COLLECTIVE BARGAINING AGREEMENT BETWEEN

WALLA WALLA SCHOOL DISTRICT #140

AND

PUBLIC SCHOOL EMPLOYEES OF WALLA WALLA

SEPTEMBER 1, 2025 – AUGUST 31, 2028

Public School Employees of Washington / SEIU Local 1948
P.O. Box 798
Auburn, WA 98071-0798
1.866.820.5652
www.pseclassified.org

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DECLARATION OF PRINCIPLES

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.

2. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.

3. Subject to law and the paramount consideration of service to the public, employee-management relations should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.

4. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.

5. It is the intent and purpose of the parties hereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices, and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

PREAMBLE

This Agreement is made and entered into between Walla Walla School District (hereinafter "District") and Public School Employees of Walla Walla School District, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter "Association").

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

ARTICLE I

RECOGNITION AND COVERAGE

Section 1.1. Recognition and Bargaining Unit Certification.
The Walla Walla School District hereby recognizes the Public School Employees, Walla Walla Chapter, as the exclusive bargaining representative for all classified, regular full-time, regular part-time and temporary employees in the following job classifications: Paraeducators, Preschool – Head Start, Transportation, Custodial, Maintenance, Secretarial, Intervention Specialists, Nutrition Services, Health Clinicians, Campus Support and Technology Specialists. The Association shall not represent the following: Executive Director Business Services, Director of Transportation, Director of Nutrition Services, Director of Facilities and Operations, Fiscal Manager, Director of Human Resources,

Director of Health Services, and substitutes. Additionally, confidential employees, e.g., Administrative Assistant to the Superintendent, Administrative Assistant to the Assistant Superintendent, Administrative Assistant to the Executive Director Business Services, Communications Director, Payroll Officers, Fiscal Assistants, Computer Network Engineers, Transportation Supervisor, and Secretary to the Director of Human Resources are specifically excluded from the Association.

Section 1.1.1. Represented Substitutes.
Substitutes who have been employed by the District for thirty (30) or more days during the current or preceding twelve (12)-month period ending in a school year shall be included in the bargaining unit, but subject only to Schedule A. Substitute rates will be set at ninety percent (90%) of Step 1 of the applicable position.

Section 1.1.2. Jurisdiction of Work.
The District may transfer, contract or subcontract work where members of the bargaining units are unable to perform the work, bargaining unit members do not have the appropriate certification or license to perform the work, the work needs to be performed by a deadline that cannot be met by using the current District work force, or when such work would incur an undue burden on current services provided. The District will notify the Association President prior to subcontracting bargaining unit work.

Section 1.1.3. Donated Work.
For the purpose of this Section, donated work means work done by student volunteers, District employee volunteers and community volunteers. The District shall have the right to accept donated work if a request for donated work is submitted by work order and approved by the Director of Facilities and Operations. A copy of the approved work order shall be immediately sent to the PSE President.

The Director of Facilities and Operations may require that volunteer labor will work with and be supervised by Plant Facilities crew member(s).

Section 1.2. Definition – Classified School Employee.
A Classified School Employee is any school employee, whose position does not require a teaching certificate, excluding administrative personnel.

Section 1.3. Regular Part Time Employees.
A regular part-time employee is normally one who works or is expected to work less than two thousand eighty (2,080) hours per year and who satisfies the usual requirements for regularity of employment and sufficient community of interest with bargaining unit members.

Section 1.4. Temporary Position.
Temporary employees who fill a specific position which is projected to be ninety (90) consecutive workdays or more shall be considered bargaining unit members as of the date of hire for the temporary position and shall receive all contractual benefits excluding Article III, Section 3.5 Due Process, and Article VIII, Grievance Procedures, on the first (1st) day of hire.

Section 1.5. Replacement Employee.
A replacement employee is a current employee who fills a position created by an employee on an approved leave anticipated to extend more than thirty (30) workdays.

A. Employees in replacement positions shall retain benefits and seniority.

B. When filling replacement positions, employees within the job classification given will have priority over outside candidates and junior employees when the move would result in an increase of hours, wages, or both.

C. Employees in replacement positions will be returned to their previously held position upon completion.

D. Assignments vacated as a result of a replacement employee move will be filled at the District's discretion. Any more than (1) movement would be at the District's discretion.

ARTICLE II

RIGHTS OF EMPLOYER

Section 2.1. Management Rights.
The Walla Walla School District Board of Directors, whether or not acting through its respective administrative staff, retains all rights to the administration of the District. These rights include, but are not limited to operational management, control of school properties and facilities, supervision of curriculum and instruction, athletic and recreation programs, and the selection, assignment, transfer, promotion and demotion, and discipline or dismissal of all personnel.

Section 2.2. Management Authority.
The Board, acting on behalf of the electorate of the School District, retains and reserves all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the regulations of the State Board of Education, the laws and the constitution of the State of Washington and/or the United States.

Section 2.3. Reasonable Rules and Regulations.
The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations relating to personnel policies, procedures, and practices, and matters of working conditions, the District shall give due regard and consideration to the rights of the Association and the employees and to the obligations imposed by this agreement.

Section 2.4. Statutory and Regulatory Waivers.
Principal Empowerment: The District agrees to provide PSE with two (2) weeks' notice prior to taking any requests for statutory or regulatory waivers that adversely impact the wages, hours, or working conditions of bargaining unit employees to the District's Board of Directors.

ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1. Right of Association.
It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group, or individual. The District will not discriminate against any employee with respect to membership or non-membership in the Association.

Section 3.2. Right to Address Concerns.
Each employee shall have the right to bring matters of concern to the attention of the Association representatives and/or appropriate officials of the District. Each employee shall have the right to have a representative of his/her choice when bringing matters of job concerns to the District.

Section 3.3. Right to Representation.
Employees subject to this Agreement shall be entitled to have present, a representative of the Association during any investigative meeting or disciplinary action. For the purpose of interpretation of this section, disciplinary action shall mean situations in which an employee is to receive a verbal warning, written reprimand, a suspension from work or a notice of termination.

Section 3.4. EEO / Non-Discrimination.
Neither the District, nor the Association, shall discriminate against any employee subject to this Agreement on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, 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 with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the employee or others.

Section 3.5. Due Process.
The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to discipline an employee, it shall be done in private. Progressive discipline shall generally be as follows: verbal warning, written warning, suspension, termination. The District may bypass the steps of progressive discipline because of the severity of the employee conduct that constituted just cause for discipline.

Section 3.6. Investigatory Interviews / Disciplinary Actions.
In the event a formal investigatory interview or disciplinary meeting is going to be conducted, each employee and Association President shall be provided the following information prior to such interview:

A. At least twenty-four (24) hour, unless mutually agreed upon to be earlier, written notice prior to any investigatory or discipline meeting.

B. Notice of allegations, or topic of the investigation.

Section 3.7. Personnel File.

There shall be one (1) official personnel file for each employee, and it will be kept in Human Resources. Each employee shall have the right to see material placed in his/her personnel file, provided the request is made to Human Resources during normal work hours. Derogatory material contained in the personnel file, except evaluations, may be removed upon request made to the Superintendent or designee, two (2) years or more after its placement in the file, provided there are no related violations and with the exception of those prohibited from removal by state law and in accordance with state retention requirements. The employee shall have the right to respond in writing to any materials in the file, and such response shall become part of the file. The intention is to remove non-egregious violations. All derogatory material must be signed by the employee before being placed in their personnel file. The employee's signature confirms receipt, understanding of the material, and the expectations outlined within. It does not mean agreement or waive any grievance rights.

Section 3.8. Performance Improvement Plans.

When an employee is to be placed on a Performance Improvement Plan, the supervisor shall arrange a conference with the employee and notify the Association President to present a Performance Improvement Plan detailing:

- The areas of performance deficiency.
- The recommended or desired performance levels.
- The activities necessary to reach the desired performance level.
- Any District support to be provided to the employee.
- A date when the expectations are to be met, and the improvement plan will be completed.

The immediate supervisor shall meet periodically with the employee, at least twice a month, and provide the employee with written and verbal feedback on his/her performance during any performance improvement plan period.

Section 3.9. Workspace Civility.

Supervisors and PSE members shall conduct themselves with dignity and respect for each other's rights, duties, and privileges. In their relationships with each other, every effort should be made to avoid words or actions that do not adhere to the District's professional values and beliefs. Per established District policy, violations are to be handled under Procedure 5270.

Section 3.10. Attendance at Union Meetings During Work Hours.

When chapter meetings are held after the regular school day, and with prior approval from their supervisor, employees may attend chapter meetings during their working hours. Such time will be considered leave without pay. Employees can work with their supervisor to make up time missed during their work week. Such attendance shall be limited to no more than eight hours during a school year per person.

Section 3.11. Safe Working Environment.
The Employer is committed to providing a safe and healthy work environment for all employees. To this end, the Employer agrees to follow District policies, state and federal laws as they relate to a safe working environment.

Section 3.12. Protection Against Threats, Abuse, and Physical Harm.
The District is committed to ensuring the safety and well-being of all employees. Employees should report any threats, verbal abuse, or physical harm immediately to their supervisor. All threats will be investigated, and appropriate disciplinary action will be taken, up to and including notifying law enforcement.

Employees who, in good faith, report threats, abuse, or physical will be free from reprisals or discipline for taking such action.

Section 3.13. Shared Student Response Plans.
Any employee working directly with students, including Bus Drivers and Bus Assistants, may be provided with essential information to ensure the safety and well-being of students in their care before the student is placed in the employee's work environment. This information may include, but is not limited to:

- No contact orders
- Medical alerts
- Relevant portions or summaries of the student's Individual Education Plans (IEP)
- Threatening or violent behavior concerning students, parents, or the public within a reasonable amount of time
- Issues involving weapons or items that may be considered weapons
- Issues involving suspensions or expulsions due to violent, threatening actions, or issues involving weapons
- Student Success Strategies

Upon request, the employee may be given time to meet with the student's teacher or principal to address the student's needs and ensure the safety of the student, the employee, and other students. All information provided must be kept confidential and shared only with those who have a legitimate need to know.

Section 3.14. Paraeducator Working Conditions:

Section 3.14.1. Monthly Meetings:
Upon request, building administrators or their designee will meet with Para Educators and other education support specialists within the bargaining unit at least once every month to communicate updated information, including the Student Response Plan discussed above to

Para Educators for the safety of staff and students' success. This meeting should also be used for Para Educators to share their concerns about Student Success Strategies.

Section 3.14.2. Student Supervision Ratio.
In order to maintain a safe and orderly environment in the cafeteria and playground the district will make every effort to provide a 1:50 ratio of adult to students. The district shall not include Custodians and Nutrition Services in the ratio when developing supervision schedule.

Section 3.15. Mechanic Working Conditions.

Section 3.15.1. Transporting Students.
Mechanics should only transport students if there's no other option. If they need to do this, the district must give at least one (1) hour notice unless waived by the mechanic. This time lets mechanics make sure their projects and workspace are safe to leave unattended.

Section 3.16. Onboarding New Employees.

Understanding job expectations, District policies and procedures, this Agreement, and the role of the Association is essential for each employee's tenure. Each employee shall be required to attend a New Employee Orientation upon receiving a permanent position within the bargaining unit.

A. **Policies and Procedures**: Emphasis on understanding the employer's policies and procedures and the employee handbook.

B. **Job Description**: Overview of the job description, applicable matrix, check-in protocol, and handbook (if any).

C. **Pay Scale**: Explanation of the pay scale, including the employee's expected rate.

D. **Benefits**: Information on insurance, retirement, vacation, and leave benefits.

E. **Safety and Operational Training**: Introduction to required safety training, operational expectations, equipment training, and any necessary chemical/biological safety information.

F. **Union Orientation and Collective Bargaining Agreement**: The District will provide a PSE Representative no less than thirty (30) minutes, separate from the District's orientation time, to make a presentation to new employees. Association representatives shall be provided release time from their positions if occurring during their work day.

The District will provide the Association with a list of expected participants at least forty-eight (48) hours before the orientation. Both parties agree that a comprehensive orientation is highly beneficial for all bargaining unit employees. In the event that the District does not provide such an orientation within one (1) month, the District shall provide the Association President and/or designee no less than thirty (30) minutes to meet with new employees during the employee's paid work time.

ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1. Rights and Responsibilities of the Association.
The Association has the right and responsibility to represent the interests of all employees in the unit; to present its views to the District on matters of concern, either orally or in writing; to consult or to be consulted with respect to the formulation, development, and implementation of industrial relations matters and practices which are within the authority of the District; and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit.

Section 4.2. Delegation of Duties.
The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington State Organization.

Section 4.3. Release Time for PSE State Business.
The President of the Association and designated representatives will be provided time off without loss of pay to a maximum combined total of twenty (20) days per year to attend regional or State meetings when approved by the District Administration. No more than one representative from a department or building may be gone at the same time without the approval of their supervisor. PSE shall reimburse the District for the wages and benefits of representatives' time at regional or State meetings.

Any bargaining unit member who holds a state elected position in the Association shall be permitted to utilize intermittent release time when such time is paid in full by PSE.

> **Section 4.3.1. Time Spent on Association Business.**
> A record of time devoted to Association business may be required by the District administration and submitted through regular payroll report channels.

Section 4.4. Visitation Rights.
Representatives of the Association, upon making their presence known to the District, shall have access to the District premises during business hours, provided, that no conferences or meetings between employees and Association representatives will in any way hamper or obstruct the normal flow of work. Time during work hours will be allowed for the purpose of negotiations for Association representatives. Association representatives will guard against the use of excess time in the handling of such matters.

Section 4.5. Facility and Equipment Use.
The Association shall be entitled to use, when available, the following District equipment for lawful Association Business: Copiers, email, and computers. The Association shall pay the costs of any consumable materials. The District shall allow a bulletin board space in each school for the use of the Association to post nonpolitical notices of activities and matters of Association concern, as defined by law or the Public Disclosure Commission.

Section 4.6. Change or Modification of Job Descriptions.
The District shall notify the Association President of any changes or modifications to all job postings and/or job descriptions in writing via email.

Section 4.7. School Calendar.
The District has established a school calendar. The Association will be involved in any changes thereto through the Association President.

Section 4.8. Employee Information.
The District will provide PSE of Washington and the Chapter President a monthly bargaining unit list transmitted electronically to membership@pseofwa.org. Information provided will include:

- Employee Names who are (newly hired, rehired, reinstated, transferred in/out, reclassified, leave of absence, or retired)
- Addresses
- Personal and work phone numbers
- Personal and work email addresses
- ID number
- Job Classification
- Job Title
- Location
- Hire date
- Union Dues paid
- Any employee on layoff or leave of absence

ARTICLE V

HOURS OF WORK AND OVERTIME

Section 5.1. Overtime.
All employees shall be paid time and one-half (1.5) of their regular hourly rate for all time worked over forty (40) hours within the employee's regular workweek. Holidays will be considered time worked. All overtime must be approved by the employee's immediate supervisor.

All employees except Bus Drivers shall be paid time and one-half (1.5) on the sixth (6th) day and double (2) time on the seventh (7th) day of their work week and holidays when requested to work on said day by the employee's immediate supervisor.

Bus Drivers will be paid time and one-half (1.5) for all time worked in excess of forty (40) hours per week and double (2) time for all hours worked on a Sunday or a holiday, excluding Sunday hours that are part of the Bus Driver's regular schedule.

If an employee is called back to duty after regular work hours by a superior, the District will pay said employee for two (2) hours or time worked whichever is greater, at the employee's appropriate rate of pay.

Section 5.1.1. Flexible Work Schedules During Emergency Situations.
When the regular work schedule is interrupted by emergencies, a flexible work schedule may be developed, by mutual agreement between the employee and the supervisor that could involve working weekends for regular pay.

Section 5.2. Working in a Higher Paid Classification.
An employee who takes a higher paid position permanently will be paid at the rate in the higher classification corresponding to the employee's longevity. Longevity is years of service within Walla Walla School District.

All employees who are required to work in a higher paid classification will be paid at the higher rate of pay based on years of service. The higher rate of pay will be paid from the first day.

Any time an employee is assigned by the Director of Facilities and Operations to work overtime in a higher paid job classification, the overtime pay will be based on the higher rate of pay.

Section 5.2.1. Working in a Lower Paid Classification.
An employee who is requested to temporarily work in a lower paid classification will be paid at the higher rate of pay.

Section 5.3. Custodial – Hours Worked.
The following provisions pertain to employees in the Custodial General Job Classification only.

Section 5.3.1. Building Checks.
Custodial building checks required on Saturday, Sunday, or contract Holidays, shall be allowed two (2) hours per day checked. Any additional time worked requires authorization. Typical conditions when building checks occur will be presented by the Custodial Supervisor annually in writing to Custodians and the Association President.

Section 5.3.2. Absence of Head Custodian.
When a Head Custodian is absent the Assistant Custodian will step-up to the head position accepting all hours and responsibilities. When school is in session, the most senior Custodian will step-up to the Assistant Custodian position accepting all hours and responsibilities. If the most senior Custodian does not want to take on the hours and responsibilities of the Assistant Custodian, the next senior Custodian would take on this responsibility; the process would continue until the position is filled. Any employee who steps-up to a higher position shall work the entire shift to receive the higher rate of pay. When school is not in session, only the Assistant Custodian will step-up; no one else will step-up to the Assistant Custodian position unless an Administrator has reason to make an exception.

Section 5.4. Transportation – Hours Worked.
The following provisions pertain to employees in the Transportation General Job Classification only.

Section 5.4.1. Transportation Definitions.
Recognizing that personnel (Contracted Bus Drivers and Bus Aids) in the transportation unit present special shift problems, the parties agree that shifts shall be established in that unit in relation to runs, route packages and driving times requisite to fulfilling tasks assigned by a transportation administrator.

1. ***Run***: The AM or PM portion of a route or linked route (home to school to home).

2. ***Route***: Combined AM and PM run, which can consist of two (2) or more runs.

3. ***Midday run***: A run that can't be defined as AM or PM and is generally between 10:00 AM and 1:00 PM.

4. ***Afterschool program run***: A run that occurs after school to get students home from after school programs.

5. ***Contracted hours***: Hours as posted and hired for, including runs, routes, middays, Breaks/Lunches, Pre-and Post- Trip times. All daily contracted hours must be worked on the assigned day of work. Contracted Bus Drivers and Bus Aids who return early from their route must remain at the bus lot and use that time to perform other duties as assigned from the supervisor or have the time deducted from their pay upon supervisor approval.

6. ***Pre/ Post-times***: WAC 392-145-041 states Bus Drivers are ultimately responsible for ensuring that the bus they are driving is in a safe operating condition and must conduct a Pre-Trip inspection themselves before they drive any bus. The district will provide 45 minutes allocation for Pre/Post-Trip inspection, refueling, and cleaning per day. If the vehicle sits for more than 3 hours or longer between use, the district will provide an additional 15 minute Pre-Trip inspection.

7. ***Flow Through***: Is time between a Contracted Bus Driver's and Bus Aid's route(s). Flow through will be applied to all time of thirty (30) minutes or less between runs. All time less than thirty (30) minutes between regularly scheduled bus runs shall be counted as hours worked. If time and location permit, this time should be used for fueling and cleaning of the bus daily.

8. ***Continuous Time***: Is defined as that time between a Contracted Bus Driver's and Bus Aid's AM or PM high school, middle school and/or elementary school portion of their run – Monday through Friday. This time is incorporated into the route times.

9. ***Inservice training***: Contracted Divers are required annual Inservice training before the first day of school. Other Inservice training throughout the school year will be offered monthly. Contracted Bus Drivers who attend Inservice training shall time sheet their time at these meetings.

10. ***Exterior bus washing***: In addition to the time already allocated in Section 5.4.1 (7), contracted Bus Drivers may timesheet up to one (1) hour a month for washing the exterior of the bus. Time not approved will not be worked by the employee.

Section 5.4.2. Bidding Process.

1. A route that comes open during the regular school year is posted where all Bus Drivers have an opportunity to review the information.

    - Route #
    - Schools
    - Hours per day
    - And when bidding will end.

The employee with the most seniority will get the route if qualified

2. All Bus Drivers keep the same route year to year which provides a smooth start to the school year for both Bus Drivers and students.

3. When a route comes open at the end of school or over the summer break, there is a live bid at the mandatory in-service in August, with the same route information available. The employee with the most seniority will get the route if qualified. The process continues until all routes are filled except one and that position is posted.

4. The following information will be provided on bid sheets: route number, school name, run maps and estimated assigned student number. SPED routes should specify if they contain special equipment.

5. Contracted Bus Drivers and Bus Aids will not be allowed to bid on an assignment which totals more than forty (40) hours.

6. All route time (AM and PM), individual run, midday, afterschool program run, Breaks/Lunches, Pre-Trip and Post-Trip time, shall be totaled at the conclusion of the "bid" and this time shall constitute their daily contracted hours not to exceed forty (40) hours.

7. It is agreed by the parties that Bus Drivers will be allowed to include more than a single mid-day run in their route package, as long as the runs do not overlap or create the possibility that a Bus Driver will not be able to comply with established pickup/drop off times.

8. If a Contracted Bus Drivers or Bus Aid is unable to attend for any reason, the Bus Driver can choose someone to bid for them. All proxies must be in writing and should include the name of the party bidding on their behalf.

Section 5.4.3. Trips.

It is the goal of the parties to give fair and equal treatment to all route Bus Drivers when assigning trips. Therefore, Bus Drivers who go into overtime may be the last to be assigned trips by seniority

1. All bus trips will be paid at the Bus Driver's regular rate of pay for the duration of the trip.

2. Arrangement by mutual agreement will be made between Bus Drivers and coaches/chaperones if the Bus Drivers intends to leave the designated location during games/activities for meals or other necessary travel.

3. The Transportation Supervisor has the option to switch Bus Drivers and/or trips if it is determined that the next Bus Driver on the rotation schedule is not qualified to drive the next unassigned trip.

Section 5.4.3.1. Trips Posting.
Trips will be posted two weeks prior to the trip's departure date. Trip postings will include the following:

A. Estimated total trip time
B. Estimated departure date and time.
C. Itinerary with an estimated list of drop off/pick-up times at each stop.
D. Estimated stops for break times as required by law.

Section 5.4.3.2. Trip Assignments.

A. When Trips are Assigned
Trip assignments will be made on the Monday of the week preceding the trip departure. Trips required to be assigned during a holiday shall be assigned before the holiday.

1) Short Notice Trips
Trips that cannot be assigned five (5) workdays in advance will be posted on the trip board with a trip information/interest sheet in a different color. Sheets will be removed after twenty-four (24) hours of being posted. All Bus Drivers will have an equal opportunity to sign up.

2) Last Minute Trips
Trips that come one (1) day prior or the day of the trip date will not be posted (this includes those trips previously assigned but turned back due to illness, unavailability, or other circumstances), Bus Drivers will have the opportunity to sign up for a last minute trip availability list. Employees will be contacted in the order of seniority.

B. Trip Assignment Process
Bus Driver's contracted base hours would define a Bus Driver's weekly trip availability (within a forty [40]-hour workweek). Overtime will be a weighing factor in assigning by seniority. Trips shall be assigned in the following order:

1) Contracted Bus Drivers where the trip will not take the employee over forty (40) hours for the week.

2) If the Director of Transportation projects a substitute's assignment will trigger overtime compensation, priority will be given to current contracted Bus Drivers.

3) Contracted Bus Drivers where the trip will take the employee over forty (40) hours for the week.

Section 5.4.3.3. Overnight Trips.
Overnight trips is defined as the transportation of students to and from a location that includes at least one (1) night in a hotel.

A. Overnight trips are posted in the order of date received and will be posted two weeks in advance on the weekly trip board.

B. The trip will be assigned the Monday after the posting date.

C. Overnight trips will be listed and posted with the regular trips. The senior qualified Bus Driver who signs for an overnight trip will be assigned to that trip.

D. Senior Bus Drivers who have previously taken an overnight trip will not be eligible for another overnight trip until all regular Bus Drivers who applied for the Overnight trip have been awarded the same number of overnight trips.

E. Should the Supervisor of Transportation have to assign a Bus Driver to an overnight trip, the trip will be assigned to the senior regular qualified Bus Driver on a rotation basis. Said trip will not count as an overnight trip against that Bus Driver's regular rotation.

F. Bus Drivers' overtime status is not considered when assigning overnight trips.

G. The District shall follow state and federal laws on hours worked while in travel status.

H. Employees will receive a minimum of eight (8) hours of pay (including regular route time) at the applicable rate for each day of overnight trips except on the day of return. On the day of return the employee will receive a minimum of eight (8) hours when returned to the bus lot at 1:00 p.m. or later. Hours worked on any day over the minimum allotted daily time will be paid at the applicable rate.

I. On all overnight bus trips Bus Drivers shall be reimbursed for food and lodging at the same rate currently paid by the Walla Walla School District. An advance travel allowance of one hundred dollars ($100.00) per day shall be provided to each Bus Driver for each overnight trip. The Bus Drivers are to furnish receipts for all trip-related expenses and to reconcile their expenses promptly upon return from the trip.

J. Due to the safety of all concerned, Bus Drivers must have their own room and be given the opportunity to receive at least eight (8) hours of uninterrupted rest in a twenty-four (24) hour period.

K. Bus Drivers can be used to transport students to and from place of operation, restaurants, theaters, etc., only when properly chaperoned.

L. Bus Drivers are not responsible for chaperoning students on overnight trips.

M. Arrangement by mutual agreement will be made between Bus Drivers and coaches/chaperones if the Bus Driver intends to leave the designated location during games/activities for meals or other necessary travel.

Section 5.4.3.4. Trips During Summer Break.
Between June 1 and the last day of school Bus Drivers may sign up if they are interested to take trips in the summer. Bus Drivers on the list will be contacted and offered trips during the summer break on a rotating seniority basis.

Section 5.4.3.5. Rescheduled Trips.
The Bus Driver who originally bid for the trip that was rescheduled will retain the bid for the rescheduled trip. If the Bus Driver is unable on the rescheduled trip, the Bus Driver would decline the trip and the bidding process would be followed.

Section 5.4.3.6. Canceled Trips.

A. Bus Drivers who miss their regularly scheduled shift due to cancellation of an extracurricular trip shall be compensated for their regular shift time during the workweek.

B. If the trip is canceled before the Pre-Trip time of the Bus Driver's contracted route, and the Bus Driver can reasonably get to the Transportation building to perform their Pre-Trip. The Bus Driver will do their own route.

C. For weekend trips or trips that occur during breaks, Bus Drivers not notified of a cancelled trip assignment will receive two (2) hours show up time for trips outside their regular work hours.

Section 5.4.4. Sunday and/or Holiday Trips.
Senior Bus Drivers who have previously taken a Sunday or holiday trip will not be eligible for another Sunday or holiday trip until all regular Bus Drivers who applied for the Sunday or holiday trip have been awarded the same number of Sunday or holiday trips.

Section 5.4.5.
The District shall also have the right to accept donated transportation after notifying the union president or designee.

Section 5.5. Paraeducators – Hours Worked.
The following provisions pertain to employees in the Paraeducator General Job Classification only.

Section 5.5.1. Work Schedule.
Each Paraeducator shall be assigned in advance to a definite shift with designated times of beginning and ending. Employees shall be provided with a written schedule, including reasonable travel time between assignments, lunch and break times, by September 30 of each school year, or within thirty (30) workdays of hire.

Section 5.6. Contracted Days Work Calendar
The upcoming annual work calendar including professional development/Inservice days for all classified employees shall be established prior to June 1st of each school year by the appropriate supervisor.

Section 5.7. Cellular Phone Allowance.
Employees should not be expected to use personal cell phones to conduct District business. Any employee who the District deems necessary to use the employee's personal cell phone for the purpose of ease and immediate accessibility and/or being on-call after regular work hours will be given a cell phone stipend and/or District-provided cellular phone appropriately equipped to conduct District business.

Section 5.8. Rest / Meal Periods.
The district will follow WAC 296.126.092 related to rest periods and meal break requirements. However, during the duration of this contract, the district will provide a paid 15-minute rest break for every four hours worked.

Section 5.9. Checking E-mail.
Employees shall be given reasonable time in their daily work schedule to check email communication.

ARTICLE VI

HOLIDAYS AND VACATIONS

Section 6.1. Paid Holidays.
The following shall be recognized as holidays with pay for all twelve (12) month employees:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Juneteenth Day (June 19th)
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day
12. Day before or Day after Christmas
13. Day before or Day after New Year's Day

The following shall be recognized as holidays with pay for all part-time employees:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Juneteenth Day (June 19)*
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day

*If before and after work days are part of the employee's work calendar.

All part-time employee paid holidays are based on the average workday for that employee.

Section 6.2. When Holiday Falls on Weekends.
If a holiday falls on a weekend, another day shall be named in lieu thereof, and allowed as such, or added to vacation.

Section 6.2.1. Unpaid Days Off for Twelve-Month Employees.
The District will implement an unpaid layoff around the Fourth of July holiday during a 261-262-day work year for all twelve (12) month employees. This will not reduce their annual compensation.

Section 6.3. Vacation for Twelve-Month Employees.
All twelve (12) month employees shall be entitled to ten (10) workdays' vacation with pay each year. Vacation for a new employee who has worked less than one (1) year prior to August 31 shall be prorated by dividing the number of months worked by twelve (12) and multiply by ten (10).

Section 6.3.1. Vacation Accrual After Fifth Year of Service.
After the fifth (5th) year of service, all twelve (12) month employees shall receive fifteen (15) days' vacation pay per year. After the sixth (6th) year of service, all twelve (12) month employees shall receive one (1) additional day of vacation, beginning with the sixth (6th) year, one (1) day every additional two (2) years of service up to and including the fourteenth (14th) year of service, for a maximum of twenty (20) days paid vacation per year. Vacation credits shall be calculated based upon the anniversary date of employment.

Section 6.3.2. Vacation Accrual Limits and Payout Upon Separation.
Employees will be allowed to accrue two hundred forty (240) hours of vacation credit. All additional vacation hours must be used within the year in which they are earned.

The District will compensate an employee up to a maximum of two hundred forty (240) hours of accrued vacation upon severance of employment.

Section 6.3.3. Vacation Accrual Request for Special Use.
Special consideration may be given to an employee who desires to accumulate vacation credits for a special use (retirement not included) upon written request to the Superintendent.

Section 6.3.4. Payout Upon Termination of Employment.
Any employee who is discharged or terminates employment shall receive payment for unused accrued vacation credit within thirty (30) days.

ARTICLE VII

LEAVES

Section 7.1. Personal Leave.
All employees will be granted two (2) days of personal leave to be used at the employee's discretion. Both days will be paid at the employee's regular rate of pay, and neither of these days will be deducted from sick leave. This leave is to be taken according to mutual arrangement and agreement between the employee and the immediate supervisor.

Section 7.1.1. Personal Leave Cash Out.
The District will buy back up to two (2) days of unused personal leave at the current rate of pay for the employee's position. Employees qualifying for the buyback shall be paid out no later

than the end of September for the previous year. This is an automatic payroll process and does not require the employee to request the buy back.

Section 7.1.2. Personal Leave Carry Over.
All employees will be allowed to carry over one (1) personal day a year up to a maximum balance of three (3) personal days. The employee must submit a Personal Leave Day Carry-Over form to the business office by the employee's last contract day of the year, if desired.

Section 7.2. Incentive Leave.
An employee shall receive up to three (3) service incentive leave days each year of employment in a public school in the State of Washington, as follows:

- One (1) day of service incentive leave each year commencing with the seventh (7th) year of employment.
- One (1) day of service incentive leave each year commencing with the fourteenth (14th) year of employment.
- One (1) day of service incentive leave each year commencing with the twenty-first (21st) year of employment.

For employees choosing not to use one or more of their incentive leave days, the school district will agree to reimburse the employee's rate of pay for unused days. Compensation will be paid out no later than the end of September for the previous year. Incentive leave days may not be accumulated. This leave is to taken according to mutual arrangement and agreement between the employee and the immediate supervisor.

Section 7.3. Sick Leave.
Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than ten (10) days sick leave per school year. An employee who works eleven (11) workdays in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated within provisions of state law, not to exceed a maximum of 2,080 hours. The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis.

Section 7.3.1. Sick Leave Verification.
Should the District have reasonable cause to believe that an employee is misusing sick leave, and absences exceed five (5) days, the District has the right to require verification that an employee's use of paid sick leave is for an authorized purpose. If obtaining such verification results in extra expense to the employee, the cost shall be borne by the District. The employer

must not require that the verification provided explains the nature of the condition unless required by state and federal law (i.e., FLA/FMLA verification).

Section 7.3.2. Sick Leave Attendance Incentive Program.
In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) 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 monetary compensation. Employees shall have the opportunity to contribute their sick leave cash out to a VEBA plan when allowed per RCW 28A.400.210.

Section 7.3.3. Sick Leave Cash Out.
At the time of separation from school 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 monetary compensation for each four (4) full day's accrued leave for illness or injury.

An employee may accumulate sick leave up to the amount of days in their contract year, but at the time of retirement, they may cash in only one hundred and eighty (180) days in accordance with WAC 392-136-020.

Section 7.3.4. Leave for Bereavement.
Each employee shall be entitled to a maximum of five (5) days leave with pay for absence caused by death of an employee's immediate relative or person with whom the employee has had a close relationship with for several years. Such bereavement leave shall not be deducted from sick leave. Bereavement leave is noncumulative. Up to three (3) additional days of bereavement leave may be taken under extenuating circumstances. These three (3) days shall be deducted from sick leave. Approval shall be made by Human Resources.

Section 7.3.5. Vacation Accrual While on Paid Leave.
An employee on paid leave shall continue to earn vacation and sick leave at his or her established rate.

Section 7.3.6. Use of Sick Leave for Extended Family Care.
Employees can use up to 10 days of accrued sick leave to care for family members who meet the criteria of a significant health issue but are not covered by FMLA or Washington State FLA including children over 18 years of age, grandchildren, and siblings.

Section 7.3.7. Verification of Sick Leave Use.
A physician's statement of illness may be required under the following conditions:

1. When there is a question regarding the employee's fitness for duty.
2. When the employee has exhausted all available sick leave.
3. When an illness exceeds five (5) days.

Section 7.3.8. Request for Unpaid Leave.
The approval of unpaid leave will be made only in conjunction with the supervisor and/or Human Resources, prior to the employee's absence. The employee's request for unpaid leave will be reviewed on a case-by-case basis.

Section 7.3.9. Sick Leave Transfer.
Classified employees must have no less than twenty-two (22) days of leave to donate to other employees. Leave sharing shall be administered in compliance with RCW 28A.400.380 and WAC 392-126-004 through WAC 392-126-104. Employees provided with vacation leave may donate either sick leave or vacation leave.

All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave. In addition, the names of the individuals who do or do not make donations shall not be published.

Section 7.3.10. Transfer of Sick Leave.
School District #140 will accept the transfer of classified employee accumulated sick leave from other school Districts within the State.

Section 7.4. Emergency Leave.
A maximum of five (5) days paid leave will be granted annually for emergencies which require the employee's presence. An emergency is defined as a situation which is unplanned or unanticipated and is suddenly precipitated, or when pre-planning would not relieve the emergency. Such leave is noncumulative, to be deducted from sick leave upon use, and available subject to prior approval or post-approval by the Superintendent or his/her designee. This leave is available to all employees.

Section 7.5. Family Care and Medical Leave.

Section 7.5.1. Family Care Act.
Paid leave will be granted to employees for family member illness in compliance with Chapter 296-130 WAC.

Section 7.5.2. Family and Medical Leave.
Family and Medical Leave will be administered in accordance with State and Federal Law unless specifically provided otherwise in this agreement.

Eligible employees, as defined by applicable State and Federal Law, will be granted up to twelve (12) weeks of unpaid family medical leave in a rolling twelve (12)-month period for qualifying family and medical reasons, in accordance with the law. Notwithstanding the provisions of the law, PSE members will be eligible for such leave upon working one thousand eighty (1080) hours in the preceding twelve (12) month period, rather than one thousand two-hundred fifty (1,250) hours worked as provided by law.

All leave taken under this section will be deducted from the employee's accumulated sick leave until all sick leave is exhausted. When the employee's accrued paid sick leave has been exhausted, then all remaining days of leave will be without pay.

Employees on leave under this section are entitled to the continuation of the group health insurance coverage during their period of leave on the same terms as if they had continued to work.

An employee who is fit for duty and who returns from leave under this section will be restored to the same position or to a position equivalent to the one the employee held when leave commenced.

Section 7.5.3. Paid Family and Medical Leave Program.
Effective January 1, 2020, the Washington Family Leave Act is repealed, and eligible employees are covered by Washington's Family and Medical Leave Program (WFMLP), RCW 50A.04.

Eligibility for leave and benefits, which begins January 1, 2020, is determined by Washington law. Premiums for benefits are established by law as determined under RCW 50A10.030.

Employees are eligible to apply for Paid Family and Medical Leave (PFML) benefits as allowed by law:

- The District shall annually notify employees about the benefits available under PFML.
- Employees will be required to file a claim for PFML benefits with the Employment Security Division (ESD) at the following email address https://paidleave.wa.gov/get-ready-to-apply/. All payments will come from the ESD.
- PFML benefits shall include up to twelve (12) weeks of paid leave per year to care for self or family unless otherwise extended by specific circumstances. See above website.
- To qualify for PFML, employees must work no less than eight hundred and twenty (820) hours in employment in Washington State during the qualifying period. Employment Security will determine the employees eligibility and benefit.
- Employees should go to https://esd.wa.gov/paid-family-medial-leave/benefits or www.paidleave.wa.gov for all information pertaining to this leave.
- District and employees shall pay premium costs as per state law.

Section 7.5.4. Notice to Employer.
Employees must provide thirty (30) days of written notice prior to taking FMLA and/or PFML (unless in an emergency situation). If employees choose to take FMLA and PFML, they will run concurrently. Employees shall be notified annually about the thirty (30) day requirement.

Section 7.5.5. Limitation on Grievances.
If an employee believes the District has violated Section 7.3 or any provision of state or family leave laws referenced in Section 7.3, the employee shall be entitled to file a grievance pursuant to the Grievance Procedure in Article XII, but the parties agree not to process any such grievance beyond Level II (appeal to superintendent/designee). If an employee's grievance is

not resolved by Level II, the employee shall be entitled to seek a remedy outside the grievance process if provided by the referenced leave laws.

Section 7.5.6. Medical Leave Following Childbirth.
Employees may be granted up to sixty (60) calendar days of medical leave following childbirth, which will run concurrent with any leave used pursuant to Section 7.5. The sixty (60) day leave period specified in this section is exclusive of any leave the employee is required to take for a temporary disability due to pregnancy.

An employee requesting leave under this section shall give written notice to the District at least thirty (30) days prior to commencement of the leave or, if the event is not foreseeable, as soon as practicable. The employee shall also notify Human Resources of the approximate time the employee is expected to return to work. All approved leave under this section shall be deducted from accrued sick leave until all sick leave is exhausted. Remaining days of approved leave shall then be without pay.

An employee who returns from leave under this section will be restored to the same position or to a position equivalent to the one the employee held when leave commenced.

Section 7.6. Parental Leave.
An employee who does not qualify for maternity leave under FMLA or PFML (non-birth parent or partner) shall be granted parental leave of five (5) days, on or about the date of birth of the employee's child. Parental leave is considered emergency leave, and is deducted from sick leave.

Section 7.7. Professional Day.
Classified employees may be provided with a minimum of one (1) professional day, dependent upon the availability of non-student contact day(s) on the academic calendar.

The exact nature and format of this professional training shall be developed mutually by the District administrative staff and the respective classified Professional Growth Committees.

Attendance at a program/workshop/presentation on Professional Day is not required if it occurs on a non-contracted day.

Section 7.8. Jury Duty.
The Board and administration of School District #140 do not discourage employees from participating in jury duty. When it appears that jury duty will exceed three (3) days, administrative approval will be required. Employees called for jury duty will receive their regular pay as an employee. Jury duty will be administered in compliance with state and federal statutes.

Section 7.8.1. Subpoenas.
A leave of absence will be granted when an employee is subpoenaed to appear in an official proceeding if such proceeding does not involve self-employment, other employment or employer, and does not concern the employee's own personal affairs or the affairs of his or her immediate family. Compensation received for honoring a subpoena will be deducted from his or her regular salary if it is determined that he or she is entitled to a leave of absence. In the event an employee subject to this Agreement is summoned as a co-defendant with the School District, he or she will receive his/her normal days' pay for each day he/she is required in court.

Section 7.9. Military Leave.
If a member of the staff who is in the Armed Forces Reserve is called for reserve duty, not to exceed twenty-one (21) days during the school year, and such duty cannot be scheduled during the summer, such service shall be allowed in addition to any vacation or sick leave and shall not involve any loss of efficiency rating, privileges or pay. During the period of military leave, the employee shall receive his/her normal pay.

Section 7.10. Seniority and Leave Accrual During Authorized Leave.
Employees taking authorized leave shall experience no loss or gain of seniority benefits or accumulated sick leave, provided they return to active service by the termination date of their authorized leave.

Section 7.11. Return to Work Notice.
To qualify for continued employment, all employees on authorized leave will be required to give written notice to Human Resources no later than May 1 of their planned date of return to work.

Section 7.12. Leave of Absence.
A leave of absence for up to one (1) year without pay may be granted on a case-by-case basis by the District. A second (2nd) year may be granted for reasons of extended illness or disability. Approval of individual leave requests will not establish a precedent.

Section 7.13. Returning from Leave of Absence.
The employee returning from a leave of absence will be assigned to the original position if available or a similar position to that which was occupied before the leave of absence. Current employees hired to fill positions of employees on leave of absence will be hired for a specific period of time, during which they shall be subject to all provisions of this agreement. It shall be the responsibility of the employer to inform temporary employees of these provisions.

ARTICLE VIII

SENIORITY, LAYOFF, AND JOB POSTING

Section 8.1. Definition – Hire Date.
The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment (hereinafter "hire date") unless such seniority is lost as hereinafter provided.

Section 8.1.1. Seniority Tie.
Human Resources will place employees on the seniority list in the order in which employees were offered jobs. If a tie break is needed beyond the job offer date, the date and time of the employee's job application will break the tie. The seniority list shall be updated and provided to the Association President within five (5) workdays after the school board meeting.

Section 8.2. Probationary Period.
Each new hire shall remain in a probationary status for a period of not more than six (6) months following the hire date. During this probationary period, the District may discharge such employee at its discretion. If a probationary employee applies for and receives a position in a different job classification, the employee's six (6) month probationary period will start over.

Personal leave will not be cashed out if the employee has been terminated from employment prior to the end of the probationary period.

Section 8.3. Evaluations.
Each employee subject to this agreement shall be evaluated annually by his/her immediate supervisor. Evaluations must be completed by July 1st for twelve (12) month employees and by June 1st for less than twelve (12) month employees. Copies of the evaluation forms are available from Human Resources upon request. Employees are entitled to attach a written statement to the evaluation placed in the personnel file.

Section 8.4. Trial Period.
Employees who change jobs have up to a ten (10) workday trial period to return to their former position. A substitute employee may be utilized to replace the employee who changes jobs for a ten (10) workday trial period. Each Employee is limited to one trial period in a school year.

Section 8.5. Loss of Seniority.
The seniority rights of the employee shall be lost for the following reasons:

1. Resignation from the District;
2. Discharge for justifiable cause;
3. Retirement; or
4. Change in job classification within the bargaining unit as hereinafter provided.

Section 8.6. Retention of Seniority.
Seniority rights shall not be lost for the following reasons, without limitation:

1. Time lost by reason of industrial accident, industrial illness, or judicial leave.

2. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States.

3. Time spent on other authorized medical leaves.

4. Time spent in layoff status; however, seniority shall not accrue during this time.

5. Time spent working for the District in a position that is out of the bargaining unit; however, seniority shall not accrue during this time.

6. Seniority shall not accrue while on a personal leave of absence.

Section 8.7. Seniority Within General Job Classifications.
Seniority rights shall be effective within general job classification. As used in this Agreement, general job classifications are those set forth in Article I, Section 1.1. of this Agreement.

Section 8.7.1. Non-Compliance With State or Federal Mandated Requirements.
Failure by an employee to meet state or federal mandated requirements by the set deadline will result in termination of employment with Walla Walla Public Schools. If an employee is terminated under the Section, he/she will be allowed to enter the employment pool for other open positions but will lose all seniority rights for employment in the same bargaining unit.

Section 8.8. Seniority-Based Preferential Rights.
The employee with the greater seniority shall have preferential rights regarding shift selection, vacation periods, special assignments, promotions, assignment to new or open positions, and layoffs when ability, qualifications, skills, and performance are substantially equal with the junior employee or other applicant. Employees within the general job classification have preferential rights over junior employees, non-classification employees and outside applicants. If the District determines that the seniority rights should not govern because the junior employee or other applicant possesses ability, qualifications, skills, or performance substantially greater than a senior employee or senior employees, the District shall set forth in writing to the employee or employees and the Association President its reasons why the senior employee or employees have been bypassed.

Section 8.8.1. Interview Eligibility for Internal Applicants.
The senior employee within the general job classification for which there is a posted vacancy, who applies for an available position within the same job classification with the School District, shall be granted an interview, unless he/she has been interviewed for a similar position within the last twelve (12) months.

Section 8.9. Change in Job Classifications.
Employees who change job classifications within the bargaining unit shall retain their seniority dates in the previous classification for a period of one (1) year, notwithstanding that they have acquired a new seniority date and a new classification.

Section 8.10. Job Posting.
All vacancies or new positions covered by this agreement shall be publicized for a minimum five (5) days before filling the opening so that interested employees may be reasonably informed of the vacancy. A copy of such openings will be emailed to the Association President. In District employees who wish to be considered for open positions must complete the online application on the District website within the timeline indicated in the job posting.

The same procedures will be followed when filling summer school positions. Nutrition Services employees will be compensated at the regular rate of pay for the position plus an additional one dollar and twenty-five cents ($1.25) per hour. This rate is to be negotiated annually and is contingent on the District's partnership with the City of Walla Walla Parks and Recreation. All other summer school employees will be compensated at the regular rate of pay for the position. The District will provide, through their website, information on vacancies and new positions. Employees may obtain this information by accessing the District website.

Section 8.10.1. Posting and Filling of Positions.
Job openings for regular or full-time employees shall be posted promptly. Openings shall be filled on a regular basis after proper posting and notification of current personnel. This does not preclude District #140 from hiring necessary personnel to temporarily fill a position. Applicants from the same classification shall have a first preference if qualified.

Section 8.11. Notice of Termination or Layoff.
The School District shall notify regular employees in writing of intent not to rehire for the next school year at least two (2) weeks prior to the employee's last working day of the current school year. Should a position terminate or cease to exist, those to be affected shall be given at least ten (10) days written notice of such a change.

Section 8.12. Layoff.
In the event of a layoff, employees so affected are to be placed on a re-employment list maintained by the District according to seniority within classification. Such employees are to have priority over outside applicants in filling an opening in the classification held immediately prior to layoff. Names shall remain on the re-employment list for one (1) year.

Section 8.12.1. Updating Contract Information.
Employees on layoff status shall file their address, phone number, and email address (if applicable) in writing with Human Resources in the District and shall thereafter promptly advise the District in writing of any change of address.

Section 8.12.2. Re-Employment Offer Response Requirements.
An employee shall forfeit rights to re-employment as provided in Section 8.12 if the employee does not comply with the requirements of Section 8.12.1 or if the employee does not respond to the offer of re-employment within fifteen (15) workdays. The District shall obtain the signature and date of an employee being offered reemployment.

Section 8.12.3. Forfeiture of Rights After Re-Employment Refusal.
An employee on layoff status who rejects an offer of re-employment forfeits seniority and all other accrued benefits; provided, that such employee is offered a position substantially equal to that held prior to layoff.

Section 8.13. Reduced Schedule / Layoff (Bumping).
All bumping to avoid layoff or reduced hours is subject to the seniority bypass provisions of section 8.8. This section will apply to layoffs or decreases of sixty (60) minutes or more per day to a job assignment for any position affected by a bus route and thirty (30) minutes or more per day for all other positions. This section does not apply to employees with temporary assignments or hours.

The process shall be followed as:

A. Bumping to avoid layoff or reduced schedule as defined above shall be to a lateral or lesser paid position for which the senior employee is qualified.

B. In the event that that a senior employee's position is affected by a layoff/reduction and the District cannot place the employee in a similar position, the employee will have the right to exercise his or her seniority rights through bumping into a position that is substantially similar

in salary, benefits and general working conditions as mutually agreed upon by the District and the association.

C. The process will begin with the most senior employee that is displaced having the option to choose a position that is less senior as mutually agreed upon by the District and the association. The impacted employee shall have the option to remain in the reduced position. Only employees that are displaced by position elimination or reduced hours or are bumped by a senior employee will have the option to exercise seniority rights (bumping). Employees not affected by a bump will retain their current position.

D. In the exercise of seniority rights (bumping), an employee cannot increase his or her regularly scheduled daily hours of work by thirty (30) minutes or more of daily assigned time. Shall there be no other position available within thirty (30) minutes of the employee's original daily assigned time; the senior employee shall have the right to bid into a position with a greater number of hours closest to the senior employee's original daily assigned time by seniority as per above.

Section 8.14. Request for Reclassification.

When an employee believes the essential duties and responsibilities of their job have changed to such a degree that their current responsibilities are no longer within the scope of their current job classification/description, the employee may request to have their job evaluated for reclassification. A review is available through the Classification Review Committee. This committee shall be comprised of the following individuals:

- Director of Human Resources or designee
- Two (2) District appointees
- PSE President or designee
- Two (2) PSE appointees

Prior to submitting a Reclassification Request Form, the employee must first meet with their direct supervisor to discuss their job assignment, duties, and responsibilities as it relates to the review of the position. The Supervisor must sign the form acknowledging that this conversation has occurred. The Supervisor or the Association may assist the Employee with filling out the reclassification request form. A request for reclassification cannot be submitted by an employee more than once per year.

Section 8.14.1. Reclassification Request Process and Timeline.

When a Reclassification Request Form is received, the Director of Human Resources will notify the employee(s), the employee's immediate supervisor(s) and the President of the Association. Should required information be missing from the form, the Director of Human Resources shall return the form to the Employee for resubmittal after the needed information is completed. This shall not count against the annual submittal limit nor initiate the one hundred-twenty (120) day timeline.

The Director of Human Resources will convene meetings of the Committee as needed dependent on the number of requests received. Requests shall be considered within one hundred-twenty (120) days of submission except for requests submitted after March 30th. Such requests shall not be considered until after the conclusion of Negotiations. At which point they shall be considered within ninety (90) days. The committee may review documents deemed as

necessary or interview the employee or supervisor. If, during negotiations for a new contract or applicable re-opener, a position has been reclassified or bargained over but ultimately not reclassified, a request for reclassification cannot be submitted by an employee for one calendar year from the agreement's or re-opener's effective start date.

Section 8.14.2. Committee Decision and Notification Process.
A majority vote of the Committee is required to implement a change. The decision of the Committee is final and not subject to the grievance procedure. Human Resources will notify the requesting employee(s) of the Committee's decision no later than thirty (30) days following the committee's decision.

Section 8.14.3. Compensation and Retroactive Pay.
Decisions that result in a higher level of compensation on Schedule A shall be reflected within forty-five (45) days. The committee may determine that the employee may be eligible for retroactive pay based upon the information presented. In no case will retroactive pay be paid for work completed prior to the current contract year.

ARTICLE IX

INSURANCE

Section 9.1. Liability Insurance.
The School District shall provide Tort Insurance for all classified employees under School District Liability Policy.

Section 9.2. School Employees' Benefits Board (SEBB).
The employer agrees to provide the insurance plans, follow employee eligibility rules, and provide funding for all bargaining unit members and their dependents as required by State Law, the State Operating Budget, and the School Employees' Benefits' Board (SEBB) in accordance with RCW41.05.740. Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

Section 9.3. Personal Property Damage.
The District shall establish a fund to pay the insurance deductible for employees in case of vandalism or destruction of personal property while on school property.

ARTICLE X

TRAVEL AND TRAINING

Section 10.1. Professional Growth Funds.
The District shall allocate twenty thousand ($20,000.00) dollars per year for Professional Growth Activities to be distributed in an equitable manner to all Classified Employees who apply to access to professional growth funds.

Section 10.2. Classified Staff Travel Advance Guidelines.
Classified employees who will be traveling out of district overnight on approved business that qualify for expense reimbursement may request an advance of meal and mileage expenses at the established per diem rate when requested by the employee at least ten (10) days in advance. Any request must be accompanied with conference itinerary. Meals included with registration for a conference/meeting/ workshop are not eligible for advance travel. Advanced travel not used, due to cancellation of travel is to be returned within 5 days to the Business Office. Funds not returned will be deducted from the employee's payroll.

Section 10.3. Secretaries – Training New Employees.
The district is committed to providing basic skills training for new secretaries, including long term substitutes. New secretaries, including long-term substitutes will receive mandatory training as follows:

- Training will cover:
  - Emergency protocols
  - Proper office management techniques
  - Basic use of office communication equipment
  - Communication, etiquette and interpersonal skills
  - Basic use of District student-management software

Every effort will be made to provide this training to new secretaries, including long-term substitutes prior to starting in a building.

ARTICLE XI

ASSOCIATION MEMBERSHIP

Section 11.1. Authorizations and Revocations.
An employee's written, electronic, or recorded voice authorization to have the employer deduct membership dues from the employee's salary must be made by the employee to Public School Employees of Washington (PSE). If the employer receives a request for authorization of deductions, the employer shall as soon as practicable forward the request to Public School Employees of Washington (PSE).

Upon receiving notice of the employee's authorization from Public School Employees of Washington (PSE), the employer shall deduct from the employee's salary membership dues and remit the amounts to Public School Employees of Washington (PSE), by the first Monday following payroll.

The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to Public School Employees of Washington (PSE) in accordance with the terms and conditions of the authorization. Revocations will not be accepted by the employer if the authorization is not obtained by the employee to Public School Employees of Washington (PSE). After the employer receives confirmation from the exclusive bargaining representative that the employee has revoked authorization for deductions, the employer shall end the deduction effective on the first payroll after receipt of the confirmation. The employer shall rely on information provided by the exclusive bargaining representative regarding the authorization and revocation of deductions.

Section 11.2. PSE Regular Dues Check Off.

It is mutually agreed that in accordance with RCW 41.56.110, the School District shall withhold the employee's current monthly dues, assessments, voluntary political contributions by payroll deduction upon an employee's written, electronic, or recorded voice authorization and remit them to the treasurer of the State Office of the Public School Employees of Washington. Transmissions will include payments and electronic list of all represented employees with deduction amounts. A dues remittance form needs to accompany the payment every month and include membership status changes.

Section 11.2.1. Local Association Dues.

The School District shall make one (1) time dues deduction from each member for local PSE dues in January of each year in the amount of five dollars ($5.00). Such dues deduction shall be sent to the treasurer of the Walla Walla Chapter of PSE

Section 11.3. Political Action Committee.

The District shall, upon receipt of an employee's written, electronic, or recorded voice authorization that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a check separate from the Union dues transmittal check. The employee may revoke the request at any time. At least annually, the employee shall be notified by the State PSE office about the right to revoke the request.

Section 11.4. Hold Harmless.

PSE agrees to indemnify and hold harmless the District against any liability or cost, including attorneys' fees and costs, which may arise by reason of any action or inaction taken by the District to comply with the provisions of this section.

ARTICLE XII

GRIEVANCE PROCEDURE

Section 12.1. Definitions.

1. A grievance is an allegation by an employee, group of employees, or by the exclusive representative of the employees that there has been a misapplication of the express terms and/or provisions of this Agreement which creates an inequitable situation for him, her, or them.

2. A grievant shall be defined as an individual, a group of affected individuals, and/or the exclusive representative of the employees. Any grievant, however, may be represented by legal counsel in grievance proceedings.

3. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with his or her supervisor at an appropriate time.

4. Grievances related to the interpretation and/or application of this Agreement when filed in the name of the Association, or when filed by an individual when resolution can only be obtained through the Superintendent or their designee, may be initiated at the Superintendents level as provided hereinafter.

Section 12.2. Order of Processing.

Level I

A. **Immediate Supervisor.**
The grievant or the grievant's designated representative may orally present a grievance to the immediate supervisor. If the grievance is not settled orally, a written statement of the grievance may be presented to the immediate supervisor within twenty (20) workdays after the occurrence of the grievance. Failure to file a written statement of the grievance within this time period shall be considered a default, and all rights to process the matter further shall thereby be forfeited, unless the time period shall have been mutually waived.

B. The "Statement of Grievance" shall name the grievant(s) involved, state the facts giving rise to the grievance, state the provision(s) of the Agreement alleged to be violated, and list the remedy requested.

C. The immediate supervisor, upon receipt of the written grievance, shall sign and date the grievance indicating his or her receipt and shall forward a copy of the same to the Superintendent and union representative within ten (10) workdays. When the immediate supervisor responds, his or her response shall include reasons upon which the decision was based. A copy of the grievance, the supervisor's decision and appropriate supportive evidence shall be sent to the grievant or his or her representative and the Superintendent.

Level II

A. **Superintendent.**
If no satisfactory settlement is reached at Level I, the grievance may be appealed to Level II within seven (7) workdays of receipt of the decision rendered in Level I or, if no response was received at Level I within the time limits, within twelve (12) workdays of the time a written grievance was filed at Level I.

The Superintendent or his designated representative shall arrange for a grievance meeting with the grievant(s) and/or representative and such meeting shall be scheduled within seven (7) workdays of the receipt of the Level II appeal.

B. The Superintendent or his/her designated representative shall provide a written decision incorporating reasons upon which any adverse decision was based. This shall be provided to the grievant(s) or the representative within five (5) workdays of the conclusion of the meeting.

Level III

A. **Mediation (Optional).**
District and the Association may mutually agree to submit the grievance to mediation at the conclusion of Step 3. The Association will notify the District in writing within ten (10) Workdays of the conclusion of Step III with a request for mediation. The Parties shall have five (5) workdays after the associations request to mutually agree to file for mediation.

Level IV

A. **Binding Arbitration.**
If the grievant is not satisfied with the disposition of his or her grievance at Level II, or if the parties did not agree to Mediation or the parties were unsuccessful finding resolution at mediation, he or she may, within five (5) workdays, request in writing that the Association submit his or her grievance to arbitration. If the Association determines that the grievance involves the misapplication of any of the provisions of this Agreement, it may, by written notice to the Superintendent, within fifteen (15) workdays after receipt of the request from the aggrieved person, submit the grievance to binding arbitration. If any question arises as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute.

Within ten (10) workdays after written notice of submission to arbitration, the Superintendent, or his/her designee, and the Association, will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the ten (10) workday period, a mutual request for the list of arbitrators may be made to the American Arbitration Association, or a unilateral request, by either party, to PERC for a panel of arbitrators. The parties will be bound by the Voluntary Rules and Procedures of the American Arbitration Association for the selection. After selection of the arbitrator, the Expedited Labor Arbitration Rules apply.

The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties. The costs for services of the arbitrator, including per diem expenses, if any, and his or her travel and subsistence expenses, and the cost of any hearing room will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

B. Jurisdiction of the Arbitrator.
The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The arbitrator shall confine his or her inquiry and decision to the specific area of the Agreement as cited in the grievance form. The arbitrator shall not substitute his knowledge for the expressed provisions of the contract under question.

ARTICLE XIII

TRANSFER OF PREVIOUS EXPERIENCE

Section 13.1. Longevity and Leave Credit for Prior WA School District Service.
Any new hire who had previously been employed by any school District in the State of Washington, and is hired to perform work similar to that in which previously engaged, shall be given longevity credits in the District in accordance with RCW 28A.400.300 (2) (i) which states the employee shall retain the leave benefits and other benefits he or she had in the previous position. If this school District has a different system for computing leave benefits and other benefits as a person in this District who has similar occupational status and total years of service. Effective July 28, 1985, seniority shall not transfer between Districts.

ARTICLE XIV

SALARIES AND EMPLOYEE COMPENSATION

Section 14.1. Payroll Processing and Direct Deposit.
All payments shall be made through the Payroll Office, thus ensuring proper authorized deductions and insurance, i.e., medical aid, social security, etc.

All employees are required to utilize direct deposit to the bank of their choice.

Section 14.2. Payroll Guidelines for High School Event Staff.
All money earned by District employees created by High School activities shall be paid to the employee by the Payroll Office after submission of time reports approved by the District Athletic Director. The high school pay schedule remains the same, the work is on a voluntary basis, and workers must be approved by the High School Principal.

Section 14.3. First Aid Training.
Employees shall be paid their base hourly rate for all time spent in first-aid classes and meetings required by the District.

Section 14.4. Step Placement on Schedule A.
All newly hired employees will start at Year one (1) unless otherwise stated in this collective bargaining agreement or agreed to by a letter of agreement or memorandum of understanding attached to this collective bargaining agreement.

Section 14.5. Voluntary Payroll Deductions.
If requested by the employee, the District shall make an automatic deduction for the following:

Credit Union	Washington State Retired Teachers Association
United Way	YMCA Wellness Program
U.S. Savings Bond	Citizens for Schools Fund
Tax Shelter Annuity	WWPS Foundation

Section 14.6. Establishing Pay Rate for New Job Classifications.
In the event of a new job classification, not previously covered in a salary schedule, the administration will consult with Public School Employees of Washington (PSE) before setting a rate.

Section 14.7. Salary Schedules.
The salary schedules are part of this Agreement.

Section 14.8. Salary Placement in Accordance with Schedule A.
Unless specifically required otherwise by federal or state program guidelines and regulations, the Superintendent or designee shall place employees on Schedule A in accordance with the requirements of Schedule A.

Section 14.9. Private Vehicle Use Reimbursement.
Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the prevailing District rate.

Section 14.10. District-Supplied Safety Equipment.
Maintenance and Custodial employees shall be furnished protective equipment when needed as determined by the District.

Section 14.11. Bilingual Interpreter Additional Work and Stipends
Effective September 1, 2022, classified staff who provide bilingual interpreter support for meetings outside of the employee's regular contracted workday will be compensated at the rate of thirty dollars ($30.00) per hour or overtime rate, if applicable, whichever is greater.

Section 14.12. Salary Increases.
Salaries for employees subject to this Agreement, during the term of the Agreement, are contained in Schedule A attached hereto and by this reference incorporated herein.

Section 14.12.1. Wage Increases Beginning September 1, 2025.

1) All Employees shall receive a $1.10 per hour increase.

2) New Mechanic with HRV Level 3 Electric Bus Certificate Shall be $1.00 per hour over Mechanic Rate.

3) New Lead Mechanic with HRV Level 3 Electric Bus Certificate Shall be $1.00 per hour over Lead Mechanic Rate.

4) Middle School Kitchen Manager will receive an additional $0.50 per hour

5) High School Kitchen Manager will receive an additional $0.50 per hour

Section 14.12.2. Wage Increases Beginning September 1, 2026

Schedule A shall receive a 2.5% or IPD increase whichever is higher.

Section 14.12.3. Wage Increases Beginning September 1, 2027

Schedule A shall receive a 2.5% or IPD increase whichever is higher.

ARTICLE XV

TERMS AND SEPARABILITY OF PROVISIONS

Section 15.1. Term of Agreement.

The term of this Agreement shall be September 1, 2025, to August 31, 2028. Negotiations shall be reopened for a successor contract no later than May 1, 2028. This Agreement may also be reopened and modified at any time during its term upon mutual consent of the parties in writing.

Section 15.2. Applicability of Agreement Provisions.

All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date, except as provided in the previous Section.

Section 15.3. Enforceability of Remaining Terms.

If any provision of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected thereby.

Section 15.4. Compliance with State and Federal Law.

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

Section 15.5. Renegotiation of Invalid Provisions.

In the event either of the two previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 15.3.

Section 15.6. Electronic and Paper Agreement Distribution.

Following ratification and signing of this Agreement, PSE shall make available to bargaining unit members an electronic copy of this Agreement. A limited number of paper copies will be made available. All classified employees new to the District shall be provided a paper and/or electronic copy of the Agreement upon employment. The agreement is accessible on the District website.

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

WALLA WALLA CHAPTER #110

BY: Scott Adams
Scott Adams (Aug 13, 2025 10:45:07 PDT)

Scott Adams, Chapter President

DATE: 08/13/25

WALLA WALLA SCHOOL DISTRICT #140

BY: Ben Gauyan
Ben Gauyan (Aug 13, 2025 13:00:23 PDT)

Ben Gauyan, Superintendent

DATE: 08/13/25

SCHEDULE A, September 1, 2025 - August 31, 2026

		1	2	5	10	15	20
CAMPUS SUPPORT							
	Campus Support	$25.24	$25.63	$26.66	$27.75	$28.18	$28.41
CUSTODIAL							
	Custodian	$22.64	$22.94	$23.27	$23.61	$23.94	$24.18
	Elementary Assistant	$24.11	$24.47	$24.92	$25.37	$25.75	$25.97
	Admin Office/Mid. School Assistant	$24.78	$25.13	$25.68	$26.24	$26.63	$26.87
	High School Asst./Elem Head	$25.77	$26.16	$26.86	$27.58	$27.99	$28.23
	Mid. School Head/Alt HS Head	$26.98	$27.39	$28.08	$28.78	$29.23	$29.46
	High School Head	$29.41	$29.87	$30.36	$30.82	$31.32	$31.55
HEALTH CLINICANS							
	Health Room Assistant	$23.78	$24.11	$24.65	$25.17	$25.54	$25.78
	Health Clinician RN	$28.61	$29.04	$30.16	$31.33	$31.82	$32.06
INTERVENTION SPECIALISTS							
	Intervention Specialist	$25.93	$26.32	$27.44	$28.63	$29.07	$29.31
MAINTENANCE							
	Trades Assistant/Grounds Worker/EEACF	$25.20	$25.59	$27.32	$29.25	$29.70	$29.94
	Delivery/Warehouse	$25.85	$26.23	$28.11	$30.16	$30.64	$30.88
	Printer	$26.31	$26.72	$28.64	$30.77	$31.25	$31.48
	Facilities and Events Coordinator/Turf Specialist	$29.09	$29.52	$31.04	$32.67	$33.21	$33.45
	Mechanic/Carpenter/Painter	$30.87	$31.34	$33.40	$34.93	$35.42	$35.65
	Mechanic with High Voltage 3 Certification	$31.87	$32.34	$34.40	$35.93	$36.42	$36.65
	Electrician/Plumber/HVAC	$31.11	$32.51	$34.40	$36.18	$36.80	$37.03
	Lead Mechanic	$32.03	$32.53	$34.72	$36.28	$36.86	$37.09
	Lead Mechanic with High Voltage 3 Certification	$33.03	$33.53	$35.72	$37.28	$37.86	$38.09
NUTRITION SERVICES							
	Assistant	$20.89	$21.17	$21.46	$21.74	$22.05	$22.28
	Cook	$22.03	$22.32	$22.92	$23.54	$23.89	$24.12
	Elementary Kitchen Manager	$24.08	$24.45	$24.83	$25.24	$25.63	$25.87
	Mid School/Alt HS Kitchen Manager	$24.58	$24.95	$25.56	$26.19	$26.58	$26.82
	High School Kitchen Manager	$24.58	$24.95	$25.82	$26.74	$27.13	$27.37
	Summer Food Service Employees Additional $1.35 per hour contingent on Parks & Rec. contract						

SCHEDULE A, September 1, 2025 - August 31, 2026 (continued)

		1	2	5	10	15	20
PARAEDUCATORS							
	Paraeducator I	$20.94	$21.22	$22.26	$23.38	$23.73	$23.95
	Paraeducator II	$21.28	$21.58	$22.63	$23.74	$24.07	$24.31
	Paraeducator III	$21.62	$21.93	$22.99	$24.07	$24.44	$24.67
	Paraeducator IV*	$28.61	$29.04	$30.16	$31.33	$31.82	$32.06
	Paraeducator V**	$36.62	$37.26	$37.92	$38.59	$39.26	$39.50
*Certified Occupational Therapy Assistant (COTA), Physical Therapy Assistant (PTA), Speech Language Pathology Assistant (SLPA), Certified Interpreter for the Hearing Impaired, Certified Braillist, Shop Technician Para							
**Nationally Certified interpreter for the deaf							
Paraeducators who spend a majority of their typical workday working exclusively with medically fragile student(s), as determined by the Director of Special Education, shall receive an additional $0.75 per hour added to their base rate of pay.							
PRESCHOOL - HEAD START							
	Family Advocate	$23.78	$24.11	$24.65	$25.17	$25.54	$25.78
	Associate Teacher	$25.06	$25.48	$25.92	$26.36	$26.81	$27.05
	Preschool Coordinator	$25.93	$26.32	$27.44	$28.63	$29.07	$29.31
SECRETARIAL							
	Secretary I	$23.78	$24.11	$24.65	$25.17	$25.54	$25.78
	Secretary II	$25.27	$25.66	$26.22	$26.82	$27.21	$27.44
	Secretary III	$26.53	$26.94	$27.76	$28.18	$28.61	$28.84
TECHNOLOGY SPECIALISTS							
	Technology Specialist I	$26.66	$27.04	$27.40	$27.79	$28.19	$28.43
	Technology Specialist II	$32.11	$32.62	$33.14	$33.65	$34.20	$34.44
	Technology Specialist III	$33.98	$34.52	$37.51	$41.04	$41.74	$41.97
TRANSPORTATION							
	Bus Driver	$26.39	$26.80	$27.38	$27.99	$28.41	$28.64
	Driver Trainer - Additional $1.10 per hour while conducting driver trainer duties.						

06.25.25

SCHEDULE A, September 1, 2026 - August 31, 2027

		1	2	5	10	15	20
CAMPUS SUPPORT							
	Campus Support	$25.87	$26.27	$27.33	$28.44	$28.88	$29.12
CUSTODIAL							
	Custodian	$23.21	$23.51	$23.86	$24.20	$24.54	$24.78
	Elementary Assistant	$24.72	$25.08	$25.54	$26.01	$26.39	$26.62
	Admin Office/Mid. School Assistant	$25.40	$25.76	$26.33	$26.90	$27.29	$27.54
	High School Asst./Elem Head	$26.41	$26.81	$27.53	$28.26	$28.69	$28.94
	Mid. School Head/Alt HS Head	$27.66	$28.08	$28.78	$29.50	$29.96	$30.19
	High School Head	$30.15	$30.61	$31.12	$31.59	$32.10	$32.34
HEALTH CLINICANS							
	Health Room Assistant	$24.37	$24.72	$25.27	$25.80	$26.18	$26.42
	Health Clinician RN	$29.33	$29.77	$30.91	$32.11	$32.62	$32.86
INTERVENTION SPECIALISTS							
	Intervention Specialist	$26.58	$26.98	$28.12	$29.35	$29.80	$30.04
MAINTENANCE							
	Trades Assistant/Grounds Worker/EEACF	$25.83	$26.23	$28.00	$29.98	$30.45	$30.69
	Delivery/Warehouse	$26.50	$26.89	$28.82	$30.91	$31.41	$31.65
	Printer	$26.96	$27.38	$29.36	$31.54	$32.03	$32.27
	Facilities and Events Coordinator/Turf Specialist	$29.82	$30.26	$31.81	$33.49	$34.04	$34.28
	Mechanic/Carpenter/Painter	$31.64	$32.12	$34.24	$35.80	$36.30	$36.54
	Mechanic with High Voltage 3 Certification	$32.66	$33.15	$35.26	$36.83	$37.33	$37.57
	Electrician/Plumber/HVAC	$31.89	$33.32	$35.26	$37.08	$37.72	$37.95
	Lead Mechanic	$32.83	$33.35	$35.58	$37.18	$37.78	$38.02
	Lead Mechanic with High Voltage 3 Certification	$33.85	$34.37	$36.61	$38.21	$38.80	$39.04
NUTRITION SERVICES							
	Assistant	$21.41	$21.70	$21.99	$22.28	$22.60	$22.84
	Cook	$22.58	$22.87	$23.49	$24.13	$24.48	$24.73
	Elementary Kitchen Manager	$24.68	$25.06	$25.45	$25.87	$26.27	$26.51
	Mid School/Alt HS Kitchen Manager	$25.20	$25.57	$26.20	$26.85	$27.25	$27.49
	High School Kitchen Manager	$25.20	$25.57	$26.46	$27.41	$27.81	$28.05
	Summer Food Service Employees Additional $1.35 per hour contingent on Parks & Rec. contract						

SCHEDULE A, September 1, 2026 - August 31, 2027 (continued)

		1	2	5	10	15	20
PARAEDUCATORS							
	Paraeducator I	$21.46	$21.75	$22.82	$23.97	$24.32	$24.55
	Paraeducator II	$21.82	$22.11	$23.19	$24.33	$24.67	$24.91
	Paraeducator III	$22.16	$22.48	$23.57	$24.67	$25.05	$25.29
	Paraeducator IV*	$29.32	$29.76	$30.91	$32.11	$32.62	$32.86
	Paraeducator V**	$37.53	$38.20	$38.87	$39.55	$40.25	$40.49
*Certified Occupational Therapy Assistant (COTA), Physical Therapy Assistant (PTA), Speech Language Pathology Assistant (SLPA), Certified Interpreter for the Hearing Impaired, Certified Braillist, Shop Technician Para							
**Nationally Certified interpreter for the deaf							
Paraeducators who spend a majority of their typical workday working exclusively with medically fragile student(s), as determined by the Director of Special Education, shall receive an additional $0.75 per hour added to their base rate of pay.							
PRESCHOOL - HEAD START							
	Family Advocate	$24.37	$24.72	$25.27	$25.80	$26.18	$26.42
	Associate Teacher	$25.69	$26.12	$26.57	$27.02	$27.48	$27.72
	Preschool Coordinator	$26.58	$26.98	$28.12	$29.35	$29.80	$30.04
SECRETARIAL							
	Secretary I	$24.37	$24.72	$25.27	$25.80	$26.18	$26.42
	Secretary II	$25.91	$26.30	$26.88	$27.49	$27.89	$28.12
	Secretary III	$27.20	$27.61	$28.45	$28.88	$29.32	$29.57
TECHNOLOGY SPECIALISTS							
	Technology Specialist I	$27.33	$27.71	$28.09	$28.49	$28.89	$29.14
	Technology Specialist II	$32.92	$33.43	$33.96	$34.49	$35.05	$35.30
	Technology Specialist III	$34.83	$35.39	$38.45	$42.07	$42.78	$43.02
TRANSPORTATION							
	Bus Driver	$27.05	$27.47	$28.07	$28.69	$29.12	$29.36
	Driver Trainer - Additional $1.10 per hour while conducting driver trainer duties.						

06.25.25

SCHEDULE A, September 1, 2027 - August 31, 2028

		1	2	5	10	15	20
CAMPUS SUPPORT							
	Campus Support	$26.52	$26.93	$28.01	$29.15	$29.60	$29.85
CUSTODIAL							
	Custodian	$23.79	$24.10	$24.45	$24.80	$25.15	$25.40
	Elementary Assistant	$25.33	$25.71	$26.18	$26.66	$27.05	$27.29
	Admin Office/Mid. School Assistant	$26.03	$26.41	$26.98	$27.57	$27.98	$28.23
	High School Asst./Elem Head	$27.07	$27.48	$28.21	$28.97	$29.41	$29.66
	Mid. School Head/Alt HS Head	$28.35	$28.78	$29.50	$30.24	$30.71	$30.95
	High School Head	$30.90	$31.38	$31.90	$32.38	$32.90	$33.15
HEALTH CLINICANS							
	Health Room Assistant	$24.98	$25.33	$25.90	$26.44	$26.84	$27.08
	Health Clinician RN	$30.06	$30.51	$31.69	$32.92	$33.43	$33.68
INTERVENTION SPECIALISTS							
	Intervention Specialist	$27.24	$27.65	$28.82	$30.08	$30.54	$30.79
MAINTENANCE							
	Trades Assistant/Grounds Worker/EEACF	$26.47	$26.88	$28.70	$30.73	$31.21	$31.46
	Delivery/Warehouse	$27.16	$27.56	$29.54	$31.68	$32.19	$32.44
	Printer	$27.64	$28.07	$30.09	$32.33	$32.84	$33.07
	Facilities and Events Coordinator/Turf Specialist	$30.56	$31.02	$32.61	$34.33	$34.89	$35.14
	Mechanic/Carpenter/Painter	$32.43	$32.93	$35.10	$36.70	$37.21	$37.46
	Mechanic with High Voltage 3 Certification	$33.48	$33.98	$36.15	$37.75	$38.26	$38.51
	Electrician/Plumber/HVAC	$32.69	$34.16	$36.15	$38.01	$38.67	$38.90
	Lead Mechanic	$33.65	$34.18	$36.47	$38.11	$38.72	$38.97
	Lead Mechanic with High Voltage 3 Certification	$34.70	$35.23	$37.52	$39.16	$39.77	$40.02
NUTRITION SERVICES							
	Assistant	$21.94	$22.24	$22.54	$22.84	$23.16	$23.41
	Cook	$23.14	$23.45	$24.08	$24.73	$25.10	$25.34
	Elementary Kitchen Manager	$25.30	$25.68	$26.09	$26.52	$26.93	$27.18
	Mid School/Alt HS Kitchen Manager	$25.83	$26.21	$26.85	$27.52	$27.93	$28.18
	High School Kitchen Manager	$25.83	$26.21	$27.12	$28.10	$28.50	$28.75
	Summer Food Service Employees Additional $1.35 per hour contingent on Parks & Rec. contract						

SCHEDULE A, September 1, 2027 - August 31, 2028 (continued)

		1	2	5	10	15	20
PARAEDUCATORS							
	Paraeducator I	$22.00	$22.29	$23.39	$24.57	$24.93	$25.16
	Paraeducator II	$22.36	$22.67	$23.77	$24.94	$25.29	$25.54
	Paraeducator III	$22.71	$23.04	$24.16	$25.29	$25.67	$25.92
	Paraeducator IV*	$30.06	$30.51	$31.68	$32.91	$33.43	$33.68
	Paraeducator V**	$38.47	$39.15	$39.84	$40.54	$41.25	$41.50
*Certified Occupational Therapy Assistant (COTA), Physical Therapy Assistant (PTA), Speech Language Pathology Assistant (SLPA), Certified Interpreter for the Hearing Impaired, Certified Braillist, Shop Technician Para							
**Nationally Certified interpreter for the deaf							
Paraeducators who spend a majority of their typical workday working exclusively with medically fragile student(s), as determined by the Director of Special Education, shall receive an additional $0.75 per hour added to their base rate of pay.							
PRESCHOOL - HEAD START							
	Family Advocate	$24.98	$25.33	$25.90	$26.44	$26.84	$27.08
	Associate Teacher	$26.33	$26.77	$27.23	$27.69	$28.17	$28.42
	Preschool Coordinator	$27.24	$27.65	$28.82	$30.08	$30.54	$30.79
SECRETARIAL							
	Secretary I	$24.98	$25.33	$25.90	$26.44	$26.84	$27.08
	Secretary II	$26.55	$26.96	$27.55	$28.18	$28.59	$28.82
	Secretary III	$27.88	$28.31	$29.16	$29.60	$30.06	$30.30
TECHNOLOGY SPECIALISTS							
	Technology Specialist I	$28.01	$28.41	$28.79	$29.20	$29.62	$29.86
	Technology Specialist II	$33.74	$34.27	$34.81	$35.36	$35.93	$36.18
	Technology Specialist III	$35.71	$36.27	$39.41	$43.12	$43.85	$44.10
TRANSPORTATION							
	Bus Driver	$27.73	$28.16	$28.77	$29.41	$29.85	$30.09
	Driver Trainer - Additional $1.10 per hour while conducting driver trainer duties.						

06.25.25

SCHEDULE A - CAMPUS SUPPORT
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

CAMPUS SUPPORT

1. Campus support shall work one hundred and eighty (180) days and up to eight (8) hours per day as assigned, unless prior arrangement is made with the building principal and approved by the Central Office.

2. When, due to lack of funds, it becomes necessary to make cutbacks, personnel will be cut rather than hours, except that, when existing programs are adversely affected due to the cut in personnel, then hours may be cut with the understanding that these same hours and personnel will be reinstated when additional District funds are again available, before hiring additional personnel.

3. Campus support who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.

4. All educational credits must be job-related and approved by the District.

- $25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master’s Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

SCHEDULE A - CUSTODIAL
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

CUSTODIAL

1. Employees working between 6:00 p.m. and 6:00 a.m. while not on overtime pay will receive an additional thirty cents ($0.30) per hour.

2. For all twelve (12) month custodians, a regular shift will be eight (8) hours in a nine (9) hour period with no split shifts.

3. A custodian who has completed work on an approved Associate Arts Degree or Bachelor's Degree or has earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current school year.

4. All educational credits must be job-related and approved by the District.

- $25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master’s Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

SCHEDULE A – HEALTH CLINICIAN
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

HEALTH CLINICIAN

1. Beginning September 1, 2025, Health Clinicians shall receive an additional ½ hour per day for a total of 6.5 hours to cover Health Rooms.

2. Health Clinicians who have completed work on approved Associate of Arts or Bachelor's Degrees or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current year.
   All educational credits must be job related and approved by the District.

   - $25.00/work mo. — 15 quarter hours or equivalent semester hours
   - $30.00/work mo. — 30 quarter hours or equivalent semester hours
   - $30.00 / work mo. — Certified Nursing Certificate (CNA)
   - $50.00 / work mo. — Medical Assistant Certification (MA)
   - $70.00/work mo. — 45 quarter hours or equivalent semester hours
   - $100.00/work mo. — Associate Arts Degree
   - $125.00/work mo. — Bachelor's Degree
   - $150.00/work mo. — Master's Degree
   - Clock Hours: 10 clock hours = 1 college credit
   - Educational stipends will be prorated.

SCHEDULE A – INTERVENTION SPECIALIST
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

INTERVENTION SPECIALIST

1. Intervention Specialists who have completed work on an approved Associate Arts Degree, Bachelor's Degree, Masters of Social Work or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.

2. All educational credits must be job-related and approved by the District.

- $25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master's Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

SCHEDULE A – MAINTENANCE
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

MAINTENANCE

1. For all twelve (12) month maintenance personnel, a work shift will be nine (9) hours allowing for one (1) hour lunch. While the normal workday shall be between the hours of 7 a.m. and 5 p.m., this shall not preclude the District from establishing a different nine (9) hour work schedule for new employees. In addition, from time to time, certain maintenance employees may, by mutual agreement between themselves and their supervisor, vary their work shift in response to special needs of the District.

2. Employees working between 6:00 p.m. and 6:00 a.m. while not on overtime will receive an additional thirty cents ($0.30) per hour.

3. Flexed Schedule Compensation for After-Hours Pesticide Application. When a Turf Specialist's regular work schedule is adjusted ("flexed") to accommodate after-hours pesticide application, the employee shall receive an additional one dollar and fifty cents ($1.50) per hour for all hours worked during the flexed period. This flexed time compensation is separate from and does not constitute overtime. Overtime shall be defined as hours worked in excess of the employee's standard work week and is compensated separately.

   All schedule flexing must be mutually agreed upon in advance by the employee and the Director.

4. Industry experience for the following positions will be allowed upon verification of previous employment: Mechanic, Carpenter, Painter, Electrician, Plumber, HVAC. Twelve (12) months of experience with other employers at the applicable skilled trades position will be equivalent to one (1) year of experience on the District salary schedule up to a maximum of 10 years.

5. Maintenance employees who have completed work on an approved Associate of Arts or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current school year.

6. All educational credits must be job-related and approved by the District.

   - $25.00/work mo. — 15 quarter hours or equivalent semester hours
   - $30.00/work mo. — 30 quarter hours or equivalent semester hours
   - $70.00/work mo. — 45 quarter hours or equivalent semester hours
   - $100.00/work mo. — Associate Arts Degree
   - $125.00/work mo. — Bachelor's Degree
   - $150.00/work mo. — Master's Degree
   - Clock Hours: 10 clock hours = 1 college credit
   - Educational stipends will be prorated.

SCHEDULE A – NUTRITION SERVICES
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

NUTRITION SERVICES

1. The cost of one (1) meal per day is included in employee's wage.

2. Kitchen Managers shall train their Cook to qualify as their substitute.

3. New and/or substitute help shall receive reasonable kitchen orientation before starting work.

4. When a kitchen is used for extra activity, the Kitchen Manager and the Cook of that school shall have first choice to handle the activity or function.

5. Banquet and extra-activity rates, up to the employee's forty (40) hour work per week limit, shall be:
    a. Cooks and Assistants — $.35 per hour more than employee's own regular rate.
    b. Kitchen Managers — $.60 per hour more than employee's own regular rate.

6. All Nutrition Services personal are required to have a current Washington State Food Workers Card. Each employee will provide a copy of the current card to the Nutrition Services office. Nutrition Services employees will receive (1) hour pay for attending class to receive the card. Cost of the card shall be reimbursed to the employee with proper request forms.

7. Kitchen Managers or Cooks who must come back to their building during winter break or spring break to remove food from the freezer and organize their kitchen will be given two (2) hours pay. Approval must be obtained from the Nutrition Services Supervisor.

8. Employees shall have the choice to receive a Stipend for either an SNA Certificate or Educational Credits.

    a. **SNA Certificate**: Any Nutrition Services employee who has earned the SNA Certificate must provide the official certificate to Human Resources on or before September 1st or within thirty (30) calendar days of employees hire date to receive the stipend for the current school year.

        - SNA Certificate Level 1at $500.00 yearly stipend
        - SNA Certificate Level 2 at $700.00 yearly stipend.
        - SNA Certificate Level 3 at $1,000.00 yearly stipend

b. **Educational Credits:** All educational credits must be job-related and approved by the District.

- $25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master's Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

9. Time and one-half pay will be given after 40 hours worked per week, and double time for Sunday events.

10. The Kitchen Manager who supervises simultaneously the Preschool Program and their current lunch program will be compensated at the Mid School/Alt HS Kitchen Manager rate at the employee's appropriate years of service.

SCHEDULE A – PARAEDUCATOR
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

PARAEDUCATOR

1. Paraeducators shall work one hundred eighty (180) days and up to eight (8) hours per day as assigned unless prior arrangement is made with the building principal and approved by the Central Office.

2. When, due to lack of funds, it becomes necessary to make cutbacks, personnel will be cut rather than hours, except that, when existing programs are adversely affected due to the cut in personnel, then hours may be cut with the understanding that these same hours and personnel will be reinstated when additional District funds are again available, before hiring additional personnel.

3. Beginning with the 2022-2023 school year, Paraeducators who do not meet the minimum requirements for an instructional paraeducator will be placed as a Paraeducator I. (this is only allowed for Bus Assistants and preschool paraeducators.) Those who have met the minimum requirements for an instructional paraeducator will be placed as a Paraeducator II. Those who have completed the Paraeducator Certificate (completion of 70 hours training beyond the Paraeducator Fundamental Course of Study) will be placed as a Paraeducator III. This increase will be effective with the pay period following receipt of verification of completion by the personnel office.

4. Paraeducators who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.

5. All educational credits must be job-related and approved by the District.

- $25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master’s Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

SCHEDULE A – PRESCHOOL / HEAD START
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

PRESCHOOL / HEAD START

1. Preschool - Head Start staff shall work one hundred and eighty (180) days and up to eight (8) hours per day as assigned, unless prior arrangement is made with the building administrator and approved by the Central Office.

2. When, due to lack of funds, it becomes necessary to make cutbacks, personnel will be cut rather than hours, except that, when existing programs are adversely affected due to the cut in personnel, then hours may be cut with the understanding that these same hours and personnel will be reinstated when additional District funds are again available, before hiring additional personnel.

3. Preschool - Head Start staff who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.

4. All educational credits must be job-related and approved by the District.

- $25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master’s Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

SCHEDULE A – SECRETARIAL / CLERICAL
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

SECRETARIAL / CLERICAL

1. Salaries above are hourly and will be applied individually according to hours worked per day, days per year for an annual salary divided by months to be paid for a monthly salary.

2. Professional standards amounts will also be paid in addition to hourly salary.

3. Paid holidays for less than twelve (12) month employees will be paid as specified in Article IV.

4. All secretaries will receive the holidays as related on the school calendar. Regular workdays between Christmas and New Year's Day and during Spring Vacation are considered workdays for twelve (12) month employees.

5. Secretarial/Clerical employees will be granted educational stipends. All educational credit must be job-related and approved by the District.

6. Secretarial/Clerical employees who have completed work on an approved Associate Arts or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current year.

- $25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master's Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

PLACEMENT FOR SECRETARIAL STAFF

SECRETARY I:

- Library Technician
- Middle Level Assistant Secretary
- Nutrition Services Assistant Secretary
- Transportation Assistant Secretary

SECRETARY II:

- Assistant Secretary for Facilities and Operations
- Career Center Secretary
- District Receptionist/Human Resources Secretary
- Elementary Assistant Secretary
- High School Attendance Secretary
- Secretary to Assistant Principal
- Special Programs Records/Secretary
- Substitute Coordinator/Secretary

SECRETARY III

- District Accounts Payable
- District Assessment Secretary
- High School Registrar
- Migrant Specialist
- Secretary to Athletics
- Secretary to Building Principal
- Secretary to Director of Bilingual Education
- Secretary to Director of SEATech and CTE
- Secretary to Director of Facilities and Operations
- Secretary to Director of Transportation
- Secretary to Opportunity and Homelink Programs
- Secretary to Director of Nutrition Services
- Secretary to Director of Preschool Programs
- Secretary to Director of Special Education

SCHEDULE A – TECHNOLOGY SPECIALISTS
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

TECHNOLOGY SPECIALISTS

1. Technology Specialists who have completed work on an approved Associate Arts Degree or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date in order to receive the stipend for the current school year.

2. All educational credits must be job-related and approved by the District.

- 25.00/work mo. 15 quarter hours or equivalent semester hours
- $30.00/work mo. 30 quarter hours or equivalent semester hours
- $70.00/work mo. 45 quarter hours or equivalent semester hours
- $100.00/work mo. Associate Arts Degree
- $125.00/work mo. Bachelor's Degree
- $150.00/work mo. Master’s Degree
- Clock Hours: 10 clock hours = 1 college credit
- Educational stipends will be prorated.

SCHEDULE A – TRANSPORTATION / BUS DRIVER
WALLA WALLA SCHOOL DISTRICT #140
2025-2028

TRANSPORTATION / BUS DRIVER

1. Regular Bus Drivers must have a Permanent School Bus Drivers Certificate in his or her possession before he or she will be considered for permanent employment with the District. Any costs related to fulfilling requirements of the initial permanent certificate will be borne by the Bus Driver. Thereafter, renewal expenses will be borne by the District.

2. Up to ten (10) years credit will be given for previous bus driving experience with other employers. Two (2) years of professional driving experience (other than school bus driving) will be equivalent to one (1) year of bus driving experience. Only five (5) year of previous experience will be credited on this basis. Bus driving experience with another school district in Washington State will be allowed on a year-to-year basis.

3. Bus driving route conditions (stops, students, road conditions, etc.) are subject to fluctuation during the school year. It is the responsibility of the Bus Driver to immediately report all changes to the Transportation Coordinator.

4. On all overnight trips, Bus Drivers will be paid actual driving time at their regular rate of pay. Should the trip result in causing the Bus Drivers to work in excess of 40 hours in any one-week, then the overtime provisions of Section 5.1 will apply. Bus Drivers will not be paid for down time, which is the time they are not driving or not required to stay with the bus. Down time includes eating and sleeping time, but not the time when a Bus Driver is on duty waiting to pick up students.

5. Should the trip include any day or days in which the Bus Driver is relieved from all duties and is considered on down time that employee shall receive a day or days' pay at the employee's regular rate of pay times eight hours.

6. Bus Drivers will receive their regular rate of pay for workshops or seminars required by the District.

7. The District will pay the actual cost for required physicals by the designated provider. If a Bus Driver chooses to use a different provider, the District will pay an amount up to the cost of a physical provided by the designated provider. If the Bus Driver chooses to use a provider other than the designated provider, the Bus Driver assumes the responsibility of verifying that the provider is properly certified to provide physicals for Bus Drivers. If legislation results in certification requirements for providers, the District will provide a list of certified physicians to the Transportation Department.

8. **BUS DRIVER EDUCATIONAL STIPENDS.** Bus Drivers will be granted educational stipends. All educational credits must be job related and approved by the District.

   Bus Drivers who have completed work on an approved Associate of Arts or Bachelor's Degree or have earned enough credits to qualify for a stipend must file a request and provide official transcripts to Human Resources on or before September 10 or within thirty (30) calendar days of employees hire date to receive the stipend for the current year.

   - 25.00/work mo. — 15 quarter hours or equivalent semester hours
   - $30.00/work mo. — 30 quarter hours or equivalent semester hours
   - $70.00/work mo. — 45 quarter hours or equivalent semester hours
   - $100.00/work mo. — Associate Arts Degree
   - $125.00/work mo. — Bachelor's Degree
   - $150.00/work mo. — Master's Degree
   - Clock Hours: 10 clock hours = 1 college credit
   - Educational stipends will be prorated.