

# **AGREEMENT**

BETWEEN THE

PUYALLUP SCHOOL DISTRICT

AND THE

INTERNATIONAL UNION OF OPERATING ENGINEERS  
LOCAL #302

**MAINTENANCE, WAREHOUSE AND PRINT SHOP  
EMPLOYEES**

**September 1, 2025 – August 31, 2026**

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1 **AGREEMENT**

2  
3 THIS AGREEMENT shall conform in all respects to the letter and spirit of the laws of Washington as  
4 presently constituted and as hereafter amended.

5  
6 THIS AGREEMENT is made and entered into by and between the Puyallup School District #3,  
7 hereinafter referred to as the District, and Local #302 of the International Union of Operating  
8 Engineers hereinafter referred to as the Bargaining Unit or Union.

9  
10 **ARTICLE I**

11 **UNION RECOGNITION AND MANAGEMENT RIGHTS**

12  
13  
14 **Section 1.01.** The Puyallup School District #3 (the District) recognizes the International Union of  
15 Operating Engineers, Local #302 (Union) as the exclusive bargaining agent in all matters of wages,  
16 hours and conditions of employment for all represented maintenance, warehouse and print shop  
17 employees and regular part-time substitute employees as noted in Article XX. Substitutes shall only  
18 be subject to Article I (Union Recognition and Management Rights), Article II (Union Membership),  
19 Article VI (Discrimination), §§ 7.01, 7.03, 7.08, 10.01.04; Article XX (Substitute Employees), Article  
20 XXI (Labor Management Team), Article XII (Tools), and Article XIII (Safety).

21  
22 It is agreed that the District and the Union will cooperate in providing vocational rehabilitation  
23 opportunities within the bargaining unit.

24  
25 The District shall consult with the Union prior to any placements under this section. Persons under  
26 this section may be placed in temporary newly created positions, or in existing positions for which no  
27 qualified bargaining unit member has applied.

28  
29 **Section 1.02 Management Rights.** All management functions, whether heretofore or hereafter  
30 exercised, and regardless of the frequency or infrequency of their exercise, shall remain vested  
31 exclusively in the District. It is expressly recognized that such functions include but are not limited  
32 to the full and exclusive control, direction and operation of the District; the direction and supervision  
33 of the working forces; the right to determine the extent to which, and the means and manner by which,  
34 the District and the various departments thereof shall be operated or shut down, or production or  
35 working forces reduced or increased; and the right to hire, schedule, suspend, promote, demote,  
36 transfer, discipline, release, lay off and discharge employees, provided only that such functions shall  
37 not be exercised contrary to any provision contained in this Agreement or any law.

38  
39 **Section 1.03.** The Union retains all rights except as those rights are limited by the express and specific  
40 language of this written Agreement. Nothing anywhere in this Agreement shall be construed to impair  
41 the right of the Union to conduct its affairs in all particulars except as expressly and specifically  
42 modified by the express and specific language of this written Agreement. It is further agreed that  
43 nothing contained in this Agreement shall be construed as limiting the Union's right to control its  
44 internal affairs and discipline its members who have violated the Union's constitution and by-laws, or  
45 who have violated the terms of this Agreement, or who have crossed or worked behind a primary  
46 picket line including but not limited to such a picket line at the Employer's premises.

1 **Section 1.04 Union Release Time.** Union representatives may be authorized to use release time to  
2 transact Union business under the following conditions:

- 3
- 4 1. One (1) week's notice shall be required of all such requests (which will be made to the  
5 employee's supervisor).
- 6
- 7 2. Approval of the employee's supervisor is required.
- 8
- 9 3. A maximum of five (5) days per year, eight (8) hours per day, will be permitted, for a total  
10 release time for the union of forty (40) hours per year.
- 11
- 12 4. Only one (1) member may be on release at any given time.
- 13
- 14 5. The Union will reimburse the District for the actual cost of the employee during the period  
15 of absence.
- 16

17 The parties recognize the value to both the Union and the District of having employees participate as  
18 part of the negotiations process. Therefore, the District agrees that employees who participate in  
19 bargaining as part of the Union's bargaining team shall be compensated at their normal hourly rate  
20 while participating in joint collective bargaining sessions that occur during their normal working  
21 hours. Joint collective bargaining sessions shall be set at such times as to accommodate both parties  
22 and so as not to cause any other member of the bargaining unit to be compensated for overtime as a  
23 result of the session. This will be limited to a maximum of two (2) members of the bargaining unit.

24

25 **Section 1.05 Union Use of District Email.** Union representatives may use the District's internal email  
26 system solely to inform their members of upcoming Union meetings.

27

28 **Section 1.06 Union Ratification Meetings.** Upon mutual agreement by the District and Union, the  
29 Union may hold Union ratification meetings on District property, permitting such meetings do not  
30 cause any employee to leave their regular work responsibilities for more than thirty (30) minutes.

31

32 **Section 1.07 Bulletin Boards.** The employer agrees to provide suitable space for Bargaining Unit to  
33 use as a bulletin board but cannot supply the bulletin board itself. Posting by the Bargaining Unit on  
34 such boards are to be confined to official business of the Unit.

35

36 **Section 1.08 Inspection Privileges.** Authorized agents of the Bargaining Unit shall have access to the  
37 Employer's establishment during reasonable working hours for the purpose of adjusting disputes,  
38 investigating working conditions, and ascertaining that the Agreement is being adhered to, provided,  
39 however, that there is no interruption of the District's working schedule.

40

41 **Section 1.09 No Strike Agreement.** There shall not be authorized any strike, slowdown, or any other  
42 stoppage of work by the Union, regardless of whether an unfair labor practice is alleged. The employer  
43 shall not lock out any employee covered by this Agreement. Should a strike, slow down or stoppage  
44 by the Union Members occur, the Union will immediately instruct its members to return to work. If  
45 the members of the Union do not resume work as required by this Agreement immediately upon being  
46 so instructed, they shall be subject to discipline, including discharge.

47

48 **Section 1.10 Shop Stewards.** The Union shall provide the district with the names of its designated  
49 Field Representatives and Shop Stewards. The Union has limited the duties, functions, and

1 responsibilities of its Shop Stewards to: receiving complaints from employees, ensuring District  
2 adherence to CBA expectations, and reviewing/reporting concerns of CBA violations to the appropriate  
3 representative or Local Union Business Manager.

4  
5 **ARTICLE II**

6  
7 **UNION MEMBERSHIP**

8  
9 **Section 2.01** An employee’s option to join and maintain membership in the Union, as well as the  
10 Union’s duty to represent members of the bargaining unit shall be in accordance with Chapter 41.56  
11 RCW.

12  
13 **Section 2.01.01 New Employees.** The District shall provide an opportunity for the Union  
14 representative to meet with new employees (including substitutes), to provide information about  
15 the Union, pursuant to RCW 41.56.037.

16  
17 **Section 2.02 Dues Deduction.** The District and Union shall comply with the provisions of RCW  
18 41.56.110 regarding dues deductions. Written authorizations/revocations received after the District’s  
19 monthly payroll cutoff date will be processed the following month. The Union will notify the District  
20 at least thirty (30) days in advance of any changes in its fees. The District shall be held harmless by  
21 the Union for compliance with this article.

22  
23 **ARTICLE III**

24  
25 **PROBATIONARY PERIOD AND TRIAL SERVICE PERIOD**

26  
27 **Section 3.01 Probationary Period.** Upon hire into a regular position (does not include substitutes),  
28 a new employee to the bargaining unit shall serve a probationary period of ninety (90) workdays. With  
29 notification to the Union, the probationary period may be extended up to sixty (60) days and shall  
30 include a plan of improvement and additional training as needed.

31  
32 Articles XII (Grievances) and XIII (Discipline, Suspension, Termination) shall not apply to  
33 terminations during a probationary period.

34  
35 **Section 3.02 Trial Service Period.** Regular employees (does not include substitutes) who move to a  
36 higher-level position or to a position in a different seniority group shall serve a trial service period of  
37 up to forty-five (45) workdays. During this time, the employee is evaluated and/or trained in the skills  
38 and requirements of the job assignments. Any regular employee serving a trial service period shall be  
39 reassigned to their former position and workstation or a comparable position if they request or if found  
40 unsatisfactory in the first forty-five (45) days in the trial service position. After the first forty-five (45)  
41 days, such employee may be reassigned unless the former position has been filled and there are no  
42 open comparable positions.

43  
44 **ARTICLE IV**

45  
46 **SENIORITY AND PRIOR WORKING EXPERIENCE**

47  
48 **Section 4.01.** When qualified employees bid on a vacant position, the assignment shall be awarded  
49 by seniority. To be deemed qualified for a position, employees must meet the minimum qualification

1 for that position, and successfully pass all testing/interview/bid requirements. Seniority within the  
2 employee's seniority group, then bargaining unit seniority, will be given preference in bargaining unit  
3 hiring. When employees change positions, they shall retain their seniority group and bargaining unit  
4 seniority for two (2) years, which may be reinstated only if they return to their former seniority group  
5 within that two (2) year period.

6  
7 For the purposes of this Section and Sections 4.02 and 4.04 only, the following seniority groups are  
8 defined:

9  
10 Maintenance: All positions listed on Salary Schedule A.

11  
12 Print Shop: All positions listed on Salary Schedule B.

13  
14 Warehouse: All positions listed on Salary Schedule C.

15  
16 One of the desired qualifications of a Foreman is leadership ability. This will be determined by the  
17 employee's training, evaluations, work records in the employee's personnel file, and  
18 testing/interview/bid results.

19  
20 **Section 4.02.** All vacancies shall be posted on the District website within thirty (30) business days of  
21 the vacancy and will be posted for a minimum of five (5) business days.

22  
23 Applications will not be accepted after the closing date. All vacancies will be filled within thirty (30)  
24 business days of the bid closing date unless the District and the Union agree to postpone postings due  
25 to anticipated reductions in budget planning.

26  
27 Employees who have not had forty-five (45) days of work in their present position or who do not meet  
28 the evaluation eligibility criteria in Section 5.01 will not be eligible to apply for a higher position.

29  
30 Temporary relief employees will be allowed to apply for vacancies and will be considered when the  
31 District hires from outside the District.

32  
33 The Union shall be notified of any decision to eliminate a position or the inability to fill the vacancy  
34 within thirty (30) business days of the closing date.

35  
36 **Section 4.03.** The seniority lists shall be brought up to date on September 1 by the District and posted  
37 by November 1 with copies sent to the Union. Each Crew Foreman will be provided a copy to be  
38 posted in their crew office.

39  
40 **Section 4.04.** Seniority shall be broken by justifiable discharge or voluntary quit. However,  
41 employees returning to the District within two (2) years of separation shall be credited back with all  
42 of their former seniority, which may be reinstated only if they return to a regular position in their  
43 former seniority group within that two (2) year period. When it is necessary to reduce the workforce,  
44 the District shall determine which seniority group or job title(s) will be affected. Employees will be  
45 transferred into equivalent vacant positions before using displacement or layoff. If it is necessary to  
46 layoff an employee(s), employees shall be laid off by seniority from the seniority group or job title(s)  
47 identified. However, any employee who becomes displaced due to a reduction in the work force shall  
48 be permitted to displace or "bump" the least senior employee occupying a position within a seniority  
49 group where the bumping employee is qualified and had previously attained seniority status; provided

1 however, that the time the bumping employee had previously spent in the seniority group shall have  
2 been longer than that of the least senior employee about to be displaced and that the bumping employee  
3 is still qualified to hold said position.

4  
5 An employee who becomes displaced due to another employee’s exercise of “bumping” rights, shall  
6 also, in a similar fashion, be afforded the right to displace the least senior employee occupying a  
7 position within a seniority group where the bumping employee had previously attained seniority status;  
8 provided however, that the time the bumping employee had previously spent in the seniority group  
9 shall have been longer than that of the least senior employee about to be displaced and that the bumping  
10 employee is still qualified to hold said position.

11  
12 Once an employee has exercised their right to "bump" the least senior employee within a seniority  
13 group, other than their own seniority group, they shall for all purposes other than layoff and benefit  
14 accrual, be considered to have a new seniority date within the seniority group to which they "bumped."  
15 The new seniority date shall be the date they were hired back into their previous seniority group.

16  
17 Employees affected by layoff will be on the District's recall list for two (2) years. Employees affected  
18 by layoff will be recalled for a vacant position for which they have the qualifications, ability and a  
19 satisfactory work record. If the recalled employee does not accept the recall, they will be dropped  
20 from the recall list. Employees recalled from lay-off status shall retain their previously accrued  
21 seniority and longevity accrued at the time of their lay-off, and accumulated sick leave and vacation  
22 leave provided the leave has not been cashed out or used while employed by another public agency.  
23 The District will make reasonable efforts to achieve reductions in force through attrition.

24  
25 An employee who leaves the Bargaining Unit, but continues as an employee of the District, shall have  
26 up to one hundred twenty (120) calendar days the right to return to the Bargaining Unit without any  
27 loss of previously accrued seniority and to be allowed the right to bid on the next available position.  
28 After one hundred twenty (120) calendar days, the employee will lose all Bargaining Unit seniority  
29 and a new seniority date will be established when returning to the Bargaining Unit.

30  
31 **Section 4.05.** Qualified regular employees with satisfactory evaluations (an overall rating on their  
32 most recent evaluation of “proficient” or “distinguished”) who bid on a Maintenance, Warehouse and  
33 Print Shop position, will be interviewed.

34  
35 **Section 4.06.** Employees applying for or bidding on a position which requires a license or certification  
36 must have the license or certificate to be interviewed, or upon mutual agreement by the District and  
37 the employee, must obtain such required license within the first sixty (60) working days in the position.  
38 This provision does not apply to license or certification requirements needed to “bump” employees as  
39 identified in Section 4.04.

40  
41 **Section 4.07.** Employees' seniority date will be the first day of regular work (excluding substitute  
42 work) with the District, as per Section 3.02. When two (2) or more employees begin work on the same  
43 day, their placement on the seniority list will be determined by calculating the sum of the last four (4)  
44 digits of each employee’s social security number; the employee with the highest sum number shall  
45 have the highest seniority ranking.

46  
47 The District will maintain the following seniority lists:

- 48  
49 1. District: Name, Seniority Date (As per Section 3.02).

1  
2 2. Seniority Groups: Name, Seniority Date, Type of License. Lists will be maintained for the  
3 following seniority groups: Warehouse, Maintenance, and Print Shop.  
4

5 **Section 4.08 Employee Information.** The names, work assignments, work locations, hire date, hours  
6 per day per assignment, phone number, mailing address, email address, pay, and salary information of  
7 employees shall be provided to the Union representative monthly, after the completion of final payroll.  
8

9 **ARTICLE V**

10 **EVALUATIONS**

11  
12  
13 **Section 5.01.** The District and the Union agree that the primary purpose of evaluation is the  
14 improvement of performance. Two (2) essential elements of the evaluation process are fairness and  
15 objectivity, which are to be used as guiding principles by the supervisor. Material used in the  
16 employee's evaluation is to be of a factual nature and based upon actual observation and documentation  
17 whenever possible, during the evaluation period. Performance concerns should be brought to the  
18 attention of the employee in a timely manner. Evaluations should incorporate compliments and/or  
19 suggestions for improvements. A successful evaluation process is dependent upon open and honest  
20 communication throughout the year between the employee and the supervisor.  
21

22 The evaluation form is attached as Appendix E. The District will evaluate employees annually by  
23 August 31 or when appropriate. Any employee may request an evaluation after ninety (90) workdays.  
24 This evaluation will be completed within thirty (30) calendar days from date of receipt of written  
25 request.  
26

27 An employee must receive an overall rating of “distinguished” on the last evaluation and must not  
28 have pending documented disciplinary action or pending performance issues to be eligible to bid on a  
29 vacant Foreman position, unless mutually waived by the parties. An employee must receive an overall  
30 rating of “proficient” or “distinguished” on the last evaluation to be eligible to bid on a vacant non-  
31 Foreman position.  
32

33 Any employee with an overall rating of “unsatisfactory” will be provided written notice of the areas  
34 of performance that are unacceptable and the support or training that will be made available by the  
35 District. The employee will be re-evaluated within ninety (90) workdays. The supervisor will meet  
36 with the employee at least every twenty (20) workdays to review the employee’s progress toward  
37 improvement. If the employee is failing to make substantial progress toward improvement, the twenty  
38 (20) day reviews shall be provided in writing to the employee and the Union. The District may issue  
39 a new evaluation if the employee makes necessary improvements or extend the period prior to the re-  
40 evaluation for an additional sixty (60) workdays if there has not been sufficient improvement in work  
41 performance. Failure to obtain a satisfactory re-evaluation (an overall rating of “proficient” or  
42 “distinguished”) is grounds for termination.  
43

44 Members of this bargaining unit will receive their personnel evaluation in person, from one (1)  
45 supervisor.  
46

47 **ARTICLE VI**

48 **DISCRIMINATION**

1  
2 **Section 6.01.** The District shall abide by all State laws, Federal laws and District Policies governing  
3 discrimination.

4  
5 **Section 6.02.** No public employer or other person shall directly or indirectly interfere with, restrain,  
6 coerce or discriminate against any public employee or group of public employees in the free exercise  
7 of their right to organize and designate representatives of their own choosing for the purpose of  
8 collective bargaining or in the free exercise of any other right under State or Federal law that applies  
9 specifically to the common schools of the State of Washington.

10  
11  
12 **ARTICLE VII**

13  
14 **WORKING HOURS, WAGES AND PERSONNEL POLICIES**

15  
16 **Section 7.01 Overtime.** Working hours and shifts will be established by the employer. Pay for work  
17 beyond forty (40) hours per week and eight (8) hours per day will be made at the rate of time and one-  
18 half (1/2). Overtime incurred from the employee’s primary maintenance/print shop/warehouse  
19 position may be taken as compensatory time if requested by the employee and approved in advance  
20 by the employee’s supervisor. Illness, injury and emergency leave, vacations, and paid holidays, shall  
21 be counted as time worked for the purpose of computing overtime. Work on the sixth consecutive day  
22 by full-time employees shall be at the rate of time and one-half (1/2). Work on Sunday or the seventh  
23 consecutive day shall be at twice the regular rate. Overtime must be authorized through established  
24 channels except in extreme emergencies. The District will authorize more than one (1) employee to  
25 work on an overtime job/project when safety considerations necessitate such staffing.

26  
27 **Section 7.01.01 Planned Overtime.** If overtime hours are needed to complete an existing  
28 job/project, the employee who has been working on the job/project shall be offered the  
29 overtime first, regardless of seniority. Except in cases of emergency, all other District-required  
30 overtime will be made available to employees within the job classification which overtime is  
31 needed. These employees must have at least a “proficient” rating on their current evaluation  
32 and must have the skill and training required to perform said overtime. If no employees within  
33 the job classification are available to work the overtime, the hours will be offered to other  
34 employees of the bargaining unit who have indicated on a list their desire to work overtime.  
35 Employees on the overtime rotation list must have at least a “proficient” rating on their current  
36 evaluation and must have the skill and training required to perform the overtime work. The  
37 District will authorize more than one (1) employee to work on an overtime job/project when  
38 safety considerations necessitate such staffing. If no employee accepts an offer of District-  
39 required overtime, the District shall direct the overtime to the least senior employee who has  
40 the skill and training required to perform the overtime.

41  
42 Any employee on the Overtime List who does not accept an overtime assignment more than  
43 once will be removed from the Overtime List for thirty (30) days at which time the employee  
44 may make a written request to be reinstated on the list. However, in the event of an emergency,  
45 or when particular employees are needed to operate special equipment, the Overtime List need  
46 not be used. Further, this section shall not be interpreted to preclude the use of substitutes to  
47 increase the size of the work force needed to complete extra work.

1 **Section 7.01.02 Optional Scheduled Overtime.** Any approved hours worked beyond forty  
2 (40) hours in any one (1) week or any approved hours worked beyond eight (8) hours in any  
3 one (1) day will be paid at a rate of one and one-half (1-1/2) hours for each hour of work for  
4 which overtime compensation is required. Optional scheduled overtime may also be taken as  
5 compensatory time if approved in advance by the employee's supervisor.  
6

7 **Section 7.01.03 Emergency Overtime.** Any time there is an emergency or unplanned callback  
8 situation, as determined by the District, the employee may elect overtime pay or comp time.  
9 Employees called back for emergencies shall receive no less than two (2) hours pay per call  
10 and shall be paid at a rate of one and one-half (1-1/2) hours for each hour of work. On Holidays,  
11 Sundays or on the seventh consecutive workday, employees shall be paid double their regular  
12 rate. The District will authorize more than one (1) employee to work on an overtime job/project  
13 when safety considerations necessitate such staffing.  
14

15 **Section 7.01.04 Comp Time Usage and Accrual.** An employee who has accrued comp time  
16 and who has requested to use comp time must be permitted to do so within a reasonable period  
17 after making the request, provided that the use of the comp time does not unduly disrupt the  
18 school district's operation.  
19

20 Employees may use "Comp Time" with prior approval under the following conditions:

- 21 1. Employees may use comp time with the prior approval of the supervisor when in the  
22 supervisor's opinion it will create no undue disruption to the completion of work within the  
23 department.  
24
- 25 2. Employees may use the days approved (as above) even on days when school is in session.  
26
- 27 3. With prior approval from a supervisor, employees may use comp time instead of other  
28 leaves when the absence from work is beyond the control of the employee and would  
29 otherwise result in the use of sick leave, emergency leave, personal leave or bereavement  
30 leave.  
31
- 32 4. An employee may accrue more than forty (40) hours of comp time in any one (1) year, but  
33 the District may at its option buy down the comp time, at a rate of one and one-half (1-1/2)  
34 hours for each hour of comp time, to forty (40) hours each August 31 for any employee or  
35 employees.  
36

37  
38 **Section 7.02 Rest Break Between Shifts.** Except in an emergency situation as defined by the  
39 District or when requested by an employee to accommodate a change in work shift around a school  
40 break, there shall be at least an eight (8) hour rest break between shifts when going from swing to  
41 day shift, unless mutually waived by the District and employee.  
42

43 **Section 7.03 Work Days.** Regular shift times, including a thirty (30) minute duty-free lunch period  
44 and two (2) fifteen (15) minute rest/break periods for full time employees, shall be established in  
45 accordance with the Fair Labor Standards Act and shall be changed only after five (5) days' notice  
46 except in emergencies involving the safety of person(s) and/or property.  
47

48 Employees may leave their work assignment during their duty-free lunch period, provided that they  
49 comply with appropriate sign-out procedures and return to an active work status on time. If the District

1 requires an employee to work through their duty-free lunch, they shall be compensated for the foregone  
2 lunch period.

3  
4 Alternate work schedules, such as four (4) ten (10) hour work weeks may be offered during non-  
5 student attendance days at the discretion of the Supervising Administrator. Considering the fact that  
6 a full-year employee is a person who works two hundred sixty (260) regular days, when any regular  
7 work year exceeds two hundred sixty (260) days, provision shall be made by the District to allow an  
8 additional non-contract day for each day in excess of the two hundred sixty (260) day regular work  
9 year. Beginning 2023-24, those non-contract days shall normally occur during spring break and shall  
10 first be on Friday and then on Thursday, depending upon the particular year and how it is impacted by  
11 the Leap Year feature. However, this non-contract day(s) may be granted as an additional vacation  
12 day(s) when it is determined by the Superintendent or designee that it is necessary to maintain a work  
13 force during spring break.

14  
15 **Section 7.04.** Employees requested to work a shift regularly filled by an employee in a higher-level  
16 position shall receive compensation equal to the bottom step of the higher level, or \$2.00/hour,  
17 whichever is greater, from the first day assigned. If an employee has been assigned to such a position  
18 before a holiday and has not been reassigned until after the holiday the employee will be paid at the  
19 higher rate for the holiday.

20  
21 **Section 7.05.** The wage schedules for bargaining unit members, as referred to in Section 1.01, shall  
22 be a part of this Agreement. Salaries for new job titles shall be established in negotiations with the  
23 Union Representative.

24  
25 **Section 7.06.** Employees shall be reimbursed for reasonable expenses of mileage, meals, housing  
26 and/or registration fees when such employees are on official school district business and have received  
27 District prior approval for reimbursement. Reimbursement shall be in accordance with the guidelines  
28 set forth on the District's Monthly Reimbursement Report.

29  
30 **Section 7.07.** Employees shall have the right to review material in their working file at Facilities and  
31 Operations and their personnel file maintained in the District's Human Resources Office, during  
32 regular business hours. Inspection shall be in the presence of a District representative. The employee  
33 may have a representative of the Union accompany them if so desired. Upon request, copies of the  
34 documents in the personnel file shall be provided to the employee. The employee shall pay for the  
35 expense of such reproduction.

36  
37 **Section 7.07.01.** Formal letters and other memoranda of commendation, whether received  
38 from the District or outside parties, shall be retained in the employee's working file for one (1)  
39 year and may be referenced in the employee's next evaluation.

40  
41 **Section 7.07.02.** The Employer shall notify an employee, in writing, of any material judged  
42 by the employer to be of a derogatory nature that has been placed in their personnel file. This  
43 notification will be within ten (10) days of the time of the placement of the material in the  
44 personnel file.

45  
46 Materials judged by the employee to be negative and/or derogatory may be answered by the  
47 employee in writing. Such written response shall be attached to the material in question and  
48 become a part of the personnel file.

1 Employees may make a request to the Director of Human Resources to have formal letters of  
2 discipline removed from their personnel file after twenty-four (24) months of the discipline  
3 issuance. Such requests will be considered on a case-by-case basis by the Director of Human  
4 Resources.

5  
6 **Section 7.08 Uniforms.** The District will require all employees to wear authorized uniforms. A  
7 uniform committee, consisting of two (2) maintenance employees, one (1) warehouse employee, one  
8 (1) print shop employee, and two (2) District representatives, will meet as needed to discuss uniforms.

9  
10 Employees will select their choice of district-paid, pre-approved uniforms as follows:

- 11 • Upon hire, to a maximum of \$600
- 12 • Annually each year after hire, to a maximum of \$500

13  
14 Uniforms shall be maintained and cleaned by the employee. Employees may be required to return  
15 uniforms (i.e.: items containing the district/department logo that were purchased by the district per  
16 this section), to the District upon separation from employment.

17  
18 **Section 7.09.** Driver physical examinations, required by law, will be paid in full by the District for  
19 the "Commercial Driver's License Examination and CDL Recertification" when the examination is  
20 given by a physician, or at a clinic, selected by the District.

21  
22 In the alternative, the physical examination may be completed by a medical doctor of the driver's  
23 choosing and the driver will be reimbursed for the cost to a maximum of the amount paid by the  
24 District to the district-designated physician.

25  
26 If the District has reason to doubt the finding of the driver's physician, the District may require  
27 examination by a district-designated physician at District expense.

28  
29 Required physicals are to be taken on the employee's nonscheduled time. A maximum of one (1) hour  
30 total per year with pay may be allowed where the above cannot be arranged on nonscheduled time.

31  
32 **Section 7.10 Longevity.** Longevity increments are listed separately on attached salary schedules A,  
33 B and C. Longevity will not continue to accrue while an employee is on any unpaid leave of absence,  
34 per Section 10.11.

35  
36 **Section 7.11 Correction of Pay Errors.** Following notification to the employee, errors resulting in  
37 over or underpayments shall be corrected on the next month's payroll. If requested by the employee,  
38 the Human Resources Department and the employee will work out a repayment agreement prior to  
39 any adjustment to the employee's pay warrant. In the event an employee is notified of an overpayment  
40 prior to receiving said payment, the District may elect to deduct the full amount of overpayment from  
41 the employee's next pay warrant.

42  
43 **Section 7.12 Electronic Payroll Deposit.** All employees shall be paid through direct bank deposit.  
44 New employees shall complete a direct deposit form and submit it to the Payroll department within  
45 the first five (5) days of hire.

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**ARTICLE VIII**

**HOLIDAYS**

**Section 8.01.** The days listed below shall be considered holidays for all employees. Holiday pay for the days listed below will be granted when the employee works or is on paid leave during the regularly-scheduled work day before and after the holiday.

Holidays

1. Labor Day	7. New Year's Eve
2. Veteran's Day	8. New Year's Day
3. Thanksgiving Day	9. Martin Luther King Day
4. Day after Thanksgiving Day	10. President's Day
5. Christmas Eve	11. Memorial Day
6. Christmas Day	12. Juneteenth
	13. Independence Day

When the designated holiday falls on a Sunday or a Saturday, the following Monday or preceding Friday shall be a paid holiday. If the Friday or Monday is already a designated student attendance day, another day in close proximity will be selected by Human Resources. Work required on a holiday shall be paid at two (2) times the regular rate in addition to the regular holiday pay for all hours worked on such holidays, not less than two (2) hours.

If the State provides funding to the District for the Juneteenth holiday, the District shall reinstate the Friday of Spring Break as a paid holiday.

22 **Section 8.02.** These paid holidays are for all twelve (12) month, full-time employees. Part-time  
23 regular twelve (12) month employees shall receive prorated holidays.

24 **Section 8.03.** The District agrees to provide employees with time off for Fair Day when the District  
25 provides a general student release for this purpose. The amount of time off for Fair Day will be the  
26 same as the amount of time provided for students in their early release.  
27

28 **ARTICLE IX**

29 **VACATIONS**

30  
31 **Section 9.01 Vacation Accrual.** All employees are entitled to vacation leave. Earned vacation time  
32 will accrue monthly on a prorated basis.  
33

34  
35 Employees may accumulate a maximum of forty (40) days of vacation. The first vacation earned will  
36 be deemed the first vacation used.  
37

38 **Section 9.02 Vacation Allocation For New Employees.** All new employees shall be entitled to ten  
39 (10) days of vacation, prorated based on hire date and hours worked.  
40

1 **Section 9.03 Annual Vacation Allocation.** After the first year of employment, one (1) additional  
2 day per year of vacation shall be added to the employee's annual vacation accumulation for each year  
3 of employment to a maximum of twenty-three (23) days of vacation per year.  
4

5 **Section 9.04 Vacation Requests and Usage.** All vacations must be approved by the supervisor.  
6 Vacations may be scheduled throughout the year for all employees and shall conform as closely as  
7 possible to the vacation desired by the employees, taking into account the needs of the District,  
8 including but not limited to, crew size and the proximity to the opening of school. Vacations may be  
9 split to provide time off at Winter and Spring Breaks. Approved vacation schedules will not be  
10 changed by the District unless it has received the employee's approval, or an emergency arises.  
11

12 **Section 9.04.01.** Lawn Crew/Laborers may only take up to five (5) vacation days during the  
13 period of April 15 through June 15 and from September 15 through October 15 with  
14 management approval.  
15

16 **Section 9.05 Vacation Cash Out.** Upon termination or resignation either voluntary or involuntary,  
17 or upon retirement, employees shall receive pay for the number of unused vacation hours earned, up  
18 to two hundred forty (240) hours. However, for retirement, vacation in excess of two hundred forty  
19 (240) hours may be taken as vacation before retirement.  
20

## 21 **ARTICLE X**

### 22 **LEAVES**

#### 23 **Section 10.01 Leaves Due to Employee's Own Illness.**

24  
25  
26  
27 **Section 10.01.01 Illness, Injury and Emergency Leave (Sick Leave).** Regular employees  
28 shall be allowed twelve (12) days a year for the employee's personal illness, personal injury  
29 and emergency leave. Such leave shall be accumulated to a maximum of one hundred eighty  
30 (180) days. No deduction from salaries shall be made during these days. Employees working  
31 less than a full year shall be allowed personal illness, personal injury and emergency leave on  
32 a prorated basis. The District may require medical verification at any time to verify use of  
33 Illness, Injury and Emergency Leave. If the District observes a pattern which leads it to believe  
34 an individual employee may not be using leave in accordance with this section, the Union may  
35 discuss the observations with the District.  
36

37 Substitute employees shall accrue one (1) hour of sick leave for every forty (40) hours worked.  
38 Although substitute employees are not eligible to use sick leave, their leave will continue to  
39 accrue and will be available for use upon transitioning to a regular position.  
40

41 Regular employees shall be entitled to access illness, injury and emergency leave (sick leave)  
42 for injury or illness of themselves or a family member due to: 1) a mental or physical illness,  
43 injury, or health condition; 2) medical diagnosis, care, or treatment of a mental or physical  
44 illness, injury, or health condition; 3) preventative medical care; 4) absences that qualify under  
45 the domestic violence leave act. "Family member" shall mean: child (biological, adopted,  
46 foster, step, loco parentis, legal guardian or de facto) regardless of age or dependent status, a  
47 parent or parent of spouse/domestic partner (biological, in-law, adoptive, de facto, foster, step,  
48 loco parentis, or legal guardian), spouse, domestic partner, grandparent, grandchild, or sibling.  
49

1 An "emergency" is defined as an unforeseen and suddenly precipitated occurrence of a serious  
2 nature beyond the control of the employee which threatens the physical well-being of the  
3 employee or employee's immediate family, or property of the employee and is of such nature  
4 that preplanning is not possible or could not relieve the necessity for the employee's absence.  
5 Application for emergency leave shall be made to the Director of Human Resources.  
6 An employee, who will be absent, must notify their supervisor of their time needed and reason  
7 for an absence, a minimum of one (1) hour in advance of their normal shift or earlier, if  
8 possible, so a substitute can be obtained. Deduct absences which have not been approved in  
9 advance may lead to discipline.

10  
11 Illness, injury and emergency leave shall also apply to disabilities caused or contributed to  
12 pregnancy, miscarriage, abortion, childbirth and recovery therefrom.

13  
14 **Section 10.01.02 Seniority While on Leave.** Absences from a job due to the employee's own  
15 sickness or accident shall not result in loss of previously accrued seniority rights for a regular  
16 employee for twelve (12) months from the first day of illness or accident. An employee's job  
17 assignment will be held for the employee as long as paid leave is available, not to exceed  
18 twelve (12) months. The employee shall request in writing an unpaid Leave of Absence when  
19 paid leave is exhausted.

20  
21 **Section 10.01.03 Job-Related Injury.** Anytime an employee is sent to the doctor or hospital  
22 because of a job-related injury during a work shift, the time lost from the shift will not be  
23 deducted from the illness, injury and emergency leave. The employee will return to work if  
24 able but will be paid through the scheduled end of the shift whether or not the employee returns  
25 to work to complete the shift.

26  
27 **Section 10.01.03.01 Worker's Compensation.** Employees covered by Workers'  
28 Compensation and State Industrial Insurance laws shall, upon loss of time due to a job-  
29 related injury or illness and after establishment of eligibility for such benefits, make a  
30 decision regarding use of accumulated regular illness, injury, or emergency leave.  
31 Provided further that if the employee has exhausted all sick leave prior to the effective  
32 date of the beginning of the Workers' Compensation eligibility, the District will  
33 provide up to three (3) additional days of leave or whatever portion thereof is needed.  
34 Employees may choose to supplement disability payments from Puget Sound Workers'  
35 Compensation Trust with a proportionate share of accrued leave to equal a normal day  
36 of pay, choose to receive a full day of appropriate accrued leave benefits in addition to  
37 the disability payment, or receive only disability payments from Puget Sound Workers'  
38 Compensation Trust. The District will provide an election form when notified of the  
39 job-related injury or illness.

40  
41 A work-related illness or injury may run concurrently with FMLA. The Human  
42 Resources department must be notified of forthcoming absences as a result of a job-  
43 related illness or injury. Upon determination of an approved work injury claim, the  
44 Human Resources department will determine FMLA eligibility. Upon approval of  
45 FMLA eligibility, all related employee absences will be counted toward the  
46 employee's annual twelve (12) week FMLA leave entitlement.

47  
48 The District will continue to pay its share of the employee's health insurance subsidy  
49 only each month during the first twelve (12) months provided that the employee

1 furnishes their share to the Business Office each month by check made payable to the  
2 health insurance plan carrier.  
3

4 The District will assign the returning employee to the position held prior to the on-the-  
5 job injury, if the employee returns within twelve (12) months of their on the job injury  
6 date. If the position is no longer available, the District will assign the employee to the  
7 first available position opening where duties are substantially equivalent to the position  
8 held prior to on-the-job injury and for which the employee is qualified, within twelve  
9 (12) months of the employee's return from leave. The employee may bid on other open  
10 positions using their seniority during that twelve (12) month period. The employee may  
11 also accept an assignment to work as a substitute (paid as a substitute) at any time, once  
12 cleared to return to work. If the employee refuses to accept an offer to an equivalent  
13 regular position (not substitute work), the employee's return rights will be forfeited.  
14

15 **Section 10.01.03.02.** Employees receive free State Industrial Insurance medical aid  
16 for injuries on the job and may be treated by a physician of the employee's choice.  
17

18 **Section 10.02 Bereavement Leave.** The District and the Union understand the deep impact that death  
19 can have on an individual and family. Therefore, the following bereavement leave provisions are  
20 available to provide employees time off from work for planning and attending a funeral/memorial  
21 service and for dealing with immediate family matters surrounding a death.  
22

- 23 1. An employee shall be allowed up to five (5) days of bereavement leave for the death of any  
24 relative residing in the employee's household and/or the following family members: spouse,  
25 domestic partner, parent, parent-in-law, stepparent, child, child-in-law, stepchild, sibling,  
26 sibling-in-law, grandparent, grandchild, aunt, uncle, niece and nephew. The number of days  
27 of leave, not to exceed five (5) per occasion of death shall be allowed according to the  
28 circumstances of each case as determined by the Director of Human Resources. Upon request  
29 by an employee, bereavement leave for the death of any other close family member as defined  
30 by the employee will be granted on a case-by-case basis and will not be unreasonably withheld.  
31 Bereavement leave days need not be used consecutively but shall normally be used within one  
32 (1) month following the death unless the Director of Human Resources has authorized an  
33 extended usage period. Bereavement leave days are not cumulative or transferable. No  
34 deductions from salaries or sick leave shall be made during these days.  
35
- 36 2. Additional emergency leave days from the employee's sick leave may be utilized upon  
37 approval from Human Resources.  
38
- 39 3. An employee who has the death of a colleague may be authorized a half (1/2) day or one (1)  
40 full day of bereavement leave by the District to attend the memorial and/or a funeral service.  
41 No deduction from the employee's salary or sick leave shall be made for this day.  
42
- 43 4. For the death of any individual of personal significance to the employee not covered above,  
44 the employee may use up to three (3) days of available personal leave or available emergency  
45 leave to attend a funeral/memorial service.  
46

47 **Section 10.03 Subpoena Leave and Jury Duty.**  
48

49 **Section 10.03.01 Subpoena Leave.** A leave of absence with pay shall be granted to an

1 employee who is subpoenaed to testify in a court proceeding; provided however, if the  
2 employee or the Union is a party to the proceeding, the employee shall not be entitled to  
3 leave with pay unless the employee is subpoenaed to testify by the District.  
4

5 **Section 10.03.02 Jury Duty.** When an employee covered by this Agreement is called  
6 for jury service in any municipal, county, state or federal court, they shall advise the  
7 School District upon receipt of such call. If taken from work for such service, the  
8 employee shall be compensated their regular wage for hours served.  
9

10 **Section 10.04 Leave Due to Pregnancy/Maternity or Adoption.**

11  
12 **Section 10.04.01 Pregnancy/Maternity Leave.** A Pregnancy/Maternity Leave of absence  
13 shall be granted to a female employee upon her request for the period of temporary disability  
14 as verified by her personal licensed health care provider. Maternity Leave shall be a leave  
15 without pay. Illness, Injury and Emergency Leave may be used during the actual period of  
16 temporary disability. Child Rearing Leave time, beyond the actual period of temporary  
17 disability as defined by a licensed health care provider, shall be available to the employee  
18 subject to the provisions of Section 10.04.02.  
19

20 The employee who returns to work without going on Child Rearing Leave, Section 10.04.02,  
21 shall be reinstated to the position held prior to going on Pregnancy/Maternity Disability Leave.  
22

23 **Section 10.04.02 Child Rearing Leave.** Any employee who obtains custody of a minor child  
24 through birth, adoption, or any other legal means shall be entitled to an unpaid leave of absence  
25 for a specified period of time not to exceed one (1) calendar year. The employee must provide  
26 written notification to the Director of Human Resources and the immediate supervisor at least  
27 thirty (30) calendar days prior to going on leave. The leave shall be requested for a specific  
28 period of time. At the conclusion of the leave, the employee shall be reinstated to an equivalent  
29 position if one exists or placed on the reemployment list. For Child Rearing Leave of ninety  
30 (90) days or less, the employee may be guaranteed their prior job. Early return from leave  
31 shall, at the District's discretion, require ten (10) days' notice.  
32

33 **Section 10.05 Family Medical Leave (FMLA).** Employees may be eligible for additional leave  
34 under the Federal Family and Medical Leave Act (FMLA). Employees with questions about eligibility  
35 for this leave should contact Human Resources.  
36

37 **Section 10.06 Non-Medical Leave of Absence.** Upon the recommendation of the immediate  
38 supervisor and the Director of Human Resources, an employee may be granted a non-medical leave  
39 of absence for a period not to exceed one (1) year for reasons other than the employee's own illness,  
40 or the illness of an immediate family member. Leaves greater than three (3) months shall also require  
41 approval from the Board of Directors. Leaves taken under this section shall not be used for other  
42 income-producing work.  
43

44 The District will attempt to reassign the employee to the position held prior to the non-medical leave.  
45 In any event, the employee shall be reinstated to the first available opening where duties are  
46 substantially equivalent to the position held prior to the leave, within six (6) months of the employee's  
47 return from leave. The employee may bid on other open positions using their seniority during that six  
48 (6) month period. The employee may also accept an assignment to work as a substitute (paid as a

1 substitute) at any time, once cleared to return to work. If the employee refuses to accept an offer to an  
2 equivalent regular position (not substitute work), the employee's return rights will be forfeited.

3  
4 Any employee on a non-FMLA leave of absence may continue on District-approved insurance plans  
5 at their own expense; provided that they comply with the same payment schedule, rules and procedures  
6 applied to COBRA participants.

7  
8 **Section 10.07 Medical Leave of Absence for employees who have exhausted their FMLA**  
9 **entitlement or for employees who are not eligible for FMLA.** Upon completion of an employee's  
10 FMLA entitlement or when employees are not eligible for FMLA leave, any employee who has  
11 completed the probationary period may be entitled to a leave of absence not to exceed one (1) year in  
12 accordance with the leave of absence provisions in District Policy #5409, "Other Leaves."

13  
14 **Section 10.08 Paid Family Medical Leave (PFML).**

15 Paid Family and Medical Leave is a statewide insurance program that is mandated by the State and  
16 funded by premiums paid by both employees and employers per statute. Employee contributions as  
17 required are deducted monthly from the employee's pay. This program allows eligible employees to  
18 take up to twelve (12) weeks, as needed, when they welcome a new child into their family, are struck  
19 by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military  
20 connected events. If employees experience multiple events in a given year, they may be eligible to  
21 receive up to sixteen (16) weeks, or up to eighteen (18) weeks if the employee experiences a serious  
22 health condition with a pregnancy.

23  
24 PFML leave will run concurrently with the employee's other leave entitlements. The employee shall  
25 not be compelled to exhaust their available sick leave prior to accessing PFML. The employee may  
26 choose to supplement with their available paid leave entitlements while on PFML, to make their  
27 compensation whole.

28  
29 An employee becomes eligible once they have worked eight hundred twenty (820) hours for a  
30 Washington-based employer during the previous year. The benefit cannot be taken without a  
31 qualifying event. Leave events can be either Family or Medical as stated below.

32  
33 Family Leave:

- 34 • Care and bond after baby's birth or placement of a child younger than eighteen (18)
- 35 • Care for a family member experiencing an illness or medical event
- 36 • Certain military-connected events

37  
38 Medical Leave:

- 39 • Care for yourself in relation to an illness or medical event

40  
41 Application for PFML benefits is administered directly through the State.

42  
43 **Section 10.09 Military Absences.** The District will return to employment without loss of previously  
44 accrued seniority employees, except temporary employees, in compliance with the Universal Military  
45 Training and Service Act, who have entered the Armed Forces of the United States and have  
46 satisfactorily completed their period of training and service under the various regulations governing  
47 said service and:

- 48  
49 1. Are honorably discharged from such services.

2. Are still qualified to perform the duties of their respective positions.
3. Subsequent to the date of this Agreement, but within ninety (90) days after they are relieved of such service or from hospitalization continuing after discharge for a period of not more than one (1) year, apply to the School District in writing for reemployment, unless it is mutually agreed to extend the time between their discharge and starting to work for the School District.
4. All employees filling vacancies caused by the induction into the service, as outlined above, will recognize the seniority of those returning from service and accept such changes in jobs, or loss in jobs, as are necessary as a result of such reinstatement of employees returning from such service.

**Section 10.10 Personal Leave.** Annually in September, employees shall be given four (4) days of personal leave to use throughout the year for important compelling personal matters, including family illness not otherwise covered by sick leave. This leave shall not be used for conducting income producing business and shall not be used for a strike against the Puyallup School District. Personal leave shall not be used on the following “blocked” days: during the first or last five (5) days of school. Part time employees and employees hired after September 1<sup>st</sup> shall receive personal leave pro-rated based on their FTE and total workdays. An employee may request special consideration for personal leave to be granted during the blocked days for personally compelling reasons.

The District shall grant personal leave in the order the requests are received provided the requests are made in compliance with the above conditions. Only one (1) personal leave request shall be honored per day. Employees may request personal leave days as early as one (1) year in advance. If an employee does not have the requested number of personal leave days to use at the time the leave is to be taken, the absence days will be denied and leave without pay will not be available. An employee may request special consideration due to personal compelling reasons for personal leave to be granted on days that have already reached the maximum number of allowed requests.

Personal leave days may be carried into the following school year, to a maximum accumulation of ten (10) days. A maximum of five (5) days, may be used in any work year (September 1 – August 30), unless additional use is approved in advance of use by the Director of Human Resources.

**Section 10.11 Accumulation of Seniority, Longevity and Step Increases While on Unpaid Leave.** Seniority and longevity will not continue to accrue while an employee is on any unpaid leave of absence and will be adjusted accordingly. Pay/Step increments will not be awarded to any employee who is on any unpaid leave for more than half of their work year.

**ARTICLE XI**

**LEAVE SHARING**

**Section 11.01 Leave Sharing Program.**

**Section 11.01.01 Receiving Leave Sharing.** An employee is eligible to receive donated leave if the use of shared leave is justified, the employee has abided by District rules regarding sick

1 leave use, provided required medical certification, and the employee has depleted, or will  
2 shortly deplete, their annual leave and sick reserves in addition to any of the following:  
3

- 4 A. 1. The employee requests shared leave to care for a newborn, newly placed foster child, or  
5 adopted child; or  
6  
7 2. The employee requesting leave suffers from, or has a relative or household member  
8 suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental  
9 condition which has caused, or is likely to cause, the employee to:  
10 a. go on leave-without-pay status; or  
11 b. resign from their employment  
12  
13 B. The employee has been called to service in the uniformed services;  
14  
15 C. A state of emergency has been declared anywhere within the United States by the Federal  
16 or State government, and the employee's volunteer service has been accepted by either a  
17 governmental agency or to a nonprofit organization involved in humanitarian relief in the  
18 devastated area;  
19  
20 D. The employee is a victim of domestic violence, sexual assault, or stalking;  
21  
22 E. If the employee is later found to be eligible for industrial insurance benefits, the employee  
23 agrees to and shall reimburse the school district for the time loss compensation that is paid  
24 to them to the extent that the employee is paid time loss compensation (temporary total  
25 disability compensation or loss of earning power compensation) and shared sick leave for  
26 the same day(s). An employee will be allowed to use shared sick leave or donated leave to  
27 supplement the difference between time loss compensation and either net or full wages.  
28

29 The Director of Human Resources shall determine the amount of leave, if any, which a staff  
30 member may receive under this policy. Normally a staff member shall not receive more leave  
31 than the number of assigned days remaining in the current school year. However, in the event  
32 that the condition requiring the employee's absence continues beyond the current school year,  
33 the employee shall not receive a total of more than five hundred twenty-two (522) days of  
34 leave, except as noted in RCW 41.04.665.  
35

36 **Section 11.01.02 Donating Leave Sharing.** District employees may transfer annual leave  
37 and sick leave as follows:  
38

- 39 A. A staff member may not request a transfer that would result in an accrued sick leave  
40 balance of fewer than one hundred seventy-six (176) hours of sick leave. "Sick Leave"  
41 means leave for illness, injury or emergencies of extraordinary or severe nature pursuant to  
42 RCW 28A.400.300.  
43  
44 B. Employees may request interagency leave sharing in accordance with the law and on a  
45 cost-neutral basis to the District. Requests shall be made to the Superintendent for  
46 consideration on a case-by-case basis.  
47

48 The donation of leave is totally voluntary. No employee shall be coerced, threatened,  
49 intimidated or financially induced into donating leave.

1  
2 The value of leave transferred is based upon the current salary rate of the person receiving the  
3 leave. The receiving staff member will continue to be paid their regular rate while on shared  
4 leave. For example, if a staff member earning \$26.00 an hour donates one (1) day of leave to  
5 someone earning \$13.00 an hour, the recipient would get two (2) days of sick leave. However,  
6 if the \$13.00 an hour employee donates one (1) day to the \$26.00 an hour employee, the  
7 higher-paid employee would receive one-half (1/2) day of leave.  
8

9 Any leave transferred under this policy which remains unused shall be returned at its original  
10 value to the staff member who donated the leave.  
11

## 12 **ARTICLE XII**

### 13 **GRIEVANCES**

14  
15  
16  
17 An orderly procedure for processing of employee grievances is a matter of mutual concern for the  
18 Union and the District. For purposes of this Agreement a grievance shall be defined as any condition,  
19 action, or lack of action of the School District which the employee believes to be a violation,  
20 misinterpretation, or misapplication of the provisions of this Agreement. The employee is entitled to  
21 have Union representation at any conference held pursuant to this Article. Prior to filing any grievance  
22 under this Article, the employee will discuss the concerns with their immediate supervisor as a good  
23 faith attempt to resolve any disagreement without the need for further proceedings. Grievance Steps  
24 1 and 2 below may be utilized by an employee or the Field Representative. Grievance Steps 3 and 4  
25 below may only be utilized by the Field Representative.  
26

#### 27 **Section 12.01 STEP 1:**

28 Within twenty (20) working days following the employee's knowledge of the act or condition which  
29 is the basis for a grievance, the employee or the Field Representative shall submit a Step 1 grievance  
30 in writing to Human Resources. The grievance shall include the grievant(s), the date of the  
31 occurrence, the specific clause or provision(s) of the agreement allegedly violated, the event(s) giving  
32 rise to the grievance and the remedy requested.  
33

34 Human Resources will designate an appropriate administrator to hear the grievance. A Step 1  
35 conference will be held within ten (10) working days of receipt of the Step 1 Grievance, or as mutually  
36 agreed.  
37

38 The administrator shall respond in writing to the grievant and Field Representative within ten (10)  
39 working days of the conference and shall include the reason(s) for the decision in the Step 1 written  
40 response.  
41

#### 42 **Section 12.02 STEP 2:**

43 If the employee or Field Representative is not satisfied with the Step 1 written response, the employee  
44 or the Field Representative may submit a Step 2 grievance in writing to Human Resources within ten  
45 (10) working days of receipt of the Step 1 written response.  
46

47 Human Resources will designate an appropriate administrator to hear the grievance. A Step 2  
48 conference will be held within ten (10) working days of receipt of the Step 2 Grievance, or as mutually  
49 agreed.

1  
2 The administrator shall respond in writing to the grievant and Field Representative within ten (10)  
3 working days of the Step 2 conference and shall include the reason(s) for the decision in the Step 2  
4 written response.

5  
6 **Section 12.03 STEP 3:**

7 If the Field Representative is not satisfied with the Step 2 written response, the Field Representative  
8 may submit a written Step 3 grievance to Human Resources for a Step 3 decision by the  
9 Superintendent or designee, within ten (10) working days of receipt of the Step 2 decision.

10  
11 The Superintendent or designee shall provide the Field Representative with a written response within  
12 ten (10) working days of receipt of the Step 3 grievance request and shall include the reason(s) for  
13 the decision in the Step 3 written response.

14  
15 **Section 12.04 STEP 4:**

16 If the Union is not satisfied with the Step 3 written response, except for grievances arising from  
17 Article V, Evaluations, they may appeal to binding arbitration. If the Union elects to seek binding  
18 arbitration, it shall within ten (10) working days after receiving the Step 3 written response submit  
19 written notice to the Superintendent and Human Resources notifying of its demand to seek binding  
20 arbitration.

21  
22 The Union shall request a list of at least seven (7) arbitrators from the Federal Mediation and  
23 Conciliation Service (FMCS) within ten (10) working days after providing notice of its demand to  
24 seek binding arbitration under this section. Unless otherwise agreed to between the Union and the  
25 District, the parties will determine the arbitrator from this list by alternately striking names from the  
26 list.

27  
28 The selected arbitrator shall issue their decision within thirty (30) calendar days from the date of the  
29 close of the hearing, or from the date the final statements or post-hearing briefs are submitted. The  
30 arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and decision.  
31 The arbitrator will be without power or authority to make any decision which is outside of this  
32 Agreement.

33  
34 The decision of the arbitrator shall be submitted to the District and the Union and will be final and  
35 binding upon both parties, provided however that the arbitrator's decision is not clearly erroneous,  
36 arbitrary and capricious, and is not in violation of state and federal law or the Constitution.

37  
38 The cost of the arbitrator shall be borne equally between the District and the Union. All other  
39 expenses shall be borne by the party incurring them, and neither party shall be responsible for the  
40 expenses of witnesses called by the other.

41  
42 The arbitration shall take place whenever possible during school business hours.

43  
44 **Section 12.05 Time Limits:** If the stipulated time limits are not met by the District, the employee or  
45 the Union shall have the right to appeal the grievance to the next step. If the stipulated time limits  
46 are not met by the employee/Union, the grievance is deemed satisfied and may not be appealed  
47 further. The parties may mutually agree in writing to extend the time limits set forth in this procedure.  
48

1 **Section 12.06.** The District shall not discriminate against any individual employee or the Union for  
2 taking action under this Article.  
3

4  
5 **ARTICLE XIII**

6  
7 **DISCIPLINE, SUSPENSION, TERMINATION**  
8

9 **Section 13.01.** The District may take disciplinary action against an employee for just cause. A  
10 progressive disciplinary policy will normally be followed by the District when deemed necessary to  
11 discipline an employee. However, the employer may suspend without pay or terminate any employee  
12 when in their judgment the situation warrants such action. Progressive Discipline will normally  
13 consist of the following: (1) verbal directive (which may include an email follow up), (2) written  
14 directive (3) reprimand (may include suspension), (4) termination. Any disciplinary action taken  
15 against an employee shall be appropriate to the behavior which precipitates said action. The following  
16 will be considered as being among the causes for disciplinary action or termination: incompetence,  
17 insubordination, inability to perform the essential functions of the job in accordance with the  
18 Americans with Disabilities Act, willful job abandonment, willful or persistent violation of school  
19 laws or policies or regulations, immorality, willful or persistent neglect of duty, addiction to the use  
20 of or possession of illegal narcotics or habit forming drugs. At the request of the employee, they may  
21 have Union representation at a discipline hearing.  
22

23 **Section 13.02.** Notification of a suspension or termination of an employee shall be provided to the  
24 employee in writing prior to implementing the suspension or termination. The cause(s) for the  
25 suspension or termination and applicable time limits shall be stated in said notification. A copy of any  
26 letters of discipline, suspension, or termination will be sent to the Union unless the employee requests,  
27 in writing, that such copies not be provided to the Union.  
28

29 **Section 13.03.** Resignation of employment, when initiated by the employee, shall require not less  
30 than two (2) weeks' written notice.  
31

32 **ARTICLE XIV**

33  
34 **PENSION**  
35

36 **Section 14.01.** All classified employees who are employed in an eligible position are entitled to  
37 membership in and shall derive benefits from the State Employees' Retirement System in accordance  
38 with and pursuant to the Laws of Washington State and any amendments thereto authorizing and  
39 establishing this System.  
40

41  
42 **ARTICLE XV**

43  
44 **EXTRA AGREEMENTS**

45 **Section 15.01.** The employer agrees not to enter into any Agreement or Contract with his Employees,  
46 individually or collectively, which is inconsistent with the terms of a Collective Bargaining Agreement  
47 then in effect.  
48

1 **Section 15.02.** Should Puyallup School District determine that it may be appropriate to subcontract  
2 work normally performed by bargaining unit members, the District will consult with the Union  
3 leadership prior to making a final decision to implement the same.  
4

5  
6 **ARTICLE XVI**

7  
8 **JOB DESCRIPTIONS AND TRAINING**  
9

10 **Section 16.01.** The School District agrees to develop job descriptions and job responsibilities for  
11 classified employees covered by this Agreement. These job descriptions will be published on the  
12 District website. In addition, when any new job is created or when an existing job description is  
13 modified, the District shall notify the Union to discuss and negotiate the pay scale and classification,  
14 if appropriate.  
15

16 **Section 16.02.** It is agreed that employees may take CDL classes and training on a space available  
17 basis, along with trainee bus drivers. Such training shall be on an unpaid basis. If space is not available  
18 to all employees interested, priority shall be given to employees driving trucks as part of their jobs.  
19 Others may take the training on a first-come, first-served basis.  
20

21 **Section 16.03 Licensing Fees.** The District shall pay all licenses, fees, training costs, tuition and class  
22 time if required for a job.  
23

24 A committee comprised of union and management members will review District training and staff  
25 development necessary to both maintain and improve employees' skills. The committee will also  
26 review the cost of such training and possible funding sources and options.  
27

28 **Section 16.04 Other District Required Training.** Employees may be required by the District to  
29 participate in online and/or in-person trainings. Employees will be compensated for required trainings  
30 that occur outside their paid time.  
31

32  
33 **ARTICLE XVII**

34  
35 **INSURANCE**  
36

37 **Section 17.01 Insurance.** Employees and substitutes who work or are anticipated to work six hundred  
38 thirty (630) hours or more in a work year (September 1 – August 31) shall be eligible for insurance  
39 under the School Employee Benefits Board (SEBB). SEBB shall establish all parameters of the benefit  
40 offerings, including plan designs, carriers, and employer/employee rates. Employee rates shall be paid  
41 through payroll deduction.  
42

43 The contributions identified in this Article are dependent on the state both authorizing and providing  
44 funding to pay such benefit allocation. If the state fails to authorize and fund the District to the full  
45 extent of the allocation stated above, the District shall pass through any state funding actually received.  
46

47 **Section 17.02.** In addition to the above, the District will contribute to other Employee benefits as  
48 required by law. Present requirements are:  
49

1 FICA, Paid Family Leave, State Retirement: Plan I, Plan II, Plan III and State Industrial.

2  
3 **Section 17.03 Vehicle Damage.** Acts of damage to a vehicle parked in the school setting shall be  
4 covered by the individual's insurance policy. When an employee's vehicle is damaged in a designated  
5 work parking area or within the course of an employee's job responsibilities by vandalism, which  
6 includes a reportable hit-and-run incident, the District will reimburse the amount of the deductible to  
7 a maximum of \$2,000. Employees who have vehicles that are not covered by insurance shall receive  
8 the same benefit. Damage to an employee's vehicle caused by District negligence will be fully covered  
9 per by the District's coverage agreement in force at the time of the incident.

10  
11  
12 **ARTICLE XVIII**

13  
14 **WAGES UNDER THIS AGREEMENT**

15  
16 **Section 18.01.** The salary schedules are attached as Schedules A, B and C.

17  
18 For all years of this agreement, if the legislature provides an increase pursuant to RCW 28A.400.205,  
19 the District will pass through such increase to Schedules A, B and C.

20  
21 The salaries provided in this section and on salary schedules A, B and C are dependent upon the State  
22 both authorizing and providing funding to the District to pay such salaries. If the State fails to authorize  
23 or fund the District to the full extent of the increases stated, the District shall pass through any increases  
24 actually received.

25  
26 **Section 18.02.** Employees who have changed classification or new employees who have been hired  
27 prior to March 1 of each year shall be entitled to an incremental raise on September 1 for experience  
28 as shown in the salary schedule.

29  
30 **Section 18.03 Wage Calculations and Payments.** Earnings from the start of the contract to the end  
31 of the contract are calculated by applying the hourly rate, times hours per day, times days to be worked  
32 in the contract. Total is divided by the number of payments to be made during the contract period to  
33 arrive at the monthly warrant amount.

34  
35 Substitutes, Extra time, overtime, deduct time and adjustments for L & I payments are made one (1)  
36 month after occurrence. All leave usage is recorded in this manner.

37  
38 When an employee is promoted or goes to a lesser wage, the contract adjustment will be spread out  
39 over the remaining months of the fiscal year in equal amounts.

40  
41 In the event the employee owes the District money, the District will work out a payment plan based  
42 on the amount owed.

43  
44 **Section 18.04 Central Pension Fund.** If the majority of the bargaining unit members vote to do so,  
45 employees will divert up to \$1.00 per hour of their wages to the Central Pension Fund of the  
46 International Union of Operating Engineers and Participating Employers, on the account of each  
47 member unit. The purpose of said payments shall be to provide retirement benefits for eligible  
48 employees pursuant to the provisions of said Pension Fund. The Union may increase the contribution

1 amount to be diverted to the fund once annually, if so elected by the membership, by written  
2 notification to the employer.

3  
4 **Obligation to the Funds.** The Employer and the Union agree to be bound by the respective Agreement  
5 and the Declaration of Trust entered into on the date set forth herein for each Fund, as of September  
6 7, 1960, establishing the Central Pension Fund of the International Union of Operating Engineers and  
7 Participating Employers and by any amendments to either said Trust Agreement, heretofore and  
8 hereafter adopted.

9  
10 The Employer and Union consent to and accept the terms, conditions and provisions of each written  
11 Trust Agreement and as amended, creating each said Fund. The Employer and Union agree that the  
12 Trustees named in each said Trust Agreement and their successors are and shall be its representatives  
13 and the Employer and Union consent to be bound by the acts of said Trustees and successor Trustees  
14 made pursuant to and in carrying out the provisions of each said Trust Agreement.

15  
16 The total amount due for each calendar month based on regular assignment shall be remitted in a  
17 lump sum to each said Fund not later than ten (10) days after the last business day of each month.  
18 Those amounts based on extra assignment shall be remitted once annually.

19  
20 **Section 18.05.** If and when a General Maintenance Worker performs duties outside of their  
21 classification, they shall receive the established pay for such work.

## 22 23 24 **ARTICLE XIX**

### 25 26 **VEBA - ATTENDANCE PROGRAM**

27  
28 **Section 19.01 Non-VEBA Conversion.** Employees may elect an annual conversion of accumulated  
29 illness, injury and emergency leave in accordance with number one (1) below. An employee may elect  
30 a conversion of illness, injury and emergency leave upon retirement, separation from service or death  
31 for monetary compensation in accordance with number two (2) below. The conversion procedures are  
32 as follows:

- 33  
34 1. Annual Conversion of Accumulated Illness, Injury and Emergency Leave: Any  
35 employee who at the end of the immediately previous calendar year shall have accumulated  
36 in excess of sixty (60) days of unused illness, injury and emergency leave, may convert  
37 unused illness, injury and emergency leave earned the previous year in excess of the said  
38 sixty (60) days to monetary compensation at the rate of twenty-five (25) percent of the  
39 employee's current full-time daily rate of compensation for each full day of eligible illness,  
40 injury and emergency leave up to twelve (12) days. Any such election shall be made by  
41 written notice to Human Resources during the month of January. Any such annual  
42 conversion of accumulated illness, injury and emergency leave shall be in accordance with  
43 law.  
44
- 45 2. Conversion of Illness, Injury and Emergency Leave Upon Retirement/Separation from  
46 Service or Death: Any employee who shall retire, separate from service or die while  
47 employed by the District may elect (personally or by a personal representative, as  
48 appropriate) to convert accumulated unused illness, injury and emergency leave days to  
49 monetary compensation at the rate of twenty-five (25) percent of the employee's full-time

1 daily rate of compensation at the time of retirement, separation from service or death for  
2 each full day of eligible illness, injury and emergency leave up to a maximum of one  
3 hundred eighty (180) days. Any such conversion of illness, injury and emergency leave  
4 upon retirement, separation from service or death shall be in accordance with the law,  
5 including RCW 28A.400.210 and RCW 28A.400.212.  
6

7 **Section 19.02 VEBA Conversion.** The Union will annually notify the District of its intent to  
8 participate in VEBA III. Any such conversion of illness, injury and emergency leave annually or upon  
9 retirement, separation from service or death shall be in accordance with the law, including Internal  
10 Revenue Code Section 501(c)(9).  
11

12 **ARTICLE XX**

13 **SUBSTITUTE EMPLOYEES**

14 **Section 20.01 Maintenance Substitutes.** All Maintenance Substitutes shall be paid according to  
15 Schedule A. General Labor Substitutes shall be paid the “Laborer” wage as listed under “Other” on  
16 Schedule A. All other skilled Maintenance Substitutes shall be paid at step one (1) for the specific job  
17 performed.  
18  
19

20 **Section 20.02 Print Shop Substitutes.** Print Shop Substitutes shall be paid according to schedule B.  
21 Substitutes shall be paid at step one (1) for the specific job performed.  
22  
23

24 **Section 20.03 Warehouse Substitutes.** Warehouse substitutes shall be paid according to schedule C.  
25 Substitutes shall be paid at step (1) for the specific job performed.  
26

27 **Section 20.04.** Substitutes will be given consideration for “on call” assignments and hire as a regular  
28 employee. The District will take into consideration their length of service, ability and work record.  
29

30 **Section 20.05 Substitute Due Process.** If a substitute employee is notified of the District’s intention  
31 to stop using them as a substitute, the substitute may, within five (5) business days, make a written  
32 request for a meeting with the department director to discuss the decision.  
33

34 **ARTICLE XXI**

35 **LABOR MANAGEMENT TEAM**

36  
37  
38  
39 **Section 21.01.** In the spirit of cooperation, openness and trust, the parties wish to attempt to discuss  
40 and resolve problems that arise during the life of this Agreement. To this end, the labor management  
41 team will schedule meetings to problem solve.  
42  
43

44 **ARTICLE XXII**

45 **TOOLS**

46  
47 **Section 22.01.** The District will supply all the necessary tools for staff to perform their jobs.  
48  
49

1 **ARTICLE XXIII**

2  
3 **SAFETY**

4  
5 **Section 23.01.** The District is committed to creating and maintaining a safe and healthy workplace  
6 for all employees. The District will comply with WAC 296-800-130 regarding communicating and  
7 evaluating employee safety and health issues. Such concerns shall be addressed by the parties in labor  
8 management meetings per Section 21.01.

9  
10 \* \* \* \* \*

11  
12 THIS AGREEMENT shall be in full force and effect from September 1, 2025, through August 31,  
13 2026, and shall be reopened each year at the request of the Union prior to June 1 to discuss Articles  
14 17 and 18. THIS AGREEMENT shall be reopened to negotiation ninety (90) calendar days prior to  
15 the anniversary date.

16  
17 A year is defined as September 1 through August 31 of each year unless specifically addressed in an  
18 Article or Section.

19  
20 Savings Clause: Should any provision of this Agreement or any application of this Agreement to any  
21 employee or group of employees be found contrary to law, then such provision or application shall not  
22 be deemed valid and subsisting except to the extent permitted by law, but all other provisions or  
23 applications shall continue in full force and effect.

24  
25  
26  
27 \* \* \* \* \*

28  
29 PUYALLUP SCHOOL DISTRICT #3

INTERNATIONAL UNION OF  
OPERATING ENGINEERS LOCAL 302,  
MAINTENANCE, WAREHOUSE AND  
PRINT SHOP

30  
31  
32  
33  
34 //Signature on File//                      05/04/2026  
35 For the District                                      Date

//Signature on File//                      05/04/2026  
Field Representative                                      Date

Puyallup School District 2025-26 Maintenance Salary Schedule							Longevity (years completed)					
		shift differential	Step 1	Step 2	Step 3	Step 4	Step 5	10 Years	15 Years	20 Years	25 Years	30 Years
							0.50	0.75	1.00	1.25	1.50	
<b>FOREMAN</b>			45.65258	46.36866	47.20329	48.03878	48.61523	49.11523	49.36523	49.61523	49.86523	50.11523
Buildings		grave yard \$0.35	46.00258	46.71866	47.55329	48.38878	48.96523	49.46523	49.71523	49.96523	50.21523	50.46523
Grounds*		swing shift \$0.50	46.15258	46.86866	47.70329	48.53878	49.11523	49.61523	49.86523	50.11523	50.36523	50.61523
Mechanical/Electrical-Routine Maintenance Utility Crew												
<b>JOURNEYMAN (with state license) / Hard to Fill</b>			43.05697	43.46412	43.99132	44.53790	45.05689	45.55689	45.80689	46.05689	46.30689	46.55689
HVAC		grave yard \$0.35	43.40697	43.81412	44.34132	44.88790	45.40689	45.90689	46.15689	46.40689	46.65689	46.90689
Journeyman Electrician		swing shift \$0.50	43.55697	43.96412	44.49132	45.03790	45.55689	46.05689	46.30689	46.55689	46.80689	47.05689
Journeyman Plumber* Refrigeration Technician												
<b>SKILLED TRADES</b>			41.76826	42.17542	42.70260	43.24918	43.76817	44.26817	44.51817	44.76817	45.01817	45.26817
Boiler Technician		grave yard \$0.35	42.11826	42.52542	43.05260	43.59918	44.11817	44.61817	44.86817	45.11817	45.36817	45.61817
Carpenter		swing shift \$0.50	42.26826	42.67542	43.20260	43.74918	44.26817	44.76817	45.01817	45.26817	45.51817	45.76817
Electronics Maintenance Glazier Heavy Equipment Operator* HVAC Preventative Maintenance Locksmith Painter Roofing Technician Utility Crew												
<b>SPECIALIZED SUPPORT</b>			37.84013	38.27019	38.79451	39.32210	39.79397	40.29397	40.54397	40.79397	41.04397	41.29397
Lawn Crew Lead*		grave yard \$0.35	38.19013	38.62019	39.14451	39.67210	40.14397	40.64397	40.89397	41.14397	41.39397	41.64397
Landscape Maintenance*		swing shift \$0.50	38.34013	38.77019	39.29451	39.82210	40.29397	40.79397	41.04397	41.29397	41.54397	41.79397
General Maintenance Worker* Preventative Maintenance Technician		encamp \$3.00										
<b>OTHER</b>			30.04684	30.48467	31.02730	31.53612	31.91458	32.41458	32.66458	32.91458	33.16458	33.41458
Lawn Crew/Laborer*												
<p>Employees with 10, 15, 20, 25 and 30 years of service within their seniority group shall receive the following longevity amounts per hour starting with the pay period following September 1 annually. The amounts shall not be compounded.</p> <p>10 Years \$0.50 per hour                      15 Years \$0.75 per hour                      20 Years \$1.00 per hour                      25 Years \$1.25 per hour                      30 Years \$1.50 per hour</p>												
<p>The wages on this schedule include \$0.05 per hour contributed by the District toward each employee's Central Pension Fund of the I.U.O.E. and Participating Employers, in accordance with Article 21.04. If, at any time, the majority of the bargaining unit members do not vote to make an employee contribution to the CPF, wages on this schedule will be reduced by \$0.05 per hour. When comparing wages on this schedule to other Districts, the \$0.05 CPF contribution shall not be included.</p>												
<p>All employees on regular shifts during night hours beginning no earlier than 11:00 p.m. shall be paid at the scheduled rate plus \$0.35 per hour. All employees working regular shifts beginning no earlier than 2:30 p.m. shall be paid at the scheduled rate plus a \$0.50 per hour swing shift differential. However, when the District changes an employee's shift pursuant to Section 7.01 (e.g. summer break, spring break and winter break) the employee will not receive the shift differential.</p>												
<p>If a Lawn Crew/Laborer employee obtains his/her WA State Department of Agriculture Pesticide License (Public Operator/OW-Ornamental Weed), he/she may be directed by the District to provide such spraying services, and will be compensated at Level 2/Step 1 for actual time spent performing these tasks.</p>												
<p>If a Landscape Maintenance employee obtains his/her Playground Safety Inspector certification, he/she may be directed by the District to provide such playground inspection and maintenance services, and will be compensated a \$525 annual stipend for holding such certification (to maximum of 3 employees eligible to receive this stipend in any given year).</p>												
<p>If a Landscape Maintenance employee obtains his/her PCO license certification, employee may be directed by the District to provide such spraying services, and will be compensated a \$525 annual stipend for holding such certification (to maximum of 3 employees eligible to receive this stipend in any given year).</p>												
<p>If an employee holding the Journeyman Plumber position obtains employee Backflow license certification, he/she may be directed by the District to provide backflow services, and will be compensated a \$525 annual stipend for holding such certification (to maximum of 3 employees eligible to receive this stipend in any given year).</p>												
<p>If an employee holding the Carpenter position obtains his/her AHERA license certification, he/she may be directed by the District to provide inspection, sampling, and/or removal services, and will be compensated a \$525 annual stipend for holding such certification (to maximum of 3 employees eligible to receive this stipend in any given year).</p>												
<p>*Employees in these positions as of April 1 annually, will receive a \$150 footwear stipend, paid in April. All employees must wear appropriate, safe and protective footwear at all times.</p>												
<p>If Landscape Maintenance employees are directed by the district to engage in encampment cleanup work, the employees will be paid an addition \$3.00 per hour for doing such directed work</p>												

**Schedule B**

Puyallup School District 2025-26 Print Shop Salary Schedule									Longevity (years completed)				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	10 Years	15 Years	20 Years	25 Years	30 Years
									0.5	0.75	1	1.25	1.5
Production Assistant	25.51458	25.83485	26.19794	26.50208	26.92611	27.34348	27.61692	27.89307	28.39307	28.64307	28.89307	29.14307	29.39307
Production Specialist	31.22270	31.64231	32.02667	32.47517	32.95581	33.47322	33.80793	34.14601	34.64601	34.89601	35.14601	35.39601	35.64601
<p>Employees with 10, 15, 20, 25 and 30 years of service within their seniority group shall receive the following longevity amounts per hour starting with the pay period following September 1 annually. The amounts shall not be compounded.</p> <p>10 Years \$0.50 per hour            15 Years \$0.75 per hour            20 Years \$1.00 per hour            25 Years \$1.25 per hour            30 Years \$1.50 per hour</p>													
<p>The wages on this schedule include \$0.05 per hour contributed by the District toward each employee's Central Pension Fund of the I.U.O.E. and Participating Employers, in accordance with Article 21.04. If, at any time, the majority of the bargaining unit members do not vote to make an employee contribution to the CPF, wages on this schedule will be reduced by \$0.05 per hour. When comparing wages on this schedule to other Districts, the \$0.05 CPF contribution shall not be included.</p>													

Revised 04-08-26

**Schedule C**

Puyallup School District  2025-26 Warehouse Salary Schedule								Longevity (years completed)				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	10 Years	15 Years	20 Years	25 Years	30 Years
								0.50	0.75	1.00	1.25	1.50
Warehouse Foreman*	45.19948	45.90957	46.73594	47.56315	48.13390	48.85590	49.58874	50.08874	50.33874	50.58874	50.83874	51.08874
Warehouse Coordinator*	35.72091	36.12686	36.62180	37.11987	37.49107	38.05343	38.62424	39.12424	39.37424	39.62424	39.87424	40.12424
Courier	31.00666	31.39734	31.89340	32.34947	32.67298	33.16307	33.66052	34.16052	34.41052	34.66052	34.91052	35.16052
IMPC Warehouse Support	31.00666	31.39734	31.89340	32.34947	32.67298	33.16307	33.66052	34.16052	34.41052	34.66052	34.91052	35.16052
Warehouse Driver*	31.00666	31.39734	31.89340	32.34947	32.67298	33.16307	33.66052	34.16052	34.41052	34.66052	34.91052	35.16052
<p>Employees with 10, 15, 20, 25 and 30 years of service within their seniority group shall receive the following longevity amounts per hour starting with the pay period following September 1 annually. The amounts shall not be compounded.</p> <p>10 Years \$0.50 per hour            15 Years \$0.75 per hour            20 Years \$1.00 per hour            25 Years \$1.25 per hour            30 Years \$1.50 per hour</p> <p>The wages on this schedule include \$0.05 per hour contributed by the District toward each employee's Central Pension Fund of the I.U.O.E. and Participating Employers, in accordance with Article 21.04. If, at any time, the majority of the bargaining unit members do not vote to make an employee contribution to the CPF, wages on this schedule will be reduced by \$0.05 per hour. When comparing wages on this schedule to other Districts, the \$0.05 CPF contribution shall not be included.</p> <p>All employees on regular shifts during night hours beginning no earlier than 11:00 p.m. shall be paid at the scheduled rate plus \$0.35 per hour.</p> <p>*Employees in these positions as of April 1 annually, will receive a \$150 footwear stipend, paid in April. All employees must wear appropriate, safe and protective footwear at all times.</p> <p>Employees in regular positions on Schedule C will receive a \$1.00/hour incentive added to their base hourly wage while holding a valid CDL.</p>												

Revised 04-08-26

TODAY'S DATE \_\_\_\_\_

I.U.O.E. LOCAL NO. 302

(TYPE OR PRINT)

**GRIEVANCE FORM**

STEP \_\_\_\_

GRIEVANT: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ HOURS AT WORK (SHIFT): \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE GRIEVANCE FILED: \_\_\_\_\_ DATE UNION NOTIFIED: \_\_\_\_\_

SPECIFIC CLAUSE OR PROVISION OF AGREEMENT ALLEGEDLY VIOLATED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NATURE OF THE GRIEVANCE AND SPECIFIC EVENT GIVING RISE TO THE GRIEVANCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION OR REMEDY REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Employee/Union: Submit to the Assistant Superintendent of Human Resources, Puyallup School District, PO Box 370, Puyallup, WA 98371*

## Maintenance/Print Shop/Warehouse Evaluation

### Employee information:

Employee #

Employee Name

Employee Job Title

### Evaluator information:

Evaluator Name

### Evaluation information:

Date From  Date To  School Year  Eval Type

Evaluation group

### Overall Rating Definitions:

Unsatisfactory	Basic	Proficient	Distinguished
Performance is below the criteria or standards of performance for key aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory. Retention of employee at this level may not be warranted.	Performance meets the criteria or standards of performance for some aspects of the work. However, job objectives are often not met and are generally below expectations or are met with only a minimum level of acceptability. Performance improvement is indicated.	Performance meets the criteria or standards of performance of the job.	Performance exceeds the criteria or standards of performance for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently and thoroughly, including extra or unique tasks assigned. Results show achievements of extremely high value.

### Additional Information:

- GENERAL CRITERIA: Check the appropriate boxes under each of the criteria below. All ratings must be supported with comments.

#### Criterion 1: RELIABILITY

Is dependable and trustworthy; Independent worker who requires minimal supervision; Understands the need for and maintains confidentiality; Uses and maintains equipment properly; Makes sound decisions.

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
<b>Criterion 1:</b> <b>Overall Score</b>	Work needs close and regular supervision. Rarely able to work independently. Cannot be depended on to complete work.  <input type="checkbox"/>	Sometimes able to work independently, but work needs more than minimal supervision. More than occasionally, work not done on time.  <input type="checkbox"/>	Consistently dependable. Performs all duties with minimal supervision. Work completed on time consistently.  <input type="checkbox"/>	Highly dependable. Attends to every detail without supervision. All work completed on time.  <input type="checkbox"/>

Comments:

### Criterion 2: ADAPTABILITY

Makes adjustments and changes easily to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Works well under stressful conditions.

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 2: Overall Score	Has difficulty making adjustments to different conditions. <input type="checkbox"/>	Sometimes has difficulty making adjustments to different conditions. <input type="checkbox"/>	Accepts new or different conditions; adjusts quickly, cooperative. <input type="checkbox"/>	Highly flexible; can be used effectively in different conditions. <input type="checkbox"/>

Comments:

### Criterion 3: INITIATIVE

Recognizes opportunities to take action appropriately; Self-starter; Has new ideas and makes suggestions for positive change; Willing to take on new challenges.

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Overall Score	Negative and/or not interested in job. Not a self-starter and never does more than the basic requirements of the job. <input type="checkbox"/>	Occasionally lacks optimism and/or lacks interest in some job elements. Occasionally willing to take on a new challenge. <input type="checkbox"/>	Consistently positive and shows high level interest in job. Sets goals and completes them. <input type="checkbox"/>	Exceptionally positive; interest in job leads to exceptionally creative and innovative performance. Takes action without being told. <input type="checkbox"/>

Comments:

### Criterion 4: ATTENDANCE/PUNCTUALITY

Regular attendance and consistently on time; provides sufficient notice for absences and being tardy.

Criterion 4	Unsatisfactory	Basic	Proficient
Criterion 4: Overall Score	Frequently absent or late. Not dependable. <input type="checkbox"/>	Attendance, punctuality, and/or dependability could improve. <input type="checkbox"/>	Displays good habits; on time and at work. Dependable. <input type="checkbox"/>

Comments:

### Criterion 5: ORGANIZATION

Consistently meets deadlines; sets priorities; Delegates appropriately; Good utilization of time; Plans workload effectively.

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Overall Score	Disorganization severely affects job function. <input type="checkbox"/>	Disorganization sometimes hampers job function. <input type="checkbox"/>	Keeps work organized; carries out duties effectively and efficiently <input type="checkbox"/>	Extremely organized; enhances job function. <input type="checkbox"/>

Comments:

### Criterion 6: COMMUNICATION

Exchanges information appropriately; Tactful and considerate; Good listening skills; speaks and writes in a clear and understandable manner; Effectively deals with problems with parents, students and others.

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 6: Overall Score	Use of inappropriate communication skills seriously affects job function. Does not communicate in a clear and understandable manner orally or in writing. <input type="checkbox"/>	Occasional use of inappropriate communication skills hamper job function. Does not consistently communicate in a clear and understandable manner orally or in writing. <input type="checkbox"/>	Consistently uses appropriate communication skills. Generally communicates in a clear and understandable manner both orally and in writing. <input type="checkbox"/>	Exceptional use of communication skills enhances job function. Communicates in a clear and understandable manner both orally and in writing. <input type="checkbox"/>

Comments:

### Criterion 7: WORK PRODUCTION

Consistently accomplishes required amount of work.

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Overall Score	Produces at unacceptable level of work. <input type="checkbox"/>	Produces below what can and should be done. <input type="checkbox"/>	Produces at expected level. <input type="checkbox"/>	Produces above level. Extremely high output. <input type="checkbox"/>

Comments:

### Criterion 8: QUALITY OF WORK

Does thorough, accurate, neat and professional work; Produces high quality product; Has high standards and work ethic; Makes minimal errors.

Criterion 8	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 8: Overall Score	Many errors and assignments not complete. <input type="checkbox"/>	Some errors and some assignments not complete. <input type="checkbox"/>	Work is thorough, accurate and complete. <input type="checkbox"/>	Work is exceptionally accurate and complete. <input type="checkbox"/>

Comments:

### Criterion 9: SELF-IMPROVEMENT

Enhances job performance by participating in learning opportunities; Open to suggestions and makes changes as necessary; Self-reflects; Interested in work and in increasing knowledge and improving skills.

Criterion 9	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 9: Overall Score	Very resistant to change and defensive when suggestions provided. <input type="checkbox"/>	Occasionally resistant to change and does not listen when suggestions for improvement are made. <input type="checkbox"/>	Strives for improvement on regular basis. Generally open to suggestions for improvement. <input type="checkbox"/>	Exceptional efforts at self-improvement. Seeks suggestions for improvement and discusses suggestions openly when they are made. <input type="checkbox"/>

Comments:

### Criterion 10: WORK KNOWLEDGE AND SKILLS

Understands all aspects of the job; Possesses knowledge and skills necessary to perform job; Pays attention to details; Understands technical job processes; Uses correct spelling, punctuation and grammar.

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score	Lacks considerable understanding of the principles, concepts and requirements of the job. <input type="checkbox"/>	Lacks some understanding of the principles, concepts and requirements of the job. <input type="checkbox"/>	Generally understands the principles, concepts and requirements of the job. <input type="checkbox"/>	Thoroughly understands the principles, concepts and requirements of the job. <input type="checkbox"/>

Comments:

### Criterion 11: CUSTOMER SERVICE SKILLS

Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner; Friendly and helpful; Handles sensitive issues appropriately; Uses appropriate problem-solving strategies.

Criterion 11	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 11: Overall Score	Frequently fails to make an effort to meet customer needs. Often does not treat customers with courtesy and respect. <input type="checkbox"/>	Occasionally does not practice appropriate customer service skills. Occasionally does not treat customers with courtesy and respect. <input type="checkbox"/>	Meets expectations of customers on regular basis. Usually treats customers with courtesy and respect. <input type="checkbox"/>	Actively seeks to understand and satisfy customer needs. Consistently treats customers with courtesy and respect. <input type="checkbox"/>

Comments:

### Criterion 12: TEAMWORK

Works cooperatively with others; Uses tact and diplomacy; Develops good working relationships; Promotes good staff morale; Puts team needs above individual needs; Works positively in solving problems.

Criterion 12	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 12: Overall Score	Exhibits unwillingness to work effectively in a team setting. <input type="checkbox"/>	Sometimes has difficulty participating as a team member. <input type="checkbox"/>	Works cooperatively with all team members. <input type="checkbox"/>	Seeks opportunities to collaborate with others as well as working collaboratively with others. <input type="checkbox"/>

Comments:

### Criterion 13: CONFORMANCE WITH STANDARDS

Adheres to Federal, State, District, building and department policies/regulations and standards; Adheres to safety practices.

Criterion 13	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 13: Overall Score	Fails to comply with policies and/or building standards. <input type="checkbox"/>	Sometimes has difficulty complying with policies and/or building standards. <input type="checkbox"/>	Consistently adheres to all policies and building standards. <input type="checkbox"/>	Promotes expectations and standards. <input type="checkbox"/>

Comments:

## Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: RELIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 2: ADAPTABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 3: INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 4: ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 5: ORGANIZATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 6: COMMUNICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 7: WORK PRODUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 8: QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 9: SELF-IMPROVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 10: WORK KNOWLEDGE AND SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 11: CUSTOMER SERVICE SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 12: TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 13: CONFORMANCE WITH STANDARDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation Score	—			
	Score Range: 13 to 19	Score Range: 20 to 32	Score Range: 33 to 45	Score Range: 46 to 52

**Comments to Support Overall Rating:**

**Areas of Focus / Concerns:**

This section is to be completed when the evaluator has rated the employee "needs improvement" or "unsatisfactory" on the overall annual performance rating.

**Performance Objectives / Goals:**

This section may be completed at the beginning of the evaluation period for the coming school year or end of the evaluation period for the next school year depending on the preference of the evaluator for those employees who received a "meets expectations" or "exceeds expectations" on the overall annual performance rating. The status of work toward completion of Objectives/Goals should be addressed in the comments section of the Overall Rating section above.

This evaluation has been reviewed with employee.

▼

Date reviewed with employee

mm/dd/yyyy

**Signatures:**

Evaluator Signature

Not signed yet

Employee Signature

Not signed yet