

COLLECTIVE BARGAINING AGREEMENT
LAKE STEVENS SCHOOL DISTRICT #4
AND
PUBLIC SCHOOL EMPLOYEES OF
LAKE STEVENS OFFICE PROFESSIONALS #1111
SEPTEMBER 1, 2025 - AUGUST 31, 2028



Public School Employees of Washington / SEIU Local 1948
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In accordance with the provision of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

RECOGNITION AND COVERAGE OF AGREEMENT

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

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

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Office Professionals. Except: Substitute employees who do not meet the criteria in 1.5.

Regular Employee shall be defined as a person who has been hired to fill a regular position and performs a regular assigned shift on a continuing basis.

Temporary Employee shall be defined as a person who is assigned to fill a temporary vacancy or temporary position. Temporary employees shall be required to relinquish the position at a District-determined date but shall be compensated and earn longevity credit as if the temporary employee were a regular employee.

Substitute Employee shall be defined as a person who is available for work on a day-to-day basis but not required to report for work each day.

Long-Term Leave shall be defined as a leave more than thirty (30) days but not to exceed two (2) school years as per Section 9.7.

Permanent Vacancy shall be defined as an open position for employment due to an increase in staffing or the retirement or termination of a current regular employee.

1 *Temporary Position* shall be defined as an opening that is expected to be more than sixty (60)
2 calendar days, but less than a school year, to address a temporary situation.

3
4 *Hourly Base Rate* shall be defined as the standard, pre-additional-compensation hourly rate for an
5 employee's regular position as defined in Schedule A.

6
7 *Total Hourly Rate* includes hourly base, vocational credits and previous longevity step increases.

8
9 *Actively Employed* shall mean working or on paid leave status.

10
11 *Documented Service* shall require a Washington State public school district originated record of such
12 service.

13
14 **Section 1.4.**

15 The Payroll Specialist, Benefits Specialist, Human Resources Specialists and Human Resources Assistants
16 are recognized as confidential employees and are therefore excluded from the bargaining unit.

17
18 **Section 1.5. Substitute Employees.**

19 Substitute employees who work thirty (30) or more days in a single school year and who continue to be
20 available for work shall be included in the bargaining unit. Substitute employees shall be compensated at the
21 rate they would be paid if they assumed the position permanently. No other provisions of this Agreement
22 shall apply to bargaining unit substitutes unless the provision specifically and expressly states its application
23 to the bargaining unit substitutes. The District will notify the association president when a substitute
24 employee has worked thirty (30) workdays in a school year.

25
26 **Section 1.6.**

27 A temporary employee, upon completion of thirty (30) calendar days of employment in the same
28 assignment, shall be eligible for the following benefits on the same basis as a regular employee: holidays,
29 sick leave, bereavement leave, health and welfare, and open positions.

30
31 **Section 1.7.**

32 A temporary employee shall be paid at the appropriate classification and step on Schedule A.

33
34
35
36 **ARTICLE II**
37
38 **RIGHTS OF THE EMPLOYER**

39
40 **Section 2.1.**

41 It is agreed that the customary and usual rights, powers, functions, and authority of management are vested
42 in management officials of the District. Included in these rights in accordance with and subject to applicable
43 laws, regulations, and the provisions of this Agreement, is the right to direct the work force, the right to hire,
44 promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote, or take
45 other disciplinary action against employees; and the right to release employees from duties because of lack
46 of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the
47 District operation by determining the methods, the means, and the personnel by which operations
48 undertaken by the employees in the unit are to be conducted.

1 **Section 2.2.**

2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
3 District. In making rules and regulations relating to personnel policies, procedures and practices, and
4 matters of working conditions, and exercising the rights set forth in the previous section, the District shall
5 give due regard and consideration to the rights of the Association and the employees and to the obligations
6 imposed by this Agreement.
7

8 **Section 2.3.**

9 It is recognized that the District is a public employer.
10

11 **Section 2.4.**

12 The Association and the District acknowledge that financial aspects of this Agreement are based on known
13 or anticipated revenue. In the event of a double EP&O levy failure, other significant loss of revenue beyond
14 the control of the District, or significant unexpected increase in revenue, the Association and the District
15 shall meet and confer, share and discuss the cause of the significant change, and as appropriate, bargain
16 changes to the Agreement. When the state enacts major funding changes beyond the District's control such
17 as changes in compensation funding or funding of contract days, the Association and the District will meet
18 and confer and, as appropriate, negotiate the impact and effect of such changes.
19
20
21

22 **ARTICLE III**

23 **RIGHTS OF EMPLOYEES**

24 **Section 3.1.**

25 It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of
26 the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of
27 such employees to assist the Association shall be recognized as extending to participation in the
28 management of the Association, including presentation of the views of the Association to the Board of
29 Directors of the District or any other governmental body, group, or individual. The District shall take
30 whatever action required or refrain from such action in order to assure employees that no interference,
31 restraint, coercion, or discrimination is allowed within the District to encourage or discourage membership
32 in any employee organization.
33
34
35

36 **Section 3.2.**

37 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
38 Association representatives and/or appropriate officials of the District.
39

40 **Section 3.3.**

41 Employees of the units subject to this Agreement have the right to have Association representatives or other
42 persons present at discussions between themselves and supervisors or other representatives of the District as
43 hereinafter provided.
44

45 **Section 3.4.**

46 Each employee reserves and retains the right to delegate any right contained in this Agreement, exclusive of
47 compensation for services rendered to appropriate officials of the Association.
48

1 **Section 3.5. Discrimination Free Workplace.**

2 Neither the District, nor the Association, shall discriminate against any employee subject to this Agreement
3 on the basis of race, creed, color, sex, sexual orientation including gender expression or identity, national
4 origin, religion, age, honorably-discharged veteran or military status,, marital status or the presence of any
5 sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a
6 disability with respect to a position, the duties of which may be performed efficiently by an individual
7 without danger to the health or safety of the person with a presence of any sensory, mental or physical
8 disability or others.
9

10 **Section 3.6. Personnel Files.**

11 Employees or former employees shall, upon request, have the right to inspect all contents of their
12 complete personnel file kept with the District. Said employee or former employee may be accompanied by
13 another person for said inspection provided that the Human Resource Services Department receives not less
14 than a twelve (12) hour notification. No secret, duplicate, alternate or other personnel file, except for yearly
15 information accumulated for the annual evaluation and for material relating to an employee's health and
16 medical issues as provided below, shall be kept anywhere in the District. Employees shall
17 receive a copy of all material placed in their personnel file and shall have the opportunity to attach written
18 comments. Written comments will be initialed and dated. Any material relating to an employee's health or
19 medical issues shall be maintained in a separate secure, confidential file to which only the superintendent or
20 superintendent's designee shall have access once the materials have been filed.
21

22 **Section 3.6.1.**

23 Except for material that relates to student health, safety and/or material required to be maintained by
24 state or federal law information forming the basis of employee discipline shall be limited to
25 matters/events occurring during the current school year and the preceding three (3) school years.
26 Those materials older than three (3) years shall be removed from an employee's personnel file upon
27 request by the employee.
28

29 **Section 3.7. Injury Prevention.**

30 The District shall take reasonable steps consistent with State Law and District policies to protect employees
31 from assaultive behavior by students, parents, and other employees.
32

33 **Section 3.7.1. Liability Insurance.**

34 At the District's expense, liability insurance is provided in the amount established by the Washington
35 State Risk Management Pool. If employees make a claim, it is their responsibility to request and
36 complete the required District forms.
37

38 **Section 3.7.2. Incident Reporting.**

39 As provided in state and federal law, employees have the right to safe working conditions.
40 Employees are encouraged to report any concerns to their immediate supervisor or departmental
41 safety committee.
42

43 **Section 3.7.3. Safety Equipment.**

44 The need for safety equipment will be addressed through the Labor Management Committee meeting
45 process.
46
47
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1 **Section 3.8. Employee Protection.**

2 Inappropriate behavior directed toward employees: The District does not expect employees to tolerate
3 abusive, intimidating, threatening, or harassing behavior, whether in a verbal, written, or electronic form,
4 from any student, parent, guardian, or other person. The District will support an employee faced with such
5 behavior. Initial reaction will be for an administrator to meet with the employee and work together to
6 resolve the immediate situation and to develop an appropriate District and/or employee response and action
7 plan. The immediate response and or action plan may include a determination that there is reason to involve
8 law enforcement.

9
10 If such behavior is disruptive to the environment of the work area, the employee may ask the individual to
11 leave. If that person refuses, the employee will contact an administrator to have the individual
12 removed. If the person in question is a student, the employee will contact an administrator for support.

13
14 When an employee is faced with communication of an abusive, intimidating, threatening or harassing
15 nature, the employee is not obliged to respond directly to this communication. The employee shall inform
16 the building administrator who will assist in resolving or responding to the issue.

17
18 In the event the District is made aware by the employee or other sources that a social media or other online
19 platform is being used to criticize an employee the following steps will be taken:

- 20
21 A. If the communication is harassment of an employee, the District will meet with the employee and
22 work together to develop a plan to respond and attempt to resolve the issue.
23 B. If the information is posted by a student or other employee of the District in violation of technology
24 ethics, the district will investigate the issue and take appropriate action or discipline against the
25 offender.
26 C. If the harassment is of a malicious nature, the employee may choose to involve law enforcement or
27 otherwise seek legal assistance. If the issue is directly related to the employees' work, the District
28 will provide reasonable support and assistance in the employees' pursuit of legal action.
29 D. If the communication is an allegation against the employee related to the employee's work, the
30 District, as required, will undertake an investigation of the allegation. The District will endeavor to
31 stop the continued posting of the allegation or related matters during its investigation or inquiry.

32
33 No disciplinary action will be taken against an employee based solely on an allegation or complaint posted
34 about them on the web or social media. Any such action must be based on a thorough investigation by the
35 District and through providing due process to the employee.

36
37 **Section 3.9.**

38 All bargaining unit job descriptions will be posted on the District website. Job descriptions will be reviewed
39 at least every three (3) years. One third (1/3) of all job descriptions will be reviewed annually. Job
40 description review schedules will be jointly determined by the District and Association prior to the start of
41 the school year and will be shared with office professionals and supervisors. Office professionals and
42 supervisors will collaboratively review job descriptions at the fall goal-setting session. Descriptions should
43 contain the essential functions of the position that are consistently performed on a regular basis. Drafts will
44 be sent to Human Resources by November 1. The District will compile feedback and share with the
45 Association President for review and comment. Said job descriptions shall also be distributed to employees
46 holding the same or similar position for review and comment to be submitted to the Association President.
47 The Association President's comments must be returned to Human Resources no later than ten (10)

workdays from receipt of such draft job descriptions. Newly created positions shall be submitted to the LMC for review and assignment to Schedule A.

Section 3.9.1.

Job descriptions will be used as the basis for the evaluation form. Employees and supervisors will use the evaluation form for performance evaluation and goal setting for professional growth. Changes to the evaluation form and/or process shall be processed through the LMC.

Section 3.9.2. Equity Analysis Tool.

If an employee experiences a significant increase in volume of work, the employee may consult with their supervisor to conduct an equity analysis to prompt a workload review. The District shall notify the Association President when an equity analysis request is received. If the equity analysis tool is updated, modified, or renamed, the District shall notify the Association President of the changes.

ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1.

The Association has the right and responsibility to represent the interests of all employees in the bargaining unit; to present its views to the District on matters of concern, either orally or in writing; to consult or to be consulted with respect to matters that relate to hours, wages, working conditions, and grievances of employees within the bargaining unit; and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit.

Section 4.2.

The Association shall promptly be notified by the District of any grievances or disciplinary actions of any employee in the unit in accordance with the provisions of the discharge and grievance procedure articles contained herein. The Association is entitled to have an observer at hearings conducted by any District official or body arising out of grievance and to make known the Association's views concerning the case.

Section 4.3.

The District shall post a copy of this Agreement on the District website as required by law. New employees will be directed to the site at the time of hire. If any employee requests a paper copy of this Agreement, one will be provided for them.

Section 4.4.

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

Section 4.5. Union Leave.

Designated representatives of the Association will be provided time off without loss of pay to a maximum of ten (10) days per year to attend local, State or National meetings. As much notice as possible will be given to the employee's immediate supervisor prior to attendance at such meetings.

Section 4.5.1.

A list of the Association Executive Board Members provided to Human Resources by September 30 of each year.

Section 4.6. PSE Information Request.

In October, February, and June, the District will provide the Association with a list of all current PSE bargaining unit employees. This list shall be sent in an editable, digital format to PSE at membership@pseofwa.org and the Association President.

Included in such request shall be the following broken out separately:

- A. Name
- B. Primary Work Location (school or building location)
- C. Job Title
- D. Job Classification
- E. Address (including mailing and personal email address, if available)
- F. Personal Phone, if available
- G. Hire Date
- H. Hourly Rate of Pay
- I. Annual Number of Days
- J. Daily Number of Hours
- K. Permanent, Temporary or Contract Status

Section 4.6.1. Bargaining Unit Employee Status Changes.

The District will provide PSE with the bargaining unit employee status changes (e.g.: retire, resigned/terminated, etc.) on the monthly dues remit report.

Section 4.6.2. New Employee Information.

Each school year, the District will create and maintain a real-time, editable spreadsheet of new employee information. This spreadsheet shall be shared with the Association at membership@pseofwa.org and the Association President within ten (10) days of the start of the school year. Included in this spreadsheet shall be the employment information listed in Section 4.6. This list shall be updated to reflect new employee information within ten (10) days of hire.

Section 4.7.

Representatives of the Association, upon making their presence known to the District, shall have access to the District premises during business hours, provided that no conferences or meetings between employees and Association representatives will in any way hamper or obstruct the normal flow of work.

Section 4.8. Bulletin Boards.

The District shall provide a bulletin board space in each school for the use of the Association. The bulletins posted by the Association are the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by employees or the Association of pamphlets, advertising, political matters, notices of any kind, or literature on District property, other than herein provided.

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Section 4.8.2.

n 4.9. New Member Orientation.

Section 4.10. Inter-School Mail/Email.

Section 4.11. Availability of Information,

Section 4.12. Interview Panel.

ARTICLE V

Section 5.1.

Collective Bargaining Agreement (2025-2028)
PSE Lake Stevens OP #1111
Lake Stevens District #4



1 **Section 5.2.**

2 It is further agreed and understood that the District will consult with the Association, and meet with the
3 Association upon its request, in the formulation of any changes being considered in existing benefits (as
4 listed in Section 12.1 herein).

5
6 **Section 5.3.**

7 The Association will, from time to time, as appropriate, be informed of current and predicted workload
8 information.

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10
11
12 **ARTICLE VI**

13
14 **ASSOCIATION REPRESENTATION**

15
16 **Section 6.1.**

17 Representatives duly authorized by the Association shall be allowed access to the Superintendent or
18 designee upon request for meetings to consult or be consulted with respect to matters of mutual concern.
19 The times of which shall be mutually agreed upon by such representatives and the Superintendent or
20 designee.

21
22 **Section 6.1.1. Labor Management Committee Meetings.**

23 In addition to the meetings spoken of in Section 6.1, four (4) meetings shall be held each year. Such
24 meetings shall normally be scheduled on the third Tuesday of even numbered months during the
25 school year. Up to three (3) employees, to be determined by the Association, may attend with no loss
26 of compensation.

27
28 **Section 6.1.2.**

29 Each party shall be responsible for taking and dispersing minutes of meetings to their members if
30 they so desire.

31
32 **Section 6.1.3.**

33 Attendance at the meetings shall be open to Association members designated by the bargaining unit,
34 the Superintendent, or designees and not more than two (2) other District representatives. The
35 bargaining unit representative shall be notified in advance of the meetings and will subsequently
36 notify the District of any intent to attend the meeting.

37
38 **Section 6.1.4.**

39 If meetings occur during working hours, up to four (4) bargaining unit members' salaries shall be
40 paid by the District.

ARTICLE VII

HOURS OF WORK

Section 7.1.

Each employee will be assigned in advance to a definite shift with designated times of beginning and ending. Each full work shift shall consist of eight (8) hours and a minimum of thirty (30) minutes and a maximum of one (1) hour of uninterrupted lunch period, away from the job. This lunch period is subject to change by mutual agreement. All full work shifts shall have a fifteen (15) minute first half and a fifteen (15) minute second half rest period. Full-time employees shall work 2,080 hours per year. Any employee required to work more than 2,080 hours shall be compensated for additional time.

Section 7.1.1.

By mutual agreement of the District and the classification concerned, the workweek and shift may consist of four (4) consecutive days of ten (10) hours a day, and a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is practicable and including a fifteen (15) minute first half and fifteen (15) minute second half rest period, both of which shall occur as near the middle of each half shift as is practicable. Upon mutual agreement between employee and supervisor, a change in calendar days may be allowed based on operational needs.

Section 7.1.2. Excess Workdays.

In years that have 261 or 262 potential workdays, the District shall establish the unscheduled day within a uniform calendar. An employee and a supervisor may agree to a tradeoff of the date at the employee's request. Such an agreement will be provided in writing to the human resources administrator.

Section 7.2.

No regularly scheduled shift shall consist of less than two (2) hours. All employees working more than four (4) hours are to have a minimum of one-half ($\frac{1}{2}$) hour and a maximum of one (1) hour of uninterrupted lunch period away from the job. All employees working four (4) or more hours shall not be required to work more than two (2) hours without a fifteen (15) minute break or a one-half ($\frac{1}{2}$) hour lunch period.

Section 7.3.

The work week 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 work week of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

Section 7.4.

Employees requested to work a shift regularly filled by a higher paid employee shall be compensated at the rate they would be paid if they assumed the position permanently.

Section 7.5.

All, with the exception of those defined in Section 7.5.1., hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of one and one-half ($1\frac{1}{2}$) times the employee's base pay. Paid leave shall be considered hours worked.

Section 7.5.1.

All hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the employee's base pay if the employee is working a shift and workweek as defined in Section 7.1.1.

Section 7.6.

Employees called back on a regular workday or weekend for a special service shall receive no less than two (2) hours pay at time and one-half.

Section 7.7.

Employees required by their supervisor to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the supervisor requires an employee to forego a lunch period, and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates. Such an event would be considered an overtime request. The employee, with the supervisor's approval, shall have the option of leaving one-half (½) hour early under these conditions.

Section 7.8.

In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the District will make every effort to notify each employee to refrain from coming to work. Employees reporting to work absent timely notification shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event of timely public notification by the District of the closure. Timely notification for the purposes of the section shall be considered notification that is provided at a time that is greater than one (1) hour prior to the individual employee's regular start time. Notification will be by television, social media, district website, email, and/or text message. On days of late student start due to inclement weather, plant inoperation or the like, employees shall not be required to be in attendance until thirty (30) minutes before and thirty (30) minutes after the student day.

ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1. Holidays.

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. Employees who are on the active payroll on the holiday and have been compensated on their last scheduled shift (the day) preceding the holiday and their first scheduled shift succeeding (day after) the holiday, and are not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if employees can furnish proof satisfactory to the District that, because of illness, they were unable to work on either or both of such shifts, and the absence previous to such holiday, by reason of such illness, has not been longer than thirty (30) regular workdays.

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

- | | |
|----------------------------------|---------------------|
| 1. New Year's Day | 8. Veterans' Day |
| 2. Martin Luther King's Birthday | 9. Thanksgiving Day |

- | | |
|---------------------|--------------------------------|
| 3. Presidents' Day | 10. Day after Thanksgiving |
| 4. Memorial Day | 11. Day before Christmas Day |
| 5. Juneteenth | 12. Christmas Day |
| 6. Independence Day | 13. Day after Christmas Day |
| 7. Labor Day | 14. Day before New Year's Day* |

*Applicable to twelve (12) month employees only.

Section 8.1.1. Worked Holidays.

Employees who are required to work on the above-described holidays shall receive the pay due them for the holiday, plus twice their base rate for all hours worked on such holidays.

Section 8.1.2. Holidays During Vacation or on a Weekend.

Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such. Should a holiday fall on Saturday or Sunday, Friday or Monday, it will be observed as a holiday.

Section 8.1.3. Leaving an Hour Early.

All employees working in any building will be allowed to leave one (1) hour after students are dismissed (non-school based employees will be eligible to leave an hour after the latest starting elementary schools' students leave) without loss of pay on the day before Thanksgiving and the last student day before Winter Break. An exception to above early release would be an emergency situation in which an office professional is directed by their supervisor to help with such a situation. All such time shall be recorded as extra Personal Leave and cannot be used or exchanged for any other work dates.

Section 8.2. Vacations.

Each employee who, by September 1, has completed at least one (1) year of service with the District shall have earned and be granted vacation days in accordance with Schedule B attached.

Section 8.3.

Each employee who by the September 1 accrual date has completed less than one (1) year of service will receive vacation time prorated to time worked. For the purposes of calculating vacation days for succeeding years, employees who have been actively employed for at least one-half (½) of the employment year by September 1 shall advance one (1) year of service on Schedule B.

Section 8.4.

All vacation pay shall be based on the employee's regular daily base pay in effect at the time of the vacation.

Section 8.5.

Any vacation days currently due but unused by the new accrual date each year may be carried over for one (1) year following the accrual date with the written approval of the immediate supervisor and the Assistant Superintendent of Human Resources. No vacation may be carried over for more than one (1) year beyond the date on which it became due; provided, however, no employee shall be denied accrued vacation benefits due to District employment needs.

Section 8.6.

Employees that work less than twelve (12) months per year shall not utilize vacation time during the regular school year and shall therefore receive payment for unused accrued vacation credit spread over twelve (12) months. Any employee discharged or terminated shall receive payment on unused accrued vacation credit with the final paycheck.

Section 8.6.1. Work Year.

Scheduling of District-required workdays beyond student attendance days shall be mutually agreed between the employee and the immediate supervisor. If there is no agreement between the employee and the supervisor, the matter may be appealed to the Executive Director of Human Resources for resolution. When employees are not able to report to work due to inclement weather, all such situated employees and their immediate supervisor shall mutually agree on how the days shall be made up.

ARTICLE IX

SICK LEAVE, BEREAVEMENT LEAVE, PERSONAL LEAVE

Section 9.1. Sick Leave.

Each employee shall accumulate one (1) day of sick leave for each calendar month; provided, however, that no employee shall accumulate less than twelve (12) days of sick leave per school year. An employee who works ten (10) working days in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated to the legal limit.

The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. If employment is terminated before the end of the school year, employee will only receive sick leave for the months employed.

Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis.

Sick leave may be used for the following, FMLA and/or state statutes may apply:

- A. An employee's mental or physical illness, injury or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or an employee's need for preventive medical or dental care.
- B. To allow the employee to provide care for a family member or a permanent member of the employee's household with a mental or physical illness, injury, or health condition, care of a family member who needs preventive medical or dental care.

- C. When the District has been closed by order of a public official for any health-related reason or when an employee's child's school or place of care has been closed for such a reason provided that the employee has complied with School Board Policy 4650; Staff Immunizations.

Section 9.1.1. Sick Leave Attendance Incentive Program.

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

Section 9.1.2.

At the time of separation from District employment, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation for each four (4) full days' accrued leave for illness or injury. Eligibility for remuneration will be consistent with applicable law. The District shall not make a deduction from the employee's final wages for frontloaded paid sick leave used prior to the accrual rate, unless there is a specific agreement in place with the employee allowing for such a deduction.

Section 9.1.3.

Employees who have accrued sick leave while employed by another public school district in the State of Washington shall be given credit for such accrued sick leave upon employment by the District.

Section 9.1.4.

- A. An employee who sustains a work-related injury or illness that is compensable under the Workers' Compensation Law may choose to receive time-loss compensation exclusively, use accrued paid leave exclusively or combine time-loss compensation and accrued paid leave.
- B. While an employee is placed on long-term worker's compensation leave defined as longer than six (6) months, the returning employee will be assigned to the same position or a position substantially equal to that occupied before the employee was out on industrial leave.

Section 9.1.5.

In the event an employee sustains a duty incurred injury and is temporarily disabled, earns no compensation and is covered by Labor and Industries or a similar workman's compensation program, the District will pay the required amount as billed by the Department of Retirement Resources. It is the employee's responsibility to contact the Department of Retirement Services (DRS) to purchase the time.

Section 9.1.6. Family Illness.

Upon request, leave shall be granted for serious illness in the employee's immediate family. Immediate family shall be understood to include spouse, domestic partner, children, siblings, parents, or other dependents living in the home. The Superintendent/designee, at his/her discretion, may request verification of an illness within twenty (20) days of the employee's return from such leave.

Section 9.2. Personal Leave.

Each employee shall be granted three (3) days of personal leave per work year. Such leave is cumulative for two (2) days (this allows employees to have a total of five (5) days of personal leave) and shall be granted with pay.

Employees who do not exhaust their personal leave allotment shall have the option to carry over up to two (2) unused days, cash out unused days based upon the employee's current regular work hours and rate of pay or a combination of both, not to exceed the total accumulation limit. The District shall provide electronic notification of the carry-over and cash-out options to employees by May 1. Employees are required to notify Payroll of their intent to carry over and/or cash out unused days on a form generated by Payroll. Employees shall be paid out no later than the end of August for the previous school year. The request must be made by May 31 of the current year, or all unused personal days will be cashed out at the employee's current pay step in their pay category.

In the event of a double maintenance and operations levy failure, this cash out provision of this Section shall not apply for the following school year.

Section 9.2.1.

Personal leave used during the months of September and June shall require the approval of the immediate supervisor and Executive Director of Human Resources. Twelve (12) month employees shall not be subject to this limitation. Employees must notify their supervisor of their plans to take personal leave with as much advance notice as possible and shall not require a reason or explanation other than personal.

Section 9.2.2. .

Personal leave is granted to one (1) employee per elementary school, middle school or department per day on a first come first served basis. Personal leave is granted to two (2) employees at the mid-high school and high school per day on a first come first served basis. Exceptions to this limitation may be granted by the employee's principal or supervisor.

Section 9.2.3. Emergency Leave.

In the event of situations which are unplanned, and which require the employee to absent themselves from duties, emergency leave shall be granted. Such leave may be used in the event of situations involving physical danger to personal property (fire, flood, or other act of God) or other unforeseen situations that cannot be handled outside the regular school day. Emergency leave requests shall be granted for emergencies of compelling nature:

- A. The problem must have been suddenly precipitated, must be of such nature that preplanning is not possible, OR where preplanning could not relieve the necessity for the employee's absence.
- B. The problem cannot be one of minor importance or of mere convenience but must be of a serious nature.
- C. When school is in session, weather conditions to and from school shall not be considered as a valid reason for emergency leave.
- D. Car trouble, with the exception of an accident, shall not be a valid reason for emergency leave.

Obtaining family illness/personal/emergency leave by fraud, deceit, or falsified statement shall result in disciplinary action ranging from loss of one (1) day's salary to discharge. In the event prior approval is obtained, no adverse action may be taken unless the employee is found to have made false statements regarding the leave.

Section 9.3. Bereavement Leave.

Bereavement may be used for personal grief, to attend funeral services, to assist in necessary arrangements, and/or to aid other members of the family in restoring order to their lives. Each employee shall be entitled to a maximum of three (3) days leave with pay, per instance, for absence caused by death of an employee's or the employees' spouse/registered domestic partner's:

- A. Child, step-child, biological, adopted or foster
- B. Spouse or registered domestic partner
- C. Parent, stepparent, legal guardian
- D. Grandparent
- E. Grandchild
- F. Sibling
- G. Person who had been living in the employee's household.
- H. Uncle, aunt, nephew or niece

Upon request and approval by the Executive Director of Human Resources, the days can be broken up within the school year to accommodate estate planning. Two (2) additional days with pay will be extended by the Superintendent or their designee for travel outside of the State. Upon request, two (2) additional days with pay may be extended by the Superintendent or their designee for extenuating circumstances provided the total maximum bereavement days with pay shall not exceed five (5) days per instance. Upon request, the Superintendent or their designee, at their discretion, may extend above list. Such bereavement leave shall not be deducted from sick leave. Bereavement leave is non-cumulative.

Section 9.3.1.

An employee shall be allowed up to three (3) days without pay, for the purpose of attending the funeral or memorial service of a close personal friend, with the approval of the District.

Section 9.4. Parental Leave.

A parental leave of absence shall be granted to an employee for the period of sickness or temporary disability, upon request. In connection therewith, the employee may:

- A. Use accumulated sick leave to cover the temporary disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there from, or
- B. Request a leave, without pay, for a period of up to twelve (12) months pursuant to Section 9.7 of this Agreement, or
- C. Terminate employment.

The employee shall inform the District at least thirty (30) calendar days in advance of the intention to take leave, or, in case of emergency preventing the same, as soon as possible. The employee shall inform the District of the approximate time the employee expects to leave and return to work and if the employee wishes to return to the same position. Within thirty (30) calendar days after the incident of childbirth, miscarriage or abortion, the employee shall inform the District of the specific date of return to work.

Section 9.4.1.

An employee shall be granted up to three (3) days of leave on the occasion of the birth of their child. Up to three (3) days of leave with pay shall also be granted to an employee for the adoption of their child.

Section 9.5.

All employees regularly assigned four (4) or more hours per day shall be eligible for Family Medical Leave Act (FMLA). All other aspects of FMLA shall be administered as legally determined by the District. FMLA and WPFMLA shall run concurrently. Benefits eligibility is based on SEBB eligibility rules. If the temporary employee has or will work six hundred thirty (630) hours, they will be benefits eligible.

Section 9.6. Washington Paid Family Medical Leave (WPFMLA).

Employees may be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. Eligible employees may apply for PFML per the law. Such leave shall be used concurrently with the employee's other leave entitlements.

Section 9.7. Military Leave.

Up to twenty-one (21) days of military training/duty leave will be granted when an employee who is a member of the national guard or any reserve branch of the armed forces of the United States is ordered to active duty. This military leave will be granted without loss of pay or other benefits. Military leave will not be granted when the employee has choices of time for training/duty and one of the times is not in conflict with their normal workdays.

- A. Employees must be granted a military leave of absence without pay for service in the uniformed services of the United States or the state, and to reinstatement as provided in Chapter 73.16 RCW and WAC 367-31-370.
- B. No adjustments are made to the seniority date, anniversary date, unbroken service date, vacation leave accrual rate, or periodic increment date while an employee is on paid military leave or a military leave of absence without pay or any combination thereof.
- C. An employee whose spouse is being called into active duty will receive up to fifteen (15) days of unpaid leave in accordance with the Washington State Family and Military Leave Act (FMLA).

Section 9.8. Domestic Violence Victims.

Employment Leave Employees will be granted domestic violence-victims employment leave in accordance with the Domestic Violence-Victims-Employment Act.

Section 9.9. Judicial Leave.

In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named as a co-defendant with the District, such employee shall receive a normal day's pay for each day of required presence in court. If on any day an employee is released from jury duty at such time that on return to place of employment the employee can complete one-half (½) of the usual work shift, the employee shall report back to complete such work shift. Employees who take judicial leave must submit a letter from the courts to payroll. Without this documentation, personal leave must be taken. A jury summons is not acceptable documentation.

1 **Section 9.10. Leave of Absence.**

2
3 **Section 9.10.1.**

4 Upon recommendation of the immediate supervisor to the Superintendent or designee, an employee
5 may be granted a leave of absence for a period not to exceed one (1) year; provided, however, if such
6 leave is granted due to extended illness, one (1) additional year may be granted. Applicant cannot be
7 gainfully employed on another job unless mutually agreed by the District and the employee.

8
9 **Section 9.10.2.**

10 The returning employee will be assigned to the same position or a position substantially equal to that
11 occupied before the leave of absence. An employee hired to fill a vacancy created by a leave of
12 absence will be hired for the period of time during which the leave is effective. The District shall
13 advise replacement personnel that they are being hired only for the period of such leave.

14
15 **Section 9.10.3.**

16 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on
17 leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while the
18 employee is on leave of absence; provided, however, that if such leave is approved for extended
19 illness or injury, seniority shall accrue.

20
21 **Section 9.11. Leave Sharing.**

22 Employees may donate sick leave/annual leave to come to the aid of a fellow employee within the PSE
23 Office Professionals bargaining unit, or within any other Lake Stevens School District bargaining unit with a
24 reciprocity agreement, who is called to serve in the U.S. Armed Forces or is suffering from or has a relative
25 or household member suffering from an extraordinary or severe illness, impairment, or physical or mental
26 condition which has caused or is likely to cause the employee to take leave without pay or to terminate their
27 employment. Annual or sick leave may also be donated to a fellow employee who is a victim of domestic
28 violence, sexual assault or stalking; a fellow employee who is sick or temporarily disabled because of
29 pregnancy disability; for the purpose of parental leave to bond with the employee's newborn, adoptive, or
30 foster child. Employees accessing parental leave sharing may maintain up to forty (40) hours of accrued
31 leave in reserve. The provisions contained in this Section apply specifically to the donation and receipt of
32 illness injury and emergency leave accrued by a certificated employee under the provisions of RCW
33 28A.400.300(1) (b), and for personal leave under the provisions of RCW 41.04.655.

34
35 **Section 9.11.1.**

36 An employee shall be eligible to receive shared leave from other certificated or non-certificated
37 district employees under provisions specific to accrual and sharing of annual and sick leave as
38 specified in those employee agreements and under the following conditions:

39
40 1. Definitions:

- 41 a. "Parental leave" means to bond and care for a newborn child after birth or to bond and care
42 for a child after placement for adoption or foster care, for a period of up to sixteen (16) weeks
43 after the birth or placement.

- 44 b. "Pregnancy disability" means a pregnancy-related medical condition or miscarriage.

45 2. Donation of Leave: Employees who do not receive annual leave (vacation) may donate sick
46 leave to specific individuals or pool using the following criteria.

- 47 a. The employee must have accrued more than twenty-two (22) days of sick leave.

- 48 b. Employees may not donate more than six (6) days of sick leave in a school year.

- c. Employees may not donate an amount of sick leave that will result in their sick leave account going below twenty-two (22) days.
 - d. All donated sick leave must be given voluntarily.
 - e. A “day” is based on eight (8) hours. Donations are to be made on an hour-for-hour basis.
 - f. No more leave may be donated than the recipient can use, e.g., no more than five hundred twenty-two (522) days during the recipient’s entire term of Washington State School District employment.
3. Eligibility to Receive Shared Leave: An employee may receive donated leave under the following conditions:
- a. The employee’s job is one in which sick leave can be used and accrued.
 - b. The employee is not eligible for time loss compensation, September 1 through August 31.
 - c. The employee has abided by the District policies regarding the use of sick leave.
 - d. The employee has exhausted, or will exhaust, their sick leave. Employees’ accessing parental leave share may maintain up to forty (40) hours of leave in reserve.
 - e. The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate District employment.

Section 9.11.2.

Two hundred sixty (260) day employees who receive vacation days may donate their unused vacation days to specific individuals needing sick leave by using the following criteria:

- a. The employee’s accrued vacation day balance cannot fall below ten (10) days.
- b. All donated vacation days must be given voluntarily and will be used as sick leave by the recipient.
- c. A “day” is based on eight (8) hours. Donations are to be made on an hour-for-hour basis.

Section 9.12. Unpaid Leave.

Employees are not entitled to unpaid leave. Ideally, all of our employees will avoid unpaid status, and plan longer trips and vacations outside of the work calendar or utilize personal leave around non-workdays. In general, unpaid leave is not granted on a regular basis. Infrequently, the District will approve unpaid leave for milestone events that are outside of the scheduling scope of the employee. All unpaid leave must be requested through the District Unpaid Leave of Absence Request Form and must be initially approved through the employee’s supervisor. The Human Resources administrator will provide final approval. Purchasing trip-related expenses with the assumption that leave will be approved does not guarantee approval. Associated costs of denied requests are the sole responsibility of the employee making the purchase.

ARTICLE X

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 10.1.

Each new hire shall remain on a probationary status for a period of not more than ninety (90) working days following the hire date. During this probationary period the District may discharge such an employee at its discretion.

1 **Section 10.1.1.**

2 The District shall publicize for a minimum of five (5) business days the availability of new or open
3 positions as soon as practicable after the District is apprised of the opening. Posting shall occur on
4 the District's application system and shall include the appropriate job description. A copy of the job
5 posting shall be forwarded to the President of the Association.
6

7 **Section 10.2.**

8 The seniority of an employee within the bargaining unit shall be established as of the date on which the
9 employee began continuous daily employment as a regular employee within the bargaining unit (hereinafter
10 "hire date") unless such seniority shall be lost as hereinafter provided.
11

12 **Section 10.2.1.**

13 The seniority rights of an employee shall be lost for the following reasons:

- 14 A. Resignation
15 B. Discharge for justifiable cause
16 C. Retirement
17

18 **Section 10.2.2.**

19 Seniority rights shall not be lost for the following reasons, without limitation:

- 20 A. Time lost by reason of industrial accident, industrial illness or judicial leave
21 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
22 United States
23 C. Time spent on other authorized leaves or
24 D. Time spent in layoff status as hereinafter provided
25

26 **Section 10.2.3.**

27 An employee will retain accrued sick leave, vested vacation rights, and seniority rights earned prior
28 to the occurrence of any of the events described in Section 10.. However, vacation credits, sick leave,
29 seniority, and other benefits shall not accrue during their absence.
30

31 **Section 10.2.4.**

32 Seniority rights shall be effective within the general job classification. As used in this Agreement,
33 general job classifications are those set forth in Article I, Section 1.3.
34

35 **Section 10.2.5.**

36 The employee with the earliest hire date shall have preferential rights regarding shift selection, and
37 vacation periods, promotions, assignment to new or open jobs or positions, and layoffs when ability
38 and performance are substantially equal with other applicants. If the District determines that
39 seniority rights should not govern because another applicant possesses ability and performance
40 substantially greater than a senior employee or senior employees, the District shall set forth in
41 writing to the employee or employees its reasons why another applicant was selected.
42

43 **Section 10.3.**

44 The District shall publicize for a minimum of five (5) business days the availability of new or open positions
45 as soon as practicable after the District is apprised of the opening. Posting shall occur on the District's
46 application system and shall include the appropriate job description. A copy of the job posting shall be
47 forwarded to the President of the Association.
48

Section 10.4.

A regular employee filling a temporary vacancy/position shall return to his/her regular assignment at the end of the temporary vacancy/position. If said position has been eliminated through reduction in force or a change in District program, the employee shall be assigned to a similar position if qualified. If a similar position does not exist, or the position is held by a more senior employee, the employee returning from the temporary vacancy/position shall be treated in accordance with Article X.

Section 10.5.

The District may offer additional supplemental programs ("summer work"). Additional compensation will be offered and timesheeted "Summer Work" is awarded by building/program/seniority. Staff working at the location and/or within the program will be offered assignments prior to posting for other bargaining unit employees.

Section 10.5.

The District may offer additional supplemental programs ("summer work"). Additional compensation will be offered and timesheeted "Summer Work" is awarded by building/program/seniority. Staff working at the location and/or within the program will be offered assignments prior to posting for other bargaining unit employees.

Section 10.6.

In the event the District determines a need for reduction in hours or elimination of currently staffed positions, the layoff process will be addressed as follows:

- A. Seniority list containing all members within the bargaining unit will be generated and distributed to the Association.
- B. Written notification of the name of the employee who is currently occupying the position that is being reduced or eliminated will be provided to the building administrator or department supervisor and Association.
- C. An employee displaced by reduction in hours or elimination of their position shall be reassigned to an equal position held by a less senior employee when ability, performance, and skills are substantially equal with the less senior employee.
- D. Employee may not be placed in a position that will increase the employee's annual work hours or hourly wage over and above the employee's current annual work hours and hourly wage at the time of layoff/reduction.
- E. Displaced employees unable to be placed in their current group shall have the right to displace other employees less senior to them in positions which pay less than their current position when ability, performance and skills are substantially equal with junior employee.
- F. In the event there are no currently staffed positions that meet the qualifications of C, D and E above, the displaced employee will be placed in layoff status and shall be re-employed in accordance with Section 10.9 of the Collective Bargaining Agreement.

Section 10.6.1.

In the event of layoff, employees so affected are to be placed on a re-employment list maintained by the District according to layoff ranking. Such employees are to have priority in filling an opening in the classification held immediately prior to layoff. Names remain on the re-employment list for eighteen (18) months.

Section 10.6.2.

Employees on layoff status shall file their addresses in writing with the personnel office of the District and shall thereafter promptly advise the District in writing of any change of address.

Section 10.6.3.

An employee shall forfeit rights to reemployment as provided in Section 10.9 if the employee does not comply with the requirements of Section 10.10, or if the employee does not respond to a notice of vacancy within the employee's job classification within fifteen (15) days. The District shall mail notices of job vacancies to those named on the re-employment list.

Section 10.6.4.

An employee on layoff status who twice rejects an offer of re-employment forfeits seniority and all other accrued benefits; provided that such employee is offered a position substantially equal to that held prior to layoff.

ARTICLE XI

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 11.1.

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public.

Section 11.2. Notification of Non-Annual Employees.

This section is intended to be applicable to those employees whose duties necessarily imply less than twelve (12) months (excluding vacations) work per year.

Section 11.2.1.

Should the District decide to discharge or layoff any non-annual employee, they shall make a reasonable effort to notify such employee in writing prior to the expiration of the student school year.

Section 11.3.

Except in extraordinary cases, the District will give employees two (2) weeks' notice of intention to discharge.

ARTICLE XII

INSURANCE AND RETIREMENT

Section 12.1.

The parties agree to abide by the provisions of ESHB 1109 which has mandated the creation of the School Employees Benefit Board (SEBB). The District agrees to follow employee eligibility rules and provide Collective Bargaining Agreement (2025-2028)
PSE Lake Stevens OP #1111
Lake Stevens District #4



funding for all bargaining unit members and their dependents as required by State law, and the School Employees' Benefits Board (SEBB). The parties acknowledge that all previous provisions regarding employee health care coverage sunsets with the implementation of SEBB. The parties also acknowledge that there will continue to be unanticipated impacts as SEBB is implicated. The parties agree to meet and confer about the impacts of the implementation of SEBB in Labor Management Committee. Mandatory SEBB coverage will be through payroll deduction. All supplemental insurance to mandatory coverage will be billed directly to employees and not deducted from the employee's monthly pay.

Section 12.1.1. Insurance Information.

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

Section 12.2.

The District agrees to follow SEBB eligibility rules for employees who are anticipated to work six hundred thirty (630) hours or more per school year. If the hour eligibility requirement for SEBB coverage changes during this contract, the parties agree to meet and confer about the impact of the change.

Section 12.3.

The District shall provide tort liability insurance coverage, to the extent allowed by law, for all employees subject to this Agreement.

Section 12.4.

The District shall make required contributions for state industrial insurance on behalf of all employees subject to this Agreement.

Section 12.5.

In determining whether an employee subject to this Agreement is eligible for participation in the Washington State Public Employees' Retirement System, the District shall report all hours worked, whether straight time, overtime, or otherwise.

Section 12.6. VEBA Health Benefit VEBA Mitigation Fund.

The District shall contribute ten dollars (\$10) per bargaining unit employee who is benefits eligible, per month into the employee's VEBA account.

ARTICLE XIII

PROFESSIONAL DEVELOPMENT

Section 13.1.

Employees attending training courses required by State regulation or District policy as a condition of continued employment will be paid by the District, at the employees' appropriate hourly rate of pay for all time in attendance, plus any fee, tuition, or transportation costs. Reimbursements for lodging for authorized overnight school related business shall be for actual costs. Reimbursement for meals attached to overnight stays shall be for actual expenses up to forty-three dollars forty-six cents (\$43.46) per day.

1 **Section 13.2.**

2 Employees attending training courses or seminars requested by the employee and approved by the District
3 will suffer no loss of regular salary if the course requires them to attend on their regular school employment
4 time. However, each employee may attend up to eight (8) hours of training beyond their regular school
5 employment time, approved in advance by their supervisor. This training shall be paid at the employee's rate
6 of pay. By mutual agreement, the eight (8) hours may be divided into increments of less than eight (8) hours.
7 Expenses incurred for transportation and/or training course fees and tuition may be paid by the District.

8
9 **Section 13.2.1.**

10 The District shall provide up to seventy-five dollars (\$75) per year per employee for professional
11 development. These funds may be used for relevant professional dues and association fees. Each
12 building may support relevant professional development beyond seventy-five dollars (\$75).

13
14 **Section 13.3.**

15 Transportation must be cleared with the District management so as to pool rides as much as possible. Paid
16 transportation expense allowed will be for the lesser of:

- 17 A) normal and reasonable expenses from the District Administrative Office to the training location
18 and return, or
19 B) normal and reasonable expenses from the employee's principal residence to the training location
20 and return.
21

22 **Section 13.4. Professional Development Committee.**

23 Each June, after the end of school, a joint committee shall meet to discuss the need for a paid training day
24 for office professionals. The Association shall survey their members to identify topics prior to the joint
25 committee meeting. If the committee decides to plan a training day, it shall take place on a Learning
26 Improvement Day during the school year. The joint committee is responsible for planning the training.
27 Should the joint committee determine there is no need to schedule training for the school year, and during
28 the course of the school year training becomes necessary, the training shall be held during regular work
29 hours, preferably when students are not present. This does not preclude the District from offering optional
30 enrichment opportunities outside of an employee's work calendar or training specific to certain positions
31 within the workday.
32

33 **Section 13.5. Professional Standards.**

34 Employees shall have the option of participating in Sections 13.4, 13.5, or 13.6, whichever provides the
35 greatest salary enhancement. An employee can switch from one program to another by notifying the District
36 in writing prior to September 1 of any year. Increase compensation for maintaining Professional Standards
37 Certification annually by the same percentage afforded Schedule A for each year of this Agreement.
38 Employees who become eligible for the above referenced wage enhancements shall begin to receive the
39 appropriate increase in wages in the pay period immediately following verification of their eligibility for
40 such enhancement.
41

42 **Section 13.6. Alternate Salary Credits.**

43 Employees who do not participate in Section 13.4. shall be eligible for Section 13.5 or 13.6. It is the
44 intention of the parties to follow the language and precedents stated in PSE of Lake Stevens Section 13.4. to
45 employees who enter this program. Transfer credits for employees with previous experience in other LSSD
46 bargaining units shall be determined by the Department of Human Resources.
47
48

Section 13.7. Advanced Degrees.

Employees who possess the following advanced degrees shall receive the following additional salary enhancements. Employees who hold both a BA and MA degree shall receive the higher stipend only.

A. AA or AS Degree	\$0.25 per hour
B. BA or BS Degree	\$0.35 per hour
C. MA or MS Degree	\$0.45 per hour

ARTICLE XIV

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 14.1. Membership.

The District and PSE/SEIU 1948 understand that at the center of our labor management relationship is the shared interest in providing the best services to the public. Therefore, it is the expectation of both PSE/SEIU 1948 and the District that the District representatives shall remain neutral on the issue of union membership and respect all employees' decisions to join or not join and maintain membership in their exclusive professional union PSE/SEIU 1948 pursuant to RCW 41.56.140. All bargaining unit employees shall have the option of joining and maintaining membership in PSE/SEIU 1948 upon employment with the District in the bargaining unit.

Section 14.2. Membership Rescission.

Union members requesting to rescind membership and membership rights in their exclusive professional union shall make such request in writing to PSE/SEIU 1948, following the Constitutions and Bylaws, and any and all relevant conditions, policies and procedures. This will not be less than thirty (30) days and not more than forty-five (45) days before the annual anniversary date of their signed membership authorization. Providing such conditions have been met, PSE/SEIU 1948 shall inform the District of the employee's non-member status consistent with the notification Section 14.3.

Section 14.4. Dues and Checkoff.

The District shall deduct Association dues from the gross pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a monthly basis. The Association shall provide the District with a full and complete list of bargaining unit employees who are current members of the Association, and shall provide updates, additions, and/or other changes in membership status to the District upon request. The District agrees to accept dues authorizations by E-signature in accordance with "E-Sign". PSE/SEIU 1948 will be the custodian of records related to E-signature authorizations. PSE/SEIU 1948 agrees that as the custodian of records, it has the responsibility to ensure the accuracy and safe-keeping of those records.

Section 14.4.1. Local Association Chapter Dues.

The District shall deduct local dues monthly as established by the Local Association Chapter and remit the same to the Treasurer of the Chapter by regular U.S. Mail. The District shall be notified by September 1 of any year that there is a change to the amounts of monthly dues.

1 **Section 14.5. Political Action Committee.**

2 The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct
3 from the pay of such bargaining unit employee, the amount of contribution the employee voluntarily
4 chooses for deduction for political purposes and shall transmit the same to the Association on the same
5 check as the Association dues transmittal check. The employee may revoke the request at any time. At least
6 annually, the employee shall be notified by the Association State Office about the right to revoke the
7 request.

8
9 **Section 14.6. Hold Harmless.**

10 The Association agrees to indemnify, defend and hold the District harmless against any penalties, fines,
11 sanctions or payments (including payments to employees for wrongfully withheld wages), attributable to
12 withholdings pursuant to authorization deductions that have been submitted on the Union's voluntary COPE
13 contribution forms. The Association agrees to refund the District any amount paid in error because of the
14 dues deduction provision.

15
16 **Section 14.7. Agency Fee Restoration Contingency.**

17 In the event there is a change in law or holding by a court of competent jurisdiction that allows for the
18 withholding of dues or equivalent fee as a condition of employment. The Association and the District agree
19 to restore the union security and dues deduction provisions of this Agreement in effect at the time of the
20 Janus Decision.

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22
23
24 **ARTICLE XV**

25
26 **GRIEVANCE PROCEDURE**

27
28 **Section 15.1.**

29 A grievance is defined as an alleged violation of the contractual relationship between District and employee
30 as provided herein.

31
32 **Section 15.1.1.**

33 Association representatives or members may investigate and consult with members concerning
34 grievance and thereafter advise employees of rights and procedures outlined in the Agreement. They
35 may not, however, continue to advise the employee on courses of action after the employee has
36 indicated that they do not desire to pursue a grievance. This does not, however, preclude the
37 Association's right to pursue the matter to conclusion.

38
39 **Section 15.2. Grievance Steps.**

40
41 **Section 15.2.1.**

42 An employee having a grievance shall first discuss it with the immediate supervisor. Any grievance
43 not brought to the attention of the immediate supervisor within fifteen (15) working days of the
44 occurrence of the grievance shall be deemed waived by the employee and subject to no appeal
45 hereunder.

1 **Section 15.2.2.**

2 If the grievance is not resolved to the employee's satisfaction by discussion with the supervisor as
3 provided above, the employee shall, within twenty (20) days of the occurrence submit a written
4 statement of grievance to the supervisor and a copy thereof to the administrative official responsible
5 for personnel. The written statement shall contain the following:
6

- 7 A. The facts on which the grievance is based, including date.
8 B. A reference to the provisions of this Agreement or other contractual rights of the
9 employee which have allegedly been violated.
10 C. The remedy sought.
11

12 **Section 15.2.3.**

13 The parties shall have ten (10) working days from submittal of the written statement of grievance to
14 resolve it. If an agreeable disposition is made, a written statement indicating disposition of the
15 grievance shall be given the employee and the employee shall submit approval therein in writing in
16 ten (10) days; and the grievance shall thereupon be deemed terminated.
17

18 **Section 15.2.4.**

19 If no settlement has been reached within ten (10) days referred to in the preceding subsection, and
20 the Association believes the grievance to be valid, a written statement of grievance shall be
21 submitted within ten (10) working days to the District Superintendent. After such submission, the
22 parties will have ten (10) working days from submission of the written statement of grievance to
23 resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is
24 made, all parties to the grievance shall sign it. The District Superintendent reserves the right to
25 summon the employee for an oral statement of the grievance. The employee reserves the right to
26 appear before the District Superintendent to explain the grievance. At any appearance before the
27 District Superintendent, the employee may be accompanied by an Association representative or
28 designee.
29

30 **Section 15.2.5.**

31 If no settlement has been reached within the ten (10) days referred to in the preceding subsection,
32 and the Association believes the grievance to be valid, the employee may demand arbitration of the
33 grievance. The grievance shall then be submitted to arbitration under the Voluntary Labor
34 Arbitration Rules of the American Arbitration Association. The arbitrator's award is final and
35 binding. Any reasonable and necessary expenses incurred pursuant to the arbitration, including
36 arbitration fees, shall be paid by the losing party, provided that the parties shall be responsible for
37 their own legal fees and witness costs.
38

39 **Section 15.2.6.**

40 No employees shall be discriminated against because of taking any action under this Article. Where
41 the parties agree, any discussions under this Article may be held during school time.
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ARTICLE XVI

NO-STRIKE AGREEMENT

Section 16.1.

There shall not be authorized any strike, slowdown, or any other stoppage of work by the Association, regardless of whether an unfair labor practice is alleged. The District shall not lock out any employee covered by this Agreement. Should a strike, slowdown or stoppage by the Association members occur, the Association shall immediately instruct its members to return to work. If the members of the Association do not resume work as required by this Agreement immediately upon being so instructed, they shall be subject to discipline, including discharge.

ARTICLE XVII

SALARIES AND EMPLOYEE COMPENSATION

Section 17.1. Application of Compensation.

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked.

Section 17.1.1. Payroll Corrections.

In the event of an overpayment error, the District and the employee will work out a reasonable time for repayment, which will normally be within the work year in which the error occurred. A longer period of repayment will be considered when there is assurance the employee will continue employment with the District the following year. If an employee has been underpaid by fifty dollars (\$50) or more, the District will pay the employee the adjusted amount within ten (10) business days. Underpayments of less than fifty dollars (\$50) will be adjusted in the next scheduled pay period.

Section 17.2. Salaries.

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

Section 17.2.1. Salary Increase.

Effective September 1, 2025, the hourly rate of pay of Office Professionals shall be increased by four percent (4%) inclusive of IPD on Schedule A.

Effective September 1, 2026, the hourly rate of pay of Office Professionals shall be increased by three and a half percent (3.5%) or IPD, whichever is greater on Schedule A.

Effective September 1, 2027, the hourly rate of pay of Office Professionals shall be increased by four percent (4%) or IPD, whichever is greater on Schedule A.

Section 17.3. Retroactive Pay.

Retroactive pay, where applicable, shall be paid on the first regular pay day following execution of this Agreement if possible, and in any case not later than the second regular pay day.

Section 17.4. Step Placement.

Incremental steps, including eligibility for longevity, where applicable, shall take effect on September 1; provided the employee has been actively employed for at least ninety (90) workdays during the previous employment year.

Section 17.4.1.

Any employee who changes job positions shall retain their step placement on Schedule A.

Section 17.5. Longevity.

Longevity is not seniority. Longevity is the years of service in a public state educational institution. Employees who change classifications shall maintain their longevity.

Longevity is considered for:

- Vacation Placement and Compensation
- Retirement Benefits
- Sick Leave Benefits
- Longevity Pay

Longevity is *not* considered for:

- Step Placement on Schedule A

Private employment experience may be considered upon request but must be approved by the Human Resources Administrator.

Section 17.5.1. Longevity Pay.

For purposes of this section “a year of documented educational service” shall mean that the employee was actively employed for at least one-half (½) of the scheduled work year. “Actively employed” shall mean working or on paid leave status. “Documented service” shall require a Washington State public school district originated record of such service. It is the employee’s responsibility to ensure that the District receives proper documentation prior to September 1 verifying that the necessary hours have been completed. Longevity shall be paid as follows

Documented Years of Service	Longevity per Step	Total Hourly Rate
0-9 years	\$0	Base Rate
10-14 years	\$0.50	Base Rate + \$0.50
15-19 years	\$0.50	Base Rate + \$1.00
20-24 years	\$0.50	Base Rate + \$1.50
25-29 years	\$0.50	Base Rate + \$2.00
30+ years	\$0.50	Base Rate + \$2.50

Section 17.6. Calculating Daily Hours.

For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (¼) hour.

Section 17.7. Travel.

Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the rate which will be determined by District Policy, and which will be uniform among all employee groups.

1 **Section 17.8. Overnight Travel.**

2 Employees required to remain overnight on District business shall be reimbursed for reasonable room and
3 board expenditures.
4

5 **Section 17.9. Costs for Employment Requirements.**

6 The District shall pay for each District-identified employee's required x-ray, physical examinations, blood
7 borne pathogen tests and immunizations, and permit required for continued employment with the District,
8 provided that the procedure for taking such examinations and securing such permits is pursuant to the
9 requirements of the District.
10

11 **Section 17.10. Reclassification Requests.**

12 Employees who believe that their position is not appropriately classified may file a reclassification request
13 during the months of November and April to Human Resources. Such request shall include the employee's
14 proposed rationale of the request. No employee may generate more than one (1) request during any school
15 year. The labor management process referenced in Article VI shall either consider the requests or authorize a
16 different committee or subcommittee for consideration. November requests which are reviewed and granted
17 will take effect on January 1 of the school year in which the request was reviewed. April requests which are
18 reviewed and granted will take effect on September 1 of the ensuing school year.
19

20 **Section 17.11.1. Step Placement Upon Reclassification.**

21 Employees whose positions are reclassified by the reclassification process or through negotiations
22 shall receive full step credit for placement on Schedule A. Employees whose positions are
23 downgraded shall be grandfathered into their previous cohort group for as long as they remain in the
24 same position and the District has not offered them a substantially equivalent position.
25
26

27 **ARTICLE XVIII**

28 **TERM AND SEPARABILITY OF PROVISIONS**
29
30

31 **Section 18.1.**

32 The term of this Agreement shall be September 1, 2025 to August 31, 2028.
33

34 **Section 18.2.**

35 All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its
36 execution date, except as provided in the following section.
37

38 **Section 18.3.**

39 This Agreement may be reopened and modified at any time during its term upon mutual consent of the
40 parties, in writing.
41

42 **Section 18.4.**

43 If any provision of this Agreement or the application of any such provision is held invalid, the remainder of
44 this Agreement shall not be affected thereby.
45

46 **Section 18.5.**

47 Neither party shall be compelled to comply with any provision of this Agreement which conflicts with state
48 or federal statutes or regulations promulgated pursuant thereto.

Section 18.6.

In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 18.3., if legally possible.

ARTICLE XIX

EVALUATIONS

Section 19.1.

Employees shall be evaluated based on the mutually agreed upon growth model formatting. Employees within the bargaining unit shall have a fall goal setting session by October 15, a check in on the goals in January or February, and then shall be formally evaluated by June 15, but may be formally evaluated at any time. Newly hired probationary employees shall be evaluated prior to the close of the sixty (60) workday probationary period.

Section 19.2.

Employees shall be evaluated in writing using evaluation forms provided by the District. The form shall be signed by the supervisor and the employee. A copy of the form shall be provided to the employee following the discussion of the evaluation by the supervisor with the employee. An employee may attach their own written comments to said evaluation.

Section 19.3.

Employees whose overall performance is found to be unsatisfactory shall meet with their immediate supervisor at least twice per month for a period of four (4) consecutive months.

Section 19.4.

At the time an employee's performance is deemed unsatisfactory, the supervisor shall arrange a conference with the employee within ten (10) days of such determination and present a plan detailing:

1. The areas of performance deficiency.
2. The recommended or desired performance levels.
3. The activities necessary to reach the desired performance level.

The grievance procedure shall apply only to procedural violation of this Article.

ARTICLE XX

EMPLOYEE NOTICE TO DISTRICT

Section 20.1.

Each employee shall give the District at least two (2) weeks' notice of their intentions to terminate their employment with the District.

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

LAKE STEVENS OP CHAPTER #1111

BY: Britta Dionne
Britta Dionne (Aug 26, 2025 07:21:45 PDT)
Britta Dionne, Chapter President

DATE: 08/26/2025

LAKE STEVENS SCHOOL DISTRICT #4

BY: John Balmer, Ed.D
John Balmer, Ed.D (Oct 8, 2025 18:54:48 PDT)
John Balmer, Assistant Superintendent of HR

DATE: 10/08/2025



LAKE STEVENS OFFICE PROFESSIONALS

SCHEDULE A

September 1, 2025 thru August 31, 2026

	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>	<u>GROUP IV</u>	<u>GROUP V</u>
Step 1:	\$28.35	\$29.86	\$32.08	\$34.77	\$37.35
Step 2:	\$28.57	\$30.31	\$32.96	\$35.38	\$37.96
Step 3:	\$29.87	\$32.00	\$34.18	\$36.70	\$39.30
Step 5:	\$30.44	\$32.67	\$34.88	\$37.47	\$40.05
Step 7:	\$31.03	\$33.30	\$35.58	\$38.19	\$40.77

GROUP I

LSHS Receptionist and General Office Support
Mid-High Receptionist and General Office Support
Elementary Attendance and General Office Support
Middle School Counseling Center

Middle School Office Support
High School CTE Support
High School Attendance Support

GROUP II

Middle School Attendance Mid-High Attendance
Mid-High Athletics
High School Attendance

High School Department OP
ESC Receptionist Part-Time

GROUP III

Middle School Bookkeeper NL
Middle School Bookkeeper LSMS
Mid-High Bookkeeper CAV
High School Registrar
High School Athletics OP

Head OP in Building Under 300 FTE Student Enrollment
ESC Receptionist Full-Time
Mid-High Registrar

GROUP IV

Head OP in Buildings and Department OP
PTC Head OP

High School Bookkeeper
CTE OP

GROUP V

AP Fiscal Clerks
Head/AP Support
Special Services Compliance

WAEOP Professional Standards Program

Basic	\$0.53 per hour
Associate Professional	\$0.57 per hour
Advanced I	\$0.62 per hour
Advanced II	\$0.66 per hour
Advanced III	\$0.69 per hour
CEOE	\$0.78 per hour

Advanced Degrees

AA or AS Degree	\$0.25 per hour
BA or BS Degree	\$0.35 per hour
MA or MS Degree	\$0.45 per hour

Longevity

Ten (10) Years	\$0.50 per hour
Fifteen (15) Years	\$1.00 per hour
Twenty (20) Years	\$1.50 per hour
Twenty-Five (25) Years	\$2.00 per hour
Thirty (30) Years	\$2.50 per hour

Executive Director, HRS

Superintendent

Board Approval Date

