



***REARDAN-EDWALL SCHOOL DISTRICT***

KNOWN | LOVED | LEARNING

**Integrity | Work Ethic | Trustworthiness | Humility | Growth Mindset | Courage | Respect | Service**

2026-2029  
Contract

Between

REARDAN-EDWALL CLASSIFIED EMPLOYEES  
ASSOCIATION  
(RECLA)

And

REARDAN-EDWALL SCHOOL DISTRICT #009  
(RESA)

Effective September 1, 2026 through August 31, 2029

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## **DECLARATION OF PRINCIPLES**

The parties agree that the educational welfare of the children of the Reardan-Edwall School District No. 9 is the prime concern in the operation of the District.

## **PREAMBLE**

Pursuant to the conditions set forth in the Public Employees Collective Bargaining Act of 1967, this constitutes the entire agreement between the Employer, Reardan-Edwall School District No. 9 (here-in-after known as the District) and the Reardan-Edwall Classified Association (here-in-after known as the RECLA).

The parties agree that they will do all they can do to promote good relationships between the District and the classified employees; trying always to encourage openness and honesty in settling disputes promptly and in fairness to both parties. The parties also agree to bargain in good faith in any disputes that pertain specifically to this working agreement.

## **STATUS OF THE AGREEMENT**

The agreement shall supersede any rules, regulations, policies, resolutions, or past practice of the District, which shall be contrary to or inconsistent with its terms.

## **ARTICLE I - RECOGNITION, COVERAGE, AND DISTRIBUTION OF AGREEMENT**

### **SECTION 1.1**

The District hereby recognizes the Reardan-Edwall Classified Association as the exclusive representatives of all classified employees in the bargaining unit described in Section 1.3 and the RECLA recognizes the responsibility of representing the interests of all such employees.

### **SECTION 1.2**

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties include supervising any employee whose duties imply a confidential relationship to the Board of Directors or the Superintendent of the District pursuant to RCW 41.56.

The District will provide RECLA with a list of the names of all dues paying members of the RECLA bargaining unit after each payroll run.

### **SECTION 1.3**

The bargaining unit to which this agreement is applicable shall consist of all classified full-time and regular part-time employees of the Reardan-Edwall School District, excluding the Superintendent, confidential employees, Administrative Assistant to the Superintendent, Principals, Directors, the School Nurse, any manager positions, and any overtime exempt position added by the District.

### **SECTION 1.4**

For current Association members and those who choose to join the Association, the employer shall deduct once each month all association dues uniformly levied and shall continue to do so for such time and on conditions set forth in the authorization for payroll deduction,

regardless of the employee's continued membership in the association. The association will notify the district timely in the event of changes to authorizations for payroll deduction.

#### Association Membership

As a condition of employment, each new employee may choose to become an Association member in good standing by paying monthly dues. Maintaining membership with the Association entitles the member to additional benefits such as holding office, voting, attending meetings and social events sponsored by RECLA.

### **SECTION 1.5**

Following ratification, the RECLA shall prepare and print sufficient copies of this agreement if requested. The contract will be posted on the District web page at [www.reardan.net](http://www.reardan.net). The District will provide a printed copy of the active RECLA bargaining agreement to RECLA members upon request (limit one per member).

### **SECTION 1.6**

This agreement shall be governed and construed according to the Constitution and Laws of the State of Washington and the United States. If any provision of this agreement, or any application of this agreement to any employee or groups of employees covered hereby shall be found contrary to law by a tribunal of competent jurisdiction, such provisions or application shall have effect only to the extent permitted by law, and all other provisions of the agreement shall continue to full force and effect. In the event a provision(s) is (are) determined to be contrary to law such provision shall be renegotiated. Negotiations shall commence within two (2) weeks after receipt of the written tribunal decision.

## **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. Included in these rights, in accordance with and subject to applicable laws, regulations, and the provisions of this agreement, is the right to direct the work force, the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees from duties because of insufficient work or other legitimate reasons with proper documentation. The District shall retain the right to maintain efficiency of the District operations 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**

The District shall be promptly informed by the RECLA of any concerns of the classified personnel in the bargaining unit.

#### **SECTION 2.4**

The Superintendent and the RECLA shall meet when deemed necessary to discuss matters of concern.

#### **SECTION 2.5**

Employees will dress in a professional manner that is appropriate for their assignment. Employees must meet the minimum requirements of the student dress code in the high school student handbook (available upon request from your supervisor or HR Department).

### **ARTICLE III - RIGHTS OF THE EMPLOYEES**

#### **SECTION 3.1**

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 or penalty of reprisal, to join and assist the RECLA. The District shall take or refrain from whatever action is necessary in order to assure employees that no interference, restraint, coercion, or discrimination is allowed by district employees to encourage or discourage membership in any employee organization.

#### **SECTION 3.2**

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

#### **SECTION 3.3**

Employees subject to this agreement have the right to have one member of RECLA (other than themselves) present during any disciplinary action. Additional representation may attend with pre approval from the Superintendent. The meeting cannot be delayed due to the unavailability of a specific RECLA member.

#### **SECTION 3.4**

Neither the District nor the RECLA shall discriminate against any employee subject to this agreement. Both parties agree to comply with Washington State discrimination laws.

The RECLA agrees to accept and adopt the Reardan-Edwall Code of Character in Appendix D.

#### **SECTION 3.5**

Employees, upon request, have the right to inspect all contents of their complete personnel file kept with the District. Another person may be present at this review at the employee's request. A copy, at the District's expense, of any documents contained therein shall be afforded the employee. Copies of any document used to establish cause for any adverse change in contract status shall be included in the District personnel file.

No evaluation, correspondence, or other material making derogatory reference to an employee's character, or manner may be kept or placed in the personnel file without the employee's knowledge and opportunity to attach his/her own comments.

### **SECTION 3.6**

Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.

### **SECTION 3.7**

All monitoring or observation of the work performance of an employee shall be conducted openly and with knowledge of the employee. Video surveillance cameras are present in many areas of the district and may be used to document disciplinary issues.

In addition, all criteria for evaluations shall be established in accordance with the accepted job description. Employees shall be evaluated by their immediate supervisor (s) and given a copy of any evaluation within five (5) days of the completion of the evaluation. Drop-in and unannounced observations are acceptable under this clause of the contract.

### **SECTION 3.8**

During the HR onboarding process a copy of the job description will be printed, signed by the employee, and placed in the payroll file. Up to one (1) full day of paid orientation may be conducted at the discretion of the employee's supervisor.

## **ARTICLE IV - RIGHTS OF THE RECLA**

### **SECTION 4.1**

The RECLA has the right and responsibility to represent the interest of all classified employees of the bargaining unit in the District; to present its views to the District on matters of concern, either orally or in writing.

### **SECTION 4.2**

The District shall provide a bulletin board space in both the elementary and the high school for the use of the RECLA. The bulletins posted by the RECLA are the responsibility of the officials of the RECLA. Each bulletin shall be hand signed by the RECLA official responsible for its posting and a copy given to the Superintendent. Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by employees or the RECLA of pamphlets, advertising, political matters, notices of any kind, or literature on District property, other than herein provided. The responsibility for the prompt removal of notices from the bulletin board after they have served their purpose shall rest with the individual who posted such notices.

### **SECTION 4.3**

The District agrees to furnish to the RECLA in response to reasonable requests all available information concerning the financial resources of the District.

### **SECTION 4.4**

Representatives of the RECLA shall be permitted to transact official RECLA business on school property with prior Superintendent approval when such activity least interferes with any school employee's assigned duties or with any school use of the facilities. RECLA representatives may use District office equipment as provided by law. Reimbursement of the

cost of supplies used will be the responsibility of RECLA. No RECLA business, including contract questions and clarifications, will be conducted during contracted work hours except upon District request.

## **ARTICLE V - HOURS OF WORK AND OVERTIME**

### **SECTION 5.1**

Each employee will be assigned in advance to a definite shift with designated times of beginning and ending. The work schedule is at the discretion of the District. The District will make an effort to prepare draft duty rosters for classified employees before the end of June each school year.

Hourly employees will work the daily contracted number of hours as specified in their duty roster. In the event of an early release or late start, hourly employees will work their full number of assigned hours. If they choose to end their shift early (with supervisor approval) they will use leave to cover the missed hours of work (sick leave, personal leave, or vacation) or keep time sheets detailing the additional hours worked to make up the difference in hours within the week. Duty rosters will include half-days for paraprofessional employees for any scheduled half-day immediately preceding a break or holiday.

### **SECTION 5.2**

The district recognizes the need for extra time to help accomplish our mission. Overtime and/or Compensation time will be calculated in accordance with the Fair Labor Standards Act (FLSA). Extra work hours shall be agreed upon by the employee and approved by the Superintendent or designee prior to the commencement of the work. When an employee uses leave time, a supervisor may hire a substitute to alleviate accumulation of workload upon returning to work. Supervisors may also hire extra duty employees to reduce or eliminate the need for overtime hours.

There will be a minimum 3 hour call out for employees called to return to work after their shift is completed. Time begins from the employee's doorstep to return to doorstep (not including personal errands.)

### **SECTION 5.3**

Each employee assigned a shift of more than five (5) hours per day shall receive a thirty minute uninterrupted and unpaid lunch break and one ten minute break. The unpaid and uninterrupted lunch break will be as near the middle of the shift as possible. Employees working eight or more hours in a day, excluding the unpaid lunch break, are allowed a ten minute break before lunch and a 10 minute break after lunch break. The paid 10 minute breaks are to be taken when it least disrupts workflow and when it is safe to take the break.

### **SECTION 5.4**

Short-term reassignment – If a director level employee asks a classified employee to fill in for the Director while they are out of the district on leave for a full day or more, the employee will be paid an additional \$2 per hour for every hour worked filling in for the Director. Classified employees asked to substitute for a teacher for a half-day or more will be compensated for the

substitute hours worked at the higher of the substitute teacher rate or their normal base rate of pay.

Temporary reassignment - If an employee is reassigned to a different classification for more than thirty (30) days, the employee will be placed on the pay scale of the temporarily assigned position based on years of experience in that position, or will be paid their current base rate plus one (1) dollar per hour, whichever is greater. The rate change begins on day 31.

If a maintenance/grounds employee is assigned to work on a new construction project, they will earn an extra \$4 per hour for time spent working on the new construction project. This rate only applies if pre-approved in writing by the Superintendent. This work may at no time exceed Washington State public works limitations.

## **SECTION 5.5**

Classified personnel, when acting in accordance with assigned duties for the District, will be reimbursed for the use of a personal car at a mileage rate equal to the business deduction rate established for federal income tax returns for the previous year. When practical a district car will be used.

## **SECTION 5.6**

Classified employees shall receive his/her hourly wage when required to attend District meetings or attend classes necessary to remain current for certification (i.e. First Aid, etc.). The District will pay for all registration fees of any required certification course.

# **ARTICLE VI - EMPLOYMENT NOTIFICATION**

## **SECTION 6.1**

The District shall notify employees of intent to rehire for the next school year at least two (2) weeks prior to the employee's last working day of the current year.

# **ARTICLE VII - VACATIONS AND HOLIDAYS**

## **SECTION 7.1**

Each twelve (12) month employee (as defined by those working 2080 hours per fiscal year) shall be granted annual vacation on the following:

| <u>Years Completed In District</u> | <u>Vacation Accrual Rate Basis</u> |
|------------------------------------|------------------------------------|
| 1 – 5 Years                        | 10 Days per Year                   |
| 6 – 10 Years                       | 15 Days per Year                   |
| 11 – Or More Years                 | 20 Days per Year                   |

Full time employees may take vacation time after six (6) months on a pro-rated basis. Vacations shall be scheduled at times when normal activities required of the employee will be least disrupted.

It is mutually agreed that vacations shall be granted at the request of the employee provided the employee's absence will not disrupt the normal operation of the District. Simultaneous vacation leaves will be granted to a maximum of two employees in similar job

classifications. Vacation leaves to be used in increments of two (2) days or less shall normally be requested at least one week in advance of the vacation date. Vacation leave to be taken during the summer months shall be requested by May 1<sup>st</sup> of each year. Seniority will determine which employee shall be awarded vacation dates if two or more employees request the same time off. Vacations for 12-month employees will not be used during the first week or the last week of school or the last two weeks of August. Vacation dates requested after May 1<sup>st</sup> shall be awarded on a first come-first served basis. Scheduled and approved vacation leave that is canceled by the district due to critical needs of the District may be rescheduled, carried over, or cashed out at the option of the employee.

Vacation is to be used annually by December 31 of the year following the contract year in which the leave was earned or it shall be considered as forfeited; provided, however, that exceptions may be made with prior approval of the Superintendent. RECLA members may cash out up to 50% of annually accrued vacation days (in the year earned) at a per diem rate of pay.

## **SECTION 7.2**

All regular classified employees shall be paid for Christmas Eve Day, Christmas Day, Thanksgiving Day, and the day after Thanksgiving (at their regularly scheduled number of hours per day) after one full year of employment with the Reardan-Edwall School District.

Full time classified employees (as defined by those working 2080 hours per fiscal year) shall receive the following paid holidays:

- |                               |                           |
|-------------------------------|---------------------------|
| 1. Fourth of July             | 8. New Year's Day         |
| 2. Labor Day                  | 9. Martin Luther King Day |
| 3. Veteran's Day              | 10. Memorial Day          |
| 4. Thanksgiving Day           | 11. President's Day       |
| 5. Day following Thanksgiving | 12. Juneteenth            |
| 6. Christmas Eve Day          |                           |
| 7. Christmas Day              |                           |

Whenever a paid holiday falls on Saturday, the preceding Friday shall be recognized as the holiday, and whenever the paid holiday falls on Sunday, the following Monday shall be so observed, unless otherwise prescribed by law.

## **ARTICLE VIII - LEAVES**

For all leave types, leave expected to be earned for the year is allocated at the beginning of the year. Leave will be prorated upon termination of employment, with the employee repaying the district for any use of unearned leave. Eligibility for specific leave types is defined in the sections below.

### **SECTION 8.1 – Sick Leave**

A regular employee (normally defined as an employee who works 180 days or more per school year) will earn not more than 12 days per year of sick leave.

For some employees, the number of hours earned per year may change with the number of hours they work and earn. All computer records are kept on an hourly basis. Sick leave may be used for medical, vision or dental for self, spouse, children, parents, grandparents or grandchildren.

Employees may take up to two days of sick leave for mental health reasons per fiscal year without a doctor's note. Sick leave taken for three or more mental health sick days must be prescribed by a licensed medical professional. Absences of three days or more require a doctor's note.

Up to three (3) additional days of paid sick leave per school year shall be granted for serious illness for members of immediate family to include spouse, child, parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, uncle, aunt, grandparent or grandchild. These three (3) days can be used prior to using your cumulative sick leave. This leave (serious illness) is non-cumulative and NOT three (3) days of each item BUT a total of three (3) days. *Serious illness is defined as any illness or accident serious enough to cause documented confinement to a hospital.*

## **SECTION 8.2 – Sick Leave Buy-Back**

Commencing in January of 1994, each eligible, current employee of the School District may elect to convert excess sick leave to monetary compensation. Eligible employees, excess sick leave and the conversion of excess sick leave to monetary compensation shall be determined as follows.

### Eligible Employees:

In order to be eligible to convert excess sick leave days to monetary compensation, an employee shall have accumulated in excess of sixty (60) full days of unused sick leave at a rate of accumulation no greater than one full day per month as of the end of the previous calendar year and shall provide written notice to his/her employer during the month of January of his/her intent to convert excess sick leave days to monetary compensation.

### Excess Sick Leave:

The number of sick leave days which an eligible employee may convert shall be determined by taking the number of sick leave days in excess of sixty (60) full days that were accumulated by the employee during the previous calendar year at a rate of accumulation no greater than one full day per month and subtracting them from the number of sick leave days used including shared leave donated by the employee during the previous calendar year. The remainder, if positive, shall constitute the number of sick leave days, which may be converted to monetary compensation.

### Rate of Conversion:

Sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of twenty-five percent (25%) of an employee's current, full-time daily rate of compensation for each full day of eligible sick leave. Partial days eligible sick leave shall be converted on a pro-rated basis, all sick leave days converted pursuant to this section shall be deducted from an employee's accumulated sick leave balance. Compensation received pursuant to this section shall not be included for the purpose of computing a retirement allowance under any public retirement system in this state.

At the time of separation from school district employment due to death or retirement, an eligible employee or the employee's estate shall receive remuneration at the rate equal to one day's current monetary compensation of the employee for each four (4) full day's accrued leave for illness or injury. Moneys received under this section shall not be included for the purposes of computing a retirement allowance under any public retirement system in the state. In addition, an employee is also considered eligible who is separating from employment and is at least fifty-five (55) years of age and has at least ten (10) years of services under the school employee's retirement system Plan 3 (SERS 3), or the employee who separates from employment and who is at least fifty-five (55) years of age and has at least fifteen (15) years of service under the school employee's retirement system (SERS 2).

Furthermore, employees, by a majority vote of the Association, shall each year choose whether employees who have a minimum balance of 180 days of sick leave as of August 31st of the prior year, or employees who are retiring, or who are separating from employment as cited in Section 8.2, paragraph B will be allowed to place their sick leave buyback into a VEBA III plan for the payment of post-retirement medical expenses.

### **SECTION 8.3 – Bereavement Leave**

Up to five (5) days per year shall be granted with pay for each bereavement of a relative including spouse, child, parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, uncle or aunt, grandparent or grandchild and up to two (2) days for other relatives or friends. Such leave is non-cumulative.

A classified employee may take a maximum of ten (10) paid leave days per year for bereavement. Extra leave without pay may be granted at the discretion of the Superintendent.

### **SECTION 8.4 - Judicial Leave**

In the event an employee is summoned to serve as a juror, or subpoenaed witness, he/she shall receive a day's pay for each day of required presence in court. No deduction from salary will be made for workdays absent as a result of jury duty; however, any compensation received by the employee for serving jury duty (except mileage or travel allowance) shall be remitted by the employee to the district. A copy of summons must be submitted to the superintendent's office.

### **SECTION 8.5 – Paid Family and Medical Leave**

The District agrees to comply with the terms of the Family and Medical Leave and will provide access to the law to employees as requested.

- A. For the purposes of this section, each 12-month period shall begin on September 1 and end on August 31 of the following year.
- B. Employees are required to substitute any unused personal leave for extended maternity, paternity, or parental leave. After use of all unused personal leave, employees may, at their option, substitute up to three days of unused sick leave for extended maternity, paternity, or parental leave. At the option of the employee, unused accrued sick leave may be substituted for all or part of any medical or disability leave, including maternity leave, or leave for an employee to care for the employee's seriously ill child, including an adopted, foster, or "de facto" child.

### **SECTION 8.6 – Use of Leave Balance for Maternity/Paternity Time Off**

An employee shall not be required to leave work at any particular time, but shall be allowed to work as long as she is capable of performing the duties of her job as long as her physician concurs.

To be entitled to maternity leave, a woman employee shall, within twenty (20) calendar days following the birth of her child, notify the District of the specific day she will return to work, which shall be no later than sixty (60) calendar days following the birth of her child, provided she has a release from her physician. The time off will be paid, up to forty-five (45) days maximum (provided she has accumulated forty-five (45) days sick leave).

A male employee shall be granted up to ten (10) days paternity leave. The time off will be paid provided he has accumulated ten (10) days sick leave. Leave taken for purposes of maternity or paternity may not exceed the amount of leave allowed by the Paid Family and Medical leave program.

### **SECTION 8.7 – Military Leave**

Classified employees shall be granted military leaves of absence when required by law (RCW 38.40.060 and/or the Uniformed Services Employment and Reemployment Rights Act).

### **SECTION 8.8 – Personal Leave Days**

Three (3) personal leave days with pay each school year will be provided if notice is given, except in case of an emergency, at least one full working day prior to the leave. An additional personal leave day will be granted to those employees with twelve (12) years of experience.

Except in case of emergency, or with prior supervisor approval, personal leave will not be granted the day before or the day after vacation days including Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Juneteenth, or Independence Day.

If RECLA employees have a personal leave balance at the end of the school year they will have the following options:

- A. Employee's normal wage rate will be paid to buy back the balance.
- B. Remaining personal days may be carried to the following year.

No employee may have more than seven (7) personal days in the bank at any given time. The business office will be notified in writing by June 1 of any given year of your intention. If notification is not received, you will receive compensation of personal days owed in your July paycheck.

Personal leave will be granted on a first-come first-served basis. If substitutes cannot be obtained, your personal leave may be denied.

Employees are not eligible to use personal leave until they have worked for the district at least six months.

### **SECTION 8.9 – Leave Without Pay**

All leave without pay must be pre approved. The Superintendent may grant an employee leave without pay (for non-medical purposes) for up to five (5) days for major "life events." Examples could include attending immediate family events (such as a wedding, college graduation, or other special family event.) All personal, sick and vacation, to the extent that the leave without pay qualifies for these aforementioned leave types, must be exhausted before the granting of leave without pay. Consideration will be given to unforeseen/unplanned circumstances and history of an employee's previous use of personal, emergency, and other leaves.

### **SECTION 8.10 – Leaves of Absence**

The local board of directors may grant leaves of absence without salary and benefits for a period not to exceed one (1) year, but subject to renewal on recommendation of the Superintendent on account of illness or health or personal hardship. For any extended leave of absence, which includes the end of the school year, the employee must give the District written notification by May 1 if he/she intends to return to employment for the next school year.

The employee will retain accrued sick leave, vested vacation rights and seniority rights while on leave of absence. A person granted leave, upon returning, would be assigned the same or a similar position. Vacation credits and sick leave shall not accrue while the employee is on leave of absence.

### **SECTION 8.11 – Family and Medical Leave Act**

The District agrees to comply with the terms of the Family and Medical Leave Act and will provide access to the law to employees as requested.

- 1) For the purposes of this section, each 12-month period shall begin on September 1 and end on August 31 of the following year.
- 2) Employees are required to substitute any unused personal leave for extended maternity, paternity or parental leave.
- 3) The FMLA shall run concurrently with other available leaves. For the purpose of this section, FMLA will be administered in accordance with federal law and RESD policy #5404.
- 4) After use of all unused personal leave, employees may, at their option; substitute up to three days of unused sick leave for extended maternity, paternity, or parental leave. At the option of the employee, unused accrued sick leave may be substituted for all or part of any medical or disability leave, including maternity leave, or leave for an employee to care for the employee's seriously ill child, including an adopted, foster or "de facto" child.

### **SECTION 8.12 – Leave Sharing**

Employees with at least 22 days of accumulated sick leave may donate leave to another classified employee as stated in District policy 5406. The employee must maintain a minimum balance of 22 days of leave in their sick leave account.

### **SECTION 8.13 – Emergency Leave**

The District will provide two (2) days of emergency leave per year. Emergency leave is defined as leave necessary to deal with unplanned, unforeseen circumstances, or where planning should not relieve the necessity of the employee's absence. Emergency leave shall be deducted from sick leave. There shall be no carryover of emergency leave.

### **SECTION 8.14 – General Leave Provision**

In no event will the district approve leave for an employee to take time off to oppose the district in any type of litigation.

## **ARTICLE IX - INSURANCE**

### **SECTION 9.1**

The District agrees to fund the employer portion of insurance benefits to RECLA employees that qualify under the School Employees Benefit Board (SEBB) criteria. RECLA employees agree to participate in the SEBB insurance program under the requirements of the SEBB program and pay the employee portion unless SEBB allows for a waiver of coverage.

## **ARTICLE X - DISCHARGE OF EMPLOYEES**

### **SECTION 10.1**

The District shall have the right to discipline or discharge an employee for sufficient cause. The issue of sufficient cause shall be resolved in accordance with the grievance procedure (ARTICLE XVI).

## **ARTICLE XI - RETIREMENT**

### **SECTION 11.1**

The District shall comply with reporting requirements of the Washington State Public Employees' Retirement System with respect to hours worked by employee members.

## **ARTICLE XII - SENIORITY**

### **SECTION 12.1**

The seniority of an employee in the bargaining unit shall be established as of the first day of the job in the District, unless such seniority shall be lost as here in after provided.

Seniority shall be transferred from one district to another according to state law (RCW 28A.400.300)

### **SECTION 12.2**

The seniority rights of an employee shall be lost for the following reasons: resignation, retirement, discharge, or lay off in excess of one (1) year.

### **SECTION 12.3**

Employees within a job classification may request a change in assignment at the beginning of a new school year or when an opening occurs. When the opening occurs within a job classification, current employees in the same classification may request consideration to change assignments through their supervisor. Additional consideration will be given to avoid disruptions to students during the school year.

In the event of an opening within the classified staff, any permanent classified employee with proper qualifications for the opening may apply for the position. Substitutes, coaches and extra duty employees are not eligible for internal postings. Employees will be responsible to demonstrate experience, training and/or expertise when applying for a new position.

Definitions:

Classification – A category of employees with similar duties listed on the same pay scale. Examples include custodians, bus drivers, and paraprofessionals are different classifications.

Assignment – The particular task, duty or job station given to an employee.

### **SECTION 12.4**

The District shall publicize among members of the classified staff the availability of all new or open classified positions for internal transfer for two (2) business days and shall consider any forthcoming internal applications before offering the position to someone not on staff, unless the RECLA president agrees to not publishing the opening among classified staff because no current classified employee meets the job qualifications.

When an employee working for the District applies and is hired for a position in a new classification, he/she will serve a ninety (90) working days probationary period for evaluation purposes.

Hiring of classified positions will follow the district hiring policy and procedure with the exception of any additional procedures or provisions detailed in the active RECLA collective bargaining agreement.

#### **SECTION 12.5**

In the event of lay-off, employees so affected are to be placed on a re-employment list maintained by the District according to lay-off ranking based on seniority. Such employees are to have priority in filling an opening in the classification they held when laid off. Names shall remain on the list for one (1) year.

#### **SECTION 12.6**

When a lay-off is necessary in a certain job classification, the employee with the last hire date in that job classification will be laid off first.

#### **SECTION 12.7**

Employees in the re-employment pool shall be able to continue current health and life insurance benefit programs by reimbursing the premium costs to the District.

All benefits to which an employee was entitled at the time of his/her lay-off, including unused accumulated sick leave, shall resume and unused leave balances be restored to the employee upon rehire.

#### **SECTION 12.8**

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

- i. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States.
- ii. Time lost by reason of industrial accident, industrial illness or jury duty;

#### **SECTION 12.9**

Extra-curricular Activities – When more than one custodian is interested in working an overtime event requiring custodial services, the shift will be offered on a rotating basis beginning with the most senior custodian. The extra work offer will be an “all or nothing” shift. Whether the employee works or rejects the offer of extra hours, they will then be placed on the bottom of the rotation list. All custodians on the rotating list have the option to skip an event now and then but must make an obvious effort to work overtime events as they come. A supervisor may request an employee to work extra hours in the week and flex their time (take off early or start late) a different day within the same week. If no custodians are available or interested, other personnel may be offered the overtime hours. The District may hire additional staff to cover increased workload or to minimize overtime hours.

## **ARTICLE XIII - SALARIES**

### **SECTION 13.1**

The RECLA salary schedule for employees subject to this agreement is contained in Appendix B attached hereto and by this reference incorporated herein.

Payment shall be issued on the last non-weekend or non-holiday day of each month. All employees shall be paid by direct deposit.

All compensation owed to an employee who is leaving the District shall be paid within 60 days of the last day worked.

### **SECTION 13.2**

The monetary value of all new positions covered by this contract for which no existing classification applies shall be bargained with the RECLA, using the RESD School Board approved compensation comparison process.

### **SECTION 13.3**

All classified employees required to work on a paid holiday will receive their base pay for the holiday and additional base hourly rate for all hours worked on the holiday.

### **SECTION 13.4**

When a paraprofessional (including bus aide) is assigned as primary support to a student with a history of inflicting injuries to previously assigned paraprofessionals, the District shall pay an enhancement of two (2) dollars per hour for all base hours worked while assigned as primary support to this student or students. In addition, if a para professional is assigned to a position requiring daily toileting assistance (in restroom) or diaper changing, the para will qualify for a pay enhancement of one (1) dollar per hour while working in the toileting assignment. The decision to award these rates will be made by the supervising Principal. The supervising Principal will notify payroll of qualifying assignments. This incentive pay is not available to employees in overtime status.

### **SECTION 13.5**

The District would like to encourage paraprofessional employees to pursue growth opportunities in their profession. As such, the District would like to annually award a supplemental contract in the amount of \$1,500 to three paraprofessionals who, based on seniority, complete the Advanced Para Educator Certificate. Supplemental contracts must be pre-approved by the Special Services Director.

### **SECTION 13.6**

All substitute classified employees will be paid the classified substitute rate of \$17 per hour, with the exception of bus drivers. Substitute employees will be limited to 629 hours per year unless preapproved by the Superintendent or designee.

### **SECTION 13.7**

The following are rates of pay for specific functions:

- Classified Substitute: minimum wage plus \$0.75 per hour.
- Extra Duty, work outside of an employee's normal classification and assignment (examples: running errands, mail delivery, cleaning, organizing, tech support, office support): minimum wage plus \$0.75 per hour.
- Laborer, summer work, bus wash, transportation or facilities assistance: minimum wage

Employees working extra duty are limited to 629 hours per year unless their primary position is benefit eligible or additional hours are preapproved by the Superintendent or designee.

These rates will be set at the beginning of each school year, based upon the minimum wage projections published by the Department of Labor and Industries to take effect in January of the same school year.

### **SECTION 13.8**

A sufficiently experienced and trained paraprofessional may be pre-approved by a principal to train a new paraprofessional. This will be limited to 6.5 hours of training per new paraprofessional. The paraprofessional trainer will be paid an additional one (1) dollar per hour for this training time and will certify the content trained (submit with timesheet).

### **SECTION 13.9**

The District will offer all full time RECLA employees, actively employed with the district on September 1, 2026 (those who have worked at least 700 hours in the previous year), a clothing allowance of \$200 at the beginning of the 2026-2027 school year. This will be a one-time allowance. The employees will have September and October to order from an employee store, using their allowance to purchase Reardan gear.

### **SECTION 13.10**

The district calculated the 2026-2027 RECLA pay scale based on updated wage comparisons (2025-2026 school year) from the four comp districts identified in this year's negotiations (Colfax, Davenport, Liberty, and Nine Mile Falls). The District agreed to increase the comparison district averages by IPD for 2026-2027 (2.6%). For future years covered by this collective bargaining agreement, the District will increase wages by WA State Approved IPD (for public school wages).

### **SECTION 13.11 - PARA POSITION ASSIGNMENT**

The District will make reasonable efforts to provide paraprofessionals with their job assignment, including work location and primary supervisor, at least one (1) week prior to the first student day of the school year. If changes become necessary after assignments are issued, due to late student enrollment, special education placements, or staffing changes, the District will notify affected employees as soon as practicable.

## **ARTICLE XIV - CONTINUING EDUCATION/TRAINING**

### **SECTION 14.1 Workshops/Conferences**

Classified employees will have 7 hours (in addition to the approved duty roster) to complete district directed training, including Safe Schools. This training time is eligible for compensation if completed outside of the approved duty roster time. Once the training is successfully finished, the employee must complete a classified training form for supervisor approval and submission to Payroll.

Employees attending training courses required by state regulation or District policy as a condition of employment will be paid by the school district, at the employee's regular hourly rate of pay if it is during the employee's normal working hours, plus any fee, tuition, or transportation costs. The supervisor may approve hours to be exchanged within the week if the training takes place outside of the employee's normal working hours (straight time). If clock hours are purchased at any such training, payment for such hours will be the sole responsibility of the employee. If the training creates overtime the District will pay overtime at a rate of one and one-half (1 ½) times the normal rate of pay for hours extending beyond 40 in a work week. If a required training is offered at more than one time and/or more than one location, the district will limit funding to the session that is least cost to the district.

Employees may request pre approval for optional training. Supervisors may approve district time and training budget for optional training. Approval is subject to supervisor discretion and budget availability/prioritization.

### **SECTION 14.2 Training**

The District will meet with classified staff to collaborate on training that is beneficial to the District to meet applicable state and national standards and the specific needs of the Reardan-Edwall School District. With this knowledge in mind, the District will provide the materials and supervision to complete such training.

## **ARTICLE XV - TRANSPORTATION**

### Terms and Definitions

#### Routes

1. Permanent defined as:
  - a. Will accrue more than 630 hours in a school year and,
  - b. Start at or near the beginning of the school year and,
  - c. Scheduled as a daily (or consistent) employee and,
  - d. There is a strong likelihood the route will continue through the end of the year.
2. Temporary defined as:
  - a. Not likely to accrue more than 630 hours in a school year or
  - b. It is not likely that the position or employment will continue through the end of the year.
3. Extracurricular defined as:
  - a. Activities and events outside regular to and from (home to school) transportation fall into this category. All athletics (not Physical Education) and clubs fall under this category.
4. Field Trips

- a. Trips that directly support the curriculum, are headed by a certified teacher, and usually occur during the school day are considered field trips.
- 5. Route Driver
  - a. Route Drivers are defined as personnel hired to drive a routine daily route, in a position that generally works more than 630 hours in a school year.
  - b. Route Drivers are allowed to bid to drive events other than their routine daily route when:
    - i. The event does not interfere with their routine daily route.
    - ii. Or as assigned by the Transportation Director.
  - c. Route Drivers are considered regular employees and will be subject to the principles of this collective bargaining agreement.
- 6. Substitute Driver
  - a. Substitute Drivers are defined as personnel hired to drive routes that either cannot be filled by route drivers or when a route or trip would cause a route driver to experience overtime.
  - b. If a provision of this agreement applies to Substitute Drivers, the agreement will mention Substitute Drivers or substitutes, specifically.
- 7. Bus Aide
  - a. Bus Aides are defined as personnel assigned to bus routes to assist the driver with student management and safety issues that may arise.
  - b. Bus Aides may be assigned to routes at the discretion of the Transportation Director with approval from the Superintendent.
  - c. Bus Aides will follow the paraprofessional pay scale.
  - d. Bus Aide hours of work will be determined by the assigned route time less the thirty (30) minutes for pre and post trip time.
  - e. Bus Aides will receive thirty (30) minutes of pay at their regular rate for travel time to the bus compound and 30 minutes from the bus compound each day they drive to the bus compound.
- 8. Driver Trainer
  - a. Someone who is certified to train bus drivers to receive their CDL.
  - b. Driver trainers will receive their bus driver route wage for training.
  - c. The normal timeframe to train a new driver is 40-80 hours total. At 40 hours, the driver trainer must initiate a meeting with the Transportation Director to give a status update. If the training exceeds 80 hours, prior to the 80th hour, a review of the trainee must be signed by the trainer, trainee, and director and submitted to the superintendent.
- 9. Route Times

Permanent and Temporary route times are established by the Transportation Director.

The process used to determine permanent and temporary route times are as follows:

  - a. The Transportation Director will use a mapping/routing tool to identify the amount of time it takes to drive each route. The Director may drive the route to verify the actual time it takes to complete the route, including stops. Route time will factor in:
    - i. AM Pre Trip: 15 minutes
    - ii. AM Route Drive Time: The Transportation Director will use a mapping/routing tool to identify the amount of time it takes to drive each route.

- iii. AM Post Trip: 15 minutes
- iv. PM Pre Trip: 15 minutes
- v. PM Route Drive Time: The Transportation Director will use a mapping/routing tool to identify the amount of time it takes to drive each route.
- vi. PM Post Trip: 15 minutes
- vii. PM Loading: 15 minutes
- viii. Inclement Weather, Behavior and Extra Stops: 15 minutes
- ix. Weekly Meetings: 6 minutes
- x. Maintenance/Cleaning/Fuel: 15 minutes
- xi.
- b. Drivers will attend weekly meetings, not to exceed 30 minutes, as scheduled by the Transportation Director (this time is included in the route time calculation above).
- c. Permanent and temporary route times may be reevaluated at any time at the discretion of the Transportation Director.
- d. Drivers who finish their assigned route in a shorter period of time than specified on their duty roster will either 1) perform additional tasks as assigned by the Transportation Director or designee to complete their scheduled shift, or 2) may complete their shift early and record the actual time worked on their timesheet for the shift.

## **SECTION 15.1: SHIFTS**

Shifts shall be established for transportation personnel in relation to the route and driving time necessary to fulfill tasks assigned by the Transportation Director.

Shifts will allow time for pre-trip required activities, route driving, post-trip required activities, any approved round trip travel time from the bus barn to bus compound or personal residence between shifts, weekly meetings and routine maintenance (fueling, daily cleaning and sweeping of the bus). This time is figured into route times. See also Route Times section above.

On extracurricular and field trips, pre and post trip time will be added into drive time not to exceed thirty (30) minutes per trip.

## **SECTION 15.2: EXTRACURRICULAR AND FIELD TRIPS**

The District will use paid designated route drivers for all extracurricular and field trips with the following exceptions:

The Transportation Director, mechanics, secretaries or any other volunteer driver may be assigned to routes, extracurricular trips and field trips if all available route drivers have worked or are anticipated to work 40 hours in the week or when no route driver is available. (Only District personnel may be considered to volunteer drive). In the event a route driver would like to drive a trip and a sub driver is available to cover their route, the route driver may request pre approval from the Transportation Director.

Coaches who are qualified to drive, may drive their sports team to and from games or practices in a bus or district vehicle, provided that these coaches may opt out of any trips they do not want to drive.

Supervisors of student groups or organizations may drive their supervisees, if they choose to, on overnight trips or on day trips, for which they are qualified to drive, with administrative approval.

Coaches and Supervisors driving their own teams or supervisees, in a school bus, will be paid a minimum of three (3) hours per round-trip at the substitute bus driver rate of pay with no standby pay, except, those trips resulting in four (4) hours or more driving time will be paid for actual driving time at the substitute bus driver rate of pay with no standby pay.

Drivers may be passed over for taking extracurricular or field trips if the trip would result in overtime for the driver.

All Extracurricular and field trips that become available to route drivers will be assigned from a rotating list posted in the drivers' lounge. This list will be the responsibility of the Transportation Director or designee. Trips will be assigned with a week's advance notice, if possible. Drivers have the right to remove themselves for a specified period of time by letter to the Transportation Director. All drivers on the rotating list have the option to skip a trip now and then but must make an obvious effort to take trips as they come.

The Transportation Director may remove a route driver from their regularly scheduled route and place them on an extracurricular or field trip that would interfere with said driver completing their regularly scheduled route in circumstances that would benefit the students participating in said extracurricular event or field trip. In this instance the route driver would be paid for the time spent driving to and from the extracurricular event or field trip plus standby, or for their regular route time, whichever is greater. The route driver will not be paid for both the extracurricular/field trip and the regular route. A 15-hour per day limit will be imposed unless special permission is granted by the Transportation Director.

All school bus drivers will be paid their regular driving wages for actual drive time or 2.5 hours round-trip, whichever is greater per extracurricular or field trip. Bus drivers who drive extracurricular trips will be paid the substitute bus driver rate for standby time. For trips that require the bus driver to assist with supervision/chaperone duties, the trip requester will notify transportation of the supervision requirement on the trip, the bus driver will assist with supervision on the trip, and the driver will be paid their regular driving rate for drive time and supervision time with a maximum of 15 total hours per day. Drivers who do not wish to supervise students may opt out of extracurricular trips requiring supervision.

- In the event the Transportation Director sees fit to approve bus wash time (in addition to bus wash built into route time), it will be paid at the laborer rate.
- Route Driver\_CDL endorsed driving an OSPI funded route: paid according to Bus Driver Pay Scale.
- Route Driver\_OSPI Certificate holder driving an OSPI funded route: paid minimum wage plus \$2 per hour.
- Extracurricular Driver CDL\_CDL Bus Driver driving a school bus on an extracurricular trip, drive time only: paid according to Bus Driver Pay Scale for drive time.
- Non-coach employees with no CDL or OSPI Certificate, approved to drive a school vehicle on school business: Paid their normal rate of pay during their normal scheduled work hours. Outside of normal scheduled work hours employees may be paid the laborer rate with written pre-approval from the superintendent.

Drivers shall be admitted without charge to the event for which they are driving, or if there are any required charges for the event, the district shall reimburse the employee their costs upon submission of receipts.

Paid or volunteer drivers (only district personnel may be considered to volunteer drive) for special trips that require meals and lodging away from home shall receive compensation for the same according to district travel regulations, receipts for travel expenses will be turned into the Transportation Director within 1 business day of return. Generally, if the group transported eats a meal the driver may also eat and the meal will be deemed as required, meal per diem would not be paid in these circumstances.

### **SECTION 15.3: HOUSING OF BUSES**

Drivers who drive buses housed at the Satellite Bus Compound shall be furnished transportation to and from the Satellite Bus Compound.

Drivers who house buses at their home at the district's request shall be provided transportation to return home between bus runs or in the event district transportation is not available, shall receive reimbursement for miles driven at the RESD Board approved mileage rate for personal vehicles.

Drivers approved to park buses at their residence shall be compensated \$35.00 per month for each month the driver keeps the bus plugged in at the District's request, no driver shall lose pay nor be held responsible for any such bus which will not start or freezes up, with the exception of willful abuse.

Under no circumstances shall an employee drive a district vehicle for personal business.

### **SECTION 15.4: DRIVER EXPENSES**

#### **DRIVER TRAINING EXPENSES**

The District will bear all costs of training new drivers. Drivers agree to work for the District for a minimum of 180 days following hire date as a bus driver (route or substitute). If a driver does not complete 180 days of driving for the District, the driver will reimburse the District for the cost of training.

#### **CONTINUING EXPENSES**

The district will pay for physicals, drug and alcohol testing and CDL endorsement costs required of employees to continue employment if continuing to drive a bus; the amount negotiated between the district and whatever medical clinic and/or testing facility the district has arranged to do physicals and/or testing. The district may also, subject to supervisor approval, pay for physical, drug and alcohol testing and OSPI driver certification for van and car drivers as necessary for claiming student transportation miles and ridership.

### **SECTION 15.5: BREAKDOWNS AND EXTRA TIME**

The Driver shall without delay notify the Transportation Director of breakdowns, accidents or problems with the bus.

## **SECTION 15.6: SUBSTITUTE DRIVERS**

Reardan has two classes of substitute drivers, 1) Substitute Bus Drivers, who are CDL endorsed and drive buses, and 2) Substitute Drivers, who are OSPI Certificate holders, approved to transport students to and from school in a car/van/SUV and generate transportation funding.. Substitutes are limited to 629 hours per year unless the Superintendent or designee preapproves additional hours. Substitute drivers are responsible for all of the duties and tasks associated with the role, for which, they are hired to substitute.

- Substitute Bus Drivers, CDL Endorsed: when driving a bus or when attending required training, will be paid the substitute bus driver rate of minimum wage plus \$3.75 per hour. Substitute Bus Drivers may be placed, upon hire or rehire, on the Bus Driver salary scale at their level of experience if requested by the Transportation Director and 1) the employee is a former bus driver for the district or 2) the district is having difficulty filling bus driver positions.
- Substitute Drivers with an OSPI Certificate or that request to drive a route that does not require a CDL endorsement will be paid the extra duty rate.
- Substitute Bus Drivers who drive bus more than 200 hours per year, will advance one year on the bus driver pay scale the following year.

## **ARTICLE XVI - GRIEVANCE PROCEDURE**

### **SECTION 16.1**

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.

#### **SECTION 16.2.1**

Employees shall first discuss the grievance with their immediate supervisor. If employees so wish, they may be accompanied by one Association representative at such discussion meeting. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty (20) days of the occurrence of the grievance shall be invalid and subject to no further processing.

#### **SECTION 16.2.2**

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall reduce to writing a statement of the grievance containing the following:

- A. The facts on which the grievance is based;
- B. A reference to the provisions in this Agreement which have been allegedly violated; and
- C. The remedy sought.

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the Superintendent. The parties will have five (5) working days from submission of a written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

### **SECTION 16.2.3**

If no settlement has been reached within the five (5) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District Superintendent. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

### **SECTION 16.2.4**

If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District Board of Directors. After such submission, the parties will have thirty (30) working days from the submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it. The Board of Directors reserves the right to summon the employee for an oral statement of the grievance. The employee reserves the right to appear before the Board of Directors to explain the grievance. At any appearance before the Board of Directors, the employee may be accompanied by an Association representative or designee.

### **SECTION 16.2.5**

The meeting for settlement of the issue will be held under the chairmanship of the President of the School Board of Directors or a School Board member designee. This is a hearing held in executive session. The decision of the Board of Directors of the School District shall be rendered to the Association within fifteen (15) days of the meeting. The decision by the Board shall include a statement of reason if the grievance is denied.

## **ARTICLE XVII - STUDENT MEDICATIONS**

### **SECTION 17.1**

Employees giving medication will be given appropriate and adequate training.

## **ARTICLE XVIII - EMPLOYEE PROTECTION**

### **SECTION 18.1**

The District shall defend all employees in civil court when appropriate.

**ARTICLE XIX - TERMS OF AGREEMENT**

**SECTION 19.1**

The term of this Agreement shall be from September 1, 2023 through August 31, 2026.

**SECTION 19.2**

This agreement may be reopened for modification at any time during its term upon mutual consent of all parties in writing to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein.

**SECTION 19.3**

It is mutually agreed that the District will explain to the Association in writing the reasons and the procedures if adjustments are made to salaries or benefits pursuant to this Agreement.

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**COLLECTIVE BARGAINING AGREEMENT - SIGNATURES**

BETWEEN

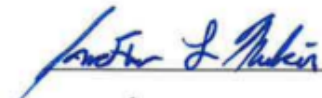
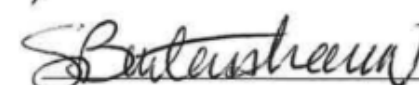
**THE REARDAN-EDWALL SCHOOL DISTRICT**

AND

**REARDAN-EDWALL CLASSIFIED ASSOCIATION**

NEGOTIATING FOR THE

**RECLA Association**

**Reardan – Edwall School District**


## **APPENDIX A - GRIEVANCE REPORT FORM**

Grievance Number \_\_\_\_\_

### **DISTRIBUTION OF FORM**

1. Grievance Representative
2. Immediate Supervisor
3. Grievant

### **COMPLAINT BY THE GRIEVANT**

Grievant \_\_\_\_\_ Date of Occurrence \_\_\_\_\_

Position \_\_\_\_\_ Date of Informal Hearing \_\_\_\_\_

Supervisor \_\_\_\_\_ Date of Filing \_\_\_\_\_

Grievance Representative \_\_\_\_\_

### **Step 2**

#### **A.1. Statement of Grievance**

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#### **2. Relief Sought**

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

#### **B. 1. Disposition by Supervisor**

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\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

## GRIEVANCE CONTINUANCE NOTICE

Grievance Number \_\_\_\_\_ Date of Filing \_\_\_\_\_

### Step 3

Grievant's Statement of Position following Step 2 of Grievance Procedure

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Disposition of Superintendent

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\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

## GRIEVANCE CONTINUANCE NOTICE

Grievance Number \_\_\_\_\_ Date of Filing \_\_\_\_\_

### Step 4

Grievant's Statement of Position following Step 3 of Grievance Procedure

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Signature of Grievant

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Date

Disposition of School Board

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\_\_\_\_\_  
Signature of Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Secretary

## **APPENDIX B - RESD CLASSIFIED SALARY SCHEDULE**

### **2026-2027 (Includes State-Approved IPD (2.6% inflation adjustment))**

#### Classified Wage Schedule by Classification

22YRSCALE A

2026-27 (Includes State-Approved IPD (2.6% inflation adjustment))

| District Name | Secretarial | Para Professional | Head Cook | Kitchen Assistant | Maintenance / Grounds | Custodial / Grounds | Lead Custodian | Mechanic | Bus Driver |
|---------------|-------------|-------------------|-----------|-------------------|-----------------------|---------------------|----------------|----------|------------|
| 0 Experience  | 21.89       | 19.39             | 22.18     | 18.96             | 23.50                 | 21.16               | 22.62          | 24.88    | 24.75      |
| 1 Year Exp    | 22.18       | 19.65             | 22.47     | 19.21             | 23.81                 | 21.44               | 22.92          | 25.21    | 25.08      |
| 2 Years Exp   | 22.47       | 19.91             | 22.77     | 19.46             | 24.12                 | 21.72               | 23.23          | 25.54    | 25.41      |
| 4 Years Exp   | 22.77       | 20.17             | 23.07     | 19.72             | 24.44                 | 22.01               | 23.53          | 25.88    | 25.75      |
| 6 Years Exp   | 23.07       | 20.44             | 23.37     | 19.98             | 24.76                 | 22.30               | 23.85          | 26.22    | 26.09      |
| 8 Years Exp   | 23.37       | 20.71             | 23.68     | 20.24             | 25.09                 | 22.59               | 24.16          | 26.57    | 26.43      |
| 10 Years Exp  | 23.80       | 21.09             | 24.11     | 20.61             | 25.55                 | 23.00               | 24.6           | 27.05    | 26.91      |
| 12 Years Exp  | 24.23       | 21.47             | 24.55     | 20.99             | 26.01                 | 23.42               | 25.05          | 27.54    | 27.40      |
| 14 Years Exp  | 24.67       | 21.86             | 25.00     | 21.37             | 26.48                 | 23.85               | 25.5           | 28.04    | 27.90      |
| 16 Years Exp  | 25.12       | 22.26             | 25.45     | 21.76             | 26.96                 | 24.28               | 25.97          | 28.55    | 28.41      |
| 18 Years Exp  | 25.58       | 22.67             | 25.91     | 22.16             | 27.45                 | 24.72               | 26.45          | 29.07    | 28.93      |
| 20 Years Exp  | 26.05       | 23.08             | 26.38     | 22.56             | 27.95                 | 25.17               | 26.92          | 29.60    | 29.46      |
| 22 Years Exp  | 27.63       | 24.32             | 27.61     | 23.81             | 29.55                 | 26.55               | 28.37          | 31.64    | 29.91      |

### **2027-2028(Includes Estimated IPD: Inflation of 2%)**

#### Classified Wage Schedule by Classification

2027-28 (Includes Estimated IPD : Inflation of 2%)

| District Name | Secretarial | Para Professional | Head Cook | Kitchen Assistant | Maintenance / Grounds | Custodial / Grounds | Lead Custodian | Mechanic | Bus Driver |
|---------------|-------------|-------------------|-----------|-------------------|-----------------------|---------------------|----------------|----------|------------|
| 0 Experience  | 22.33       | 19.78             | 22.62     | 19.34             | 23.97                 | 21.58               | 23.07          | 25.38    | 25.25      |
| 1 Year Exp    | 22.62       | 20.04             | 22.92     | 19.59             | 24.29                 | 21.87               | 23.38          | 25.71    | 25.58      |
| 2 Years Exp   | 22.92       | 20.31             | 23.23     | 19.85             | 24.60                 | 22.15               | 23.69          | 26.05    | 25.92      |
| 4 Years Exp   | 23.23       | 20.57             | 23.53     | 20.11             | 24.93                 | 22.45               | 24.00          | 26.40    | 26.27      |
| 6 Years Exp   | 23.53       | 20.85             | 23.84     | 20.38             | 25.26                 | 22.75               | 24.33          | 26.74    | 26.61      |
| 8 Years Exp   | 23.84       | 21.12             | 24.15     | 20.64             | 25.59                 | 23.04               | 24.64          | 27.10    | 26.96      |
| 10 Years Exp  | 24.28       | 21.51             | 24.59     | 21.02             | 26.06                 | 23.46               | 25.09          | 27.59    | 27.45      |
| 12 Years Exp  | 24.71       | 21.90             | 25.04     | 21.41             | 26.53                 | 23.89               | 25.55          | 28.09    | 27.95      |
| 14 Years Exp  | 25.16       | 22.30             | 25.50     | 21.80             | 27.01                 | 24.33               | 26.01          | 28.60    | 28.46      |
| 16 Years Exp  | 25.62       | 22.71             | 25.96     | 22.20             | 27.50                 | 24.77               | 26.49          | 29.12    | 28.98      |
| 18 Years Exp  | 26.09       | 23.12             | 26.43     | 22.60             | 28.00                 | 25.21               | 26.98          | 29.65    | 29.51      |
| 20 Years Exp  | 26.57       | 23.54             | 26.91     | 23.01             | 28.51                 | 25.67               | 27.46          | 30.19    | 30.05      |
| 22 Years Exp  | 28.18       | 24.81             | 28.16     | 24.29             | 30.14                 | 27.08               | 28.94          | 32.27    | 30.51      |

## 2028-2029 (Includes Estimated IPD: Inflation of 2%)

### Classified Wage Schedule by Classification

2028-29 (Includes Estimated IPD : Inflation of 2%)

| District Name | Secretarial | Para Professional | Head Cook | Kitchen Assistant | Maintenance / Grounds | Custodial / Grounds | Lead Custodian | Mechanic | Bus Driver |
|---------------|-------------|-------------------|-----------|-------------------|-----------------------|---------------------|----------------|----------|------------|
| 0 Experience  | 22.78       | 20.18             | 23.07     | 19.73             | 24.45                 | 22.01               | 23.53          | 25.89    | 25.76      |
| 1 Year Exp    | 23.07       | 20.44             | 23.38     | 19.98             | 24.78                 | 22.31               | 23.85          | 26.22    | 26.09      |
| 2 Years Exp   | 23.38       | 20.72             | 23.69     | 20.25             | 25.09                 | 22.59               | 24.16          | 26.57    | 26.44      |
| 4 Years Exp   | 23.69       | 20.98             | 24.00     | 20.51             | 25.43                 | 22.90               | 24.48          | 26.93    | 26.80      |
| 6 Years Exp   | 24.00       | 21.27             | 24.32     | 20.79             | 25.77                 | 23.21               | 24.82          | 27.27    | 27.14      |
| 8 Years Exp   | 24.32       | 21.54             | 24.63     | 21.05             | 26.10                 | 23.50               | 25.13          | 27.64    | 27.50      |
| 10 Years Exp  | 24.77       | 21.94             | 25.08     | 21.44             | 26.58                 | 23.93               | 25.59          | 28.14    | 28.00      |
| 12 Years Exp  | 25.20       | 22.34             | 25.54     | 21.84             | 27.06                 | 24.37               | 26.06          | 28.65    | 28.51      |
| 14 Years Exp  | 25.66       | 22.75             | 26.01     | 22.24             | 27.55                 | 24.82               | 26.53          | 29.17    | 29.03      |
| 16 Years Exp  | 26.13       | 23.16             | 26.48     | 22.64             | 28.05                 | 25.27               | 27.02          | 29.70    | 29.56      |
| 18 Years Exp  | 26.61       | 23.58             | 26.96     | 23.05             | 28.56                 | 25.71               | 27.52          | 30.24    | 30.10      |
| 20 Years Exp  | 27.10       | 24.01             | 27.45     | 23.47             | 29.08                 | 26.18               | 28.01          | 30.79    | 30.65      |
| 22 Years Exp  | 28.74       | 25.31             | 28.72     | 24.78             | 30.74                 | 27.62               | 29.52          | 32.92    | 31.12      |

Note: Regardless of the rates stated in this agreement, no employee who continues employment with the district in the same classification and role will experience a reduction in rate of pay.

## **APPENDIX C – RECLA BYLAWS**

### **PURPOSE**

The purpose of the Reardan-Edwall Classified Association (RECLA) is to provide an association open to all classified employees of the Reardan-Edwall School District. The RECLA is recognized by the district as the sole bargaining unit for classified employees.

### **ARTICLE I**

**Section 1.** The RECLA is responsible for bargaining contracts. It shall follow the wishes of the majority.

**Section 2.** The RECLA shall provide support for any member who has a grievance. An officer will, if requested, accompany the member when discussing the problem with a supervisor, administration or the school board.

**Section 3.** The RECLA shall provide opportunities for social activities if such are requested by members.

### **ARTICLE II MEMBERSHIP**

**Section 1.** The RECLA shall collect dues to establish membership in the association.

**Section 2.** Classified employees who do not pay dues, will not be members of the association and forego all rights afforded by the RECLA and the collective bargaining agreement.

**Section 3.** Dues collected will be used to provide graduating senior(s) with a scholarship, or to provide for social activities of the members.

**Section 4.** Membership dues shall be two dollars (\$2.00) per month, dues shall be payable by pre-tax payroll deduction.

### **ARTICLE III OFFICERS AND DUTIES**

**Section 1.** The officers shall be elected by a majority vote of the members at the beginning of each school year.

**Section 2.** Duties of Officers

**Section 2.1** The President shall preside at all meetings and be chairperson of the Administrative Board.

**Section 2.2** The Vice President shall preside in the absence of the President and serve on the Administrative Board.

**Section 2.3** The Secretary shall keep the minutes of the meetings, send notices to the members as needed and serve on the Administrative Board.

**Section 2.4** The Treasurer shall be responsible for keeping the books, depositing funds, and writing checks and serving on the Administrative Board.

## **ARTICLE IV ADMINISTRATIVE BOARD**

**Section 1.** The purpose of the Administrative Board shall be to meet to discuss and decide on minor business items not requiring a vote of the entire association.

**Section 2.** The Administrative Board shall consist of the following: President, Vice-President, Secretary, Treasurer and a representative of each group within the association.

## **ARTICLE V OTHER**

**Section 1.** Each department shall select a member to serve on the Administrative Board. This person shall be available when a member needs to discuss a problem within the department or with a supervisor or administrator.

**Section 2.** Standing or temporary committees may be formed by a vote of the association.

## **ARTICLE VI BYLAWS**

**Section 1.** The by-laws of this Association cannot be changed without a majority vote (50 percent plus one vote) of the members of the association.

Signed Michael McCann  
RECLA President

Jody Jones  
RECLA Vice-President

Kathie J. Hair  
RECLA Secretary/Treasurer

By- laws adopted by the membership, as amended, on this 28<sup>th</sup> day of August, 2017.



## **APPENDIX D – CODE OF CHARACTER**

### **REARDAN-EDWALL SCHOOL DISTRICT CODE OF CHARACTER**

**Integrity | Work Ethic | Trustworthiness | Humility | Growth Mindset |  
Courage | Respect | Service**

The Reardan-Edwall School District expects high standards and strong character from our students. As such, it is paramount that staff lead by example and hold themselves and the team to high standards. Staff will abide by the Code of Professional Conduct (WAC 181-87) listed in the handbook, all RESD existing policies, and in addition, will hold themselves to higher standards listed here (some of these standards may be duplicate and/or included in already existing policy). These standards apply to ALL staff and board members:

#### **BIG THREE**

- Treat students, parents, fellow employees, and community members with dignity and respect, demonstrating fairness and sensitivity for ethnicity, race, religious, and cultural heritage.
- Promote a safe, nurturing, and positive school and work environment.
- Establish and maintain open and positive communication with staff, parents, students, and community members.

#### **Professional Conduct**

An RESD staff member should demonstrate conduct that follows generally recognized professional standards.

##### **1.1. Ethical conduct includes, but is not limited to, the following:**

- a. Encouraging and supporting colleagues in developing and maintaining high standards
- b. Respecting fellow staff members and participating in the development of a professional environment. Examples include: positive attitude, following meeting norms, handling conflict professionally, not engaging in gossip about individuals that is defamatory, negative, or counterproductive, etc.
- c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- d. Providing professional education services in a nondiscriminatory manner regarding race, religion, gender, beliefs, etc. – Discrimination will not be tolerated.
- e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
- f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children
- g. Personal conduct/actions – although away/remote from the school district, RESD staff agree that their conduct away from school represents the school district. The same high standards apply to, but are not limited to: social media, public comments, unlawful actions, etc.

**1.2. Unethical conduct includes, but is not limited to, the following:**

- a. Harassment of colleagues
- b. Inappropriate language on school grounds or any school-related activity. Examples include “swearing”, offensive joking, discriminatory language, etc.
- c. Physical altercations – except in the lawful performance of one’s duties.
- d. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

**Trustworthiness**

A RESD staff member should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

**2.1. Ethical conduct includes, but is not limited to, the following:**

- a. Properly representing facts concerning an educational matter in direct or indirect public expression
- b. Advocating for fair and equitable opportunities for all children
- c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness
- d. Holding to confidentiality standards
- e. Exemplifying integrity in all actions and interactions

**2.2. Unethical conduct includes, but is not limited to, the following**

- a. Willfully falsifying, misrepresenting, omitting, or erroneously reporting any of the following (WAC 181-87-050):
  - 1. employment history, professional qualifications, criminal history, certification/recertification
  - 2. information submitted to local, state, federal, and/or other governmental agencies
  - 3. information regarding the evaluation of students and/or personnel
  - 4. reasons for absences or leave
  - 5. information submitted in the course of an official inquiry or investigation

**Educator/Student Relationship** (WAC 181-87-080)

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

**3.1. Ethical conduct includes, but is not limited to, the following:**

- a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of RESD staff/student authority while expressing concern, empathy, and encouragement for students

- b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
- c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- d. Creating, supporting, and maintaining a challenging learning environment for all students

**3.2. Unethical conduct includes, but is not limited to the following:**

- a. Committing any act of child abuse
- b. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs (WAC 181-87-055)
- c. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationships with a student.

**Educator Collegial Relationships**

RESA staff should always maintain a professional relationship with colleagues, both in and outside the classroom. If staff members are discussing a non-present staff member their comments about the staff member who is not there should be **beneficial, edifying, necessary, and true**.

**4. Unethical conduct includes but is not limited to the following:**

- a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- b. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- c. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status

**ACCOUNTABILITY**

All staff will be held to the standards held in this document as well as the Code of Professional Conduct (WAC 181-87). Staff failing to abide by the standards held within these documents may face disciplinary action.

*Sources:*

- *Davis School District Employee Code of Ethics*
- *OSPI Code of Professional Conduct*
- *Mississippi Educator Code of Ethics and Standards of Conduct*

## **APPENDIX E - MAINTENANCE/GROUNDS POSITION DESCRIPTION**



**REARDAN-EDWALL**  
**School District**

May 2026

Notice of Vacant Position: Maintenance/Groundskeeper Full-Time

This position can be assigned with an emphasis on grounds or an emphasis on maintenance or a combination of the two, based on current needs and priorities identified by district leadership.

### **The District**

Reardan-Edwall School District encompasses a large geographic area including the towns of Reardan and Edwall. The District includes one elementary school and one secondary school. **Our school district has a deep focus on our core values, which serve as a guide for our work together.**

Reardan schools receive strong support from the community. The successful candidate will support the District's efforts to establish a District, Departmental, and Labor climate that promotes equal opportunities for students & staff, good conduct and positive attitudes and values.

### **Qualifications**

- **Close affiliation with and commitment to Reardan-Edwall School District's Mission, Vision and Values.**
- Reputation of and commitment to "All In", positive, what's-best-for-students attitude and conduct.
- Successful passing of the fingerprint process and background check.
- Demonstrates leadership ability, i.e. plan, organized, provide leadership, manage many tasks simultaneously and accomplish work on schedule.
- Current First Aid and CPR cards; current on Blood borne Pathogens training.
- Familiarity with all materials and equipment used in the care of the school, gym and grounds.
- Possesses the ability to maintain congenial, positive and productive working relationships with students, staff and the public.
- Demonstrated initiative, flexibility, dependability and skill in maintenance duties in previous years.
- Good communication skills and can follow written and oral instructions.
- Have the ability to respond to District needs on an "on-call" basis.
- Possess the skills, broad knowledge and abilities necessary to fix repairs in the district independently.
- Working knowledge of HVAC systems, filter changes and controls preferred.

### **Education**

- A high school education or the equivalent.

### **Job Duties**

Depending upon the individual assignment, the employee may perform all or a combination of the following:

- Follow written and oral instructions.
- Perform maintenance and repairs of school building needs.
- Performs new construction, facilities improvements, grounds improvements, equipment and furniture installation and infrastructure improvements as needed and within state and federal public works limitations.
- Collaborates with other departments to improve efficiency of projects, utilizing employee skills across department lines for new and existing systems and wiring.
- Work cooperatively and collaboratively with others as assigned.

- Maintain cleanliness of the general shop area, in addition to keeping the meeting room, restrooms, and office(s) areas clean in your area.
- Maintain equipment utilized in the various sections of the Maintenance Department.
- Operate all power equipment and hand tools.
- Pick up and deliver needed equipment, parts and supplies as required, as well as assist with district deliveries..
- Perform periodic grounds maintenance, including operating power yard equipment, handling snow and taking measures to reduce hazards of ice.
- Maintains district grounds, athletic and play fields; weeds, edges, mows, fertilizes and provides a variety of grounds maintenance services.
- Performs a variety of horticultural duties: plants a variety of shrubs, trees and flowers; prunes and fertilizes applies a variety of herbicides as needed; performs landscaping installations and improvements.
- Assist in snow removal and sanding as needed.
- Monitors condition of grounds throughout the district; inspects and corrects a variety of conditions.
- Maintains and repairs a variety of grounds keeping equipment, including mowers, tractors, trimmers and hand equipment.
- Maintains inventory of ground supplies and equipment; informs supervisor of needed supplies and replacements; places routine orders; drives to secure materials as required.
- Operates, cleans and maintains a variety of grounds keeping tools and equipment.
- Secures area when mowing, spraying or performing other potentially injurious functions to ensure student and staff safety.
- Installs, maintains and operates irrigation systems with input from district leadership. Starts and winterizes all irrigation systems throughout the district.
- Maintains effective communication with students, parents, staff and the public for safety and public relations.
- Performs major summer landscaping installations, improvements and repairs to prepare grounds and fields for the start of the student school year.
- Assists with maintenance of facilities, moving, custodial and grounds as assigned.
- Maintain the "tool crib" in an orderly, efficient and accurate manner, including but not limited to, being accountable for tools, equipment and supplies checked in/out to district personnel.
- Raise the U.S. and Washington flags at all facilities as assigned each morning.
- Willing to attend pertinent workshops and training sessions.
- Respond to warranty concerns on new equipment and systems in new buildings.
- Maintains security and safety of buildings as outlined by Supervisor/Administration.
- Inventories, maintains and orders materials and equipment for the building.
- Models appropriate and cooperative behavior, including protecting confidential information, consistent with the district ethical guidelines.
- Be flexible and punctual.
- Performs other duties as assigned by Supervisor, Principal and or Superintendent.

#### **Conditions**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

#### **Physical Demands**

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertion; requires safety awareness on construction, repair and emergency sites; may be required to work during off-hours for emergencies; exposed to high noise levels from machines; may be exposed to potentially dangerous conditions; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment over fifty (50) pounds; required to drive between sites; may need to take precautions when inspecting cause of fire alarms; may deal with distraught or difficult individuals.

#### **Pay Range**

Salary placement based on experience.

#### **Timeline**

- Please click on the following link to fill out the application. <https://jobs.redroverk12.com/org/ReardanEdwall>

**This hiring process will be led by Facilities Director, Jim Porter. For questions about this position and/or the application process please contact Mr. Porter at [jporter@reardansd.net](mailto:jporter@reardansd.net).**

*The Reardan-Edwall School District does not discriminate in any programs or activities on the basis of sex,*

*race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:*

**Title IX Coordinator and Section 504/ADA Coordinator**

Tiffany Clouse

PO Box 225 Reardan WA 99029

509.796.2701 ex. 332 [tclouse@reardansd.net](mailto:tclouse@reardansd.net)

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