

COLLECTIVE BARGAINING AGREEMENT BETWEEN

SUNNYSIDE SCHOOL DISTRICT #201

AND

**PUBLIC SCHOOL EMPLOYEES OF
SUNNYSIDE TRANSPORTATION**

SEPTEMBER 1, 2025 – AUGUST 31, 2028



Public School Employees of Washington / SEIU Local 1948

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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 the appropriate application of the Public Employees' Collective Bargaining Act.
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.

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PREAMBLE

This Agreement is made and entered into between Sunnyside School District Number 201 (hereinafter "District" or "Employer") and the Public School Employees of Sunnyside / Transportation (PSES/T), an affiliate of the Public School Employees of Washington / SEIU Local 1948.

In accordance with the provisions of the Public Employees Collective Bargaining Act (RCW 41.56) and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

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ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.3, and the Association recognizes the responsibility of representing equally and fairly the interests of all such employees.

Section 1.2.

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, assistant superintendent, or secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).

1 **Section 1.3.**

2 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
3 the following general job classifications: regular full-time and regular part-time Drivers, Dispatchers,
4 Driver Trainers, Administrative Assistants, Secretary/Receptionist, Bus Assistants and Mechanics.

5
6 **Section 1.3.1. Definitions.**

- 7 1. **Driver:** CDL License/First Aid/Current Physical/S Endorsement – is responsible for
8 transporting District students on routes and extracurricular trips.
- 9
- 10 2. **Substitute Classified Employee:** is one who is employed sporadically to fill a position
11 of a full time, regular, or temporary classified employee in an existing position. The
12 substitute employee will not receive benefits except those defined in Section 1.4.1.
- 13
- 14 3. **Temporary (Replacement) Classified Employee:** is one who is employed for at least
15 sixty (60) consecutive days or more due to the absence of a regular employee or
16 temporary workload increase. Temporary employees shall be placed on Step I of
17 Schedule A (except those grandfathered substitutes hired prior to 09/01/00). All rights
18 and benefits, including seniority, shall be applied to the temporary employee on the
19 sixty-first (61st) day as long as they remain in the temporary assignment. All time spent
20 as a temporary employee shall count towards the completion of the probationary period
21 should they be hired by the District as a regular employee. At the conclusion of the
22 temporary position, the employee will be placed in a “lay-off” status. and will retain
23 seniority date for one (1) calendar year. All temporary positions shall be posted through
24 the Bid Meeting process.
- 25
- 26 4. **Bid Meeting:** Special meeting called to reassign routes mid-year when there is a
27 vacancy due to:
- 28
- 29 a. A route vacated by a Driver or Bus Assistant.
- 30
- 31 b. Extended leave greater than twenty (20) contracted days by a Driver or Bus
32 Assistant.
- 33
- 34 c. Increase in route time by thirty-one (31) minutes or more.

35
36 Only contracted Drivers and Bus Assistants can participate in a Bid Meeting.
37 Procedure for Bid Meeting is as follows:

38
39 **Step 1:** An announcement of a vacancy will be made via email within two (2)
40 workdays of the vacancy being declared. The route will be immediately posted
41 for in-house use only with a three (3) day notice of assembly to include a date,
42 time, and location of group assembly. If a Driver/Bus Assistant is assigned to
43 work during the time of the meeting, he/she can identify, in writing, a proxy to
44 represent him/her or submit a letter of interest to the supervisor twenty-four (24)
45 hours before the Bid Meeting.

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1 **Step 2:** The most senior Driver/Bus Assistant will be awarded the open route.
2 The route left vacant will be filled by the next interested senior employee. This
3 process will continue until all vacant routes are filled or no other employees are
4 interested in filling the vacant positions. Any routes left vacant will then be
5 posted for external candidates only.
6

7 **Section 1.4.**

8 The District will provide the Association with a job description and such amendments, changes, and
9 additions to the job description as they may from time to time occur.
10

11 **Section 1.4.1.**

12 Substitutes are placed at the entry level as shown on Schedule A. Except for Schedule A, any
13 other term or condition of this agreement shall not cover such substitutes.
14

15 Substitutes who are employed for at least sixty (60) consecutive days in the same assignment
16 are considered temporary employees. All rights and benefits, including seniority, shall be
17 applied to the temporary employee on the sixty-first (61st) day as long as they remain in the
18 temporary assignment. All time spent as a temporary employee shall count towards the
19 completion of the probationary period should they be hired by the District as a regular
20 employee.
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24 **ARTICLE II**

25 **RIGHTS OF THE EMPLOYER**

26 **Section 2.1.**

27 It is agreed that the statutory, customary, and usual rights, powers, functions, and authority of
28 management are vested in management officials of the District. Without in any way limiting the
29 generality of the foregoing, this will include rights in accordance with applicable laws and regulations
30 and the provisions of this Agreement to direct the work force, the right to hire, promote, retain,
31 transfer, and assign employees in positions; the right to suspend, discharge, demote or take other
32 disciplinary action against employees; and the right to release employees from duties because of lack
33 of work or for other legitimate reasons. The District will retain the right to maintain efficiency of the
34 District operation by determining the methods, the means, and the personnel by which such operation
35 is conducted.
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39 **Section 2.2.**

40 The right to make reasonable policy, rules and regulations shall be considered acknowledged functions
41 of the District. In making such rules and regulations, the District shall give due regard to the rights of
42 the employees and to the obligations imposed by this Agreement.
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ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1.

It is agreed that the employees in the unit defined herein 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 District shall not, directly or indirectly, interfere with, restrain, coerce, or discriminate against any employee in the exercise of these rights.

Section 3.2.

Each employee will have the right to bring matters of personal concern to the attention appropriate Association representatives and/or appropriate officials of the District.

Section 3.3.

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

Section 3.4.

Each employee reserves and retains the right to delegate any right or duty contained in this Agreement, exclusive of compensation for services rendered, to appropriate officials of the Association.

Section 3.5. Personnel Files.

1. Personnel Files.

- A. Personnel files are confidential and shall be available for inspection only by the District's management and the individual employee.
- B. By prior appointment, an employee shall have the opportunity to review the contents of his/her file and copy materials within the file.
- C. A review of the personnel file will be supervised by the H.R. Director/designee(s). The employee may request an additional individual, chosen by the employee, be present for the file review.
- D. The employee may work with the H.R. Director to add material to or delete material from his/her personnel file. Any material except material required by statute or placed in the file as a result of disciplinary action, shall be removed, if so, requested in writing, from the employee's file two (2) years after its initial placement.
- E. The employee shall have an opportunity to attach written comments to anything in his/her file.
- F. The personnel file is a District file and shall be maintained in the District's Human Resources Office.
- G. Medication administration incident report forms shall not be kept in personnel files.

1
2 **2. Medical Files.**
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- 4 A. Confidential medical information shall be kept in separate, confidential medical files, which
5 will be maintained in a secure location with limited access consistent with applicable laws.
6
7 B. By prior appointment, an employee shall have the opportunity to review the contents of
8 his/her medical file and copy materials within the file.
9

10 **3. Supervisor Files.**
11

- 12 A. An employee's supervisor may maintain a supervisory file at his/her work site.
13
14 B. The supervisory file is kept for the purpose of containing material pertinent to the
15 employee's performance and for completion of an employee's evaluation(s).
16
17 C. The supervisory file will be destroyed after one (1) year.
18

19 **4. Other Materials.**
20

- 21 A. Other materials include confidential files on grievances, discipline, investigations, and
22 Litigation.
23
24 B. These materials will be kept separate from other District files.
25

26 **5. Applicability of Public Disclosure Laws.**
27

- 28 A. Nothing in this agreement precludes the District from providing documents in accordance
29 with public disclosure laws. The District will notify the employee prior to the release of any
30 requested document(s).
31

32 The above listed files shall be the only employee files maintained in the District.
33

34 **Section 3.6.**

35 Neither the District, nor the Association, shall unlawfully discriminate against any employee subject to
36 this Agreement on the basis of race, creed, national origin, age, marital status, sex, honorably
37 discharged veteran or military status, sexual orientation including gender expression or identity or the
38 presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service
39 animal by a person with a disability in its programs and activities and provides equal access to the Boy
40 Scouts and other designated youth groups in respect to a position the duties of which may be
41 performed efficiently by an individual without danger to the health or safety of the handicapped person
42 or others, or in their exercise of their rights under Chapter 41.56 RCW, Public Employees' Collective
43 Bargaining Act. This in accordance with State and Federal Statute as amended. Provided, however,
44 that nothing in this Agreement shall be in conflict or inconsistent with the District's affirmative action
45 program.
46

1 **Section 3.7. Drug and Alcohol Testing.**

2 In the implementation of the Omnibus Transportation Employee Testing Act of 1991 effective January
3 1, 1995, the District will pay for random, post-accident, and reasonable suspicion testing. Split sample
4 testing, at the employee's request will be paid by the employee if the result is positive, by the District
5 if the test result is negative. The employee will pay the cost of all required testing during treatment. If
6 the District determines that the employee is to be allowed to return to work, the employee will pay for
7 return to work testing. The employee will pay the cost of any follow-up testing after a return to work.
8 Counseling and rehabilitation costs shall be the responsibility of the employee if the Medical Plan does
9 not cover the costs. Refusal to submit to any required testing shall result in immediate termination. The
10 District will contract with an established reputable agency to administer appropriate elements of this
11 Act. The District will call a substitute Driver to cover the route of the Driver who has been requested to
12 complete a random drug test or provide additional pay. At the beginning of the school year in service,
13 Drivers will be asked to indicate their preference.

14
15 An employee who tests positive for drugs or alcohol, in accordance with DOT regulations, shall be
16 disciplined in accordance with just cause section of this Agreement. All test results will remain
17 confidential and will be kept in a file separate from the employee's regular personnel file. Employees
18 and PSE (with the employee's consent) will be permitted access to such files upon request.

19
20 **Section 3.8. Discipline.**

21 When an employee receives a written reprimand or warning from a supervisor that is to be placed in
22 his/her personnel file, the employee shall be expected to sign the form, such signature only indicating
23 that he/she is aware of its existence. Such notice to the employee shall be considered as adequate
24 notice that a written response to the reprimand may be completed to be attached to the reprimand
25 document which is kept in the personnel file. Upon receipt of an employee's signed response, the
26 District shall include it within the personnel file.

27
28 **Section 3.9.**

29 In all disciplinary actions where formal, written charges are to be given an employee, the District shall
30 give the following notice:

31
32 Minimum notice of twenty-four (24) hours prior to the meeting time; (oral/written)

33
34 Inform the employee that he/she has the right to have representatives of their choosing at the meeting.

35
36 **Section 3.10. Cameras.**

37 The Drivers shall be informed when the camera is in the bus and is functional. The District uses video
38 cameras/GPS systems in school buses to monitor student behavior, assist transportation staff with route
39 information and emergency response management for the purposes of employee discipline as needed.
40 Video and GPS shall not be monitored except in the following instances:

- 41
42 1. Parent Complaint
43 2. Student Complaint
44 3. Driver Complaint
45 4. Citizen Complaint
46 5. Administrator Complaint
47 6. Post-Accident
48

1 The Association and Driver will be notified when tapes are pulled and for what reason above.

2
3 **Section 3.11.**

4 The District shall reimburse all employees for all fees related to maintaining School Bus and Air brake
5 endorsements and for any costs associated with physical examinations that are not covered by medical
6 insurance including co-payments.

7
8 **Section 3.12.**

9 The Dispatcher shall be provided with a District cell phone.

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12 **ARTICLE IV**

13 **RIGHTS OF THE ASSOCIATION**

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17 **Section 4.1.**

18 The Association has the right and responsibility to represent the interests of all employees consistent
19 with Section 1.3 of this Agreement; to present its views to the District on matters of concern either
20 orally or in writing; to consult or to be consulted with respect to the formulation, development and
21 implementation of personnel relations, which are within the authority of the District; and to enter
22 collective negotiations with the object of reaching an agreement applicable to all employees within the
23 unit.

24
25 **Section 4.2.**

26 The Association shall be notified in a timely manner by the District of any formal grievances or
27 disciplinary action of any employee in the unit in accordance with the provisions of the Discharge and
28 Grievance Procedure Articles contained herein. The Association is entitled to have an observer at any
29 and all hearings conducted by any District official arising out of a grievance or be present at any and
30 all meetings for the resolution of such grievances.

31
32 **Section 4.3.**

33 The Association reserves and retains the right to delegate any right or duty contained herein to
34 appropriate officials of the Public School Employees of Washington.

35
36 **Section 4.4. Bulletin Board Space.**

37 The District will provide bulletin board space at the Bus Garage for the use of the Association for
38 official business only. The Association accepts the responsibility for all information posted and
39 appearing on the space provided. Each bulletin shall be signed and date by the Association official
40 responsible for its posting. Unsigned bulletins or notices may not be posted. There shall be no posting
41 by employees or the Association of pamphlets, advertising, political matters, notices of any kind, or
42 literature on District property, other than herein provided.

43
44 **Section 4.5.**

45 When formal meetings are held between the Association and the District, each party shall be
46 responsible for preparing its own minutes.

1 **Section 4.6.**

2 Time during working hours, whenever possible shall be allowed Association representatives for
3 attendance at meetings with the District. Time, whenever possible shall also be allowed for
4 representatives to discuss with the employees grievances and appropriate matters directly related to
5 work situations in their area or craft. Association representatives shall guard against the use of excess
6 time in the handling of such matters and shall guard against conferences or meetings between
7 employees and Association hampering the normal flow of work.

8
9 **Section 4.7.**

10 Visitation rights shall be granted to the designated representative of the Public School Employees of
11 Washington to visit with employees in the appropriate bargaining units for purposes of grievance
12 procedures and/or general information data. Providing that no conferences or meetings between
13 employees and Association representatives will in any way hamper the normal flow of work. The
14 visiting delegate shall notify the School District of his/her arrival.

15
16 **Section 4.8. School Calendar.**

17 The Association shall be given the opportunity to provide input regarding the school year calendar.
18 Once the calendar is implemented, the Association has the right to bargain the impact of subsequent
19 changes to the employee work year upon request.

20
21 **Section 4.9. Employee Information.**

22 The Employer shall follow RCW 41.56.035 & 41.56.037 and provide PSE in an editable digital file
23 format to membership@pseofwa.org of all newly hired bargaining unit employees within twenty one
24 (21) business days from the date of hire in an appropriate bargaining unit and every one hundred
25 twenty (120) days for all employees in an appropriate bargaining unit.

26
27 **The information will include:**

28
29 The employees:

- 30 ● Name.
- 31 ● Salary or rate of pay.
- 32 ● Work location.
- 33 ● Date of hire and if a change in position the new position start date.
- 34 ● Contracted number of days.
- 35 ● FTE.

36
37 The employee's contact information, including:

- 38 ● Cellular, home, and work telephone numbers.
- 39 ● Work and personal email addresses.
- 40 ● Home address or personal mailing address.
- 41 ● The employee's job title Employee ID or unique identifier.

42
43 The District will notify the Chapter President and the PSE membership department when Personnel
44 updates (Board reports) of new hires, terminations, etc. are available on the School District Website.



1 **Section 4.10.**

2 At the beginning of the school year during In-Service training the District will allow Association
3 representatives one (1) hour to introduce the union leadership and review the collective bargaining
4 agreement.

5
6 **Section 4.10.1. New Employees.**

7 The District will provide the Chapter President or designee reasonable access to new
8 employees of the bargaining unit for the purposes of presenting information about PSE to the
9 new employee. "Reasonable access" for the purposes of this section means the access to the
10 new employee occurs within one (1) week of the employee's start date within the bargaining
11 unit; the access is for no less than thirty (30) minutes, paid time; at the employee's regular
12 worksite, or at a location mutually agreed to by the District and PSE. PSE shall have the right
13 to distribute materials, such as PSE new hire packets, at the Orientation.

14
15 For employees hired during the summer this presentation will take place during the New
16 Employee Orientation. The District will provide PSE at least five (5) days' notice of New
17 Employee Orientation, and within 48 hours in advance of the orientation will provide an
18 electronic list of expected participants.

19
20 **Section 4.11.**

21 Up to (2) Bargaining unit members designed by the Union shall receive two (2) paid release days
22 annually to attend the Annual PSE Convention.

23
24 **Section 4.12. Release Time for PSE State President:**

25 Should a member in this bargaining unit be elected as the PSE State President, they shall be granted
26 full release time by the district under the following expectations:

27
28 **Paid Release Time**

- 29 • The Employer will grant full-time, paid leave to an employee elected as State President of
30 PSE for their entire term.

31
32 **Union Reimbursement**

- 33 • PSE will reimburse the Employer for the full cost of the employee's salary and benefits
34 ("fully burdened cost") on a monthly basis.

35
36 **Employee Status**

- 37 • While on leave, the employee remains employed by the Employer under "paid
38 administrative leave" status and will receive all wage increases, benefits, and seniority
39 accruals.

40
41 **Leave Accruals**

- 42 • The employee continues to accrue sick leave but not vacation leave during the absence.
43
44 • Sick leave must be reported as used according to policy.
45
46 • Upon return, sick leave balances will not exceed the balance at the start of leave, except
47 employees with less than forty (40) hours will retain up to forty (40) hours.
48



1 **Retirement or Separation**

- 2 • If the employee retires or separates instead of returning to work, their leave balances will
3 remain as they were when the leave started.

4
5 **Right to Return**

- 6 • The employee can return to a similar position with the same classification, pay, hours, and
7 conditions.
8
9 • A sixty (60)-day notice is required before returning.
10
11
12 • If the classification changes or is abolished, the Employer and Union will work together to
13 place the employee in a substantially similar position with the necessary training provided.
14

15 **Legal Protection for Employer**

- 16 • PSE will defend, indemnify, and hold the Employer harmless for any legal claims,
17 damages, or costs related to actions taken by the President.
18
19 • The Employer will be covered under PSE’s insurance policies for any actions taken in the
20 President’s role.
21
22
23

24 **ARTICLE V**

25 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

26
27 **Section 5.1.**

28 It is agreed and understood that matters appropriate for consultation and negotiation between the
29 District and the Association are matters with respect to wages, hours, benefits, and working conditions
30 of employees subject to this Agreement.
31

32
33 **Section 5.2.**

34 It is further agreed and understood that the District shall consult with the Association, and meet with
35 the Association upon its request, in the formulation of any changes being considered in existing
36 benefits, policies, practices and procedures.
37

38 **Section 5.3.**

39 It is further recognized that this Agreement does not alter the responsibility of either party to meet with
40 the other party to advise, discuss or consult regarding matters concerning working conditions not
41 covered by this Agreement.
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ARTICLE VI

HOURS OF WORK

Section 6.1. Definitions.

1. Regular Runs are a Driver's to and/or from school runs at the beginning and ending of the day or a run which is to be worked on a fixed schedule for sixty (60) calendar days or more;
2. Route Bid annual bid that happens in September for ALL route time (AM/PM, Mid-day) pre-trip, and post trip.
3. Bid Meeting special meeting called to reassign routes mid-year when there is a vacancy.
4. Assignments any changes to the shift assignment that would happen after the annual bid and would include (AM/PM, Mid-day).
5. Trips are assigned by seniority and include any and all transportation assignments other than regular daily assigned runs.
6. Shuttles are defined as temporary additional driving duties that do not increase Driver's route time.
7. Emergency is a situation that has been suddenly precipitated or is of such a nature that preplanning could not have occurred.
8. Pre-trip complete electronic pre-trip which meets the requirements of WAC 392-145-041. If electronic pre-trip is not functioning, Driver will complete paper pre-trip form and notify supervisor at earliest opportunity.
9. Post-trip complete post-trip which meets the requirements of WAC 392-145-041, details outlined in Transportation Handbook.
10. Cleaning of Buses.
 - Interior cleaning: Wiping down and sanitizing surfaces, vacuuming/sweeping, mopping, cleaning spills, removing trash and cleaning interior glass.
 - Exterior cleaning: Washing, entire exterior including cleaning wheels and exterior glass.
 - Cleaning duties shall be the responsibility of the Bus Drivers.

Section 6.2. Workweek.

The normal workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday. Provided however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

Section 6.3. Shift Assignment.

Each employee shall be assigned to a definite and regular shift and workweek, which shall not be changed without prior notice to the employee of two (2) calendar weeks; provided, however, this notice may be waived by the employee.

1
2 **Section 6.3.1.**

- 3 1. Employees shall be returned to the routes they occupied at the end of the previous
4 school year. This assumes a September bid.
5
6 2. A Bid fair will be held annually before the last full week of September.
7
8 3. Any employee who intends to change job classification on bid day must declare their
9 bidding intentions before the start of the bid.
10
11 4. Bus Assistants shall bid on a route (AM/PM, Mid-day) prior to Bus Drivers. Once all
12 Bus Assistants have had the opportunity to bid on a route, any remaining vacant mid-
13 day routes will be included in the Bus Driver regular bid, giving Bus Drivers the
14 opportunity to bid on a vacant Bus Assistant mid-day route. If a Bus Driver takes a mid-
15 day position of a Bus Assistant, that Driver is ineligible for any trips. All Bus Drivers
16 who bid a Bus Assistant mid-day route will be compensated at the Bus Assistant hourly
17 rate of pay equivalent to their step placement. The regular bid process will begin
18 immediately following the Bus Assistant bid. Any routes that remain following the bid
19 will be posted.
20
21 5. All route time (AM/PM, Mid-day), pre-trip and post trip, shall be totaled at the
22 conclusion of the “bid” and this time shall constitute a shift assignment.
23
24 6. If the hours in the shift are changed during the school year, resulting in less hours, the
25 District will make every attempt to maintain the hours by assigning supplemental
26 driving time.
27
28 7. If there is no supplemental work available, the shift hours will be adjusted accordingly.
29

30 **Section 6.3.2. New and Open Route Postings.**

31 Only contracted Drivers and Bus Assistants can participate in a Bid Meeting. Procedure for Bid
32 Meeting is as follows:
33

34 **Step 1:** An announcement of a vacancy will be made via email within two (2) workdays of the
35 vacancy being declared. The route will be immediately posted for in-house use only with a
36 three (3) day notice of assembly to include a date, time, and location of group assembly. If a
37 Driver/Bus Assistant is assigned to work during the time of the meeting, he/she can identify, in
38 writing, a proxy to represent him/her or submit a letter of interest to the supervisor twenty-four
39 (24) hours before the Bid Meeting.
40

41 **Step 2:** The most senior Driver/Bus Assistant will be awarded the open route. The route left
42 vacant will be filled by the next interested senior employee. This process will continue until all
43 vacant routes are filled or no other employees are interested in filling the vacant positions. Any
44 routes left vacant will then be posted for external candidates only.
45

46 **Section 6.4. Rest Periods.**

47 All employees shall be allowed a paid rest period, free from duties, of at least fifteen (15) minutes for
48 every continuous four (4) hours worked. “Mini” rest breaks can be taken instead of a scheduled rest

1 break. These “mini” rest breaks must not exceed fifteen (15) minutes over a four (4) hour period.
2 Breaks are not required to be taken at the transportation department.

3
4 **Section 6.5. Lunch Periods.**

5 Employees required to work through their regular lunch periods will be given time to eat at a time
6 agreed upon by the employee and supervisor or designee. No employee will be required to work more
7 than five (5) consecutive hours without receiving an appropriate thirty (30)-minute duty free lunch
8 period.

9
10 **Section 6.6. In-Service.**

11 Employees shall be paid the negotiated hourly rate for time spent in attendance at all required meetings
12 including consultations with parents, administration, and training as required by the District.

13
14 The District shall provide CPR and first aid training on one of the in-service days. Expiration dates of
15 CPR and First Aid cards shall be tracked by the employer.

16
17 **Section 6.6.1.**

18 The District shall provide the Association with a notice of mandatory meetings no less than five
19 (5) days prior to the event. The agenda will be provided twenty-four (24) hours in advance of
20 the meeting. Drivers will be compensated for mandatory meetings called by the Transportation
21 Director or designee at 100% of their regular hourly rate or one (1) hour, whichever is greater.

22
23 **Section 6.6.2.**

24 **Bus Drivers:**

25 The District shall provide the Association with an agenda for District organized in-
26 service opportunities no less than five (5) days prior to the event. The agenda shall
27 include start and end times. Each in-service meeting shall be no less than four (4) hours.
28 Employees in attendance will be credited the full amount of time indicated on the
29 agenda and any additional time in the event the opportunity run time is longer than
30 scheduled.

31
32 **Bus Assistants:**

33 Bus Assistants shall be included in trainings that are directly relevant to their job duties
34 as determined by a Supervisor or the Special Education Director. These trainings may
35 be less than four (4) hours.

36
37 **Section 6.7. Emergency School Closure & Delayed Opening.**

38 In the event that it becomes necessary to close or delay opening school(s) because of inclement
39 weather, the District shall make every effort to notify employees through District communications
40 systems by 06:00 AM. Additionally, the District will use telephone notification systems when
41 accessible.

42
43 1. Early Closure:

44 This provision does not preclude the District from closing school(s) in the event an emergency
45 developed later in the day, if further evaluation of developing hazardous conditions warrants
46 closure, employees will remain on duty until their students have been cleared from school
47 properties and then released from work and not required to make up the rest of their day.

1 2. Delayed Opening:

2 In the Event that the opening of school is delayed, employees will attempt to report to work at
3 the normal time using reasonable caution; reasonable tardiness will not result in reduction of
4 pay. If, however, an employee feels they cannot report to work; emergency leave, personal
5 leave, vacation, or deduct can be used at the employee's discretion and will be designated in the
6 District by the employee. Employees may also use leave as above if they are unable to travel
7 safely to work on non-student days.

8
9 3. School Closure:

10 Regular classified employees are not required to report to work. In the event the District fails to
11 make said radio website and social media announcements a minimum of one (1) hour prior to
12 the employee's assigned start time, the District shall compensate employees that check in at
13 their worksite for two (2) hours. After two (2) school closures during the year, employees may
14 work their entire contracted workday with supervisor approval.

15
16 4. Makeup School Days:

17 When the District is required by law to make up days missed due to emergency closure,
18 scheduling of makeup days shall be scheduled by the District. Employees shall not receive
19 additional compensation for such makeup days.

20
21 5. Waived School Days:

22 In the event the Office of the Superintendent of Public Instruction approves a waiver for school
23 closures; resulting in school days that will not be made up by students. No employee shall
24 suffer loss of pay. The employer shall provide opportunities to make up the missed hours
25 performing bargaining unit work. The employee must make up the missed hours or use
26 personal, sick leave or take unpaid deduct as an alternative.

27
28 **Section 6.8. Assignments.**

29 Assignments shall be established by the District in relation to bus routes and time requisite to fulfilling
30 tasks assigned by the Supervisor of Transportation; provided, however, that no assignment shall
31 consist of less than one (1) hour.

32
33 1. Adjustments to routes will be made and bid annually in September.

34
35 2. Mid-day and after school routes shall be bid routes by seniority at the annual bid fair. New and
36 vacated routes will be posted during the school year through a Bid Meeting. Mid-day routes
37 will be actual drive time. After school routes will be sixty (60) minute guaranteed time, actual
38 time beyond the sixty (60) minutes will be extra time for pay purposes.

39
40 3. If there is thirty (30) minutes or less layover time between assignments, the employee's shift
41 shall continue uninterrupted.

42
43 4. During a layover, the employee may be assigned available work such as a drop and return at the
44 direction of dispatch without additional compensation if the assigned work falls within layover
45 time.

46
47 5. Shifts will be adjusted by the transportation supervisor or designee whenever changes occur in
48 routes, driving times or regular duties assigned.

6. The parties agree that adjustments of one half (0.5) hour or less shall be discussed with the Association prior to implementation, except in an emergency, the Association shall be notified in a timely manner.
7. Assignment increases in duration of thirty-one (31) minutes or more shall be posted according to this section. This process will be defined as a Bid Meeting. Only contracted Drivers can participate in the Bid Meeting for Driver routes and Bus Assistant routes.
8. If an extra trip should be cancelled without notice to the obligated Driver/Bus Assistant of no less than four (4) hours prior to the departure time, such Driver/Bus Assistant shall be paid in accordance with Section 6.14.
9. All information concerning the routes will be given to the Drivers and Bus Assistants at least one (1) week, five (5) workdays prior to the annual bid. Drivers and Bus Assistants will be informed of any adjustments made during those five (5) days.

The District will provide Bus Assistants with training necessary to perform their duties. In the event there is a Bus Assistant on a special education route, additional training will be provided at District expense. Only Bus Assistants with appropriate training will be assigned to special education routes/trips. Bus Assistants will participate in the annual Physical Agility Test indicated in WAC 392-144-102(5)(d).

Only contracted Drivers and Bus Assistants can participate in a Bid Meeting. Procedure for Bid Meeting is as follows:

Step 1: An announcement of a vacancy will be made via email within two (2) workdays of the vacancy being declared. The route will be immediately posted for in-house use only with a three (3) day notice of assembly to include a date, time, and location of group assembly. If a Driver/Bus Assistant is assigned to work during the time of the meeting, he/she can identify, in writing, a proxy to represent him/her or submit a letter of interest to the supervisor twenty-four (24) hours before the Bid Meeting.

Step 2: The most senior Driver/Bus Assistant will be awarded the open route. The route left vacant will be filled by the next interested senior employee. This process will continue until all vacant routes are filled or no other employees are interested in filling the vacant positions. Any routes left vacant will then be posted for external candidates only.

Section 6.8.1. Driver Trainer / Flex Driver.

1. Behind the wheel training shall be performed and conducted by the Driver Trainer/Flex Driver.
 - a. Bus Driver instructor certificate, any training provided to the trainee must be verified for proficiency. The sign-off for the trainee's successful completion of the training must come from an immediate supervisor who holds a valid school Bus Driver instructor certificate.



1 2. Classroom training shall be performed by the Driver Trainer/Flex Driver.

2
3 a. The Driver Trainer/Flex Driver will be provided with access to the Driver
4 Trainer Manual to put together classroom training.

5
6 b. The immediate supervisor holding a school Bus Driver instructor certificate will
7 be present in the classroom as a resource to the Driver Trainer/Flex Driver.

8
9 3. Once the School Bus Driver Instructor training is offered, the Driver Trainer/Flex
10 Driver will attend said training and the immediate supervisor will no longer sign off on
11 any training provided by the Driver Trainer/Flex Driver.

12
13 **Section 6.8.2. Special Needs Routes.**

14 Special needs routes will be designated as high priority, medium priority and low priority based
15 on the students assigned to that route. The District retains the right to reassign a Bus Assistant
16 to cover a higher priority route when a sub is not available. If the route is longer than the
17 contracted time, a time sheet will be submitted. If the assigned route is less than the contracted
18 time, the Bus Assistant will be assigned other appropriate bargaining unit work.

19
20 A flex-Bus Assistant will be hired. The flex-Bus Assistant will be assigned daily to fill in on
21 the highest priority route without a flex-Bus Assistant or be placed on any other route as
22 needed. The flex-Bus Assistant may not refuse to sub a route when asked. If the route is longer
23 than the contracted time, a time sheet will be submitted. If the assigned route is less than the
24 contracted time, the flex-Bus Assistant will be assigned other appropriate bargaining unit work.

25
26 **Section 6.9. Fill-in Work.**

27 Those regular employees whose time permits shall be allowed to perform fill-in work (sub) on any
28 assignment according to seniority and eligibility.

29
30 **Section 6.9.1. Flex Route / McKinney Vento.**

31 This Driver's assignment would fulfill the McKinney-Vento needs first; second priority would
32 be subbing other open routes. The Driver may not refuse to sub a route when asked. If the route
33 is longer than the contracted time, a timesheet will be submitted. If the assigned route is less
34 than the contracted time, the Driver will be assigned other appropriate bargaining unit work.
35 This Driver may be used as a sub Bus Assistant, if needed but will retain their Driver pay.

36
37 **Section 6.10. Extended Leave Bidding.**

38 When an employee is anticipated to be on sick leave for longer than twenty (20) contracted days, the
39 vacated assignment AM/PM, Mid-day shall be posted for temporary bid through a Bid Meeting. Any
40 assignment vacated, as a result of this bid shall be posted for bid and the procedure repeated until all
41 assignments are filled. Upon return of the regular employee, whose vacated assignment initiated the
42 bid, all additional shift time assignments revert to the original employee.

43
44 Only contracted Drivers and Bus Assistants can participate in a Bid Meeting. Procedure for Bid
45 Meeting is as follows:

46
47 Step 1: An announcement of a vacancy will be made via email within two (2) workdays of the vacancy
48 being declared. The route will be immediately posted for in-house use only with a three (3) day notice

1 of assembly to include a date, time, and location of group assembly. If a Driver/Bus Assistant is
2 assigned to work during the time of the meeting, he/she can identify, in writing, a proxy to represent
3 him/her or submit a letter of interest to the supervisor twenty-four (24) hours before the Bid Meeting.
4

5 Step 2: The most senior Driver/Bus Assistant will be awarded the open route. The route left vacant will
6 be filled by the next interested senior employee. This process will continue until all vacant routes are
7 filled or no other employees are interested in filling the vacant positions. Any routes left vacant will
8 then be posted for external candidates only.
9

10 **Section 6.11.**

11 The established shift times shall be based on time required to perform all regular duties assigned,
12 except that in addition to all regular duties assigned, each employee shall receive a daily allocation of
13 time to perform duties associated with pre-trip, post-trip, cleaning, fueling, safety. This allocation is to
14 be divided as follows: fifteen (15) minutes on the AM shift, fifteen (15) minutes on the PM, fifteen
15 (15) minutes on the Midday and fifteen (15) minutes for clean-up. Extra time may be allowed by the
16 Transportation Supervisor for unusual or emergency situations, but not to exceed the additional time
17 actually required through no fault of the employee.
18

19 **Section 6.12. Start and End of the Year Cleaning and Meetings.**

20 All Drivers will receive one (1) hour compensation at the employee's regular rate to clean buses prior
21 to the start of the school year and three (3) hours compensation at the employee's regular rate to clean
22 buses at the end of the school year. Cleaning shall meet the standards authorized by the Transportation
23 Director or designee. Transportation Director or designee may authorize additional time for bus
24 washing or meetings.
25

26 **Section 6.13. Summer Work.**

27 In the event that summer work is available, it shall be posted and awarded to Drivers by seniority. Prior
28 to the end of the school year, a list will be available for Drivers to sign up for summer work. Drivers
29 not signing up will not be contacted for extra work, provided however, that a Driver may add or
30 remove themselves from the list at any time during the summer months.
31

32 **Section 6.14. Trips.**

- 33 1. Only regular Drivers are eligible for extra run rotation.
- 34
- 35 2. Trips shall be posted electronically for employee consideration, as soon as received by the
36 Transportation Department but no later than five (5) working days prior to assignment and shall
37 remain open for at least one and one-half (1 ½) working days, unless under extenuating
38 circumstances.
39

40 Trips will be assigned as follows:

- 41 a. By Seniority
- 42 b. Trips signed up for on the trip form
- 43 c. Driver will get as close to forty (40) hours as possible based on trips they signed up for
44 on trip form.
- 45 d. If all Drivers signing the trip form go into overtime, the Drivers signing the trip form
46 with the least amount of overtime hours for that week shall be awarded the trip.
47

3. Unclaimed trips shall be reposted for a second time for one (1) day and offered to the most senior Driver with the least amount of overtime. If any trip remains unclaimed after the second posting, the trip shall be offered to the most senior qualified employee (Dispatcher, Driver Trainer, Mechanic) with the least amount of overtime. Unclaimed trips may be assigned to substitutes. If no substitutes are available, the trip may be assigned to a charter.
4. Drivers who do not drive an awarded trip will result in the Driver forfeiting a bid on the next week's trip board, excluding canceled trips, medical reasons, and family emergencies. A Driver who calls in sick for their contracted drive time is not eligible to drive a trip on the same day, unless a doctor's note is provided.
5. Regular runs vacated by Driver taking trips shall be covered by substitutes or other transportation employees. When assigning extra runs, if there are no substitutes available to cover the regular run of the Driver and that renders the regular Driver unavailable for an extra run while on their regular run, the Supervisor of Transportation shall adjust assignments based on seniority to accommodate coverage of the route.
6. Trip and overtime hours will be tracked weekly by the Transportation department. The Association shall have the opportunity to review on a regular basis.
7. Trip board posting time shall include allocation of time to perform duties associated with bus checkout, warm-up, and safety as defined in Section 6.11. unless continuous with regular run.

Section 6.15. Show-Up Time.

Employees shall be compensated for show-up time of two (2) hours on weekdays and three (3) hours on weekends when previous notice was not given on a canceled assignment.

Section 6.15.1.

If a Driver gave up their regular route time to accept an extra trip and the trip was cancelled without previous notice, the Driver shall be compensated in accordance with their regular route time.

Section 6.16. Overnight and Extended Assignments.

Employees on overnight assignments may request an advance to pay for expenses and shall be paid expenses for lodging and meals. Employees shall not be responsible for chaperoning students. Private, separate quarters shall be made available for the employees. Due to the safety of all concerned, employees must be given adequate rest. For trips over four hundred (400) miles and/or overnight a fleet card will be made available for Driver's use. For trips fifteen (15) hours or more, the employees shall be provided twenty dollars (\$20) for meal reimbursement per trip.

Section 6.17. Driver Information.

Drivers shall be given relevant information on passengers on a need to know basis.

Section 6.17.1.

Special Needs Drivers shall be provided a notebook containing information related to need to know medical and behavior issues for students. Should a student be added during the school year, such information shall be updated as soon as possible.

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ARTICLE VIII

HOLIDAYS

Section 8.1.

All employees shall receive the following paid holidays that fall within their work year:

- | | |
|---------------------------|----------------------------|
| 1. New Year's Day | 7. Labor Day |
| 2. Martin Luther King Day | 8. Veterans' Day |
| 3. Presidents' Day | 9. Thanksgiving Day |
| 4. Memorial Day | 10. Day after Thanksgiving |
| 5. Juneteenth | 11. Day before Christmas |
| 6. Independence Day | 12. Christmas Day |

Section 8.2.

When holidays fall on a Saturday or Sunday, the District may designate either the preceding Friday or the succeeding Monday as a holiday.

Section 8.3. Worked Holidays.

Employees who are required to work on the above described holidays will receive the pay due them for the holiday, plus one and one-half (1½) times their base rate for all hours worked on such holidays.

Section 8.4.

Should a holiday occur when a twelve (12) month employee is on vacation, the holiday will not be deducted as a vacation day.

Section 8.5. Unworked Holidays.

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked either their last scheduled shift preceding the holiday or their first scheduled shift succeeding the holiday, and is not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if the employee goes on paid sick leave and is unable to work on either shift.

ARTICLE IX

LEAVES

Section 9.1. Sick Leave.

All employees shall receive twelve (12) days of sick leave annually. Employees hired during the year will be given a prorated amount of the same. Employees shall receive their annual accumulation at the beginning of the year. Sick leave shall be accumulated and paid in accordance with the employee's normal daily shift. Sick leave shall be granted for illness, injury and emergencies as herein provided.

1 Employees have the responsibility to notify their supervisor in advance for sick leave absence reasons
2 that are pre-planned (appointments or surgeries) or as soon as the employee is apprised of a sudden
3 illness.

4
5 Recording Leave: Employees are responsible for the timely input of any time off into the District’s
6 leave reporting system. Time off should be entered before the absence when possible. Time off will be
7 entered no later than the employee’s return date. Entering time off does not replace regular notification
8 procedures.

9
10 A physician statement of illness may be required upon request of the Superintendent or designee under
11 the following situations.

- 12
- 13 A. When the employee is applying for FMLA, PFML, or Shared Leave.
- 14 B. When an illness exceeds five (5) consecutive days.
- 15 C. If there is a concern that an employee is using sick leave inappropriately.
- 16

17 Unpaid Leave: The District expects that all employees stay within their sick leave and personal leave
18 (when applicable) allocations. Unpaid leave is not an automatic right of employment. Unpaid leave is
19 allowed under qualifying FMLA, PFML, or childcare leaves. Any non-approved unpaid leave will be
20 considered an unexcused absence and may be reflected on annual evaluations and subjected to
21 progressive discipline.

- 22
- 23 1. When the employee has requested and been denied other leave for the same days the employee
24 takes sick leave.
- 25
- 26 2. When the employee has exhausted all available sick leave.
- 27

28 **Section 9.1.1. Sick Leave Attendance Incentive Program.**

29 In January of the year following any year in which a minimum of sixty (60) days of leave for
30 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an
31 option to receive renumeration for unused leave for illness or injury accumulated in the
32 previous year at a rate equal to one (1) day’s monetary compensation of the employee for each
33 four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Leave for
34 illness or injury for which compensation has been received shall be deducted from accrued
35 leave for illness or injury at the rate of four (4) days for ever one (1) day of monetary
36 compensation.

37
38 **Section 9.1.1.1. Sick Leave Cash Out.**

39 At the time of separation from School District employment, an eligible employee or the
40 employee’s estate shall receive renumeration of sick leave, in accordance with
41 applicable statutes and retirement programs.

42
43 **Section. 9.1.1.2**

44 Employees are responsible for timely input of any time off into the leave reporting
45 system. Time off should be entered before the absence when possible. Time off will be
46 entered no later than the employee’s return date. Entering time off does not replace
47 regular notification procedures.



1 **Section 9.2. Leave Sharing.**

2 As of now or hereafter amended, the District will comply with current statutory leave sharing
3 provisions.

4
5 **Section 9.3. Family and Medical Leave.**

6 Beginning September 1, 2019, the District shall comply with the provisions of premium payments of
7 the new Washington State Paid Family and Medical Leave.

8
9 Eligible employees may access up to twelve (12) weeks of paid family or medical leave to care for an
10 eligible family member experiencing an illness or medical event as per the guidelines of the
11 Washington Family and Medical Leave. More information can be found at www.paidleave.wa.gov.

12
13 **Section 9.4. Emergency Leave.**

14 Employees shall be entitled to emergency leave in accordance with Washington State Law. Emergency
15 leave may be taken at the employee's discretion due to a problem that has been suddenly precipitated
16 or is unplanned; or where preplanning could not relieve the necessity for the employee's absence; such
17 leave shall be taken from sick leave. Emergency leave shall not be taken for personal pleasure or profit
18 or to extend a holiday or for social or recreational purposes. Employees must inform their supervisor of
19 the reason for emergency leave as soon as possible.

20
21 **Section 9.5. Personal Leave.**

22 Three (3) days of personal leave, discrete from sick leave, shall be granted for matters which cannot be
23 attended to outside of normal working hours. Employees may accumulate up to ten (10) days.

24
25 An Employee shall be required to notify the Transportation supervisor twenty-four (24) hours in
26 advance to allow time to arrange for a substitute. No reason shall be required as to the purpose for
27 using the leave.

28
29 Personal leave may not be used the first ten (10) days or the last ten (10) days of the school year. No
30 more than two (2) employees per job classification, pending the availability of substitutes, shall be on
31 personal leave at once except as approved by the immediate supervisor. If there are two (2) employees
32 in the same job classification who request the same day off determination will go to the employee who
33 requested the day off first. Requested exceptions may be made by the Director of Human Resources.
34 The progress of District work will be paramount in scheduling personal leave.

35
36 Personal leave accrued over the allowed amount that would be forfeited will be cashed out to VEBA at
37 a rate of 4/1 twenty five percent (25%).

38
39 **Section 9.6.**

40 Any employee who has an approved claim for a job-related injury or illness is eligible to use any type
41 of available leave balance or unpaid leave for their time off. If the employee is issued a time loss
42 payment, they may turn it into the payroll office to purchase their time off back at the appropriate ratio
43 of payment amount and their hourly rate. Employees may also choose to keep any time loss payments
44 and not purchase back leave.

45
46 **Section 9.7. Bereavement Leave.**

47 Up to five (5) days shall be granted with pay (five [5] out of state, three [3] in state) in the event of the
48 death of a family member or close personal friend. This leave can be extended with Superintendent

1 approval and requires notification to the employees Supervisor. Extensions of Bereavement leave will
2 be taken from the employee's sick leave or personal leave balance. This leave is non-cumulative and
3 discrete from other leaves. Bereavement leave can only be used for two (2) incidences per year.
4

5 **Section 9.8. Judicial Leave.**

6 An employee who is away from his/her duties because of jury duty shall be paid for such time lost at
7 his/her normal rate of pay.
8

9 An employee will be granted a maximum of two (2) days leave if subpoenaed as a witness in court or
10 other legal proceedings; provided that a leave with pay shall not be granted to an employee for a case
11 brought or supported by a staff member, union, or association for a case in which the staff member has
12 a direct or indirect interest in the proceedings.
13

14 On any day that an employee is released from jury duty or as a witness by the court and four or more
15 hours of the employee's scheduled work day remains, the employee is to inform his/her supervisor and
16 report to work if requested to do so.
17

18 The Superintendent or designee may extend the definition and intent of the subpoena leave policy on
19 an individual basis.
20

21 **Section 9.9. Maternity Leave / Paternal Leave.**

22 An employee requesting maternity and/or parental leave shall notify the District in advance of his or
23 her intention to take leave and the estimated date when he/she will return to work.
24

25 **1. Maternity Leave**

- 26
- 27 1. An employee is entitled to use accrued sick, personal, vacation and unpaid leave for
28 delivery and recovery after childbirth. The normal period for delivery and recovery after
29 childbirth is assumed to be thirty (30) workdays. Use of more than thirty (30) workdays
30 of accrued leave for delivery and recovery after childbirth or a pregnancy-related
31 disability must be verified by a physician's note.
32
- 33 2. Personal leave and/or vacation may be accessed beyond the thirty (30) days without a
34 physician's note.
35
- 36 3. Any extension of maternity leave beyond the period needed for childbearing and
37 recovery shall be granted under Parental Leave.
38

39 Beginning September 1, 2020, eligible employees may access Washington Paid Family and Medical
40 Leave for up to twelve (12) weeks to welcome a new child via childbirth, adoption, or foster placement
41 and may be eligible to receive up to eighteen (18) weeks if the employee experiences a serious health
42 condition with a pregnancy that results in incapacity per the new Washington Paid Family and Medical
43 Leave.
44

45 **2. Parental Leave**

- 46
- 47 A. An employee shall be allowed to use up to thirty (30) days of accumulated sick leave
48 per year for introducing a new child into their family.

1
2 B. This applies to regular childbirth as well as adoption.

3
4 C. If the employee does not have enough sick leave, the employee may go on an unpaid
5 parental leave. Unpaid parental leave may be extended to sixty (60) days if qualified
6 under FLA/FMLA. The employee may continue District sponsored insurance programs
7 while on unpaid leave by paying the premiums directly to the District.
8

9 Beginning September 1, 2020, eligible employees may access parental leave through the Washington
10 Paid Family and Medical Leave for up to twelve (12) weeks of paid family or medical leave to care or
11 bond after a baby's birth or placement of a child younger than eighteen (18) per the new Washington
12 Paid Family and Medical Leave.
13

14 **Section 9.10 Faith or Conscience Leave.**

15 Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or
16 an organized activity conducted under the auspices of a religious denomination, church, or religious
17 organization. (RCW 1.15.050)
18

19 **Section 9.11. Washington Paid Family and medical Leave (PFML).**

20 Employees are eligible to apply for Paid Family and Medical Leave (PFML) benefits as allowed by
21 law:
22

- 23 1. The District shall annually notify employees about the benefits available under PFML.
- 24 2. Employees will be required to file a claim for PFML benefits with the Employment Security
25 Division (ESD) at the following email address <https://paidleave.wa.gov/get-ready-to-apply/>. All
26 payments will come from the ESD.
- 27 3. Employees will be required to contact the Employment Security Guidelines to determine the
28 amount leave available.
- 29 4. To qualify for PFML, employees must meet minimum hours required in employment in
30 Washington State during the qualifying periods Employment Security will determine the
31 employee's eligibility and benefit.
- 32 5. Employees should go to <https://esd.wa.gov/paid-family-medical-leave/benefits> or
33 www.paidleave.wa.gov for all information pertaining to this leave.
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35
- 36 6. District and employees shall pay premium costs as per state law.
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ARTICLE X

LEAVE OF ABSENCE

Section 10.1.

A leave of absence may be granted to regular employees who have one (1) year of continuous employment. The circumstances shall be determined by the Superintendent or designee. The leave may be granted for uncontrollable circumstances, excluding taking another job. The leave of absence may be granted up to one (1) year, but not to exceed one (1) year; provided, however, that in the event such leave is granted due to extended illness, one (1) additional year may be granted.

Section 10.2.

The employee will retain accrued sick leave, while on leave of absence. However, no sick leave, or other benefits may be applied or will accrue while the employee is on leave of absence.

Section 10.3.

Routes vacated under Section 10.1 shall be posted for employee consideration. Employees returning from a leave of absence shall be given a comparable position if available.

ARTICLE XI

VACATION

Section 11.1. Vacation.

Vacation schedule for twelve (12) month (two-hundred sixty [260] day) employees subject to this Agreement shall be according to the following schedule: Only twelve (12) month (two-hundred sixty [260] day) employees are eligible for vacation.

After 1 year of service	10 days paid vacation
After 2 years of service	12 days paid vacation
After 6 years of service	13 days paid vacation
After 7 years of service	14 days paid vacation
After 8 years of service	15 days paid vacation
After 9 years of service	16 days paid vacation
After 10 years of service	17 days paid vacation
After 11 years of service	18 days paid vacation
After 12 years of service	19 days paid vacation
After 13 years of service	20 days paid vacation

During the school year, vacation requests must be received in writing three (3) business days prior to the requested days off. For example, Employee requests Friday off, requests must be received by Tuesday. Leave requested will be honored on a first come, first serve basis with no bumping by a senior employee. No more than one (1) employee shall be on vacation leave at a time on student school days. Requested exceptions may be approved by the Director of Human Resources.

1 The progress of District work will be paramount in scheduling vacations. Employees may not accrue
2 more than thirty (30) days of vacation unless otherwise specifically provided by contract. Employees'
3 accrued vacation can exceed thirty (30) days during the school year but must be reduced to thirty (30)
4 days or less by August 31 of each year. Vacation accruals will be stopped if an employee has a
5 vacation balance over thirty (30) days as of August 31 of each year. Vacation accruals will
6 recommence after the employee's vacation has been taken or lost and the accrued vacation has dropped
7 below the thirty (30) day maximums.

8
9 **Section 11.2. Annual Leave Sharing.**

10 Leave sharing shall be in accordance with RCW 28A.400.380.
11
12
13

14 **ARTICLE XII**

15 **SENIORITY**
16
17

18 **Section 12.1.**

19 The seniority of the employee within the bargaining unit shall be established as of the date the
20 employee begins continuous daily employment (hereinafter "hire date") unless such seniority shall be
21 lost as hereinafter provided.
22

23 **Section 12.1.1. Ties in Seniority Date.**

24 When the hire date of two (2) or more employees is identical, the date of the application and
25 the time stamp on the application when hired into continuous daily employment as a bargaining
26 unit member shall be used to establish seniority. Drawing of lots shall be used to determine
27 relative placement of employees when the hire date and application date is identical.
28

29 **Section 12.1.1.1. Layoff.**

- 30 1. If and when a layoff occurs, the annual bid process will take place. Any
31 employee who is unplaced at the end of the bid will be considered in layoff
32 status and will follow the language below.
33
34 2. Employees who have been placed on layoff status will retain seniority within the
35 bargaining unit for one (1) calendar year. It is the employee's responsibility to
36 apply for open positions. An employee on layoff status must maintain a current,
37 up-to-date email address with the District to be considered for recall. The rights
38 of the employee on layoff status shall be forfeited by failure to maintain a
39 current email address with the District. Employees will remain on the layoff list
40 for one (1) calendar year. Employees in layoff status that apply for open
41 positions will be considered, by seniority, before outside candidates.
42
43 3. Placement on the substitute list will be optional for laid off employees.
44 Employees on the reemployment/substitute list will be the first to call back for
45 employment and substitute opportunities based on layoff ranking. Employees in
46 layoff status will notify the Human Resources Office of their intent to substitute.
47

4. An employee on layoff status who rejects an offer of employment in a substantially similar position that was held immediately prior to layoff or fails to respond to an electronic offer of re-employment within forty-eight (48) hours of receipt of an offer will forfeit seniority and all other accrued benefits. Time-stamped offers shall be sent via the District's electronic system. The employee will have forty-eight (48) hours to respond once the electronic offer has been made. The position offered must be substantially similar in terms of duties. Employees who are called back for reemployment/substitute duties will be compensated at the regular rate they held at the time of the layoff.

Section 12.2.

Seniority rights will be effective within the bargaining unit as defined in Article I, Section 1.3 of this Agreement.

1. Seniority will be listed by hire date
2. Crossover from one classification to another will only happen when:
 - A. New/open positions are posted
 - B. Permanent positions are vacated
 - C. Bid day with an open position
 - D. The employee is qualified for the position as outlined in job description
3. No person shall be harmed. No bumping. Employee must wait for an open position to switch.
4. Open positions on bid day are eligible for classification changes and are bid at seniority status.

Section 12.3.

An employee shall lose seniority for any of the following reasons:

1. Resignation;
2. Discharge for any reason contained in this Agreement; or
3. Retirement.

Section 12.4.

Seniority rights will not be lost for the following reasons without limitation:

1. Time lost by reason of industrial accident, industrial illness, periods of non-assignment during non-school months;
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 absences or leaves authorized within the leave provisions of this Agreement; or
4. Periods of non-assignment during non-school recesses and vacations.



1 **Section 12.5.**

2 The employee with the greater seniority shall have preferential rights regarding shift selection,
3 vacation periods, special assignments (including overtime), promotions, assignment to new or open
4 positions or routes, and layoffs when ability and performance are substantially equal with the junior
5 employee. If the District determines that the seniority rights should not govern because the junior
6 employee possesses ability or performance substantially greater than a senior employee or senior
7 employees, the District shall set forth in writing to the employee or employees and the Association
8 President its reasons why the senior employee or employees have been bypassed.

9
10 **Section 12.6.**

11 The District shall publicize within the bargaining unit the availability through the Bid Meeting process
12 the open positions as soon as possible after the District is apprised of the opening. Posted positions
13 shall be awarded as soon as possible.

14
15 **Section 12.7.**

16 In making determinations regarding changing classifications within the bargaining unit, the District
17 will utilize the following criteria to make its determination of relative ability and performance
18 according to ARTICLE XII: Seniority, experience (Direct and related), tests (where applicable),
19 interview scores, discipline history, and performance evaluations.

20
21 1. Interviews:

22 The District shall interview/test a up to the top three (3) bargaining unit candidates on the
23 seniority list who have applied and meet the required qualifications of the position. When
24 external applicants meeting the required qualifications of the position are interviewed/tested, all
25 bargaining unit applicants who meet the required qualifications of the position shall be
26 interviewed/tested. Interviewers will independently score the responses to interview questions
27 while the applicant is answering questions.

- 28
29 A. Interview team will include Building Representatives (if applicable), Department
30 supervisor(s) (if applicable) and one bargaining unit board members.
31
32 B. The answer of each question will be scored 1-10 points (1= a poor response and 10= an
33 excellent response.
34
35 C. Each interview team members will have a score sheet and space to write notes on the
36 score sheet.
37
38 D. The final interview score will be the percentage of points received of the amount of
39 overall points and converted to a point scale of 1-10.

40
41 2. Skills Test:

- 42
43 A. Any skill testing or interviews conducted as a part of the application process will be
44 equally administered to all candidates and will be based on the required qualifications
45 found in the job description of the position. Interviews and skills testing shall be
46 administered in the same environment and free from surrounding distractions.
47 Employees will be allowed to use the same resources available to them on the job site.
48 All applicants will be given two (2) workdays notice before any interview or skills test.

1 The District will provide accommodations for applicants with learning disabilities
2 according to the American Disabilities Act.
3

4 B. The final skills test score will be the percentage of points received of the amount of
5 overall points available and converted to a point scale of 1-10.
6

7 3. Other Scoring:
8

9 A. Unapproved unpaid leave in the past three years:

- 10 i. Zero (0) days = ten (10) points
- 11 ii. One to two (1-2) days = Five (5) points
- 12 iii. Three (3) or more days = Zero (0) points
13

14 B. Discipline History:

- 15 i. No negative discipline history = ten (10) points
- 16 ii. One (1) verbal reprimand = Five (5) points
- 17 iii. Two (2) or more verbal reprimands, one (1) or more written reprimands or one
18 (1) or more suspensions = Zero (0) points
19

20 C. Performance History:

- 21 i. Three (3) or more unsatisfactory = Zero (0) points
- 22 ii. One to Two (1-2) unsatisfactory = Five (5) points
- 23 iii. No unsatisfactory marks = Ten (10) points
24

25 D. Seniority:

- 26 i. One to ten (1-10) years = Five (5) points
- 27 ii. Eleven to twenty (11-20) years = Seven (7) points
- 28 iii. Twenty-one (21) + years = Ten (10) points
29

30 Derogatory material over two (2) years old will not be used against the employee per Article III,
31 Section 3.5.
32

33 Final scoring of applicants shall be the total number of points earned in the following above categories
34 for a total of sixty (60) possible points.
35
36
37

38 ARTICLE XIII

39 PROBATIONARY PERIOD

40 **Section 13.1.**

41 Probation will commence on the effective date of employment as a regular employee. New regular
42 employees will serve a probationary period of one (1) calendar year. During this probationary period,
43 the District may terminate such employee at its discretion.
44
45
46

1 **Section 13.2. Probationary Evaluations.**

2 Each probationary employee shall have a probationary evaluation prior to the 90th working day.
3 Probationary employees shall be informed, through the evaluation, of any deficiencies and given an
4 opportunity to improve.
5
6
7

8 **ARTICLE XIV**

9
10 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

11
12 **Section 14.1.**

13 The issue of justifiable cause shall be resolved in accordance with the Grievance Procedures of this
14 Agreement. Progressive discipline shall be affected where applicable (verbal, written reprimand,
15 suspension, and termination).
16

17 **Section 14.2.**

18 Should the District decide not to renew a non-annual employee, the employee shall be so notified in
19 writing prior to the expiration of the school year.
20

21 **Section 14.2.1.**

22 Nothing contained herein shall be construed to prevent the District from discharging an
23 employee for acts of misconduct occurring after the expiration of the school year.
24

25 **Section 14.2.2.**

26 Nothing contained in this section shall in any regard limit the operation of other sections of this
27 Article.
28

29 **Section 14.3. Evaluations.**

30 The Association and the District agree to establish a joint committee to review the evaluation form
31 annually. The joint committee shall consist of three (3) participants each, from the Association and
32 Administration.
33

34 The Transportation Director or designee shall evaluate each employee subject to this Agreement
35 annually, but no later than May 31st, using the adopted evaluation form (attached as reference). The
36 evaluation meeting shall take place in person, when possible.
37

38 Probationary employees shall be evaluated within ninety (90) school days.
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41 All employees shall have the right to submit comments to be attached to their evaluation.
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43 Only official, signed evaluations will be placed in the personnel file.
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ARTICLE XV

RETIREMENT

Section 15.1. Public Employees' Retirement System.

In determining whether an employee subject to this Agreement is eligible for participation in the Washington State Public Employees' Retirement System, the District will comply with applicable laws and regulations. The District will report all hours worked.

Section 15.2 VEBA.

The District shall contribute thirty dollars (\$30.00) per month to a VEBA account for each SEBB eligible employee covered by the provisions of this collective bargaining agreement.

ARTICLE XVI

INSURANCE

Section 16.1.

Beginning January 1, 2020, and each year thereafter, 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 Employee's Benefit Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

Section 16.2.

The employer agrees to provide information about SEBB insurance plans to eligible employees during the school year (as required or recommended by SEBB) and during open enrollment period.

Section 16.3.

The employer agrees to follow SEBB eligibility rules for employees who are anticipated to work six hundred thirty (630) hours or more per school year.

ARTICLE XVII

DUES DEDUCTION

Section 17.1.

The District shall deduct PSE state dues from the pay of any employee who authorized such deductions pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the Treasurer of the Public-School Employees of Washington. Transmissions will include payments and an electronic list of all represented employees with deduction amounts. Transactions will be received within a week following payroll. Submissions are to include all employees covered by the Collective Bargaining Agreement. A dues remittance form needs to accompany the payment every month and include membership status changes.

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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/SEIU Local 1948 (PSE). If the employer receives a request for authorization of deductions, the employer shall as soon as practicable forward the request to PSE.

Upon receiving timely 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 PSE, within one (1) week of processing 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 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 17.2.

Employees who have affirmatively consented to joining the Association shall maintain their membership during the term of this Agreement unless the employee revokes membership. An employee may revoke their membership by contacting the Association in accordance with Section 17.3. Association membership is optional for employees.

Section 17.3.

The dues deduction and authorization form shall remain in effect from year to year, unless withdrawn in writing by the employee and submitted by the employee to the exclusive bargaining representative in accordance with the terms and conditions of the authorization.

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 the receipt of the authorization.

The employer shall rely on information provided by the exclusive bargaining representative regarding the authorization and revocation of deductions.

Section 17.4.

The District shall notify the Association of all new hires within ten (10) working days of the start date.

Section: 17.5 Hold Harmless.

The Association agrees to defend and hold the District harmless against any legal action brought against the District reference to valid membership.



1 **Section 17.6 Voluntary Political Action Contribution (COPE).**

2 The District shall, upon timely receipt of a written authorization form that conforms to legal
3 requirements, deduct from the pay of such bargaining unit employee the amount of contribution the
4 employee voluntarily chooses for deduction for political purposes and shall transmit the same to the
5 Union.
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9 **ARTICLE XVIII**

10 **GRIEVANCE PROCEDURE**

11
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13 **Section 18.1.**

14 Grievance claims will be processed as rapidly as possible. Time limits under unusual circumstances
15 may be extended by mutual consent. Failure of the employee to proceed with the grievance within time
16 limits provided will result in dismissal of the grievance. Failure of the District to take required action
17 within time limits provided will entitle the Association to move to the next step in the grievance
18 procedure.
19

20 **Section 18.2. Grievance Steps.**

21
22 **Section 18.2.1. Step 1.**

23 An employee with a grievance claim will discuss such claim first with the immediate
24 supervisor within thirty (30) calendar days of the occurrence of the incident giving rise to the
25 grievance. The employee may be accompanied by a representative of his/her choice at Steps 1
26 through 4 of the grievance process. Every effort will be made to resolve the grievance claim at
27 this level in an informal manner.
28

29 **Section 18.2.2. Step 2.**

30 If the matter is not resolved to the employee's satisfaction at Step 1, the employee must submit
31 to the immediate supervisor within ten (10) working days a written statement of the grievance
32 containing the following:
33

- 34 1. The facts on which the grievance claim is based.
35 2. A reference to the provisions in this Agreement, which have been the allegedly violated.
36 3. The remedy sought.
37

38 The immediate supervisor will render a decision within ten (10) working days. If an agreeable
39 disposition is made, all parties to the grievance shall sign it.
40

41 **Section 18.2.3. Step 3.**

42 If the matter is not resolved at Step 2, a written statement of the grievance shall be submitted to
43 the Superintendent or designee within fifteen (15) working days of the employee's receipt of
44 notification of disposition at Step 2. The Superintendent or designee will, within five (5)
45 working days of the receipt of the appeal, meet with the Parties. A decision will be rendered
46 within ten (10) working days after this meeting. If an agreeable disposition is made, all parties
47 to the grievance shall sign it. The grievant, if no settlement has been reached, may election
48 option A or option B to follow.



1
2 **Section 18.2.4. Step 4.**
3

4 **Option A:** If no settlement has been reached within the ten (10) days referred to in the
5 preceding subsection, and the Association believes the grievance to be valid, a written
6 statement of the grievance shall be submitted within fifteen (15) working days to the District
7 Board of Directors. After such submission, the parties will have thirty (30) working days from
8 submission of the written statement of grievance to resolve it by indicating on the statement of
9 grievance the Disposition. If an agreeable disposition is made, all parties to the grievance shall
10 sign it. The Board of Directors reserves the right to summon the employee for an oral statement
11 of the grievance. The employee reserves the right to appear before the Board of Directors to
12 explain the grievance. At any appearance before the Board of Directors, the employee may be
13 accompanied by an Association Representative or designee. The Board of Director’s decision
14 shall be final.
15

16 **Option B:** If no settlement has been reached within the time period referred to in the preceding
17 subsection, and the Association believes the grievance to be valid, the Association may, within
18 ten (10) working days, request binding arbitration of the grievance. The parties will be bound
19 by the rules of the American Arbitration Association except as otherwise agreed. The sections
20 of the Collective Bargaining Agreement alleged to be violated are controlling and will not be
21 expanded during the grievance process unless by mutual consent.
22

23 The decision of the Arbitrator will be submitted to the Board and the Association and will be
24 final and binding. The costs of the arbitrator including any, travel and subsistence expenses,
25 and the cost of any hearing room will be borne equally by the District and the Association.
26 Each party will be responsible for their own cost.
27

28 **Section 18.2.5.**

29 The grievance or arbitration discussion shall take place whenever possible on school time. The
30 Employer shall not discriminate against any individual employee or the Association for taking
31 action under this Article.
32
33
34

35 **ARTICLE XIX**

36 **SALARIES**

37
38 **Section 19.1.**

39 Salaries for employees subject to this Agreement, during the term of the Agreement, are contained in
40 Schedule A attached hereto and by this reference incorporated herein.
41
42

43 **Section 19.2.**

44 Employees will be compensated in accordance with the provisions of this Agreement for all hours
45 worked.
46

1 **Section 19.3.**

2 Employees required to drive personal vehicles from one site to another in the course of their regular
3 work will receive mileage allowance at the adopted District rate.

4
5 **Section 19.4.**

6 All employees shall be paid on a twelve (12) month basis.

7
8 **Section 19.5.**

9 Employees requested to work hours regularly filled by a higher classification shall receive
10 compensation at the higher classification rate of pay based on the fill-in employee’s current years of
11 service.

12
13 **Section 19.6.**

14 The mechanics will be reimbursed, upon providing tool receipts, up to a maximum of five hundred
15 dollars (\$500.00) per year for replacement (broken, stolen, or lost tools not covered by warranty) and
16 the purchase of new tools. The District will replace batteries of cordless power equipment and will not
17 count towards the five hundred dollars (\$500.00) allowance. The transportation director or designee
18 must approve receipts prior to reimbursement. Tools do not include personal clothing. Mechanics shall
19 receive one hundred fifty dollars (\$150.00) every school year for appropriate footwear. Employees
20 must wear a closed-toe, solid leather, or leather-type shoe/boot that provides a non-slip and covers the
21 entire foot. Cloth or mesh-type shoes are not allowed. This payment shall be paid as a benefit to
22 employees in January of each year.

23
24 The longevity incentive that is listed on the schedule A is for continuous employment with the
25 Sunnyside School District.

26
27 Office staff who are bilingual shall receive an additional fifty cents (\$0.50) per hour.

- 28
29
 - 2025-2026 – 2.5%
 - 2026-2027 – IPD (2.6% subject to change)
 - 2027-2028 – IPD (2.9% subject to change)

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35 **ARTICLE XX**

36
37 **SEPARABILITY OF PROVISIONS**

38
39 **Section 20.1.**

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

42
43 **Section 20.2.**

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



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ARTICLE XXI

TERM

Section 21.1.

The term of this Agreement shall be September 1, 2025. to August 31, 2028.

Section 21.2.

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

Section 21.3.

This agreement may be reopened and modified at any time during the term upon mutual consent of the parties in writing and to consider the impact of any legislation enacted following the execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment. In the event that the legislature appropriates and funds a general cost of living adjustment Implicit Price Deflator (IPD) wage increase for classified employees during the term of this agreement, the parties agree to increase wages on Schedule A at the percentage rate of the IPD. The parties further agree that State amounts for insurance shall be passed through each year of this contract.

Section 21.4.

This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington and the United States. If any provisions of this Agreement or any application of this Agreement to any employee or groups of employees covered hereby shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, and all other provisions or applications of the Agreement shall continue in full force and effect. In the event a provision is determined to be contrary to law such provision shall be renegotiated.

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11 **SIGNATURE PAGE**
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22 PUBLIC SCHOOL EMPLOYEES OF
23 WASHINGTON / SEIU LOCAL 1948

24 SUNNYSIDE TRANSPORTATION
25 CHAPTER #425

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27
28 BY:  Trina Garcia (Jul 16, 2025 07:27 PDT)
29 Trina Garcia, Chapter President

30 DATE: 07/15/25
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SUNNYSIDE SCHOOL DISTRICT #201

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33
34 BY:  Ryan Maxwell (Jul 21, 2025 07:39 PDT)
35 Ryan Maxwell, Superintendent

36 DATE: 07/15/25
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39 BY:  Kristine Diddens (Jul 23, 2025 09:02:27 PDT)
40 Kristine Diddens,
41 Human Resources Executive Director

42 DATE: 07/23/25
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SCHEDULE A September 1, 2025 - August 31, 2026

<u>BUS MECHANICS/DRIVERS</u>						
2025-2026 2.5% IPD	Duty Days	Step 1 Entry Level (1st Year)	Step 2 (1+ Years)	Year 7 Step 2 + Additional \$.35 Longevity	Year 15 Step 2 + Additional \$.70 Longevity	Year 20 Step 2 + Additional \$1.00 Longevity
Lead Mechanic	260	\$ 35.27	\$ 37.85	\$ 38.20	\$ 38.55	\$ 38.85
Mechanic	260	\$ 33.81	\$ 35.52	\$ 35.87	\$ 36.22	\$ 36.52
Mechanic Helper	260	\$ 31.48	\$ 33.30	\$ 33.55	\$ 33.90	\$ 34.20
Bus Driver	190	\$ 28.93	\$ 30.76	\$ 31.11	\$ 31.46	\$ 31.76
Dispatch Router	200	\$ 30.62	\$ 32.45	\$ 32.80	\$ 33.15	\$ 33.45
Driver Trainer	190	\$ 30.62	\$ 32.45	\$ 32.80	\$ 33.15	\$ 33.45
Administrative Assistant	220	\$ 28.75	\$ 30.30	\$ 30.65	\$ 31.00	\$ 31.30
Secretary/Receptionist	195	\$ 24.90	\$ 26.51	\$ 26.86	\$ 27.21	\$ 27.51
<u>BUS ASSISTANTS</u>						
2025-2026 Additional \$.25 per Bargained Agreement + 2.5% IPD	Duty Days	Step 1 Entry Level (1st Year)	Step 2 (1+ Years)	Year 7 Step 2 + Additional \$.35 Longevity	Year 15 Step 2 + Additional \$.70 Longevity	Year 20 Step 2 + Additional \$1.00 Longevity
Bus Assistant (Bus Assistant, Flex Bus Assistant)	183	\$ 20.01	\$ 21.23	\$ 21.58	\$ 21.93	\$ 22.23
"For the 2025-2026 school year Bus Assistants shall receive an additional twenty-five cents (\$0.25) per hour to base rate."						

2026 2027 IPD per Bargained Agreement	Duty Days	Step 1 Entry Level (1st Year)	Step 2 (1+ Years)	Year 7 Step 2 + Additional \$.35 Longevity	Year 15 Step 2 + Additional \$.70 Longevity	Year 20 Step 2 + Additional \$1.00 Longevity
<i>*Salary schedule will be created after State approves Implicit Price Deflator (IPD).</i>						

2027-2028 IPD per Bargained Agreement	Duty Days	Step 1 Entry Level (1st Year)	Step 2 (1+ Years)	Year 7 Step 2 + Additional \$.35 Longevity	Year 15 Step 2 + Additional \$.70 Longevity	Year 20 Step 2 + Additional \$1.00 Longevity
<i>*Salary schedule will be created after State approves Implicit Price Deflator (IPD).</i>						
<i>*To be eligible to advance to Step 2, employees must have a seniority date prior to January 1.</i>						



LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, SUNNYSIDE TRANSPORTATION CHAPTER, AND THE SUNNYSIDE SCHOOL DISTRICT #201 PURSUANT TO ARTICLE VI SECTION 6.3.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree that for the 2025-2028 school years, only Section 6.3.3, Bus Washing Assignment will be read as the following and is agreed upon by the signing parties.

Bus washing time will be available as a separate, weekly assignment, not part of the regular daily shift:

1. Voluntary Commitment

Driver may elect or waive a weekly washing assignment of 1.25 hours (equivalent to .25 hours/day).

2. Availability Limits

- A. Not available during weeks with two (2) or fewer student days.
- B. Available during weeks with three (3) or more student days.
- C. Wash time does not accrue or carry over.

3. Additional and Holiday Pay

- A. Wash time will be counted for the purposes of sick leave and personal time accrual.
- B. Wash time will not follow holiday pay schedules.
- C. In the event that a bus requires an additional wash beyond the Driver’s weekly washing assignment, or if a bus needs washing during a non-eligible week, the Driver may submit for approval by the Supervisor for an extra wash. The extra wash will be assigned to a regular Driver if that Driver has elected the voluntary wash assignment. If the Driver has waived the voluntary wash assignment, the extra wash will be added to the weekly extra work sign up sheet.
- D. Extra work for washing cars and vans will be offered on the weekly extra work sign- up sheet.

4. Bid and Waiver

- A. Driver who waive wash time at the annual bid will not be eligible to receive a wash time assignment until their next awarded bid.
- B. Wash time waived or vacated will be made available through an additional mid-day assignment bid.
- C. All waived assignments shall be awarded using the same process for trips.

5. Adjustment to Shifts

- A. If a Driver claims a wash time that was previously attached to another route, the original route’s total time will be reduced accordingly.

This Letter of Agreement shall be effective September 1, 2025, shall remain in effect until August 31, 2028, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

SUNNYSIDE TRANSPORTATION CHAPTER #425

SUNNYSIDE SCHOOL DISTRICT #201

BY: *Trina Garcia*
Trina Garcia, Chapter President

BY: *Ryan Maxwell* DATE: 07/15/25
Ryan Maxwell, Superintendent

DATE: 07/15/25

BY: *Kristine Diddens* DATE: 07/23/25
Kristine Diddens, Human Resources Executive Director

