

**COLLECTIVE BARGAINING AGREEMENT BETWEEN
ENTIAT SCHOOL DISTRICT
AND
PUBLIC SCHOOL EMPLOYEES OF ENTIAT
SCHOOL DISTRICT**

SEPTEMBER 1, 2007 - AUGUST 31, 2010

**PSE STATE OFFICE
P. O. Box 798
Auburn, Washington 98071-0798
1-866-820-5652**

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P R E A M B L E

This Agreement is made and entered into between Entiat School District Number 127 (hereinafter "District") and Public School Employees of Entiat, 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:

A R T I C L E I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1. The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.4, and the Association recognizes the responsibility of representing the interests of all such employees whether or not they are members of the Association.

Section 1.2. Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).

Section 1.3. All employees subject to this Agreement will be provided with a copy of their job description. Copies of all job descriptions will be given to the Association President and will be notified of any substantive changes to such job descriptions. During contract year 2004-2005 the District and PSE will work to develop job descriptions for positions represented by this contract.

Section 1.4. The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Transportation, Custodial, Maintenance, Secretarial-Clerical, Para Educators, Library Tech, School Nurse, Brailist/Sign Language Interpreter and Food Service; except the following positions: Business Manager (1), the Superintendent's Secretary (1), and the Transportation/Maintenance Supervisor (1).

Section 1.5. Substitutes. Substitutes are casual employees who work less than thirty (30) cumulative days during the instructional year. Substitutes who work thirty (30) cumulative days or more in the current year will be paid at first year step and will not receive other benefits or contract rights.

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ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1. It is agreed that the customary and usual rights, powers, functions and authority of management are vested in management officials of the District. Included in these rights in accordance with and subject to applicable laws and regulations is the right to direct the work force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.

Section 2.2. Bus Driver Drug/Alcohol Testing. The District will implement Federal Department of Transportation (DOT) Bus Driver Drug/Alcohol testing procedures and may discipline up to and including discharge for verified positive test results, subject to just cause provisions.

ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1. It is agreed that all employees subject to this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association. The District shall take whatever action required or refrain from such action in order to assure employees that no interference, restraint, coercion, or discrimination is allowed within the District to encourage or discourage membership in any employee organization.

Section 3.2. Each employee shall have the right to bring matters of personal concern to the attention of appropriate Association representatives and/or appropriate officials of the District.

Section 3.3. Employees subject to this Agreement have the right to have an Association representative present at the discussion between themselves and the supervisor and/or other representatives of the District, limited to two (2) from each side, as hereinafter provided, unless mutually agreed.

Section 3.4. Neither the District, nor the Association, shall discriminate against any employee subject to this Agreement on the basis of race, creed, color, gender, religion, age, marital status, national origin, sexual orientation, including gender identity, familial status, or disability, with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the physically handicapped person or others.

1 **Section 3.5. Personnel Files.** Each employee shall have the right to review the contents of his/her
2 personnel file kept in the District administration office. An employee may attach comments to any
3 material in the file. During any review, an official or representative of the Association may be present.
4 Each employee shall be provided a copy of all potentially derogatory material placed in his/her
5 personnel file at the time of its insertion into the file. Any derogatory material in an employee's
6 personnel file which is not brought to the attention of the employee may not be used in any disciplinary
7 action against the employee.

8
9 All items inserted into an employee's personnel file will be signed and dated by the employee at the
10 time of insertion. The employee's signature will indicate the employee has received a copy of the item
11 to be placed in the file but does not necessarily indicate the employee's agreement with the contents
12 therein. All derogatory material contained in the file shall be removed upon mutual consent. The
13 employee shall have the right, after three (3) years, to remove derogatory material excluding
14 evaluations and legal issues from their file.

15
16 **Section 3.6. Employee Evaluations.** Each employee shall be evaluated in writing annually.
17 Employees will be given a copy of the evaluation report ten (10) days prior to the last day of school.
18 The evaluation will be discussed with each employee, and the employee will be afforded the
19 opportunity to attach written comments or statements to the evaluation report/form (attached for
20 reference only). Unsatisfactory performance will be discussed with employees in a timely manner.

21
22 **Section 3.7. Confrontational Situations.** Employees, acting within the scope of their duties may use
23 reasonable measures with students, patrons, or other persons as is necessary to protect his/her self,
24 another employee or another student from attack, physical or verbal abuse or injury, or to prevent
25 damage to District or personal property.

26
27 The District shall provide liability insurance for the protection of employees while engaged in the
28 maintenance of order and discipline and the protection of school personnel and students and property.

29
30 All classified employees will be immediately notified of any known potentially dangerous situation that
31 may occur that may affect the safety of the employee; e.g., discovery of weapons, discovery of drugs,
32 gang activity, etc.

33
34 **Section 3.8. Administration of Medication.** "Special Needs" paras shall be trained to take care of
35 extra ordinary needs that apply to students within the school district. Secretaries will dispense
36 prescription or over the counter oral medications and attend to the general needs of students i.e. band-
37 aides, cold packs, small injuries, etc.

38
39 Employees who deem themselves unfit to perform medical procedures or administer medication, may
40 request a review of the assignment with their supervisor and the Superintendent within three (3) days of
41 being assigned the job.

42
43 Employees shall respond to emergency situations and accidents, by providing basic first aid until
44 professional help arrives.

1 Employees providing health care as provided in this Agreement shall be held harmless for any actions
2 arising from the act or failure to act of the employee, providing the employee is acting within the scope
3 of his/her employment.
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7 ARTICLE IV

8 RIGHTS OF THE ASSOCIATION

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11 **Section 4.1.** The Association has the right and responsibility to represent the interests of all employees
12 in the unit during school board meetings regarding the formulation, development and implementation
13 of industrial relations matters, practices, and policies which are within the authority of the District; to
14 present its views to the District on matters of concern; to enter collective negotiations with the object
15 of reaching an agreement applicable to all employees within the bargaining unit.
16

17 **Section 4.2.** The Association reserves and retains the right to delegate any right or duty contained
18 herein to appropriate officials of the Public School Employees of Washington State Organization.
19

20 **Section 4.3.** Employees may be provided time off without loss of pay to attend regional or state
21 meetings when the purpose of those meetings is in the best interests of the District as determined by the
22 District administration.
23

24 **Section 4.4.** By request of the Public School Employees of Entiat on or before the first day of October,
25 the District will provide job title, name, address, and employment date of each classified employee.
26

27 **Section 4.5.** Representatives of the Association, after receiving approval of the Superintendent, shall
28 have access to the District premises during business hours, provided that no conferences or meetings
29 between employees and Association representatives will in any way hamper or obstruct the normal
30 flow of work.
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34 ARTICLE V

35 APPROPRIATE MATTERS FOR NEGOTIATION

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38 **Section 5.1.** It is agreed and understood that matters appropriate for negotiations between the District
39 and the Association are hours, wages, grievance procedures and general working conditions of
40 employees in the bargaining unit subject to this Agreement.
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ARTICLE VI

ASSOCIATION REPRESENTATION

Section 6.1. The Association President or his designee will meet with the Superintendent on a mutually agreeable basis to discuss appropriate matters. Time during working hours will be allowed the Association representatives for attendance at this meeting.

ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1. The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days off, Saturday and Sunday. For employees hired after August 1, 1993, the workweek may consist of any five (5) consecutive days followed by two (2) consecutive days off when the position is posted as such.

Section 7.2. Each employee shall be assigned to a definite and regular shift which shall not be changed without reasonable prior notice. "Reasonable" shall mean two (2) weeks notice except in emergencies where such notice shall be reasonable under the circumstances.

Section 7.3. A regular work shift will consist of eight (8) hours excluding a mutually agreed upon uninterrupted lunch period as near the middle of the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable. Twelve (12) month employees, with approval of Superintendent, may be allowed to arrange their shifts to reflect non-regular shifts during the summer break.

Section 7.4. Any shift less than eight (8) hours but more than five (5) hours shall receive a thirty (30) minute uninterrupted lunch period as near the middle of the shift as possible. The employee will also receive a ten (10) minute rest period in the pre-lunch work time and a ten (10) minute rest period in the post-lunch time.

Section 7.4.1. Any shift less than five (5) hours but more than three (3) hours shall receive a ten (10) minute rest period as near the middle of the shift as possible. Employees working less than a three (3) hour shift shall receive no rest period.

Section 7.5. Employees required to work through their regular lunch periods will be given time to eat at a time agreed upon between the employee and supervisor. In the event the District requires an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates, in accordance with Section 7.10.

1 **Section 7.6.** In the event of an unusual school closure due to inclement weather or plant inoperation,
2 the District will make every effort to notify each employee to refrain from coming to work. Employees
3 reporting to work shall work a minimum of two (2) hours.
4

5 **Section 7.7.** Employees requested to work at a position with a higher rate of pay in their same general
6 job classification shall receive the hourly rate of pay for the higher-paid position at the same longevity
7 level at which they are paid in their regular position.
8

9 **Section 7.8.** Recognizing that personnel in the Transportation classification present special shift
10 problems, the parties agree that shifts shall be established in that classification in relation to routes and
11 driving times requisite to fulfilling tasks assigned by the Supervisor of Transportation; provided,
12 however, that all bus drivers shall receive pay for one-fourth (¼) hour, fifteen (15) minutes pay per run
13 for the purpose of bus cleanup and bus warm-up in addition to actual hours of driving time. All trips
14 other than regular daily scheduled bus runs shall be called extra trips and shall be compensated as per
15 extra trip rate included in Schedule A, Part II of this Agreement. In the event that an extra trip is
16 canceled, the District shall make every effort to notify the designated driver of such cancellation as
17 soon as is practicable. If the driver reports for work without notification of cancellation and the trip is
18 canceled, the driver will receive two (2) hours pay at the appropriate rate. Drivers will be given
19 reasonable notice of all extra trips.
20

21 **Section 7.8.1.** Trips other than regular daily runs shall be assigned to regular drivers from a rotating
22 roster of all regular drivers. Regular drivers with less than forty (40) hours will have the option to take
23 extra trips if other regular drivers are unavailable. Regular drivers will maintain their regular to and
24 from bus assignments unless they are making an extracurricular trip. Substitutes will fill regular trips
25 for regular bus drivers on extra trips or for regular drivers unable to drive their regular trips.
26

27 **Section 7.9.** When employees are required by the District to attend meetings for the purpose of
28 training, said employees shall receive regular rate of pay. The District shall pay the cost of physical
29 examinations, X-rays, health certificates, first aid classes, driver recertification classes, and other tests
30 required as a condition of employment. If the employee uses her/his own physician, reimbursement to
31 the employee will be given up to a maximum of the usual charge of the District's physician. The
32 District will reimburse regular drivers for the cost of the skills test and the knowledge test required for
33 the Commercial Driver's License for bus drivers. These reimbursements are given only once in each
34 renewal period.
35

36 **Section 7.10.** All hours worked in excess of forty (40) hours, within a regular workweek, shall be
37 compensated at one and one-half (1½) times the employee's base pay. All hours worked in excess of
38 forty-eight (48) hours within a workweek shall be compensated at a rate twice the employee's base rate.
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ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1. Holidays. All employees shall receive the following paid holidays that fall within their work year as designated by the state legislature:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Armistice Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Day before or day after Christmas
(as mutually agreed between the
District and Association)
11. Christmas Day

Section 8.1.1. Unworked Holidays. Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. 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 are 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. Holidays During Vacation. Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one extra day of vacation with pay in lieu of the holiday as such.

Section 8.1.3. Holiday Worked. Employees who work the above holidays shall receive the holiday pay due them plus their base pay up to the hours in their normal shift and twice their base pay for any hours exceeding their normal shift.

Section 8.1.4. Floating Holiday. Year round employees will receive a non-paid Floating Holiday for every day the calendar year exceeds 260 days. This day will be scheduled with approval of the immediate supervisor at least one (1) week in advance. The floating Holiday shall be scheduled during non-student days. (See attached form in contract.)

Section 8.2. Vacations. All employees working eleven (11) or more months per year shall be credited with hours of vacation credit based on the hours worked during this period.

Section 8.2.1. Vacations. The vacation credit to which an employee shall be entitled shall be computed in accordance with the following:

Section 8.2.1.1. All employees entitled to vacation credit shall be granted ten (10) days of paid vacation. For each year of service thereafter one (1) day will be added to the employee's vacation credit to a maximum of twenty (20) days.

1 **Section 8.2.2.** Any vacation credit currently due but unused by September 1st may be carried into the
2 following year with the approval of the immediate supervisor and administration. No vacation may be
3 carried over for more than one (1) year beyond the date on which it became due; provided, however, no
4 employee shall be denied accrued vacation benefits due to District employment needs. All vacation
5 time for employees must be taken during summer vacation period when school is not in session, except
6 employees will be allowed to take one week during the school year if no more than one employee is
7 gone at the same time. Vacations shall be scheduled at the written request of the employee and with
8 approval of the Superintendent. Vacations must be scheduled in a manner so as not to disrupt the
9 normal activities of the District.

10
11 **Section 8.2.3.** Time on reduction in force and time on authorized leave of absence will be counted as
12 continuous service for the purpose of retaining eligibility dates.

13
14 **Section 8.2.4.** Any employee who is discharged or who terminates employment shall receive payment
15 for unused accrued vacation credit with their final paycheck.
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19 ARTICLE IX

20 **LEAVES**

21 **Section 9.1. Illness, Injury and Emergency Leave.**

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23 **Section 9.1.1.** Illness, injury and emergency leave shall be granted to each classified employee at the
24 rate of one (1) day per month worked.

25
26 The District may require a physician's certificate or other suitable proof if the employee is off work for
27 more than five (5) working days.

28
29 All requests for emergency leave must be approved by the Superintendent. Examples of emergency
30 leave are: (1) serious illness in the immediate family, and (2) emergency in the home.

31
32 Immediate family shall include spouse, domestic partner, foster child, children, father, mother,
33 father-in-law, mother-in-law, sister or brother, grandfather, grandmother or grandchild.

34
35 Emergency leave days granted will be deducted from the accrued total of illness, injury and emergency
36 leave.

37
38 In case of an emergency as defined above, it shall be the responsibility of the employee to notify their
39 immediate supervisor as soon as possible in advance of the emergency leave.

40
41 An employee will be allowed to use sick leave to care for a child of the employee under the age of
42 eighteen (18) with a health condition that requires treatment or supervision.
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1 **Section 9.1.2.** In the event employees are absent for reasons which are covered by Industrial Insurance,
2 the District shall pay the employee an amount equal to the difference between the amount paid the
3 employee by the Department of Labor and Industries and the amount the employee would normally
4 earn. A deduction shall be made from the employee's accumulated illness and injury leave in
5 accordance with the amount paid to the employee by the District until illness and injury leave has been
6 exhausted.

7
8 **Section 9.1.3.** When an employee leaves a school district within the state and commences employment
9 with another school district within the State of Washington, for the purpose of calculating longevity,
10 leave and other benefits, the employee shall maintain the same status held in their previous district:
11 PROVIDED, that employees who transfer between districts shall not retain any seniority rights other
12 than longevity when leaving one school district and beginning employment with another. If the school
13 district to which the person transfers has a different system for computing leave benefits, and other
14 benefits, then the employee shall be granted the same longevity, leave benefits and other benefits as a
15 person in that district who has the same occupational status and total years of service. RCW 28A
16 400.300

17
18 **Section 9.1.4.** If in the opinion of the District, a new hire has prior experience other than Washington
19 School District experience, relating to the job for which they are hired, the District may cap at two (2)
20 years of experience on Schedule A. The general criteria used for determining the prior experience shall
21 be used for all new hires. Leaves are to be identified as sick leave. This waiver shall not apply to other
22 provisions, such as seniority.

23
24 **Section 9.2. Bereavement Leave.** Each employee shall be entitled to a maximum of five (5) days
25 leave per year with pay for absence caused by death to an employee's child, foster child, spouse,
26 domestic partner, parent, step-parent, grandparent, grandchild, sibling, or parent-in-law. Bereavement
27 leave is noncumulative and must be cleared by the Superintendent. Bereavement Leave is not deducted
28 from sick leave.

29
30 **Section 9.3. Maternity Leave.** Upon application therefore, the District shall grant maternity leave.
31 Such leave shall commence at such time as the employee and her physician deem necessary.
32 Employees granted maternity leave must return to work not later than one (1) year following the
33 granting of the maternity leave. Employees granted maternity leave may, at their option, be allowed
34 compensation for maternity leave in accordance with Section 9.1.1 above. Before returning to work
35 the employee must be certified by her physician as ready and able to return.

36
37 **Section 9.4. Judicial Leave.** In the event an employee is summoned to serve as a juror, or appear as a
38 witness for the District in court, or is named as a codefendant with the District, such employee shall
39 receive a normal day's pay for each day of required presence in court; provided, however, that any
40 compensation received for such service shall be paid to the District. Such repayment shall not exceed
41 the employee's normal daily pay less bona fide expenses. In the event that an employee is a party in a
42 court action, such employee may request a leave of absence.

1 **Section 9.5. Leave Of Absence.**

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3 **Section 9.5.1.** Upon recommendation of the immediate supervisor through administrative channels to
4 the Superintendent, and upon approval of the Board of Directors, an employee may be granted a leave
5 of absence for a period not to exceed one (1) year; provided, however, if such leave is granted due to
6 extended illness, one (1) additional year may be granted.
7

8 **Section 9.5.2.** The returning employee will be assigned to the position occupied before the leave of
9 absence. Employees hired to fill positions of employees on leave of absence will be hired for a specific
10 period of time during which they shall be subject to all provisions of this Agreement. It shall be the
11 responsibility of the employer to inform replacement employees of these provisions. If a current
12 classified employee was hired to fill the leave of absence position, that employee will return to his/her
13 previous position. If the position has been eliminated, the employee will be assigned to an appropriate
14 position according to “bumping” procedures as stated in Section 10.9.
15

16 **Section 9.5.3.** The employee will retain accrued illness and injury leave, vested vacation rights, and
17 seniority rights while on leave of absence. However, vacation credits, illness and injury leave, and
18 seniority shall not accrue while the employee is on leave of absence; provided, however, that if such
19 leave is approved for extended illness or injury, seniority shall accrue.
20

21 **Section 9.6. Personal Leave.** Personal leave of two (2) days each contract year shall be granted by
22 the District to each classified employee with pay. Personal leave days are authorized to enable
23 classified employees to take care of personal/business situations which require absence during school
24 hours and cannot be arranged for or scheduled on non-business days or non-school hours and is not
25 classified as emergency leave under Section 9.1.1. An employee may carry forward one (1) personal
26 leave day per year to the following year, for a maximum of three (3) days in any given year. Personal
27 Leave is not deducted from sick leave. The District pays for the cost of substitutes.
28

29 Notice to the Superintendent for personal leave shall be made at least two (2) days before taking such
30 leave. The request for personal leave shall be for either a full or half workday increment, based on the
31 individual’s regular workday hours. Personal leave days shall not be available for the day before or the
32 day after any vacation period created by a recognized holiday or teacher workshop day. Unless
33 approved by the Superintendent, personal leave days may not be used during the first and last week of
34 each semester.
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1 **Section 9.7. Sick Leave Buy Out.**
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3 **Section 9.7.1.** At the time of separation from the District an eligible employee, or the employee's
4 estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the
5 eligible employee for each four (4) full days of accrued sick leave up to a maximum of one hundred
6 eighty (180) days. The payment will coincide with the last payment for employment to the eligible
7 employee or estate. Day relates to time worked by the employee on regular assignment.
8

9 For the purposes of sick leave conversion, an eligible employee shall be defined as:
10

- 11 A. Employees who separate from employment due to retirement or death;
- 12 B. Employees who separate from employment and who are at least age fifty-five (55) and have at
13 least ten (10) years of service in SERS 3; or
- 14 C. Employees who separate from employment and who are at least fifty-five (55) and have at least
15 fifteen (15) years of service in SERS 2.

16
17 **Section 9.7.2.** At the option of the employee, the District will buy back at the rate of one (1) day's pay
18 for every four (4) days accumulated sick leave in excess of one hundred sixty-eight (168) days on
19 December 31 of each year. The calculation will be made at the end of the school year and payment will
20 be made in the June payroll check. Day relates to time worked per day by the employee on regular
21 assignment.
22

23 **Section 9.8. Family and Medical Leave.**
24

25 **Section 9.8.1. Purpose.** Employees of Entiat School District are eligible to take up to twelve weeks a
26 year for family and/or medical leave.
27

28 **Section 9.8.2. Eligibility.** Employees who have worked for the District for a period of twelve months
29 and have accrued 1,250 hours of service during that twelve month period are eligible for this leave.
30

31 **Section 9.8.3. Leave Categories.** There are four categories for leave granted under this administrative
32 procedure:
33

- 34 1. Birth of a child.
- 35 2. Placement of a child with the employee by adoption or foster care.
- 36 3. Care for spouse, domestic partner, foster child, son/daughter, or parent during a serious health
37 condition.
- 38 4. A serious health condition which results in employees not being able to perform the
39 responsibilities of their position.
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1 **Section 9.8.4. Conditions.**

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- 3 1. The District shall grant, at the employee's request, his/her usage of accrued sick leave prior to
- 4 his/her going on unpaid Medical leave.
- 5
- 6 2. The District reserves the right to require the employee to take leave in a block when being used
- 7 for birth, adoption or placement of a foster child. The entitlement to this leave ends twelve
- 8 months following birth, adoption, or placement.
- 9
- 10 3. Medical leave may be taken intermittently based upon the health care provider's
- 11 recommendation and/or the ability of the employee to perform the duties of the job.
- 12
- 13 4. The District may request the employee on intermittent leave to assume an alternate position if
- 14 the employee is qualified, the position has equal pay and benefits, and the alternate position
- 15 better accommodates the leave.
- 16
- 17 5. Employees who have been granted leave under this policy are guaranteed a return to their
- 18 former position or a position with equivalent benefits, pay, and terms of employment.
- 19 Reinstatement may be denied in event of a reduction in force. The employee on leave will be
- 20 subject to the terms of the contractual agreement between the Association and the District.
- 21
- 22 6. Vacation, sick, and personal leave will not be accrued during the duration of the leave.
- 23

24 **Section 9.8.5. Employee Responsibilities.**

- 25
- 26 1. In the event of the birth, adoption or foster placement, thirty (30) days prior notice will be
- 27 required when practical,
- 28
- 29 2. For medical care, the employee will also be asked to give thirty (30) days prior notification
- 30 unless medical conditions preclude this from happening. Further, when employees are on a
- 31 reduced schedule, they may be asked to make all reasonable efforts to arrange treatment so as to
- 32 not disrupt the normal operation of the District.
- 33

34 **Section 9.8.6. Exclusions/Limitations.** In the event that the District employs spouses, the total leave

35 between both cannot exceed twelve weeks in any twelve month period.

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1 **Section 9.8.7. Certification of a Serious Health Condition.** When an employee seeks medical leave
2 to care for a family member or address his/her own health needs, the following certification may be
3 required:

- 4 1. The date on which the condition commenced
- 5 2. Probable duration of the condition
- 6 3. Medical facts from a health care provider
- 7 4. When the leave is to care for a family member, an estimate as to the amount of time needed
- 8 5. In the event the employee is not able to return to perform and fulfill his/her responsibilities,
9 medical verification will be required. The District reserves the right to seek a second or third
10 opinion, at its own expense.

11 **Section 9.8.8. Health Care Benefits.** The District will maintain employee health care benefits at its
12 expense during the duration of the leave. However, in the event that the employee does not return from
13 leave for a reason other than continuation or reoccurrence of a serious health condition, the onset of a
14 new serious health care condition or circumstances beyond the control of the employee, the District
15 may exercise its right to recover premium costs.

16 **Section 9.9. Sick Leave Sharing.**

- 17 A. **Right To Donate:** Employees may donate sick leave to come to the aid of another bargaining
18 unit employee who is suffering from an extraordinary or severe illness, injury, impairment or
19 physical or mental condition which causes or is likely to cause the employee to take leave
20 without pay or terminate his or her employment.
- 21 B. **Minimum Accumulation:** An employee who has an accrued sick leave balance of more than
22 twenty-two (22) days may donate such leave.
- 23 C. **Maximum Donation:** Employees are allowed to grant up to six (6) days during any twelve
24 (12) month period.
- 25 D. **Limits:** Employees cannot donate sick leave days that would result in their sick leave account
26 going below twenty-two (22) days.
- 27 E. **Status Of Leave Employees.** While an employee is on leave under this section, he or she shall
28 be classified as an employee and shall receive the same treatment in respect to salary, wages,
29 and employee benefits as the employee would normally receive if using accrued sick leave.
30 Payment of sick leave shall be in accordance with state statues, rules and regulations.

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ARTICLE X

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 10.1. Hire Date and Seniority Date. The hire date of an employee within the bargaining unit shall be established as of the date on which the employee began continuous employment. The seniority date of an employee shall be established as of the date on which an employee begins continuous employment within any job classification defined in Article I, Section 1.4.

Section 10.2. Each new hire shall remain in a probationary status for a period of not more than one hundred eighty (180) working days following the hire date. During this probationary period the District may discharge such employee at its discretion.

Section 10.3. Upon completion of the probationary period, the employee will be subject to all rights and duties contained in this Agreement retroactive to the hire date.

Section 10.4. The seniority rights of an employee shall be lost for the following reasons:

- A. Resignation;
- B. Discharge for sufficient cause; or
- C. Retirement.

Section 10.5. Seniority rights shall not be lost for the following reasons, without limitations:

- A. Time lost by reason of industrial accident, industrial illness, or judicial leave;
- B. Time spent on other authorized leave; or
- C. Time spent in reduction in force status as hereinafter provided.

Section 10.6. 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. The employee with the earliest hire date shall have preferential rights regarding vacations. The employee with the earliest hire date within the general job classification shall have preferential rights regarding shift selection and overtime except that the District will not be required to schedule overtime for an employee if time and one-half pay or more is required if a less senior employee can take the assignment without time and one-half or more, except as otherwise specified in the contract. The employee with the earliest hire date shall have preferential rights regarding promotions, assignments to new or open jobs and layoffs within the general job classification when ability and performance are substantially equal with junior employees. If the District determines that seniority rights should not govern, the District shall set forth in writing within fourteen (14) days to the employee or employees and the organization's grievance committee chairperson its reasons why the senior employee or employees have been bypassed.

Section 10.7.1. Employees who change job classifications within the bargaining unit shall retain their hire date and seniority in all previous classifications, notwithstanding that they have acquired a new classification seniority date. Employees will not accrue seniority and their seniority will freeze in their former classification.

1 **Section 10.8.** The District shall publicize within the bargaining unit for five (5) working days the
2 availability of open positions as soon as possible after the District is apprised of the opening. A copy
3 of the job posting will be forwarded to the president of the Association and to the Association
4 representative of the classification concerned. The application shall be in writing and it shall be
5 submitted to the District Office.
6

7 The District shall publicize all summer job openings and consideration shall be given to current
8 qualified employees.
9

10 **Section 10.8.1. Temporary Positions.** Temporary positions are created due to short-term, occasional
11 staffing needs which do not warrant the posting of a permanent position or the addition of hours to
12 regular bargaining unit employees. Temporary positions that exceed thirty (30) consecutive work days
13 shall be opened and posted pursuant to Section 10.8.
14

15 **Section 10.9.** Whenever a classified employee's position is terminated or an employee is laid off, that
16 employee shall have the right to "bump" an employee with less seniority within the same job
17 classification when ability and performance are substantially equal to those of the junior employee,
18 even if that employee has more hours. The bumping process shall occur within ten (10) working days
19 from the notice of termination or being laid off.
20

21 **Section 10.9.1.** In the event of a reduction in force, employees so affected are to be placed on a
22 reemployment list maintained by the District according to reduction in force ranking. Such employees
23 are to have priority in filling an opening in the classification held immediately prior to reduction in
24 force, subject to the provisions of Section 10.7 and 10.8. Names shall remain on the reemployment list
25 for one (1) year.
26

27 **Section 10.10.** Employees on reduction in force status shall file their addresses in writing with the
28 Personnel Office of the District and shall thereafter promptly advise the District in writing of any
29 change of address.
30

31 **Section 10.11.** Employees working summer school shall be paid their regular rate of pay. Employees
32 working during the summer shall also be paid their regular rate of pay. The District will provide, at the
33 employee's request, information pertaining to non-bargaining unit, seasonal, temporary summer
34 employment. Information will be supplied in ample time for application.
35

36 **Section 10.12.** During regular school hours and the regular school year, classified employees shall not
37 suffer a reduction in hours or the work force to accommodate Americorp employees or such programs
38 as "Work First" or "Career Path".
39

40 **Section 10.13. Seniority Tie.** When the District notifies the local union president that it has hired **low**
41 employees within the same classification with the same hire date, a drawing to break the "Seniority
42 Tie" will be held. The drawing will be witnessed by a school district representative, the local union
43 president and the employees involved. This drawing will set the seniority ranking for the duration of
44 the employees' employment with the school district.
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ARTICLE XI

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 11.1. The District has the right to discipline or discharge an employee for sufficient cause. If the District has reason to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public.

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

Section 11.3. Except in extraordinary cases, and as otherwise provided in this Article, the District will give employees two (2) weeks notice of intention to discharge or layoff.

ARTICLE XII

INSURANCE AND RETIREMENT

Section 12.1. Insurance. All employees shall receive the state funded allocation per month for health insurance prorated on an FTE of 1,440 hours. No employee shall exceed 1.0 FTE. If an employee chooses not to draw their FTE portion of insurance, it shall be distributed to other employees on a pro rata basis. The District shall pay 2/3 towards the cost to the HCA on a pro rata basis per FTE. The employee is responsible for 1/3 towards the cost to the HCA on a pro rata basis.

Section 12.1.1. Insurance status for employees shall be determined annually by September 25. If this status changes during the insurance year, the employee(s) will pay for the increase in premium cost until the annual enrollment period, which is by September 10. The maximum new employee contribution for anyone hired after September 10 will be the amount specified in paragraph one of Article XII, Section 12.1 until the following September.

Section 12.2. All employees subject to this Agreement shall be entitled to participate in a tax sheltered annuity plan. On receipt of a written authorization by the employee, the District shall make the requisite withholding adjustments and deductions from the employee's salary.

Section 12.3. In determining whether an employee subject to this Agreement is eligible for participation in the Washington State Public Employees' Retirement System (PERS), or the Washington State School Employee's Retirement System (SERS), the District shall report all hours worked, whether straight time, overtime or otherwise.

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ARTICLE XIII

VOCATIONAL TRAINING

Section 13.1. In the mutual interests of the District and Association, the District will budget and use funds for training, education, and/or vocational improvement of classified staff.

Section 13.2. Orientation. It is agreed that the District shall provide a two (2) hour orientation/in-service at the beginning of each school year, before school starts, for the purpose of training and orientation for paraprofessionals assigned to classrooms or special education students.

ARTICLE XIV

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 14.1. Each employee subject to this Agreement, who, on the effective date of this Agreement is a member of the Association in good standing, shall maintain membership in the Association in good standing during the period of this Agreement.

Section 14.2. All employees subject to this Agreement who are not members of the Association on the effective date of this Agreement, and all employees subject to this Agreement who are hired at a time subsequent to the effective date of this Agreement, may become members in good standing of the Association within thirty (30) days of the effective date of this Agreement or within thirty (30) days of the hire date, whichever is applicable. If such employee becomes a member in good standing they shall then maintain membership in the Association in good standing during the period of this Agreement.

Section 14.3. The parties recognize that an employee shall have the option of declining to participate as a member in the Association. However, those employees who are not members, but are part of the bargaining unit, will be required to pay a representation fee to the Association. The representation fee shall be regarded as fair compensation and reimbursement to the Association for fulfilling its legal obligation to represent all members of the bargaining unit. The amount of the fee shall be equivalent to the current agency fee, as determined by the Association not later than December 1 of the instructional year.

Section 14.4. Nothing contained in this Agreement shall require Association membership of employees who object to such membership based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a non-religious charity or other charitable organization mutually agreed upon by the employee and the Association. The employee shall provide written proof that such payment has been made. If the employee and the Association cannot agree on such matter, it shall be resolved by the Public employment Relations Commission pursuant to RCW 41.56.122.

1 **Section 14.5.** The Association, which is the legally recognized exclusive bargaining representative of
2 the classified staff as described in this Agreement, shall have the right to have deducted from the salary
3 of the members of the Association (upon receipt of a written authorization form), an amount equal to
4 the fees and dues required for membership in the Association.
5

6 The dues and fee authorization form shall remain in effect from year to year, unless withdrawn in
7 writing by the employee. Authorization forms must be delivered to the business office within thirty
8 (30) days of the employee's beginning date of employment.
9

10 **Section 14.6. Checkoff.** The District shall deduct PSE dues or service charges from the pay of any
11 employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall
12 transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a
13 monthly basis.
14

15 16 17 **ARTICLE XV**

18 19 **GRIEVANCE PROCEDURE**

20
21 **Section 15.1.** Grievances or complaints arising between the District and its employees within the
22 bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or
23 application of the terms and conditions of this Agreement shall be resolved in strict compliance with
24 this Article.
25

26 **Section 15.1.1.** It is incumbent upon an employee to notify the Association in writing within fifteen
27 (15) calendar days if a grievance is filed. The Association is entitled to have an observer at hearings
28 conducted by any District official or body arising out of a grievance and to make known the
29 Association's views concerning the case.
30

31 **Section 15.2. Grievance Steps.**

32
33 **Section 15.2.1.** Employees shall first discuss the grievance with their immediate supervisor. If
34 employees so wish, they may be accompanied by an Association representative at such discussion. All
35 grievances not brought to the immediate supervisor in accordance with the preceding sentence within
36 forty-five (45) calendar days of the occurrence of the grievance shall be invalid and subject to no
37 further processing.
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1 **Section 15.2.2.** If the grievance is not resolved to the employee's satisfaction in accordance with the
2 preceding subsection, the employee shall reduce to writing a statement of the grievance containing the
3 following:

- 4
- 5 A. The facts on which the grievance is based;
- 6 B. A reference to the provisions in this Agreement which have been allegedly violated; and
- 7 C. The remedy sought.
- 8

9 The employee shall submit the written statement of grievance to the immediate supervisor for
10 reconsideration and shall submit a copy to the official in the Administration responsible for personnel.
11 The parties will have fifteen (15) calendar days from submission of the written statement of grievance
12 to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is
13 made, all parties to the grievance shall sign it.

14

15 **Section 15.2.3.** If no settlement has been reached within the fifteen (15) calendar days referred to in
16 the preceding subsection, and the Association believes the grievance to be valid, a written statement of
17 grievance shall be submitted within twenty-two (22) calendar days to the District Board of Directors.
18 After such submission, the parties will have forty-five (45) calendar days from submission of the
19 written statement of grievance to resolve it by indicating on the statement of grievance the disposition.
20 If an agreeable disposition is made, all parties to the grievance shall sign it. The Board of Directors
21 reserves the right to summon the employee for an oral statement of the grievance. The employee
22 reserves the right to appear before the Board of Directors to explain the grievance. At any appearance
23 before the Board of Directors, the employee may be accompanied by an Association representative or
24 designee.

25

26 **Section 15.2.4.** If no settlement has been reached within the forty-five (45) calendar days referred to in
27 the preceding subsection, and the Association believes the grievance to be valid, the employee may
28 demand arbitration of the grievance. The arbitration panel shall consist of one representative from the
29 Association, one representative from the District, and a third person to be selected by the two. Within
30 fifteen (15) calendar days of the expiration of the forty-five (45) calendar day period referred to in the
31 preceding subsection, the District and the Association shall submit to the other the names of the
32 representatives referred to herein. Within fifteen (15) calendar days of the submission of the
33 representatives, the two shall meet and select a third arbitrator. If the two cannot agree on the third
34 arbitrator within seven (7) calendar days of the first meeting, the third arbitrator shall be selected by the
35 Public Employment Relations Commission, upon demand from either party. The arbitration panel
36 shall hold such hearing under oath as it may, in its sole discretion require. Within forty-five (45)
37 calendar days of its first meeting, the arbitration panel shall make its award in writing. The decision of
38 the arbitration panel shall be final and binding on both parties.

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ARTICLE XVI

SALARIES AND EMPLOYEE COMPENSATION

Section 16.1. Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck.

Section 16.2. Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in Schedule A attached hereto and by this reference incorporated herein.

Section 16.2.1. Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article XVII, Section 17.3. Should the date of execution of the Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

Section 16.2.2. 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 third regular payday.

Section 16.2.3. Incremental steps, where applicable, shall take effect on the anniversary of the hire date each year during the term of this Agreement.

Section 16.2.4. Any employee who changes job positions or classifications shall receive full longevity credit regarding step placement on Schedule A.

Section 16.3. For purposes of calculating daily hours, time worked shall be rounded to the quarter (¼) hour.

Section 16.3.1. Pay Checks. All employees shall have the option to receive pay only in the months that they work, for actual hours worked during each month, or to receive pay prorate on a twelve-month basis (September 1 – August 31) based on each employee's established regular schedule for the school year. Once an employee has selected their payment method, it will remain the same until the next school year.

Section 16.4. Any employee requested to travel from one site to another in their private vehicle during working hours shall be reimbursed for such travel on a per mile basis at the District reimbursement rate per mile.

Section 16.5. Employees required to remain overnight on District business shall be reimbursed for reasonable room and board expenditures.

ARTICLE XVII

TERMS AND SEPARABILITY OF PROVISIONS

Section 17.1. The term of this Agreement shall be from September 1, 2007 through August 31, 2010.

Section 17.2. The District shall provide each new employee with a copy of this Agreement to be furnished by the District.

Section 17.3. This Agreement may be reopened and modified at any time during its term by mutual consent of the parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate Schedule A and benefits herein; and providing further that this Agreement shall be reopened as necessary to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment.

Section 17.4. 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 17.5. Neither party shall be compelled to comply to any provisions of this Agreement which conflicts with state or federal statutes or regulations promulgated pursuant thereto.

Section 17.6. In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be negotiated pursuant to Section 17.4.

LETTER OF AGREEMENT

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THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF ENTIAT AND THE ENTIAT SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- 1. That SCHEDULE A be amended to read as attached:

This Letter Of Agreement shall become effective September 1, 2008, shall remain in effect until August 31, 2009, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON

ENTIAT CHAPTER

ENTIAT SCHOOL DISTRICT

BY: [Patty Jorgensen]
Chapter President

BY: [Michael Wyant]
Superintendent

DATE: [11/25/2008]

DATE: [11/25/2008]

SCHEDULE A - PART I
 ENTIAT SCHOOL DISTRICT
 SEPTEMBER 1, 2008 - AUGUST 31, 2009

State Raise 4/4% + Salary Equity \$0.30 added to base rate

<u>TRANSPORTATION</u>	<u>1st Year</u>	<u>2nd Year</u>
Mechanic	\$18.39	\$19.30
Driver	15.88	16.77
<u>MAINTENANCE</u>		
Lead Person* (needs to supervise at least one person)	\$19.34	\$20.24
Maintenance & Grounds Worker	18.39	19.30
Grounds Worker	14.46	15.35
Grounds Person	11.41	12.29
<u>FOOD SERVICE</u>		
Head Cook	\$16.38	\$16.76
Assistant Cook	12.12	13.06
Server/Helper	11.72	12.63
<u>CUSTODIAL</u>		
Head Custodian	\$16.38	\$16.76
Custodian	15.46	16.35
Custodian Assistant	11.41	12.29
<u>SECRETARIAL / CLERICAL</u>		
Secretary (Other)	\$13.80	\$14.81
Secretary (Elementary)	14.81	15.83
Secretary (Secondary)	14.91	15.93
<u>LIBRARY TECH</u>	\$12.74	\$14.76
<u>PARAEDUCATOR</u>	\$12.12	\$13.28
Special Needs Para	12.62	13.78
Translator	12.62	13.78
<u>SCHOOL NURSE</u>	\$23.27	\$23.27
<u>BRAILLIST/SIGN LANGUAGE INTERPRETER</u>	\$21.18	\$21.18

1 High Need Para Educator: A Paraeducator whose regular duties include serving student who fall into
2 one or both of the following two categories:

- 3
- 4 1. Students who require handling of bodily fluids, which may include diapering, assisting
5 with personal hygiene, stoma cleaning, etc., and other similar duties as agreed to by
6 the administration.
- 7 2. Students who require physical restraint due to violent behaviors as outlined in a
8 student IEP.
- 9

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11

12 High Needs Para Educators will receive an additional \$.50 per hour for the actual hours that
13 they are serving high needs students and performing the duties outlined above.

14

15 High Risk One-on-One - High Risk to be determined by the District \$5.00 extra per hour

16

17

18 Translator: A Para Educator doing intermittent translation working directly with families is to
19 be eligible for \$0.50 per hour. This increase would be on a pro rata basis as determined by
20 the translation needs of the district when the translator would be working directly with
21 families.

22

23

24 **Longevity Steps**

25

<u>Years of Service</u>	<u>Additional Salary</u>
26 3-5	\$0.10
27 6-8	\$0.20
28 9-11	\$0.30
29 12-14	\$0.40
30 15-24	\$0.55
31 25+	\$0.65

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35 All State % raises will be added to the base wage. Longevity steps will be added last.

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3 SCHEDULE A - PART II
4 ENTIAT SCHOOL DISTRICT

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6 Extra Trip Schedule
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9 Standby Time: Athletic trips - \$9.50 per hour for all hours worked on standby
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13 Destination		
14 <u>Regular Season Events</u>	15 <u>Total Miles</u>	16 <u>Driving Time</u>
17 Brewster	105	2.6
18 Bridgeport	133	3.3
19 Cashmere	64	1.6
20 Chelan	50	1.3
21 Eastmont	55	1.4
22 Easton	183	4.6
23 Ellensburg	183	4.6
24 Ephrata	149	3.7
25 Kittitas	183	4.6
26 Leavenworth	82	2.1
27 Liberty Bell	179	4.5
28 Manson	70	1.8
29 Mansfield	150	3.8
30 Pateros	90	2.3
31 Peshastin Dryden	73	1.8
32 Quincy	108	2.7
33 Soap Lake	162	4.1
34 Thorp	197	4.9
35 Warden	222	5.6
36 Waterville	86	2.2
37 Wenatchee	50	1.3
38 Wilson Creek	197	4.9

39

40 DRIVERS WILL BE RESPONSIBLE FOR KEEPING ACCURATE RECORD OF TIME
41 WHEN DRIVING TO CITIES NOT LISTED ABOVE.
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44 All special events except those listed above shall be agreed upon by the Driver and the
45 Superintendent.
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Entiat School District #127

Additional Hours Request Form for Classified Employees

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Employee Name _____ Date _____

Date of Proposed Additional Hours _____

Number of Hours Requested _____

Reason for Request of Additional Hours:

Approved _____

Not Approved _____ Reason _____

Superintendent's Signature _____ Date _____

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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON

ENTIAT CHAPTER

BY: [Patricia Jorgensen]
Chapter President

DATE: [12/13/2007]

ENTIAT SCHOOL DISTRICT

BY: [Michael Wyant]
District Superintendent

[12/13/2007]

1
2 **SCHOOL CALENDAR WORKDAYS**
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5 AS YOU KNOW, POPE GREGORY SET UP THE CURRENT CALENDAR THAT MOST HUMAN
6 BEINGS HAVE BEEN OPERATING ON SINCE 1582. ACCORDING TO THE GREGORIAN
7 CALENDAR, THE NUMBER OF WORKDAYS IN A SCHOOL YEAR (SEPTEMBER 1 –
8 AUGUST 31 VARIES FROM YEAR TO YEAR (SEE BELOW). WHILE MOST SCHOOL
9 DISTRICTS HAVE RECOGNIZED THIS VARIATION BY NOW, YOU MIGHT CHECK TO
10 MAKE SURE. THIS VARIATION IN THE CALENDAR CAN BE TRACED BY REVIEWING
11 THE PERPETUAL CALENDAR AND RESULTS IN THE FOLLOWING WORKDAYS OVER THE
12 FOLLOWING 10 YEAR PERIOD.
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17 **2006-2007 SCHOOL YEAR --- 261 WORKDAYS**

18 **2007-2008 SCHOOL YEAR --- 260 WORKDAYS**

19 **2008-2009 SCHOOL YEAR --- 261 WORKDAYS**

20 **2009-2010 SCHOOL YEAR --- 261 WORKDAYS**

21 **2010-2011 SCHOOL YEAR --- 261 WORKDAYS**

22 **2011-2012 SCHOOL YEAR --- 262 WORKDAYS**

23 **2012-2013 SCHOOL YEAR --- 260 WORKDAYS**

24 **2013-2014 SCHOOL YEAR --- 260 WORKDAYS**

25 **2014-2015 SCHOOL YEAR --- 261 WORKDAYS**

26 **2015-2016 SCHOOL YEAR --- 262 WORKDAYS**
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