

COLLECTIVE BARGAINING AGREEMENT BETWEEN  
**GRANITE FALLS SCHOOL DISTRICT #332**

**AND**

**PUBLIC SCHOOL EMPLOYEES OF  
GRANITE FALLS SCHOOL DISTRICT**

SEPTEMBER 1, 2013 - AUGUST 31, 2015



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

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

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## P R E A M B L E

This Agreement is made and entered into between Granite Falls School District # 332 (hereinafter "District") and Public School Employees of Granite Falls, an affiliate of Public School Employees of Washington/SEUI, Local 1948 (hereinafter "Association").

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

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## ARTICLE 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, and the Association recognizes the responsibility of representing the interests of all such employees.

1 **Section 1.2.**

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

5  
6 **Section 1.3.**

7 Current position descriptions shall be available upon reasonable request. The District shall send any  
8 proposed change or modification of current position descriptions to the Association President.  
9 Modification of existing positions, or the creation of new positions, shall require reopening of this  
10 Agreement pursuant to Article XVII, Section 17.3. Job descriptions shall be updated as necessary and  
11 provided to the Association on an annual basis.

12  
13 **Section 1.4.**

14 The bargaining unit to which this Agreement is applicable shall consist of all regular full-time and  
15 regular part-time classified employees in the following general job classifications: Secretarial-Clerical,  
16 Paraprofessionals, Assistants, Food Service, School Maintenance, Technology, and Specialists. It is  
17 agreed and understood that the following positions are excluded from the bargaining unit:  
18 Business Manager (1), Superintendent's Secretary (1), Human Resources Secretary (1),  
19 Payroll/Benefits Manager (1), and Information Systems Supervisor (1) for a total of five (5)  
20 exemptions

21  
22 **Section 1.5.**

23 Substitute employees shall be paid on Step 0 in the classification of work on Schedule A. Substitutes  
24 shall not be covered by any other terms or conditions of this Agreement.

25  
26 **Section 1.6.**

27 Unless as otherwise provided in the agreement, a day shall be defined as normal district office work  
28 days.

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31  
32 **ARTICLE II**

33  
34 **RIGHTS OF THE EMPLOYER**

35  
36 **Section 2.1.**

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

45  
46 **Section 2.2.**

47 The right to make reasonable rules and regulations are functions of the District. In making rules and  
48 regulations relating to personnel policies, procedures and practices, and matters of working conditions,

1 the District shall give due regard and consideration to the rights of the Association and the employees  
2 and to the obligations imposed by this Agreement.

3  
4 **Section 2.3.**

5 The District reserves the right to subcontract work; however, prior to subcontracting bargaining unit  
6 work, the District shall negotiate the effects of any such potential decision with the Association in  
7 accordance with RCW 41.56.

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11 **ARTICLE III**

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13 **RIGHTS OF EMPLOYEES**

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15 **Section 3.1.**

16 It is agreed that the employees in the unit defined herein shall have and shall be protected in the  
17 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association as  
18 authorized by RCW 41.56. The freedom of such employees to assist the Association shall be  
19 recognized as extending to participation in the management of the Association, including presentation  
20 of the views of the Association to the District Board of Directors, or the Board's designee(s), or any  
21 other governmental body, group or individual.

22  
23 **Section 3.2.**

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

26  
27 **Section 3.3.**

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

31  
32 **Section 3.4.**

33 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,  
34 exclusive of compensation for services rendered, to appropriate officials of the Association.

35  
36 **Section 3.5.**

37 Neither the District, nor the Association shall unlawfully discriminate against any employee subject to  
38 this Agreement on the basis of race, creed, color, gender, religion, age or marital status, or because of a  
39 disability with respect to a position, the duties of which may be performed efficiently by an individual  
40 without danger to the health or safety of the disabled person or others.

41  
42 **Section 3.6.**

43 Employees shall be formally evaluated no later than two (2) calendar weeks before the last day of the  
44 employees work year by their immediate supervisor. Employees may submit, in writing, to his/her  
45 immediate supervisor, a request for a mid-year informal evaluation and is not a replacement for the  
46 formal evaluation. Probationary employees shall be formally evaluated within the first sixty (60)  
47 working days of employment. Supervisors shall use the Evaluation Form which is attached to the  
48 Agreement as Appendix A-Paraprofessional or B-General Classified.

1 All evaluations shall be discussed with the employee. A copy of the evaluation shall be given to the  
2 employee and the original placed in the employee's personnel file. Within five (5) working days of  
3 receipt of the evaluation, the employee may attach his or her own comments to the evaluation. These  
4 comments will become a permanent part of the evaluation.

5  
6 In the event an employee receives an evaluation which contains a rating of "Unsatisfactory/Needs  
7 Improvement", the evaluator, after consultation with the employee, shall develop a written plan of  
8 improvement within five (5) working days. The improvement plan will provide the employee with the  
9 opportunity to improve his/her performance in the deficient area(s). Once said plan is written and  
10 presented to the employee, the employee will work to meet the timelines and requirements of the  
11 improvement plan. The supervisor will meet with the employee no later than sixty (60) working days  
12 after the implementation of the improvement plan to evaluate the employee's performance.

### 13 **Section 3.7.**

14 Employees will be given a copy of all material added to the District office personnel file at the time  
15 such material is added to the file. Employees shall have the right, upon request and during regular  
16 administrative office business hours, with a District representative present, to inspect the contents of  
17 their personnel file. An employee may obtain copies of documents made available under this section.  
18

19  
20 Employees shall have the right to respond in writing to all additions in the personnel file. Such  
21 responses shall be made a part of the file. Disciplinary material will be removed from an employee's  
22 file two (2) years after inclusion, upon request, unless the disciplinary action was based on unlawful  
23 discrimination, harassment, or unlawful contact with a student and/or the same offense was committed  
24 in the two (2) year period.

## 25 26 27 28 **ARTICLE IV**

### 29 30 **RIGHTS OF THE ASSOCIATION**

#### 31 **Section 4.1.**

32 The Association has the right and responsibility to represent the interests of all employees in the unit;  
33 to present its views to the District on matters of concern, either orally or in writing; to consult or to be  
34 consulted with respect to the formulation, development, and implementation of industrial relations  
35 matters and practices which are within the authority of the District, and to enter collective negotiations  
36 with the object of reaching an agreement applicable to all employees within the unit.  
37

#### 38 **Section 4.2.**

39 The President of the Association and designated representatives will be provided time off without loss  
40 of pay to a maximum of ten (10) days per year to attend regional or State meetings when the purpose  
41 of those meetings is in the best interests of the District as determined by the District administration.  
42

#### 43 **Section 4.3.**

44 The District shall provide the Association President the current S-275 and District directory upon  
45 reasonable request. Such information shall be revised/updated upon request. The District shall notify  
46 the Association President of all new hires and terminated employees.  
47  
48

1 **Section 4.4.**

2 The Association reserves and retains the right to delegate any right or duty contained herein to  
3 appropriate officials of the Public School Employees of Washington State Organization.  
4

5 **Section 4.5. Bulletin Boards.**

6 The District shall provide bulletin board space in each school, if requested by the Association members  
7 in said school, for the use of the Association; provided that such use may not be used for any unlawful  
8 purpose including assisting a campaign for election of any person to any office or for the promotion of  
9 or opposition to any ballot proposition. The bulletins posted by the Association are the responsibility  
10 of the officials of the Association. Each bulletin shall be signed by the Association official responsible  
11 for its posting. It is the responsibility of the Association to remove notices from the bulletin boards  
12 after they have served their purpose.  
13  
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15 **ARTICLE V**

16 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

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18  
19 **Section 5.1.**

20 It is agreed and understood that matters appropriate for consultation and negotiation between the  
21 District and the Association are procedures relating to or affecting general working conditions of  
22 employees in the unit subject to this Agreement, methods of adjusting grievances, pay practices, and  
23 hours of work.  
24

25  
26 **Section 5.2.**

27 It is further agreed and understood that the District will inform the Association of any changes being  
28 considered in existing benefits, policies, practices and procedures affecting employees represented by  
29 the Association.  
30

31 **Section 5.3.**

32 It is further recognized that this Agreement does not alter the responsibility of either party to meet with  
33 the other party to advise, discuss, or consult regarding matters concerning working conditions not  
34 covered by this Agreement.  
35

36 **Section 5.4.**

37 The parties recognize that the calendar is a negotiable item.  
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41 **ARTICLE VI**

42 **ASSOCIATION REPRESENTATION**

43  
44 **Section 6.1.**

45 The Association will designate a Conference Committee of three (3) members who will meet with the  
46 Superintendent of the District and the Superintendent's representatives on a mutually agreeable regular  
47 basis to discuss appropriate matters.  
48

1 **Section 6.2.**

2 The District will allow sufficient time during working hours for Association representatives to attend  
3 meetings scheduled with the Superintendent in accordance with Section 6.1. The District will provide  
4 suitable space to conduct such meetings.  
5  
6  
7

8 **ARTICLE VII**

9  
10 **HOURS OF WORK**  
11

12 **Section 7.1.**

13 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)  
14 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an  
15 employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive  
16 days of rest.  
17

18 **Section 7.2.**

19 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be  
20 changed without prior notice to the employee of two (2) calendar weeks, except in cases of emergency.  
21

22 **Section 7.3.**

23 Each employee shall be assigned to a definite shift with designated times of beginning and ending.  
24 The first shift is defined as any work shift beginning between 5:00 A.M. and 11:59 A.M. The second  
25 shift is defined as any work shift beginning between 12:00 Noon and 9:59 P.M. The third shift is  
26 defined as any work shift beginning between 10:00 P.M. and 4:59 A.M.  
27

28 **Section 7.3.1.**

29 The first shift shall consist of up to eight and one-half (8½) hours for eight (8) hours  
30 compensation, including a thirty (30) minute uninterrupted lunch period as near the middle of  
31 the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15)  
32 minute second half rest period, both of which rest periods shall occur as near the middle of each  
33 half shift as is practicable.  
34

35 **Section 7.3.2.**

36 The second shift shall consist of up to eight and one-half (8½) hours, for eight (8) hours  
37 compensation, including a thirty (30) minute uninterrupted lunch period as near the middle of  
38 the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15)  
39 minute second half rest period, both of which rest periods shall occur as near the middle of each  
40 half shift as is practicable.  
41

42 **Section 7.4.**

43 In the event an employee is assigned to a shift less than the normal work shift previously  
44 defined in this Article, the employee shall be given a fifteen (15) minute rest period for each  
45 consecutive/continuous four (4) hours of work. Employees assigned six (6) or more hours shall  
46 be given two (2) 15-minute rest periods and an unpaid lunch period.  
47  
48



1 **Section 7.5.**

2 Employees required to work through their regular lunch periods will be given time to eat at a  
3 reasonable time assigned by the supervisor. In the event the District requires an employee to forego a  
4 lunch period and the employee works the entire shift, including the lunch period, the employee shall be  
5 compensated for the foregone lunch period. If the employee works over eight (8) hours, the lunch  
6 period will be compensated at overtime rates.

7  
8 **Section 7.6.**

9 Employees requested to work a shift regularly filled by a higher classification employee within their  
10 general job classification shall receive compensation based on the step of the higher classification that  
11 would grant the employee performing such higher classification work at least a twenty-cent (\$.20) per  
12 hour pay increase. Any employee requested by their supervisor to work in a lower paying position  
13 during their regularly scheduled work hours will receive their regular rate of pay. Employees that  
14 substitute outside of their regularly scheduled work hours will receive the substitute rate of pay.

15  
16 **Section 7.7.**

17 In the event of an unusual school closure due to inclement weather, plant in-operation, or the like, the  
18 District will make every effort to notify each employee to refrain from coming to work. Employees  
19 reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a  
20 closure; provided, however, no employee shall be entitled to any such compensation in the event of  
21 actual notification by the District of the closure prior to leaving home for work and, provided further,  
22 that each employee requesting the two (2) hour minimum pay be assigned a reasonable work  
23 assignment for those two (2) hours; assigned work shall be within the work classification.

24  
25 **Section 7.7.1.Non-Instructional Work Days.**

26 In the event that the District is authorized to waive instructional student days, this will not  
27 affect the number of paid work days for employees recognized by this Agreement.

28  
29 School year employees are expected to work their regular work schedule with training  
30 opportunities provided on the non-instructional days during the school year to make up time for  
31 waiver days and parent conferences. If training is not available, staff will be assigned duties by  
32 their supervisor. Employees may request to take all or part of the non-instructional day(s) off.

33  
34 **Section 7.8.**

35 At all times the schools are open for activities outside the normal school day, a custodian shall be on  
36 duty and compensated at the appropriate rate. Specifically excluded from this requirement are student  
37 activities such as school dances and community activities such as Open Gym (GFAA). At all times  
38 when the following kitchen/cafeteria equipment is used, a food service employee shall be on duty and  
39 compensated at the appropriate rate: ovens, warmers, steam tables or dishwashers.

40  
41 **Section 7.9. Overtime.**

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

1 **Section 7.9.1.**

2 All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be  
3 compensated at the rate of one and one-half (1½) times the employee's base pay: provided; however,  
4 overtime hours worked in excess of eight (8) hours in a work day may be waived by the affected  
5 employee(s) and the District to effect an alternative work schedule (e.g. a 4 X 10 hour work week.)  
6

7 **Section 7.9.2.**

8 All hours worked on the sixth (6th) consecutive day shall be compensated at the rate of one and  
9 one-half (1½) times the employee's base pay.  
10

11 **Section 7.9.3.**

12 All hours worked on the seventh (7th) consecutive day shall be compensated at the rate of twice  
13 the employee's base pay.  
14

15 **Section 7.9.4.**

16 Employees called back on a regular workday, or called on the sixth (6th) or seventh (7th)  
17 consecutive workday, shall receive no less than two (2) hours pay at the appropriate rate.  
18

19 **Section 7.10. Assignment of Extra/Overtime.**

20 Unless job specific, the assignment of extra work/overtime will first be offered to employees at the  
21 work site on a seniority basis, by job classification. If no employees are available in the classification  
22 within the building, the extra work/overtime will be offered to other employees in the job classification  
23 on a seniority basis.  
24

25 **Section 7.10.1 Food Service Extra Work/Overtime and Catering.**

26 At the beginning of each school year a chart shall be created to address substitute time and  
27 catering time. Every food service employee shall indicate on the chart if they are interested in  
28 substituting in other positions or working after hours in catering positions.  
29

30 This chart will be used to call employees for all substitute opportunities. The substitute time  
31 will be offered on a seniority basis to those who have indicated a desire to substitute, starting  
32 with the most senior employee. Employees not answering the phone in person will be bypassed  
33 if the employer has received less than a twelve (12) hour notification of the need for a  
34 substitute. A message will be left for bypassed employees.  
35

36 The catering opportunities will be offered on a rotating basis starting with the senior employee  
37 in September of each year. If an employee rejects an opportunity to cater they will be bypassed  
38 until their spot on the chart is reached again. A copy of the chart will be given to the  
39 Association President at the beginning of each school year and updated as requested.  
40

41 **Section 7.11. Compensatory Time Off.**

42 An employee may, at his/her option, request compensatory time off in lieu of extra hours of pay or  
43 overtime, as appropriate. Compensatory time for extra hours worked for less than 40 hours per week  
44 shall be compensated at a rate of one hour compensation for each hour worked. Compensatory time in  
45 lieu of overtime for more than eight (8) hours worked per day or forty (40) hours worked per week  
46 shall be accrued at the rate of one and one-half (1 ½) hours for each hour worked.  
47  
48

1 **Section 7.12.**

2 Days without pay should be requested from the superintendent for use during occasional events not  
3 possible to schedule outside of the school year. All personal and/or vacation leave should be  
4 exhausted prior to asking for leave without pay.  
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8 **ARTICLE VIII**

9  
10 **HOLIDAYS AND VACATIONS**

11  
12 **Section 8.1.**

13 All employees shall receive the following paid holidays that fall within their work year:  
14

- |                             |                                |
|-----------------------------|--------------------------------|
| 15 1. New Year's Day        | 8. Day after Thanksgiving Day  |
| 16 2. Washington's Birthday | 9. Day before Christmas Day    |
| 17 3. Memorial Day          | 10. Christmas Day              |
| 18 4. Veterans' Day         | 11. Day after Christmas*       |
| 19 5. Independence Day**    | 12. Martin Luther King Day     |
| 20 6. Labor Day***          | 13. Day before New Year's Day* |
| 21 7. Thanksgiving Day      |                                |

22 \*Applicable to twelve (12) month employees only.

23 \*\*Employees contracted for 195 days or more will be paid for Independence Day.

24 \*\*\*Paid if employee is compensated for at least one regular shift during week of Labor Day.  
25  
26

27 **Section 8.1.2. Unworked Holidays.**

28 Eligible employees shall receive pay equal to their average daily time per week [total weekly  
29 work hours divided by five (5)] in affect at the time the holiday occurs. An employee who is  
30 on the active payroll on the holiday and has worked either the last scheduled shift preceding the  
31 holiday or the first scheduled shift succeeding the holiday, and is not on leave of absence, shall  
32 be eligible for pay for such unworked holiday. An exception to this requirement will occur if  
33 the employee can furnish proof satisfactory to the District that because of illness the employee  
34 was unable to work on either of such shifts, and his/her absence previous to such holiday by  
35 reason of such illness has not been longer than thirty (30) regular workdays.  
36

37 **Section 8.1.3. Worked Holidays.**

38 Employees who are required to work on the above described holidays shall receive twice their  
39 base rate for all hours worked on such holidays.  
40

41 **Section 8.1.4.**

42 If one of the above holidays falls on a weekend, the employee shall be given the choice of  
43 receiving one (1) day's pay at base rate or adding one (1) day to annual vacation. If the holiday  
44 falls within the employee's working month the employee shall be compensated for it.  
45  
46  
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48

1 **Section 8.2.**

2 Vacations will be granted consistent with the following schedule:

3

4	(A)	(B)		(C)
5	Years Worked	Days of Vacation	Days of Vacation	Days of Vacation
6	Assigned	Employees Assigned	Employees Assigned	Employees
7	(More Than)	<u>175-189 Days Per Yr</u>	<u>190-220 Days Per Yr</u>	<u>260 Days Per Yr.</u>
8	0	4	4	5
9	1	5	6	7
10	2	7	8	10
11	3	9	10	13
12	5	9	11	14
13	7	10	11	15
14	9	11	12	16
15	11	12	13	17
16	13	13	14	18
17	15	13	15	19
18	17	14	16	22
19	19	15	17	24
20	20	16	18	25

21

22

23 **Section 8.2.1.**

24 All school-related hours for which an employee is paid will be counted as hours worked in the  
25 computation of credit, and hours worked at premium rates shall be counted as straight-time  
26 hours in such computation.

27

28 **Section 8.2.2.**

29 For every regular workday from which an employee is absent on sick leave, bereavement leave,  
30 or emergency leave, the hours of the employee's normal work shift shall be credited as if  
31 worked.

32

33 **Section 8.2.3.**

34 For the purpose of calculating years worked, the District will apply the rule used to calculate  
35 eligibility for incremental steps. Section 16.2.5.

36

37 **Section 8.2.4.**

38 Time on layoff and time on authorized leave of absence will be counted as continuous service  
39 for the purpose of establishing and retaining eligibility dates.

40

41 **Section 8.2.5. Employees Assigned 260 Days Per Year (Column C, above):**

- 42 A. Vacations taken during the summer period June 1 to August 31 shall not exceed two (2)  
43 cumulative weeks.
- 44 B. Vacations should be scheduled by the first of May as nearly as possible.
- 45 C. Not all custodians may be on vacation at the same time.
- 46 D. Vacation time is non-cumulative.
- 47
- 48

1 **Section 8.2.6. Employees Assigned Less than 260 Days Per Year (Column A and B,**  
2 **above).**

3 Employees who work less than twelve (12) months per year shall receive payment for vacation  
4 and holidays in twelve equal payments. Any employee who is discharged or who terminates  
5 employment shall receive payment for unused accrued vacation credit with their final  
6 paycheck.  
7  
8  
9

10 **ARTICLE IX**

11 **LEAVES**

12 **Section 9.1. Sick Leave (Illness, Injury and Emergency Leave).**

13  
14  
15  
16 **Section 9.1.1.**

17 Each employee shall accumulate one (1) day of sick leave for each calendar month worked;  
18 provided, however, that each employee returning from the prior work year or beginning  
19 employment with the District in September is eligible to accumulate ten (10) days of sick leave  
20 per school year. An employee who works eleven (11) working days in any calendar month will  
21 be given credit for the full calendar month. Sick leave benefits shall be paid on the basis of  
22 base hourly rate applicable to the employee's normal daily work shift; provided, however, that  
23 should an employee's normal daily work shift increase or decrease subsequent to an  
24 accumulation of days of sick leave, sick leave benefits will be paid in accordance with the  
25 employee's normal daily work shift at the time the sick leave is taken, and the accumulated  
26 benefits will be expended on an hourly rather than a daily basis.  
27

28 **Section 9.1.1.1. Sick Leave Attendance Incentive Program.**

29 In January of the year following any year in which a minimum of sixty (60) days of  
30 leave for illness or injury is accrued, and each January thereafter, any eligible employee  
31 may exercise an option to receive remuneration for unused leave for illness or injury  
32 accumulated in the previous year at a rate equal to one (1) day's monetary compensation  
33 of the employee for each four (4) full days of accrued leave for illness or injury in  
34 excess of sixty (60) days. Leave for illness or injury for which compensation has been  
35 received shall be deducted from accrued leave for illness or injury at the rate of four (4)  
36 days for every one (1) day's monetary compensation.  
37

38 **Section 9.1.1.2.**

39 At the time of separation from school district employment due to retirement or death, an  
40 employee eligible to retire or the employee's estate shall receive remuneration at a rate  
41 equal to one (1) day's current monetary compensation for each four (4) full days accrued  
42 leave for illness or injury. RCW 28A.400.210 & WAC 392.136.020.  
43

44 **Section 9.1.2.**

45 Employees who have accrued sick leave while employed by another public school district in  
46 the State of Washington or who have accrued sick leave while employed by the Granite Falls  
47 School District and are then reemployed by the District shall be given credit for such accrued  
48 sick leave upon employment by the District, per RCW 28A.310.240.

1           **Section 9.1.3.**

2           In the event employees are absent for reasons which are covered by Industrial Insurance, the  
3           District shall pay the employee an amount equal to the difference between the amount paid the  
4           employee by the Department of Labor and Industries and the amount the employee would  
5           normally earn. A deduction shall be made from the employee's accumulated sick leave in  
6           accordance with the amount paid to the employee by the District or, at the option of the  
7           employee, not to use sick leave and only use Industrial Insurance.

8  
9           **Section 9.1.4.**

10          An employee who is absent five (5) or more consecutive work days is required to provide  
11          documentation of an illness or injury from a medical professional. In cases where the absence  
12          is the direct result of an employee requiring hospitalization, the five (5) day requirement for  
13          documentation may be waived and a medical release may be required prior to the employee  
14          returning to work. Absences exceeding accumulated leave will result in pay deductions unless  
15          the condition qualifies the employee for leave sharing (Section 9.7) and sufficient leave is  
16          donated to cover the absences.

17  
18          **Section 9.2. Leave For Family Illness.**

19          Each employee shall be entitled to a maximum of three (3) days leave per school year with pay for  
20          absence caused by serious illness to an employee's child, sibling, parent, parent-in-law, grandparent,  
21          grandchild, or any person living in the immediate household as a member of the family. Leave for  
22          family illness must be approved by the superintendent on the Pre-Planned Leave Form (which includes  
23          the definition of serious illness as per federal and state guidelines). Such leave shall not be deducted  
24          from sick leave and is non-cumulative.

25  
26          **Section 9.2.1. Bereavement Leave.**

27          Each employee shall be entitled to a maximum of five (5) days leave with pay per occurrence, for  
28          absence caused by death in an employee's immediate family. Immediate family includes: spouse,  
29          domestic partner, child, sibling, parent, family in-laws, stepfamily, grandparent, grandchild, or any  
30          person living in the immediate household as a member of the family. In addition to the above,  
31          employees shall be entitled to one (1) day per year herein for bereavement purposes. Such leave is  
32          non-cumulative and shall not be deducted from sick leave. Additional leave may be allowed at the  
33          discretion of the superintendent.

34  
35          **Section 9.2.2. Child Care Leave.**

36          An employee shall be eligible to utilize accrued sick leave to care for a child/or child in their custody  
37          under the age of eighteen (18) with a health condition that requires treatment or supervision.

38  
39          **Section 9.3. Emergency Leave.**

40          Emergencies are those events which are suddenly precipitated or which are of such a nature that  
41          preplanning could not relieve the necessity for the absence. The problem must be one of major  
42          importance and not a mere convenience. Emergency leave shall be limited to one (1) day per year,  
43          non-cumulative and shall be charged against sick leave. Additional time may be granted by the  
44          Superintendent. Employees shall notify his/her administrator or designee at the earliest opportunity.

1 **Section 9.3.1. Personal Leave.**

2 Employees shall be granted up to two (2) full days of personal leave per year with pay. The  
3 employee shall, when possible, notify the District at least forty-eight (48) hours in advance of  
4 taking said leave. Unused Personal Leave Days may be accumulated up to five (5) days.  
5

6 Employees who use neither of the available days may, at the end of the school year, cash in the  
7 two (2) unused days for one (1) day of per diem pay. An employee who used one (1) day of  
8 personal leave may cash in one-half (1/2) day of per diem pay. The per diem pay will be  
9 included in the August pay warrant. Accumulated days may not be cashed out.  
10

11 **Section 9.4. Maternity Disability Leave**

12 Upon written application to the Superintendent or designee, an employee shall be granted maternity  
13 disability leave. Such leave shall commence at such time as the employee, and her medical advisor,  
14 deem necessary. Employees granted maternity disability leave may, at their option, be allowed  
15 compensation for maternity disability leave in accordance with Section 9.1.1 above. Before returning  
16 to work, the employee must provide to the District written certification from her physician that the  
17 employee is ready and able to return to work. Within three (3) months after childbirth the employee  
18 shall notify the District of intent to return.  
19

20 **Section 9.5. Judicial Leave.**

21 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named  
22 as a codefendant with the District, such employee shall receive a normal day's pay for each day of  
23 required presence in court. In the event that an employee is a party in a court action, such employee  
24 may request a leave of absence.  
25

26 **Section 9.6. Leave Of Absence.**

27  
28 **Section 9.6.1.**

29 Upon recommendation of the immediate supervisor through administrative channels to the  
30 Superintendent, and upon approval of the Board of Directors, an employee may be granted a  
31 leave of absence for a period not to exceed one (1) year; provided, however, if such leave is  
32 granted due to extended illness, one (1) additional year may be granted.  
33

34 **Section 9.6.2.**

35 An employee retains the right to return to work prior to the end of their approved leave period  
36 provided the employee notifies the District in writing no later than thirty (30) calendar days  
37 before the date they intend to return to work; and provided that one-half of their approved leave  
38 period has expired. The returning employee will be assigned to a position comparable to the  
39 position assigned before the leave of absence in terms of hours, wages and class of  
40 employment. A comparable position means within thirty (30) minutes of the position  
41 previously held by the individual. It shall be the responsibility of both the employer and the  
42 local bargaining unit officials to inform employees hired to fill positions of employees on leave  
43 of absence of these provisions affecting the terms of their employment. It shall be the District's  
44 responsibility to notify the replacement employee when the original employee has stated their  
45 intent to return to work. All replacement employees shall be subject to all provisions of this  
46 Agreement.  
47  
48





1 **Section 10.5.**

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

- 3  
4 Time lost by reason of industrial accident, industrial illness or judicial leave;  
5 Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States;  
6 Time spent on other authorized leaves; or  
7 Time spent in layoff status as hereinafter provided.

8  
9 **Section 10.6.**

10 Seniority rights shall be effective within the general job classification. As used in this Agreement,  
11 general job classifications are those set forth in Article I, Section 1.4.

12  
13 **Section 10.6.1.**

14 Employees working in more than one general job classification shall enjoy seniority in each  
15 such classification, provided they continue such duties with no more than one (1) year break in  
16 service. Such break in service of more than one (1) year shall result in loss of seniority.

17  
18 **Section 10.7.**

19 The employee with the earliest hire date shall have preferential rights regarding vacation periods, shift  
20 selections and special services (including overtime). The employee with the earliest hire date shall  
21 have preferential rights regarding promotions, assignment to new or open jobs or positions within  
22 classifications, hours of employment, and layoffs when ability, qualifications, and performance are  
23 substantially equal with junior employees.

24  
25 If the District determines that seniority rights should not govern because a junior employee possesses  
26 ability, qualifications, and performance substantially greater than a senior employee or senior  
27 employees, the District shall set forth the reasons for the bypass in writing to the senior employee or  
28 employees.

29  
30 **Section 10.7.1.**

31 Current employees who complete an application for a new or open position not within the  
32 employee's classification will be given an informal interview for the position with the Human  
33 Resources Director or designee. If applicants are not selected to fill the position, they will  
34 receive a written notice of non-selection.

35  
36 **Section 10.7.2.**

37 If the District determines that a specific position needs more time, up to thirty (30) minutes can  
38 be added without posting, upon consultation with the Chapter President.

39  
40 **Section 10.7.3.**

41 Each employee who transfers to a new position shall remain in a performance trial status for a  
42 period not to exceed thirty (30) work days following the transfer. During this performance  
43 trial, the District may require or the employee may elect for justifiable cause, to return to the  
44 previous position.

1 **Section 10.7.4. New Employees with Experience.**

2 New employees who have prior experience in other school districts shall be placed on Schedule  
3 A and receive the same leave and vacation benefits as other employees in the District who have  
4 similar occupational status and total years of service, provided there has not been more than  
5 one (1) year of separation.  
6

7 New employees with more than one (1) year separation will be placed on Step 0 of Schedule A  
8 during the probationary period of sixty (60) work days. Potential movement to a higher Step at  
9 the end of the probationary period will be determined by the supervisor based on years of  
10 experience and current level of performance.  
11

12 If this District has a different system for computing leave benefits and other benefits, then the  
13 employee shall be granted the same leave benefits and other benefits as an employee in the  
14 District who has similar occupational status and total years' experience.  
15

16 **Section 10.8.**

17 Employees who change job classifications within the bargaining unit shall retain their hire dates in the  
18 previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire  
19 date and a new classification.  
20

21 **Section 10.9.**

22 The District shall publicize within the bargaining unit for five (5) business days, the availability of  
23 open positions as soon as possible after the District decides to fill the opening. A copy of the job  
24 posting shall be forwarded to the President of the Association, posted on the District web site and e-  
25 mailed to all classified employees. If an employee wishes to be notified of postings by regular mail  
26 during the summer months, he/she will provide the District with a self-addressed postcard specifying  
27 the areas of interests. The Association shall share the cost of such postage. The District  
28 shall also forward a list of newly hired classified employee's names and positions to the Chapter  
29 President upon board approval.  
30

31 **Section 10.9.1.**

32 A new or open position that exceeds thirty (30) work days shall be subject to the posting  
33 provisions of this Agreement. Long term substitute positions shall be subject to the posting  
34 provisions when it is determined that there is more than thirty (30) work days remaining. Short  
35 term substitutes, less than thirty (30) work days, will be reviewed monthly on a case by case  
36 basis to determine any anticipated change in status.  
37

38 **Section 10.10.**

39 The seniority factors in Section 10.7 shall govern layoff procedures. In the event of layoff, employees  
40 so affected are to be placed on a reemployment list maintained by the District according to layoff  
41 ranking. Such employees are to have priority over new applicants in filling an opening in the  
42 classification held immediately prior to layoff. Names shall remain on the reemployment list for  
43 eighteen (18) months.  
44

45 **Section 10.10.1.**

46 In the event of layoff(s), each classification may, at their option, select a "parking lot"  
47 procedure to deal with the reduction in force.  
48

1 **Section 10.11.**

2 Employees on layoff status shall file their mailing address, email address and phone number in writing  
3 with the personnel office of the District and shall within seven (7) days advise the District in writing of  
4 any change of address.

5  
6 **Section 10.12.**

7 An employee shall forfeit rights to reemployment as provided in Section 10.10 if the employee does  
8 not comply with the requirements of Section 10.11, or if the employee does not respond to the offer of  
9 reemployment within seven (7) days. It shall be the responsibility of the District to inform employees  
10 of openings in the job classification held prior to layoff.

11  
12 **Section 10.13.**

13 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other  
14 accrued benefits; provided, that such employee is offered a position substantially equal (loss of no  
15 more than thirty (30) minutes per day) to that held prior to layoff.

16  
17 **Section 10.14.**

18 PSE will be provided a seniority list November 1 and March 1 of each year. PSE officials will post the  
19 seniority list on PSE bulletin boards.

20  
21  
22  
23 **ARTICLE XI**

24  
25 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

26  
27 **Section 11.1.**

28 The District shall have the right to discipline or discharge an employee for justifiable cause. Any  
29 disciplinary action or measure imposed upon an employee may be processed as a grievance through  
30 the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, the  
31 reprimand will be handled in a professional manner. Material in an individual's personnel file provides  
32 an official record of the employee's service to the District.

33  
34 **Section 11.2. Notification To Non-Annual Employees.**

35 This section is intended to be applicable to those employees whose duties necessarily imply less than  
36 twelve (12) months (excluding vacations) work per year.

37  
38 **Section 11.2.1.**

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

41  
42 **Section 11.2.2.**

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

45  
46 **Section 11.2.3.**

47 Nothing contained in this section shall in any regard limit the operation of other sections of this  
48 Article.

1  
2 **Section 11.3.**

3 Except in extraordinary cases, and as otherwise provided in this Article, the District will give  
4 employees two (2) weeks notice of intention to layoff.  
5

6 **Section 11.4.**

7 Employees will provide the District two (2) weeks notice of intention to voluntarily terminate  
8 employment.  
9  
10

11  
12 **ARTICLE XII**

13  
14 **INSURANCE AND RETIREMENT**  
15

16 **Section 12.1.**

17 Each employee enrolled in District-approved insurance plans shall be eligible each month for a dollar  
18 amount equal to the State-funded BEA dollar amount on an FTE basis for the payment of approved  
19 insurance premium costs. For insurance calculation purposes, one FTE = 1,440 hours of compensation  
20 per year. Deducted from such monthly amount will be the retiree subsidy required by the State Health  
21 Care Authority. Employees who are compensated for less than 1,440 hours per year shall be prorated  
22 based on 1,440 = 1 FTE. Contributions shall be made for each calendar month. Funds not expended  
23 for approved plans shall be pooled monthly. If the state does not fund at the level of 1,440 = 1 FTE for  
24 BEA programs, the district insurance FTE will be adjusted to reflect the level funded for BEA  
25 programs.  
26

27 **Section 12.1.1. Health Insurance Coverage for Dependents**

28 The parties recognize that the Affordable Care Act will offer opportunities for many employees  
29 to obtain dependent coverage that is more affordable than what is available through employer-  
30 sponsored plans and that information about the details of the benefits as well as regulations  
31 concerning potential costs to the employer are not available at this time. Accordingly, the  
32 parties mutually agree to reopen this Agreement as necessary to conform to the requirements of  
33 the Affordable Care Act.

34 **Section 12.1.2.**

35 The District and Association agree to the following provisions in order to make a good faith  
36 effort to comply with 2012 Washington Laws (ESSB 5940).  
37

38 The District shall ask an insurance broker to procure premium quotes for health benefit plans  
39 that meet the responsible contracting standards of ESSB 5940.  
40

41 To ensure employees selecting richer benefit plans pay the higher premium, and make progress  
42 toward the 3:1 ratio goal of full-family to employee-only coverage premiums in ESSB 5940,  
43 each employee included in the pooling arrangement within the CBA who elects medical benefit  
44 coverage shall pay a minimum out-of-pocket charge by monthly payroll deduction. The  
45 minimum monthly charge shall be 1% of the employee-only premium coverage. Such  
46 minimum monthly charge shall be paid regardless of the impact of pooling. Eligible employees

1 selecting the HDHP with a Health Savings Account (HSA) will be allowed to contribute to  
2 their HSA account, via payroll deduction, up to the limit allowed by law.

3  
4 The parties shall abide by state laws relating to school district employee benefits, and this  
5 Section shall be construed consistent with such laws.

6  
7 This Agreement shall be effective for the 2013-14 school year. The parties shall meet  
8 prior to May 1, 2014, to discuss whether to renew or amend this MOU for another year.

9  
10 **Section 12.2.**

11 The District shall participate appropriately in the Washington State Unemployment Compensation  
12 Fund requisite to providing unemployment benefits for all employees subject to this Agreement,  
13 pursuant to RCW 50.44.020 and .030.

14  
15 **Section 12.3.**

16 The District shall make legal required contributions for State Industrial Insurance on behalf of all  
17 employees subject to this Agreement.

18  
19 **Section 12.4.**

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

23  
24 **Section 12.5.**

25 District employees shall be provided personal liability coverage.

26  
27 **Section 12.6. Tax Sheltered Annuities.**

28 All employees subject to this Agreement shall be entitled to participate in the tax sheltered annuity  
29 plan recognized by the District. On receipt of a written authorization by an employee, the District shall  
30 make deductions from the employee's salary.

31  
32  
33  
34 **ARTICLE XIII**

35  
36 **VOCATIONAL TRAINING**

37  
38 **Section 13.1.**

39 The District recognizes that employees desire to improve and broaden their work skills and training.  
40 Therefore, a staff development fund for classified employees of two thousand five hundred dollars  
41 (\$2,500) will be available each year. The District shall carryover the unused funds from year to year  
42 for a maximum of five thousand dollars (\$5,000).

43  
44 A variety of training opportunities may be developed and offered. If the District requires attendance of  
45 the employee, regular salary rates will be paid for attendance. In no event will overtime rates be paid.

46  
47 Such application must be approved by the PSE Chapter President and the Superintendent or his/her  
48 designee.

1 **Section 13.2.**

2 Employees required by the District or by State regulations to attend training (including first aid  
3 training), execute certificates, or become recertified, as a condition of employment, shall be reimbursed  
4 for all fees, costs and/or expenses. Employees shall also be compensated for all time expended as  
5 "hours worked" pursuant to Article XVI, Section 16.1 herein.  
6

7 **Section 13.3. Apprentice Training.**

8 All employees enrolled as apprentices by the Washington Public School Classified Employees Joint  
9 Apprenticeship and Training Committee (WPSCEJATC) and the Washington School Nutrition  
10 Association Training Program (WSNATP) shall be subject to all terms of this Agreement; except that  
11 the WPSCEJATC and the WSNATP shall have jurisdiction to insure that apprentices successfully  
12 complete all requirements of the program as approved and registered with the Washington State  
13 Apprenticeship and Training Council and the Washington School Nutrition Association.  
14

15 **Section 13.3.1.**

16 Upon successful completion of apprenticeship standards and recognition by the WPSCEJATC  
17 or receipt of a Level II certificate from WSNATP, or other certification mutually agreed upon  
18 by the parties, the employee shall receive the appropriate hourly rate of pay as indicated on  
19 Schedule A plus fifty cents (\$0.50).  
20

21 **Section 13.3.2.**

22 Employees shall be responsible for tuition costs associated with college credits and for required  
23 books and materials.  
24

25 **Section 13.3.3.**

26 Participation in the apprenticeship program shall be completely voluntary for all staff.  
27

28 **Section 13.3.4.**

29 Persons employed on the effective date of this Agreement may apply for the apprenticeship  
30 program at any time new enrollees are accepted. Applications will be accepted annually prior  
31 to October 1st.  
32

33 **Section 13.3.5.**

34 By September 1 of each year, the PSE will provide, in writing to the Superintendent, the local  
35 PSE member who will be responsible for:

36 Clerical issues as related to the Apprenticeship Program.  
37

38 Developing and coordinating classes with colleges, universities, school districts and/or other  
39 approved agencies.  
40

41 Attending meetings as they may relate to Section 13.4 of this Agreement.  
42

43 Attendance and/or participation will have prior approval of the Superintendent.  
44

45 **Section 13.4.**

46 Employees who provide proof of having an AA degree or above, shall receive the appropriate rate of  
47 pay as indicated on Schedule A plus fifty (\$0.50) cents.  
48

1 **Section 13.5.**

2 This Article may be reopened at any time upon mutual agreement of the parties or as new  
3 classifications are proposed by the Local JATC or the WSNATP for an apprenticeship program.  
4  
5  
6

7 **ARTICLE XIV**

8  
9 **ASSOCIATION MEMBERSHIP AND CHECKOFF**  
10

11 **Section 14.1.**

12 Each employee subject to this Agreement, who, on the effective date of this Agreement, is a member  
13 of the Association in good standing shall, as a condition of employment, maintain membership in the  
14 Association in good standing during the period of this Agreement.  
15

16 **Section 14.2.**

17 All employees subject to this Agreement who are hired at a time subsequent to the effective date of this  
18 Agreement shall, as a condition of employment, become members in good standing of the Association  
19 within sixty (60) days of the hire date. Such employee shall then maintain membership in the  
20 Association in good standing during the period of this Agreement.  
21

22 **Section 14.3.**

23 The parties recognize that an employee should have the option of declining to participate as a member  
24 in the Association, yet contribute financially to the activities of the Association in representing such  
25 employee as a member of the collective bargaining unit. Therefore, as an alternative to, and in lieu of  
26 the membership requirements of the previous sections of this Article, an employee who declines  
27 membership in the Association may pay to the Association each month a service charge as a  
28 contribution towards the administration of this Agreement in an amount equal to the regular monthly  
29 dues. This service charge shall be collected by the Association in the same manner as monthly dues.  
30

31 **Section 14.4.**

32 Any employee who refuses to become a member of the Association in good standing or pay the service  
33 charge in accordance with the previous sections, shall, at the option of the Association, be immediately  
34 discharged from employment by the District.  
35

36 **Section 14.5.**

37 The District will notify the Association of all new hires within ten (10) working days of the hire date.  
38 At the time of hire, the District will inform the new hire of the terms and conditions of this Article.  
39

40 **Section 14.6.**

41 Nothing contained in this Agreement shall require Association membership of employees who object  
42 to such membership based on bona fide religious tenets or teachings of a church or religious body of  
43 which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a  
44 nonreligious charity or other charitable organization mutually agreed upon by the employee and the  
45 Association. The employee shall furnish written proof that such payment has been made. If the  
46 employee and the Association cannot agree on such matter, it shall be resolved by the Public  
47 Employment Relations Commission pursuant to RCW 41.56.122.  
48

1 **Section 14.7. COPE – Political Action Committee.**

2 The District shall, upon receipt of a written authorization form that conforms to legal requirements,  
3 deduct from the pay of such bargaining unit employee the amount of contribution the employee  
4 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a  
5 check separate from the Union dues transmittal check. Section 14.6 of the Collective Bargaining  
6 Agreement shall apply to these deductions. The employee may revoke the request at any time. At  
7 least annually, the employee shall be notified by the PSE State Office about the right to revoke the  
8 request.

9  
10 **Section 14.8. Checkoff.**

11 The District shall deduct PSE dues, service charges or voluntary political contributions from the pay of  
12 any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District  
13 shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington  
14 on a monthly basis.

15  
16 **Section 14.9. Employer Indemnification.**

17 The Association will defend, indemnify and hold the District harmless against any and all claims, suits,  
18 orders or judgments brought or issued against the District pursuant to the implementation of Article  
19 XIV, as set forth above.

20  
21  
22  
23 **A R T I C L E   X V**

24  
25 **G R I E V A N C E   P R O C E D U R E**

26  
27 **Section 15.1.**

28  
29 **Purpose.**

30 The purpose of this procedure is to provide an orderly method of resolving grievances. A determined  
31 effort shall be made to settle such differences at the lowest possible level in the grievance procedure.  
32 Meetings or discussions involving grievances shall be scheduled at mutually agreeable times.

33  
34 **B. Definitions.**

35 Grievant - A grievant is an employee, or in the case of the Association's contractual rights,        the  
36 Association.

37 Grievance - A grievance is defined as a dispute involving the interpretation or application o        of the  
38 specific terms of this Agreement.

39 Days - Days in this procedure are normal District office work days.

40  
41 **C. Timelines.**

42 Grievances shall be processed in the following manner and within the stated time limits. Time limits  
43 provided in this procedure may be extended only by mutual written agreement.

44 Failure on the part of the District at any step of this procedure to communicate the decision on a  
45 grievance within the specific or mutually extended time limits shall permit the grievant to lodge an  
46 appeal at the next step of this procedure.



1 Failure of the grievant (employee or Association) to present or proceed with a grievance within the  
2 specified or mutually extended time limits will render the grievance waived.

#### 3 4 **D. Representation.**

5 he Association will be notified by the District of a grievance initiated by an employee in the bargaining  
6 unit. The grievant has a right to have Association representation at all steps of the grievance process.  
7 The Association is entitled to have an observer at formal grievance hearings conducted by District  
8 officials regarding matters arising out of a grievance and to make known the Association's views  
9 concerning the case.

#### 10 11 **Process.**

##### 12 **Step 1. Informal Level-Informal Submission of Grievance to Supervisor.**

13 Within thirty (30) days following the occurrence of the event giving rise to the grievance, or thirty (30)  
14 days after the event is known or reasonably should have been known within the current school year,  
15 the employee shall attempt to resolve the grievance informally with the immediate supervisor. The  
16 immediate supervisor shall respond within five (5) days of the employee's presentation.

##### 17 18 **Step 2. Formal Level-Written Submission of Grievance to Supervisor.**

19 If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall  
20 submit it to the immediate supervisor within ten (10) days after receipt of the informal response. The  
21 written grievance shall be submitted in person to the immediate supervisor. Both parties will sign and  
22 date the document when presented. The written grievance shall contain the following:

- 23
- 24 1. A statement of the alleged grievance including the facts upon which the grievance is based;
- 25 2. Reference to the specific terms of the Agreement which have been allegedly violated; and
- 26 3. Remedy sought.

27  
28 The immediate supervisor will inform the employee and the Association in writing of the disposition  
29 of the grievance within ten (10) days of the presentation of the grievance.

##### 30 31 **Step 3. Superintendent Level-Written Submission of Grievance to the Superintendent.**

#### 32 33 **Individual Grievance.**

34 If the grievance is not settled at Step 2, in order to continue the grievance process, the employee must  
35 file the grievance in writing within ten (10) days after receipt of the immediate supervisor's written  
36 response in Step 2 above. The Superintendent or his/her designee will schedule a meeting with the  
37 grievant and the Association to review the grievance with the parties involved. Within ten (10) days  
38 following the meeting, a written statement of the disposition will be given to the employee with a  
39 written copy to the Association.

#### 40 41 **Association Grievance.**

42 A grievance which the Association may have against the District, limited as aforesaid to matters  
43 dealing with the interpretation or application of terms of this Agreement relating to Association rights,  
44 shall be commenced by filing in writing (in the format of Step 2 above) with the Superintendent. Such  
45 filing shall be within thirty (30) days following the occurrence of the event giving rise to the grievance  
46 or thirty (30) days after the event is known or reasonably should have been known within the current  
47 school year. The Superintendent or his/her designee will have ten (10) days to schedule a meeting to

1 hear the matter and try to resolve the dispute. A disposition must be entered at the Superintendent's  
2 level within ten (10) days of the conclusion of the meeting.

3  
4 **Step 4. Arbitration.**

5 If no settlement is reached in Step 3, the Association has the right to file a demand for arbitration as  
6 outlined below:

7  
8 Written notice of a request for arbitration shall be made to the Superintendent within twenty (20) days  
9 of receipt of the disposition letter at Step 3.

10  
11 Arbitration shall be limited to issue(s) involving the interpretation or application of specific terms of  
12 this Agreement.

13  
14 The grievance shall be submitted to arbitration under the Voluntary Labor Arbitration Rules of the  
15 American Arbitration Association or other mutually agreed upon arbitration service. If mutually  
16 agreed, the parties may submit to arbitration under the Expedited Labor Arbitration Rules of the  
17 American Arbitration Association.

18  
19 Arbitration proceedings shall be in accordance with the following:

20  
21 The Arbiter, once appointed, will inform the parties as to the procedures which will be followed.  
22 The Arbiter shall hear and accept pertinent evidence submitted by both parties and shall be empowered  
23 to request, through subpoena if necessary, such data and testimony as the Arbiter deems pertinent to  
24 the grievance and shall render decision in writing to both parties within thirty (30) days unless  
25 mutually extended, of the closing of the record.

26 The Arbiter shall be authorized to rule and issue a decision in writing on the issue(s) presented for  
27 arbitration which decision shall be final and binding on both parties.

28 The Arbiter shall rule only on the basis of information presented at the hearing and shall refuse to  
29 receive any information after the hearing except by mutual agreement.

30 Each party to the proceedings may call such witnesses as may be necessary in the order in which their  
31 testimony is to be heard. Such testimony shall be limited to the matters set forth in the written  
32 statement of grievance.

33 The arguments of the parties may be supported by oral comment and rebuttal. Either or both parties  
34 may submit written briefs within a time period mutually agreed upon. Such arguments of the parties,  
35 whether oral or written, shall be confined to and directed at the matters set forth in the grievance.

36 Each party shall pay any compensation and expenses relating to its own witnesses or representatives:  
37 the Arbiter's costs, including travel and fees, shall be split between the District and the Association.

38  
39 **F. Binding Effects of Award.**

40 All decisions arrived at under the provisions of this Article by the representatives of the District and  
41 the Association at Steps 1, 2, and 3, or by the Arbiter, shall be final and binding upon both parties;  
42 provided however, that in arriving at such decision, neither of the parties or the Arbiter shall have the  
43 authority to alter this Agreement in whole or in part.

44  
45 **G. Limits of the Arbiter.**

46 The Arbiter cannot order the District to take action contrary to law.  
47  
48

1 **H. No Duty to Maintain Status Quo.**

2 The District has no duty to maintain the status quo or to restore the status quo pending arbitration. But  
3 if return to the status quo is ordered by the Arbiter, the return shall be affected as per the Arbiter's  
4 award.

5  
6 **I. Freedom from Reprisal.**

7 Neither the District nor the Association shall discriminate or take any action of reprisal against any  
8 individual employee for taking action or being required to participate in a grievance or arbitration.  
9

10  
11  
12 **ARTICLE XVI**

13  
14 **SALARIES AND EMPLOYEE COMPENSATION**

15  
16 **Section 16.1.**

17 Employees shall be compensated in accordance with the provisions of this Agreement for all hours  
18 worked. Each employee shall receive a full accounting and itemization of authorized deductions,  
19 hours worked, regular rate of pay, sick leave, gross and net monthly amounts, with each paycheck.  
20

21 **Section 16.1.1.**

22 The District shall issue complete reimbursement to any employee within four (4) working days  
23 for any payroll error resulting in underpayment to the employee in excess of five percent (5%)  
24 of gross monthly wages.

25  
26 **Section 16.1.2.**

27 The District shall require reimbursement from any employee overpaid as a result of a payroll  
28 error. The manner of reimbursement shall be negotiated between the employee and the District  
29 payroll officer in order to minimize undue financial hardship upon the employee.  
30

31 **Section 16.2.**

32 Hourly wage rates for employees subject to this Agreement are contained in Schedule A attached to  
33 this Agreement. All percent increases applied to hourly wage rates will be applied to apprenticeship  
34 and longevity rates.

35  
36 District will apply state flow-through percentage to all classified positions on Schedule A for the term  
37 of this Agreement.

38  
39 **Section 16.2.1.**

40 Retroactive pay, where applicable, shall be paid on the first regular payday following execution  
41 of this Agreement, if possible, and in any case not later than the second regular payday. In the  
42 case of retroactive pay resulting from negotiations pursuant to Article XVII, Section 17.3, such  
43 retroactive pay shall be paid on the first regular payday following agreement on such schedule,  
44 if possible, and in any case not later than the second regular payday.

45  
46 **Section 16.2.2.**

47 Bargaining unit members hired as a substitute for employees on leave (other than a leave of  
48 absence, Section 9.6) shall be compensated at the first step of the higher classification.

1  
2 **Section 16.2.3.**

3 Personnel hired on an as-needed basis (summer hire, etc., no more than sixty (60) working  
4 days) shall be compensated at their classification regular hourly rate.  
5

6 **Section 16.2.4.**

7 Employees that have been hired into a position in one employment classification from a  
8 previously held position in a separate classification shall be compensated at the Schedule A rate  
9 for the new position which represents no reduction in hourly pay or, if the maximum  
10 Schedule A rate for the new position is less than the rate of the previous position, the employee  
11 shall earn the highest rate for the new position.

12 **Section 16.2.5.**

13 Incremental steps, where applicable, shall take effect on September 1, of each year during the  
14 term of this Agreement; provided, the employee has been actively employed continuously for at  
15 least half of the previous employment year. Active employment is defined as hours worked in  
16 a regular, ongoing position.  
17

18 **Section 16.3.**

19 For purposes of calculating daily hours, time worked shall be rounded to the nearest one-quarter (¼)  
20 hour.  
21

22 **Section 16.4.**

23 Employees utilizing their private automobile to travel on authorized school business shall be reimbursed at the  
24 maximum rate allowed by the IRS. Travel between two schools with adjacent campuses shall not be considered  
25 business travel.  
26

27 **Section 16.5.**

28 Employees required to remain overnight on District business shall be reimbursed for room and board  
29 expenditures.  
30

31 **Section 16.6.**

32 Employees required by the District to use their own tools for District work shall be reimbursed at  
33 mutually acceptable amounts for all lost, broken, damaged, stolen (per District insurance policies) or  
34 unserviceable due-to-wear tools.  
35

36 **Section 16.7.**

37 Employees who attend training courses required by State regulation or the District as a condition of  
38 employment will be paid by the District at the employee's regular hourly rate of pay for all time in  
39 attendance plus fees, tuition or transportation cost.

40 **Section 16.7.1.**

41 The District shall make every effort to schedule and arrange for all required First Aid/CPR and CPS  
42 courses to be held within the School District boundaries.  
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**ARTICLE XVII**

**TERM AND SEPARABILITY OF PROVISIONS**

**Section 17.1.**

The term of this Agreement shall be September 1, 2013 to August 31, 2015. Effective September 1, 2013, Schedule A Steps 0 and 1 will remain as is and Steps 2 through 4 will be increased by two and one-half (2.5%) percent. Effective September 1, 2014, all steps on Schedule A will be increased by three (3%) percent. Effective September 1, 2013, Longevity Steps at 25 and 30 years of service shall be added to Schedule A. Each Longevity Step is an additional twenty-five cents (\$.25).

**Section 17.2.**

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 17.3.**

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 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 17.4.**

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

**Section 17.5.**

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

**Section 17.6.**

In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 17.3.

**Section 17.7.**

The parties agree that a joint committee will be appointed during the 2011-2012 school year to explore changes to the current evaluation form for individuals covered by this agreement. Upon mutual agreement of the parties, a new evaluation form will be implemented in the spring of 2012.

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**SIGNATURE PAGE**

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

**GRANITE FALLS CHAPTER**

**GRANITE FALLS SCHOOL DISTRICT #332**

**BY: \_\_\_\_\_  
Viki M. Perrault, Chapter President**

**BY: \_\_\_\_\_  
Linda R. Hall, Superintendent**

**DATE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

SCHEDULE A  
**GRANITE FALLS SCHOOL DISTRICT**  
 SEPTEMBER 1, 2013 – AUGUST 31, 2014

EMPLOYEE CLASSIFICATION	STEPS					LONGEVITY STIPENDS				
	0	1	2	3	4	10 Years	15 Years	20 Years	25 Years	30 Years
						\$0.26	\$0.41	\$0.42	\$0.25	\$0.25
<b><u>SECRETARIAL/CLERICAL</u></b>										
Secretary	\$17.29	\$17.97	\$18.49	\$18.62	\$18.84	\$19.10	\$19.51	\$19.93	\$20.18	\$20.43
Secretary/Health Room	\$14.89	\$15.39	\$15.92	\$16.02	\$16.22	\$16.48	\$16.89	\$17.31	\$17.56	\$17.81
<b><u>PARA-PROFESSIONALS</u></b>										
Para-Professionals I	\$14.28	\$14.86	\$15.33	\$15.43	\$15.70	\$15.96	\$16.37	\$16.79	\$17.04	\$17.29
Para-Professionals II	\$15.28	\$15.90	\$16.41	\$16.51	\$16.80	\$17.06	\$17.47	\$17.89	\$18.14	\$18.39
Para-Professionals III	\$17.69	\$18.62	\$19.79	\$20.45	\$21.27	\$21.53	\$21.94	\$22.36	\$22.61	\$22.86
<b><u>ASSISTANTS</u></b>										
Library Technician	\$15.79	\$16.42	\$16.91	\$17.03	\$17.78	\$18.04	\$18.45	\$18.87	\$19.12	\$19.37
Library Assistant	\$14.28	\$14.86	\$15.33	\$15.43	\$15.70	\$15.96	\$16.37	\$16.79	\$17.04	\$17.29
Health Room Attendant	\$14.28	\$14.86	\$15.33	\$15.44	\$15.70	\$15.96	\$16.37	\$16.79	\$17.04	\$17.29
Behavior Monitor	\$13.12	\$13.59	\$14.05	\$14.15	\$14.32	\$14.58	\$14.99	\$15.41	\$15.66	\$15.91
Student Supervision*	\$12.58	\$13.11	\$13.52	\$13.64	\$13.86	\$14.12	\$14.53	\$14.95	\$15.20	\$15.45
<b><u>FOOD SERVICE</u></b>										
Food Service 3	\$15.92	\$16.98	\$17.95	\$18.48	\$19.05	\$19.31	\$19.72	\$20.14	\$20.39	\$20.64
Head Cashier	\$14.42	\$14.96	\$15.44	\$15.59	\$15.83	\$16.09	\$16.50	\$16.92	\$17.17	\$17.42
Food Service 2	\$13.98	\$14.53	\$15.03	\$15.11	\$15.32	\$15.58	\$15.99	\$16.41	\$16.66	\$16.91
Food Service 1	\$12.58	\$13.11	\$13.52	\$13.64	\$13.86	\$14.12	\$14.53	\$14.95	\$15.20	\$15.45
<b><u>SCHOOL MAINTENANCE</u></b>										
Maintenance/Custodial Lead	\$24.86	\$25.62	\$26.41	\$26.56	\$26.82	\$27.08	\$27.49	\$27.91	\$28.16	\$28.41
Facilities Maintenance	\$20.29	\$20.91	\$21.55	\$21.68	\$21.88	\$22.14	\$22.55	\$22.97	\$23.22	\$23.47
Head Grounds	\$19.13	\$19.71	\$20.32	\$20.43	\$20.66	\$20.92	\$21.33	\$21.75	\$22.00	\$22.25
Head Custodian- Days	\$19.13	\$19.71	\$20.32	\$20.43	\$20.66	\$20.92	\$21.33	\$21.75	\$22.00	\$22.25
Grounds Assistant	\$17.29	\$17.97	\$18.49	\$18.62	\$18.84	\$19.10	\$19.51	\$19.93	\$20.18	\$20.43
Custodial-Night	\$17.29	\$17.97	\$18.49	\$18.62	\$18.84	\$19.10	\$19.51	\$19.93	\$20.18	\$20.43
<b><u>TECHNOLOGY</u></b>										
Info Systems Specialist	\$21.47	\$22.11	\$22.79	\$22.91	\$23.12	\$23.38	\$23.79	\$24.21	\$24.46	\$24.71
<b><u>SPECIALISTS</u></b>										
Nurse - RN	\$22.08	\$23.45	\$25.45	\$26.79	\$28.29	\$28.55	\$28.96	\$29.38	\$29.63	\$29.88
Interpreter**	\$20.09	\$21.34	\$23.16	\$24.38	\$25.75	\$26.01	\$26.42	\$26.84	\$27.09	\$27.34
SLPA***	\$20.09	\$21.34	\$23.16	\$24.38	\$25.75	\$26.01	\$26.42	\$26.84	\$27.09	\$27.34
COTA ***	\$20.09	\$21.34	\$23.16	\$24.38	\$25.75	\$26.01	\$26.42	\$26.84	\$27.09	\$27.34
ECEAP Family Services	\$20.09	\$21.34	\$23.16	\$24.38	\$25.75	\$26.01	\$26.42	\$26.84	\$27.09	\$27.34
Mentor Coordinator	\$14.28	\$14.86	\$15.33	\$15.43	\$15.70	\$15.96	\$16.37	\$16.79	\$17.04	\$17.29
Accounting Technician	\$19.29	\$19.97	\$20.54	\$20.66	\$20.89	\$21.15	\$21.56	\$21.98	\$22.23	\$22.48
Prevention Specialist***	\$16.96	\$18.23	\$19.97	\$22.55	\$24.82	\$25.08	\$25.49	\$25.91	\$26.16	\$26.41
Copy Center Coordinator	\$13.86	\$14.33	\$14.82	\$14.91	\$15.10	\$15.36	\$15.77	\$16.19	\$16.44	\$16.69

\*Student Supervision: Crossing Guards, Lunch Room Monitor, Bus Patrol, Playground, Recess, Locker Room Supervision, Daycare.

\*\* Step 2 and above requires AA or certification in signing

\*\*\*Requires certification specific to position

Food Service and Paraprofessional Apprentice Program: \$.50 additional pay per hour upon completion of district/PSE approved program.

SCHEDULE A  
**GRANITE FALLS SCHOOL DISTRICT**  
 SEPTEMBER 1, 2014 – AUGUST 31, 2015

EMPLOYEE CLASSIFICATION	STEPS					LONGEVITY STIPENDS				
	0	1	2	3	4	10 Years	15 Years	20 Years	25 Years	30 Years
						\$0.27	\$0.42	\$0.43	\$0.26	\$0.26
<b><u>SECRETARIAL/CLERICAL</u></b>										
Secretary	\$17.81	\$18.51	\$19.05	\$19.17	\$19.40	\$19.67	\$20.09	\$20.52	\$20.78	\$21.04
Secretary/Health Room	\$15.34	\$15.85	\$16.40	\$16.50	\$16.70	\$16.97	\$17.39	\$17.82	\$18.08	\$18.34
<b><u>PARA-PROFESSIONALS</u></b>										
Para-Professionals I	\$14.71	\$15.31	\$15.79	\$15.90	\$16.17	\$16.44	\$16.86	\$17.29	\$17.55	\$17.81
Para-Professionals II	\$15.74	\$16.38	\$16.90	\$17.01	\$17.30	\$17.57	\$17.99	\$18.42	\$18.68	\$18.94
Para-Professionals III	\$18.22	\$19.18	\$20.38	\$21.06	\$21.91	\$22.18	\$22.60	\$23.03	\$23.29	\$23.55
<b><u>ASSISTANTS</u></b>										
Library Technician	\$16.26	\$16.91	\$17.42	\$17.54	\$18.32	\$18.59	\$19.01	\$19.44	\$19.70	\$19.96
Library Assistant	\$14.71	\$15.31	\$15.79	\$15.90	\$16.17	\$16.44	\$16.86	\$17.29	\$17.55	\$17.81
Health Room Attendant	\$14.71	\$15.31	\$15.79	\$15.90	\$16.17	\$16.44	\$16.86	\$17.29	\$17.55	\$17.81
Behavior Monitor	\$13.52	\$13.99	\$14.47	\$14.57	\$14.75	\$15.02	\$15.44	\$15.87	\$16.13	\$16.39
Student Supervision*	\$12.95	\$13.51	\$13.92	\$14.05	\$14.28	\$14.55	\$14.97	\$15.40	\$15.66	\$15.92
<b><u>FOOD SERVICE</u></b>										
Food Service 3	\$16.40	\$17.49	\$18.49	\$19.04	\$19.63	\$19.90	\$20.32	\$20.75	\$21.01	\$21.27
Head Cashier	\$14.86	\$15.41	\$15.91	\$16.06	\$16.31	\$16.58	\$17.00	\$17.43	\$17.69	\$17.95
Food Service 2	\$14.40	\$14.97	\$15.48	\$15.57	\$15.78	\$16.05	\$16.47	\$16.90	\$17.16	\$17.42
Food Service 1	\$12.95	\$13.51	\$13.92	\$14.05	\$14.28	\$14.55	\$14.97	\$15.40	\$15.66	\$15.92
<b><u>SCHOOL MAINTENANCE</u></b>										
Maintenance/Custodial Lead	\$25.61	\$26.39	\$27.20	\$27.36	\$27.62	\$27.89	\$28.31	\$28.74	\$29.00	\$29.26
Facilities Maintenance	\$20.90	\$21.54	\$22.20	\$22.33	\$22.54	\$22.81	\$23.23	\$23.66	\$23.92	\$24.18
Head Grounds	\$19.70	\$20.30	\$20.93	\$21.04	\$21.28	\$21.55	\$21.97	\$22.40	\$22.66	\$22.92
Head Custodian- Days	\$19.70	\$20.30	\$20.93	\$21.04	\$21.28	\$21.55	\$21.97	\$22.40	\$22.66	\$22.92
Grounds Assistant	\$17.81	\$18.51	\$19.05	\$19.17	\$19.40	\$19.67	\$20.09	\$20.52	\$20.78	\$21.04
Custodial-Night	\$17.81	\$18.51	\$19.05	\$19.17	\$19.40	\$19.67	\$20.09	\$20.52	\$20.78	\$21.04
<b><u>TECHNOLOGY</u></b>										
Info Systems Specialist	\$22.11	\$22.78	\$23.47	\$23.60	\$23.81	\$24.08	\$24.50	\$24.93	\$25.19	\$25.45
<b><u>SPECIALISTS</u></b>										
Nurse - RN	\$22.74	\$24.15	\$26.21	\$27.60	\$29.14	\$29.41	\$29.83	\$30.26	\$30.52	\$30.78
Interpreter**	\$20.70	\$21.98	\$23.86	\$25.12	\$26.52	\$26.79	\$27.21	\$27.64	\$27.90	\$28.16
SLPA***	\$20.70	\$21.98	\$23.86	\$25.12	\$26.52	\$26.79	\$27.21	\$27.64	\$27.90	\$28.16
COTA ***	\$20.70	\$21.98	\$23.86	\$25.12	\$26.52	\$26.79	\$27.21	\$27.64	\$27.90	\$28.16
ECEAP Family Services	\$20.70	\$21.98	\$23.86	\$25.12	\$26.52	\$26.79	\$27.21	\$27.64	\$27.90	\$28.16
Mentor Coordinator	\$14.71	\$15.31	\$15.79	\$15.90	\$16.17	\$16.44	\$16.86	\$17.29	\$17.55	\$17.81
Accounting Technician	\$19.87	\$20.57	\$21.16	\$21.28	\$21.52	\$21.79	\$22.21	\$22.64	\$22.90	\$23.16
Prevention Specialist***	\$17.47	\$18.77	\$20.57	\$23.22	\$25.57	\$25.84	\$26.26	\$26.69	\$26.95	\$27.21
Copy Center Coordinator	\$14.28	\$14.76	\$15.27	\$15.36	\$15.55	\$15.82	\$16.24	\$16.67	\$16.93	\$17.19

\*Student Supervision: Crossing Guards, Lunch Room Monitor, Bus Patrol, Playground, Recess, Locker Room Supervision, Daycare.

\*\* Step 2 and above requires AA or certification in signing

\*\*\*Requires certification specific to position

Food Service and Paraprofessional Apprentice Program: \$.50 additional pay per hour upon completion of district/PSE approved program.



Granite Falls School District    Appendix A  
**Classified Employee – Support Services**  
**Paraprofessional**  
Performance Summary

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

JOB TITLE: PARAPROFESSIONAL

SCHOOL/PROGRAM: \_\_\_\_\_

Each classified support services staff member will be given feedback, utilizing this form, by the employee's last regular work day of the school year.

**Applicable**            **S = Satisfactory**            **N = Needs Improvement**            **U = Unsatisfactory**            **NA = Not**

**QUALITY OF WORK** - Work is acceptable to exceptional quality

<b><u>PAPERWORK/PREPARATION</u></b>	<b>S</b>	<b>N</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS</b>
Maintaining records: student logs, time and effort, tracking goals and objectives, testing, schedules, year-end reporting, student files, progress reports, files, organizing materials, etc.					

<b><u>LIMITED PULL-OUT/SMALL GROUPS</u></b>	<b>S</b>	<b>N</b>	<b>U</b>	<b>NA</b>
Materials in organized manner, starts on time, presents formats accurately, appropriately, and with good pacing, corrects inaccurate responses immediately and appropriately, reinforces students, maintains appropriate behavior, gives review time, builds rapport with students, and focuses on individual student goals and objectives.				

<b><u>CLASSROOM GROUPS</u></b>	<b>S</b>	<b>N</b>	<b>U</b>	<b>NA</b>
Is on time to class, materials quickly available, working directly with targeted students, correction accurately and appropriately, reinforces students, review time for difficult material, maintains appropriate behavior from students, builds rapport with students, maintains a working relationship with teachers and other program personnel, and focuses on individual goals and objectives, etc.				

<b><u>STUDENT SUPERVISION</u></b>	<b>S</b>	<b>N</b>	<b>U</b>	<b>NA</b>
Continual monitoring/observation, positive reinforcement for appropriate behaviors, teaching/reteaching to change inappropriate behaviors, builds rapport with students, is a positive model for students, is able to diffuse volatile situations, help students work through their problems, and discuss reoccurring problems/concerns with appropriate certificated staff.				

**GENERAL SKILLS** – Performs as directed and initiative results in frequent savings in time and materials

<b><u>JUDGMENT</u></b>	<b>S</b>	<b>N</b>	<b>U</b>	<b>NA</b>
Weighs alternatives before making sound decisions.				

<b><u>ADAPTABILITY</u></b>	<b>S</b>	<b>N</b>	<b>U</b>	<b>NA</b>
Highly flexible; can be used effectively with a variety of tasks				

**Cooperative, Positive Attitude**

S N U NA

COMMENTS

Reflects positive attitude by actions and words, volunteers, works well with others and presents positive image of district and self.

**Attendance**

S N U NA

Attendance does not cause the program a problem, is on time.

**Safety**

S N U NA

Observes district safety policies and equipment/facility-use guidelines; does not perform unsafe acts.

**Confidentiality**

S N U NA

Exceedingly professional and confidential with program information.

**Appearance**

S N U NA

Appropriate and professional appearance.

**Personal/Professional Growth**

S N U NA

Maintains good working relationship with Building Principal/Support Services Administrator in performing building or departmental goals and responsibilities. Attends staff, student, or departmental meetings and in-services as required. Takes opportunities for growth.

**COMMENTS:**

**SUGGESTIONS FOR ENHANCEMENT:**

Employee feedback on observation:

\_\_\_\_\_  
Evaluator signature

\_\_\_\_\_  
Date

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator and/or supervisor.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**GRANITE FALLS SCHOOL DISTRICT No. 332 Appendix B**  
**PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES**  
 (Secretary, Classified Librarian, Non-instructional Aide, Health Attendant, etc.)

INSTRUCTIONS: Evaluate the employee's performance in comparison to other employees in similar positions and classifications known to you. Place a check in the column which most closely expresses your judgment.

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

<b>CATEGORIES</b>	<b>SATISFACTORY</b>	<b>NEEDS IMPROVEMENT*</b>	<b>UNSATISFACTORY*</b>	<b>COMMENTS</b>
<b>QUALITY OF WORK</b> (Accuracy, thoroughness, Effectiveness)	Average Quality	Quality Often Unacceptable	Unacceptable Quality	
<b>QUANTITY OF WORK</b> (Extent to which employee's efforts satisfy the amount of work required by job)	Average Output	Output Below Average	Unsatisfactory	
<b>PROBLEM SOLVING ABILITY</b> (Resourcefulness, ability to assess dimensions of problems, determine priorities and reach quick, accurate solutions)	Average Problem Solving Ability	Below Average Problem Solving Ability	Unsatisfactory Problem Solving Ability	
<b>JUDGMENT</b> (Decision-Making based on considering appropriate information, confidentiality)	Acceptable Judgment	Judgment Often Unreliable	Poor Judgment	
<b>ABILITY TO RELATE TO OTHERS</b> (Cooperation, courtesy, tact, sensitivity to students, staff, parents and public – positive school relations)	Average Ability	Limited Ability Poorly	Relates to Others Poorly	
<b>INITIATIVE</b> (The initiation of action, demonstrated willingness to exceed minimum performance required by job)	Occasionally Initiates Action	Rarely Show Initiative	Needs Constant Prodding	
<b>DEPENDABILITY</b> (Reliability, degree to which each can be depended upon to complete tasks)	Average Dependability	Often Not Dependable	Not Dependable	
<b>ATTENDANCE AND PUNCTUALITY</b> (Adherence to assigned hours and days of work)	Average Punctuality and Attendance	Not Regular/Often Absent or Late	Too Frequently Absent or Late	

