

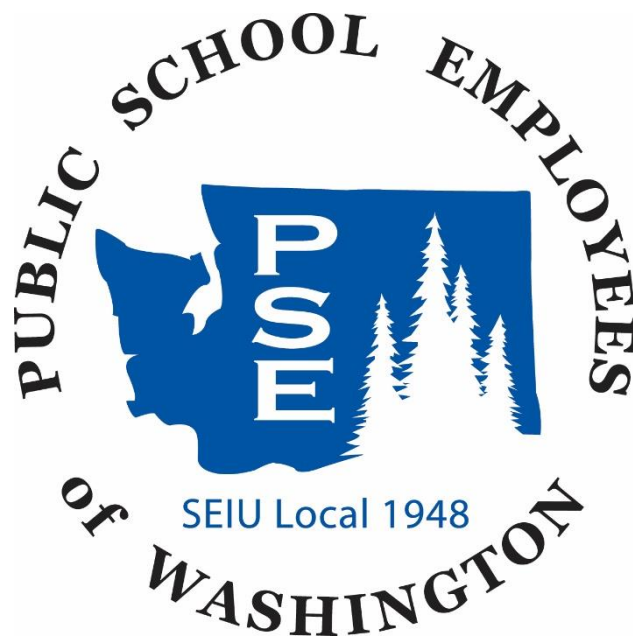
COLLECTIVE BARGAINING AGREEMENT BETWEEN

GRANGER SCHOOL DISTRICT #204

AND

**PUBLIC SCHOOL EMPLOYEES OF WASHINGTON
GRANGER CHAPTER**

SEPTEMBER 1, 2017 - AUGUST 31, 2020



Public School Employees of Washington/SEIU Local 1948

www.pseclassified.org

P.O. Box 798

Auburn, Washington 98071-0798

1.866.820.5652

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1 **Section 1.3.**

2 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
3 the following general job classifications: Custodial, Maintenance, Para- Educators, Transportation,
4 Food Service, Technology and Secretarial.

5
6 **Section 1.3.1.**

7 Employees who work as a Custodian/Bus Driver shall have seniority in the Custodial and
8 Transportation classifications.

9
10 **Section 1.4. Definitions Of Employees:**

- 11
- 12 • **Regular Employee** - one who has a regular daily assignment.
 - 13
 - 14 • **Full-Time Employee** - a regular employee who works at least 2,080 hours per year.
 - 15
 - 16 • **Less Than Full-Time Employee** - a regular employee who works less than 2,080 hours per
17 year.
 - 18
 - 19 • **Substitute/Casual Employees** – Employees who have not worked a sufficient amount of time
20 to qualify as regular part-time employees. If a casual employee should fill one continual
21 position that is normally worked by a regular employee and exceeds (90) ninety workdays then
22 the position will be posted pursuant to Article X, Section 10.9. (WAC 391-35-350).
 - 23
 - 24 • **Temporary Employee** - Employees who have not worked a sufficient amount of time to
25 qualify as regular part-time employees. If a temporary employee should fill one continual
26 position that is normally worked by a regular employee and exceeds (90) ninety workdays then
27 the position will be posted pursuant to Article X, Section 10.9. Employees filling temporary
28 positions that exceed (30) workdays will be subject to the following benefits of the contract;
29 FICA and L&I; wages will be at that of Step I on Schedule A. (WAC 391-35-350). No other
30 provisions of the Collective Bargaining Agreement shall apply to temporary positions/
31 employees. This provision does not apply to those positions subject to Article IX, Section 9.6.
32
 - 33 • **Replacement Employee**- is an employee who fills a position created by an employee on a
34 leave of absence or an extended leave of more than twenty (20) workdays.
 - 35
 - 36 A. Current employees who apply for and take replacement positions will be given
37 priority over outside candidates and junior employees when the move would result
38 in an increase in hours, wages or both.
 - 39
 - 40 B. Current employees who apply for replacement positions will be returned to their
41 previously held position.
 - 42
 - 43 C. If a continuing employee fills this position, his/her position will not be posted but
44 will be filled by a substitute for the duration; the choice to utilize a substitute shall
45 be at the discretion of the District.
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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, regulations, and the provisions of this Agreement, is the right to direct the work force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; 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.

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

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, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group, or individual.

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 Association representation present at discussions between themselves and supervisors or other representatives of the District.

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, sex, religion, age, national origin, sexual orientation, marital status or the presence of any sensory, mental, or physical handicap with respect to a position,

1 the duties of which may be performed efficiently by an individual without danger to the health or
2 safety of the physically handicapped person or others.

3
4 **Section 3.5.**

5 There shall be one (1) official personnel file for each employee and it will be kept in the District
6 personnel office. The employee will be notified of any disciplinary material placed in the personnel
7 file. By prior appointment, each employee shall have the right to review materials placed in his/her
8 personnel file and copy made at the employee's expense, or material within the file.

9
10 **Section 3.6.**

11 Any materials filed longer than two (2) years in the personnel file shall, at the employee's request, be
12 removed, provided the materials are not required to be retained by law, and provided further, that the
13 District may keep documents regarding allegations of physical or sexual abuse, other sexual
14 misconduct, harassment, or misconduct involving students or other children for more than two (2)
15 years if these documents are kept in a separate, sealed file within the employee's personnel file.
16 Requests to remove personnel file materials shall be made in writing.

17
18 **Section 3.7. Evaluations.**

19 The purpose of the evaluation is to document the District's assessment of the job performance of the
20 employee and also to guide the employee in the performance of his/her duties. Each employee will be
21 evaluated in writing by his/her supervisor/designee at least once during the employee's work year but,
22 no later than May 1st. A copy of the evaluation report(s) will be provided to the employee. The
23 employee will have the opportunity to discuss the completed evaluation report with his/her evaluator.
24 The employee may choose to respond to the evaluation in writing within ten (10) workdays from the
25 date of the evaluation. The written response will be attached to the evaluation and become a part of the
26 employee's personnel file. The evaluation is attached to the collective bargaining agreement.

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30 **ARTICLE IV**

31
32 **RIGHTS OF THE ASSOCIATION**

33
34 **Section 4.1.**

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

40
41 **Section 4.2.**

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

1 **Section 4.3.**

2 The Association shall promptly be notified by the District of any response to grievances or formal
3 written disciplinary actions of any employee in the unit in accordance with the provisions of the
4 Discharge and Grievance Procedure Articles contained herein. The Association is entitled to have an
5 observer at hearings conducted by any District official or body arising out of grievance and to make
6 known the Association's views concerning the case.
7

8 **Section 4.4.**

9 The names of employees in the respective general job classifications and salary information will be
10 provided by the School District annually on or about November 1st to the President of the Association
11 and updated as requested.
12

13 **Section 4.5.**

14 The Association reserves and retains the right to utilize persons of its choice to represent it in all
15 matters relating to this contract and its representation of employees of the District, including
16 appropriate officials of the Public School Employees of Washington State Organization.
17

18 **Section 4.6.**

19 The President of the Association and his/her designated representatives will be provided time off
20 without loss of pay to attend meetings which the Administration judges to be in the best interest of the
21 District.
22

23 **Section 4.7.**

24 An integral part of each employee's tenure with the District is an understanding of this Agreement and
25 the role of the Association in the employment setting. As such, each new employee, as part of her/his
26 orientation shall be offered the opportunity to attend a thirty (30) minute session where they will
27 receive an overview of the Association and the contract. The parties agree that it is highly beneficial
28 for all bargaining unit employees to receive a comprehensive new employee orientation as soon as
29 possible, of which shall occur no later than one (1) month after the employee is hired.
30

31 The Association Orientation Session will be conducted by a representative designated by the
32 Association and if at all possible to be scheduled once a month if needed.
33

34 **Section 4.8.**

35 The District will notify PSE of Washington and the Chapter President electronically of all new hires.
36 Information provided will include: name, position, location, home address, and hire date. The District
37 will supply an electronic file listing all bargaining unit employees with the above-listed information to
38 PSE of Washington upon request, provided that such lists are not requested more than four (4) times
39 each calendar year. Monthly personnel updates (Board Reports) of new hires, terminations, etc. will be
40 reported electronically to the Chapter President and PSE State Membership Department.
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ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

Section 5.1.

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are hours, wages, grievance procedures and working conditions of employees in the bargaining unit subject to this Agreement.

Section 5.2.

It is further agreed and understood that the District will consult with the Association, and meet with the Association upon its request, in the formulation of any changes caused by financial burdens or any other reorganization action which affects association members.

Section 5.3.

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

ARTICLE VI

ASSOCIATION REPRESENTATION

Section 6.1. Labor Management Committee.

The Labor/Management committee shall consist of the Association President and no more than three (3) representatives from the Association, and the Superintendent and no more than three (3) representatives from the District. The committee shall meet at mutually agreed dates and times not less than quarterly at a District supplied space. If outside of their normal work time, employees will be paid up to a maximum of one (1) hour of their regular pay rate. The purpose of the meetings is to discuss issues arising in the day-to-day operation of the department. These meetings shall not change or otherwise impact the collective bargaining agreement or take the place of negotiations.

Section 6.1.1.

When formal meetings are held between representatives of the Association and representatives of the District pursuant to Section 6.1, formal minutes shall be prepared. The District will arrange for the preparation of such minutes and a draft will be made available to the representatives of the Association for review prior to final preparation. The Association will be furnished copies of the completed minutes.

Section 6.2.

The Association representatives shall represent the Association and employees in meeting with officials of the District to discuss appropriate matters of mutual interest.

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ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1. Hours of Work.

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. The District will be allowed an exception for bus drivers who drive each day-on routes anywhere from two (2) to six and one-half (6½) hours.

Section 7.2.

Each employee shall be assigned to a definite schedule with designated times of beginning and ending.

Section 7.2.1.

The normal work schedule shall consist of eight and one-half (8-1/2) consecutive hours, for eight (8) hours compensation, including a thirty (30) minute unpaid uninterrupted lunch period as near the middle of the schedule as is practicable.

Section 7.2.2.

Beginning each school year the District will provide each non-annual employee with a document containing the following:

- A. The school year in which the employee is hired to work.
- B. The number of hours per day the employee will work.
- C. The program or programs, and the FTE of the respective program, which the employee is placed in.

Section 7.3.

In the event an employee is assigned to a schedule other than the normal work schedule previously defined in this article, the employee shall be given a (15) minute rest period during the first four (4) consecutive hours and (15) minutes during the second four (4) hours. If employees work six and one-half (6½) to seven (7) consecutive hours they shall be given a fifteen (15) minute rest period during the first four (4) consecutive hours and ten (10) minutes during the second two and one half hour (2½) or three (3) hour schedule.

Section 7.3.1.

Employees called back to work for other than scheduled work shall receive a minimum of two (2) hours pay at the employees regular rate.

Section 7.4.

Employees requested to work a schedule regularly filled by a higher classification employee shall receive compensation equal to that normally received by the employee in the higher classification.

Section 7.5.

The District agrees to comply with WISHA standards with regard to lifting heavy supplies.

1 **Section 7.6.**

2 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the
3 District will notify each employee to refrain from coming to work by local media announcement.
4 Employees reporting to work due to District failure to notify them shall receive a minimum of two (2)
5 hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled
6 to any such compensation in the event of actual notification by the District of the closure prior to
7 leaving home for work.

8
9 **Section 7.7.**

10 Employees required to attend the "All Staff Workshop", if it is not already a scheduled work day, will
11 be paid at their hourly rate. Employees must sign the sign-in sheet to verify their attendance and hours
12 worked.

13
14 **Section 7.8.**

15 Recognizing that personnel in the Transportation classification present special scheduling problems,
16 the following procedures shall be implemented:

- 17
- 18 A. The Transportation Supervisor shall establish bus routes with the approval of the
19 Superintendent and the Board.
 - 20
 - 21 B. The Transportation Supervisor shall then establish schedule to encompass actual route driving
22 time plus fifteen (15) minutes.
 - 23
 - 24 C. Drivers will be paid for actual driving time plus fifteen (15) minutes per day.
 - 25
 - 26 D. If there are thirty (30) or fewer minutes between assignments, the base hourly rate shall
27 continue uninterrupted.
 - 28

29 **Section 7.8.1. Extra Trips.**

30 All trips other than regular daily scheduled bus routes shall be compensated at the employee's
31 base hourly rate for the duration of the trip; provided, however, that bus drivers shall be subject
32 to the provisions relative to overtime hereinafter provided.

33
34 The District will award extra trips to the most senior regular driver(s) with fewer than (40)
35 hours per week, if no regular driver(s) are available, the extra trip would be awarded to a
36 substitute employee(s), if no substitute employees are available or have already worked forty
37 (40) hours per week; regular employees with forty (40) hours or more will be offered the extra
38 trip from the roster board in order of seniority.

39
40 All trips shall be posted at least five (5) workdays in advance, except in cases of emergency.

41
42 Drivers interested in being considered for extra trips shall place their names on the roster board
43 posted at the beginning of the school year. The roster board will list drivers in order of
44 seniority. Drivers that decline an extra trip that is offered in rotational order shall not be
45 eligible for consideration for subsequent extra trips until their roster position has completed a
46 full cycle of rotation. If a trip is cancelled and the driver is unable to take the extra trip; the
47 driver would not move to the bottom of the rotation until he/she is awarded an extra trip.

1 **Section 7.8.2.**

2 Employees substituting as bus drivers during their regular schedule whose regular rate exceeds
3 the bus driver rate, shall receive their regular rate of pay for bus driving.
4

5 **Section 7.8.3.**

6 For Custodian/Bus Driver - If the driving portion of their workday exceeds four (4) hours on
7 any given day, the rate becomes the driver's rate for the schedule.
8

9 **Section 7.9.**

10 The parties agree to abide by all laws relating to drug and alcohol testing in connection with CDL
11 license regulations. Testing will be conducted by the ESD 105 consortium or another outside
12 contractor.
13

14 **Section 7.10. Overtime.**

15 Overtime assignments shall be made in advance by the Superintendent or his/her designee. In cases of
16 emergency where the Superintendent or his/her designee cannot be reached, and overtime work is
17 either unavoidable or required to prevent serious problems, such as safety, loss of security or other
18 imperative conditions, the Superintendent only may approve overtime worked without advance
19 approval.
20

21 **Section 7.10.1.**

22 All hours worked over forty (40) hours per week shall be compensated at the rate of one and
23 one-half (1-1/2) times the employee's base pay.
24

25 If an employee is called out to work on a holiday he/she shall receive time and one-half (1.5)
26 for each hour worked. All overtime shall be approved by employee's immediate supervisor.
27

28 **Section 7.10.2.**

29 An employee may elect to take compensatory time off in lieu of overtime pay as provided for
30 in the previous subsection. Such compensatory time shall be taken at the rate of one and one-
31 half (1½) hours for each hour of overtime worked, with prior approval for each occurrence by
32 immediate Supervisor.
33

34 **Section 7.11.**

35 Food Service classification employees work year shall be one hundred eighty-three (183) days, three
36 (3) days of which are reserved for kitchen cleaning and inventory.
37

38 **Section 7.12.**

39 Classified employees will receive their regular hourly pay if school opening is delayed or if there is
40 early dismissal.
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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:

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

Section 8.1.1. Unworked Holidays.

Employees shall receive pay equal to their normal workday at their base rate in effect at the time of the holiday. Employees who are on the active payroll and have worked either their last workday preceding the holiday or their first workday 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 the employees can furnish satisfactory proof to the District that because of illness they were unable to work on either of such workday, and the absence previous to such holidays by reason of such illness, has not been longer than thirty (30) regular workdays. Consideration will be given to full-time employees wanting to use vacation days before or after paid holidays. Final decision on these requests will be made by the employee's immediate supervisor.

Section 8.1.2.

It is mutually agreed and understood that all non-annual employees in the bargaining unit shall receive Labor Day as a paid holiday regardless of when school starts.

Section 8.1.3.

Employees are entitled to two (2) unpaid holidays per calendar year for reasons of faith or conscience or for organized activities of a religious denomination, church, or religious organization as per State Law. The District shall allow an employee to take an unpaid holiday unless the employee's absence would impose an undue hardship on the employer or the employee is necessary to maintain public safety. The Office of Financial Management must establish a definition for undue hardship.

Section 8.2. Vacations.

Each full-time employee (2,080 hours) shall receive the following paid vacations each year:

During the first (1) year of current continuous employment-96 hours (12) days per annum;

During the (2) second year of current continuous employment-104 hours (13) days per annum;

During the third (3) and fourth (4) years of current continuous employment 112 hours (14) days per annum;

1 During the fifth, (5) sixth, (6) and seventh (7) years of continuous employment 120 hours (15) days per
2 annum;

3
4 During the eighth, (8) ninth (9) and tenth (10) total year of employment 128 hours (16) days per
5 annum;

6
7 During the eleventh (11) year of total employment 136 hours (17) days per annum;

8
9 During the twelfth (12) year of total employment 144 hours (18) days per annum;

10
11 During the thirteenth (13) year of total employment 152 hours (19) days per annum;

12
13 During the fourteenth (14) year of total employment 160 hours (20) days per annum;

14
15 During the fifteenth (15) year of total employment 168 hours (21) days per annum;

16
17 During the sixteenth (16) year of total employment and each year thereafter 176 hours (22) days per
18 annum, as per Board Policy 5411.

19
20 Full-time employees may not use any vacation leave until employed for a minimum of six (6) months.
21 Vacation leave must be taken within the twelve (12) month period following the time when vacation
22 was earned, except that a maximum of thirty (30) days may be accumulated and carried over to the
23 following year.

24
25 When employees separate from service by reason of resignation, layoff, dismissal, retirement, or death
26 they are entitled to a lump sum payment of unused vacation leave. No contributions will be made to an
27 employee's retirement system for accrued vacation leave in excess of thirty (30) days.

28
29 Classified employees must schedule vacation with their supervisors at least two weeks in advance of
30 the first day of vacation leave. Vacation schedules must recognize the operational needs of the District
31 and are subject to the approval of the supervisor.

32
33 When a situation arises while an employee is on paid vacation leave for which the employee is entitled
34 to other leave (e.g. illness, injury, or death of a relative), the employee shall be granted such leave (in
35 lieu of the approved vacation leave) provided that the employee submits a request within fourteen (14)
36 days after returning to work indicating the type of leave requested and the circumstances requiring the
37 change in leave status.

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ARTICLE IX

LEAVE

Section 9.1. Sick Leave.

46 Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided,
47 however, that no employee shall accumulate fewer than ten (10) days of sick leave per school year.

48 Sick leave accumulation shall be up to each employee's number of contracted work days annually;

1 provided, however, sick leave cash out shall be limited to one-hundred-eighty (180) days. The District
2 shall project the number of annual days of sick leave at the beginning of the school year according to
3 the estimated calendar months the employee is to work during that year. The employee shall be
4 entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave
5 benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work
6 shift; provided, however, that should an employee's normal daily work shift increase or decrease
7 subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance
8 with his normal daily work shift at the time the sick leave is taken, and the accumulated benefits will
9 be expended on an hourly rather than a daily basis. Sick leave may be used for absences caused by
10 illness, injury, health or medical emergency, maternity or other disability by either an employee and/or
11 family member(s). Should an employee cease employment during the school year, the days of credited
12 sick leave shall be prorated based on the number of days worked in the school year. Employees
13 employed after the beginning of the contract year shall receive a prorated number of sick leave days
14 based on the number of contracted days.

15
16 **Section 9.1.1. Sick Leave Cash Out.**

17 The District will apply the provisions of sick leave cash out as provided by current state law.
18 RCW 28A.400.210.

19
20 **Section 9.2. Emergency And Family Leave.**

21 Emergency leave shall be granted due to a problem that has been suddenly precipitated or is unplanned
22 due to personal or family health/medical reasons, or where preplanning could not relieve the necessity
23 for the employee's absence. Emergency leave shall be deducted from sick leave.

24
25 **Section 9.3. Bereavement Leave.**

26 Up to three (3) days of leave may be granted in the event of a death in the family. Family members
27 include: Employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-
28 law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather,
29 grandchildren, step children, step siblings, step-parent, foster parent, foster children, aunt and uncle,
30 niece and or nephews. Employees who have the burden of funeral arrangements or additional
31 hardships may request from the Superintendent two (2) additional days of bereavement leave.

32
33 Upon request the Superintendent may grant bereavement leave under other circumstances. That leave
34 will be taken out of personal leave or unpaid. Bereavement leave does not accumulate.

35
36 **Section 9.4. Maternity/Paternity Leave.**

37 Employees will be entitled to take a leave of absence for childbirth for up-to sixty (60) workdays or as
38 provided by the Family Medical Leave Act and thereafter return to her job under the same uniform
39 terms and conditions as any other employee under sick leave. Female employees shall be allowed to
40 work as long as she is capable of performing the duties of her job and as long as her physician concurs.
41 To be entitled to maternity/paternity leave, an employee shall inform the building administrator in
42 advance of his/her intention to take leave and the approximate time he/she expects to return to work
43 and within thirty (30) days after childbirth shall inform the District of the specific day when he/she will
44 return to work. For normal circumstances the employee is expected to return within sixty (60) days
45 after childbirth.

1 **Section 9.5. Judicial Leave.**

2
3 **Jury Duty Leave.**

4 Leave shall be granted when an employee is summoned for jury duty in a court of law. Notice of such
5 subpoena and/or litigation shall be given to the District without delay when received. Leave shall be at
6 full pay. In other litigation, the leave shall be deducted from personal, vacation leave or leave without
7 pay, upon approval of the Superintendent.
8

9 **Subpoena/Litigation Leave.**

10 Leave shall be granted when an employee is subpoenaed to appear as a witness in a court of law.
11 Notice of such subpoena and/or litigation shall be given to the District without delay when received. If
12 an employee is to be a witness for the District in litigation involving the District, the leave shall be at
13 full pay. In other litigation, the leave shall be deducted from personal leave, vacation leave or leave
14 without pay upon approval of the superintendent.
15

16 **Section 9.6. Leave Of Absence.**

17 Upon recommendation of the Superintendent, and upon approval of the Board of Directors, an
18 employee shall be granted an unpaid leave of absence for a period not to exceed one (1) year; provided,
19 however, if leave is granted due to extended illness, one (1) additional year may be granted.
20

21 **Section 9.6.1.**

22 The returning employee will be assigned to a similar position to that which was occupied
23 before the leave of absence.
24

25 **Section 9.6.2.**

26 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
27 on leave of absence. Employee seniority shall not accrue while the employee is on leave of
28 absence.
29

30 **Section 9.6.3.**

31 Employees hired to fill positions of employees on leave of absence will be hired for a specific
32 period of time, during which they shall be subject to all provisions of this Agreement. It shall
33 be the responsibility of the employer to inform replacement employees of these provisions.
34

35 **Section 9.7. Personal Business Leave.**

36 Each school year three (3) days of personal leave shall be granted to all employees. Unused personal
37 days may be accumulated to a total of five (5) days. These days shall be unrestricted wherein no other
38 reason be given other than the word "personal business".
39

40 Employees shall be able to cash out personal business leave days at full pay shall they choose to forego
41 those days off. Shall employee's elect to cash out the personal business leave days, notification shall be
42 no later than June 15th.
43

44 **Section 9.8. Leave Sharing.**

45 Employees shall have the right to transfer voluntarily as many hours as he/she chooses of sick leave
46 each year to another employee who has exhausted his/her sick leave; as long as the employee who is
47 donating does not have a leave balance under twenty-two (22) days. This section shall be implemented
48 only at the request of the employee. Additional requirements include: RCW-28A.400.380.

1 WAC 392-126-085.

- 2
- 3 1. Only whole day leave segments may be transferred.
- 4
- 5 2. Once a day is transferred, the transfer is permanent and may never be taken back.
- 6
- 7 3. Days shall be transferred without reference to the hourly rate of pay earned by either employee.
- 8
- 9 4. Unused shared leave shall be returned to the employee. If there are multiple donors, the time
- 10 will be returned back on a prorated basis.
- 11

12 **Section 9.9. General Leave.**

13 Any and all leaves or absences taken during the contract workday, for any length of time, must be
14 documented by the appropriate leave request form, and entered in the electronic attendance tracking
15 system.

16

17

18

19 **ARTICLE X**

20

21 **PROBATION, SENIORITY, AND LAYOFF PROCEDURES**

22

23 **Section 10.1.**

24 The seniority of an employee within the bargaining unit shall be established as of the date on which the
25 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be
26 lost as hereinafter provided. Provided further, should two (2) or more employees in the same
27 classification be hired on the same day, seniority shall be determined by the application date. Should
28 the application dates be the same, these employees' seniority shall be determined by lot.

29

30 **Section 10.2.**

31 Each new hire who works twelve (12) months will remain on probation for a period of one-hundred
32 eighty (180) workdays. Employees working less than twelve (12) months will remain on probation for
33 one-hundred-twenty (120) workdays. An employee will incur one probationary period. Employees
34 that change job classifications will be evaluated after working forty-five (45) calendar days.

35

36 **Section 10.3.**

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

39

40 **Section 10.4.**

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

- 42
- 43 A. Resignation;
- 44 B. Discharge for justifiable cause;
- 45 C. Retirement; or
- 46 D. Change in job classification within the bargaining unit, as hereinafter provided.
- 47

1 **Section 10.5.**

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

- 3
- 4 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
 - 5 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
 - 6 States;
 - 7 C. Time spent on other District authorized leaves of absence; or
 - 8 D. Time spent on layoff.
- 9

10 **Section 10.6.**

11 Seniority rights shall be effective within the general job classification. As used in this Agreement,
12 general job classifications are those set forth in Article I, Section 1.3.

13

14 **Section 10.7.**

15 The employee with the earliest hire date shall have preferential rights regarding shift selection,
16 vacation periods and special services including overtime. The employee with the earliest hire date
17 shall have preferential rights regarding promotions, assignment to new or open jobs or positions, and
18 layoffs when ability and performance are substantially equal with junior employees. If the District
19 determines the seniority rights should not govern because a junior employee possesses ability and
20 performance substantially greater than a senior employee or senior employees, the District shall set
21 forth in writing, to the employee or employees and the Association's President, its reasons why the
22 senior employee or employees have been bypassed.

23

24 **Section 10.7.1.**

25 Current employees who apply for open positions within their classification shall not be required
26 to take additional testing.

27

28 **Section 10.8.**

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

32

33 **Section 10.8.1. Trial Period.**

34 Employees who apply and are awarded a new position outside the employee's classification
35 shall have a ten (10) workday trial period to return to their former position and classification. A
36 substitute employee may be utilized to replace the employee who changes jobs for a ten (10)
37 workday trial period.

38

39 **Section 10.9.**

40 During the school year, the District shall publicize within the bargaining unit the availability of all
41 open positions within five (5) workdays of the opening. The posting shall be for five (5) workdays
42 before the position is filled.

43

44 Posting of open positions during the summer months shall be publicized for a minimum of ten (10)
45 administrative workdays before being filled. Such position announcements will be posted in the
46 District administration office and will be available for inspection during normal summer work hours.

47

1 Announcements of open positions which become known during the summer months will be mailed to
2 all employees in the bargaining unit who have expressed interest by writing and submitting a letter to
3 the Superintendent no later than the end of the school year.
4

5 All position announcements and/or changes will be mailed to the Association President.
6 Employees applying for open or posted positions outside their classification shall have preferential
7 rights over out-of-District applicants, providing they meet job specifications.
8

9 All positions shall be posted in each building's office with all the information pertaining to the
10 position; i.e. start and end times as well as wage, hours and contracted number of days.
11

12 **Section 10.9.1.**

13 When a job is posted, an abbreviated job description for the position must be part of the posting
14 and a salary rate or range shall be posted. If possible, the posting shall list building and grade
15 level of opening.
16

17 **Section 10.9.2.**

18 Any permanent position filled by a substitute employee for more than thirty (30) consecutive
19 days, shall be posted and filled as a temporary position with benefits to protect the return
20 provisions of the employee on leave. The posting shall indicate the length of the temporary
21 position.
22

23 **Section 10.10.**

24 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
25 District according to seniority ranking within classification. Such employees are to have priority in
26 filling an opening in the classification held immediately prior to layoff over anyone junior to them.
27 Names shall remain on the reemployment list for two (2) years. Layoffs shall be in reverse order of
28 hiring and shall be subject to the provision of 10.7.
29

30 The District shall send a certified letter or obtain the signature and date of an employee being offered
31 reemployment. If an employee on layoff status rejects an offer of reemployment, or who fails to
32 respond within ten (10) calendar days of the date of the offer, forfeits seniority and all other accrued
33 benefits, including reemployment rights; provided that such employee is offered a position
34 substantially equal in salary, benefits, and general working conditions.
35

36 **Section 10.11.**

37 Employees on layoff status shall file their addresses in writing with the Personnel Office of the District
38 and shall thereafter promptly advise the District in writing of any change of address.
39

40 **Section 10.12.**

41 An employee shall forfeit rights to reemployment as provided in Section 10.10 if the employee does
42 not comply with the requirements of Section 10.11, or if the employee does not respond to the offer of
43 reemployment within ten (10) District Office workdays.
44

45 **Section 10.13.**

46 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other
47 accrued benefits; provided, that such employee is offered a position substantially equal to that held
48 prior to layoff.

1 **Section 10.14.**

2 Positions will be declared open and posted by the District if the position increases more than thirty (30)
3 minutes per day, or more than ten (10) workdays per year. This provision may be waived shall the
4 Association agree.
5
6
7

8 **ARTICLE XI**

9
10 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**
11

12 **Section 11.1.**

13 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue
14 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.
15 If the District has reason to reprimand an employee, it shall be done in a manner which will not
16 embarrass the employee before other employees or the public. The following progression of employee
17 discipline shall generally be followed: verbal warning, written reprimand, suspension, termination.
18

19 **Section 11.2. Notification To Less Than Full-Time Employees.**

20 This section is intended to be applicable to those employees whose duties necessarily imply less than
21 twelve (12) months (excluding vacations) work per year.
22

- 23 A. Should the District decide to discharge or lay off any P.S.E. employee, the employee shall be so
24 notified in writing prior to the expiration of the school year.
25
26 B. Nothing contained herein shall be construed to prevent the District from discharging an
27 employee for acts of misconduct occurring after the expiration of the school year.
28
29 C. Nothing contained in this section shall in any regard limit the operation of other sections of this
30 Article.
31
32 D. Except in extraordinary cases, and as otherwise provided in this Article, the District will give
33 employees two (2) weeks' notice of intention to discharge or layoff.
34
35
36

37 **ARTICLE XII**

38 **INSURANCE AND RETIREMENT**
39
40

41 **Section 12.1.**

42 The District agrees to give classified employees those monies paid for medical benefits as allocated by
43 the state with guidelines and regulations as determined by SPI. An FTE for insurance purposes only
44 will be a 1,440 hour a year employee and the allowance will be prorated at a 1,440 hour FTE; however,
45 no employee may generate more than one FTE nor receive benefits at a ratio greater than one. The
46 monthly allocation for each employee derived from the above formula shall apply to all bargaining unit
47 members. District contributions shall be on a twelve (12) month basis for all employees. Non-BEA
48 employees shall be treated the same as BEA employees.

1 Each employee shall declare his/her insurance plan by November 12th. After November 12th, no
2 changes will be made to the pool for the duration of the school year.

3
4 The District agrees to pay the full HCA (Health Care Carveout) for each eligible employee.

5
6 After each employee has made his/her selection of benefits under the program provided herein,
7 remaining funds will go into the pool, and shall be available for pro-rata distribution to cover
8 employees requested coverages. The amounts will be distributed by taking the amount of money left
9 in the pool, dividing the dollar amount by the FTE number left to use the pool, and reaching an amount
10 per FTE available for employees.

11
12 Pool Definition: The total pool amount shall be derived by the following formula --- Total bargaining
13 unit FTE count x state allocation per month x twelve (12) months, plus thirty thousand dollars
14 (\$30,000.00) additional annual District pool contribution = total pool amount.

15
16 **Section 12.2.**

17 The District shall provide mandatory insurance protection for employees per RCW 28A.400.370.

18
19 **Section 12.3.**

20 The District shall make required contributions for Industrial Insurance on behalf of all employees
21 subject to this Agreement to ESD 105 workers' compensation revolving fund.

22
23 **Section 12.4.**

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

27
28 **Section 12.5.**

29 All employees subject to this Agreement shall be entitled to participate in a tax shelter annuity plan
30 made available by Granger School District. On receipt of a written authorization by an employee, the
31 District shall make the requisite withholding adjustments and deductions from the employee's salary.

32
33 **Section 12.6.**

34 If the state changes its methodology for funding insurance benefits, this section will automatically be
35 opened for renegotiations.

36
37 **Section 12.7.**

38 The District agrees to offer the current Section 125 Plan. Any expansion to the current plan will be at
39 the P.S.E. employee's expense.

40
41
42
43 **ARTICLE XIII**

44
45 **VOCATIONAL TRAINING**

46
47 **Section 13.1.**

48 Employees required by the District or the State to attend training courses as a condition of

1 employment, shall be compensated for approved expenses. This will also include requested courses or
2 workshops, sanctioned by the District that the employee might attend for professional improvement.
3

4 5 6 **ARTICLE XIV**

7 8 **DUES DEDUCTIONS AND REPRESENTATION FEES**

9 10 **Section 14.1.**

11 All members of the bargaining unit shall, as a condition of employment, be a member of the
12 Association or pay an amount equal to the dues of the Association.
13

14 **Section 14.2.**

15 The District shall enforce this provision by deducting from the employee's salary, each pay period, the
16 dues required or membership, or, for non-members thereof, a fee equivalent to such dues. This
17 provision safeguards the right of non-association of employees based on bona fide religious tenets or
18 teachings of a church or religious body of which such employee is a member. Such employee shall
19 pay an amount of money equivalent to regular Association dues to a non-religious charity or to another
20 charitable organization mutually agreed upon by the public employee affected and the Association.
21 The employee shall furnish written proof that such payment has been made. If the employee and the
22 Association do not reach agreement on such matter, the P.E.R.C. (Public Employment Relations
23 Commission) shall designate the charitable organization.
24

25 **Section 14.3.**

26 The District shall transmit the dues to the Treasurer of the Association each pay period. Included with
27 the dues, on or before the 15th of November, a report will be given identifying each employee by
28 name, position, date of hire, salary.
29
30

31 32 **ARTICLE XV**

33 34 **GRIEVANCE PROCEDURE**

35 36 **Section 15.1.**

37 Grievances or complaints arising between the District and its employees within the bargaining unit
38 defined in Article I herein, with respect to matters dealing with the interpretation or application of the
39 Terms and Conditions of this Agreement, shall be resolved in strict compliance with this Article.
40

41 Upon mutual agreement between the District and the Grievant, timelines may be held in abeyance
42 during all steps of grievance process.
43

44 **Section 15.2. Grievance Steps.**

45 For this section workdays refers to days the District Administration Office is open for business.
46 Timelines may be extended shall both parties agree in writing. *Winter break, spring break and summer*
47 *break for less than twelve (12) month employees shall not be considered as workdays.*
48

1 **Section 15.2.1. STEP ONE - INFORMAL-IMMEDIATE SUPERVISOR.**

2 The employee shall have a verbal meeting to discuss the grievance with his/her immediate
3 supervisor. If the employee wishes, he/she may be accompanied by an Association
4 representative at such discussion. All grievances not brought to the immediate supervisor
5 within thirty (30) workdays of the occurrence of the grievance shall be invalid and subject to no
6 further processing. Management shall identify the immediate supervisor for all classifications
7 within the bargaining unit. Once the informal meeting has been requested the Immediate
8 Supervisor has ten (10) workdays to meet with the employee and remedy the grievance.

9 The Immediate Supervisor shall respond within ten (10) workdays of the verbal meeting. If an
10 agreeable disposition is made, all parties to the grievance shall sign it.
11

12 **Section 15.2.2. STEP TWO - WRITTEN-IMMEDIATE SUPERVISOR.**

13 If no settlement has been reached, the employee shall submit a written statement of grievance
14 to the Immediate Supervisor for consideration and shall submit a copy to the official in the
15 Administration responsible for personnel. The parties will have ten (10) workdays from
16 submission of the written statement of grievance to resolve it by indicating on the statement of
17 grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall
18 sign it.
19

20 **Section 15.2.3. STEP THREE - SUPERINTENDENT OR DESIGNEE.**

21 If no settlement has been reached within the ten (10) workdays, a written statement of
22 grievance shall be submitted within fifteen (15) workdays to the District Superintendent or the
23 Superintendent's designee. After such submission, the parties will have ten (10) workdays from
24 submission of the written statement of grievance to resolve it by indicating on the statement of
25 grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall
26 sign it.
27

28 **Section 15.2.4. STEP FOUR - SCHOOL BOARD.**

29 If no settlement has been reached within the ten (10) workdays referred to in the preceding
30 subsection, and the Association believes the grievance to be valid, a written statement of
31 grievance shall be submitted within fifteen (15) workdays to the District Board of Directors.
32 The employee reserves the right to appear before the Board of Directors to explain the
33 grievance. At any appearance before the Board of Directors, the employee may be
34 accompanied by an Association representative or designee. The Board shall render its decision
35 within ten (10) workdays.
36

37 **Section 15.2.5. STEP FIVE - AAA ARBITRATION.**

38 If the grievant is not satisfied with the disposition of his/her grievance in the preceding
39 subsection, the grievant may request in writing that the Association submit his/her grievance to
40 final and binding arbitration. If the Association determines that the grievance involves the
41 interpretation, meaning or application of any of the provisions of this contract, it may be
42 written notice to the Superintendent within fifteen (15) workdays after receipt of the request
43 from the grievant(s), submit the grievance to final and binding arbitration. If any question
44 arises as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear
45 the grievance.
46

47 Within ten (10) workdays after such written notice of submission to arbitration, the
48 Superintendent and the Association President or his/her designee will attempt to agree upon a

1 mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the
2 parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten
3 (10) workday period, a request for a list of arbitrators may be made to the American Arbitration
4 Association by either party. Unless either party to the arbitration elects to proceed under the
5 Voluntary Labor Arbitration Rules of the American Arbitration Association, the arbitration
6 shall proceed as prescribed herein.
7

8 The arbitration shall be conducted in accordance with the Expedited Labor Arbitration Rules of
9 the American Arbitration Association, except that rules two, five and six shall not be applicable
10 to this contract.
11

12 The arbitrator will be without power of authority to make any decision which requires the
13 commission of an act prohibited by law or which is violative of the terms of this contract. The
14 arbitrator shall have no power to alter, add to, or subtract from the terms of this contract
15 between the District and the Association. Upon the request of party, the merits of a grievance
16 and the substantive and procedure arbitrability of issues arising in connection with the
17 grievance may be consolidated for hearing before the arbitrator.
18

19 During the arbitration under this subsection, neither the District nor the Association will be
20 permitted to assert any grounds not previously disclosed to the other party at Step Three.
21

22 The decision of the arbitrator will be submitted to the Board and the Association, and will be
23 final and binding upon the parties.
24

25 The costs for the services of the arbitrator, including per diem expenses, if any and his/her
26 travel and subsistence expenses and the cost of any hearing will be borne equally by the Board
27 and the Association. All other costs will be borne by the party incurring them.
28
29
30

31 **ARTICLE XVI**

32 **TRANSFER OF PREVIOUS EXPERIENCE**

33 **Section 16.1**

34 Employees transferring between Public School Districts within Washington will be granted longevity
35 credit according to State Law. Seniority rights will not be transferred.
36
37

38 **Section 16.2.**

39 Newly hired employees, other than those referenced in Section 16.1, may be granted longevity credit
40 (salary step placement other than Step One) for applicable experience. In the event that such step
41 placement is considered, the Administration will consult with the local Association regarding the
42 justification of said placement. Seniority will not be granted new hires.
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ARTICLE XVII

SALARIES AND EMPLOYEE COMPENSATION

Section 17.1.

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked.

Section 17.2.

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. Schedule A is opened annually for negotiations, shall any changes incur to Schedule A they will be amended and attached.

Section 17.2.1.

Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

Section 17.2.2.

Retroactive pay will be paid as soon as possible after a negotiations agreement is ratified.

Section 17.2.3.

Incremental steps, where applicable and granted, shall take effect on the anniversary date of employment of each year.

Section 17.2.4.

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

Section 17.2.5.

For Para-Educator salary enhancement, all credits must be from an accredited community college, four (4) year college or a university and must be one-hundred (100) level or above classes that are approved by that college or university.

Section 17.3.

Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the prevailing District rate.

Section 17.4.

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

Section 17.5.

Physicals that are required for employment will be paid for by the School District. The District will arrange for the physicals.

Section 17.6.

Employees hired by the District to drive school buses will purchase the initial learning permit.

1 Thereafter, the District will fund the new commercial driver's license testing program required for
2 school bus drivers.

3
4 **Section 17.7**

5 If the District creates a new job classification, not previously covered in a salary schedule, or alters any
6 job description the administration will consult with PSE prior to job posting.

7
8 **New Section 17.8. Longevity Steps.**

9 Employees working within the Granger School District shall receive the following increase on the
10 employee's anniversary date on the: 15th, 20th, 25th and 40th anniversary:

- 11
- 12 • 15th year of service an additional 1.5% of Step 4
- 13 • 20th year of service an additional 3% of Step 4
- 14 • 25th year of service an additional 4.5% of Step 4
- 15 • 40th year of service an additional 6% of Step 4
- 16
- 17
- 18

19 **ARTICLE XVIII**

20
21 **TERM AND SEPARABILITY OF PROVISIONS**

22
23 **Section 18.1.**

24 The term of this Agreement shall be September 1, 2017 through August 31, 2020.

25
26 **Section 18.1.1. Schedule A.**

27 The state flow-through percentage rate will be applied to each step of the salary schedule on
28 September 1 of each contract year.

29
30 **Section 18.2.**

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

33
34 **Section 18.3.**

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

40
41 **Section 18.3.1.**

42 The bargaining unit shall present a proposed preliminary successor agreement to the Board no
43 later than April 30th. In years where the legislature is still in session after April 30th, the
44 timelines shall be waived; this does not negate the act that either party may at any time request
45 that timelines be held in abeyance should both parties agree.

1 **Section 18.4.**

2 If any provision of this Agreement or the application of any such provision is held invalid, the
3 remainder of this Agreement shall not be affected thereby.
4

5 **Section 18.5.**

6 Neither party shall be compelled to comply with any provision of this Agreement which conflicts with
7 state or federal statutes or regulations promulgated pursuant thereto.
8

9 **Section 18.6.**

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

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON / SEIU LOCAL 1948

GRANGER CHAPTER

GRANGER SCHOOL DISTRICT #204

BY: Signed by
Latisha Guerra, Chapter President

BY: Signed by
Margarita C. Lopez, Superintendent

DATE: October 19, 2017

BY: Signed by
Paul Golob, Board Chairman

DATE: October 19, 2017

SCHEDULE A
GRANGER SCHOOL DISTRICT #204
SEPTEMBER 1, 2017 - AUGUST 31, 2018

	STEP 1	STEP 2	STEP 3	STEP 4
Year = in-district position experience	Yr 1	Yr 2-5	Yr 6-10	Yr 11 >
<u>MAINTENANCE</u>				
Maintenance	19.85	21.28	21.92	22.58
Custodial/Maintenance	18.97	20.36	20.97	21.60
<u>CUSTODIAL</u>				
Custodian	17.43	17.99	18.52	19.08
Event Custodian	17.43	17.99	18.52	19.08
Custodian/Bus Driver	19.57	20.11	20.71	21.33
<u>PARA EDUCATORS</u>				
Health Room Assistant	15.27	15.79	16.26	16.76
Early Childhood Recruiter	17.25	18.02	18.56	19.12
Home Liaison	17.76	18.56	19.12	19.70
ECEAP Teacher	17.86	18.62	19.17	19.75
Speech/Language Path. Asst.	19.10	19.85	20.45	21.06
Vision Impaired Specialist	19.10	19.85	20.45	21.06
Hearing Impaired Specialist	19.10	19.85	20.45	21.06
Para Educators:				
*Quarter Credit Hours of College Work				
0	14.70	15.24	15.70	16.17
15	14.81	15.38	15.84	16.32
30	14.95	15.52	15.99	16.47
45	15.11	15.66	16.14	16.62
60	15.29	15.84	16.31	16.80
75	15.38	15.90	16.38	16.87
90	15.53	16.10	16.59	17.08
105	15.68	16.20	16.68	17.18
120	15.84	16.39	16.88	17.39
135	15.93	16.49	16.98	17.49
150	16.11	16.69	17.18	17.71
165	16.19	16.81	17.31	17.83
180	16.37	16.92	17.42	17.94
<u>TRANSPORTATION</u>				
Head Mechanic/Transportation	22.84	23.49	24.19	24.92
Mechanic/Bus Driver	20.99	21.60	22.25	22.92
Bus Driver	19.51	20.18	20.79	21.41
Bus Driver/Asst. Maintenance/Custodian	18.76	19.34	19.92	20.52
Bus Driver/Mail Room/Bus Garage	19.51	20.18	20.79	21.41
<u>FOOD SERVICE</u>				
Head Cook	16.51	17.05	17.57	18.09
Assistant Cook	15.61	16.19	16.68	17.18
Accu-Scan/Assistant Cook	16.12	16.68	17.19	17.70
Dish Washer	15.19	15.76	16.23	16.73
Food Services Assistant	15.19	15.76	16.23	16.73
ECEAP Food Assistant	15.19	15.76	16.23	16.73
<u>SECRETARIAL</u>				
Principal's/Sp. Ed. Director's Secretary	18.82	19.26	19.83	20.43
Migrant Clerk/Bldg Secretary/ECEAP Secretary	17.59	18.35	18.91	19.48
Project Secretary	17.20	17.78	18.31	18.86
Lunch Accountant	16.47	17.19	17.70	18.24
File Clerk	15.10	15.75	16.22	16.72
<u>TECHNOLOGY</u>				
Technology Assistant	20.24	21.57	22.22	22.88

Employee's Name: _____

Position: _____

Location: _____

_____ **90 Day Probationary Evaluation**
 _____ **Annual Evaluation**

CATEGORIES	Meets Expectations	Needs Improvement	Unsatisfactory
Attendance Demonstrated adherence to assigned days of work.			
Punctuality Demonstrated adherence to assigned hours of work.			
Competency in Skills Demonstrated knowledge and/or skills required to perform work.			
Initiative / Follow Through Demonstrated resourcefulness in the completion of required work.			
Interpersonal Skills Demonstrated ability to communicate positively & objectively relating to students, staff and the public for example: Cooperation, confidentiality, professionalism, courtesy and sensitivity to others.			
Organizing and Planning Demonstrated skill in utilizing time; ability to arrange and prioritize work.			
Quality of Work Demonstrated accuracy and thoroughness.			
Quantity of Work Demonstrated productivity and/or completion of required work.			
Overall Evaluation This should be your judgment of employee's total performance and not an average of the above evaluation on individual factor performance.			

If "Needs Improvement" and/or "Unsatisfactory" are marked, an improvement plan will be developed.

Evaluator's Comments:

Employee's Goals for Next Year:

EMPLOYEE REVIEW

I have discussed this performance evaluation with the employee
_____ Evaluator's Signature Date
My principal/supervisor has explained the reason for this rating. My signature does not necessarily indicate agreement.
_____ Employee's Signature Date

Employees may attach comments within ten (10) workdays after receiving the evaluation.

****Do you recommend that this probationary employee continue in his/her present position?**

YES _____ NO _____ WITH RESERVATIONS _____

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, GRANGER PSE CHAPTER AND THE GRANGER SCHOOL DISTRICT #204. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII SECTION 18.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

Current employees working as Bus Drivers and Custodians will begin earning seniority in the Transportation classification effectively September 1, 2017.

Said employees Joel Godina, Jose Zesati and Patricia Guerra will have the seniority date of September 1, 2017 in the Transportation Classification and will retain their original seniority date in the Custodial Classification. Per Section 10.1. of the Collective Bargaining Agreement, the seniority tie shall be adhered to in order to determine proper seniority.

The intent would be that employees who work in more than one (1) job classification shall have the right to seniority within the job classification they begin continuous daily employment.

This Letter of Agreement shall be in effect September 1, 2017 signature and shall remain in effect until August 31, 2020.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

GRANGER CHAPTER

GRANGER SCHOOL DISTRICT #204

BY: Signed by
 Latisha Guerra, Chapter President

BY: Signed by
 Margarita C. Lopez, Superintendent

DATE: October 19, 2017

DATE: October 19, 2017

1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING
4 AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL
5 1948, GRANGER PSE CHAPTER AND THE GRANGER SCHOOL DISTRICT #204. THIS
6 AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII SECTION 18.3. OF THE
7 CURRENT COLLECTIVE BARGAINING AGREEMENT.
8

9
10 The following agreement has been entered into during school year, November 1, 2017-October 31, 2018,
11 The District and Association agree to the following provisions in order to make a good faith effort to
12 comply with 2012 Washington Law (ESSB 5940).
13

- 14 1. At least one qualified high-deductible health plan (HDHP) and health savings account
15 (HSA). The employee can contribute to the HSA account to the federal maximum amount,
16 individual three thousand four hundred dollars (\$3,400.00) and family six thousand seven
17 hundred fifty dollars (\$6,750.00). Should the employee choose the high deductible plan
18 they will not be able to utilize the Flex 125 or VEBA plans for out of pocket medical costs.
19
20 2. Employees who elect medical coverage must pay a minimum out of pocket premium.
21
22 3. Based on the formula below:
23 Plan Premium x one percent (1%) = minimum employee monthly out of pocket cost.
24
25 4. The dollar amount collected in the above formula shall be placed into the insurance pool for
26 out of pocket premium costs above the minimum.
27
28 5. Both parties agree to meet on or before September 1, 2018 to either extend or amend this
29 MOU for an additional year.
30

31 This Memorandum of Understanding shall be in effect upon signature and shall remain in effect until
32 October 31, 2018.
33

34
35 PUBLIC SCHOOL EMPLOYEES
36 OF WASHINGTON/SEIU LOCAL 1948

37
38 GRANGER CHAPTER

GRANGER SCHOOL DISTRICT #204

39
40
41 BY: Signed by
42 Latisha Guerra, Chapter President

BY: Signed by
Margarita C. Lopez, Superintendent

43
44
45 DATE: October 19, 2017

DATE: October 19, 2017