

***COLLECTIVE BARGAINING
AGREEMENT***

BETWEEN

WAHKIAKUM SCHOOL DISTRICT 200

AND

WAHKIAKUM EDUCATION SUPPORT

PERSONNEL ASSOCIATION

2016-2019

TABLE OF CONTENTS

	Page
PREAMBLE	4
ARTICLE I - ADMINISTRATION	
Recognition	5
Definitions	5
Status of Agreement	5
Conformity to Law	5-6
Distribution of Agreement	6
Agreement Administration	6
Management Rights	6
ARTICLE II - BUSINESS	
Dues, Deductions, Representation Fees	7
Association Rights	7-8
ARTICLE III - PERSONNEL	
Due Process	9
Seniority	9
Layoff and Recall	10
Employee Rights	10
Sexual Harassment	11
Personnel Files	11
Employee Protection	11
Assignment, Vacancies, and Transfers	12
Training	12
Workday and Overtime	12-13
School Closure	13
Work Year, Holidays and Vacations	13-14
Wages and Benefits	14
Mileage Reimbursement	14
ARTICLE IV - LEAVES	
Sick Leave	15
Bereavement Leave	15
Personal Leave	15
Family Medical Leave Act	15
Jury Duty & Subpoena Leave	15
Military Leave	16
Association Leave	16
Sick Leave Sharing	16-17
Annual Sick Leave Cash-Out Program	17

ARTICLE V - BUS DRIVER PROVISIONS	
Rights of Bus Drivers	18-19
Route Times	19
ARTICLE VI - EVALUATION AND PROBATION	
Employee Evaluation	20
ARTICLE VII - GRIEVANCE PROCEDURES	
Grievance Procedure	21
ARTICLE VIII - DURATION	
Expiration	22
Reopeners	22
APPENDIX A- WESPA EVALUATION FORM	23
APPENDIX B- GRIEVANCE FORM	24
APPENDIX C- JOB CLASSIFICATIONS AND SENIORITY	25
APPENDIX D- 2016-17 SALARY SCHEDULE	26

PREAMBLE

In order to effectuate the provisions of RCW 41.56, the Public Employees' Collective Bargaining Act (hereinafter the Act); and to set forth prescribed rights with respect to wages, hours, terms and conditions of employment of the classified employees of the Wahkiakum School District, this Agreement is made and entered into on this 1st day of September, 2016, by and between the Wahkiakum School District and the Wahkiakum Education Support Personnel Association.

ARTICLE I - ADMINISTRATION

Section 1 - Recognition

- 1.1 The district hereby recognizes the Wahkiakum Education Support Personnel Association, Washington Education Association and National Education Association as the exclusive bargaining representative for all full-time and regular part-time classified employees of the Wahkiakum School District, excluding supervisors, confidential employees, and all other employees.

Section 2 - Definitions

- 2.1 The term "Association" when used hereinafter shall refer to the Wahkiakum Education Support Personnel Association, Washington Education Association, and National Education Association.
- 2.2 The term "District" when used hereinafter shall refer to the Wahkiakum School District.
- 2.3 The term "employee" when used hereinafter shall refer to all classified employees represented by the Association.

Section 3 - Status of Agreement

- 3.1 The terms of this Agreement shall supersede any previous collective bargaining agreement between the District and its classified employees. It is agreed that all terms and conditions of employment that were in place prior to the date of this Agreement have been eliminated and replaced by the terms of this Agreement.
- 3.2 This agreement may be reopened on any item(s) during the term of the contract by mutual consent of the parties. Any modification of the contract will be by written mutual agreement of the parties.
- 3.3 The duties of any employee or the responsibilities of any position within the bargaining unit shall not be transferred to persons who are not employees of the District, without consultation with the Association.

Section 4 - Conformity To Law

- 4.1 This agreement shall be governed and construed according to the Constitution and laws of the State of Washington. Should any portion of this Agreement be identified as being contrary to law by any court or administrative agency, said portion of the Agreement shall have effect only to the extent permitted by law and all other provisions or applications of this agreement shall continue in full force and effect.

- 4.2 In the event a provision(s) is determined to be contrary to law, such provision(s) shall be renegotiated. Negotiations shall commence within two weeks of receipt of the written tribunal.

Section 5 - Distribution of Agreement

- 5.1 Within 30 days following ratification and signing of this Agreement, the District will print and distribute to the Association president sufficient copies for all employees, plus ten (10) additional copies for the use of the Association. The cost of such printing shall be borne equally by the District and the Association.
- 5.2 All new employees shall be provided a copy of the Agreement by the District upon their date of hire.
- 5.3 There shall be two (2) signed copies of the final Agreement for the purpose of records. One shall be retained by the District, and one by the Association.

Section 6 - Agreement Administration

- 6.1 Upon request by either party, the Association officials, the Superintendent or his/her designee, shall meet to discuss school problems relating to interpretation or compliance with its Collective Bargaining Agreement or other problems. When a request is made, the meeting shall be held within five days. The Association agrees to extend the time line when circumstances are such that the Superintendent or his/her designee is not available during this time period.

Section 7 – Management Rights

- 7.1 The management and operation of the District and the direction of employees are vested exclusively in the District, subject to the terms of this Agreement. The District may administer all matters not specifically and expressly controlled by the language of this Agreement. This agreement shall not be construed to be a delegation to others of the authority of the Board, which authority the Board specifically reserves unto itself.

ARTICLE II - BUSINESS

Section 1 - Dues, Deductions and Representation Fees

- 1.1 All members of the bargaining unit shall, as a condition of employment, be a member of the Association or pay a representation fee equal to the dues of the Association.
- 1.2 The District shall cooperate with this provision by deducting from the employee's salary, each pay period, the dues required of membership, or for nonmembers thereof, a representation fee equivalent to such dues. This provision safeguards the rights of non- association by employees based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Such employee shall pay an amount of money equivalent to regular Association dues, to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Association. The employee shall furnish written proof that such payment has been made. If the employee and the Association do not reach agreement on such matter, the Public Employment Relations Commission (PERC) shall designate the charitable organization.
- 1.3 The District shall transmit the dues/representation fee to the Washington Education Association each pay period. Dues will include local dues.

Section 2 - Association Rights

- 2.1 The Association shall be provided with bulletin boards, or sections thereof, for the purpose of posting Association materials at each work site. The Association shall also have the right to use the school mail, school mailboxes and e-mail to distribute lawful Association material.
- 2.2 The Association shall have the right to use school facilities and equipment to conduct Association business provided such facilities and equipment is not otherwise in use, and which will entail no additional costs for building maintenance or custodial care.
- 2.3 During the workday, duly authorized representatives of the Association shall be permitted to transact official Association business on District property provided such business does not disrupt the educational process or productivity of employees of the District. The representative must check into the District office. Meetings will be held on the employee's lunch break or other non-work time.
- 2.4 Association representatives who participate during working hours in negotiations, conferences or meetings with District representatives, or grievance procedures shall suffer no loss of pay when such activities are mutually agreed upon to occur during regular working hours.

- 2.5 The District, upon request, agrees to furnish the Association previously compiled information concerning the financial resources of the District, including, but not limited to, annual financial reports, audits, agendas and minutes deemed public information regarding student enrollment and employee names and work location.
- 2.6 New employees of the District who take a position within the bargaining unit shall be reported to the Association within 15 days of the hire date.

ARTICLE III - PERSONNEL

Section 1 - Due Process

- 1.1 No employee shall be disciplined without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee, in writing, not later than the time at which disciplinary action is taken.
- 1.2 The District recognizes and guarantees the right of due process and fair and timely handling of any matter of concern brought to it by employees. The right to representation may be exercised whenever any meeting with a supervisor takes on the purpose of seeking information which may be used as the basis of a disciplinary, or dismissal action. When a request for such representation is made, and the allegation is not of a severe nature, no further action shall be taken for at least twenty-four (24) hours to allow an Association representative to be present.
- 1.3 The District agrees to follow a policy of progressive discipline except in those situations of a severe nature i.e., child abuse and gross insubordination. This progressive discipline minimally shall include a verbal reprimand, a written reprimand, suspension without pay and, as a final action, discharge.
- 1.4 Discipline letters shall be expunged from the employee's personnel file after three (3) years when the offense did not involve sexual harassment, sexual misconduct, child abuse or violence.

Section 2 – Seniority

- 2.1 Seniority shall be defined as an individual's length of service with the District as a regular employee.
- 2.2 A regular employee is employed full-time or part-time on a permanent basis.
- 2.3 All bargaining unit members as of September 26, 2002, will retain all previous district seniority.
- 2.4 Employees hired after September 26, 2002, shall be classified provisional for a period of ninety (90) regularly scheduled workdays, and during that period may be terminated at the discretion of the District. The District will prepare and post a seniority list each year.
- 2.5 When Lost: An employee will lose seniority for any of the following reasons: resignation, discharge, termination, retirement.
- 2.6 When Not Lost: Seniority shall not be lost for the following reasons: time spent on authorized leaves.

Section 3 - Layoff and Recall

- 3.1 Layoff shall be defined as a necessary reduction in the work force, beyond the normal attrition, for economic or program needs only.
- 3.2 In the event of a necessary reduction in work force, the District shall layoff the least senior employees within job classifications as listed on Appendix D.
- 3.3 A laid off employee will have COBRA rights as provided by law and will be granted priority status to substitute for positions for which she/he is available and qualified.
- 3.4 Laid off employees shall be placed in a layoff pool for a period of 12 months from the date of being laid off. Recall from this pool shall be in reverse order of layoff. An employee will be able to refuse a position and remain in the pool if the job offered is for less hours or less compensation than the position held at the time of the layoff. If an employee accepts a position with lower hours and lower compensation, and additional hours become available, he/she will be offered the hours before anyone else in the pool or anyone from outside the district, provided the employee is able to work all of the hours for which the position is posted, within a full work day (Article III, Section 10.1).

Section 4 - Employee Rights

- 4.1 Nothing contained within this agreement shall be construed to deny or restrict to any employee rights he/she may have under applicable laws and regulations. These rights granted to employees here under shall be deemed to be in addition to those provided elsewhere.
- 4.2 Pursuant to the rights, duties, and remedies of RCW 41.56, the District hereby agrees that every employee shall have the right to join and support the Association. The District agrees that it will not discriminate against any employee because of membership in the Association.
- 4.3 Employees shall be entitled to full rights of citizenship. The private and personal life of any employee is not within the appropriate concern or attention of the District unless it affects the employee's role as an employee of the District.
- 4.4 The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability.

Section 5 - Sexual Harassment

- 5.1 The District recognizes the right of all employees to work in an environment free from sexual harassment. Sexual harassment will not be tolerated or condoned in the workplace by any person and in any form at any time as per Wahkiakum School District Policy #5011.

Section 6 - Personnel Files

- 6.1 Employees or former employees shall, upon request and in the presence of a District administrator, have the right to inspect all contents of their complete personnel file kept within the District. Upon request, a copy at District expense, of any documents contained therein shall be afforded the employee. No secret, duplicate, alternate or other personnel file shall be kept anywhere in the District. Such file shall be the official and only personnel file. "Grievance" files created by supervisors for the disposition of grievances, and "working" files for use by supervisors in the formation of evaluation reports, shall be maintained separately from the employee's personnel file. Any contents of a grievance file or working file (including computer disks or anything similar) not transferred to the official personnel file at the end of the school year, shall be given to the employee.
- 6.2 No disciplinary material shall be kept in the employee's personnel file without being shown to the employee within five (5) days of its receipt or creation by the District.
- 6.3 The employee may have a representative of his/her choosing be present during a review of his/her personnel file. No material may be removed from the file except as provided for below.
- 6.4 Materials from the personnel file reviewed by an employee and judged by the employee to be derogatory to his/her conduct, service, character, or personality may be answered and/or refuted in writing. Such written response shall become a part of the written personnel records and kept in the file.

Section 7 - Employee Protection

- 7.1 Employees will not be required to perform any duty requiring a teaching certificate unless the employee possesses a teaching certificate or in an emergency situation involving the safety of children.
- 7.2 No employee shall be required by the District to dispense or administer medication or perform any other medical function which it would be unlawful for the employee to perform. When any employee lawfully administers medication or performs any other medical function, the District agrees to indemnify the employee from any liability that results from the good faith carrying out of such functions.

Section 8 - Assignment, Vacancies, and Transfers

- 8.1 Before the District may hire any person from outside the District, the District shall post an opening for at least one week and shall provide an opportunity for current employees within the bargaining unit to apply for such position. The District agrees to appoint the best-qualified applicant to the position. Current District employees who are not hired for the position will receive an explanation as to why they were not selected.
- 8.2 New or vacated positions created by the District that operate within the bargaining unit, which require the assignment or reassignment of at least one (1) hour of duties, shall be posted by the District as an opening for at least one week. The District shall provide an opportunity for current employees within the bargaining unit to apply for such position.
- 8.3 The District is allowed to create temporary positions for up to 90 working days. Should the position exist longer than 90 working days, the language in Section 8.2 will take effect.
- 8.4 Employees who desire to apply for posted positions may file a written statement of such desire with the District.
- 8.5 When more than one employee applies who meets the qualifications for the position, and if the applicants' qualifications for the positions are substantially equal, the position shall be awarded to the applicant with the greater bargaining unit seniority.

Section 9 – Training

- 9.1 Employees who are required by the District to attend training outside of the employee's regular working hours, will be paid at their regular hourly rate of pay for all time in attendance plus any fee or tuition, and mileage.
- 9.2 It is not the intent of this provision to finance long-term courses of study, Elementary and Secondary Education Act (ESEA) certification requirements, or a college degree. This provision is intended to produce improvements in an individual's job performance or technical skills.

Section 10 - Workday and Overtime

- 10.1 An employee's workday shall be as assigned by the District. Eight (8) hours shall constitute a full workday, work to be completed within eight and one-half (8 1/2) hours consecutively, with an uninterrupted one half (1/2) hour off for lunch to begin no less than two (2) hours nor more than five (5) hours from the beginning of their shift. Employees shall have a paid, scheduled rest period of not less than fifteen (15) minutes for each four (4) hours of work time. Rest periods shall be

scheduled as near as possible to the midpoint of the work period and no employee shall be required to work more than three (3) hours without a rest or lunch period.

- 10.2 Employees shall be paid at a rate of one and one half (1 1/2) times regular wages for any excess of forty (40) hours per week. If an employee is called in on a nonscheduled work day, they shall receive no less than two (2) hours pay at one and one half (1 1/2) times regular wages. All overtime must be approved by the immediate supervisor. Bus drivers' overtime is to be computed on driving time only.
- 10.3 The normal work week for employees will consist of five (5) consecutive work days.

Section 11 - School Closure

- 11.1 In the event it becomes necessary to close the schools because of inclement weather or other emergency or hazardous condition, employees shall be released, without any loss in pay, leaves, or other benefits, immediately after students have been evacuated.

Section 12 - Work Year, Holidays and Vacations

- 12.1 Holidays - Employees who work a minimum of six (6) hours per day, twelve months per year shall receive the following holidays:

1. New Year's Day
2. M.L. King Day
3. Presidents' Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Veterans' Day
8. Thanksgiving Day
9. The day following Thanksgiving Day
10. Christmas Eve
11. Christmas Day

All other employees shall receive the following paid holidays:

1. Thanksgiving Day
2. Christmas Day
3. New Year's Day

- 12.2 Employees who are requested to work on the above described holidays shall receive twice (2X) their base rate for all hours worked on such holidays.

- 12.3 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 said holiday.
- 12.4 Employees who work a minimum of six (6) hours per day twelve months per year shall receive non-accumulative vacation as follows:

<u>Experience</u>	<u>Vacation</u>
During first two (0-2) years	10 days
After two (2) years	10 days
After three (3) years	12 days
After four (4) years	14 days
After five (5) years	16 days
After six (6) years	18 days
After seven (7) years and seven plus years	20 days

Section 13 - Wages and Benefits

- 13.1 Wages and benefits shall be negotiated annually subject to compliance with state law. State allocated raises may be negotiated with the superintendent as to how the money is to be distributed locally.
- 13.2 2016-2017 Salary Schedule (Appendix D)
- 13.3 Health Insurance - Employees covered by this Agreement who work eighty (80) or more hours per month shall be eligible for medical and dental insurance. The District will pay the State allocated appropriation per FTE intended for the expressed application toward our approved health insurance package. Part time FTE employees who are eligible for health insurance will have their contribution prorated.
- 13.4 The District shall provide the maximum amount per month funded by the State per F.T.E. employee toward the payment of medical and dental insurance premiums for employees and their legal dependents. If the actual total premium cost for an employee is more than the state allotment per month, the difference will be made up from the above described pool and by the employee through a voluntary payroll deduction.

Section 14 - Mileage Reimbursement

- 14.1 When acting in accordance with assigned duties or when requested to travel and a district vehicle is not available and the employee is using his/her own private vehicle, an employee shall be reimbursed for such travel at the IRS rate.

ARTICLE IV - LEAVES

Section 1 - Sick Leave

- 1.1 Employees shall accumulate sick leave annually in accordance with RCW 28A.400.100. The employees shall be entitled to the projected number of days at the beginning of the contract year. Employees who work less than full time shall receive sick leave proportionate to the number of hours worked per day, i.e., 4 hours work per day X 12 = 48 hours annually. Employees are also eligible for the attendance incentive and sick leave cash out program in accordance with RCW 28A.400.210.

Section 2 - Bereavement Leave

- 2.1 Bereavement leave shall be granted for a member of the employee's family: Three (3) days for the immediate family (parents, siblings, spouse, and children) one (1) day for other family members. Such leave shall not be accumulative.

Section 3 - Personal Leave

- 3.1 An employee will be granted the opportunity to take one (1) day of personal leave per year. If the employee opts to take the personal leave day it will be with pay. Personal leave shall not be accumulative.

Section 4 - Family Medical Leave Act

- 4.1 Employees will have access to the provisions as outlined in the Federal Family Leave Law.

Section 5 - Jury Duty and Subpoena Leave

- 5.1 Jury Leave - Leaves of absence with pay consistent with the employee's normal work schedule, shall be granted for jury duty. Compensation received for jury duty performed on work days shall be paid by the employee to the District. The employee shall notify the District when notification to serve on jury duty is received.
- 5.2 Subpoena Leave - Leave of absence with pay shall be granted when an employee is subpoenaed by the District to appear in a court of law in school-related litigation. If any witness fees are paid, that amount shall be deducted from the employee's regular pay. Any transportation, meal or lodging expenses reimbursement shall be retained by the employee.

Section 6 – Military Leave

- 6.1 Employees shall be granted military leaves of absence when required by law. While on leave, the employee shall retain all benefits as though employment had been continuous in the District. Upon return from leave, the employee shall be placed in the position last held or a similar position in the District.

Section 7 - Association Leave

- 7.1 Up to five (5) days, no more than three (3) consecutive days, leave per year may be made available to the Association president and/or his/her designee. No more than two persons will be gone on Association leave at any one time. The Association shall provide for an administratively approved substitute and pay the cost of the substitute.

Section 8 - Sick Leave Sharing

The District and the Association shall cooperate in the establishment of a Sick Leave Bank.

- A. Participation in the donation of sick leave to the Bank will be on a voluntary basis. Eligible employees are granted the right to donate sick leave to the Bank to assist other employees who are suffering from an extraordinary or severe illness, injury, impairment or physical condition, (including pregnancy, if under doctor's orders to stop working) or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.
- B. An employee who is eligible to donate sick leave is one who has an accrued sick leave balance of more than sixty (60) days. Employees cannot donate sick leave days that would result in his/her sick leave account going below sixty (60) days.
- C. Eligible employees may donate up to six (6) days during any calendar year. It is understood that any days donated to the Bank will be counted as sick leave days used when determining the number of sick leave days an employee can cash out each year.
- D. Once days are donated to the Bank, they cannot be withdrawn except for the expressed purpose described in paragraph A above
- E. The first ten (10) consecutive days of illness or disability will not be covered by the Bank but must be covered by the employee's own accumulated sick leave or absence without pay.
- F. An employee will not be able to withdraw days from the Bank until his/her own sick leave is depleted.

- G. A maximum of thirty (30) days each school year can be drawn by the employee from the Bank.
- H. Sick leave days can only be withdrawn from the Bank for illness of employee. (not dependents or anyone else).
- I. Requests for use of Bank days must be accompanied by a letter from the attending physician.
- J. If this Section is determined to be illegal, days accumulated in the Bank shall be returned to those employees from whom the sick leave days had been taken, provided such days have not been used.

Section 9 - Annual Sick Leave Cash-Out Program

- 9.1 Employees are eligible for the attendance incentive and sick leave cash out program in accordance with RCW 28A.400.210.
- 9.2 At the time of separation from District employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days' accrued sick leave. For the purposes of this provision, retirement shall be defined as when an employee is eligible to receive benefits under the Washington State Public Employees Retirement System.

ARTICLE V - BUS DRIVER PROVISIONS

Section 1 - Rights of Bus Drivers

- 1.1 Extracurricular Routes - The Senior driver has first choice of trips followed by each driver successively according to seniority. The Senior driver has first choice of added trips. The list of regular drivers must be exhausted before a substitute driver will be offered an extracurricular route. The transportation supervisor will be responsible for scheduling and deviations.
- 1.2 Regularly scheduled activities are to be scheduled on a monthly basis.
- 1.3 Drivers and the transportation supervisor will meet once a month to discuss safety and other items that may arise. These meetings will be scheduled by the Transportation Supervisor as needed.
- 1.4 Every attempt will be made to post unscheduled events five (5) days in advance.
- 1.5 Trades and substitutions, in regard to extracurricular runs, may be allowed with prior approval of the transportation supervisor at least three (3) days in advance.
- 1.6 Drivers will fill out bus trip tickets and time sheets, when appropriate, and submit maintenance notation sheets to the transportation supervisor when mechanical problems arise. Major items of possible repair will be reported immediately and in turn to the superintendent.
- 1.7 Drivers will have standby time during tournaments and conferences in the same proportion as awarded during regular season activities (not to include time after bus use is finished for the day.) In addition, standby time will be given when drivers are required to report to their place of work outside of their normal working schedule.
- 1.8 Drivers are furnished reasonable room and board expenses while on trips that require the same. Meals may be claimed not to exceed \$7.00 for breakfast, \$8.00 for lunch, and \$10.00 for dinner per day for trips that do not allow drivers to return home after regular runs.
- 1.9 Drivers will be given standby time for required training courses.
- 1.10 All drivers, including substitute drivers, recalled after completing a shift and having gone home shall be compensated for no less than one and one-half (1 ½) hours.
- 1.11 Drivers will be paid for a minimum of one and one-half (1 ½) hours daily.

- 1.12 In the event an extracurricular run conflicts with the driver's regular run, the driver in no case will receive less time than he/she would for the regular run. If the extracurricular run exceeds the regular run in time, the driver will be paid only the difference.
- 1.13 Seniority shall be the first priority when filling a route vacancy.
- 1.14 Substitute drivers shall be called only when the work cannot be done by one of the regular drivers.
- 1.15 Passengers will follow the same rules of conduct on activity trips as on regular routes.
- 1.16 Buses are to be kept reasonably clean and washed monthly.
- 1.17 Drivers are to fuel their own buses/vehicles as needed.
- 1.18 The District will pay for the department of transportation physical for all bus drivers.
- 1.19 Unpaid leave must be arranged with and approved by the Transportation Supervisor in advance.
- 1.20 When scheduled trips that have had a regular driver assigned to them are cancelled with less than three (3) working days' notice, the assigned driver shall receive one and one-half (1 ½) hours of regular pay. The one exception to this language would be if the trips are cancelled due to weather conditions. During those times there would be no additional compensation.

Section 2 – Route Times

- 1.1 Minimum half route time will be one and one half hours (1 1/2 hours).
- 1.2 Certified bus drivers shall receive a minimum of one and one half hours (1 ½) regular pay for each event they drive. The following runs shall be considered events for the purpose of this section:
 - a.m. runs
 - p.m. runs
 - elementary school teacher-parent conference runs
 - activity runs

ARTICLE VI - EVALUATION

Section 1 - Evaluation Procedure

- 1.1 The immediate supervisor shall conduct a written evaluation of each employee under his or her supervision at least once per year.
- 1.2 Only information pertaining to the employee's professional responsibilities may be used for purposes of evaluation.
- 1.3 In the event the evaluation report indicates the employee has areas in need of improvement, the supervisor will meet with the employee and discuss the concerns.
- 1.4 If the area(s) of concern are not eliminated within ten (10) working days, the supervisor will meet with the employee and develop an improvement plan for the employee. The employee will have twenty (20) working days to meet the expectations outlined in the improvement plan.
- 1.5 The employee shall sign the District's copy of the evaluation report to indicate that he/she has received a copy of the report. The signature of the employee does not, however, necessarily imply that he/she agrees with the contents of the evaluation. The employee has the right to attach a written rebuttal/reply to the evaluation form.

ARTICLE VII - GRIEVANCE PROCEDURE

Section 1 - Procedure

- 1.1 If an employee feels that the terms of this Agreement have been violated or they have other areas of concern, he/she should have an informal discussion with his/her immediate supervisor. If the problem is not resolved in this manner, the employee should request an informal discussion with the Superintendent. If the problem is not concluded satisfactorily within five (5) working days after this discussion, the employee shall resubmit the concern in writing to the Superintendent. The Superintendent shall reply in writing within five (5) working days. If the employee does not agree with the response, he/she may appeal to the Board of Directors within five (5) working days. The Board will reply within ten (10) working days of receipt of the appeal. The employee reserves the right to pursue the matter through legal channels if not satisfied with the Board's decision.

VIII - DURATION

Section 1 - Expiration

1.1 This Agreement shall be in effect from September 1, 2016, through August 31, 2019. The parties agree to reopen this Agreement to commence bargaining on a new Agreement within a reasonable time prior to the expiration date stated above.

FOR THE ASSOCIATION

FOR THE DISTRICT

APPENDIX A

**WAHKIAKUM SCHOOL DISTRICT 200
CLASSIFIED PERSONNEL PERFORMANCE EVALUATION**

Name (Last, First, Middle Initial)	Period of Report From To	Evaluation <input type="checkbox"/> Probation Type <input type="checkbox"/> Annual <input type="checkbox"/> Other	Date
School or Department	Job Title		

Satisfactory	Needs Improvement*	Unsatisfactory*	Comments
1. Job Knowledge: Information and understanding of attached job description.			
<input type="checkbox"/> Has working knowledge of the job.	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Lacks required knowledge and understanding of the job.	
2. Initiative: Self-motivated to achieve job expectations.			
<input type="checkbox"/> Is a self-starter	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Performs only as directed	
3. Adaptability: Ability to adjust to new assignments or working conditions.			
<input type="checkbox"/> Adjusts to change and is flexible.	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Has difficulty in making adjustments to change.	
4. Dependability: Degree to which employee can be depended upon to complete tasks.			
<input type="checkbox"/> Can be entrusted to do a job with routine supervision.	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Requires constant detailed instructions and supervision.	
5. Human Relations: Cooperative, considerate, tactful, sensitive to others.			
<input type="checkbox"/> Gets along well with people under normal circumstances.	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Ineffective in working with others. Negative attitude.	
6. Communication: Capability to understand and respond to verbal / written information.			
<input type="checkbox"/> Understands and expresses thoughts adequately.	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Lacks ability or willingness to express oneself appropriately.	
7. Student Relations: Cooperative, considerate, tactful and sensitive in managing students.			
<input type="checkbox"/> Works cooperatively with students.	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Responds inappropriately to students.	
8. Safety: Attention to safety standards for self / others / district.			
<input type="checkbox"/> Recognizes and avoids hazards on the job.	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Lacks ability to foresee hazards on the job.	
9. Attendance / Punctuality: Adherence to assigned hours and days worked.			
<input type="checkbox"/> Acceptable	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> *Unacceptable	
10. Quality of Work: Accuracy, thoroughness and effectiveness of work (may check 2)			
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> Improvement shown since last evaluation.	
<input type="checkbox"/> Unsatisfactory*			
11. Quantity of Work: Meeting job requirements and volume of work (may check 2)			
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> *Needs Improvement	<input type="checkbox"/> Improvement shown since last evaluation.	
<input type="checkbox"/> Unsatisfactory*			

Leadership Potential: Supervisor may attach statement indicating specifics concerning planning, organization & delegation.

See attachment

EVALUATOR COMMENTS

EMPLOYEE COMMENTS

This is to certify that we have read and discussed the above report.

Evaluator / Date

Employee / Date

GRIEVANCE FORM A

FORMAL GRIEVANCE PRESENTATION (STEP ONE)

(To be submitted to the Superintendent if informal resolution is not reached.)

EMPLOYEE _____ DATE OF FORMAL PRESENTATION _____

ASSOCIATION PRESIDENT OR DESIGNEE _____

WORK LOCATION _____ SUPERVISOR _____

STATEMENT OF GRIEVANCE (Please include: Facts on which the grievance is based, reference to the specific terms of the Agreement which have been violated, issues involved, and the remedy sought.)

Signature of Employee or Association

Date

**JOB CLASSIFICATIONS
AND SENIORITY**

SECRETARIES**HIRE DATE**

Tarabochia, Cinnon	08/31/1984
Moore, Pamela	06/08/1992

CUSTODIAL**HIRE DATE**

Heagy, Mary	06/01/1997
Backman, Gary	09/01/1998
Lawrence, Paul	11/18/2015
Garstki, Trina	03/22/2016

BUS DRIVERS**HIRE DATE**

Tobin, Sara	02/27/1997
Ashe, Linda	09/04/2007
Crouse, Erla	09/01/2009
Burdick, Krasandra	09/02/2009
Quigley, Paula	09/02/2015
Tischer, Lee	11/17/2015
Lyski, Jerry	06/21/2016

**INSTRUCTIONAL ASSISTANTS / FOOD SERVICE and
ASSISTANT SECRETARIES**

HIRE DATE

Wilson, Joyce	09/14/1982
Melton, Debra	05/01/1990
Fritzie, Krista	02/07/2000
Doumit, Julieann	09/05/2000
Reichert, Roberta	10/09/2001
Parker, Cheryl	08/25/2010
Rainey, Jami	10/02/2012
Merrill, Andrea	10/28/2013
Neves, Megan	09/02/2014
Fudge, Cindy	05/20/2015
Ohrberg, Haannah	09/22/2015
Wisner, Michelle	04/21/2016
Dault, Becky	08/23/2016
Mace, Amber	09/20/2016

PREVENTIONIST**HIRE DATE**

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NURSE**HIRE DATE**

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ASSISTANT MAINTENANCE**HIRE DATE**

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TECHNOLOGY DIRECTOR**HIRE DATE**

Ireland, Paul	12/03/2013
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APPENDIX D

**Wahkiakum School District
2016-2017 Classified Employees Salary Schedule**

POSITION	0-2 YEARS	2-5 YEARS	5-8 YEARS	8-12 YEARS	12+ YEARS
HS Secretary	\$15.34	\$16.43	\$17.55	\$18.76	\$19.00
GS Secretary	\$15.34	\$16.43	\$17.55	\$18.76	\$19.00
Asst. Secretary	\$13.49	\$14.10	\$15.08	\$16.14	\$16.35
Para-Educator	\$11.95	\$12.61	\$13.23	\$13.95	\$14.15
Assessment Coord.	\$13.60	\$14.26	\$15.22	\$16.27	\$16.48
Libr Tech/Online Coord	\$13.60	\$14.26	\$15.22	\$16.27	\$16.48
Food Services Director	\$14.85	\$15.57	\$16.63	\$17.78	\$18.00
Food Services Worker	\$11.95	\$12.61	\$13.23	\$13.95	\$14.15
Maintenance/Transp.	\$14.78	\$15.50	\$16.56	\$17.91	\$18.10
Asst. Maintenance	\$12.83	\$13.21	\$14.13	\$15.11	\$15.33
Head Custodian	\$13.06	\$13.99	\$14.97	\$16.00	\$16.21
Asst. Custodian	\$12.38	\$13.21	\$14.13	\$15.11	\$15.33

Position	
School Nurse	Flat Rate \$ 21.42
Substance Abuse Preventionist	Flat Rate \$ 20.32 with BA degree \$ 22.89 with MA degree
Bus Drivers	Flat Rate for Driving Time \$ 18.29 Flat Rate for Stand-By \$ 12.01
Technology Director	Flat Rate \$ 25.00

APPENDIX D
Revised 9-20-16 by mutual agreement

Wahkiakum School District
2016-2017 Classified Employees Salary Schedule

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