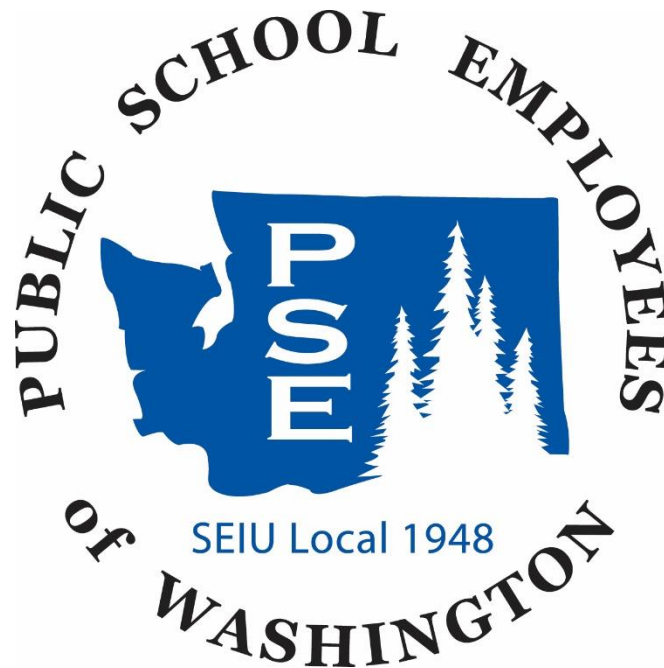


COLLECTIVE BARGAINING AGREEMENT BETWEEN  
**GRANITE FALLS SCHOOL DISTRICT #332**

**AND**

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

SEPTEMBER 1, 2018 - AUGUST 31, 2021



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

1. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
2. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
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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## A R T I C L E   I

### R E C O G N I T I O N   A N D   C O V E R A G E   O F   A G R E E M E N T

**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 The bargaining unit to which this Agreement is applicable shall consist of all regular full-time and  
8 regular part-time classified employees in the following general job classifications: Secretarial-Clerical,  
9 Paraprofessionals, Assistants, Food Service, School Maintenance, Technology, and Specialists.

10  
11 It is agreed and understood that the following positions are excluded from the bargaining unit:  
12 Business Director\_(1), Superintendent's Administrative Assistant (1), Human Resources Manager (1),  
13 Operations Supervisor (1), Payroll/Benefits Manager (1), and Information Systems Supervisor (1) for a  
14 total of six (6) exemptions.

15  
16 **Section 1.4.**

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

19  
20 **Section 1.5.**

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

23  
24  
25  
26 **ARTICLE II**

27  
28 **RIGHTS OF THE EMPLOYER**

29  
30 **Section 2.1.**

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

39  
40 **Section 2.2.**

41 The right to make reasonable rules and regulations are functions of the District. In making rules and  
42 regulations relating to personnel policies, procedures and practices, and matters of working conditions,  
43 the District shall give due regard and consideration to the rights of the Association and the employees  
44 and to the obligations imposed by this Agreement.

1 **Section 2.3.**

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

8 **ARTICLE III**

9  
10 **RIGHTS OF EMPLOYEES**  
11

12 **Section 3.1.**

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

20 **Section 3.2.**

21 Each employee shall have the right to bring matters of personal concern to the attention of appropriate  
22 Association representatives and/or appropriate officials of the District.  
23

24 **Section 3.3.**

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

29 **Section 3.4.**

30 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,  
31 exclusive of compensation for services rendered, to appropriate officials of the Association.  
32

33 **Section 3.5.**

34 Neither the District, nor the Association shall unlawfully discriminate against any employee subject to  
35 this Agreement on the basis of race, creed, color, national origin, sex, gender, sexual orientation,  
36 religion, age, marital status, honorably discharged veteran or military status, or the presence of any  
37 sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person  
38 with a disability.  
39

40 **Section 3.6.**

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

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 14 **Section 3.7.**

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

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: (1) the disciplinary action was based on verbal  
23 abuse, physical abuse, or sexual misconduct or any other conduct that legally prohibits the District  
24 from removing such material; or (2) the same type of offense was committed by the employee in the  
25 two (2) year period.

### 26 27 **Section 3.8. Security/Video Cameras.**

28 Security/video cameras may be used in the workplace to maintain the health, safety and security of  
29 staff, students, the community and property, but not for the general purpose of evaluating or  
30 monitoring employee performance. Security/video cameras are used on District property, such as  
31 common areas including hallways, parking lots, commons, stadiums and District vehicles. Other  
32 cameras may be placed in schools to record student events or classroom lessons. Video recordings may  
33 be shared with law enforcement personnel to assist in the investigation of criminal behavior.

34 Employees will be notified when a security/video camera is in their workplace. If the District uses  
35 video footage for discipline in specific incidents of misconduct, it shall be done in a manner that is  
36 consistent with the provisions of this Agreement. If security/video camera recordings are used in the  
37 discipline of an employee, the employee may review the recording(s) upon request. Video and audio  
38 recordings shall be used only in accordance with applicable State and Federal laws.

### 39 40 **Section 3.9. Chapter Meetings.**

41 Custodians may be allowed to attend PSE meetings for a maximum of sixty (60) minutes per meeting  
42 without pay, provided their building is secured and locked before leaving, they have notified their  
43 supervisor and building principal, and provided further that they shall complete their regular duties.

### 44 45 **Section 3.10. Public Records Request for Member Information.**

46 In the event that there is a public records request for the bargaining unit membership list or a public  
47 records request for individual members' contact information, the District shall notify the chapter  
48 president or designee of the request.

1 **Section 3.11. Paraeducators/Assistants/Specialists.**

2  
3 **Section 3.11.1. Employee Safety.**

4 Behavior intervention plans are intended to support students to help students learn appropriate  
5 behaviors so they may participate fully in their education. The District shall continue to  
6 minimize the risk of injury to employees from students by (1) sharing all relevant information  
7 with employees regarding students they directly work with who are on behavior intervention  
8 plans to the full extent permitted by law; (2) encouraging employees to file incident and  
9 exposure reports when students engage in behaviors that lead to injuries or exposure to bodily  
10 fluids; and (3) providing timely training to employees serving students who are on behavior  
11 intervention plans. "Relevant information" includes details of the behavior intervention plan  
12 necessary for the employee to play a role in implementing such plan.  
13

14 **Section 3.11.2. Sharing Student Information.**

15 An employee assigned to work directly with a student on an Individual Education Plan (IEP) or  
16 504 Plan shall have access to portions of the IEP and/or accommodations that are necessary for  
17 the employee to perform their assigned work with the student prior to or within two (2) work  
18 days of the student's assignment or the District's receipt, whichever is later. Employees shall  
19 not make copies of any portion of the IEP or 504 plan unless they are directed to do so by the  
20 case manager or other supervisor and those copies are kept under lock and key in the  
21 classroom.  
22

23 **Section 3.11.3. Confidential Student Information.**

24 Employees have a responsibility to familiarize themselves with and follow all applicable state  
25 and federal privacy laws and regulations regarding confidentiality of student and parent  
26 information, including but not limited to any information contained in a student's IEP,  
27 Behavior Intervention Plan and/or 504 Plan. Failure to keep such information confidential may  
28 result in disciplinary action.  
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30  
31

32 **ARTICLE IV**

33 **RIGHTS OF THE ASSOCIATION**

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35  
36 **Section 4.1.**

37 The Association has the right and responsibility to represent the interests of all employees in the unit;  
38 to present its views to the District on matters of concern, either orally or in writing; to consult or to be  
39 consulted with respect to the formulation, development, and implementation of industrial relations  
40 matters and practices which are within the authority of the District, and to enter collective negotiations  
41 with the object of reaching an agreement applicable to all employees within the unit.  
42

43 **Section 4.2.**

44 The President of the Association and designated representatives will be provided time off without loss  
45 of pay to a maximum of ten (10) days per year to attend regional or State meetings when the purpose  
46 of those meetings is in the best interests of the District as determined by the District administration.  
47

1 **Section 4.3.**

2 The District shall provide the Association President the current S-275 and District directory upon  
3 reasonable request. Such information shall be revised/updated upon request. The District shall notify  
4 the Association President of all new hires and terminated employees.

5  
6 **Section 4.4.**

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

9  
10 **Section 4.5. Bulletin Boards.**

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

18  
19 **Section 4.6**

20 The District agrees to provide job descriptions for all positions covered by this Agreement to the  
21 President of the local chapter or their designee. All current job descriptions shall be posted on the  
22 District website so all members may have access to them. Job descriptions that are changed by the  
23 District which reflect substantial changes impacting the hours, wages, and working conditions of the  
24 employee and new job descriptions that are created by the District covering employees under the scope  
25 of this Agreement will be made available to the President of the local Chapter or designee in advance  
26 of the implementation.

27  
28 Modification of existing job descriptions, creation of new job descriptions, and creation of new  
29 positions shall result in salary negotiations for those modified or new positions, at the discretion of  
30 either the District or the Association.

31  
32 If the Association believes that there is a substantial change in the status of a position, and the  
33 Association communicates this belief to the District, in writing, the District will review the position  
34 and job description, and will either modify the job description or communicate, in writing, to the  
35 Association its reason for not modifying the job description.

36  
37 **Section 4.7. Association New Member Orientation Meeting.**

38 Effective June 7, 2018, the District will provide the Association with the opportunity for a thirty (30)  
39 minute meeting during the bargaining unit employees' work time with in four (4) weeks of their start  
40 date. Employees are not required to attend such meetings.



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**ARTICLE V**

**APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

**Section 5.1.**

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

**Section 5.2.**

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

**Section 5.3.**

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

**Section 5.4. Calendar Committee.**

It is understood that the calendar is subject to bargaining. Every third year, the Association may designate a District-convened school calendar committee for the purpose of recommending school calendars for the subsequent three (3) school years. The number of members of the Association represented on the Committee will be equal to the number of members of the Granite Falls Education Association represented on the Committee. Association representatives shall have equal standing with all bargaining representatives.

**ARTICLE VI**

**ASSOCIATION REPRESENTATION**

**Section 6.1.**

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

**Section 6.2.**

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

**Section 6.3.**

Whenever Association members are mutually scheduled with District representatives to participate in meetings in accordance with Section 6.1, providing representation to members in disciplinary or other

1 investigation meetings, in grievance hearings or in negotiations sessions during working hours, said  
2 representatives shall suffer no loss of pay.

3  
4 **Section 6.4. Safety Committee.**

5 The Association shall be entitled to a representative on each building safety committee in the District  
6 and the District wide safety committee.

7  
8 **Section 6.5. Benefits Committee.**

9 The number of members of the Association represented on the Committee will be equal to the number  
10 of members of the Granite Falls Education Association represented on the committee. Association  
11 representatives shall have equal standing with all bargaining representatives for the purposes of  
12 recommending employee benefits and insurance plans.

13  
14  
15  
16 **ARTICLE VII**

17  
18 **HOURS OF WORK**

19  
20 **Section 7.1.**

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

25  
26 **Section 7.2.**

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

29  
30 **Section 7.3.**

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

35  
36 **Section 7.3.1.**

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

42  
43 **Section 7.3.2.**

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

1 **Section 7.4.**

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

7 **Section 7.5.**

8 Employees required to work through their regular lunch periods will be given time to eat at a  
9 reasonable time assigned by the supervisor. In the event the District requires an employee to forego a  
10 lunch period and the employee works the entire shift, including the lunch period, the employee shall be  
11 compensated for the foregone lunch period. If the employee works over eight (8) hours, the lunch  
12 period will be compensated at overtime rates.  
13

14 **Section 7.6.**

15 Employees requested to work a shift regularly filled by a higher classification employee within their  
16 general job classification shall receive compensation based on the step of the higher classification that  
17 would grant the employee performing such higher classification work at least a twenty-cent (\$.20) per  
18 hour pay increase. Any employee requested by their supervisor to work in a lower paying position  
19 during their regularly scheduled work hours will receive their regular rate of pay. Employees that  
20 substitute outside of their regularly scheduled work hours will receive the substitute rate of pay.  
21

22 **Section 7.7.**

23 In the event of an unusual school closure due to inclement weather, plant in-operation, or the like, the  
24 District will make every effort to notify each employee to refrain from coming to work. Employees  
25 reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a  
26 closure; provided, however, no employee shall be entitled to any such compensation in the event of  
27 actual notification by the District of the closure prior to leaving home for work and, provided further,  
28 that each employee requesting the two (2) hour minimum pay be assigned a reasonable work  
29 assignment for those two (2) hours; assigned work shall be within the work classification.  
30

31 **Section 7.7.1. Non-Instructional Work Days.**

32 In the event that the District is authorized to waive instructional student days, this will not  
33 affect the number of paid work days for employees recognized by this Agreement.  
34

35 School year employees are expected to work their regular work schedule with training  
36 opportunities provided on the non-instructional days during the school year to make up time for  
37 waiver days and parent conferences. If training is not available, staff will be assigned duties by  
38 their supervisor. Employees may request to take all or part of the non-instructional day(s) off.  
39

40 **Section 7.8.**

41 At all times the schools are open for activities outside the normal school day, a custodian shall be on  
42 duty and compensated at the appropriate rate. Specifically excluded from this requirement are student  
43 activities such as school dances and community activities such as Open Gym (GFAA). At all times  
44 when the following kitchen/cafeteria equipment is used, a food service employee shall be on duty and  
45 compensated at the appropriate rate: ovens, warmers, steam tables or dishwashers.  
46  
47

1 **Section 7.9. Overtime.**

2 In the assignment of overtime, the District agrees to provide the employee with as much advance  
3 notice as practicable in the circumstances. Normally, employees designated to work overtime on days  
4 outside their regular workweek will be advised of the possibility no later than twenty-four (24) hours  
5 prior to the end of the last shift before the overtime commences, except in case of emergency.  
6

7 **Section 7.9.1.**

8 All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be  
9 compensated at the rate of one and one-half (1½) times the employee's base pay: provided;  
10 however, overtime hours worked in excess of eight (8) hours in a work day may be waived by  
11 the affected employee(s) and the District to effect an alternative work schedule (e.g. a 4 X 10  
12 hour work week.) No employee may work overtime without the prior approval of their  
13 supervisor.  
14

15 **Section 7.9.2.**

16 All hours worked on the sixth (6th) consecutive day shall be compensated at the rate of one and  
17 one-half (1½) times the employee's base pay.  
18

19 **Section 7.9.3.**

20 All hours worked on the seventh (7th) consecutive day shall be compensated at the rate of twice  
21 the employee's base pay.  
22

23 **Section 7.9.4.**

24 Employees called back on a regular workday, or called on the sixth (6th) or seventh (7th)  
25 consecutive workday, shall receive no less than two (2) hours pay at the appropriate rate.  
26

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

28 Unless job specific, the assignment of extra work/overtime will first be offered to employees at the  
29 work site on a seniority basis, by job classification. If no employees are available in the classification  
30 within the building, the extra work/overtime will be offered to other employees in the job classification  
31 on a seniority basis.  
32

33 If the District has notice of at least forty-eight (48) hours that a substitute is required, then the process  
34 for obtaining a classified substitute is:  
35

- 36 1. First offered to the most senior employee in the classification in the building who:
  - 37 a. works fewer hours
  - 38 b. has passed the test for the job (example: Library Assistant)
  - 39 c. has received training for the job (example: Health Room Attendant)
- 40 2. If no such employees are available within the classification in the building, the work  
41 will be offered to the most senior employee in the classification within the District who:
  - 42 a. works fewer hours
  - 43 b. has passed the test for the job
  - 44 c. has received training for the job
- 45 3. If no such employees are available within the classification in the District, the work will  
46 be offered to the most senior employee in lay off or in a not more than one year  
47 classification separation status (see Articles 10.6 and 10.8) within the District who:
  - 48 a. has passed the test for the job

- b. has received training for the job
4. If no such employees are available from the lay off or classification separation lists, the work will be offered to any in-district employee in the substitute pool who:
  - a. has passed the test for the job
  - b. has received training for the job
5. Finally, if no such employees are available from the in-district employees in the substitute pool, the work may be offered to any non-District employees in the substitute pool who:
  - a. has passed the test for the job
  - b. has received training for the job

**Section 7.10.1. Creation and Maintenance of Extra Work/Substitute Call List.)**

The District will be responsible for drafting and keeping current the list of employees who will be called in the event of filling work in accordance with Section 7.10. To be included on the list an employee must inform the District Human Resources in writing that they are available and wish to be called for Extra Work or Substitute work. This request should include which classifications for which the employee is available and qualified, and the work sites at which they are available. Any known restrictions on their availability should also be included in their request. Upon receiving new requests the District will respond to the employee in writing and provide updated lists as necessary to the building secretaries and principals within five (5) working days.

School District employees must be proficient in their current positions to be included on the Extra Work/Substitute list, as defined by having a rating of “Proficient” Overall Performance on their most recent performance evaluation.

The District may remove an employee from a Substitute list for a specific position up to the duration of the school year if the employee is not deemed most suited for the particular assignment as determined by an administrator. The administrator will first meet with the employee as to the reason why they are not suited for the position. The District will provide the employee with written notice and an explanation of its decision.

A current version of the Substitute, Extra Work, and Overtime lists will be provided to the building secretaries and principals on the first work day of each month. The District will provide any changes to the list, due to additions or removals of employees, to the building secretaries and principals within five (5) working days.

**Section 7.10.2. Release of School District Employees From Regular Assignment.**

Employees performing substitute work will be released from their regular assignment for the duration of their substitute assignment. Up to three (3) employees may be released to perform substitute work for an employee who is absent or for an employee who is substituting for an absent employee.

**Section 7.10.3 Food Service Catering.**

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

1 The catering opportunities will be offered on a rotating basis starting with the senior employee  
2 in September of each year. If an employee rejects an opportunity to cater they will be bypassed  
3 until their spot on the chart is reached again. A copy of the chart will be given to the  
4 Association President at the beginning of each school year and updated as requested. A current  
5 version of this chart will also be available for the food service employees to access from the  
6 Human Resources Department.  
7

8 **Section 7.11. Compensatory Time Off.**

9 An employee may, at his/her option, request compensatory time off in lieu of extra hours of pay or  
10 overtime, as appropriate. Compensatory time for extra hours worked for less than 40 hours per week  
11 shall be compensated at a rate of one hour compensation for each hour worked. Compensatory time in  
12 lieu of overtime for more than eight (8) hours worked per day or forty (40) hours worked per week  
13 shall be accrued at the rate of one and one-half (1 ½) hours for each hour worked. No employee may  
14 work overtime without the prior approval of their supervisor. No employee may accumulate a  
15 compensatory time balance in excess of ten (10) hours. Unused accrued compensatory time shall be  
16 automatically cashed out if not used during the following two pay periods; provided the employee may  
17 submit a written request to his or her supervisor to use compensatory time after the conclusion of the  
18 following two pay periods, which must include a plan for use of the compensatory time and will be  
19 subject to supervisor approval.  
20

21 The District shall not solicit employees to accept compensatory time in lieu of other compensation. An  
22 employee shall not volunteer for work providing the same services as covered in that employee's job  
23 descriptions.  
24

25 The District will at no time intentionally attempt to cause one bargaining unit employee to perform  
26 another bargaining unit employee's job duties during a volunteer event.  
27  
28  
29  
30

31 **ARTICLE VIII**

32 **HOLIDAYS AND VACATIONS**  
33  
34

35 **Section 8.1.**

36 All employees shall receive the following paid holidays that fall within their work year:  
37

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 38 1. New Year's Day        | 38 8. Day after Thanksgiving Day  |
| 39 2. Washington's Birthday | 39 9. Day before Christmas Day    |
| 40 3. Memorial Day          | 40 10. Christmas Day              |
| 41 4. Veterans' Day         | 41 11. Day after Christmas*       |
| 42 5. Independence Day**    | 42 12. Martin Luther King Day     |
| 43 6. Labor Day***          | 43 13. Day before New Year's Day* |
| 44 7. Thanksgiving Day      |                                   |

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

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

47 \*\*\*Paid if employee is compensated for at least one regular shift during week of Labor Day.  
48

1  
2 **Section 8.1.2. Unworked Holidays.**

3 Eligible employees shall receive pay equal to their average daily time per week [total weekly  
4 work hours divided by five (5)] in affect at the time the holiday occurs. An employee who is  
5 on the active payroll on the holiday and has worked either the last scheduled shift preceding the  
6 holiday or the first scheduled shift succeeding the holiday, and is not on leave of absence, shall  
7 be eligible for pay for such unworked holiday. An exception to this requirement will occur if  
8 the employee can furnish proof satisfactory to the District that because of illness the employee  
9 was unable to work on either of such shifts, and his/her absence previous to such holiday by  
10 reason of such illness has not been longer than thirty (30) regular workdays.  
11

12 **Section 8.1.3. Worked Holidays.**

13 Employees who are required to work on the above described holidays shall receive twice their  
14 base rate for all hours worked on such holidays.  
15

16 **Section 8.1.4.**

17 If one of the above holidays falls on a weekend, the employee shall be given the choice of  
18 receiving one (1) day's pay at base rate or adding one (1) day to annual vacation. If the holiday  
19 falls within the employee's working month the employee shall be compensated for it.  
20  
21

22 **Section 8.2.**

23 Vacations will be granted consistent with the following schedule:  
24

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

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41  
42 **Section 8.2.1.**

43 All school-related hours for which an employee is paid will be counted as hours worked in the  
44 computation of credit, and hours worked at premium rates shall be counted as straight-time  
45 hours in such computation.  
46  
47

1 **Section 8.2.2.**

2 For every regular workday from which an employee is absent on sick leave, bereavement leave,  
3 or emergency leave, the hours of the employee’s normal work shift shall be credited as if  
4 worked.

5  
6 **Section 8.2.3.**

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

9  
10 **Section 8.2.4.**

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

13  
14 **Section 8.2.5. Employees Assigned 260 Days Per Year (Column C, above):**

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

20  
21 **Section 8.2.6. Employees Assigned Less than 260 Days Per Year (Column A and B, above).**

22 Employees who work less than twelve (12) months per year shall receive payment for vacation  
23 and holidays in twelve equal payments. Any employee who is discharged or who terminates  
24 employment shall receive payment for unused accrued vacation credit with their final  
25 paycheck.

26  
27  
28 **ARTICLE IX**

29  
30 **LEAVES**

31  
32  
33 **Section 9.1. Sick Leave (Illness, Injury and Emergency Leave).**

34  
35 **Section 9.1.1.**

36 Each employee shall accumulate one (1) day of sick leave for each calendar month worked;  
37 provided, however, that each employee returning from the prior work year or beginning  
38 employment with the District in September is eligible to accumulate ten (10) days of sick leave  
39 per school year. An employee who works eleven (11) working days in any calendar month will  
40 be given credit for the full calendar month. Sick leave benefits shall be paid on the basis of  
41 base hourly rate applicable to the employee’s normal daily work shift; provided, however, that  
42 should an employee’s normal daily work shift increase or decrease subsequent to an  
43 accumulation of days of sick leave, sick leave benefits will be paid in accordance with the  
44 employee’s normal daily work shift at the time the sick leave is taken, and the accumulated  
45 benefits will be expended on an hourly rather than a daily basis. Employees may use sick leave  
46 for the reasons provided for by RCW 49.46.210. Qualifying employees may also be entitled to  
47 leave pursuant to the Family Medical Leave Act (FMLA).  
48



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

2 In January of the year following any year in which a minimum of sixty (60) days of  
3 leave for illness or injury is accrued, and each January thereafter, any eligible employee  
4 may exercise an option to receive remuneration for unused leave for illness or injury  
5 accumulated in the previous year at a rate equal to one (1) day's monetary compensation  
6 of the employee for each four (4) full days of accrued leave for illness or injury in  
7 excess of sixty (60) days. Leave for illness or injury for which compensation has been  
8 received shall be deducted from accrued leave for illness or injury at the rate of four (4)  
9 days for everyone (1) day's monetary compensation.

10  
11 **Section 9.1.1.2.**

12 At the time of separation from school district employment due to retirement or death, an  
13 employee eligible to retire or the employee's estate shall receive remuneration at a rate  
14 equal to one (1) day's current monetary compensation for each four (4) full days accrued  
15 leave for illness or injury subject to the provisions contained in RCW 28A.400.210 &  
16 WAC 392-136-020.

17  
18 **Section 9.1.2.**

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

23  
24 **Section 9.1.3. L&I.**

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

31  
32 **Section 9.1.4. Sick Leave Documentation.**

33 An employee who is absent five (5) or more consecutive work days is required to provide  
34 documentation of an illness or injury from a medical professional. In cases where the absence  
35 is the direct result of an employee requiring hospitalization, the five (5) day requirement for  
36 documentation may be waived and a medical release may be required prior to the employee  
37 returning to work. Absences exceeding accumulated leave will result in pay deductions unless  
38 the condition qualifies the employee for leave sharing (Section 9.8) and sufficient leave is  
39 donated to cover the absences.

40  
41 **Section 9.1.5. Emergency Leave.**

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

1 **Section 9.2. Leave for Family Illness.**

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

8  
9 **Section 9.3. Bereavement Leave.**

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

17  
18 **Section 9.4. Personal Leave.**

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

22  
23 An employee's use of personal leave at any time during the year may be denied if the District  
24 determines that there are not a sufficient number of substitutes available to cover anticipated employee  
25 absences.

26  
27 Employees may not use personal leave days during the first week of school or the last week of school  
28 without supervisor approval. Such a request for leave during those time periods must be submitted in  
29 writing at least two weeks in advance to the employee's supervisor. The supervisor will respond in  
30 writing to the employee's request within three (3) business days.

31  
32 Employees who do not use the available days may, at the end of the school year, cash in the unused  
33 days for per diem pay on a two for one basis. The per diem pay will be included in the August pay  
34 warrant. Accumulated days may not be cashed out. When days are carried-over from one year to the  
35 next, use of personal leave by an employee shall first be considered to be from his/her accumulated  
36 day(s).

37  
38 **Section 9.5. Parental Disability Leave.**

39 Upon written application to the Superintendent or designee, an employee shall be granted for the  
40 period of sickness or temporary disability leave. Such leave shall commence at such time as the  
41 employee, and medical advisor, deem necessary. Employees granted parental disability leave may, at  
42 their option, be allowed compensation for parental disability leave in accordance with Section 9.1.1  
43 above. Before returning to work, the employee must provide to the District written certification from a  
44 physician that the employee is ready and able to return to work. Within three (3) months after  
45 childbirth, or temporary disabilities caused by or contributed to by pregnancy, miscarriage, and  
46 recovery there from, the employee shall notify the District of intent to return.

1 **Section 9.6. Judicial Leave.**

2 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named  
3 as a codefendant with the District, such employee shall receive a normal day's pay for each day of  
4 required presence in court. In the event that an employee is a party in a court action, such employee  
5 may request a leave of absence.  
6

7 **Section 9.7. Leave of Absence.**

8  
9  
10 **Section 9.7.1. Long-Term Leave Without Pay.**

11 An employee may apply for a leave without pay from the District by application in writing to  
12 their immediate supervisor. Upon recommendation of the immediate supervisor through  
13 administrative channels to the Superintendent, and upon approval of the Board of Directors, an  
14 employee may be granted leave without pay for a period not to exceed one (1) year; provided,  
15 however, if such leave is granted due to extended illness, one (1) additional year may be  
16 granted. However, an employee will not be granted a leave of absence if the purpose of such  
17 leave is to work for an employer other than the District, except in situations required by  
18 military duty.  
19

20 **Section 9.7.2. Returning to Work.**

21 An employee retains the right to return to work prior to the end of their approved leave period  
22 provided the employee notifies the District in writing no later than thirty (30) calendar days  
23 before the date they intend to return to work; and provided that one-half of their approved leave  
24 period has expired. The returning employee will be assigned to a position comparable to the  
25 position assigned before the leave of absence in terms of hours, wages and class of  
26 employment. A comparable position means within thirty (30) minutes of the position  
27 previously held by the individual. It shall be the responsibility of both the employer and the  
28 local bargaining unit officials to inform employees hired to fill positions of employees on leave  
29 of absence of these provisions affecting the terms of their employment. It shall be the District's  
30 responsibility to notify the replacement employee when the original employee has stated their  
31 intent to return to work. All replacement employees shall be subject to all provisions of this  
32 Agreement.  
33

34 **Section 9.7.3.**

35 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while  
36 on approved leave of absence. However, vacation credits, sick leave, and seniority shall not  
37 accrue while the employee is on leave of absence; provided, however, that if such leave is  
38 approved for extended illness or injury, seniority shall accrue.  
39

40 **Section 9.8. Short-Term Leave Without Pay.**

41 Days without pay should be requested from the superintendent for use during occasional events not  
42 possible to schedule outside of the school year. All personal and/or vacation leave should be  
43 exhausted prior to asking for leave without pay. This leave without pay should not exceed five (5)  
44 days. Any leaves of absence without pay that exceed five (5) days should be considered in accordance  
45 with Section 9.7.  
46  
47  
48

1 **Section 9.9. Leave Sharing.**

2 All voluntary leave sharing among school district employees shall be in strict compliance with current  
3 RCW 41.04.660.

4  
5 Employees may donate annual or sick leave to a fellow employee who is suffering from or has a  
6 relative or household member suffering from an extraordinary or severe illness, injury, impairment, or  
7 physical or mental condition; a fellow employee who is a victim of domestic violence, sexual assault,  
8 or stalking, or a fellow employee who has been called to service in the uniformed services, which has  
9 caused or is likely to cause the employee to take leave without pay or terminate his or her employment.  
10

11  
12  
13 **ARTICLE X**

14  
15 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

16  
17 **Section 10.1.**

18 The seniority of an employee within the bargaining unit shall be established as of the date on which the  
19 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be  
20 lost as hereinafter provided.

21  
22 **Section 10.1.1.**

23 In any case where seniority is equal, ties will be broken by lot at LMC (Labor Management  
24 Committee) meetings.

25  
26 **Section 10.2.**

27 Each new hire shall remain in a probationary status for a period of not more than sixty (60) working  
28 days following the hire date. During this probationary period the District may discharge such  
29 employee at its discretion.  
30

31 **Section 10.3.**

32 Upon completion of the probationary period, the employee will be subject to all rights and duties  
33 contained in this Agreement retroactive to the hire date.  
34

35 **Section 10.4.**

36 The seniority rights of an employee shall be lost for the following reasons:

- 37  
38 Resignation;  
39 Discharge for justifiable cause;  
40 Retirement; or  
41 Change in job classification within the bargaining unit as hereinafter provided.  
42  
43  
44  
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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.

45

46

47

48

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  
46  
47  
48

1 **Section 10.10.1. Parking Lot Procedure.**

2 In the event of layoff(s), each classification may, at their option, select a “parking lot”  
3 procedure to deal with the reduction in force (“RIF”). The parking lot procedure is as follows:  
4

- 5 1. The District determines the need for a RIF, identifies positions that will be reduced, and  
6 provides notification to the Association.
- 7 2. If the position to be RIF’d is the least senior employee, that employee is placed on the  
8 rehire list. If the position to be RIF’d is not filled by the least senior employee in that  
9 classification, then all employees in that classification with seniority that is equal to or  
10 lesser than the affected employee shall engage in the following procedure.
- 11 3. If the RIF only involves reduction in hours, affected employees shall individually  
12 decide whether to participate in the parking lot procedure in order of seniority from  
13 most senior to least. The most senior employee who elects to participate in the  
14 procedure and all employees with less seniority will then be laid off. If the RIF involves  
15 a reduction of a position, the employee in that position and all less senior employees in  
16 the classification shall be laid off.
- 17 4. The District will then compile a list of all available positions in classification that  
18 include work days, times, and required qualifications.
- 19 5. The District will then schedule appointments for all employees who are RIF’ed to select  
20 job assignments based on seniority, however, employees must be qualified for a job  
21 assignment in order to select it. Employees may not select a job that is more than 30  
22 minutes a day in excess of the position they held before the parking lot procedure was  
23 invoked. Employees may pick more than one job opening as long as the time does not  
24 equal over 8 hours a day or 40 hours a week and the assignment times do not overlap  
25 and cause scheduling conflict.
- 26 6. Once all positions are filled, those employees remaining without positions will be  
27 considered RIF’d and placed on the rehire list for 18 months or until they have fulfilled  
28 the terms of rehire covered in Section 10.10 of the CBA.
- 29 7. No new hires in classification can take place until this process is complete and all  
30 qualified RIF’d employees are rehired.

31  
32 **Section 10.11.**

33 Employees on layoff status shall file their mailing address, email address and phone number in writing  
34 with the personnel office of the District and shall within seven (7) days advise the District in writing of  
35 any change of address.  
36

37 **Section 10.12.**

38 An employee shall forfeit rights to reemployment as provided in Section 10.10 if the employee does  
39 not comply with the requirements of Section 10.11, or if the employee does not respond to the offer of  
40 reemployment within seven (7) days. It shall be the responsibility of the District to inform employees  
41 of openings in the job classification held prior to layoff.  
42  
43  
44

1 **Section 10.13.**

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

5  
6 **Section 10.14.**

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

9  
10  
11  
12 **ARTICLE XI**

13  
14 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

15  
16 **Section 11.1.**

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

22  
23 **Section 11.2. Notification to Non-Annual Employees.**

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

26  
27 **Section 11.2.1.**

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

30  
31 **Section 11.2.2.**

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

34  
35 **Section 11.2.3.**

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

38  
39 **Section 11.3.**

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

42  
43 **Section 11.4.**

44 Employees will provide the District two (2) weeks notice of intention to voluntarily terminate  
45 employment.



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**ARTICLE XII**

**INSURANCE AND RETIREMENT**

**Section 12.1.**

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

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

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

**Section 12.1.2.**

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

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

To ensure employees selecting richer benefit plans pay the higher premium and make progress toward the 3:1 ratio goal of full-family to employee-only coverage premiums in ESSB 5940, each employee included in the pooling arrangement within the CBA who elects medical benefit coverage shall pay a minimum out-of-pocket charge by monthly payroll deduction. The minimum monthly charge shall be 1% of the employee-only premium coverage. Such minimum monthly charge shall be paid regardless of the impact of pooling. Eligible employees selecting the HDHP with a Health Savings Account (HSA) will be allowed to contribute to their HSA account, via payroll deduction, up to the limit allowed by law.

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

This Agreement shall be effective for the 2018-19 school year. The parties shall meet prior to May 1, 2019, to discuss whether to renew or amend this MOU for another year.

1 **Section 12.1.3. Insurance Changes due to SEBB.**

2 The Parties agree, pursuant to RCW 28A.400.275, to abide by state laws pertaining to school  
3 district employee benefits, including the anticipated replacement of provisions of this article by  
4 a state-wide school employee health care system by January 2020. Section 12.1 of the current  
5 collective bargaining agreement shall reopen after the 2019 legislative session and prior to the  
6 2019-20 school year to renegotiate provisions related to health insurance benefits as necessary  
7 to comply with the then current state law.

8  
9 **Section 12.2.**

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

13  
14 **Section 12.3.**

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

17  
18 **Section 12.4.**

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

22  
23 **Section 12.5.**

24 District employees shall be provided personal liability coverage.

25  
26 **Section 12.6. Tax Sheltered Annuities.**

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

30  
31  
32 **ARTICLE XIII**

33  
34 **VOCATIONAL TRAINING**

35  
36  
37 **Section 13.1.**

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

42  
43 A variety of training opportunities may be developed and offered. If the District requires attendance of  
44 the employee, regular salary rates will be paid for attendance. In no event will overtime rates be paid.

45  
46 Such application must be approved by the PSE Chapter President and the Superintendent or his/her  
47 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. Membership.**

12 The District and PSE/SEIU1948 understand that at the center of our labor management relationship is  
13 the shared interest in providing the best services to the public. Therefore, it is the expectation of both  
14 PSE/SEIU1948 and the District that the District representatives shall remain neutral on the issue of  
15 union membership and respect all employees' decisions to join and maintain membership in their  
16 exclusive professional advocacy organization PSE/SEIU1948 pursuant to RCW 41.56.140. All  
17 bargaining unit employees shall have the option of joining and maintaining membership in  
18 PSE/SEIU1948 upon employment with the District in the bargaining unit.  
19

20 **Section 14.2. Membership Rescission.**

21 Union members requesting to rescind membership and membership rights in their exclusive  
22 professional advocacy organization shall make such request in writing to PSE/SEIU1948, following  
23 the constitution and bylaws, and any and all relevant conditions, policies and procedures. Providing  
24 such conditions have been met, PSE/SEIU1948 shall inform the District of the employee's non-  
25 member status consistent with the notification section 14.4.  
26

27 **Section 14.3. New Hire Notification.**

28 The District shall notify PSE/SEIU1948 and the agreed bargaining unit representative of all new hires  
29 within 10 days of hire date, or as soon as practical, including name, home mailing address, job title,  
30 work email, work location and hire date.  
31

32 **Section 14.4. Dues and Checkoff.**

33 The District shall deduct PSE dues from the pay of any employee who authorizes such deductions in  
34 writing pursuant to RCW 41.56.110. The District shall transmit all such funds deducted to the  
35 Treasurer of the Public School Employees of Washington on a monthly basis. Association deductions  
36 that have been authorized by new employees who begin employment at or after the start of the contract  
37 year will begin with the employee's first paycheck following such authorization, provided that any  
38 authorization forms received after the 10<sup>th</sup> of each month will be effective for the following month's  
39 paycheck. PSE agrees that, as the custodian of the records, it has the responsibility to ensure the  
40 accuracy and safe-keeping of those records, including signature authorization.  
41

42 Prior to the beginning of each school year, the Association will give written notice to the District of the  
43 dollar amount of dues and assessments required of an Association member. The amount for deductions  
44 shall not be subject to change during the school year. Employees who commence employment after  
45 September or terminate employment before June shall have their deductions prorated.  
46  
47  
48

1 **Section 14.5. Political Action Committee.**

2 The District shall, upon receipt of a written authorization form that conforms to WAC 390-17-100,  
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 Association  
5 on a check separate from the Association dues transmittal check. The employee may revoke the request  
6 at any time. At least annually, the employee shall be notified by the PSE State Office about the right to  
7 revoke the request. The notification will be consistent with the requirements of WAC 390-17-110.

8  
9 **Section 14.6. Indemnify and Hold Harmless.**

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

13  
14 **Section 14.7. Agency Fee Restoration Contingency.**

15 In the event there is a change in law or holding by a court of competent jurisdiction that allow for the  
16 withholding of dues or equivalent fee as a condition of employment, PSE/SEIU1948 and the District  
17 agree to discuss the implications in Labor Management.

18  
19  
20  
21 **ARTICLE XV**

22  
23 **GRIEVANCE PROCEDURE**

24  
25 **Section 15.1.**

26  
27 **Purpose.**

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

31  
32 **B. Definitions.**

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

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

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

38  
39 **C. Timelines.**

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

42  
43 Failure on the part of the District at any step of this procedure to communicate the decision on a  
44 grievance within the specific or mutually extended time limits shall permit the grievant to lodge an  
45 appeal at the next step of this procedure.

46  
47 Failure of the grievant (employee or Association) to present or proceed with a grievance within the  
48 specified or mutually extended time limits will render the grievance waived.

1 **D. Representation.**

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

7  
8 **Process.**

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

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

14  
15 **Step 2. Formal Level-Written Submission of Grievance to Supervisor.**

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

- 20  
21 1. A statement of the alleged grievance including the facts upon which the grievance is based;  
22 2. Reference to the specific terms of the Agreement which have been allegedly violated; and  
23 3. Remedy sought.

24  
25 The immediate supervisor will inform the employee and the Association in writing of the disposition  
26 of the grievance within ten (10) days of the presentation of the grievance.

27  
28 **Step 3. Superintendent Level-Written Submission of Grievance to the Superintendent.**

29  
30 **Individual Grievance.**

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

37  
38 **Association Grievance.**

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

1 **Step 4. Arbitration.**

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

4  
5 Written notice of a request for arbitration shall be made to the Superintendent within twenty (20) days  
6 of receipt of the disposition letter at Step 3.

7  
8 Arbitration shall be limited to issue(s) involving the interpretation or application of specific terms of  
9 this Agreement.

10  
11 The grievance shall be submitted to arbitration under the Voluntary Labor Arbitration Rules of the  
12 American Arbitration Association or other mutually agreed upon arbitration service. If mutually  
13 agreed, the parties may submit to arbitration under the Expedited Labor Arbitration Rules of the  
14 American Arbitration Association.

15  
16 Arbitration proceedings shall be in accordance with the following:

17  
18 The Arbiter, once appointed, will inform the parties as to the procedures which will be followed.  
19 The Arbiter shall hear and accept pertinent evidence submitted by both parties and shall be empowered  
20 to request, through subpoena if necessary, such data and testimony as the Arbiter deems pertinent to  
21 the grievance and shall render decision in writing to both parties within thirty (30) days unless  
22 mutually extended, of the closing of the record.

23  
24 The Arbiter shall be authorized to rule and issue a decision in writing on the issue(s) presented for  
25 arbitration which decision shall be final and binding on both parties.

26  
27 The Arbiter shall rule only on the basis of information presented at the hearing and shall refuse to  
28 receive any information after the hearing except by mutual agreement.

29  
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  
34 The arguments of the parties may be supported by oral comment and rebuttal. Either or both parties  
35 may submit written briefs within a time period mutually agreed upon. Such arguments of the parties,  
36 whether oral or written, shall be confined to and directed at the matters set forth in the grievance.

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

40  
41 **F. Binding Effects of Award.**

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

46  
47 **G. Limits of the Arbiter.**

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

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. Payroll Error Overpayment.**

27 The Superintendent, Assistant Superintendent, and/ or Directors of Cabinet shall require  
28 reimbursement from any employee overpaid as a result of a payroll error. The manner of  
29 reimbursement shall be negotiated between the employee and the above mentioned in order to  
30 minimize undue financial hardship upon the employee.  
31

32 **Section 16.2.**

33 Hourly wage rates for employees subject to this Agreement are contained in Schedule A attached to  
34 this Agreement. All percent increases applied to hourly wage rates will be applied to apprenticeship  
35 and longevity rates.  
36

37 **Section 16.2.1.**

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

44 **Section 16.2.2.**

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



1           **Section 16.2.3.**

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

4  
5           **Section 16.2.4.**

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

11  
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  
41          **Section 16.7.1.**

42          The District shall make every effort to schedule and arrange for all required First Aid/CPR and  
43          CPS 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, 2018 to August 31, 2021. Each Longevity Step is reflected on Schedule A.

**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, this Agreement shall be reopened as necessary to consider the impact of any legislation or court decision that substantially impact the terms and conditions of this Agreement which occurs following execution of this Agreement.

**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.

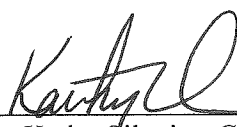
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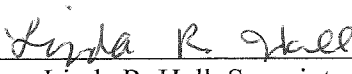
SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU Local 1948

GRANITE FALLS CHAPTER #1110

GRANITE FALLS SCHOOL DISTRICT #332

BY:   
Kathy Silveira, Chapter President

BY:   
Linda R. Hall, Superintendent

DATE: 10/19/18

DATE: 10/19/18

**GRANITE FALLS SCHOOL DISTRICT  
SEPTEMBER 1, 2018 - AUGUST 31, 2019**

EMPLOYEE CLASSIFICATION	STEPS					Longevity Stipends				
	0	1	2	3	4	10 Years	15 Years	20 Years	25 Years	30 Years
						\$0.30	\$0.46	\$0.47	\$0.29	\$0.29
<b>Group 1</b>										
Elementary Building Secretary	20.82	21.65	22.28	22.42	22.68	22.98	23.44	23.91	24.20	24.49
Elementary Attendance Secretary	20.82	21.52	22.26	22.41	22.67	22.97	23.43	23.90	24.19	24.48
Elementary Secretary / Health Room	17.93	18.53	19.17	19.30	19.53	19.83	20.29	20.76	21.05	21.34
Intermediate Building Secretary	20.82	21.52	22.26	22.41	22.67	22.97	23.43	23.90	24.19	24.48
Intermediate Attendance Secretary	20.82	21.52	22.26	22.41	22.67	22.97	23.43	23.90	24.19	24.48
Intermediate Secretary/Health Room	17.93	18.53	19.17	19.30	19.53	19.83	20.29	20.76	21.05	21.34
High School Building Secretary	20.82	21.52	22.26	22.41	22.67	22.97	23.43	23.90	24.19	24.48
<b>Group 2</b>										
Middle School Registrar	21.93	22.66	23.45	23.60	23.88	24.18	24.64	25.11	25.40	25.69
Middle School ASB/Athletics	21.93	22.66	23.45	23.60	23.88	24.18	24.64	25.11	25.40	25.69
<b>Group 3</b>										
High School Registrar	23.58	24.37	25.21	25.38	25.68	25.98	26.44	26.91	27.20	27.49
High School ASB/Athletics	23.58	24.37	25.21	25.38	25.68	25.98	26.44	26.91	27.20	27.49
Operations Secretary - District Office	23.58	24.37	25.21	25.38	25.68	25.98	26.44	26.91	27.20	27.49
<b>Group 4</b>										
Administrative Assistant to the Director (CIA)	25.53	26.38	27.30	27.48	27.80	28.10	28.56	29.03	29.32	29.61
Administrative Assistant to the Director (SpEd)	25.53	26.38	27.30	27.48	27.80	28.10	28.56	29.03	29.32	29.61
District Student System Coordinator	25.53	26.38	27.30	27.48	27.80	28.10	28.56	29.03	29.32	29.61
<b>PARAPROFESSIONALS</b>										
Para - Instructional	17.19	17.90	18.46	18.60	18.91	19.21	19.67	20.14	20.43	20.72
Para - Specialized	18.40	19.15	19.76	19.89	20.22	20.52	20.98	21.45	21.74	22.03
Para - Deaf or Hard Of Hearing	21.30	22.43	23.83	24.62	25.63	25.93	26.39	26.86	27.15	27.43
RBT -- Behavior Specialist	20.40	21.15	21.76	21.89	22.22	22.52	22.98	23.45	23.74	24.03
<b>ASSISTANTS</b>										
Library Technician	19.01	19.77	20.36	20.51	21.42	21.72	22.18	22.65	22.94	23.23
Library Assistant	17.19	17.90	18.46	18.60	18.91	19.21	19.67	20.14	20.43	20.72
<b>STUDENT SUPPORT</b>										
Health Room Attendant	17.19	17.90	18.46	18.60	18.91	19.21	19.67	20.14	20.43	20.72
Behavior Monitor	15.81	16.36	16.92	17.03	17.25	17.55	18.01	18.48	18.77	19.06
Student Supervision*	15.14	15.80	16.27	16.42	16.69	16.99	17.45	17.92	18.21	18.50
<b>ECEAP ±</b>										
ECEAP Assistant Instructor	17.19	17.90	18.46	18.60	18.91	19.21	19.67	20.14	20.43	20.72
ECEAP Lead Instructor	21.30	22.43	23.83	24.62	25.63	25.93	26.39	26.86	27.15	27.43
ECEAP Family Support Specialist	21.30	22.43	23.83	24.62	25.63	25.93	26.39	26.86	27.15	27.43
ECEAP Program Manager	26.30	27.43	28.83	29.62	30.63	30.93	31.39	31.86	32.15	32.43
<b>FOOD SERVICE</b>										
Food Service 3	19.17	20.45	21.61	22.27	22.95	23.25	23.71	24.18	24.47	24.76
Head Cashier	17.38	18.02	18.61	18.78	19.07	19.37	19.83	20.30	20.59	20.88
Food Service 2	16.83	17.51	18.09	18.21	18.45	18.75	19.21	19.68	19.97	20.26
Food Service 1	15.14	15.80	16.27	16.42	16.69	16.99	17.45	17.92	18.21	18.50
<b>SCHOOL MAINTENANCE</b>										
Maintenance/Custodial Lead	29.95	30.86	31.81	31.99	32.29	32.59	33.05	33.52	33.81	34.10
Facilities/Maintenance	24.45	25.20	25.97	26.11	26.36	26.66	27.12	27.60	27.88	28.17
HVAC Technician	35.00	36.05	37.13	38.25	39.39	39.69	40.15	40.62	40.91	41.20
Head Grounds	23.04	23.74	24.48	24.60	24.89	25.19	25.65	26.12	26.41	26.70
Head Custodian	23.04	23.74	24.48	24.60	24.89	25.19	25.65	26.12	26.41	26.70
Grounds Assistant	20.82	21.65	22.28	22.42	22.68	22.98	23.44	23.91	24.20	24.49
Custodian	20.82	21.65	22.28	22.42	22.68	22.98	23.44	23.91	24.20	24.49
<b>TECHNOLOGY</b>										
Info Systems Specialist	25.84	26.62	27.45	27.60	27.84	28.14	28.60	29.07	29.36	29.65
<b>SPECIALISTS</b>										
Nurse - RN	26.58	28.24	30.64	32.27	34.07	34.37	34.83	35.30	35.59	35.88
Interpreter**	24.20	25.70	27.91	29.37	31.01	31.31	31.77	32.24	32.53	32.82
SLPA***	24.20	25.70	27.91	29.37	31.01	31.31	31.77	32.24	32.53	32.82
COTA ***	24.20	25.70	27.91	29.37	31.01	31.31	31.77	32.24	32.53	32.82
McKinney Vento Coordinator	17.19	17.90	18.46	18.60	18.91	19.21	19.67	20.14	20.43	20.72
Mentor Coordinator	17.19	17.90	18.46	18.60	18.91	19.21	19.67	20.14	20.43	20.72
Accounting Technician	23.23	24.05	24.73	24.89	25.18	25.48	25.94	26.41	26.70	26.99
Prevention Specialist***	20.43	21.95	24.05	27.16	29.90	30.20	30.66	31.13	31.42	31.70
Copy Center Coordinator	16.69	17.26	17.86	17.95	18.19	18.49	18.95	19.42	19.71	20.00
Student Support Advocates	25.81	27.41	29.76	31.32	33.07	33.37	33.83	34.30	34.59	34.88
Reengagement Case Manager	23.23	24.05	24.73	24.89	25.18	25.48	25.94	26.41	26.70	26.99

\* 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  
 † See ECEAP Required Performance Standards

**GRANITE FALLS SCHOOL DISTRICT  
SEPTEMBER 1, 2019 - AUGUST 31, 2020**

EMPLOYEE CLASSIFICATION	STEPS					Longevity Stipends				
	0	1	2	3	4	10 Years	15 Years	20 Years	25 Years	30 Years
						\$0.31	\$0.47	\$0.48	\$0.30	\$0.30
<b>Group 1</b>										
Elementary Building Secretary	21.45	22.30	22.95	23.09	23.36	23.67	24.15	24.63	24.93	25.23
Elementary Attendance Secretary	21.45	22.16	22.93	23.08	23.35	23.66	24.14	24.62	24.92	25.22
Elementary Secretary / Health Room	18.47	19.09	19.75	19.88	20.11	20.42	20.90	21.38	21.68	21.98
Intermediate Building Secretary	21.45	22.16	22.93	23.08	23.35	23.66	24.14	24.62	24.92	25.22
Intermediate Attendance Secretary	21.45	22.16	22.93	23.08	23.35	23.66	24.14	24.62	24.92	25.22
Intermediate Secretary/Health Room	18.47	19.09	19.75	19.88	20.11	20.42	20.90	21.38	21.68	21.98
High School Building Secretary	21.45	22.16	22.93	23.08	23.35	23.66	24.14	24.62	24.92	25.22
<b>Group 2</b>										
Middle School Registrar	22.59	23.34	24.15	24.31	24.59	24.90	25.38	25.86	26.16	26.46
Middle School ASB/Athletics	22.59	23.34	24.15	24.31	24.59	24.90	25.38	25.86	26.16	26.46
<b>Group 3</b>										
High School Registrar	24.29	25.10	25.97	26.14	26.45	26.76	27.23	27.72	28.01	28.31
High School ASB/Athletics	24.29	25.10	25.97	26.14	26.45	26.76	27.23	27.72	28.01	28.31
Operations Secretary - District Office	24.29	25.10	25.97	26.14	26.45	26.76	27.23	27.72	28.01	28.31
<b>Group 4</b>										
Administrative Assistant to the Director (CIA)	26.30	27.18	28.12	28.31	28.64	28.94	29.42	29.90	30.20	30.50
Administrative Assistant to the Director (SpEd)	26.30	27.18	28.12	28.31	28.64	28.94	29.42	29.90	30.20	30.50
District Student System Coordinator	26.30	27.18	28.12	28.31	28.64	28.94	29.42	29.90	30.20	30.50
<b>PARAPROFESSIONALS</b>										
Para - Instructional	17.71	18.44	19.01	19.15	19.47	19.78	20.26	20.74	21.04	21.34
Para - Specialized	18.96	19.73	20.36	20.49	20.83	21.14	21.61	22.10	22.39	22.69
Para - Deaf or Hard Of Hearing	21.94	23.10	24.54	25.36	26.40	26.70	27.18	27.66	27.96	28.26
RBT -- Behavior Specialist	21.02	21.79	22.42	22.55	22.89	23.20	23.67	24.16	24.45	24.75
<b>ASSISTANTS</b>										
Library Technician	19.58	20.37	20.97	21.13	22.06	22.37	22.85	23.33	23.63	23.93
Library Assistant	17.71	18.44	19.01	19.15	19.47	19.78	20.26	20.74	21.04	21.34
<b>STUDENT SUPPORT</b>										
Health Room Attendant	17.71	18.44	19.01	19.15	19.47	19.78	20.26	20.74	21.04	21.34
Behavior Monitor	16.29	16.85	17.42	17.55	17.77	18.07	18.55	19.03	19.33	19.63
Student Supervision*	15.59	16.28	16.76	16.92	17.19	17.50	17.98	18.46	18.76	19.06
<b>ECEAP ±</b>										
ECEAP Assistant Instructor	17.71	18.44	19.01	19.15	19.47	19.78	20.26	20.74	21.04	21.34
ECEAP Lead Instructor	21.94	23.10	24.54	25.36	26.40	26.70	27.18	27.66	27.96	28.26
ECEAP Family Support Specialist	21.94	23.10	24.54	25.36	26.40	26.70	27.18	27.66	27.96	28.26
ECEAP Program Manager	27.09	28.25	29.69	30.51	31.55	31.85	32.33	32.81	33.11	33.41
<b>FOOD SERVICE</b>										
Food Service 3	19.75	21.06	22.26	22.93	23.64	23.95	24.42	24.91	25.21	25.50
Head Cashier	17.90	18.56	19.17	19.34	19.64	19.95	20.42	20.91	21.20	21.50
Food Service 2	17.34	18.03	18.64	18.76	19.00	19.31	19.78	20.27	20.57	20.86
Food Service 1	15.59	16.28	16.76	16.92	17.19	17.50	17.98	18.46	18.76	19.06
<b>SCHOOL MAINTENANCE</b>										
Maintenance/Custodial Lead	30.85	31.78	32.77	32.95	33.26	33.57	34.04	34.53	34.83	35.12
Facilities/Maintenance	25.18	25.95	26.75	26.89	27.16	27.46	27.94	28.42	28.72	29.02
HVAC Technician	36.05	37.13	38.25	39.39	40.57	40.88	41.36	41.84	42.14	42.44
Head Grounds	23.73	24.46	25.22	25.34	25.63	25.94	26.42	26.90	27.20	27.50
Head Custodian	23.73	24.46	25.22	25.34	25.63	25.94	26.42	26.90	27.20	27.50
Grounds Assistant	21.45	22.30	22.95	23.09	23.36	23.67	24.15	24.63	24.93	25.23
Custodian	21.45	22.30	22.95	23.09	23.36	23.67	24.15	24.63	24.93	25.23
<b>TECHNOLOGY</b>										
Info Systems Specialist	26.62	27.42	28.27	28.42	28.68	28.99	29.46	29.94	30.24	30.54
<b>SPECIALISTS</b>										
Nurse - RN	27.38	29.08	31.56	33.24	35.09	35.40	35.87	36.36	36.66	36.95
Interpreter**	24.93	26.47	28.74	30.25	31.94	32.25	32.72	33.21	33.50	33.80
SLPA***	24.93	26.47	28.74	30.25	31.94	32.25	32.72	33.21	33.50	33.80
COTA ***	24.93	26.47	28.74	30.25	31.94	32.25	32.72	33.21	33.50	33.80
McKinny Vento Coordinator	17.71	18.44	19.01	19.15	19.47	19.78	20.26	20.74	21.04	21.34
Mentor Coordinator	17.71	18.44	19.01	19.15	19.47	19.78	20.26	20.74	21.04	21.34
Accounting Technician	23.93	24.78	25.47	25.63	25.93	26.24	26.71	27.20	27.50	27.79
Prevention Specialist***	21.04	22.60	24.78	27.97	30.79	31.10	31.58	32.06	32.36	32.66
Copy Center Coordinator	17.19	17.78	18.39	18.49	18.74	19.04	19.52	20.00	20.30	20.60
Student Support Advocates	26.58	28.24	30.65	32.26	34.07	34.37	34.85	35.33	35.63	35.93
Reengagement Case Manager	23.93	24.78	25.47	25.63	25.93	26.24	26.71	27.20	27.50	27.79

\* 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

† See ECEAP Required Performance Standards

**GRANITE FALLS SCHOOL DISTRICT  
SEPTEMBER 1, 2020 - AUGUST 31, 2021**

EMPLOYEE CLASSIFICATION	STEPS					Longevity Stipends				
	0	1	2	3	4	10 Years	15 Years	20 Years	25 Years	30 Years
						\$0.32	\$0.49	\$0.50	\$0.31	\$0.31
<b>Group 1</b>										
Elementary Building Secretary	22.09	22.96	23.63	23.78	24.07	24.38	24.87	25.37	25.68	25.98
Elementary Attendance Secretary	22.09	22.83	23.62	23.78	24.05	24.37	24.86	25.36	25.67	25.97
Elementary Secretary / Health Room	19.03	19.66	20.34	20.48	20.72	21.03	21.52	22.02	22.33	22.64
Intermediate Building Secretary	22.09	22.83	23.62	23.78	24.05	24.37	24.86	25.36	25.67	25.97
Intermediate Attendance Secretary	22.09	22.83	23.62	23.78	24.05	24.37	24.86	25.36	25.67	25.97
Intermediate Secretary/Health Room	19.03	19.66	20.34	20.48	20.72	21.03	21.52	22.02	22.33	22.64
High School Building Secretary	22.09	22.83	23.62	23.78	24.05	24.37	24.86	25.36	25.67	25.97
<b>Group 2</b>										
Middle School Registrar	23.26	24.04	24.87	25.04	25.33	25.65	26.14	26.64	26.94	27.25
Middle School ASB/Athletics	23.26	24.04	24.87	25.04	25.33	25.65	26.14	26.64	26.94	27.25
<b>Group 3</b>										
High School Registrar	25.02	25.85	26.75	26.93	27.24	27.56	28.05	28.55	28.85	29.16
High School ASB/Athletics	25.02	25.85	26.75	26.93	27.24	27.56	28.05	28.55	28.85	29.16
Operations Secretary - District Office	25.02	25.85	26.75	26.93	27.24	27.56	28.05	28.55	28.85	29.16
<b>Group 4</b>										
Administrative Assistant to the Director (CIA)	27.09	27.99	28.96	29.16	29.49	29.81	30.30	30.80	31.11	31.41
Administrative Assistant to the Director (SpEd)	27.09	27.99	28.96	29.16	29.49	29.81	30.30	30.80	31.11	31.41
District Student System Coordinator	27.09	27.99	28.96	29.16	29.49	29.81	30.30	30.80	31.11	31.41
<b>PARAPROFESSIONALS</b>										
Para - Instructional	18.24	18.99	19.58	19.73	20.06	20.38	20.86	21.36	21.67	21.98
Para - Specialized	19.52	20.32	20.97	21.10	21.45	21.77	22.26	22.76	23.07	23.37
Para - Deaf or Hard Of Hearing	22.60	23.79	25.28	26.12	27.19	27.50	27.99	28.49	28.80	29.11
RBT -- Behavior Specialist	21.65	22.44	23.09	23.22	23.58	23.89	24.38	24.88	25.19	25.49
<b>ASSISTANTS</b>										
Library Technician	20.17	20.98	21.60	21.76	22.73	23.04	23.53	24.03	24.34	24.64
Library Assistant	18.24	18.99	19.58	19.73	20.06	20.38	20.86	21.36	21.67	21.98
<b>STUDENT SUPPORT</b>										
Health Room Attendant	18.24	18.99	19.58	19.73	20.06	20.38	20.86	21.36	21.67	21.98
Behavior Monitor	16.78	17.36	17.95	18.07	18.30	18.62	19.10	19.60	19.91	20.22
Student Supervision*	16.06	16.77	17.27	17.42	17.71	18.03	18.51	19.01	19.32	19.63
<b>ECEAP ±</b>										
ECEAP Assistant Instructor	18.24	18.99	19.58	19.73	20.06	20.38	20.86	21.36	21.67	21.98
ECEAP Lead Instructor	22.60	23.79	25.28	26.12	27.19	27.50	27.99	28.49	28.80	29.11
ECEAP Family Support Specialist	22.60	23.79	25.28	26.12	27.19	27.50	27.99	28.49	28.80	29.11
ECEAP Program Manager	27.91	29.10	30.58	31.42	32.49	32.81	33.30	33.80	34.10	34.41
<b>FOOD SERVICE</b>										
Food Service 3	20.34	21.69	22.93	23.62	24.35	24.67	25.16	25.65	25.96	26.27
Head Cashier	18.44	19.12	19.74	19.92	20.23	20.55	21.03	21.53	21.84	22.15
Food Service 2	17.86	18.57	19.20	19.32	19.57	19.89	20.38	20.88	21.18	21.49
Food Service 1	16.06	16.77	17.27	17.42	17.71	18.03	18.51	19.01	19.32	19.63
<b>SCHOOL MAINTENANCE</b>										
Maintenance/Custodial Lead	31.77	32.74	33.75	33.94	34.26	34.58	35.07	35.56	35.87	36.18
Facilities/Maintenance	25.94	26.73	27.55	27.70	27.97	28.29	28.78	29.28	29.58	29.89
HVAC Technician	37.13	38.25	39.39	40.57	41.79	42.11	42.60	43.10	43.40	43.71
Head Grounds	24.44	25.19	25.97	26.10	26.40	26.72	27.21	27.71	28.02	28.32
Head Custodian	24.44	25.19	25.97	26.10	26.40	26.72	27.21	27.71	28.02	28.32
Grounds Assistant	22.09	22.96	23.63	23.78	24.07	24.38	24.87	25.37	25.68	25.98
Custodian	22.09	22.96	23.63	23.78	24.07	24.38	24.87	25.37	25.68	25.98
<b>TECHNOLOGY</b>										
Info Systems Specialist	27.41	28.24	29.12	29.28	29.54	29.85	30.34	30.84	31.15	31.46
<b>SPECIALISTS</b>										
Nurse - RN	28.20	29.96	32.51	34.24	36.14	36.46	36.95	37.45	37.76	38.06
Interpreter**	25.68	27.27	29.61	31.16	32.90	33.21	33.70	34.20	34.51	34.82
SLPA***	25.68	27.27	29.61	31.16	32.90	33.21	33.70	34.20	34.51	34.82
COTA***	25.68	27.27	29.61	31.16	32.90	33.21	33.70	34.20	34.51	34.82
McKinny Vento Coordinator	18.24	18.99	19.58	19.73	20.06	20.38	20.86	21.36	21.67	21.98
Mentor Coordinator	18.24	18.99	19.58	19.73	20.06	20.38	20.86	21.36	21.67	21.98
Accounting Technician	24.64	25.52	26.23	26.40	26.71	27.03	27.52	28.02	28.32	28.63
Prevention Specialist***	21.67	23.28	25.52	28.81	31.72	32.03	32.52	33.02	33.33	33.63
Copy Center Coordinator	17.71	18.31	18.95	19.05	19.30	19.62	20.10	20.60	20.91	21.22
Student Support Advocates	27.38	29.08	31.57	33.23	35.09	35.41	35.89	36.39	36.70	37.01
Reengagement Case Manager	24.64	25.52	26.23	26.40	26.71	27.03	27.52	28.02	28.32	28.63

\* 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

† See ECEAP Required Performance Standards

## ECEAP Required Performance Standards

Negotiated longevity stipends will be applied at 10, 15, 20, 25, and 30 years of service.

ECEAP Contracts require newly hired staff to meet the ECEAP Performance Standards and the qualifications of their role within five years from date of hire. Staff who do not fully meet ECEAP Performance Standards and the qualifications of their role within five years from date of hire will be terminated.

Newly hired staff who fully meet the ECEAP Performance Standards at the time of hire will begin at Step 2 or higher depending on experience.

These positions would be placed within an ECEAP classification.

### **ECEAP Assistant Instructor\***

\* Step 2 and above require the equivalent of 12 college quarter credits in early childhood education; or initial or higher Washington State Early Childhood Education Certificate; or a current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition

### **ECEAP Lead Instructor\*\***

\*\* Requires associates or higher degree. Step 2 and above require the equivalent of 30 college quarter credits in early childhood education. These 30 credits may be included in the degree or in addition to the degree; or a valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education.

### **ECEAP Family Service/Program Manager\*\*\***

\*\*\* Requires associates or higher degree. Step 2 and above requires the equivalent of 30 college quarter credits of adult education, human development, psychology, or another field directly related to job responsibilities. These 30 credits may be included in the degree or in addition to the degree; or a DEL-approved credential from a comprehensive competency-based Family/Social Service training program that increases knowledge and skills in providing direct services to families.

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MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, THE PUBLIC SCHOOL EMPLOYEES OF GRANITE FALLS SCHOOL DISTRICT AND THE GRANITE FALLS SCHOOL DISTRICT #332. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

Preamble:

The overtime Section 7.9.1 states "All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the employee's base pay; provided; however, overtime hours worked in excess of eight (8) hours in a work day may be waived by the affected employee(s) and the District to effect an alternative work schedule (e.g. a 4 X 10 hour work week.)" There is some confusion over the application of the eight (8) hours per day versus the forty (40) hours per week with the word "or" used in the sentence. The purpose of this MOU is to create a consistent application.

The District and Association agree to the following:

1. Holidays will count towards hours worked for the purpose of calculating overtime during a week.
2. The work week is defined as Monday through Sunday.
3. All employees are considered to be working a standard work week unless otherwise stated in writing to the employee.
4. If the employee has arranged flextime where the employee is working more hours on one day and less hours on another day this is considered an agreed upon alternative work schedule for the week and any hours beyond eight (8) would not be paid overtime hours and should not be marked as extra hours on the timesheet. Any hours beyond forty (40) would still be paid at overtime as flextime must occur during the work week, these hours should be marked as extra hours.
5. Leave will not count towards hours worked for the purpose of calculating overtime during a week. Hours less than forty (40) hours per week will be paid at straight time. Hours worked in excess of forty (40) hours per week will be paid at overtime rates.
6. Per section 7.9.2, all hours worked on the sixth (6<sup>th</sup>) consecutive day shall be compensated at a rate of one and one-half (1½) times the employee's base pay. This day would be Saturday based on a standard work week.
7. Per Section 7.9.3., all hours worked on the seventh (7<sup>th</sup>) consecutive day shall be compensated at the rate of twice the employee's base pay. This day would be Sunday based on a standard work week.
8. If an employee does not work on Saturday but does work on Sunday this day would be compensated at one and one-half (1½) times the employee's base pay. This day would not be considered the first of six consecutive days
9. If an employee was required to work in excess of eight (8) hours per day and had not arranged flextime and their regular work schedule is less than forty (40) hours per week then



1 hours worked in excess of eight (8) hours per day would be compensated at one and one-half  
2 (1½) times the employee's base pay.


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4 This Memorandum of Understanding shall become effective September 1, 2018, shall remain in effect  
5 until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

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7 PUBLIC SCHOOL EMPLOYEES OF  
8 WASHINGTON/SEIU LOCAL 1948

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11 PUBLIC SCHOOL EMPLOYEES OF  
12 GRANITE FALLS # 1110

GRANITE FALLS SCHOOL DISTRICT #332

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15 BY:   
16 Kathy Silveira, Chapter President

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19 BY:   
20 Linda Hall, Superintendent

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DATE: 10/19/18

DATE: 10/19/18

1 MEMORANDUM OF UNDERSTANDING

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3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING  
4 AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU  
5 LOCAL 1948 GRANITE FALLS CHAPTER AND THE GRANITE FALLS SCHOOL  
6 DISTRICT #332. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE  
7 XVII, SECTION 17.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.  
8

9 The District and Association agree to the following provisions in order to make a good faith effort to  
10 comply with 2012 Washington Laws (ESSB 5940).  
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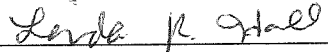
- 12 1. The provisions of this Memorandum of Understanding (MOU) shall supplement the provisions  
13 of the current collective bargaining agreement (CBA), all of which shall remain in full force  
14 and effect. If any provision of this MOU conflicts with the current CBA, the provisions of this  
15 MOU shall prevail. Any dispute regarding the interpretation or proper implementation of this  
16 Memorandum shall be subject to the grievance procedures of the current CBA.  
17  
18 2. The District shall ask an insurance broker to procure premium quotes for health benefit plans  
19 that meet the responsible contracting standards of ESSB 5940.  
20  
21 3. To ensure employees selecting richer benefit plans pay the higher premium, and make progress  
22 toward the 3:1 ratio goal of full-family to employee-only coverage premiums in ESSB 5940,  
23 each employee included in the pooling arrangement within the CBA who elects medical benefit  
24 coverage shall pay a minimum out-of-pocket charge by monthly payroll deduction. The  
25 minimum monthly charge shall be 1% of the employee-only premium coverage. Such  
26 minimum monthly charge shall be paid regardless of the impact of pooling. Eligible employees  
27 selecting the HDHP with a Health Savings Account (HSA) will be allowed to contribute to  
28 their HSA account, via payroll deduction, up to the limit allowed by law.  
29  
30 4. The parties shall abide by state laws relating to school district employee benefits, and this  
31 MOU shall be construed consistent with such laws.  
32  
33 5. This MOU shall be effective for the 2018-19 school year. The parties shall meet after the  
34 **2019 legislative session** to discuss whether to renew or amend this MOU for another  
35 year.  
36

37 PUBLIC SCHOOL EMPLOYEES OF  
38 WASHINGTON/SEIU LOCAL 1948

39 GRANITE FALLS CHAPTER #1110

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43 BY:   
44 Kathy Silveira, Chapter President

40 GRANITE FALLS SCHOOL DISTRICT #332

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43 BY:   
44 Linda Hall, Superintendent

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47 BY: 10/19/18

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46  
47 BY: 10/19/18



# Classified Evaluation Report

Employee Name: Assignment:	Evaluator Name: Date:
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## Criterion 1: High Performance Standards

	D	P	E	U
1.1 Quality of Completed Assignments				
1.2 Completes Assignments Within Time Limits				
1.3 Prioritizes Tasks Effectively				
1.4 Organization				
1.5 Uses Resources Effectively and Efficiently				
1.6 Professional Development				

## Criterion 2: Knowledge and Skills

	D	P	E	U
2.1 Knowledge, Skills and Abilities with Regard to Employee's Job Description				
2.2 Following Directions and Procedures				
2.3 Problem Solving Ability				
2.4 Maintaining Accurate Information				
2.5 Technology				
2.6 Equipment Usage				

## Criterion 3: Safe, Positive Student Environment

	D	P	E	U
3.1 Employee Interactions with Students				
3.2 Monitoring of Student Behavior				
3.3 Response to Student Misbehavior				
3.4 Support for Student Discipline				
3.5 Safety Procedures				

## Criterion 4: Communication and Collaboration

	D	P	E	U
4.1 Employee Interactions with Others				
4.2 Confidentiality				
4.3 Communicating Information				

## Classified Evaluation Information

The revised Classified Employee evaluation process is designed as a growth model. This allows employees to participate in discussions with their evaluators that focus on what can be done to strengthen job related skills and performance.

Evidence is gathered throughout the year and used to rate the employee's performance according to a 4 scale rubric. Evidence can be gathered through formal or informal observations, meetings, or written or oral communication.

### Descriptors for performance levels

Distinguished	Proficient	Emerging	Unsatisfactory
<i>In addition to the qualities of the proficient employee:</i> Leadership Proactive Always Model Exceeds standard	Meets standard Independent Consistent Effective Accurate	Developing Uneven Inconsistent Inaccurate Generally	Unwilling Unable Fail Negatively impacts Minimum Inappropriate

**Criterion 1: Employee demonstrates a commitment to achieving high performance standards.**

	Rating	Distinguished	Proficient	Emerging	Unsatisfactory	Not applicable to this position
<b>1.1 Quality of Completed Assignments</b>		Employee's work consistently exceeds standards.	Employees work meets standard.	Employee's work results are inconsistent or occasionally meet standard.	Employee's work results are below standard.	
<b>1.2 Completes Assignments Within Time Limits</b>		Employee is proactive and consistently completes assignments before deadlines.	Employee's work is completed by deadlines.	Employee's completion of work by the deadline is inconsistent.	Employee misses or disregards deadlines.	
<b>1.3 Prioritizes Tasks Effectively</b>		Employee independently prioritizes tasks <u>and assists others with prioritization.</u>	Employee independently prioritizes tasks.	Employee requires assistance in effectively prioritizing tasks.	Employee disregards assistance provided to prioritize tasks.	
<b>1.4 Organization</b>		Employee's workspace is highly organized and contributes to effectiveness.	Employee's workspace is organized.	Employee's workspace is disorganized.	Employee's workspace is disorganized and negatively impacts the employee's effectiveness.	
<b>1.5 Uses Resources Effectively and Efficiently</b>		Employee identifies more effective ways to use resources, resulting in savings of money or time.	Employee uses resources effectively and efficiently.	Employee occasionally uses resources effectively and efficiently.	Employee does not use resources effectively or efficiently.	
<b>1.6 Professional Development</b>		Employee independently seeks and attends trainings or other professional development opportunities to improve knowledge and job skills.	Employee attends trainings or professional development opportunities provided by district.	Employee participates in some trainings.	Employee does not participate in trainings.	

Evaluator Comments:

**Criterion 2: Demonstrating effective knowledge and skills with regard to job description (basic skills and abilities required to do job)**

	Rating	Distinguished	Proficient	Emerging	Unsatisfactory	Not applicable to this position
<b>2.1 Knowledge, Skills and Abilities with Regard to Employee's Job Description</b>		Employee consistently meets job performance responsibilities as indicated in job description. Sets goals for growth in job related skills and seeks resources to improve their own performance.	Employee meets job performance responsibilities as indicated in job description.	Employee inconsistently meets job performance responsibilities as indicated in job description.	Employee fails to meet job performance responsibilities as indicated in job description.	
<b>2.2 Following Directions and Procedures</b>		Employee consistently follows directions provided by supervisor and adheres to established procedures. Provides leadership and training to other employees.	Employee follows directions and adheres to established procedures.	Employee needs assistance in following directions and adhering to established procedures or these are done inconsistently.	Employee does not follow directions provided by supervisor and/or does not apply established procedures.	
<b>2.3 Problem Solving Ability</b>		Employee proactively recognizes potential problems, develops and applies effective solutions independently. Acts as a problem-solving resource to others.	Employee recognizes problems and applies effective solutions.	Employee recognizes problems but inconsistently applies or seeks solutions.	Employee ignores problems or does not apply recommended solutions.	
<b>2.4 Maintaining Accurate Information</b>		Employee's practices for maintaining information are consistently accurate and adhere to established practices. Recommends improvements in record keeping procedures.	Employee's practices for maintaining information are frequently accurate and adhere to established practices.	Employee's practice for maintaining information leads to inaccuracies or incomplete records. Employee inconsistently uses established practices.	Employee's practice for maintaining information does not align with established practice. Information is inaccurate or incomplete.	
<b>2.5 Technology</b>		Technology is used independently to enhance job performance or products. Employee seeks innovative ways to incorporate new or improved technology.	Technology is used independently to enhance job performance or products. Technology skills are current.	Technology is used inconsistently and/or employee's skills are not current.	Technology is not used appropriately and/or employee resists use of technology as it relates to the job.	
<b>2.6 Equipment Maintenance and Usage</b>		Equipment is used correctly and properly maintained. Serves as a resource for others.	Equipment is used correctly and is properly maintained.	Equipment is not adequately maintained and is inconsistently used in the appropriate manner.	Equipment is used inappropriately or improperly maintained.	

Evaluator Comments:

**Criterion 3: Fostering and managing a safe, positive student environment**

	Rating	Distinguished	Proficient	Emerging	Unsatisfactory	Not applicable to this position
<b>3.1 Employee Interactions with Students</b>		Employee actions consistently demonstrate positivity, genuine caring and respect for the individual dignity of students. Acceptance and tolerance toward student needs is readily apparent.	Employee actions are friendly and demonstrate a general respect for the dignity of students.	Employee actions are generally appropriate and respectful, but may reflect inconsistencies, favoritism or disregard for a students' individual needs.	Employee actions do not demonstrate caring or respect. There is no attention given to meeting the needs of students.	
<b>3.2 Monitoring of Student Behavior</b>		Employee proactively monitors and is keenly aware of the behavior of students at all times. Assists students in monitoring and correcting their own behavior and their peers' behavior.	Employee is aware of and monitors student activities at all times.	Employee is generally aware of student behavior, but may miss the activities of some students.	Student behavior is not monitored or students are left unattended. Employee is unaware of what students are doing.	
<b>3.3 Response to Student Misbehavior</b>		Employee's response to misbehavior is highly effective and sensitive to individual needs of the student.	Employee's response to misbehavior is consistently appropriate and respects the students' dignity.	Employee is inconsistent in response to student misbehavior.	Employee does not respond to misbehavior, is overly repressive or does not respect the students' dignity.	
<b>3.4 Support for Student Discipline</b>		Employee takes responsibility for maintaining appropriate student behavior and seeks collaborative input and/or support for students exhibiting chronic behavior problems.	Employee handles student discipline issues appropriately, and recognizes when additional support is needed.	Employee recognizes student discipline issues, but under or over utilizes support services.	Employee does not take responsibility for student behavior and ignores or over refers to support services.	
<b>3.5 Safety Procedures</b>		Safety procedures are consistently applied. Employee recommends improvements in safety policies and procedures.	Safety procedures are consistently applied.	Safety procedures are inconsistently applied.	Safety procedures are rarely or never followed.	

Evaluator Comments:

**Criterion 4: Communicating and collaborating with others**

	Rating	Distinguished	Proficient	Emerging	Unsatisfactory	Not applicable to this position
<b>4.1 Employee Interactions with Others</b>		Employee actions are consistently highly professional and respectful. Actively cultivates positive relationships with others.	Employee actions are professional and respectful.	Employee actions are generally appropriate, but may reflect inconsistencies.	Employee actions do not demonstrate professionalism or respect.	
<b>4.2 Confidentiality</b>		Employee maintains confidentiality and acts as a resource and model for others.	Employee maintains confidentiality.	Employee inconsistently applies the principles of confidentiality.	Employee does not maintain confidentiality.	
<b>4.3 Communicating Information</b>		Employee proactively communicates with appropriate staff.	Employee communicates with appropriate staff.	Employee inconsistently communicates or communicates to staff too broadly or narrowly.	Employee fails to communicate.	

Evaluator Comments:



## Summary Evaluation

Based on evidence gathered during the 2014-15 school year, this employee's **overall performance** is judged to be:

Distinguished

Proficient

Emerging

Unsatisfactory

Employee's **attendance** was:

Satisfactory

Unsatisfactory

Employee's **punctuality** was:  Satisfactory

Unsatisfactory

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Signature of Employee

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Date

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Signature of Evaluator

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Date