

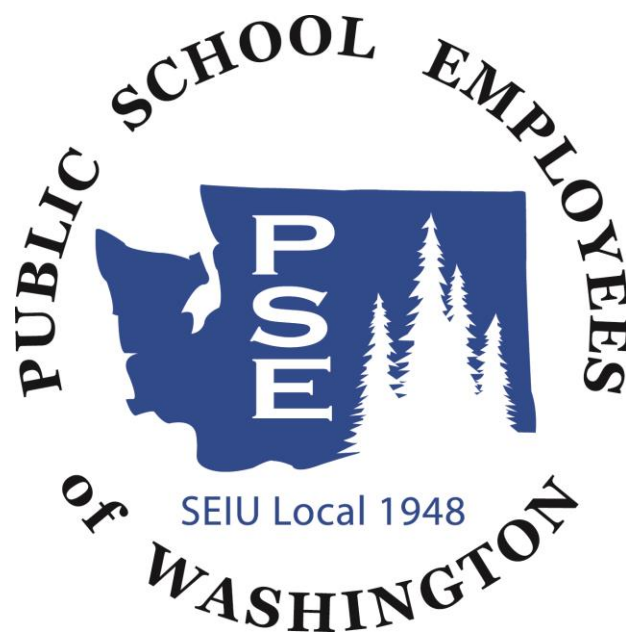
COLLECTIVE BARGAINING AGREEMENT BETWEEN

WILLAPA VALLEY SCHOOL DISTRICT #160

AND

PUBLIC SCHOOL EMPLOYEES OF WILLAPA VALLEY

SEPTEMBER 1, 2018 - AUGUST 31, 2021



Public School Employees of Washington/SEIU Local 1948
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1 **DECLARATION OF PRINCIPLES**

2
3 Participation of employees in the formulation and implementation of personnel policies affecting them
4 contributes to effective conduct of school business.

5
6 The efficient administration of the system of public instruction and well-being of employees requires
7 that orderly and constructive relationships be maintained between the parties hereto.

8
9 Subject to law and the paramount consideration of service to the public, employee-management
10 relations should be improved by providing employees an opportunity for greater participation in the
11 formulation and implementation of policies and procedures affecting the conditions of their
12 employment.

13
14 Effective employee-management cooperation requires a clear statement of the respective rights and
15 obligations of the parties hereto.

16
17 It is the intent and purpose of the parties hereto to promote and improve the efficient administration of
18 the District and the well-being of employees within the spirit of the Public Employees Collective
19 Bargaining Act, to establish a basic understanding relative to personnel policies, practices and
20 procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

21
22
23 **PREAMBLE**

24
25
26 This Agreement is made and entered into between Willapa Valley School District Number 160
27 (hereinafter “District”) and Public School Employees of Willapa Valley, an affiliate of PSE/SEIU
28 Local 1948 (hereinafter “Association”).

29
30 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations
31 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the
32 parties agree as follows:

33
34
35 **ARTICLE I**

36 **RECOGNITION AND COVERAGE OF AGREEMENT**

37
38
39 **Section 1.1.**

40
41 The District hereby recognizes the Association as the exclusive representative of all employees in the
42 bargaining unit described in Section 1.3, and the Association recognizes the responsibility of
43 representing the interests of all such employees.

44
45 **Section 1.2.**

46
47 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties
48 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).

1 **Section 1.3.**

2 The bargaining unit to which this Agreement is applicable is as follows: all classified employees of the
3 District except the District Fiscal Business Officer, Executive Secretary to the Superintendent,
4 Transportation Supervisor and Custodial Maintenance Supervisor.

5
6 **Section 1.4.**

7 The District may use screened adult volunteers/trainees to assist with the function of the school system.
8 Such volunteers/trainees shall not be used to supplant or replace bargaining unit positions.

9
10 **Section 1.5.**

11 All substitute employees who have worked thirty (30) accumulative days in the previous twelve (12)
12 months and who continue to be available for employment as substitutes shall be included in the
13 bargaining unit. Section 7.2, Section 7.3, Section 7.7, Section 7.7.2.1 and its subsections, Section 7.8,
14 and Schedule A shall be the sole provisions of the agreement applicable to bargaining unit substitutes.

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16
17
18 **ARTICLE II**

19
20 **RIGHTS OF THE EMPLOYER**

21
22 **Section 2.1.**

23 It is agreed that the customary and usual rights, powers, functions, and authority of management are
24 vested in management officials of the District. Without limiting the foregoing, this shall include the
25 right to direct and assign employees in positions; the right to suspend, discharge, demote, or take other
26 disciplinary action against employees; and the right to release employees from duties because of lack
27 of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the
28 District operation by determining the methods, the means, and the personnel by which such operation
29 is conducted.

30
31 **Section 2.2.**

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

36
37
38 **ARTICLE III**

39
40 **RIGHTS OF THE EMPLOYEES**

41
42
43 **Section 3.1.**

44 It is agreed that the employees in the units defined herein shall have and shall be protected in the
45 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
46 The freedom of such employees to assist the Association shall be recognized as extending to
47 participation in the management of the Association, including presentation of the views of the
48 Association to the Board of Directors of the District or any other governmental body, group, or

1 individual. The District shall take whatever action required or refrain from such action in order to
2 assure employees that no interference, restraint, coercion, or discrimination is allowed within the
3 District to encourage or discourage membership in any employee organization.

4
5 **Section 3.2.**

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

8
9 **Section 3.3.**

10 Employees subject to this Agreement have the right to have Association representatives present at any
11 hearing concerning a grievance filed by the employee and at any disciplinary hearing. Included are
12 investigatory interviews when an employee reasonably believes that discipline could result.

13
14 **Section 3.4.**

15 Each employee shall be provided a copy of all material placed in the employee's personnel file upon
16 insertion. An employee may attach comments to any material that is a part of the personnel file. There
17 shall be only one (1) official personnel file for each employee. Said files shall be kept in the District
18 Superintendent's Office. Each employee shall have the right upon request, and after making an
19 appointment for that purpose with the personnel administrator, to review the contents of the
20 employee's official personnel file. The review shall be made in the presence of the staff member
21 responsible for safekeeping of these files. During the review employees shall be allowed to copy any
22 material therein; shall be permitted to make a written inventory of material there; and, on request, have
23 such inventory signed and dated by a representative of the administration.

24
25 **Section 3.5.**

26 The night shift custodian, when working alone, at their request, shall be provided with an emergency
27 notification device as determined by the District.

28
29 **Section 3.6.**

30 Employees required to work with potentially violent or aggressive students shall be informed of special
31 needs on a need to know basis. Any case of assault upon an employee shall promptly be reported to
32 the employer or the employer's designated representative by filling out a District supplied incident
33 report.

34
35 **Section 3.7.**

36 The district agrees to provide safe and non-hazardous working conditions within the district facilities.
37 Employees with specialized training may enter a building to assist in the process of determining
38 whether or not it is safe to re-enter the building.

39
40 **Section 3.8.**

41 Pursuant to RCW 28A.210.275, non-licensed employees requested to administer medications or
42 perform nursing services shall be provided training and shall have right of refusal without employer
43 reprisal or disciplinary action. Employees must receive the training before they are authorized to
44 deliver the service or medication. Such training will be provided as necessary on an ongoing basis.

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ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1.

The Association has the right and responsibility to represent the interests of all employees in the unit; to present its views to the District on matters of concern, either orally or in writing; and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the unit.

Section 4.2.

The Association shall promptly be notified by the District of any written disciplinary notice against any employee in the bargaining unit. The Association is entitled to have an Association representative at hearings conducted by any District official or body arising out of any grievance and to represent the employee and make known the Association's views concerning the case.

Section 4.3.

The Association reserves and retains the right to utilize persons of its choice to represent it in all matters relating to this contract and its representation of employees of the District, including appropriate officials of the PSE/SEIU Local 1948 State Organization.

Section 4.4.

On or before the first day of October of each year, the District shall provide the PSE/SEIU Local 1948 with the following information for all employees in the bargaining unit: name, address, job title, hire date and rate of pay.

Section 4.5.

The president of the Association shall receive a board packet prior to each board meeting. Excluded shall be executive session material and administrative summaries to the board.

Section 4.6.

The parties will meet, confer, and have input regarding the school calendar.

Section 4.7. New Employee/Member Orientation

Effective June 7, 2018, the District will provide the union a thirty-minute meeting during the bargaining unit employees work time within one week of their hire date. The president of the Union or designee shall be granted time off without loss of pay to conduct this meeting. This time shall not be deducted from the leave outlined in Art. IV, Sec 4.5. The Union shall pay the cost of a substitute, if necessary.

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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 general working conditions of employees of the bargaining unit subject to this Agreement.

Section 5.2.

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.

Section 5.3.

The District agrees that notice of principal requests for statutory or regulatory waivers made pursuant to the provisions of Chapter 28A.320 RCW will be provided to the Association. Normally, the Association will receive such notice prior to District action to obtain classified employee commitment to cooperate in implementing the waiver, but in no case will the Association receive the notice later than two (2) weeks prior to the first consideration of such waiver request by the District Board of Directors.

ARTICLE VI

ASSOCIATION REPRESENTATION

Section 6.1.

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

Section 6.2.

Time during working hours, when possible, will be allowed Association representatives for attendance at meetings with the District.

Section 6.3.

Visitation rights shall be granted to the designated representatives of PSE/SEIU Local 1948 to visit at reasonable times with employees in the bargaining unit for purposes of grievance procedures and/or general information data. The visiting representative shall notify the District in advance of the representative's intended arrival.

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ARTICLE VII

HOURS OF WORK

Section 7.1.

Each employee will be assigned in advance to a definite workweek with designated times of beginning and ending; provided, that the employer may change the existing workweek in case of emergency without prior notice and in any other case by five (5) days written notice to the employee.

Section 7.2.

Employees working in excess of six (6) hours per day shall receive a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is practicable, 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.

Section 7.3.

In the event an employee is assigned to a shift of six (6) hours or less, the employee shall receive a fifteen (15) minute rest period for each three (3) hours of work.

Section 7.4.

The normal 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. Provided, further, the above may be waived by mutual consent of the District and the employee involved.

Section 7.4.1.

The elementary secretary's work year will include at least five (5) work days beyond the student attendance school year (either before or after). Additional days may be approved by the supervisor.

Section 7.4.2.

The middle/high school secretaries' work year will include at least ten (10) work days before the student attendance school year and at least (10) work days after. Additional days may be approved by the supervisor.

Section 7.5.

Employees requested to work a shift regularly filled by a higher paid position for ten consecutive work days shall be paid at their incremental step at the higher paid position rate retroactive to the first day.

Section 7.6.

All regular a.m. and p.m. routes will be open for bid according to seniority approximately two (2) weeks after the beginning of the new school year or as soon as the new route times have been accurately established, whichever occurs first.

All bidding shall be done on the basis of seniority. A regular run is defined as a morning (a.m.) route segment and an afternoon (p.m.) route segment serving schools on a home-to-school and school-to-home basis. If a driver is unavailable to attend bid day, the driver may designate another driver to bid

1 for him/her. A note will be presented to the Transportation Supervisor, by the proxy bidder, or a phone
2 call made to the Transportation Supervisor by the absent driver, before the bids take place.

3
4 During the school year, there must be thirty (30) minutes or more increase or decrease in route time
5 before the employee can exercise seniority by bumping to another position. New or vacated routes that
6 occur during the school year will be posted at the time of opening.

7
8 **Section 7.7.**

9 Recognizing that bus drivers present special shift problems, the parties agree that shifts shall be
10 established in relation to routes and driving times requisite to fulfilling tasks assigned by the
11 Supervisor of Transportation; and provided that all bus drivers shall receive one-half (½) hour per day,
12 in addition to actual hours of driving time, for the purpose of bus cleanup and pre-trip inspection. All
13 trips other than daily scheduled runs shall be compensated at the trip rates as listed on Salary
14 Schedule A, provided, employees receiving trip driving pay will not receive regular pay for the same
15 hours. Run sheets will be used for computing payroll. Employees will not be required to drive such
16 trips if the employee has worked forty (40) hours or more during the workweek. The District may
17 utilize the Supervisor of Transportation to drive a school bus if no regular drivers are available.

18
19 **Section 7.7.1.**

20 Mid-day tri-district trips shall be bid on a rotational basis starting with most senior driver
21 through the least senior driver. Should the number of runs exceed the number of drivers signing
22 up to bid mid-day tri-district trips, the process stated in the immediately preceding sentence
23 shall be repeated.

24
25 **Section 7.7.2. Statement of Clarification/Purpose Re: Extra Trip Assignments.**

26
27 **Section 7.7.2.1. Scheduled Trips.**

28 The following employees will be eligible to bid on extra trips:

- 29
30
- Drivers with an a.m. and p.m. route

31
32 At the start of each sports season (fall, winter, spring, summer) the District shall provide
33 all drivers with an official trip sheet which shall consist of all scheduled trips. The
34 number of trips shall be divided by the number of interested drivers to determine the
35 number of trips each driver will be eligible to bid. Trips shall be bid from the trip sheet
36 starting with the most senior driver and passed down the seniority list. No driver shall
37 be required to utilize all or any of their trip bids. Any trips resulting from an uneven
38 division or those that remain unbid shall be bid starting with the most senior driver and
39 passed down the seniority list (one trip at a time). Any trips which remain unbid shall be
40 offered to drivers who do not have a regular assigned route (referred to herein as
41 “substitute drivers”). Any trips which remain unbid may be assigned to a driver on a
42 reverse rotating seniority basis, provided that the least senior driver has the necessary
43 training.

44
45 **Section 7.7.2.1.1. Unscheduled Trips.**

46 Unscheduled extra trips will be offered to drivers, one at a time, for bid on a
47 seniority basis.

1 **Section 7.7.2.1.2.**

2 If for any reason a driver or substitute driver cannot drive an extra trip which the
3 driver previously bid or substitute driver was offered, the driver or substitute
4 driver shall notify the Transportation Supervisor who shall offer the trip to the
5 most eligible driver. In the event a driver or substitute driver is unable to contact
6 the Transportation Supervisor, and the extra trip departs in less than forty-eight
7 (48) hours, the driver or substitute driver shall contact the most senior available
8 driver to drive the extra trip.

9
10 **Section 7.7.2.1.3. Day Trips.**

11 Unscheduled trips shall be offered to regular drivers that are not working a full
12 eight (8) hour per day shift on the following basis:

- 13
- 14 A. In the month of September trips shall be offered on a seniority basis.
 - 15
 - 16 B. In the month of October trips shall be offered on a rotating seniority
17 basis. If the eligible driver does not take the trip they lose their turn for
18 that rotation.
 - 19
 - 20 C. The ensuing months shall alternate.
 - 21
 - 22 D. In the event of extreme weather conditions the district or the
23 transportation supervisor may bypass a driver and offer the trip
24 according to seniority. The district must have the flexibility/discretion to
25 assign day trips to employees with dual classifications. The driver
26 bypassed will retain their position on the list for the next available trip.
 - 27
 - 28 E. Substitute drivers may be utilized when no regular drivers are available.
 - 29

30 **Section 7.7.2.1.4. Assignment of Non-scheduled Trips.**

31 Assignment of non-scheduled (less than 24-hour notice) trips may be assigned at
32 the discretion of the District.

33
34 **Section 7.8.**

35 Substitute bus drivers will be paid the bus driver rate on Schedule A; provided, however, that substitute
36 drivers will not advance to Step IV. Step IV is reserved for regular drivers.

37
38 **Section 7.9.**

39 The following limitations on bus driving shall apply.

40
41 No school bus driver shall be scheduled to drive more than ten (10) hours (actual behind the wheel
42 driving time) during any twenty-four (24) hour period.

43
44 In the event a bus driver bids an extra trip (as defined by the Agreement) which concludes after one
45 a.m. (1:00 a.m.), said driver shall not drive prior to 10:00 a.m. the immediately succeeding day. The
46 driver shall notify the transportation supervisor according to district procedure.

1 **Section 7.10. Van and Car Usage.**

2 Regarding extra trips, the District may utilize any combination of vehicles to transport up to a
3 maximum of fourteen students utilizing staff other than bus drivers and/or volunteers who have a Type
4 II driver’s license. Trips exempt from this provision are as follows:

- 5
- 6 Washington History trips.
- 7 FCCLA trips to State will require at least one (1) bus driver if two (2) vehicles are required.
- 8 FFA trips to State will correspond with the same above provision regarding FCCLA trips.
- 9 State Volleyball and State Basketball trips.

10

11 **Section 7.11 Bus Aides**

12 Before the end of the second week of school the district will meet with PSE regarding bus aides on
13 buses with medically fragile students and preschool buses to determine the routes, number of bus aides
14 and any other issues related to bus aides.

15

16 **ARTICLE VIII**

17

18 **OVERTIME**

19

20 **Section 8.1.**

21 All employees working more than forty (40) hours per week, shall be compensated at the rate of one
22 and one-half (1½) times the employee’s base hourly rate for the overtime period. Employees called for
23 special service by the immediate supervisor/Superintendent or designee shall receive no less than two
24 (2) hours pay per call at the rate of one and one-half (1½) times the employee’s base hourly rate.

25

26 **Section 8.2.**

27 Extra bus trips will be paid according to Schedule A; provided, however, that no employee is
28 authorized to work more than twenty (20) hours of overtime in any single month. Both drivers and the
29 transportation supervisor will work together to avoid bidding on trips that will exceed the overtime cap
30 of twenty (20) hours per month. All drivers realize that if they are working in other positions, whether
31 as a sub or on a regular daily schedule, that those hours count toward their 40 hours a week and will
32 have overtime implications. The superintendent may approve additional overtime in the case of
33 emergencies. The twenty (20) hour overtime maximum will supersede all seniority rotation for extra
34 trips.

35

36 **Section 8.3.**

37 For overtime calculation purposes paid holidays shall be considered hours worked.

38

39 **Section 8.4.**

40 No employee will be permitted by this contract to bid or be assigned a regular daily shift which
41 exceeds forty (40) hours per week.

1 **ARTICLE IX**

2 **HOLIDAYS**

3
4
5 **Section 9.1.**

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

- 7
- | | |
|-----------------------------|---|
| 8 1. New Year's Day | 7. Veterans' Day |
| 9 2. Martin Luther King Day | 8. Thanksgiving Day |
| 10 3. Presidents' Day | 9. Day after Thanksgiving |
| 11 4. Memorial Day | 10. Day before Christmas |
| 12 5. Independence Day | 11. Christmas Day |
| 13 6. Labor Day | 12. Day after Christmas Day or New Year's Eve Day
at District's discretion (12-month employees only) |
- 14
15

16 **Section 9.2. Unworked Holidays.**

17 Employees shall receive pay equal to their normal work shift at their base rate in effect at the time the
18 holiday occurs. An employee who is on the active payroll on the holiday and has worked both the last
19 scheduled shift preceding the holiday and the first scheduled shift succeeding the holiday, and is not on
20 leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement
21 will occur if an employee can furnish proof satisfactory to the District that because of illness the
22 employee was unable to work either of such shifts, and such absence by reason of illness is covered by
23 sick leave or the employee is on bereavement leave pursuant to Section 10.1.2 of the Agreement.
24

25 **Section 9.3. Worked Holidays.**

26 Employees who are required to work on the above described holidays shall receive the pay due them
27 for the holiday, plus one and one-half (1½) times their base rate for all hours worked on such holidays,
28 unless the employee goes to work at 10:00 P.M. or thereafter on that date.
29

30 **Section 9.4. Holidays During Vacation.**

31 Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one
32 (1) extra day of vacation with pay in lieu of the holiday as such.
33

34 **Section 9.5.**

35 The school district will allow less than twelve-month employees to take two (2) unpaid holidays per
36 calendar year for a reason of faith or conscience or an organized activity conducted under the auspices
37 of a religious denomination, church, or religious organization; provided, that the employee's absence
38 would not impose an undue hardship on the District.
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ARTICLE X

TYPES OF LEAVE

Section 10.1. Compensated Leave.

Section 10.1.1. Illness, Injury and Emergency. (Designated herein as “sick leave”).

Each employee assigned 1,440 or more hours per year shall be entitled to ninety-six (96) hours of compensated leave each year to be used for sick leave. Employees assigned less than 1,440 hours per year shall be entitled to such leave on a pro rata basis. Sick leave shall be vested when earned and may accumulate up to a maximum of 1,440 hours entitlement. The employee shall notify the Building Administrator at least two (2) hours prior to normal shift start time, if possible, of the employee’s inability to work. The District may require an employee to provide a doctor’s certification of illness after three (3) consecutive days of absence.

- A. Each substitute employee shall accrue one hour of paid sick leave for every forty (40) hours worked. A maximum of forty (40) hours of sick leave may be carried over into the following year.
- B. Sick leave accrued while a substitute employee shall not be lost when the employee is hired as a regular full-time or part-time employee.
- C. When a substitute separates from employment, accrued sick leave cannot be cashed out, however, if the employee is rehired within twelve (12) months of separation, previously accrued unused sick leave shall be reinstated. Substitute employees do not have sick leave cash out rights and are not eligible to participate in sick leave incentive programs.

Section 10.1.2. Bereavement Leave.

Up to five (5) days leave with pay shall be authorized by the District in the event of death of any member of the immediate family. Immediate family for purpose of bereavement leave shall include mother, father, spouse, son, daughter, brother, sister, mother-or father-in-law, grandparents, sister-or brother-in-law, or any relative living in the same household and an ex-spouse when appropriate. Bereavement leave shall not be charged against accumulated sick leave.

Section 10.1.3. State Family Care Leave.

Each employee shall be eligible to use a choice of accrued sick leave or other paid leave for absences caused by an employee’s child, spouse, parent, grandparent, sibling, or other dependent living in the home who has a serious health condition or an emergency condition. The definitions of family relationships are spelled out in RCW 49.12.265. The District shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise discriminate against an employee who uses State Family Care Leave. The Superintendent, at the Superintendent’s discretion, may request such verification of family illness as the Superintendent deems advisable.

Section 10.1.4. Federal Medical Leave Act (FMLA)

In addition to any other leave provided for elsewhere in this agreement, upon the birth of a child, the placement of a child with an employee for adoption or foster care, or for a serious health condition of an employee or an employee's spouse, child or parent, each employee who has been employed at least twelve (12) months and worked at least 1,250 hours during the

1 previous twelve (12) months is entitled to a maximum of twelve (12) weeks unpaid leave.
2 While on unpaid FMLA leave, the District will continue to contribute the same portion of
3 insurance benefits toward the payment of insurance premiums as when the employee was
4 working. Upon return from FMLA leave, the District will place the employee in his or her
5 previous position, or one with equivalent pay and benefits.
6

7 **Section 10.1.5. Personal Leave.**

8 Each employee shall have three (3) paid personal leave days per year, not deducted from sick
9 leave. Personal leave days each year may be accumulated to a maximum of five (5) days. Such
10 leave must be requested on the appropriate District Leave Request Form. Written request for
11 leave must be given to the appropriate supervisor at least twenty-four (24) hours prior to the
12 date the leave is requested. Written request for personal leave, depending upon the
13 circumstances, may be submitted upon return to work. The employee will not be required to
14 state the reason for personal leave. Personal leave will not be granted the day immediately
15 before or after a holiday or vacation. No more than ten percent (10%) of the employees covered
16 by this agreement shall be granted personal leave on any workday. Use of personal leave is
17 intended for personal reasons that do not involve making a profit or intending to make a profit.
18

19 **Section 10.1.6. Judicial Leave.**

20 In the event an employee is summoned to serve as a juror, or appear as a witness for a District
21 work related incident, is named as a codefendant with the District, or is subpoenaed as a
22 witness in court such employee shall receive a normal day's pay for each day of required
23 presence in court. In the event that an employee is a party in a court action, such employee
24 may request a leave without pay.
25

26 **Section 10.2. Uncompensated Leave.**

27
28 **Section 10.2.1. Leave of Absence.**

29 Upon recommendation of the Superintendent, and upon approval of the Board of Directors, an
30 employee may be granted a leave of absence without pay, for a period not to exceed one (1)
31 year. Such request by any employee shall be in writing.
32

33 **Section 10.2.2.**

34 The returning employee will be assigned to an equal position provided that the returning
35 employee would not be retained if the original position was a ruff, i.e. laid off subject to Section
36 12.5 of the Agreement. Employees hired to fill positions of employees on leave of absence will
37 be informed of this provision by the District and shall be subject to all provisions of this
38 Agreement, except that such temporary leave replacement employees shall not be covered by
39 Section 12.5 of the Agreement.
40

41 **Section 10.2.3.**

42 The employee will retain accrued sick leave, vested vacation rights and seniority rights while
43 on leave of absence. However, vacation credits, sick leave and seniority shall not accrue while
44 the employee is on leave of absence; provided, however, that if such leave is approved for
45 extended illness or injury, seniority shall accrue.
46

1 **Section 10.3. Sick Leave Incentive.**

2 Employees may cash in unused sick leave days above on accumulation of sixty (60) days at a ratio of
3 one (1) full day's monetary compensation for four (4) accumulated sick leave days. At the employee's
4 option, they can cash out their unused sick leave days in January of the school year following any year
5 in which a minimum of sixty (60) days of sick leave is accrued and each January thereafter, at a rate
6 equal to one (1) day's monetary compensation of the employee for each four (4) full days of accrued
7 sick leave. The employee's sick leave accumulation shall be reduced four (4) days for each day
8 compensated. No employee may receive compensation for sick leave accumulated in excess of one (1)
9 day per month.

10
11 At the time of separation from school district employment an eligible employee or the employee's
12 estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the
13 employee for each four (4) days accrued sick leave for illness or injury, pursuant to the current State of
14 Washington statute RCW 28A.400.210, employees may cash out unused sick leave. "Eligible
15 employee" means (a) employees who separate from employment due to retirement or death; (b)
16 employees who separate from employment and who are at least age fifty-five and have at least ten
17 years of service under the Washington school employees' retirement system plan 3; or (c) employees
18 who separate from employment and who are at least age fifty-five and have at least fifteen years of
19 service under the Washington school employees' retirement system plan 2.

20
21 **Section 10.4.**

22 In the event employees are absent for reasons which are covered by workers' compensation, the
23 District shall pay from the employee's sick leave an amount equal to the difference between the
24 amount paid the employee by the Department of Labor and Industries or other insurance provider and
25 the amount the employee would normally earn. This deduction shall occur until the employee's
26 accumulated sick leave is exhausted or the employee returns to normal work.

27
28 Employees absent from work and receiving time loss payments under industrial insurance shall have
29 the option of taking unpaid leave or using available sick leave, annual leave, and/or nonscheduled
30 leave to maintain part or all of their normal district compensation as provided in RCW 51.32.090.
31 Employees are responsible for informing the District payroll of their choice of options.

32
33
34
35 **ARTICLE XI**

36
37 **VACATIONS**

38
39 **Section 11.1.**

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

43
44 **Section 11.2.**

45 Employees who work less than twelve (12) months per year shall receive payment for unused accrued
46 vacation divided equally in twelve paychecks. Any employee who is discharged or who terminates
47 employment shall receive payment for unused accrued vacation with their final pay.

1 **Section 11.3.**

2 The vacation credit to which a full-time employee shall be entitled shall be computed in accordance
3 with the following rules:

- 4
- 5 1. An employee will earn one (1) weeks vacation each year through their first three (3) years of
6 service.
- 7
- 8 2. An employee will earn two (2) weeks vacation each year starting their fourth (4th) through
9 their tenth (10th) year of continuous service.
- 10
- 11 3. An employee will earn three (3) weeks vacation each year starting their eleventh (11th) through
12 their fifteenth (15th) year of continuous service.
- 13
- 14 4. An employee will earn four (4) weeks vacation each year starting their fifteenth (15th) year of
15 service.
- 16

17 **Section 11.4.**

18 The vacation credit to which a part-time employee shall be entitled shall be computed in accordance
19 with the following rules:

- 20
- 21 1. An employee with less than ten (10) years service will earn one (1) week of vacation each year
22 after having been continuously employed for three (3) years.
- 23
- 24 2. An employee with ten (10) years or more of continuous service will earn two (2) weeks of
25 vacation credit each year.
- 26

27 **Section 11.5.**

28 When an employee becomes eligible for vacation time during a school year, the benefits shall be
29 prorated based upon that portion of the year in which the employee is eligible in relation to the total
30 year the employee works.

31 **Section 11.6.**

32 Employees who work twelve (12) months may accrue up to a total thirty (30) vacation days. Any
33 vacation days accrued beyond the thirty (30) day limit will be forfeited; provided, however, no
34 employee who has requested vacation and subsequently been denied leave by the District shall lose
35 accrued vacation benefits.
36

37 **Section 11.7.**

38 Employees who work twelve (12) months shall be entitled to either a maximum of five (5) vacation
39 days or one-half (1/2) of the employee's annual vacation accrual, whichever is greater, during the time
40 school is in session contingent upon available substitute employees. An initial sign-up sheet will be
41 circulated to all twelve (12) month employees on or about September 1 of each year. Within ten (10)
42 workdays all twelve (12) month employees shall request their vacation periods occurring between
43 September 15 through the last day of school in June. The fall vacation sign up shall be on a seniority
44 basis. After the initial sign up vacation time will be granted on a first serve basis contingent upon
45 available substitute employees. Vacation requests during the summer vacation period shall be granted
46 upon approval of the Superintendent pursuant to Section 12.5 of this Agreement.
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ARTICLE XII

SENIORITY

Section 12.1.

The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous employment with the District (hereinafter “hire date”) unless such seniority shall be lost as hereinafter provided.

Section 12.1.1.

In the event that two (2) or more employees begin continuous regular employment within a general job classification on the same day, seniority shall be determined by a lot draw conducted by the Willapa Valley PSE president, superintendent and the affected employees.

Section 12.2.

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

- A. Resignation;
- B. Discharge for any reason contained in this Agreement;
- C. Retirement; or
- D. Change in job classification within the bargaining unit, as hereinafter provided.

Section 12.3.

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

- A. Time lost by reason of industrial accident, industrial illness or jury duty; or
- B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States; or
- C. Time spent on other authorized leaves of absence, not to exceed one (1) year.

Section 12.4.

Seniority rights shall be effective within the general job classification. As used in this Agreement, general job classifications are as follows: Para-Educator/Secretary, Food Service, Custodial, Transportation Drivers, and Building Maintenance/Grounds.

Section 12.5.

The employee with the earliest hire date within the general job classification shall have preferential rights regarding shift selection, vacation periods, and special services (including overtime). The employee with the earliest hire date within the general job classification shall have preferential rights regarding promotions, assignment to new or open jobs or positions, and layoffs when ability and performance are substantially equal with those individuals junior to the employee. If the District determines that seniority rights should not govern because a junior employee possesses ability and performance substantially greater than a senior employee or senior employees, the District shall set forth in writing to the employee or employees and the organization’s President its reasons why the senior employee or employees have been bypassed. The District shall not be required by the Agreement to assign substitute work to regular employees.

1 **Section 12.6.**

2 If no employee within the job classification accepts the promotion or assignment to a new or open job
3 or position, the job shall be an open position to be filled by the best qualified person available from
4 within or without the District. Employees outside the general job classification, if the best qualified
5 applicant, shall have an opportunity to fill the job or position. Among employees equally qualified, the
6 position shall be filled according to seniority within the bargaining unit. Members of the bargaining
7 unit shall be entitled to an interview for all open positions within the bargaining unit.

8
9 **Section 12.7.**

10 An employee who changes job classifications within the bargaining unit shall retain the employee's
11 hire date in the previous classification for a period of one (1) year, notwithstanding that the employee
12 has acquired a new hire date and a new classification. If an employee loses a position within one year
13 after changing job classifications for any reason other than misconduct, such employee shall be entitled
14 to take a position then held by another employee for which the employee is qualified if the employee
15 has a hire date in the general job classification earlier than the employee holding the position.

16
17 **Section 12.8.**

18 The District shall publicize within the bargaining unit the availability of open positions as soon as
19 possible after the District is apprised of the opening.

20
21 **Section 12.9.**

22 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
23 District according to layoff ranking. Such employees are to have priority by seniority over applicants
24 from outside the district in filling an opening in the classification held immediately prior to layoff.
25 Names shall remain on the reemployment list for one (1) year.

26
27 **Section 12.10.**

28 An employee on layoff status shall file the employee's address in writing with the personnel office of
29 the District and shall thereafter promptly advise the District in writing of any change of address.

30
31 **Section 12.11.**

32 An employee shall forfeit rights to employment as provided in Section 12.9 if the employee does not
33 comply with the requirements of Section 12.10, or if the employee does not respond to the offer of
34 reemployment within seven (7) days after mailing of a written notice by the District to the employee,
35 or three (3) workdays after receiving oral notice, whichever event first occurs.

36
37 **Section 12.12.**

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

41
42 **Section 12.13.**

43 The District shall separate any employee without prejudice for reasons of economy or curtailment of
44 work.

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ARTICLE XIII

PROBATIONARY PERIOD

Section 13.1.

Each new hire working less than four (4) hours per day shall remain in a probationary status for a period of not more than six (6) months following the hire date. Each new hire working four (4) hours or more per day shall remain in a probationary status for a period of not more than sixty (60) workdays following the hire date. During this probationary period, the District may discharge such employee at its pleasure.

Section 13.2.

At the end of the probationary period, the employee will be subject to all rights and duties contained in this Agreement, retroactive to the employee's hire date.

Section 13.3.

If after forty (40) workdays it is determined by the employee's supervisor that an employee who has received a promotion or who has been assigned to a new or open job or position and has received proper training as determined by the district does not have the ability or qualifications to fulfill the job requirements, the District shall set forth in writing to the employee and the organization's grievance committee chairman its reasons why the employee is not qualified and the employee shall then be reassigned to the employee's prior position.

Section 13.4.

All employees are required to have a State fingerprint/background check. Classified employees may be employed on a conditional basis pending completion of investigation. Any classified employee who fails to meet the requirements of the investigation will be immediately terminated. Any classified employee who opts to be employed on a conditional basis and fails the fingerprint/background investigation will have the amount (cost) of the investigation deducted from the employee's last check. The District shall pay the cost of the fingerprint/background investigation of any employee hired on a conditional basis who successfully meets the requirements of the investigation. Regarding alcohol/drug testing for CDL positions, the District shall reimburse the employee for the testing fee in the event an employee is exonerated as a result of the submittal of the second split sample to a District approved testing facility.

ARTICLE XIV

TRANSFER OF PREVIOUS EXPERIENCE

Section 14.1.

Any new hire who had just previously been employed by any School District in the State of Washington, and is hired to perform work similar to that in which previously engaged, shall be given longevity credits in the District in accordance with RCW 28A.400.300.

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ARTICLE XV

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 15.1.

The District shall have the right to reprimand, suspend or discharge an employee for justifiable cause. If the District has reasons to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public.

Section 15.2.

The issue of justifiable cause shall be resolved in accordance with the Grievance Procedures of this Agreement.

Section 15.3.

Except in extraordinary cases, the District will give an employee two (2) weeks notice of intention to dismiss. Except in extraordinary cases, the employee will give two (2) weeks notice of the employees' resignation.

Section 15.4.

The District shall attempt to notify any regular school employee in June of their job status for the next school year.

Section 15.5.

Nothing contained herein shall be construed to prevent the District from immediately discharging an employee for justifiable cause.

ARTICLE XVI

RETIREMENT

Section 16.1.

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

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ARTICLE XVII

INSURANCE

Section 17.1.

The District shall pay seven hundred eighty dollars (\$780.00) per month, or the State funded amount if greater, per month for all nine (9) month employees and eight hundred dollars (\$800.00) per month for all twelve (12) month employees on an FTE (1440 hour) basis toward monthly premiums for each enrolled in mutually approved family medical, dental and/or optical insurance programs. District will pay the retiree subsidy to the Health Care Authority.

Employees included in the pooling arrangement who elect medical benefit coverage will pay a minimum charge agreed upon by the District and the Association. The minimum monthly charge shall be 1% of the employee's chosen medical premium. Such minimum monthly charge shall be paid regardless of the impact of pooling.

Employees will have their choice of the following:

- A Health Insurance Plan
- A Qualified High Deductible Health Plan (QHDHP) with a Health Savings Account (HSA)

Employees selecting the District's high deductible, health savings plan may annually select an amount to be transferred into their health savings account (HSA) account via payroll deduction.

In addition, the District shall pool basic education unused District insurance contribution monies to supplement employee medical costs which exceed an individual employee's District insurance contribution. Unexpended funds shall be contributed into the pool and distributed on a pro rata basis based upon member need consistent with the past practice of the District. The pool when established in September of each year will be fixed for the balance of the contract year. Additions to coverage (children, spouse, etc.) occurring after the annual open enrollment period closes will be paid totally by payroll deduction. New employees, hired after the annual open enrollment period closes, will receive the funds their hours generate as stated herein.

It is understood that in the event that the state legislature modifies legislation during the term of this agreement changing the current funding scheme or requiring school employees to move to a different health care system, this provision may become void; provided, that the District and the Association shall meet to negotiate any impacts of such change to PSE employees.

Section 17.2.

For purposes of computing FTE in Section 17.1, the District will use 1,440 hours. The District will compute 1,440 hour or more employees as Full-Time-Equivalents for purposes of Section 17.1 to the maximum of reimbursement.

1 **Section 17.3**

2 No later than June of 2019, the District and Association shall negotiate the impact of changes to the
3 School Employees Benefit Board (SEBB) system.

4
5 Insurance benefits & Premiums for the 2018-1019 school year shall continue unchanged through
6 December 31.2019.

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10 **ARTICLE XVIII**

11 **VOCATIONAL TRAINING**

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14 **Section 18.1.**

15 Employees attending training courses required by State regulation as a condition of employment will
16 be paid by the School District for any fee, tuition or transportation costs and provided further, that such
17 employee shall suffer no loss of pay.

18
19 **Section 18.2.**

20 Employees attending training courses required by the District as a condition of employment will be
21 paid by the School District at the employee's regular hourly rate of pay for all time in attendance plus
22 any fee, tuition or transportation costs.

23
24 **Section 18.3.**

25 Transportation costs shall be reimbursed at the base mileage rate only if the transportation director
26 indicates that no school vehicles were available at the time.

27
28
29
30 **ARTICLE XIX**

31 **POSITION DESCRIPTIONS**

32
33
34 **Section 19.1.**

35 Within one hundred eighty (180) calendar days following execution of this Agreement, the District
36 will provide the Association with complete job descriptions for all employees subject to this
37 Agreement.

38
39 **Section 19.2.**

40 The District will provide the Association with such amendments, changes, and additions to job
41 descriptions as they may from time to time occur.

42
43 **Section 19.3. Dress Code.**

44 All classified staff will be expected to abide by the standards/requirements of their specific job and in a
45 manner appropriate for all staff working in an educational institution.

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ARTICLE XX

ASSOCIATION MEMBERSHIP

Section 20.1.

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, unless membership is revoked through contact with the Union.

Section 20.2.

The District agrees to accept dues, authorization via paper form, vice authorization or by E signature in accordance with “E-SIGN”. PSE will provide a list of those members who have agreed to union membership via any of the above methods. In addition, upon request, access will be given to the District to the .wav files associated with the voice authorization.

PSE will be the custodian of the records, it has the responsibility to ensure the accuracy and safe-keeping of those records.

Section 20.3.

The District will notify the Association of all new hires within ten (10) workdays of the hire date. At the time of hire, the District will inform the new hire of the terms and conditions of this Article.

ARTICLE XXI

CHECKOFF

Section 21.1.

The District shall deduct PSE dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the Treasurer of the PSE/SEIU Local 1948 on a monthly basis, with the exception of local dues, which shall be transmitted to the local treasurer.

Section 21.2. Committee on Political Empowerment.

The District shall, upon receipt of a written or voice authorization, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Association. Section 21.3 of the Collective Bargaining Agreement shall apply to these deductions. The employee may revoke the request at any time. At least annually, the employee shall be notified by the PSE/SEIU Local 1948 State Office about the right to revoke the request.

Section 21.3. Hold Harmless.

The Association will indemnify, defend, and hold the District harmless against any claims, suits, orders, and/or judgments against the District on account of any checkoff of Association dues or voluntary political contributions.

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ARTICLE XXII

GRIEVANCE PROCEDURE

Section 22.1.

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

Section 22.2. Grievance Steps.

Section 22.2.1.

The employee shall first discuss the grievance with the employee's immediate supervisor. If the employee wishes, the employee may be accompanied by an Association representative at such discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within thirty (30) days of reasonable knowledge of the occurrence of the grievance shall be invalid and subject to no further processing.

Section 22.2.2.

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall, within ten (10) working days reduce to writing a statement of the grievance containing the following:

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

The employee shall submit the written statement of grievance to the employee's immediate supervisor for reconsideration and shall submit a copy to the official in the Administration responsible for personnel. The parties will have ten (10) workdays from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 22.2.3.

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

Section 22.2.4.

If no settlement has been reached within the ten (10) days referred to in the preceding subsection and the Association believes the grievance to be valid, the employee may request the grievance to be referred to the District Board of Directors. The Board shall render a decision regarding disposition of the grievance within thirty (30) days following the request or at the District Board of Directors next regular scheduled meeting, whichever is later.

1 **Section 23.5.**

2 Incremental steps, where applicable, shall take effect on September 1 of each year during the term of
3 this Agreement; provided, the employee has been actively employed continuously for at least one-half
4 (1/2) of the previous employment year.

5
6 **Section 23.6.**

7 Regarding the Commercial Drivers License “behind the wheel test” and “written examination,”
8 District reimbursement will be only for one (1) test fee. In the event a driver fails the test/examination
9 and attempts the test again, the District will not reimburse such additional costs incurred. Furthermore,
10 if an employee is required to take the “behind the wheel test” solely due to traffic problems, the
11 District will not reimburse the test fee. The District will pay fifty dollars (\$50.00) toward the CDL
12 renewal cost for each regular driver.

13
14 **Section 23.7.**

15 If a District vehicle is not available, and an employee is required and directed by the District to use
16 their personal vehicle to perform District-related tasks, the District will compensate the employee for
17 the mileage. The rate reimbursed will be in accordance with the current mileage rate determined by the
18 Internal Revenue Service. Employees will give a two-day notice to the District that a District vehicle
19 is needed to fulfill job-related duties. Calculated mileage will start from Willapa Valley School District
20 to destination point.

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22
23
24 **ARTICLE XXIV**

25 **SEPARABILITY OF PROVISIONS**

26
27
28 **Section 24.1.**

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

31
32 **Section 24.2.**

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

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36
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38 **Section 24.3.**

39 In the event either of the foregoing sections is determined to apply to any provision of this Agreement,
40 such provision shall be renegotiated pursuant to Section 25.3.

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ARTICLE XXV

TERM

Section 25.1.

The term of this Agreement shall be from September 1, 2018 to August 31, 2021.

Section 25.2.

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

Section 25.3.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that all state increases for benefits and classified salaries shall be passed through for each year of this agreement. Schedule A shall be increased by the state K-12 salary increase in 2018-2019 and 2019-2020. this Agreement will be reopened each year of the agreement for negotiations regarding wages and insurance.

Section 25.3.1.

This Agreement shall be reopened as necessary to consider the impact of any legislation enacted which occurs following execution of this Agreement. Either party may demand the contract be reopened when legislation enacted affects the terms and conditions herein or creates authority to alter personnel practices in public employment.

Section 25.3.2.

The Union shall have the right to open the contract at any time to deal with Health Insurance issues related to compliance with state or federal law and/or potential employee eligibility for subsidies or tax credits from the Federal government. The District agrees to cooperate with the Union to the extent that the Union requests do not cause the District to incur fines, taxes, sanctions or any substantial negative financial impact.

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SIGNATURE PAGE

**PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948**

**PUBLIC SCHOOL EMPLOYEES OF
WILLAPA VALLEY**

WILLAPA VALLEY SCHOOL DISTRICT #160

BY: _____
Kari Lundy-Ping, Chapter President

BY: _____
Tom Walker, School Board President

DATE: _____

DATE: _____

BY: _____
Nancy Morris, Superintendent

DATE: _____

SCHEDULE A
Willapa Valley School District #160
September 1, 2018 – August 31, 2019

Position	1st Year/Exp-0	2nd Year/Exp-1	3rd Year/Exp-2	4th Year/Exp-3
	Step 1	¹Step 2	¹Step 3	¹Step 4
Head Maintenance	\$20.38	\$21.40	\$22.47	\$23.59
Maintenance/Grounds	\$19.36	\$20.32	\$21.35	\$22.41
Maintenance/Custodian	\$18.65	\$19.58	\$20.56	\$21.59
Custodian	\$16.67	\$17.50	\$18.38	\$19.30
High School Cook	\$15.61	\$16.38	\$17.21	\$18.07
Elementary Cook	\$15.61	\$16.38	\$17.21	\$18.07
Assistant Cook	\$14.39	\$15.11	\$15.86	\$16.65
⁴ Server/Helper	\$12.49	\$13.11	\$13.76	\$14.45
Sign Language Interpreter	\$19.81	\$20.80	\$21.84	\$22.93
Certified Occupational Therapy Aide	\$19.43	\$20.40	\$21.42	\$22.50
LPN/Para-Educator	\$19.39	\$20.36	\$21.37	\$22.44
Lead Preschool	\$17.83	\$18.62	\$19.45	\$20.32
Para-Educator II/Preschool Para	\$15.83	\$16.62	\$17.45	\$18.32
Para-Educator	\$14.63	\$15.36	\$16.13	\$16.94
Middle School/High School Secretary	\$19.00	\$20.00	\$21.00	\$22.00
Elementary School Secretary	\$16.93	\$17.77	\$18.66	\$19.59
High School Attendance Secretary	\$15.15	\$15.91	\$16.71	\$17.54
Secretary/Support	\$15.15	\$15.91	\$16.71	\$17.54
Bus Driver/Mechanic	\$20.01	\$21.01	\$22.07	\$23.17
² Bus Driver	\$18.88	\$19.82	\$20.82	\$21.85

¹Differential between increment steps is 5%.

²Driver/Trainer will be compensated \$700.00 per trainee.

³Extra Trips:

- All trips will be compensated at the drivers regular rate of pay.
- In-district trips will be compensated a minimum of 2 hours at the drivers regular rate of pay.
- Overnight trips will be compensated a minimum of eight (8) hours per day.
- Driver will be compensated an additional \$20.00 for an extra trip that ends after 1:00 a.m.
- Drivers may work a maximum of twenty (20) hours of overtime in any single month. All hours worked for the District, including substitute and non-driving work, count toward the 40 hour work week and will have overtime implications (see Section 8.2).

⁴Effective January 1, 2018, the Washington State minimum hourly wage will be \$11.50.

Substitutes will be paid at least Step 1. Employees who sub within their classification shall be paid at their current step.

Para-Educators will receive additional pay of \$0.75 an hour when working in the elementary school.

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WILLAPA VALLEY, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WILLAPA VALLEY SCHOOL DISTRICT NO. 160. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXV, SECTION 25.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to review the current practices outlined in Section 7.7.2, and its subsections, regarding the bidding on and assigning of extra trips. Any mutually agreed upon modifications resulting from this review will be placed in writing pursuant to Section 25.3.

This Memorandum of Understanding shall become effective September 1, 2018, shall remain in effect until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WILLAPA VALLEY

WILLAPA VALLEY SCHOOL DISTRICT #160

BY: _____
Kari Lundy-Ping, Chapter President

BY: _____
Nancy Morris, Superintendent

DATE: _____

DATE: _____

