COLLECTIVE BARGAINING AGREEMENT BETWEEN

Mossyrock School District #206

AND

Public School Employees of Mossyrock

SEPTEMBER 1, 2018 THROUGH AUGUST 31, 2021

Public School Employees of Washington/SEIU Local 1948
P. O. Box 798
Auburn, WA  98071-0798
866.820.5652
# Table of Contents

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREAMBLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTICLE I</td>
<td>RECOGNITION AND COVERAGE OF AGREEMENT</td>
<td>1</td>
</tr>
<tr>
<td>ARTICLE II</td>
<td>RIGHTS OF EMPLOYEES</td>
<td>2</td>
</tr>
<tr>
<td>ARTICLE III</td>
<td>RIGHTS OF THE UNION</td>
<td>3</td>
</tr>
<tr>
<td>ARTICLE IV</td>
<td>UNION REPRESENTATION</td>
<td>4</td>
</tr>
<tr>
<td>ARTICLE V</td>
<td>EVALUATIONS</td>
<td>5</td>
</tr>
<tr>
<td>ARTICLE VI</td>
<td>HOURS OF WORK AND OVERTIME</td>
<td>5</td>
</tr>
<tr>
<td>ARTICLE VII</td>
<td>HOLIDAYS AND VACATIONS</td>
<td>7</td>
</tr>
<tr>
<td>ARTICLE VIII</td>
<td>LEAVES</td>
<td>9</td>
</tr>
<tr>
<td>ARTICLE IX</td>
<td>SENIORITY AND LAYOFF PROCEDURES</td>
<td>13</td>
</tr>
<tr>
<td>ARTICLE X</td>
<td>DISCIPLINE AND DISCHARGE OF EMPLOYEES</td>
<td>14</td>
</tr>
<tr>
<td>ARTICLE XI</td>
<td>NOTIFICATION TO NON-ANNUAL EMPLOYEES</td>
<td>14</td>
</tr>
<tr>
<td>ARTICLE XII</td>
<td>INSURANCE AND RETIREMENT</td>
<td>15</td>
</tr>
<tr>
<td>ARTICLE XIII</td>
<td>STAFF DEVELOPMENT</td>
<td>16</td>
</tr>
<tr>
<td>ARTICLE XIV</td>
<td>GRIEVANCE PROCEDURE</td>
<td>17</td>
</tr>
<tr>
<td>ARTICLE XV</td>
<td>INTER-DISTRICT TRANSFER OF PREVIOUS EXPERIENCE</td>
<td>19</td>
</tr>
<tr>
<td>ARTICLE XVI</td>
<td>SALARIES AND EMPLOYEE COMPENSATION</td>
<td>19</td>
</tr>
<tr>
<td>ARTICLE XVII</td>
<td>UNION MEMBERSHIP AND CHECKOFF</td>
<td>20</td>
</tr>
<tr>
<td>ARTICLE XVIII</td>
<td>TERM AND SEPARABILITY OF PROVISIONS</td>
<td>21</td>
</tr>
<tr>
<td>ARTICLE XIX</td>
<td>TRANSPORTATION</td>
<td>22</td>
</tr>
<tr>
<td>SIGNATURE PAGE</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>SCHEDULE A</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>
PREAMBLE

This Agreement is made and entered into between Mossyrock School District Number 206 (hereinafter "District") and The Public School Employees of Washington/SEIU Local 1948, through its local affiliate, Public School Employees of Mossyrock (hereinafter "Union"). In consideration of the mutual covenants contained therein, the parties agree as follows:

ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.
The District hereby recognizes the Union as the exclusive representative for all classified employees described in Section 1.2 of this Agreement (hereinafter "employees").

Section 1.2.
The bargaining unit to which this Agreement is applicable shall consist of all classified employees, including the present general job classifications: transportation, paraeducators, professional/technical, custodian/grounds/maintenance, food service, administrative assistant and all employees performing the same or similar duties, regardless of classification designation, in positions created during the term of this Agreement excluding coaches, business manager, business assistant, head cook, transportation supervisor, director of maintenance/transportation and any other confidential or supervisory employee whose position may come into existence after the signing of this Agreement.

Section 1.2.1.
Written job descriptions will be provided by the District for all bargaining unit positions. Subsequently, the District will present all new or modified position descriptions to the Union with a proposed pay rate prior to posting. If the Union does not respond within seven (7) working days from receipt and there is a vacancy, the position may be posted and filled as per the District’s determination. Any changes subsequently negotiated will be effective upon mutual agreement.

Section 1.3.
A substitute employee is employed on an intermittent basis to fill a position when a regular employee is absent or to augment the work force on a short-term basis. Substitute employees working more than thirty (30) shifts during any single fiscal year and substitutes who have met this standard during the preceding year shall be considered regular part-time employees for all purposes of this Agreement, and such status may not be lost unless the employee separates from employment in accordance with the provisions of this Agreement, or is a voluntary quit. When openings occur, the District may give consideration by seniority to current substitutes when filling positions.

Section 1.3.1.
The only provisions of this agreement which shall apply to substitute employees are Article I (Recognition and Coverage of Agreement), Section 6.3 (Meal Periods – Rest Periods), Article XIV (Grievance Procedure), Article XVI (Salaries and Employee Compensation), Article XVII (Union Membership and Checkoff), and Schedule A (Salary Schedule). Substitutes may have available sick leave as in accordance with State law.
Section 1.4.
A temporary employee is employed on a continuing basis for a period of forty (40) or more consecutive workdays up to a maximum period of the remainder of the current school/fiscal year. Temporary positions are temporary and may end when the need no longer exists. Temporary positions will be posted as required by the collective bargaining agreement and will be identified as such on the opening announcement(s). Temporary employees are subject to the terms of the collective bargaining agreement; provided, however, that temporary employees are not subject to layoff provisions or recall rights. If the district determines that a temporary position will continue into the subsequent school year, the position will be reposted from temporary to permanent status. If the district determines that the same employee continues in the same position, with no interruption in service (other than the regular summer break) the seniority date will remain the same as when the employee began temporary employment in that position.

ARTICLE II
RIGHTS OF EMPLOYEES

Section 2.1.
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 Union in all such matters as authorized by law.

Section 2.2.
Each employee shall have the right to bring matters of personal concern to the attention of appropriate Union representatives and/or appropriate officials of the District.

Section 2.3.
Employees subject to this Agreement have the right to have Union representatives present at disciplinary discussions between themselves and supervisors or other representatives of the District. Included are investigatory interviews when an employee reasonably believes that discipline could result. This right of representation shall not unreasonably delay any such discussion.

Section 2.4.
Neither the Employer nor the Union shall violate applicable antidiscrimination laws or regulations.

Section 2.5.
There shall be only one (1) official personnel file for each employee, to be kept in the District administration office and shall be made available for review and copy by the employee or the employee’s written designee, pursuant to current statutes and applicable WAC’s. Such requests and inspections shall be made during working hours at the District personnel office. Derogatory material will be shown to the employee before being placed in this file. Materials reviewed by the employee and judged to be derogatory to the employee’s conduct, service, character, or personality, may be answered and/or refuted by the employee in writing. Such written responses shall become a part of the District’s personnel record.

Section 2.5.1.
The District will comply with the Americans with Disabilities Act (ADA) regulations regarding the storage and retrieval of employees’ medical information.
Section 2.5.2.
Each employee shall be provided a copy of all non-routine material placed in his or her personnel file within five (5) days of its insertion. An employee may request to the superintendent that derogatory material more than two (2) years old be removed from the file.

Section 2.6.
In relationships with employees every reasonable effort shall be made to avoid words or actions which may be interpreted as ridicule or disrespect.

Section 2.7
Employees requested to administer medications or perform nursing services shall be provided training and shall have right of refusal without employer reprisal or disciplinary action. Employees must receive the training before they are authorized to deliver the service or medication. Such training will be provided as necessary on an ongoing basis.

ARTICLE III

RIGHTS OF THE UNION

Section 3.1.
The Union has the right and responsibility to represent the interests of all employees; 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 3.2.
The District, as part of the general orientation of each new employee subject to the provisions of this Agreement, shall provide such employee with a copy of this Agreement to be furnished to the District by the local Union.

Section 3.3.
The District will provide monthly, to the President of the Union, the names of all employees in the unit who have had dues deducted. The District shall provide annually, and at other times by request, to the President of the Union, the following information regarding each employee in the bargaining unit: full name, address, phone number, worksite and classification, date of hire, and rate of pay. The same information will be provided to the Union at the time of hire of each newly hired employee. The District shall provide a seniority list when requested by the President.

Section 3.3.1. Union Access to New Bargaining Unit Employees.
The Union will be provided with thirty minutes of paid time to meet with each newly hired bargaining unit member within one week of hire. Paid time will be provided to both the Union representative as well as the new employee. Additionally, the Union will be provided with 30 minutes to meet with each newly hired bargaining unit member prior to the completion of the newly hired bargaining unit member’s probationary period. Paid time will be provided to both the Union representative as well as the new employee.
Section 3.4.
Representatives of the Union shall have access to the District premises during business hours; provided, that conferences or meetings between employees and Union representatives will not interfere with the employees' normal duties.

Section 3.5. School Facilities and Equipment Use.
The Union shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use. The Union shall pay for the reasonable cost of all materials and supplies incident to such use.

Section 3.6. Meeting Sites.
The Union shall have the right to use District buildings for meetings and to transact official business.

The District shall provide bulletin board space in each school building for the use of the Union. The Union shall have the right to post notices of its activities and matters of Union concern.

Section 3.8. Intra-District Communication Services.
The Union may use intra-district mail, electronic mail, or other communication services to communicate with classified employees. It is understood that electronic mail is a non-confidential medium.

Section 3.9. Work Year Calendar.
The Union shall be given an opportunity to provide input regarding the work year calendar.

Section 3.10. Participation in Hiring.
At least one bargaining unit member, within the relevant program, will participate in all interview committees.

ARTICLE IV
UNION REPRESENTATION

Section 4.1.
The Union will designate a Conference Committee of three (3) members who will meet with the Superintendent of the District and the Superintendent's representatives on a mutually agreeable regular basis to informally discuss appropriate matters. These meetings shall not be construed as negotiating sessions.

Section 4.2.
Union officials will be released with pay to conduct Union business with the District when such transactions occur during the officials' regular shift. The Union will pay the cost of substitutes if used. Such release time will be in addition to any other release time described in this Agreement.
ARTICLE V

EVALUATIONS

Section 5.1.
Each employee's performance shall be evaluated annually by the employee's immediate supervisor. Bargaining unit members will not administer such evaluations, with the exception of driver trainers, who may evaluate driving skills only. Performance evaluations shall fairly and accurately reflect each employee's actual duty performance. The content of evaluations is not grievable, however an employee may append his/her views to the evaluation. Evaluations will not be subject to the grievance procedure unless they are part of discipline, discharge or an improvement plan. In such cases, the underlying evaluation supporting the actions, together with any rebuttals attached, shall be considered along with all other evidence in the matter.

ARTICLE VI

HOURS OF WORK AND OVERTIME

Section 6.1.
The workweek shall consist of five (5) consecutive days, followed by two (2) consecutive days of rest.

Section 6.2.
Each employee with the exception of groundskeeper shall be assigned to a definite and regular shift and workweek, which shall not be changed without mutual consent or fourteen (14) calendar days notice. An exception would be due to emergencies, illness or when school is closed due to weather, power outage, etc.

Section 6.2.1.
In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the District will make every effort to notify each employee to refrain from coming to work. Employees who are not notified and report to work shall receive a minimum of two (2) hours pay at regular rate in the event of such a closure.

Section 6.3. Meal Periods - Rest Periods.

A. Employees working five or more hours per day shall be allowed an unpaid meal period of at least thirty (30) minutes which commences not less than two (2) hours nor more than five (5) hours from the beginning of the shift. Meal periods shall be paid when the employee is required by the Employer to remain on duty on the premises or at a prescribed work site, or when meal periods are frequently interrupted to undertake the Employer's business.

B. Employees working three (3) or more hours longer than an eight (8) hour day shall be allowed at least one 30-minute unpaid meal period prior to or during the overtime period.

C. Employees shall be allowed a rest period of not less than ten (10) minutes, on the Employer's time, for each four (4) hours of work time. Rest periods shall be scheduled as near as possible to the midpoint
of the work period. No employee shall be required to work more than three (3) hours without a rest period.

A. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each four (4) hours worked, scheduled rest periods are not required.

Section 6.4.
Employees required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period.

Section 6.5.
Employees requested to assume the duties of a higher classification employee shall be compensated at the first step of the higher classification which is higher than his/her normal wage.

Section 6.6. Added work.
Added work assignments shall normally be offered in accordance with the following criteria:

1) The District will endeavor to avoid assignments which would cause the employee to exceed 40 hours per week;
2) The District will offer the work to the employee who holds the position for which overtime is needed;
3) The added time assignment will next be offered to qualified individuals within the job classification (e.g. “custodian”) based on seniority;
4) The added time assignment will next be offered to other employees who are deemed qualified by the District;
5) The added time assignment will next be offered to substitutes;
6) If no qualified individual volunteers for the assignment, the District reserves the right to assign it to qualified individuals in reverse order of seniority.

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

No employee shall work added time without the approval of the District Administration except in emergency situations where such approval cannot be obtained.

Section 6.6.1. Overtime.
All hours worked in excess of 40 hours per week shall be compensated at the rate of one and one-half (1-1/2) times the employee’s regular pay.

Section 6.6.1.1. Compensatory Time Off.
An employee may, at his/her option, select compensatory time off in lieu of overtime compensation. Compensatory time, if selected, may be accrued to the extent permitted by law; provided, however, that records shall be maintained and there must be a reasonable expectation that the employee will be provided an opportunity to expend the accrued time. All compensatory time must be agreed to and pre-approved by a supervisor. The District
shall not require employees to accept compensatory time in lieu of other compensation. Compensatory time for time worked in excess of 40 hours per week shall be accrued at the rate of one and one-half (1½) hours for each hour worked. Accrued and unused compensatory time will be cashed out at the employee’s regular rate based on actual hours accrued, on the July pay warrant for less than twelve (12) month employees and on the August pay warrant for twelve (12) month employees.

Section 6.7.
Employees called back on a regular workday, or called on the sixth (6th) or seventh (7th) consecutive workday, shall receive no less than two (2) hours pay at the appropriate rate.

Section 6.8.
On the nine (9) District scheduled early dismissal days for end of first, second and third quarter, fall conferences, and spring conferences, bargaining unit members will work and be paid for their full shift. Employees who normally work a shorter shift will be paid to participate in any activity or meeting held on these days that extends beyond their normal hours.

The district recognizes that open and accessible communication is a basic necessity for the success of an educational program and to the well-being of students. Therefore, classified employees will be notified of and shall be allowed to attend staff meetings at their school worksite. Employees will be paid for all hours in attendance in these staff meetings.

Section 6.9.
Potential changes to duties will involve a discussion with the District, affected employee(s) and PSE, if requested. If necessary, duties will be assigned to the junior qualified employee. Training and/or a support plan will be provided as necessary.

ARTICLE VII
HOLIDAYS AND VACATIONS

Section 7.1. Holidays.
All 12-month employees shall receive the following paid holidays that fall within their work year:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Day before Christmas
11. Christmas Day
12. Day after Christmas
13. New Year's Eve Day
Less than full-time employees shall receive the following paid holidays that fall within their work year.

1. Thanksgiving Day
2. Christmas Day
3. New Year’s Day
4. Veterans’ Day
5. Martin Luther King Day
6. Presidents’ Day
7. Memorial Day

Section 7.1.1. Unworked Holidays.
Eligible employees who are on the active payroll, and have worked or were on approved compensated leave either their last scheduled shift preceding the holiday or their first scheduled shift succeeding the holiday, shall be compensated for such unworked holiday.

Section 7.1.2. Worked Holidays.
Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus one and one-half times their regular rate for all hours worked on such holidays. Employees not eligible for holiday pay shall receive one and one-half times their regular rate for hours they are required to work on a holiday.

Section 7.1.3. Holidays During Vacation.
Should a holiday occur while an employee is on vacation, the employee’s vacation entitlement shall not be charged for the holiday.

Section 7.1.4. Holidays On Weekends.
A holiday which falls on a Sunday shall be treated as falling on the next workday. A holiday which falls on a Saturday shall be treated as falling on the nearest preceding workday.

Section 7.1.5.
The school district will allow less than twelve-month employees to take two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization; provided, that the employee’s absence would not impose an undue hardship on the District.

Section 7.2. Vacations.
Twelve (12) month employees subject to this agreement shall be credited with vacation. Such vacation shall be earned, vested at the end of each year of service and used as designated in this Article. Years of service will be determined on the employee’s anniversary date from year to year.

Section 7.2.1.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days of Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5 years</td>
<td>10 days</td>
</tr>
<tr>
<td>6 to 15 years</td>
<td>15 days</td>
</tr>
<tr>
<td>16 years</td>
<td>16 days</td>
</tr>
<tr>
<td>17 years</td>
<td>17 days</td>
</tr>
<tr>
<td>18 years</td>
<td>18 days</td>
</tr>
<tr>
<td>19 years</td>
<td>19 days</td>
</tr>
<tr>
<td>20 or more</td>
<td>20 days</td>
</tr>
</tbody>
</table>
Section 7.2.1.1.
In computing the total vacation credit for any period of service, part of an hour will be disregarded if less than one-half (1/2) hour; otherwise, it will be counted as a full hour.

Section 7.2.2.
All hours worked will be counted in the computation of vacation credit, and hours worked at overtime rates shall be counted as straight-time hours in such computation. For every regular workday from which an employee is absent due to a holiday or compensated leave, the hours of the employee's normal work shift shall be credited as if worked.

Section 7.2.3.
Any vacation credit currently due but unused by the new accrual date each year may be carried over for one (1) year following the accrual date. Denial of an employee's request to take accrued vacation automatically extends the accrual period for the requested vacation for an additional year. No employee shall be denied accrued vacation benefits due to District employment needs. A maximum of thirty (30) days unused entitlement may be cashed out at retirement.

ARTICLE VIII
LEAVES

Section 8.1. Sick Leave.

Section 8.1.1.
Each regular full time and regular part time employee shall accumulate sick leave entitlement as follows: At the beginning of each District fiscal year, the employee shall be credited with an advanced sick leave allowance calculated by multiplying the employee's hours per day multiplied by twelve (12). The result is the employee's hours of sick leave credit. A prorated amount (by month) shall be credited to each employee hired after the fiscal year has begun. Unused entitlement may be accumulated to the number of days worked each fiscal year. Sick leave benefits shall be paid on the basis of regular hourly rate applicable to all hours worked per day; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. If an employee separates after having taken sick leave advanced but not earned, such unearned sick leave will be deducted from the employee's final paycheck. Sick leave may be taken in quarter (1/4 or .25) hour increments.

Section 8.1.2. Sick Leave Attendance Incentive Program.
In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee for each four (4) days of accrued leave for illness or injury in excess of sixty (60) days. Leave for which compensation has been received shall be deducted from accrued leave at the rate of four (4) days for every one (1) day of monetary compensation.
At the time of separation from school district pursuant to the provision of RCW 28A.400.210(2), an eligible employee or the employee's estate shall receive remuneration at the rate equal to one (1) day's current monetary compensation for each four (4) days accrued leave for illness or injury. Such remuneration shall be subject to the provision of Section 8.1.2.1, Veba leave cash out. Maximum accumulation for such remuneration under this formula shall be one hundred and eighty (180) days.

Section 8.1.2.1.  Veba Leave Cash Out.

The District has adopted the Veba Sick Leave Conversion Medical Reimbursement Plan (the “Plan”) pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees in the Union who are eligible to participate in the Plan. An employee shall be deemed eligible if he/she has separated from the District pursuant to the provisions of RCW 28A.400.210 and if the Union has made an irrevocable election to choose the Veba plan instead of cash remuneration for the calendar year during which he/she separates from employment. (Should the Union not make such election, remuneration will be in cash.) Contributions on behalf of each eligible employee shall be based on the cash out value of leave days or hours accrued by such employee available for contribution in accordance with statute and District policy or procedure. For sick leave cash outs, it is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with RCW 28A.400.210. If an eligible employee fails to sign and submit such agreement to the District, he/she will not be permitted to participate in the Plan and all sick leave which would otherwise accrue to the employee shall be forfeited together with all cash-conversion rights that pertain to such sick leave.

Section 8.1.3.

In the event an employee is absent due to a work-related injury qualifying for industrial insurance benefits, the District shall pay the employee an amount equal to the difference between benefits received by the employee as compensation for lost earnings, and the amount the employee would normally earn. A deduction shall be made from the employee's accumulated sick leave in accordance with the amount paid to the employee by the District. This shall continue as long as sick leave entitlement is available to make up the difference. As long as sick leave entitlement is being used, the District shall remit the employer's and employee's retirement contribution necessary to enable the employee to continue to accrue service credits.

Section 8.1.4.

Employees who have accrued sick leave while employed by another public school district in the State of Washington shall be given credit for such accrued sick leave upon employment by the District to the extent provided by law.

Section 8.1.5. State Family Care Act.

An employee shall be eligible to utilize a choice of accrued sick leave or other paid leave to care for a family member who meets the definition according to the current RCW for the State Family Care Act. A reference page for current leave laws is attached to this document as a reference.

The District shall not discharge, threaten to discharge, demote, suspend, discipline or otherwise discriminate against an employee who uses this leave.
Section 8.1.6.
The District agrees to continue its leave-sharing program for classified staff in accordance with the requirements of RCW 28A.400.380.

Section 8.2. Bereavement Leave.
Employees shall be granted bereavement leave as follows: Three days will be granted for an absence due to the death of the employee’s spouse, child, step-child, parent, step-parent, grandparent, sibling, step-sibling, aunt, uncle, niece or nephew or for the employee’s spouse’s parent, step-parent, sibling, or step-sibling. In cases where extensive travel is involved, the Superintendent may grant two additional days of bereavement leave. Bereavement leave is noncumulative and shall not be deducted from sick leave. Leave needed to attend the funeral of any other person with close personal ties will be considered under emergency leave.

Section 8.3. Personal Leave.
Employees shall be entitled to two (2) days personal leave per year. Personal leave is neither sick leave nor bereavement leave and may be carried over to a maximum of five (5) days. Employees may cash out no more than three (3) days of personal leave in any one school year. If an employee resigns mid-year, personal leave will be pro-rated and cashed out with the final pay warrant.

Section 8.3.1. Cash-out.
Annually in July, unless an employee chooses to carry over unused personal leave, all unused personal leave will be paid to employee at their regular rate of pay.

Section 8.4. Pregnancy and Childbirth.
Sick leave for pregnancy and childbirth will be granted as for any other temporary disability. The District may require certification of the medical necessity for the leave and of the fitness to return to work from the employee’s physician. Available vacation entitlement may be used to extend this leave or in lieu of sick leave during the disability period.

Section 8.4.1. Paternal Leave.
An employee, upon request, may be granted up to one (1) day's leave, on or about the date of the birth of his/her child. Such leave shall be deducted from sick leave.

Section 8.5. Federal Family Medical Leave (FMLA).
The District will provide Family Medical leave in compliance with applicable law. Employees are required to use accrued paid leave benefits while on family medical leave. Once such paid leave benefits are exhausted, the remainder of the leave will be unpaid.

Section 8.6. Judicial Leave.
In the event an employee is summoned to serve as a juror, or appear as a witness in court or any other contested proceeding involving the District, or is named as a codefendant with the District, such employee shall receive a normal day's pay for each day of required presence; provided, however, that any compensation received for such service shall be paid to the District. Such repayment shall not exceed the employee’s normal daily pay less bona fide expenses. In the event that an employee is a party in a court action, such employee may request a leave of absence without pay.
Section 8.7. Leave of Absence.

Section 8.7.1. If a leave of absence is requested due to an industrial accident or industrial illness, it shall be granted for a period of up to one (1) year. An employee may be granted a leave of absence for other reasons for a period not to exceed one (1) year upon recommendation of the immediate supervisor through administrative channels to the Superintendent and upon approval of the Board of Directors. If either of the above leave is granted due to an extended illness or injury, one (1) additional year may be granted at the discretion of the District.

Section 8.7.2. The returning employee will be assigned to the position occupied before the leave of absence, or if the position is not available in the District, to a position substantially equal. Employees hired to fill positions of employees on leave of absence will be informed of this provision by the District and shall be subject to all provisions of this Agreement. The return of the regular employee shall conclusively establish justifiable cause for the layoff of the temporary employee.

Section 8.7.3. The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while the employee is on leave of absence.

Section 8.7.4. Employee's Right to Return to Work. An employee who is on leave due to an industrial injury or illness shall be able to return to work with a one (1) day notice to the District. An employee released for light duty may be provided light duty work.

Section 8.8. Military Leave. Every employee who is a member of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States, or of any organized reserve or armed forces of the United States shall be entitled to and shall be granted military leave of absence as required by law.

Section 8.9. Emergency Leave. Employees may be granted two (2) days of emergency leave each year. This leave is non-cumulative and will be taken from accrued sick leave or compensatory time. Emergency leave may be taken in case of emergencies as defined in the following:

1. The problem must have been suddenly precipitated, must be of such a nature that pre-planning is not possible or where pre-planning could not relieve the necessity for the person’s absence.

2. The problem cannot be one of minor importance or of mere convenience but must be of a serious nature.
ARTICLE IX

SENIORITY AND LAYOFF PROCEDURES

Section 9.1.
The employee with the greatest seniority shall have preferential rights regarding shift selection, vacation periods, and the assignment of additional work.

Section 9.1.1.
The seniority of an employee in the bargaining unit shall be established as of the date on which the employee began continuous daily employment with the District (hire date) or within a classification listed in Article I, Section 1.2.

Section 9.2.
The employee with the greatest seniority within his/her classification shall have preferential rights regarding promotions, assignment to new or open positions, reduction of hours not constituting a layoff, layoffs, and recall from layoff; unless a junior employee possesses substantially greater ability and performance relevant to the personnel decision which is at issue. Should the District determine that seniority should not apply, they shall submit the reasons why in writing to those bypassed with a copy to the Union President.

Section 9.3.
Seniority, as referenced herein, means seniority within the employee's current job classification. Seniority begins on the first day of regular employment in the specific job classification.

Section 9.3.1.
Should employees share a "hire date" then seniority preference shall be determined by a "toss of a coin" or another mutually agreed binding process.

Section 9.3.2.
Each new hire shall remain in a probationary status for a period of up to sixty (60) work days following the new hire's hire date. No later than the mid-point, the supervisor will conference with the employee about his/her job performance. A written evaluation will be completed prior to the end of the sixty (60) work day probation period. During the probationary period, a probationary employee may be discharged without cause.

Section 9.4.
Employees in the bargaining unit who apply for a position outside of their classification and who have submitted a written application and an up-to-date resume, shall be guaranteed an interview. Should the District select an applicant outside of the bargaining unit, Section 9.2 shall not apply because the position is not in the employee’s present classification.

Section 9.5.
The District shall publicize the availability of new or open job positions as soon as possible after the District is apprised of the opening. In addition to the public notice, a copy of the job posting shall be distributed to all employees within the bargaining unit. Every effort will be made to fill vacancies promptly.
Section 9.5.1.
Employees who have changed positions or route assignments will have five (5) work days in which they may voluntarily change back to their previous position or route. If the change affects other employees due to “bumping” then all impacted employees will change at the same time.

Section 9.6.
In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the District according to layoff ranking. Such employees are to have priority by seniority over applicants from outside the district in filling an opening in any classification held by the employee prior to layoff; provided the employee meets current qualifications. Names shall remain on the reemployment list for two (2) years, subject to the further requirements of this Article.

Section 9.7.
Employees on layoff status shall file their addresses in writing with the personnel office of the District and shall thereafter promptly advise the District in writing of any change of address.

Section 9.8.
An employee shall forfeit rights to reemployment as provided in Section 9.6 if the employee does not comply with the requirements of Section 9.7, or if the employee does not accept the offer of reemployment within ten (10) days of notification.

Section 9.9.
An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other accrued benefits; provided, that such employee is offered a position substantially similar to any position held prior to layoff.

ARTICLE X

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 10.1.
The District shall have the right to discipline or discharge an employee for justifiable cause. Any disciplinary action shall be appropriate to the conduct of the employee. In disciplining any employee, the District shall be guided by the concept of progressive discipline. If the District has reason to discipline or discharge an employee, it shall endeavor to cause the employee as little embarrassment as feasible.

ARTICLE XI

NOTIFICATION TO NON-ANNUAL EMPLOYEES

Section 11.1.
This section is intended to be applicable to those employees whose duties necessarily imply less than twelve (12) months work per year.
Section 11.2.
Should the District decide to layoff, or modify the position of any non-annual employee, the District will make reasonable effort to notify the employee in writing prior to the expiration of the school year.

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

ARTICLE XII
INSURANCE AND RETIREMENT

Section 12.1.
The District shall pay premium costs for mutually approved medical/vision/dental programs for each member of the bargaining unit, for each month of this agreement, subject to the following limitations.

A. The District will pay the state funded amount per one FTE, or the premium amount, whichever is less, per month for each employee enrolled in mutually approved basic group insurance plans. For the purpose of this calculation, a one full FTE shall be an employee working 1,440 hours or more per year. Such insurance benefits shall be paid for twelve (12) months. For 2018-2019 plan year, the health insurance coverage term shall extend to December 31, 2019.

B. The parties agree to implement an insurance premium pooling plan which will allow bargaining unit members who require a salary deduction to pay for their basic insurance premiums to utilize unused entitlements from other bargaining unit members. Money available from bargaining unit members who do not fully utilize their entitlement will be shared, on an FTE basis, by employees who require a salary deduction. Employees who elect the High Deductible insurance plan may contribute up to seventy five ($75.00) dollars per month of the balance of their unused funded benefit money to a Health Savings Account (HSA). Any remaining balance of their funded benefit money will be available for pooling.

C. The pool, established in September of each year, will be fixed for September, October, and November payroll. Additions to coverage (children, spouse, etc.), occurring after the September enrollment deadline set by the District payroll department, will be paid totally by payroll deduction from the employee’s salary until a recalculation occurs. The pool will be recalculated in December and March in time to be included in the current month’s payroll and will be fixed for December through February and March through August, respectively. New employees, hired after the initial calculation or after the first recalculation will receive the funds their hours generate and will not be included in pooling until the next recalculation.

D. The District will pay the full Health Care Authority carve-out for all bargaining unit employees.

E. In compliance with RCW 28A.400.280, employees who participate in the district medical benefit program will pay a minimum of the premium amount of their medical insurance which shall return to the pool in accordance with #B above. This amount shall be subject to
review and revision. A Memorandum of Understanding shall be developed between Mossyrock School District and Mossyrock PSE to reflect any such revisions.

Section 12.2.
The District’s tort liability coverage shall include all employees subject to this Agreement, related to their acts or omissions within the scope of their employment. The District will provide property damage indemnity or insurance to cover the personal tools, equipment and other personal property which is required by the District for the performance of the employee’s duties while the same is located on District property provided that such personal property has been approved by and registered with the District.

Section 12.3.
The District shall remit required contributions to the co-op for Industrial Insurance on behalf of all employees subject to this Agreement.

Section 12.4.
The District shall make contributions to the co-op for the Unemployment Compensation Fund requisite to providing unemployment benefits for all eligible employees subject to this Agreement.

Section 12.5.
In determining whether an employee subject to this Agreement is eligible for participation in the Washington State School Employees’ Retirement System, the District shall report all hours compensated in accordance with PERS and SERS regulations.

ARTICLE XIII

STAFF DEVELOPMENT

Section 13.1.
The District recognizes the benefits of offering training opportunities to its employees in order to achieve a higher level of individual competence and quality of work performance. Each year of this agreement, the District shall make a minimum of $2,000 available to the employees subject to this agreement for costs associated with bargaining unit requested professional development training. A joint labor/management committee (one union representative, the supervisor of the employee requesting professional development, and when needed the superintendent) shall be formed to review and approve training opportunities, identify needs, and provide assistance to employees interested in apprenticeship or other methods of occupational enhancement. Any funds not used in any particular year shall be carried over (to a maximum of $4,000) into the following fiscal year.

Section 13.2. Apprenticeship.
All employees enrolled as apprentices by the Washington Public School Classified Employees Joint Apprenticeship and Training Committee (WPSCEJATC) shall be subject to all terms of this Agreement; except that the WPSCEJATC shall have jurisdiction to insure that apprentices successfully complete all requirements of the program as approved and registered with the Washington State Apprenticeship and Training Council.
Section 13.2.1.
In the event an apprentice is deemed unsuccessful by the local JATC in completing any or all parts of the approved standards, such apprentice waives contractual recourse through the grievance procedure.

Section 13.2.2.
Employees enrolled as apprentices shall continue their regular duties and receive their regular rate of pay as specified on Schedule A.

Section 13.2.3.
Employees shall be responsible for tuition costs associated with college credits and for required books and materials.

Section 13.2.4.
Participation in the apprenticeship program shall be completely voluntary.

Section 13.2.5.
Persons employed on the effective date of this Agreement may apply for the apprenticeship program at any time new enrollees are accepted. Applications will be accepted annually prior to October 1.

Section 13.2.5.1.
Such employees shall receive partial credit for time worked in the District as determined by the WPSCEJATC.

Section 13.2.6.
This Article may be reopened at any time upon mutual agreement of the parties or as new classifications are proposed by the local JATC for journey level status.

Section 13.3. Education Bonus.
The District will offer an education incentive program. Bargaining unit employees shall receive added compensation as stated below. Clock hours and, or college credits must be on file by September 15 of the current school year.

- 200+ Clock Hours or 20 College Credits: Employee’s hourly pay rate shall be increased by .0675%.
- 400+ Clock Hours or 40 College Credits: Employee’s hourly pay rate shall be increased by 1.2%.
- 600+ Clock Hours or 60 College Credits: Employee’s hourly pay rate shall be increased by 1.8%.
- 800+ Clock Hours or an AA: Employee’s hourly pay rate shall be increased by 2.7%.
- Bachelor’s Degree or higher: Employee’s hourly pay rate shall be increased by 3.0%.

ARTICLE XIV

GRIEVANCE PROCEDURE

Section 14.1.
A grievance is an alleged violation of the specific terms of this Agreement. Grievances shall be resolved in accordance with this Article.
Section 14.2. Grievance Steps.

Section 14.2.1. Step 1 (Verbal).
The employee shall first discuss the grievance with the immediate supervisor. The employee may be accompanied by a Union representative at such discussions. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within thirty (30) calendar days of the occurrence or when occurrence reasonably should have been known of, shall be invalid and subject to no further processing.

Section 14.2.2. Step 2 (Written).
If the grievance is not resolved to the employee’s satisfaction in accordance with the preceding subsection, the employee shall reduce to writing, within ten (10) work days of the discussion referred to in the preceding subsection, a statement of the grievance containing the following:

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

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the official in the administration responsible for personnel. The parties will have ten (10) work days 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 14.2.3. Step 3 (Superintendent – Written).
If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Union believes the grievances to be valid, a written statement of grievance shall be submitted within ten (10) work days to the District superintendent or the superintendent’s designee. After such submission, the parties will have ten (10) work days 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 14.2.4. Step 4 (Arbitration).
If no settlement has been reached within the ten (10) days referred to in the preceding subsection, and the Union believes the grievance to be valid, the Union may, within fifteen (15) work days demand arbitration of the grievance by notifying the superintendent in writing. The Arbitrator shall be selected by the Union and the District through the American Arbitration Association.

A. The cost of the services of the Arbitrator shall be paid by the non-prevailing party. Each party shall bear all costs of producing its own witnesses and the cost of the preparation of a record or transcript of the proceedings unless record or transcript is desired by both parties or required by the Arbitrator, in which case the cost shall be shared equally.

B. The Arbitrator’s findings shall be submitted in writing and shall set forth findings of fact, reasoning and conclusion on the issues submitted. The Arbitrator’s decision shall be consistent with existing statutes and shall be binding on all parties; provided, however, that any interpretation of state law shall be subject to review by the Superior Court of Lewis County.
Section 14.3.
The employer shall not discriminate against any individual employee or the Union for taking action under this Article.

Section 14.4. Time Limits.
Failure to bring grievances forward as provided in this Article shall become cause to determine the grievance invalid. However, time limits may be extended by mutual agreement.

Section 14.4.1.
Failure on the part of the employer at any step of this procedure to communicate the decision on a grievance within the specific time limit shall permit the Union to lodge an appeal at the next step of this procedure.

ARTICLE XV

INTER-DISTRICT TRANSFER OF PREVIOUS EXPERIENCE

Section 15.1.
An employee who leaves another school district within the state and comes to the District shall retain longevity, leave benefits and other benefits to the extent required by applicable law.

ARTICLE XVI

SALARIES AND EMPLOYEE COMPENSATION

Section 16.1.
Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall receive a full accounting of earning and deductions with each paycheck. Payroll detail shall be available to each employee on request.

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

Section 16.2.1.
Rates of pay contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article XVIII, Section 18.3. Should the date of execution of this Agreement be subsequent to the effective date, rates of pay, including overtime, shall be retroactive to the effective date.

Section 16.2.2.
Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this Agreement if possible, and in any case not later than the second regular payday. In the case of retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, such
retroactive pay shall be paid on the first regular payday following agreement on such schedule, if possible, and in any case not later than the second regular payday.

Section 16.2.3.
Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement; provided, the employee has been actively employed continuously for at least one-half (1/2) of the previous instructional year. Incremental steps shall be funded by the District.

Section 16.3.
For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (1/4) hour.

Section 16.4. Employee Business Expenses.
Employees shall be reimbursed for expenses incurred while performing work assignments including, but not limited to, the following, provided that such expenses must be pre-approved by the Superintendent or the Superintendent’s designee:

- Mileage, at the IRS business mileage rate, for travel between work sites via private vehicle, or during travel via private vehicle while on District business when a district vehicle is not available;
- Lodging while on District business;
- Meals, at the District established rate, while on District business which requires that the employee remain on duty during normal meal periods outside the employee’s regularly scheduled shift, including transportation department work assignments;
- Other authorized business expenses as appropriate.

Section 16.4.1.
Bus drivers will be reimbursed by the District for up to one-hundred seventy-five dollars ($175.00) for a required DOT physical.

Section 16.4.2.
Employees required to hold a CDL will be reimbursed by the District for the CDL portion of their driver’s license.

ARTICLE XVII

UNION MEMBERSHIP AND CHECKOFF

Section 17.1.
Each employee subject to this Agreement, who, on the effective date of this Agreement is a member of the Union in good standing, shall maintain his membership in the Union during the term of this Agreement unless membership is revoked through contact with the Union.


**Section 17.2.**
The District agrees to accept dues authorizations via paper form or by E-signature in accordance with “E-SIGN”. PSE will provide a list of those members who have agreed to union membership via either of the above methods.

The PSE state office will be the custodian of the records related to dues authorizations and they agree that, as the custodian of the records, they have the responsibility to ensure the accuracy and safe-keeping of those records.

**Section 17.3. Checkoff.**
Upon written authorization of any public employee within the bargaining unit, the District shall deduct from the pay of such public employee the monthly amount of dues, certified by the secretary of the Public School Employees of Washington / SEIU Local 1948 (PSE / SEIU 1948) and shall transmit the same to the treasurer of PSE / SEIU 1948. Upon authorization, the District shall deduct local dues as established by the local PSE / SEIU Local 1948 chapter and remit the same to the treasurer of the local PSE / SEIU Local 1948 chapter.

**Section 17.4. Committee on Political Empowerment.**
The District shall, upon receipt of written 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 17.5 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 17.5. 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.

**ARTICLE XVIII**

**TERM AND SEPARABILITY OF PROVISIONS**

**Section 18.1.**
The term of this Agreement shall be September 1, 2018 through August 31, 2021.

**Section 18.2.**
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 18.3.**
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 each year of this agreement.
Schedule A is increased by 12.53% for year 2018-2019.

For years 2019-2020 and 2020-2021, Schedule A rates shall be increased by 2% or the state identified IPD or CPI of Seattle, whichever amount is greatest.

Section 18.3.1.
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 18.3.2.
The District/Association 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 Association to the extent that the Association requests do not cause the District to incur fines, taxes, sanctions or any substantial negative financial impact.

Section 18.4.
If any provision of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected thereby.

Section 18.5.
Neither party shall be compelled to comply with any provision of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto that were enacted prior to the effective date of this Agreement.

Section 18.6.
In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 18.3.

Section 18.7. Paraeducators.
At the option of the Union, the District agrees to negotiate the effects of SB6388 to paraeducators, including agency determinations made pursuant thereto, on or about February 1, 2019. The District will issue a one-time reimbursement for test fees to bargaining unit employees hired prior to June 15, 2018, who take the Education Testing Service's Paraeducator Assessment required by the State as a standard for paraeducators.

ARTICLE XIX

TRANSPORTATION

Section 19.1. Pupil Transportation.
Pupil transportation routes shall be established by the Transportation Supervisor and shall be defined as either regular runs (runs that occur on a regular basis) or supplemental runs (all other runs). In addition to pay for driving such runs, all bus drivers shall receive pay for one (1) hour per day for the purpose of bus
cleaning, inspection and warm-up. Drivers with midday runs only shall receive twenty (20) minutes per run for inspection.

Section 19.2. Supplemental Runs.

Section 19.2.1. Supplemental runs for all sports, by season, shall be assigned by seniority. All supplemental runs for field trips and non-athletic related trips will be offered on a seniority rotation. If an employee skips, or misses their opportunity to accept a supplemental run, their name will be moved to the bottom of the rotation list. Schedule changes (i.e. rain-outs), post season sports trips and/or other short notice supplemental trips will be assigned at the discretion of the district.

For each junior high and high school sport, once a driver chooses a sport season, he/she is guaranteed a trip for all regularly scheduled games during the regular season.

Section 19.3. Route selection for new or open positions shall be by seniority beginning with the most senior.

Section 19.4. Seasonal Sport Activity Trips. At the beginning of each sports season, the Seasonal Sport Assignments shall be picked by seniority and will be a reoccurring assignment for that senior driver. When a Seasonal Sport Driver is absent or unavailable the substitution shall be offered to the route drivers by seniority.

Section 19.5. Cancellations. In the event a supplemental run/activity trip is cancelled and the assigned transportation employee is not notified of the cancellation prior to reporting, he/she shall be compensated two (2) hours report pay.

If the employee’s regular assignment has not already begun, he/she may choose to work it. Otherwise, if the employee takes the report pay, the supervisor may require the employee to work during this two (2) hour paid time.

Section 19.6. Duty Call. Drivers shall receive a minimum of two (2) hours pay for each duty call. A duty call is defined as any work other than the normal work shift and workday, noncontiguous with the normal work shift or workday.

Section 19.7. Staff Meetings. The Transportation Supervisor will have one (1) meeting a month with drivers for information and training purposes. These meetings will occur September through June. Compensation will be paid at para educator wage, first (1) year experience column, for a minimum of one (1) hour per meeting.

Section 19.8. The Transportation Supervisor will have a pre-trip seminar for all drivers prior to the beginning of each school year.

Section 19.9. If a driver has a scheduled daily job within the district, he/she can only cancel that job to take a field trip if the building administrator gives permission.

2018 - 2021 Collective Bargaining Agreement
PSE of Mossyrock / Mossyrock School District #206
Page 23 of 27
September 1, 2018
Section 19.10.
District shall notify students who wish to not ride the bus back to school from an event or activity must have a signed and dated note from a parent. The parent/guardian must give the note to the bus driver or a coach in person in order for the student to ride home with the parent or guardian.

Section 19.11.
Routes changed due to resignation, discharge, retirement or route cancellation, seniority will be the basis for replacement.

Section 19.12.
A driver may exceed the forty (40) hour work week due to driving a bus to a state tournament.

Section 19.13.
All extra-curricular assignments shall be assigned by seniority.

Section 19.14.
Drivers will be made aware of any emergency medical information included on student ID cards.

DEFINITION OF TERMS

Positions:
Regular Route - Special Education Driver / Midday Route Driver / Substitute Driver / Monitors

Regular / Special Education Route Driver:
School Bus/Special Education Drivers are hired by the Mossyrock School District for the primary purpose to transport students to and from school. Special training requirements are required for transporting special needs students.

Drivers interested in taking activity trips may do so providing a driver doesn't exceed DOT Regulations.

Midday Route Driver:
School Bus Drivers that are interested are hired by seniority/qualifications to transport students on a regular basis to and from school or regular school program. Primarily used to transport Kindergarten / Special needs / Pre-School to and from school/home.

Substitute Trip / Route Driver:
A Substitute Bus Driver is used for the primary purpose to substitute on Regular Routes or on Activity trips when a regular route driver is unavailable due to absence or passes. Such assignment shall be offered by seniority.

Monitors:
Monitors assist Special Education Route Drivers in the control and monitoring of Special Needs Students. When the Special Education Route Driver is unavailable to drive, the regular Monitor will serve as the first to substitute drive. The resulting substitute Monitor position shall then be offered first, by seniority, if qualified, to the regular Monitor substitute.
Types of Routes / Trips:

Regular Route:
A designated course regularly traveled by a school bus designed to transport students to or from their homes, school, or designated bus stops.

Bus Run:
A complete trip on a route. (To illustrate the difference between a run and a route: it is possible to have multiple runs on the same route, i.e., one high school, one middle school, and one elementary run.)

Midday Route:
A Regular Daily Route that occurs between the a.m. and p.m. regular routes. Regular daily routes pick up and/or deliver Kindergarten/Special Needs or Pre-School students and regular school program activities.

Supplemental / Activity Runs or Trips:
A run that is not a regular or midday route.

Activity Trip Compensation

Pay:
There is a one (1) hour minimum for all activity trips. All activity trips will be paid at the driver rate of pay.

Overtime:
When unavoidable, i.e., a trip or assignment that lasts longer than scheduled, the driver will be paid at the standard overtime rate of one and half times their regular pay for all hours worked over forty (40) hours per/week. Drivers must make an attempt to let the coach or chaperone on a trip know that extension of the trip will put them into overtime.

Standby Time:
Non-driving time during an Activity or Field trip shall be paid at the standby rate.

Overnight Trips:
Overnight trips are paid at a rate of eight (8) hours per/day when trip involves an overnight stay. If a trip leaves during a workday, the trip will be paid for actual time on duty.

Food/Lodging:
When lodging is requested by the Transportation Department on an overnight trip, it will be made in accordance with the needs of drivers to receive a complete eight (8) hours rest.
SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF MOSSYROCK

MOSSYROCK SCHOOL DISTRICT NO. 206

BY: ____________________________
   Tammy Mathew, Chapter President

DATE: July 12, 2018

BY: ____________________________

DATE: 7/11/18
# SCHEDULE A
Mossyrock School District #206
September 1, 2018 – August 31, 2019

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Substitute</th>
<th>Bargaining Unit Substitute 30-Day</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Custodian 2</td>
<td>$17.26</td>
<td>$17.66</td>
<td>$20.37</td>
<td>$20.57</td>
<td>$20.78</td>
</tr>
<tr>
<td>Paraeducator</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$16.41</td>
<td>$17.01</td>
<td>$17.61</td>
</tr>
<tr>
<td>Assistant Cook</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$15.24</td>
<td>$15.41</td>
<td>$15.55</td>
</tr>
<tr>
<td>Cook's Helper</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$13.29</td>
<td>$13.42</td>
<td>$13.56</td>
</tr>
<tr>
<td>Elementary Administrative Assistant</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$18.67</td>
<td>$18.86</td>
<td>$19.04</td>
</tr>
<tr>
<td>Secondary Administrative Assistant (Registrar)</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$18.67</td>
<td>$18.86</td>
<td>$19.04</td>
</tr>
<tr>
<td>ASB Administrative Assistant</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$17.41</td>
<td>$17.73</td>
<td>$18.16</td>
</tr>
<tr>
<td>H.S. Asst. Administrative Assistant</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$17.41</td>
<td>$17.58</td>
<td>$17.75</td>
</tr>
<tr>
<td>Nurse 3</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$26.07</td>
<td>$26.33</td>
<td>$26.59</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>$16.99</td>
<td>$17.41</td>
<td>$19.81</td>
<td>$20.01</td>
<td>$20.20</td>
</tr>
<tr>
<td>Stand-by Rate 4</td>
<td>$11.89</td>
<td>$11.89</td>
<td>$11.89</td>
<td>$11.89</td>
<td>$11.89</td>
</tr>
<tr>
<td>Monitor</td>
<td>$11.86</td>
<td>$11.86</td>
<td>$15.24</td>
<td>$15.41</td>
<td>$15.55</td>
</tr>
<tr>
<td>Computer Technician</td>
<td>$12.08</td>
<td>$14.64</td>
<td>$20.24</td>
<td>$20.45</td>
<td>$20.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Years 0-4</th>
<th>Years 5-9</th>
<th>Years 10+</th>
<th>15+ Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Coordinator</td>
<td>$12.69</td>
<td>$15.87</td>
<td>$24.00</td>
<td>$25.17</td>
</tr>
</tbody>
</table>

1Bargaining Unit Substitute outlined in Section 1.3. Each January substitute wage rates will be reviewed and adjusted if necessary. Effective 1/1/2019 the minimum wage is $12.00.

2Lead Custodian rate of pay applies only to 80 days of the 260-day work year.

3Licensed and EMT credentialed nurse substitutes will receive Step 1 rate.

4Standby Rate is 60% of the Step 1 Bus Driver rate or the substitute rate, whichever is greater.

All wage rates will be adjusted accordingly to reflect all K-12 wage increases designated by the State.

Pursuant to Section 13.3, employees may receive an added Education Bonus.