee in full for the emergency certificate fee.
3. The paraprofessional receiving the substitute teacher rate of pay will assume all rights, duties and responsibilities commensurate with a substitute teacher.
4. If both paraprofessionals in the classroom hold a substitute teacher certificate and a certificated staff member is not physically present, the substitute teaching position will be offered in seniority order.

ARTICLE 21 — CONDITIONS OF THE AGREEMENT

Section 21.1 Savings Clause: Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be deleted from this Agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section, or clause. In the event that the provisions of the section apply to any provision of this Agreement, such provision shall be open for negotiations.

Section 21.2 Duration: This Agreement shall be in full force and effect from September 1, 2024 to and including August 31, 2027.

Section 21.3 Distribution of Agreement: This Agreement shall be designed, printed, and distributed to all supervisors and employees within twenty (20) work days from the date of ratification by the Union and Board of Directors. The District shall pay all printing costs.

The District shall provide the Union with ten (10) additional copies within twenty (20) work days from the date of ratification by the Union and Board of Directors.

Section 21.4 Modification of Agreement: This Agreement may be opened for amendment(s) by the mutual consent of both parties. Requests for such amendments by either party must be in writing and must include a summary of the proposed amendments.

Section 21.4 Modification of Agreement: This Agreement may be opened for amendment(s) by the mutual consent of both parties. Requests for such amendments by either party must be in writing and must include a summary of the proposed amendments.

Section 21.5 Signatures:

The parties have executed this Agreement this 1st day of September, in witness whereof, the parties have hereunto set their hand and seal this

January 29- 2015

Date

SEIU Bargaining Team Members:

Christine Richmond, Rebecca Schwenk, Caroline Burton-Moore, Darcell Johnston, Celeste Palmby (Subject matter expert), Cheryl Furey, Maria Arellano

ISD Bargaining Team Members:

Martin Turney, Carleena Pfeiffer, Amanda Dorey, Sharine Carver, John Gardiner, Tia Kleinkopf, Lorraine Wilson

FOR: SEIU 925

CRichmond.
Christine Richmond, Co-Chapter President

Rebecca Schwenk
Rebecca Schwenk, Co-Chapter President

CBMoore.
Caroline Burton Moore, Paraprofessional

Darcell Johnston
Darcell Johnston, Paraprofessional

Cheryl Furey
Cheryl Furey, Paraprofessional

Maria Arellano
Maria Arellano, Field Organizer, SEIU 925

FOR: Issaquah School District 411

Martin Turney
Martin Turney, CFO

Carleena Pfeiffer
Carleena Pfeiffer, Director of HR

Heather Tow-Yick
Heather Tow-Yick, Superintendent

**ISSAQUAH SCHOOL DISTRICT NO. 411
PARAPROFSSIONAL SALARY SCHEDULE**

ISSAQUAH SCHOOL DISTRICT NO. 411
PARAPROFESSIONAL SALARY SCHEDULE
Effective September 1, 2024 through August 31, 2025
And subject to 17.4

STEP	YEARS OF SERVICE	BASE	CTE	LRCI	LRCII	HRS	ACT	ECHO	UNS/PLC
1	0-2	\$ 25.96	\$ 26.96	\$ 27.46	\$ 28.46	\$ 28.46	\$ 28.71	\$ 31.96	\$ 40.96
2	3-4	\$ 26.34	\$ 27.34	\$ 27.84	\$ 28.84	\$ 28.84	\$ 29.09	\$ 32.34	\$ 41.34
3	5-6	\$ 26.94	\$ 27.94	\$ 28.44	\$ 29.44	\$ 29.44	\$ 29.69	\$ 32.94	\$ 41.94
4	7-8	\$ 28.30	\$ 29.30	\$ 29.80	\$ 30.80	\$ 30.80	\$ 31.05	\$ 34.30	\$ 43.30
5	9-10	\$ 28.75	\$ 29.75	\$ 30.25	\$ 31.25	\$ 31.25	\$ 31.50	\$ 34.75	\$ 43.75
6	11-12	\$ 29.50	\$ 30.50	\$ 31.00	\$ 32.00	\$ 32.00	\$ 32.25	\$ 35.50	\$ 44.50
7	13+	\$ 30.31	\$ 31.31	\$ 31.81	\$ 32.81	\$ 32.81	\$ 33.06	\$ 36.31	\$ 45.31

Please PRINT

Issaquah School District
Paraprofessional Initial Assignment Preference Form
Return to your principal/program manager by: **May 1.**

Name School/Worksite District Seniority #

Directions:

1. Please check the appropriate response:

_____ I am satisfied with my current assignment. Current hours/day: _____

_____ I am interested in adding/decreasing hours to my current assignment. Desired hours/day: _____

2. To assist in determining the initial PARA assignments for the next school year, please indicate your assignment preferences by rank ordering the choices below (number 1 – 5 required, 6 or more optional) for **next school year’s assignments**. All schedules may include supervision duties. Please include in the ranking at least two responsibilities from General Supervision. This information along with student/program and building needs, seniority and the Collective Bargaining Agreement will be used to determine PARA schedules.

GENERAL SUPERVISION		SPECIAL EDUCATION		BUILDING/OTHER RESPONSIBILITIES	
Rank	Responsibility	Rank	Responsibility	Rank	Responsibility
	Before/After School Supervision		ISEP		LAP
	Bus		Preschool		ELL – English Lang Learners
	Crossing/Traffic		Resource Room – LRC I		Kindergarten
	Lunch Room/Lunch Supervision		Resource Room – LRC II		In House Suspension/BLC
	Recess		ACT -Transition		Library
					Office
					Overload
					Vocational Education
					Before & After School Age Care
					Health Room Specialist *
					Other:
					Other:

** Health Room Specialist positions will be filled by interview.*

Comments:

Employee’s Signature

Summer Contact Phone No.

Date

SEIU Staff Development Fund – Expense Guidelines

A member shall forward an application for Staff Development Funds to the Staff Development Committee. Applications may be sent to the committee through intra-district mail to the SEIU mail box at the administration building.

The application shall include the applicants name, current date, position, worksite, what they are requesting Staff Development Funds for (tuition, books, substitute time), course in which they are requesting assistance to take, program in which the course is a part (if any), date and location of the course and program, and the cost of the class. Applications shall also include a brief narrative describing the benefit to the member and/or program.

Applications must be received by the end of May in order to be processed. This includes additional applications, explained below.

If a substitute is necessary the application must include an approved leave request form signed by the worksite Principal/Program Manager. ***Note that you must submit your application well in advance to ensure that your substitute will be covered.*

The Staff Development Committee shall meet on a monthly basis from September through June. The Committee shall determine approval of applications each month. Generally, applications shall be processed in order of the dates received. If requests that meet the approval criteria exceed the funds available, applications shall be processed in seniority order.

The maximum reimbursement allowed for approved expenditures per year per member is three hundred fifty dollars (\$350). If there are unused funds available at the end of the contract year a member may submit an additional application, processed in three hundred fifty dollar (\$350) increments until the fund is exhausted.

***Additional requests must be made by the end of May in order to be processed.*

Employees will have the choice to access these funds via District purchase order or reimbursement.

In order to receive Staff Development Funds, members must submit a copy of the approved application form with a copy of the receipts that verify their expenditures. They also need to provide a report that verifies their successful completion of the course work. Submissions should be made to the Staff Development Committee through intra-district mail to the SEIU mail box in the Administration Building.