

FINAL

SEPTEMBER 1, 2003

COLLECTIVE BARGAINING AGREEMENT BETWEEN

CENTRAL VALLEY SCHOOL DISTRICT

AND

PUBLIC SCHOOL EMPLOYEES OF CENTRAL VALLEY

SEPTEMBER 1, 2003 - AUGUST 31, 2005

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P R E A M B L E

This Agreement is made and entered into between Central Valley School District Number 356 (hereinafter "District") and the Public School Employees of Central Valley, an affiliate of Public School Employees of Washington (hereinafter "Association").

A R T I C L E I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1. The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.4, 1.4.1 and the Association recognizes the responsibility of representing the interests of all such employees.

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

Section 1.3. Descriptions for all positions subject to this Agreement are attached to the signed copies of the contract. Modification of existing positions, or the creation of new positions, shall require opening of this Agreement pursuant to Article XXI, Section 21.3 for the establishment or alteration of an appropriate wage rate.

Section 1.4. The bargaining unit to which this Agreement is applicable is as follows: All classified employees of the Central Valley School District in the following classifications: Secretarial/Clerical, Educational Assistants, School Assistants, Technical, Food Service, Transportation, Custodial, Maintenance, Early Childhood Program, Specialized and Summer School employees; exclusive of the Supervisors of Transportation, Maintenance, and Food Service; Director of Auxiliary Services; Assessment Coordinator; Coordinator of Staff Development; Director of Business Services; Purchasing Agent; Business Manager; Accounting Managers; Security Resource Officers; Manager of MIS; Theater Managers; Coordinator of ECP; Warehouse Supervisor and Secretary/Administrative Assistant to the Superintendent.

Section 1.4.1. Substitute employees who work longer than thirty (30) accumulated days in a general job classification in a twelve (12) month period of the current or preceding school year, shall be subject to Article I, Article II and Article IV of this Collective Bargaining Agreement.

Section 1.4.2. A substitute employee is defined as an individual who temporarily replaces a current employee absent from a regularly posted position; this placement will extend for as long as the current employee is unable to return to work. If a current employee is placed in this substitute position, s/he will receive the regular pay for that position; if an individual from the substitute list serves in this position, s/he will receive substitute wages and will not receive benefits.

ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1. District management officials retain the right to:

- A. Direct employees covered by this Agreement.
- B. Hire, promote, demote, assign, and retain employees of the groups, and to suspend or discharge employees for proper cause.
- C. Relieve employees from duty because of lack of work or other legitimate reasons.
- D. Determine the method, number and kinds of personnel by which operations undertaken by employees in the groups are to be conducted.
- E. Discuss with the Executive Board of Trustees of the Association policies affecting changes in personnel practices that are of concern to classified employees of the District.
- F. Discuss, negotiate, and handle grievances, formally or informally, on school time whenever possible.

Section 2.2. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. In making rules and regulations relating to personnel policies, procedures and practices, and matters of working conditions, the District shall give due regard and consideration to the rights of the Association and the employees and to the obligations imposed by this Agreement.

ARTICLE III

RIGHTS OF EMPLOYEES

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

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

Section 3.3. Employees of the unit subject to this Agreement have the right to have Association representatives or other persons present at discussions between themselves and supervisors or other representatives of the District as hereinafter provided.

1 **Section 3.4.** Neither the District nor the Association shall discriminate against any employee subject to
2 this Agreement on the basis of race, creed, color, sex, religion, age or marital status or because of a
3 disability with respect to a position, the duties of which may be performed efficiently by an individual
4 without danger to the health or safety of a person with a disability or others.
5

6 **Section 3.5.** Night shift employees shall be allowed to attend four (4) chapter meetings per year during
7 their work shift, provided the time is made up and/or shift is completed.
8

9 **Section 3.6. Personnel File.** There shall be only one (1) personnel file for each employee. These files
10 shall be kept in the District Office and employees shall be permitted to inspect these files upon request. No
11 materials concerning grievances shall be added to this file unless requested by the employee.
12

13 Employees shall have the right to attach written comments to any material in their file.
14

15 **Section 3.7.** Employees assigned duties for a student with diabetes under the parameters of RCW
16 28A.201.330 (2) (a,b) shall be provided the training and right of refusal as described in the respective code
17 and District Policy #3415.
18

19 **Section 3.8.** Employees assigned duties for a student requiring catheterization under the parameters of
20 RCW 28A.210.280 shall be provided the training and right of refusal as described in the respective code
21 and District Policy #3417.
22

23
24 **ARTICLE IV**
25

26 **RIGHTS OF THE ASSOCIATION**
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28 **Section 4.1.** The Association shall be promptly notified by the District of any grievances or disciplinary
29 actions of any employee in the unit in accordance with the provisions of the Discharge and Grievance
30 Procedure Article contained herein. The Association is entitled to have an observer at hearings conducted
31 by any District official or body arising out of grievance and to make known the Association's views
32 concerning the case. It shall be the obligation of the Association to insure employees properly comply
33 with the grievance procedures of this Agreement.
34

35 **Section 4.2.** The names of employees in the respective units shall be provided annually in September to
36 the President of the Association, and updated monthly as changes occur. The Association shall describe to
37 each new employee his/her rights under the Public Employees Collective Bargaining Act of 1967 and
38 subsequent amendments thereto, and shall provide such employee with a copy of this Agreement.
39

40 **Section 4.3.** The Association reserves and retains the right to delegate any right or duty contained herein
41 to appropriate officials of the Public School Employees of Washington State Organization.
42

43 **Section 4.4.** The District shall provide the Public School Employees of Washington with a list of current
44 employees in the bargaining unit.
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1 **Section 4.5.** The District shall provide a bulletin board space at each work site for the use of the
 2 Association. The bulletins posted by the Association are the responsibility of the officials of the
 3 Association. Each bulletin shall be signed by the Association official responsible for its posting.
 4 Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by
 5 employees or the Association of pamphlets, advertising, political matters, notices of any kind, or literature
 6 on District property, other than herein provided.
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10 **ARTICLE V**

11 **APPROPRIATE MATTERS FOR CONSULTATION AND BARGAINING**

12 **Section 5.1.** It is agreed and understood that matters appropriate for consultation and bargaining between
 13 the District and the Association are salaries, hours, grievance procedures, and matters affecting general
 14 working conditions of employees in the units subject to this Agreement.
 15
 16

17 **Section 5.2.** It is further recognized that this Agreement does not alter the responsibility of either party to
 18 meet with the other party to advise, discuss or consult regarding matters concerning working conditions
 19 not covered by this Agreement.
 20
 21
 22
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24 **ARTICLE VI**

25 **COLLABORATIVE BARGAINING MEETINGS AND VISITATION RIGHTS**

26 **Section 6.1.** The Association shall designate a Collaborative Bargaining Committee to be selected by the
 27 Association who shall meet with the Superintendent of the District or his/her designated representative(s)
 28 on a mutually agreeable regular basis to discuss appropriate matters.
 29
 30
 31

32 **Section 6.1.1. Labor Management Meetings.** The Association shall designate a Collaborative
 33 Bargaining Committee to be selected by the Association who shall meet with the Superintendent of the
 34 District or his/her designated representative(s) on a mutually agreeable, regular basis to discuss appropriate
 35 matters. Three (3) employees from the Early Childhood Program will meet with the Business Manager on
 36 a quarterly basis, or more often if necessary, to audit the program and discuss financial issues/resolutions.
 37

38 **Section 6.2.** Visitation rights shall be granted to the designated representative of the Public School
 39 Employees of Washington to visit with employees in the appropriate bargaining units for purposes of
 40 grievance procedures and/or general information data, as long as it does not disrupt normal school
 41 activities. The visiting delegate shall notify the Building Principal of his/her arrival.
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ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1. The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

During Summer vacation, Winter Holiday vacation and Spring Break vacation, 12-month employees may choose, with the supervisor’s approval, to work four (4) 10 - hour workdays in a week; this time would be considered equivalent to a forty (40) hour work week, and would not qualify the employee to receive overtime pay.

Section 7.2. Each employee shall be assigned to a definite and regular shift and workweek, which shall not be changed without prior notice to the employee of ten (10) work days; provided, however, this notice may be waived by the employee. This section shall not apply in times of emergency. Shifts may be temporarily altered upon mutual agreement among supervisor, employee and District.

Section 7.2.1. Early Childhood Program. Each employee shall be assigned to a definite and regular shift and workweek. However, shifts may be altered by the supervisor on short notice due to participant attendance. Early Childhood Program employees may be sent home without prior notice due to the number of children in attendance on any given day or shift. If an employee reports to work and finds that his/her shift has been canceled prior to the employee beginning work, she/he will work one (1) hour and will be paid one (1) hour's wage. The choice of which employee will not work will be made on a rotation basis, beginning with the least senior.

Section 7.3. Each full shift shall consist of eight (8) hours, including a thirty (30) minute lunch period as near the middle of the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable.

Section 7.3.1. Early Childhood Program Breaks: The lunch break for Early Childhood Program employees will be thirty (30) minutes. Rest breaks will be ten (10) minutes.

Section 7.4. In the event an employee is assigned to a shift less than the full work shift previously defined in this Article, the rest periods should be as follows:

7½ to 8 hour work shift	60 minute rest/lunch break
6 to 7¼ hour work shift	45 minute rest/lunch break
4¼ to 5¾ hour shift	30 minute rest/lunch break
3¾ to 4 hour work shift	15 minute rest/lunch break
*3 hours and less	No break period

*If employees need a short rest period during this group of shifts, due to the nature of the job responsibility, it should be worked out with their respective supervisor.

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Section 7.4.1. Early Childhood Program. The following schedule shall be used in calculating the breaks for Early Childhood Program employees:

3½ hours or less	No break period
3½ to 4½ hours	10 minutes break
5 hours	40 minutes for breaks (total)
6½ to 7 hours	50 minutes for breaks (total)
8 hours	50 minutes for breaks (total)

Section 7.5. All employees, except School Assistants, shall be assigned to a shift of not less than two (2) hours. School Assistants shall be assigned to a minimum of one (1) hour per day. School Assistants shall be defined as Recess/School Assistants, Bus Loading Assistants, Transportation Assistants and Crossing Guards.

This section does not apply to Early Childhood Program employees.

Section 7.6. The number of hours worked per day for nine (9) month secretaries shall be eight (8) hours per day. Lunch periods of nine (9) month secretaries shall be included in the normal working day.

This section does not apply to Early Childhood Program employees.

Section 7.7. Employees required to work through their regular lunch periods shall be given time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates.

Section 7.8. Employees requested to work a shift regularly filled by a higher classification employee shall receive Schedule A regular rate of pay for that position or their own rate of pay, whichever is higher.

Section 7.8.1. Early Childhood Program. Employees requested to work a shift regularly filled by another employee shall not receive less than their regular pay during their regular shift when working outside their regular assignment. This section will not apply when employees volunteer to fill lower paying positions for extra hours.

Section 7.9. In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the District will make every effort to notify each employee to refrain from coming to work. Employees reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event of actual notification by the District of the closure prior to leaving home for work.

Section 7.10. Employees called back on a regular workday or called on Saturday or Sunday shall receive no less than two (2) hours pay at the appropriate rate.

This section does not apply to Early Childhood Program employees.

1 **Section 7.11.** A kitchen manager shall be designated at each central kitchen. A central kitchen is defined
2 as a kitchen that prepares food for five (5) or more satellite schools. The kitchen manager would be
3 involved in normal cooking responsibilities, supervising personnel in the central kitchen and the satellites,
4 ordering and receiving food and supplies, and maintaining necessary records as directed by the immediate
5 supervisor. The District shall also appoint one cook/baker at each central kitchen, in addition to a kitchen
6 manager.

7
8 **Section 7.12.** Employees who are required to work a regular work shift wherein four (4) hours or more of
9 that shift occur after the hour of 12:00 Midnight, shall receive, in addition to their regular pay, a shift
10 differential.

11
12 **Section 7.13. Overtime.** Time and one-half shall be paid all classified employees who work in excess of
13 eight (8) hours in one day or forty (40) hours per week, including time and one-half for all Saturday work
14 and double time and one-half for Sunday and triple time for holidays as hereinafter specifically stated.

15
16 **Section 7.13.1. Overtime - Early Childhood Program.** Early Childhood Program employees will be
17 paid straight time for all hours worked up to forty (40) in one week. Hours over forty (40) will be paid at
18 time and one-half at the appropriate rate.

19
20 **Section 7.14. Compensatory Time.** Employees shall not volunteer time which accrues for compensatory
21 time or overtime unless approved in advance by their immediate supervisor, except in emergency
22 situations. Compensatory time in lieu of overtime may be authorized under the following conditions:

- 23
24 1. Compensatory time shall be computed at the rate of one and one-half (1½) hours compensatory
25 time for each one (1) hour worked.
26
27 2. No employee shall be compelled to take compensatory time in lieu of overtime pay.
28
29 3. Compensatory time may be accumulated to a maximum of forty (40) hours which may be
30 extended upon mutual agreement between the employee and the Assistant Superintendent.
31

32 This section does not apply to Early Childhood Program employees.
33

34 **Section 7.15. Transportation Provisions.**
35

36 **Section 7.15.1. Bus Route.** For the purpose of this Agreement, bus routes shall be defined according to
37 the following classifications.
38

39 **Section 7.15.1.1. Basic Route.** A Basic Route shall consist of a morning and/or afternoon run. These
40 routes shall be assigned to drivers by the Supervisor of Transportation in accordance with the seniority
41 provisions of this Agreement.
42

43 **Section 7.15.1.2. Extra Runs.** Extra runs shall consist of after school activity run, special music run and
44 kindergarten run. Non-continuous driving time (15 minute break or more) shall be subject to 2-hour
45 callback. Drivers can resign from their midday K-runs and keep their basic route. Also, if their midday
46 K-run is dissolved, they can elect to keep the AM or PM run or bump according to the provisions of this
47 Agreement.

1
2 **Section 7.15.1.3. Open Routes.** When a Basic Route or Extra Run becomes available, it shall be deemed
3 an "open route" and shall be filled in accordance with the Seniority Provisions of this Agreement and
4 under the following requirements:

- 5
- 6 1. A Basic Route must be bid as a unit.
- 7
- 8 2. Extra Runs are to be bid separately.
- 9
- 10 3. Basic Routes and Extra Runs shall be posted for five (5) working days before being
- 11 awarded or assigned.
- 12
- 13 4. Any combination of Basic Route and Extra Runs should not exceed eight (8) hours and
- 14 must be combined as to effect the least possible use of time and fuel.
- 15
- 16 5. Basic Routes and Extra Runs shall be filled with regular drivers in accordance with the
- 17 seniority provisions of this Agreement. When such positions are open on a temporary
- 18 basis (over five (5) days) they shall be assigned to available regular drivers.
- 19

20 Regular drivers who accept these assignments as they occur shall be considered unavailable for extra
21 trip(s) assignment if date and time conflict with the rotation list during the period of the time open
22 route vacancy exists. Route time structures shall not exceed eight (8) hours. Trips involved shall not
23 be made up.

24
25 **Section 7.15.2. Route Assignment Time.** The number of hours assigned to each bus route shall be
26 determined by the length of time normally necessary to complete the daily runs, in conformance with
27 Article XX, Section 20.5, plus one-half (1/2) hour additional time for servicing and cleaning the bus, except
28 that Transportation assistants shall not be paid bus servicing time.

29
30 **Section 7.15.3. Field and Extra Trips.**

31
32 **Section 7.15.3.1. Extra Trip Assignment Procedures.** All drivers' and transportation assistants' names
33 shall be placed on all trip lists in order of seniority. Those drivers and transportation assistants not wishing
34 to take any category of trips may be removed from any list by written request. However, all drivers and
35 transportation assistants agree to take extra trips when required by overall transportation needs (i.e.,
36 excessive number of buses to parades, etc.). Trip lists shall include daytime, nighttime, weekend, *return
37 only, and overnight.

38
39 *The return only list is excluded from the 48-hour provision.

40
41 The overnight trip lists shall be maintained on a permanent basis to insure that all drivers eventually shall
42 receive an overnight trip.

43
44 All trip lists shall be maintained on a continuous basis to insure a more equitable distribution of trips.

45
46 Trips originating on a weekday shall be assigned not more than five (5) days prior to their date of
47 departure.

1
2 Trips originating on a weekend shall be assigned not more than seven (7) days prior to their date of
3 departure.
4

5 1. Drivers and transportation assistants from the trip list(s) must be available to fulfill the time
6 requirement of the extra trip(s), or other qualified driver(s) and transportation assistants may be
7 assigned to the trip. Only in the case of Special Education field trips will the transportation
8 assistants be rotated regardless of hours or shift time. In the event a day trip exceeds seven (7)
9 hours on a school day, regular drivers and transportation assistants from the appropriate list shall be
10 assigned.
11

12 2. A driver or transportation assistant who turns down (T/D) a trip shall be awarded a "T/D" on the
13 appropriate list and shall not be awarded another trip in that category until all other drivers and
14 transportation assistants have been offered a trip. The trip turned down shall go to the next driver
15 or transportation assistant. A driver or transportation assistant not available (N/A) because of
16 another route conflict or approved leave shall be awarded an "N/A" and shall also not be awarded
17 another trip in that category until all other drivers or transportation assistants have been offered a
18 trip.
19

20 3. Any trip canceled with proper notification shall be replaced by another trip from the proper list. A
21 driver or transportation assistant not available (N/A) because of another route conflict or approved
22 leave shall be awarded an "N/A" and shall also not be awarded another trip in that category until all
23 other drivers or transportation assistants have been offered a trip.
24

25 4. Trips canceled without proper notification:
26

27 A. If a driver or transportation assistant reports on a trip (continuous time) and finds
28 the trip is canceled, the trip shall be canceled on the trip list and the next
29 available trip shall be assigned to that driver or transportation assistant. If the
30 driver or transportation assistant cannot meet the replacement trip time
31 requirement, an "N/A" (not available) shall be given.
32

33 B. If a driver or transportation assistant reports on a trip (appropriate callback) and
34 finds the trip is canceled, the driver or transportation assistant shall receive
35 appropriate pay according to Section 7.10 and be credited with the trip on the
36 appropriate list.
37

38 C. When a driver or transportation assistant is assigned a trip forty-eight (48) hours or
39 less prior to the start of the trip, the driver or transportation assistant shall not be
40 penalized by receiving a N/A (not available) for refusing the trip for valid
41 reasons. If the driver or transportation assistant turns down the trip, the driver or
42 transportation assistant will receive a T/D (turndown).
43

44 5. Trip time for all drivers for extra trips shall begin thirty (30) minutes before pick up at the school and
45 end when the driver returns to the garage. Trip time for all transportation assistants shall begin
46 fifteen (15) minutes before pick up time at the school and end when the transportation assistant
47 arrives back at the garage. This includes fifteen (15) minutes for bus inspection and warm up and

1 fifteen (15) minutes for driving time to the school for the driver and transportation assistant.
2

3 6. All drivers and transportation assistants shall be reimbursed at the established rate of hourly pay for
4 all hours worked, subject to other applicable provisions of this Agreement.
5

6 7. Drivers with less than six (6) months employment as a bus driver in the Central Valley School District
7 shall not be permitted to drive single out-of-town runs, except as determined by the Supervisor of
8 Transportation.
9

10 8. Trips shall be placed in their proper category (daytime, nighttime, weekend, return only, or
11 overnight). Any trip beginning at 4:00 p.m. or later shall be considered a nighttime trip. At time of
12 assignment, trips with the majority of hours shall be distributed by seniority on the rotation list.
13

14 9. A driver assigned to the first portion of a split extra trip on the same day shall be assigned the second
15 portion of that trip.
16

17 **Section 7.15.4.** All trips other than regular daily scheduled bus runs, excluding overnight trips, shall be
18 compensated at the employee's base hourly rate for the duration of the trip; provided, however, that bus
19 drivers shall be subject to the provisions relative to overtime hereinafter provided. Appropriate meals shall
20 be reimbursed at reasonable rates.
21

22 **Section 7.15.5.** On all overnight trips, the drivers shall be compensated one hundred dollars (\$100.00) per
23 each twenty-four (24) hour period or part thereof. A twenty-four (24) hour period is defined as that time
24 running from midnight to midnight. Driver's lodging and food shall be reimbursed. All overnight trips
25 shall be assigned to regular drivers on a rotating basis, provided that such drivers may have the option of
26 rejecting such trips without any effect on their extra trip assignments.
27

28 **Section 7.15.6.** Drivers will be paid to attend all mandatory in-services each year with compensation as
29 scheduled by the administration. Drivers shall be compensated at their base hourly rate for attendance.
30

31 **Section 7.15.7.** Maxi vans are exempt from extra trip assignment, provided that the load limit does not
32 exceed eight (8) passengers.
33

34 **Section 7.15.8.** Each new hire in the Transportation Department shall remain in a probationary status for a
35 period of not more than sixty (60) work days following the hire date. During this probationary period, the
36 District may discharge such employee at its discretion.
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ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1. Holidays.

Section 8.1.1.A. All employees, except Early Childhood Employees, shall receive the following paid holidays that fall within their work year:

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

Section 8.1.1.B. Early Childhood Program employees shall receive the following paid holidays that fall within their work year:

- | | |
|-------------------|-------------------------------|
| 1. New Year's Day | 4. The Day After Thanksgiving |
| 2. Memorial Day | 5. Christmas Day |
| 3. Thanksgiving | |

Section 8.1.2. Unworked Holidays. Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. An employee who is on the active payroll on the holiday and has worked either his/her last scheduled shift preceding the holiday or his/her first scheduled shift succeeding the holiday, and are not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement shall occur if employee can furnish proof satisfactory to the District that because of illness he/she was unable to work on either of such shifts, and his/her absence previous to such holiday, by reason of such illness, has not been longer than thirty (30) regular workdays.

Section 8.1.3. Worked Holidays. Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus twice their base rate for all hours worked on such holidays, unless the employee starts to work at 10:00 p.m. or thereafter on that date.

This section does not apply to Early Childhood Program employees as described in 8.1.1A but is applicable to 8.1.1.B.

Section 8.1.4. Holidays During Vacation. Should a holiday occur while an employee is on vacation, the employee shall be allowed to take one (1) extra day of vacation with pay in lieu of the holiday as such.

1 This section does not apply to Early Childhood Program employees.
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7 **Section 8.2. Vacations.**
8

9 **Section 8.2.1.** Employees subject to this Agreement accrue vacation/vacation pay as follows:

<u>Years Of Service</u>	<u>Work Days</u>
1 Year	5
2 - 5	10
6 - 12	15
13 - 17	20
18	21
19	22
20	23
21	24
22	25

21
22 This section does not apply to Early Childhood Program employees.
23

24 **Section 8.2.2.** Less than twelve (12) month employees subject to this Agreement shall be granted vacation
25 pay in accordance with the schedule set forth in Section 8.2.1 prorated according to their
26 full-time-equivalent factor.
27

28 Example: Hours Worked

29
30 $2,080 \text{ hours} \times 100\% \text{ of full-time equivalent}$
31

32 This section shall not apply to employees working less than six hundred thirty (630) hours per year, and
33 overtime hours shall not be included in the computation.
34

35 Payment for less than twelve (12) month employees' vacation shall be considered as compensation in
36 addition to Schedule A.
37

38 Starting with the 1986-87 school year, hours worked shall include regular hours, in-service hours, extra
39 hours before overtime, and approved paid sick and necessary leave.
40

41 This section does not apply to Early Childhood Employees.
42

43 **Section 8.2.3.** Employees who work less than twelve (12) months per year shall receive payment for
44 accrued vacation credit with their June paycheck.
45

46 Any employee who is discharged or who terminates employment shall receive payment for unused accrued
47 vacation credit with their final pay.

This section does not apply to Early Childhood Employees.

Section 8.2.4. Vacation years of service for twelve (12) month employees shall be credited on a common anniversary date of September. Vacation days shall be posted to the employee's account on September 1 and March 1. All such employee's accrued vacation shall be initially prorated from their respective hire date to the common anniversary date of September 1, 1988.

Section 8.2.5. Any vacation credit currently due but unused may be accrued to a maximum of twenty-five (25) days. No vacation may be carried over for more than one (1) year beyond the date on which it became due; provided, however, no employee shall be denied accrued vacation benefits due to District needs. This section applies to twelve (12) month employees only.

This section does not apply to Early Childhood Employees.

Section 8.2.6. Twelve (12) month employees may take vacation at any time which does not disrupt the required activities of the District, as determined by the District Administration.

This section does not apply to Early Childhood Employees.

ARTICLE IX

LEAVES

Section 9.1. Illness, Injury and Emergency (Hereinafter Referred To As "Sick Leave").

Section 9.1.1. Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall accumulate less than ten (10) work-days of sick leave per school year. An employee who works eleven (11) work days in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated up to a maximum of one hundred eighty (180) days or as provided by law. The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily basis. Sick leave allocation for the current year shall be adjusted for the remainder of the year based on the employee's daily work shift on December 1st of the current year.

Section 9.1.2. Each employee covered by Workman's Compensation and receiving those benefits may not

1 draw benefits from both the ESD Cooperative and District sick leave. Each employee has the right to
2 exercise the option of reimbursing the District monies paid by the ESD Cooperative. Such reimbursement
3 shall restore sick leave accrued to such employee on a pro rata basis of the reimbursement.
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11 **Section 9.1.3. Annual Buy-Out of Accumulated Sick Leave (Policy 5322).** In January of the year
12 following any year in which a minimum of sixty (60) days of sick leave is accrued, and each January
13 thereafter, any eligible employee may exercise an option to receive remuneration for unused sick leave
14 accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the employee
15 for each four (4) full days of accrued sick leave in excess of sixty (60) days. Sick leave for which
16 compensation has been received shall be deducted from accrued leave at the rate of four (4) days for every
17 one (1) day's monetary compensation.
18

19 At the time of separation from School District employment an eligible employee or the employee's estate,
20 as defined in RCW 28A.400.210, shall receive remuneration at a rate equal to one (1) day's current
21 monetary compensation for each four (4) full days of accrued sick leave. Such accrual shall not exceed
22 one hundred eighty (180) days unless otherwise provided by statute. (Refer to Central Valley School
23 District Board Policies 5321 and 5322.)
24

25 **Section 9.1.4.** Employees may participate in sick leave sharing program in accordance with State
26 approved regulations.
27

28 **Section 9.1.5.** The District has adopted the VEBA III (Sick Leave Conversion Medical Reimbursement
29 Plan (the "Plan")) pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of
30 all retiring employees in the collective bargaining unit who are eligible to participate in the Plan by reason
31 of having excess sick leave conversion rights. Contributions on behalf of each eligible employee shall be
32 based on the conversion value of sick leave days accrued by such employee available for contribution at
33 retirement in accordance with the statute. It is understood that all eligible employees will be required to
34 sign and submit to the District a hold harmless agreement complying with the statute. This hold harmless
35 agreement will waive any claims against the District and the bargaining unit. If an employee fails to sign
36 and submit such agreement to the District, he/she will not be permitted to participate in the Plan at any
37 time during the term of this Agreement, and any and all excess sick leave which in the absence of the
38 Agreement would accrue to such employee during the term hereof shall be forfeited together with all
39 cash-conversion rights that pertain to such excess sick leave.
40

41 For purposes of retirement, contributions to the Plan, all employees covered by the Agreement who retire
42 during the term hereof shall be eligible, and excess sick leave shall be defined as the unused sick leave
43 days accruing to the credit of such employee from the date of this Agreement.
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45 This VEBA III provision shall be reopened annually.
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Section 9.2. Emergency Leave. Each employee shall be entitled to a maximum of three (3) days of approved absence with full pay, non-cumulative, per year, for illness or death of a relative of the employee and/or someone with whom the employee has a close relationship. It shall also be granted for problems requiring an employee's personal attention which are suddenly precipitated and for which preplanning is not possible; or, if preplanning is possible, it would not remove the necessity of the employee's absence.

If prior approval by the District of emergency leave is not possible, and the employee takes the leave anyway, then the District shall determine if the absence qualifies as emergency leave by review of the absence affidavit. If the District determines that the leave taken would not qualify under this Section 9.2, then the District shall reduce the employee's pay for the day(s) taken and shall notify the employee in writing of the deduction.

This section does not apply to Early Childhood Program employees.

Section 9.2.1. Personal Leave. Prior approval from building/department supervisor is required. Each employee shall be entitled to two (2) days of personal leave, cumulative to a maximum of 5 days, with full pay. Personal leave for those employees having an alternate work schedule shall be allocated based upon their average daily shift as defined in Article VII, Section 7.1. The employee shall have the option to: (1) Use the Personal Leave days at any time which does not disrupt the required activities of the district; (2) cash in personal leave days at the end of his/her contract year (June or August) at the substitute rate of pay in his/her category, or (3) work two [2] additional days and receive two [2] additional days of full pay at his/her regular rate of pay.

This section does not apply to Early Childhood Program Employees.

Section 9.2.1.1 Personal Leave – Early Childhood Program. Each ECP Employee shall be entitled to one (1) day of personal leave, cumulative to a maximum of five (5) days with full pay. The employee shall have the option to (1) use the personal leave day at the employee’s discretion, (2) cash in the personal leave day at the end of his/her contract year (June of August) at the substitute rate of pay in his/her category.

Section 9.2.1.2 Unpaid Leave. Employees are not entitled to unpaid leave; however, in once-in-a-lifetime circumstances, employees may request time off without pay when all Personal Leave has been exhausted. Pre-approval is required. Requests for unpaid leave shall be submitted in writing to the principal/supervisor at least two (2) weeks prior and approval shall be coordinated with the personnel office. The approved request form must accompany the employee’s absence report.

1 **Section 9.2.2. Bereavement Leave.** Each employee shall be entitled to up to five (5) days per occurrence
2 of bereavement for a death in the immediate family which is defined as: mother, father, spouse, child,
3 sister, brother, grandparents, grandchild or the parents of the employee's spouse.
4

5 This section does not apply to Early Childhood Program Employees.
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9 **Section 9.3.** Employees shall be entitled to use leave accumulated pursuant to Section 9.1.1 when leave
10 under Section 9.2 has been used. Such use shall include, but not be limited to, leave for illness of a relative
11 and/or someone with whom the employee has a close relationship who is living in the same household as
12 the employee.
13

14 Early Childhood Program employees may use leave defined in Section 9.1.1 for the same purpose.
15

16 **Section 9.4. Maternity Leave.**
17

18 **Section 9.4.1. Notification.** An employee shall notify the Director of Personnel, in writing, the expected
19 date of birth of the child at least four (4) months before that date.
20

21 **Section 9.4.2. Request For Leave Of Absence.** An employee, upon request, shall be granted a leave of
22 absence, without pay, from her position prior to the birth of the child; the exact date to be determined
23 between the employee, on the advice of her physician, and the District.
24
25

26 **Section 9.4.3.** An employee may return to work from a maternity leave at any time after the birth of the
27 child, provided she has a release from her physician; the exact date to be determined between the employee
28 and the District.
29

30 **Section 9.4.4.** The provisions of the Agreement relative to personal illness or injury will apply to
31 pregnancy, except: (1) accumulated sick leave may be used for only that period the employee is unable to
32 work due to her pregnancy; (2) to be eligible for sick leave, the employee's attending physician must
33 certify that her pregnancy prevents her from working for a specified time; and (3) sick leave shall be based
34 on the length of time certified by the physician, not the entire time of the maternity leave.
35

36 **Section 9.5. Paternity Leave.** A male employee, upon request, may be granted up to three (3) days leave,
37 on or about the date of the birth/adoption of his child. Such leave shall be deducted from that accumulated
38 pursuant to Section 9.1.1.
39

40 **Section 9.6. Judicial Leave.** In the event an employee is summoned to serve as a juror, or appear as a
41 witness in court, or is named as a codefendant with the District, such employee shall receive a normal day's
42 pay for each day of required presence in court; provided, however, that any compensation received for
43 such service shall be paid to the District. Such repayment shall not exceed the employee's normal daily
44 pay less bona fide expenses. In the event that an employee is a party in a court action, such employee may
45 request a leave of absence without pay.
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47 **Section 9.7. Leave of Absence.**

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Section 9.7.1. A leave of absence request will be presented to the immediate supervisor and processed through administrative channels to the Superintendent/designee; and upon approval of the Board of Directors, an employee may be granted an extended leave of absence without pay, for a period not to exceed one (1) year; provided, however, that if such leave is for extended illness or injury, an additional one (1) year of leave may be granted. Extended leaves may be granted for exceptional circumstances. This position will be posted and filled as per Section 10.1 of this contract.

Section 9.7.2. The returning employee will be assigned to the position occupied before the leave of absence, or if the position is not available in the District, to a position substantially equal. Employees hired to fill positions of employees on leave of absence shall be informed of this provision by the District.

Section 9.7.3. The employee will retain accrued sick leave, vested vacation rights, and seniority rights while on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while the employee is on leave of absence; provided, however, that if such leave is approved for extended illness or injury, seniority shall accrue.

ARTICLE X

PUBLICATION OF POSITIONS

Section 10.1. The District shall publicize within the bargaining unit for five (5) work days the availability of open positions within five (5) work days after the District is apprised of the opening. Such positions shall be filled or the position shall be eliminated within fifteen (15) workdays following the closure of the publication. The time lines, as above, may be extended under unusual circumstances upon mutual consent of the parties. A copy of all job postings shall be forwarded to the President of the Association. In addition, a copy of each bulletin will be sent to each Early Childhood Program site.

Section 10.2. Notwithstanding other applicable provisions of the Agreement, it is mutually agreed and understood that the District shall have thirty (30) work days following the first day of school each year during which to adjust shifts in the Transportation, Food Service, Educational Assistants and School Assistants classifications in order to ensure compliance with this Article and other applicable provisions of the Agreement.

This section does not apply to Early Childhood Program employees.

Section 10.3. Employees who are assigned to worksites outside the District shall receive written notification of all openings.

Section 10.4. Employees who occupy a position which is being reopened for bid shall receive written notification of that opening.

Section 10.5. Existing positions with an increase in hours of work of sixty (60) minutes or less, or a decrease in hours of thirty (30) minutes or less for pay purposes, within a given year, shall not be considered open and shall not have to be posted.

1
2 Food Service employees will be an exception...these employees with a change (increase or decrease) in
3 hours of thirty (30) minutes or less for pay purposes, in a given year, will not be considered open and shall
4 not have to be posted.
5

6 **Section 10.5.1** An employee who acquires a position with a specific beginning and ending date, in any
7 given school year, will use the hours prior to acquiring the temporary position for bumping purposes.
8

9 **Section 10.6.** When a position is modified (reclassified...salary, title, job description), the person in the
10 modified/reclassified position shall be retained in that position, and the position shall not be posted for bid
11 until the person vacates the position.
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16 **ARTICLE XI**
17

18 **PROBATION AND SENIORITY**
19

20 **Section 11.1.** Each new hire shall remain in a probationary status for a period of not more than sixty (60)
21 workdays from the date of hire exclusive of holidays. During this probationary period the District may
22 discharge such employee at its discretion.
23

24 **Section 11.2.** Upon completion of the probationary period, the employee shall be subject to all rights and
25 duties contained in this Agreement retroactive to the hire date.
26

27 **Section 11.3.** The date on which the employee began continuous daily employment shall be used for
28 purposes of calculating district experience and vacation and shall hereinafter be known as the district hire
29 date.
30

31 The General Job Classification (GJC) seniority date shall be applicable to all seniority rights within this
32 agreement. Seniority rights shall be lost as hereinafter provided.
33

34 **Section 11.3.1** In the event of two or more employees being hired on the same date in the same General
35 Job Classification (GJC), the seniority order shall be established by drawing lots. The Personnel
36 department shall be responsible for recording and maintaining a record of the seniority determination.
37

38 **Section 11.4.** The seniority rights of an employee shall be lost for the following reasons:
39

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

45 **Section 11.4.1** Employees who change job classifications within the bargaining unit shall retain their
46 General Job Classification seniority date in the previous classification for a period of one (1) year,
47 notwithstanding that they have acquired a new General Job Classification hire date.

1
2 **Section 11.5.** Seniority rights shall not be lost for the following reasons, without limitation:
3

- 4 A. Time lost by reason of industrial accident or industrial illness or judicial leave;
- 5 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
6 United States; or
- 7 C. Time spent on other authorized leaves of absence, not to exceed one (1) year.
8

9 **Section 11.6.** Seniority rights shall be effective within the General Job Classification (GJC). As used in
10 this article, General Job Classifications are: Secretarial/Clerical; Educational Assistants; School
11 Assistants; Food Service; Transportation; Custodial; Maintenance; Technical; ECP Program; Specialized
12 and Summer School. Note that ECP seniority shall first be effective within the Specific Job Classification
13 (SJC) and then in the General Job Classification, and Specialized seniority shall be effective within the
14 Specific Job Classification (SJC) only.
15

16 **Section 11.6.1.** Grandfathered employees (Custodial/Maintenance) hired prior to September 1, 1984 shall
17 receive seniority in both the Custodial and Maintenance classifications.
18

19 **Section 11.6.2.** Grandfathered (ECEAP) employees hired prior to September 1, 1995 shall receive
20 seniority in both Custodial and ECEAP Custodial, Secretarial/Clerical and ECEAP Secretarial/Clerical,
21 Educational Assistant and ECEAP Educational Assistant and Food Service and ECEAP Food Service
22 classifications.
23

24 **Section 11.6.3.** Grandfathered employees (Educational Assistants and School Assistants) hired prior to
25 September 1, 1999 shall receive seniority in both the Educational Assistant and School Assistant
26 classifications.
27

28 **Section 11.7.** The employee at a given school or within a department with the earliest General Job
29 Classification seniority date shall have preferential rights regarding shift selection, vacation periods and
30 special assignments (including overtime). In the event an employee in that GJC is not available at the
31 given school or department, the assignment may be offered in another GJC at the given school or
32 department. The employee with the earliest GJC seniority date shall have preferential rights regarding
33 promotions and/or assignment to new or open jobs or positions when ability and performance are
34 substantially equal with those individuals junior to him/her. If the District determines that seniority rights
35 should not govern because a junior employee possesses ability and performance substantially greater than
36 a senior employee or senior employees, the District shall set forth, in writing, to the employee or
37 employees and the organization's grievance committee chairperson, its reasons why the senior employee or
38 employees have been bypassed.
39

40 **Section 11.7.1.** If an employee applies for a position in another classification, the employee shall be
41 interviewed, provided he/she is qualified and no senior employee in the classification open has applied.
42

43 **Section 11.7.2.** If there is no employee with seniority in the Specialized SJC, the employee with the
44 earliest hire date shall have preferential rights within the General Job Classification (GJC) for which
45 he/she is qualified.
46

47 **Section 11.8. Trial Service.** A trial service period of forty (40) work days shall be required when a

1 permanent employee assumes a new position or makes a lateral move* to a position at a different location.
 2 The time lines, as above, may be extended under unusual circumstances upon mutual consent of the
 3 parties.
 4

5 *In the Transportation Department this provision applies to bus drivers moving from a regular route to a
 6 Special Education route **only**, not moving from a regular route to another regular route.
 7

8 The trial service period provides an opportunity for: (a) the supervisor to observe, supervise and evaluate
 9 the employee's work in the new position; (b) the employee to experience the responsibilities of the new
 10 position without jeopardizing his/her employment in the District.
 11

12 A. An employee in a trial service period will be evaluated by the supervisor at the end of twenty (20)
 13 work days and forty (40) work days, **ONLY** if the employee is experiencing problems with
 14 transition to the new position. These evaluations will be done utilizing the regular classified
 15 evaluation form for the position.
 16

17 B. Return to an employee's former position due to unsatisfactory evaluations by the supervisor must be
 18 preceded by:
 19

- 20 1. Written notification on the evaluation form detailing deficiencies in performance which shall
 21 include the specific changes/improvement required; **AND**
 22
- 23 2. A reasonable time and opportunities for the employee to remedy the identified deficiencies.
 24

25 If, by the end of ten (10) work days or less, the trial service period does not prove satisfactory for the
 26 employee, the employee shall provide the Coordinator of Employee/Community Relations a written
 27 request to return to his/her former position.
 28

29 If an employee leaves a position during the Trial Service period, for whatever reason, the next senior
 30 employee for the original posting will be offered the position. If there is no senior employee available, the
 31 position will be re-posted.
 32

33 **Section 11.9.** Recognizing that Food Service is faced with a unique situation in the training and
 34 substituting of certain specialized positions, the parties agree as follows: This provision shall apply to
 35 the positions of: Prep Kitchen Manager, Secondary Lead, Elementary Lead, Prep Kitchen Cook, Prep
 36 Kitchen Baker, Prep Kitchen Transport, Prep Kitchen Slicer, Cookie Maker, and Food Service Driver.
 37

38 A. All interested persons within the District will, by giving written notice to the Food Service
 39 Supervisor, be awarded an opportunity to receive training based on the individual's seniority when
 40 the need for additional personnel arises.
 41

42 B. Once employees are trained they will be awarded substitute positions and extra hours based on the
 43 date they received training in the specialized position being required.
 44

45 C. The Food Service Supervisor shall keep accurate records of dates and types of training for all
 46 employees participating in this program, copies of which will be made available to the Union upon
 47 request.

ARTICLE XII

LAYOFF

Section 12.1. In the event a position displacement is caused by, but not limited to, a layoff, position elimination, leave of absence, exercise of seniority rights, or a reduction in hours beyond the limits of Article X, Section 10.5, an employee so affected shall exercise the following options:

Section 12.1.1. The employee may elect to remain in the same position in the event that the position is still available; or

Section 12.1.2. The employee may exercise his/her seniority rights by choosing to bump the least senior position in their sub-specific job category *(with equal hours and months) as hereinafter provided or, in the event that is not satisfactory, the employee may choose to bump the least senior employee within any specific job category for which he/she is qualified (with equal hours and months) within the general job classification as identified in Article XI, Section 11.6 and Section 12.3.1; or *(Equal Hours = same hours or the next lowest total daily hourly assignment). ECP employees may exercise their seniority rights by choosing to bump the least senior position in their specific job category *(with equal hours and months) as hereinafter provided or, in the event that is not satisfactory, the employee may choose to bump the least senior employee within their general job classification as identified in Article XI, Section 11.6, 11.6.2 and Section 12.3.1 provided he/she is qualified (with equal hours and months) (Equal hours = same hours or the next lowest total daily hourly assignment).

Section 12.1.3. The employee may elect to be placed on layoff status (see Section 12.2.).

Section 12.2. In the event an employee is placed on layoff status, the following regulations shall apply:

Section 12.2.1. In the event of layoff, an employee so affected shall be placed on a reemployment list maintained by the District according to seniority. Such employee's seniority shall apply in the filling of any new or open positions in the general job classification provided the employee is qualified. Names shall be maintained on the reemployment list for two (2) years. After two (2) years, the employee shall, on a yearly basis, but no later than June 30, be required to file a written notice requesting to remain on the reemployment list.

Section 12.2.2. An employee on layoff status shall file his/her address, in writing, with the Personnel Office of the District and shall thereafter promptly (within thirty (30) working days) advise the District, in writing, of any change of address. In the event an employee fails to notify the District of such change, and a position is filled (within the thirty (30) working days), the employee shall remain in layoff status and the position selection shall stand.

Section 12.2.3. An employee shall forfeit all rights of reemployment as provided in Section 12.1 if the employee does not comply with the requirements of Section 12.2, or if the employee does not respond to the offer of reemployment within fifteen (15) working days.

Section 12.2.4. An employee on layoff status who rejects an offer of reemployment, provided that such employee is offered a position substantially equal to that held prior to layoff, shall be considered to have voluntarily resigned and shall forfeit seniority and all other accrued benefits.

Section 12.3. Employee Groupings For Layoff Purposes.

Section 12.3.1. For the purpose of implementation of the Article, General Job Classification (GJC), Specific Job Classification (SJC), and Sub-Specific Job Classification (SSJC) shall be defined as follows:

GJC MAINTENANCE

SJC I	Plumber, Electrician, Carpenter, Painter, Heating Control Specialist
SJC II	Delivery Driver
SJC III	Groundskeeper
SJC IV	General Maintenance Technician
SJC V	Courier
SJC VI	Tractor/Mower Operator

GJC CUSTODIAL

SJC I	Head Custodian
SSJC	Elementary
SSJC	Middle School
SSJC	Senior High
SJC II	Custodian
SSJC	Elementary

1	SSJC	Middle School
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3	SSJC	Senior High
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10	<u>GJC TECHNICAL</u>	
11		
12	SJC I	Technology Support
13		
14	SJC II	Field Service Technician
15		
16	SJC III	Computer Programmer/Analyst
17		
18	SJC IV	Head Print Room
19		
20	SJC V	Audio-Visual Tech, Computer Operator, Print Room, Word Processing
21		
22		
23	SJC VI	Assistant Print Room
24		
25	SJC VII	Transportation Dispatcher
26		
27	SJC VIII	Assistant Dispatcher
28		
29	<u>GJC SPECIALIZED</u>	
30		
31	SJC I	Laundry (was towel person)
32		
33	SJC II	Grounds Keeper Assistant
34		
35	SJC III	Painter Assistant
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37	SJC IV	Custodian Assistant
38		
39	SJC V	Transportation/Motor Pool Assistant
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41	SJC VI	Print Room Helper
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43	SJC VII	HVAC Assistant
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45	SJC VIII	Roofer
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10	<u>GJC SUMMER SCHOOL</u>	
11	SJC I	Educational Assistant
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13	SJC II	Head Secretary
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15	SJC III	Assistant Secretary
16		
17	<u>*GJC EDUCATIONAL ASSISTANTS</u>	
18		
19	SJC I	Job Placement Specialist
20		
21	SJC II	Native American Tutor, ESL
22		
23	SJC III	Interpreter
24		
25	SJC IV	Certificated Occupational/Physical Therapist Assistant
26		
27		
28	SJCV	Special Education
29		
30	SJC VI	Chapter I, LAP, ECEAP, Risk, PIP,
31		In-School Suspension, Occupational Therapist
32		Assistant, Physical Therapist Assistant, Speech
33		Assistant
34	SSJC	Elementary
35	SSJC	Middle School
36	SSJC	Senior High
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38		
39	<u>*GJC SCHOOL ASSISTANTS</u>	
40		
41	SJC I	Transportation Assistant
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43	SJC II	Recess/School, Bus Loading,
44		Crossing Guard
45	SSJC	Elementary
46	SSJC	Middle School
47	SSJC	Senior High

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10	<u>GJC SECRETARIAL/CLERICAL</u>	
11	SJC I	Assistant Superintendent, Director (Elementary, Mid-level Education, High School, Auxiliary and Curriculum), Business Manager
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14		
15		
16	SJC II	Payroll Officer
17		
18	SJC III	Assistant Payroll, School Head Secretary, Central Office, Bookkeeper/Accounting, Senior High Bookkeeper
19		
20		
21	SSJC	Elementary
22	SSJC	Middle School
23	SSJC	Senior High
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25	SJC IV	Central Office Receptionist, School Assistant Secretary,
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28	SJC V	School Media Assistant, District Curriculum Media Assistant, Nurse's Assistant
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31	SSJC	Elementary
32	SSJC	Middle School
33	SSJC	Senior High
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35	SJC VI	Food Service, Central Office Clerical
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39	<u>*GJC TRANSPORTATION</u>	
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41	SJC I	Shop Foreman
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43	SJC II	Mechanic
44		
45	SJC III	Transportation Specialist
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47	SJC IV	Driver/Driver Trainer

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2	SJC V	Driver, Special Needs
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4	SJC VI	Driver
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6	SJV VII	Lube/Mechanic Helper
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10	<u>*GJC FOOD SERVICE</u>	
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12	SJC I	Kitchen Manager
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14	SJC II	Delivery Driver
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16	SJC III	Cook/Baker
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18	SJC IV	Lead Assistant Cook, Assistant Cook/Cleaner
19	SSJC	Elementary
20	SSJC	Middle School
21	SSJC	Senior High
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23	SJC V	Accu-Scan
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25	<u>GJC EARLY CHILDHOOD PROGRAMS (ECP)</u>	
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27	SJC I	Program Specialist
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29	SJC II	Specialist, Social Worker, Nurse
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31	SJC III	ECE Specialist (Classroom Teacher)
32		
33	SJC IV	ECE Educational Assistant (Inclusive Preschool)
34		
35	SJC V	ECE Supervisory Assistant (Inclusive Preschool)
36		
37	SJC VI	Child Care Site Coordinator
38		
39	SJC VII	Child Care Assistant Coordinator, Preschool, AM Site Coordinator
40		
41		
42	SJC VIII	Child Care Supervisory Assistant
43		
44	SJC IX	Child Care Aide
45		
46	SJC X	Food Service
47		

SJC XI Custodial

SJC XII Head Secretary

*In the general job classifications of Transportation, Food Service, Educational Assistants and School Assistants, if a layoff is effective at the beginning of a school year, assignments shall be made according to Article X, Section 10.2. In the event of a mid-year layoff, the procedures in Article XII shall apply; provided, however, positions shall be adjusted, by seniority, the following year as per Article X, Section 10.2.

ARTICLE XIII

TRANSFER OF PREVIOUS EXPERIENCE

Section 13.1. A new hire leaving one school district with the State and commencing employment with another school district within the State shall retain the same longevity, leaves, and other benefits that he/she had in the previous district, subject to terms and conditions of this Agreement.

Section 13.2. Effective September 1, 1986, any new hire previously employed outside the State of Washington or outside the Central Valley School District, and who is hired to perform work similar to that in which he/she was previously engaged, shall be allowed longevity credit. This new hire shall be permitted to transfer one-half (1/2) year for each full year of prior work experience to a maximum of three (3) years longevity credit to the District. This longevity credit shall be applicable to all benefits, including Schedule A, except seniority and vacations benefits.

Section 13.2.1. Effective September 1, 2003, any new Early Childhood Program employee previously employed outside the State of Washington or outside the Central Valley School District, and who is hired to perform work similar to that in which he/she was previously engaged, shall be allowed longevity credit. This new hire shall be permitted to transfer one-half (1/2) year for each full year of prior work experience to a maximum of three (3) years longevity credit to the District.

Section 13.3. Employees who leave the District and return within a period of sixty (60) workdays shall receive full credit for experience within the District for purposes of placement on the applicable salary schedule.

ARTICLE XIV

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 14.1. The District shall have the right to discipline or discharge an employee for justifiable cause. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular 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.

ARTICLE XV

NOTICE OF CONTINUATION OF EMPLOYMENT

Section 15.1. Notification To Non-Annual Employees. This Section is intended to be applicable to those employees whose duties necessarily imply less than twelve (12) months (excluding vacations) work per year.

Section 15.1.1. Should the District decide prior to the expiration of the school year to discharge any non-annual employee, the employee shall be so notified in writing prior to the expiration of the school year.

Section 15.1.2. Nothing contained herein shall be construed to prevent the District from discharging an employee for acts of misconduct occurring after the expiration of the school year.

Section 15.1.3. Nothing contained in this Section shall in any regard limit the operation of other sections of this Article.

Section 15.1.4. When the District is unable to notify an employee of their rehire due to an uncertainty of the allocation of Federal funds, the employee shall be notified no later than thirty (30) days prior to the beginning of school.

ARTICLE XVI

INSURANCE AND RETIREMENT

Section 16.1. For the purpose of implementation of this Section, an FTE shall be defined as any employee working one thousand four hundred and forty (1,440) or more hours per year. No employee shall suffer a reduction from the amount of insurance benefit dollars received during the 1983-84 year.

This section does not apply to Early Childhood Program employees.

Section 16.1.1. Grandfathered Benefit Employee. Those employees who were receiving benefits as of August, 1982. Effective October 1, 2003, the District shall provide up to \$505.02 (481.31 + \$23.71) per month per FTE for each employee who works three and one-half (3½) hours or more per day (630-840 hours prorated on 840 hours; 840 hours or more shall receive full benefits) or their individual hours are not changed from 1981-82 level of District contribution, whichever is greater, provided their individual hours are not changed from 1981-82, and the employee is enrolled in District approved insurance programs. (All existing programs shall be considered as District approved unless mutually agreed otherwise.) The above employee benefit dollars include an additional amount of \$23.71 above the State insurance funding level. If an employee is not currently receiving benefits they will not receive benefits in the summer.

This section does not apply to Early Childhood Program employees.

Section 16.1.2. "New Employee Benefit." An employee who did not qualify for benefits as of

1 August, 1982, and who is initially qualifying for benefits, shall receive, effective October 1, 2003, \$505.02
2 (\$481.51 + \$23.71) per month per FTE at three and one-half (3½) hours or more per day prorated on 1,440
3 hours. An employee working 1,440 or more shall receive full benefits. The above employee benefit
4 dollars include an additional amount of \$23.71 above the State insurance funding level. If an employee is
5 not currently receiving benefits they will not receive benefits in the summer.
6

7 This section does not apply to Early Childhood Program employees.
8
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12 **Section 16.1.3.** Any funds received from the State, which are not expended, shall be available to the
13 employees benefit pool as needed for payment of insurance premiums.
14

15 This section does not apply to Early Childhood Program employees.
16

17 **Section 16.1.4.** Dental (including orthodontics), vision, and life insurance of \$50,000 shall be mandatory
18 for all qualifying employees. These benefits plus medical are benefits that will be pooled. All funds
19 generated in Section 16.1.1, 16.1.2 or 16.1.3 not used will be pooled to assist paying for other employees'
20 dental, vision, life, and medical benefits.
21

22 This section does not apply to Early Childhood Program employees.
23

24 **Section 16.1.5.** A Section 125 (Cafeteria Plan) shall also be provided for all employees participating in the
25 identified benefits when their premiums exceed their respective \$/month/FTE.
26

27 **Section 16.1.6.** Employees who experience a change in marital or family status that would cause a loss of
28 benefits or coverage may immediately initiate forms to enroll in benefit programs.
29

30 This section does not apply to Early Childhood Program employees.
31

32 **Section 16.2.** The District shall provide tort liability coverage for all employees subject to this Agreement.
33
34

35 **Section 16.3.** In determining whether an employee subject to this Agreement is eligible for participation
36 in the Washington State Public Employees' Retirement System or the Washington State School Employees
37 Retirement System, the District shall report all hours worked, whether straight time, overtime, or
38 otherwise.
39

40 **Section 16.4.** The District shall pay the required premiums for workmen's compensation in the area of
41 industrial insurance and medical aid on behalf of all employees subject to this Agreement. The District
42 shall also pay up to a maximum of three cents (\$0.03) per hour for supplemental pension.
43

44 **Section 16.5. Early Childhood Program Employees Benefit.** Dental, (including orthodontics) and
45 vision insurance, shall be mandatory for all qualifying Early Childhood Program employees; Early
46 Childhood Program employees are eligible for these benefits at four (4) hours in the Early Childhood
47 Program. Early Childhood employees will be given access to other district medical plans at their own

1 expense through payroll deduction.
2

3 **Section 16.6. Payroll Deductions**
4

5 Payroll deductions shall be automatically taken from District employees salary warrants for the following
6 purposes:

- 7
- 8 1) Withholding tax payments for the Federal Government
- 9
- 10 2) Social Security payments for the Federal government.
- 11
- 12 3) Retirement payments for the State Retirement System.
- 13

14 Upon written requests the following deductions may be made:

- 15
- 16 a. Payments for medical insurance and salary insurance plans of which the employee is a member,
17 provided the District has officially recognized the insurance organization
- 18
- 19 b. Payments for professional dues and assessments to the Association, PSE
- 20
- 21 c. Payments to United Way
- 22
- 23 d. Payments for tax-sheltered annuities from companies mutually recognized by the Association and
24 the District
- 25
- 26 e. Payments to Spokane Teachers’ Credit Union
- 27
- 28 f. Payments for government savings bonds
- 29
- 30 g. Payments to Spokane County Federal Credit Union
- 31
- 32 h. Payments to School Employees of Washington Credit Union
- 33
- 34 i. Automatic pay check deposit for employees
- 35
- 36 j. Washington National Salary Insurance
- 37
- 38 k. AFLAC
- 39
- 40 l. Cafeteria 125 Plan
- 41

42 The following companies have been approved for dental, life, vision and medical insurance

- 43
- 44 1) Group Dental Composite Rate, Mandatory, Washington Dental Service, including orthodontics
- 45
- 46 2) Group Life Composite Rate, Mandatory, Provident Life Insurance
- 47

1 3) Group Vision Composite Rate, Mandatory, Blue Cross

2
3 4) Medical Premera Blue Cross, MSC/Premera Blue Cross, Group Health Cooperative

4
5 The contribution for dental, life and vision is mandatory for all eligible employees. Group dental will be
6 the first deduction from the available contributions per month, with other deductions taken from the
7 available funds in the order enumerated above.
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11
12 In order to join the plan(s) the employee must complete forms in the Business Office ***NO LATER THAN***
13 the 15th of the month prior to the month the employee plans to enroll. All employees may initiate forms
14 during annual open enrollment periods that start September 1 and expire November 15. New employees
15 and employees whose fulltime equivalent change, will additionally have 90 days to join programs.
16 Employees who experience a change in marital or family status that would cause a loss of benefits or
17 coverage may immediately initiate forms to enroll in benefit programs.
18
19

20
21 **ARTICLE XVII**

22
23 **PROFESSIONAL DEVELOPMENT**

24
25 **Section 17.1.** All training required by the District to maintain an employee in such employee's present
26 position, and when conducted outside such employee's normally assigned shift, shall be reimbursed at the
27 base hourly rate.
28

29 **Section 17.2.** The District shall provide a minimum of thirty-five thousand dollars (\$35,000) during each
30 year of this Agreement for the purpose of providing in-service training for classified employees.
31

32 **Section 17.3.** When a PSE member presents in-service material they will be paid \$15.50 an hour.
33
34

35
36 **ARTICLE XVIII**

37
38 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

39
40 **Section 18.1.** Each employee subject to this Agreement, who, on the effective date of this Agreement, is a
41 member in good standing shall, as a condition of employment, maintain membership in the Association in
42 good standing during the period of this Agreement.
43

44 **Section 18.2.** All employees subject to this Agreement who are not members of the Association on the
45 effective date of this Agreement, and all employees subject to this Agreement who are hired at a time
46 subsequent to the effective date of this Agreement, shall, as a condition of employment, become members
47 in good standing of the Association within thirty (30) work days of the effective date of this Agreement or

1 within thirty (30) work days of the hire date, whichever is applicable. Such employee shall then maintain
2 membership in the Association in good standing during the period of this Agreement.
3

4 **Section 18.3.** The parties recognize that an employee should have the option of declining to participate as
5 a member of the Association, yet contribute financially to the activities of the Association in representing
6 such employee as a member of the Collective Bargaining unit. Therefore, as an alternative to, and in lieu
7 of the membership requirements of the previous sections of this Article, an employee who declines
8 membership in the Association may pay to the Association each month a service charge as a contribution
9 towards the administration of this Agreement in an amount equal to the regular monthly dues, less
10 assessments. This service charge shall be collected by the Association in the same manner as monthly
11 dues.

12 **Section 18.4.** Any employee who refuses to become a member of the Association in good standing or pay
13 the service charge in accordance with the previous section, shall, at the option of the Association, be
14 immediately discharged from employment by the District.
15

16 **Section 18.5.** Nothing contained in this Agreement shall require Association membership of employees
17 who object to such membership based on bona fide religious tenets or teachings of a church or religious
18 body of which such employee is a member. Such employee shall pay an amount equivalent to normal dues
19 to a nonreligious charity or other charitable organization mutually agreed upon by the employee and the
20 Association. The employee shall furnish written proof that such payment has been made. If the employee
21 and the Association cannot agree on such matter, it shall be resolved by the Public Employment Relations
22 Commission pursuant to RCW 41.56.122.
23

24 **Section 18.6. Check off.** The District shall deduct PSE dues or service charges from the pay of any
25 employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall
26 transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a
27 monthly basis.
28
29
30

31 ARTICLE XIX

32 **GRIEVANCE PROCEDURE**

33
34
35 **Section 19.1.** Grievances or complaints arising between the District and its employees within the
36 bargaining units defined in Article I herein, with respect to matters dealing with the interpretation or
37 application of the terms and conditions of this Agreement, shall be resolved in strict compliance with this
38 Article.
39

40 **Section 19.2. Grievance Steps** (A work day is defined as those days the Central Valley School District
41 Educational Services Center building is open).
42

43 **Section 19.2.1.** The employee shall first discuss the grievance with his/her immediate supervisor. If the
44 employee wishes, he/she may be accompanied by an Association representative at such discussion. All
45 grievances not brought to the immediate supervisor in accordance with the preceding sentence within
46 twenty (20) work days of the occurrence of the grievance shall be invalid and subject to no further
47 processing.

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Section 19.2.2. If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, and the Association and the grievant believes the grievance to be valid, the grievant shall reduce to writing a statement of the grievance containing the following:

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

The employee shall submit the written statement of grievance to his/her immediate supervisor for reconsideration and shall submit a copy to the District Superintendent or his/her designee. After such submission, the Superintendent or his/her designee shall have fifteen (15) work days to resolve the grievance. During this fifteen (15) work day period, the Superintendent shall conduct an Administrative Hearing. The District and the employee shall have the right to have appropriate representatives and witnesses present. If an agreeable disposition is made, all parties to the grievance shall sign the statement of grievance.

Section 19.2.3. If no settlement has been reached within the fifteen (15) work days referred to in the preceding subsection, the grievance may, within ten (10) work days of the answer above, be submitted in writing to arbitration under AAA voluntary rules. However, any question of arbitrability shall be resolved according to RCW 7.04.030 and/or 7.04.040.

The arbitrator shall have no power or authority to add to, subtract from, or modify this Agreement, award damages, or provide a remedy which is in violation of law.

All costs of the arbitration shall be born by the loser.

The award of the arbitrator shall be final and binding on all parties.

Section 19.3. The grievance discussions shall take place whenever possible on school time. The employer shall not discriminate against any individual employee or the Association for taking action under this Article.

ARTICLE XX

SALARIES

Section 20.1. Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked.

Section 20.1.1. A copy of the current PSE salary schedule will be provided by the Personnel Department to each employee in September of each year.

1 **Section 20.2.** Salaries for employees subject to this Agreement, during the term of this Agreement, are
2 contained in Schedule A attached hereto and by this reference incorporated herein.

3
4 **Section 20.3.** Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to
5 the terms and conditions of Article XXII, Section 22.3. Should the date of execution of this Agreement be
6 subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

7
8 **Section 20.4.** Retroactive pay, where applicable, shall be paid on the first regular payday following
9 execution of this Agreement, if possible, and in any case not later than the second regular payday. In the
10 case of retroactive pay resulting from negotiations pursuant to Article XXII, Section 22.3, such retroactive
11 pay shall be paid on the first regular payday following agreement on such schedule, if possible, and in any
12 case not later than the second regular payday.

13
14 **Section 20.5.** For purposes of calculating daily hours, time worked shall be rounded to the next
15 one-quarter (1/4) hour.

16
17 **Section 20.6. Travel Time.** Any employee(s) required to travel from one site to another in a private
18 vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the IRS approved
19 rate as adopted by the School Board.

20
21
22 **Section 20.7.** A Head Custodian shall be assigned to each school.

23
24 This section shall not apply to Early Childhood Program employees.

25
26 **Section 20.8.** The following pay formula shall apply to nine (9) month, eight (8) hour per day
27 secretarial/clerical employees:

28
29 ANNUAL SALARY EQUALS: One hundred eighty (180) days school year, plus all paid holidays,
30 plus all scheduled days worked before and after the regular school year, times eight (8) hours per day
31 times the respective hourly rate.

32
33 This annual salary shall be divided into twelve (12) equal payments

34
35 This section shall not apply to Early Childhood Program employees.

36
37 **Section 20.9.** Employees shall be informed of the number of hours worked with each paycheck. With
38 their June paycheck, less than twelve (12) month employees shall be informed of the number of vacation
39 hours for which they are paid.

40
41 This section shall not apply to Early Childhood Program employees.

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SEPARABILITY OF PROVISIONS

Section 21.1. If any provision of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected thereby.

Section 21.2. Neither party shall be compelled to comply with any provisions of this Agreement which conflicts with State or Federal statutes or regulations promulgated pursuant thereto.

Section 21.3. In the event either of the foregoing sections is determined to apply to any provision of this Agreement, such provisions shall be renegotiated pursuant to Article XXII, Section 22.3.

ARTICLE XXII

TERM

Section 22.1. The term of this Agreement shall be September 1, 2003 to August 31, 2005.

Section 22.2. All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date, except as provided in the following section.

Section 22.3. This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate Schedule A, benefits, and Article XII, herein; and provided further, that this Agreement shall be reopened, as necessary, to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment.

Section 22.4. The parties mutually consent to reopen the Agreement, if necessary, to complete the collaborative bargaining process. Any addition or modification shall be incorporated herein upon appropriate ratification and signature.

SCHEDULE A

CENTRAL VALLEY SCHOOL DISTRICT

SEPTEMBER 1, 2003 - AUGUST 31, 2005

	Prob	Reg	5 Yr	10 Yr	15 Yr	20 Yr
Transportation						
Shop Foreman	16.96	17.18	17.92	18.51	19.43	19.82
Mechanic	15.71	16.06	16.74	17.21	18.03	18.39
Transportation Specialist	15.19	15.41	16.07	16.59	17.40	17.75
Driver/Driver Trainer	14.60	14.80	15.47	15.96	16.76	17.10
Driver, Special Needs	14.01	14.39	14.97	15.43	16.11	16.43
Drivers	13.43	13.81	14.36	14.79	15.46	15.77
Bus Service Specialist	12.02	12.38	12.86	13.20	13.87	14.15
Maintenance						
Plumber	15.71	16.06	16.74	17.21	18.03	18.39
Electrician	15.71	16.06	16.74	17.21	18.03	18.39
Carpenter	15.71	16.06	16.74	17.21	18.03	18.39
Painter	15.71	16.06	16.74	17.21	18.03	18.39
Heating Control Specialist	15.71	16.06	16.74	17.21	18.03	18.39
Resource Conservation Spec.	15.71	16.06	16.74	17.21	18.03	18.39
Groundskeeper	13.68	14.02	14.60	15.02	15.70	16.01
Delivery Driver*	14.03	14.41	14.99	15.47	16.15	16.47
	13.06	13.43	13.96	14.37	15.02	15.32
General Maintenance Technician						
Tractor/Mower/Operator	9.91	10.27	10.69	10.99	11.51	11.74
Courier	10.54	10.92	11.36	11.66	12.20	12.44
Warehouse Assistant	12.02	12.38	12.86	13.20	13.87	14.15
* Persons currently occupying Delivery Driver position as of September 1994 shall be grandfathered at Delivery Driver rate per hour and shall receive appropriate salary increases. New hire Delivery Driver shall be paid Food Service Delivery Driver rate.						
Custodial						
Head Custodian-Elem	13.06	13.43	13.96	14.37	15.02	15.32
Head Custodian-MS	13.06	13.43	13.96	14.37	15.02	15.32
Head Custodian-HS	13.36	13.73	14.26	14.67	15.32	15.63
Custodian	12.02	12.38	12.86	13.20	13.87	14.15
Specialized						
Laundry	10.54	10.92	11.36	11.66	12.20	12.44
Groundskeeper Assistant	8.73	9.00	9.27	9.54	9.81	10.01
Painter Assistant	11.44	11.79	12.14	12.50	12.85	13.11
Custodian Assistant	8.73	9.00	9.27	9.54	9.81	10.01
Transportation/Motor Pool Asst.	8.73	9.00	9.27	9.54	9.81	10.01
Print Room Helper	8.59	8.86	9.13	9.39	9.66	9.85

HVAC Assistant	11.44	11.79	12.14	12.50	12.85	13.11
Book Repair	8.73	9.00	9.27	9.54	9.81	10.01
Roofer	8.73	9.00	9.27	9.54	9.81	10.01
Summer School						
Educational Assistant	10.36	10.71	11.12	11.46	12.00	12.24
Head Secretary	12.12	12.48	12.95	13.39	13.98	14.26
Assistant Secretary	11.51	11.86	12.37	12.70	13.28	13.55
	Prob	Reg	5 Yr	10 Yr	15 Yr	20 Yr
Food Service						
Kitchen Manager	12.83	13.18	13.70	14.11	14.74	15.03
Delivery Driver	12.02	12.38	12.87	13.21	13.88	14.16
Cook/Baker	11.45	11.81	12.29	12.64	13.20	13.46
Lead Assistant Cook*	10.54	10.92	11.37	11.67	12.20	12.44
Assistant Cook/Cleaner	10.54	10.92	11.37	11.67	12.20	12.44
Accu-Scan	10.54	10.92	11.37	11.67	12.20	12.44
* Lead Assistant Cook shall receive an additional five cents (\$.05) per hour for each employee supervised. Kitchen Manager(s) do not receive per hour extra for supervising.						
Educational Assistants						
Interpreter	13.41	13.82	14.37	14.80	15.54	15.85
Job Placement Specialist	10.92	11.27	11.71	12.06	12.61	12.86
Native American Tutor	10.58	10.95	11.38	11.70	12.25	12.50
Instructional	10.36	10.71	11.12	11.46	12.00	12.24
Behavior Intervention Technician	13.70	14.12	14.69	15.14	15.89	16.21
LPN	13.70	14.12	14.69	15.14	15.89	16.21
COTA/PTA	16.10	16.70	17.40	18.00	18.90	19.28
School Assistants						
School Assistant	10.21	10.57	11.00	11.32	11.84	12.08
Transportation Assistant	10.92	11.27	11.71	12.06	12.61	12.86
Technical						
Network Technician	18.14	18.70	19.45	20.03	21.03	21.45
Technology Support Specialist	16.81	17.03	17.77	18.36	19.28	19.67
Computer Field Technician	15.71	16.06	16.74	17.21	18.03	18.39
Certified Personnel Specialist	15.71	16.06	16.74	17.21	18.03	18.39
Transportation Dispatcher	15.19	15.41	16.07	16.59	17.40	17.75
Asst Transportation Dispatcher	11.97	12.31	12.82	13.21	13.79	14.07
Computer Programmer/Analyst	17.46	17.98	18.69	19.25	20.21	20.61
Head Printroom	12.75	12.93	13.50	13.97	14.65	14.94
Computer Operator, Print Room, Word Processing, Audio-Visual Tech	11.81	12.15	12.68	13.04	13.62	13.89
Assistant Printroom	11.52	11.86	12.37	12.70	13.28	13.55
Secretarial/Clerical						
Bookkeeping:						
Payroll Officer	15.71	16.06	16.74	17.21	18.03	18.39

Bookkeeper/Accounting	12.12	12.48	12.95	13.39	13.98	14.26
Assistant Payroll	12.12	12.48	12.95	13.39	13.98	14.26
Senior High Bookkeeper	12.12	12.48	12.95	13.39	13.98	14.26
Food Service	11.81	12.15	12.68	13.04	13.62	13.89
Secretarial:						
Assistant Superintendent	12.84	13.20	13.73	14.12	14.77	15.07
Director (Elem/Sec/Aux/Pers/Bus)	12.84	13.20	13.73	14.12	14.77	15.07
Central Office	12.12	12.48	12.95	13.39	13.98	14.26
School Head Secretary	12.12	12.48	12.95	13.39	13.98	14.26
	Prob	Reg	5 Yr	10 Yr	15 Yr	20 Yr
Central Office Clerical	11.81	12.15	12.68	13.04	13.62	13.89
School Assistant Secretary	11.51	11.86	12.37	12.70	13.28	13.55
Central Office Receptionist	11.51	11.86	12.37	12.70	13.28	13.55
HS Media Asst/Curriculum Library	11.55	11.89	12.42	12.76	13.34	13.61
School Media Assistant	11.29	11.64	12.14	12.47	13.06	13.32
Nurse's Assistant	11.29	11.64	12.14	12.47	13.06	13.32
***Employees who are required to work a regular work shift, wherein four (4) hours or more of that shift occur after the hour of 12:00 Midnight, shall receive, in addition to their regular pay, a shift differential of \$0.30 per hour.						

**EARLY CHILDHOOD PROGRAM
CENTRAL VALLEY SCHOOL DISTRICT
SEPTEMBER 1, 2003 - AUGUST 31, 2005**

EARLY CHILDHOOD PROGRAM						
2003-04						
CLASSIFICATION *	PROB	REG	5 YR	10 YR	15 YR	20 YR
Program Specialist	13.32	13.75	13.89	14.30	14.72	15.01
Specialists: Social Worker, Nurse	12.48	12.82	12.95	13.08	13.22	13.48
ECE Specialist (classroom teacher)	12.48	12.82	12.95	13.08	13.22	13.48
Child Care Site Coordinator	11.16	11.62	11.91	12.04	12.16	12.40
Child Care Assistant Coordinator, Preschool, AM Site Coordinator	8.15	8.49	8.56	8.65	8.73	8.90
ECE Educational Assistant (Inclusive Preschool)	8.37	8.71	8.78	8.88	8.96	9.14
ECE Supervisory Assistant (Inclusive Preschool)	8.00	8.33	8.42	8.51	8.59	8.76
Child Care Supervisory Assistant	7.14	7.14	7.37	7.58	7.80	7.96
Child Care Aide	7.14	7.14	7.22	7.44	7.65	7.80
Food Service	7.51	7.85	7.93	8.01	8.08	8.24
Custodian	8.58	8.91	9.00	9.07	9.18	9.36
Head Secretary	11.69	12.05	12.14	12.30	12.41	12.66
ECP Assistant Secretary	9.23	9.64	9.73	9.86	9.92	10.12

* ECP employees whose children are enrolled in the Childcare Program will receive a 50% fee reduction.

Effective September 1, 1995, salary consideration (increase/decrease) for ECP employees will be tied to the allocation of the Department of Trade and Economic Development grant that funds the entire ECP program.

Note: Pay rates, as indicated in areas marked with grey may be affected by minimum wage increase effective January 1, 2004.

EVEN START GRANT PROGRAM (240 days per year)						
2003-04						
CLASSIFICATION **				Grant Salary		
Even Start Program Coordinator				19.30		
Even Start Family Support Advocate				16.71		
	PROB	REG	5 YR	10 YR	15 YR	20 YR
Even Start Assistant Secretary	11.51	11.86	12.37	12.70	13.28	13.55
** Effective September 1, 1997, salary consideration (increase/decrease) for Even Start employees will be tied to the allocation derived from the Even Start grant.						
All other contractual benefits will be accorded Even Start grant employees.						

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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON

CENTRAL VALLEY CHAPTER

BY: /s/ Gerald Barnett
 Chapter President

DATE: September 22, 2003

CENTRAL VALLEY SCHOOL DISTRICT

BY: /s/ Kay Bryant
 Board President

DATE: September 22, 2003