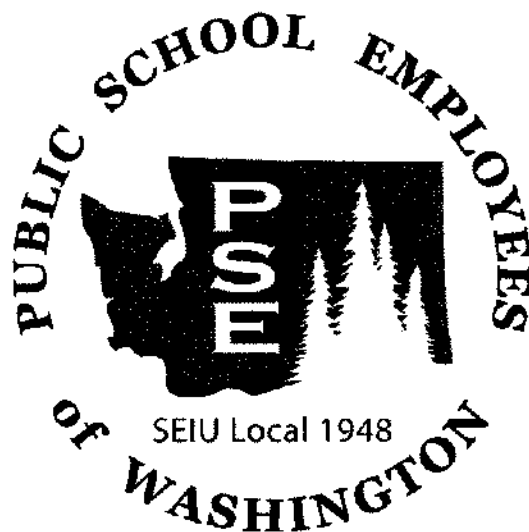


Washougal School District #112-6
AND
Public School Employees of Washington
Washougal Chapter

SEPTEMBER 1, 2019 - AUGUST 31, 2021



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

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

PREAMBLE

Pursuant to the conditions set forth in the Public Employees Collective Bargaining Act of 1967, this constitutes an agreement between the employer, the school board and the public employee local association, an affiliate of the Public School Employees of Washington/SEIU Local 1948.

The parties agree that it has been, and will continue to be, in their mutual interest and purposes to promote systematic and effective employee-management cooperation; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours, and working conditions; to promote effective methods for prompt adjustment of differences; and to promote full and reasonable employee participation in such personnel areas as are within the jurisdiction of the employer.

ARTICLE I

RECOGNITION AND DEFINITIONS

Section 1.1.

The school board and the superintendent of school district number 112-6 recognize the local association of Public School Employees of Washington/SEIU Local 1948 as the exclusive bargaining representative of all the classified employees in the following units: transportation, custodial, maintenance, food service, secretarial, staff assistants, specialized technicians, early learning centers, and warehouse, for the purpose of consulting and negotiation on appropriate matters applicable to any and all employees in the unit. EXCEPT: all personnel within the superintendent's office, supervisor of food service, supervisor of maintenance, custodial supervisor, and supervisor of transportation.

Section 1.2.

The local Public School Employees Association recognizes the board, the elected representatives of the citizens of the Washougal School District, as the employers of the classified personnel.

Section 1.2.1.

The bargaining unit to which this agreement is applicable shall consist of all classified employees in the following job classifications: staff assistants, custodial, maintenance, food service, secretarial, transportation, warehouse, early learning centers, and specialized technicians; except, personnel within the superintendent's office.

Section 1.3. Definitions.

These definitions are offered for lay clarity only and are not to be construed as altering or modifying specific definitions found in the body of the agreement.

Regular Employee:

An employee filling a permanent or temporary, school board-hired position for two hundred sixty (260) days per year.

Leave Replacement Employee:

An employee hired to fill the position of an employee on leave, hired for a specific period of time, not exceed one (1) year during which they shall be subject to all provisions of this Agreement.

Regular Part-Time Employee:

An employee filling a permanent school year only position.

Temporary Employee:

An employee who is hired to work more than thirty (30) days up to a maximum period of the remainder of the current school year.

Substitute Employee:

An employee who fills in when a regular, regular part-time, or temporary employee is absent.

Casual Employee:

An employee who works less than thirty (30) consecutive workdays per year.

1 Work Week:

Usually Monday through Friday, except in unusual circumstances requiring weekend work. For pay purposes only, the workweek shall be considered Monday through Sunday.

5 **Section 1.4. Definition Of Bargaining Unit Positions.**

7 **Section 1.4.1.**

A temporary position is one created by the District for a minimum period of more than thirty (30) consecutive workdays up to a maximum period of the remainder of the current school year. Employees holding temporary positions will be considered regular or regular part-time employees. If a temporary position continues into the subsequent school year, it will be considered a permanent position.

13 **Section 1.4.1.1.**

Employees occupying temporary positions are subject to all terms and conditions of this agreement; except, that the position must be posted for three and one-half (3-1/2) hours per day or more to be eligible for District medical insurance.

19 **Section 1.4.1.2.**

If the temporary position continues through the end of the school year, District medical insurance will be continued through the month of September only, if the position generates benefit funding. After that point, the "COBRA" law goes into effect. If the position ends other than the end of the school year, the District medical insurance will only be in effect for a period of thirty (30) days, depending on the ending date of the position, when the "COBRA" law will go into effect. This is subject to change with the implementation of SEBB, effective January 1, 2020 (see Section 10.2).

27 **Section 1.4.2.**

A casual position is one created by the District for a period of less than thirty (30) consecutive workdays. Employees holding casual positions shall not accrue seniority. Regular part-time employees who work in casual positions will be paid at the casual rate of pay.

33 **Section 1.4.3.**

A permanent position is one that is neither temporary nor casual.

36 **Section 1.4.4.**

Substitute employees: an employee who fills in when a regular employee is absent.

39 **Section 1.4.4.1.**

Substitute employees are governed only by Article I, Sections 1.4.4, 1.4.4.1, and the sections listed below. Substitute employees working more than twenty (20) consecutive shifts or thirty (30) shifts during any single fiscal year shall be considered employees for purposes of the agreement listed herein. 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. Substitute employees will be notified by the District in the event their job performance is not satisfactory in that classification. Substitute employees shall be eligible to participate in Washington State Public Employees Retirement System to the extent required by state law.

1 Article III, Section 3.5; Evaluations

2
3 Article VII, Sections 7.4, 7.5, 7.7, 7.8, 7.9, and 7.12; Hours of Work and Overtime

4
5 Article IX, Section 9.1.2; Sick and Emergency Leave

6
7 Article X, Section 10.4; Medical Examinations [after one (1) year of employment]

8
9 Article XIV; Safety

10
11 Article XVI; Section 16.3.4; Seniority

12
13 Article XV; Inservice or Vocational Training (District assigned courses only)

14
15 Article XVII; Maintenance of Membership

16
17 Article XVIII; Payroll Deduction of Dues

18
19 Article XXII; Salaries and Employee Compensation

20
21 **Section 1.4.5.**

22 Educational/training workers/volunteers shall not displace bargaining unit employees. In the
23 event of levy loss, volunteers may be used for essential services.

24
25 **Section 1.5.**

26 Functions which employees may be required to perform shall be listed in a position description.
27 Copies of job descriptions shall be provided to the Association. Each position shall have a description
28 and an employee may be required to perform any or all of the functions described. Positions requiring
29 different or additional functions shall be accompanied by a new position description or a modification
30 of an existing position description. When such changes are made, this agreement shall be reopened for
31 the purpose of establishing an appropriate rate of compensation.

32
33
34
35 **ARTICLE II**

36
37 **RIGHTS OF THE EMPLOYER**

38
39 **Section 2.1.**

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

1 **Section 2.2.**

2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
3 District. In making rules and regulations relating to personnel policies, procedures and practices, and
4 matters of working conditions, the District shall give due regard and consideration to the rights of the
5 Association and the employees and to the obligations imposed by this agreement.
6
7
8

9 **ARTICLE III**
10
11 **RIGHTS OF EMPLOYEES**
12

13 **Section 3.1.**

14 It is agreed that all employees subject to this agreement shall have and shall be protected in the
15 exercise of the right, freely and without fear of penalty or reprisal, to join the Association. The
16 freedom of such employees shall be recognized as extending to participation in the management of the
17 Association, including presentation of the views of the Association to the board of directors of the
18 District or any other governmental body, group, or individual. The District shall refrain from
19 interfering, restraining, coercing or discriminating for the purpose of encouraging or discouraging
20 membership in any employee organization.
21

22 **Section 3.2.**

23 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
24 Association representatives and/or appropriate officials of the District, so long as this does not interfere
25 with his/her duties within the District.
26

27 **Section 3.3.**

28 Employees subject to this agreement have the right to have Association representatives present or
29 represent them at discipline conferences between themselves and supervisors or other representatives
30 of the District as hereinafter provided. Employees may have Association representatives present at
31 non-disciplinary meetings, providing the scheduling of such representation does not unduly delay the
32 meeting. Employees shall be given at least a one (1) workday notice of meetings that pertain to
33 evaluations, possible discipline, correction, or complaints from staff, students, or parents. If the
34 situation warrants immediate attention, the one (1) workday notice may be waived.
35

36 **Section 3.4.**

37 Neither the District, nor the Association, shall illegally discriminate against any employee subject to
38 this agreement on the basis of sex, race, creed, religion, color, national origin, age, sexual orientation
39 including gender expression or identity, veteran or military status, the presence of any sensory, mental,
40 or physical disability or the use of a trained dog guide or service animal by a person with a disability.
41 Employees must be able to perform the essential functions of the job with or without a reasonable
42 accommodation.
43

44 **Section 3.5.**

45 Each employee's job performance shall be evaluated one time per year, no later than spring break, by
46 qualified and trained supervisory personnel. Employees subject to this agreement shall not perform
47 evaluations.
48

1 **Section 3.5.1.**

2 Probationary employees will be given a copy of the evaluation tool at the time of hire. The
3 supervisor will meet with the employee by the 25th workday of employment with the District.
4 The supervisor will identify any job performance deficiencies as identified on the evaluation
5 form and suggest steps the employee can take to correct the deficiencies. If the job
6 performance has not improved at the end of the 60-day probationary period, the District may
7 exercise their right to release the employee.

8
9 **Section 3.6.**

10 If an employee feels that his/her work responsibilities are not properly aligned with the current job
11 description for the position, the employee may request a responsibility review by submitting a written
12 request to Human Resources and the Association. The application deadline is March 15th. Up to a
13 maximum of five (5) responsibility reviews will be accepted each school year. Each responsibility
14 review may include more than one (1) employee. Human Resources shall develop a form for applying
15 for a review and provide a written response with the outcome of the review, following discussion with
16 the Association. Any compensation increases as a result of the review will become effective the first
17 day of the contracted school year.

18
19 An employee may request the review provided the following conditions are met:

- 20
21 a. A major function has been added to the employee's position that changes the level of
22 responsibility or skills required.
23 b. The position requires significantly higher levels of knowledge, skills, and/or educational
24 requirements than the current job description.
25 c. The position requires a higher level of responsibility in decision-making or a higher level of
26 authority not in the present classification level.
27 d. The position requires the employee to provide guidance, training, or give direction to staff,
28 students and others, with a level of autonomy or responsibility greater than others in the present
29 classification.

30
31 **Section 3.7.**

32 The District may maintain a personnel file on each employee. Such file shall contain such items as
33 original employment application and resume, educational records, references, information required as a
34 condition of employment, payroll authorizations, status sheets, and other information pertinent to the
35 employee. Supervisors may keep a working file with copies of information required as a condition of
36 employment or pertinent to the employee's seniority. In addition, the supervisor may keep, in a
37 working file, information that may be used in the employee evaluation. Any material in the working
38 file will not be used in evaluations or for seniority bypass unless it has been shared with the employee.
39 Letter(s) of reprimand will be referred to in the annual evaluation. No other files shall be kept in the
40 District.

41
42 Upon request, an employee shall have the right to inspect all contents of either personnel file provided
43 an appointment is conveniently scheduled with the personnel office. If the employee desires, he/she
44 may fill out an inventory sheet listing all documents in his/her file. Upon request, a single copy of any
45 document(s) shall be provided to the employee.

1 Any material placed in the employee's file(s) which is reviewed and judged by the employee to be
2 derogatory to his/her conduct, service or character may be refuted in writing. Such written response
3 shall become part of the personnel file.
4

5 The Association and District agree that the District should have final determination on when material
6 is removed from the personnel file. An employee may request removal of material from his/her file,
7 but the District shall make the final determination.
8

9 Disagreement by an employee with any material in the employee's file, except the evaluation, may be a
10 matter to be pursued by the grievance procedure. Any material not shown to an employee by the
11 District within ten (10) of the employee's workdays, or within ten (10) days after it is allowed to be
12 shared by the investigating agency, shall not be allowed in any disciplinary action against the
13 employee. Information related to grievances may be maintained separately from the employee's
14 personnel file.
15

16 17 18 **ARTICLE IV**

19 20 **RIGHTS OF THE ASSOCIATION**

21 22 **Section 4.1.**

23 The Association has the right and responsibility to represent the interests of all employees in the unit;
24 to present its views to the District on matters of concern, either orally or in writing; to consult with
25 respect to the formulation, development, and implementation of industrial relations matters and
26 practices which are within the authority of the District; and to enter collective negotiations with the
27 object of reaching an agreement applicable to all employees within the bargaining unit. This section is
28 not intended to expand upon the District's duty to bargain as required by law.
29

30 **Section 4.1.1.**

31 The parties will meet and confer on the school calendar.
32

33 **Section 4.2.**

34 The Association shall promptly be notified by the District of any grievances or disciplinary actions of
35 any employee in the unit in accordance with the provisions of the discharge and grievance procedure
36 articles contained herein. The Association shall deliver a copy of any grievances to the Superintendent
37 or designee. The Association is entitled to have an observer at hearings conducted by any District
38 official or body arising out of grievance and to make known the Association's views concerning the
39 case.
40

41 **Section 4.3.**

42 Representatives of the Association, upon making their presence known to the District, shall have
43 access to the District premises during business hours, provided, that no conferences or meetings
44 between employees and Association representatives will in any way hamper or obstruct the employees
45 working duties.
46
47
48

1 **Section 4.4. Bulletin Boards.**

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

8
9 **Section 4.4.1.**

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

12
13 **Section 4.5.**

14 The Association will designate a conference committee of three to six (3-6) members who will meet
15 with the superintendent/designee of the District and the District's representatives on a mutually
16 agreeable monthly basis to informally discuss appropriate matters. Committee membership will
17 depend upon the mutually agreed agenda. These meetings shall not be construed as negotiating
18 sessions.

19
20
21 **ARTICLE V**

22
23 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

24
25
26 **Section 5.1.**

27 It is further agreed and understood that the District will consult with the Association, and meet with the
28 Association upon its request, regarding any changes in benefits, policies, practices and procedures.

29
30 **Section 5.2.**

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

34
35 **Section 5.3.**

36 This section is not intended to expand upon the District's duty to bargain as required by law.
37
38
39

40 **ARTICLE VI**

41
42 **ASSOCIATION REPRESENTATION**

43
44 **Section 6.1.**

45 Association representatives, when leaving their work to attend meetings set by the District, shall first
46 obtain permission from their immediate supervisor. The supervisor's permission in these instances will
47 normally be granted. The employees will report their return to work to their supervisors.
48

1 **Section 6.2.**

2 Time during work hours will be allowed Association representatives for attendance at meetings with
3 the District. Reasonable time will also be allowed for representatives to discuss with the employees
4 grievances, appropriate matters directly related to work situations in their area or craft, and negotiation
5 sessions if scheduled during work hours.
6

7 **Section 6.3.**

8 Employees who work swing or graveyard shift, with their supervisor's approval, may be allowed to
9 attend PSE meetings for a maximum of ninety (90) minutes per meeting; provided, their building is
10 secured and locked before leaving; and, provided further, that they shall complete their regular duties.
11
12
13

14 **ARTICLE VII**

15 **HOURS OF WORK AND OVERTIME**
16
17

18 **Section 7.1.**

19 The normal work schedule shall consist of five (5) consecutive workdays, Monday through Friday,
20 except in unusual cases where demands may require Saturday and Sunday work.
21

22 **Section 7.2.**

23 Each employee shall be assigned to a definite and regular shift, place of work, workweek, with a
24 designated time of beginning and ending which will be determined for the school year after the first
25 two (2) weeks of each school year which shall not be changed without prior notice to the employee of
26 two (2) calendar weeks, unless mutually agreed upon by the employee and the supervisor or in cases of
27 emergency. Such notice and agreements shall be in writing.
28

29 **Section 7.2.1.**

30 No less than one (1) hour per month, classroom support paras will have the opportunity to meet
31 with teachers to discuss program agenda items; e.g., student behaviors and classroom goals.
32 The time may be used during the month in thirty-minute or one (1) hour blocks of time.
33

34 **Section 7.2.2.**

35 All employees shall be given adequate time to check their work emails and fill out time sheets
36 on a daily basis. Thirty (30) minutes per week will be allotted to employees for this purpose.
37 No loss of compensated time shall occur as a result of checking work-related emails and/or
38 filling out time sheets. A computer shall be made available to employees during the regular
39 workday.
40
41
42
43
44
45
46
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Section 7.3.

Each shift for most nine (9), ten (10), and twelve (12) month employees shall consist of five (5) to eight (8) hours compensated work time, excluding an uninterrupted lunch period of at least thirty (30) minutes.

- 4 – 4.75 hours – one (1) 15-minute paid rest period.
- 5 – 6.75 hours – one (1) 15-minute paid rest period and one (1) 30-minute uninterrupted lunch period.
- 7 – 8 hours – two (2) 15-minute paid rest periods and one (1) lunch period.

When the nature of work allows employees to take intermittent rest periods equivalent to fifteen (15) minutes for each (4) hours worked, scheduled rest periods are not required. Rest periods shall be scheduled as near as possible to the midpoint of the work period in addition to lunch, if applicable. Employees whose shift requires a lunch period are required to take at least a thirty (30) minute lunch period and are not allowed to waive this lunch period.

Section 7.4.

All hours worked in excess of forty (40) hours per workweek shall be compensated at the rate of one and one-half (1½) times the employee's hourly rate. No employee shall work overtime or compensatory hours without prior authorization by his/her supervisor. Employees who disregard the prior authorization rule for overtime may be subject to discipline.

Section 7.4.1.

All forty (40) hour employees required to work more than eight (8) hours a day in a week that contains a holiday will be paid at the rate of one and one-half (1½) times the employee's hourly rate.

Section 7.4.2. Compensatory Time Off.

An employee may, at his/her option, request compensatory time off in lieu of overtime compensation or payment for hours worked beyond the employee's normal work shift.

Compensatory time, with supervisor approval, may be accrued; provided, however, that records shall be maintained and provided to the supervisor along with the monthly timecard documenting all compensatory time earned and used. There must be a reasonable expectation that the employee will be provided an opportunity to expend the accrued time. The District shall not solicit employees to accept compensatory time in lieu of other compensation.

Compensatory time in lieu of overtime pay as provided in this article shall be accrued at the rate of one and one-half (1½) hours for each hour worked. Compensatory time not used within the fiscal year in which it is earned shall be converted to pay.

Section 7.5.

Transportation personnel shall be assigned driving times by the transportation supervisor on the basis of routes and transportation requirements. Drivers shall receive two and one-half (2½) hours per week for the purpose of interior bus cleanup and fueling. Bus drivers shall be paid at the regular hourly rate for all extra time such as breakdown, parent conferences and severe road conditions. Extra trip drivers will be given fifteen (15) additional minutes per trip for the purpose of pre-trip inspection, bus cleanup, route planning, and fueling upon mutual agreement between the driver and supervisor.

1 **Section 7.5.1.**

2 Special needs routes may be posted in variable blocks of 4 - 8 hours. Special needs routes are
3 not basic program (Route Type A as defined by OSPI) to and from school routes or extra trips
4 (defined as field trips or sports trips out of the district, except for practice shuttles).

5
6 **Section 7.6.**

7 Employees who work a shift/hours within their current job title/classification other than their own
8 regularly scheduled position, shall receive compensation equal to that normally received by the
9 employee in that position, or their own normal rate of pay, whichever is higher. The employee must
10 either have previous or current seniority in that job title/classification and must meet the minimum
11 qualifications of the position. If the shift/hours conflict with their regularly scheduled position, the
12 employee must obtain prior approval of their supervisor.

13
14 Employees formally requested by an administrator/designee to work a shift/hours outside their current
15 classification, shall receive compensation equal to the regular rate of pay at the appropriate level for
16 their Years of Service in the District as listed on Schedule A for that position (job title/classification),
17 or their own regular rate of pay, whichever is higher. The employee must meet the minimum
18 qualifications of the position. The employee shall also accrue seniority in the classification in which
19 they are currently subbing, when the substitute assignment exceeds 10 consecutive workdays.

20
21 **Section 7.6.1.**

22 Regular Washougal School District employees (full-time or part-time as defined under Article
23 I) will have the opportunity to work additional days/hours in addition to their regularly
24 scheduled work shift when needed, prior to using on-call substitutes, provided it doesn't put the
25 employee into overtime. Employees who work outside of their classification, according to this
26 subsection, will be paid the substitute rate of pay.

27
28 **Section 7.7.**

29 Employees who have left the duty area at the end of their shift and are called back for unscheduled
30 duty shall receive a minimum of two (2) hours call time plus any time worked. When called back,
31 overtime begins after ten (10) hours cumulatively in any day according to Section 7.4.

32
33 **Section 7.7.1.**

34 All drivers subject to this agreement shall be paid a minimum of four (4) hours daily or twenty
35 (20) hours per week; with the exception of work that falls between the last day of school and
36 the first day of school. Any work during this period will be paid for actual hours worked plus
37 thirty (30) minutes per day for cleaning and fueling. The four (4) hour minimum paid day or
38 twenty (20) hours per week pertains to regular routes only and not pre-school routes.

39
40 **Section 7.7.2.**

41 All drivers subject to this agreement shall be paid a minimum of one (1) hour compensation for
42 trips other than routes.

43
44 **Section 7.7.3.**

45 All drivers subject to this agreement shall be guaranteed bid pay whether or not a student shows
46 up, provided the hours are worked.

1 **Section 7.8.**

2 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the
3 District will make every effort to notify each employee to refrain from coming to work. Employees
4 reporting to work shall receive a minimum of one (1) hour pay. If employees work, they will be paid
5 for the work performed. It is the responsibility of each and every employee to keep the personnel
6 office and the appropriate department head informed of his/her current telephone number and address.
7 Documented attempts to reach the employee at this number shall constitute proper notice.

8
9 **Section 7.8.1.**

10 Should there be a two-hour late start on a Wednesday, there will not be an early release.
11 Students will attend a full day and release time will be the same as it would be for a regular
12 attendance day. Classified staff will report to work two hours late and will work the remainder
13 of the school day as a regular attendance day. Any classified staff affected by this change
14 would not be compensated for lost work time due to the change of no early release for students
15 on a Wednesday.

16
17 **Section 7.9.**

18 All extra trips shall be assigned by seniority of District bus drivers. The District will post extra trips at
19 least five (5) school days in advance when possible and drivers shall accept or decline a pre-scheduled
20 trip three (3) school days in advance when possible. Drivers with forty (40) hours will not be assigned
21 extra trips that week. If an extra run conflicts with a regular run, the senior driver has the option to
22 choose between the extra run and the regular run, provided the senior driver has satisfied the
23 requirements of the three (3) school days' notice clause, also provided that if there is a last minute
24 cancellation of the extra trip, the driver will receive the greater of two (2) hours of call time, or time
25 and wages for the driver's regular run. In the event a substitute has been assigned to their regular run
26 and the extra trip is canceled, the driver may take the greater of two (2) hours call time or their regular
27 time and wages for their regular run.

28
29 **Section 7.9.1.**

30 Drivers on all trips shall be compensated at their regular straight driving time rate if they
31 remain with the assigned vehicle except where the overtime provisions of Section 7.4 apply. If
32 the driver attends the activity, then standby time shall apply.

33
34 **Section 7.10.**

35 Bidding by seniority for all bus routes shall be accomplished annually, on a date determined by the
36 District, but prior to October 1. Bidding will be scheduled in blocks of predetermined bid times. If a
37 driver misses his or her bid time, he or she will be allowed to bid at the end of the block in which he or
38 she arrives. Absentee bidding may be done by telephone or designated proxy and will be subject to the
39 same requirements. If a proxy is used, that representative shall have full authority to speak on behalf
40 of the driver, who will be bound by the representative's decision.

41
42 **Section 7.11. Transporting of Students by Non-Bargaining Unit Members.**

43 In the event two (2) vans or less are used per District sponsored/funded event, Type 2 district
44 employees may drive. This section shall not apply to periodic special events wherein students travel in
45 chartered coaches. School board policies regarding use of privately owned vehicles are to be enforced.

1 **Section 7.12. Staff Assistants Substituting for Certificated Staff.**

2 Staff assistants, with emergency teaching certification, may be called in to fill in for a teacher provided
3 the substitute teacher list has been exhausted. In such case, the staff assistant will be compensated per
4 hour at one-seventh (1/7) [based upon a seven (7) hour teacher day] of the emergency substitute
5 teacher rate, or at their regular hourly rate, whichever is higher.

6
7 **Section 7.12.1.**

8 Substitutes will be called on a rotating basis. Substitutes will not exceed forty (40) hours per
9 week, including all hours worked for the District, without prior approval from the
10 superintendent. The principal reserves the right to make the final decision on substitute
11 placement.

12
13 **Section 7.12.2.**

14 In the case of a classified substitute not fulfilling the expectations of the teacher substituted for,
15 a meeting will be held discussing the needed changes. This will be documented and will
16 include the teacher, an administrator, and the classified substitute. The classified substitute will
17 be given one (1) more opportunity to be effective in that room. If this attempt is also not
18 successful, the teacher then has the right to request that the said classified substitute not be
19 called again for that particular class. This process will not reflect adversely on the classified
20 person's annual evaluation for his or her regular classified assignment.

21
22
23
24 **ARTICLE VIII**

25
26 **VACATIONS AND HOLIDAYS**

27
28 **Section 8.1. Vacations.**

29 Employees regularly employed on a twelve (12) month basis shall be eligible for earned vacation with
30 full pay as follows. In the first year of employment, vacation will be prorated from the date of hire to
31 August 31st. In all succeeding years, vacation will accrue on September 1st consistent with the
32 employee's years of experience.

33
34 **Section 8.1.1.**

35 One week [five (5) days] vacation after six (6) full months through one (1) year.

36
37 **Section 8.1.2.**

38 Two weeks [ten (10) days] vacation after one (1) full year continuing through five (5) full
39 years, accrued on the basis of five-sixths (5/6) of a day per month worked.

40
41 **Section 8.1.3.**

42 Three weeks [fifteen (15) days] may be accrued on the basis of one and one-fourth (1¼) days
43 per month following the anniversary date of the fifth (5th) full year, effective on the anniversary
44 date of employment.

45
46 **Section 8.1.4.**

47 Four weeks [twenty (20) days] vacation may be accrued on the basis of one and two-thirds (1
48 2/3) days per month effective July 1, following the anniversary date of the tenth (10th) full year.

1 **Section 8.1.5.**

2 In most cases, full vacations cannot be taken during the school year (school days) except
3 grounds and maintenance employees. Any other exception must be arranged with the
4 superintendent of schools. The employee will use the substitute system to make a request for
5 vacation time to his immediate supervisor each year. Vacation will be scheduled at the time of
6 the employee request, whenever feasible, within the reasonable limits of maintaining needed
7 personnel for building coverage and/or work requirements. The superintendent and supervisor
8 will authorize vacation schedules as early as possible.
9

10 **Section 8.1.6.**

11 Regular (year round 260-day) employees vacation is allocated annually on September 1st.
12 Regular employees must use accrued vacation time on or before August 31st each year, or it is
13 lost. Regular employees may use up to fifty percent (50%) of their vacation time during the
14 school year.
15

16 **Section 8.1.7. Earned Vacation Pay.**

17 Any person leaving employment and entitled to vacation time will receive vacation pay
18 prorated by workdays in lieu of vacation provided a minimum of two (2) weeks' notice is
19 given.
20

21 **Section 8.1.8.**

22 The regular employee with the earliest hire date shall have preferential rights regarding
23 vacation periods.
24

25 **Section 8.2. Holidays.**

26 To be eligible for holiday pay, the employee must work the last scheduled workday before and the first
27 scheduled workday after a holiday or be on official District compensated leave (e.g. sick leave,
28 personal leave, or other approved paid leave). Bus drivers shall receive pay equal to the average of all
29 their compensated hours only during the payroll cutoff periods in which a holiday falls. In no case
30 shall holiday pay exceed eight (8) hours.
31

32 **Section 8.2.1.**

33 Employees regularly employed on a twelve (12) month basis shall receive the following paid
34 holidays.
35

- | | |
|------------------------------|--|
| 36 1. Labor Day | 8. New Year's Day |
| 37 2. Veterans' Day | 9. Martin Luther King Day |
| 38 3. Thanksgiving Day | 10. Presidents' Day |
| 39 4. Day after Thanksgiving | 11. Memorial Day |
| 40 5. Day before Christmas | 12. Day before or after Independence Day |
| 41 6. Christmas Day | 13. Independence Day |
| 42 7. Day before New Year's | |
| 43 | |
| 44 | |
| 45 | |
| 46 | |
| 47 | |
| 48 | |

Section 8.2.2

Employees regularly employed on a less than twelve (12) month basis shall receive the following paid holidays.

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

Section 8.2.3.

Should any of the above holidays fall on a Saturday or Sunday, either Friday or Monday would be observed, or the superintendent shall arrange to add paid vacation time.

Section 8.3. Holidays During Vacation.

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

ARTICLE IX

**SICK LEAVE, EMERGENCY LEAVE, MATERNITY LEAVE, BEREAVEMENT LEAVE,
JUDICIAL LEAVE**

Section 9.1. Sick and Emergency.

Section 9.1.1.

Each regular, regular part-time and temporary employee shall accumulate one (1) day of sick/emergency leave for each calendar month worked; provided, however, that no employee shall accumulate less than ten (10) days of sick leave and emergency leave per school year. The employee shall be entitled to the projected number of days sick leave at the beginning of the school year. Sick leave will be prorated for employees on unpaid leave or who resign before August 31st. Sick leave not taken during the regular work year shall be accumulated from year to year. Each employee shall be notified of their sick leave status upon request. Emergencies are defined as follows:

- A. The problem must be of a serious nature such that pre-planning is not possible, or where pre-planning could not relieve the necessity for the employee's absence (fire, robbery, natural disaster, family illness, family injury, childbirth, etc.); and
- B. When school is in session, weather conditions (which could be considered as hazardous travel to and from school) shall be considered as valid reason for emergency leave. The determination of hazardous weather will be up to the superintendent.

1 **Section 9.1.2.**

2 Sick leave and emergency leave provisions for all employees shall be in accordance with state
3 law. Substitute and casual employees may be eligible for sick leave accrual under RCW
4 49.46.210.

5
6 **Section 9.1.3.**

7 Persons claiming sick leave benefit may be required to submit a written statement from a
8 physician at the option of the administration if the absence exceeds five (5) days. Employees
9 may be required to sign a statement verifying the day or days and the date or dates, and the
10 specific reason for the absence.

11
12 **Section 9.1.4.**

13 The leave and attendance incentive provision for all employees shall be in accordance with
14 state law RCW 28A.400.210.

15
16 **Section 9.1.5.**

17 Employees who have accrued leave benefits and other benefits while employed by another
18 public school district in the State of Washington shall be given credit for such accrued leave
19 benefits and other benefits upon employment by the District.

20
21 **Section 9.2. Maternity Leave.**

22 Maternity leaves shall be administered in accordance with District policy and laws or regulations
23 promulgated by applicable state and federal agencies.

24
25 **Section 9.3. Parental Leave.**

26 An employee, upon request, may be granted up to three (3) days leave on or about the date of the birth
27 or adoption of his or her child. Such leave shall be deducted from that accumulated pursuant to
28 Section 9.1.1 above.

29
30 **Section 9.4. State Family Leave.**

31 Each employee shall be entitled to use a choice of accrued sick leave or other paid leave to care for a
32 child of the employee under the age of eighteen (18) with a health condition that requires treatment or
33 supervision, a child of the employee over the age of eighteen (18) who is incapable of self-care, or a
34 spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an
35 emergency condition. The definitions of the family relationships are spelled out in RCW 49.12.265.
36 An employee may not take advance leave until it has been earned. The District shall not discharge,
37 threaten to discharge, demote, suspend, discipline or otherwise discriminate against an employee who
38 uses this leave.

39
40 **Section 9.5. Federal Family Leave.**

41 In addition to any other leave provided for elsewhere in this agreement, upon the birth of a child, the
42 placement of a child with an employee for adoption or foster care, or for a serious health condition of
43 an employee or an employee's spouse, child or parent, each employee who has been employed at least
44 twelve (12) months and worked at least 1,250 hours during the previous twelve (12) months is entitled
45 to a maximum of twelve (12) weeks unpaid leave; provided, however, that employees may substitute
46 accrued vacation or other personal leave for leaves related to the birth/adoption/foster care of a child,
47 and may use accrued sick leave to care for themselves or sick family members as defined above. The
48 employee must provide the Employer with at least thirty (30) days written notice for foreseeable leaves

for birth, adoption and planned medical treatment. During this leave, the Employer will continue to pay the same portion of insurance premiums as when the employee was working and will maintain the employee's coverage under any group health plan. Upon return from such leave, the Employer will place the employee in his or her previous position, or one with equivalent pay and benefits.

Section 9.6. Paid Family and Medical Leave (PFML)

Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical Leave under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year. Such leave shall be used consecutively with the employee's other leave entitlements unless the employee elects otherwise. The District shall use the state insurance as the carrier for PFML to ensure ongoing compliance with the law.

Section 9.7.

The leave sharing program for all employees shall be in accordance with state law RCW 41.04.660.

Section 9.8. Bereavement Leave.

Up to four (4) days bereavement leave with full pay shall be granted for each occurrence occasioned by death in the family.

For the purpose of this item, family member is defined to include:

mother	child to whom the employee stands
father	in loco parentis, legal guardian, de facto parent
brother	regardless of age or dependency status
sister	stepfather
wife	stepmother
husband	stepson
registered domestic partner	stepdaughter
son	stepgrandchildren
daughter	grandparents
foster child	grandchildren
adopted child	in-law of a similar relationship
stepsister	
stepbrother	

Two (2) days bereavement leave shall be allowed for personal bereavement occasioned by the death of an aunt, uncle, niece, or nephew. Two (2) additional days shall be granted for each occurrence in the employee's family for travel or other extenuating circumstances, to be deducted from the employee's sick leave.

One (1) day bereavement leave with full pay shall be granted for the death of a close friend, colleague, or a family member not specified above. Two (2) additional days may be granted by the superintendent or designee for travel or other extenuating circumstances, to be deducted from the employee's sick leave.

The District superintendent/designee and the Association president will consider all other requests. Unused leave shall not be cumulative from year to year.

1 **Section 9.8.1. Funeral Leave.**

2 Two (2) days shall be granted to attend the funeral of other close family members or friends.
3 These days are considered emergency days and shall be deducted from the employee's sick
4 leave.

5
6 **Section 9.9.**

7 In the event an employee has exhausted leave specified in bereavement leave, parental leave, or
8 adoption leave the superintendent may grant at his/her discretion, leave at full pay for a stated period of
9 time.

10
11 **Section 9.10. Judicial Leave.**

12 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named
13 as a codefendant with the District, such employee shall receive a normal day's pay for each day of
14 required presence in court. In the event that an employee or Association is a party in a court action,
15 such employee may request a leave without pay.

16
17 **Section 9.11. Personal Leave.**

18 Each regular, regular part-time and temporary employee shall earn two (2) days paid personal leave
19 annually subject to passage of the levy for the same years. Personal leave is neither sick leave nor
20 bereavement leave. The District may grant personal leave; provided, that the employee applies to the
21 building supervisor at least two (2) days in advance of the request for leave. This leave shall not apply
22 to the first or last week of school. Each regular, regular part-time and temporary employee must have
23 completed the sixty (60) day probation before he or she is eligible for personal leave days. Personal
24 leave days will be prorated for those employees hired after January 1 each school year. Employees
25 will be allowed to carry over two (2) personal leave days each year. No more than three (3) days may
26 be taken at any one time. If personal leave is not taken during the current school year, the employee
27 may buy back two (2) days at the substitute rate of pay. The leave days must be redeemed at the end
28 of the school year.

29
30 **Section 9.12. Uncompensated Leave.**

31 Uncompensated leave may be granted by the superintendent or superintendent's designee upon written
32 request and pre-approval in the event of an emergency, hardship, or special occasion. Additional
33 documentation may be required by the District. Compensated leave must be exhausted prior to using
34 uncompensated leave.

35
36
37
38 **ARTICLE X**

39
40 **INSURANCE AND MEDICAL EXAMINATIONS**

41
42 **Section 10.1.**

43 Effective September 1, 2019 through December 31, 2019, the District shall provide an amount
44 allocated by the state (less any state mandated District payment) per 1.0 FTE (1,440-hour base) per
45 month toward the payment of medical, dental, vision and life insurance premiums. The adjusted
46 amount is available for 1.0 FTE (1,440-hour base) employees, a pro rata portion thereof in accordance
47 with their regularly scheduled insurance FTE for all employees working three (3) hours or more.

1 From the dollar amount available to each employee, first shall be deducted the cost of the District's
2 dental, vision, and life insurance plan, with the remaining monies to be applied toward the employee's
3 medical premiums. All eligible employees are required to participate in the dental, vision, and life
4 insurance plan; medical participation is optional.

5
6 **Section 10.1.1.**

7 The District shall contribute an amount (less any state mandated payment) allowed by the state
8 per 1.0 FTE per month for medical, dental, and vision insurance. After basic insurance is paid,
9 based on FTE, any remaining money will be pooled to pay out-of-pocket expenses incurred by
10 members. Any money remaining after all out-of-pocket expenses are paid will be divided
11 among the bargaining unit members in accordance with individual optional plans. The benefit
12 pool will be established October 1, 2019.

13
14 **Section 10.1.2.**

15 The District shall pay premium costs for mutually approved medical/vision/dental/life
16 insurance programs for each member of the bargaining unit through December 31, 2019 subject
17 to the terms stated in Section 10.1.

18
19 Individual optional insurance plans will also be offered through the District. Premiums for
20 optional insurance plans will be deducted from the employee's monthly paycheck.

21
22 **Section 10.1.3.**

23 Under the current insurance program, if an employee is terminated or terminates his/her
24 employment prior to the 10th of a month, their coverage will terminate at the end of the current
25 month. If an employee is terminated or terminates his or her employment on or after the 10th of
26 a month, their coverage will be terminated at the end of the following month. If an employee
27 begins an extended unpaid leave of absence before the 10th of a month, the District will
28 discontinue the District contribution toward insurance benefits at the end of the current month.
29 If an employee begins an extended unpaid leave of absence on or after the 10th of a month, the
30 District will discontinue the District contribution toward insurance benefits at the end of the
31 following month. The District will follow federal requirements regarding COBRA the
32 provision of benefits for employees who qualify for the Family and Medical Leave Act. The
33 District will follow State requirements for SEBB beginning January 1, 2020.

34
35 **Section 10.2.**

36 Eligible employees who wish to change insurance benefit plans must do so within the sign-up periods.
37 The District will make material available to new eligible employees at the personnel office at the time
38 of hire, at which time they will be entitled to enroll in benefit plans. Temporary employees will
39 receive benefits only when the eligible employee they are replacing is not receiving any benefits.

40
41 **Section 10.3.**

42 The District shall provide liability coverage for all employees subject to this agreement per state
43 statute.

1 **Section 10.4. Medical Examinations.**

2 When health examination is required or drug and alcohol screening is required by the District or state
3 for the employee, cost of same shall be paid by the District (see District Policy #5259 and Procedure
4 #5259P), unless such service is available at no charge through the Southwest Washington Health
5 District. The District may suggest an M.D.
6

7 **Section 10.5.**

8 The District shall provide for participation in the Washington State Public Employees' Retirement
9 System as required by state law and regulations and in accordance with federal law.
10
11

12
13 **ARTICLE XI**

14
15 **EMPLOYMENT NOTIFICATION**
16

17 **Section 11.1. Assignments for New School Year.**

18 Classified employees will begin the following student school year with the same assignment, including
19 work hours they had the prior student school year unless otherwise notified. For continuing positions,
20 a notice of intent to reemploy will be given to classified employees two (2) weeks prior to the end of
21 the current school year.
22

23 If the District and PSE determine the need for a para bid day at the end of the school year, the District
24 will hold the bid day the first week in June. If 10 or more para positions are open or revised, bid day
25 will take place. Paras will have the opportunity to review the open or revised positions two (2)
26 workdays prior to bid day. Job descriptions, along with the related job postings, will be made available
27 to paras to inform them of trainings and/or certificates required for that position. If less than 10 of the
28 current para positions are open or revised, those positions will be posted per Section 16.2 and bid day
29 will not occur.
30

31 It is recognized that some positions may require specialized training. Paras bidding on those positions
32 must commit to completing the mandatory training provided by the District and submit their certificate
33 of completion to Human Resources prior to the start of the school year.
34

35 **Section 11.2.**

36 During the work months it is mutually agreed that the employee will give the District written notice of
37 intent to terminate employment at least two (2) weeks in advance of leaving date, and that the school
38 district will give the employee two (2) weeks written notice of intent to terminate his or her
39 employment.
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ARTICLE XII

DISCIPLINE

Section 12.1.

The District shall have the right to discipline or discharge an employee for justifiable/reasonable cause. The issue of justifiable/reasonable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public.

Section 12.1.1.

The Employer recognizes the principle of progressive discipline and agrees to follow such principle in the following manner.

First Infraction:	Verbal Reprimand
Second Infraction of a Like Nature:	Written Reprimand
Third Infraction of a Like Nature:	Written Reprimand; Subject to Discipline, Suspension, or Discharge in the Event of a Major Infraction

In the above procedure, the employee shall be afforded an opportunity to review all evidence and answer alleged charges before discipline is administered. A rebuttal letter may be placed in the employee's personnel file by the employee.

Depending upon the severity of the offense, discipline may begin at any step; except, the employer shall not discharge or suspend regular or regular part-time employees without just cause.

Section 12.2. Weingarten Rights Defined.

Weingarten Rights requires that an employee is given the opportunity to have Union representation at any employer's meeting pertaining to the discipline, discharge or suspension of that employee. This rule recognizes that the presence of an able Union representative at an investigatory interview may assist the employer in obtaining facts and may help both sides save valuable time in getting to the bottom of the issue.

This opportunity includes the following principles:

1. The employee must request Union representation.
2. Rescheduling a meeting to permit a Union representative to be present may be appropriate, but the unavailability of a Union representative may not unreasonably delay the investigation.
3. The right applies to situations where the employee reasonably believes the investigation will result in disciplinary action. This right does not pertain to "day to day workplace conversations" including but not limited to giving instructions, training or needed correction of work techniques.

- 1 4. The Union representative's role is to assist the employee, not to disrupt or obstruct the
2 interview. The representative's role may include clarifying facts or suggesting other
3 employees with relevant knowledge.
4
5 5. If an employee requests Union representation, the employer may decide to continue the
6 investigation without interviewing the employee. The employer is not required to
7 justify this decision.
8

9 These duties and responsibilities are printed here for the education of employees and supervisors, and
10 not as a limitation on the rights of the parties in any particular case.
11

12 13 14 **ARTICLE XIII**

15 16 **LEAVE OF ABSENCE**

17 18 **Section 13.1.**

19 Upon recommendation of the superintendent, an employee may be granted a leave of absence for a
20 period not to exceed one (1) year; provided, however, if such leave is granted due to extended illness,
21 one (1) additional year may be granted. An employee on a year's leave of absence must notify
22 personnel by May 15 if they intend to return to work. If personnel is not notified, the District will
23 deem their position open.
24

25 **Section 13.2.**

26 The returning employee will be assigned to the position occupied before the leave of absence.
27 Employees hired to fill positions of employees on leave of absence will be hired for a specific
28 period of time, during which they shall be subject to all provisions of this agreement. It shall be
29 the responsibility of the employer to inform leave replacement employees of these provisions. For
30 leaves of absence of more than thirty (30) days, the position will be posted as temporary. If a
31 temporary position is filled by a regular or regular part-time employee, their vacated position will
32 be posted as a temporary position but may not be filled by a current employee. For leaves of thirty
33 (30) days or less, the position will not be posted and will be filled by a substitute. If the substitute
34 is a board hired employee, that employee shall also accrue seniority in the classification in which
35 they are currently subbing, when the substitute assignment exceeds 10 consecutive workdays.
36

37 **Section 13.3.**

38 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave
39 of absence. However, vacation credits, sick leave, and seniority shall not accrue while the employee is
40 on leave of absence; provided, however, that if such leave is approved for job related injury, seniority
41 shall accrue.
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ARTICLE XIV

SAFETY

Section 14.1.

It is mutually recognized that safety within the confines of the school district operation is paramount, and that the school district may provide first aid and/or fire prevention courses to all classified employees within the school district. The school district may require first aid courses of all employees who work with or are around children, including but not limited to, bus drivers, food service, staff assistants, and custodians. It is agreed that all employees shall be vigilant in seeking out unsafe or hazardous objects or conditions and will report them immediately to the appropriate personnel for correction. If a safety class is required, the employee would not pay to take the class, but it would not necessarily be given during work hours, unless it was arranged to not interfere with a day's work.

Section 14.2. Medical Procedures.

Employees may be directed to perform medical procedures (e.g., administration of medication) to students only under the following conditions. In requiring these procedures, the District will comply with RCW 28A.210.260 through 290.

1. The employee has received comprehensive training from the District.
2. The District shall provide insurance to bargaining unit members as authorized by RCW 28A.320.060.

ARTICLE XV

INSERVICE OR VOCATIONAL TRAINING

Section 15.1.

Employees required by the District or the state to attend training courses as a condition of employment shall be compensated at the employee's base hourly rate for all time in attendance, plus expenses. Training courses which are part of the Washington Public School Classified Employees Apprenticeship Program are not covered by this provision. An employee may request tuition or fees reimbursement for completion of a course or workshop approved by the superintendent.

Section 15.1.1.

The District will provide paid inservice annually for all non-bus driver bargaining unit employees, except those currently in the apprenticeship program, who work four (4) or more hours per day, three (3) or more days per week. The Association and the District will collaborate to select three (3) subjects and choose one (1) or more for presentation at inservice. Transportation employees will continue to receive the state-mandated driver inservice.

1 **Section 15.2.**

2 Staff development funds will be made available to classified employees. In addition to funds budgeted
3 for staff development at the building/department level, a minimum of \$7,500.00 per year shall be made
4 available to classified employees for staff development during each year of this agreement. When the
5 request is approved or denied (and the reason why it was denied), the District will notify the employee
6 within one (1) week. Any unused funds shall carry-over into the following year; provided, however,
7 that any funds remaining at the end of this contract shall not carry over into the subsequent school
8 year.
9
10
11

12 **ARTICLE XVI**

13 **PROBATIONARY, SENIORITY AND LAYOFF PROCEDURES**

14 **Section 16.1. Probationary Period.**

15
16 Each new regular or regular part-time employee shall remain in a probationary status for a period of
17 sixty (60) workdays following their hiring date. During this probationary period the District may
18 discharge such employee. At the end of the probationary period, the employee will be subject to all the
19 rights and duties contained in this agreement.
20
21

22 **Section 16.1.1.**

23 If for any reason a new regular or regular part-time employee is unable to complete the 60-day
24 probation period pursuant to Section 16.1 before the school year ends, the superintendent may
25 waive the remainder of the probation period with the employee's supervisor's input.
26

27 **Section 16.1.3.**

28 Regular, regular part-time and temporary employees who transfer from one job title to another
29 shall, during the first ten (10) workdays, have the option of returning to their previous job
30 position. During those same ten (10) workdays, the District shall have the option of
31 reassigning the employee to their previous job position. This section does not modify the
32 provisions of Section 16.1.2.
33

34 **Section 16.1.3.1.**

35 Regular bus drivers who change routes are excluded from the reassignment options in
36 Section 16.1.2 unless the route is a special education route.
37

38 **Section 16.2. Posting of New and Open Positions.**

39 The District shall publicize within the bargaining unit for five (5) workdays the availability of new and
40 open positions as soon as possible after the District is apprised of the opening, prior to posting
41 publicly. A copy of the job posting list shall be forwarded to the president of the Association,
42 president's designee, and each district building. A copy of the job posting shall be posted on the
43 district website [after the position has been made available to in-district employees for five (5)
44 workdays] and the district office. Open positions that are urgent in nature will be reviewed on a case-
45 by-case basis. The District will notify the Association of these occurrences. During winter, spring,
46 and summer breaks, the job posting list shall be emailed to the Association president, president's
47 designee, and posted on the district website. A copy of the job posting shall be posted on the district
48 website and posted at the district office. All postings shall clearly indicate if more than one opening

1 will be filled from an individual posting. If the posting does not clearly indicate the availability of
2 more than one opening, no more than one opening shall be filled. In-District applicants will receive a
3 status update regarding their application(s) no later than ten (10) workdays after the closing date of the
4 position(s) for which they applied.

5
6 Transfer requests during the first year of employment are subject to the approval of the District. If an
7 employee is awarded a transfer, any further transfers during the same school year are subject to the
8 approval of the District.

9
10 Positions may be posted with variable hours if the nature of the position is subject to frequent change,
11 e.g., para overload.

12
13 **Section 16.2.1.**

14 The District will develop standardized tests that will be administered to in-District applicants.
15 The tests will be shared with PSE. The tests will be tailored to that specific position.

16
17 **Section 16.2.2.**

18 Increases or deletions of more than thirty (30) minutes per day shall be considered new
19 positions and shall be posted in accordance with Section 16.2 within five (5) workdays.

20
21 **Section 16.2.3.**

22 Temporary positions will be posted as required by the collective bargaining agreement. Casual
23 positions will not be posted. Permanent and temporary positions will be made available to
24 bargaining unit employees.

25
26 **Section 16.3. Seniority.**

27 The seniority of an employee within the bargaining unit shall be established as the hire date unless
28 such seniority shall be lost as hereinafter provided.

29
30 **Section 16.3.1. Hire Date.**

31 Hire date is defined as the employee's earliest date of continuous regular daily employment as
32 determined by the personnel department. If more than one employee is hired by the school
33 board on the same date, the employee's I-9 date will be used. In the event that more than one
34 employee has the same I-9 date, seniority will be determined by a lottery drawing.

35
36 **Section 16.3.2. Reclassification.**

37 When the District reclassifies or consolidates positions on Schedule A, employees shall not be
38 assigned a new hire date, but will maintain their original hire date in the job title so affected.

39
40 **Section 16.3.3.**

41 Regular or regular part-time employees bidding and receiving a temporary position shall
42 continue to accrue District-wide seniority along with seniority in the temporary position
43 category.

44
45 **Section 16.3.4.**

46 When a substitute takes a temporary position with the District, they shall accrue District-wide
47 seniority along with job title and general classification seniority. At the end of the temporary
48 position, if the substitute receives a regular or regular part-time position within six (6) calendar

months, they will retain their original hire date and the seniority they accrued while in the temporary position.

The accrued seniority for substitutes cannot be accessed until a position with the Washougal School District has been awarded.

Section 16.4. The following application of seniority will be used.

1. Seniority in Job Title
2. Seniority in General Classification
3. District-Wide Seniority

Section 16.5.

The employee with the earliest hire date, pursuant to Section 16.4, shall have preferential rights regarding promotions, shift selection, bidding on new or open positions, and layoffs when ability, performance and qualifications are substantially equal with those individuals junior to them. If the District determines that seniority rights should not govern because a junior employee possesses ability, performance and qualifications substantially greater than a senior employee or senior employees, the District shall, within five (5) workdays after the position has been awarded, set forth in writing to the employee or employees and the organization's grievance committee chairperson notification that the senior employee or employees have been bypassed.

Section 16.5.1.

A bypassed employee has the right to meet with the human resources director and the supervisor in charge of the selection to discuss the reasons for the decision. Any request to meet not brought to the human resources director within ten (10) workdays of receipt of the seniority bypass notification letter shall be invalid and subject to no further processing. After meeting with the human resources director, should the employee wish to pursue a grievance, the bypassed employee shall adhere to the grievance steps as outlined under Article XX.

Section 16.6. Reduction in Work Hours and Layoff (Bumping).

Positions that are reduced by more than thirty (30) minutes are new positions and shall be posted pursuant to Section 16.2. Bumping and recall from layoff status will not be allowed until the bidding process has been completed.

Section 16.6.1. Bumping.

When an employee's position has been reduced by more than thirty (30) minutes, that employee may bump into a position held by a junior employee in order to retain work hours. The bumped employee may then use their seniority to bump an employee junior to them, and so forth. Employees who bump into a position are excluded from the reassignment options in Section 16.1.3.

Section 16.6.2.

Any paraeducators with specialized training will be exempt from "bumping" during the current school year unless the employee needing to "bump" occupies the same position, has held the same position in the past, or received the appropriate specialized training.

1 **Section 16.6.3.**

2 In the event there are no work hours available in the job title currently held by the employee
3 and the employee has previous experience and seniority in a different job title, the employee
4 may use that seniority to bump a junior employee in order to maintain their district
5 employment. In the event there are no work hours available in positions where the employee
6 has previous experience and seniority, the employee may use their district-wide seniority to
7 apply for new or open positions within the district. If there are no work hours available for
8 which the employee is qualified, the employee shall be placed on layoff status.

9
10 **Section 16.6.4. Layoff.**

11 In the event an employee is placed on layoff status, the employee shall be placed on a
12 reemployment list maintained by the District according to their job title seniority. Employees
13 on the reemployment list shall be offered reemployment prior to any new or open position in
14 their job title is offered to a substitute or applicant from outside the district. Names of
15 employees on layoff status shall remain on the reemployment list for two (2) years from the
16 date the employee was placed on layoff status.

17
18 **Section 16.6.5.**

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

21
22 **Section 16.6.6.**

23 An employee shall forfeit rights to reemployment as provided in Section 16.6.4 if the employee
24 does not comply with the requirements of Section 16.6.5, or if the employee does not respond
25 to the offer of reemployment within ten (10) days after receipt of a certified letter informing the
26 employee of an open position.

27
28 **Section 16.6.7.**

29 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all
30 other accrued benefits; provided, that such employee is offered a position substantially equal to
31 that held prior to layoff. Employees on layoff status who accept an offer of reemployment in
32 the same job title shall retain all seniority rights, including classification and district-wide
33 seniority, and shall be placed on the salary schedule at the pay step at which they last worked.
34 Employees who accept an offer of reemployment in another job title in the same classification
35 shall retain their classification and district-wide seniority. Should an employee accept an offer
36 of reemployment in another classification, the employee shall retain their district-wide seniority
37 rights.

38
39 **Section 16.6.8.**

40 The Employer will furnish the Public School Employees of Washougal job descriptions for all
41 positions and employee handbooks for all employees. The development of job descriptions and
42 employee handbooks will be done by a joint committee composed of members of Public School
43 Employees of Washougal and District administration. The District's policy Staff Handbook
44 shall be exempt from this requirement.

ARTICLE XVII

MAINTENANCE OF MEMBERSHIP

Section 17.1.

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 unless membership is revoked through contact with the Association in writing.

Section 17.2.

The District agrees to accept dues authorizations via paper form, voice authorization or by E-signature in accordance with "E-SIGN." PSE will provide a list of the members who have agreed to Association 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 authorizations.

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.

The District will notify the Association of all new hires within ten (10) workdays of the hire date and provide the Association with a copy of each School Board personnel report. At the time of hire, the District will provide all bargaining unit employees a PSE new hire packet, to be furnished by PSE.

Section 17.4. New Employee Orientations.

The District will notify the Association of all new hires within ten (10) workdays of the hire date. Within 90 days of employment of a new hire, the Association shall have the opportunity to present information about PSE to the new employees. This meeting shall be voluntary on the part of the new employee, may last up to (30) thirty minutes and will occur during the District's new employee orientation, or at another time mutually agreed between the District and Association. This access will be provided during the new employee's regular work hours at the employee's work site or at a location mutually agreed to by the District and the Association.

Section 17.5. Member lists.

The District will provide PSE a monthly bargaining unit list transmitted electronically, containing every bargaining unit employee's: name; classification; job title; work location; phone number; address; and contracted workdays.

Section 17.6.

All people hired as substitutes by the District for more than thirty (30) workdays during the school year will have the option to join the Association.

Section 17.7. Political Action Committee.

The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Association on a check separate from the Association dues transmittal check. Section 17.8 of the Collective Bargaining Agreement shall apply to these deductions. The employee may revoke the request at any

1 time. At least annually, the employee shall be notified by the PSE/SEIU Local 1948 State Office about
2 the right to revoke the request.

3
4 **Section 17.8. Hold Harmless.**

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

8
9
10
11 **ARTICLE XVIII**

12
13 **PAYROLL DEDUCTION OF DUES**

14
15 **Section 18.1.**

16 Upon written authorization of any public employee within the bargaining unit, the District shall deduct
17 from the pay of such public employee the monthly amount of dues, certified by the secretary of the
18 PSE/SEIU Local 1948 (PSE), and shall transmit the same to the treasurer of PSE. The District shall
19 deduct local dues as established by the local PSE chapter and remit the same to the treasurer of the
20 local PSE chapter.

21
22
23
24 **ARTICLE XIX**

25
26 **MEMBERSHIP VISIT ON THE JOB**

27
28 **Section 19.1.**

29 Visitation rights shall be granted to the designated representative of the PSE/SEIU Local 1948 to visit
30 with the employees in the appropriate bargaining units for the purpose of grievance procedures. The
31 visiting delegate shall notify the school district of their arrival and for what purpose the visitation is
32 requested. Visiting delegate shall notify the District office of their planned arrival. Visit will not
33 interrupt the employee on their job.

34
35
36
37 **ARTICLE XX**

38
39 **GRIEVANCE PROCEDURE**

40
41 **Section 20.1.**

42 Grievances or complaints arising between the District and its employees within the bargaining units
43 defined in Article I herein, with respect to matters dealing with the interpretation or application of the
44 terms and conditions of this agreement, shall be subject to the following grievance procedure. The
45 Association may file grievance(s) in behalf of individuals or the Association.

1 **Section 20.2. Grievance Steps.**

2
3 **Section 20.2.1. Informal Resolution of Grievance (Step 1).**

4 The employee shall first discuss the grievance with their immediate supervisor. If the employee
5 wishes, they may be accompanied by an Association representative at such discussion. All
6 grievances not brought to the immediate supervisor in accordance with the preceding sentence
7 within thirty (30) workdays of the occurrence of the grievance shall be invalid and subject to no
8 further processing. For seniority bypass grievances, see Section 16.5.1 before proceeding with
9 this step.

10
11 **Section 20.2.2. Initiating a Formal Grievance (Step 2).**

12 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
13 subsection, the employee shall reduce to writing a statement of the grievance containing the
14 following:

- 15
16 A. The facts on which the grievance is based;
17 B. A reference to the provisions in this agreement, which have been allegedly violated;
18 and
19 C. The remedy sought.

20
21 The employee shall, within ten (10) workdays, submit the written statement of grievance to their
22 immediate supervisor for reconsideration and shall submit a copy to the superintendent. The
23 parties will have five (5) workdays from submission of the written statement of the grievance to
24 resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition
25 is made, all parties to the grievance shall sign it.

26
27 **Section 20.2.3. Appealing to the Superintendent (Step 3).**

28 If no settlement has been reached within the five (5) workdays referred to in the preceding
29 subsection, and the Association believes the grievance to be valid, a written statement of
30 grievance shall be submitted within fifteen (15) workdays to the District superintendent or his
31 designee. After such submission, the parties will have ten (10) workdays from submission of
32 the written statement of grievance to resolve it by indicating on the statement of grievance the
33 disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

34
35 **Section 20.2.4. Arbitration of the Grievance (Step 4).**

36 If no settlement has been reached within the ten (10) workdays referred to in the preceding
37 subsection, and the Association believes the grievance to be valid, the employee may demand
38 arbitration of the grievance. The grievance may be submitted by the Association to final and
39 binding arbitration. Such arbitration shall be conducted by an arbitrator under the rules and
40 administration of the American Arbitration Association. The parties to this agreement shall
41 then be bound by the rules and procedures of the American Arbitration Association. During the
42 arbitration under this provision, neither the District nor the grievant will be permitted to assert
43 any evidence that was not submitted to the other party prior to the completion of the Step 3
44 meetings. Both parties shall bear equally the cost of arbitration; except, that each party shall be
45 responsible for their respective legal fees. The arbitrator shall not have the power to alter,
46 modify, amend, add to or subtract any of the terms of this agreement or substitute their
47 judgment for that of the parties.

1 **Section 20.3. Grievance Claims.**

2 Grievance claims involving retroactive compensation will be limited to no more than thirty (30) days
3 prior to the written submission of the grievance to the Employer. In arriving at any disposition or
4 settlement, neither party shall have the authority to alter this agreement unilaterally. The Employer
5 shall not discriminate against any individual employee or the organization for taking action under this
6 article.
7
8
9

10 **ARTICLE XXI**

11 **APPRENTICES**
12
13

14 **Section 21.1.**

15 Employees are encouraged to enroll as apprentices. All employees enrolled as apprentices by the
16 Southwest Washington Joint Apprenticeship and Training Council (SWWJATC) shall be subject to all
17 terms of this agreement; Exception: SWWJATC shall have jurisdiction to ensure that apprentices
18 successfully complete all requirements of the program as approved and registered with the Washington
19 State Apprenticeship Council.
20

21 **Section 21.2.**

22 In the event an apprentice is deemed unsuccessful in any or all parts of the approved standards, such
23 apprentice waives contractual recourse through the grievance procedure, Article XX.
24

25 **Section 21.3.**

26 Upon successful completion of apprenticeship standards as administered by SWWJATC, the journey
27 person shall receive the appropriate journey rate of pay. At least one journey position shall be
28 available annually per covered job classification during the term of the agreement.
29

30 **Section 21.4.**

31 Employees entering the program after August 1, 1992, will receive reimbursement for tuition (from the
32 college designated by the SWWJATC) upon completion of their apprenticeship program. Texts
33 (required for course work) will be reimbursed (with a copy of receipt) when the class has been
34 completed. When an apprentice is reimbursed for a text book it becomes the property of the District
35 and shall be turned into the District office.
36

37 **Section 21.5.**

38 The journey rate of pay for secretaries and Paraeducator apprentices who entered the Apprenticeship
39 Program prior to August 1989 that have completed all course work (320/300 hours) and work related
40 hours (2,000) will be one dollar (\$1.00) per hour above the current permanent rate of pay designated
41 on Schedule A.
42

43 The journey rate of pay for apprentices who entered the Apprenticeship Program after August 1989
44 that have completed all course work (320/300 hours) and work related hours (2,000) will be thirty-five
45 cents (35¢) per hour above the current permanent rate of pay designated on Schedule A.
46
47
48

ARTICLE XXII

SALARIES AND EMPLOYEE COMPENSATION

Section 22.1.

Employees shall be compensated in accordance with the provisions of this agreement for all hours worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck. Paydays will be the last business day of the month according to the county treasurer. Employees currently receiving checks will be grandfathered in during the term of this contract. All other employees after the effective date of this contract will use direct deposit.

Section 22.2.

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

Section 22.2.1.

Salaries contained in Schedule A shall be for the entire term of this agreement, subject to the terms and conditions of Article XXIV, Section 24.2. Should the date of execution of this agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

Section 22.2.2.

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 XXIV, Section 24.2, 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 22.2.3. Prorated Salary.

All employees (except substitutes, apprentices, and temporaries) who work a minimum three (3) hours per day shall have their income averaged and paid in twelve (12) monthly installments. The District shall pay the employee and the employee shall accept compensation for his/her services in an annual salary (hours per year multiplied by hourly rate), prorated for the term of the agreement. Should an employee not work the total number of hours during a pay period (1st to last day of the month previous to the pay date) the unworked portion shall be deducted from the employee's paycheck during that pay period.

Section 22.3.

For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter ($\frac{1}{4}$) hour for all classifications. In transportation, time worked shall be rounded to the nearest one-tenth ($\frac{1}{10}^{\text{th}}$) hour.

Section 22.4.

Any employee required to travel from one site to another in a private vehicle during work hours shall be reimbursed for such travel on a per-mile basis at the rate which is equal to an average of federal and state allocation.

1 **Section 22.5.**

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

4
5 **Section 22.6.**

6 Regular employees, including regular part-time custodians and excluding drivers, working hours
7 outside of the daytime (6:00 a.m. to 6:00 p.m.) work period shall receive a wage differential of twenty
8 cents (20¢) per hour above their regular wage for all hours worked outside the daytime period.

9
10 **Section 22.7.**

11 Upon successful completion of the ASE certification for master school bus technician, mechanics shall
12 receive an additional twenty cents (20¢) per hour.

13
14 **Section 22.8. Clothing Allowance.**

15 Grounds/maintenance employees shall be reimbursed for work boots up to one-hundred eighty dollars
16 (\$180.00) every year. A set of six (6) T-shirts identifying Washougal School District employees, shall
17 be provided for each grounds/maintenance employee.

18
19
20
21 **ARTICLE XXIII**

22
23 **SEPARABILITY**

24
25 **Section 23.1.**

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

28
29 **Section 23.2.**

30 Neither party shall be compelled to comply to any provision of this agreement which conflicts with
31 state or federal statutes or regulations promulgated pursuant thereto.

32
33 **Section 23.3.**

34 In the event either of the foregoing sections is determined to apply to any provision of this agreement,
35 such provision shall be renegotiated pursuant to Section 24.2.

36
37
38
39 **ARTICLE XXIV**

40
41 **TERM**

42
43 **Section 24.1.**

44 The term of this agreement shall be September 1, 2019 to August 31, 2021.

45
46 **Section 24.2.**

47 This agreement may be reopened and modified at any time during its term upon mutual consent of the
48 parties in writing; provided, however, that all state increases for salaries and insurance shall be passed

1 through for each year of this agreement. This agreement shall be reopened to consider the impact of
2 any legislation enacted following execution of this agreement which directly affects the terms and
3 conditions herein or create authority to alter personnel practices in public employment.

- 4
- 5 • Effective September 1, 2019, Schedule A wages will increase 2.0% - State-funded increase,
6 plus 1.5% - District-funded increase for a total increase of 3.5%.
- 7
- 8 • Effective September 1, 2020, Schedule A wages will increase 2.1% - State-funded increase,
9 plus 1.4% - District-funded increase for a total increase of 3.5%.
- 10
- 11 • The dollar amounts on Schedule A for the positions listed below will be added to the base
12 rate of those positions. Any percentage increases from the State and/or District will be added
13 to the new rate effective September 1, 2019.
- 14
- 15 • The positions are
- 16
- 17 1. Lead campus security officer;
- 18 2. Lead grounds/maintenance;
- 19 3. Para educator EBD & Life Skills (regular rate and journey person rate);
- 20 4. Lead Tech Support
- 21
- 22
- 23
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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

WASHOUGAL CHAPTER

WASHOUGAL SCHOOL DISTRICT #112-6

BY: Margie Shoemaker
Margie Shoemaker, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 7-21-19

DATE: 8-12-19

Schedule A
Washougal School District #112-6
September 1, 2019– August 31, 2020

		YEARS OF SERVICE									
	Substitute	(1day-1 yr)	(2-5)	(6-10)	(11-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)	(31 +)
STAFF ASSISTANTS											
Paraeducator	\$15.81	\$17.68	\$18.33	\$18.68	\$19.02	\$19.22	\$19.39	\$19.57	\$19.75	\$19.94	\$20.12
Paraeducator EBD & Life Skills	\$16.85	\$18.71	\$19.36	\$19.72	\$20.06	\$20.25	\$20.42	\$20.61	\$20.78	\$20.98	\$21.16
Library Assistant I	\$18.83	\$19.75	\$20.45	\$20.81	\$21.20	\$21.38	\$21.59	\$21.78	\$21.97	\$22.18	\$22.38
Library Assistant II	\$13.46	\$15.45	\$16.06	\$16.39	\$16.70	\$16.88	\$17.04	\$17.21	\$17.39	\$17.56	\$17.73
Media Assistant	\$17.63	\$19.81	\$20.58	\$21.00	\$21.41	\$21.63	\$21.85	\$22.07	\$22.29	\$22.50	\$22.74
Playground Assistant	\$14.50	\$16.35	\$17.01	\$17.35	\$17.70	\$17.86	\$18.05	\$18.23	\$18.41	\$18.59	\$18.79
Specialized Personal Assistant	\$16.81	\$18.89	\$19.62	\$20.00	\$20.39	\$20.58	\$20.79	\$20.99	\$21.19	\$21.39	\$21.61
Career Center Assistant	\$14.68	\$16.54	\$17.20	\$17.55	\$17.88	\$18.08	\$18.25	\$18.43	\$18.61	\$18.81	\$18.99
*Grandfathered Employee		\$22.66	\$23.57	\$24.03	\$24.51	\$24.77	\$25.01	\$25.26	\$25.50	\$25.76	\$26.02
Highly Qualified Rate											
*Paraeducator HQ	\$15.81	\$18.04	\$18.69	\$19.04	\$19.39	\$19.58	\$19.75	\$19.93	\$20.11	\$20.31	\$20.48
*Paraeducator HQ EBD & Life Skills	\$16.85	\$19.08	\$19.73	\$20.08	\$20.42	\$20.62	\$20.78	\$20.97	\$21.15	\$21.34	\$21.52
*SPA-Specialized Personal Assistant HQ		\$19.87	\$20.60	\$20.99	\$21.37	\$21.56	\$21.78	\$21.97	\$22.17	\$22.38	\$22.38
TRANSPORTATION											
Mechanic (260 Day)	\$27.23	\$30.56	\$31.77	\$32.42	\$33.06	\$33.40	\$33.72	\$34.06	\$34.41	\$34.74	\$35.10
Mechanic Helper	\$19.71	\$21.65	\$22.52	\$22.97	\$23.43	\$23.66	\$23.90	\$24.14	\$24.37	\$24.62	\$24.88
Driver	\$20.14	\$22.58	\$23.42	\$23.87	\$24.32	\$24.56	\$24.79	\$25.03	\$25.26	\$25.50	\$25.74
Standby Rate	\$15.37	\$16.14	\$16.73	\$17.03	\$17.35	\$17.51	\$17.68	\$17.83	\$18.00	\$18.16	\$18.33
Training Rate	\$13.96	\$14.66									
Training Assistant	\$20.28	\$22.58	\$23.42	\$23.87	\$24.32	\$24.56	\$24.79	\$25.03	\$25.26	\$25.50	\$25.74
Dispatcher/Router	\$23.24	\$25.67	\$26.51	\$26.95	\$27.41	\$27.64	\$27.87	\$28.11	\$28.35	\$28.59	\$28.82
Laundry	\$17.98	\$20.40	\$21.20	\$21.63	\$22.07	\$22.29	\$22.50	\$22.73	\$22.95	\$23.18	\$23.42

Schedule A - Continued
Washougal School District #112-6
September 1, 2019– August 31, 2020

	YEARS OF SERVICE										
	Substitute	(1day-1 yr)	(2-5)	(6-10)	(11-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)	(31 +)
SPECIALIZED TECHNICIAN											
Media Technician	\$21.10	\$22.22	\$23.11	\$23.57	\$24.05	\$24.29	\$24.54	\$24.78	\$25.03	\$25.27	\$25.52
Campus Security Officer	\$22.36	\$23.50	\$24.38	\$24.84	\$25.33	\$25.56	\$25.80	\$26.06	\$26.31	\$26.57	\$26.81
Lead Campus Security Officer	\$24.43	\$25.57	\$26.45	\$26.91	\$27.40	\$27.63	\$27.87	\$28.13	\$28.38	\$28.64	\$28.88
Educational Technician	\$21.51	\$22.66	\$23.57	\$24.03	\$24.51	\$24.77	\$25.01	\$25.26	\$25.50	\$25.76	\$26.02
Highly Capable Program Coordinator	\$25.20	\$26.69	\$27.75	\$28.31	\$28.87	\$29.16	\$29.44	\$29.75	\$30.04	\$30.35	\$30.65
Special Services Pre-School Technician	\$19.70	\$22.02	\$22.90	\$23.36	\$23.84	\$24.07	\$24.31	\$24.56	\$24.80	\$25.05	\$25.30
Special Services ASL Interpreter	\$19.70	\$22.02	\$22.90	\$23.36	\$23.84	\$24.07	\$24.31	\$24.56	\$24.80	\$25.05	\$25.30
Transition Technician	\$17.11	\$18.46	\$19.21	\$19.58	\$19.98	\$20.18	\$20.39	\$20.58	\$20.79	\$21.00	\$21.22
Family Community Resource Coordinator	\$22.08	\$23.44	\$24.36	\$24.86	\$25.36	\$25.61	\$25.86	\$26.12	\$26.38	\$26.66	\$26.91
***with AA Degree	\$23.52	\$25.01	\$26.00	\$26.54	\$27.07	\$27.31	\$27.60	\$27.87	\$28.15	\$28.43	\$28.71
***with BA/BS Degree	\$25.20	\$26.69	\$27.75	\$28.31	\$28.87	\$29.16	\$29.44	\$29.75	\$30.04	\$30.35	\$30.65
Technical Support Assistant Lead	\$25.82	\$27.32	\$28.31	\$28.85	\$29.37	\$29.62	\$29.91	\$30.18	\$30.46	\$30.95	\$31.02
Technical Support Assistant	\$22.31	\$23.68	\$24.60	\$25.10	\$25.60	\$25.84	\$26.10	\$26.36	\$26.62	\$26.90	\$27.15
***with AA Degree	\$23.75	\$25.25	\$26.24	\$26.78	\$27.30	\$27.55	\$27.84	\$28.11	\$28.39	\$28.67	\$28.95
Special Services Administrative Assistant Technician	\$21.34	\$22.44	\$23.33	\$23.78	\$24.27	\$24.51	\$24.77	\$25.02	\$25.26	\$25.50	\$25.76
High School Registrar Technician	\$21.34	\$22.44	\$23.33	\$23.78	\$24.27	\$24.51	\$24.77	\$25.02	\$25.26	\$25.50	\$25.76
High School ASB Technician	\$21.34	\$22.44	\$23.33	\$23.78	\$24.27	\$24.51	\$24.77	\$25.02	\$25.26	\$25.50	\$25.76
Community Education Technician (260 Day)	\$21.34	\$22.44	\$23.33	\$23.78	\$24.27	\$24.51	\$24.77	\$25.02	\$25.26	\$25.50	\$25.76
Certified Occupational Therapist Assistant		\$27.10	\$28.16	\$28.73	\$29.31	\$29.61	\$29.90	\$30.20	\$30.50	\$30.80	\$31.10
Physical Therapist Assistant		\$27.10	\$28.16	\$28.73	\$29.31	\$29.61	\$29.90	\$30.20	\$30.50	\$30.80	\$31.10
Speech Language Pathology Assistant		\$27.10	\$28.16	\$28.73	\$29.31	\$29.61	\$29.90	\$30.20	\$30.50	\$30.80	\$31.10
FOOD SERVICE											
Cook	\$16.50	\$18.57	\$19.29	\$19.67	\$20.06	\$20.25	\$20.45	\$20.65	\$20.87	\$21.05	\$21.27
Server I	\$15.16	\$17.18	\$17.86	\$18.22	\$18.58	\$18.76	\$18.95	\$19.14	\$19.31	\$19.52	\$19.72
Server II	\$14.39	\$16.23	\$16.88	\$17.21	\$17.56	\$17.73	\$17.90	\$18.07	\$18.27	\$18.43	\$18.62
Cashier	\$17.33	\$19.39	\$20.16	\$20.57	\$20.98	\$21.19	\$21.39	\$21.61	\$21.83	\$22.06	\$22.26
***Food Service Rover											

***The Food Service Rover will be compensated at the Cook, Server I, Server II, or Cashier rate of pay dependent on the job duties assigned.

Schedule A - Continued
Washougal School District #112-6
September 1, 2019 – August 31, 2020

		YEARS OF SERVICE									
	Substitute	(1day-1 yr)	(2-5)	(6-10)	(11-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)	(31 +)
CUSTODIANS											
Day Custodian (+.20 before 6AM)	\$20.73	\$23.09	\$23.92	\$24.34	\$24.79	\$25.02	\$25.23	\$25.45	\$25.69	\$25.91	\$26.14
Night Custodian (+.20 after 6PM)	\$19.43	\$21.75	\$22.56	\$22.98	\$23.41	\$23.64	\$23.85	\$24.08	\$24.31	\$24.53	\$24.77
MAINTENANCE (260 Day)											
Lead Maintenance		\$28.17	\$29.29	\$29.86	\$30.46	\$30.75	\$31.06	\$31.36	\$31.67	\$31.99	\$32.30
Craftsman	\$22.46	\$25.43	\$26.42	\$26.94	\$27.46	\$27.74	\$28.01	\$28.29	\$28.57	\$28.85	\$29.14
Grounds/Maintenance	\$22.18	\$25.12	\$26.10	\$26.60	\$27.14	\$27.40	\$27.67	\$27.93	\$28.21	\$28.49	\$28.78
Lead Grounds/Maintenance	\$24.25	\$27.19	\$28.17	\$28.67	\$29.21	\$29.47	\$29.74	\$30.00	\$30.28	\$30.56	\$30.85
Grounds Maint Helper-Casual Hire (permanent)											
Athletic Fields Grounds Maintenance	\$22.18	\$25.12	\$26.10	\$26.60	\$27.14	\$27.40	\$27.67	\$27.93	\$28.21	\$28.49	\$28.78
SUMMER WORK - CASUAL											
Grounds/Maintenance Helper	\$19.54										
WAREHOUSE/FOOD DELIVERY											
	\$22.67	\$24.98	\$25.88	\$26.33	\$26.80	\$27.04	\$27.28	\$27.52	\$27.77	\$28.01	\$28.27
SECRETARIES											
District Attendance Coordinator	\$25.20	\$26.69	\$27.75	\$28.31	\$28.87	\$29.16	\$29.44	\$29.35	\$30.04	\$30.35	\$30.65
Secretary	\$19.93	\$22.15	\$22.96	\$23.38	\$23.82	\$24.02	\$24.25	\$24.47	\$24.70	\$24.92	\$25.15
Journeyperson Rate		\$22.51	\$23.32	\$23.74	\$24.18	\$24.38	\$24.61	\$24.83	\$25.06	\$25.29	\$25.51
EARLY LEARNING CENTERS											
Extended Learning Coordinator	\$22.08	\$23.43	\$24.36	\$24.86	\$25.35	\$25.62	\$25.86	\$26.12	\$26.38	\$26.66	\$26.92
**With AA Degree	\$23.53	\$25.01	\$26.00	\$26.52	\$27.07	\$27.32	\$27.61	\$27.87	\$28.15	\$28.43	\$28.72
**With BA/BS Degree	\$25.21	\$26.69	\$27.76	\$28.32	\$28.87	\$29.16	\$29.45	\$29.75	\$30.04	\$30.35	\$30.65
Preschool	\$21.51	\$22.66	\$23.57	\$24.03	\$24.51	\$24.77	\$25.02	\$25.26	\$25.50	\$25.76	\$26.02
**With AA Degree	\$22.95	\$24.18	\$25.15	\$25.65	\$26.15	\$26.42	\$26.69	\$26.95	\$27.21	\$27.49	\$27.77
**With BA/BS Degree	\$24.49	\$25.79	\$26.84	\$27.37	\$27.90	\$28.19	\$28.47	\$28.75	\$29.03	\$29.33	\$29.63
SPACE	\$13.96	\$15.84	\$16.46	\$16.78	\$17.14	\$17.29	\$17.48	\$17.66	\$17.83	\$18.00	\$18.18

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- **Paraeducator Training Certificate.**

Effective September 1, 2019, all paraeducators defined as classified school employees who work under the supervision of a certificated or a licensed staff member to support and assist in providing instructional and other services to students and their families must meet the following minimum requirements:

1. Be at least eighteen (18) years of age and hold a high school diploma or its equivalent; and
2. (a) Have received a passing grade on the education testing service (ETS) paraeducator assessment; or
(b) Hold an associate of arts degree; or
(c) Have earned seventy-two (72) quarter credits or forty-eight (48) semester credits at an institution or higher educator; or
(d) Have completed a registered apprenticeship program.

Paraeducators who have successfully completed the ETS will be required to complete the Fundamental Course of Study (FCS). The District must provide 14 hours of paid training and associated costs on the state standards of practice for all paraeducators. The District will also provide access to computers and other technology needed to be successful in obtaining the FCS and certificates.

Once the 14 hours have been earned, paraeducators are then eligible to earn a General Certificate by completing an additional 70 hours of courses on the standards of practice, if funded by the legislature. The General certificate must be completed within three (3) years of finishing the FCS and will not expire.

Paraeducators can also complete the Subject Matter Certificates (SMC). The SMC consists of the: English Language Learner (ELL) Subject Matter and the Special Education Subject Matter Certificates. Both certificates require 20 hours of professional development in their specific subject area and the certificates will expire after five (5) years. Course hours for the SMC will count towards the General Certificate. SMC is dependent upon funding from the legislature.



1 Paraeducators who choose to obtain the Advanced Paraeducator Certificate will complete 75
2 hours of professional development related to the following duties: assisting in highly impacted
3 classroom, assisting in specialized instructional support and instructional technology
4 applications, mentoring and coaching other paraeducators and acting as a short-term emergency
5 substitute teacher. The Advanced Paraeducator Certificate is also dependent upon funding
6 from the legislature.

7
8 Professional development hours which include clock hours and the state approved
9 apprenticeship program, will count towards continuing education credit hours.

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14 This Memorandum of Understanding shall be effective September 1, 2019; shall remain in effect until
15 August 31, 2020; and shall be attached to the current Collective Bargaining Agreement.

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19 PUBLIC SCHOOL EMPLOYEES
20 OF WASHINGTON/SEIU LOCAL 1948

21
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23 PUBLIC SCHOOL EMPLOYEES
24 OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

25
26
27 BY: Margie Shoemaker
28 Margie Shoemaker, Chapter President

29 BY: Dr. Mary Templeton
30 Dr. Mary Templeton, Superintendent

31
32 DATE: 7-21-19

33 DATE: 8-12-19

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PSE/SEIU LOCAL 1948 AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- For the 2019-20 fiscal year, PSE of Washougal and the Washougal School District No. #112-6 agree to participate in the VEBA Trust Post-separation HRA Plan for eligible bargaining unit employees who retire or separate from service with sick leave cash-out rights pursuant to RCW 28A.400.210, VEBA Trust plan rules, and IRS regulations. Eligible employees must sign and submit to the District a hold harmless agreement as required by RCW 28A.400.210.

This Memorandum of Understanding shall become effective September 1, 2019; shall remain in effect until August 31, 2020; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

BY: Margie Shoemaker
Margie Shoemaker, Chapter President

WASHOUGAL SCHOOL DISTRICT #112-6

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 7-21-19

DATE: 8-12-19



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- As a result of the newly acquired bus washing equipment, all drivers will be trained in its usage. They will become familiar with the operator's manual and all related safety features. The time for completing the exterior bus washing task is part of the employee's scheduled workday. It will occur one to two times per month, as per rotating schedule.

This Memorandum of Understanding shall be effective September 1, 2019; shall remain in effect until August 31, 2020; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Margie Shremaker
Margie Shremaker, Chapter President

BY: May Templeton
Dr. Mary Templeton, Superintendent

DATE: 7-21-19

DATE: 8.12.19



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

➤ **Section 10.1.3.**

Under the current insurance program, if an employee is terminated or terminates his/her employment prior to the 10th of a month, their coverage will terminate at the end of the current month. If an employee is terminated or terminates his or her employment on or after the 10th of a month, their coverage will be terminated at the end of the following month. If an employee begins an extended unpaid leave of absence before the 10th of a month, the District will discontinue the District contribution toward insurance benefits at the end of the current month. If an employee begins an extended unpaid leave of absence on or after the 10th of a month, the District will discontinue the District contribution toward insurance benefits at the end of the following month. The District will follow federal requirements regarding COBRA the provision of benefits for employees who qualify for the Family and Medical Leave Act. The District will follow State requirements for SEBB beginning January 1, 2020.

➤ **Section 10.2. School Employees Benefits Board (State Health Insurance Plan)**

Beginning January 1, 2020, and each year thereafter, the employer agrees to provide the insurance plans, follow employee eligibility rules and provide funding for all bargaining unit members and their dependents as required by State law, the State Operating Budget, and the School Employees Benefits Board (SEBB). Employees must work a minimum of 630 hours per year to qualify for coverage.

The employer agrees to provide timely information about SEBB insurance plans to eligible employees during the school year (as required or recommended by SEBB) and at each open enrollment period. If an employee is terminated or terminates his/her employment, their coverage will terminate at the end of the current month. The District will follow federal requirements regarding COBRA.

This Letter of Agreement shall become effective September 1, 2019; shall remain in effect until August 31, 2020 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

BY: Margie Shoemaker
Margie Shoemaker, Chapter President

DATE: 7-21-19

WASHOUGAL SCHOOL DISTRICT

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 8.12.19



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- During spring and summer breaks, 260-day and summer crew employees who work forty (40) hours per week will be scheduled to work four (4) 10-hour days, Monday through Thursday.
- The District and the Association have agreed that for this summer the start date is July 8, 2019 and the end date is August 8, 2019.
- The employee, if eligible, waives his/her right to overtime compensation for hours worked in excess of eight (8) hours per day but not more than ten (10) hours per day during this time period.
- This schedule will be implemented on a trial basis and will be reviewed at the conclusion of the 2019-20 school year.

This Memorandum of Understanding shall be effective July 8, 2019; shall remain in effect until August 31, 2020; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Margie Shoemaker
Margie Shoemaker, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 7-21-19

DATE: 8-12-19



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

1. That the Community Education Technician position rates of pay be increased to more adequately reflect the additional requirements of the position.
2. That Schedule A be amended to read as follows.

	YEARS OF SERVICE										
	Substitute (1 day - 1 yr)	(2-5)	(6-10)	(11-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)	(31+)	
SPECIALIZED TECHNICIAN											
Community Education Technician (260 Day)	\$23.05	\$24.24	\$25.20	\$25.68	\$26.21	\$26.47	\$26.75	\$27.02	\$27.28	\$27.54	\$27.82

This Letter of Agreement shall be effective September 23, 2019; shall remain in effect until August 31, 2020 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra D. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 10/3/19

DATE: 10/3/19



Memorandum of Understanding

THE PURPOSE OF MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- As a result of the discontinuation of the Structured Learning Center (SLC) program at Canyon Creek and Jemtegaard middle schools, paras working at those locations have had additional responsibilities given to them. To compensate for this, the District has agreed to increase their hourly rates of pay by \$1.00, the same as special education paras.
- The District will provide a list of the affected paras to PSE.
- Affected paras will be provided with the appropriate training techniques to give them the tools they need to effectively work with students.

This Memorandum of Understanding shall be retroactive to August 27, 2019; shall remain in effect until August 31, 2020 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra S. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 1/27/2020

DATE: 1/28/2020



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- Education Support Professionals (Classified) have moved to the SEBB insurance program effective January 1, 2020.
- Due to the change in the payment schedule under the new plan, classified employees who were already enrolled in a medical insurance plan, did not have a payroll deduction for the employee portion of their medical benefit premium for the month of December.
- Excess pooling dollars left over from September, October, and November will be used to offset the cost of any out-of-pocket costs to the employee under the SEBB program. This applies only to those employees who were already enrolled in an insurance plan as of September 2, 2019. Newly eligible employees to the SEBB program would not be entitled to the pooling dollars.
- Classified employees will be given the same consideration as certificated employees with the understanding that the funding mechanism is based on the BEA formula for classified.

This Memorandum of Understanding is effective February 1, 2020, shall remain in effect until August 31, 2020, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra S. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 1/27/2020

DATE: 1/28/2020



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

Section 7.7.

Employees who have left the duty area at the end of their shift and are called back for unscheduled duty shall receive two (2) hours call time once they arrive on site. If the time exceeds (2 hours) they will be paid for the actual time worked. When called back, overtime begins in accordance with Section 7.4 and sub Section 7.4.1 if the hours exceed 40 hours per work week.

Time spent in phone conversations about job-related issues after hours will be compensated.

This Letter of Agreement shall be effective January 6, 2020; shall remain in effect until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

BY: Sandra S. Goza
Sandra Goza, Chapter President

WASHOUGAL SCHOOL DISTRICT

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 1/27/2020

DATE: 1/28/2020



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- Sections 16.1.3 and sub Section 16.1.3.1 as listed in the current Collective Bargaining Agreement (CBA) should be renumbered to read Section 16.1.2 and sub Section 16.1.2.1.
- The reference to Section 16.1.2 at the end of the first paragraph in Section 16.1.3 as listed in the current CBA will be deleted, as Section 16.1.2 has been deleted from the contract during 2019 contract negotiations.
- The numbering is correct as listed below. This is a housekeeping change only.

Section 16.1.2.

Regular, regular part-time and temporary employees who transfer from one job title to another shall, during the first ten (10) workdays, have the option of returning to their previous job position. During those same ten (10) workdays, the District shall have the option of reassigning the employee to their previous job position.

Section 16.1.2.1.

Regular bus drivers who change routes are excluded from the reassignment options in Section 16.1.2 unless the route is a special education route.

This Letter of Agreement shall be effective January 15, 2020; shall remain in effect until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra S Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 1/27/2020

DATE: 1/28/2020



Memorandum of Understanding

THE PURPOSE OF MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- In order to meet the needs of the Washougal School District, the positions of Secretary (Athletic) and ASB Technician will be combined for the 2019-20 school year.
- The new job title is ASB/Extra Curricular Technician. The current employee will be paid at the AA degree rate of pay and placed at the appropriate step for years of service.
- In the event the District chooses to discontinue this newly created position for the 2020-21 school year and revert to two positions, the employee currently holding this position will be placed into the position of High School ASB Technician at that rate of pay and the Secretary position will be posted.
- This is a one-year agreement and shall be reviewed at the end of the current school year.
- The rates of pay are listed below.

	YEARS OF SERVICE										
	Substitute	(1 day-1 yr)	(2-5)	(6-10)	(11-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)	(31 +)
SPECIALIZED TECHNICIAN											
ASB/Extra Curricular Technician	\$22.08	\$23.44	\$24.36	\$24.86	\$25.36	\$25.61	\$25.86	\$26.12	\$26.38	\$26.66	\$26.91
**with AA Degree	\$23.52	\$25.01	\$26.00	\$26.54	\$27.07	\$27.31	\$27.60	\$27.87	\$28.15	\$28.43	\$28.71
**with BA/BS Degree	\$25.20	\$26.69	\$27.75	\$28.31	\$28.87	\$29.16	\$29.44	\$29.75	\$30.04	\$30.35	\$30.65

This Memorandum of Understanding shall be retroactive to September 1, 2019; shall remain in effect until August 31, 2020 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

BY: Sandra Goza
Sandra Goza, Chapter President

WASHOUGAL SCHOOL DISTRICT

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 12/19/19

DATE: 12/20/19



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

1. That the position of Student Support Specialist be added to Schedule A under the Specialized Technician classification and be covered by all terms of the Collective Bargaining Agreement.
2. That Schedule A be amended to read as follows.

	YEARS OF SERVICE										
	Substitute	(1 day-1 yr)	(2-5)	(6-10)	(11-15)	(16-18)	(19-21)	(22-24)	(25-27)	(28-30)	(31 +)
SPECIALIZED TECHNICIAN											
Student Support Specialist	\$16.85	\$19.08	\$19.73	\$20.08	\$20.42	\$20.62	\$20.78	\$20.97	\$21.15	\$21.34	\$21.52

This Letter of Agreement shall be retroactive to September 1, 2019; shall remain in effect until August 31, 2020 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 3/9/2020

DATE: 3/16/20



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

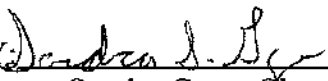
That the paraeducator positions currently held by Tiffany Forney and Rhonda Nester associated with the Adult Transition Program would work 6.25 hours on all days other than the last day of school. This is a change that resulted because of a change in the Adult Transition Program. The students supported in this program do not go home early during early release (conference/finals) other than the last day of school.

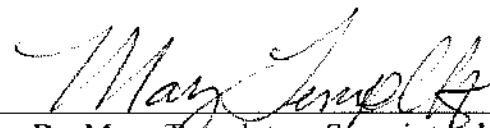
This Memorandum of Understanding shall be retroactive to September 1, 2019; shall remain in effect until August 31, 2020 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: 
Sandra Goza, Chapter President

BY: 
Dr. Mary Templeton, Superintendent

DATE: 3/9/2020

DATE: 3/16/20



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- During spring and summer breaks, 260-day and summer crew employees who work forty (40) hours per week will have the option to work four (4) 10-hour days, Monday through Thursday or Tuesday through Friday.
- Employees will work with their immediate supervisor and co-workers on that campus to determine schedules and ensure safety.
- The District and the Association have agreed that for this summer the start date is July 7, 2020 and the end date is August 7, 2020.
- The employee, if eligible, waives his/her right to overtime compensation for hours worked in excess of eight (8) hours per day but not more than ten (10) hours per day during this time period.

This Memorandum of Understanding shall be retroactive to July 7, 2020; shall remain in effect until August 31, 2021; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

BY: Sandra J. Goza
Sandra Goza, Chapter President

DATE: July 9, 2020

WASHOUGAL SCHOOL DISTRICT

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 7/13/20



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

➤ Personal Leave.

Employees will be allowed to carry over unused personal leave days to the 2020-21 school year. If personal leave is not taken during that school year, the employee may sell back two (2) days at the substitute rate of pay. The leave days must be redeemed at the end of the 2020-21 school year.

➤ Vacation Leave.

All unused vacation leave days shall roll over to the 2020-2021 school year.

➤ This is a one-time only occurrence and is not precedent-setting.

This Letter of Agreement shall be effective May 7, 2020; shall remain in effect until August 31, 2021 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: _____

Sandra Goza, Chapter President

BY: _____

Dr. Mary Templeton, Superintendent

DATE: _____

5/13/2020

DATE: _____

5/14/2020



Memorandum of Understanding

THE PURPOSE OF MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- In order to meet the needs of the District, certain program changes have been implemented resulting in the elimination of the Educational Technician position.
- The position was filled by Betty Millington for 21 years.
- In order to make this transition feasible for PSE and the District, it has been agreed to move Betty into a special ed para position. The hourly rate of pay of Educational Technician will continue to be paid to Betty until said employee resigns or retires from the District.
- Any para training that is required for this position will be provided to the employee by the District.

This Memorandum of Understanding shall be effective September 1, 2020; shall remain in effect until August 31, 2021 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra S. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: Aug. 4, 2020

DATE: 8.7.20



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree that circumstances have required that the District cancel school in an abundance of caution due to the Coronavirus (COVID-19) as well as to adhere to Governor Jay Inslee's issued directive for all K-12 public and private schools to close through April 24, 2020, with a first possible return date of April 27, 2020. The Washougal School District ("District") and PSE of Washougal ("Union") hereby confirm the following agreements to ensure that no bargaining unit member will suffer a loss of income as a result of the closure of school related to the unprecedented COVID-19 virus outbreak.

1. Paid Leave – The following leave taken as a result of the COVID-19 closures shall be treated as a separate leave allowance that is specific and unique to the current public health crisis. No personal, sick or unpaid leave will be deducted from employee leave banks under the following conditions:

- If an employee is directed by a health professional or agency to be quarantined for 14 days, either because of close contact with a person who has had a lab-confirmed case of COVID-19 or because they have tested positive for COVID-19.
- If an employee falls into one of the high-risk categories (adults aged 60 and older, people with weakened immune systems from medical conditions or treatments, pregnant or are the primary caretaker for family members similarly affected). These situations will be addressed on a case-by-case basis.
- Employees who live in a household with a high-risk individual or are caring for a high-risk relative outside of their household shall be granted the same options as employees that qualify as high risk as stated in this section.
- If an employee follows documented guidance issued by a medical or public health official to isolate or quarantine themselves as a result of exposure to COVID-19.

Employees on such leave may be assigned to work remotely to the same extent as other staff assigned to their homes during school closure, as outlined in Section 2 below, unless they are experiencing incapacity to work due to illness.

2. Work during district closure – Pay and benefits for all employees will continue uninterrupted based on each employee's individual assignment for the 2019-20 school year, consistent with Article VII, Section 7.2 unless state funding changes. The parties agree to negotiate the impact on employees.



When all schools are closed, a revised work schedule will be followed. It is the understanding and agreement of the parties that the services of certain employees and employee groups will be needed by the District, and these employees may be called to work on-site, except as provided in Section 1 above. During contracted work days employees who are working remotely will be expected to comply with the following guidelines:

- Employees will check email daily. The frequency and timing of when they are available to respond to email is in conjunction with regularly scheduled workday.
- Employees will be expected to remain available for phone calls with their supervisor/District or colleagues during regularly scheduled working hours.
- Professional learning (fundamental course of study, technology, mandatory board policies, SafeSchools Video, Zoom meetings, Custodial Training Videos, GT Ignite Training, STARS Training, etc) will be offered to all employees that will be delivered in a virtual format.
- The assigned work and professional learning of the paraeducators will be directed by the principals/direct supervisor.
- It is understood that as the situation evolves, additional work either completed remotely or onsite may be required of employees. It is recognized, per guidance from OSPI, that this meaningful work "will require flexibility and may necessitate paid staff to perform different duties than they are normally assigned." The District and Union will collaborate in good faith to address any concerns about the impacts of these changes.
- Employees, not otherwise eligible for leave provided in Section 1 above, who need to be released from these duties on a particular day may apply for and take leave under their CBA in the same manner as during regular operations (sick leave, personal leave, etc.)
- Less than 260-day employees who are working March 16 - March 27 will be compensated at their regular rate of pay for the work as additional hours on their March timesheet.
- Employees may be sent to an alternative location other than their regular worksite if there is a gap in coverage at said alternative location. When possible, consideration will be made to send employees to a location that meets with the family's transportation needs.
- Bargaining unit members working remotely that require additional technology to provide job duties will be provided such by the District, within available resources as determined by the District.

3. Making up lost instructional days and time – The District will follow OSPI guidelines for waivers related to COVID-19. It is currently anticipated that school will be in session through at least June 19, 2020. If this end date changes for any reason, the District and Union will meet to negotiate impacts.



4. **Funding sources** - As state and federal funds are authorized to mitigate the impacts of COVID-19, this MOU will be interpreted liberally in favor of allowing the District to access those funds to pay for any provision of this MOU for which such funding may be available, especially as it pertains to accessing assistance for paid leave benefits, and to make such changes as may be necessary to access that funding. This MOU may be reopened upon request of the Union to negotiate impacts of any such changes.

5. In the event the district decides to utilize bargaining unit members to perform alternative work as identified in the Classified Staff COVID-19 Meaningful Work online survey during the closure employees will be paid their regular rates of pay in accordance with Schedule A.

This MOU shall be retroactive to March 16, 2020 and shall remain in effect until August 31, 2020. All other provisions of the collective bargaining agreement shall remain in full effect. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19. Both parties agree to negotiate if there are any changes from the Governor's Office that may impact the terms of this agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: *Sandra D Goza*
Sandra Goza, Chapter President

BY: *Mary Templeton*
Dr. Mary Templeton, Superintendent

03/27/2020
DATE:

DATE: 3/27/2020



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PSE/SEIU LOCAL 1948 AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.


- The reclassification process (or responsibility review as outlined in the Collective Bargaining Agreement, Article III, Section 3.6 has been followed. As a result, one (1) position has been reclassified.
- The new job title and annual schedule will be as follows:
 - The "Extended Learning Coordinator" position, currently held by Lisa Young, will be retitled, "Extended Learning Manager."
 - The total number of workdays for this position is two hundred and forty (240) and will be retroactive to the 2019-20 school year and effective again for the 2020-21 school year.
 - When on-site learning resumes, the parties will meet to revisit the proposed rate of pay that was placed on hold due to the current pandemic.

This Memorandum of Understanding shall become effective upon signatures of both parties; shall remain in effect until August 31, 2021; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT #112-6

BY:  Vice President
Sandra Goza, Chapter President

BY: 
Dr. Mary Templeton, Superintendent

DATE: 8-21-2020

DATE: 8-24-2020



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

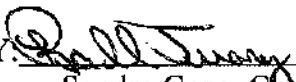
- Whereas, the District made the decision to start the 2020-2021 school year using a remote learning model;
- Whereas, there is uncertainty as to the duration of the remote learning model;
- Therefore, the parties agree to suspend Section 7.10 of the Collective Bargaining Agreement temporarily.
 - **Section 7.10.**
Bidding by seniority for all bus routes shall be accomplished annually, on a date determined by the District, but prior to October 1. Bidding will be scheduled in blocks of predetermined bid times. If a driver misses his or her bid time, he or she will be allowed to bid at the end of the block in which he or she arrives. Absentee bidding may be done by telephone or designated proxy and will be subject to the same requirements. If a proxy is used, that representative shall have full authority to speak on behalf of the driver, who will be bound by the representative's decision.
- When the current state of emergency is lifted, the parties agree to meet and negotiate a new Letter of Agreement regarding bid day for drivers.

This Letter of Agreement shall be effective upon signatures; shall remain in effect until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY:  *Vic President*
Sandra Goza, Chapter President

BY: 
Dr. Mary Templeton, Superintendent

DATE: 8-21-2020

DATE: 8-24-2020



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

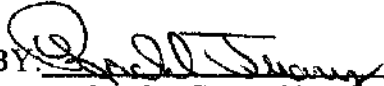
1. That Schedule A be amended to read as attached.


This Letter of Agreement shall become effective September 1, 2020, shall remain in effect until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY:  Vice President
Sandra Goza, Chapter President

BY: 
Dr. Mary Templeton, Superintendent

DATE: 8-21-2020

DATE: 8-24-2020



Schedule A - Washougal School District #112-6
September 1, 2020 – August 31, 2021

2020-21 PSE Salary Schedule	YEARS OF SERVICE										
STAFF ASSISTANTS	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Paraeducator	16.36	18.30	18.97	19.33	19.69	19.89	20.07	20.25	20.44	20.64	20.82
Paraeducator EBD & LifeSkills	17.44	19.36	20.04	20.41	20.76	20.96	21.13	21.33	21.51	21.71	21.90
Library Assistant I	19.49	20.44	21.17	21.54	21.94	22.13	22.35	22.54	22.74	22.96	23.16
Library Assistant II	13.93	15.99	16.62	16.96	17.28	17.47	17.64	17.81	18.00	18.17	18.35
Media Assistant	18.25	20.50	21.30	21.74	22.16	22.39	22.61	22.84	23.07	23.29	23.54
Playground Assistant	15.01	16.92	17.61	17.96	18.32	18.49	18.68	18.87	19.05	19.24	19.45
*Highly Qualified Paraeducator Rate											
*Paraeducator HQ	16.36	18.67	19.34	19.71	20.07	20.27	20.44	20.63	20.81	21.02	21.20
*Paraeducator HQ +	17.44	19.75	20.42	20.78	21.13	21.34	21.51	21.70	21.89	22.09	22.27
*SPA-Specialized Personal Assistant HQ		20.57	21.32	21.72	22.12	22.31	22.54	22.74	22.95	23.16	23.39
TRANSPORTATION	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Mechanic (260 Day)	28.18	31.63	32.88	33.55	34.22	34.57	34.90	35.25	35.61	35.96	36.33
Mechanic Helper	20.40	22.41	23.31	23.77	24.25	24.49	24.74	24.98	25.22	25.48	25.75
Driver	20.84	23.37	24.24	24.71	25.17	25.42	25.66	25.91	26.14	26.39	26.64
Training Rate	14.45	15.17									
Training Assistant	20.99	23.37	24.24	24.71	25.17	25.42	25.66	25.91	26.14	26.39	26.64
Dispatcher/Router	24.05	26.57	27.44	27.89	28.37	28.61	28.85	29.09	29.34	29.59	29.83
Laundry	18.61	21.11	21.94	22.39	22.84	23.07	23.29	23.53	23.75	23.99	24.24

Schedule A - Washougal School District #112-6



September 1, 2020 – August 31, 2021

SPECIALIZED TECHNICIAN	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Media Technician	21.84	23.00	23.92	24.39	24.89	25.14	25.40	25.65	25.91	26.15	26.41
Campus Security Officer	23.14	24.32	25.23	25.71	26.22	26.45	26.70	26.97	27.23	27.50	27.75
Lead Campus Security Officer	25.29	26.46	27.38	27.85	28.36	28.60	28.85	29.11	29.37	29.64	29.89
Educational Technician	22.26	23.45	24.39	24.87	25.37	25.64	25.89	26.14	26.39	26.66	26.93
Highly Capable Program Coordinator	26.08	27.62	28.72	29.30	29.88	30.18	30.47	30.79	31.09	31.41	31.72
Student Support Specialist	17.44	19.75	20.42	20.78	21.13	21.34	21.51	21.70	21.89	22.09	22.27
Special Services Pre-School Technician	20.39	22.79	23.70	24.18	24.67	24.91	25.16	25.42	25.67	25.93	26.19
Special Services ASL Interpreter	20.39	22.79	23.70	24.18	24.67	24.91	25.16	25.42	25.67	25.93	26.19
Transition Technician	17.71	19.11	19.88	20.27	20.68	20.89	21.10	21.30	21.52	21.74	21.96
Family Community Resource Coordinator	22.85	24.26	25.21	25.73	26.25	26.51	26.77	27.03	27.30	27.59	27.85
**with AA Degree	24.34	25.89	26.91	27.47	28.02	28.27	28.57	28.85	29.14	29.43	29.71
**with BA/BS Degree	26.08	27.62	28.72	29.30	29.88	30.18	30.47	30.79	31.09	31.41	31.72
Technical Support Assistant Lead	26.72	28.28	29.30	29.86	30.40	30.66	30.96	31.24	31.53	32.03	32.11
Technical Support Assistant*	23.09	24.51	25.46	25.98	26.50	26.74	27.01	27.28	27.55	27.84	28.10
**with AA Degree	24.58	26.13	27.16	27.72	28.26	28.51	28.81	29.09	29.38	29.67	29.96
Special Services Administrative Assistant Tech	22.09	23.23	24.15	24.61	25.12	25.37	25.64	25.90	26.14	26.39	26.66
High School Registrar Technician	22.09	23.23	24.15	24.61	25.12	25.37	25.64	25.90	26.14	26.39	26.66
ASB/Extra Curricular Technician	22.85	24.26	25.21	25.73	26.25	26.51	26.77	27.03	27.30	27.59	27.85
**with AA Degree	24.34	25.89	26.91	27.47	28.02	28.27	28.57	28.85	29.14	29.43	29.71
**with BA/BS Degree	26.08	27.62	28.72	29.30	29.88	30.18	30.47	30.79	31.09	31.41	31.72
Community Education Technician (260 Day)	23.86	25.09	26.08	26.58	27.13	27.40	27.69	27.97	28.23	28.50	28.79
Certified Occupational Therapist Assistant		28.05	29.15	29.74	30.34	30.65	30.95	31.26	31.57	31.88	32.19
Physical Therapist Assistant		28.05	29.15	29.74	30.34	30.65	30.95	31.26	31.57	31.88	32.19
Speech Language Pathology Assistant		28.05	29.15	29.74	30.34	30.65	30.95	31.26	31.57	31.88	32.19

FOOD SERVICE	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Cook	17.08	19.22	19.97	20.36	20.76	20.96	21.17	21.37	21.60	21.79	22.01
Server I	15.69	17.78	18.49	18.86	19.23	19.42	19.61	19.81	19.99	20.20	20.41
Server II	14.89	16.80	17.47	17.81	18.17	18.35	18.53	18.70	18.91	19.08	19.27
Cashier	17.94	20.07	20.87	21.29	21.71	21.93	22.14	22.37	22.59	22.83	23.04
***Food Service Rover											

***The Food Service Rover will be compensated at the Cook, Server I, Server II, or Cashier rate of pay dependent on the job duties assigned.

Schedule A - Washougal School District #112-6



September 1, 2020 – August 31, 2021

CUSTODIANS	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Day Custodian (+ .20 before 6AM)	21.46	23.90	24.76	25.19	25.66	25.90	26.11	26.34	26.59	26.82	27.05
Night Custodian (+ .20 after 6PM)	20.11	22.51	23.35	23.78	24.23	24.47	24.68	24.92	25.16	25.39	25.64

MAINTENANCE (260 Day)	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Lead Maintenance		29.16	30.32	30.91	31.53	31.83	32.15	32.46	32.78	33.11	33.43
Craftsman	23.25	26.32	27.34	27.88	28.42	28.71	28.99	29.28	29.57	29.86	30.16
Grounds/Maintenance	22.96	26.00	27.01	27.53	28.09	28.36	28.64	28.91	29.20	29.49	29.79
Lead Grounds/Maintenance	25.10	28.14	29.16	29.67	30.23	30.50	30.78	31.05	31.34	31.63	31.93
Grounds Maint Helper-Casual Hire (permanent)											
Athletic Fields Grounds Maintenance	22.96	26.00	27.01	27.53	28.09	28.36	28.64	28.91	29.20	29.49	29.79
SUMMER WORK - CASUAL											
Grounds/Maintenance Helper	20.22										

WAREHOUSE/FOOD DELIVERY	23.46	25.85	26.79	27.25	27.74	27.99	28.23	28.48	28.74	28.99	29.26
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SECRETARIES	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
District Attendance Coordinator	26.08	27.62	28.72	29.30	29.88	30.18	30.47	30.79	31.09	31.41	31.72
Secretary	20.63	22.93	23.76	24.20	24.65	24.86	25.10	25.33	25.56	25.79	26.03
Journeyperson Rate (+.35 more)		23.30	24.14	24.57	25.03	25.23	25.47	25.70	25.94	26.18	26.40

EARLY LEARNING CENTERS	Substitute	(1day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Extended Learning Coordinator	22.85	24.25	25.21	25.73	26.24	26.52	26.77	27.03	27.30	27.59	27.86
**With AA Degree	24.35	25.89	26.91	27.45	28.02	28.28	28.58	28.85	29.14	29.43	29.73
**With BA/BS Degree	26.09	27.62	28.73	29.31	29.88	30.18	30.48	30.79	31.09	31.41	31.72
Preschool Instructor	22.26	23.45	24.39	24.87	25.37	25.64	25.90	26.14	26.39	26.66	26.93
**With AA Degree	23.75	25.03	26.03	26.55	27.07	27.34	27.62	27.89	28.16	28.45	28.74
**With BA/BS Degree	25.35	26.69	27.78	28.33	28.88	29.18	29.47	29.76	30.05	30.36	30.67
SPACE	14.45	16.39	17.04	17.37	17.74	17.90	18.09	18.28	18.45	18.63	18.82



Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The following Memorandum of Understanding is made and entered into between the Washougal School District and Washougal PSE regarding the impact of the reopening of school due to the current pandemic. COVID-19 presents unique health, family, disability and staffing challenges for the District and its employees. The following provisions are included to provide clear, objective, and practical options for the District and the employees facing those challenges. In all cases, strict compliance with all relevant District safety and health rules will be an essential function of each employee's job.

We understand WSD will reopen using a remote learning model. The following provisions are listed to provide guidance for all learning models – remote, hybrid, and on-site.

1. **Employees with COVID-19/Suspected COVID-19:** Employees who have been diagnosed with COVID-19, or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, may not come to work at a District work site and may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- a. Emergency Paid Sick Leave (EPSL) under the federal Families First Coronavirus Response Act (FFCRA).
- b. Washington State Paid Family Medical Leave (PFML) (Article IX, Section 9.6)
- c. Family Medical Leave Act (unpaid leave unless the employee chooses to use paid leave while on FMLA; SEBB benefits continue. Employees who met the eligibility requirements for SEBB benefits as of February 29, 2020 will continue to receive those same benefits during the state of emergency.)
- d. Unpaid leave of absence for the period of the temporary disabling condition;
- e. Long-term disability benefits;
- f. Shared leave (RCW 41.04.665);
- g. Worker's compensation (under certain circumstances, claims from health care providers and first responders involving COVID-19 may be allowed. Other claims that meet certain criteria for exposure will be considered on a case-by-case basis);
- h. Unemployment benefits.

2. **Employees Quarantined Due to Possible Exposure to COVID-19:** Employees who have been advised by a public health agency to quarantine at home due to possible exposure to COVID-19 may not come to work at a District work site and may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
 - a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 10 below);
 - b. EPSL



- c. Paid administrative leave if the employee has exhausted EPSL, an alternative work assignment for work/services provided at home is unavailable, and the quarantine was due to reported exposure at a District work site;
 - d. Leave for illness, injury, or emergency;
 - e. Personal leave and/or vacation leave once all other leaves become exhausted
 - f. Unpaid leave of absence for the period of the quarantine; and
 - g. Unemployment benefits.
3. **Employees Caring for Someone with COVID-19/Suspected COVID-19:** Employees who are caring for an individual who is subject to quarantine because that individual has been diagnosed with COVID-19, or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, may not come to work at a District work site and may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 10 below);
 - b. EPSL
 - c. Leave for illness, injury, or emergency;
 - d. Shared leave;
 - e. Personal leave and/or vacation leave should all other leaves become exhausted
 - f. Washington Paid Family Medical Leave (PFML), up to the employee's regular daily salary by other paid leaves identified herein;
 - g. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
 - h. Unpaid leave of absence; and
 - i. Unemployment benefits.
4. **High Risk Employees:** Employees who are at higher risk of severe illness or death from COVID-19 [as that term is defined by the Governor's proclamation] may choose to come to work at a District work site when required by the employee's assignment or may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 11 below);
 - b. EPSL
 - c. Leave for illness, injury, or emergency;
 - d. Personal leave and/or vacation leave after all other types of leaves have been exhausted
 - e. Unpaid leave of absence; and
 - f. Unemployment benefits.
5. **High Risk Individual in the Employee's Household:** Employees who themselves are not at higher risk but have someone in the household who is at higher risk of severe illness or death from COVID-19 [as that term is defined by the Governor's proclamation] may choose to come to work at a District work site when required by the employee's assignment or may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 11 below);



- b. EPSL
 - c. Leave for illness, injury, or emergency;
 - d. Personal leave and/or vacation leave after all other leaves are exhausted; and
 - e. Unpaid leave of absence.
6. **Employees with Children Impacted by School Closure:** An employee who must care for the employee's child because of a school closure or unavailability of the care provider due to COVID-19 precautions may choose to come to work at a District work site when required by the employee's assignment or may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 11 below);
 - b. EPSL
 - c. Emergency Family and Medical Leave (EFML) under the FFCRA (partially unpaid, and partially paid at 2/3 regular wages up to a maximum of \$200/day) with possible supplementation up to the employee's regular daily salary by other paid leaves identified below;
 - d. Leave for illness, injury or emergency;
 - e. Personal leave and/or vacation leave after all other leaves are exhausted; and
 - f. Unpaid leave of absence.
7. **Employees Who Cannot Wear a Mask or Other Required PPE:** An employee whose assignment requires work at a District work site and who cannot wear personal protective equipment (PPE) required for the employee's assignment, including but not limited to a face mask, may apply for the following benefits upon presentation of appropriate documentation from the employee's health care provider and under the terms of the applicable collective bargaining agreement (CBA) or law:
- a. Alternative assignment for work/services which may be provided from home, if available (see paragraph 11 below);
 - b. Leave for illness, injury or emergency;
 - c. Personal leave and/or vacation leave after all other leaves are exhausted
 - d. Unpaid leave of absence; and
 - e. Other accommodations identified through the interactive process of the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (WLAD).
8. **Employees Who Choose to Not Wear a Mask or Other Required PPE:** An employee whose assignment requires work at a District work site and who does not have a documented inability to wear PPE required for the employee's assignment, including but not limited to a face mask, but nevertheless does not wish to do so, may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
- a. Personal leave and/or vacation leave;
 - b. Unpaid leave of absence.
9. **Employees Who Otherwise Choose to Not Work at a District Work Site During Remote Learning Due to Concern for Safety:** An employee whose assignment requires work at a District work site and who does not fit within the conditions of paragraphs 1-8 above, may apply for the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:



- a. Personal leave and/or vacation leave
- b. Unpaid leave of absence.

Employees who allege their workplace is unsafe are encouraged to immediately report their concerns to their supervisor and/or the workplace safety committee. Such employees may in limited circumstances also have recourse through the Department of Labor & Industries under WAC 296-360-150.

10. **Alternative Work Assignments Provision – Temporary:** When an employee's regular 2020-21 assignment requires work/services at a District work site and the employee cannot work at a District work site on a temporary basis due to conditions under paragraphs 1, 2 or 3 above, the District will attempt to accommodate these circumstances by assigning the employee to available work that can be provided remotely from home on the condition that the employee is qualified, prepared and able to provide such services. When choosing from among multiple employees for the same available assignment, the District will prioritize employees in the following order:
- a. Employees who hold the appropriate training, licensing, endorsement, or other qualifications for the position;
 - b. Employees with COVID-19/suspected COVID-19;
 - c. Employees quarantined due to possible exposure to COVID-19; and
 - d. Employees caring for someone with COVID-19/suspected COVID-19.

If two (2) or more employees qualify for a temporary assignment under the priorities above, the District will award the assignment based on seniority.

11. **Alternative Work Assignments Provision – Year-Long:** When an employee's regular assignment requires work/services at a District work site and the employee would prefer to not work at a District work site for the 2020-21 school year due to conditions under paragraphs 4-9 above, the District will attempt to accommodate these circumstances by assigning the employee available work that meets the district's needs and that can be provided remotely from home or other off-site location on the condition that the employee is qualified, prepared and able to provide such services. When choosing from among multiple employees for the same available assignment, the District will prioritize employees in the following order:
- a. High risk employees;
 - b. Employees with a high risk individual in the employee's household;
 - c. Employees with children impacted by school closure;
 - d. Employees who cannot wear a mask or other required PPE; and
 - e. Employees who would prefer to not work at a district work site due to a concern for safety or the requirement to wear a mask or other required PPE.

If two (2) or more employees qualify for an assignment under the priorities above, the District will award the assignment based on seniority. If a remote assignment is created and assigned to an employee with the expectation that it will continue for the entire school year, the District will not be required to reassign employees previously awarded such assignments in order to accommodate remote assignments for other employees whose need for an alternative assignment arises later in the school year.



12. **Alternative Work Assignments Provision Two:** To maximize the District's options for meeting the educational, social, and emotional needs of students in the unusual circumstances of the 2020-21 school year, the Association and District agree to the following limited opportunity for temporary reassignment of employees:
- a. An employee may be temporarily assigned to provide services outside the employee's normal job description and/or location if work within the employee's job description and/or location is unavailable due to the instructional model in use at that time;
 - b. Such employee may only be assigned to perform work for which the employee is appropriately trained, licensed (if applicable) and prepared to perform;
 - c. Such assignment shall not, without the employee's agreement, exceed the hours normally assigned to such employee;
 - d. Such employee shall be paid the regular salary, wages and benefits the employee would receive from the employee's normal assignment;
 - e. Such employee's temporary assignment may not result in displacing any other employee performing services within their regular job description;
 - f. Such temporary assignments may, with advance notice to the Association, include a reassignment of employees to work within the jurisdiction of another job title and/or classification. Seniority accrual does not apply in this situation as referenced in the Collective Bargaining Agreement (Article XVI).
 - g. The temporarily reassigned employee retains a right to return to the employee's original assignment upon resumption of normal school operations, subject to existing contract rights of the District to reduce the workforce.
13. **SharedWork:** Any employees interested in the SharedWork program through the Employment Security Department will need to contact the Human Resources Department for more information.
14. **Possible Limitations:** All the contractual, insurance and statutory leave benefits referenced above have specific rules or external agencies that govern their application, and the terms of this agreement will be interpreted consistent with those rules and agencies. Some of the leave entitlements may require documentation from a health care provider. The leave entitlements within the FFCRA (both EPSLA and EFMLA) currently expire December 31, 2020, and the parties agree to meet prior to that date to reconsider whether the leave entitlements above will be amended.
15. All employees required to wear face masks will be provided cloth face masks. In addition, surgical disposable masks and plastic face shields will be provided if requested by the employee. The employee must notify their principal/supervisor (District) shall they need a special mask accommodation. The District will make every effort to meet the mask accommodation.
16. No employee in a high-risk category as indicated by DOH, L&I and CDC shall be required or expected to conduct health screenings or work in an environment where students are not able or willing to wear face masks and to maintain physical distancing of a least six feet.



17. Employees who are required to have daily interactions with others in school offices and other similar situations, e.g. cashiering during lunch time, shall have plastic partitions added to their workspace.
 18. Employees assigned to a work environment where students are not able to wear face masks and to maintain physical distancing shall receive medical grade PPE as indicated by DOH, L&I and CDC.
 19. **COVID or Health Rooms**
No bargaining unit member, other than those employees assigned to those rooms, will be required to supervise students in COVID-designated or health rooms where students will be sent that have COVID-19 symptoms until a parent arrives to take their child home. Staff that supervise students in COVID-designated or safe rooms will be provided medical grade PPE as indicated by DOH, L&I and CDC. Training will be provided to employees who may be involved in a health situation as referenced above.
 20. **Health Screenings**
The District will provide medical grade PPE and training to all employees assisting with Health Screenings as indicated by DOH, L&I and CDC.
 21. Employees working remotely will be provided all tools and resources necessary to successfully work remotely, such as Chromebooks, iPads, etc. If certain employees do not have access to wi-fi at home, arrangements can be made for the employee to work in the building in an isolated room.
 22. Employees will be trained in online programs prior to being assigned a task that requires the use of such programs.
 23. Employees assigned to work primarily in an online learning setting will have the ability to contact tech support during their working hours.
 24. Employees requested to make calls from home will not be expected to use their own device without being provided with the District's software app. Employees will not be expected to incur any cost associated with work-related phone calls.
 25. Employees who need to take a day off work for non-COVID related reasons (sick, vacation, personal, etc.) shall follow District procedures in requesting or taking the time.
 26. **Layoffs and Seniority**
In the event of layoffs, the District and PSE agree to follow a revised seniority plan other than Article XVI, Section 16.6.1, 16.6.2, and 16.6.3 during this pandemic. All other provisions under Article XVI will still apply. In the case of layoffs, the least senior employee/s in that specific classification will be placed on the reemployment list. When school returns to an on-site learning model due to the state of emergency being lifted, the District and PSE will continue to follow the original contract language under Article XVI.
- **Funding Sources** - As state and federal funds are authorized to mitigate the impacts of COVID-19, this MOU will be interpreted liberally in favor of allowing the District to access those funds to pay for any provision of this MOU for which such funding may be available, especially as it pertains to



accessing assistance for paid leave benefits, and to make such changes as may be necessary to access that funding. This MOU may be reopened upon request of the Union to negotiate impacts of any such changes.

This MOU shall be effective September 1, 2020 and shall remain in effect until August 31, 2021. All other provisions of the collective bargaining agreement shall remain in full effect. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19. Both parties agree to negotiate if there are any changes from the Governor's Office or the Clark County Department of Health that may impact the terms of this agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: *Sandra Goza* Vice President
Sandra Goza, Chapter President

BY: *Mary Templeton*
Dr. Mary Templeton, Superintendent

DATE: 9-2-2020

DATE: 9/4/2020



Memorandum of Understanding


THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PSE/SEIU LOCAL 1948 AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- To meet the demands of potential ongoing health needs due to COVID-19, Washougal PSE and the Washougal School District agree there is a need for classified employees to perform the job duties of an Isolation Room Attendant in each building.
- Classified employees who are requested to fill in the Isolation Room will be paid a differential of \$2.00 for the time spent in the isolation room.
- Classified employees have the right to refuse to participate in the isolation room.
- No bargaining unit member, other than those employees assigned to those rooms, will be required to supervise students in a health room where students will be sent that have COVID-19 symptoms until a parent arrives to take their child home. Staff that supervise students in isolation rooms or health rooms will be provided, and trained in the use of medical grade PPE as indicated by DOH, L&I and CDC.

This Memorandum of Understanding shall be retroactive to September 1, 2020; shall remain in effect until August 31, 2021; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

BY: 
Sandra Goza, Chapter President

DATE: 11/23/2020

WASHOUGAL SCHOOL DISTRICT #112-6

BY: 
Dr. Mary Templeton, Superintendent

DATE: 11/24/2020



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PSE/SEIU LOCAL 1948 AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

District Provided COVID Leave:

Due to the expiration of the Families First Coronavirus Response Act (FFCRA) by the Federal Government, the District will continue to provide up to ten (10) days of Emergency Paid Sick Leave (EPSL) through March 31, 2021 following exposure at a school or district site. This leave will not come out of an employee's leave bank. It will be provided for employees who test positive for COVID-19 or are quarantined/isolated by a health provider or district agent. Employees who qualify for EPSL must complete District provided paperwork for leave approval. Employees will forfeit this benefit and be expected to use their own leave if they do not receive the vaccine once it becomes available and they are medically able to take it. Those who are medically not able to take the vaccine will work with the District to determine if there are any available alternative work assignments. Employees who are not offered alternative work should refer to the Memorandum of Understanding approved on August 25, 2020 for available leave options.

Remote work if available will be arranged only for those employees with a health condition as outlined by the CDC that prevents them from reporting to work on-site. Remote work is not the same as alternative work as defined in the MOU dated August 25, 2020. Alternative work will not be offered during the hybrid model unless there is a need to provide services to students or other extenuating circumstances within the employee's classification.

Should the State or Federal government pass any COVID related leaves, the State/Federal leaves shall supersede the preceding paragraph.

Transition to Hybrid Model

The provisions outlined in the Memorandum of Understanding, dated August 25, 2020 still stands, with the exception of EPSL changes above.

Hazard Pay

Employees who work directly with students who pose an increased risk of COVID transmission to the employee will receive hazard pay for the time spent in a less-than 6-foot barrier beyond an accumulation of 15 minutes or more during the school day. These students are defined as having a lack of bodily fluid control due to behaviors and/or medical issues that occur on a frequent basis within the classroom or building.

Hazard pay is \$1.00 per hour above the employee's regular hourly rate of pay in 15-minute increments of time. The positions affected are those listed under, but not limited to "Staff Assistants."

Employees who are required (according to their job description) to have contact with someone (e.g., students, staff, parents, guardians) closer than six (6) feet for 15 minutes or longer during the school day will be eligible for hazard pay.



Employees working with students who are not able to wear face masks will be eligible.

During the remainder of the 2020-21 school year or as long as the COVID-19 pandemic requires extra precautions and additional protection when working with students, employees identified as eligible will be paid hazard pay. This does not apply to attestation.

- Hazard pay would apply only during the time the employee is required to work in close proximity to the student during the hazardous incident. The time is calculated and rounded up in 15-minute increments.
- The District will provide a list of employees (SLC/Life Skills/Pre-School Paraeducators and Instructors/Student Support Specialist) to payroll and PSE who would qualify for hazard pay according to their work assignment.
- In the event an employee is exposed to a hazardous isolated incident, the employee will also qualify for hazard pay.
- This extra compensation is applicable when the employee is physically at work. The employee will not receive the extra compensation if they are absent from the job either due to personal/sick/unpaid leave or being quarantined and not able to work in person. Extra compensation is also not applicable if the employee is working in a virtual environment.

The district will identify the positions that qualify for hazard pay and employees will be notified. If an employee believes they should qualify, but have not been considered, they will contact their principal who will work with management to investigate and resolve the concern.


This Letter of Agreement shall be effective February 1, 2021 and shall remain in effect until August 31, 2021.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: 
Sandra Goza, Chapter President

BY: 
Dr. Mary Templeton, Superintendent

DATE: 2/5/2021

DATE: 2/8/2021



LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, WASHOUGAL CHAPTER AND THE WASHOUGAL 112-6 SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

1. The parties agree to extend the Collective Bargaining Agreement (CBA) and all Memoranda of Understanding (MOUs) and Letters of Agreement (LOAs) for one (1) year. All provisions of the CBA, MOUs, and LOAs shall remain in full effect to the end of August 31, 2022.
2. The parties agree to amend Article XXIV, Section 24.1 to read as follows:

Section 16.1.

The term of this Agreement shall be September 1, 2021 through August 31, 2022.

This Letter Of Agreement shall become effective on September 1, 2021; shall remain in effect until August 31, 2022; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

WASHOUGAL SCHOOL DISTRICT # 112-6

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

BY: Sandra L. Goza
Sandra Goza, Chapter President

BY: Mary Templeton
Mary Templeton, Superintendent

DATE: 3/29/2021

DATE: 4/5/2021

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PSE/SEIU LOCAL 1948 AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- For the 2021-22 fiscal year, PSE of Washougal and the Washougal School District No. #112-6 agree to participate in the VEBA Trust Post-separation HRA Plan for eligible bargaining unit employees who retire or separate from service with sick leave cash-out rights pursuant to RCW 28A.400.210, VEBA Trust plan rules, and IRS regulations. Eligible employees must sign and submit to the District a hold harmless agreement as required by RCW 28A.400.210.

This Memorandum of Understanding shall become effective September 1, 2021; shall remain in effect until August 31, 2022; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT #112-6

BY: Sandra J. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 8/2/2021

DATE: 8/3/21



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

Section 22.8. Clothing Allowance.

Section 22.8.1. Grounds/maintenance.

Employees shall be reimbursed for work boots up to one-hundred eighty dollars (\$180.00) every year. A set of six (6) T-shirts identifying Washougal School District employees, shall be provided for each grounds/maintenance employee.

Section 22.8.2. Food Service.

- Five (5) chef coats shall be provided for each food service employee.
- Employees will be reimbursed for non-slip shoes up to seventy dollars (\$70.00) every year.
- Visors and hair nets will be provided. It is not mandatory to wear both at the same time.
- Aprons will be provided by the district and the aprons will be laundered at the district laundry.

This Letter of Agreement shall be effective upon signatures; shall remain in effect until August 31, 2021 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra D. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 8/13/2021

DATE: 8/4/21



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The Special Services Administrative Assistant Technician position will go from 260 days to 192 days, from 8 hours per day to 5.5 hours per day on Monday, Tuesday, Thursday and Friday and 5 hours on Wednesday for the 2021-22 school year.

This Letter of Agreement shall become effective September 1, 2021, shall remain in effect until August 31, 2022, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra J. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 8/16/2021

DATE: 8/16/21



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

Culinary department changes effective upon signature:

New positions:

Culinary positions will now consist of Lead Cook, Cook/Cashier, and Kitchen Assistant. The new positions will have shift lengths that vary from 3 hours to 8 hours. Shifts could start as early as 6:00 am and end as late as 6:00 pm. Shift times and lengths will be based on school start times and needs at each building. For current employees who are benefit eligible, the district will adjust the shift length to maintain benefit eligibility. The parties will collaborate to develop job descriptions for each position.

- Lead Cook: 190 day contract (not including holidays)/ \$21.13 - \$24.25
- Cook/Cashier: 190 day contract (not including holidays)/\$19.36-\$22.25
- Kitchen Assistant: 180 day contract (not including holidays)/ \$17.77- \$20.28
 - Shift length will be at least 3 hours, depending on need.

*These rates do not include the X% negotiated wage increase for the 21-22 Schedule A. Current employees earning a higher wage than their new position will be grandfathered into their current rate, and will receive the X% negotiated increase for the 21-22 Schedule A.

Each kitchen will have one (1) Lead Cook (except Gause, which will have two) and between two (2) to three (3) Cook/Cashiers depending on student enrollment. All kitchens will have at least one (1) 3-hour Kitchen Assistant shift.

Bid day:

All current PSE food service employees shall bid on their new position in order of overall Culinary Service department seniority. The District will notify employees and hold the bid day within 10 work days following ratification of this agreement.

Employees will have the opportunity to review the open positions two (2) workdays prior to bid day. Each open position shall include an assigned regular work shift and location. Absentee bidding may be done by telephone or designated proxy. If a proxy is used, that representative shall have full authority to speak on behalf of the employee, who will be bound by the representative's decisions.

Training:

The District will work with each culinary employee to schedule training on their new position for the 2021-22 school year. For future school years, mandatory training will be included in their contract days. Training will be paid, and cover all required skills and knowledge contained in the job description. Training will cover all equipment used in all District kitchens.



Failure of satisfactory performance:

During the first ten (10) work days following the completion of training, the District must meet with any employee failing to perform their duties in a satisfactory way, to discuss a plan that includes specific steps for improvement including any cooking methods/skills which may be needed to complete their job successfully. For this purpose, the method for determining 'satisfactory performance' for each position shall be shared with PSE prior to the school year starting. It will be discussed upon request and consistently applied to each employee. The standards for satisfactory performance for each position will be made available to all employees at the time of the bid.

During the next ten (10) work days following this meeting, if the employee still fails to perform their duties in a satisfactory way, the bumping steps in CBA section 16.6.1 will be followed. In such cases, the district shall supply the employee with a detailed description of their unsatisfactory performance. This section does not apply to new employees hired after the start of the 2021-2022 school year. If the district desires to hire any new hires into open culinary positions within the first 25 work days of the 21-22 school year, those positions will be posted as 'anticipated'.

The parties will collaborate to develop standardized tests that will be administered to new applicants. The tests will be tailored to each specific position.

Kitchen Assistant:

The Kitchen Assistant will perform dishwashing/cleaning tasks to a greater extent than the other 2 positions. (Who will be expected to 'clean-as-you-go') But the Kitchen Assistant will also spend a significant portion of their shift assisting in other areas of the kitchen/cafeteria as needed.

Prior to implementation, PSE and the district will agree on a job description detailing primary and secondary duties, as well as all other 'assisting' duties that may be asked of them. The parties agree that this position is intended to be a shorter shift than the other 2.

Travel:

After reporting to their regularly assigned work location, if an employee is directed to report to another location, travel reimbursement (mileage) will be paid at the current district rate. The employee will qualify for travel reimbursement (mileage) between their regularly assigned work location and the new location requiring emergency coverage.

Definite and Regular Shift:

Employees will be assigned a regular shift placement, and the District will make every effort to keep employees at their regular kitchen as much as possible.

In the event a sub is unavailable, staff relocation shall be used on a day-to-day, limited or emergency basis only, for a maximum of 30 days. (After which, the position will be posted as a temporary position.) In such cases, the District will solicit capable volunteers from all kitchens for the temporary relocation. If there are no capable volunteers, the District may assign an employee for the temporary relocation. In the presence of a valid reason, (ex. Lack of gas money, vehicle safety, child care, etc.) a different employee will be assigned.

The District will notify the employee of any temporary relocation as soon as possible after the District is aware of the necessary adjustment.



1
2 **Separability:**

3 If any provision of this agreement or the application of any such provision is held invalid (due to
4 violation of State or Federal statutes or regulations, or violation of current CBA language), the
5 remainder of this agreement shall not be affected thereby. In the event this section is determined to
6 apply to any provision of this agreement, such provision shall be renegotiated pursuant to CBA section
7 24.2.
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13 This Letter of Agreement shall become effective upon signature, shall remain in effect until August 31,
14 2022, and shall be attached to the current Collective Bargaining Agreement.
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21 PUBLIC SCHOOL EMPLOYEES
22 OF WASHINGTON/SEIU LOCAL 1948

WASHOUGAL SCHOOL DISTRICT

23
24
25
26 BY: Sandra Goza
27 Sandra Goza, Chapter President
28
29

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent
30
31

32
DATE: 8/16/21

DATE: 8/17/21



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

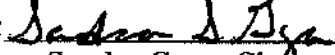
1. That Schedule A be amended to read as attached.

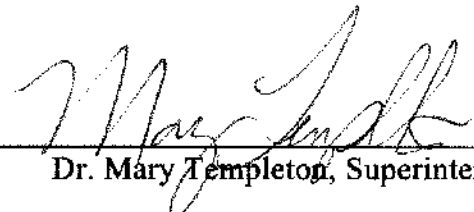
This Letter of Agreement shall become effective September 1, 2021, shall remain in effect until August 31, 2022, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: 
Sandra Goza, Chapter President

BY: 
Dr. Mary Templeton, Superintendent

DATE: 9/24/2021

DATE: 9-27-21

2021-22 PSE Salary Schedule		YEARS OF SERVICE 3.85% Increase									
STAFF ASSISTANTS	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31+ yrs)
Paraeducator	16.99	19.00	19.70	20.08	20.44	20.66	20.84	21.03	21.23	21.43	21.63
Paraeducator SLC & LifeSkills	18.11	20.11	20.81	21.20	21.56	21.77	21.95	22.15	22.34	22.55	22.74
Library Assistant I	20.24	21.23	21.98	22.37	22.79	22.98	23.21	23.41	23.61	23.84	24.06
Library Media Instructor	21.25	22.29	23.08	23.48	23.92	24.12	24.36	24.57	24.78	25.01	25.24
Media Assistant	18.95	21.29	22.12	22.57	23.01	23.25	23.49	23.72	23.96	24.18	24.44
Playground Assistant	15.59	17.57	18.28	18.65	19.02	19.20	19.40	19.59	19.79	19.98	20.20
Courier Substitute	20.69										
*Highly Qualified Paraeducator Rate											
*Paraeducator HQ	16.99	19.39	20.09	20.47	20.84	21.05	21.23	21.42	21.62	21.83	22.01
*Paraeducator HQ +	18.11	20.51	21.21	21.58	21.95	22.16	22.34	22.54	22.73	22.94	23.13
*SPA-Specialized Personal Assistant HQ		21.36	22.14	22.56	22.97	23.17	23.41	23.61	23.83	24.06	24.29
Health Room Assistant	19.89	22.56	23.38	23.82	24.25	24.46	24.71	24.92	25.16	25.40	25.64

TRANSPORTATION	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31+ yrs)
Mechanic (260 Day)	29.27	32.85	34.15	34.85	35.53	35.90	36.24	36.61	36.99	37.34	37.73
Mechanic Helper	21.19	23.27	24.21	24.69	25.18	25.43	25.69	25.95	26.19	26.46	26.74
Driver	21.65	24.27	25.17	25.66	26.14	26.40	26.65	26.90	27.15	27.41	27.67
Training Rate	15.00	15.76									
Training Assistant	21.80	24.27	25.17	25.66	26.14	26.40	26.65	26.90	27.15	27.41	27.67
Dispatcher/Router	24.98	27.59	28.49	28.97	29.46	29.71	29.96	30.21	30.47	30.73	30.98
Laundry	19.33	21.93	22.79	23.25	23.72	23.96	24.18	24.43	24.67	24.91	25.17

SPECIALIZED TECHNICIAN	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31+ yrs)
Media Technician	22.68	23.88	24.84	25.33	25.85	26.11	26.38	26.63	26.90	27.16	27.43
Campus Security Officer	24.03	25.26	26.20	26.70	27.23	27.47	27.73	28.01	28.28	28.56	28.82
Lead Campus Security Officer	26.26	27.48	28.43	28.92	29.45	29.70	29.96	30.24	30.50	30.78	31.04
Educational Technician	23.12	24.36	25.33	25.83	26.34	26.62	26.88	27.15	27.41	27.69	27.97
Highly Capable Program Coordinator	27.09	28.69	29.83	30.43	31.03	31.34	31.64	31.98	32.29	32.62	32.94
Student Support Specialist	18.11	20.51	21.21	21.58	21.95	22.16	22.34	22.54	22.73	22.94	23.13
Special Services Pre-School Technician	21.17	23.67	24.61	25.11	25.62	25.87	26.13	26.40	26.66	26.92	27.19
Special Services ASL Interpreter	21.17	23.67	24.61	25.11	25.62	25.87	26.13	26.40	26.66	26.92	27.19
Transition Technician	18.39	19.84	20.65	21.05	21.48	21.69	21.92	22.12	22.35	22.57	22.81
Family Community Resource Coordinator	23.73	25.19	26.18	26.72	27.26	27.53	27.80	28.08	28.35	28.66	28.92
**with AA Degree	25.28	26.88	27.95	28.53	29.10	29.35	29.67	29.96	30.26	30.56	30.86
**with BA/BS Degree	27.09	28.69	29.83	30.43	31.03	31.34	31.64	31.98	32.29	32.62	32.94
Technical Support Assistant Lead	27.75	29.36	30.43	31.01	31.57	31.84	32.15	32.44	32.74	33.27	33.34



Technical Support Assistant*	23.98	25.45	26.44	26.98	27.52	27.77	28.05	28.33	28.61	28.91	29.18
**with AA Degree	25.53	27.14	28.20	28.78	29.34	29.61	29.92	30.21	30.51	30.82	31.12
Special Services Administrative Assistant	22.94	24.12	25.08	25.56	26.09	26.34	26.62	26.89	27.15	27.41	27.69
High School Registrar Technician	22.94	24.12	25.08	25.56	26.09	26.34	26.62	26.89	27.15	27.41	27.69
ASB Technician	23.73	25.19	26.18	26.72	27.26	27.53	27.80	28.08	28.35	28.66	28.92
**with AA Degree	25.28	26.88	27.95	28.53	29.10	29.35	29.67	29.96	30.26	30.56	30.86
**with BA/BS Degree	27.09	28.69	29.83	30.43	31.03	31.34	31.64	31.98	32.29	32.62	32.94
Community Education Technician (260 Day)	24.78	26.05	27.09	27.60	28.17	28.45	28.75	29.04	29.32	29.60	29.90
Certified Occupational Therapist Assistant	29.13	30.27	30.88	31.50	31.83	32.14	32.46	32.78	33.11	33.43	
Physical Therapist Assistant	29.13	30.27	30.88	31.50	31.83	32.14	32.46	32.78	33.11	33.43	
Speech Language Pathology Assistant	29.13	30.27	30.88	31.50	31.83	32.14	32.46	32.78	33.11	33.43	

FOOD SERVICE	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Lead Cook	18.46	21.13	21.97	22.40	22.84	23.07	23.29	23.53	23.76	24.01	24.25
Cook/Cashier	16.91	19.36	20.13	20.53	20.93	21.14	21.34	21.56	21.77	22.00	22.25
Kitchen Assistant	15.52	17.77	18.46	18.81	19.18	19.36	19.55	19.73	19.94	20.11	20.28

CUSTODIANS	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Day Custodian (+.20 before 6AM)	22.28	24.82	25.71	26.16	26.65	26.89	27.12	27.35	27.61	27.85	28.10
Night Custodian (+.20 after 6PM)	20.88	23.38	24.25	24.70	25.16	25.41	25.64	25.88	26.13	26.37	26.62

MAINTENANCE (260 Day)	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
Lead Maintenance		30.28	31.48	32.09	32.74	33.05	33.38	33.71	34.04	34.38	34.72
Craftsman	24.14	27.33	28.40	28.96	29.52	29.82	30.11	30.41	30.71	31.01	31.32
Grounds/Maintenance	23.84	27.00	28.05	28.59	29.17	29.45	29.74	30.02	30.32	30.62	30.93
Lead Grounds/Maintenance	26.07	29.23	30.28	30.82	31.40	31.68	31.97	32.25	32.55	32.85	33.16
Grounds Maint Helper-Casual Hire (permanent)											
Athletic Fields Grounds Maintenance	23.84	27.00	28.05	28.59	29.17	29.45	29.74	30.02	30.32	30.62	30.93
SUMMER WORK - CASUAL											
Grounds/Maintenance Helper	21.00										

WAREHOUSE/FOOD DELIVERY	24.37	26.85	27.82	28.30	28.81	29.06	29.32	29.58	29.85	30.11	30.39
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SECRETARIES	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31 + yrs)
District Attendance Coordinator	27.09	28.69	29.83	30.43	31.03	31.34	31.64	31.98	32.29	32.62	32.94
Secretary/Extracurricular Secretary	21.42	23.81	24.68	25.13	25.60	25.82	26.07	26.30	26.55	26.79	27.03
Journey person Rate (+.35 more)		24.19	25.07	25.52	25.99	26.20	26.45	26.69	26.94	27.18	27.42



EARLY LEARNING CENTERS	Substitute	(1 day-1 yr)	(2-5 yrs)	(6-10 yrs)	(11-15 yrs)	(16-18 yrs)	(19-21 yrs)	(22-24 yrs)	(25-27 yrs)	(28-30 yrs)	(31+ yrs)
Extended Learning Coordinator	23.73	25.18	26.18	26.72	27.25	27.54	27.80	28.08	28.35	28.66	28.93
**With AA Degree	25.29	26.88	27.95	28.50	29.10	29.36	29.68	29.96	30.26	30.56	30.87
**With BA/BS Degree	27.10	28.69	29.84	30.44	31.03	31.34	31.65	31.98	32.29	32.62	32.94
Preschool Instructor	23.12	24.36	25.33	25.83	26.34	26.62	26.89	27.15	27.41	27.69	27.97
**With AA Degree	24.67	25.99	27.03	27.57	28.11	28.40	28.69	28.97	29.25	29.55	29.85
**With BA/BS Degree	26.32	27.72	28.85	29.42	29.99	30.30	30.60	30.90	31.20	31.53	31.85

3.85% increase across the board for the 21/22 School Year. The current PSE professional fund, including the 21/22 allocation, will be used for the equity training scheduled (half-day) on October 8 and 18 for the contract period, intended to support all PSE classified participation. In the case of a major scheduling conflict, (major family event, etc) unexpected illness, etc, the district will offer alternative days and/or times and/or methods (zoom, etc) for this training. The District will notify employees of this training ASAP after ratification of this agreement. The District will provide a substitute as needed on a case-by-case basis. If other funding sources are available for any portion of this training, those sources will be used before the PSE professional fund. If the District is reimbursed for any portion of this training, that money will be returned to the PSE professional fund. This agreement is for the duration of the 2021-2022 school year only, and the 2022-2023 PSE professional fund shall not be impacted.



LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, WASHOUGAL CHAPTER AND THE WASHOUGAL SCHOOL DISTRICT #112-6 PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

Unvaccinated employees will have until October 18, 2021, to be fully vaccinated. This information will be stored in the employee's medical file, separate from their personnel file.

Recognition of Impact:

In recognition of the unique challenges presented by COVID-19 and the vaccine mandate, every current employee who has received the COVID-19 vaccine or an approved exemption will receive one (1) paid Wellness Day. This day will not be deducted from employees' existing leave banks, and may be taken at any time during the 2021-22 school year with at least five (5) workdays prior notice to the employee's supervisor. Such date will be approved except in emergency circumstances or if a substitute is not available (if required). All unused Wellness days will be automatically 'bought back' at the substitute rate of pay and added to the last paycheck before August 31, 2022.

Re-employment List:

Employees that are not fully vaccinated and do not otherwise qualify for an allowable exemption by the deadline established by the State of Washington (currently October 18, 2021) shall be considered to be on a re-employment list for up to six (6) months. Employees on the re-employment list will not accrue seniority, however their seniority will not be lost while on the re-employment list. Such employees that become eligible for employment by 11/1/21 will be returned to their prior position. Employees that become eligible for employment 31 or more days after the deadline may return to an open regular position utilizing their seniority when available or work available substitute opportunities. After the re-employment list expires, those employees remaining on the list will lose all seniority.

References:

Employees who choose separation due to the vaccine condition of employment, will receive a non-biased reference not reflecting their failure to vaccinate, but the employee's work history and ethic.

Unemployment:

If the employee chooses to apply for unemployment, the employer will not contest such filing. Conditions of unemployment are determined by the Employment Security Department and not the District.

In the event the vaccine mandate as a condition of employment, causes significant increases to workload for employees, the District agrees to the following:

- Over-time and extra time will be allowed (approved in writing at supervisor discretion), due to an increase in workload. Such time shall not be mandatory.
- Bargain the impact of this change in workload with the Union, should such staffing ratios cause hardship to employees.

- Upon request, supervisors will provide employees with a list of tasks to be completed in priority order due to an increase in workload. In the event of a conflict between the provided list and a verbal directive from an employee's supervisor, the verbal directive shall take precedence.

Vaccination Exemption Process:

Employees who qualify for exemptions will provide documentation and the employer will record documentation provided for exemption in a file separate from their personnel file.

- **Medical Exemption.** Medical Exemptions will be treated through the district established medical accommodation process and the district will determine the level and ability to accommodate per the individual.
- **Religious Exemption.** An employee who has a sincerely held religious belief that prevents them from being vaccinated against COVID-19 may request an accommodation by notifying Human Resources. The employee must meet with Human Resources to actively initiate the process. The employee must provide all information reasonably needed to evaluate the request. The employer will follow OSPI guidance to evaluate the request.
- **Documentation of requests:** The employer will document the accommodation granted or the denial. The information will be kept in a secure and confidential location and the employee will be provided with a copy.

Exemptions:

An exemption whether it be medical or religious is an ask for a reasonable accommodation. The only statutory limitation on an employer's obligation to provide "reasonable accommodation" is that no such change or modification is required if it would cause "undue hardship" to the employer. "Undue hardship" means significant difficulty or expense and focuses on the resources and circumstances of the particular employer in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business. An employer must assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship. The ADA's "undue hardship" standard is different from that applied by courts under Title VII of the Civil Rights Act of 1964 for religious accommodation.

Exemption Appeals:

In the event an employee's request for accommodations and/or exemptions is denied, the employee may choose to appeal the District's determination. In the event of a denial, the District will communicate the appeal process to the employee.

Health, Safety, and Personal Protective Equipment (PPE)

- The District will implement District-wide health and safety protocols that are designed to comply with applicable guidance of all relevant public health agencies, which will include at least the following: the federal Centers for Disease Control and Prevention ("CDC"); Proclamations by the Governor; DOH; OSPI; the Washington State Department of Labor and Industries ("L&I"); Occupational Safety and Health Administration, and Clark County Health District. Health and safety protocols will be consistent with the District's Learning Plan. Strict compliance with all relevant District safety and health rules will be an essential function of



each employee's position. The parties recognize that the District may revise such rules as guidance from federal, state, and local authorities' changes and may need to bargain the impacts of future changes.

- The District will provide Personal Protective Equipment ("PPE") to employees according to state health and safety standards. Employee requests for additional PPE (KN95 masks, additional hand sanitizer, etc.) will be made to the employee's supervisor and will not be denied. The District will respond to PPE requests in a timely manner.
 - The District will provide training opportunities for all employees on health and safety protocols through safe school training at the beginning of the 2021-22 school year.
 - A site-specific COVID-19 staff member shall be designated by the district at each school and other work site to monitor the health of employees and enforce the COVID-19 district/schools safety plan. No bargaining unit member shall fill this role, and all employees shall be notified of the name and contact information of this individual as soon as possible following the selection for this role.
 - Employees will be provided an avenue for reporting failure to comply with PPE requirements with support of the District without fear of retaliation. The Union will be notified of all complaints involving PSE represented employees.
 - School employees who experience or witness insulting, intimidating, bullying, and/or abusive behavior toward a staff member enforcing any PPE or Protocols should immediately report the incident to the Building Principal, building COVID supervisor, or nearest administrator. Per RCW 28A.635.100 and RCW 28A.635.020 these behaviors are a gross misdemeanor and will not be tolerated by the District for any reason. An employee reporting an incident will not be retaliated against.

COVID Leaves

- Employees who have been diagnosed with COVID-19 or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis will be on paid COVID District leave for the duration of quarantine, illness, or presentation of a negative test result. The Employee is eligible for the leave if the employee has worked on site during the exposure period of fourteen (14) calendar days prior to the notification of exposure, presentation of symptoms, and/or positive COVID diagnosis and if the District can determine the transmission occurred while at work and it was determined the employee was following COVID-19 District communicated guidelines. Employee will be available for alternative work assignment if assignment is available.
- Employees who have a bona fide need to care for an individual who is subject to quarantine because that individual has been diagnosed with COVID-19, or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, are strongly encouraged not to come to work at a District work site and may access any or all of the following benefits under the terms of the applicable law, District policy, or collective bargaining agreement (CBA):
 - i. Accrued or donated leave for illness, injury, or emergency;
 - ii. Personal leave and/or vacation leave (as available under the CBA and District policies);
 - iii. Washington Paid Family Medical Leave (PFML) (eligibility determined by the state);

- 1 iv. Worker's compensation (Claims that meet certain criteria for exposure will be
2 considered on a case-by-case basis and eligibility will be determined by the state.)
3 v. Family Medical Leave Act (unpaid leave except for continued health insurance
4 benefits);
5 vi. Unpaid leave of absence for the period of the temporary disabling condition;
6 vii. Long-term disability benefits (eligibility under SEBB to be determined by the state);
7 and
8 viii. Unemployment benefits (eligibility determined by the state)

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13 This Letter of Agreement will be effective upon signature and shall remain in effect through the term
14 of the contract and shall be attached to the current Collective Bargaining Agreement.
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19 PUBLIC SCHOOL EMPLOYEES OF
20 WASHINGTON/SEIU LOCAL 1948
21 WASHOUGAL CHAPTER

22 WASHOUGAL SCHOOL DISTRICT #112-6

23
24 BY: *Samira S. S. S.*

25 BY: *Mary Smith*

26 DATE: *12/13/21*

27 DATE: *12/14/21*

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL, AN AFFILIATE OF PSE/SEIU LOCAL 1948 AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

For the purposes of ensuring coverage for employees taking vacations of 10 consecutive work days or less, current past practices will be observed. The parties acknowledge that the current past practice may be different at different work sites or within different departments. This is intended as a temporary fix while the parties work to clarify existing contract language over the course of contract negotiations.

This Memorandum of Understanding shall become effective upon signature; shall remain in effect until August 31, 2022; and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT #112-6

BY: 
Sandra Goza, Chapter President

BY: 
Dr. Mary Templeton, Superintendent

DATE: Mar. 1, 2022

DATE: 3/1/22



Letter of Agreement

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHOUGAL AND THE WASHOUGAL SCHOOL DISTRICT #112-6. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XXIV, SECTION 24.2 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

➤ Personal Leave.

Employees will be allowed to carry over unused personal leave days to the 2021-22 school year. If personal leave is not taken during that school year, the employee may sell back two (2) days at the substitute rate of pay. The leave days must be redeemed at the end of the 2021-22 school year.

➤ Vacation Leave.

All unused vacation leave days shall roll over to the 2021-22 school year.

➤ This is a one-time only occurrence and is not precedent-setting.

This Letter of Agreement shall be effective May 21, 2020; shall remain in effect until August 31, 2022 and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES
OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: Sandra D. Goza
Sandra Goza, Chapter President

BY: Dr. Mary Templeton
Dr. Mary Templeton, Superintendent

DATE: 5/28/2021

DATE: 6/3/2021

