

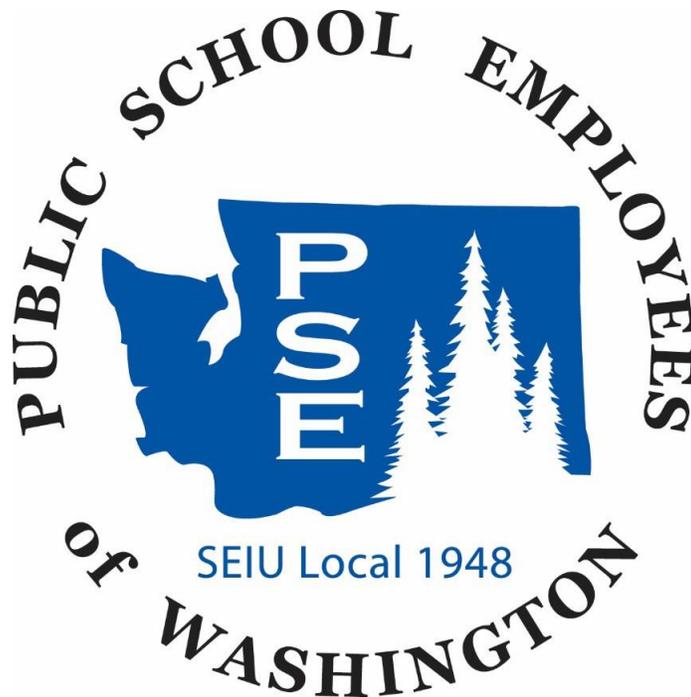
COLLECTIVE BARGAINING AGREEMENT BETWEEN

OTHELLO SCHOOL DISTRICT #147-163-55

AND

PUBLIC SCHOOL EMPLOYEES OF OTELLO

SEPTEMBER 2, 2022 – AUGUST 31, 2025



Public School Employees of Washington/SEIU Local 1948

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TABLE OF CONTENTS

	<u>Page</u>
DECLARATION OF PRINCIPLES	1
ARTICLE I RECOGNITION AND COVERAGE	1
ARTICLE II APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATIONS	3
ARTICLE III RIGHTS OF THE EMPLOYER, EMPLOYEE AND ASSOCIATION	4
ARTICLE IV HOURS OF WORK	7
ARTICLE V HOLIDAYS AND VACATIONS	10
ARTICLE VI LEAVES	13
ARTICLE VII SENIORITY / NEW HIRE PROBATION	17
ARTICLE VIII PLACEMENT, LAYOFF AND DISCHARGE OF EMPLOYEES	22
ARTICLE IX GRIEVANCE PROCEDURE	24
ARTICLE X INSURANCE	25
ARTICLE XI VOCATIONAL TRAINING	27
ARTICLE XII ASSOCIATION SECURITY AND CHECKOFF	28
ARTICLE XIII TERM AND SEPARABILITY OF PROVISIONS	29
ARTICLE XIV EVALUATIONS	30
SIGNATURE PAGE	31
SCHEDULE A (2022-2023)	32
SALARY ENHANCEMENTS	37
INTERNAL TRANSFER REQUEST	39

1 **Section 1.3. Definitions of Terms Used.**

2 A Classified Employee - Is any employee of the Othello School District, who is employed by the
3 District in a position that does not require a teaching certificate.

4
5 Year-Round Classified Employee - A year-round classified employee is one who works on a twelve
6 (12) month a year schedule and in accordance with provisions of this agreement.

7
8 Regular Classified Employee - A regular classified employee is one who is employed on assignment of
9 less than twelve (12) months a year schedule, and in accordance with the provisions of this agreement.

10
11 Open Position/Job - Any bargaining unit position/job vacated for more than ten (10) workdays.

12
13 Temporary Employee - A temporary classified employee is one who is filling a position of a year-
14 round or regular classified employee who is on an approved leave of absence, or working in an unfilled
15 position, or in a temporary position created by the District. Temporary positions will be posted at each
16 building site.

17
18 If a regular employee bids on a temporary position and is successful over inside and outside applicants,
19 he/she shall fill the position for the duration. The successful applicant's position may be filled by a
20 substitute. At the conclusion of the temporary position, the employee shall return to his/her regular
21 position.

22
23 An employee hired from outside the bargaining unit for a temporary position is entitled to the
24 following provisions of this agreement: Salary Schedule A, Step 1, Section 4.1, Section 4.3 and
25 Section 6.1.

26
27 An unfilled position or temporary position created by the District will be discontinued or posted after
28 sixty (60) workdays.

29
30 Employees who are hired by the District after working in a temporary position for an extended and
31 uninterrupted term of employment in excess of sixty (60) workdays including appropriate holidays
32 shall be given a date of employment retroactive to their first day of employment. These sixty (60)
33 workdays shall be deemed to include sixty (60) workdays of the ninety (90) workday probationary
34 period. Short-term layoffs cannot be used to circumvent this provision. This Section does not apply to
35 substitute employees as defined in Section 1.3. Employees are not guaranteed a regular position after
36 working in a temporary position in excess of sixty (60) workdays.

37
38 Substitute Classified Employee - Substitute employees are employees temporarily replacing a regular
39 employee. Substitute employees working more than twenty (20) consecutive workdays or thirty (30)
40 cumulative workdays in a single fiscal year shall be paid at the Step 1 rate of the classification in
41 which they are substituting. Article VI Section 6.1, Article VII Section 7.2.5 A and Section 7.2.5 B
42 will be applied to substitutes, they are not entitled to any other contract rights.

43
44 Anytime that a substitute is required to cover a position of a regular employee for short term absences
45 (Section 6.1 – 6.6), the substitute will cover the position that is absent, and will be paid from Step One
46 of the appropriate salary schedule. Existing employees will not substitute for other employees unless a
47 qualified substitute cannot be hired.

1 Classified Tutors - Classified Tutors are non-continuing positions that will be posted annually. Tutor
2 positions will not exceed ten (10) hours a week and will not work more than three days a week.
3 Existing Para-Professional Sub-Unit Employees who qualify for Tutor positions will be hired by
4 seniority and will be compensated according to their current step of pay. Tutors hired from outside the
5 bargaining unit will be paid Step I of the Para-Professional Sub-Unit Wage, Article VI Section 6.1 and
6 will not be granted seniority or any other rights of the collective bargaining agreement.

7
8 Assignment – Duties within the scope of the position title and job location (i.e., a building).

9
10 Business Days - Defines the days the OSD Administrative Offices are open for business.

11
12 Calendar Days - Defines the universally recognized calendar of months and days.

13
14 Work Year - Reference to the definitions of “Year-Round classified employee” and “Regular classified
15 employee”.

16
17 Workdays - Defines the days included in the employee’s contract year.

18
19 **Section 1.4. Summer Employees.**

20 Seasonal summer work will be posted at all building sites and the District office. Seasonal summer
21 work may last more than sixty (60) workdays, but less than one-hundred and twenty (120) workdays.
22 Employees hired from bargaining unit to perform seasonal summer work will be paid per Schedule A.

23
24 Bargaining unit members hired for summer work are entitled to the following provisions of this
25 agreement: Regular hourly wage and Sections 4.1, 4.3, 8.4, Article IX and Article XII.

26
27 Note: Article IX applies only to Schedule A and the applicable Sections. Summer bus routes will be
28 bid on a seniority basis.

29
30 The District Administrative Offices are designed as the official job-posting center. During the summer
31 months, job announcements shall be posted for no less than five (5) workdays to allow ample
32 opportunity for all employees to review these postings; postings shall also be listed on the District
33 website. The district website address shall be posted on all official bulletin boards

34
35
36
37 **ARTICLE II**

38
39 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATIONS**

40
41 **Section 2.1. Negotiations.**

42 It is understood and agreed by the District and the Association that matters appropriate for negotiations
43 between the parties shall relate to salaries, hours, working conditions and grievance procedures.

44
45 **Section 2.2. Labor Management Committee.**

46 The Labor/Management committee is designed to allow the parties to meet at mutually scheduled
47 times to discuss appropriate matters that do not require negotiations. The purpose of this committee is
48 to mutually discuss and resolve appropriate matters. The committee shall consist of the Association

1 President and three members chosen by the Association, and the Assistant Superintendent and up to
2 three (3) representatives chosen by the District. These committee meetings will be held at a mutually
3 agreed upon time.
4

5
6 **ARTICLE III**

7
8 **RIGHTS OF THE EMPLOYER, EMPLOYEE AND ASSOCIATION**

9
10 **RIGHTS OF THE EMPLOYER**

11
12 **Section 3.1. Management Rights and Obligations.**

13 Management retains all rights and obligations, not specifically delegated away in this contract,
14 including but not limited to:

- 15 A. Direct employees covered by this Agreement.
- 16 B. Hire, promote, demote, assign, transfer and retain employees of the units and to discipline,
17 suspend or discharge employees for proper cause.
- 18 C. Relieve employees from duty because of lack of work or other legitimate reasons.
- 19 D. Determine the methods, number, and kinds of personnel by which operations undertaken by
20 employees in the units are to be conducted.
- 21 E. Discuss changes in personnel practices with the local organization prior to adopting such change.
- 22 F. Discuss, negotiate, and handle grievances, formally or informally, on school time whenever
23 possible.
24
25
26
27
28
29

30
31 **RIGHTS OF THE EMPLOYEE**

32
33 **Section 3.2. Right to Participate.**

34 It is agreed that all employees subject to this agreement shall have and shall be protected in the
35 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
36 The freedom of such employees to assist the Association shall be recognized as extending to
37 participation in the management of the Association.
38

39 **Section 3.2.1. Personal Concern.**

40 Each employee shall have the right to bring matters of personal concern to the attention of
41 appropriate Association representatives and/or appropriate officials of the District.
42

43 **Section 3.2.2. Union Representation.**

44 Employees subject to this agreement have the right to have a Field Representative with Public
45 School Employees of WA and another bargaining unit officers/member present at discussions
46 between themselves and supervisors or other District administrative personnel, if the employee
47 believes the discussion to be of a disciplinary nature or if the discussion could affect the
48 employee's personal working conditions.



1
2 **Section 3.2.3. Non-Discrimination.**

3 Neither the District, nor the Association, shall unlawfully discriminate against any employee
4 subject to this Agreement on the basis age, race, creed, religion, color, national origin, sex
5 marital status, Political activity, honorably discharged veteran, or military status, sexual
6 orientation including gender expression or identity or the presence of any sensory, mental, or
7 physical disability or the use of a trained dog guide or service animal by a person with a
8 disability in its programs and activities in respect to a position the duties of which may be
9 performed efficiently by an individual without danger to the health or safety of the handicapped
10 person or others, or in their exercise of their rights under Chapter 41.56 RCW, Public
11 Employees' Collective Bargaining Act. This in accordance with State and Federal Statute as
12 amended.
13

14 **Section 3.2.4. Personnel File.**

15 There shall be only one (1) official personnel file for each employee. Personnel files will be
16 available online and employee shall have access to review the contents of the personnel file in
17 the District Human Resources Office.
18

19 Employee will be notified of any disciplinary document being placed into the file and shall be
20 provided a copy thereof. Employee shall also have the right to attach comments and rebuttals
21 to any disciplinary document in the file within five (5) days of notification.
22

23 All derogatory material contained in the file shall be removed at the employee's request, after
24 the material has been in the file for three (3) years, provided there are no on-going issues of the
25 same or similar nature. Evaluations are a permanent part of the personnel file. All material the
26 District is required by law to keep is exempt from removal.
27

28 **Section 3.2.4.1. Working file.**

29 Working files are kept at the building site of the employee. Material kept in working
30 file shall be purged when there have been no further incidents of similar nature for one
31 (1) year following the last documented occurrence. No paperwork will be placed in the
32 working file without the name of the complainant and a full description of the incident.
33

34 **RIGHTS OF THE ASSOCIATION**

35
36 **Section 3.3. Rights and Responsibilities of the Association.**

37 The Association has the right and responsibility to represent the interests of all employees in the unit,
38 to represent its views to the District on matters of concern, and to enter into collective negotiations
39 with the object of reaching an agreement applicable to all employees within the bargaining unit. The
40 Association shall be consulted with respect to the manner and method of any reduction in force
41 because of lack of work or other legitimate reason.
42

43 **Section 3.4. Grievance/Disciplinary Notification.**

44 The Association shall be promptly notified by the District of any grievances or disciplinary action of
45 any employee in the unit in accordance with the provisions of Discharge and Grievance Procedure
46 Articles contained herein. The Association is entitled to have observers at discipline hearings and
47 formal proceedings involving both parties and make known the Association views concerning the case.
48

1 **Section 3.5.**

2 Seniority lists for each job classification will be updated by November 1 of each year. The Association
3 must notify the District within thirty (30) days of receipt of the seniority list of any discrepancies or the
4 seniority list will be considered accurate. A copy of the list will be provided to the Association
5 President prior to final distribution.

6
7 Upon reasonable request, such information as is available to the public including financial reports,
8 agendas and minutes of Board meeting and such other reports as presented in written form in regular
9 sessions of the open board meetings shall be available to the Association.

10
11 Information will be provided upon request, on a reasonable frequency basis, and in an available
12 District format.

13
14 **Section 3.5.1. Bargaining Unit Employees.**

15 Twice annually, once in November and once in April, the District shall provide to the
16 Association President - Public School Employees of Othello with the following information
17 regarding each employee in the bargaining unit: name, position, hire date, hourly rate, hours
18 worked per year, and annual pay.

19
20 **Section 3.5.2. Notification of Contracted Hours.**

21 Each October employees will receive an itemized report of contracted hours, holidays, and
22 wages to include credits and longevity.

23
24 **Section 3.6. Use of District Equipment.**

25 The Association shall be entitled to use, when available, the following District equipment for
26 association business: copiers, email, and computers, during non-work hours. The Association shall
27 pay the cost of any consumable materials including paper, toner, etc. The Association will be required
28 to follow the appropriate District policies in effect when using any District equipment. The
29 Association will be allowed to use the in-district mail service, electronic mail, or other communication
30 service used to communicate with classified employees.

31
32 **Section 3.7. Use of District Facilities.**

33 The PSE Field Staff, upon 48 hours advance notice and approval from the Superintendent or
34 designee shall have access to the District premises during business hours, provided, that no conference
35 or meetings between employees and PSE Field Staff will in any way hamper or obstruct
36 the normal flow of work during the employees work time.

37
38 **Section 3.8. Bulletin Boards.**

39 The District shall provide bulletin board space in each building for the communication of professional
40 information by the Association. The bulletins posted by the Association are the responsibility of the
41 officials of the Association. Each bulletin shall be signed by the Association official responsible for its
42 posting. Unsigned notices or bulletins may not be posted. There shall be no other distribution or
43 posting by employees or the Association other than herein provided. The responsibility for the prompt
44 removal of notices from the bulletin boards after they have served their purpose shall rest with the
45 individual who posted such notices.

46
47 **Section 3.9. Problem Solving.**

48 The Association President or designee who is mutually scheduled by the parties to participate in

1 mutual problem-solving activities shall suffer no loss of pay for attendance at said meetings. In
2 addition, grievance meetings between the employee and the Association should be held outside of
3 work hours and will not be compensated by the District.

4
5 **Section 3.10. PSE State Leadership Participation.**

6 Assuming appropriate substitutes are available, release time may be granted to PSE members to
7 participate in State PSE leadership positions upon approval of the Superintendent or designee. All
8 costs associated with the employees' absences will be reimbursed by the State PSE.

9
10 **Section 3.11. Association Leave.**

11 Up to a maximum of ten (10) days of leave with pay shall be granted to the Association President or
12 his/her designee for Association business under the following provisions:

- 13 • That such leave is requested in writing to the Superintendent or designee by the employee and
14 the Association with a copy to the immediate supervisor.
- 15 • That the Association reimburses the District for the cost of the substitute for the absent
16 employee.
- 17 • That the written request is made by the employee and the Association at least three (3) days
18 prior to the requested leave.

19
20
21 **ARTICLE IV**

22
23 **HOURS OF WORK**

24
25 **Section 4.1. Work Week.**

26 The normal work week shall consist of five (5) consecutive workdays, Monday through Friday,
27 followed by two (2) days of rest (Saturday and Sunday), except for those employees designated by the
28 District, who regularly work on Saturday and Sunday, whose normal work schedule shall consist of
29 five (5) consecutive workdays with two (2) days off in that order.

30
31 In the event of changes in the regular work schedules, each employee will be notified no less than five
32 (5) workdays in advance, unless a shorter period of time is mutually agreed upon between the
33 employer, employee, and Association, of change of shift with designated times of beginning and
34 ending.

35
36 With the supervisor's permission, custodial/maintenance, technology, and clerical employees may
37 elect to work four (4) ten (10) hour days during summer, Christmas, and spring breaks. Employees
38 work schedule shall be adjusted so as to not incur any overtime wages during any weeks containing
39 holidays. This shall not result in the loss of holiday pay.

40
41 All hours worked in excess of forty (40) hours per workweek shall be compensated at one and one-half
42 (1½) times the employee's regular rate.

43
44 **Section 4.1.1. Supplemental Program Hours.**

45 Supplementary programs shall be defined as hours worked outside the employees contracted
46 day. The hours will be posted and awarded in accordance with Section 7.5. Supplementary
47 hours will not result in a change in the FTE benefit.

1 **Section 4.1.2. Extra Time and Overtime.**

2 Employee and supervisor shall mutually schedule the use of any accrued compensatory time.
3 Extra hours and overtime must be authorized in advance by the employee’s supervisor. At time
4 of approval it is to be determined as to whether extra hours and/or overtime will be paid or
5 accumulated as compensatory time. Determination and approval are to be documented on a
6 timesheet. Employees who are unable to use compensatory time within sixty (60) calendar days
7 or before the August payroll cutoff date (whichever comes first), shall be compensated in
8 accordance to Section 4.1 in the employee’s next paycheck.

9
10 **Section 4.1.3. Maintenance Overtime.**

11 In the Maintenance Department, for unskilled work, overtime shall be offered by the supervisor
12 to the person with the lowest recorded number of year-to-date overtime hours within the
13 department within the work site. For skilled work, overtime shall be offered by the supervisor
14 on a seniority basis within the sub-unit within the work site. Exception to this Section would
15 be “job continuance” such as when an employee has started a job and it would require overtime
16 to complete the specific task.

17
18 **Section 4.1.4. Emergency Required.**

19 The supervisor has the right to require an employee to work overtime as per Section 4.2 in the
20 case of an emergency.

21
22 **Section 4.1.5. Custodial Overtime.**

23 In the custodial unit, overtime shall be offered by the supervisor on a seniority basis within the
24 sub-unit within the worksite. If no eligible employee wishes to accept the onsite work, the
25 supervisor will offer the overtime work by seniority to other district employees in the sub-unit.
26 Exception to this section would be “job continuance” such as when an employee has started a
27 job and it would require overtime to complete the specific task.

28
29 **Section 4.2. Recalled to Work.**

30 Any employee reporting for work in accordance with regular starting time or instructed to report to
31 supervisor, or the Administration, but not put to work shall receive two (2) hours pay at his/her regular
32 rate. Any employee, who, after completing his/her regular shift is recalled to work prior to his/her next
33 shift shall be guaranteed a minimum of two (2) hours at the regular rate or the overtime rate, whichever
34 is appropriate. The employee shall be released from all duties after the emergency work has been
35 completed.

36
37 **Section 4.3. Unusual School Closure.**

38 For all employees, in the event of unusual school closure due to District determination for safety,
39 inclement weather, school in operation or the like, the District will notify employees by school
40 notification system (automated text, phone call, or other messaging service) that school will be closed.
41 If notification is not made via messaging system prior to thirty (30) minutes before the employee’s
42 scheduled reporting time of day of the closure and an employee reports to work, the employee shall
43 receive two (2) hours pay. Year-round employees will be expected to report to work during a school
44 closure (unless called off by the Superintendent or designee). All other employees will not work when
45 school is closed. They will be expected to work to make up the day and receive corresponding pay
46 when the day is rescheduled.



1 **Section 4.4. Transfers.**

2 Any regular or year-round employee who is permanently transferred from a lower classification to a
3 higher classification shall be assigned to a step in the new rate, which provides an increase in salary.
4 This does not preclude disciplinary demotions according to Section 3.1.

5
6 Any regular or year-round employee, who is temporarily transferred from a higher classification to a
7 lower job class, shall retain his/her higher rate of pay.

8
9 Any regular or year-round employee who is transferred temporarily from a lower classification to a
10 higher rate classification shall be paid at the step in that higher level which provides the employee with
11 a higher wage. Transfers, which affect the pay rate, must be prior authorized in writing by the Office
12 of the Superintendent.

13
14 Any regular or year-round employee who is voluntarily transferred on a permanent basis, to a lower
15 classification, shall at the time of transfer, assume the lower rate of pay.

16
17 **Section 4.5. Food Service Absence.**

18 When the Head Cook is absent, the senior Assistant Cook or in the event the assistant cook is also
19 absent, the senior kitchen helper at the job site will have the first right of refusal to fill the vacancy if
20 the absence is for a partial shift. This additional time will not interrupt their current contracted
21 time. Should an employee accept the temporary, higher-paid assignment, the employee will be paid at
22 the step of the higher-paid assignment that is immediately greater than the employee's current rate of
23 pay, but not a step that is less than twenty-five (25) cents per hour increase. When an employee with
24 more hours is absent for a full shift, the senior employee in the same classification shall have the first
25 right of refusal to cover the vacancy. Hours may be added to the beginning or ending of an employee's
26 regular contracted day. This additional time will not interrupt their current contracted time. The
27 additional time that cannot be filled by a regular employee will then be filled by a substitute employee.

28
29 **Section 4.6. Work Year.**

30 Regular employees hired prior to the beginning of the school year shall be employed for a minimum of
31 one hundred seventy-eight (178) school days per year, plus one (1) additional day and seven (7)
32 holidays for a total of one hundred eighty-six (186) workdays to be fulfilled and documented. The
33 District will post a list of upcoming in-service opportunities at each building prior to the beginning of
34 each semester with designations of "mandatory" or "optional".

35
36 **Section 4.6.1. Secretarial Work Year.**

37 Secretarial personnel will be allowed to work three (3) additional days at the employee's
38 regular hours during the contract year. Hours are to be scheduled so as not to result in overtime
39 hours. The Secretary and Principal will mutually agree to when the additional hours will be
40 worked. Employees will be compensated at their normal hourly rate for all hours. Hours are to
41 be recorded on a timesheet and will be included in their annual contracted salary.

42
43 **Section 4.6.2. Food Service Work Year.**

44 Food Service: Food Service employees will report for work the day before school is to
45 begin. Food Service employees will report for work on the last day of school. Food Service
46 personnel will be allowed to work two (2) additional days prior to the first day of school to be
47 used for cleaning and preparation of kitchens. Hours are to be scheduled so as not to result in
48 overtime hours. The Food Service personnel and Food Service Supervisor will mutually agree

1 to when the additional hours will be worked. Employees will be compensated at their normal
2 hourly rate for all hours. Hours are to be recorded on a timesheet and will be included in their
3 annual contracted salary.

4
5 **Section 4.6.3. Food Service Warehouse Employees.**

6 Food Service warehouse employees will receive an additional five (5) workdays in their
7 contracted work year, for a total of one hundred ninety-one (191) days each year.

8
9 **Section 4.6.4. Security Work Year.**

10 Security personnel will be allowed to work two (2) additional days at the employee's
11 regular hours during the contract year. Hours are to be scheduled so as not to result in overtime
12 hours. The Security personnel and Principal will mutually agree to when the additional hours
13 will be worked. Employees will be compensated at their normal hourly rate for all hours. Hours
14 are to be recorded on a timesheet and will be included in their annual contracted salary.

15
16 **Section 4.7. Compensation and Benefits.**

17 On workdays when school is not in session because of conditions not within the control of the District
18 Administration due to acts of God, the District will make every effort to allow staff to make up any
19 missed work time so no reduction in pay will occur. Employees who qualify pursuant to Section 4.3
20 Unusual School Closures have the options of using accrued time in lieu of paid leave to makeup snow
21 days.

- 22 • Accrued sick leave
- 23 • Accrued personal leave
- 24 • Accrued vacation days

25
26 **Section 4.8. Instructional Para Educator Certifications.**

27 The School District will implement a training program for para educators in accordance with all
28 provisions of Washington State House Bill 6858. All training hours will be paid at their hourly rate of
29 pay and shall be included in all benefits that are based upon hours of work per year. Clock hours will
30 be provided at no cost to the employee.

31
32
33
34 **ARTICLE V**

35
36 **HOLIDAYS AND VACATIONS**

37
38 **Section 5.1. Paid Holidays.**

39 Year-round employees will receive the following paid holidays:

- | | | |
|----|---------------------------|----------------------------|
| 40 | | |
| 41 | 1. New Year's Day | 7. Labor Day |
| 42 | 2. Martin Luther King Day | 8. Veterans Day |
| 43 | 3. Presidents' Day | 9. Thanksgiving Day |
| 44 | 4. Memorial Day | 10. Day After Thanksgiving |
| 45 | 5. Juneteenth | 11. Day Before Christmas |
| 46 | 6. Independence Day | 12. Christmas Day |
| 47 | | |
| 48 | | |

1 **Section 5.1.1. Regular Employee Paid Holidays.**

2 Regular employees will receive the following paid holidays that fall within the employee's
3 work year:

- 4
- | | |
|-----------------------------|---------------------|
| 5 1. Martin Luther King Day | 5. Veteran's Day |
| 6 2. Presidents' Day | 6. Thanksgiving Day |
| 7 3. Memorial Day | 7. Christmas Day |
| 8 4. Juneteenth | 8. Labor Day |
- 9

10 **Section 5.2. Working on a Holiday.**

11 Employees who are required to work on a holiday as defined in Section 5.1 and 5.1.1 above will be
12 paid one and one-half (1½) times their regular rate plus holiday pay.

13

14 **Section 5.2.1. Unworked Holidays.**

15 Eligible employees shall receive pay equal to their normal work shift at their base rate in effect
16 at the time the holiday occurs. Employees who are on the active payroll on the holiday and
17 work the last scheduled shift preceding the holiday and the first scheduled shift succeeding the
18 holiday, and are not on leave of absence, shall be eligible for pay for such unworked holiday.
19 An exception to this requirement will occur if employees are on approved paid vacation leave,
20 personal leave, preapproved sick leave, bereavement leave, jury duty, or if employees can
21 furnish proof satisfactory to the district that because of family or personal illness they were
22 unable to work on either such shifts.

23

24 *Note:* Such proof is to be provided with the absence sheet the month of the holiday. Employees are
25 required to be proactive in obtaining and providing the document to support a legitimate absence.
26 Missing or late documentation does not constitute meeting the requirement.

27

28 **Section 5.3. Holiday Benefits.**

29 Holidays, as defined in Section 5.1 above, shall be counted as days worked for eligible benefits and
30 overtime.

31

32 **Section 5.4. Holidays that Fall on a Weekend.**

33 When a holiday falls on Saturday, it shall be the Administration's prerogative to grant the preceding
34 Friday in lieu of paying an extra day's pay for the holiday. When December 24 and 25 falls on Friday
35 and Saturday in that order it will be the Administration's prerogative to grant Friday and Monday as
36 paid holidays. If a holiday falls on a Sunday, it shall be the Administration's prerogative to grant the
37 following Monday in lieu of paying an extra day's pay for the holiday.

38

39 **Section 5.5. Vacations.**

40 Year-round employees earn vacation time without loss of pay. All employees hired and/or working
41 twelve (12) months per year, and who have completed their ninety (90) workday probationary period,
42 except temporary employees, will accumulate and be granted ten (10) days paid vacation per year upon
43 completion of the first year of employment. One (1) additional day of paid vacation will be granted
44 per year for each year of employment, to a maximum of twenty (20) days

45

46 **Section 5.5.1. Longevity.**

47 Regular employees earn additional days of pay in lieu of vacation after completion of five (5)
48 consecutive years of regular employment with the District as follows:

<u>Years of Service</u>	<u>Paid Vacation Days Earned</u>
5-6 consecutive years	five (5) days of pay
7-8 consecutive years	six (6) days of pay
9+ consecutive years	seven (7) days of pay

This extra pay will be paid in November following the anniversary date, provided the employee is currently employed by the District. An exception to this “currently employed” requirement will be those employees who retire (as defined by Department of Retirement System) from the District. They will receive their pay for additional days with their final check provided they complete the year of work.

Section 5.5.2. Vacation Cash Out.

Year-round classified employees after five (5) years of employment may cash out up to five (5) days of unused vacation at the employee’s current rate of pay per year.

Section 5.6. Day of Leave.

A day of leave is defined as the regular work shift of the employee.

Section 5.7. Vacation Requests.

Vacations may be requested by year-round employees anytime within the employee’s year, anniversary date to anniversary date, and will be scheduled by the administration so as to not disrupt the normal operation of the school District. When two (2) or more requests for the same dates are received within the deadlines established by the District, and only one (1) can be honored, seniority rights will prevail, otherwise, they will be honored on a first received basis.

An employee shall not accumulate more than thirty (30) days of vacation except as provided below. If an employee is required to cancel or is denied vacation due to the critical needs of the District, the employee shall be allowed to carry the vacation over to the next anniversary year. However, any vacation carried over in excess of thirty (30) days will be used within six (6) months after the anniversary date. Employees will make every effort to schedule vacation so the thirty (30) days is not exceeded or the carryover may be denied.

In the two (2) years prior to retirement, an employee may not exceed thirty (30) days accumulation of vacation leave under any circumstances.

Section 5.8. Retirement Vacation Days.

Employees who have more than one (1) year of continuous employment and have reached legal retirement age and are retiring from school employment may request to be paid their accumulated vacation or take earned vacation time immediately prior to retirement.

Section 5.9. Exhausted Sick Leave.

When an employee has exhausted his sick leave time the excess number of days absent from work shall be subtracted from existing accumulated vacation time and then unused personal leave.

Section 5.10. Recall from Vacation.

In the event of a recall from vacation time, the employee may elect pay at the regular rate for the unused vacation days in lieu of reinstatement of the unused vacation days.



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ARTICLE VI

LEAVES

Section 6.1. Sick Leave.

Provisions for absence from work with pay will be granted under the following terms.

1. Regular Year-Round and Regular Part Time Employees:

- A. Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no regular employee shall earn less than ten (10) days per year for full school year employment.
- B. An employee who works less than the full school year will be granted sick leave on a prorated basis as listed above. Any eleven (11) days worked in a given month constitute a full calendar month for sick leave purposes.
- C. Sick leave may be accumulated to a maximum of one hundred eighty (180) days or the number of days in the employee's work year, whichever is greater. The District shall project the number of annual days of sick leave at the beginning of the school year or upon hire during the year. The employee shall be entitled to the projected number of sick leave plus the accumulated number of days already on record at the beginning of the school year or upon hire for use as needed. If employment of the employee is terminated for any reason and the employee has used unearned sick leave, the proper deduction will occur from the final payroll warrant of the employee.

2. Substitute and Temporary Employees:

- A. Each Substitute or Temporary employee shall accrue one hour of paid sick leave for every forty (40) hours worked. A maximum of forty (40) hours may be carried over into the following school year.
- B. Sick leave accrued while a substitute or temporary employee shall not be lost when the employee is hired as a year-round or part time regular employee.
- C. When a substitute separates from employment, accrued sick leave cannot be cashed out, however, if the employee is rehired within twelve (12) months of separation previously accrued unused paid sick leave shall be reinstated. Substitute employees do not have sick leave cash out rights and are not eligible to participate in sick leave incentive programs.

3. Sick Leave Use:

- A. All employees must be required to work to utilize their accrued sick leave for that day for authorized purposes.
- B. Sick leave benefits shall be paid on the basis of the employee's hourly rate applicable at the time the sick leave is taken.
- C. Bus drivers may use sick leave to accommodate the necessity of remaining off duty due to arriving home late the preceding evening from an activity trip.

1 D. All employees may utilize sick leave in the event of closure of the employee's worksite or
2 child's school/place of care by order of a public official.
3

4 **4. Family Care:**

5 An employee is authorized to utilize sick leave for the following reasons: To provide care for a
6 family member with mental or physical illness, injury, or health condition; care of a family
7 member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or
8 health conditions; or care for a family member who needs preventative medical care; needed to
9 provide care for a family member with a mental or physical illness, injury, or health condition.
10 Family means any of the following:
11

- 12 A. A child, including a biological, adopted, or foster child, stepchild, or a child to whom the
13 employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of
14 age or dependency status.
- 15 B. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an
16 employee or the employee's spouse or registered domestic partner, or a person who stood in
17 loco parentis when the employee was a minor child.
- 18 C. A spouse.
- 19 D. A registered domestic partner.
- 20 E. A grandparent.
- 21 F. A grandchild.
- 22 G. A sibling.
23

24 **5. Verification of Sick Leave use:**

25 Only when an employee exceeds three (3) days, the District may require verification that an
26 employee's use of paid sick leave is for an authorized purpose. If the District requires an employee
27 to provide verification from a health care provider, identifying the need for use of paid sick leave
28 for an authorized purpose: The District must not require that the information provided explains the
29 nature of the condition. If obtaining such verification results in extra expense to the employee, the
30 cost shall be borne by the District.
31

32 **Section 6.1.1. Sick Leave Buy Back.**

33 Employees may cash in unused sick leave days above an accumulation of sixty (60) days from
34 the previous year's accumulation, at a ratio of one full day's monetary compensation for four
35 (4) accumulated sick leave days. At the employee's option, they can cash-out their unused sick
36 leave days in January of the school year following any year in which a minimum of sixty (60)
37 days of sick leave is accrued and each January thereafter, at the rate equal to one (1) day's
38 monetary compensation of employee for each four (4) full days of accrued sick leave. The
39 employee's sick leave accumulation shall be reduced four (4) days for each day compensated.
40 No employee may receive compensation for sick leave accumulated in excess of one (1) day
41 per month.
42

43 At the time of separation from school District employment, an eligible employee or the
44 employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary
45 compensation of the employee for each four (4) days accrued sick leave for illness or injury.
46 The maximum accumulation for which compensation will be calculated is one hundred eighty
47 (180) days.
48

1 For the purposes of this provision, retirement shall be defined as when an employee is eligible
2 to receive benefits under Public Employees Retirement System (PERS) or SERS.

3
4 An eligible employee is defined as:

- 5 A. An employee who separates from employment due to retirement or death.
- 6 B. An employee who separates from employment is at least age fifty-five (55) and has
7 a minimum of ten (10) years of service in SERS III.
- 8 C. An employee who separates from employment is at least fifty-five (55) and has a
9 minimum of fifteen (15) years of service in SERS II.

10 The option to participate in VEBA III will be given to the bargaining unit according to
11 RCW28A.400.210.

12
13 **Section 6.1.2. Sick Leave Sharing.**

14 Employees may share sick leave with a fellow employee according to District policy 5406 and
15 RCW 28A.400.380.

16
17 **Section 6.1.3. Family Leave.**

18 Notwithstanding the provisions of the Federal Family and Medical Leave Act (FMLA), the
19 employer agrees to apply the provisions of that Act to all employees in the bargaining unit who
20 worked 1250 hours or more in the previous twelve (12) months and meet the other eligibility
21 requirements contained in the FMLA. In addition to any other leave provided for elsewhere in
22 this Agreement, upon the birth of a child, the placement of a child with an employee for
23 adoption or foster care, or for a serious health condition of an employee or an employee's
24 spouse, child or parent, each employee who has worked 1250 hours in the previous twelve (12)
25 months is entitled to a maximum of twelve (12) weeks unpaid leave; provided, however, that
26 employees may substitute accrued vacation or other personal leave for leaves related to the
27 birth/adoption/foster care of a child, and may use accrued sick leave to care for themselves or
28 sick family members as defined above. The employee must provide the Employer with at least
29 thirty (30) days written notice for foreseeable leaves for birth, adoption and planned medical
30 treatment. During this leave, the Employer will continue to pay the same portion of insurance
31 premiums as when the employee was working and will maintain the employee's coverage
32 under any group health plan. Upon return from such leave, the Employer will place the
33 employee in his or her previous position, or one with equivalent pay and benefits.

34
35 **Section 6.2. Family Illness/Emergency Leave.**

36 Employees may use sick leave in the event of an illness/emergency in the employee's immediate
37 family or for others as approved by the Superintendent or his/her designee. An emergency is defined
38 as a sudden, generally unexpected occurrence or set of circumstances demanding immediate action
39 which is beyond the control of the employee, and which requires the personal presence of the
40 employee for his/her necessary action.

41
42 The employee shall give the district as much advance notice as is reasonable under the circumstances.
43 The employee will notify the immediate supervisor with the nature of the illness/emergency. When
44 sub coverage is needed the employee must phone in daily unless duration of leave has been approved
45 by the supervisor. Upon return to work the employee will furnish written documentation supporting
46 the leave.

1 **Section 6.3. Bereavement Leave.**

2 Subject to District approval, bereavement leave of up to five (5) days may be granted in the event of
3 death in the immediate family, as defined herein, to allow for attendance at a funeral, service, or related
4 function.

5
6 The employee shall give the District as much advance notice as is reasonable under the circumstances
7 regarding funeral\services\related function, and whether or not the employee will attend the
8 funeral\services\related function.

9
10 Immediate family is defined as father, mother, siblings, aunts, uncles, nieces, nephews, cousins,
11 children, grandchildren, grandparents, and like relationships in a spouse's or domestic partner's family.
12 Also included is any person living in the household of the employee.

13
14 The employee shall give the district written documentation to include the dates requested, name and
15 relationship of the deceased, time and location of funeral services, related function and whether or not
16 the employee will attend the funeral services or related function.

17
18 Bereavement leave is non-cumulative.

19
20 **Section 6.4. Personal Leave.**

- 21 A. Five (5) personal leave days separate from any other leave will be granted each year.
22 B. Request for such leave must be submitted at least forty-eight (48) hours prior to the need for such
23 leave.
24 C. No more than one (1) employee in each classification per building may use personal leave on the
25 last school day preceding or the first school day following any school holiday; see Section 5.1 and
26 5.1.1 for authorized holidays. Leaves shall be granted on the earliest employee notification date.
27 The building administrator shall keep track of requests. The district will provide written
28 notification of approval or denial to the requesting employee as soon as possible.
29 D. The district will automatically cash out any employee having unused personal leave time at the end
30 of the contract year at a rate equal to one-half (1/2) their daily rate. The personal leave cash-out
31 distribution will be made on the August paycheck.

32
33 **Section 6.4.1. Personal Leave Eligibility.**

34 Number of persons eligible to use personal leave on any given day will be limited by the
35 number of available substitutes or other coverage that may be available after other District
36 commitments have been met.

37
38 **Section 6.5. Association Leave.**

39 Any authorized representative of the local chapter of the Public School Employees of
40 Washington/SEIU Local 1948 (PSE) may be given time off, without loss of pay, to transact
41 Association business, providing, such time off does not interfere with the normal operation of the
42 school, and that such business pertains to the school District where the employee is employed. Such
43 time off will be on the approval of the Supervisor and the Office of the Superintendent. Association
44 business will be limited to sixty (60) hours per year of which the Association will reimburse the
45 District for substitute costs for everything after the first ten (10) hours.

46
47 The bargaining unit member elected to a PSE Board of Director position shall be released from school
48 District duty to attend PSE State board activities, subject to District approval for emergency needs. The

1 state PSE Association will reimburse the Othello School District for the board members per diem daily
2 rate including benefits. The Othello School District will not count this time toward Association leave.
3

4 **Section 6.6. Judicial Leave.**

5 In the event an employee is selected for duty on a jury, or a subpoena is issued to an employee to appear
6 as a witness in a court of law, said employee will be reimbursed for any loss of salary incurred while
7 performing such duty. Employees are allowed to keep any compensation they receive for serving.
8

9 **Section 6.7. Leave of Absence.**

10 An employee may request a leave of absence without pay for a period not to exceed one (1) year. If
11 such leave is granted due to extended illness, one (1) additional year may be granted. The immediate
12 supervisor through administrative channels to the Superintendent and the School Board must approve
13 such requests. The returning employee shall be placed in the same or comparable position held prior to
14 the granting of said leave. Temporary employment may be hired to fill the vacated position. The
15 employee on leave will retain seniority rights, accrued sick leave and vacation rights. However, these
16 rights shall not accrue while the employee is on leave of absence, unless the employee is on leave for
17 extended illness or injury, in which case seniority shall accrue for no more than two additional years.
18

19 **Section 6.8. Faith or Conscience Leave.**

20 Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or
21 an organized activity conducted under the auspices of a religious denomination, church, or religious
22 organization. RCW 1.16.050.
23

24 **Section 6.9. Adoption Leave.**

25 An employee who is adopting a child shall be granted up to seven (7) days leave with pay to complete
26 the adoption process. Such leave shall be deducted from accumulated sick leave and may be used for
27 court and legal procedures, home studies and evaluations, and/or required home visitations by the
28 adoption agency. During this leave the employer will continue with the health coverage for the
29 employee.
30

31 **Section 6.10. Paid Family and Medical Leave (PFML).**

32 Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical Leave
33 (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for
34 this leave, employees must have worked a minimum of eight hundred and twenty (820) hours within
35 the past calendar year. Such leave shall be used consecutively with the employee's other leave
36 entitlements unless the employee elects otherwise. Premium collection will commence on September
37 1, 2019 for both employer and employee premium contributions. The District shall only pay the
38 employer portion of the payroll premium to fund this leave.
39
40

41 **ARTICLE VII**

42 **SENIORITY / NEW HIRE PROBATION**

43 **Section 7.1. Seniority.**

44 The District shall provide a seniority list to the Association President during October of each school
45 year. The Association must notify the District within thirty (30) days of receipt of the seniority list of
46 any discrepancies or the seniority list will be considered accurate.
47
48

1 Seniority is defined as the relative position of an employee in relation to other employees, based on
2 his/her most recent beginning date, as accurately as can be determined, on continuous employment.

3
4 The seniority of an employee in the bargaining unit shall be established as of the most recent hire date
5 on which he/she was regularly employed by the District (hereinafter “hire date”).

6
7 New employees shall be subject to a ninety (90) workday probation period, during which time a new
8 employee may be discharged without further recourse.

9
10 **Section 7.1.1. Employees Hired on the Same Day.**

11 In the event two (2) or more employees in the same classification be hired on the same day,
12 seniority shall be determined by the application date. Should the application dates be the same,
13 these employees’ seniority shall be determined by time stamp of when received.

14
15 **Section 7.2. Sub-Units in Classification.**

16 Seniority rights shall be effective within the general job classification. General Job classification is
17 identified by the classification letters on Schedule A-within the bargaining unit. An employee who
18 changes job classification within the bargaining unit shall retain his/her “hire date” with the District
19 but shall not have seniority over employees in a different job classification (sub-unit).

20
21 **Transportation Only**

22
23 **Section 7.2.1. Transportation Seniority.**

24 In the transportation department, seniority shall be followed in bidding for activity/extra-
25 curricular/field trip runs. The senior employee has the right to turn down the assignment.

26
27 Activity run assignments will be posted and assigned on a bi-weekly basis. (Example: Runs for
28 a given month will be posted five (5) working days prior to the bid meeting held on or before
29 the 15th day and the last workday of the month.) The time of the bid meeting will be decided by
30 the Transportation Director at the time that best fits the schedule for drivers. When the 15th or
31 last workday falls on a Saturday, the bid meeting will be held on the preceding Friday. When
32 the 15th or last workday falls on a Sunday, the bid meeting will be held on the following
33 Monday.

34
35 In assigning these runs, each regular driver will be limited to the following hours by seniority
36 bidding each week (Monday-Sunday), when added to the total of their regular weekly route
37 hours and any additional contracted hours with the District for other contracted positions, to
38 then equal up to forty (40) hours per week; or less by the number of hours a driver might work
39 another regular or substitute job in the District.

40
41 When a driver has a total of up to forty (40) hours per week including regular driving, extra
42 driving (and/or other regular or substitute work in the District) the driver goes to the bottom of
43 the seniority list, then starts over and is limited to one (1) additional run per round of bidding
44 until all runs are given out for the bid period. Substitute/qualified drivers will be called to drive
45 these extra runs only if no regular drivers want the run. Actual driving time as compared to
46 posted bid time will not penalize drivers as long as the extra time is not intentionally caused by
47 the driver.

1 Late arriving requests (i.e., request for a trip during the given month that wasn't posted during
2 the prior month) will be posted on an information bulletin for interested drivers to sign up on.
3 Assignment will be given by seniority to a driver who has not exceeded by bidding their forty
4 (40) hours per week including regular driving and other extra runs, and other regular and/or
5 substitute work in the District. Drivers will be notified of the assignment by the transportation
6 supervisor.

7
8 Once a driver accepts the assignment of a run, it cannot be turned back in:

- 9 A. Unless in the case of a legitimate emergency (i.e., sudden illness, family emergency).
- 10 B. Unless it is to accept another run, provided acceptance of the new run is prior to forty-
11 eight (48) hours of the departure of the run being turned in.
- 12 C. Unless the new run is for District, Regional, or State Playoffs, then the forty-eight (48)
13 hours will be waived.

14
15 *Note:* If a driver turns in a run, the run will be posted on the information screen.

16
17 Once a run is assigned to a driver, the run cannot be cancelled by the District except in an
18 emergency (i.e., game cancelled, bad roads, etc.). If a run is cancelled by the District, the driver
19 will be allowed to make up that time during the existing month if a new run is posted. If a run is
20 postponed or rescheduled within the same month, the run will not be rebid but will be assigned
21 as initially awarded.

22
23 In the event that the initial driver declines the rescheduled run, the run will be rebid.

24
25 A chart will be posted listing all drivers' names and the hours of assignments per trip for the
26 bid period, for easy reference.

27
28 **Section 7.2.1.1. Bus Drivers with Dual Classifications.**

29 Drivers with an additional contracted position within other classifications in the District
30 are not eligible to bid/accept an activity route that will result in vacating their additional
31 assignment, thereby causing a need for a substitute within that department or leaving
32 their position unfilled. Driver eligibility for extra routes is subject to no additional
33 impact on other positions other than the driver's contracted regular bus route.

34
35 **Section 7.2.2. Activity Runs.**

36 In the transportation department, drivers will not be allowed to bid on an activity run that has a
37 posted return time, that is less than eight (8) hours prior to the report time of their regular run
38 the following morning; provided, however, that a driver may elect to forego the morning run
39 for a deduction in pay. A driver will not be allowed to bid on an activity run that has a posted
40 start time that is less than eight (8) hours from the posted end time of an activity run previously
41 assigned. Day activity runs are excluded from the provisions of this Section. When a day
42 activity run is unable to return in time to pre-trip a new/different bus before the regular p.m.
43 run, a substitute driver will be called to drive the regular run.

44
45 **Section 7.2.3. Trip Compensation.**

46 Drivers will receive regular pay for all trips and the provisions relative to overtime hereinafter
47 provided.

1 **Section 7.2.4. Shifts.**

2 Shifts shall be established for bus drivers in relation to routes, driving times, pre-trip
3 inspection, post-trip inspection, report writing, phone/personal contact time of student, parents,
4 principals and others related, and vehicle interior/exterior cleaning time.
5

6 **Section 7.2.5. Hiring of Bus Drivers.**

7 Due to the rules and regulations of the State that govern the hiring of bus drivers, the following
8 policy will be in effect:

- 9 A. Any bus driver vacancy will first be solicited for filling throughout the bus driver
10 subunit of PSE. The initial position opening will be issued at an interested drivers
11 meeting. The meeting will be posted, and the position described five (5) workdays prior
12 to the meeting of interested drivers. The position will be filled from that group, and any
13 new openings created as a result of filling the initial opening will be
14 solicited and filled from the assembled group of interested drivers.
15
- 16 B. Regular bus routes will become open for seniority bidding and bid in August prior to
17 the start of the school year. Any new route(s) established after the start of school shall
18 become permanent and open to seniority bidding after thirty (30) days. Any route
19 changed thereafter during the year by plus or minus one half (1/2) hour shall cause all
20 routes to be open for seniority bidding, with exception of midday routes. Any midday
21 route changes during the year plus or minus one half (1/2) hour will be cause all “stand
22 alone” midday routes to be open for seniority bidding.
23
- 24 C. No regular run shall consist of less than one (1) hour pay.
25

26 **Section 7.2.6. Use of District Vehicles.**

27 The District may use a non-school bus district vehicle for student(s) transportation. Activities
28 involving more than fourteen (14) students will be transported by school bus(es) unless the
29 Superintendent or Director of Transportation specifically approves due to extenuating
30 circumstances.
31

32 **Section 7.3. Loss of Seniority Rights.**

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

- 34 A. Resignation.
- 35 B. Discharge.
- 36 C. Retirement.

37 **Section 7.4. No Loss of Seniority Rights.**

38 Seniority rights shall not be lost for the following reasons, without limitations:

- 39 A. Time lost by industrial accident, industrial illness, or jury duty after regular employment in the
40 Othello School District.
- 41 B. Time lost on leaves of absence granted for the purpose of serving in National Guard, Army
42 Reserve of the United States, etc.
- 43 C. Loss from extended illness beyond allowable sick leave not related to the above.
44

45 **Section 7.5. Seniority Rights.**

46 The employee with the greatest seniority, (earliest hire date), shall have absolute preferential rights
47 regarding shift selections, vacation periods, overtime/extra work projects, and layoffs. Absolute
48



1 preferential rights mean that seniority and willingness of employee are the only two (2) factors to be
2 considered.

3
4 The employee with the greatest seniority shall have preferential rights regarding promotions and
5 assignment due to new or open jobs or positions when ability and performance are substantially equal
6 with junior employees, based on the District's minimum qualifications set forth in writing in the job
7 description advertising the new or open position. If the senior employee is bypassed, the District shall
8 set forth in writing its reasons why the senior employee or employees have been bypassed.

9
10 Vacant or available hours/positions will be posted for no less than five (5) workdays.

11 **Section 7.6. Job Postings.**

12 ➤ Step I

- 13 • The District shall publicize by written notice to each employee within the sub-unit of the
- 14 bargaining unit the availability of (an) open position(s)
- 15 • An assignment that changes in duration thirty (30) minutes or more from its previous posting
- 16 shall be considered open five (5) workdays prior to a meeting of interested/eligible
- 17 employees.
- 18 • An assignment that included a shift change where a shift differential takes place such as a
- 19 position changing from swing shift to day shift.
- 20 • An assignment that includes a location change (i.e., position changes from MMS to OHS).
- 21 • The position will be filled by seniority from that group, and any new openings created as a
- 22 result of filling the initial openings will be solicited and filled from the assembled group,
- 23 pending supervisor review of performance and ability.
- 24 • An assignment will be to one (1) location.

25 ➤ Step II

- 26 • If no existing/eligible employee wishes to accept the vacant position, the District shall post
- 27 the position to the remaining bargaining unit employees and to the general public for a period
- 28 of five (5) workdays or until filled. Applicants must meet the qualifications of the position
- 29 before the posting closes. In-District employees will be considered for open positions based
- 30 on qualifications for the position prior to hiring an out of District employee. These employees
- 31 will be considered for the position according to Article VII Section 7.5.

32 **Section 7.6.1. Para-Professional Openings.**

33 Prior to the start of school each year:

34 The District will attempt to publicize by written notice to each Para-Professional, new or open
35 positions the District wishes to fill, no less than two (2) weeks prior to the first day of school in
36 the new school year. Existing Para-Professional will be notified in writing of their probable
37 assignment, if different from the previous year, as soon as possible prior to the beginning of the
38 school year. Positions will be filled according to Section 7.6.

39 During the School year:

40 The District shall publicize new or open positions by posting a notice at each building site and
41 at the District Administration Office for five (5) workdays. Employees who wish to bid on a
42 vacancy shall submit the Internal Application form to the Executive Director of Human
43 Resources no later than one (1) workday prior to the bid meeting.

1 Para-Professional shall be allowed to transfer/bid on a position once during the school year
2 unless a position becomes available which would change the Para-Professional hours or wages.
3

4 **Section 7.7. Lead Positions.**

5 If there is an employee who is performing the duties of a lead person, the district has an obligation to
6 post and fill the position.
7

8 Lead Mechanic, Lead Custodian, Lead Maintenance Assistant, and Lead Registered Nurse.
9

10 In the Transportation Department, Lead Mechanic will be hired from the existing employees in the
11 mechanic sub-units. Lead Custodian will be hired from the existing employees in the custodial sub-
12 unit. Lead Maintenance Assistant will be hired from existing employees in the maintenance sub-unit.
13 Lead Registered Nurse will be hired from the existing employees in the Registered Nurse sub-unit.
14

15 **Section 7.7.1. Section of Lead Positions.**

16 The selection process for Lead Positions will be as follows:

- 17 • Interested employees within the sub-unit will submit an application.
- 18 • Applicants will be interviewed and one (1) will be hired under the provisions of Section
19 7.5. regarding promotions and assignments to new or open positions per qualified sub-
20 unit.
21

22
23 **ARTICLE VIII**

24
25 **PLACEMENT, LAYOFF AND DISCHARGE OF EMPLOYEES**
26

27 **Section 8.1. Layoff Reemployment.**

28 An employee shall forfeit rights to reemployment if the employee does not respond to the offer of
29 reemployment within ten (10) workdays.
30

31 **Section 8.2. Rejecting Reemployment.**

32 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other
33 accrued benefits; provided, that such employee is offered a position substantially equal to that held
34 prior to layoff. "Substantially equal" for the purpose of this section shall be defined as a position
35 within the classification previously held and not less than ninety percent (90%) of the previous wage
36 and work hours.
37

38 **Section 8.3. Layoff Notification.**

39 Except in extraordinary cases, and as otherwise provided in this Article, the District will make every
40 effort to make advance notice of intention to layoff.
41

42 **Section 8.3.1. Layoff Procedures.**

43 The following procedures shall be applied:

- 44 • In the event of layoff, employees so affected are to be placed on a reemployment list
45 maintained by the District according to layoff ranking. Such employees are to have priority
46 in filling any opening not claimed by present senior employees, in the classification held
47 immediately prior to layoff. Returning employees will be brought back in accordance with
48 the seniority ranking. Names shall remain on the reemployment list for one (1) year.

1 **Section 8.4. Association Notification.**

2 The District shall notify the Association of any major changes or curtailment, such as layoffs,
3 cutbacks, discontinuing of jobs or the method of operation of entire departments or classifications, and
4 the number of employees affected by such changes. Such notices shall be at least ten (10) workdays
5 before such changes are effective.

6
7 **Section 8.5. Reasonable Assurance.**

8 The District shall notify the regular classified employees of reasonable assurance of re-employment
9 and projected starting date for the new school year before dismissal for summer vacation.

10
11 **Section 8.6. Termination of Employment.**

12 Employees may terminate their employment by submitting a completed Separation of Employment
13 form to Human Resources. Prior notice of ten (10) workdays is expected.

14
15 **Section 8.7. Discipline or Discharge.**

16 The District shall have the right to discipline or discharge an employee for justifiable cause. The issue
17 of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided.
18 If the District has reason to discipline an employee, it shall be done in private. The following
19 progression of employee discipline shall generally be followed: Oral warning, (see Section 3.2.4.1.
20 working file), written reprimand, suspension, and termination.

21
22 *Note:* Disciplinary meetings shall be held during the workday/work shift of the employee. The district
23 reserves the right to bypass steps based on the seriousness or the nature of the offense.

24
25 **Section 8.7.1. Investigatory Interviews/Disciplinary Actions.**

26 In the event formal investigatory interviews are to be conducted, each employee has the right to
27 the following information prior to such interview:

- 28 A. Written notice twenty-four (24) hours, one (1) workday prior to any meeting.
- 29 B. The District reserves the rights to bypass the twenty-four (24) hour notice if the
30 accusations are severe in nature.
- 31 C. Purpose of meeting.

32
33 **Section 8.7.2. Discharging an Employee.**

34 Nothing contained herein shall be construed to prevent the district from discharging an
35 employee for acts of misconduct occurring after the expiration of the school year.

36
37 **Section 8.7.3. New Job Wage Rate.**

38 In the event a new job is established, the employer will temporarily fix a wage rate and a
39 written notice will be sent to the PSE Othello Chapter President of such action. The wage
40 schedule rate shall become permanent after fifteen (15) workdays of such notice unless the
41 local chapter requests negotiations of the rate in question. Once the permanent rate is
42 established, it will become part of the regular salary schedule.

43
44 **Section 8.8. Employment Records.**

45 The District will furnish the local PSE Chapter President a copy of the business office
46 “Employment Record” of each employee upon hire and annually thereafter. The district agrees to
47 provide this data to the Public School Employees of Washington / SEIU Local 1948 President via
48 electronic transmission.

1 **Section 8.9. Employment Procedures.**

2 All applicants will be required to complete an online application. Internal applicants may submit a
3 letter of interest to Human Resources for internal transfer requests.

4
5 All new employees must begin on Step 1 on the salary schedule and be placed on a probationary period
6 of ninety (90) workdays. Employees on probationary status will not be covered by the local chapter
7 grievance procedures.

8
9 New employees may be granted experience step placement on the salary schedule for comparable
10 experience prior to employment in the Othello School District after the ninety (90) workdays
11 probationary period. A maximum of two (2) experience steps may be allowed subject to receipt of
12 written verification of satisfactory comparable experience of three (3) or more years from the
13 employee’s previous employer. School Employees of Washington / SEIU Local 1948 will be notified
14 of any new placements above step one. For employee rehire, the above paragraph is applicable, and
15 more specifically, for instructional assistants rehire, approved credit(s) received after original hire date
16 will be applicable on second hire date, after ninety (90) workdays probation.

17
18 **Section 8.10. New Employee Orientation.**

19 Each new employee, as part of his/her orientation shall be provided an opportunity to attend a half
20 (1/2) hour session where they will receive an overview of the Association and this Agreement,
21 pursuant to RCW 41.56.037. The District shall notify the PSE Chapter President of all new hires
22 within ten (10) workdays of the hire date.

23
24
25 **ARTICLE IX**

26
27 **GRIEVANCE PROCEDURE**

28
29 **Section 9.1. Grievance Steps/Timelines.**

30 The parties may mutually agree to hold all timelines in abeyance as appropriate.

31
32 **STEP I** – Informal meeting with Immediate Supervisor within twenty (20) workdays of
33 occurrence.

34
35 **STEP II** – Submit, in writing, to the Executive Director of Human Resources, within ten (10)
36 workdays of the conclusion of Informal process.

37
38 **STEP III** – Submit to Superintendent, or designee, within fifteen (15) workdays of receipt of
39 denial or non-response.

40
41 **STEP IV** – Demand for Arbitration within ten (10) workdays of receipt of response or non-
42 response.

43
44 **Section 9.1.1. STEP I. - Informal Meeting with Immediate Supervisor.**

45 All grievances not brought to the immediate supervisor in accordance with the preceding
46 sentence within twenty (20) workdays of the occurrence of the grievance shall be invalid and
47 subject to no further processing. The employee shall notify the immediate supervisor that the
48 purpose of the informal meeting is to satisfy step 1 of the grievance procedure. The parties will



1 have ten (10) workdays after the informal meeting to resolve the grievance. If employees so
2 wish, they may be accompanied by a local Association representative at such discussion.
3

4 **Section 9.1.2. STEP II. - Reduce to Writing – Submit to Assistant Superintendent.**

5 If no resolution has been reached during STEP I, a written statement of the grievance shall be
6 submitted to the Executive Director of Human Resources, within ten (10) workdays of the
7 conclusion of the twenty (20) working day informal period.
8

9 The written statement shall contain the following:

- 10 A. The facts on which the grievance is based.
 - 11 B. Reference to the provisions in this Agreement which have been allegedly violated,
12 misapplied or misinterpreted.
 - 13 C. The remedy sought.
- 14

15 **Section 9.1.3. STEP III. - Submit to Superintendent or Designee.**

16 If no settlement has been reached within the ten (10) workdays referred to in the preceding
17 subsection, and the Association believes the grievance to be valid, a written statement of
18 grievance shall be submitted within fifteen (15) workdays to the District Superintendent or the
19 Superintendent's designee. After such submission, the parties will have ten (10) workdays from
20 submission of the written statement of grievance to resolve it by indicating on the statement of
21 grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall
22 sign it.
23

24 **Section 9.1.4. STEP IV. - Submit to Arbitration.**

25 If the Association is not satisfied with the disposition of the grievance by the Superintendent
26 within ten (10) workdays after receipt of same, or if no disposition has been made within the
27 period above provided; the grievance may be submitted before an impartial arbitrator. The
28 Association shall exercise its right of arbitration by giving the Superintendent written notice of
29 its intention to arbitrate within ten (10) workdays of receipt of the written disposition of the
30 Superintendent. If the parties cannot agree as to the arbitrator, the arbitrator shall be selected
31 by the Public Employment Relations Commission in accord with its rules. The decision of the
32 arbitrator shall be final and binding upon both parties.
33

34 **Section 9.1.4.1. Arbitration Costs.**

35 Each party shall bear its own costs of arbitration except that the fees and charges of the
36 arbitrator, if any, shall be shared equally by the parties.
37
38
39

40 **ARTICLE X**

41 **INSURANCE**

42
43
44 **Section 10.1. Insurance.**

45 For the annual period of September 1 through December 31, 2019 the District shall contribute the state
46 funded contribution of the Health Care Authority rebate, to each employee of the bargaining unit. FTE
47 for insurance purposes is defined at 1,200 hours per year. Any unused funds will constitute the
48 insurance pool.

1 After each employee has made his/her selection of insurance plans, remaining funds in the pool, if any
2 exist, shall be available for distribution on an FTE basis to cover employee's requested coverage,
3 which exceed their allocation per month in cost.

4
5 An employee not generating sufficient allocation to cover all premiums will have the remainder of due
6 premiums deducted from gross pay.

7
8 Husbands and wives who are both employees of the District may choose to combine their District
9 contributions to cover the cost of insurance options, which they elect to receive.

10
11 **Mandatory Insurance**

- 12 Dental
- 13 Vision
- 14 Life and Accident Life Insurance

15
16 **Optional Insurance**

- 17 Medical
- 18 Health Plus HMO

19
20 **Additional Insurance (optional insurance – not subject pooling dollars)**

- 21 Salary Insurance
- 22 Cancer Insurance

23
24 Beginning on January 1, 2020 and each year thereafter, the employer agrees to provide the insurance
25 plans, follow employee eligibility rules and provide funding for all bargaining unit members and their
26 dependents as required by state law, the State Operating budget, and the School Employees Benefits
27 Board (SEBB). Inclusive of employer funding will be payment of the carve-out for all eligible
28 employees.

29
30 **Section 10.2. State Industrial Insurance.**

31 The District shall make reasonable provisions for the health and safety of its employees during the
32 hours of their employment. All full-time and regular employees shall be covered by State approved
33 Industrial Insurance.

34
35 **Section 10.2.1. Insurance Committee.**

36 PSE chapter will have no less than three (3) members on any district insurance committee
37 as related to employee benefits.

38
39 **Section 10.3. Physical Examinations.**

40 When health and/or physical exams are required for employment, the employee will receive the
41 examination at the District's expense from a physician of the District's choice in accordance with a
42 predetermined contract with that physician.

43
44 **Section 10.4. Staff Protection.**

45 In the event an employee's personal property is damaged or stolen, the following provisions apply.
46 It is agreed that coverage is afforded for loss or damage to personal property of school employees
47 while such employees are engaged in the maintenance of order and discipline and the protection of
48 school personnel, school property, or students subject to the following provisions:



- A. The limit of liability for anyone (1) occurrence shall be five hundred (\$500.00) dollars per claim.
- B. The coverage afforded shall apply with respect to damage to an automobile or other motorized vehicle only as excess over any other valid and collectible insurance.
- C. The company's obligation to pay damages on behalf of the insured applies only to the amount of damages in excess of the deductible amount of ten (\$10.00) dollars per claim.

Classified employees eligible for reimbursement under this provision shall register personal property with the building principal/supervisor.

ARTICLE XI
VOCATIONAL TRAINING

Section 11.1. Vocational and/or In-service Training - Workshops - Meetings.

District required and District approved vocational training and/or in-service will be compensated as follows:

- A. Employees shall be paid their regular wages for all trainings workshops and meetings held during the workday.
- B. Employees shall be paid their regular wage for all required workshops, trainings, and meetings held outside the workday exclusive of breaks, travel, and meal and sleep time, if applicable. A timesheet must be submitted.
- C. Employees shall receive regular wages for all District approved workshops, trainings and meetings requested by the employee and that fall outside the workday (those that fall within the workday are governed by A above).
- D. Transportation will be provided as per Section 11.2.
- E. Reimbursement for meals and/or sleeping accommodations will be given as per regular District policy, if necessary, with prior approval.
- F. Whenever possible, prior approval for expenses for materials received in requested workshop attendance must be obtained.

If training and/or classes are taken for credit to be applied for salary increases, none of the above items A through F will be applicable.

Section 11.2. Travel for School District Assignment.

When an employee is on District business, the School District will provide the transportation. Or, with prior approval, reimburse personnel as per District policy if School District vehicle is not available.

1 **Section 11.3. Clothing Allowance.**

2 The District will provide large tools, power tools (i.e., router, saber saw, drill), small hand tools and
3 other protective garments, including but not limited to, aprons, goggles, welding helmets, rubber
4 gloves and coveralls for mechanics and assistant mechanics. The employee will utilize the District
5 provided clothing allowance for specific items directly related to job duties; (i.e., raingear, scrubs,
6 protective footwear, cold weather protective wear and school logo apparel, etc.) A clothing allowance
7 will be provided by the District for listed employee groups as follows:

8

9	Grounds/Building Maintenance, 10 (Electrician, Carpenter, Maintenance Assistant, 11 Groundskeeper, Groundskeeper Assistant)	\$200.00 per year
12		
13	Custodians/Mechanics/Assistant Mechanics/ 14 Warehouse/Bus Drivers	\$200.00 per year
15		
16	Food Service/Para/Nurse/Bus Monitors/ 17 Secretaries and Technology	\$75.00 per year

18

19 The allowance will be reimbursed during the fiscal year but no later than the cut-off date for the
20 August payroll/accounts, upon presentation of receipts for expenses reasonably related to the need.
21 Allocations cannot be carried forward from year to year. The allowance will be pro-rated to days
22 worked for new employees.

23

24 **Section 11.4. Training Opportunity Committee.**

25 A joint committee consisting of one representative from each classification of the Association and the
26 superintendent or designee, shall review training opportunities and, based on identified needs,
27 recommend/approve persons to attend such training. Pay will be as per 11.1. above. An amount of one
28 thousand dollars (\$1,000.00) will be available for this purpose. (NOTE: these funds are separate from
29 and not a part of the current funds expended by the District and individual schools. These funds will
30 not be used to replace funds previously expended in the past.)

31

32 **Section 11.5. Food Service Professional Standards.**

33 Food Service employees must comply with Federal Mandated Food Service Professional Standards.

34

35 **Section 11.5.1. Food Service Mandates.**

36 Food Service employees must comply with Federal Mandated Food Service Professional
37 Standards. Late start, early release or non-school days may be used for the mandated training
38 with prior approval from their supervisor.

39

40

41

42 **ARTICLE XII**

43

44 **ASSOCIATION SECURITY AND CHECKOFF**

45

46 **Section 12.1. Membership.**

47 Each employee subject to this Agreement may choose to become a member of Association in good
48 standing by paying monthly dues. Maintaining membership with the Association entitles the member

1 additional benefits of Union membership. The Association will be the custodian of records in terms of
2 employee membership.

3
4 **Section 12.2. State and Local Dues.**

5 The District shall deduct state and local dues from the pay of any employee who authorizes such
6 deductions in writing by E-Sign or recorded voice authorization. The District shall transmit
7 electronically or by check state funds to the Treasurer of the Public School Employees of
8 Washington/SEIU Local 1948 on a monthly basis, and local electronically to the Othello PSE Chapter.
9 Information provided will include the following: name, home address, hire date and work location.

10
11 **Section 12.2.1. Optional Payroll Deductions.**

12 The following deductions can be made from an employee’s salary at their request:

- 13 A. Tax Sheltered Annuities
 - 14 B. Cancer Insurance
 - 15 C. Credit Union Savings/Loan Payment
 - 16 D. Medical or salary insurance premiums not covered by District allowance
- 17 Guidelines for each type of deduction are available at the District business office

18
19 **Section 12.3. District Held Harmless.**

20 The District assumes no obligation, financial or otherwise, arising out of the provisions of this Article,
21 and the Association shall indemnify and hold the District harmless for any and all claims, grievances,
22 arbitrations, awards, suits, attachments, or other proceedings arising out of or by reason of any action
23 taken by the District for the purpose of the District’s acceptance of voice and/or electronic
24 authorization of membership and/or the Association’s representation regarding the existence of a valid
25 membership authorization, as well as for complying with any of the provisions of this Article of the
26 Agreement.

27
28 **Section 12.4. Payroll Errors.**

29 Employees will receive a payroll packet with procedures and guidelines on payroll deadlines and
30 reporting of errors.

31
32 **Section 12.5. Voice Authorization/Electronic Signatures.**

33 The District agrees to accept dues authorizations via voice authorization or by E-Signature in
34 accordance with “E-SIGN”. The Association will, upon request, provide a list of those members who
35 have authorized Association membership via voice authorization to the District. In addition, the
36 Association will provide, upon request, access for the District to the .wav (or other digital format) files
37 associated with the voice authorization. PSE will be the custodian of all records related to voice/E-
38 Signature authorizations. The Association agrees that, as the custodian of the records it has the
39 responsibility to ensure the accuracy and safe keeping of those records.

40
41
42
43 **ARTICLE XIII**

44
45 **TERM AND SEPARABILITY OF PROVISIONS**

46
47 **Section 13.1. Term, Basic Agreements and Modification of Basic Agreement.**

48 This agreement shall remain in force and effective from September 1, 2022 – August 31, 2025.



1 **Section 13.1.1. Schedule A.**

- 2 • In the 2022-2023 School year all employees will receive a five and a half percent (5.5%)
- 3 increase.
- 4 ○ A one-time stipend of two-point six (2.6%) at current 2022-2023 wages for
- 5 classified staff. This stipend will be paid out in September in one (1) payment.
- 6 ○ Increase Schedule A to include forty (40) years of service, with an additional \$.80 to
- 7 be added to any wage increase.
- 8 • In the 2023-2024 School year open only for Schedule A.
- 9 • In the 2024-2025 School year open only for Schedule A

10
11 In the Event the Washington State or Federal Minimum wage increases above the lowest wage
12 on Schedule A both parties agree to negotiate the impact.

13
14 Any increases will be paid retroactive to the beginning of the corresponding school year.

15 **Section 13.2. Agreement Openers.**

16 In the event of Legislative impact this Agreement will be automatically reopened. All requests for
17 negotiations or conferences shall be in writing and specific items proposed for consideration.

18
19
20 **Section 13.3. Savings Clause.**

21 If any provision of this Agreement or the application of any such provision is held to be invalid, the
22 remainder of this Agreement shall not be affected thereby. Neither party shall be compelled to comply
23 with any provision of this Agreement which conflicts with state or federal statutes or regulations
24 promulgated pursuant thereto. If this Section is determined to apply to any provision of this
25 Agreement such provision shall be renegotiated pursuant to Section 13.2.

26
27 **Section 13.4. Conclusion.**

28 This Agreement shall supersede all other supplementary agreements. Should any provisions of this
29 agreement be found in violation of any Federal, State or Local Law, all other provisions of this
30 Agreement shall remain in force and effect for the duration of this Agreement.

31
32
33
34 **ARTICLE XIV**

35
36 **EVALUATIONS**

37
38 **Section 14.1. Observations and Evaluations.**

39 The purpose for observations and evaluation is not only to observe the quality and quantity of the work
40 of the employee, but to evaluate and guide the employee in the performance of the employee’s duties
41 in a positive and helpful manner.

42
43 The immediate supervisor or designee will be responsible for the evaluations which will occur at least
44 once in the employee’s work year, except that new employees shall be evaluated twice during their
45 first year of employment. The supervisor will use the standard district form for the evaluation.

46
47 Employees will have the opportunity to discuss the results of the evaluated observation(s) with their
48 immediate supervisor. Copies of all written reports on the observation of the person’s performance



1 will be given to each individual. The employee shall have the right to attach any comments to the
2 evaluation report. This may be done at the time the employee receives a copy or they may forward
3 comments to the personnel office within seven (7) business days following the evaluation conference.
4 The comments will be attached to the evaluation report.

5
6 **Section 14.2. Performance Concerns.**

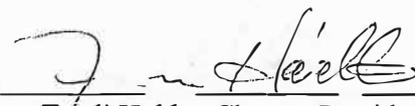
7 If an employee's performance is deemed unsatisfactory at any time, the immediate supervisor shall
8 arrange a conference with the employee to discuss performance concerns and address areas of
9 performance where the employee will need to improve. Upon request, the employee shall have a
10 representative at the conference.

11
12 The immediate supervisor shall place the employee on a formal Performance Improvement Plan (PIP).
13 The employee shall be informed of the duration of such plan, the areas of performance where the
14 employee shall be required to improve, the performance expectations to be achieved and, if applicable,
15 any district support to be provided to the employee. The immediate supervisor shall meet periodically
16 with the employee, but at least twice per month, and provide the employee with written and oral
17 feedback on his/her performance during any PIP period. The PIP documents will be put in the working
18 file and all related documents pertaining to the PIP will be given to the employee, if requested by the
19 employee, or will be discarded after one year from the date of completion of the PIP. However, if the
20 employee does not meet the requirements of the PIP at the end of the period, the PIP will be placed
21 into the personnel file to be used with progressive discipline as stated in ARTICLE VIII. As such, the
22 PIP will serve as a written warning.

23
24
25
26
27
28
29 **SIGNATURE PAGE**

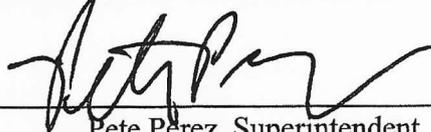
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37 PUBLIC SCHOOL EMPLOYEES OF
38 WASHINGTON/SEIU LOCAL 1948

39
40 OTHELLO CHAPTER

41
42 BY: 
43 Trudi Hobbs, Chapter President

44
45 DATE: 8/18/22

46
47 OTHELLO SCHOOL DISTRICT #147-163-55

48
BY: 
Pete Perez, Superintendent

DATE: 8/18/22



SCHEDULE A
 OTHELLO SCHOOL DISTRICT #127-163-55
 SEPTEMBER 1, 2022 – AUGUST 31, 2023

		Step I	Step II	5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
SECRETARIAL											
DIST MIG RCDS CLK	0-14	19.69	20.69	20.89	21.09	21.39	21.79	22.29	22.89	23.59	24.39
(S)	15-29	20.14	21.13	21.33	21.53	21.83	22.23	22.73	23.33	24.03	24.83
	30-44		21.66	21.86	22.06	22.36	22.76	23.26	23.86	24.56	25.36
	45+		22.19	22.39	22.59	22.89	23.29	23.79	24.39	25.09	25.89
BLDG SECRETARY	0-14	21.98	24.27	24.47	24.67	24.97	25.37	25.87	26.47	27.17	27.97
OHS ASB BK	15-29	22.40	24.75	24.95	25.15	25.45	25.85	26.35	26.95	27.65	28.45
TRANS/MAINT SEC	30-44		25.24	25.44	25.64	25.94	26.34	26.84	27.44	28.14	28.94
SPEC ED SECRETARY (A)	45+		25.71	25.91	26.11	26.41	26.81	27.31	27.91	28.61	29.41
DEPARTMENT SEC	0-14	21.53	23.90	24.10	24.30	24.60	25.00	25.50	26.10	26.80	27.60
(A)	15-29	22.00	24.38	24.58	24.78	25.08	25.48	25.98	26.58	27.28	28.08
	30-44		24.87	25.07	25.27	25.57	25.97	26.47	27.07	27.77	28.57
	45+		25.37	25.57	25.77	26.07	26.47	26.97	27.57	28.27	29.07
NON-INSTRUCTIONAL	0-14	20.15	21.90	22.10	22.30	22.60	23.00	23.50	24.10	24.80	25.60
PROGRAM SECRETARIAL	15-29	21.09	22.84	23.04	23.24	23.54	23.94	24.44	25.04	25.74	26.54
(A)	30-44		23.44	23.64	23.84	24.14	24.54	25.04	25.64	26.34	27.14
	45+		24.06	24.26	24.46	24.76	25.16	25.66	26.26	26.96	27.76
DATA PROCESSING	0-14	23.67	24.80	25.00	25.20	25.50	25.90	26.40	27.00	27.70	28.50
COORDINATOR	15-29	24.13	25.26	25.46	25.66	25.96	26.36	26.86	27.46	28.16	28.96
(AA)	30-44		25.95	26.15	26.35	26.65	27.05	27.55	28.15	28.85	29.65
	45+		26.42	26.62	26.82	27.12	27.52	28.02	28.62	29.32	30.12
TECHNOLOGY DEPARTMENT											
COMPUTER TECHNICIAN I	0-14	25.48	27.34	27.54	27.74	28.04	28.44	28.94	29.54	30.24	31.04
(AAA)	15-29	26.07	27.77	27.97	28.17	28.47	28.87	29.37	29.97	30.67	31.47
	30-44		28.31	28.51	28.71	29.01	29.41	29.91	30.51	31.21	32.01
	45+		28.86	29.06	29.26	29.56	29.96	30.46	31.06	31.76	32.56
COMPUTER TECHNICIAN II	0-14	28.45	30.25	30.45	30.65	30.95	31.35	31.85	32.45	33.15	33.95
(AAA)	15-29	29.03	30.69	30.89	31.09	31.39	31.79	32.29	32.89	33.59	34.39
	30-44		31.24	31.44	31.64	31.94	32.34	32.84	33.44	34.14	34.94
	45+		31.79	31.99	32.19	32.49	32.89	33.39	33.99	34.69	35.49



SCHEDULE A
 OTHELLO SCHOOL DISTRICT #127-163-55
 SEPTEMBER 1, 2022 – AUGUST 31, 2023

		Step I	Step II	5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
HEALTH SERVICES											
NURSE ASST (O)	0-14	19.39	20.39	20.59	20.79	21.09	21.49	21.99	22.59	23.29	24.09
	15-29	19.82	20.85	21.05	21.25	21.55	21.95	22.45	23.05	23.75	24.55
	30-44		21.40	21.60	21.80	22.10	22.50	23.00	23.60	24.30	25.10
	45+		21.82	22.02	22.22	22.52	22.92	23.42	24.02	24.72	25.52
REGISTERED NURSE	0-39	34.66	35.79	35.99	36.19	36.49	36.89	37.39	37.99	38.69	39.49
	40-79	35.68	36.85	37.05	37.25	37.55	37.95	38.45	39.05	39.75	40.55
<i>Lead \$1.50/hour</i>	80-119		37.95	38.15	38.35	38.65	39.05	39.55	40.15	40.85	41.65
	BSA or 120+		39.07	39.27	39.47	39.77	40.17	40.67	41.27	41.97	42.77
PARA-PROFESSIONALS											
PARAPROFESSIONAL	0-14	18.79	19.89	20.09	20.29	20.59	20.99	21.49	22.09	22.79	23.59
(D)	15-29	20.20	21.32	21.52	21.72	22.02	22.42	22.92	23.52	24.22	25.02
	30-44		22.03	22.23	22.43	22.73	23.13	23.63	24.23	24.93	25.73
	45+		22.77	22.97	23.17	23.47	23.87	24.37	24.97	25.67	26.47
SPECIAL EDUCATION	0-14	19.12	20.22	20.42	20.62	20.92	21.32	21.82	22.42	23.12	23.92
PARAPROFESSIONAL	15-29	20.53	21.65	21.85	22.05	22.35	22.75	23.25	23.85	24.55	25.35
(D)	30-44		22.36	22.56	22.76	23.06	23.46	23.96	24.56	25.26	26.06
	45+		23.09	23.29	23.49	23.79	24.19	24.69	25.29	25.99	26.79
PARAPROFESSIONAL	0-14	21.74	22.84	23.04	23.24	23.54	23.94	24.44	25.04	25.74	26.54
PRESCHOOL LEAD	15-29	23.17	24.28	24.48	24.68	24.98	25.38	25.88	26.48	27.18	27.98
(DD)	30-44		24.99	25.19	25.39	25.69	26.09	26.59	27.19	27.89	28.69
	45+		25.72	25.92	26.12	26.42	26.82	27.32	27.92	28.62	29.42
MIGRANT STUDENT ADVOCATE	0-14	22.82	23.80	24.00	24.20	24.50	24.90	25.40	26.00	26.70	27.50
(MM)	15-29	23.95	24.93	25.13	25.33	25.63	26.03	26.53	27.13	27.83	28.63
	30-44		25.47	25.67	25.87	26.17	26.57	27.07	27.67	28.37	29.17
	45+		26.02	26.22	26.42	26.72	27.12	27.62	28.22	28.92	29.72
HOME VISITOR (N)	0-14	21.25	22.25	22.45	22.65	22.95	23.35	23.85	24.45	25.15	25.95
	15-29	21.67	22.75	22.95	23.15	23.45	23.85	24.35	24.95	25.65	26.45
	30-44		23.27	23.47	23.67	23.97	24.37	24.87	25.47	26.17	26.97
	45+		23.81	24.01	24.21	24.51	24.91	25.41	26.01	26.71	27.51



SCHEDULE A
 OTHELLO SCHOOL DISTRICT #127-163-55
 SEPTEMBER 1, 2022 – AUGUST 31, 2023

		Step I	Step II	5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
CDS ASSOCIATE (U)	0-14	20.14	21.09	21.29	21.49	21.79	22.19	22.69	23.29	23.99	24.79
	15-29	20.59	21.55	21.75	21.95	22.25	22.65	23.15	23.75	24.45	25.25
	30-44		22.07	22.27	22.47	22.77	23.17	23.67	24.27	24.97	25.77
	45+		22.60	22.80	23.00	23.30	23.70	24.20	24.80	25.50	26.30
BRAILLIST (UU)	0-14	28.09	29.10	29.30	29.50	29.80	30.20	30.70	31.30	32.00	32.80
	15-29	29.66	30.55	30.75	30.95	31.25	31.65	32.15	32.75	33.45	34.25
	30-44		31.11	31.31	31.51	31.81	32.21	32.71	33.31	34.01	34.81
	45+		31.67	31.87	32.07	32.37	32.77	33.27	33.87	34.57	35.37
DINING SERVICES											
KITCHEN ASST (Y)	0-14	18.43	20.42	20.62	20.82	21.12	21.52	22.02	22.62	23.32	24.12
	15-29	18.91	20.92	21.12	21.32	21.62	22.02	22.52	23.12	23.82	24.62
	30-44		21.41	21.61	21.81	22.11	22.51	23.01	23.61	24.31	25.11
	45+		21.88	22.08	22.28	22.58	22.98	23.48	24.08	24.78	25.58
ASST COOK (X)	0-14	18.97	21.41	21.61	21.81	22.11	22.51	23.01	23.61	24.31	25.11
	15-29	19.39	21.88	22.08	22.28	22.58	22.98	23.48	24.08	24.78	25.58
	30-44		22.37	22.57	22.77	23.07	23.47	23.97	24.57	25.27	26.07
	45+		22.84	23.04	23.24	23.54	23.94	24.44	25.04	25.74	26.54
HEAD COOK (E)	0-14	19.71	22.52	22.72	22.92	23.22	23.62	24.12	24.72	25.42	26.22
	15-29	20.19	23.01	23.21	23.41	23.71	24.11	24.61	25.21	25.91	26.71
	30-44		23.48	23.68	23.88	24.18	24.58	25.08	25.68	26.38	27.18
	45+		23.96	24.16	24.36	24.66	25.06	25.56	26.16	26.86	27.66
FOOD SERVICE/ WAREHOUSE/DEL(B)	0-14	19.71	22.52	22.72	22.92	23.22	23.62	24.12	24.72	25.42	26.22
	15-29	20.19	23.01	23.21	23.41	23.71	24.11	24.61	25.21	25.91	26.71
	30-44		23.48	23.68	23.88	24.18	24.58	25.08	25.68	26.38	27.18
	45+		23.96	24.16	24.36	24.66	25.06	25.56	26.16	26.86	27.66
TRANSPORTATION											
BUS MONITOR	0-14	16.74	17.42	17.62	17.82	18.12	18.52	19.02	19.62	20.32	21.12
	15-29	17.19	17.86	18.06	18.26	18.56	18.96	19.46	20.06	20.76	21.56
	30-44		18.43	18.63	18.83	19.13	19.53	20.03	20.63	21.33	22.13
	45+		18.96	19.16	19.36	19.66	20.06	20.56	21.16	21.86	22.66



SCHEDULE A
 OTHELLO SCHOOL DISTRICT #127-163-55
 SEPTEMBER 1, 2022 – AUGUST 31, 2023

		Step I	Step II	5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
BUS DRIVER (F)	0-14	24.23	25.26	25.46	25.66	25.96	26.36	26.86	27.46	28.16	28.96
	15-29	24.68	25.70	25.90	26.10	26.40	26.80	27.30	27.90	28.60	29.40
	30-44		26.28	26.48	26.68	26.98	27.38	27.88	28.48	29.18	29.98
	45+		26.81	27.01	27.21	27.51	27.91	28.41	29.01	29.71	30.51
DRIVER TRAINER	0-14	25.14	26.30	26.50	26.70	27.00	27.40	27.90	28.50	29.20	30.00
(V)	15-29	25.60	26.67	26.87	27.07	27.37	27.77	28.27	28.87	29.57	30.37
	30-44		27.22	27.42	27.62	27.92	28.32	28.82	29.42	30.12	30.92
	45+		27.73	27.93	28.13	28.43	28.83	29.33	29.93	30.63	31.43
CAR ROUTE DRIVER	0-14	20.96	21.64	21.84	22.04	22.34	22.74	23.24	23.84	24.54	25.34
	15-29		22.19	22.39	22.59	22.89	23.29	23.79	24.39	25.09	25.89
	30-44		22.76	22.96	23.16	23.46	23.86	24.36	24.96	25.66	26.46
	45+		23.28	23.48	23.68	23.98	24.38	24.88	25.48	26.18	26.98
MECHANIC	0-14	30.43	32.49	32.69	32.89	33.19	33.59	34.09	34.69	35.39	36.19
ASST I (Z)	15-29	30.86	32.97	33.17	33.37	33.67	34.07	34.57	35.17	35.87	36.67
	30-44		33.45	33.65	33.85	34.15	34.55	35.05	35.65	36.35	37.15
	45+		33.94	34.14	34.34	34.64	35.04	35.54	36.14	36.84	37.64
MECHANIC (I)	0-14	30.43	30.86	31.06	31.26	31.56	31.96	32.46	33.06	33.76	34.56
	15-29	26.63	28.73	28.93	29.13	29.43	29.83	30.33	30.93	31.63	32.43
	30-44		29.22	29.42	29.62	29.92	30.32	30.82	31.42	32.12	32.92
	45+		29.70	29.90	30.10	30.40	30.80	31.30	31.90	32.60	33.40
CUSTODIAL DEPARTMENT											
CUSTODIAN (C)	0-14	23.24	24.25	24.45	24.65	24.95	25.35	25.85	26.45	27.15	27.95
	15-29	23.68	24.71	24.91	25.11	25.41	25.81	26.31	26.91	27.61	28.41
Lead 1.50/hour	30-44		25.24	25.44	25.64	25.94	26.34	26.84	27.44	28.14	28.94
Swing \$.33/hour	45+		25.73	25.93	26.13	26.43	26.83	27.33	27.93	28.63	29.43
MAINTENANCE DEPARTMENT											
GROUNDSKEEPER	0-14	21.13	22.16	22.36	22.56	22.86	23.26	23.76	24.36	25.06	25.86
ASST (T)	15-29	21.59	22.59	22.79	22.99	23.29	23.69	24.19	24.79	25.49	26.29
	30-44		23.16	23.36	23.56	23.86	24.26	24.76	25.36	26.06	26.86
	45+		23.71	23.91	24.11	24.41	24.81	25.31	25.91	26.61	27.41



SCHEDULE A
 OTHELLO SCHOOL DISTRICT #127-163-55
 SEPTEMBER 1, 2022 – AUGUST 31, 2023

		Step I	Step II	5 Years	10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years
	Credits	Step I	Step II	\$0.20	\$0.20	\$0.30	\$0.40	\$0.50	\$0.60	\$0.70	\$0.80
GROUNDKEEPER	0-14	24.19	25.00	25.20	25.40	25.70	26.10	26.60	27.20	27.90	28.70
(J)	15-29	24.61	25.46	25.66	25.86	26.16	26.56	27.06	27.66	28.36	29.16
	30-44		25.98	26.18	26.38	26.68	27.08	27.58	28.18	28.88	29.68
	45+		26.52	26.72	26.92	27.22	27.62	28.12	28.72	29.42	30.22
CARPENTER (H)	0-14	30.64	32.31	32.51	32.71	33.01	33.41	33.91	34.51	35.21	36.01
	15-29	30.97	32.82	33.02	33.22	33.52	33.92	34.42	35.02	35.72	36.52
	30-44		33.32	33.52	33.72	34.02	34.42	34.92	35.52	36.22	37.02
	45+		33.82	34.02	34.22	34.52	34.92	35.42	36.02	36.72	37.52
MAINTENANCE	0-14	23.64	26.02	26.22	26.42	26.72	27.12	27.62	28.22	28.92	29.72
ASSIST (Q)	15-29	24.05	26.49	26.69	26.89	27.19	27.59	28.09	28.69	29.39	30.19
	30-44		26.98	27.18	27.38	27.68	28.08	28.58	29.18	29.88	30.68
	45+		27.46	27.66	27.86	28.16	28.56	29.06	29.66	30.36	31.16
MAINTENANCE	0-14	35.15	36.85	37.05	37.25	37.55	37.95	38.45	39.05	39.75	40.55
UTILITY (K)	15-29	36.43	37.44	37.64	37.84	38.14	38.54	39.04	39.64	40.34	41.14
	30-44		38.03	38.23	38.43	38.73	39.13	39.63	40.23	40.93	41.73
	45+		38.66	38.86	39.06	39.36	39.76	40.26	40.86	41.56	42.36
SECURITY	0-14	21.22	22.16	22.36	22.56	22.86	23.26	23.76	24.36	25.06	25.86
SPECIALIST	15-29	21.59	22.59	22.79	22.99	23.29	23.69	24.19	24.79	25.49	26.29
	30-44		23.16	23.36	23.56	23.86	24.26	24.76	25.36	26.06	26.86
	45+		23.71	23.91	24.11	24.41	24.81	25.31	25.91	26.61	27.41



OTHELLO SCHOOL DISTRICT #127-163-55
SALARY ENHANCEMENTS

1. For activity run, drivers will be paid for total lapsed time except for overnight trips. For overnight trips, sleeping time and free time will be deducted. Drivers will be paid for eight (8) hours on days when the driver is out of town for a trip and is not scheduled to drive during that day. Chaperones will be provided. Regular drivers on activity trips will be paid their regular run hourly rate for regular run time that falls with the activity run period.
2. Food Service personnel working additional time over their regular assigned shifts (banquets, etc.) will be paid their regular rate for such duties either at straight time or at the overtime rate as provided for in Section 4.1.
3. Anyone hired on or after January 1 will remain on the same placement step the following September.
4. Salary for individuals with an Associates of Art degree or Bachelor's degree will receive one dollar (\$1.00)/hour in addition to their regular hourly rate of pay (+).
5. Credits on schedule are quarter credits. (One (1) quarter credit equals ten (10) certified clock hours) (One (1) semester credit equals one and a half (1.5) quarter credits)

6. Translation / Interpreting Stipend:

Translating / Interpreting outside of job duties will be paid as follows:

Conferences	\$1.50 per hour
IEP Translation	\$1.50 per hour
Braille	\$1.50 per hour
Board Meetings	\$1.50 per hour

* Brailing hours in excess of ten (10) hours per week must be pre-approved in writing by the Special Education Director

7. Custodian shift differential:

Swing \$0.33 per hour

Shifts are defined as follows:

- Day shift 4:30 am - to - 2:00 pm
- Swing shift 3:30 pm - to - 12:30 am
- Employees are considered working the shift where the majority of their time is scheduled

8. If a special project employee is hired into a position that is categorized on the PSE/SEIU Local 1948 Schedule A, he/she will be paid accordingly at Step 1 of the appropriate category; however, that person will not be subject to PSE/SEIU Local 1948 dues and/or contract coverage, until they have been employed ninety (90) days. Further conditions found in Section 7.8.

OTHELLO SCHOOL DISTRICT #127-163-55
SALARY ENHANCEMENTS

9. Section 125 Cafeteria Plan will be available to all employees administered and monitored by a third party administrator mutually agreeable between Public School Employee of Washington/SEIU Local 1948, OEA, and Othello School District Assistant Superintendent (one vote each) and adopted by the Board of Director.
 10. For hazardous duty, one dollar (\$1.00) per hour will be paid for work assigned by the supervisor for asbestos related, herbicide/pesticide spraying, and football field pole climbing duties.
 11. New employees remain at Step 1 for two (2) years.
 12. Lead Mechanic, Lead Custodian, Lead Maintenance Assistant, and Lead Registered Nurse receive one dollar and fifty cents (\$1.50) per hour lead stipend.
 13. Employees possessing a trade or professional certification beyond that which is required for their position, which the district determines is advantageous to the district, will receive an additional one dollar (\$1.00) per hour with a letter of pre-approval to the employee. This shall be limited to one (1) certification per employee. The District will maintain a list of approved certifications for each classification and make the list available for all employees.
 14. Credits\clock hours taken after hire date and approved by the principal and the Superintendent or his/her designee are allowed for advancement. Official transcripts shall be delivered in a sealed envelope from the institution to the Human Resources or Finance Department on or before October 1 and will be reviewed and approved for relevance. Transcripts received after this date will be considered for the following year.
 15. New employees may submit official transcripts documenting AA, BA, BS, or MA degree from accredited school of higher education prior to the conclusion of the ninety (90) workday probationary period. Official transcripts shall be delivered in a sealed envelope or electronic official transcripts will be accepted from the institution to the Human Resources or Finance Department; transcripts will be approved for relevance. Any resulting change in pay would become effective the month after the employee successfully completes their probationary period.
- ** Note 14 and 15: A committee will be formed to create a college credit approval form.
16. When required to perform the duties of Hygiene related duties (i.e., diapering, bathing, toileting, catheterization and feeding, or any new state statute or regulations) will receive an extra one dollar (\$1.00) per hour during the time actually working in that setting.

OTHELLO SCHOOL DISTRICT
INTERNAL TRANSFER REQUEST

Position Requested: _____ Date: _____
(Section 7.6.) (Active for one (1) year)

Name: _____
Last First Middle

Address: _____
Street/P.O. City Telephone

Why do you want to transfer to this position? _____

What skills do you possess according to the job description that would qualify you for this position?

Have you taken any special classes or training that would help qualify you for this position?

List three references.

- 1. _____ Telephone _____
- 2. _____ Telephone _____
- 3. _____ Telephone _____

Employee's Signature: _____

