

COLLECTIVE BARGAINING AGREEMENT BETWEEN

STANWOOD - CAMANO SCHOOL DISTRICT #401

AND

PUBLIC SCHOOL EMPLOYEES OF STANWOOD-CAMANO #1125

SEPTEMBER 1, 2026 – AUGUST 31, 2029



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DECLARATION OF PRINCIPLES

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
2. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
3. Subject to law and the paramount consideration of service to the public, employee-management relations should be improved by providing employees an opportunity for greater participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.
4. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
5. It is the intent and purpose of the parties hereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

PREAMBLE

This Agreement is made and entered into between Stanwood-Camano School District Number 401 (hereinafter "District") and Public School Employees of Stanwood-Camano, an affiliate of Public School Employees of Washington (hereinafter "Association").

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

ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1. Recognition.

The District hereby recognizes the Association as the representative of all employees in the bargaining unit described in Section 1.4, and the Association recognizes the responsibility of representing the interests of all such employees.

Section 1.2. Exemption from Bargaining Unit.

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as Deputy, Administrative Assistant, or Secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.59.20 (c) (i).(ii)

1 **Section 1.3. Job Descriptions.**

2 The District agrees to update and furnish copies of all job descriptions covered by the terms of this
3 Agreement. Employees and the Association will be consulted and will provide input when job
4 descriptions are updated.

5
6 **Section 1.3.1. Modification and Creation of Position Descriptions.**

7 Modification of existing position descriptions, or the creation of new position descriptions, shall
8 require reopening of this Agreement pursuant to Article XVIII, Section 18.3, relative to hours,
9 wages and working conditions for those new or modified position descriptions. Employees shall
10 have regular access to those position descriptions from the District.

11
12 **Section 1.3.2. Retroactive Conditions Related to Personnel Matters.**

13 Mutually agreed upon conditions relative to personnel matters, pursuant to Section 1.3.1 herein,
14 shall be retroactive to the effective date of those new or modified position descriptions.

15
16 **Section 1.4. Bargaining Unit Composition.**

17 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the
18 following general job classifications: Custodial, Maintenance/Grounds, Transportation,
19 Professional/Technical, Secretarial, Security, Paraeducators and Food Service.

20
21 EXEMPT: Administrative Secretary to the Superintendent; Fiscal Supervisor; Executive Director of
22 Business Services; Accounting/Payroll/ Voucher /Human Resources Personnel; Maintenance Manager;
23 Transportation Director and Assistant Director; Food Service Director; Special Programs Office
24 Personnel; Volunteer Coordinator/Home School Liaison; Director of Communications and substitute
25 employees. Any questions raised with regard to the District establishing exempt positions under the
26 terms of this Agreement may be submitted to PERC for determination.

27
28 **Section 1.5. Definition of Positions.**

29 A. A Regular Position is an ongoing, year-to-year position that is covered by all of the provisions of this
30 Agreement. The parties understand that certain positions are funded by grants and, if the position is
31 eliminated due to the withdrawal of funding, affected employees will be in an unassigned status until
32 such time as they bid on and are awarded an open position.

33
34 B. A Temporary Position is a new position created by the District with the actual intent that the position
35 will only last for a period of time during the school year for which it is created. Temporary positions
36 typically are need-based in nature and will end when the need no longer exists. If an employee in a
37 temporary position is assigned to a student that is absent while still enrolled, the employee will be
38 given an alternative assignment for the duration of the absence.

39
40 An employee working in a temporary position is not considered a substitute employee and is covered
41 by all of the provisions of this Agreement. However, temporary positions, unlike regular positions,
42 terminate on or before the end of each school year and the employee will be in a layoff status subject
43 to Article X, Section 10.11, 10.12, 10.13 and 10.14 of this Agreement. Temporary positions
44 expected to last thirty (30) or more workdays shall be posted on or before the 25th work day in order
45 to comply with the five (5) working day posting requirement in Section 10.9.

46
47 C. The term Substitute Employee shall refer to those people employed to replace bargaining unit
48 employees who are absent from their regular assignment on a day-to-day basis.

1. Substitute employees who are employed for thirty-one (31) or more days and continue to be available for employment are included in the unit, subject only to Schedule A, Substitute Pay.
2. Substitute positions are not subject to posting.
3. A bargaining unit employee, by seniority, can cover for a position other than their own in their own classification, and their vacated position will be filled by a substitute. Said employee will stay in their own classification/building except for an emergency or at the employer's discretion. In addition, the following applies:
 - a. Paraeducators may not cover for other regular employees on a day-to-day basis during their regular contract time, unless it is within their classification and building, and directed by their immediate supervisor.
 - b. Food Service employees at the elementary level may utilize the hours of the vacated position, with at least two unfilled hours going to the substitute.
 - c. For absences of thirty (30) days or less and if determined necessary by the District for the effective functioning of the secondary Food Service program, a bargaining unit employee in a secondary Food Service kitchen, by seniority may cover for absent Food Service employees in their building. A maximum of four employees may cover for a position other than their own as a result of a single absence. The vacated regular position of the fourth employee to cover for a coworker will be filled by a substitute. The hours of all regular positions will remain intact.

D. The term Long-Term Substitute Employee shall refer to employees hired to fill positions on Board approved leaves of absence. Such employees will be hired for the duration of such leave, during which time they shall be subject to a probationary status of not more than thirty (30) working days during which time the District may discharge the employee. Long Term Substitutes, who are not regular employees, are subject to all provisions of this Agreement except Article IX and Article X.

Regular employees may fill a long-term leave position if it is thirty (30) working days or longer. Said employees will not be required to resign his or her current position provided, however, that this provision may only be utilized by one (1) employee per request. Except as provided for food service in Section 1.5.C.3.c. Regular employees who fill positions on Board-approved leaves of absence shall continue to be subject to all provisions of this Agreement.

Bus Drivers may take a leave from their current position to work temporary vacated positions of thirty (30) working days or more and at the end of the assignment of the temporarily vacated position the employee shall return to the employee's previous assignment; provided, however, that this provision may only be utilized by one employee per leave request.

Transportation employees may fill one (1) additional long-term leave replacement position in a school year provided that the long-term leave is more than thirty (30) working days and extends to the end of the school year. Regular employees filling a Long-Term Leave position will establish seniority in the leave replacement classification for one (1) year beginning at the hire date in the new position.

1 An employee who has a continuing assignment in two different classifications may fill one (1) leave
2 replacement position in a school year provided that the long-term leave is more than thirty (30)
3 working days and extends to the end of the school year.

4
5 Long-Term Substitute positions lasting longer than thirty (30) working days shall be subject to
6 posting. The District shall inform the Association's Executive Board of any long-term substitute
7 position requests, including any requests to extend. If sequential absences occur that result in a
8 projection of more than thirty (30) days for an assignment in a particular year, the position will be
9 posted.

10 11 **Section 1.6. Subcontractors.**

12 The Stanwood-Camano School District will make a good faith effort not to replace existing bargaining
13 work by subcontractors. In case of an emergency, the District may utilize subcontractors. In the case of
14 a non-emergency situation, such as, but not limited to the inability to fill a posted position, the District
15 will not contract out without negotiation of the impacts of subcontracting with the Association.

16 17 **Section 1.7. Days Defined.**

18 All days are identified as working days unless otherwise stated in the contract.
19
20

21 **ARTICLE II**

22 **RIGHTS OF THE EMPLOYER**

23 24 25 **Section 2.1. Management Rights.**

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

34 35 **Section 2.2. Rules and Regulations.**

36 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
37 District. In making rules and regulations relating to personnel policies, procedures and practices, and
38 matters of working conditions, the District shall give due regard and consideration to the rights of the
39 Association and the employees and to the obligations imposed by this Agreement.
40
41

42 **ARTICLE III**

43 **RIGHTS OF EMPLOYEES**

44 45 46 **Section 3.1. Right to Participate in the Association.**

47 It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise
48 of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom

1 of such employees to assist the Association shall be recognized as extending to participation in the
2 management of the Association, including presentation of the views of the Association to the
3 Board of Directors of the District or any other governmental body, group, or individual. The District
4 shall take whatever action required or refrain from such action to assure employees that no interference,
5 restraint, coercion, or discrimination is allowed within the District to encourage or discourage
6 membership in any employee organization.

7
8 There shall be no discrimination with respect to the employment of any person because of such person's
9 age, gender, marital status, race, creed, color, national origin, housing status, sexual orientation, gender
10 expression or identity, veteran or military status, disability, or the use of a trained guide dog or service
11 animal by a person with a disability, unless based upon a bona fide occupational qualification, provided
12 that the prohibition against discrimination because of such handicaps shall not apply if the particular
13 disability prevents the proper performance of the particular worker involved.

14
15 **Section 3.2. Matters of Concern.**

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

18
19 **Section 3.3. Right to Representation.**

20 Employees subject to this Agreement have the right to have an Association Board Member, Shop
21 Steward or Building or Classification Representative present at discussions between themselves and
22 supervisors or their representatives of the District as herein provided in Article XV, the Grievance
23 Procedure and for investigatory interviews which may lead to disciplinary action and the administration
24 of discipline.

25
26 **Section 3.4. Right to Delegate to Association.**

27 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,
28 exclusive of compensation for services rendered to appropriate officials of the Association.

29
30 **Section 3.5. Non-Discrimination.**

31 Neither the District, nor the Association, shall unlawfully discriminate against any employee subject to
32 this Agreement on the basis of race, creed, color, national origin, sex, marital status, sexual orientation
33 including gender expression or identity, religion, age, honorably discharged veteran or military status, or
34 the presence of any sensory, mental or physical disability or the use of a trained dog guide or service
35 animal by a disabled person.

36
37 **Section 3.6. Personnel Files.**

38 A personnel file shall be maintained for each employee and shall be kept at the District Office.
39 Personnel files contain evaluations, rates of pay, discipline, and other documents related to a staff
40 member's employment. Employees are notified any time a disciplinary document is placed in their
41 personnel file. An employee shall have the right, upon reasonable notice, to inspect the contents of their
42 personnel file. Inspection shall be in the presence of a District representative at all times. File materials
43 shall be reproduced for the employee as promptly as is feasible at employee expense. An Association
44 representative may, at the employee's request, be present during the review. The employee may
45 authorize the Association, in writing, to review the personnel file on their behalf. At the written request
46 of an employee, items of concern may be removed from the personnel file after three (3) years at the
47 discretion of the Executive Director of Human Resources.

This Section does not exclude a supervisor from maintaining their own working files, as they desire. Working files contain information related to employee evaluations, letters of commendation, letters of direction, and other documents relevant to the work history of the employee. At the request of an employee, a working file can be reviewed annually by the employee with their supervisor. Employees may request letters of direction be removed from the supervisor's working file after one (1) calendar year. Removal of the documents will be at the discretion of the supervisor and/or the Executive Director of Human Resources.

Section 3.6.1. Derogatory Materials.

No materials derogatory of the employee's conduct, service, character, or personality shall be placed in the personnel file without the employee's knowledge. Each employee shall be provided a copy of all such material within fifteen (15) working days and shall acknowledge receipt by signing the file copy. At that time the employee may respond to the statements by attaching his/her own statement to the document.

Section 3.7. Video Cameras for Evaluation.

The District will not install or use video cameras already installed for the purpose of evaluations. The District will use video cameras for purposes allowed under the law.

Section 3.8. Hiring Protocols.

The following protocols will be used in determining hiring practices where there is more than one applicant.

1. Interview (15 points)
2. Skills Testing (20 points)
 - A. Any skill testing or interviews conducted as part of the application process will be equally administered to all candidates and will be based on the required qualifications found in the job description for the position.
 - B. Interviews and skills testing shall be administered in the same environment and free from surrounding distractions whenever possible. Employees will be allowed to use the same resources available to them on the job site.
 - C. All applicants will be given two (2) workdays' notice before any interview or skills test.
 - D. The District will provide accommodations for applicants with learning disabilities according to the American Disabilities Act (ADA). Applicants requesting accommodation must provide the District with verification of a disability from a certified professional.
3. References (20 points)
 - A. Exemplary
 - 1) All 4s and 5s (18-20 points)
 - B. Satisfactory
 - 1) Mostly 4s and 5s (14-17 points)
 - C. Average
 - 1) Mostly 3s - some variation (10-14 points)
 - D. Below Average
 - 1) Mostly 2s and 3s (5-9 points)
 - E. Poor
 - 1) 1s (0-4 points)

1
2 4. Work History (total of 45 points)

3 A. Seniority (25 points)

- 4 1) Long Term Substitute/Leave Replacement – (5 points)
5 2) 1-7 years -- (10 points)
6 3) 8-14 years (15 points)
7 4) 15-20 years (20 points)
8 5) 21+ years (25 points)
9

10 B. Evaluation (10 points)

- 11 1) Satisfactory ratings in all areas for the past three (3) years (10 points)
12 2) One or more “needs improvement” in the past three (3) years (5 points)
13 3) Unsatisfactory rating in the past three (3) years (0 points)
14

15 C. Discipline (5 points)

- 16 1) No discipline in the past three (3) years (5 points)
17 2) One letter of direction in the past three (3) years (4 points)
18 3) Two letters of direction in the past three (3) years (3 points)
19 4) One letter of Reprimand/Suspension in the past three (3) years (0 points)
20

21 D. Attendance (5 points)

- 22 1) Unexcused absences/tardies/leave early (0 points)
23 a) Pattern of excused absences (3 points)
24 b) Excellent Attendance (5 points)
25

26 For job openings where seniority in the classification exists in Office Professionals, Food Service
27 Personnel, Paraeducators, Bus Drivers, Health Room Personnel and Custodians skills testing will not be
28 required. Sections 10.7 and 10.8 will apply.
29

30 **Section 3.9. Exit Interviews.**

31 All employees separating from employment will be offered an exit interview with the Executive Director
32 of Human Resources.
33

34 **Section 3.10. Request for Member Information.**

35 Nothing in this agreement precludes the District from providing documents in accordance with public
36 disclosure laws. Upon receipt of a request for information located exclusively in an employee's
37 personnel, payroll, supervisor, or training file, the District will provide notice to the employee and
38 association. The notice will state: (a) the date of the request; (b) the nature of the requested record
39 relating to the employee; (c) that the District will release any information in the record which is not
40 exempt from the disclosure requirements in State Law of this chapter at least ten days from the date the
41 notice is made; and (d) that the employee may seek to enjoin release of the records under RCW
42 42.56.540.
43

44 **Section 3.10.1. Public Records Act Exemption.**

45 Employees may be entitled to an exemption from the Public Records Act under RCW 42.56.250,
46 specifically relating to employees or their dependents that may be survivors of domestic
47 violence, sexual assault, harassment, or stalking. The employee must notify the District of their
48 status and provide a sworn statement as described in the referenced RCW every two (2) years.

1
2 **Section 3.11 Safety & Health Hazards.**

3 The District will make reasonable efforts to create a work environment that is free of unsafe or
4 hazardous conditions. Any employee who believes that a condition is unsafe or hazardous must notify
5 their immediate supervisor, in writing, stating their concerns within five (5) workdays of the incident.
6 The supervisor will respond to such notification within five (5) workdays. If the employee determines
7 that the supervisor's actions or answer does not correct the problem, the employee may bring it to the
8 District safety committee. Every employee has the right to make these reports without fear of reprisal.
9 Additionally, employees who believe that an emergent working condition is unsafe have an obligation to
10 bring the condition to the attention of the immediate supervisor. The supervisor will then act to resolve
11 the issue.

12
13 **Section 3.11.1. Personal Protective Equipment (PPE).**

14 Employees shall be provided appropriate PPE upon request including, but not limited to, face
15 shields, gloves, respirators, and any other items as required by state, federal, and local
16 regulations. Proper bio-hazard disposal bags and sharps containers will be provided by the
17 District in areas where the District determines there is a need.

18
19
20 **ARTICLE IV**

21
22 **RIGHTS OF THE ASSOCIATION**

23
24 **Section 4.1. Association Representation.**

25 The Association has the right and responsibility to represent the interests of all employees in the unit; to
26 present its views to the District on matters of concern, either orally or in writing; to consult or to be
27 consulted with respect to the formulation, development, and implementation of industrial relations
28 matters and practices which are within the authority of the District; and to enter collective negotiations
29 with the object of reaching an agreement applicable to all employees within the bargaining unit.

30
31 **Section 4.2. Association Notification.**

32 The Association shall be promptly notified by the District of any grievances or disciplinary actions of
33 any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure
34 Articles contained herein. The Association is entitled to have an observer at hearings conducted by any
35 District official or body arising out of grievance and to make known the Association's views concerning
36 the case.

37
38 **Section 4.3. Rights under PECB Act.**

39 The District, as part of the general orientation of each new employee within the units subject to this
40 Agreement, shall describe to the employee his rights under the Public Employees Collective Bargaining
41 Act of 1967 and subsequent amendments thereto.

42
43 **Section 4.3.1. Reasonable Access to New Employees.**

44 The District shall provide the Association reasonable access to new employees of the bargaining
45 unit for the purpose of presenting information about PSE to the new employee. "Reasonable
46 access," for the purposes of this Section, means the access to the new employee occurs within
47 forty-five (45) days of the employee's start date within the bargaining unit. The access will be for
48 thirty (30) minutes and the access occurs during the new employee's regular work hours at the



employee's regular worksite, or at a location mutually agreed to by the District and the Association. The Association and District will work together to schedule a time mutually agreeable to the employee, the Association and the employee's supervisor. No employee may be mandated to attend the meeting or presentations by the exclusive bargaining representative.

During this thirty (30) minutes, the Association will have the opportunity to make a presentation during each New Employee Orientation, or a time mutually agreed upon by the Association and the District. The Association shall have the right to distribute materials, such as PSE new hire packets, at the meeting. The Association Leaders attending the meeting will have the opportunity to use Association Leave to make the presentation to new employees if the thirty (30) minutes falls within their normal working hours.

Section 4.4. PSE State Organization.

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

Section 4.5. Association Leave.

The President of the Association and designated representatives will be provided time off without loss of pay to address chapter business that benefits both the Association and the District. The Association has a maximum of fifteen (15) days per year to address these needs. Any leave beyond the designated amount must be pre-approved by the District. The Association shall reimburse the District for the salary paid to substitute employees hired to replace the absent employee. Every effort will be made by the Association to consider the impact on programs.

Section 4.5.1. State Position in the Association.

Any bargaining unit member who holds a State position in the Association shall be permitted five (5) additional days of leave without pay to perform State functions, so long as appropriate advance notice is provided to the immediate supervisor and the Superintendent.

Section 4.6. Bargaining Unit List.

On or before the first day of October and February of each year during the term of this Agreement, the District shall provide the Association with an updated list of all employees in the bargaining unit.

Section 4.7. Access to District Premises.

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

Section 4.8. Bulletin Boards.

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

1 **Section 4.8.1. Removal of Notices.**

2 The responsibility for the prompt removal of notices from the bulletin boards after they have
3 served their purpose shall rest with the individual who posted such notices.
4

5
6 **ARTICLE V**

7
8 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

9
10 **Section 5.1. Appropriate Matters for Consultation and Negotiation.**

11 It is agreed and understood that matters appropriate for consultation and negotiation between the District
12 and the Association are policies, programs, and procedures relating to or affecting hours, wages,
13 grievance procedures, and general working conditions of employees in the bargaining unit subject to this
14 Agreement.
15

16 **Section 5.2. Changes in Existing Practices, Benefits, Procedures, and Policies.**

17 It is further agreed and understood that the District will consult with the Association, and meet with the
18 Association upon its request, in the formulation of any changes being considered in existing benefits,
19 policies, practices and procedures.
20

21 **Section 5.3. Matters Not Covered by the Agreement.**

22 It is further recognized that this Agreement does not alter the responsibility of either party to advise,
23 discuss or consult regarding matters concerning working conditions not covered by this Agreement.
24

25 **Section 5.4. Enrollment and Financial Information.**

26 The Association will, from time to time, as appropriate, be advised of current and predicted enrollment
27 and/or financial information and the possible impact on employees.
28
29

30 **ARTICLE VI**

31
32 **ASSOCIATION REPRESENTATION**

33
34 **Section 6.1. Conference Committee.**

35 The Association will designate a Conference Committee comprised of the Executive Board and when
36 necessary a representative from each classification/building, who will meet with the Superintendent of
37 the District or the Superintendent's representatives on a mutually agreeable regular basis to discuss
38 appropriate matters.
39

40 **Section 6.1.1. Building Leadership Teams.**

41 Each building principal shall offer the equivalent of thirty-one (31) hours to facilitate classified
42 staff participation in Building Leadership Teams. Classified employees interested in serving on
43 the Building Leadership Team shall either submit to the principal a letter of interest or may be
44 nominated by another staff member who provides a letter of nomination and support. All letters
45 of interest or nominations are due to the principal by May 15 or the last working day prior to
46 May 15.
47

48 The principal will review the list of nominees and select a team that provides the most effective

1 leadership for the building with broad representation. At the discretion of the principal, the
2 building plan may call for division of the hours to allow for broader representation.

3
4 Participation in Building Leadership Teams may involve attendance at meetings, professional
5 development, and leadership at staff meetings. Classified staff will work with their building
6 principal to determine the scope of work for the year. Team members may serve a maximum of
7 three (3) consecutive years.

8
9 **Section 6.2. Agenda for Meetings.**

10 The District will allow sufficient time for Association representatives to prepare an agenda for meetings
11 scheduled with the Superintendent in accordance with Section 6.1. The District will provide suitable
12 space to conduct such meetings.

13
14 **Section 6.3. Formal Minutes.**

15 When formal meetings are held between representatives of the Association and representatives of the
16 District pursuant to Section 6.1, formal minutes shall be prepared upon request of the District or the
17 Association. The Association will arrange for the preparation of such minutes and a draft will be made
18 available electronically to representatives of the committee for review prior to final preparation.

19
20 **Section 6.4. Association Advising and Investigating.**

21 The Association representatives shall represent the Association and employees in meeting with officials
22 of the District to discuss appropriate matters of mutual interest. They may receive and investigate to
23 conclusion complaints or grievances of employees and thereafter advise employees of rights and
24 procedures outlined in this Agreement and applicable regulations or directives for resolving the
25 grievances or complaints. They may not, however, continue to advise the employee on courses of action
26 after the employee has indicated a desire not to pursue a grievance. This does not, however, preclude the
27 Association's right to pursue the matter to conclusion. They may consult with the District on complaints
28 without a grievance being made by an individual employee.

29
30 **Section 6.5. Representatives Leaving Work.**

31 Association representatives, when leaving their work, shall first obtain permission from their immediate
32 supervisor. The supervisor's permission in these instances will normally be granted. The employees
33 will report their return to work to their supervisors.

34
35 **Section 6.6. Attendance of Meeting During Work Hours.**

36 Association representatives may be allowed to attend meetings with the District during working hours.
37 Time may also be allowed for representatives to discuss with the employees grievances and appropriate
38 matters directly related to work situations in their area or craft. Association representatives will guard
39 against the use of excess time in the handling of such matters.

40
41 **Section 6.7. Instructional Calendar.**

42 The District agrees to share the draft instructional calendar with the Association leadership early in the
43 process of calendar development. Any comments from the Association will be considered prior to
44 finalizing the calendar for presentation to the Board.

45
46
47 **ARTICLE VII**

HOURS OF WORK AND WORKING CONDITIONS

Section 7.1. Workweek.

The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest. A period of days will not be considered "consecutive" for the purposes of this Section, if those days include any paid or unpaid leave shift(s).

Section 7.1.1. Four Day, Ten Hour Shifts.

By mutual agreement of the District and the classification concerned, the work week and shift may consist of four (4) consecutive days of ten (10) hours a day, and a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is practicable, and including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which shall occur as near the middle of each half shift as is practicable, provided at least one (1) employee is on duty at the work site Monday through Friday except recognized holidays.

Section 7.2. Regular Workweek Assignment.

Each employee shall be assigned to a regular shift and workweek, which shall not be changed permanently without prior notice to the employee of ten (10) days. Job assignments within classifications shall not be changed temporarily without prior notice to the employee of forty-eight (48) hours, except when the change is emergent in nature. Notice, as it applies to this section, can be waived by mutual agreement between the affected employee(s) and the District and may not apply to itinerant/float employees. For the purposes of this Section, the following definitions shall apply:

Work Week: The District may assign an employee to a work week of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

Job Assignment: Employees will be assigned to specific duties, responsibilities, and tasks that are assigned to an employee within a particular job classification or position. Job descriptions will outline the duties, responsibilities, and qualifications, training, and certification necessary to perform the job.

Notice of Permanent Shift Change: An employee must have ten (10) calendar days prior notice before a permanent shift change unless there has been prior approval by the employee.

Notice of Temporary Assignment: A temporary change shall mean that the worker is assigned to a different position or job duties for five (5) working days or less. A temporary shift or assignment change requires forty-eight (48) hours' notice from the District unless there are emergent situations. An extension beyond five (5) days may be mutually agreed to.

Emergent Situations: An emergent situation is one that requires immediate, temporary action to protect the District or worksite operations or the health, safety, or welfare of employees, students, and/or the public.

Itinerant/Float (Position): An employee hired to a classification and specific job title with a set number of hours or shift in a non-specific location.

1 **Section 7.3. Regular Shift.**

2 Each employee shall be assigned to a regular shift with designated times of beginning and ending. The
3 first shift is defined as any work shift beginning between 5:00 a.m. and 11:59 a.m. The second shift is
4 defined as any work shift beginning between 12:00 noon and 9:59 p.m. The third shift is defined as any
5 work shift beginning between 10:00 p.m. and 4:59 a.m.
6

7 **Section 7.3.1. First Shift.**

8 The first shift shall consist of eight and one-half (8½) hours, for eight (8) hours compensation,
9 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is
10 practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second
11 half rest period, both of which rest periods shall occur as near the middle of each half shift as is
12 practicable.
13

14 **Section 7.3.2. Second Shift.**

15 The second shift shall consist of eight and one-half (8½) hours, for eight (8) hours compensation,
16 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is
17 practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second
18 half rest period, both of which rest periods shall occur as near the middle of each half shift as is
19 practicable.
20

21 **Section 7.3.3. Third Shift.**

22 The third shift shall consist of seven and one-half (7½) hours for eight (8) hours compensation,
23 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is
24 practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second
25 half rest period, both of which rest periods shall occur as near the middle of each half shift as is
26 practicable.
27

28 **Section 7.4. Rest Breaks for Less Than Full-Time Employees.**

29 In the event an employee is assigned to a shift less than the normal work shift previously defined in this
30 Article, so long as the shift is at least four (4) consecutive hours. The employee shall be given a fifteen
31 (15) minute rest period as near the middle of the shift as is practicable. If the shift is longer than six (6)
32 consecutive hours the employee shall be given a fifteen (15) minute first half and fifteen (15) minute
33 second half rest break, both of which rest periods shall occur as near the middle of each shift as is
34 practicable.
35

36 **Section 7.5. Meal Breaks.**

37 Employees who work five (5) hours or more per day will be assigned an unpaid thirty (30) minute
38 uninterrupted meal break. Employees required to work through their regular lunch periods will be given
39 time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an
40 employee to forego a lunch period and the employee works the entire shift, including the lunch period,
41 the employee shall be compensated for the foregone lunch period at the applicable rates (overtime rates
42 if the employee works in excess of forty (40) hours in the work week). For shifts of 3.5 hours or more up
43 to 5 hours per day, management has the right to direct a thirty (30) minute lunch as near the middle of
44 the shift as practicable.
45

46 **Section 7.6. Higher Level Duties.**

47 Employees requested by their immediate supervisor to work two (2) consecutive workdays at a shift
48 regularly filled by a higher classification, the employee shall receive the salary of the higher

classification commensurate with their seniority, from the first day. Employees working more than twenty (20) consecutive workdays at a higher classification shall receive any leave at the higher rate.

Section 7.6.1. Food Service Delivery Substitute.

When an Association District employee is subbing for food service delivery, they will be paid the food service delivery rate of pay on the first day of substituting based on employees seniority.

Section 7.6.2. Food Service Delivery Driver Other Shift.

When a food service delivery driver is directed by the supervisor to work a shift other than their own due to an emergency situation, the employee shall receive the Schedule A rate of pay commensurate with their seniority for the position filled for the duration of the shift.

Section 7.7. Unusual School Closure.

In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the District will make every effort to notify each employee to refrain from coming to work. Employees reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event of actual notification by the District of the closure prior to leaving home for work. Notification will be by be local radio and television stations, school district website and/or the Stanwood-Camano School District's own emergency school closure telephone information line.

Section 7.8. Overtime.

Normally, overtime assignments shall be distributed in accordance with the seniority provisions as hereinafter provided. In the assignment of overtime, the District agrees to provide the employee with as much advance notice as practicable in the circumstances. Normally, employees designated to work overtime on days outside their regular workweek will be advised of the possibility no later than twenty-four (24) hours prior to the end of the last shift before the overtime commences.

When personnel are required to respond to a District emergency (as defined in Section 7.2), call-out pay will be a minimum of two (2) hours, or actual time worked if more than two (2) hours if employees are required to work on site. If staff can complete work remotely, pay will be a minimum of one (1) hour, or actual time worked.

Section 7.8.1. Inclement Weather Preparation.

In order to prepare school buildings and premises for students and staff during inclement weather and other emergency situations, the District will follow the process outlined below:

- Offer overtime to current maintenance staff by seniority.
- Offer overtime to current staff who are qualified and trained to prepare buildings for students and staff.

Staff members who are not maintenance staff, but perform maintenance duties, will be compensated at the maintenance rate of pay or their current rate of pay, whichever is higher.

Section 7.8.2. Overtime.

All hours worked in excess of forty (40) hours a week shall be compensated at the rate of one and one-half (1½) times the employee's base pay. Holiday hours and paid leave shall be considered hours worked when calculating overtime pay.

Section 7.8.3. Sixth Consecutive Day.

All hours worked on the sixth (6th) consecutive day shall be compensated at the rate of one and one-half (1½) times the employee's base pay. This Section does not apply to any Association member who performs non-bargaining unit work for the District, such as driver's education, or Professional Development on their sixth (6th) consecutive day of work.

Section 7.8.4. Seventh Consecutive Day.

All hours worked on the seventh (7th) consecutive day shall be compensated at the rate of twice the employee's base pay. This Section does not apply to any Association member who performs non-bargaining work for the District, such as driver's education, or Professional Development on their seventh (7th) consecutive day of work.

Section 7.8.5. Kitchen Facilities for Community Activities.

At times when the District's kitchen facilities are needed for cooking by community activities, outside the normal working day, a food service employee normally assigned to work in the building where the activity is scheduled to take place, shall be on duty, if such a need is determined to exist by the Food Service Director. If the regular employee rejects work or is unavailable, the Food Service Director shall determine a replacement.

Section 7.8.5.1. Catering.

When the District's kitchen facilities are needed to prepare food for catering activities outside the normal workday, a food service employee normally assigned to work in the building where the activity is scheduled to take place shall be asked to assist in the catering service if such a need is determined to exist by the Food Service Director. Employees in the building will be asked by order of seniority unless the additional hours result in overtime. If the employee(s) in the building reject the work, the Food Service Director shall determine a replacement from other interested food service employees by seniority, provided that working the additional hours does not result in overtime. This Section is exempt from Section 10.7.

Section 7.8.6. After Hours Building Usage.

When any outside activities result in sufficient disarray of District property, the District shall provide for appropriate custodial services as determined by the immediate supervisor with custodial input. When such work falls outside the normal work shift, the work will be offered to the building employee on a seniority basis. If no building custodian is available, the work will be offered to the District custodians based upon seniority.

Section 7.8.7. Custodial Hours for Non-Profit Groups.

The custodian shall have one (1) hour for opening and one (1) hour for closing for non-profit groups. For commercial and for-profit groups, custodians shall have one and one-half (1 ½) hours for opening and one and one-half (1½) hours to close. If additional time beyond the one (1) hour is required for opening and/or closing, the time will be recorded on a time sheet and the facility user will be billed accordingly. Partial hours will be rounded up to the next quarter hour.

Section 7.8.8. Compensatory and Flex Time.

Compensatory time is used for full-time employees who worked in excess of forty hours because of workload deadlines. Upon mutual agreement between the eight (8) hour per day (full-time)

employee and the supervisor, employees may use compensatory time in lieu of overtime. Supervisors shall not force or otherwise pressure employees into using compensatory time. Compensatory time may be used at a mutually agreeable time between the employee and the supervisor and must be taken within the current contract year in which time was worked. The maximum accrual limits for classified employees shall be 240 hours per year.

Flex time can be used for full-time or less than full-time (8 hours/day) employees that are able to shift their hours when approved by a supervisor. Flex time is defined as adding employee work time on one day and reducing the employee's schedule on a later day to exactly make up for the addition of work time. Scheduling of flex time shall be mutually agreed to by the employee and their supervisor. The corresponding time off shall be identified at the time of approval and taken within the current month in which time was worked. Normally adjusted hours may not cause the employee to work in excess of forty (40) hours per week. If flex time cannot be used within the current month, the employee can turn in a record of extra time and be compensated for the time worked. The employee and supervisor will use a log to ensure accurate tracking of compensatory or flex time.

Section 7.9. 260 Day Employee Workdays.

The District shall identify the number of workdays for two hundred sixty (260) day employees by August 1st of each calendar year. Any day(s) in excess of two hundred sixty (260) contract days shall result in a non-paid floating holiday. Said holiday shall not result in a substitute and shall be mutually agreed upon by employee and supervisor.

Section 7.10. Reclassification.

An employee who believes they are being required to complete work not covered by their job description shall discuss their concern with their immediate supervisor. If the issue is not resolved to the employee's satisfaction, the employee may submit a written request to be reclassified to the Human Resources Office for review. Any employee-initiated cross classification work for personal professional development is exempt from applying to the reclassification committee. The Human Resources Office shall notify the Association that it has received a request for review.

Section 7.10.1. Reclassification Committee Composition.

The committee shall consist of two (2) representatives from the Association and two (2) from the District. No employee requesting reclassification shall be involved in the review process. The Reclassification Committee meets from October 1 to May 1. Any application received after May 1 will not be reviewed until October of the next school year.

Section 7.10.2. Reclassification Process.

The committee may conduct its business at the District's option during non-working hours and shall have the following responsibilities:

- A. The committee is to conduct a review of the request to be reclassified.
- B. The committee may:
 1. Interview the employee requesting to be reclassified.
 2. Interview the appropriate supervisory personnel and other relevant persons.
 3. Review all documentation pertinent to the request.

- 1 C. The fact-finding committee shall maintain confidentiality of information.
- 2
- 3 D. Upon completion of its fact-finding review, the committee will make the decision and
- 4 will meet with the District designee in Human Resources to provide an explanation
- 5 for the decision.
- 6
- 7 E. Should the District decide to reassign duties rather than reclassifying the employee,
- 8 such decision must be made within ten (10) working days from the completion of "D"
- 9 and then implemented within twenty (20) working days from the completion of "D".
- 10 The reclassification committee shall have the right to review the decision within sixty
- 11 (60) working days from the completion of "D". If the duties have not been
- 12 reassigned, the committee's decision to reclassify stands.
- 13

14 **Section 7.11. Transfers.**

15 Each employee is limited to one (1) transfer during the August 1 to January 31 time period and one (1)

16 transfer during the February 1 to July 31 time period each year provided they have received satisfactory

17 ratings on their previous evaluation and received no discipline during the prior twelve (12) months. The

18 above dates refer to the job start date not posting dates. It is understood that the intent of this Section is

19 not to count it as a transfer if you submit a transfer request but never actually make the transfer. This

20 applies to actual transfers only.

21

22 Transfer - A transfer is a within classification, lateral move from one position to another with the

23 same rate of pay either within a work site or at another work site. A transfer can be across

24 classifications such as a Secretary I to a Secretary I, Paraeducator to a Paraeducator.

25

26 Promotion - A promotion is a move that includes an increase in the employee's hourly rate of

27 pay. A promotion can be within or across classifications such as a Secretary I becoming an

28 Office Manager (within classification) or a Paraeducator becoming a Secretary I (across

29 classifications).

30

31 **Section 7.11.1. Contacting Supervisor and Job Shadowing.**

32 Unit members that are transferring or being promoted must contact potential supervisor.

33 Supervisor facilitates realistic job preview which may include job shadow at no wage loss to

34 employee's current shift/hours. At the District discretion a substitute may be provided.

35

36 **Section 7.11.2. Food Service Transfer.**

37 When a position is open in Food Service, eligible Food Service employees and Association

38 Leadership shall be notified by email. Interested Food Service employees shall apply for the open

39 position and any openings created by the transfer via FastTrack. The Food Service Director will

40 contact interested Food Service employees and award the position by seniority and continue

41 filling subsequent vacated positions by Food Service seniority until there are no longer any

42 employees interested in transferring. Remaining positions will be posted to all District employees

43 and substitutes.

44

45 **Section 7.12. Blood-Borne Pathogen Exposure**

46 The hepatitis B vaccine, if not covered by insurance, will be reimbursed by the district to all

47 employees covered by this agreement if they submit an expenditure claim and an original receipt.

48 If an employee has a specific exposure to blood or other potentially infectious material, the

employee will be provided, at district expense, through a Department of Labor and Industries (L&I) injury claim, with a confidential medical evaluation and other follow-up as required by law.

ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1. Holidays.

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

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

Staff will be paid for Juneteenth if as of September 1, the holiday falls within their work year.

Section 8.1.1. Unworked Holidays.

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

Section 8.1.2. Worked Holidays.

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

Section 8.1.3. Holidays During Vacation.

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

Section 8.2. Vacations.

All employees subject to this Agreement shall be credited with hours of vacation credit, based on hours worked during the period September 1 through August 31. Such vacation credit shall be earned, vested and used as designated in this Article.

Section 8.2.1. 260 Day Vacation Calendar.

260 Day Vacation Calculator

		Years of Service				
Days Worked	Hours/Day	0-5 Vacation Rate	6-10 Vacation Rate	11-15 Vacation Rate	16-20 Vacation Rate	21+ Vacation Rate
260	X	23.6	16.25	13.86	12.09	11.31

**Add Number of Days worked + Holidays. Multiply by Hours per day.
Divide by Vacation Rate to determine Vacation Credit.**

**Example: 260 days x 8 hours/day = 2080 hours.
2080 hours/13.86 (Step III) = 150 hours or 18.75 days of vacation.**

Section 8.2.2. Less than 260 Day Vacation Calendar.

Less than 260 Day Vacation Calculator

		Years of Service				
Days Worked	Holidays	Hours/ Days	0-7 Vacation Rate	8-14 Vacation Rate	15-19 Vacation Rate	20+ Vacation Rate
180	11	X	25	16.7	13.15	11.8

200	11	X	25	16.7	13.15	11.8
-----	----	---	----	------	-------	------

**Add Number of Days worked + Holidays. Multiply by Hours per day. Divide
by Vacation Rate to determine Vacation Credit.**

**Example: 180 days + 11 Holidays = 191. 191 x 6 hours/day = 1146 hours per
year. 1146/25 (step I) = 45.84 vacation hours.**

Section 8.2.3. Less than One Half Hour Computation.

In computing the total vacation credit for any period of service, part of an hour will be disregarded if less than one-half ($\frac{1}{2}$) hour; otherwise, it will be counted as a full hour.

Section 8.2.4. Computation of Vacation Credit.

All hours worked will be counted in the computation of vacation credit, and hours worked at premium rates shall be counted as straight-time hours in such computation. For every regular workday, from which an employee is absent due to a compensated leave, the hours of the employee's normal work shift shall be credited as if worked.

Section 8.2.5. Payment for Unused Vacation Upon Separation.

Any employee who is discharged or who terminates employment shall receive payment for unused accrued vacation up to thirty (30) days with their final paycheck.

Section 8.2.6. Unused Vacation Credit by the Accrual Date.

Except as provided in the following Section, any vacation credit currently due but unused by the new accrual date each year shall be cumulative up to twenty-five (25) days based on average daily hours worked, provided, however, no employee shall be denied accrued vacation benefit due to District employment needs. Employees shall be able to request up to three (3) weeks of vacation leave without their immediate supervisor's approval. Vacation requests over three (3) weeks will need approval by their immediate supervisor. Vacation requests will be in accordance with Section 8.2.1.

Section 8.2.7. Vacation.

Vacations may be scheduled the two (2) weeks immediately prior to the first day of instruction provided:

1. The building, in the case of custodial and maintenance employees, or the fleet, in the case of transportation employees, is deemed ready for the opening of school by the supervisor.
2. There are no unusual circumstances requiring all employees to be on duty.
3. At least one (1) custodian must be on duty each day at each elementary school and middle school and three (3) custodians must be on duty each day at the high school.
4. At least two (2) mechanics must be on duty each day at the transportation center.

ARTICLE IX

LEAVES

Section 9.1. Sick Leave.

Employees shall receive twelve (12) sick days per year. All accumulation shall be based on average daily hours worked (based on a five day work week).

For employees that were not in paid status for a full contracted year, the accumulation of sick leave days will be prorated based on the number of days worked in the year. Employees who start the school year on a paid leave will be frontloaded up to the amount of leave they will accrue during that paid leave. Employees who start the school year on an unpaid leave will not be frontloaded their sick leave until they return to work. Deduction of sick leave shall be based on the employee's scheduled workday. The District shall project the number of annual hours of sick leave at the beginning of the school year and such a projection shall be posted to the employee's sick leave account. Accumulated sick leave will be expended in actual time to the nearest quarter (¼) hour with a minimum of a quarter (¼) hour. Leave not taken shall accumulate to its legal limit. If an employee uses more sick leave than they ultimately earn due to early separation or schedule changes that affect the average daily hours worked, the value of the unearned leave, both in hours and pay, will be recouped.

Sick leave may be used for the following reasons as outlined in RCW 49.46.210:

1. An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care
2. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
3. When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government; and
4. To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.
5. An employee is authorized to use paid sick leave for absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

The employee's supervisor will require a signed statement from a health care provider for any absence in excess of five (5) consecutive days. Employees who have exhausted all available sick leave will be asked to provide a signed statement from a health care provider for all absences after exhaustion of their leave. Doctor and/or dental appointment time will be subtracted from an employee's accrued sick leave if taken within the regular workday. Actual time in nearest quarter ($\frac{1}{4}$) hours will be subtracted, with a minimum of a quarter ($\frac{1}{4}$) hour. Employees are strongly encouraged to make appointments outside of the regular workday, whenever possible.

Section 9.1.1. Sick Leave Attendance Incentive Program.

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

Section 9.1.2. Sick Leave Renumeration.

At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation for each four (4) full days accrued leave for illness or injury. (WAC 392-136-020).

Section 9.1.3. Industrial Insurance.

In the event employees are absent due to a workplace injury that may be covered by Industrial Insurance (Labor and Industry), the employee shall have the option to deduct from their sick leave balance, an amount equal to the difference between the amount paid to the employee by the Puget Sound Worker's Comp and the amount the employee would normally earn. Employees must meet with the Payroll Department to discuss their options and applicable procedures for absences covered by Industrial Insurance.

1
2 **Section 9.1.4. Leave Sharing.**

3 It is mutually agreed that the District will implement a leave-sharing program that is consistent
4 with State law and District policy.
5

6 **Section 9.1.5. Emergency Leave.**

7 Sick leave may also be used for emergencies. In the event of situations which require the
8 employee to be absent from duties, emergency leave shall be granted. A maximum of four (4)
9 prorated days may be used for emergency purposes each year. Additional days may be granted
10 by approval of the Superintendent. Conditions for granting emergency leave, which comes out of
11 sick leave, are as follows:
12

- 13 1. Emergencies are those events, which are suddenly precipitated, or which is of such a
14 nature that generally pre-planning by the employee is not possible. The situation cannot
15 be one of minor importance or mere personal convenience but, is serious, essentially
16 unavoidable and of importance. Example: a threat to the employee's property (flooding,
17 storm and fire).
- 18 2. The employee will call the principal/supervisor or designee and will explain the situation
19 and request that emergency leave be allowed.
- 20 3. Unused emergency leave shall not accrue from year to year.
- 21 4. Emergency leave, without any deduction from salary, may be determined and granted by
22 the Superintendent or designee for days in excess of days granted above as long as sick
23 leave is available to the employee.
24

25 **Section 9.2. Leave for Bereavement.**

26 Each employee shall be entitled to a maximum of five (5) days (per occurrence) leave with pay for
27 absence caused by death of an employee's child, stepchild, foster child, spouse, domestic partner, parent,
28 step-parent, grandparent, grandchild, sibling, or parent-in-law. In addition, an employee may request
29 one (1) day of leave for bereavement in cases of death of a close friend. Such requests shall be
30 submitted to the personnel office. Such bereavement leave shall not be deducted from sick leave.
31 Bereavement leave is noncumulative.
32

33 **Section 9.2.1. Bereavement Leave for Extended Family.**

34 Each employee shall be entitled to a maximum of two (2) days leave with pay for absence caused
35 by death of an employee's child-in-law, sibling-in-law, aunt, uncle, nephew or niece.
36

37 **Section 9.2.2. Out of State Travel.**

38 Exceptions to Section 9.2 and 9.2.1 may be granted by the Superintendent if travel time out of state
39 is required an additional two (2) days may be granted.
40

41 **Section 9.3. Family Care.**

42 In accordance with the State Family Care Act, RCW 49.12.265-49.12.295 and its implementing
43 regulations and definitions, an employee may use accumulated sick leave, vacation, or personal leave to
44 care for:
45

- 46 a) A child, defined in RCW 49.12.265 as a biological, adopted, or foster child, a stepchild, a legal ward, or a
47 child of a person standing in loco parentis who is: (a) Under eighteen years of age; or (b) eighteen years of
48 age or older and incapable of self-care because of a mental or physical disability; or

- 1
2 b) Employee's spouse, registered domestic partner, parent, parent-in-law, sibling, grandchild or
3 grandparent with a serious health condition or emergency condition.
4

5 Advance leave may not be used for this purpose until it has been earned. All normal conditions relating
6 to appropriate use of leave shall be applicable to family care leave, including reasonable notice where
7 possible and documentation of need upon reasonable request for verification.
8

9 **Section 9.4. Personal Leave.**

10 An employee shall be granted up to five (5) days with pay for personal reasons. An employee may
11 accumulate up to a maximum of eight (8) days.
12

13 Employees shall submit in advance, whenever possible, a written request for personal leave to the
14 immediate supervisor for approval. Such written notice shall be signed by the supervisor.
15

16 No more than ten percent (10%) of the employees per work site shall be granted personal leave for the
17 same day subject to the supervisor's discretion. It shall be the responsibility of the District to
18 immediately notify an employee requesting personal leave if the ten percent (10%) employee limitation
19 has been exceeded. Failure to notify the employee by the District shall be construed as a granting of said
20 leave. Employee groups of less than ten (10) members, only one (1) employee per day may utilize
21 personal leave. During the months of September, May and June, no more than five percent (5%) of
22 contracted drivers shall be granted personal leave for the same day. Any additional requests shall be
23 subject to the supervisor's discretion.
24

25 If not used, the less than twelve (12) month employee may receive remuneration for such time in the
26 July pay period; the twelve (12) month employee may receive compensation for three (3) unused
27 personal leave in the August pay period. Employees shall receive remuneration for three (3) unused
28 personal leave at their normal rate of pay.
29

30 **Section 9.5. Family Leave.**

31 Eligible employees will have rights that are afforded under the FMLA or the State Family Leave Act,
32 Chapter 49.78 RCW.
33

34 **Section 9.5.1. Maternity Disability Leave.**

35 Upon application, the District shall grant disability leave to an employee who is temporarily
36 disabled because of pregnancy or childbirth. The duration of temporary disability leave due to
37 pregnancy or childbirth shall be limited to the actual period of disability as determined by the
38 employee's physician, including leave prior to and after the birth of the child. Disability leave
39 due to pregnancy or childbirth shall be deducted from the employee's accrued sick leave and
40 shall be counted as FMLA leave for FMLA-eligible employees.
41

42 Employees may be eligible for up to twelve (12) workweeks of unpaid time off under the State
43 Family Leave Act during any twelve (12) month period because of the birth of a child of the
44 employee and in order to care for the child, or because of the placement of a child with the
45 employee for adoption or foster care, provided such leave is taken during the twelve (12) month
46 period beginning on the date of such birth or placement.
47

1 **Section 9.5.2. Paid Family Medical Leave.**

2 Employees may be eligible to receive Paid Family and Medical Leave (PFML) under the
3 Washington State Family and Medical Leave and Insurance Act. The State determines eligibility
4 and approves or denies based upon the State criteria. Employees must provide written notice to
5 their employer at least thirty (30) days in advance of the day you expect your leave to begin. If
6 unplanned, employees must notify the District as soon as possible. Employee benefits may
7 continue if the employee continues to meet SEBB eligibility criteria.
8

9 **Section 9.6. Judicial Leave.**

10 In the event an employee is summoned to serve as a juror, or is named as a co-defendant with the
11 District, such employee shall receive a normal day's pay for each day of required presence in court. In
12 the event that an employee is a party in a court action, such employee may request a leave of absence.
13

14 **Section 9.7. Leave of Absence.**

15 An employee who has completed two (2) consecutive years of service with satisfactory evaluations may
16 make an application to the Board, for a one (1) year leave of absence. An employee, at the sole
17 discretion of the Board, may be granted one (1) year leave of absence without pay for the purpose of
18 study or other approved activities. Upon return from such leave the employee shall be given the same
19 job assignment as last held, if possible, or, in the alternative, the employee shall be assigned to a
20 substantially equivalent assignment.
21

22 Employees who are unable to perform their assigned duties due to being on Leave of Absence are not
23 eligible to bid or apply for open positions during their term of absence. Employees on leave due to a
24 Worker's Compensation claim can appeal to the Executive Director of Human Resources who will
25 confer with Association leadership to determine placement. When an employee is on leave of absence,
26 he/she must notify the District in writing of his/her intention to return at least ninety (90) calendar days
27 prior to the expiration of the leave or rights to return will be lost. This Section is not subject to
28 grievance.
29

30 **Section 9.7.1. Returning from Leave of Absence.**

31 The returning employee will be assigned to the position, or equal position, occupied before the
32 leave of absence except as noted in Article XXI, Section 21.2. Employees hired to fill positions
33 of employees on leave of absence will be hired for a specific period of time, during which they
34 shall be subject to all provisions of this Agreement. It shall be the responsibility of the employer
35 to inform replacement employees of these provisions.
36

37 **Section 9.7.2. Retention of Rights on Leave of Absence.**

38 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on
39 leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while the
40 employee is on leave of absence; provided, however, that if such leave is approved for extended
41 illness or injury, or for industrial injury, seniority shall accrue but shall not accrue for more than
42 two (2) years per injury total.
43

44 **Section 9.8. Child Rearing Leave.**

45 Any employee who obtains custody of a minor child through birth, adoption, or any other legal means
46 shall be entitled to an unpaid leave of absence for a specified period of time not to exceed one calendar
47 year. The employee must provide written notification to the Superintendent and the immediate
48 supervisor two (2) weeks prior to going on leave. Leave shall be requested for a specific period of time.



1 The District may restrict return times to the first day of school and the first day of the second semester.
2 At the conclusion of the leave the employee shall be reinstated to an equivalent position if one exists or
3 placed on the reemployment list as specified in Section 10.10. Early return from leave shall be at the
4 District's discretion.

5
6 **Section 9.9. Religious Observances.**

7 Pursuant to State law, after consultation with Human Resources and pursuant to District guidelines,
8 employees are allowed two (2) unpaid holidays per calendar year for a reason of faith or conscience, or an
9 organized activity conducted under the auspices of a religious denomination, church, or religious
10 organization. If the employee prefers to take specific days for a reason of faith or conscience, or to attend
11 an organized activity conducted under the auspices of a religious denomination, church, or religious
12 organization, the District will allow the employee to do so unless the employee's absence would impose an
13 undue hardship on the District, or the employee is necessary to maintain public safety. Undue hardship
14 shall have the meaning established in rule by the Office of Financial Management.

15
16 **Section 9.10. Leave for Student Incident.**

17 Should there be a physical incident that results in a staff injury by a student, the District shall reimburse
18 the employee for up to the first three (3) days of leave not otherwise compensated through workers'
19 compensation benefits for approved L&I claims. The days available for reimbursement will immediately
20 follow the date of the event, and such leave shall not be deducted from the employee's leave balance(s).
21 The employee must submit a physician note stating the employee is not able to return to work and the
22 approximate length of time they will be gone from work.

23
24
25 **ARTICLE X**

26
27 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

28
29 **Section 10.1. Probationary Period.**

30 Each new hire shall remain in a probationary status for a period of not more than sixty (60) working days
31 following the hire date. During this probationary period the District may discharge such employee. In
32 the event an employee voluntarily transfers to another position or there is a gap in employment of forty-
33 five (45) or more days, the probationary period will begin again.

34
35 **Section 10.2. Completion of Probationary Period.**

36 Upon completion of the probationary period, the employee will be subject to all rights and duties
37 contained in this Agreement retroactive to the hire date.

38
39 **Section 10.3. Seniority.**

40 The seniority of an employee within the bargaining unit shall be established as of the date on which the
41 employee began continuous daily employment in the employee's classification (hereinafter "seniority
42 date") unless such seniority shall be lost as hereinafter provided. No later than November 1 of each
43 school year, the District will publish and distribute to all employees and the Association a seniority list
44 ranking each employee from greatest to least seniority. In the event that more than one (1) individual
45 has the same seniority ranking after applying the above provisions, all employees so affected shall
46 participate in a drawing by lot, to determine position on the seniority list. The Association and all
47 employees so affected shall be notified in writing of the date, place and time of the drawing. The

drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.

Section 10.4. Loss of Seniority Rights.

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

- A. Resignation;
- B. Discharge for justifiable cause;
- C. Retirement; or
- D. Change in job classification within the bargaining unit, as hereinafter provided.

Section 10.5. Retention of Seniority Rights.

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

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

Section 10.6. Seniority Rights Within the Classification.

Seniority rights shall be effective within the general job classification. As used in this Agreement, general job classifications are those set forth in Article I, Section 1.4.

Section 10.7. Seniority Rights.

The employee with the earliest seniority date shall have preferential rights regarding shift selection and work outside the normal work schedule (including overtime). The employee with the earliest seniority date shall have preferential rights regarding promotions, assignment to new or open jobs or positions, and layoffs when ability and performance are substantially equal with applicant/junior employees. If the District determines that seniority rights should not govern because an applicant/junior employee possesses ability and performance substantially greater than a senior employee or senior employees, the District shall set forth in writing to the employee or employees and the organization's grievance committee chairman its reasons why the senior employee or employees have been bypassed.

Section 10.7.1. Right to Return to Previous Position.

The District and the association have a mutual interest in supporting professional growth for employees. Creating a system that supports job advancement opportunities (promotion) is one way to support professional growth. Given this mutual interest, the right for an employee to return to his or her previous job when advancement efforts are unsatisfactory, supports job advancement efforts benefiting and protecting both the employee and the District. The following procedure is intended to outline the right for an employee to return to his/her previous position. Within thirty (30) working days after beginning a new position, either the employee or his/her supervisor may direct a return to the employee's position.

1. If both the employee and the District agree that the employee is a good fit for the position, then a waiver of the thirty (30) days may be signed, and then the employee will have the job continuously.
2. During the thirty (30) working day right to return period (in the absence of a thirty (30) day waiver), the vacated position will not be filled on a permanent basis.

Section 10.8. Change in Job Classification.

Employees who change job classifications within the bargaining unit shall retain their seniority dates in the previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire date and a new classification.

Section 10.9. Posting of New or Open Positions.

The District shall publicize within the bargaining unit for five (5) working days the availability of new or open positions. Existing positions may be increased up to sixty (60) minutes per day before the additional time is considered an opening, requiring posting. A copy of the job posting shall be forwarded to the President of the Association and to the Association representative of the classification concerned.

Section 10.10. Reduction in Hours Definition.

The term reduction in hours means a loss of time of at least one-half (½) hours not due to disciplinary reasons. A reduction of hours shall not constitute a layoff. In the event of a reduction in hours the Association and District agree to meet and confer regarding said reductions. As part of the meet and confer process, District seniority will be considered whenever possible, dependent upon program need.

Regular employees (excluding temporary employees and substitutes) whose hours are reduced will have the right to restoration of hours as hours become available within classification by seniority. As long as the employee is qualified to assume the restored hours and does not conflict with the employee's current schedule.

Section 10.11. Layoff Procedure.

The term "layoff" shall mean termination from employment for other than disciplinary reasons. When it is necessary to reduce the working force, the following procedures will be followed:

- A. Once the District becomes aware that layoffs may be necessary, the District will notify the Association and the parties will meet to discuss alternatives. If it is determined by the District that layoffs are necessary, the District shall determine the reductions necessary in any and all job classifications.
- B. Employees will be given thirty (30) days' notice prior to layoff or will be notified by June 10, whichever comes first. The District will provide affected employees paper and electronic notice. Affected employees may, with five (5) days of delivery of notice, request an in-person meeting with the Executive Director of Human Resources or designee. The exception to this will be temporary employees (see Article I, section 1.5).
- C. The District shall determine the level of reduction in the job classifications and reduce based upon seniority to reach that level.
- D. An employee whose position is being eliminated may bump a less senior employee in an equivalent position within their classification or to a position with a lesser pay rank as listed in Schedule A. Within five (5) working days following notification of reduction, said employee must submit a written request to bump.
- E. The senior employee must possess the skills necessary to perform the duties of the position they will assume. The employee will have thirty (30) working days in the position to demonstrate his/her ability to assume said position. If the employee is unable to perform the skills of the new position the employee will be notified of the concern on or before the fifteenth (15th) working day. If at thirty (30) days in the position the employee remains unable to demonstrate the required skills, the employee will be placed on layoff status.

1 **Section 10.11.1. Reduction in Force Due to School Closure.**

2 In the event of a reduction in force due to school closure, a senior employee whose position is
3 being eliminated may replace the least senior employee in an equivalent or lower paid position
4 within their classification as identified in Schedule A. The senior employee must possess the
5 skills necessary to perform the duties of the position they will assume. The employee will have
6 thirty (30) working days in the position to demonstrate his/her ability to assume said position. If
7 the employee is unable to perform the skills of the new position the employee will be notified of
8 the concern on or before the 15th working day. If at thirty (30) days in the position the employee
9 remains unable to demonstrate the required skills, the employee will be placed on layoff status.
10 Senior employees may not replace others who have greater qualifications (i.e.: a Paraeducator I
11 may not replace a Paraeducator II) but may replace those with lesser qualifications (i.e.: a
12 Secretary II may replace a Secretary I). The District will facilitate the process of lay-off and
13 placement until the least senior employee(s) being displaced is placed on layoff status.
14

15 **Section 10.12. Reemployment List.**

16 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
17 District according to seniority ranking. When an employee is on the reemployment list, positions will be
18 filled as follows:
19

- 20 • Open positions will be posted online on the District website to current employees and to those
- 21 employees on the reemployment list.
- 22 • Positions will be filled as provided in Section 10.7.
- 23 • Employees shall not gain in hours or rate of pay solely because they are on the reemployment list
- 24 unless they are the most senior in that classification.
- 25 • Employees on the reemployment list are to have priority over outside candidates when filling an
- 26 opening in the classification held immediately prior to layoff.
- 27 • Names shall remain on the reemployment list for two (2) years.
28

29 **Section 10.13. Applying to Positions via the Reemployment List.**

30 Employees on layoff status shall file their contact information in writing with the personnel office of the
31 District and shall thereafter promptly advise the District in writing of any change of address. Said
32 employees are responsible for applying for open positions posted on the website. Employees may notify
33 the District of their interest in an open position by applying online.
34

35 **Section 10.14. Forfeiture of Rights.**

36 An employee shall forfeit rights to reemployment as provided in Section 10.12 if the employee does not
37 comply with the requirements of Section 10.13 to provide current contact information, or if the
38 employee does not respond to the offer of reemployment within fifteen (15) days.
39

40 **Section 10.15. Reemployment Offer.**

41 The offer of reemployment must be in the same particular classification held immediately prior to layoff
42 and the new hours shall be at least seventy five percent (75%) of the previous hours held. Should an
43 employee choose to take a position that is not in the same classification or that has less than seventy five
44 percent (75%) of the previous hours held, the employee will remain on the reemployment list.
45
46

47 **ARTICLE XI**

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 11.1. Discipline.

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

Depending upon the severity of the offense, discipline may begin at any step. However, if circumstances justify, some steps may be eliminated, and the Association Leadership will be notified by the District. Such discipline shall include, but not be limited to, the following steps:

- A. Verbal Warning (documented in writing)
- B. Letter of Reprimand
- C. Suspension Without Pay
- D. Termination

Section 11.2. Notification to Non-Annual Employees.

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

Section 11.2.1. Discharge of Non-Annual Employee.

Should the District decide to discharge any non-annual employee, the employee shall be so notified in writing prior to the expiration of the school year.

Section 11.2.2. Discharge Prior to Expiration of School Year.

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

Section 11.3. Notice of Intent to Discharge.

Except in extraordinary cases, and as otherwise provided in this Article, the District will give employees two (2) weeks' notice of intention to discharge.

ARTICLE XII

INSURANCE AND RETIREMENT

Section 12.1. VEBA.

For the duration of the Agreement, the District and Association agree to participate in a VEBA program for employees. The district will make monthly contributions, equaling \$70 for every employee who is eligible for insurance benefits through SEBB.

In order to be eligible to make VEBA contributions via payroll deduction, an employee must work an average of eight (8) hours a week or more.

All the provisions of this section shall be interpreted consistently with the rules and regulations of SEBB.

Section 12.2. Insurance Benefits.

The District shall pay the full portion of the employer contribution to the School Employees Benefits Board (SEBB) for insurance programs as adopted in the statewide collective bargaining agreement for all employees who meet the eligibility requirements outlined in state law and described below.

Benefits presently provided by SEBB include but may not be limited to:

- Basic Life and accidental death and dismemberment insurance (AD&D)
- Basic Long-term Disability
- Vision
- Dental which may include orthodontia
- Medical

Section 12.3. Insurance Eligibility.

Classified staff, including substitute employees, shall be eligible for full insurance coverage under the SEBB program if they work, or are anticipated to work, 630 hours or more in a school year. For the purposes of counting hours for eligibility, the year shall be from September 1st through August 31st. All hours worked during the school year shall count for purposes of establishing eligibility. Paid leave hours shall count towards the 630 hours used to determine eligibility for benefits under this section.

Section 12.4. Liability Coverage and Property Insurance.

The District shall provide tort liability coverage for all employees subject to this Agreement.

Section 12.5. Discretionary Deductions.

The following deductions from the employee's regular pay may be made if authorized by the individual:

- A. Additional withholding tax;
- B. Approved medical plans;
- C. Approved long-term disability insurance;
- D. Approved tax sheltered annuities;
- E. Payments/Deposits to a maximum of three (3) banks or credit unions;
- F. Approved Life Insurance;
- G. Association Membership Dues;
- H. Section 125 – Flex Plan and Dependent Care;
- I. Deferred Compensation Program (DCP).

Section 12.6. Payroll Deductions.

All salaries are subject to payroll deductions from the employee's regular pay for:

- A. State School Employee Retirement Systems (SERS), if eligible;
- B. Federal Income Withholding Tax;
- C. FICA;
- D. Medicare;
- E. Labor and Industry;
- F. Absence not provided for by paid leaves (computed at employee's per diem rate);
- G. WA Cares LTC; and

H. Paid Family Medical Leave Premiums (PFML).

Section 12.7. Retirement Participation.

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

Section 12.8. State Industrial Insurance.

The District shall make required contributions for State Industrial Insurance on behalf of all employees subject to this Agreement.

Section 12.9. Unemployment Compensation Fund.

The District shall participate appropriately in the Washington State Unemployment Compensation Fund requisite to providing unemployment benefits for all employees subject to this Agreement.

ARTICLE XIII

PROFESSIONAL DEVELOPMENT

Section 13.1. Professional Development Fund.

The District recognizes that employees desire to improve and broaden their work skills, training, licensing, and certification. Therefore, a staff development fund at the district level for classified employees of five thousand dollars (\$5,000) will be available for employee use. The District shall carryover any unused funds from year to year to a maximum of ten thousand (\$10,000) dollars. A fund balance report will be provided to the Association Chapter President(s) bi-monthly.

Employees may request to have work-related professional association membership (not to include PSE dues) or training fees reimbursed by the District, up to five hundred dollars (\$500) per year, per employee. Bus Drivers may access this fund for reimbursement of up to the cost of the Class B Commercial Driver's License (CDL) renewal fee. These reimbursements are inclusive of the \$5,000 staff development fund.

Employees may request staff development funds by filling out an expenditure claim form and providing proof of training/renewal completion. Completed claim forms and supporting documents must be submitted by July 1st of each year for professional development and professional association membership or training fees completed between June 16th of the prior year and running through June 15th of the current year. Such application must be approved by the employee's supervisor and the Association Chapter President(s). The total reimbursed is to be prorated based on the number of reimbursement requests.

Section 13.2. Professional Development Survey and Goals.

The members of the Association involved in the Conference Committee referenced in Section 6.1 will be responsible to survey members regarding member interests as it relates to professional development. The Conference Committee will schedule up to three (3) meetings a year that include time on the agenda to discuss professional development. The administrator charged with organizing professional development for the District will attend these meetings and will work with supervisors, building administrators, and

staff to create a program to the extent possible that addresses the professional development needs of employees and considering District goals.

Section 13.3. Mandatory Training.

The District will pay for the cost of classes for all mandatory training (including, but not limited to, First Aid, CPR, and AED), as required per job descriptions. Employees will submit timesheets in order to be compensated for all time spent outside their normal paid working hours in mandatory trainings, as is required by state law. This would only apply when time for training is not provided during the employee's normal work time.

Section 13.4. Custodial Training.

Each new Custodian, including substitutes, shall have the opportunity to shadow an existing Custodian for up to eight (8) hours before starting their new position. Additionally, new employees shall be trained by the District before beginning their assignment independently. The training shall include, at a minimum, the appropriate use of chemicals, lockup and alarm procedures, and specific duties related to the building that they are assigned to.

ARTICLE XIV

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 14.1. Association Membership.

Each employee subject to this Agreement who, on the effective date of this Agreement, is a member of the Association in good standing, may maintain membership in the Association in good standing during the period of this Agreement.

Section 14.2. New Hire Notice.

The District shall notify the chapter leadership of all new employees upon approval by the Board. This list, including name, position, and location will be supplied to the Association monthly in Excel format and emailed to membership@pseofwa.org.

Section 14.3. Checkoff.

The District shall deduct State and local chapter dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110 for all work performed under the Collective Bargaining Agreement. The District shall transmit State funds dues deducted to the Treasurer of the Association on a monthly basis.

Section 14.4. New Hire Notice.

The District will notify the President of Public School Employees of Stanwood-Camano of all new hires within five (5) working days of the hire date. At the time of hire, the District will inform the new hire of the terms and conditions of this Article.

Section 14.5. C.O.P.E. Contribution (Committee on Political Empowerment).

The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Association.

1 The employee may revoke the request at any time. At least annually, the employee shall be notified by
2 the Association about the right to revoke the request.

3
4 The District shall deduct Association voluntary political contributions from the pay of any employee
5 who authorizes such deductions in writing pursuant to RCW 41.56.110, provided a minimum of five (5)
6 employees request to participate in said salary deduction. The District shall transmit all such funds
7 deducted to the Treasurer of the Association on a monthly basis.

8
9 The Association will indemnify, defend, and hold the District harmless against any claims, suits, orders,
10 and/or judgments against the District on account of any check-off of Association dues or voluntary
11 political contributions.

12 13 14 **ARTICLE XV**

15 16 **GRIEVANCE PROCEDURE**

17 18 **Section 15.1. Grievance Process.**

19 The purpose of this procedure is to provide for an orderly method of resolving grievances or complaints
20 arising between the District and its employees within the bargaining unit defined in Article I herein, with
21 respect to matters dealing with the interpretation or application of the Terms and Conditions of this
22 Agreement. All grievances shall be resolved in strict compliance with this Article. Time limits under
23 unusual circumstances may be extended by mutual consent. Employees have the right to Association
24 representation at all times during this procedure. Employees have the right to forego Association
25 representation in this procedure and at any time during the process may choose to withdraw their
26 grievance.

27 28 **Section 15.1.1. Grievance Steps Outline.**

29 Step 1: Zero to thirty (0-30) days of the occurrence-written statement-Supervisor discussion (See
30 15.2.1)

- 31 1. If resolved – the grievance stops here
- 32 2. If unresolved – continue to Step II

33
34 Step II: Fifteen (15) days from Step I – Employee submits written grievance statement and meets
35 with the Executive Director of Human Resources (See 15.2.2)

- 36 1. If resolved – grievance stops here
- 37 2. If unresolved - continue to Step III

38
39 Step III: Ten (10) days from Step II. Superintendent hearing. (See 15.2.3)

- 40 1. If resolved – grievance stops here
- 41 2. If unresolved - continue to Step IV

42
43 Step IV: Fifteen (15) days from Step III. Association meets to Validate Grievance. (See 15.2.4)

- 44 1. If the grievance is validated – continue to Step V
- 45 2. If the grievance is not validated – Grievant may appeal to the PSE State Grievance
46 Panel (see Section 15.2.4.1)

47
48 Step V. Arbitration (See 15.2.5)

Section 15.2. Grievance Procedure.

Section 15.2.1. Step I.

All grievances shall be brought in writing to the immediate supervisor in accordance with this Section within thirty (30) days of the occurrence of the grievance to be considered valid and subject to further processing.

Section 15.2.2. Step II (Reduce to Writing and Meet with the Executive Director of Human Resources).

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee will within fifteen (15) days of the supervisor's Step I response, reduce to writing and submit to the Executive Director of Human Resources a statement of the grievance containing the following:

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

The Executive Director of Human Resources shall schedule a meeting to discuss the grievance within ten (10) days of having received the written statement of grievance. Following this meeting, the Executive Director of Human Resources will issue a decision within five (5) days. If an agreeable disposition is made, all parties to the grievance shall sign it. If a settlement was not reached, the grievance may move to Step III.

Section 15.2.3. Step III (Superintendent or Assistant Superintendent Grievance Hearing).

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall, within ten (10) days of receiving the decision from the Executive Director of Human Resources, submit the written statement of grievance to the superintendent. The Superintendent will have ten (10) days from receipt of the written statement of grievance to schedule a hearing on the grievance. Following the hearing, the Superintendent or Assistant Superintendent shall issue a decision within five (5) days. If an agreeable disposition is made, all parties to the grievance shall sign it. If a settlement was not reached, the grievance may move to Step IV. The parties may not use any evidence or arguments at arbitration which have not been previously asserted by Step III of the grievance process.

Section 15.2.4. Step IV (Association Meets to Validate Grievance).

If no settlement has been reached in Step III, the Association has fifteen (15) days following the Superintendent's or Assistant Superintendent's decision to meet to validate the grievance. If the Association believes the grievance to be valid, a written statement of grievance shall be submitted within ten (10) working days to the Superintendent. If the association does not validate the grievance, the Grievant has the right to appeal to the Association's State Office Grievance Panel for resolution.

Section 15.2.4.1. Appeal of Step IV.

If the Association does not validate the grievance per Step IV, and the Grievant chooses to appeal to the Association's State Office Grievance Panel, the employee must notify the Superintendent or designee within ten (10) days of the Associations' Step IV meeting of

1 their intent to appeal. The Grievance Process will cease if the PSE State Office Grievance
2 Panel does not validate the grievance.
3

4 **Section 15.2.5. Step V (Arbitration).**

5 If no settlement has been reached within the fifteen (15) days referred to in the preceding
6 subsection, the Association may demand arbitration of the grievance. In the event an arbiter
7 cannot be agreed upon, the parties shall jointly request the American Arbitration Service to
8 submit a panel of seven (7) arbiters. Such request shall state the general nature of the case and
9 ask the nominees to be qualified to handle the type of case involved. When notification of the
10 names of the seven (7) arbiters is received, the parties in turn shall have the right to delete a name
11 from the panel until only one (1) name remains. The remaining person shall be the arbiter. The
12 right to delete the first name from the panel shall be determined by the party not seeking
13 arbitration. The process shall be completed within five (5) days of receipt of the list.
14

15 **Section 15.2.5.1. Arbitration Proceedings.**

16 Arbitration proceedings shall be in accordance with the following:
17

- 18 1. The arbiter shall hear and accept pertinent evidence submitted by both parties
19 and shall be empowered to request such data as the arbiter deems pertinent to
20 the grievance and shall render a decision in writing to both parties.
21
- 22 2. The arbiter shall be authorized to rule and issue a decision in writing on the
23 issue presented for arbitration, which decision shall be final and binding on
24 both parties.
25
- 26 3. The arbiter shall rule on the basis of information presented in the hearing and
27 on the basis of the arguments and contentions of the parties as set forth in any
28 Pre or Post Hearing briefs and shall refuse to receive any evidence after the
29 hearing except by mutual agreement.
30
- 31 4. Each party to the proceedings may call such witnesses as may be necessary in
32 the order in which their testimony is to be heard. Such testimony shall be
33 pertinent to the matters set forth in the written statement of grievance. The
34 arguments of the parties, may be supported by oral comment and rebuttal. Such
35 arguments of the parties, whether oral or written, shall be pertinent to and
36 directed at the matters set forth in the grievance.
37
- 38 5. Each party shall pay any compensation and expenses relating to its own
39 witnesses or representatives.
40
- 41 6. The costs for the services of the arbiter, if any, including per diem expenses,
42 travel, and subsistence expenses, and the cost of any hearing room, will be
43 borne by the losing party to the arbitration. All other costs will be borne by the
44 party incurring them.
45
- 46 7. The total costs of the stenographic record (if requested) will be paid by the
47 party requesting it.
48

1 **Section 15.3. Non-Discrimination for Grievances.**

2 Neither the employer nor the Association shall discriminate against any employee for taking any action
3 under this Article.
4

5
6 **ARTICLE XVI**

7
8 **TRANSFER OF PREVIOUS EXPERIENCE**
9

10 **Section 16.1. Longevity Credit.**

11 Any new hire just previously employed by any school district in the State of Washington, and who is
12 hired to perform work similar to that in which previously engaged, will be given longevity credits in the
13 District in accordance with this Article.
14

15 **Section 16.2. Transfer of Prior Work Experience.**

16 New hires shall be permitted to transfer prior work experience for placement on Schedule A only. The
17 Association and the District will meet and confer to determine said placement for work experience other
18 than with Washington State school districts.
19

20
21 **ARTICLE XVII**

22
23 **SALARIES AND EMPLOYEE COMPENSATION**
24

25 **Section 17.1. Compensation for All Hours Worked.**

26 Employees shall be compensated in accordance with the provisions of this Agreement for all hours
27 worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours
28 worked, and rates paid with each paycheck.
29

30 **Section 17.1.1. Underpayments.**

31 Employees underpaid by fifty dollars (\$50) or more by an error of the District shall be made
32 whole within five (5) business days of notifying the District in writing. If the employee
33 contributed to the error, the correction and reimbursement shall be made at the next regular pay
34 period.
35

36 **Section 17.2. Less than Twelve Month Employee Benefits.**

37 Employees working less than twelve (12) months during the period September 1 through August 31, will
38 be paid in twelve (12) equal installments starting September 30 and ending August 31 with District paid
39 benefits continuing in July and August.
40

41 **Section 17.2.1. Apportionment Rules.**

42 Apportionment shall be consistent with the following rules:
43

- 44 A. Compensable benefits shall include: Forecasted annual hours of regular employment
45 (exclusive of extra trip/overtime/special services contingencies), eligible holiday pay and
46 vacation credit. This Section does not affect the provisions of Section 17.5 (retroactive pay)
47 herein.

B. The District shall adjust the monthly payments to accommodate significant changes in hours of annual employment as soon as practicable.

C. The District shall pay extra trips/overtime/special service as soon as practicable, but in no case later than two (2) calendar months after the compensable occurrence.

Section 17.3. Salaries.

Salaries in each classification are averaged, based on the following comparison districts: Arlington, Lake Stevens, Marysville, Monroe, Mt. Vernon, Oak Harbor, and Snohomish.

Schedule A: The salaries reflected on Schedule A are determined in the following way: The District reviews the hourly pay for job-alike positions in the comparison districts. An average low hourly rate is determined by taking the lowest hourly rate for each position in each comparison district and averaging those rates. An average high hourly rate is determined by taking the highest hourly rate for each position in each comparison district and averaging those rates. The average low hourly rate becomes the Step One (1) rate (0-1 years) on Schedule A; the average high hourly rate becomes the Step Three (3) rate (8-14 years) on Schedule A. The Step Two (2) rate (2-7 years) is determined by subtracting ten cents (\$0.10) per hour from the Step Three (3) rate. Step Four (4) (15-19 years), Step Five (5) (20-24 years), and Step Six (6) (25+ years) are Longevity Steps on Schedule A and are based on the Step Three (3) rate. Step Four (15-19 years), Step Five (20-24 years), and Step Six (25+ years) are longevity steps on Schedule A and are based on the Step Three rate. Step four will be paid one dollar seventy-five cents (\$1.75) per hour above the Step Three rate. Step Five will be paid two dollars twenty-five cents (\$2.25) per hour above the Step Three rate, and Step Six will be paid three dollars twenty-five cents (\$3.25) per hour above the Step Three rate.

For the 2026-2027 school year, the District shall increase the Schedule A positions by the rate of the Implicit Price Deflator (2.6%) plus one percent (1%). In addition to this general wage increase, the following positions shall receive the increases outlined below as result of a wage study for the 2026-2027 school year:

- **Secretary Positions:**

- **Office Manager:**

- Step 1 - 67 cent per hour increase
 - Step 3 - 43 cent per hour increase

- **Clerical**

- Step 1 - \$1.34 per hour increase
 - Step 3 - 99 cents per hour increase

- **Lead Mechanic:**

- Step 1 - \$1.59 per hour increase
 - Step 3 - \$1.28 per hour increase

- **Lead Custodians:**

- **Elementary School Lead Custodian:**

- Step 1 - 41 cents per hour increase
 - Step 3 - 15 cents per hour increase

- **Middle School Lead Custodian**

- Step 1 – 2 cents per hour increase
- Step 3 – 4 cents per hour increase
- **High School Lead Custodian**
 - Step 1 – 2 cents per hour increase
 - Step 3 - no increase
- **Maintenance HVAC/Electrician:**
 - Step 1 - \$2.73 per hour increase
 - Step 3 - \$2.50 per hour increase

For the 2027-2028 school year, Schedule A shall be increased by the Implicit Price Deflator (IPD) plus one percent (1%).

For the 2028-2029 school year, the contract shall be re-opened for financials.

All eligible employees will receive step increases for the duration of the Collective Bargaining Agreement. Classified employees covered by this Agreement will receive State authorized and fully funded cost-of-living adjustments or any State allocation in addition to any negotiated salary increases. All wage increases, personal leave provisions, Juneteenth holiday, shoe allowances, VEBA contributions, and Building Leadership Team compensation contained in this Agreement are contingent upon Educational Programs and Operation (EPO) levy passage.

If there are increases or decreases in the State funding allocation for classified employees salaries during the term of the Agreement, Section 17.3 and Schedule A may be reopened upon request by either party to negotiate salary.

Section 17.4. Retroactive Pay.

Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this Agreement if possible, and in any case not later than the second regular payday. In the case of retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such retroactive pay shall be paid on the first regular payday following agreement on such schedule, if possible, and in any case not later than the second regular payday.

Section 17.5. Incremental Steps.

Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement; provided, the employee has been actively employed continuously since February 1 of the previous employment year. The employee must have worked a minimum of ninety (90) compensated days (includes holidays) in order to receive a full year's credit for the previous employment year.

Section 17.6. Longevity Credit for Employees who Change Jobs.

Any employee who changes job positions or classifications shall receive full longevity credit regarding step placement on Schedule A.

Section 17.7. Rounding Daily Hours.

For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter (1/4) hour.

Section 17.8. Travel Reimbursement.

Any employee required, by the supervisor, to travel from one site to another in a private vehicle during working hours shall be reimbursed at the current Internal Revenue Service reimbursement rate per mile.

Section 17.9. Overnight Expenditure Reimbursement.

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

Section 17.10. Restrooms.

The District shall provide appropriate and sanitary restrooms for male and female employees adjacent to their workstation.

Section 17.11. Food Service Certification Pay.

Food Service employees upon reaching and maintaining the second and third step of their certification shall receive an additional twenty-five cents (\$0.25) for each step. Their documentation must be submitted by October 1 of each school year.

ARTICLE XVIII

TERM AND SEPARABILITY OF PROVISIONS

Section 18.1. Term of Agreement.

The term of this Agreement shall be September 1, 2026 – August 31, 2029.

Section 18.2. Application of Agreement.

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

Section 18.3. Reopening of Agreement.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing. Should the State authorize and fund the Implicit Price Deflator or a Cost of Living Adjustment for any given year during this Agreement, the District shall dispense the State identified percentage to all classifications for salaries.

Section 18.4. Invalid Provisions.

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

Section 18.5. Compliance with the Law.

Neither party shall be compelled to comply to any provision of this Agreement which conflicts with State or Federal statutes or regulations.

Section 18.6. Renegotiation.

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

1 **Section 18.7. Work Stoppage.**

2 Employees will report to work, when afforded safe conduct, if a third party is involved in a work
3 stoppage that does not involve the Agreement between the Stanwood-Camano School District and Public
4 School Employees of the Stanwood-Camano School District.

5
6
7 **ARTICLE XIX**

8
9 **EMPLOYEE EVALUATION**

10
11 **Section 19.1. Annual Evaluation.**

12 Employees within the bargaining unit with one hundred eighty (180) days or fewer days of employment
13 with the District shall be evaluated at least once annually prior to June 1, but may be evaluated at any
14 time. Employees within the bargaining unit with more than one hundred eighty (180) days of
15 employment with the District shall be evaluated at least once annually prior to July 1 or the employee's
16 last working day of the year if the employee does not work a full calendar year but may be evaluated at
17 any time. Should the District fail to issue an employee an evaluation within the stated timeframe, such
18 employee will be considered to have been overall satisfactory for that evaluation period. Employees
19 shall be provided a copy of the evaluation and be notified of the evaluation conference at least twenty-
20 four (24) hours prior to said conference.

21
22 **Section 19.2. Performance Concerns.**

23 At any time during the school/work year, if an administrator/supervisor is concerned that an employee's
24 work performance needs improvement, the administrator/supervisor will discuss the performance
25 concerns with the employee and state the performance expectations. The expectations for improvement
26 may continue into the next school year. The performance concerns will be discussed privately with the
27 administrator/supervisor. Performance concerns cannot be used to mark an employee unsatisfactory if
28 these performance concerns were not discussed with the employee and communicated in writing.

29
30 **Section 19.3. Evaluation Forms.**

31 Employees shall be evaluated by their building administrator or Food Service employees by the Food
32 Service Director or Bus Paraeducators by the Transportation Director. If an employee works in two (2)
33 departments, they shall be evaluated by the administrator of the building in which the employee spends
34 the majority of their workday with input from the other supervisor(s). Nursing staff may be evaluated by
35 the administrator overseeing Health Services. Evaluations shall be in writing, using forms with
36 consistent expectations and standards provided by the District. The form shall be signed by the
37 supervisor(s) and the employee. A copy of the signed form shall be provided to the employee following
38 the discussion of the evaluation by the supervisor(s) with the employee. An employee may attach
39 his/her own written comments to said evaluation.

40
41 **Section 19.4. Plan of Improvement.**

42 If an employee's performance is judged unsatisfactory by the supervisor(s), the supervisor(s) shall
43 arrange a conference with the employee within ten (10) days of such determination and present a District
44 recommended plan for improvement. The establishment of a plan for improvement for purposes of
45 remediation of performance deficiencies shall not be considered disciplinary action.

46
47 **Section 19.5. Sixty (60) Day Plan of Improvement.**

48 This sixty (60) workday plan of improvement shall specifically include:

Collective Bargaining Agreement (2026-2029)
Stanwood-Camano Chapter #1125 and
the Stanwood-Camano School District #401



1. The area of deficiency.
2. The recommended performance levels.
3. The activities necessary to reach the desired performance level.
4. A schedule for follow-up evaluations during the plan of improvement.

At the completion of the sixty (60) workday plan of improvement, options may include:

- a) discontinuation of plan of improvement;
- b) continuation of plan of improvement for no more than another sixty (60) workday period;
- c) reassignment or termination of employment.

Section 19.6. Grievance Application.

The Grievance Procedure shall only apply to procedural violation of this Article.

ARTICLE XX

APPRENTICESHIP

Section 20.1. Apprenticeship Programs.

Enrollees in the program shall receive the appropriate rate of pay for their positions, as specified on Schedule A. Upon successful completion of any apprenticeship program that meets State and/or local requirements, including the School Nutrition Association (SNA), employees shall be eligible to receive the increase in their hourly rate of pay as specified on Schedule A. Employees shall be responsible for tuition costs associated with college credits and for required books and materials.

ARTICLE XXI

TRANSPORTATION

Section 21.1. Transportation Classification.

Personnel in the Transportation classification are recognized to present special shift problems, hence the parties agree that shift assignments shall be established in the Transportation classification in relation to daily routes and driving times requisite to meet schedules assigned by the Supervisor of Transportation and in keeping with the following provisions.

Section 21.2. Annual Route Rebid.

All routes shall be annually rebid by seniority by October 15. All routes that are bid and accepted will be paid as bid unless no students are available to ride on a particular day. A driver on board approved leave for one (1) school year cannot bid a route for the current year. A person returning after a year-long leave will take the least senior route until new routes are bid on or before October 15.

Section 21.3. Pre and Post Trip Inspections.

It is agreed that all daily regular bus routes shall include one-half ($\frac{1}{2}$) hour per day for pre and post trip inspections, to include fueling and cleaning of the vehicle used, in addition to actual driving time. This would also include extra trips taken. Drivers of routes using cars or vans shall receive one-quarter ($\frac{1}{4}$)

hour per day in addition to actual driving time. A driver who reports to work and whose route is subsequently canceled or whose route is reduced in time, shall receive a minimum call of two (2) hours compensation and assigned duties or the driver may elect to take a reduction in time.

Section 21.4. Route Increases.

During the school year, any route which has been increased in sum total by thirty (30) minutes or more for greater than ten (10) consecutive days of work shall be re-posted for bid as a new run.

Section 21.4.1. Special Education Route Exemption.

Special education routes shall be exempted from the thirty (30) minute rule until one (1) week after the student ridership count week.

Section 21.5. Trip Compensation.

All trips other than regular daily scheduled bus runs shall be compensated at the employee's base hourly rate for the duration of the trip.

Section 21.6. Special Education/Preschool Routes.

Special Education and Preschool drivers shall be paid for a two (2) hour minimum call unless they receive a pre-notification of a trip cancellation prior to leaving home. Drivers whose actual route is less than the two (2) hour minimum will be assigned additional duties in the Transportation Department for that contracted time. To be paid minimum time, drivers must complete assigned additional duties in the Transportation Department.

Section 21.7. Extra Calls.

- A. All school bus trips, other than regular daily scheduled runs or those contiguous with the normal work shift, shall be known as and referred to herein as "extra calls."
- B. **Compensation.** Extra calls shall be compensated at the employee's base hourly rate for the logged time of the trip (see Section 17.7). School bus drivers shall receive a minimum compensation for each extra call assignment equivalent to two (2) hours driving time.
- C. **Overtime.** Extra calls may not extend into overtime unless and until all trip board drivers are into overtime and a substitute driver is not available. Such extra calls will be assigned to the senior driver available in the rotation order. All hours worked in excess of forty (40) hours in any workweek shall be compensated at the rate of one and one-half (1½) times the driver's base rate. In the event thirty (30) minutes or less remain between assignments, then, in such event, the driver's base hourly rate shall continue without interruption. School bus drivers shall receive a minimum compensation for each extra call assignment equivalent to two (2) hours driving time.
- D. **Extra Call Trip Board and Rotation List Management Overnight Extra Calls.** In the event an extra call requires a driver to stay overnight outside the school district, such driver shall be compensated for driving time and on-duty time at eight (8) hours per day or actual hours worked, whichever is greater. On return travel days when the distance exceeds two hundred (200) miles one way the driver will be compensated twelve (12) hours or actual hours worked whichever is greater. Drivers must be provided eight (8) uninterrupted hours for sleeping purposes where they may not be disturbed each day.

1. On-duty time may be interrupted by periods of non-duty time when the driver is released from duty by the trip supervisor, at which point the supervisor will give the driver a specific time to return which will become on-duty time again. If called back to work for a limited time, the driver will be compensated according to section 21.7 B with a two (2) hour minimum placement. In the event that the return time is modified, it will be the supervisor's responsibility to contact the driver, by phone, at least one (1) hour before such modified time to allow the driver adequate time to return. Drivers who are required by their designated trip supervisor to stay with the vehicle for security purposes shall not be considered to be off-duty.
 2. All on-duty time will be supported by a signed and completed extended/overnight time log sheet.
- E. **Cancellation of Extra Calls.** If an extra call or trip should be cancelled without adequate notice to allow the obligated drivers time to drive their regular route, or, if a non-school day, non-TBD/playoff trip is canceled without providing at least twenty four (24) hours' notice, such drivers shall be paid as provided in Section 21.7(B) or the driver will be allowed the right to bid first on the next week's trip board. Any driver whose extra call or trip was cancelled with adequate notice will have the right to bid first on the next weeks' trip board. If multiple trips are cancelled, the drivers bidding order will be based on the order the trips were cancelled with the earliest cancellation bidding first.
- F. **Extra Call Trip Board and Rotation List Management.**
1. The extra call trips consist of four (4) boards: the regular trip board Monday at 12:00 AM through Sunday at 11:59 PM, the weekend board, the combination week/weekend trip board and the short notice board. All four (4) boards will be managed by the transportation shop stewards, or in their absence, an elected alternate.
 2. All regular, non-probationary drivers working forty (40) hours or less per week shall be given the opportunity to sign up for extra calls. Assignments to the regular trip board will be placed by seniority. Assignments to the weekend trip board, the weekday/weekend combination trip board, and the short notice trip board will be awarded on a rotational basis using the seniority list developed for extra call trips.
 3. The standardized posting time for extra calls shall be Monday morning at 7:00 AM prior to regular runs. Any additional trips requested after Monday at 7:00 AM and prior to Wednesday at 9:00 AM will be posted. It is acknowledged that each driver has the responsibility to check the trip board following the Wednesday assignment meeting as well as daily status on the board.
 4. All known trips for the next seven (7) days (Monday at 12:00 AM through Sunday at 11:59 PM) shall be posted prior to Wednesday morning runs. An extra trip assignment meeting shall be held following the Wednesday morning route. The driver must be present OR make use of the extra trip assignment sheet for his/her preference of extra trips.
 5. Any driver who chooses not to take the next assignment and is unavailable shall be passed over for that round but receives no penalty.

6. If the time of a trip is substantially revised after the run has been assigned to a driver, the driver will have the right to decline the run at the time of the notification of the change with no penalty.
7. In addition to the regular trip board, a separate board (weekend trip board) will be used for assignment of all weekend trips. Eligible drivers will sign up to be considered for weekend trips as noted in paragraph two of this section. Weekend trips shall be assigned on a rotational basis using the seniority list for extra call trips. If a weekend trip is canceled by the District, the driver shall be awarded the next available weekend trip, if one is available. If not, the driver shall be awarded a weekend extra trip the following weekend.
8. In addition to the regular trip board and the weekend trip board, a separate board will be used for assignment of all combination weekday/weekend trips (combination trips). Eligible drivers will sign-up to be considered for combination trips as noted in paragraph two of this Section. Combination trips shall be assigned on a rotational basis using the seniority list for extra call trips. If a combination trip is canceled by the District, the driver shall be awarded the next available combination trip, if one is available. If not, the driver shall be awarded a combination trip the following combination weekday/weekend.
9. Any trips that arise during the week following Wednesday's bidding and are in the present trip assignment week will be assigned from the short notice trip board.
10. Turned in trips will result in the driver forfeiting a bid on the next week's trip boards, excluding medical reasons and family emergencies. If a driver turns in more than one trip in any thirty (30) day period, the driver will forfeit a bid on the next month's trip board.
11. Saturday Trip Board. If a Driver declines a Saturday trip that has been assigned to them, the call out will begin from the Saturday Trip Board.
12. If a Saturday Trip is cancelled at the time and a half rate, the Driver has the choice to choose a trip the following Saturday that is equal to the cancelled trip rate of pay.
13. Saturday trips shall be guaranteed at a four (4) hour minimum.

Section 21.8. Mid-Day Routes/Trips.

- A. Regular drivers who wish to bid mid-day routes/trips must have at least fifteen (15) minutes or more between the scheduled return time of the extra trip and the scheduled start time of his/her afternoon route. At the discretion of the transportation director, the fifteen (15) minute requirement may be waived. This decision is non-grievable.
- B. If a driver is going to be late coming back from a mid-day trip, he/she shall call the transportation department to notify them of the late arrival so that the Transportation Supervisor can get a substitute for the scheduled route to be missed.

Section 21.9. Shuttle Trips.

- A. A shuttle trip is defined as a school to school transporting of students. An example of this would be transporting high school students to Twin City Elementary.

- B. A shuttle trip will be compensated at the regular driver's hourly rate of pay. This compensation will be a minimum of one (1) hour or the actual driving time, whichever is greater.
- C. If there is no driver available for the shuttle, the Transportation Supervisor or designee can assign the trip in emergency situations.
- D. Whenever possible, the Transportation Supervisor or designee will schedule the shuttle trip as a contiguous part of a driver's existing route. For example, a soccer pickup at the end of the morning or afternoon run. In such cases, the driver will be paid for the actual time worked rather than the one (1) hour minimum.

Section 21.10. Charter Buses.

When Stanwood-Camano School District students are involved with state and/or national athletic/activities, the District reserves the right to charter transportation for the trip. This is limited to one (1) charter bus per team except for the football team, which may go in two (2) buses. This provision does not include the high school band trip.

Section 21.10.1. Use of Vans.

It is agreed that the use of District school trip vans by any activity or athletic team/group needing transportation for two (2) school trip vans is appropriate. In the instance when more than two (2) school trip vans are required for the same activity, the trip will be placed on the trip board and assigned to a bus and driver as defined in Article XXI. If no bus or driver is available, schools may take more than two (2) vans.

Section 21.11. Drug Testing.

Random drug testing of employees, as required by State law, will be guided by the following concepts:

- A. Employees who voluntarily come forward to inform the District of a drug and/or alcohol dependency and of their immediate intent to enter a licensed treatment program will be granted leave without pay. This voluntary information must be provided to the District by the employee prior to notification of drug/alcohol testing.
- B. Employees will not be required to undergo testing and evaluation procedures on a non-workday.
- C. All costs involved in any District required testing and evaluation procedures shall be borne by the District.
- D. Employees required to undergo testing will be given the opportunity by the District to review testing policies and procedures prior to the time of testing.
- E. Testing results, including the fact that an employee is tested, shall remain confidential. Any written materials or information associated with such testing shall be retained in a secure confidential file to which only the Superintendent and/or designee and the employee shall have access.
- F. Employees shall be placed on a paid leave of absence during any period they are off work due to testing or evaluation requirements or results and prior to a final determination of employment status.

G. Discipline imposed as a result of confirmed positive testing shall be according to State and Federal law and Stanwood-Camano School District policy and procedure.

Section 21.12. Compensation for Mandatory Meetings.

Drivers will be compensated for mandatory meetings called by the Transportation Supervisor staff at one hundred percent (100%) of their base hourly rate.

Section 21.13. Clothing and Tool Allowance.

The District shall provide clean coveralls and shop towels to all mechanics in the Transportation classification. The District will provide six hundred seventy-five dollars (\$675) per year for tools that are needed in the course of their jobs and a two hundred fifty dollar (\$250) shoe allowance. In addition, the District will allow for a Consumer Price Index (CPI) increase annually not to exceed three percent (3%). In case of a double levy failure, the District will provide a two hundred seventy-five dollar (\$275) tool allotment. The CPI increase will not apply after a double levy failure. The District will use the Seattle-Tacoma-Bremerton Consumer Price Index, All Items, 1982-84=100 for all Urban Consumers (CPI-U) issued by the U.S. Department of Labor, Bureau of Labor Statistics, Western Information Office to adjust the annual reimbursement amount. The CPI rate applied to the allowance for the fiscal school year will be the "Annual Average" percentage for the most recent calendar year. (i.e., to determine the allowance amount for FY 2014-15 use the "Annual Average" rate for calendar year 2013). Employees will be reimbursed for authorized expenses incurred pursuant to this Section during the current fiscal year upon submission of properly detailed invoices or receipts through the District's normal accounts payable process.

Section 21.14. Hours for Bus Cleaning.

All drivers shall receive two (2) hours compensation at the employee's base hourly rate if they choose to clean buses at the end of the school year. Hours resulting from drivers choosing not to clean buses shall be placed in a pool accessed by drivers willing to clean additional buses. Cleaning will meet standards established by the transportation supervisory personnel.

Section 21.15. Pay for Layovers.

All layovers shall be paid. The Transportation Director may assign tasks.

Section 21.16. Department of Transportation Physical.

The District shall maintain a list of approved providers that employees may use for Department of Transportation (DOT) physicals. The District will reimburse for a physical the lesser of two hundred dollars (\$200) or the cost charged by the District's recommended provider ever other year. An exception is if the DOT or District requires the physical to be conducted more often, in which case, the District will reimburse the above cost up to once per year.

Section 21.17. Use of Video Cameras for Bus Drivers.

Video cameras on school buses are a tool to assist the driver in monitoring students on the bus. All buses where cameras are utilized will have signs notifying riders that video cameras may be in use. It is understood that bus video recordings are subject to disclosure as public records and as such may be viewed by anyone at any time and may be used like any other evidence in cases involving safety concerns or employee discipline.

1 However, bus videos will not be reviewed randomly by supervisors or used to monitor employee
2 performance except in response to a specific concern regarding the employee, or with prior approval of
3 the employee and the Association. If a recording is viewed by authorized District personnel, the assigned
4 bus driver depicted will be notified and afforded an opportunity to view the relevant portion of the
5 recording.

6
7 The video recording will be pulled and logged by a bus mechanic or the Transportation Director upon
8 request of the driver or the Transportation Director. Any time a video recording is to be used to support
9 employee disciplinary action, the recording will be kept on file for as long as deemed necessary by the
10 District.

11 12 **Section 21.18 Misconduct on Buses by Student**

13 Should there be an incident of sexual misconduct perpetrated by a student riding the bus, the Driver will
14 inform the Transportation Supervisor who will work with building administration to ensure that the
15 parents of the student are notified in order to mitigate the behavior from happening again. The Driver
16 may request that other steps be taken to mitigate the behavior. Drivers will not be expected to call
17 parents independently to notify them of sexual misconduct perpetrated by students, though they will be
18 included in the call with the Transportation Supervisor or building administrator as a firsthand witness.
19 The definition of Sexual Misconduct is defined in School Board Policy 3206.

20 21 22 **ARTICLE XXII**

23 24 **PARAEDUCATORS**

25 26 **Section 22.1. Requirements for Paraeducators and PESB Assessment.**

27 All paraeducators shall present evidence of skills and knowledge necessary to meet the needs of students
28 and shall be supervised consistent with guidance outlined by the Professional Educators Standards Board
29 (PESB). According to PESB, Paraeducators must meet one of the four minimum employment
30 requirements: Successful completion of the Paraeducator Apprenticeship Program; receive a passing
31 score on one of the Assessments approved by the PESB Board; hold an associate degree or higher from
32 an accredited college or university; have earned 72 quarter credits or 48 semester credits at the 100 level
33 or higher at an accredited college or university. Paraeducators in instructional capacity programs shall
34 meet Elementary and Secondary Education Act (ESEA) standards for paraprofessionals.

35 36 **Section 22.2. Lesson Planning.**

37 Employees within the Paraeducator classification who normally work to assist a teacher in the classroom
38 will not be required to do lesson planning outside of the regular workday.

39 40 **Section 22.3. Paraeducator Categories.**

41 There shall be five (5) categories of paraeducators:

42 43 **Paraeducator I (Paid at the 2025-2026 SY Paraeducator III Rate Plus General Wage** 44 **Increases):**

- 45 • TK
- 46 • Resource Secondary
- 47 • Resource Secondary 1:1
- 48 • MTSS/Title/LAP

- Library Elementary
- Building Support (includes Crossing Guard, Lunch/Recess Duties)
- ISS – Basic/Homework
- Resource Elementary (less than 50% of the workday is spent managing escalated/disruptive student behaviors)
- Resource Elementary 1:1 w/behavior review

Paraeducator II (Paid at the 2025-2026 SY Paraeducator IV Rate Plus General Wage Increases):

- Assist Elementary/Secondary
- PBS/ILC Elementary/Secondary
- Transition Secondary
- ISS – Student Support (check and connect secondary)
- Resource Elementary 1:1 w/behavior review
- Resource Elementary (more than 50% of the workday is spent managing escalated/disruptive student behaviors)
- Preschool
- Bus Para
- Itinerant Support Para
- Library Secondary

Paraeducator III (Paid at the 2025-2026 SY Paraeducator V Rate Plus General Wage Increases):

- Behavior Technician
- Intervener (requires training)
- OT assistant
- SLP assistant

The Paraeducator Rubric shall be included in the CBA as Appendix B. For new Paraeducator positions, Human Resources and/or Special Services shall determine which paraeducator level is appropriate based on the assignment and the rubric and will post the position at the appropriate level and rate. Once assigned, any employee or building administrator may initiate a reassessment based on student need and job duties. This reassessment may result in a wage adjustment.

No employee will lose wages based on the new Paraeducator levels established on September 1, 2026, and all employees hired before September 1, 2026 shall continue to receive pay increases per the CBA and the Paraeducator level assigned during the 2025-2026 School Year.

Section 22.4. ASSIST Program.

Paraeducators working in ASSIST Special Education Classrooms are eligible with their supervisor's prior approval, up to twenty (20) hours per year for meeting time. Meeting time may be used in August through June of each year.

Section 22.5. Paraeducator Meeting Time.

Paraeducators are eligible, with the supervisor's prior approval, sixty (60) minutes per month for

meeting time, professional development, and other needs outside of their regular workday from August through June of each year as determined by the supervisor.

Section 22.6. Paraeducator Emergency Certificated Substitutes.

Paraeducators who are needed to fill in for certificated teachers as emergency certificated substitutes will complete a timesheet for extra time on days they fulfill that role. Timesheets must reflect time worked thirty (30) minutes before the contracted day or thirty (30) minutes after the contracted day.

Paraeducators filling in for certificated teachers may complete a timesheet of thirty (30) minutes for each half (½) day worked, and sixty (60) minutes for each full-day worked. Paraeducators filling in for certificated teachers for only two hours will be paid their regular hourly rate of pay. Paraeducators shall have the ability to decline certificated substitute assignments at their discretion. If an assignment is declined more than five times in a school year, a paraeducator will not be eligible to have their building emergency certificate paid for by the district the following school year.

Section 22.7 Paraeducator Schedules and Mandatory Training

The District shall offer up to five (5) mandatory paraeducator training sessions each year. These trainings shall be made available to all paraeducators based on position and need, as determined by the district. Paraeducators who attend these training sessions outside of their regularly scheduled workday shall timesheet the additional time worked.

Section 22.8 Paraeducator Training

The District shall provide Paraeducator training in accordance with state law and PESB guidelines. The District shall provide Paraeducator training during regular work hours, on Wednesdays, or during conference week as time allows. Individuals whose assignment does not permit them to complete this training during their work hours may, with authorization from the supervising administrator, complete the training outside of their work day. When an employee completes training outside of the work day, they will be paid at their current rate of pay, or the overtime rate, if applicable. Time limits for the training are preestablished by PESB guidelines.

ARTICLE XXIII

MAINTENANCE, GROUNDS, TECHNOLOGY, AND CUSTODIANS

Section 23.1. Uniforms.

For the 2026-2027 school year, Maintenance/Grounds employees subject to this Agreement shall receive uniform clothing to include one jacket, one sweatshirt, and three shirts. Maintenance/Grounds employees will be reimbursed up to two hundred fifty dollars (\$250) for job specific safety boots. These uniforms will be selected in consultation with the Association. The expectation is that the monogrammed uniforms will be worn on a daily basis.

For the 2027-2028 and 2028-2029 school years, Maintenance/Grounds employees subject to this Agreement shall receive replacement monogrammed uniform up to two hundred fifty dollars (\$250). Maintenance/Grounds employees will be reimbursed up to four hundred fifty dollars (\$450) allowance for job specific clothing and boots. Substitutes are exempt from this allowance. These monogrammed uniforms will be selected in consultation with the Association. The expectation is that the monogrammed uniforms will be worn on a daily basis.

1 In their first year of employment, new Maintenance/Grounds employees will receive 10 shirts, one
2 jacket, and one sweatshirt. The expectation is that the monogrammed uniforms will be worn on a daily
3 basis.

4
5 The District will reimburse Technology employees up to one hundred and fifty dollars (\$150) annually
6 for job specific monogrammed work-related clothing. Substitutes are exempt from this allowance. In
7 case of a double levy failure, the District will not provide the reimbursement as described for work-
8 related clothing. These monogrammed uniforms will be selected in consultation with the Association.

9
10 The District will reimburse Custodial employees up to one hundred fifty dollars (\$150) annually for
11 work-related monogrammed clothing and job specific safety footwear. Substitutes are exempt from this
12 allowance These monogrammed uniforms will be selected in consultation with the Association.

13
14 In case of a double levy failure, the District will not provide employee reimbursements as described in
15 this section.

16
17 In addition, for all reimbursements in this section, the District will allow for a Consumer Price Index
18 (CPI) increase annually not to exceed three percent (3%). The CPI increase will not apply after a double
19 levy failure. The District will use the Seattle-Tacoma-Bremerton Consumer Price Index, All Items,
20 1982-84 = 100 for all Urban Consumers (CPI-U) issued by the U.S. Department of Labor, Bureau of
21 Labor Statistics, Western Information Office to adjust the annual reimbursement amount. The CPI rate
22 applied to the allowance for the fiscal school year will be the "Annual Average" percentage for the most
23 recent calendar year. (i.e., to determine the allowance amount for FY 2014-15 use the "Annual Average"
24 rate for calendar year 2013). Employees will be reimbursed for authorized expenses incurred pursuant
25 to this Section during the current fiscal year upon submission of properly detailed invoices or receipts
26 through the District's normal accounts payable process.

SIGNATURE PAGE

PUBLIC-SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

STANWOOD-CAMANO CHAPTER, #1125

STANWOOD-CAMANO SCHOOL DISTRICT #401

BY: 
Carrie Counsellor, Chapter President

BY: 
Christine Del Pozo, Executive Director of HR

DATE: September 16, 2026

DATE: September 16, 2026

STANWOOD-CAMANO SCHOOL DISTRICT
PSE – Schedule A – Hourly Wage (Including Vacation)
September 1, 2026 – August 31, 2027

CLASSIFICATION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		(0-1 YRS)	(2-7 YRS)	(8-14 YRS)	15-19 YRS	20-24 YRS	(25+ YRS)
		26-27	26-27	26-27	26-27	26-27	26-27
		(Avg Low)		(Avg High)	\$1.75	\$2.25	\$3.25
					Longevity	Longevity	Longevity
MATRIX CODE	CUSTODIAL						
PSE00	Custodians	\$31.46	\$34.99	\$35.09	\$36.84	\$37.34	\$38.34
PSE58	Custodians (Appr)	\$31.96	\$35.49	\$35.59	\$37.34	\$37.84	\$38.84
PSE01	Lead Custodian	\$34.15	\$36.65	\$36.75	\$38.50	\$39.00	\$40.00
PSE53	Lead Custodian (Appr)	\$34.65	\$37.15	\$37.25	\$39.00	\$39.50	\$40.50
PSE02	Middle School Lead Custodian	\$34.51	\$36.87	\$36.97	\$38.72	\$39.22	\$40.22
PSE56	Middle School Lead Custodian (Appr)	\$35.01	\$37.37	\$37.47	\$39.22	\$39.72	\$40.72
PSE03	High School Lead Custodian	\$35.01	\$38.22	\$38.32	\$40.07	\$40.57	\$41.57
PSE57	High School Lead Custodian (Appr)	\$35.51	\$38.72	\$38.82	\$40.57	\$41.07	\$42.07
MAINTENANCE/GROUNDS							
PSE04	Maintenance/Grounds	\$39.86	\$41.93	\$42.03	\$43.78	\$44.28	\$45.28
PSE05	Maintenance/Grounds (Appr)	\$40.16	\$42.43	\$42.53	\$44.28	\$44.78	\$45.78
PSE06	Maintenance/HVAC	\$48.14	\$53.46	\$53.56	\$55.31	\$55.81	\$56.81
PSE07	Maintenance/HVAC (Appr)	\$48.64	\$53.96	\$54.06	\$55.81	\$56.31	\$57.31
PSE08	Lead Groundskeeper	\$41.85	\$46.78	\$46.88	\$48.63	\$49.13	\$50.13
PSE09	Lead Groundskeeper (Appr)	\$42.15	\$47.28	\$47.38	\$49.13	\$49.63	\$50.63
TRANSPORTATION							
PSE10	Bus Drivers	\$34.56	\$39.38	\$40.24	\$42.74	\$43.63	\$44.71
PSE11	Mechanics	\$39.39	\$45.72	\$45.82	\$47.57	\$48.07	\$49.07
PSE71	Mechanics (Appr)	\$39.89	\$46.22	\$46.32	\$48.07	\$48.57	\$49.57
PSE12	Lead Mechanic	\$44.60	\$49.07	\$49.17	\$50.92	\$51.42	\$52.42
PSE13	Service Technician	\$32.73	\$36.81	\$37.62	\$40.08	\$40.94	\$42.03
PSE62	Dispatcher/Driver Trainer	\$38.62	\$43.66	\$44.60	\$47.17	\$48.09	\$49.17
PSE72	Dispatch/Router	\$36.61	\$41.54	\$42.44	\$44.97	\$45.88	\$46.96
PSE70'	Motor Pool Driver*	\$33.01	\$35.83	\$36.62	\$39.06	\$39.92	\$41.00
PROFESSIONAL/TECHNICAL							
PSE14	Technology Specialist	\$46.78	\$51.51	\$51.61	\$53.36	\$53.86	\$54.86
PSE15	Systems Infrastructure Specialist	\$50.63	\$55.70	\$55.80	\$57.55	\$58.05	\$59.05
PSE64	Technology Support	\$35.37	\$39.70	\$39.80	\$41.55	\$42.05	\$43.05
PSE69	Infrastructure/Network Lead	\$62.43	\$66.73	\$66.83	\$68.58	\$69.08	\$70.08
PSE18	Non-certificated Reg Nurse	\$50.38	\$58.16	\$59.38	\$62.17	\$63.22	\$64.30
PSE19	LPN	\$37.92	\$44.93	\$45.90	\$48.48	\$49.42	\$50.50
PSE 67	Health Room Assistant	\$30.99	\$37.08	\$37.89	\$40.35	\$41.22	\$42.31
PSE63	Family Liaison	\$34.18	\$38.06	\$38.89	\$41.37	\$42.25	\$43.33
PSE20	SECURITY	\$34.68	\$39.38	\$40.24	\$42.74	\$43.63	\$44.71
SECRETARIAL							
PSE22	Office Manager	\$36.11	\$40.88	\$41.77	\$44.29	\$45.19	\$46.27
PSE23	Office Manager (Appr)	\$36.63	\$41.40	\$42.30	\$44.83	\$45.73	\$46.82
PSE24	Secretary II	\$33.11	\$37.76	\$38.58	\$41.06	\$41.93	\$43.02
PSE25	Secretary II (Appr)	\$33.63	\$38.28	\$39.11	\$41.59	\$42.47	\$43.56
PSE26	Secretary I	\$31.39	\$35.41	\$36.19	\$38.63	\$39.48	\$40.57
PSE27	Secretary I (Appr)	\$31.91	\$35.93	\$36.72	\$39.16	\$40.02	\$41.11
PSE28	Clerical	\$30.89	\$34.82	\$35.59	\$38.01	\$38.86	\$39.95
PSE61	Clerical (Appr)	\$31.21	\$35.34	\$36.12	\$38.55	\$39.41	\$40.49

	<u>PARA EDUCATORS</u>						
PSE30	Para Educator I	\$29.24	\$33.01	\$33.74	\$36.14	\$36.97	\$38.06
PSE55	Para Educator II	\$30.99	\$34.20	\$34.96	\$37.38	\$38.22	\$39.31
PSE32	Para Educator III	\$34.55	\$40.15	\$41.02	\$43.53	\$44.43	\$45.51
	<u>FOOD SERVICE</u>						
PSE34	Food Service Assistant	\$24.85	\$28.32	\$28.97	\$31.29	\$32.09	\$33.17
PSE35	Food Service Assistant (Appr)	\$25.37	\$28.84	\$29.50	\$31.83	\$32.63	\$33.71
PSE38	Food Service Manager Elem/Sec	\$29.08	\$32.57	\$33.30	\$35.69	\$36.53	\$37.61
PSE39	Food Service Manager Elem/Sec (Appr)	\$29.60	\$33.09	\$33.83	\$36.23	\$37.07	\$38.15
PSE41	Food Service Manager Elem/Sec (Appr+3)	\$30.12	\$33.61	\$34.36	\$36.77	\$37.61	\$38.69
PSE65	HS/CK Manager (Lead Cook)	\$30.46	\$34.26	\$35.02	\$37.43	\$38.28	\$39.36
PSE66	HS/CK Manager (Lead Cook Appr)	\$30.98	\$34.78	\$35.55	\$37.97	\$38.82	\$39.91
PSE68	HS/CK Manager (Lead Cook Appr+3)	\$31.50	\$35.30	\$36.08	\$38.51	\$39.36	\$40.45
PSE42	Food Service High School Cook	\$28.88	\$32.26	\$32.98	\$35.37	\$36.20	\$37.28
PSE43	Food Service High School Cook (Appr)	\$29.40	\$32.78	\$33.51	\$35.91	\$36.74	\$37.83
PSE73	Food Service Delivery Assistant	\$27.74	\$31.44	\$32.15	\$34.52	\$35.35	\$36.43
PSE50	Mail/Food Delivery	\$32.23	\$35.93	\$36.72	\$39.16	\$40.02	\$41.11
PSE51	Mail/Food Delivery (Appr)	\$32.75	\$36.45	\$37.25	\$39.70	\$40.56	\$41.65

*Appr - Enrollees in the program shall receive the appropriate rate of pay for their positions, as specified on Schedule A. Upon successful completion of the Washington Public School Classified Employees Joint Apprenticeship and Training Committee (WPSCEJATC) or any apprenticeship program that meets State and/or local requirements, including the School Nutrition Association (SNA), employees shall be eligible to receive the increase in their hourly rate of pay as specified on Schedule A.

**When called upon for the purpose of being a driver's trainer, an employee will receive \$1.50 per hour increase in the rate of pay during the training period. (Management retains the right to train drivers per past practice and doing so is not subject to grievance.)

Section 17.11 Food service employees upon reaching and maintaining the second and third step of their certification shall receive an additional twenty-five (25) cents for each step. Documentation for all steps must be submitted by October 1st of each school year.

STANWOOD-CAMANO SCHOOL DISTRICT
PSE – Schedule A – Hourly Wage (Without Vacation)
September 1, 2026 – August 31, 2027

CLASSIFICATION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		(0-1 YRS)	(2-7 YRS)	(8-14 YRS)	(15-19 YRS)	(20-24 YRS)	(25+ YRS)
		26-27	26-27	26-27	26-27	26-27	26-27
		(Avg Low)		(Avg High)	\$1.75	\$2.25	\$3.25
		(26-27 IPD)+ 1%				Longevity	Longevity
MATRIX CODE	CUSTODIAL						
PSE00	Custodians	\$31.46	\$34.99	\$35.09	\$36.84	\$37.34	\$38.34
PSE58	Custodians (Appr)	\$31.96	\$35.49	\$35.59	\$37.34	\$37.84	\$38.84
PSE01	Lead Custodian	\$34.15	\$36.65	\$36.75	\$38.50	\$39.00	\$40.00
PSE53	Lead Custodian (Appr)	\$34.65	\$37.15	\$37.25	\$39.00	\$39.50	\$40.50
PSE02	Middle School Lead Custodian	\$34.51	\$36.87	\$36.97	\$38.72	\$39.22	\$40.22
PSE56	Middle School Lead Custodian (Appr)	\$35.01	\$37.37	\$37.47	\$39.22	\$39.72	\$40.72
PSE03	High School Lead Custodian	\$35.01	\$38.22	\$38.32	\$40.07	\$40.57	\$41.57
PSE57	High School Lead Custodian (Appr)	\$35.51	\$38.72	\$38.82	\$40.57	\$41.07	\$42.07
MAINTENANCE/GROUNDS							
PSE04	Maintenance/Grounds	\$39.66	\$41.93	\$42.03	\$43.78	\$44.28	\$45.28
PSE05	Maintenance/Grounds (Appr)	\$40.16	\$42.43	\$42.53	\$44.28	\$44.78	\$45.78
PSE06	Maintenance/HVAC	\$48.14	\$53.46	\$53.56	\$55.31	\$55.81	\$56.81
PSE07	Maintenance/HVAC (Appr)	\$48.64	\$53.96	\$54.06	\$55.81	\$56.31	\$57.31
PSE08	Lead Groundskeeper	\$41.65	\$46.78	\$46.88	\$48.63	\$49.13	\$50.13
PSE09	Lead Groundskeeper (Appr)	\$42.15	\$47.28	\$47.38	\$49.13	\$49.63	\$50.63
TRANSPORTATION							
PSE10	Bus Drivers	\$33.23	\$37.87	\$37.97	\$39.72	\$40.22	\$41.22
PSE11	Mechanics	\$39.39	\$45.72	\$45.82	\$47.57	\$48.07	\$49.07
PSE71	Mechanics (Appr)	\$39.89	\$46.22	\$46.32	\$48.07	\$48.57	\$49.57
PSE12	Lead Mechanic	\$44.60	\$49.07	\$49.17	\$50.92	\$51.42	\$52.42
PSE13	Service Technician	\$31.47	\$35.39	\$35.49	\$37.24	\$37.74	\$38.74
PSE62	Dispatcher/Driver Trainer	\$37.13	\$41.98	\$42.08	\$43.83	\$44.33	\$45.33
PSE72	Dispatch/Router	\$35.20	\$39.94	\$40.04	\$41.79	\$42.29	\$43.29
PSE70*	Motor Pool Driver*	\$31.74	\$34.45	\$34.55	\$36.30	\$36.80	\$37.80
PROFESSIONAL/TECHNICAL							
PSE14	Technology Specialist	\$46.78	\$51.51	\$51.61	\$53.36	\$53.86	\$54.86
PSE15	Systems Infrastructure Specialist	\$50.63	\$55.70	\$55.80	\$57.55	\$58.05	\$59.05
PSE64	Technology Support	\$35.37	\$39.70	\$39.80	\$41.55	\$42.05	\$43.05
PSE69	Infrastructure/Network Lead	\$62.43	\$66.73	\$66.83	\$68.58	\$69.08	\$70.08
PSE18	Non-certificated Reg Nurse	\$48.44	\$55.93	\$56.03	\$57.78	\$58.28	\$59.28
PSE19	LPN	\$36.46	\$43.20	\$43.30	\$45.05	\$45.55	\$46.55
PSE 67	Health Room Assistant	\$29.80	\$35.65	\$35.75	\$37.50	\$38.00	\$39.00
PSE63	Family Liaison	\$32.86	\$36.60	\$36.70	\$38.45	\$38.95	\$39.95

PSE20	<u>SECURITY</u>	\$33.35	\$37.87	\$37.97	\$39.72	\$40.22	\$41.22
	<u>SECRETARIAL</u>						
PSE22	Office Manager	\$34.72	\$39.31	\$39.41	\$41.16	\$41.66	\$42.66
PSE23	Office Manager (Appr)	\$35.22	\$39.81	\$39.91	\$41.66	\$42.16	\$43.16
PSE24	Secretary II	\$31.84	\$36.31	\$36.41	\$38.16	\$38.66	\$39.66
PSE25	Secretary II (Appr)	\$32.34	\$36.81	\$36.91	\$38.66	\$39.16	\$40.16
PSE26	Secretary I	\$30.18	\$34.05	\$34.15	\$35.90	\$36.40	\$37.40
PSE27	Secretary I (Appr)	\$30.68	\$34.55	\$34.65	\$36.40	\$36.90	\$37.90
PSE28	Clerical	\$29.51	\$33.48	\$33.58	\$35.33	\$35.83	\$36.83
PSE61	Clerical (Appr)	\$30.01	\$33.98	\$34.08	\$35.83	\$36.33	\$37.33
	<u>PARA EDUCATORS</u>						
PSE30	Para Educator I	\$28.12	\$31.74	\$31.84	\$33.59	\$34.09	\$35.09
PSE55	Para Educator II	\$29.80	\$32.89	\$32.99	\$34.74	\$35.24	\$36.24
PSE32	Para Educator III	\$33.22	\$38.60	\$38.70	\$40.45	\$40.95	\$41.95
	<u>FOOD SERVICE</u>						
PSE34	Food Service Assistant	\$23.89	\$27.23	\$27.33	\$29.08	\$29.58	\$30.58
PSE35	Food Service Assistant (Appr)	\$24.39	\$27.73	\$27.83	\$29.58	\$30.08	\$31.08
PSE38	Food Service Manager Elem/Sec	\$27.96	\$31.32	\$31.42	\$33.17	\$33.67	\$34.67
PSE39	Food Service Manager Elem/Sec (Appr)	\$28.46	\$31.82	\$31.92	\$33.67	\$34.17	\$35.17
PSE41	Food Service Manager Elem/Sec (Appr+3)	\$28.96	\$32.32	\$32.42	\$34.17	\$34.67	\$35.67
PSE65	HS/CK Manager (Lead Cook)	\$29.29	\$32.94	\$33.04	\$34.79	\$35.29	\$36.29
PSE66	HS/CK Manager (Lead Cook Appr)	\$29.79	\$33.44	\$33.54	\$35.29	\$35.79	\$36.79
PSE68	HS/CK Manager (Lead Cook Appr+3)	\$30.29	\$33.94	\$34.04	\$35.79	\$36.29	\$37.29
PSE42	Food Service High School Cook	\$27.76	\$31.02	\$31.12	\$32.87	\$33.37	\$34.37
PSE43	Food Service High School Cook (Appr)	\$28.26	\$31.52	\$31.62	\$33.37	\$33.87	\$34.87
PSE73	Food Service Delivery Assistant	\$26.68	\$30.23	\$30.33	\$32.08	\$32.58	\$33.58
PSE50	Mail/Food Delivery	\$30.99	\$34.54	\$34.64	\$36.39	\$36.89	\$37.89
PSE51	Mail/Food Delivery (Appr)	\$31.49	\$35.04	\$35.14	\$36.89	\$37.39	\$38.39

*Appr - Enrollees in the program shall receive the appropriate rate of pay for the positions, as specified on Schedule A. Upon successful completion of the Washington Public School Classified Employees Joint Apprenticeship and Training Committee (WPSCEJATC) or any apprenticeship program that meets State and/or local requirements, including the School Nutrition Association (SNA), employees shall be eligible to receive the increase in their hourly pay as specified on Schedule A.

**When called upon for the purpose of being a driver's trainer, an employee will receive \$1.50 per hour increase in the rate of pay during the training period. (Management retains the right to train drivers per past practice and doing so is not subject to grievance).

Section 17.11 Food service employees upon reaching and maintaining the second and third step of their certification shall receive an additional twenty-five (25) cents for each step. Documentation for all steps must be submitted by October 1 of each school year.

Stanwood-Camano School District No. 401
Appendix A – Notice of Right to Representation

I have been informed that: a. Prior to any disciplinary action being taken an investigatory conference will be held. b. The investigatory conference may lead to disciplinary action. c. I am entitled to Association representation at the conference and at all subsequent meetings. d. Once such representation is requested no further action shall be taken until the representative is present or has been given ample time to appear.

Being so informed:

- ☐ I waive my right to representation at this time.
- ☐ I request Association representation.
- ☐ I request the Association be notified of any disciplinary action.

BY: _____ BY: _____
Employee Employer

DATE: _____ DATE: _____

LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, STANWOOD CAMANO CHAPTER #1125 AND THE STANWOOD CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

In order to ensure adequate staffing in classrooms and programs, when a Health Room Assistant (HRA) substitute cannot be located in a building, the following process will be used by building/program administrators:

- By September 15th, building/program administrators will send a notice to paraeducators asking for two (2) individuals to serve as emergency substitutes for the HRA position
- These two (2) individuals will be selected based on seniority
- The paraeducators will receive training to be an emergency HRA substitute

The paraeducator whose duties are reassigned to HRA, on an as needed basis, will receive their rate of pay or the HRA rate of pay, whichever is higher.

This Letter of Agreement shall become effective upon signature of all parties involved and will be attached to the 2026-2029 Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

STANWOOD CAMANO CHAPTER #1125

STANWOOD CAMANO SCHOOL #401

BY: 
Carrie Counsellor, Chapter President

BY: 
Christine Del Pozo, Executive Director of HR

DATE: September 16 2026

DATE: September 16, 2026

LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, STANWOOD CAMANO CHAPTER #1125 AND THE STANWOOD CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Paraeducators who were hired on or before October 31, 2008 and have lost fifteen (15) minutes per day will be assigned up to six and a half (6.5) hours per day provided they remain in their current assignment. If they elect to take a bus riding position, they may not exceed eight (8) hours per day.

All open bus riding assignments will be offered and awarded by seniority.

As employees retire/resign or voluntarily change assignments, positions will be realigned to the six (6) hour per day standard.

This Letter of Agreement shall become effective upon signature of all parties involved and will be attached to the 2026-2029 Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

STANWOOD CAMANO CHAPTER #1125

STANWOOD CAMANO SCHOOL #401

BY: 
Carrie Counsellor, Chapter President

BY: 
Christine Del Pozo, Executive Director of HR

DATE: September 16, 2026

DATE: September 16, 2026

LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, STANWOOD CAMANO CHAPTER #1125 AND THE STANWOOD CAMANO SCHOOL DISTRICT #401. THIS AGREEMENT IS ENTERED INTO PURSUANT THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Due to a shortage of bus paraeducator substitutes, the rate of pay for any staff member who substitutes in the role of a bus paraeducator shall receive their regular rate of pay rather than the substitute rate of pay.

This Letter of Agreement shall become effective upon signature of all parties involved and will be attached to the 2026-2029 Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

STANWOOD CAMANO CHAPTER #1125

STANWOOD CAMANO SCHOOL #401

BY: 
Carrie Counsellor, Chapter President

BY: 
Christine Del Pozo, Executive Director of HR

DATE: September 16 2026

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The parties agree to the following:

When the transportation secretary is not available to work outside of their regular shift, the following process will be used by building/program administrators:

- By October 10th, the building/program administrators will send a notice to secretaries asking for individuals who would like to work additional hours outside of their regular shift.
- Secretaries whose regular shifts are less than eight (8) hours per day would be eligible for this additional time.
- If more than one (1) secretary is available to work specific hours, the individual with the most seniority will be given priority.
- If no eligible secretaries are available, bus drivers will be offered the additional time based on seniority.

The secretary or bus driver who works the additional hours will receive their rate of pay or the Secretary II rate of pay, whichever is higher.

This Letter of Agreement shall become effective upon signature of all parties involved and will be attached to the 2026-2029 Collective Bargaining Agreement.

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The parties agree to the following:

In order to incentivize recruitment of Bus Drivers, the District and the Association agree to pay new Bus Driver Trainees the equivalent to seventy (70) hours at the Washington state minimum wage rate. Drivers coming to the SCSD from other Districts will earn incentive pay equivalent to forty (40) hours at the Washington state minimum wage rate.

The funds will be payable to new Bus Driver employees or substitutes after thirty (30) days of driving for Stanwood Camano School District.

Half of the incentive pay will be paid in the first possible payroll following five (5) days of driving.

This Letter of Agreement shall become effective upon signature of all parties involved and will be attached to the 2026-2029 Collective Bargaining Agreement.

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The parties agree to the following:

Due to the shortage of substitutes, classified employees on unpaid leave will be allowed to substitute.

This Letter of Agreement shall become effective upon signature of all parties involved and will be attached to the 2026-2029 Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

STANWOOD CAMANO CHAPTER #1125

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