

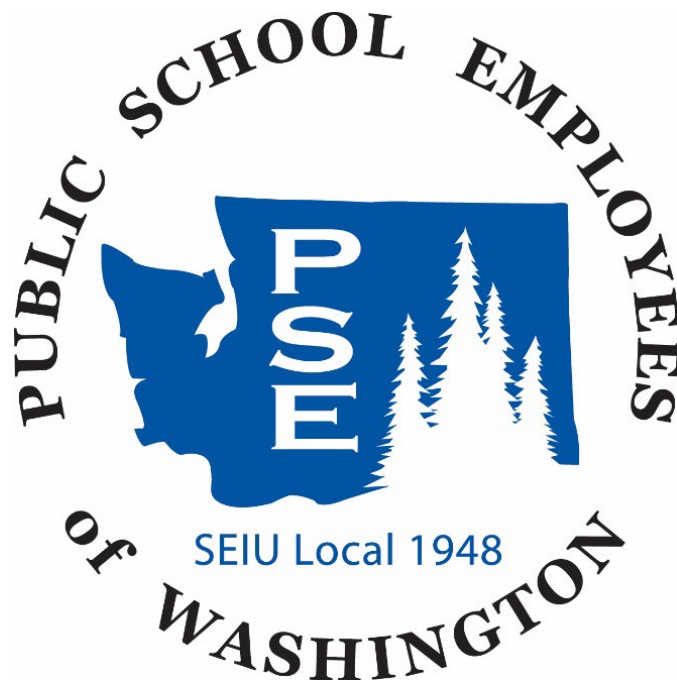
COLLECTIVE BARGAINING AGREEMENT BETWEEN

CHENEY SCHOOL DISTRICT #360

AND

PUBLIC SCHOOL EMPLOYEES OF CHENEY, #202

SEPTEMBER 1, 2026 – AUGUST 31, 2029



Public School Employees of Washington/SEIU Local 1948

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DECLARATION OF PRINCIPLES

The parties agree that the educational welfare and safety of the children of the Cheney School District is paramount in the operation of the District.

The parties further agree that it has been and will continue to be in their mutual interest and purposes to promote systematic and effective employee-management cooperation; to confer and bargain in good faith with respect to grievance procedures, including wages, hours and working conditions.

PREAMBLE

The Board of Directors of Cheney School District Number 360 and the Public School Employees of Cheney do hereby agree that the educational welfare and safety of the children of the Cheney School District is paramount in the operation of this District and will be promoted by both parties. These parties do further agree as follows:

Pursuant to the conditions set forth in the Public Employees Collective Bargaining Act of 1967, this constitutes an agreement between the Cheney School District Number 360 (hereinafter "District"), and the Public School Employees of Cheney, an affiliate of the Public School Employees of Washington/SEIU Local 1948 (hereinafter "Association").

The parties agree that it has been and will continue to be in their mutual interest and purpose to promote systematic and effective employee-management cooperation; to confer and bargain in good faith with respect to grievance procedures and collective bargaining on personnel matters, including wages, hours and working conditions; and to promote effective methods for prompt adjustment of differences.

ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1. Recognition.

The District hereby recognizes the Public School Employees of Cheney and Public School Employees of Washington/SEIU Local 1948 as the exclusive representative of all classified employees in the bargaining unit as described in Section 1.3. The Association recognizes the responsibility of representing the interests of all such employees.

Section 1.2. Excluded Positions.

The following positions are excluded from the bargaining unit as having met the criteria found in RCW 41.56 for confidential employee: Assistant to the Superintendent, Administrative Assistant to Teaching and Learning, Human Resources Director, Human Resources Manager, Human Resources Specialist, Human Resources Administrative Assistant, Administrative Assistant to Finance and Operations, District Accountant, Director of Finance and Operations, Director of Nutrition Services, Assistant Director of Nutrition Services, Director of Transportation and Facility Planning, Assistant

Director of Transportation, Director of Maintenance and Operations & Safety, Assistant Director of Maintenance and Operations, Director of Technology, Assistant Director of Technology, Payroll Specialist, Business Manager, Accounting Specialist, Manager, Program Specialist-Administrative Assistant to the Directors of Student Support Services, and Communications Coordinator.

Section 1.3. Classifications.

The bargaining unit to which this Agreement is applicable will consist of all classified employees as listed in the current Schedule A.

Section 1.4. Employees Defined.

Employees are defined as the following:

- Regular – an employee hired by the District for a specific position, hours, and shift.
- Itinerant/Permanent Substitute – an employee who is hired by the District for a minimum daily shift to cover absences and needs in a specific classification or department and is likely to move between locations throughout the year. Example: Classified staff directed out of student services may be moved based on student need.
- Temporary – a position to fill a need in excess of thirty (30) days created by a leave of absence or other short-term staffing need.
- Seasonal – a position hired for only a specific increment of time annually.
- Substitute – an “on call” individual to fill absences of regular, itinerant, and temporary positions. (Does not accrue seniority.)

Section 1.5. Temporary Positions.

A temporary assignment is defined as an opening that the District can reasonably anticipate will exceed thirty (30) school days. This may be created by a leave of absence, a short-term staffing need which does not warrant the posting of a permanent position, or when extraordinary needs require a temporary appointment.

Temporary positions will be posted with specific beginning and end dates, or likely length of employment specified on the job posting. Employees hired to fill temporary positions will be subject to all provisions of this Agreement.

Section 1.6. Substitutes.

All classified employees who are substitutes in the above job classifications are included in the bargaining unit limited to the provisions of this Agreement as listed: Schedule A, Section 10.1. Substitute positions will not exceed thirty (30) workdays unless a substitute position is extended by mutual agreement between the District and the Association. Overload paraeducator positions may be exempt from the thirty (30) workday provision.

Section 1.7. Job Descriptions.

The District will post current job descriptions for all positions subject to this Agreement on the District website. The creation of new positions will require reopening of this Agreement pursuant to Article XXII, Section 22.2. for negotiations including appropriate wage rate and creation of a new job description. All postings for new or open positions will be consistent with the current job description for that position.

ARTICLE II

DISTRICT RIGHTS

Section 2.1.

It is agreed that the customary and usual rights, powers, functions, and authority of management are vested exclusively in management officials of the District. By way of illustration, not limitation, and in accordance with and subject to applicable laws, regulations and the provisions of this Agreement, these rights include: 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; the right to release employees from duty because of lack of work or other legitimate reasons. The District will retain the right to maintain efficiency of the District operation by determining the method, number, and kinds of personnel by which operations undertaken by employees in the unit are to be conducted.

ARTICLE III

ASSOCIATION RIGHTS

Section 3.1. Personnel Reports.

Per RCW 41.56.003, on or before the first day of November and the first day of March of each year during the term of this Agreement, the District will provide in Excel format to the PSE Chapter President, Membership Officer, and the PSE Membership Department with a complete list of classified employees covered under this agreement to include: name, address, cellular phone number (if on file), home phone number (if on file), work phone number (if applicable), work email address, personal email address (if on file), job title, rate of pay, and work site location. Upon request, additional information such as seniority list, hire date for each classification worked, estimated annual pay, work hours per day, workdays per year, SEBB eligibility, and union dues paid will be provided.

Section 3.1.1. Applicability of Public Disclosure Laws.

Nothing in this Agreement precludes the District from providing documents in accordance with public disclosure laws. The District will notify the employee prior to the release of any requested record. Employees shall have four (4) business days to notify the District if they plan to file an injunction blocking the request.

Section 3.2. Bulletin Boards.

The District will provide bulletin boards for use by the Association, with the number and location of such boards to be as mutually agreed. Materials posted will conform to the law, and will not reflect negatively on the District, its management or its employees. Courtesy copies of material to be posted will be provided to the building principal or administrator and the Superintendent at the time of posting. The District will not assume the responsibility of or any liability for material posted.

Section 3.3. In-District Mail.

The Association will have the use of the interschool mail facilities and District email for distribution of appropriate Association communications. A copy of such distributed communication will be provided to the Superintendent or Superintendent's designee.

1 **Section 3.4. Visit by PSE Representative(s).**

2 Visitation rights may be granted by the Superintendent or a designated representative during duty
3 hours to representatives of the Public School Employees of Washington/SEIU Local 1948 to visit with
4 employees. The visiting delegate will notify the District of their arrival.

5
6 **Section 3.4.1. New Employees.**

7 Per RCW 41.56.067 PSEC will be permitted reasonable access to meet with new employees.

8
9 **Section 3.5. Association President Leave.**

10 Every effort will be made by the parties to schedule meetings outside of the Chapter President's
11 regular work hours to minimize time away in which a hardship would be created for the
12 building/department and/or a substitute would be required.

13
14 The Association President shall be provided with a reasonable amount of release time to conduct union
15 business. Such leave shall be subject to the following:

- 16
17 1. The release time shall be full pay, and the Association shall reimburse the District all actual
18 costs associated with the President's release. Additionally, the Association shall reimburse
19 the District for substitute costs if a substitute is utilized.
20 2. Whenever possible, notification of the leave shall be submitted two (2) working weeks
21 before the leave is to take effect.
22 3. Use of the leave may be hourly, half-day, or whole day increments.

23
24 **Section 3.5.1. Association Leave.**

25 Every effort will be made by the parties to schedule meetings outside of the Chapter officers
26 and/or designated representatives' regular work hours to minimize time away in which a
27 hardship would be created for the building/department and/or a substitute would be required.

28
29 In addition to Association President leave, the officers and/or designated representatives of the
30 Association shall be provided a reasonable amount of release time to conduct union business up
31 to a cumulative maximum of forty-five (45) days per fiscal year (9/1 – 8/31). Such leave shall
32 be subject to the following:

- 33
34 1. The released time shall be with full pay, and the Association shall reimburse the
35 District all actual costs associated with the officers or designated representative's
36 release.

37
38 Additionally, the Association shall reimburse the District for substitute costs if a
39 substitute is utilized.

- 40 2. Whenever possible, notification of the leave shall be submitted two (2) working
41 weeks before the leave is to take effect.
42 3. Use of the leave may be hourly, half-day, or whole day increments.

43
44 Annually by September 15 and when changes occur, the Association shall inform the Human
45 Resources Director of the names of all Association Officers and Designated Representatives.

46
47 **Section 3.6. State Requested Release Time.**

48 Release time for Cheney PSE members requested by the Public School Employees of Washington/
49 SEIU Local 1948 (PSE) State organization may be granted to the employee. All costs associated with

the employee's absence will be reimbursed by PSE. Requests for release time will be handled through the Human Resources Department.

Section 3.7. School Calendar.

The District agrees to meet, confer, and negotiate the calendar, as required by Washington State law, in conjunction with all District employee groups. Changes required during the year due to weather conditions and/or other emergency-type problems will be made by the Superintendent. The Association, in conjunction with all District employee groups, will be consulted before days are designated to make up missed time due to "school closure." The school calendar will consist of 180 days of student instruction.

Annual calendars will be developed as follows:

1. Representatives from all District employee groups will be on the District's Calendar Committee.
2. PSEC will have two (2) representatives on this committee. The District will consult with the Chapter President for representatives from PSEC when the committee is being formed.
3. Potential calendars will be voted on by all District employees.
4. The calendar eventually receiving a majority of the votes cast will be submitted to the Board of Directors for their consideration.

Section 3.8. Communication.

The District will utilize email as the primary form of communication to all staff. Thus, all employees are expected to check email regularly on scheduled workdays and periodically during spring, winter, and summer breaks.

Upon request, employees will be provided with training to include how to access email at work and remotely utilizing a smart phone, tablet, or computer.

ARTICLE IV

LABOR/MANAGEMENT MEETINGS

Section 4.1. Meetings.

The Superintendent and/or their designee and the Association President and/or their designee will meet throughout the school year to discuss matters of mutual concern. Additional persons may, by mutual agreement, attend these meetings on an as-needed basis. It is the intent of the parties that problems arising relative to the administration of this Agreement will also be discussed at these meetings.

Section 4.2. Labor/Management Committee.

In order to promote communications within all classifications as defined in Section 1.3, the parties agree to hold meetings as needed to discuss matters of mutual concern. One meeting will be held prior to the school year. The Association delegation at these meetings will consist of elected representatives from each classification. The District delegation will consist of the Department Director for the classifications listed above. Additional persons may participate as requested by either party.

1 **Section 4.3. Meeting Procedures.**

2 Meetings will be conducted at a mutually agreeable time. An agenda will be prepared in advance of
3 each meeting. As mutually agreed upon, the minutes will be shared with the other party at no cost.
4

5 **Section 4.4. Additional Attendees.**

6 All participants have the right to utilize the services of consultants in any deliberations between the
7 parties.
8
9
10

11 **ARTICLE V**

12 **GRIEVANCE PROCEDURE**
13
14

15 **Section 5.1. Grievance or Complaint.**

16 Grievances or complaints arising between the District and its employees within the bargaining unit
17 defined in this Agreement as matters dealing with the interpretation or application of the terms and
18 conditions of this Agreement will be resolved in strict compliance with this Article.
19

20 **Section 5.2. Handling Grievances.**

21 Discussions and negotiations in the handling of grievances, formally or informally, will take place
22 whenever feasible during work time.
23

24 **Section 5.3. Step I - Discussion.**

25 Employees will first discuss the grievance with their immediate supervisor, indicating that the meeting
26 is Step 1 of the grievance process. If employees so wish, they may be accompanied by an Association
27 representative at such discussion. All grievances not brought to the immediate supervisor in
28 accordance with the preceding sentence within twenty (20) business days of the occurrence, or
29 knowledge of the occurrence, the grievance will be invalid and subject to no further processing. The
30 supervisor will have ten (10) business days to schedule a discussion meeting. In response to the
31 discussion meeting, the supervisor will send the employee an email summarizing the meeting and give
32 his/her Step I response.
33

34 **Section 5.4. Step II - Written.**

35 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
36 subsection, the employee will provide a written statement of the grievance containing the following:
37

- 38 A. The facts on which the grievance is based.
39 B. A reference to the provisions in the Agreement which have been allegedly violated and the
40 remedy sought.
41

42 The employee will submit the written statement of grievance to the immediate supervisor for
43 reconsideration within ten (10) business days and will submit a copy to the Assistant Superintendent or
44 Director of Human Resources.
45

46 The District will have ten (10) business days from submission of the written statement of the grievance
47 to respond to the grievance by indicating on the statement of the grievance the District's proposed
48 disposition. If an agreeable disposition is made, all parties to the grievance will sign it, and the grievance
49 will be resolved.

Section 5.5. Step III - Superintendent.

If no agreeable disposition to the grievance specified in Step II, A has been reached within the ten (10) business days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of the specified grievance will be submitted within ten (10) business days to the District Superintendent or the Superintendent's designee. After such submission, the District will have ten (10) business days from submission of the written statement of grievance to respond to it by indicating on the statement of grievance the proposed disposition. If an agreeable disposition is made, all parties to the grievance will sign it and the grievance will be resolved.

Section 5.6. Step IV - Mediation.

The Grievant and the Association have the option that 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 the grievance specified in Step II, A will be submitted to the Superintendent for mediation within ten (10) workdays. The District and the Association will utilize the services and procedures of the Public Employment Relations Commission (PERC).

Section 5.7. Step V - Arbitration.

If no settlement has been reached within the thirty (30) business days referred to in the preceding subsection, the Association may appeal to binding arbitration if the Association believes the grievance specified in Step II, A to be valid. The parties will apply to PERC for the State of Washington for the assignment of an arbitrator to hear the grievance. The arbitrator will hold such hearing under oath as may be required. The decision of the arbitrator will be final and binding upon the parties.

Section 5.8. Timelines.

The timelines above may be extended upon written mutual agreement of the parties.

Section 5.9. Discrimination.

The Employer and the employee will not discriminate against any individual employee or the Association for taking action under this Article.

ARTICLE VI

TRAINING

Section 6.1. Vector Safe Schools.

The District will provide Vector "Safe Schools" mandated and optional trainings for classified employees annually. Mandatory training will be expected to be completed during the employee's normal workday, as directed by their supervisor. Optional trainings may be considered as additional training.

Annual training must be completed by 11:59 p.m. on September 30 of each year. Any employee who does not meet the mandatory training timelines may be subject to disciplinary action as the training is a condition of employment for all employees across the District.

- For employees who work less than year-round and directly serve students, in recognition of time spent completing modules beyond the workday, the District will provide the following groups compensation for the hours allotted for the annual Vector Safe Schools training modules, provided the modules are fully completed by 11:59 p.m. on September 30. Newly hired employees will be afforded the same compensation as long as the assigned modules are fully completed within thirty (30) calendar days from the date of hire.

- Bus Driver, Bus Aide, Dispatcher
- Nutrition Services staff
- Paraeducator
- Custodian (less than year-round)
- Health Aide
- Student Safety and Access Specialist
- Secretary (180-185 day position)

Section 6.2. Training.

The District will provide employees the opportunity for training to assist with developing skills needed in their current position. Employee training may be provided on the job; during regularly scheduled meetings; scheduled District, classification, or department in-services; and via written or online training. The intent of the District is to provide new employees training within the first six (6) weeks of hire.

Paraeducators and bus aides shall receive training in evidence-based de-escalation techniques and trauma-informed practices within the first forty-five (45) work days of employment. This training shall be mandatory, paid time and delivered by qualified personnel. The training will be an effort to equip employees with the knowledge and tools necessary to safely and effectively support students with behavioral and social-emotional needs. Failure to attend scheduled, mandatory training may be subject to disciplinary action.

Section 6.2.1. Custodial Trainer.

- A. The Director(s) of Maintenance and Operations may designate one (1) Custodial Trainer to assist with the onboarding and training of newly hired custodial employees.
- B. The Custodial Trainer shall serve as the lead trainer for all new custodians and shall be responsible for providing instruction, guidance, and support regarding departmental procedures, equipment operation, safety practices, cleaning standards, and other job-related duties.
- C. The Custodial Trainer shall receive an additional wage differential of \$2.00 per hour while actively training/performing Custodial Trainer duties.
- D. Selection of the Custodial Trainer shall be made solely at the discretion of the Director(s) of Maintenance and Operations. The District's decision regarding selection, appointment, reassignment, or removal from the Custodial Trainer position shall not be subject to the grievance procedure.
- E. The assignment of Custodial Trainer duties shall not create a new bargaining unit position and shall not establish seniority rights or a guarantee of continued assignment.

Section 6.3. Training Costs.

Employees will be reimbursed for the following vocational training expenses, provided the Superintendent or designee (e.g., principal or department supervisor) has approved the training.

- A. Expenses and materials to attend courses that would be mutually beneficial to the employee and the District.
- B. Transportation and course-related expenses.

Section 6.4. Mandatory Meetings and Trainings.

The District agrees to compensate all employees at their hourly rate of pay for mandatory District meetings and training sessions held outside of the regular work schedule (e.g., Principal's Day, First Aid, others as defined by supervisor and/or job description).

ARTICLE VII

VACATIONS AND HOLIDAYS

Section 7.1. Vacations.

Each twelve (12) month employee will be granted annual vacation leave, allocated monthly based upon the following:

<u>Years of District Employment Completed</u>	<u>Annual Vacation Accrual Rate</u>
0-4 years	10 days
5-9 years	15 days
10-19 years	20 days
20+ years	25 days

Vacation leave is earned at the end of each month on a prorated basis.

It is mutually agreed that vacations will, whenever possible, be scheduled at times when normal activities required by the Employer will be least disrupted. Supervisors will be the approver of vacation requests.

Requests for summer vacations will be submitted no later than June 1. Requests for all other school breaks will be entered as early as possible ahead of the scheduled break and no later than 48 hours prior to the requested time off.

Vacation may accrue annually up to a maximum of 30 days as of August 31 of each fiscal year. Any vacation leave accumulated beyond this limit will be forfeited. Up to three (3) days of accrued vacation leave, in excess of thirty (30) days, may be cashed out with supervisor approval. Employee will send an email to their immediate supervisor and Human Resources requesting cash out by July 1 of each year. In the event of termination of employment, compensation will be provided for unused days according to federal and state law.

It is the responsibility of employees to monitor and manage their accrued leave balances to ensure adequate leave coverage for planned events, along with unplanned situations that may arise throughout the year.

It is also the responsibility of employees to enter absences from work in the District's absence management system as early as possible prior to the event the leave is requested.

Section 7.2. Holidays.

Employees will be paid for the following holidays that fall within their position work year:

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

Section 7.3. Worked Holidays.

Employees who are required by their supervisor to work on the above described holidays will receive one and one-half (1½) times their rate for all hours worked on the date of the holiday.

ARTICLE VIII

LEAVES

Section 8.1. Sick Leave.

Employees will be allowed sick, injury, and emergency leave for use in accordance with RCW 49.46.200-210 and Cheney School District Policy #5401 without pay deduction on the basis of one (1) day per pay period of employment, allocated on the last work day of each month worked. Sick leave utilized will be paid at the employee's hourly rate of pay for the employee's current regular workday.

It is the responsibility of each employee to monitor and manage their accrued leave balance to ensure adequate leave coverage for planned events, along with unplanned situations that may arise throughout the year.

It is also the responsibility of each employee to enter absences from work in the district's absence management system as early as possible, prior to the date of the leave request. In instances of sick/emergency leave, if the employee is unable to enter leave, they should notify their supervisor and the leave will be entered on their behalf.

Sick leave cash out will be in accordance with WAC 392-136-020 and Cheney School District Policy #5401.

Section 8.1.1. Family Defined.

Sick leave as earned in Section 8.1, may be used in the event of illness in the immediate family as defined in RCW 49.46.210. Immediate family is defined as any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual and/or parent, spouse, domestic partner, sibling, child, spouse of child, grandparent, grandchild, aunt,

uncle, niece, nephew, like relationships of the employee's spouse or step-relationships, or as defined by law.

Section 8.1.2. Employee Leave Sharing.

Employee leave sharing will be established in accordance with state law and Cheney School District Policy and Procedure #5406. Employees should contact Human Resources for information regarding the shared leave process.

Section 8.1.3. Unpaid Medical Leave.

Family Medical Leave Act (FMLA) and Washington State Paid Family and Medical Leave (PFML) will be implemented according to state and federal law. Employees should notify their supervisor and contact Human Resources for information regarding the unpaid medical leave process.

Section 8.2. Family Leave.

Up to two (2) days of leave per school year may be granted at District discretion for the serious illness of members of the immediate family (as defined by Section 8.1.1). Upon request, the employee will provide medical documentation that verifies serious illness. Family leave is not cumulative. Family leave will be in addition to sick leave.

A. Serious illness is defined as any illness or accident serious enough to cause confinement to a hospital, other licensed health care facility or home, and is directed by a physician. Such confinement will also be construed to include the day upon which major surgery is performed, or the day upon which a child is born.

Section 8.3. Bereavement Leave.

In the event of a death in an employee's or spouse's immediate family, the employee will be allowed up to five (5) days of absence with full pay. Immediate family is defined in Section 8.1.1. The employee must report bereavement leave to their immediate supervisor in accordance with regulations and procedures of the District.

Up to three (3) days may be taken for the death of a person of close personal ties not outlined in Section 8.1.1. and will be deducted from an employee's accumulated sick leave. The employee should request this leave by entering the absence into the absence management system, noting the name of the individual and indicating the use of sick leave for the bereavement for a person of close personal ties.

Section 8.4. Emergency Leave.

Emergency leave may be granted by the Superintendent/designee for problems for which preplanning an absence is not possible or could not relieve the necessity for the employee's absence. Emergency leave granted to an employee will be deducted from their accumulated sick leave.

The following conditions apply to emergencies:

1. The problem has been suddenly precipitated.
2. Preplanning is not possible.
3. Preplanning cannot relieve the necessity for the employee's absence.
4. The problem is not minor or of mere convenience, but of a serious nature.
5. Automobile trouble shall not be considered an emergency except in the case of an accident.

1 **Section 8.5. Discretionary Leave.**

2 At the exhaustion of any of the leaves contained herein, the employee, at the Superintendent's
3 discretion, may continue to receive the employee's normal pay, but will reimburse the District for the
4 cost and benefits of any substitute that is required to fill the absent employee's position.
5

6 **Section 8.6. Jury Duty and Court Appearance.**

7 Upon receipt of a jury summons, the employee will notify the principal or supervisor that they have
8 been summoned for jury duty and upload the jury summons into the district's absence management
9 system when entering the absence. The employee will serve on a jury without salary deduction and
10 may keep any compensation received for serving as a member of a jury in addition to their regular pay.
11 When an employee is released early from jury duty (half or more than half of the workday remaining),
12 they shall return to work.
13

14 The Jury Duty Service Time Verification Letter must be submitted through the district's absence
15 management system. Additional documentation verifying the days served may be required.
16

17 Court appearance leave may be granted for an employee to appear in court in a legal proceeding. When
18 an employee appears in court for legal proceedings resulting from their employment with the District,
19 the leave will be with full salary. In court appearances as a party plaintiff against the District, the leave
20 will be without pay. In cases unrelated to the district, when an employee is required to appear in court,
21 leave may be granted without pay if all other applicable leave is exhausted.
22

23 **Section 8.7. Parental Leave.**

24 An employee on maternity leave may apply accrued sick leave and personal leave to the days of
25 absence for recovery time due to childbirth.
26

27 An employee may apply all accrued leave, to include illness, injury and emergency leave, personal
28 leave, Washington State Paid Family and Medical Leave (PFML), Shared Leave and FMLA to the
29 days of absence for the birth of and/or bonding with the employee's child within 12 months of
30 childbirth.
31

32 An employee will not be discharged from employment or penalized in terms and conditions of
33 employment because of time away from work for leave under this section.
34

35 All employees will be granted leave in accordance with FMLA and PFML.
36

37 Employees may receive PFML benefits per the Employment Security Department guidelines up to 12
38 weeks for bonding and as much as 16 weeks for a parent who gives birth. While there is no time limit
39 on pregnancy disability for the purpose of PFML benefits, this period may extend for the benefit to a
40 maximum of 18 weeks. The employee may also access all other available leave benefits as described in
41 this section.
42

43 **Section 8.8. Family and Medical Leave (FMLA).**

44 Employees are eligible for FMLA if they have worked for the District for at least twelve (12) months,
45 and have at least 1250 hours of service with the District in the twelve (12) month period before the
46 FMLA leave starts. Each eligible employee may take up to twelve (12) workweeks of family and
47 medical leave (FMLA) during any twelve (12) month period to attend to their own serious medical
48 condition or the serious medical condition of a family member. Up to 26 workweeks may be taken to
49 care for a covered military service member. When an employee is utilizing FMLA, the District will

continue to pay its share of the SEBB premium contributions on behalf of the employee. The employee will be responsible for their portion of SEBB premiums and will receive an invoice from the district if the deduction exceeds the employee's pay. FMLA shall run concurrently with other leave benefits.

Section 8.9. WA Paid Family & Medical Leave (PFML).

Paid Family and Medical Leave (PFML) is an insurance program funded through premiums paid by employers and employees via payroll withholding. PFML is fully administered by the Washington State Employment Security Department. Employees should contact Human Resources and/or visit www.paidleave.wa.gov for details.

PFML requires time away from the employer to be unpaid leave. Employees may initiate an application for PFML benefits through the Employment Security Department and will notify the employer when applying. Eligibility is determined solely by the Employment Security Department. Employees should contact Human Resources and/or visit www.paidleave.wa.gov for details. See also Section 9.5.

Section 8.10. Leave of Absence (Leave Without Pay).

Leaves of absence without pay may be granted by the School Board for a period not to exceed one (1) year but will be subject to renewal upon recommendation of the Superintendent. Leave of absence may be due to illness, other health condition, personal hardship, humanitarian endeavor, educational opportunity related to current position or occupation of interest to the District, or the duration of a military obligation. Leaves of absence without pay for less than one year may be granted by the Superintendent.

Section 8.10.1.

The employee will retain accrued sick leave, vacation, and seniority rights except as provided herein, while on a leave of absence if not required to utilize said leave based on the nature of the absence and as defined in district practices and procedures. A person granted leave as described in this section will, upon return, be assigned the same or an equivalent position. However, vacation, personal leave, and sick leave will not accrue while the employee is on leave of absence. While on a leave of absence, seniority will be maintained for up to two (2) years from the date of the beginning of the leave of absence. Placement on Schedule A upon return will be based on years of service.

If eligible for continuation of benefits coverage during leave, employees may be required to pay their portion of insurance premiums unless insurance costs are paid by the District in accordance with state or federal law.

Section 8.10.2. Return from Leave of Absence.

Any employee on an approved leave of absence will provide the District with an anticipated return to work date. If an employee returns from a medical leave of absence, a doctor's release will be required by the District.

Section 8.11. Personal Leave.

Exclusive of vacation referenced in Section 7.1, each year-round employee will be granted two (2) days of paid personal leave per year on a prorated basis and will be allocated with the employee's first payroll of the school year. If unused, these days may be cashed out at the end of each year at the employee's rate of pay. The employee will send an email requesting cash out to Human Resources at HR@cheneydsd.org by July 1 of each year.

Each less than year-round employee will be granted three (3) days of paid leave per year on a prorated basis and will be allocated with the employee's first payroll of the school year. For less than year-round employees, up to two (2) days of personal leave may be accumulated from one school year to the next. The employee will send an email requesting cash out to Human Resources at hr@cheneysd.org by July 1 of each year.

Personal leave accumulated from the previous year must be taken as leave and may not be cashed out.

Personal leave during the first five (5) student days or the last five (5) student days may be granted only by the Superintendent. This leave may be taken in hourly increments.

Requests for use of personal leave must be submitted at least forty-eight (48) hours prior to the date for which such leave is requested.

Use of Personal Leave to extend a holiday or scheduled break is not guaranteed and will be considered on a first-come, first-served basis, subject to operational needs.

For retirement purposes, the annual cash-out is included in the two hundred forty (240) hour limit for all leave cashed out that is counted towards the employee's average final compensation period.

In the event an employee separates from District employment prior to the end of the school year (fiscal year for year-round employees), any unearned personal leave will be recouped by the District. Essentially, each of the three (3) personal leave days may be considered "earned" on a trimester basis (Sept-Nov, Dec-Feb, Mar-May). In some situations, this may cause the District to shift hours/days used to unpaid leave upon departure.

Section 8.12. Unpaid Leave.

Employees are not entitled to unpaid leave, however, in unique circumstances, employees may request time off without pay when all applicable leave is exhausted.

Preapproval is required. Requests for unpaid leave shall be submitted in writing to Human Resources with a copy to the Principal/Supervisor. All requests are subject to approval by the School Board and requestors should take into account the School Board meeting schedule when submitting requests.

Use of unpaid leave to extend a holiday results in forfeiture of holiday pay.

Use of unapproved unpaid leave may result in disciplinary action.

Section 8.13. Work Related Injury Absence.

In the event an employee is injured while on the job, the injured employee will complete an Incident Report form and submit it to their immediate supervisor and Human Resources as quickly as possible.

If the employee seeks professional medical care, it is up to the medical provider to authorize/approve the employee to miss work. It is the employee's responsibility to contact NEWESD 101, the district's third-party workers compensation administrator, as instructed on the Incident Report form to file any claim information. Time loss is awarded solely under the Workers Compensation cooperative guidelines and is not a district decision.

1 In the event an employee is injured while on the job and not released to return to their position, the
2 employee may elect to utilize accrued sick leave, personal leave, and/or vacation to cover the absence
3 and/or they may elect to utilize unpaid leave and receive only time loss payment(s) from the workers
4 compensation cooperative of NEWESD 101. The employee will complete a Worker's Comp Time Loss
5 Designation Form with the district to reflect this decision.

6
7 An employee returning from a work related injury absence will be required by the District to submit a
8 release to return. Employees may not return to work until notified by Human Resources.
9

10 11 12 **ARTICLE IX**

13 14 **INSURANCE**

15 16 **Section 9.1. School Employee Insurance.**

- 17 • **Allocation** - Monthly insurance benefits will be equal to the amount allocated for this purpose by
18 the state legislature.
- 19 • **Benefits** - Basic Benefits are defined as dental, vision, life and accidental death and
20 dismemberment, long-term disability, and medical insurance. Other forms of insurance and
21 benefits include supplemental life and accidental death and dismemberment, supplemental long-
22 term disability, Medical Flexible Spending Arrangement (FSA), Dependent Care Assistance
23 Program (DCAP), Health Savings Account (HSA), and SmartHealth (wellness program).
- 24 • **Enrollment** - The open enrollment period for the School Employees Benefits Board (SEBB) will be
25 set by SEBB in the fall of each year. Options may not be changed after the enrollment period of
26 each year unless there is a qualifying event, or such change is mandated by federal or state law.
- 27 • **Eligibility** - All eligible part-time and full-time employees shall qualify to participate on an annual
28 basis. Eligibility is based on working 630 hours during the school year, not counting paid holidays
29 (special circumstances apply if any employee is hired after the start of the school year).
30

31 **Section 9.1.1. VEBA.**

32 The District shall provide, through its payroll system, the opportunity for the Association to
33 participate in a VEBA plan. The VEBA plan will include options for sick leave conversion,
34 monthly contributions, and/or cash out at the time of an eligible separation per state law. PSE
35 membership will vote annually to adopt/renew the parameters of their Association's VEBA
36 plan in conjunction with the fiscal year (September 1-August 31).
37

38 **Section 9.2. Liability Coverage.**

39 The District will provide liability coverage for all employees subject to this Agreement.
40

41 **Section 9.3. State Industrial Insurance.**

42 The District will pay one hundred percent (100%) of State Industrial Insurance for all employees
43 subject to this Agreement, with the exception of medical aid premiums and supplemental pension
44 premiums.
45

46 **Section 9.4. Vandalism Reimbursement.**

47 The District will reimburse the employee for vandalism damage to an employee's vehicle under the
48 following conditions:

- A. The employee claiming the loss must be the registered owner or the spouse of the registered owner of the family vehicle which has been damaged, and
- B. There must be evidence that vandalism occurred while the vehicle was at the employee's assigned work location and parked in an appropriate parking location designated for employee parking, and
- C. A copy of a police report must be submitted with claim, and
- D. Damage resulting from a collision or damage from another vehicle is not reimbursable, and
- E. Reimbursement will be one-half (½) of the amount of the loss or one-half (½) of the employee's deductible, whichever is less, but not to exceed one hundred dollars (\$100) per employee per school year.

Section 9.5. WA Paid Family & Medical Leave (PFML).

Paid Family and Medical Leave (PFML) is an insurance program funded through premiums paid by employers and employees via payroll withholding. PFML is fully administered by the Washington State Employment Security Department. Employees should contact Human Resources and/or visit www.paidleave.wa.gov for details.

PFML requires time away from the employer to be unpaid leave. Employees may initiate an application for PFML benefits through the Employment Security Department and will notify the employer when applying. Eligibility is determined solely by the Employment Security Department. Employees should contact Human Resources and/or visit www.paidleave.wa.gov for details. See also Section 8.9.

ARTICLE X

WORKING SHIFTS AND OVERTIME

Section 10.1. Work Schedule.

The normal work schedule will consist of five (5) consecutive days, Monday through Friday, followed by two (2) days of rest, (Saturday and Sunday) except for those employees designated by the District who

regularly work on Saturday and Sunday whose normal work schedule will consist of five (5) consecutive workdays plus two (2) consecutive days of rest.

Section 10.1.1.

Employees may bid on new or open positions pursuant to Article XVI, Section 16.5, if their total hours per week do not exceed forty (40) hours. The average daily shift will be determined by

dividing the total number of hours for the week by five (5). This average daily shift calculation will be utilized in the allocation of all categories of leave.

Section 10.2. Start and End Times.

Each employee will be assigned to a definite shift with designated times of beginning and ending. Employees may not adjust their schedule independently. If there are questions about assigned hours, breaks, lunches, or scheduling expectations, employees should contact their immediate supervisor for

clarification. Custodial building assignments will be reviewed on an annual basis by the Director of Maintenance or designee.

Section 10.2.1. Summer Shifts.

Departments throughout the District who employ year-round employees (including but not limited to transportation, technology, maintenance and custodial) will provide their staff the opportunity to work an alternate shift in the summer. Year-round employees may choose to work four (4) ten (10) hour shifts or five (5) eight (8) hour shifts beginning the first Monday following the conclusion of the school year and ending the Friday three full weeks before the first day of the new school year.

Employees must submit their summer work schedule preference in writing to their direct supervisor by June 1. Summer schedules are approved at supervisor discretion subject to operational needs.

Section 10.3. Meal and Break Periods.

The maximum work shift will consist of eight and one-half (8½) hours, including a thirty (30) minute unpaid, uninterrupted lunch period, or nine (9) hours including a sixty (60) minute unpaid, uninterrupted lunch period. All maximum shifts will include a fifteen (15) minute first-half and a fifteen (15) minute second-half uninterrupted rest period.

Section 10.3.1. Breaks and Lunch Periods.

In the event an employee is assigned to a shift less than the maximum shift defined above, such shift(s) will include the following break and lunch periods:

- From 2 to 4 hours 59 minutes worked fifteen (15) minute break
- From 5 to 5 hours 59 minutes worked fifteen (15) minute break,
thirty (30) minute unpaid, uninterrupted lunch
- From 6 to 8 hours worked fifteen (15) minute break in each half shift; and
a thirty (30) minute unpaid, uninterrupted lunch

Breaks and lunch periods are defined by Washington State labor law and must be taken as required. These periods do not alter an employee's assigned work schedule (i.e., start/end times). Breaks and lunch periods may not be used to start the regularly scheduled shift later or leave the regularly scheduled shift early. They must occur within the workday and may not be used to adjust start or end times. Employees may not adjust their schedule independently. If there are questions about assigned hours, breaks, lunches, or scheduling expectations, employees should contact their immediate supervisor for clarification.

Section 10.3.2. Modification to Schedule.

If employees wish to modify their work schedule, the change must be approved in advance by their supervisor.

Section 10.3.3. Working Through Breaks.

Employees required by their immediate supervisor/designee to work through their regular breaks or lunch periods will be given break time or time to eat at a time agreed upon by the

employee and their immediate supervisor/designee. In the event that the employee works the entire shift, including the lunch period, the employee will be compensated for the foregone lunch period.

Section 10.4. Other Assignments.

Section 10.4.1. Compensation for Other Assignments.

Employees requested by their immediate supervisor/designee to temporarily work in a position regularly filled by a higher classification employee will receive compensation for the total time worked based on their current step placement on Schedule A and at the appropriate rate for the higher classification position.

Employees requested by their immediate supervisor/designee to work outside their normal job classification will be compensated at the greater of (A) their normal base hourly rate or (B) Step I of the hourly rate of the position being substituted, whichever is greater.

Section 10.4.2. Substitute Teaching.

Employees who possess an emergency substitute or teaching certificate may substitute within the District. Employees requested by their supervisor to work as a substitute teacher for more than fifty (50) minutes or a full secondary class period will receive an hourly wage differential of three dollars (\$3.00). This will be recorded in the District's absence management system. This provision is to be used for emergency substitute teacher shortages or when extenuating circumstances warrant placing a classified employee in this role. The use of this provision is at the supervisor's discretion. Employees will have the option to accept or decline the assignment without repercussions.

Section 10.5. Emergency Closure/Late Start/Early Release.

In the event of an emergency situation which results in the early dismissal or late start of school, provisions for student safety must be met and the school site/building secured.

Section 10.5.1. Emergency Closure/Delayed Start/Early Release Staffing.

A. In the event of a delayed start, all employees will be required to report to school as soon as safely possible, but no later than the beginning of school. Designated site team members will be required to arrive at the normal time.

1. Site Team shall consist of:

- Head secretaries
- Custodians
- Maintenance & Grounds
- Router
- Mechanics
- Technology Staff
- Department Secretaries (IT, Transportation, M&O, and Nutrition)

B. In the event of early dismissal for an emergent situation, staff will be advised by immediate supervisor regarding any adjustment to their workday.

C. In the event of a delayed start or an early dismissal, employees will not suffer a loss of pay as a result of the adjustment to the school day.

D. In the event of an emergency situation which requires a school closure, the employees listed below will be required to report to work on time or as soon as safely possible.

E. In the event these employees are unable to report to work, they may utilize paid leave to include sick (emergency leave), personal leave, or vacation.

Report to Work as Soon as Safely Possible:

- Year-Round Employees
- School Building Office Managers
- Registrars
- High School Career Center Secretary
- Nutrition Compliance & Inventory Secretary
- Nutrition Warehouse and Delivery Driver

F. The employees listed below will make up the closure day with students, thus will not report to work in the event of a school closure.

Should Not Report to Work – As the Day Will be Made Up

- Bus Drivers, Bus Aides
- Dispatcher
- School Building Nutrition Services Staff
- Custodians (nine [9] month)
- Attendance Secretaries
- Middle School Athletic Secretaries
- HS/MS Library/Media Specialists
- SSS Support Assistant
- School Building Receptionist/Clerical Asst.
- Secretary I/Paraeducators
- Instructional Paraeducators
- ECEAP staff
- Specialists

Section 10.5.2. Short Term Emergency Closure Notification.

Employees who do not receive notification of a school closure prior to their normal reporting time will receive two (2) hours pay at their base hourly rate. It is the responsibility of the employee to listen to the designated public media stations, check voicemails, emails, and the District website. Employees who are so notified, or who would have been notified had they listened to or checked the designated notification methods, or who are actually notified by the District of the closure prior to leaving home for work, will not be eligible for this provision.

Section 10.5.3. Emergency Closure Waiver.

When deemed applicable by the Superintendent, and an emergency closure waiver is approved, emergency leave without loss of pay may be granted when severe inclement weather conditions or other natural disasters prevent employees from reporting for scheduled work when a school(s) is closed.

1 **Section 10.5.4. Long Term District Shut Down.**

2 In the event of an unusual school closure due to a pandemic, epidemic, or catastrophic event,
3 where any government official is requiring immediate closure, the District will make every
4 effort to notify each employee to refrain from coming to work utilizing the procedures listed in
5 10.5.2. The parties will make every effort to meet and confer throughout the period of time the
6 District is shut down regarding the process and impacts to employees.
7

8 **Section 10.6. Duty Calls.**

9 Employees will receive a minimum of two (2) hours compensation at their rate of pay for each duty
10 call. Such work will include, but not be limited to, special bus runs, conferences with students, parents
11 or administrators or attendance at other meetings called by the District.
12

- 13
- A duty call is defined as any work which is in addition to and outside of the regular work shift or workday.
 - If the time worked is a continuation of the normal work shift or workday, employees will be compensated for the total hours worked at their appropriate rate of pay.
- 17

18 **Section 10.7. Overtime.**

19 As approved by the immediate supervisor/designee, all hours worked in excess of forty (40) hours per
20 week will be compensated at the rate of one and one-half (1½) times the employee's hourly rate. For
21 overtime assignment process see Section 16.7.
22

23 **Section 10.7.1. Compensatory and Flex Time.**

24 Employees approved by their immediate supervisor/designee to work additional hours beyond
25 their regularly scheduled workday may elect to receive flex or compensatory time in lieu of
26 paid time.
27

- 28
- Comp time is awarded at the rate of one and one-half (1½) hours for every additional hour worked when hours worked exceed forty (40) hours per week as defined in Section 10.7.
 - Flex time is awarded on an hour-for-hour basis for any additional time worked less than forty (40) hours per week.
- 33

34 Time in lieu of pay must be mutually agreed upon by the supervisor and the employee. Total
35 accrued time may not exceed forty (40) hours per year-round employee or thirty-five (35) hours
36 per school-year employee per year. Any unused comp/flex time at the end of the school year
37 will be paid to the employee by the submission of an approved timesheet using established
38 District procedures or is forfeited by the employee if not received in payroll by the established
39 and published payroll cutoff date each September.
40

41 **Section 10.8. Additional Hours.**

42 **Section 10.8.1. Extended Work Year.**

43 Prior to the beginning of each school year, all school year employees may receive additional
44 hours of preparation time at their regular rate of pay, at the direction of the site supervisor.
45 Additional time at the end of the school year may also be directed by the site supervisor.
46
47

1 **Section 10.8.2. Additional Time Up to Two Hours.**

2 When additional time up to two (2) hours is available within the school or department, the
3 following process shall be used:

- 4 1. Offer the available time to the most senior employee in the same classification in the
5 building or department who:
6 a. Is available at the District specified time.
7 b. Has the qualifications, performance, and ability.
8 c. Will not exceed eight (8) hours per day.
9 2. If time is turned down by the senior employee, that time shall then be offered to the
10 next senior employee in the same classification in the building or department as
11 above.
12 3. If no employee within the building or department is available or accepts the time,
13 the District may post the time,
14

15 A maximum of two (2) hours additional time may be added to any one (1) position per school
16 year.
17

18 **Section 10.9. Collaboration Time.**

19 Paraeducators and other employees who work directly with students and certificated staff will have the
20 opportunity to meet at a regularly scheduled time as needed, per District-adopted calendar. Direct
21 supervisors will coordinate the scheduling of these meetings.
22

23 **Section 10.10. Safety Footwear.**

24 Employees holding the following positions who are required to wear safety footwear in the
25 performance of their regularly-assigned duties shall be eligible for reimbursement up to two hundred
26 twenty-five dollars (\$225) per fiscal year (9/1-8/31).
27

- 28 • Transportation Mechanic
29 • State Licensed Journeyman
30 • General Maintenance
31 • Grounds
32

33 Reimbursement shall be contingent upon submission of Form 503-Expense Reimbursement Request
34 and must include original receipts for the purchase or repair of safety footwear that meets applicable
35 ASTM/OSHA standards, in accordance with District policy.
36

37 Eligible expenses include the cost of safety footwear and related components, including but not limited
38 to laces, toe guards, insoles, and waterproofing.
39
40
41

42 **ARTICLE XI**

43 **TRANSPORTATION PROVISIONS**
44
45

46 **Section 11.1. Shifts.**

47 Shifts will be established for transportation personnel in relation to routes and driving times necessary
48 to fulfill tasks assigned by the Transportation Director. All drivers will receive, in addition to assigned
49 hours of driving time, pay for an additional one-half (½) hour per day. Such additional one-half (½)

hour will be used for bus cleanup and safety check. Any time spent driving beyond the hours of the assigned route, will be submitted and paid via a timesheet.

At least once quarterly, route times will be reviewed and may be adjusted to ensure accuracy. Drivers will be notified as soon as possible if the review results in an adjustment to route hours.

Drivers who are assigned to an activity route will be compensated, 2 hours minimum to include pre-trip inspection and bus clean up at their regular rate of pay.

If there are thirty (30) minutes or less between regular assignments, the base hourly rate will continue uninterrupted. Drivers will receive a minimum of one (1) hour pay for each Transportation Staff Meeting.

Section 11.2. Route Definitions.

1. Regular Route: Regularly assigned routes (home to school, school to home).
2. Special Trips: Any trip other than regular daily or weekly assigned route.
3. Activity Route: Transporting students who remain after school for school-sanctioned activities.
4. Skill Center Route: Transporting students from the Skill Center back to Cheney High School or Three Springs High School (minimum two (2) hours per day throughout the regular school year according to the Skill Center calendar).
5. Mid-Day Route: Transporting students whose IEP states they can only attend school for part of the day (home to school and/or school to home; minimum two [2] hours per day, times may vary depending on need; drivers will be required to fill in time with other duties as necessary).

Section 11.3. Special Trips.

The following guidelines will apply to special trips other than regular daily or weekly assigned route, including activity routes, Skill Center routes, and mid-day routes:

- A. Seniority Trips, are either overnight or do not interfere with a driver's regular route. These trips generally begin after 4:00 p.m. with departure from a school site and/or have a departure from a school site after 8:00 a.m. with a return prior to 2:20 p.m.

Seniority trips, will be offered to drivers on a seniority basis. The bid for trips may include additional specified duties, as indicated on the trip ticket.

- B. Rotation Trips, except overnight, that interfere with assigned routes or activity routes will be offered on a rotation basis, utilizing the seniority list in descending order.
- C. A Special Trip cannot interfere with any other position (i.e., mid-day route, Skill Center route, or activity route), with the exception of overnight trips. A period of fifteen (15) minutes will be allowed between trips, routes, or other District positions. Overnight trips cannot interfere with any other position held outside of the transportation department (i.e., paraeducator, food service, custodial or maintenance, etc.).

- D. Trips will be compensated at the driver's base hourly rate for the duration of the trip. Compensation for days (midnight to midnight) on overnight trips will be a minimum of eight (8) hours per day plus reasonable expenses actually incurred.
- E. Should an athletic team or activity require transportation of nine (9) students or fewer to a specific site/event, a van may be used and the coach or activity leader with a Type II license may drive the van. If more than nine (9) students, up to eighteen (18) students, need to attend the event, a second van may be checked out, but a Bus Driver must drive the second van. In the event that two (2) vans are requested, and there is a shortage of Bus Drivers, it may be up to the Transportation Director to allow two (2) Type II drivers for the vans.
- In the event an athletic team or activity is student-sponsored (ASB, fundraisers, etc.), the second van may also be driven by the coach or activity leader with a Type II license.
- F. If a seniority trip is cancelled more than two (2) hours prior to departure time, the driver loses the hours for that trip.
- G. If a seniority trip is cancelled less than two (2) hours prior to departure time, the driver will be paid two (2) hours at their rate of pay.
- H. If a rotation trip is cancelled more than two (2) hours prior to departure, the driver will be given first choice on a rotation trip of comparable hours (within 2 hours) scheduled for the following week.
- I. If a rotation trip is cancelled less than two (2) hours prior to departure, the driver will be given the choice of two (2) hours pay at their rate of pay or first preference on a rotation trip of comparable hours (within 2 hours) scheduled for the following week.
- J. If the date of a seniority trip is changed, the assigned driver can choose to follow the trip. If assigned driver chooses not to follow the trip, the trip will be offered to the next senior driver.
- K. A vehicle cleanup checklist is required to be used by drivers at the end of special trips (buses or vans). Failure to complete will result in a loss of trip rotation.

Section 11.4. Special Trip Assignment Process.

- A. Trips are posted by the Transportation Department at least two (2) weeks prior to the scheduled trip date. In the event of late posting (within 2 weeks) trips will be "flagged".

Rotation trips are posted by the Transportation Department in the drivers' break room the day before the last school day of the week prior to the trip.

- B. Seniority trips (as defined in Section 11.2.2. and 11.3.A) will be assigned based on the seniority list as follows:
- Monday – Assign trips for the following Thursday.
 - Tuesday – Assign trips for the following Friday.
 - Wednesday – Assign trips for the following Saturday, Sunday, Monday.
 - Thursday – Assign trips for the following Tuesday.
 - Friday – Assign trips for the following Wednesday.

C. Rotation trips (as defined by Section 11.2.2 and 11.3.B) will be assigned by the end of the last school day of the week for the following week utilizing the rotation list.

D. Drivers must indicate they want a special trip by either:

- signing on the back of the trip ticket (seniority trips) or,
- filling out a trip bid sheet (rotation trips)

E. Special Trip Tickets received after Thursday at 12:00 p.m. for trips the following week will be added to an “add-on list” and assigned using a separate seniority list maintained by the Transportation Department.

Drivers who do not come into the transportation office on a daily basis will be notified the day following the awarding of a special trip.

Drivers who do report to the transportation office daily will be responsible for checking trip assignments.

Section 11.5. Transportation Training for Special Needs.

Appropriate, additional training will be provided for all Transportation Bus Supervision Aides and Drivers who are assigned to special needs bus routes and/or trips. Annual training will be required for assignment of special needs trips.

Section 11.6. Activity Routes.

Activity routes will be awarded based on the date of hire into an activity route, not on the District hire date. Current activity route drivers will have preferential rights to a new or open activity route. Once a route has been awarded to a driver for an activity route, that driver will have seniority for the duration of that associated bus route.

Section 11.7. Breakdowns.

In the event of a breakdown or other problems resulting in delays, the driver will be compensated at their rate of pay for all time worked.

Section 11.8. Buses Parked at Home.

Employees who are permitted by the director(s) of transportation to keep their bus at their home overnight on a regular basis as part of their assigned route will be compensated thirty-five dollars (\$35) per month for the months of November through March for electrical use for engine block heating.

Section 11.9. Commercial Driver’s License and Mandatory Testing.

All classified employees who are required to hold a Commercial Driver’s License (CDL) will participate in the federal, state and District’s mandated drug and alcohol testing program (Schedule C). Drivers will receive a minimum of two (2) hours paid time for mandated testing. Costs associated with testing and renewing endorsements will be reimbursed by the District.

Section 11.10. Retired Drivers.

Drivers who retire from District employment and return as substitute bus drivers will retain their Step placement while driving routes, as a substitute driver.

ARTICLE XII

EMPLOYMENT NOTIFICATION

Section 12.1. Letter of Assurance/Non-Assurance.

Each employee not scheduled to work year-round will receive a letter of assurance or non-assurance as per Employment Security Guidelines of the district's intent to rehire them for the next school year on or before May 15. A letter of assurance is not a contractual guarantee of employment, rather, it is documentation of school district employment that generally disallows unemployment benefits.

Section 12.1.1.

If the District's intent is not to retain the employee, the employee will receive, in writing, reasons for such action.

Section 12.2. Job Notification.

Employees will be notified when hired as to their job title, scheduled hours of work, lunch and breaks, hourly rate of pay, and the name and contact information of their immediate supervisor/evaluator. School year employees will be notified annually as to their scheduled hours of work, lunch and breaks, and the name and contact information of their immediate supervisor/evaluator. Lunch and breaks should be confirmed in coordination with the supervisor at the beginning of each year. The hourly rate of pay, hours per day, FTE, etc. are available online through Employee Access. It is the responsibility of employees to report any discrepancy to the times as notified above to their supervisor/evaluator and Human Resources as soon as possible.

Section 12.3. Employee Reassignment.

In the event the District transfers or reassigns an employee into another building, the District, to the extent possible, will notify the employee and the employee's current supervisor with as much advance notice as possible. This section excludes positions based out of Student Support Services, such as IEP Support Paraeducators.

ARTICLE XIII

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 13.1. Just Cause.

No employee will be disciplined or discharged except for just cause. The issue of just cause will be resolved in accordance with the grievance procedure herein.

Section 13.2. Progressive Discipline.

The District agrees to follow a system of progressive discipline which will normally consist of a verbal warning, written warning, written reprimand, suspension, and discharge. The District reserves the right, however, to use the method of discipline appropriate to the offense. Any action taken in accordance with this Article must be presented to the employee within fifteen (15) workdays of the cause for disciplinary action or no such action may be taken. Any derogative material inserted into an employee's personnel file may, upon request of the employee, be deleted at the end of two (2) years from the date of inclusion.

1 **Section 13.3. Discharge Notification.**

2 Should the District decide to discharge any non-annual employee, the employee will be notified in
3 writing prior to the expiration of the school year.
4

5 **Section 13.4. Misconduct.**

6 Nothing contained herein will be construed to prevent the District from discharging an employee for
7 acts of misconduct occurring after the expiration of the school year.
8

9 **Section 13.5. Representation.**

10 An employee may have Association representation during any disciplinary proceeding. No disciplinary
11 proceeding will begin until the employee has been advised of their rights under this Article and been
12 given the opportunity to have a representative of their choice present. The Chapter President will be
13 informed in writing of any disciplinary proceeding at least two (2) workdays prior to such proceeding,
14 except where immediate attention is necessary.
15
16
17

18 **ARTICLE XIV**

19 **RETIREMENT**
20
21

22 **Section 14.1.**

23 The District will comply with reporting requirements of the Washington State Public Employees
24 Retirement System with respect to all hours worked by employee members.
25
26
27

28 **ARTICLE XV**

29 **SAFETY**
30
31

32 **Section 15.1. First Aid Training.**

33 Since it is mutually recognized by the parties of this contract that safety within the confines of the
34 School District is paramount, the School District will make available first aid courses to all classified
35 employees within the School District. Employees required to take the First Aid class, as provided by
36 the District, will be paid their regular rate of pay or overtime rate, whichever is appropriate.
37

38 It is agreed that all employees will be vigilant in seeking out unsafe or hazardous objects or situations
39 and will report them immediately to the appropriate personnel for correction.
40

41 **Section 15.2. Licensing and Testing.**

42 The District will reimburse the cost of required job-related licensing, testing, and checks through
43 District-approved providers at the conclusion of six (6) months of continuous employment.
44

45 In the event an employee is attempting to attain a job-related license that will be of benefit to the
46 district and that has been previously discussed with and approved by their immediate supervisor, the
47 employee may be reimbursed for the cost of the license after it is issued and with supervisor approval.
48 If there is testing associated with attaining the license, reimbursement of testing fees may be approved
49 by the supervisor upon the employee receiving a passing score.

1
2 **Section 15.3. Paraeducators.**

3 Paraeducators are an integral part of the teaching team. As such, there are needs that pertain to the
4 ability to do their job safely.
5

6 **15.3.1. Access to Student Behavior Plans.**

7 A Paraeducator hired to work one-on-one with a student who has a behavior plan will be
8 provided with a copy of the plan, opportunity to provide input on the development or review of
9 the plan, and training on District crisis intervention.
10

11 A Paraeducator who experiences behavioral challenges with a student must inform the direct
12 supervisor and request clarification of the plan or that consideration be given to modification of
13 the plan. Paras may request specific information about each student regarding known triggers,
14 behaviors, and directions regarding how to respond.
15
16

17
18 **ARTICLE XVI**

19
20 **SENIORITY, PROBATION, PLACEMENT**
21

22 **Section 16.1. Transfer of Previous Experience.**

23 New employees may be granted experience as it pertains to placement on PSEC Schedule A for
24 directly comparable experience acquired outside of School District employment.
25

26 New employees must submit the Classified Experience Verification form completed by their previous
27 employer(s) and attach the applicable job description(s) for placement review/consideration by Human
28 Resources. Documentation must be received within thirty (30) days of their start date. Anything
29 received after this date may be considered for the following school year.
30

31 Previous experience for existing employees transferring into a position in which they have acquired
32 experience outside of School District employment, must submit the Classified Experience Verification
33 form completed by their previous employer(s) and applicable job description(s) to Human Resources
34 within thirty (30) days of beginning the new assignment. Anything received after this date may be
35 considered for the following school year.
36

37 Current employees employed as of September 1st, 2026, must have documentation submitted to HR no
38 later than 4:00 p.m. March 31st, 2027 to be considered for the 2027-28 school year.
39

40 Placement for experience that is not directly comparable to the position for which a new employee is
41 hired or an existing employee transfers into, but is of benefit to the position, may be granted at 2:1.
42 Employees must submit the Classified Experience Verification form completed by their previous
43 employer(s) and attach the applicable job description(s) for placement review/consideration by Human
44 Resources. Documentation must be received within thirty (30) days of their start date. Anything
45 received after this date may be considered for the following school year.
46

1 **Section 16.2. District Seniority.**

2 The District seniority of an employee within the bargaining unit will be established as of the date on
3 which they began continuous daily employment with the District (hereinafter referred to as the “hire
4 date”) unless such seniority will be lost as hereinafter provided.

5
6 **Section 16.3. Classification Seniority.**

7 The Classification seniority of an employee within the bargaining unit is defined as any time worked in
8 the applicable classification. Seniority rights will be effective within the classification of the
9 bargaining unit as shown on Schedule A.

10
11 **Section 16.4. Probation.**

12 Each new hire will remain in a probationary status for a period of not more than ninety (90) workdays
13 of continuous employment, not to exceed six (6) position work months, following the hire date.

14
15 During this probation period, the District may discharge such employees at its discretion. The
16 probationary employee is not eligible for In-District transfer, unless authorized by his/her supervisor.
17 Upon completion of the probationary period, the employee will be subject to all rights and duties
18 contained in this agreement retroactive to the hire date.

19
20 It is understood that there is one (1) probationary period for each employee, except in the case of in-
21 District transfers outside of current classification in which a thirty (30) day probationary period will be
22 in effect (see next paragraph)

23
24 Upon acceptance of an In-District transfer outside of the employee’s current classification, each newly
25 transferred employee will remain on probationary status for a period of not more than thirty (30)
26 workdays. During this thirty (30) day probationary period the employee will be evaluated at fifteen
27 (15) workdays. The District will have the option of returning the employee to their former position by
28 providing written notice of such.

29
30 **Section 16.5. Loss of Seniority.**

31 The seniority rights of an employee will be lost for the following reasons:

- 32 A. Resignation.
33 B. Discharge for justifiable cause.
34 C. Retirement.

35
36 **Section 16.6. Seniority Retention.**

37 Seniority rights will not be lost for the following reasons but will not accrue:

- 38 A. Time lost by reason of industrial accident/illness or judicial leave.
39 B. Time spent on District-authorized leaves.
40 C. Layoff (May be lost in accordance with Article XVII).
41 D. Military Service.

42
43 **Section 16.7. Seniority Preference for Vacation.**

44 The employee with the greatest classification seniority at each job site or department shall have
45 preferential rights regarding vacation periods.

46
47 **Section 16.8. Seniority Preference for Overtime.**

48 The employee with the greatest classification seniority at each job site or department shall have
49 preferential rights regarding overtime and the right to decline overtime. If all employees decline the

overtime, the District may assign the least senior employee within their classification or department the overtime.

Nothing in this provision, however, precludes the District from assigning overtime at its discretion when an emergency occurs, or the District determines that immediate action is necessary.

Section 16.8.1. Event Overtime (Custodians).

If all custodians at a job site decline overtime for events, custodians throughout the District shall be offered the overtime beginning with the most senior employee. If a custodian is called and chooses not to work, the District will call the next custodian on the list. In the event all custodians decline the work, employees from other classifications will be offered the hours at Custodian I rate.

Section 16.9. Seniority Tie.

When necessary, seniority of employees hired on the same date shall be determined utilizing the earliest application submission date and time. In the event the date and time cannot be determined and/or a tie still exists, a coin toss will be administered.

Section 16.10. Posting New or Open Positions.

The District will publicize within the bargaining unit for five (5) workdays the availability of new or open positions. A copy of all job postings will be emailed to the Association President, and current classified employees.

Section 16.10.1. Postings.

In case of immediate need(s) or the need to fill technical and/or hard-to-fill positions, the District may simultaneously post both inside and outside of the bargaining unit, with notification to the Association President.

Notification of position openings will be made via the District website and distributed via District email.

Section 16.11. Transfer to New or Open Positions.

When any employee applies for a new or open position within classification, A and B below apply. When an employee applies for new or open positions outside of their current classification, A and C below apply.

- A. Qualifications, performance, and ability.
- B. Classification Seniority per Section 16.3.
- C. District Seniority per 16.2.

Where factor A is determined by the District to be substantially equal among applicants, then factor B or C will govern, depending on whether the employee is applying within their current classification or outside of their classification. The District will consider all eligible applications from District employees before considering outside applicants. Those employees meeting the minimum qualifications as specified in the job posting will be granted an interview. The District, upon written and/or emailed request, will notify affected employees in writing of its reasons why they were not selected within ten (10) days of the receipt of the request. Once per school year, the District will be allowed to fill an open position at their discretion from the pool of In-District applicants for the open position based on operational need. The District will notify the Association President and

Classification Representative via email before this provision is utilized with their rationale so that the Chapter board has the ability to answer any and all membership questions.

Section 16.11.1. Exemption from Testing.

Employees who are performing a majority of their assigned time in the position which is open may be deemed qualified for that position and may not be required to be tested.

Section 16.11.2. Testing.

Testing will be accepted as a valid tool for measuring ability, provided the test is directly related to the qualifications required for the open position. The District maintains the right to establish standard scores/levels of competency and will meet and confer with the Association before changing a testing instrument. Applicants will be afforded the right to take the keyboarding test daily during the open in-District application time frame.

Section 16.11.3. Trial Period.

An employee accepting assignment to another position will have five (5) workdays (ten (10) workdays for health aide positions) in which to decide if they are satisfied with the new position. During this period, the employee will have the option of returning to the former position by providing written notice to the Human Resources Department. The employee may waive the trial period by providing written notice to the Human Resources Department.

Section 16.12. Job Placement Review.

An employee may request Director of Human Resources review of their classification or level provided the following conditions are met:

- A. A major function has been added to the employee's position that changes the level of responsibility or skills required.
- B. The position requires significantly higher levels of knowledge or skills than the current job description.
- C. The position requires a higher level of responsibility in decision-making or higher level of authority not in the present classification level.

The Director of Human Resources shall provide a copy of any request to the PSE President. The HR Director shall then make a recommendation to the Assistant Superintendent for a final decision. Requests must be turned in by January 15 of each year. Requests will be reviewed annually by March 31. Employees will be given a written response including rationale for any denial. Approved changes will be implemented at the beginning of the following school year. Those not granted classification/level change may re-apply after two (2) years.

ARTICLE XVII

LAYOFF AND RECALL

The parties will meet and confer with regard to layoff of employees. Seniority and qualifications will determine the order of layoff within the classification(s).

1 Seniority in any classification will be retained for two (2) years after leaving the classification. This
2 seniority may, at the option of the employee, be used for bidding into vacancies in the event of a
3 layoff.

4
5 **Section 17.1. Employee Notification.**

6 In the event a position ends, the employee will receive notification ten (10) business days prior to the
7 position ending. The District will make every effort to relocate the employee(s) to avoid layoff status.

8
9 **Section 17.2. Recall List.**

10 In the event of a layoff, an employee so affected will be placed on a recall list maintained by the
11 District according to classification seniority. Such an employee's seniority will apply in the filling of
12 any new or open positions for which the employee is qualified within the bargaining unit after the
13 position has been posted for consideration by the current bargaining unit members. The recall list will
14 be maintained for one (1) year.

15
16 **Section 17.3. Address Notification.**

17 An employee on layoff status will file their address, in writing, with the Human Resources Department
18 and will thereafter promptly (within [30] workdays) advise the District, in writing, of any change of
19 address.

20
21 **Section 17.4. Forfeit of Reemployment Rights.**

22 An employee will forfeit all rights of reemployment as provided in Section 17.2 if the employee does
23 not comply with the requirements of Section 17.3, or if the employee does not respond to the offer of
24 reemployment within ten (10) business days from receipt of offer.

25
26 **Section 17.5. Rejection of Reemployment.**

27 An employee on layoff status who rejects an offer of reemployment, provided that such employee is
28 offered a position substantially equal in wages, hours, and benefits to that held prior to layoff, will be
29 considered to have voluntarily resigned and will forfeit seniority and all other accrued benefits.

30
31
32
33 **ARTICLE XVIII**

34
35 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

36
37 **Section 18.1. Membership.**

38 The parties recognize that each employee has the right to become a member of the Association and the
39 District will not discriminate, restrain, retaliate, coerce, or interfere against any employee in that
40 process. Each employee subject to this Agreement, who, on the effective date of this Agreement, is a
41 member of the Association in good standing shall, as a condition of employment, maintain
42 membership in the Association in good standing during the period of this Agreement.

43
44 **Section 18.2. New Hire Notification.**

45 Per RCW 41.56.003, the District will provide in Excel format to the Chapter President, Membership
46 Officer, and the PSE Membership Department electronic notification of the name, address, cellular
47 phone number (if on file), home phone number (if on file), work phone number (if applicable), work
48 email address, personal email address (if on file), classification, job title, rate of pay, and work site

1 location of all newly hired bargaining unit employees within twenty-one (21) business days from the
2 date of hire.

3 4 **Section 18.2.1. Personnel Updates**

5 Personnel updates of classified employees in a bargaining unit position including new hires,
6 terminations, etc. will be reported electronically to the Chapter President who will share the
7 information with the PSE Field Representative and the PSE State Membership Department.

8 9 **Section 18.3. Chapter Audit.**

10 Upon request and/or per the timing defined within RCW 41.56.065, the District shall provide PSE
11 information on all bargaining unit employees for audit purposes and will include the information
12 prescribed within the RCW.

13 14 **Section 18.4. Dues Authorizations and Revocations.**

15 Public School Employees of Washington/SEIU Local 1948 (PSE) will be the custodian of the records
16 related to dues authorizations and revocations. PSE agrees that as the custodian of the records, it has
17 the responsibility to ensure the accuracy and safe keeping of those records.

18
19 Per RCW 45.56.110. an employee's written, electronic, or recorded voice authorization to have the
20 employer deduct membership dues from the employee's pay must be made by the employee to Public
21 School Employees of Washington/SEIU Local 1948 (PSE). If the Employer receives a request for
22 authorization of deductions, the employer shall as soon as practicable forward the request to PSE. The
23 employer agrees to accept dues authorizations as per RCW 41.80.100.

24
25 Upon receiving notice of the employee's authorization from PSE, the Employer shall deduct from the
26 employee's pay membership dues and remit the amounts to PSE.

27
28 After the Employer receives confirmation from Public School Employees of Washington/SEIU Local
29 1948 that the employee has revoked authorization for deductions, the Employer shall end the deduction
30 no later than the second payroll after receipt of the confirmation.

31
32 The employer shall rely on information provided by Public School Employees of Washington/SEIU
33 Local 1948 regarding authorization and revocation of deductions.

34 35 **Section 18.4.1. E-Signature Authorization.**

36 The District agrees to accept dues authorizations via E-signature in accordance with "E-SIGN."
37 PSE will be the custodian of all records related to E-signature authorizations. The Association
38 agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and
39 safekeeping of those records.

40 41 **Section 18.5. Voluntary Political Action Contribution (COPE).**

42 The District will upon receipt of a written authorization form that conforms to legal requirements,
43 deduct from the pay of such bargaining unit employee the amount of contributions the employee
44 voluntarily chooses for deduction for political purposes and will transmit the same to the Union on a
45 check separate from the Union dues transmittal check. The employee may revoke the request at any
46 time. At least annually, the employee shall be notified about the right to revoke the request by Public
47 School Employees of Washington/SEIU Local 1948.

1 **Section 18.6. Checkoff.**

2 The District will deduct PSE dues, assessment(s), representation fees, service charges or voluntary
3 political contributions from all gross wages for all work performed under the terms of the Collective
4 Bargaining Agreement of any employee after authorization of such deductions in writing pursuant to
5 RCW 41.56.110. The District agrees to submit all such funds deducted via Automated Clearing House
6 (ACH) to the Treasurer of the Public School Employees of Washington/SEIU Local 1948 on a
7 monthly basis.

8
9 **Section 18.7. Local Chapter Dues.**

10 The District agrees to deduct local membership dues from all dues paying members on a monthly basis
11 and remit to the Treasurer of the Public School Employees of Cheney. The Association will inform the
12 District the amount of local dues to be collected.

13
14 **Section 18.8. Hold Harmless.**

15 The Association agrees to defend, indemnify, and hold the District harmless against any and all claims,
16 suits, orders or judgments brought or issued against the District as a result of any action taken or not
17 taken by the District under the provisions of this Article.

18
19
20
21 **ARTICLE XIX**

22
23 **SEVERABILITY**

24
25 **Section 19.1.**

26 If any provision of this Agreement or the application of any such provision is held invalid, the
27 remainder of this Agreement will not be affected thereby.

28
29 **Section 19.2.**

30 Neither party will be compelled to comply with any provisions of this Agreement which conflicts with
31 state or federal statutes or regulations promulgated pursuant thereto.

32
33
34
35 **ARTICLE XX**

36
37 **WAGES**

38
39 **Section 20.1. Wages.**

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

42
43 **Section 20.2. Pay Statements.**

44 Employees will be compensated by direct deposit in accordance with the provisions of this Agreement
45 for all hours worked. The pay statements will be itemized, and it is the employee's responsibility to
46 review his/her monthly pay statement via Skywards Employee Access. Printed pay statements, W2s,
47 and 1095s, will not be distributed.

1 **Section 20.3. Rounding of Hours.**

2 For the purpose of calculating daily hours, time worked will be rounded to the nearest quarter (1/4)
3 hour using standard rounding (e.g.:01-:07 minutes rounds down; :08-:14 minutes rounds up, etc.).
4

5 **Section 20.4. Hygiene Duties and Compensation.**

6 The wage rate for Paraeducators who are assigned to positions which require the regular performance
7 of hygiene duties will be increased by one dollar (\$1.00) per hour while said assignment is in effect.
8 Hygiene duties are described as catheterization, special hygiene duties, specialized medical procedures,
9 and other specialized areas as identified by the Student Support Services Department that exceed
10 normally assigned job requirements.
11

12 Each September, the District will review Paraeducator positions that are performing hygiene duties as
13 a routine part of their daily responsibilities as assigned by a Building Administrator or Director, thus
14 no hygiene pay will be processed with the September paycheck. Once the positions performing said
15 duties as part of their regularly assigned daily responsibilities are identified, hygiene pay will
16 resume/begin with the October paycheck. October pay will include pay from September for positions
17 that are determined applicable. In the event hygiene duties begin or end after the initial review in
18 September, the pay will be added or removed accordingly, with notification to the employee and
19 copied to PSEC.President@gmail.com.
20

21 **Section 20.5. Pay Enhancements.**

22 Employees holding the following degrees on or before September 1 will receive a pay enhancement as
23 follows for the first or highest degree (may not be stacked in cases of multiple degrees):
24

- 25 • Associate Degree = \$0.50/hour
 - 26 • Bachelor's Degree = \$1.00/hour
 - 27 • Master's Degree = \$1.50/hour
 - 28 • Doctorate Degree = \$2.00/hour
- 29

30 Degrees earned after September 1 will be included for the following school year. Official transcripts
31 must be received in Human Resources by September 1.
32

33 Employees holding a Paraeducator Certificate on or before September 1 will receive a pay
34 enhancement as follows (may not be stacked with other Paraeducator Certificate enhancements, but is
35 in addition to degree pay enhancement listed above):
36

- 37 ○ General Paraeducator Certificate (only): \$0.25/hour
- 38 ○ General Paraeducator Certificate *plus* Optional Subject Matter Certificate (ELL or Special
39 Education): \$0.50/hour as long as the Subject Matter Certificate is maintained
- 40 ○ General Paraeducator Certificate *plus* Option Advanced Certificate: \$0.75/hour as long as
41 the Advanced Certificate is maintained
42

43 Paraeducator Certificates earned after September 1 will be included for the following school year.
44 Official documentation must be received in Human Resources by September 1.
45

46 **Section 20.6. Experience Placement.**

47 For the purpose of placement on Schedule A, employees will receive credit for a full year, provided
48 they have a hire date on or before February 1 of the preceding year.

Section 20.7. Changing Classifications.

Employees who change job classifications involving a higher rate of pay within the bargaining unit will be placed at the lowest step in the new job classification which does not cause a reduction in their hourly rate of pay. When an employee accesses a position in a lower-paying classification, said employee is acknowledging the lower rate of pay and will begin at the lowest step. Employees will receive all regularly scheduled subsequent step increases for the new job classification.

Per Section 16.1, previous experience for existing employees transferring into a position in which they have acquired experience outside of School District employment, must submit the Classified Experience Verification form completed by their previous employer(s) and applicable job description(s) to Human Resources within 30 days of beginning the new assignment. Anything received after this date may be considered for the following school year.

Placement for experience that is not directly comparable to the position for which a new employee is hired or an existing employee transfers into, but is of benefit to the position, may be granted at 2:1. Employees must submit the Classified Experience Verification form, completed by their previous employer(s), and attach the applicable job description(s) for placement review/consideration by Human Resources. Documentation must be received within 30 days of their start date. Anything received after this date may be considered for the following school year.

Section 20.8. Use of Personal Vehicle.

When an employee is directed to conduct District business which requires utilization of a personal vehicle, a cost per mile reimbursement will be provided at the IRS specified rate.

Section 20.9. Cell Phone.

For any position that requires cell phone use, the employee has the choice of utilizing a District provided cell phone or utilizing their personal cell phone. Those who choose to utilize their personal cell phone will be responsible for providing information pursuant to public records requests laws. In the event a public records request is received, the employee must abide by the timelines as requested by the public records officer. Employees who utilize a District-provided cell phone will be required to annually submit the necessary forms as outlined in Board Policy and Procedure #6250 by September 1 of each school year.

ARTICLE XXI

PERSONNEL FILE AND EVALUATION

Section 21.1. Personnel File.

There will be only one (1) personnel permanent file for each employee. These files will be kept in the Administrative Office and employees will be permitted to inspect these files upon request to the Superintendent and/or the Superintendent's designee.

Employees will receive a copy of all job-related materials placed in their personnel file within five (5) days of its insertion. At the request of the employee, additional copies, limited to four (4) of each item placed in the personnel file will be provided to the employee within ten (10) workdays of said request. No materials concerning grievances will be added to this file unless requested by the employee.

The employee will be notified before derogatory material is placed in the employee's personnel file. In addition, the employee will be allowed to attach written comments to their evaluation and any other document that is to be placed into the file. The comments will be attached to the relevant document and will become a part thereto.

Employees may request the removal of materials from their personnel file two (2) years following their insertion. If within the legal requirements of record keeping, the material may be removed from the personnel file at the request of the employee. The District will not be arbitrary or capricious in its decision(s). If the District deems that said materials should not be removed, the employee will be provided an explanation.

Section 21.1.1. Medical File.

A separate file will be kept in the District Office for each employee that contains medical information including, but not limited to, vaccinations.

Section 21.2. Evaluations.

The immediate supervisor will be responsible for the evaluation of employees assigned to them. The evaluation may include input from a certificated or other staff member who works closely with the employee. All employees will be evaluated with the appropriate evaluation forms covered by this agreement and will have rating categories of Meets Expectations, Approaching Expectations, Needs Attention, Unsatisfactory, and Not Relevant.

All employees newly employed by the School District will be evaluated within the first ninety (90) workdays of the commencement of their employment.

Employees transferring in-district to a new position may be evaluated by their immediate supervisor within the first ninety (90) workdays. If during the ninety (90) day period the District and the employee agree that additional training is necessary to satisfactorily perform the job, such training will be provided without cost to the employee.

Upon acceptance of an in-district transfer outside of the employee's current classification, each newly transferred employee will remain on probationary status for a period of not more than thirty (30) workdays. During this thirty (30) day probationary period, the employee will be evaluated at fifteen (15) workdays. The District will have the option of returning the employee to their former position by providing written notice of such. (Also see Section 16.4.)

All employees, including new employees, will be evaluated annually not later than ten (10) workdays prior to the last day of school for less than full year employees and by August 3 for full year employees.

Upon completion of an evaluation by the supervisor, the employee will be provided with a copy of the evaluation. An evaluation conference will take place unless mutually agreed upon by the employee and the supervisor.

The employee will sign the School District's copy of the evaluation report to indicate that he or she has received a copy of the report. The signature of the employee does not, however, imply that the employee agrees with the contents of the evaluation report.

The employee will have the right to attach any comments to the evaluation report. This may be done at the time the employee receives a copy and prior to the report being forwarded to the Superintendent/designee or within ten (10) school days following the evaluation conference. No annual evaluation will contain a “Needs Improvement” or “Unsatisfactory” rating unless the supervisor has previously discussed their concern(s) with the employee.

Section 21.3. Unsatisfactory Performance.

All performance evaluations reflecting an unsatisfactory level of performance in two (2) or more categories will state specific reasons for the unsatisfactory rating and a plan for improvement. The employees’ performance will be reviewed within thirty (30) workdays. The employee may have an Association representative present during the reviews. A written statement of the progress and/or correction of the unsatisfactory performance will be attached to the evaluation.

ARTICLE XXII

TERMS OF AGREEMENT

Section 22.1. Term.

The term of this Agreement will be September 1, 2026, to August 31, 2029, and will be open annually for state-funded pay and benefit changes.

Section 22.2. Reopeners.

This Agreement may be reopened upon mutual consent of the parties in writing during its term. Either party may demand the contract be reopened when legislation enacted affects the terms and conditions herein or creates authority to alter personnel practices in public employment.

- Three (3) year contract
- In 2028, two (2) language reopeners each with minimal financial impact (PSEC and District)
- In the event of a double levy failure, material revenue shortfall, significant enrollment decline, other financial emergency, or as outlined in RCW 28A.505.110, RCW28A.315.221 and RCW 28A.315.225, both parties agree this Agreement will be reopened, The parties agree to meet within twenty (20) working days of this written notice to bargain the effects of such financial conditions.

Section 22.3.

Neither the Public School Employees of Cheney, its agents, or its members will assist in or participate in strikes, sanctions, slowdowns, or any concerted effort designed to improve its bargaining position which interferes with, impedes, or impairs the normal operation of the Cheney Schools. In the event of a strike or work interruption by another unit, members covered by this Agreement agree to report to work and perform normal duties. There will be no lockout of employees instituted by the Cheney School District. No classified employee will be required to cross a picket line if the employee believes there to be physical danger in doing so.

SIGNATURES

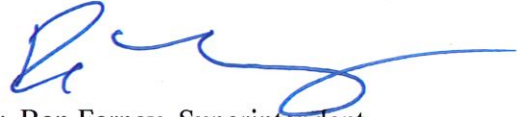
PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948
CHENEY CHAPTER #202



Angela Horvath, Chapter President

Signature and Date: 09-23-26

CHENEY SCHOOL DISTRICT #360



Dr. Ben Ferney, Superintendent

Signature and Date: 9/24/26

SCHEDULE A Cheney School District #360 | PSE Cheney Chapter #202 September 1, 2026 - August 31, 2027

DESCRIPTION		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
TRANSPORTATION											
Mechanic IV	Shop Lead	\$32.75	\$33.29	\$33.84	\$34.39	\$34.93	\$35.48	\$36.03	\$36.57	\$37.12	\$37.67
Mechanic III	ASE Certified	\$28.37	\$28.91	\$29.45	\$29.99	\$30.53	\$31.07	\$31.61	\$32.15	\$32.69	\$33.23
Mechanic II**	Mechanic II	\$25.24	\$25.78	\$26.32	\$26.86	\$27.40	\$27.94	\$28.48	\$29.02	\$29.56	\$30.11
Mechanic I	Service Technician	\$24.11	\$24.65	\$25.19	\$25.73	\$26.28	\$26.82	\$27.36	\$27.90	\$28.44	\$28.98
Driver Trainer	Driver Trainer	\$30.24	\$30.78	\$31.32	\$31.86	\$32.40	\$32.94	\$33.48	\$34.02	\$34.56	\$35.11
Driver	Driver	\$24.16	\$24.70	\$25.24	\$25.78	\$26.32	\$26.86	\$27.40	\$27.94	\$28.48	\$29.03
Non CDL Driver	Non CDL Driver	\$19.65	\$20.19	\$20.73	\$21.27	\$21.81	\$22.35	\$22.89	\$23.43	\$23.96	\$24.50
Bus Supervision Aide	Supervision Aide	\$18.39	\$18.94	\$19.49	\$20.04	\$20.59	\$21.14	\$21.69	\$22.24	\$22.78	\$23.33
Dispatcher	Dispatcher	\$18.83	\$19.37	\$19.92	\$20.47	\$21.01	\$21.56	\$22.10	\$22.65	\$23.20	\$23.74
Router/Support Spec.	Router/Support Specialist	\$25.73	\$26.27	\$26.81	\$27.35	\$27.90	\$28.44	\$28.98	\$29.52	\$30.06	\$30.60
MAINTENANCE											
State Licensed Journey Level Trades	Electrician (01), Plumber (P01), HVAC/Refrigeration Systems (06A), Specialty Licensed Controls Technician (06)	\$39.13	\$39.67	\$40.21	\$40.75	\$41.29	\$41.83	\$42.37	\$42.91	\$43.45	\$43.99
State Licensed Maintenance Technician	Maintenance Technician (07)	\$32.75	\$33.29	\$33.84	\$34.39	\$34.93	\$35.48	\$36.03	\$36.57	\$37.12	\$37.67
Non-Licensed Journey Level Trades*	Journey Level Carpenter, Journey Level Fabricator & Asbestos Technician, Journey Level Painter	\$32.42	\$32.96	\$33.51	\$34.05	\$34.59	\$35.13	\$35.67	\$36.21	\$36.75	\$37.29
Maintenance III*	Apprentice	\$28.12	\$28.66	\$29.20	\$29.74	\$30.28	\$30.82	\$31.36	\$31.90	\$32.44	\$32.98
Maintenance II	General Maintenance	\$26.32	\$26.86	\$27.40	\$27.94	\$28.48	\$29.02	\$29.56	\$30.10	\$30.64	\$31.18
Maintenance I	Warehouse and Delivery	\$23.86	\$24.41	\$24.96	\$25.51	\$26.06	\$26.61	\$27.16	\$27.71	\$28.25	\$28.80
GROUNDS											
Groundkeeper III	Grounds Lead	\$28.91	\$29.46	\$30.00	\$30.55	\$31.10	\$31.64	\$32.19	\$32.74	\$33.28	\$33.83
Groundkeeper II	Licensed Sprayer	\$26.77	\$27.32	\$27.86	\$28.41	\$28.96	\$29.50	\$30.05	\$30.60	\$31.14	\$31.69
Groundkeeper I**	General Grounds	\$24.59	\$25.13	\$25.68	\$26.23	\$26.77	\$27.32	\$27.86	\$28.41	\$28.96	\$29.50
CUSTODIAL											
Custodian IV	HS/MS Lead	\$23.86	\$24.41	\$24.96	\$25.51	\$26.06	\$26.61	\$27.16	\$27.71	\$28.25	\$28.80
Custodian III	Elementary Lead	\$23.11	\$23.66	\$24.21	\$24.76	\$25.31	\$25.86	\$26.41	\$26.96	\$27.51	\$28.05
Custodian II	Night Lead	\$22.56	\$23.11	\$23.66	\$24.21	\$24.76	\$25.31	\$25.86	\$26.41	\$26.96	\$27.51
Custodian I	Custodian	\$22.02	\$22.56	\$23.11	\$23.66	\$24.21	\$24.76	\$25.31	\$25.86	\$26.41	\$26.96
TECHNOLOGY											
Technology IV	IT Systems Support Specialist	\$33.35	\$33.90	\$34.45	\$35.01	\$35.56	\$36.11	\$36.66	\$37.21	\$37.76	\$38.32
Technology III	IT Support Specialist	\$29.79	\$30.34	\$30.89	\$31.43	\$32.00	\$32.55	\$33.10	\$33.65	\$34.20	\$34.76
Technology II	SIS Specialist	\$26.76	\$27.31	\$27.86	\$28.41	\$28.96	\$29.51	\$30.07	\$30.62	\$31.17	\$31.72
NUTRITION SERVICES											
Kitchen Lead	Kitchen Lead	\$23.86	\$24.41	\$24.96	\$25.51	\$26.06	\$26.61	\$27.16	\$27.71	\$28.25	\$28.80
Cook and Baker	Cook	\$20.56	\$21.10	\$21.64	\$22.18	\$22.73	\$23.27	\$23.81	\$24.35	\$24.89	\$25.43
Lead Line	Lead Line	\$19.48	\$20.02	\$20.56	\$21.10	\$21.64	\$22.18	\$22.73	\$23.27	\$23.81	\$24.35
Kitchen Assistant/Cashier	Kitchen Assistant/Cashier	\$18.94	\$19.48	\$20.02	\$20.56	\$21.10	\$21.64	\$22.18	\$22.73	\$23.27	\$23.81
Warehouse/Delivery	Warehouse/Delivery	\$23.86	\$24.41	\$24.96	\$25.51	\$26.06	\$26.61	\$27.16	\$27.71	\$28.25	\$28.80
SECRETARIAL/CLERICAL											
Secretary IV	Department Head Secretary, School Building Office Manager, HS Registrar	\$23.91	\$24.46	\$25.01	\$25.56	\$26.11	\$26.66	\$27.21	\$27.76	\$28.30	\$28.85
Secretary III	Compliance & Inventory-Nutrition Services, Student Records & Compliance-SSS, HS Activities/Athletics, HS/MS Library Media Specialist, HS Attendance, MS Registrar	\$22.32	\$22.86	\$23.41	\$23.96	\$24.50	\$25.05	\$25.60	\$26.14	\$26.69	\$27.24
Secretary II	Elem and MS Attendance, Counseling & Career Center, Events Scheduler & Inventory-M&O, MS Activities/Athletics	\$21.28	\$21.83	\$22.37	\$22.92	\$23.47	\$24.01	\$24.56	\$25.10	\$25.65	\$26.20
Secretary I	Reception/Clerical Assistant, HS Attendance Support	\$19.75	\$20.30	\$20.84	\$21.39	\$21.94	\$22.48	\$23.03	\$23.58	\$24.12	\$24.67
Support Assistant	Student Support Services	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
PARAEDUCATOR											
Instructional Paraeducator***	Behavior Specialist	\$20.20	\$20.75	\$21.30	\$21.85	\$22.39	\$22.94	\$23.49	\$24.04	\$24.59	\$25.14
Instructional Paraeducator***	Self-Contained Paraeducator	\$19.34	\$20.09	\$20.64	\$21.19	\$21.74	\$22.29	\$22.84	\$23.39	\$23.94	\$24.49
Instructional Paraeducator***	Instructional Paraeducator	\$18.94	\$19.49	\$20.04	\$20.59	\$21.14	\$21.69	\$22.24	\$22.78	\$23.33	\$23.88
ECEAP											
Family Support Specialist	Family Support Specialist	\$23.11	\$23.65	\$24.20	\$24.74	\$25.28	\$25.83	\$26.37	\$26.91	\$27.46	\$28.00
Lead Instructor	Lead Instructor	\$23.11	\$23.65	\$24.20	\$24.74	\$25.28	\$25.83	\$26.37	\$26.91	\$27.46	\$28.00
Instructional Paraeducator***	Preschool/ECEAP	\$18.94	\$19.49	\$20.04	\$20.59	\$21.14	\$21.69	\$22.24	\$22.78	\$23.33	\$23.88
ACCOUNTING											
Bookkeeper	Bookkeeper	\$23.71	\$24.26	\$24.81	\$25.36	\$25.91	\$26.46	\$27.01	\$27.56	\$28.10	\$28.65
SPECIALIST											
Student Academic Support Specialist***	Student Academic Support Specialist	\$24.84	\$25.40	\$25.95	\$26.50	\$27.06	\$27.61	\$28.17	\$28.72	\$29.28	\$29.83
Student Safety & Access Specialist	Student Safety & Access Specialist, Student Support Specialist	\$24.39	\$24.95	\$25.50	\$26.05	\$26.61	\$27.16	\$27.72	\$28.27	\$28.83	\$29.38
LPN, COTA, SLPA	LPN, COTA, SLPA, PTA	\$24.39	\$24.95	\$25.50	\$26.05	\$26.61	\$27.16	\$27.72	\$28.27	\$28.83	\$29.38
Interpreter	Interpreter	\$24.39	\$24.95	\$25.50	\$26.05	\$26.61	\$27.16	\$27.72	\$28.27	\$28.83	\$29.38
Health Aide	Health Aide	\$21.73	\$22.28	\$22.84	\$23.39	\$23.95	\$24.50	\$25.06	\$25.61	\$26.17	\$26.72
Supervision Specialist	Supervision Specialist	\$18.39	\$18.94	\$19.49	\$20.04	\$20.59	\$21.14	\$21.69	\$22.24	\$22.78	\$23.33

* At District discretion, the maintenance Director may move a maintenance employee into and out of an apprentice position and into non-licensed journey level trades without job postings

** Employee may move up to the next position by attaining certification and/or licensure as indicated in the higher position job description

*** This position requires employee to meet the paraeducator standards

Hygiene Pay - Section 20.4

Salary Placement - Section 20.5

SCHEDULE A

Cheney School District #360 | PSE Cheney Chapter #202

September 1, 2027 - August 31, 2028

DESCRIPTION		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
TRANSPORTATION											
Mechanic IV	Shop Lead	\$33.82	\$34.38	\$34.94	\$35.50	\$36.06	\$36.62	\$37.18	\$37.74	\$38.30	\$38.86
Mechanic III	ASE Certified	\$29.22	\$29.77	\$30.33	\$30.89	\$31.45	\$32.00	\$32.56	\$33.12	\$33.67	\$34.23
Mechanic II**	Mechanic II	\$25.99	\$26.55	\$27.11	\$27.66	\$28.22	\$28.78	\$29.34	\$29.89	\$30.45	\$31.01
Mechanic I	Service Technician	\$24.83	\$25.39	\$25.95	\$26.51	\$27.06	\$27.62	\$28.18	\$28.74	\$29.29	\$29.85
Driver Trainer	Driver Trainer	\$30.99	\$31.55	\$32.10	\$32.66	\$33.21	\$33.77	\$34.32	\$34.87	\$35.43	\$35.98
Driver	Driver	\$24.76	\$25.32	\$25.87	\$26.42	\$26.98	\$27.53	\$28.09	\$28.64	\$29.20	\$29.75
Non CDL Driver	Non CDL Driver	\$20.14	\$20.70	\$21.25	\$21.80	\$22.35	\$22.91	\$23.46	\$24.01	\$24.56	\$25.12
Bus Supervision Aide	Supervision Aide	\$18.95	\$19.51	\$20.08	\$20.64	\$21.20	\$21.77	\$22.33	\$22.89	\$23.45	\$24.02
Dispatcher	Dispatcher	\$19.39	\$19.95	\$20.52	\$21.08	\$21.64	\$22.20	\$22.77	\$23.33	\$23.89	\$24.46
Router/Support Spec.	Router/Support Specialist	\$26.50	\$27.06	\$27.62	\$28.18	\$28.73	\$29.29	\$29.85	\$30.40	\$30.96	\$31.52
MAINTENANCE											
State Licensed Journey Level Trades	Electrician (01), Plumber (PL01), HVAC/Refrigeration Systems (06A), Specialty Licensed Controls Technician (06)	\$40.60	\$41.16	\$41.71	\$42.27	\$42.82	\$43.38	\$43.93	\$44.49	\$45.04	\$45.59
State Licensed Maintenance Technician	Maintenance Technician (07)	\$33.82	\$34.38	\$34.94	\$35.50	\$36.06	\$36.62	\$37.18	\$37.74	\$38.30	\$38.86
Non-Licensed Journey Level Trades*	Journey Level Carpenter, Journey Level Fabricator & Asbestos Technician, Journey Level Painter	\$33.48	\$34.04	\$34.59	\$35.15	\$35.70	\$36.26	\$36.81	\$37.37	\$37.92	\$38.48
Maintenance III*	Apprentice	\$28.96	\$29.52	\$30.07	\$30.63	\$31.19	\$31.75	\$32.30	\$32.86	\$33.42	\$33.97
Maintenance II	General Maintenance	\$27.10	\$27.66	\$28.22	\$28.78	\$29.33	\$29.89	\$30.45	\$31.01	\$31.56	\$32.12
Maintenance I	Warehouse and Delivery	\$24.58	\$25.14	\$25.71	\$26.27	\$26.84	\$27.41	\$27.97	\$28.54	\$29.10	\$29.67
GROUNDS											
Groundkeeper III	Grounds Lead	\$30.03	\$30.59	\$31.15	\$31.72	\$32.28	\$32.84	\$33.40	\$33.97	\$34.53	\$35.09
Groundkeeper II	Licensed Sprayer	\$27.69	\$28.25	\$28.81	\$29.37	\$29.93	\$30.49	\$31.05	\$31.61	\$32.17	\$32.73
Groundkeeper I**	General Grounds	\$25.32	\$25.89	\$26.45	\$27.01	\$27.57	\$28.14	\$28.70	\$29.26	\$29.83	\$30.39
CUSTODIAL											
Custodian IV	HS/MS Lead	\$24.58	\$25.14	\$25.71	\$26.27	\$26.84	\$27.41	\$27.97	\$28.54	\$29.10	\$29.67
Custodian III	Elementary Lead	\$23.81	\$24.37	\$24.94	\$25.50	\$26.07	\$26.63	\$27.20	\$27.77	\$28.33	\$28.90
Custodian II	Night Lead	\$23.24	\$23.81	\$24.37	\$24.94	\$25.50	\$26.07	\$26.63	\$27.20	\$27.77	\$28.33
Custodian I	Custodian	\$22.68	\$23.24	\$23.81	\$24.37	\$24.94	\$25.50	\$26.07	\$26.63	\$27.20	\$27.77
TECHNOLOGY											
Technology IV	IT Systems Support Specialist	\$34.78	\$35.35	\$35.91	\$36.48	\$37.05	\$37.61	\$38.18	\$38.74	\$39.31	\$39.87
Technology III	IT Support Specialist	\$30.68	\$31.25	\$31.82	\$32.39	\$32.96	\$33.52	\$34.09	\$34.66	\$35.23	\$35.80
Technology II	SIS Specialist	\$27.56	\$28.13	\$28.70	\$29.26	\$29.83	\$30.40	\$30.97	\$31.54	\$32.10	\$32.67
NUTRITION SERVICES											
Kitchen Lead	Kitchen Lead	\$24.58	\$25.14	\$25.71	\$26.27	\$26.84	\$27.41	\$27.97	\$28.54	\$29.10	\$29.67
Cook and Baker	Cook	\$21.18	\$21.73	\$22.29	\$22.85	\$23.41	\$23.96	\$24.52	\$25.08	\$25.64	\$26.19
Lead Line	Lead Line	\$20.06	\$20.62	\$21.18	\$21.73	\$22.29	\$22.85	\$23.41	\$23.96	\$24.52	\$25.08
Kitchen Assistant/Cashier	Kitchen Assistant/Cashier	\$19.51	\$20.06	\$20.62	\$21.18	\$21.73	\$22.29	\$22.85	\$23.41	\$23.96	\$24.52
Warehouse/Delivery	Warehouse/Delivery	\$24.58	\$25.14	\$25.71	\$26.27	\$26.84	\$27.41	\$27.97	\$28.54	\$29.10	\$29.67
SECRETARIAL/CLERICAL											
Secretary IV	Department Head Secretary, School Building Office Manager, HS Registrar	\$24.76	\$25.32	\$25.89	\$26.45	\$27.01	\$27.57	\$28.14	\$28.70	\$29.26	\$29.83
Secretary III	Compliance & Inventory-Nutrition Services, Student Records & Compliance-SSS, HS Activities/Athletics, HS/MS Library Media Specialist, HS Attendance, MS Registrar	\$22.98	\$23.54	\$24.10	\$24.66	\$25.22	\$25.78	\$26.34	\$26.90	\$27.46	\$28.02
Secretary II	Elem and MS Attendance, Counseling & Career Center, Events Scheduler & Inventory-M&O, MS Activities/Athletics	\$21.91	\$22.47	\$23.03	\$23.59	\$24.15	\$24.71	\$25.27	\$25.83	\$26.39	\$26.95
Secretary I	Reception/Clerical Assistant, HS Attendance Support	\$20.34	\$20.90	\$21.46	\$22.02	\$22.58	\$23.14	\$23.70	\$24.26	\$24.82	\$25.38
Support Assistant	Student Support Services	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
PARAEDUCATOR											
Instructional Paraeducator***	Behavior Specialist	\$20.80	\$21.37	\$21.94	\$22.50	\$23.07	\$23.63	\$24.20	\$24.76	\$25.33	\$25.89
Instructional Paraeducator***	Self-Contained Paraeducator	\$20.13	\$20.70	\$21.26	\$21.83	\$22.39	\$22.96	\$23.52	\$24.09	\$24.66	\$25.22
Instructional Paraeducator***	Instructional Paraeducator	\$19.51	\$20.07	\$20.64	\$21.21	\$21.77	\$22.34	\$22.90	\$23.47	\$24.03	\$24.60
ECEAP											
Family Support Specialist	Family Support Specialist	\$23.80	\$24.36	\$24.92	\$25.48	\$26.04	\$26.60	\$27.16	\$27.72	\$28.28	\$28.84
Lead Instructor	Lead Instructor	\$23.80	\$24.36	\$24.92	\$25.48	\$26.04	\$26.60	\$27.16	\$27.72	\$28.28	\$28.84
Instructional Paraeducator***	Preschool/ECEAP	\$19.51	\$20.07	\$20.64	\$21.21	\$21.77	\$22.34	\$22.90	\$23.47	\$24.03	\$24.60
ACCOUNTING											
Bookkeeper	Bookkeeper	\$23.71	\$24.26	\$24.81	\$25.36	\$25.91	\$26.46	\$27.01	\$27.56	\$28.10	\$28.65
SPECIALIST											
Student Academic Support Specialist***	Student Academic Support Specialist	\$25.59	\$26.16	\$26.73	\$27.30	\$27.87	\$28.44	\$29.01	\$29.58	\$30.15	\$30.73
Student Safety & Access Specialist	Student Safety & Access Specialist, Student Support Specialist	\$25.12	\$25.69	\$26.26	\$26.84	\$27.41	\$27.98	\$28.55	\$29.12	\$29.69	\$30.26
LPN, COTA, SLPA	LPN, COTA, SLPA, PTA	\$25.12	\$25.69	\$26.26	\$26.84	\$27.41	\$27.98	\$28.55	\$29.12	\$29.69	\$30.26
Interpreter	Interpreter	\$25.12	\$25.69	\$26.26	\$26.84	\$27.41	\$27.98	\$28.55	\$29.12	\$29.69	\$30.26
Health Aide	Health Aide	\$22.38	\$22.95	\$23.52	\$24.10	\$24.67	\$25.24	\$25.81	\$26.38	\$26.95	\$27.52
Supervision Specialist	Supervision Specialist	\$18.94	\$19.51	\$20.07	\$20.64	\$21.21	\$21.77	\$22.34	\$22.90	\$23.47	\$24.03

* At District discretion, the maintenance Director may move a maintenance employee into and out of an apprentice position and into non-licensed journey level trades without job postings

** Employee may move up to the next position by attaining certification and/or licensure as indicated in the higher position job description

*** This position requires employee's to meet the paraeducator standards

Hygiene Pay - Section 20.4

Salary Placement - Section 20.5

SCHEDULE A

Cheney School District #360 | PSE Cheney Chapter #202

September 1, 2028 - August 31, 2029

DESCRIPTION		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
TRANSPORTATION											
Mechanic IV	Shop Lead	\$34.83	\$35.41	\$35.98	\$36.56	\$37.14	\$37.72	\$38.29	\$38.87	\$39.45	\$40.02
Mechanic III	ASE Certified	\$30.09	\$30.67	\$31.24	\$31.81	\$32.39	\$32.96	\$33.54	\$34.11	\$34.68	\$35.26
Mechanic II**	Mechanic II	\$26.77	\$27.35	\$27.92	\$28.49	\$29.07	\$29.64	\$30.22	\$30.79	\$31.36	\$31.94
Mechanic I	Service Technician	\$25.58	\$26.15	\$26.73	\$27.30	\$27.88	\$28.45	\$29.02	\$29.60	\$30.17	\$30.75
Driver Trainer	Driver Trainer	\$32.42	\$32.99	\$33.56	\$34.14	\$34.71	\$35.28	\$35.85	\$36.42	\$36.99	\$37.56
Driver	Driver	\$25.65	\$26.22	\$26.79	\$27.36	\$27.93	\$28.50	\$29.08	\$29.65	\$30.22	\$30.79
Non CDL Driver	Non CDL Driver	\$20.90	\$21.46	\$22.03	\$22.60	\$23.16	\$23.73	\$24.30	\$24.86	\$25.43	\$25.99
Bus Supervision Aide	Supervision Aide	\$19.51	\$20.09	\$20.66	\$21.26	\$21.84	\$22.42	\$23.01	\$23.59	\$24.17	\$24.75
Dispatcher	Dispatcher	\$20.03	\$20.60	\$21.18	\$21.76	\$22.33	\$22.91	\$23.49	\$24.06	\$24.64	\$25.22
Router/Support Spec.	Router/Support Specialist	\$27.40	\$27.97	\$28.55	\$29.12	\$29.69	\$30.27	\$30.84	\$31.42	\$31.99	\$32.56
MAINTENANCE											
State Licensed Journey Level Trades	Electrician (01), Plumber (PL01), HVAC/Refrigeration Systems (06A), Specialty Licensed Controls Technician (06)	\$42.37	\$42.94	\$43.51	\$44.07	\$44.64	\$45.21	\$45.78	\$46.35	\$46.92	\$47.48
State Licensed Maintenance Technician	Maintenance Technician (07)	\$34.83	\$35.41	\$35.98	\$36.56	\$37.14	\$37.72	\$38.29	\$38.87	\$39.45	\$40.02
Non-Licensed Journey Level Trades*	Journey Level Carpenter, Journey Level Fabricator & Asbestos Technician, Journey Level Painter	\$34.57	\$35.14	\$35.71	\$36.28	\$36.84	\$37.41	\$37.98	\$38.55	\$39.12	\$39.69
Maintenance III*	Apprentice	\$29.83	\$30.40	\$30.98	\$31.55	\$32.12	\$32.70	\$33.27	\$33.85	\$34.42	\$34.99
Maintenance II	General Maintenance	\$27.92	\$28.49	\$29.07	\$29.64	\$30.21	\$30.79	\$31.36	\$31.94	\$32.51	\$33.08
Maintenance I	Warehouse and Delivery	\$25.32	\$25.90	\$26.48	\$27.06	\$27.63	\$28.23	\$28.81	\$29.39	\$29.98	\$30.56
GROUNDS											
Groundkeeper III	Grounds Lead	\$31.08	\$31.66	\$32.24	\$32.82	\$33.40	\$33.98	\$34.56	\$35.14	\$35.72	\$36.30
Groundkeeper II	Licensed Sprayer	\$28.63	\$29.21	\$29.78	\$30.36	\$30.93	\$31.50	\$32.08	\$32.65	\$33.23	\$33.80
Groundkeeper I**	General Grounds	\$26.08	\$26.66	\$27.24	\$27.82	\$28.40	\$28.98	\$29.56	\$30.14	\$30.72	\$31.30
CUSTODIAL											
Custodian IV	HS/MS Lead	\$25.32	\$25.90	\$26.48	\$27.06	\$27.63	\$28.23	\$28.81	\$29.39	\$29.98	\$30.56
Custodian III	Elementary Lead	\$24.65	\$25.23	\$25.81	\$26.39	\$26.97	\$27.55	\$28.13	\$28.71	\$29.29	\$29.87
Custodian II	Night Lead	\$24.07	\$24.65	\$25.23	\$25.81	\$26.39	\$26.97	\$27.55	\$28.13	\$28.71	\$29.29
Custodian I	Custodian	\$23.36	\$23.94	\$24.52	\$25.10	\$25.69	\$26.27	\$26.85	\$27.43	\$28.02	\$28.60
TECHNOLOGY											
Technology IV	IT Systems Support Specialist	\$35.90	\$36.48	\$37.06	\$37.64	\$38.22	\$38.80	\$39.38	\$39.96	\$40.54	\$41.12
Technology III	IT Support Specialist	\$31.60	\$32.19	\$32.77	\$33.36	\$33.95	\$34.53	\$35.12	\$35.70	\$36.29	\$36.87
Technology II	SIS Specialist	\$28.39	\$28.97	\$29.56	\$30.14	\$30.73	\$31.31	\$31.90	\$32.48	\$33.07	\$33.65
NUTRITION SERVICES											
Kitchen Lead	Kitchen Lead	\$25.32	\$25.90	\$26.48	\$27.06	\$27.63	\$28.23	\$28.81	\$29.39	\$29.98	\$30.56
Cook and Baker	Cook	\$21.81	\$22.39	\$22.96	\$23.53	\$24.11	\$24.68	\$25.26	\$25.83	\$26.41	\$26.98
Lead Line	Lead Line	\$20.66	\$21.24	\$21.81	\$22.39	\$22.96	\$23.53	\$24.11	\$24.68	\$25.26	\$25.83
Kitchen Assistant/Cashier	Kitchen Assistant/Cashier	\$20.09	\$20.66	\$21.24	\$21.81	\$22.39	\$22.96	\$23.53	\$24.11	\$24.68	\$25.26
Warehouse/Delivery	Warehouse/Delivery	\$25.32	\$25.90	\$26.48	\$27.06	\$27.63	\$28.23	\$28.81	\$29.39	\$29.98	\$30.56
SECRETARIAL/CLERICAL											
Secretary IV	Department Head Secretary, School Building Office Manager, HS Registrar	\$25.63	\$26.21	\$26.78	\$27.36	\$27.94	\$28.51	\$29.09	\$29.67	\$30.24	\$30.82
Secretary III	Compliance & Inventory-Nutrition Services, Student Records & Compliance-SSS, HS Activities/Athletics, HS/MS Library Media Specialist, HS Attendance, MS Registrar	\$23.62	\$24.20	\$24.78	\$25.36	\$25.94	\$26.52	\$27.10	\$27.68	\$28.26	\$28.84
Secretary II	Elem and MS Attendance, Counseling & Career Center, Events Scheduler & Inventory-M&O, MS Activities/Athletics	\$22.46	\$23.03	\$23.61	\$24.18	\$24.76	\$25.33	\$25.90	\$26.48	\$27.05	\$27.63
Secretary I	Reception/Clerical Assistant, HS Attendance Support	\$20.85	\$21.43	\$22.00	\$22.57	\$23.15	\$23.72	\$24.30	\$24.87	\$25.45	\$26.02
Support Assistant	Student Support Services	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
PARAEDUCATOR											
Instructional Paraeducator***	Behavior Specialist	\$21.43	\$22.01	\$22.59	\$23.18	\$23.76	\$24.34	\$24.92	\$25.51	\$26.09	\$26.67
Instructional Paraeducator***	Self-Contained Paraeducator	\$20.74	\$21.32	\$21.90	\$22.48	\$23.07	\$23.65	\$24.23	\$24.81	\$25.39	\$25.98
Instructional Paraeducator***	Instructional Paraeducator	\$20.09	\$20.68	\$21.26	\$21.84	\$22.42	\$23.01	\$23.59	\$24.17	\$24.75	\$25.34
ECEAP											
Family Support Specialist	Family Support Specialist	\$24.51	\$25.09	\$25.67	\$26.25	\$26.82	\$27.40	\$27.98	\$28.55	\$29.13	\$29.71
Lead Instructor	Lead Instructor	\$24.51	\$25.09	\$25.67	\$26.25	\$26.82	\$27.40	\$27.98	\$28.55	\$29.13	\$29.71
Instructional Paraeducator***	Preschool/ECEAP	\$20.09	\$20.68	\$21.26	\$21.84	\$22.42	\$23.01	\$23.59	\$24.17	\$24.75	\$25.34
ACCOUNTING											
Bookkeeper	Bookkeeper	\$25.16	\$25.74	\$26.32	\$26.90	\$27.49	\$28.07	\$28.65	\$29.23	\$29.82	\$30.40
SPECIALIST											
Student Academic Support Specialist***	Student Academic Support Specialist	\$26.35	\$26.94	\$27.53	\$28.12	\$28.71	\$29.29	\$29.88	\$30.47	\$31.06	\$31.65
Student Safety & Access Specialist	Student Safety & Access Specialist, Student Support Specialist	\$25.88	\$26.46	\$27.05	\$27.64	\$28.23	\$28.82	\$29.41	\$29.99	\$30.58	\$31.17
LPN, COTA, SLPA	LPN, COTA, SLPA, PTA	\$25.88	\$26.46	\$27.05	\$27.64	\$28.23	\$28.82	\$29.41	\$29.99	\$30.58	\$31.17
Interpreter	Interpreter	\$25.88	\$26.46	\$27.05	\$27.64	\$28.23	\$28.82	\$29.41	\$29.99	\$30.58	\$31.17
Health Aide	Health Aide	\$23.05	\$23.64	\$24.23	\$24.82	\$25.41	\$25.99	\$26.58	\$27.17	\$27.76	\$28.35
Supervision Specialist	Supervision Specialist	\$19.51	\$20.09	\$20.68	\$21.26	\$21.84	\$22.42	\$23.01	\$23.59	\$24.17	\$24.75

* At District discretion, the maintenance Director may move a maintenance employee into and out of an apprentice position and into non-licensed journey level trades without job postings.

** Employee may move up to the next position by attaining certification and/or licensure as indicated in the higher position job description.

*** This position requires employee's to meet the paraeducator standards.

Hygiene Pay - Section 20.4

Salary Placement - Section 20.5

SCHEDULE B

DRUG AND ALCOHOL TESTING

This agreement is hereby incorporated by reference into the current Collective Bargaining Agreement between Public School Employees of Cheney and the Cheney School District. It is acknowledged that the Cheney School District already has a School District Policy and Procedure in place, No. 5202, Federal Motor Safety Administration Mandated Drug and Alcohol Testing Program, which complies with the Department of Transportation's rules and regulations pertaining to employee drug and alcohol testing. This policy and procedure were adopted unanimously by the Cheney School Board of Directors at their regularly scheduled meeting on January 11, 1995, and most recently updated by the Cheney School Board of Directors on July 16, 2025.

1. When employees holding Commercial Driver's Licenses (CDL's), are randomly selected for drug and alcohol testing, they are to proceed immediately and directly to the testing site. The District will reimburse the employee being tested with up to a maximum of two (2) hours of pay to be tested. The employee going in to be tested will be responsible for his/her own transportation to and from the testing laboratory. However, if an employee is working his/her regular shift, he/she will not receive extra pay to take the test. The employee will be paid mileage at the District's rate if they are asked to use their personal vehicle to travel to the testing site. However, under certain circumstances, they may be allowed to utilize a District vehicle for that purpose, if one is available.
2. All persons hired after March 1, 1995, and required to hold a Commercial Driver's License (CDL), will then follow the same procedure as transportation personnel under the District's Drug and Alcohol Testing Program Policy and Procedure No. 5202.
3. If randomly tested District employees holding a Commercial Driver's License (CDL) are found to have a level of alcohol of .04 or above or test positive for drugs, they will be immediately terminated from their employment with the Cheney School District.
4. If randomly tested District employees holding a Commercial Driver's License (CDL) are found to have a level of alcohol from .02 to .039, they will be removed from their safety-sensitive job for a period of twenty-four (24) hours in accordance with the DOT requirements. Also, at that time the District's policy for progressive discipline will be enforced. However, any District employee so tested and found to have the above level of alcohol and who must be off duty for twenty-four (24) hours may access any unused sick leave they have accrued.
5. If a randomly selected employee holding a Commercial Driver's License (CDL) tests positive for drugs, they will be immediately terminated. If the terminated employee requests a second test, it must be done using the split sample previously taken from that employee. In addition, if the employee requests a second test be conducted, they will be required to pay the cost of that test. If the second test is returned with a negative result, the employee will be reinstated to their original position, and they will be reimbursed for any lost wages and benefits as well as the cost of the second test. If the second test returns a positive finding, the termination of that employee stands.
6. At any time an employee holding a Commercial Driver's License (CDL) is tested and receives a positive alcohol or controlled substance test under the District's policy and procedure or violates the other prohibitions of this policy and procedure, the District will provide the employee with information regarding the resources available to the employee for evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances. The District will not provide or pay for these services.

This Agreement may be reviewed for clarification or possible changes whenever either the Cheney School District or the Public School Employees of Cheney representatives request such an action take place.