COLLECTIVE BARGAINING AGREEMENT

between the

NORTH KITSAP SCHOOL DISTRICT #400

and the

NORTH KITSAP TRANSPORTATION EMPLOYEES

NEA-WEA

2025 – 2027

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PREAMBLE

This agreement is made and entered into between North Kitsap School District Number 400 (hereinafter "District" or "Employer") and North Kitsap Transportation Employees Association/NEA-WEA (hereinafter "Association").

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

NO STRIKE/NO LOCKOUT

The Employer agrees not to lock out the members of the bargaining unit and the Association and the members of the bargaining unit agree that there will be no strike, work stoppage or slowdown.

ARTICLE I – RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1 The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.4., and the Association recognizes the responsibility of representing the interests of all such employees. It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including representation of the views of the Association to the Board of Directors of the District or any other governmental body, groups, or individual. The District shall take whatever action is required or refrain from such action in order to assure employees that no interference, restraint, coercion, or discrimination is allowed within the District to encourage or discourage membership in all employee organizations.

Section 1.2 It is understood that matters appropriate for consultation and negotiation between the District and the Association are hours, wages, benefits, grievance procedures and general working conditions of employees in the bargaining unit subject to this Agreement. It is further recognized that this Agreement does not alter the responsibility of either party to meet with the other party to advise, discuss, or consult regarding matters concerning working conditions not covered by this Agreement.

Section 1.3 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, administrative assistant or secretary necessarily imply a confidential relationship to the board of directors or superintendent of the District pursuant to RCW 41.56.030(12).

Section 1.4 The bargaining unit to which this agreement is applicable shall consist of all full-time and regular part-time employees of the District engaged in the maintenance and operation of the transportation system. The job descriptions involved in the bargaining unit are: Bus Driver, Driver Trainer, Transportation Specialist,

Mechanic, Mechanic Helper, and any future mutually-bargained job descriptions, including substitute transportation employees who have worked thirty (30) or more cumulative days during the current or preceding school year*; and excludes Transportation Administrators and all other employees. Recognizing the rights of the District to maintain and manage the safe, efficient operations described in Article II, supervisory personnel shall only perform duties covered by the job descriptions listed above when required in an unplanned event, if they have the necessary certifications and appropriate licenses and there is no qualified bargaining unit member available. The District will maintain a list of current substitutes and make it available to Association Leadership upon request.

Section 1.5 New job descriptions or job descriptions that are substantially changed, shall be submitted to the Association for input prior to final adoption. The parties shall negotiate salary schedule placement for subsequently adopted job descriptions of such new or revised positions prior to posting or implementing.

*Bargaining unit substitute employees shall only be covered by the salary schedule (Appendix E) and Article XIII of this agreement.

ARTICLE II – RIGHTS OF THE EMPLOYER

Section 2.1 It is agreed that the customary and usual rights, powers, functions and authority of management are vested in management officials of the District. The District shall retain the right to maintain efficiency of the District operation by determining the methods, means and the personnel by which operations undertaken by the employees in the unit, are to be conducted.

Section 2.2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the District.

Section 2.3 In making rules and regulations relating to personnel policy and procedures that directly relate to Transportation Department staff, the District shall inform the Association Team. In making changes to Standard Operating Procedures (SOPs) and matters of working conditions, dates of mandatory meetings, in service and other group training, the District will meet with the Association President and/or the Association Committee prior to making a final decision.

Section 2.4 The District reserves the right to decide the qualifications of employees and particular job descriptions.

Section 2.5 Subcontracting

The District reserves the right to subcontract Vocational Skills Center (Bremerton) and Summer School routes, or trips if they are shown to be less expensive than bargaining unit operation. Prior to the final determination from the District to subcontract, it will first meet with the Association to review costing scenarios and estimates submitted to the Transportation Department.

Transportation required by the Special Services Department to meet the needs of identified students may be subcontracted until it is determined the District Transportation Department can provide the service at a lower cost.

Unless otherwise agreed to by the Transportation Administrator and the Association, transportation for activities involving twenty (20) or fewer total people (students and adults), the District may use vans. The vans must be District-owned, when available. If the driver of a van is outside the bargaining unit, the driver must be a District employee (i.e., teacher, coach, etc.) and meet the appropriate licensing requirements.

In the event that the Transportation Department cannot cover a trip pursuant to the procedures in Section 6.5, the District or school may use an outside contractor. The Association will be notified when a trip cannot be covered. A copy of all outside contracts must be sent to the Transportation Department no later than eight (8) workdays prior to departure. If it is found, within five (5) workdays of the trip, that Transportation can cover a trip at a lower cost, including overtime and cancellation fees, the outside contract will be cancelled. Exceptions to this paragraph may be made on a case-by-case basis upon mutual agreement by the Transportation Administrator and the Association.

Trips that exceed five hundred (500) miles, or nine (9) hours of driving one-way may be subcontracted at the District's discretion.

ARTICLE III – RIGHTS OF THE EMPLOYEES

Section 3.1 Each employee shall have the right to bring matters of personal concern to the attention of appropriate Association representatives and/or appropriate officials of the District.

Section 3.2 The District shall direct each new employee to the location of the contract on the District website at the time of hire. A paper copy of this agreement will be provided by the Human Resources Department upon request.

Section 3.3 The North Kitsap School District believes in fostering respect and recognition of cultural diversity, human dignity, and individual rights. Neither the District nor the Association shall unlawfully discriminate against any employee subject to this agreement on the basis of race, creed, color, national origin, gender, sexual orientation, religion, age, marital status or qualified individual with a disability with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the person with a disability or others.

Section 3.4 Evaluations

Employees shall be evaluated during their first year of employment, and at least once every two (2) years thereafter. The evaluation shall be signed by the Transportation Administrator and dated. The employee shall also be asked to sign

the evaluation but such signature only indicates that the employee has seen the evaluation and does not indicate that the employee agrees with the evaluation. If an employee disagrees with an evaluation, the employee shall attach written comments indicating areas of disagreements within twenty (20) workdays, upon receipt of the evaluation. Observational feedback may be used from the Driver Trainer(s) to assist the Transportation Administrator in evaluating Bus Drivers. The final evaluation will remain the responsibility of an administrator.

Section 3.5 There shall be two (2) personnel files for members of the bargaining unit, one (1) at the transportation office and a second in the personnel office. An employee has the right to examine and/or have copies made of the employee's personnel file. Examination of the file by an employee shall take place during regular business hours and in the presence of a District Transportation Administrator or designee.

3.5.1 All derogatory materials placed in the personnel file shall be signed and dated and a copy shall be given to the employee. An employee may attach written comments to any materials in the employee's personnel files within twenty (20) workdays of receipt or notice that such material is in the personnel file. An employee may request derogatory material be deleted from the personnel file after three (3) years, provided there have been no other incidents/violations of similar nature during that period. However, the District is not required to remove such derogatory material if the District, after consultation with the Association, believes it is still relevant.

3.5.2 All oral warnings may be confirmed in writing between the Transportation Administrator and an employee but such document shall not be placed in the employee's personnel file. That document may be kept only in the working file of the Transportation Administrator and shall be purged at the conclusion of each working year, provided that the Transportation Administrator may keep a notation of such warning in the Transportation Administrator's anecdotal daily calendar for one (1) additional work year.

3.5.3 Certification records of employees kept by driver trainers shall be limited to material required for each employee to comply with the necessary driving requirements as set forth by the District, state and federal laws.

Section 3.6 Employees will be supported by the District in handling disciplinary matters and disruptive students, including special education students, as long as they follow District policy and procedures. Such support may include the addition of a bus supervision aide for the route, or changes to a student's bus assignment.

Section 3.7 Drug Testing

The District will provide drug testing information to employees as required by law.

Section 3.8 The District agrees to ensure safe and non-hazardous working conditions within the District's facilities. Further, the District agrees to comply with the health and safety regulations as required by all appropriate state and federal regulations.

In order to collect, review, and address safety concerns in the Transportation Department, the District and the Association will maintain a safety committee composed of representatives from the Association and the District. Should no volunteers wish to serve on the committee, the Association will bring any safety concerns to monthly labor-management meetings.

ARTICLE IV – RIGHTS OF THE ASSOCIATION

Section 4.1 The Association has the right and responsibility to represent the interests of all employees in the unit; to present its views to the District on matters of concern, either orally or in writing as requested by the District up to and including negotiating the collective bargaining agreement.

Section 4.2 The president of the Association and designated representatives will be provided time off with pay to a combined maximum of 180 hours per year accruing each year of the contract, to conduct Association business including bargaining. In requesting this time off, consideration shall be given to the availability of substitutes. Cost of substitutes for additional time, if used, shall be reimbursed to the District by the Association.

Section 4.3 Time during working hours will be allowed for employee representatives to attend meetings requested by the District. When such times fall outside an employee's regular time break down hours, and the meeting time has been mutually agreed upon by both parties, such time will be paid time at the employee's regular rate of pay. This excludes regular monthly Association Team meetings.

Section 4.4 Representatives of the Association, upon making their presence known to the District, shall have access to the District premises during business hours provided that such access will not in any way hamper or obstruct the normal flow of work and provided that they first make their presence known to the building administration office.

Section 4.5 Bulletin Boards

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

4.5.1 The responsibility for the prompt removal of notices from the bulletin boards after they have served their purpose shall rest with the individual who posted such notices.

Section 4.6 The District agrees to furnish to the Association, upon written request, appropriate information concerning the District, the annual budget, end of the year fiscal report,

directory of personnel, current payroll information, current usage and benefit amounts of employees within the bargaining unit.

ARTICLE V – ASSOCIATION TEAM

Section 5.1 The Association will designate an Association Team who will meet with the superintendent of the District or the superintendent's representatives on a mutually agreeable regular basis to discuss appropriate matters.

Section 5.2 The Association Team shall represent the Association and the employees in meeting with officials of the District to discuss matters of mutual interest. The Association Team may consult with the District on complaints without a grievance being made by an individual employee.

ARTICLE VI – ASSIGNING OF WORK

Section 6.1 Definitions

6.1.1 Bus drivers shall be persons hired to operate buses for scheduled or cover routes and trips to transport students, except for substitute bus drivers.

6.1.2 Substitute bus drivers are persons who are qualified and hired to operate school buses to transport students, but who do not bid on scheduled or cover routes.

6.1.3 "Bus route" shall mean any activity in support of the regular school curriculum during normal school hours that are scheduled on a weekly basis. These hours are determined by the employee time breakdown.

6.1.4 "Cover route" shall mean a benefit-eligible bidded route. Drivers who bid into this route are expected to cover routes when another driver is unable to drive their route (e.g., on temporary leave, on a trip, etc.), and when all routes are covered, completes work assigned by the Transportation Administrator or designee.

6.1.5 "Trip Hours" shall be any school activity where school equipment is used for transportation on other than regularly-scheduled routes.

6.1.6 "Additional" hours shall be any work beyond time breakdown hours and trip hours.

6.1.7 "On duty" time is actual driving time, time spent at meals, time on ferries, loading and unloading students, baggage and/or equipment, on stand by or any other time the driver is required to work.

6.1.8 "Layover" is when a driver has a block of non-driving time on regular, additional and/or trip hours.

6.1.9 "Paid layover" is when a driver's regular route or schedule results in a one(1) hour or less block of time between the ending and beginning of a regular or substituted route. Drivers shall have the option to be compensated up to thirty (30) minutes of that one (1) hour. Drivers may be requested to perform work as assigned by the District and to layover at District work sites. Paid layover minutes must be consistent throughout the workweek unless layover minutes are unavailable due to altered schedules or routes.

6.1.10 "Assignment" is any work assigned to an employee by the District not defined by previous sub-sections. Work may not take away from another bargaining unit and the employee must have the proper qualifications in order to perform the work assigned.

6.1.11 "Negative Time" is time spent away from a driver's regular route and is deducted from the driver's weekly time breakdown.

6.1.12 "Years of Service" – Transportation employees whose first day of employment falls between September 1st and January 31st of the school year shall be eligible to advance on the adopted salary schedule on September 1st of the following school year. Transportation employees whose first day of employment falls between February 1st and August 31st of a school year shall remain at their current salary placement for the remainder of the current school year and the following school year.

6.1.13 "TBA Trips" are posted trips or All Call Trips that, at the time of posting, have an unknown exact time, date or location. TBA trips will be awarded by seniority without regard to overtime.

6.1.14 "Vacancy" occurs when an employee resigns or is terminated or a new route is created or a new position is added. Vacancies can only be filled by posting. following procedures in 6.2.2.

6.1.15 "McKinney-Vento" run provides transportation to students who qualify per the McKinney-Vento Act.

Section 6.2 Posting Routes

6.2.1 In an effort to encourage driver input, drivers will be able to provide written input on their route by the last working day of May. Tentative route sheets and bid packets for general education routes will be made available for review and input in early August or at least 14 days prior to any bid date.

6.2.2 The District will post all route vacancies in the Transportation Department within five (5) workdays of being vacated, or created. Employees shall indicate interest on the associated seniority list within five (5) workdays of the route being posted. The route will be awarded to the most senior eligible employee by the Transportation Administrator. The route vacated by the most senior driver shall also be filled by seniority. The second driver's route

may be filled by a substitute, if no other regular driver voices a desire to fill said vacancy. During the posting, drivers may request to drive the posted route, based on seniority.

6.2.3 At the end of the five (5) workdays if there are no interested employees, the position will be offered to a substitute driver.

6.2.4 New routes that occur during the school year due to either adding or removing elementary or secondary routes to routes that are, or will become, exclusively elementary or secondary will be posted.

6.2.5 The District will attempt to fill positions within thirty (30) days of the position being posted externally pending qualified applicants.

6.2.6 If no regular driver request to fill, then substitutes may be used to fill positions that are temporarily vacant while positions are being posted and filled. Opportunity to drive a variety of routes will be given to all substitutes in an equitable manner.

6.2.7 McKinney-Vento routes of three (3.0) or more hours will be posted. A double bump may be used as in 6.2.2 When a 3.0 plus hour McKinney Vento Route ends, the driver(s) will return to the previously awarded routes. When a McKinney-Vento route is less than three (3.0) hours the 'All Call' procedure (6.5.3.1) will be followed to assist in determining the most efficient route. Routes may be packaged with a current route when it can be done in an efficient manner. Any additional time will be put on an Extra Time sheet. The driver initially selected for the McKinney-Vento route may decline the route. If the initial driver selected does decline the route, the Transportation Administrator will assign the route in the next most efficient manner. That assignment may include, but is not limited to, selecting another regular driver, assigning the route in reverse seniority order, assigning the route to a substitute driver or hiring a private carrier. If the route is assigned by reverse seniority, the driver is required to accept the route. A list of all McKinney-Vento routes will be maintained in a notebook/binder in the Transportation Department and will be made available to drivers upon request. Feedback can be shared with the Transportation Administrator regarding the routes but the final decision is determined by the Transportation Administrator.

6.2.8 Vacancies Other than Routes

The District will announce all vacancies in the following job descriptions: Driver Trainer, Transportation Specialist, Mechanic, or any mutually bargained new position added to the bargaining unit. The announcement will be both in hard copy and through email. The District will also inform the Association of all positions being announced as soon as practicable to allow notification to members of the unit. This will allow current employees

advance notice of the application materials that will be needed to complete the hiring application.

Section 6.3 Bidding Routes

6.3.1 The intent of employees bidding will be to maximize their work week without exceeding 40 hours of regular work in any week.

6.3.2 Bidding will be conducted during a District meeting on paid time. Regular routes are bid on in seniority order each school year. Employees will be notified of the date of the bid day June 1st every year except when the District calendar has yet to be adopted by the Board. Bid day will be seven (7) consecutive days before first day of school.

6.3.3 Morning and afternoon routes may be packaged together for bidding. Shuttles and activity routes will not be packaged; each shuttle and activity route will be its own bid item.

6.3.4 If a driver chooses to drive a run that is based in a site different than her/his assigned site, then the driver must transport themselves to the site in their personal vehicle.

6.3.5 Job Sharing. Job sharing will mean the occupation of a single route by two (2) individuals.

With the exception of midday routes, the decision to grant a job sharing request rests with the District. The District will post potential job sharing availability with the bid packet.

Two (2) employees may job share a regular route, provided that:

a. Job sharing configurations may only be for all AM or all PM on every day of the position or full single days only (ex. Driver #1-M, W, F and Driver #2- T, Th);

b. Seniority for bidding will be based on the most senior driver participating in the job share; and

c. The job sharing agreement will be for one (1) school year.

Midday routes may be bid upon in sections of less than the five (5) day work week with single days either Monday or Friday and multiple days in consecutive order as long as the bid begins on Monday or ends on Friday.

Sick leave, personal leave, retirement, and benefits will be prorated to reflect the fraction of the position shared. The experience step for the employee will be the same as the employee would be entitled to per the full position.

The District will not incur any additional costs as a result of job sharing.

Section 6.4 Work Schedule

6.4.1 Time breakdowns for regular routes will be submitted by the employee on or before October 1 as per Standard Operating Procedure 055 or as soon as practical in the event school start dates are changed or delayed. Routes altered by at least 15 minutes per day or time added from another bid, will be modified to the correct minutes in a new Time Breakdown. 10-minute breaks must be maintained when any time is added to a previously awarded bid route.

Drivers will check their average minutes weekly. Differences (+/-) will be submitted on an Extra Time Sheet weekly. If differences continue for 4 consecutive weeks, a new Time Breakdown will be completed. Time Breakdown changes incurred prior to the fifteenth (15th) of the month will be paid in the month calculated. Changes incurred the 15th of the month or after will be reflected on the following month's pay.

6.4.2 Included in a Driver's bid packet item will be sixty (60) minutes per day for the purpose of warm-up, child/safety check, fueling, cleaning and pre/post-trip checks. The expected time breakdown of each Driver's pre-and post-trip checks are included in the table below. Drivers will not need to submit an Extra Timesheet for the items included below. Cleaning time shall be added if deemed necessary by the District.

Warm-Up	Cold Pre-Trip, items on daily log including walking to bus and picking up keys. (Warm Pre/Post-Trip is 20 minutes)	**25**
Safety Check	Child Check	**5**
	Post Trip items on daily log including hanging up key, checking mailbox, and checking email.	**20**
Fueling & Cleaning	Cleaning, trash emptied & swept daily	
	Washing & mopping bus once every as needed.	**5**
	Fueling	**5**
	Daily Total	**60**

6.4.2.1 Substitute drivers will be paid for their duties completed and submitted on their timesheet.

6.4.3 The above activities will be in addition to paid layover time as addressed in

6.1.9, although an employee may choose to perform such work during layover time without losing layover pay.

6.4.4 Except in an emergency, a driver will be given at least one (1) week (five (5) workdays) notice of a change in her/his regular work schedule.

6.4.5 The drivers with special needs routes will be given up to two (2) workdays after the date/fax stamp, to incorporate new students into their route.

6.4.6 All regular drivers who substitute on routes other than regular a.m./p.m. routes may use their regularly assigned bus out of either site if it can be done in a cost efficient manner as determined by the District.

6.4.7 No driver shall suffer loss of pay or benefits if a route is changed for any of the following reasons: unforeseen emergency, weather school closures, or program(s) ending earlier than bid number of days. Such time shall, if possible, be made up when work is available. In no event shall an employee suffer a loss in pay or benefit unless the employee chooses not to perform the make-up work, in which case, negative time applies. Available leaves and compensatory time may be used to help offset time lost.

6.4.8 Routes will be created/scheduled to allow for a minimum ten (10) minute break between the end of the first route of the day and the beginning of all subsequent routes.

6.4.9 Drivers on midday routes who drive the same route on different days of the week may agree to swap work days during a particular week with prior approval from a Transportation Administrator rather than take leave for the day not worked.

6.4.10 Routes for approved for summer programs shall have a minimum of four (4) compensated hours per day including pre- and post-trip procedures.

Section 6.5 Additional/Trip Hours

All trip requests must be submitted to the Transportation Department using approved trip software. Weekly scheduling of trip hours will be Sunday through the following Saturday.

6.5.1 Additional Hours & Trip Eligibility

All regular drivers are eligible for additional hours and trips, unless the Transportation Administrator determines a driver is ineligible due to that driver's technical and physical qualifications.

Substitute drivers are eligible for additional hours and trips only if no regular drivers are available or willing to take the additional hours or trip.

Drivers who fail to do their selected trip hours without just cause shall be prohibited from accepting trip hours for forty (40) consecutive workdays on the first offense and seventy-five (75) consecutive workdays on the second offense (in one (1) or more congruent school years).

6.5.2 Posting of Trips

Trip hours to be scheduled shall be posted as soon as possible, and no later than prior to the PM routes on the Friday that is six (6) workdays prior to the posted trip week. The trip posting will be pulled and assigned on Wednesday at 9:45 a.m. prior to the posted trip week. A Transportation Specialist or a volunteer member may assist the Transportation Administrator and review the schedule of assignments. If no volunteer is available the trip assignments will not be impeded.

6.5.3 Awarding Trips

Trips and additional hours will be awarded weekly. Trips and additional hours will be awarded in seniority order to maximize the work week without exceeding forty (40) hours in one (1) week, unless an exception contained in Section 6.7.3 applies.

Upon approval, drivers with less than forty (40) hours per week may forfeit all or a portion of their regular route as "negative time" provided a substitute is available when bidding for hours. Negative time will also be given when the driver feels that there is not an adequate rest period between either the beginning or the end of a trip and their regular route. Negative time would only be applied on the day of the trip and/or on one (1) other day only during the week of the trip.

A driver with forty (40) hours per week may forfeit all or a portion of their regular daily run twice annually, not to exceed forty (40) hours per week.

Pursuant to Subsection 6.5.1, additional/Trip Hours will be offered and awarded to any regular driver interested prior to any substitute driver being contacted. Substitute drivers may not be contacted prior to any regular drivers being contacted for additional/trip hours.

Additional/Trip hours are the responsibility of the assigned driver and swapping or giving trip hours to another driver by an employee will not be permitted.

The trip is considered started when the assigned driver begins their pre-trip process.

6.5.3.1 "All Call" Procedure

Un-awarded/posted trips will be filled according to this Subsection.

At 7:25 a.m. and 8:45 a.m. (and 2:50 p.m. if applicable) a Transportation Specialist shall:

1. Call out un-awarded/posted trips, first on Thursday, all other days, then trips turned back in or changed (reference 6.5.4).

2. Call out late arrival/rescheduled trips

    a. In date order

    b. When

    c. Who

    d. Destination

    e. Approximate duration

3. Call out mid-days/extra work

4. Remind drivers of sign-up sheets in office for 9:45 a.m. closing time for All Call Trips

    Awarding of All Call Trips:

    a. All Call Trips will be awarded, by seniority, to all regular drivers who will not incur any overtime by taking the trip, then to the most senior driver who will incur the least amount of overtime.

    b. No substitute driver shall be given preference for overtime over a regular driver.

    c. All Call Trips will only be awarded to a substitute driver if no regular driver responds.

5. After an All Call has been awarded, the posting signup and a copy of the trip request will be displayed at both Transportation sites and electronically within twenty-four

    (24) hours of awarding.

6. When an All-Call trip is turned in after it has been awarded, an attempt will be made to contact the next senior driver with the least amount of over-time on the original All-Call Sign- up Sheet to cover the trip. In the event none of the drivers on the original All-Call Sign-up Sheet want the trip, or a documented attempt to contact those drivers is made with no response, the trip may be awarded to a substitute driver.

6.5.3.2 If there is no interest from regular drivers and there are no substitute drivers available, then the District may assign drivers in reverse seniority order or utilize an outside contractor pursuant to Section 2.5.The District will not decline or charter a trip in order to hold a driver "in reserve" for potential, but not yet known, absences of other drivers on regular routes.

6.5.3.3 The District will identify one (1) route package per each elementary school (including the secondary routes combined in the package) which can be collapsed/combined when there is a shortage of substitutes so that fewer trips need to be chartered or declined.

6.5.3.4 Drivers on leave/reassignment will have their kindergarten/mid-day/activity routes filled with an all-call weekly for regular drivers and daily for substitutes. Any break in the assignment during the week will result in a new All Call. Long-term routes (as in Subsection 6.6.5) will be all calls. More than one (1) kindergarten run may be chosen in a day provided that they do not interfere with the driver's normal run, nor exceed the driver's forty (40) hour work week.

6.5.3.5 Drivers not available on a normal basis during "All Call," if they so choose, will submit a letter to the Transportation Administrator indicating how the driver wishes to be contacted (cell or home phone). The Transportation Administrator will make the letters available to a Transportation Specialist. If no letter is submitted, contact will not be attempted.

6.5.4 Trip Cancellation

The District and Association acknowledge that trips may need to be cancelled due to circumstances outside of their control.

In the event that trip hours are cancelled after the driver has started the trip (see Subsection 6.5.3), on scheduled school days, the driver shall be paid for two (2) hours or negative route time, whichever is greater, unless the driver is able to complete their regular run. If the driver opts out of completing their regular route when able, the driver will be required to take negative route time for the affected portion of time. On non-school days, the driver shall receive four (4) hours report time. The driver shall be able to choose any trip hours that have been assigned to a substitute.

If, prior to the start of a trip, an emergency occurs that prevents the selected driver from fulfilling the trip, the driver must immediately contact the Transportation Administrator and Transportation Specialist, who will fill the vacated trip first through regular drivers, with preference given to the trip list sign-up sheet for that particular trip, and if none are available, then through a substitute. An emergency is defined for purposes of this

Subsection as an urgent, unforeseen occurrence or occasion requiring immediate action beyond the control of the driver.

If an assigned trip is cancelled due to weather, schedule change, or other non-emergency situations, and is rescheduled during that same week, the original driver will be given the opportunity to complete the trip. If the driver declines the trip, an All Call will be made. If the trip is rescheduled for the next week or beyond, the trip will be reposted according to this Section.

The All Call procedure will be followed when an assigned trip is turned back in. Assigned trips may be turned back in to allow drivers to maximize their work week, for preference, or when a trip has changed from its original posting.

Section 6.6 Bumping Rights

6.6.1 All Bumping will be in seniority order.

6.6.2 If the time of a route is altered and causes the employee to either 1) go into overtime or 2) gain or lose more than a half hour of paid time, that employee may bump to a less senior employee's route.

6.6.3 When employees are notified by the Transportation Administrator or their designee that their route is changing, they have up to ten (10) workdays to decide which less senior employee they will bump.

6.6.4 Bumping will also occur when a regular employee wishes to fill a temporary vacancy caused by an approved leave. While in a bumped route, a driver may bump into another temporary vacancy caused by an approved leave one (1) additional time. Drivers may return to their original bid route prior to the end of the temporary leave with five (5) workdays notice to the Transportation Administrator.

6.6.5 In the event of a temporary approved leave known to extend ten (10) days or more, or a paid administrative leave of any duration, up to two (2) employees may bump first into the temporary vacancy and then into the route vacated by the most senior driver. The remaining open route will be offered to the most senior available driver or to a substitute. Extra time worked due to a bump will be paid on an extra pay timesheet. Hours an employee works filling the route of an employee on approved leave or administrative leave beyond twenty (20) consecutive days will be processed on a time breakdown. Benefits will be retroactive to the start date of the new time breakdown per the Payroll Department's benefit cutoff dates.

Section 6.7 Overtime/Compensatory Time

6.7.1 Overtime shall be time worked inclusive of all paid leaves beyond forty (40) hours per week and paid at time and a half of the employee's regular hourly rate, or at time and a half of compensatory time.

6.7.2 Overtime and Compensatory Time requires prior approval of the employee's Transportation Administrator.

6.7.3 Overtime will not prevent drivers from additional/trip hours if

a. the trip has been altered after the Wednesday deadline,

b. the trip is a TBA (per Section 6.1.11),

c. the trip is an All Call (as per section 6.5.5) or

d. if a McKinney-Vento route, which is not on a time breakdown, has been added to a route.

6.7.4 In the event that overtime is incurred due to changes in route time after the bid, the employee may choose to reduce paid layover time as per 6.1.7, forfeit days of their midday route, or bump a less senior employee.

6.7.5 Through mutual consent of the employee and Transportation Administrator, compensatory time may be received in lieu of paid overtime.

6.7.6 Compensatory time will be calculated at an appropriate rate of one and one half hour (1.5) for one (1) hour after forty (40) hours in a week.

6.7.7 Compensatory time can accumulate up to one hundred (100) hours. Written records of compensatory time must be maintained. Documentation of Compensatory time for Mechanics, Driver Trainer and/or Transportation Specialist(s) must be submitted monthly to a Transportation Administrator.

6.7.8 All compensatory time not used will be cashed out each August 31st.

Section 6.8 Transportation Maintenance Department

6.8.1 Bus maintenance personnel will be assigned to a definite and regular work week and daily shift.

6.8.2 A regular shift will be eight and one-half (8.5) hours with a thirty (30) minute unpaid lunch break.

6.8.3 In each four (4) hour period worked an employee will receive a paid 15 minute break.

6.8.4 The regular work week for full time mechanics will be five (5) consecutive days of employment.

6.8.5 If the District requires bus maintenance personnel work on a Saturday or Sunday due to a holiday during the work week, those employees will be compensated at their overtime rate.

6.8.6 When not practical to give an advance notice or for a period of short duration when a job cannot be completed during the regular shift, the shifts may be temporarily altered.

6.8.7 Through mutual agreement with the Transportation Administrator, mechanics not notified of early closure of the Transportation Department due to circumstances out of their control shall be offered an opportunity of working hours equal to the hours lost.

6.8.8 If an employee's schedule is to undergo a permanent change, management will notify the affected employee at least one (1) week in advance. The affected employee may waive her/his notice at their discretion to start the new schedule sooner.

6.8.9 A mechanic/mechanics helper will receive supplemental pay annually, prorated by the employee's calculated FTE, in one (1) installment in June for tool replacement in the amount of $1000.

6.8.10 The District shall provide a secure location for the mechanics to store their tools, with limited access to as needed personnel, in the event they are required to be away from the shop area.

Section 6.9 Shift Differential

Employees other than bus drivers assigned to a swing shift or graveyard shift shall be compensated in the following manner:

- Swing Shift: Regularly hour wage plus five percent (5%) for all hours worked.
- Graveyard/Split Shift: Regular hourly wage plus seven percent (7%) for all hours worked.

Section 6.10 Emergencies and Inclement Weather

6.10.1 If it becomes necessary to close school or delay the start of the school day the District will make every effort to notify the employees via radio and/or telephone by 5:30 a.m. of that morning. The District reserves the right to close or delay the start of school after 5:30 a.m. if hazardous conditions warrant it.

6.10.2 Employees who report to their worksite without being contacted by 5:30 a.m. that morning will be compensated for two (2) hours at their regular rate of pay.

6.10.3 If an emergency arises after the end of a workday and an employee is called back to work and the emergency is resolved before the employee's arrival, that employee shall be compensated two (2) hours show-up pay. Such call-in time for mechanics shall include transportation time for the employee to travel to and from home to wherever the service is needed.

ARTICLE VII – HOLIDAYS AND VACATIONS

Section 7.1 Holidays

All employees shall receive benefitted pay for the following holidays, if they fall within their regularly scheduled work year:

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

7.1.1 Unworked Holidays

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked both the last scheduled shift preceding the holiday and the first scheduled shift succeeding the holiday shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if the employee is on approved leave or can furnish proof, satisfactory to the District that because of illness they were unable to work on either of such shifts, and the absence previous to such holiday, by

reason of such illness, has not been longer than 30 regular workdays, and they received sick pay for the day(s) missed.

7.1.2 Worked Holidays

Twelve month employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus one and one-half (1.5) times their base rate for all hours worked on such holidays.

7.1.3 Holidays During Vacation

Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such.

7.1.4 Labor Day & Independence Day

All employees who work the day before and after Labor Day or Independence Day will receive holiday pay at the average of the day before and the day after regular hours worked.

Section 7.2 Vacations

Employees who are scheduled to work 260 days per year shall receive the following vacation: Two (2) weeks, or ten (10) workdays of vacation after one (1) full year of service, and each year thereafter one (1) additional day will be added to vacation allowance until it reaches twenty-five (25) workdays. If a holiday should fall within the vacation, that day shall not apply against vacation allowance.

ARTICLE VIII – LEAVES

Section 8.1 Sick Leave

8.1.1 Employees shall be entitled to the projected number of annual days/hours of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. Each employee shall accumulate one (1) day of paid leave for sick leave for each calendar month worked equivalent to the hours of their normal workday. An employee who works ten (10) workdays in any calendar month will be given credit for the full calendar month.

An employee may use accrued sick leave according to District policy. The District may require a signed statement from a licensed medical practitioner to verify the need for treatment or supervision for any absence which exceeds five (5) consecutive days or when sick leave abuse is suspected.

8.1.2 Up to three (3) days per year of sick leave may be used for emergency leave as defined in Board Policy. Prior approval for emergency leave must be obtained whenever possible.Whenever prior approval cannot be obtained, a

written request for approval of such leave shall be submitted within seven (7) calendar days upon the return of the employee to the employee's duties and/or responsibilities.

8.1.3 In the event employees are absent for reasons which are covered by Industrial Insurance, the District shall pay the employee an amount equal to the difference between the amount paid the employee by the Department of Labor and Industries and the amount the employee would normally earn. A deduction shall be made from the employee's accumulated sick leave in accordance with the amount paid to the employee by the District; however, upon written request to the District, an employee may request not to be paid the difference and therefore not have sick leave deducted. In doing so, the employee accepts responsibility for any potential loss of benefits.

8.1.4 Sick leave can be taken for less than one (1) full workday and shall be taken for all of morning shift, all of mid-day, all of afternoon shift, activity run or as approved by the Transportation Administrator or designee.

Section 8.2 Bereavement

Due to the death of a significant person in an employee's life, up to five (5) days will be granted for bereavement. No deductions will be made from accumulated sick leave in this instance. If more than five (5) days is needed, sick leave may be used for bereavement on a case-by-case basis.

Bereavement leaves are not cumulative.

Section 8.3 Jury Duty

All employees shall be granted time off at no loss of pay for jury duty. However, any amount of reimbursement for such time shall be deducted from normal salary, excluding per diem and/or travel expenses. Employees requested to testify on behalf of the District shall not suffer any loss of pay.

Section 8.4 Assault Leave

8.4.1. Any incident which could constitute assault and battery upon an employee by another adult while acting within the scope of the employee's employment shall be reported promptly to the employee's immediate Transportation Administrator. If, following that report and based on a complaint by the employee to a law enforcement agency; a criminal conviction for assault or similar judgment by reason of acts against that employee result, then the District will support the employee as outlined in Section 8.4.2, below. Any incident which could constitute assault upon an employee by a student will be investigated by school administrators. If determined that the student's behavior against the employee constitutes assault, the District will support the employee as outlined in B. below as

well (this does not prevent the employee from reporting the incident to a law enforcement agency).

8.4.2. Whenever an employee is absent from employment and unable to perform the employee's duties as a result of personal injuries sustained due to an assault and battery as defined in Section 8.4.1, above, the employee will be paid full salary for the period of absence up to one year from the date of injury, less the amount of Worker's Compensation award or benefit. No part of such absence will be charged to annual or accumulated sick leave.

8.4.3 Domestic Violence Leave for Victims and Family Members is available according to federal and state law.

Section 8.5 Disability Leave

An employee giving notice of disability leave shall submit a written notice to the District as early as possible. The written notice for disability leave should include a statement as to the expected date of return to employment, and advance written notice of the actual date of return to employment shall be given as soon as possible.

Sick leave shall be granted under Section 8.1.1 of this article. In the event sick leave is exhausted, then the District may, at the employees' written request, grant a leave of absence without pay for the period of disability pursuant to Section 8.9 of this article and according to District policies.

Section 8.6 Adoption or Childbirth

All employees of the District shall receive one (1) workday of leave upon the birth or adoption of that employee's child, non-deductible from the other types of leave allowances. All employees may take up to five (5) days with salary deduction for adoption leave days at the daily rate for a substitute.

Section 8.7 Family Medical Leave Act

In addition to or concurrently with any other leave granted within the collective bargaining agreement, the employer may grant additional leave according to District policy.

8.7.1 Employees eligible for Washington's Paid Family Medical Leave (PFML) (currently, having worked 820 hours in the qualifying period prior to a qualifying event) may receive benefits for qualifying events described below. The employee must apply for PFML through the state Employment Security Department (ESD) and the ESD will determine both eligibility and the amount of benefits. All provisions of this section will be implemented and administered consistent with the provision of Title 50A RCW and corresponding administrative rules.

A. Generally, qualifying events include up to twelve (12) weeks of paid leave per year for:

1. Family Leave (i.e., care and bonding after a baby's birth or the placement of a child younger than 18 years old, care for a family member experiencing an illness or medical event, and certain military-connected events)

2. Medical Leave (i.e., care for yourself in relation to an illness or medical event)

B. Up to a total of up to eighteen (18) weeks may be available for a serious health condition during pregnancy, and up to a total of sixteen (16) weeks may be available for multiple health events in a year.

C. When the leave is foreseeable, employees shall give the District written notice at least thirty (30) calendar days in advance. When the leave is not foreseeable, employees shall inform the District as soon as practicable. The District will provide written notices of rights to employees as required by law.

D. Employees who have accrued sick leave may choose whether (a) to use sick leave; or (b) not use sick leave and instead receive PFML benefits; or (c) use full days of sick leave at the same time as the employee receives PFML benefits (in which case, the sick leave will be considered a supplemental benefit by the District).

E. PFML may be used concurrently or consecutively with FMLA leave, at the employee's option. PFML is also in addition to pregnancy/childbirth disability leave.

F. While on PFML leave, the employee shall maintain their health benefits, as provided prior to leave. The employee shall be eligible to return to their same or equivalent job that was held prior to taking PFML.

G. Premiums for PFML shall be paid by the employer and employee in accordance with the shares identified in the statute.

Section 8.8 Personal Leave

Personal leave of two (2) days per school year shall be provided with pay to each employee hired prior to February 1. Employees hired after that date shall be provided with one (1) day for the remainder of the first year of hire. The hours used to determine the total of two (2) personal days for Bus Drivers will be based on the driver's time breakdown for the current school year, equivalent to the hours of their normal workday, that is turned in by October 1st. Prior approval for personal leave must be obtained. Employees who have worked for the District for 15 years or more will be provided a total of three (3) days of personal leave annually.

Unused personal leave shall be carried over to a maximum of six (6) days. Any personal leave over the maximum six (6) days will be cashed out in October at the employee's regular rate of pay for the prior school year without a requirement that the employee provide notice.

Upon separation of service from the District, all unused personal days will be cashed out at the employee's regular rate of pay.

Section 8.9 Leave of Absence

8.9.1 Upon recommendation of the immediate Transportation Administrator through administrative channels to the superintendent, and upon approval of the Board of Directors, an employee may be granted a leave of absence for a period not to exceed one (1) year. The District reserves the right to refuse to grant any such leaves.

8.9.2 The returning employee will be assigned to the same or similar position held before the leave of absence, subject to the terms of this agreement.

8.9.3 The employee will not accrue additional sick leave and seniority, except as provided for in Article IX, Section 9.5., but will retain any previous sick leave balance and seniority rights while on leave of absence.

8.9.4 An employee on any leave status, for whom the District is not contributing medical benefits, shall have the option of prepaying such premiums to maintain the coverage as arranged with the insurance carrier by the employee.

8.9.5 Unauthorized leave may result in termination of employment.

Section 8.10 Sick Leave Buy Back

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

8.10.2 At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation for each four (4) full days accrued leave for illness or injury. No employee

may receive compensation under this section for any portion of leave for illness or injury which was accumulated at a rate in excess of one (1) day per month.

8.10.3 Sections 8.10.1 and 8.10.2 above shall be construed only as consistent with applicable law.

Section 8.11 Leave Sharing

Employees may donate or receive leave in accordance with District policy.

Transfer Procedure: Leave shall be transferred on a case-by-case basis as requested by the employee to the District Human Resource office. For the purposes of implementation of this section, leave transfer shall be converted to hours.

ARTICLE IX – PROBATION, SENIORITY, NEW HIRE, AND LAYOFF PROCEDURES

Section 9.1 Seniority

The seniority of all employees within the bargaining unit shall be established by the first working day of permanent employment within the bargaining unit, unless such seniority shall be lost as set forth in Section 9.4. If more than one (1) employee in the same classification is appointed at one (1) meeting, seniority order shall be assigned on the basis of:

Actual service to the District during the preceding ninety (90) workdays; and, if necessary for the tie breaking of bus drivers' seniority, the higher score on the District skills test.

Section 9.2 Probation

Each regular employee shall remain in a probationary status for a period of not more than sixty (60) workdays following the hire date. At the end of the initial probationary period the Transportation Administrator may extend the probationary period by another twenty (20) work days after discussing reasons for the probationary extension with the Association. The status of probationary employees who have worked as a substitute bus driver in the current and/or previous school year and who have worked a minimum of 400 hours within the last two (2) years as a North Kitsap School District substitute bus driver, at the discretion of the Transportation Administrator, may be ended at any time after thirty (30) workdays. During this probationary period the District may discharge such employee at its discretion.

Section 9.3 Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this agreement and RCW 28A.400.300.

Section 9.4 The seniority rights of an employee shall be lost for the following reasons without limitation:

a. Resignation

b. Discharge for justifiable cause as per Article X

c. Retirement

Section 9.5 Seniority shall continue to accrue for the following reasons, without limitations:

a. All time lost by reason of industrial accident, industrial illness, lawful subpoena or judicial leave.

b. Disability leave without pay not to exceed sixty (60) workdays.

c. Time spent on any authorized leave with pay.

d. Time spent on any authorized leave of absence without pay, family illness leave without pay or personal injury, which requires the presence of the employee, not to exceed sixty (60) workdays.

e. All days on paid status for regular routes.

9.5.1 Seniority rights shall not be lost but shall not accrue for time on leave of absence granted for the purpose of serving in the Armed Forces of the United States. Time will accrue if recalled in time of war or national emergency.

Section 9.6 Seniority rights shall be effective within the two (2) general job classifications. As used in this agreement, one (1) job classification includes bus drivers/transportation specialist/driver trainer and the other job classification includes bus maintenance personnel. If any member of the bargaining unit changes job classification within the unit, such member shall receive seniority for the years worked in the previous classification up to 180 days per year worked.

Section 9.7 The employee with the greatest seniority shall have absolute preferential rights regarding layoff. The employee with the greatest seniority shall have preferential rights regarding the filling of vacancies, new or open positions, promotions, vacation periods, hours of work, and layoffs when qualifications, ability and job performance are substantially equal with junior employees.

If the District determines that seniority rights should not govern, the District shall, upon employee request, set forth in writing its reasons why the senior employee or employees have been bypassed.

Section 9.8 If any reduction in work force or elimination or consolidation of route, in the bargaining unit is being contemplated, the District shall first meet to discuss with the Association the necessity for and the method of reduction in force.

Section 9.9 Layoff

In the event of layoff, a thirty (30) day notice must be given. Employees so affected are to be placed on a re-employment list maintained by the District according to layoff ranking. Such employees are to have priority in filling an opening in the classification held immediately prior to layoff. Upon rehire they shall revert to their previous hire date and be awarded all seniority accrued while in layoff status. Names shall remain on the re-employment list for eighteen (18) months.

Employees on layoff status shall have preference over substitute drivers for all available work, including trips. Their rate of pay will be equal to a step 1 (one) Bus Driver. They will be included in section 12.1 and section 16.5.

Section 9.10 Employees on layoff status shall file their addresses in writing with the Human Resources office of the District and shall thereafter promptly advise the District in writing of any change of address.

Section 9.11 An employee shall forfeit rights to re-employment as provided in Section 9.9 if the employee does not comply with the requirements of Section 9.12 or if the employee does not respond to the offer of re-employment within fifteen (15) days.

Section 9.12 An employee on layoff status who rejects an offer of re-employment forfeits seniority and all other accrued benefits provided, that such employee is offered a position substantially equal to that held prior to layoff.

Section 9.13 Any person who separates from the District for any reason shall have the opportunity, without recourse, to complete and submit to Human Resources an Exit Interview Form. Exit interview forms can be found attached as Appendix B, online, from Human Resources, and from any Association Representative.

ARTICLE X – DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 10.1 The District shall have the right to discipline or discharge an employee for justifiable cause. Due process guidelines are outlined in Appendix A. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. Discipline by District administrators shall be imposed in a discreet manner with due respect shown for privacy of the employee. Discipline shall not be arbitrary or capricious.

10.1.1 Any disciplinary action shall occur within twenty (20) workdays of the time that the Transportation Administrator should reasonably have known of the alleged infraction. If for unforeseen reasons the timeline cannot be met, the Transportation Administrator will notify the Association in writing. When outside agencies are involved the District will notify the Association in writing of the need for an open-ended timeline and will provide investigative updates upon request.

10.1.2 Upon their request, an employee shall have the right to have an Association representative present during any meeting that may result in disciplinary action or discharge. The District shall notify an employee of such right when

arranging a meeting for the purpose of confronting the employee that may result in disciplinary action. If an employee feels that any conference is becoming disciplinary in nature, the employee may stop the conference and have it rescheduled to a time when an Association representative can be present.

10.1.3 When any complaint regarding a transportation employee is received from a parent, student or other person, the District shall immediately notify the employee(s) and begin an appropriate and thorough investigation, if deemed necessary by the District. The right to due process of the affected employee(s) shall be protected. The employee(s) shall be informed as to the results of the investigation.

ARTICLE XI – EMPLOYEE BENEFITS

Section 11.1 The District shall provide insurance benefits to all eligible employees under the rules, regulations and policies of the School Employees Benefits Board (SEBB). The District shall pay the full portion of the employer contribution as adopted in the School Employees Health Care Coalition agreement for all employees who meet the eligibility requirements outlined in law. The current law stipulates that all employees that work 630 hours become SEBB eligible. All employees that are anticipated to work over 630 hours, along with eligible dependents, will pay their portion of the premium above the District required contribution and be eligible for full insurance coverage under the SEBB program as long as they maintain an employee/employer relationship. Payroll deductions will be made for any portion of an if all eligible employee's premiums.

Section 11.2 Employees will have free admission to North Kitsap School District athletic and student activity events at District school facilities. This privilege does not extend to activities or events hosted by other groups at District school facilities (e.g., league tournaments, booster fund raising events). The District may implement this section through staff ID badges, staff sign-in sheets or other methods that the District determines will allow it to efficiently count and document use of this privilege.

Each employee shall have annual access to a free punch card (12 visits) to the District pool. Additional punch cards and annual passes shall be offered at a 50% discount.

ARTICLE XII – TRAINING

Section 12.1 Drivers are required to attend twenty-one (21) benefited hours of District sponsored training each year (Section 16.18). Drivers will be compensated at their regular rate of pay, which will be included in total contracted hours. Any mandatory in-service training required by the District will be provided at no cost to the employee, and overtime will be paid when the 40-hour workweek is exceeded. The Association Executive Board and the District will collaborate on the content and scheduling of the training hours. Makeup training will be provided. If make up training is not completed, negative time must be submitted for the missed training hours.

12.1.1 Bus maintenance personnel may be included in first aid training for drivers as needed.

12.1.2 Ten (10) hours will be offered through ten (10) one-hour mandatory training meetings at each base throughout the year. Such trainings will be scheduled on days otherwise already scheduled as workdays.

12.1.3 One (1) hour is a floating hour that will be scheduled by the driver and the driver trainer for practice on a type of vehicle that is different from the type of vehicle the driver usually drives on their regular routes.

Section 12.2 If approved in advance by the Transportation Administrator or designee, any driver will be allowed to train without pay, for operation of any District transportation equipment.

Section 12.3 The District will maintain (2) two qualified driver trainers on staff within the bargaining unit as practicable in order to keep an adequate substitute pool. Regular drivers serving in the Driver Trainer position will be compensated at the same rate as Driver Trainer for the time served in that role, as approved by the Director.

ARTICLE XIII – ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 13.1 On or before the first business day of October, February, and June of each year during the term of this Agreement, the District will provide the Association President and WEA/WEA Olympic with the most up-to-date information regarding each employee in the bargaining unit. Such information will include, if available: employees' full name, date of hire, cell phone number, home phone number, work number, personal email address, work email address, mailing address, employee job title, rate of pay, work site location, and hours worked.

Section 13.2 The District will provide in writing to the Association and to WEA/WEA Olympic the name, mailing address, personal phone number, personal email address, job title, classification, and worksite of new hires within twenty-one (21) business days of the employee's start-date in any of the job titles set forth on Schedule A of this Agreement. The District will also provide in writing to the Association the name, job title, worksite, and District email if applicable, within thirty (30) business days of the start-date of substitutes and/or temporary employees who qualify for Association membership in any job title set forth in this Agreement.

Section 13.3 The District shall deduct Association dues and/or voluntary political contributions from the pay of any employee who authorizes such deductions pursuant to State law. The District shall deduct dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110 as per signed authorization cards. The District shall transmit all such funds deducted to the Association on a monthly basis. The Association will provide a list of those members who have agreed to Association membership via Association-designated methods.

All employees may select to become members of the Association. Authorized payroll deductions by the employee shall be made in equal installments from each paycheck beginning with the pay period in September through the pay period in August of each year. There will be no cost to the employee or the Association for these deductions. Employees who commence employment after September or terminate employment before June shall have their deductions prorated at the total annual amount for each month the employee is employed. In any event, such dues deductions shall continue until the employee(s) request in writing to the Association. The Association will notify the District in writing of any revocation of Association membership in a timely manner. The Employer will notify the Association prior to stopping payroll deduction of dues. Nothing in this article shall render the District liable for payment of any dues or fees to the Association.

ARTICLE XIV – GRIEVANCE PROCEDURE

Grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the terms and conditions of this agreement, shall be resolved in strict compliance with this article. Discussion and Grievance forms are located under Appendices C and D.

Pre-Grievance Process

The District and the Association have a mutual interest in promoting collegiality when contract-based problems arise, as an alternative or precursor to the grievance process as outlined in the collective bargaining agreement. Such a practice will promote efficiency, flexibility and potentially generate more creative solutions than could otherwise be achieved. This mutually agreeable pre-grievance process incorporates the following:

A. Nothing in the pre-grievance process will prevent the Association from ceasing the process and reverting to the grievance process.

B. The pre-grievance calendar is intended to promote efficiency and timeliness.

C. The District and Association will communicate at the earliest opportunity and at a maximum within fifteen (15) workdays of the occurrence, when informed of any contract-related issue, setting in motion the calendar shown below.

D. District administration and the President of NEA-WEA Transportation take mutual responsibility to monitor the pre-grievance calendar and process. They will communicate with affected parties throughout.

E. Pre-Grievance Calendar:

1. Problem identified, communicated to NKSD & NEA-WEA Transportation within fifteen (15) workdays of the occurrence.

2. By the conclusion of fifteen (15) workdays following notice, data will be collected relevant information amassed and a sharing of that

information will occur at a meeting between District administration and NEA-WEA Transportation Association President. The meeting will be scheduled by transportation administration at a mutually agreeable time if possible.

a. At this meeting the discussion form will be signed by transportation administration and the Association representative.

3. Transportation administration will have five (5) workdays to render a solution, make recommendations and communicate to stakeholders.

4. If circumstances arise that render the calendar as stated unreasonable, the parties may agree in writing to extend the calendar.

5. Once a pre-grievance option is identified by a claimant, the grievance process will be suspended until the conclusion of the pre-grievance period as outlined in the calendar.

a. If during the pre-grievance process the claimant decides to cease the process and file a grievance as referenced in Section A above, the claimant must do so in writing to transportation administration and the Association president.

Grievance Steps

Should a grievable incident occur within fifteen (15) calendar days of the close of the current school year, the timeline shall be changed to 10 calendar days, or a mutually agreed upon timeline.

Step 1: The employee shall submit the Grievance form to the Transportation Administrator or designee for reconsideration. The parties will have fifteen (15) days from submission of the Grievance form to meet, resolve, and for the District to respond in writing to the grievance.

Step 2: If no settlement has been reached during Step 1, and the Association believes the grievance to be valid, the Grievance form and District written response shall be submitted within twenty-one (21) calendar days to the District Superintendent and the Human Resources administrator. After such submission, the parties will have thirty (30) calendar days to meet, resolve, and for the District to respond in writing to the grievance.

Step 3: If no settlement has been reached during Step 2, and the Association believes the grievance to be valid, the Association may submit to the Superintendent or designee a written demand for arbitration within thirty (30) calendar days by a mutually agreed upon arbitrator. If unable to agree upon an arbitrator, parties will select one (1) from a list provided by the American Arbitration Association (AAA). The parties shall individually strike the names on the list they find unacceptable, number the remaining names in order of preference, and return the list to AAA for appointment of the arbitrator. The decision of the arbitrator shall be final and

binding on the parties. All costs of the arbitrator shall be shared equally by the parties unless otherwise directed by the arbitrator.

Parties may mutually agree to extend timelines for any of the steps.

ARTICLE XV – TECHNOLOGY ON DISTRICT VEHICLES

Section 15.1 Use of Video, GPS, and Any Technology on Buses

The Association and the District agree that the use of video cameras on school vehicles transporting students is for the purpose of student management/discipline, safety, and driver training.

Drivers are required to keep the bus in the on or auxiliary position any time students are loading, unloading or are present.

Video recording equipment will be set to stop recording one (1) minute after the bus is shut down.

The following guidelines will direct the use of video, GPS and technology on the bus:

Video, GPS, and technology recordings shall not replace the ride-along in the formal evaluation process. If an evaluative issue arises from a qualifying event the Transportation Administrator shall work with the employee to correct the issue.

There will be no use of video, GPS, and any technology that might be construed as targeting or inappropriate monitoring of an individual employee(s).

Any review of video must stem from a "qualifying event". A qualifying event has occurred when the District or the employee(s) has information that raises an issue about a student, staff member or route. Examples of qualifying events may include, but are not limited to: an inquiry from a law enforcement agency, a report from school staff, student, parent or citizen, an allegation made about a staff member, or a report about student conduct on the bus or at a bus stop. The total amount of video reviewed as a result of a qualifying event must be reasonable and for the purpose of confirming whether the event occurred. The District will, upon request of the Association, provide written support for the amount of video reviewed for a specific qualifying event.

If disciplinary action against a driver is taken following a video review, the review must stem from a qualifying event and the discipline must be based on just cause.

Video review is a "back up tool". This back up tool will only be implemented if other communication and/or investigation measures have proved ineffective in confirming the validity of reports or the reasonable suspicion that specific conduct occurred on a bus.

Drivers are responsible for resolving most student conduct issues on their buses. Drivers should seek assistance from Transportation Administrators when addressing chronic or severe student conduct issues. In all instances, drivers are encouraged or may be directed to review their own video as a backup tool in the resolution of these issues.

The Transportation Director will develop and implement a system to log who reviews video, the date and the qualifying event. Department Transportation Administrators will maintain a separate log that will be available to the Association upon request of the president.

Only the Transportation or Student Support Center Administrators may review video following a qualifying event. Non-supervisory staff may not review video, other than the driver of the route or trip being reviewed. The driver may request assistance from a non-supervisory staff member to ensure proper use of technology and process. In those instances, it is reasonable to expect the non-supervisory staff member to view portions of video. The Driver Trainer may also review video for training purposes following notification to the driver.

Drivers will be notified prior to video, GPS, or technology of their route or trip being reviewed following a qualifying event. That notification will include a reasonable attempt to make personal contact with the driver to discuss the qualifying event. The personal notification can also include a timeline for a non- investigative meeting* before it becomes necessary to review the video.

(*No disciplinary action can occur as a result of this non-investigative meeting and does not trigger an employee's Weingarten rights. If a further, investigative meeting is required, the employee's Weingarten rights are triggered and they can have a representative of their choice in attendance.)

To maintain confidentiality, video may only be viewed in a private location provided by the District or with the use of a mutually agreed upon computer monitor privacy screen.

In the event of an on-going student discipline problem, or in case of a parent dispute, copies of video recordings may be retained until such time as the problem of dispute is resolved.

Copies of video recordings provided to school administrators for student discipline conferences will either be destroyed or kept in the students' discipline file. Anytime a video recording is to be viewed at a school conference level, the driver will be informed in advance in writing, unless extenuating circumstances prevail. Conferees will view portions of the video recording pertaining to said incident only.

Section 15.2 The Association and District agree the use of GPS monitoring is for the purpose of monitoring the efficiency of the fleet and to provide locating and directional assistance to the driver. Although the use of a camera shall not be used to monitor employee performance on a regular basis, it does not preclude the Transportation

Administrator from using the GPS, Camera or other technology as evidence to address performance.

ARTICLE XVI – WAGES AND EMPLOYEE COMPENSATION

Section 16.1 Employees shall be compensated in accordance with the provisions of this agreement for all assigned hours worked including District required meetings with staff and/or parents. A minimum of one (1) hour shall be paid for attendance at all District mandatory meetings.

Section 16.2 Salaries for employees subject to this agreement are contained in Appendix E attached hereto and by this reference incorporated herein. Increases in these rates are effective on the first working day of the new school year for bus drivers, and on September 1 for other employees in the bargaining unit. Any extra hours worked between inservice and the first working day of the new school year will be paid at the new wage rates on the September pay warrant, provided time sheets are submitted to the District by September 5th.

Section 16.3 Employees shall have their pay averaged over a 12-month period.

Section 16.4 Prior to the to the September pay warrant, an employee shall be provided with the Skyward (or other Human Resource System) transportation calendar showing holiday hours. Prior to the November pay warrant, or within 60 days of an altered school start date, an employee shall be given a document showing the projected following information if applicable and shall be provided a training document on how to access the following information in Employee Access:

a. The total assigned hours to be worked each day, week, and year

b. Rate of pay for assigned hours

c. The number of hours of vacation and/or personal leave

d. The number of hours/minutes of driving time, layover time, sweeping/fueling and pre-trip safety check per day

e. The number of hours of accumulated sick leave as of the beginning of the school year

Section 16.5 The District shall reimburse out of pocket expenses up to $200 per employee each year, including substitute drivers, for a physical examination required to maintain a CDL after receipts are provided. (Currently, medical examinations are only required every other year except for employees who are required by the physician to be examined each year.)

Section 16.6 The District shall reimburse the full cost of all bargaining unit employees and substitute drivers' required Washington Department of Licensing CDL licensing fee (class B with a P and S endorsement) after receipt or proof of renewal are provided.

Section 16.7 All extra work must be pre-approved by the Transportation Administrator or designee pursuant to Standard Operating Procedures.

Section 16.8 Employees required to use their personal vehicles to travel from their usual District work site on District business/training shall be reimbursed at the District's established mileage and distance rates.

Section 16.9 For all additional/trip hours as defined in Sections 6.1.5 and 6.1.6, except overnight trips described in Section 16.10, drivers will be paid their regular rate of pay in five (5) minute increments.

Section 16.10 On overnight trip hours, drivers shall be compensated at their regular hourly rate for a minimum of eight (8) hours each day of the trip. This includes day of departure and day of return, and does not include daily route hours worked.

Section 16.11 Actual expenses for meals, lodging and other reasonable travel expenses will be reimbursed, at the District per diem rate, for all extra additional/trip hours exceeding eight (8) hours including layover time. If an employee has worked eight (8) consecutive hours, which may include up to four (4) hours worked at the employee's regularly scheduled workday, the District will reimburse the employee for actual meal expenses. Receipts will be required in accordance with District policy and procedure.

Section 16.12 Travel reimbursement requests and required documentation should accompany the trip slip on the next workday following the trip.

Section 16.13 The District will maintain at least two cell phones available for bus drivers to check out when they take an overnight, weekend, or out-of-county trip. The phone must be returned to the Transportation Administrator or designee upon return to base. Employees expressly agree that these phones are for official District business or emergencies. The Transportation Administrator or designee will ensure that the cell phone has all District emergency contacts and all athletic director contacts.

Each trip's coaches and chaperones (if any) contacts will continue to be provided to the driver.

Section 16.14 The District will maintain an inventory of cleanup supplies for drivers. Drivers will have access to such supplies through Transportation Maintenance personnel

Section 16.15 If mechanics register their tools and obtain approval of the Transportation Administrator for using their tools at the worksite, the District will reimburse the cost of replacing such tool(s) when there is demonstrated clear evidence of vandalism, theft by break-in or tool breakage.

16.15.1 Once purchased, the tools including specialty and diagnostic tools and software including software updates and subscriptions are the property of the District. Power tools, e.g., tools over one and one-quarter (1.25) inch and other large tools, including but not limited to, impact wrenches, impact sockets, all other air tools, calipers, non-toolbox roll trays,

creepers, pry bars, electronic testers, drills, power screwdrivers and specialty equipment, including any calibrated equipment, will be furnished by the District for transportation maintenance. Transportation maintenance staff is expected to provide their own personal hand tools, e.g., tools up to one and one-quarter inch, and other small tools, including but not limited to, screwdrivers and socket sets. District tool purchases will be approved by the Transportation Administrator or their designee.

Section 16.16 The District will furnish and launder coveralls or shirt-pant uniforms for maintenance/mechanic employees to be used during work hours. The District will reimburse each mechanic up to $300 every year for the cost of safety-toe footwear upon submission of receipt.

Section 16.17 Mechanics shall receive a minimum of two (2) hours call in time to meet District needs when necessitated by vehicle equipment failure. Such call in time for mechanics shall include transportation time for the employee to travel to and from home to wherever the service is needed. Office staff shall receive a minimum of two (2) hours call in time during non-scheduled hours to meet District needs. Mechanics and office staff shall be compensated at their overtime rate of pay or elect to receive compensatory time. Compensatory time must be turned in monthly.

Section 16.18 Drivers will receive thirty-one (31) benefited hours of pay annually to include twenty-one (21) hours for training (see Section 12.1), bidding/new year start-up four (4 hours), and end of year bus cleaning six (6) hours (see Appendix F). Breakdown of these hours will only be changed upon mutual agreement of the Transportation Administrator and Association Committee.

If a bus driver has two (2) or more buses they may waive each additional bus as an All Call or get paid an extra six (6) hours for each additional bus on a time sheet.

Section 16.19 Perfect Attendance Award

Eligible Employees are Regular Drivers, Mechanics and Office Staff that are covered under this Collective Bargaining Agreement. Leave does not pertain to routes that would be covered when drivers sign up for extra time on trips to maximize their workweek.

Any Eligible Employee who is not late or absent from work, except for Jury Duty Leave, Military Leave, Administrative Leave, Bereavement Leave, Vacation Leave or a pre-approved absence for work on behalf of the Union or District for an entire school year shall be awarded $350 in the first available payroll cycle after the conclusion of the school year. Transportation employees whose first day of employment falls after the first day of school but before February 1 of the school year shall be eligible for a $175 award for working the remainder of that first school year without any absences (except for the leaves identified in the previous sentence) or being late.

Section 16.20 Emergent fill ins for special education para educators will be paid at the regular driver employee rates. Regular fill in for para's will be paid at the appropriate para rate.

Section 16.21 Professional Development shall equal $9000 per year which may rollover year to year to a total amount not to exceed $18,000. This does not include administrator or District directed training. The Association will direct use of funds.

Section 16.22 Summer Bus Inspection Award

If the District has at least 90% of its school buses passing the summer inspection by the Washington State Patrol, mechanics will receive a $500 award in the next available payroll cycle. A bus not passing due to driver responsibility will not be counted in calculating the percentage.

Section 16.23 Transportation Specialist Flex Hours

Each Transportation Specialist shall have up to sixteen (16) optional flex hours to be worked outside their normal scheduled workdays or work hours upon mutual agreement of the Specialist and their Transportation Administrator.

ARTICLE XVII – TERM AND SEPARABILITY OF PROVISIONS

Section 17.1 The term of this agreement shall be September 1, 2025, to August 31, 2027.

Section 17.2 In the event the legislature increases or decreases District revenue formulas applicable to funding (including, but not limited to, levy capacity, levy equalization, the inflationary index, regionalization or salary compliance), or amends the manner in which such funds may be used, the parties agree to reopen this agreement at the written request of the District or Association to negotiate the impact of such legislative actions.

In addition the agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.

Section 17.3 If any provision of this agreement or the application of any such provision is deemed invalid, the remainder of this agreement shall not be affected thereby.

Section 17.4 Neither party shall be compelled to comply with any provision of this agreement which conflicts with state or federal statutes or regulations promulgated pursuant thereto.

Section 17.5 In the event either of the two (2) previous sections is determined to apply to any provision of this agreement, such provision shall be renegotiated.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

NORTH KITSAP SCHOOL DISTRICT #400

and

NORTH KITSAP TRANSPORTATION EMPLOYEES / NEA-WEA

September 1, 2025 - August 31, 2027

Adopted by the Board of Directors this _____day of _____, and recorded in the records of the District as of this date.

NORTH KITSAP SCHOOL DISTRICT
BOARD OF DIRECTORS

President A. Breane Martinez (Oct 24, 2025 09:48:01 PDT)

Vice President Mike Desmond (Oct 24, 2025 12:14:31 PDT)

Director Edward A Wright (Nov 9, 2025 08:12:34 PST)

Director Beverly Godfrey (Nov 9, 2025 16:40:27 EST)

Director Stacy Mills (Nov 13, 2025 07:05:03 PST)

NORTH KITSAP TRANSPORTATION
EMPLOYEES/NEA-WEA

President

APPENDIX A – WHAT DOES "DUE PROCESS" MEAN?

The concept of "due process" (as mentioned in Article X, Section 1) requires that there be fundamental fairness in decisions related to the discipline and discharge of employees. Arbitrators have articulated many definitions and explanations of "due process" over the years, including but not limited to the following tests:

1. Did the employer give the employee forewarning or foreknowledge of possible or probable disciplinary consequences of the employee's conduct?

2. Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of business?

3. Did the employer, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?

4. Was the employer's investigation conducted fairly and objectively?

5. At the investigation, did the 'judge' obtain substantial evidence or proof that the employee was guilty as charged?

6. Has the employer applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?

7. Was the degree of discipline administered by the employer in a particular case reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee in their service with the employer?

APPENDIX B – EXIT INTERVIEW FORM

Name _____ Department_____

Job Title _____ Length of Service _____

What was your main reason for leaving North Kitsap? Check all that apply.

_____Relocation	_____Working environment	_____Pay
_____Benefits	_____Layoff	_____Hours
_____Supervision	_____Termination for cause	_____Career change

Other reasons:_____

How would you rate the following? Check one box for each item.

	Excellent	Good	Fair	Poor
Supervision	☐	☐	☐	☐
Training	☐	☐	☐	☐
Communication	☐	☐	☐	☐
Rate of Pay	☐	☐	☐	☐
Your treatment as an individual	☐	☐	☐	☐
Company benefits	☐	☐	☐	☐

Was there anything you especially liked about working at North Kitsap?_____

Was there anything you especially did not like about working at North Kitsap?_ _____

Additional Comments_____

Signature _____ Date _____

We sincerely thank you for taking the time to complete this exit interview form.

APPENDIX C – DISCUSSION MEETING

Discussion Meeting must take place within 15 workdays of the occurrence of the issue or when an employee should reasonably be expected to have knowledge of the issue.

Discussion Date:

In Attendance:

Issue:

Resolution required by date: _____ (5 workdays from the discussion date.)

Signatures: _____ Date: _____
Employee/Association

_____ Date: _____
Transportation Administrator or Designee

APPENDIX D – GRIEVANCE PROCEDURE FLOW CHART

15 workdays to identify issue and discuss with administrator. (Discussion Meeting)



5 workdays for administrator to resolve from Discussion Meeting date.



Not resolved? 7 calendar days to activate Step 1. (submit Grievance Form)



15 calendar days to meet, resolve and District to provide written response. Step 1. (from receipt of Grievance Form)



Not resolved? 21 calendar days to activate Step 2. (from District response date)



30 calendar days to resolve Step 2. (from receipt of re-submission of Grievance Form)



Not resolved? 30 calendar days to demand Step 3 arbitration. (submitted in writing)

STATEMENT OF GRIEVANCE

GRIEVANCE

(Please type or print)

Aggrieved: _____Date Submitted: _____

a. Facts on Which the Grievance is Based:

b. Provisions in this Agreement Which Have Been Allegedly Violated:

c. Remedy Sought:

The District will provide a written response to the aggrieved and the Association President within ten (10) workdays of receipt of the Grievance form.

EXCERPTS FROM ARTICLE XIV – GRIEVANCE PROCEDURE

Grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the terms and conditions of this agreement, shall be resolved in strict compliance with this article. Discussion and Grievance forms are located under Appendix C.

Should a grievable incident occur within fifteen (15) calendar days of the close of the current school year, the timeline shall be changed to ten (10) calendar days, or a mutually agreed upon timeline.

Grievance Steps

Step 1 The employee shall submit the Grievance form to the Transportation Administrator or designee for reconsideration. The parties will have fifteen (15) calendar days from submission of the Grievance form to meet, resolve, and for the District to respond in writing to the grievance.

Step 2: If no settlement has been reached during Step 1, and the Association believes the grievance to be valid, the Grievance form and District written response shall be submitted within twenty-one (21) calendar days to the District Superintendent and the Human Resources administrator. After such submission, the parties will have thirty (30) calendar days to meet, resolve, and for the District to respond in writing to the grievance.

Step 3: If no settlement has been reached during Step 2, and the Association believes the grievance to be valid, the Association may submit to the Superintendent or designee a written demand for arbitration within thirty (30) calendar days by a mutually agreed upon arbitrator. If unable to agree upon an arbitrator, parties will select one (1) from a list provided by the American Arbitration Association (AAA). The parties shall individually strike the names on the list they find unacceptable, number the remaining names in order of preference, and return the list to AAA for appointment of the arbitrator. The decision of the arbitrator shall be final and binding on the parties. All costs of the arbitrator shall be shared equally by the parties unless otherwise directed by the arbitrator.

Parties may mutually agree to extend timelines for any of the step

APPENDIX E – WAGE SCHEDULE

2025-26 North Kitsap School District NEA-WEA Transportation Wage Schedule

2025-2026	1	2	3	4	5	6	7	8	9	10
Mechanic Helper	$33.81	$33.95	$34.48	$34.62	$35.12	$35.24	$35.75	$36.25	$36.75	$38.65
Mechanic	$38.44	$39.23	$39.44	$39.61	$40.23	$40.77	$41.04	$41.32	$41.58	$43.51
Driver Trainer	$35.30	$36.17	$38.00	$38.83	$40.01	$40.11	$40.42	$40.73	$41.06	$42.98
Transportation Specialist	$35.57	$36.25	$38.00	$38.83	$40.01	$40.11	$40.48	$40.85	$41.22	$43.14
Bus Driver	$32.05	$32.70	$33.15	$33.36	$33.89	$34.10	$34.55	$35.00	$35.46	$37.40

- Per Section 16.2, these rates are effective on the first working day of the new school year for bus drivers, and on September 1 for other employees in the bargaining unit. Any extra hours worked between inservice and the first day of school will be paid at these rates.

- For the 2025-26 school year, the rates shown above were calculated as follows: Step 15 was collapsed to become Step 10, and the Step 15 column was deleted. Step 6-9 was then expanded to be individual Steps 6, 7, 8, and 9. To calculate the wages for Steps 6 through 9, the median of comparable districts was inserted in Steps 6 and 9. Steps 7 and 8 were then indexed by calculating an even step increase between Steps 6 and 9. Then, all cells were increased by the greater of the implicit price deflator (IPD) equal to two-and-one half percent (2.5%) or median of a comparable wage study. Last, all cells were increased by an additional half-percent (0.5%), except for Step 10.

- For the 2026-27 school year, the District and Association will collaborate on a median wage study of comparable districts (Bremerton, Bainbridge Island, Central Kitsap, and South Kitsap). Wages will be calculated as follows: All cells will be increased by the IPD. Wages will be further adjusted to reflect the median of comparable districts. Comparable districts that have not settled by August 31, 2026, will be assumed to have given IPD only. Any cell on the wage scale that is below median will be increased to median, retroactive to September 1. If the median for a cell is less than IPD, the cell will not be reduced.

- Substitute Drivers will be compensated at 90% of step 1 Bus Driver Wage per hour. 80 training hours, and up to 120 hours if necessary, for future substitute bus drivers, will be paid at minimum wage. Such payment is not conditional upon receipt of Commercial Driver License. Substitute bus drivers will be compensated for all out-of-pocket costs for obtaining necessary licenses (receipts must be provided). If drivers do not complete 240 hours, these up front costs will be recovered from the last paycheck.

- All retired North Kitsap School District Bus Drivers shall be eligible for substitute driver status. Retired drivers shall be compensated at the rate of a regular driver who is in their first full year (Step 1 of Appendix E). These drivers will not have to go through a probationary period.

APPENDIX F – BUS CLEANING

End of Year Regular Bus Cleaning

1 DRIVER'S AREA

- ☐ Remove tape and tape residue.
- ☐ Clean out and wipe all internal compartments. Underneath storage does not need to be wiped, but no dirt.
- ☐ Dashes and switches – dust free and clean.
- ☐ Driver's area requires vacuuming and cleaning around foot pedals.
- ☐ Driver's seat and area cleaned, vacuumed and wiped.

2 FLOORS, SEATS, CEILING & WALLS

- ☐ FLOORS clear of debris, gum, and dirt - sweep, vacuum, and mop.
  - ☐ Rear Deck on Rear engine buses- vacuum, and wiped clean.
- ☐ SEATS – Report if repairs are needed.
  - ☐ No marks or dirt
  - ☐ No loose seats
  - ☐ Wipe down all seats with cleaner
  - ☐ No debris under or between seats
    - Lift seats when possible, pull them back, scrape, vacuum and clean out seat and between seat and wall
- ☐ CEILING and roof wiped - no dust, no marks.
- ☐ HATCHES – Cleaned (No mold no dirt.)
- ☐ WALLS and LEDGES - wiped (no dust, no dirt)
- ☐ STEP WELL - cleaned and in good repair, no loose skid tape. Free of dirt and mud.
- ☐ First Aid Kit, Triangle and Fire Extinguisher – no dust, no dirt on or around.

3 WINDOWS/DOORS

- ☐ INTERIOR WINDSHIELD - cleaned.
  - ☐ Report chips and cracks- note on inspection.
- ☐ INTERIOR WINDOWS - cleaned and sills free of debris and mold.
  - ☐ Report chips, cracks and inoperable windows - note on inspection.
- ☐ EMERGENCY DOORS and SEALS - clean, in good condition and open easily.
  - ☐ Wash, vacuum, and wipe.
  - ☐ Clean gasket – free of grime and debris.

4 EXTERIOR

- ☐ BUS washed – no dirt, no mold, from roof down.
  - ☐ Roof and gutter rail cleaned.
  - ☐ Clean around clearance lights and reflectors.
  - ☐ Wheel rims cleaned.
  - ☐ Wheel wells cleaned.
- ☐ EXTERIOR WINDOWS - cleaned and streak free.
- ☐ LAST DAY - fuel tank must be full and the other fluids need to be topped off, go to shop if needed.

End of Year Sped Bus Cleaning

1 DRIVER'S AREA
- ☐ Remove tape and tape residue.
- ☐ Clean out and wipe all internal compartments. Underneath storage does not need to be wiped, but no dirt.
- ☐ Dashes and switches – dust free and clean.
- ☐ Driver's area requires vacuuming and cleaning around foot pedals.
- ☐ Driver's seat and area cleaned, vacuumed and wiped.
- ☐ Driver Door – vacuumed and wiped. Step up cleaned vacuumed and wiped.
- ☐ Driver Console – vacuumed and wiped. No dirt or dust.

2 LIFT DOOR
- ☐ Lift Door – wiped and cleaned. Door seal and edges clean. Hook wiped. No marks from chain.

3 LIFT
- ☐ Lift – Underneath and floor around lift cleaned.
  - ☐ Hand holds and cover must be wiped clean.
  - ☐ Buckle and safety strap cleaned. Lift grate clean and free of dirt.

4 TRACKS
- ☐ Tracks – Vacuum, free of dirt and debris.

5 TIE DOWNS
- ☐ Tie Downs – Straps cleaned.

6 CAR SEATS
- ☐ Car Seats – Straps cleaned
  - ☐ Seats cleaned.
  - ☐ Turned in.

7 SEATBELTS
- ☐ Seat belts and harnesses – Cleaned.

8 FLOORS, SEATS, CEILING & WALLS
- ☐ FLOORS clear of debris, gum, and dirt - sweep, vacuum, and mop.
- ☐ SEATS– Report if repairs are needed.
  - ☐ No marks or dirt
  - ☐ No loose seats
  - ☐ Wipe down all seats with cleaner
  - ☐ No debris under or between seats
    Lift seats when possible, pull them back, scrape, vacuum and clean out seat and between seat and wall
- ☐ CEILING and roof wiped - no dust, no marks.
- ☐ HATCHES – Cleaned (No mold no dirt.)
- ☐ WALLS and LEDGES - wiped (no dust, no dirt)
- ☐ STEP WELL - cleaned and in good repair, no loose skid tape. Free of dirt and mud.
- ☐ First Aid Kit, Triangle and Fire Extinguisher – no dust, no dirt on or around.

9 WINDOWS 'DOORS

- ☐ INTERIOR WINDSHIELD - cleaned.
  - ☐ Report chips and cracks- note on inspection.
- ☐ INTERIOR WINDOWS - cleaned and sills free of debris and mold.
  - ☐ Report chips, cracks and inoperable windows - note on inspection.
- ☐ EMERGENCY AND SERVICE DOORS and SEALS - clean, in good condition and open easily.
  - ☐ Wash, vacuum, and wipe.
  - ☐ Clean gasket – free of grime and debris.

10 EXTERIOR

- ☐ BUS washed – no dirt, no mold, from roof down.
  - ☐ Roof and gutter rail cleaned.
  - ☐ Clean around clearance lights and reflectors.
  - ☐ Wheel rims cleaned.
  - ☐ Wheel wells cleaned.
- ☐ EXTERIOR WINDOWS - cleaned and streak free.
- ☐ LAST DAY - fuel tank must be full and the other fluids need to be topped off, go to shop if needed.

MEMORANDUM OF UNDERSTANDING

The District and Association shall appoint two to three members to a subcommittee to study rationalization of the steps of the salary schedule prior to bargaining a renewal of this collective bargaining agreement in 2025. The committee shall begin meeting in October 2024 and shall deliver a recommendation to the District and Association bargaining teams no later than March 1, 2025.

Bargaining Unit President

Date

Superintendent

Date