

MASTER AGREEMENT

BETWEEN

**SOAP LAKE EDUCATIONAL
SUPPORT PERSONNEL
(SL/ESP)**

AND

SOAP LAKE SCHOOL DISTRICT

SEPTEMBER 1, 2018

THROUGH

AUGUST 31, 2020

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PREAMBLE

This Agreement is between the Soap Lake School District and the Soap Lake Educational Support Personnel (SL/ESP). It has been negotiated pursuant to RCW 41.56.

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ARTICLE I. ADMINISTRATION OF THE AGREEMENT

Section A. Definitions

1. The term "**District**" shall mean the Soap Lake School District, Grant County, Washington State; or its agents.
2. The term "**Board**" shall mean the Board of Directors of the Soap Lake School District.
3. The term "**Association**" shall mean the Soap Lake Educational Support Personnel (SL/ESP).
4. The term "**Parties**" shall mean the District and the Association.
5. The term "**Agreement**" shall mean this collective bargaining Agreement.
6. The term "**Employee**" shall mean any member of the bargaining unit as set out in this Agreement.
7. The term "**day**" shall mean any day the District business office is scheduled to be open for business with the public.
8. The term "**Superintendent**" shall mean the chief administrative officer of the District or his/her designee.
9. The term "**President**" shall mean the President of the Association or his/her designee.
10. The term "**PERC**" shall mean the Washington State Public Employees' Relations Commission.
11. The term "**AR**" shall mean the Association Representative.

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Section B. Recognition

The District recognizes the Association as the exclusive bargaining agent for all full-time, regular part-time, and temporary (temporary defined as Employees working for the District awaiting Board approval of hire) classified Employees of the District working as paraprofessional, secretaries/clerical, food service, transportation, custodial and maintenance, excluding elected officials, the Superintendent, certificated Employees, confidential Employees, and supervisors (including the Supervisor of Maintenance and Transportation), pursuant to PERC decision number 4286-A-PERC.2

Substitute classified Employees who are or have been employed by the District for thirty (30) days during the current and/or immediately preceding school year, and who continue to be available for employment as substitutes shall be included in the bargaining unit. Also included are substitute

45 Employees who have worked twenty (20) consecutive days for the District during the current and/or
46 immediately preceding school year. Such substitute Employees who meet the 20/30 rule requirements
47 shall be known as "long-term substitutes" and shall be entitled to all the rights contained in the
48 Agreement except for those articles and sections set out below:

- 49
- 50 1. Article III, Section D, Just Cause
- 51 2. Article III, Section E, Assignment and Transfer/Vacancies
- 52 3. Article III, Section F, Hiring Probation
- 53 4. Article III, Section G, Seniority
- 54 5. Article IV, Evaluation
- 55 6. Article V, RIF
- 56 7. Article VI, Leaves
- 57 8. Article VII, Section B, Bus Drivers
- 58 9. Article VII, Section D, Insurance
- 59 10. Article VIII, All sections
- 60 11. Article IX, Grievance Procedure
- 61

62 **Section C. Sole Agreement**

63 This shall be the sole Agreement between the Parties regarding wages, hours, and terms and conditions
64 of employment. It shall supersede any rules, regulations, policies, resolutions, or practices of the
65 District which shall be contrary to or inconsistent with its terms.

66

67 **Section D. Conformity to Law**

68 This Agreement shall be governed and construed according to the Constitution and Laws of the State
69 of Washington. If any provision of this Agreement, or any application of the Agreement shall be found
70 contrary to law by a court or administrative agency of competent jurisdiction, such provision or
71 application shall have effect only to the extent permitted by law. All other provisions or applications
72 of the Agreement shall continue in full force and effect.

73

74 If any provision of this Agreement is held to be contrary to law, the Parties shall begin to negotiate that
75 provision within 60 days of the discovery.

76

77 **Section E. Distribution of Agreement**

78 Following ratification of this Agreement the Association shall prepare a copy of the Agreement for
79 District review and mutual editing. After editing, the Association shall provide the District with a
80 copy of the Agreement in a Microsoft Word document. The District will post a PDF version of the
81 Agreement on the District website as required by law. The District shall also make at least one (1)
82 copy available for review by any applicant for employment with the District.

83

84 **Section F. Joint Meetings**

85 Upon request of either Party, representatives of each of the Parties shall meet at reasonable times and
86 places, with a mutually determined agenda, in order to monitor the administration of the Agreement
87 and pursue mutual problem identification and mutual problem solving. Such meetings shall not be
88 grievance resolution conferences nor shall they be collective bargaining sessions regarding this or
89 successor Agreements.

Soap Lake ESP/Soap Lake School District 2018-2020

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Section G. Notice of Continued Employment

Notice of continued employment shall be subject to and consistent with law and this Agreement. If any such notice is inconsistent with this Agreement, this Agreement shall control.

ARTICLE II. BUSINESS

Section A. Dues Deduction

1. **Members:** Upon receipt of a written authorization, the District shall deduct and transmit to the Association an amount equal to the fees and dues required for membership in the Association, including SL/ESP, NEA, WEA and UniServ, and including voluntary PULSE and NEAPAC contributions.

The dues deduction form and authorization shall remain in effect from year to year, unless withdrawn in writing by the Employee during the twenty (20) days immediately preceding the start of the student school year. Dues deduction forms must be delivered to the business office by payroll cut off date or within twenty (20) days of an Employee's beginning date of employment, whichever is later.

2. **Representation Fee:** No member of the bargaining unit shall be required to join the Association; however, those Employees who are not Association members, but are members of the bargaining unit, shall be required to pay a representation fee to the Association; provided that, Employees who are not members of the Association as of September 1, 1996 shall be grandfathered and not be required to pay the representation fee. The amount of the representation fee shall be determined by the Association, and transmitted to the Business Office in writing. Non-members shall be neither required nor allowed to make political (WEAPAC or NEA-FCPE) deductions. The representation fee shall be regarded as fair compensation and reimbursement to the Association for fulfilling its legal obligation to represent all members of the bargaining unit.

In the event that the representation fee is regarded by an Employee as a violation of his/her right to non-association, such objections shall be resolved according to the provisions of RCW 41.56.122, or PERC.

3. **Indemnification:** The Association shall indemnify and hold the District harmless from any claim regarding any provision of this section.

Section B. Other Deductions

Upon receipt of written authorization, the District agrees to deduct from the salary of Employees, premiums for those insurance and annuity programs which have been approved by the Association and the District. The sums which are deducted as premiums for approved insurance and annuity programs shall be forwarded in accordance with the written authorization.

134 **Section C. Management Rights**

135 The customary and usual rights, powers, functions, and authority of management are vested in
136 management officials of the District. Included in these rights in accordance with applicable laws and
137 regulations is the right to direct the work force, the right to hire, promote, retain, transfer, and assign
138 Employees in positions; the right to suspend, discharge, demote, or take other disciplinary action
139 against Employees; and the right to release Employees from duties because of lack of work or for other
140 legitimate reasons. The District shall retain the right to maintain efficiency in the District operation by
141 determining the methods, the means, and the personnel by which such operation is conducted.

142
143 The right to make reasonable rules and regulations shall be considered an acknowledged function of
144 the District. In making rules and regulations relating to personnel policies, procedures and practices,
145 and matters of working conditions, the District shall give due regard and consideration to the rights of
146 the Association and the Employees and to the obligations imposed by this Agreement.

147
148 **Section D. Association Rights**

- 149 1. **Use of School Buildings:** The Association shall have access to use school buildings at all
150 reasonable hours for meetings, contingent upon approval of the building administrator.
- 151
152 2. **Use of School Equipment:** The Association shall have access to use District equipment, such
153 as copy machines, calculators, computers, and audiovisual equipment at reasonable times when
154 such equipment is not otherwise in use. Use of such equipment shall be subject to the approval
155 of the building administrator. Equipment shall not be used by the Association when such use
156 would interfere with District needs. The Association shall reimburse the District for the cost of
157 materials used, and for any repairs required or any damages resulting from Association use (at
158 the rate the District would charge for patron use).
- 159
160 3. **Association Business:** The Association shall have the right to transact business on District
161 property at reasonable times, provided such business shall not interfere with or interrupt normal
162 District operations. Association representatives shall check in at the office of the building
163 administrator prior to such business.
- 164
165 4. **Use of District Bulletin Boards:** The Association shall have access to post notices on District
166 Employee bulletin boards. Such notices must contain the name of the authorizing AR.
- 167
168 5. **Use of District Mail Systems:** The Association shall have access to use the District mail
169 system, including the e-mail network, and Employee mail boxes for non-political
170 communication purposes, provided that such use does not interfere with or interrupt normal
171 District mail service.
- 172
173 6. **Information:** Upon request from the Association, the District shall provide all information
174 which is of public record and such additional information which is pertinent to the Association's
175 representation responsibilities, provided that the District shall automatically provide to the
176 President on a monthly basis, upon board approval, the names and addresses of new hires,
177 including long-term substitutes.

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7. **Public Packets, Agenda, and Minutes:** The District shall provide the Association Presidents in each building with at least one (1) copy of the Board meeting agenda at the time it is given to the Board members. In addition, the District agrees to post a copy of the Board meeting agenda on all Employee bulletin boards at least two (2) working days prior to the Board meeting when available. Attached to the agenda shall be all non-confidential materials given to Board members. The Association will reimburse the District for copying costs.
8. **Notice of Probation and Disciplinary Action:** In the event any Employee is given a formal disciplinary action, the District shall provide the President with notice of such action, provided that should the Employee indicate in writing to the District (Appendix C) that he/she does not wish to have the Association notified, such notice will be withheld.
9. **Representation:** The Association has the right and the responsibility to represent Employees in all matters related to their terms and conditions of employment, including collective negotiations with the District, contract maintenance, Employee complaints, and other matters of mutual concern. The Association shall be given the opportunity to speak to all members as an official part of the program during any District sponsored new employee orientation and during the year opening district-wide or building wide employee meeting.
10. **Association Leave:** The District shall grant the President /Co-Presidents and or designees up to ten (10) days of leave to conduct Association business. Prior notification is required. The District shall not deduct pay from the President/Co-Presidents'/ designees' check(s) for this leave, but shall bill the Association for reimbursement of any actual substitute expense it incurs as a result of such leave.
11. **Delegation to Affiliates:** The Association retains the right to delegate any right or duty granted in this Agreement to appropriate officials of the Association's UniServ, State, or National affiliates.
12. **School District Budget and Financial Reporting:** The District shall provide the Association President/Co-Presidents with a copy of the District's proposed annual budget sufficiently in advance of the time it goes to the Board for adoption that the Association will have adequate time to develop informed recommendations concerning the budget prior to the adoption of said budget, provided that the making of such recommendation or comment does not result in a delay of the budget adoption process

The District shall provide the President/Co-Presidents of the adopted budget immediately following its adoption.

The District shall provide the President/Co-Presidents the annual budget report within three (3) working days of its completion.
The District shall provide the President/Co-Presidents with a copy of its periodic budget report at the time the Directors receive it.

222 The District shall make available to the President/Co-Presidents upon request all
223 building/program budgets.
224

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227 **ARTICLE III. EMPLOYEE RIGHTS**
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229 **Section A. Right of Expression**

230 Each Employee shall have the right to bring matters of job related concern to the attention of appropriate
231 ARs and/or appropriate District officials and shall have the right to have ARs present at the discussions
232 between themselves and representatives of the District.
233

234 **Section B. Non-Discrimination**

235 No Employees shall be denied any right of law by virtue of his/her employment with the District. The
236 provisions of this Agreement shall be applied without regard to domicile, race, creed, religion, color,
237 national origin, sex, age, marital status, sexual orientation, military status, political activity or the
238 presence of sensory, mental, or physical handicap except as required in accordance with this Agreement
239 or as otherwise provided by law.
240

241 **Section C. Personnel File**

- 242 1. **Right To Inspect:** Any Employee (or former Employee) shall have the right to inspect all
243 contents of his/her own personnel file during regular District business hours. An AR shall, at
244 the Employee's request, accompany the Employee in this review. Upon request, a copy of any
245 document contained in the Employee's file shall be given to the Employee at Employee expense.
246
- 247 2. **Placement of Materials:** Employees shall be given a copy of any material that is placed in
248 their personnel file at the time it is so placed. Employees shall be given an opportunity to attach
249 written comments.
250
- 251 3. **Location:** The District shall maintain the Employee's personnel file at the District Office. No
252 duplicate personnel file shall be kept anywhere in the District.
253
- 254 4. **Removal of Materials:** After seven years the District may remove and destroy employee's
255 evaluation reports. After three years, upon request of the employee, the District shall remove
256 and destroy any adverse materials (excluding evaluation reports) provided there has been no
257 related disciplinary action or evidence of a violation of State or Federal law.
258

259 **Section D. Just Cause**

- 260 1. **Cause:** No Employee shall be disciplined or have his/her employment terminated without
261 cause.
262
- 263 2. **Written Grounds:** The specific grounds forming the basis for disciplinary actions shall be
264 made available to the Employee in writing at the time discipline action is taken.
265

- 266 3. **Hearings:** Employees shall have the right to a fair hearing and confrontation of witnesses.
267
- 268 4. **Association Representation:** Employees shall be entitled to, and may request, Association
269 representation at any hearing, meeting, or conference involving the Employee regarding
270 disciplinary actions or the investigation thereof at which the Employee is present. When a
271 request for such representation is made, no action shall be taken with respect to the Employee
272 until such representative of the Association is present. In the event a disciplinary action is to
273 be taken, the employee shall be advised of the right to representation in writing under this
274 provision prior to the action being taken. Such notification shall be by Appendix C which is
275 part of this agreement.
276
- 277 5. **Progressive Discipline:** The District agrees to follow a policy of progressive discipline and
278 any disciplinary action taken against an Employee shall be appropriate to the behavior which
279 precipitates said action.
- 280 1. Verbal warning (with written acknowledgement)
 - 281 2. Written warning
 - 282 3. Suspension
 - 283 4. Termination
- 284
- 285 It may be necessary to go to step 3 or 4 depending on the severity of the offense
286
- 287 6. **Privacy and Confidentiality:** Any criticism of an employee by any supervisor, administrator
288 or director of the District and all disciplinary actions shall be made in private and in confidence
289 and never in the presence of students, parents, other employees, or at public gathering, except
290 for meetings where the employee requests representation attend the meeting.
291
- 292 7. **Complaints Against Employees:** Any signed formal complaint against an Employee that may
293 lead to disciplinary action shall be called to the attention of the Employee within ten (10)
294 working days of the receipt of the complaint and promptly investigated (except in cases
295 involving criminal investigation). No formal complaint against an employee may be used in a
296 disciplinary action against that employee unless a signed copy of the complaint was given to
297 the employee within ten (10) working days of the receipt of the complaint.
298

299 **Section E. Assignment, Transfer, and Vacancies**

300 When a classified position becomes open, the District shall post such position in all work sites, for a
301 period of no less than five (5) days. Said posting shall contain the following:
302

- 303 a. Classification
 - 304 b. Initial location of work
 - 305 c. Expected starting date
 - 306 d. Rate of pay, both probationary wage and actual wage
 - 307 e. Anticipated hours per day
 - 308 f. Job description
- 309

310 Current Employees who apply for and meet the minimum qualifications for the position as on the job
311 posting will receive an interview. After the interview of current employees and if no current employees
312 are acceptable the job can be advertised outside the District. Any current employee who is not hired
313 into a position will be told in writing as to the reasons they were not acceptable. All employees shall
314 be given an opportunity to apply. In the event qualifications of applicants are substantially equal
315 preference shall be given to senior current Employees.

316
317 **Training:** There shall be a training/trial period for employees who move from one
318 position/classification to another, when there is an opening and employee meets basic qualifications
319 for the new position/classification. There shall be a reasonable period for an employee to learn the
320 position (i.e. 30 days). There may be a need for management assistance during training/trial period. If
321 an employee does not do acceptable work during this period, the employee shall be returned to former
322 position (or comparable) without loss of seniority in previous position.

323 324 **Section F. Hiring Probation**

325 All new hires shall be on probation for the first three hundred twenty (320) hours of actual work on the
326 job. The District shall evaluate such probationary Employee at least once during such probation (more
327 often at District option). The evaluations shall set out Employee strengths and areas needing
328 improvement, if any, along with written recommendations for improvement, if needed, and
329 recommendations concerning continued employment. The District may terminate at will during the
330 probation period.

331
332 Upon successful completion of the probationary period by the Employee, the District shall place the
333 Employee on the seniority list, beginning from the Board approved date of hire. (Actual date the
334 supervisor determines as their date of hire.)

335 336 **Section G. Seniority**

- 337 1. **Establishment of District Seniority Date:** Each Employee's Board approved date of hire as a
338 regular Employee shall be established as his/her "District seniority date".
339
- 340 2. **Loss of District Seniority:** The District Seniority rights of Employees shall be lost upon
341 resignation, discharge, or retirement.
342
- 343 3. **District-Wide Seniority Rights:** The District shall grant employees with District-Wide
344 seniority preference in lay-offs, pursuant to the Article V of this Agreement. If the District
345 determines that seniority rights should not govern because a junior Employee possesses
346 qualifications substantially greater than a senior Employee(s), the District shall set forth in
347 writing to the Employee(s) and the President its reasons why the senior Employee(s) have been
348 by-passed.
349
- 350 4. **Establishment of Classification Seniority Date:** Each Employee's Board approved date of
351 hire or transfer into a job classification (as set out in the recognition provision of this
352 Agreement) shall be established as his/her "classification seniority date".
353
- 354 5. **Loss of Classification Seniority:** The Classification Seniority of Employees shall be lost

355 upon resignation, discharge, or retirement; or shall also be lost one (1) year after the Employee
356 changes job classifications within the bargaining unit. This period will be extended to two (2)
357 years if the Employee is involuntarily transferred to a new classification by the District.
358

- 359 6. **Classification Seniority Rights:** The District shall grant Employees with classification
360 seniority preference in RIF (pursuant to the RIF Article of this Agreement) and for new or open
361 positions, provided that their qualifications are substantially equal to junior Employees. If the
362 District determines that seniority rights should not govern because a junior Employee possesses
363 qualifications substantially greater than a senior Employee(s), the District shall set forth in
364 writing to the Employee(s) and the President or Co-Presidents its reasons why the senior
365 Employee(s) have been by-passed.
366
- 367 7. **Bars to Loss of Seniority:** Neither the District nor the classification seniority of an Employee
368 shall be lost for the following reasons:
- 369 a. Time lost by reasons of industrial accident, industrial illness, or jury duty;
 - 370 b. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
371 United States, exclusive of an Employee who enters the service voluntarily except
372 during a declared national emergency.
 - 373 c. Time spent on other authorized leaves of absence, not to exceed one (1) year; or
 - 374 d. Time spent on layoff status due to RIF. In cases of layoff, said Employee's seniority
375 shall terminate after twenty-four (24) consecutive months on layoff.
 - 376 e. An employee will not lose any Classification seniority because of a District transfer to
377 another classification.
- 378
379

380 **Section H. Employee Protection**

- 381 1. **District Insurance:** The District shall provide such insurance for the protection of Employees
382 as is required by RCW 28A.400.370 and upon renewal will provide employees with a written
383 summary of the coverage they have under the provisions of District insurance policies. The
384 District shall notify the President/Co-Presidents, of any changes in insurance coverage.
385
- 386 2. **Threats:** Any employee who is threatened with physical harm by any person or group while
387 carrying out assigned duties shall immediately notify their immediate supervisor i.e. (building
388 administrator or Director for Maintenance, Grounds, and Transportation or Superintendent)
389 and, if necessary, the appropriate law enforcement authority. This includes online threats, or
390 any threatening communication through electronic text, photos, or videos. Immediate steps
391 shall be taken by the Superintendent in cooperation with the Employee to provide for the
392 Employee's safety. Steps may include notifying law enforcement, providing legal counsel,
393 and/or other earnest efforts to rectify the situation. Within ten (10) working days the
394 Superintendent or designee will notify the Employee and the President of the Association of
395 the steps taken by the District.
396
- 397 3. **Absence Due to Attack or Injury on the Job:** Whenever an Employee is absent from
398 employment and unable to perform his/her duties as a result of personal injury sustained in the
399 course of his/her employment, including any injury sustained as a result of physical attack,
400 he/she shall be paid his/her full salary, with no deductions from sick leave for the period of

401 his/her absence, less the amount of any workers compensation award made for disability due to
402 said injury.

403
404 The District shall supplement any workers compensation payment for up to ten (10) days so
405 that the Employee shall suffer no loss of pay or sick leave for such period of time. After the
406 first ten (10) days of absence under this provision, use of any accumulated sick leave shall begin
407 for make up pay not covered by workers compensation.
408

- 409 4. **Job Function:** Employees shall not be requested or required to perform any duty requiring a
410 teaching certificate such as initial instruction, preparation of lesson plans, assignment of grades,
411 evaluation for entry or exit of academic programs, and preparation of assessments.
412
- 413 5. **Health and Safety:** The District and Employees shall work together to provide a safe and
414 healthful working environment for all Employees and students. Employees shall not be required
415 to work under unsafe or hazardous conditions or to perform tasks which endanger their health,
416 safety, or well-being. Employees shall be responsible for informing their supervisors of known
417 unsafe or unhealthy conditions in the workplace. In the event a building has been deemed
418 unsafe for occupancy by either the Administration or School Board, a meeting will be held
419 between the Administration and the Association to discuss the plans for a safe re-occupancy
420 prior to the building being reopened.
421
- 422 6. **Self-Protection:** Employees may use reasonable measures with a student, patron, or other
423 person as is necessary to protect his/herself, a fellow teacher, an administrator or a student from
424 attack, physical abuse or injury, or to prevent damage to District property.
425
- 426 7. **Medication:** No Employee shall be requested or required to dispense or administer medication,
427 or medical practices on students, without proper (documented) training. The administration of
428 medication shall be included in job descriptions of any Employees required to perform such
429 services. Uninterrupted time to administer said medical responsibilities will be scheduled in
430 such a way that it is set aside from any of the employee's other regular duties.
431
- 432 8. **Personal Property:** The District shall reimburse Employees for replacement of property
433 damaged, destroyed, or stolen during the course of their employment; provided such property
434 was required for the Employee to perform their duties and their supervisor has approved, in
435 writing, bringing the property.
436
- 437 9. **Child Abuse Reports:** The District shall hold Employees responsible for reporting alleged
438 child abuses to the District assigned intake person who will support, and assist the employee as
439 necessary. The District shall provide legal services to such employees as is proper and
440 necessary.
441
- 442 10. **Building Supervision:** Employees shall be responsible and accountable only for those duties
443 in their job descriptions during the absence of their principal. (This provision excludes the "and
444 other duties as assigned" provision of job descriptions.)

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- 11. **Student Discipline:** The District shall support and assist Employees with the control and discipline of students in the Employee's assigned work area.
- 12. **Physical Abuse by Students:** The District shall remove a student from a classroom or other area when they cause significant injury to an employee as noted on the accident report. This student, his/her parent(s), and the Principal will confer and a corrective action plan will then be developed. The injured employee will be advised of the action plan prior to working with the student. All employees will be notified of potentially dangerous students.
- 13. **Notification:** Employees will be notified whenever a student has demonstrated aggressive behavior, or when a student with known behavior issues enters the District. The IEPs of students must be shared with all employees who work around or with that student.

Section I. Job Descriptions

Job Descriptions for positions covered by this Agreement shall be issued to each Employee. A joint committee consisting of two (2) administrators and three (3) Association members shall be established, upon request by the District or the Association, for the purpose of reviewing and recommending changes in employee job descriptions.

Section J. Privacy

- 1. **Personal Lives:** The private and personal life of any Employee is not within the appropriate concern or attention of the District, except to the extent that the job performance of such Employee is impaired, or is contrary to law.
- 2. **Information:** The District shall not provide personal information concerning Employees, including names, addresses, phone numbers, etc. to any person not required by law, or to any commercial or charitable organization without specific Employee or Association approval, or as may be specifically required by this Agreement.

Section K. Harassment

The District shall investigate and take appropriate disciplinary action when an Employee complains that he/she has been harassed (including sexual harassment). Following District investigation, the District shall give the Employee and the President/Co-Presidents a written report, which shall include findings and recommendations.

For purposes of this Agreement the term "harass" or "harassment" shall mean the use of words, gestures or actions, which tend to offend, annoy, alarm, or verbally abuse another person.

Section L. New Employee Information

The first day of employment with the District shall include an orientation and tour of the District to provide the employee with all necessary information on the District's policies and procedures.

Section M. Access to Information

489 Employees who are working with students with IEP's or 504 plans will have access to pertinent
490 information in regards to areas of the plans that directly involve them within the limitations of the
491 law.

492
493 **Section N. Letter of Assurance**

494
495 Employees that will be retained for the next school year will receive a "Letter of Assurance" prior to
496 the last day of school.

497
498
499 **ARTICLE IV. EMPLOYEE EVALUATION**

500 **Section A. Purpose**

- 501 1. The purpose of the evaluation is to improve your job performance, skill and expertise through
502 a systematic and constructive evaluation system this is based on the premise that all employees
503 have a commitment and responsibility to continued improvement in their performance
504 2. The purpose of the self-assessment is to allow the Employee to be reflective and continue to
505 improve their performance. The self-assessment in Appendix E is to be completed in the first 2
506 weeks of school. The Employee is then to meet with their evaluator to discuss the self-
507 assessment. The self-assessment is not to be used as a performance tool.

508
509 **Section B. Job Descriptions**

510 All evaluations shall be based upon that Employee's performance of his/her job description and shall
511 use the Classified Employee Performance Evaluation form in Appendix E. Should an Employee receive
512 an overall unsatisfactory on his/her evaluation, said employee shall enter into a Personal Growth Plan
513 with the Administration. Such a plan will be developed with input from the employee and a
514 representative from the Association, should the employee so choose. Should agreement not be reached
515 on the content of the Personal Growth Plan the Administration and the Association will agree to the
516 selection of a third party to determine the content of the Personal Growth Plan. The Personal Growth
517 Plan must include, but is not limited to, the following:

- 518 1. Specific written recommendations for improvement.
519 2. The length of probation.
520 3. Weekly meetings between the employee (and the Association representative if the
521 employee so chooses) and the supervisor to monitor progress.

522
523 **Section C. Notice**

524 Prior to any evaluation the evaluator shall go over the evaluation form and procedure with each
525 Employee in order to bring about a mutual understanding of each Employee's duties and evaluation
526 process and procedure.

527
528 **Section D. Frequency**

529 Each Employee shall be evaluated in writing at least annually, prior to April 30.

530
531 **Section E. Evaluators**

532 Each Employee shall be evaluated by a school District administrator. No employee shall be required

533 to evaluate other Employees. Lead workers and supervisors may however, be requested by the
534 evaluator to give input into the evaluation of Employees in their respective departments.
535

536 **Section F. Copy of the Reports**

537 Employees shall be given a copy of the evaluation report, including all appropriate attachments, within
538 five (5) days of signing the report.
539

540 **Section G. Signatures Required**

541 Both the evaluator and the Employee shall sign and date the evaluation report. The signature of the
542 Employee shall indicate only that he/she has read and received a copy of the report. It shall not mean
543 that the Employee necessarily agrees with the report. No Employee shall be required to sign a blank
544 or incomplete evaluation form.
545

546 **Section H. Open Observations**

547 All monitoring or observing of Employees for evaluation purposes shall be conducted openly and with
548 full knowledge of the Employee without the use of eavesdropping, electronic, or mechanical
549 surveillance devices.
550

551 **Section I. Rebuttals**

552 Any Employee may write additions or rebuttals to any observation or evaluation report and have such
553 comments attached to and made a part of his/her evaluation file.
554

555 **Section J. Review of Evaluation Instrument**

556 Upon request of the Association or the District, The Parties shall convene a joint committee made up
557 of three (3) employees selected by the Association and two (2) administrators selected by the
558 Superintendent. The purpose of this committee shall be to determine if modifications of the employee
559 evaluation instrument are desirable, and if so, what those modifications should be. Any proposed
560 change shall conform to the evaluation section of the Agreement and shall be recommended to the
561 Board and Association for ratification. Should such changes be recommended and ratified, this
562 Agreement shall be modified accordingly.
563

564 **Section K. Professional Growth Plan**

565 Employee(s) shall have the opportunity to start a professional growth plan, which will be established
566 between the Employee(s) and a member of the Administration.
567

568
569 **ARTICLE V. LAYOFF AND RECALL**

570 **Section A. Definition**

- 571 1. The term "**layoff**", as used in this article shall mean action by the Board reducing the number
572 of Employees in the bargaining unit.
573
- 574 2. The term "**seniority**", as used in this Article is defined in Article III, Section G.
575

576 **Section B. Retained Positions**

577 In the event that a layoff becomes necessary, the District shall first determine which positions shall be
578 retained and shall retain the senior Employee capable of filling such positions with reference to Article
579 III. Section G.

580
581 All retained Employees may be reassigned by the District to fill essential vacancies. The annual
582 evaluation of Employees so affected shall bear the notation that the assignment upon which they are
583 being evaluated is an assignment outside of regular job classification.

584
585 **Section C. Layoff**

586 Should it become necessary to reduce the number of employees, layoffs will occur by whole persons,
587 whenever the District determines that whole person layoffs will meet the needs of the District.

588 Employees who are to be laid off shall be given advance written notice as soon as possible, but in no
589 event shall such notice be less than twenty (20) days.

590
591 **Section D. Re-Employment Pool**

592 Employees who are laid off shall be placed in a re-employment pool for two (2) years.

593
594 **Section E. Recall**

595 No positions which have been RIF'ed shall be filled with a substitute, either short-term or long-term,
596 except where necessary to cover during the hiring process.

597
598 Positions eligible for recall shall be posted first for in-district bargaining unit members. Once positions
599 have been filled based on seniority and qualifications, remaining positions shall be eligible for recall
600 from the recall pool.

601 Recall shall be based first upon qualifications relating to the District position to be filled. The second
602 consideration shall be seniority. The District shall give written notice of recall from layoff by sending
603 a certified return receipt letter to the recalled Employee at his/her last known address. If the Employee
604 does not respond within ten (10) days of such notice of recall, the Employee shall forfeit right of recall.
605 The Employee's address, as it appears on District records, shall be conclusive when used in connection
606 with layoffs, recall, or other notice to Employees. Employees are responsible for keeping such address
607 record current.

608
609 **Section F. Continuing Benefits**

610 While in the re-employment pool, an Employee may continue in the District fringe benefit programs
611 for which they are legally qualified. Such continuance shall be at Employee expense. Payment to
612 insurance carriers must be made by the first (1st) of each month.

613
614 **Section G. Miscellaneous**

615 1. **Benefits Upon Return:** Upon return to active employment, Employees shall be returned to
616 their former status, without loss of benefits.

617
618 2. **Re-Assignment:** An Employee who is laid off in his/her classification shall be considered for
619 retention in his/her other job classifications within which he/she had seniority.

620

- 621 3. **Displacement:** No Employee shall be "displaced" by school Employees who are not a part of
622 the bargaining unit.
623
- 624 4. **Assignment:** In no event may the District hire a new Employee from outside the Re-
625 employment Pool while there are Employees remaining in the Re-employment Pool who are
626 qualified for a vacant or newly created position.
627
- 628 5. **Re-Assignment Considerations:** Employees having additional skills, qualifications, and/or
629 factors they wish to have considered related to a possible re-assignment may report such, in
630 writing to the Superintendent.
631
632

633 **ARTICLE VI. LEAVES**
634

635 **Section A. Illness, Injury, and Disability (Sick) Leave**

- 636 1. **Accumulation:** Each full time (2080 hour) Employee shall be credited with twelve (12) days
637 of Illness, Injury, and Disability Leave annually (accumulated on a month by month basis),
638 which shall be referred to hereafter as "sick leave".
639 Employees who are less than full time shall receive a prorated portion of such leave. Unused
640 sick leave shall accumulate to the maximum allowed by law.
641
- 642 2. **Documentation:** Employees who are absent four (4) or more consecutive days may be required
643 to furnish a doctor's statement to document their illness.
644
- 645 3. **Use:** Employees may use accumulated sick leave as set out below; provided that upon
646 agreement of the Superintendent, employees may borrow sick leave against anticipated future
647 accumulations.
648
- 649 a. **Personal Illness, Injury, or Disability:** The District shall grant sick leave to an
650 Employee when the Employee is unable to perform duties because of personal illness,
651 injury, or disability. Such leave may also be granted for medical, dental, or ocular
652 appointments when absence within working hours is authorized. In emergencies such
653 advance approval shall not be required.
654
- 655 b. **Maternity:** The District shall grant sick leave for pregnancy, childbirth and related
656 temporary disability to Employees, to the extent the Employee's physician certifies the
657 Employee's temporary disability.
658
- 659 Employees requesting maternity leave shall notify the District as early as possible prior
660 to the beginning of the leave and shall indicate the expected date of return at the time
661 the leave is requested. Employees shall advise the District of the exact date of return as
662 soon as that date is known to the Employee.
663
- 664 c. **Family Illness:** The District shall grant sick leave to Employees in the event of illness,

665 injury, or disability within the immediate family of the Employee. For purposes of this
666 provision, the term "immediate family" shall mean spouse, parent, child, grandchild,
667 grandparent, sibling, other close relatives by blood or marriage, or any person who is a
668 dependent of the Employee. The superintendent may require verification of family
669 members.
670

671 d. **Emergency:** The District shall grant sick leave to Employees in the event the Employee
672 has an emergency, defined as, a problem that has been suddenly precipitated or is
673 unplanned; or where pre-planning could not relieve the necessity for the Employee's
674 absence.
675

676 e. **Accounting:** In the event a fraction of a day is used by an Employee for sick leave, the
677 charge to the Employee's account shall be the actual amount of time absent from work
678 rounded to the quarter hour (15 minutes). Seven (7) minutes or less will be rounded to
679 zero (0) minutes and eight (8) minutes or more will be rounded to fifteen (15) minutes.
680

681 4. **Sick Leave Exhaustion:** In the event an Employee's accumulated sick leave is exhausted, but
682 more sick leave is required by the Employee pursuant to the provisions set out above, the
683 Employee may request and the District shall grant a leave without pay for the period of time
684 needed to work or the end of the school year, whichever is sooner. The Employee shall advise
685 the District of the expected duration of the leave at the time of request for the leave.
686

687 5. **Death or Retirement Sick Leave Buy-Back Option:** At the time of separation from District
688 employment due to retirement (as recognized by (PERS or SERS), whether or not the Employee
689 was a participating member of the system) or death, an Employee or his/her estate shall receive
690 pay for accumulated but unused sick leave up to a maximum of one-hundred-eighty (180) days
691 at a rate equal to one day's per diem pay for each four (4) full days accrued leave for illness or
692 injury.
693

694 The monies paid pursuant to this provision shall not be included for the purpose of computing
695 a retirement allowance under any public retirement system in the State, and shall be in
696 accordance with the rules and regulations.
697

698 6. **Annual Sick Leave Buy-Back Option:** In February of the year following any year in which a
699 minimum of sixty (60) days of leave for illness or injury is accrued, and each February
700 thereafter, any eligible Employee may exercise an option to receive pay for unused sick leave
701 accumulated in the previous year at a rate equal to one (1) day's pay of each four (4) full days
702 of accrued sick leave in excess of sixty (60) days. Leave for illness or injury for which
703 compensation has been received shall be deducted from accrued sick leave at the rate of four
704 (4) days for every one (1) day's pay.
705

706 7. **Notice:** When an Employee is absent he/she shall give notice to his/her supervisor not later
707 than 1 1/2 hours prior to regular scheduled working hours of the first day of the absence. If the
708 absence is to be for consecutive days, the District shall be notified of the probable date of return.

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Section B. Personal Leave

1. The District shall grant Employees up to two (2) days of personal leave with pay and one (1) day for which the Employee shall reimburse the District for the cost of substitute pay, if a substitute is actually hired by the District. Notice of intent to use such leave shall be given by Employees in advance of the leave as much as is reasonably possible. In the event an Employee requires use of more than three (3) days of personal leave per year, he/she shall make a request for such leave to the Superintendent who may grant such leave to the Employee at a cost to the Employee equal to the actual substitute salary cost to the District. Personal leave may not be used for the first or last day of the school year.
2. Longevity – Employees with five (5) or more consecutive years of employment with the Soap Lake School District will be granted one (1) additional day of personal leave. For every five (5) years thereafter employees will be granted one (1) additional day of personal leave.
3. Two (2) personal leave days may be carried over from year to year.
4. Unused personal leave may be cashed out at the end of each year at the substitute rate.

Section C. Judicial Leave

In the event an Employee is summoned to serve as a juror, appear as a witness in court, or is named as a co-defendant with the District, such Employee shall receive a normal day's pay for each day of required presence in court; provided, however, that any compensation received for such service shall be paid to the District, minus actual expenses. Such repayment shall not exceed the Employee's normal daily pay less bona fide expenses. In the event that an Employee is a Party to a court action, such Employee may use personal leave, vacation, or request an unpaid leave of absence.

Section D. Bereavement Leave

The District shall grant each Employee a maximum of five (5) days leave with pay per incident for absence caused by death or serious illness in the Employee's immediate family. The term "immediate family" shall mean spouse, parent, child, sibling, grandchild, grandparent, other close relatives by blood or marriage, or any person who is a dependent of the Employee and other upon approval of the Superintendent. Bereavement leave shall not be deducted from sick leave and is non-accumulative. Employees shall provide the Superintendent as much notice as is practicable under the circumstances.

The District shall grant Employees up to one (1) day of bereavement leave with pay in the event of the death of friends, students, or colleagues of the Employee. Additional bereavement shall be granted as emergency leave.

Section E. Long Term Leave of Absence

The District may grant any Employee an unpaid long term leave of absence for up to one (1) year for study, travel, medical, or other mutually agreed to reason(s). Employees granted such a leave shall be permitted to stay in the District insurance programs at their own expense (carriers permitting), shall not gain or lose seniority or other benefits, but shall not be granted advancement credit on the salary

753 schedule for the period of the leave. Upon return from such leave, the Employee shall be entitled to
754 the same position or a position substantially equivalent to the position held prior to the leave provided
755 such position is available.

756
757 **Section F. Child Rearing Leave**

758 The District shall grant an unpaid child rearing leave of up to one (1) year to any Employee for the
759 purpose of rearing a natural or adopted child. In the event of adoption, such leave may include time
760 for court legal procedures, home study and evaluation, and required home visitations by the adoption
761 agent not possible to schedule outside of the regular working hours. An Employee returning from such
762 leave shall be placed in the position last held or in a similar position in the District.

763
764 **Section G. Adoption Leave**

765 The District shall grant up to five (5) days per year of adoption leave from accumulated sick leave upon
766 written application by a parent in order to complete the adoption process. Such leave may be used for
767 court legal procedures, home study and evaluation, and required home visitations by the adoption agent
768 not possible outside of the regular working hours.

769
770 **Section H. Military Leave**

771 The District shall grant military leave to any Employee who is called into active duty, extended or
772 temporary, as a member of the Armed Forces of the United States in accordance with law.

773
774 **Section I. District Approved Leaves**

775 From time to time, Employees may seek to attend professional meetings, workshops, or in-service
776 functions in an effort to update or improve their value to the District. At times, such attendance may
777 be requested by the District. Such absence shall be termed "District Approved Leave". In addition to
778 full pay allowances, Employees may be reimbursed for normal costs paid for meals, lodging, mileage,
779 and registration. All District approved leaves must have prior approval of the Superintendent.

780
781 **Section J. Benefit Accumulation While on Leave**

782 Each Employee shall retain accrued sick leave, vacation rights, and seniority rights while on leave of
783 absence. However, vacation credits, seniority rights, and sick leave shall not accumulate while the
784 Employee is on leave of absence.

785
786 **Section K. Family Medical Leave Act (FMLA)**

787 **1. Leave of Absence:** A leave of absence under the provisions of the Family and Medical Leave
788 Act (FMLA) (1993), may be granted upon request for: the employee's own serious health
789 condition; the serious health condition of employee's family member; caring for newborn, or
790 newly placed adopted child or foster child. The District has the right to confirm that there is a
791 bona fide medical condition for which FMLA leave would be eligible.

792
793 **2. Eligibility for Leave:** All contracted employees shall be eligible to request FMLA leave
794 provided that in the previous year they were at least a fifty percent (50%) employee (720
795 hours). Part-time employees who have established eligibility as stated above shall be granted
796 FMLA leave proportional to their contracted employment.

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- a. **Duration:** Leaves of this type shall be granted for up to twelve (12) workweeks within the employees contracted work year.
 - b. **Job Protection:** Any employee returning from FMLA leave within or at the end of the twelve (12) week period shall be returned to the position from which they left; however, if the position no longer exists, then they shall be placed in as nearly comparable position as possible. The employee’s seniority shall be maintained while on FMLA. However, the District is not required to maintain a budgeted position (such as in the case of budgetary crisis) nor to create a position for the employee. If the employee is laid off for a budgetary crisis upon return from FMLA leave, they will be recalled using the procedure outlined in *Article V - Layoff and Recall*.
 - c. **Health Benefits:** The employee on FMLA leave of absence shall continue to have their own health benefits maintained by the District for the twelve (12) workweeks allowed by FMLA, but the employee must continue to pay their remaining portion of the benefit during the leave.
- 3. **Use of Accumulated Paid Leave:** The employee shall first use all paid leaves prior to going on unpaid leave. Paid leave includes; sick leave, personal leave, unscheduled vacation leave, and any other accumulated leave.
 - 4. **Consecutive Use of Sick Leave and Family and Medical Leave:**
 - a. As per Washington State Family Leave Act (1997), the use of FMLA is in addition to any leave for sickness or temporary disability caused by pregnancy or childbirth. This means an employee can take sick leave for the actual time she is sick or temporarily disabled because of pregnancy and childbirth and then can take twelve (12) weeks FMLA during the contracted year because of the birth of a child.
 - b. Consecutive use of sick leave in the case of catastrophic illness or injury shall be at the discretion of the Board of Directors.
 - 5. **Notice to District:** Except in case of emergency, the employee shall give at least two (2) weeks’ written notice to the Superintendent of the intent to take FMLA and shall indicate their intent to use paid and/or unpaid days.
 - 6. **Return to Work Date:** Written notice to the District should include, to the extent possible, an unexpected date of return to work.

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ARTICLE VII. FISCAL MATTERS

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Section A. Wages

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- 1. **Schedule:** Wages shall be as set out in the schedule which is attached to and made a part of this Agreement as Appendix A.
 - 2. **Increases in Wages:** Wage adjustments shall be granted September 1, of each year and shall

841 equal the percent of adjustment of classified Employees appropriated and paid by the State.
842 This increase includes both salary increases as well as Cost of Living Adjustments (COLA) or
843 Implicit Price Deflator (IPD) adjustments.
844

- 845 3. **Payment:** Payment for wages shall be prorated over twelve (12) monthly paychecks.
846 Paychecks shall be issued on the last business day of each month. This payment will be direct
847 deposited into the Employee's bank account. The rate(s) of pay and the hours worked at each
848 rate of pay will be detailed on the employee's welcome letter.
849
- 850 4. **Severance:** All compensation owed, including vacation, and compensatory pay to an Employee
851 who is leaving the District shall, upon request, be paid in the next regular pay check.
852
- 853 5. **Errors in Computation:** Errors in computation related to salary and/or fringe benefits shall
854 be brought to the attention of the Employee or Employer as soon as discovered. An employee
855 will be notified of any adjustments to his/her timesheet prior to the respective payday. In the
856 event of an underpayment the District will pay the amount owed to the Employee in his/her
857 next paycheck, when the error is presented by the 5th of the month. In the event of an
858 overpayment, the District and the Employee shall work out a mutually agreeable plan for
859 payback.
860
- 861 6. **Probation Wage:** An employee shall be paid probation wage their first 320 hours of
862 employment with the District. Probation wage will not apply once the 320 hours have been
863 satisfied, even if the employee changes job classification. The District will notify an employee
864 in writing of his/her new wage when he/she satisfy his/her probation period.
865

866 **Section B. Bus Drivers**

867 Regular Employees shall not be permitted to substitute bus drivers at times that conflict with their
868 student related responsibilities.

- 869 1. **Normal Shifts:** The District Supervisor of Transportation shall set shifts within the
870 Transportation unit according to routes and time requirements. These shifts will be developed
871 so the driving times will be as close to one and one half (1 ½) hours as possible. These routes
872 will also be equal as possible. Employees will bid on these route assignments according to
873 seniority. In the event there is less than thirty (30) minutes layover time between assignments,
874 an Employee's shift shall continue uninterrupted for such layover time. In addition, the
875 District shall pay drivers for thirty (30) minutes per route for the purpose of bus warm-up,
876 cleanup, and safety check, etc. This thirty (30) minutes is broken down as fifteen (15) minutes
877 for pre-trip inspection/warm-up and fifteen (15) minutes for post-trip inspection/cleanup each
878 route. Drivers will timesheet extra drive time, beyond their normal two (2) hour shift, required
879 to complete their routes due to adverse or unusual route conditions. A normal shift includes
880 routes that occur two (2) or more times a week,
881

882 When a bus driver deems that students on a particular bus route are causing a dangerous or
883 unacceptable condition he/she may request that a camera be placed on that bus to monitor the
884 situation. When warranted, a camera will be placed on the bus and the recording will be

885 reviewed by the District to see if additional action is necessary.
886

887 **2. Extra Trips:**

- 888 a. The term "**Extra trips**" shall mean an assignment in addition to a regular route. The
889 term "**extra trips**" shall also apply to any assignment in which a driver takes a vehicle
890 out of the District which involves the transportation of ten (10) or more students.
891
- 892 b. **Pay Schedule:** Drivers for Extracurricular bus trips shall be paid according to the
893 schedule that is attached to and made a part of this Agreement as Appendix A.
894
- 895 c. **Posting:** Each upcoming extracurricular trip shall be posted for driver consideration as
896 early as possible. Information on the posting shall include but not necessarily be limited
897 to date of trip, estimated time of departure, estimated time of return, destination, layover
898 provisions, and type of activity.
899
- 900 d. **Expenses:** Drivers assigned to extra trips shall be reimbursed for reasonable meal
901 expenses actually incurred in accordance with District policy when an assigned trip
902 would cause the driver to miss a normal (breakfast, lunch, or dinner) meal period.
903
- 904 e. **Extra Trips:** Extra trips shall be assigned in rotation. In the event that a driver whose
905 name is at the top of the rotation list is unavailable, the Transportation Supervisor shall
906 assign the next driver on the list. Drivers who are unavailable to take their turn shall
907 forfeit their right to assignment during that rotation. If no one on the list is available,
908 then the Supervisor may assign as he/she sees fit.
909
- 910 f. **Extended Trips:** Assignment of drivers to extended trips shall be exempt from the
911 conditions of this Section. The term "**extended trip**" shall mean a trip of twenty-four
912 (24) or more hours duration. The District shall pay drivers on extended trips their regular
913 wage for all hours driven. Reimbursement for layovers and stand-by shall be according
914 to the posting.
915
- 916 g. **Stand-By:** The District shall pay drivers on trips other than their regularly assigned
917 routes 75% of their regular wage for all required stand-by time. The term "**stand-by**"
918 shall mean any time the District or its agents direct, request, or require a driver to be on
919 duty, to stand-by, to supervise, to run errands, or otherwise to use his/her time in a
920 fashion directed, requested, or required by the District or its agent. Regular wages will
921 be paid for all hours driven.
922
- 923 h. **Cancellation:** In the event an extra trip is cancelled within less than twelve (12) hours
924 of departure time drivers will be compensated at one and a half (1 1/2) hours pay.
925

926 **Section C. New Employees**

927 Upon verification of work experience by the Employee, the District shall grant longevity experience
928 credits to Employees newly hired into the District for similar or related work experience in public

929 school in the State, to the full extent permitted by law, including, but not limited to sick leave (provided
930 service between Districts is continuous) and salary placement, but not applicable to seniority, pursuant
931 to RCW.28A.400.300.

932

933 **Section D. Insurance Benefits**

934 1. **Amount of Contribution:** The District shall provide the maximum insurance contribution on
935 a pooled basis, in accordance by law as funded by SPI and the State of Washington. Beginning
936 September 1, 2006, The District shall also pay for each employee's pro-ration of the Health
937 Care Authority Carve- out.

938

939 2. **Part-Time Employees:** All part-time Employees employed one-half (1/2) time or more (180
940 days x 4 hrs/day=720 hrs per year) shall receive prorated benefits, which may be used only in
941 accordance with the provisions of this section and law.

942

943 3. **Pooling:** To gain maximum utilization of the contribution, all insurance monies shall be placed
944 in an insurance pool (hereinafter "the pool"), which shall be used to pay premiums and reduce
945 or eliminate payroll deductions for Employees for medical, dental, and vision plans.

946

947 4. **Dental Coverage:** The premiums for dental shall be deducted first from the pool. Dental
948 coverage shall be supplied by Washington Dental Service Plan or Willamette Dental (family
949 plans, including orthodontics).

950

951 5. **Vision:** The premiums for vision coverage shall be deducted second from the pool.

952

953 6. **Medical:** The premiums for medical shall be deducted third from the pool.

954

955 7. **Distribution of Remaining Pool Money:** In the event that any money remains in the pool after
956 payments for dental, vision, and medical have been made, such money shall be divided equally
957 among Employees, prorated according to full-time equivalency, for purchase of additional
958 insurance coverage as permitted by law.

959

960 8. **Employee Contribution:** In the event that the pool does not cover all the cost of dental, vision,
961 and medical premiums, the District shall deduct the deficit from the paychecks of those
962 Employees whose costs exceed available pool monies.

963

964 9. **Double Coverage Bar:** The contribution toward medical insurance does not provide for
965 "double coverage" for husband/wife/children where both are employed by the District. If such
966 Employees elect "double coverage" for themselves and/or children, they shall pay the difference
967 in premium.

968

969 10. **Changes In Coverage:** In the event an Employee's insurance status changes during the school
970 year, the Employee's coverage shall automatically be adjusted when the District is notified of
971 such change.

972

- 973 11. **Selection of Plans:** Current plans shall continue in effect unless the Parties mutually agree to
 974 change, or as otherwise provided in law. The monthly premium may be used by employees to
 975 provide the programs listed below or those programs currently authorized by the review process
 976 in paragraph 13.
 977
- 978 a. WEA Select Preferred Medical Plan(s)
 - 979 b. WEA Select HMO
 - 980 c. WEA Select Dental Plan I
 - 981 d. WEA Select Vision Plan
- 982 12. **Severance:** The District shall make no insurance premium payment for any Employee who has
 983 severed his/her employment with the District.
 984
- 985 13. **Review:** The Parties shall jointly review coverage and carriers at least annually. No change in
 986 carrier or coverage shall be made without mutual determination of the Parties and/or in
 987 accordance with State Law.
 988

989 **Section E. Hours of Work**

- 990 1. **Work Week:** Paraprofessionals shall work regular number of hours during Parent-Teacher
 991 Conferences. The workweek shall consist of five (5) consecutive days. The normal workweek
 992 shall be Monday through Friday, unless mutual agreement is given by the Employee otherwise.
 993
- 994 2. **Assigned Shift:** The District shall assign each Employee to a definite shift with designated
 995 beginning and ending times. Work schedule showing the Employee's shift, work days, and
 996 hours shall be given each Employee. All shifts shall be defined to the needs of the District. The
 997 Employee's shift shall not be changed without prior notice with the Employee of at least one (1)
 998 week; provided that this notice requirement may be waived by the Employee. When an
 999 employee's schedule is adjusted so that his/her assignment or wages change, he/she will be
 1000 given written notice at least one (1) week prior to that change. This notice will include all hours
 1001 and rates of pay for that employee.
 1002
- 1003 3. **Work Day:** The full-time workday shall consist of eight and one-half (8 1/2) hours, including
 1004 a thirty (30) minute uninterrupted unpaid duty-free lunch period when Employees are free to
 1005 leave the work site as near the middle of the shift as is practicable and a fifteen (15) minute first
 1006 half and a fifteen (15) minute second half rest period. Both rest periods shall occur as near the
 1007 middle of each shift as is practicable.
 1008
- 1009 4. **Part-Time Shift Rest Period:** Employees working four (4) hours or more per day shall
 1010 receive a thirty (30) minute unpaid lunch break. Employees who work four (4) consecutive
 1011 hours shall receive a fifteen (15) minute break within those four (4) hours. Employees who's
 1012 work schedule exceeds seven (7) hours shall receive two (2) fifteen (15) minute breaks within
 1013 the workday. These breaks will be as near the middle of the work shift(s) as possible.
 1014 Worktime shall not exceed three (3) hours before a break is taken. Bus drivers on extra-
 1015 curricular trips will schedule breaks and lunch within the requirement of the trip.
 1016

- 1017 5. **Loss of Lunch Period and/or Rest Periods:** Employees required by their supervisor to work
1018 through their regular lunch periods shall be given time to eat at a time agreed upon by the
1019 Employee and his/her supervisor. In the event the District requires an Employee to forego
1020 his/her lunch period and the Employee works his/her entire shift, including the lunch period,
1021 he/she shall be compensated for the lost lunch period. The same rule shall apply to lost breaks.
1022
- 1023 6. **School Closure/Delay:** In the event of an unusual school closure or delay due to inclement
1024 weather, plant inoperation, or similar emergencies, the District shall make every effort to notify
1025 each Employee to refrain from coming to work. Employees who do not receive such notice and
1026 who report to work shall receive a minimum of two (2) hours pay at base rate in the event of
1027 such a closure; provided, however, no Employee shall be entitled to any such compensation in
1028 the event he/she has been actually notified by the District through radio announcement, phone
1029 call, actual visits, etc. The affected employee will be allowed to make up hours, thus suffer no
1030 loss of wages or benefits for closures under this section. The scheduling of these make-up hours
1031 will be consistent across the District and will be communicated to the employees in a timely
1032 manner.
1033
- 1034 7. **FLSA:** The District shall be in accordance with the Fair Labor Standards Act (FLSA).
1035

1036 **Section F. Overtime**

- 1037 1. **Control:** Overtime assignments shall be distributed as equally as possible, except in
1038 emergencies beyond the control of the District. The District shall provide Employees with as
1039 much advance notice as practicable in the assignment of overtime.
1040
- 1041 2. **Rate:** All hours worked in excess of forty (40) hours in Sunday through Saturday calendar
1042 week, shall be compensated at the rate of one and one-half (1 1/2) times the Employee's base
1043 hourly rate. The employee's hourly rate shall be calculated in accordance with the Washington
1044 State Department of Labor and Industries laws and guidelines. The District will provide detailed
1045 overtime rate information to an employee upon request.
- 1046 3. **Compensation Time:** In the event a supervisor requests that an Employee work beyond his/her
1047 specified working hours, the District shall compensate the employee at his/her regular hourly
1048 wage or compensatory time off. Compensating time off shall be granted at the mutual
1049 convenience of the District and Employee, but shall be taken within thirty (30) days. If the time
1050 off is not taken within thirty (30) days, the Employee shall receive payment for the accrued
1051 overtime. Compensatory time shall be at time and one-half (1 1/2).
1052

1053 **Section G. Classification Differential**

1054 Employees requested to work a shift regularly filled by a higher classification Employee, shall receive
1055 compensation equal to the rate in the higher classification, based upon the job classification seniority
1056 step of the replacement employee. If the Employee is in his/her first 320 hours of actual work on the
1057 job, he/she shall be paid at the probation wage for such temporary assignment.
1058

1059 **Section H. Travel Reimbursement**

1060 An Employee who is required to use his/her own vehicle as a part of his/her Employee responsibilities

(including Employees who are required to travel between buildings) shall receive travel reimbursement equal to that amount paid by the State to State Employees. Such reimbursement shall be initiated by the Employee on a Reimbursement Claim Form. Claim forms shall be submitted at the end of each school quarter, or at the end of the school year (Employee option), unless the claim amount exceeds \$25, in which case monthly claims may be submitted.

Section I. Training

Paraprofessionals shall attend in-service training offered by the District that pertains to working with staff and students when pre-approved by Administration.

Employees attending training courses required by the District shall be paid by the District at the Employee's regular rate of pay for all time in attendance.

Employees attending training courses or seminars required by the District shall suffer no loss of regular salary if the course requires them to attend during their regular employment time. Expenses incurred for training course fees and tuition shall be paid by the District. Per diem shall be paid to Employees required to attend training sessions outside the regular workday.

The District shall pay all required fees, certificates, health tests, and in-servicing required to maintain jobs. The District will provide a minimum of 6 hours annually of In-service trainings for classified personnel, in addition to 12 hours of orientation at the beginning of the school year. The in-service training hours will be completed in one day unless mutually agreed upon by the District and Association. The trainings and certifications include but are not limited to, Right Response, CPR/First Aid certification, and other trainings and certificates required by the District. An in-service committee consisting of Association members and the Administration will make training recommendations to the Superintendent.

Section J. In-District Substitutes

Current employees shall be given first opportunity for substitute positions based on availability, qualifications, seniority, and flexibility of work schedule. No employee may substitute for another employee if it requires payment of overtime. The District reserves the right to assign employees who may have less seniority or experience if an immediate or unforeseen need arises. In the event a classified employee substitutes for a teacher he/she will receive the amount a substitute teacher would receive on an hourly basis (minimum of one (1) hour).

Section K. Para Educators

Para Educator II are those Para Educators who's normal assignment is in SpED, Library, Tech Lab, or Preschool Manager. When a Paraeducator I works in a Paraeducator II position he/she will receive the Paraeducator II rate of pay for the time spent working in that position provided it is over one (1) hour per day. Any Paraeducator I who spends more than one-half (1/2) of his/her day working in a Paraeducator II position will receive the Paraeducator II rate of pay for his/her entire day.

1105 **ARTICLE VIII. HOLIDAYS AND VACATIONS**
1106

1107 **Section A. Holidays**

1108 All Employees shall receive the following paid holidays, on an FTE basis, that fall within their work
1109 year, as defined by the State of Washington:
1110

- | | |
|---------------------------------------|---------------------------|
| 1111 1. New Year's Day | 7. Veteran's Day |
| 1112 2. Martin Luther King's Birthday | 8. Thanksgiving Day |
| 1113 3. President's Day | 9. Day after Thanksgiving |
| 1114 4. Memorial Day | 10. Day before Christmas |
| 1115 5. Independence Day | 11. Christmas Day |
| 1116 6. Labor Day | |

1117
1118 All Employees shall receive pay equal to their normal work shift at their base rate in effect at the time
1119 the holiday occurs. Any Employee who is on the active payroll on the holiday and who has worked
1120 either his/her last scheduled shift preceding the holiday or his/her first scheduled shift succeeding the
1121 holiday, and is not on leave of absence, shall be eligible for pay for such un-worked holiday. An
1122 exception to this requirement shall occur if the Employee can furnish proof satisfactory to the District
1123 that because of illness he/she was unable to work on either of such shifts, and his/her absence previous
1124 to such holiday by reason of such illness has not been longer than thirty (30) regular workdays.
1125

1126 Employees who are required to work on the above-described holidays, and who are eligible for such
1127 holiday pay, shall receive twice their base rate for all hours worked on such holidays, provided that
1128 such work has prior District authorization.
1129

1130 **Section B. Vacations**

1131 All twelve (12) month Employees shall be granted vacation credit, based upon months worked during
1132 the calendar year September 1 to August 31. Such vacation shall be earned and used as designated in
1133 this Article.
1134

- 1135 1. The vacation credit to which an Employee shall be entitled shall be computed in accordance
1136 with the following rules:
1137

1138 An Employee with less than five (5) years service shall earn one (1) day vacation for each month
1139 worked, not to exceed twelve (12) days per year.
1140

1141 An Employee with more than five (5), but less than ten (10) years of service shall earn one and
1142 one-fourth (1 1/4) days vacation credit for each month worked, to total fifteen (15) days.
1143

1144 An Employee with more than ten (10) years service shall earn one and two-thirds (1 2/3) days
1145 vacation credit for each month worked, to total twenty (20) days.
1146

- 1147 2. For every regular workday from which an Employee is absent on vacation, sick leave,
1148 bereavement leave or emergency leave, the hours of the Employee's normal work shift shall be

1149 credited as if worked.
1150

- 1151 3. Eligibility for use of vacation: An Employee becomes eligible to use his/her vacation credit
1152 after reaching his/her first eligibility date. The eligibility date of an Employee newly hired or
1153 rehired after termination of employment shall occur on the anniversary date of his/her
1154 employment; provided, however, that Employees shall be eligible for benefits accruing during
1155 the first year prorated to the next July 1.
1156

1157 An Employee who works more than fifty percent (50%) of the normal work year during his/her
1158 first year of employment with the District shall be entitled to all vacation benefits. An Employee
1159 who works less than fifty (50%) of the normal work year shall become eligible for vacation
1160 benefits on the first day of the next fiscal year.
1161
1162

1163 **ARTICLE IX. GRIEVANCE PROCEDURE**

1164 **Section A. Definitions**

- 1165 1. The term "**grievant**" shall mean a bargaining unit member or group of bargaining unit
1166 members.
1167
1168 2. The term "**grievance**" shall mean a claim or complaint by a grievant that there has been a
1169 violation, misinterpretation or misapplication of any terms or provisions of this Agreement;
1170
1171 3. For purposes of this Article, the term "**Days**" shall mean Employee work days. After the last
1172 day of school and before commencement of the fall semester, the term "days" shall mean
1173 calendar days.
1174
1175

1176 **Section B. Time Limits**

- 1177 1. **Grievant:** If the grievant fails to file or appeal according to these timelines, the grievance may
1178 not be further pursued and shall be resolved according to the last formal response.
1179
1180 2. **District:** In the event the District or its agents fail to meet a timeline, the grievant may proceed
1181 to the next step of the procedure.
1182
1183 3. **Strict Adherence:** The specified time limits shall be strictly observed but may be extended by
1184 mutual concurrence of the Parties.
1185

1186 **Section C. Rights to Representation**

- 1187 1. **With an AR:** A grievant shall have the right to be accompanied by an AR at all steps of the
1188 grievance procedure.
1189
1190 2. **Self Representation:** In the event a grievant elects to file and proceed without Association
1191 representation, he/she may do so through the first two (2) steps of the procedure only, provided
1192 that the Association is present at every meeting or conference in order to protect its contract

1193 rights, and further provided that copies of the grievance, appeals, and responses are given to the
1194 President in a timely fashion.

- 1195
1196 3. **Outside Representation Bar:** No grievance may be processed with a grievant having
1197 representation other than him/herself or the Association.
1198

1199 **Section D. Complaints**

1200 Nothing contained herein shall be construed as limiting the right of any Employee having a complaint
1201 to discuss the matter through administrative channels and to have the problem adjusted without the
1202 intervention of the Association, as long as the Association is notified in writing of the disposition of
1203 the matter and such disposition is not inconsistent with the terms of this Agreement.
1204

1205 Employees may also be accompanied by an AR for representation purposes when pursuing a complaint.
1206

1207 **Section E. Procedure**

1208 Prior to a formal grievance, send the original signed grievance to the Association President/Co-
1209 Presidents and one (1) copy to the Grievance Committee. Keep one (1) copy. Use a District Complaint
1210 form for any complaint, which is not contractual. Grievances shall be processed in the following
1211 manner:
1212

1213 **STEP 1. Supervisor**

1214 The Parties encourage Employees and their supervisors to attempt to resolve problems through free and
1215 informal communications prior to filing formal grievances.
1216

1217 Within twenty (20) days of the occurrence, or of the grievant's knowledge of the occurrence, the formal
1218 grievance shall be presented in writing to the Employee's supervisor, who shall arrange for a conference
1219 between him/herself, the grievant, and the AR to take place within five (5) days after receipt of the
1220 grievance. Such supervisor shall provide the grievant and the AR with a written answer to the grievance
1221 within five (5) days after the meeting. Such answer shall include reasons upon which the decision was
1222 based.
1223

1224 **STEP 2. Superintendent**

1225 If the grievant is not satisfied with the disposition of the grievance at Step 1, or if no decision has been
1226 rendered within the timeline, the grievant has 30 days to appeal the grievance to the Superintendent.
1227 The Superintendent shall arrange for a hearing with him/herself, the grievant, the first level supervisor,
1228 and the AR, to take place within five (5) days of his/her receipt of the appeal. The Parties shall have
1229 the right to include in the representation such witnesses they deem necessary to develop the facts
1230 pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) days
1231 to provide his/her written decision, together with reasons for the decision to the grievant and the AR.
1232

1233 **STEP 3. School Board**

1234 If the grievant is not satisfied with the disposition of the grievance at Step 2, or if no decision has been
1235 rendered within the timeline, the grievant has thirty (30) days to appeal the grievance to the Board.
1236 Within five (5) days after the appeal is delivered to the District Office, the Board shall arrange for a

1237 hearing with itself, the grievant, the first level supervisor, the Superintendent, and the Association
1238 Representative. The grievant and the Association shall have the right to include in the representation
1239 such witnesses they deem necessary to develop the facts pertinent to the grievance. Upon conclusion
1240 of the hearing, the Board will have five (5) days to provide its written decision, together with the reasons
1241 for the decision to the grievant and the Association.
1242

1243 **STEP 4. Binding Arbitration**

1244 If the Association is not satisfied with the decision at Step 2 or Step 3, or if no disposition has been
1245 made within the timeline, the Association may submit a Demand for Arbitration to PERC, along with
1246 a copy to the Superintendent within ten (10) days of the Superintendent's decision or it's due date. The
1247 arbitration shall be controlled by PERC rules and procedures using PERC staff.
1248

1249 The arbitrator shall have complete authority to make any decision and provide any remedy appropriate
1250 except as otherwise expressly prohibited by law or this Agreement. Both Parties shall be bound by the
1251 award of the arbitrator.
1252

1253 **Section F. Miscellaneous Conditions**

- 1254 1. **Contract Expiration:** Notwithstanding the expiration of this Agreement, any claim or
1255 grievance arising hereunder may be processed through the grievance procedure until resolution.
1256
- 1257 2. **No Reprisals:** No reprisals of any kind shall be taken by the District or its agents against any
1258 Employee because of his/her participation in this grievance procedure.
1259
- 1260 3. **Cooperation of the Parties:** The Parties shall cooperate in their investigation of any grievance;
1261 and shall furnish such information as is requested for the processing of any grievance.
1262

1263 For the purpose of assisting an Employee or the Association in the prosecution or defense of
1264 any contractual, administrative, or legal proceeding, including, but not limited to grievances,
1265 the District shall permit an Employee and/or an AR access to and the right to inspect and acquire
1266 copies of his/her personnel file and any other files or records of the District which pertain to the
1267 affected Employee or any issue in the proceeding in question.
1268

- 1269 4. **Released Time:** Should the investigation or processing of any grievance require that an
1270 Employee(s) or an AR(s) be released from their regular assignment, upon request of the
1271 Association, they shall be released without loss of pay or benefits.
1272
- 1273 5. **Files:** All documents, communications, and records dealing with the processing of a grievance
1274 shall be filed separately from the personnel files of the participants.
1275
- 1276 6. **Form:** The form for filing grievances is attached to and made a part of this Agreement as
1277 Appendix B.
1278
- 1279 7. **Association Grievances:** If a grievance affects a group of Employees or the Association, the
1280 Association may initiate and submit such grievance to the Superintendent directly, and the

processing of such grievance shall commence at Step 2. Grievances involving more than one (1) supervisor, and grievances involving the administrator above the building level may be filed by the Association at Step 2.

1281
1282
1283
1284
1285

1286 **ARTICLE X. DURATION**

1287 Section A. Effective Dates

1288 This Agreement shall be in effect September 1, 2018 through August 31, 2020. Signatories shall sign
1289 the Agreement within thirty (30) days of ratification by the District and the Association.

1290 Section B. Openers

1291 Prior to the second (2nd) year of the Agreement, the Agreement may be opened to re-negotiate salaries,
1292 insurance, seniority, and any other item impacted by the Legislature. Any other opening of this
1293 Agreement shall be by mutual agreement only, or as otherwise set out in this Agreement.

1294 EXECUTED THIS _____ day of _____, 2018 at Soap Lake, Grant County, Washington,
1295 by the undersigned officers with the authority of and on behalf of the Parties.

1296 FOR THE DISTRICT:

FOR THE ASSOCIATION

1298 _____
1299 Superintendent
1300

Association President

1301 **APPENDIX A. WAGES**

1302 **SOAP LAKE/ESP WAGE SCHEDULE**

1303 **2018-2019**

Positions	Probation and Substitute (First 320)	Step 1* (0-5 years in Classification)	Step 2* (6-10 years in Classification)	Step 3* (11 years and beyond)
Custodian	\$16.34	\$20.82	\$22.16	\$22.94
Night Custodian	\$17.23	\$21.73	\$23.10	\$23.88
Maintenance/Grounds	\$16.34	\$20.82	\$22.16	\$22.94
Head Cook	\$16.98	\$21.65	\$23.07	\$23.86
Assistant Cook	\$14.07	\$17.95	\$19.13	\$19.78
Bus Driver	\$16.80	\$21.42	\$22.82	\$23.62
Stand-By	\$15.14	\$16.06	\$17.11	\$17.68
Secretary	\$16.01	\$20.38	\$21.73	\$22.49
Para Educator	\$14.37	\$18.25	\$19.44	\$20.10
Nurse	\$28.69	\$29.05	\$30.97	\$32.02
Educational Interpreter	\$28.69	\$29.05	\$30.97	\$32.02

1305 *Steps are based on Job Classification Seniority

1306 Night custodian shall be defined as those whose normal shift begins 3:00 PM or after.

1307 Para educators will earn a \$1.50/hour differential during the time they work with high needs
1308 students.

1311 **SOAP LAKE/ESP WAGE SCHEDULE**

1312 **2019-2020**

1313 **Wages will be increased by either COLA or IPD adjustment**

APPENDIX B. GRIEVANCE FORM
SOAP LAKE SCHOOL DISTRICT/SOAP LAKE/ESP
FORMAL GRIEVANCE FORM

Name of Grievant: _____

Assignment: _____ Building: _____ Date: _____

Person To Whom Grievance Is Submitted: _____

Specific Contract Article Violated: _____

Brief Description of Grievance: _____

Date Violation Occurred: _____

Date Grievant Became Aware of Violation: _____

Remedy Sought: _____

Signature of Grievant

Date

Send the original signed grievance to the Association President/Co-Presidents and one (1) copy to the Grievance Committee.
Keep one (1) copy. Use a District Complaint form for any complaint, which is not contractual.

1360 **APPENDIX C. PROBATION/DISCIPLINE**

1361
1362
1363 **SOAP LAKE SCHOOL DISTRICT/SOAP LAKE/ESP**
1364 **NOTICE TO EMPLOYEE RECEIVING A DISCIPLINARY ACTION OR**
1365 **BEING PLACED ON PROBATION**
1366
1367

1368 You are being presented with this notice and option pursuant to the Agreement between the Soap Lake
1369 School District and the Soap Lake/ ESP. The District is not obligated to advise you of your rights
1370 beyond presenting you with this notice. If you select the first option below, the District shall notify the
1371 Soap Lake/ESP that this disciplinary action or probation notice has been given to you.
1372

1373
1374
1375 _____ I do wish to have the Association notified that I have received this notice.
1376

1377
1378 _____ I do not wish to have the Association notified. I understand that the Association will
1379 receive no notice from the District of this action. Unless I contact them directly, they
1380 will not be informed of this action.
1381

1382 My signature indicates that I have received, read, and understand this notice.
1383
1384
1385

1386
1387 _____
1388 Signature of Administrator

1387 _____
1388 Signature of Employee

1389
1390
1391 _____
1392 Date

1391 _____
1392 Date

1402 **APPENDIX D. EVALUATION CRITERIA**

1403 **SOAP LAKE SCHOOL DISTRICT/SOAP LAKE/ESP**

1404 **EVALUATION CRITERIA**

1405

1406

1407 **JOB PERFORMANCE**

1408

- 1409 1. Understands his/her job and his/her job description
- 1410 2. Completes assigned tasks
- 1411 3. Seeks and accepts additional tasks when appropriate
- 1412 4. Attempts to upgrade his/her performance
- 1413 5. Has a good attitude toward his/her duties and assignments
- 1414 6. Follows directions
- 1415 7. Is punctual
- 1416 8. Offers constructive suggestions when appropriate
- 1417

1418 **WORK SITE MANAGEMENT**

1419

- 1420 1. Maintains a clean and pleasant working area
- 1421 2. Maintains a current inventory of needed supplies and equipment
- 1422 3. Demonstrates proper care of the equipment
- 1423 4. Produces necessary requested information in a timely fashion
- 1424

1425 **OCCUPATIONAL PREPARATION**

1426

- 1427 1. Seeks and accepts new methods from peers
- 1428 2. Seeks and accepts new methods from other districts
- 1429 3. Maintains active credentials as necessary
- 1430

1431 **EFFORT TOWARD IMPROVEMENT WHEN NEEDED**

1432

- 1433 1. Accepts constructive criticism
- 1434 2. Keeps current on changes pertaining to his/her job
- 1435 3. Shows effort to improve in skills and techniques
- 1436 4. Seeks and accepts new methods
- 1437 5. Attends District approved in-service workshops that are beneficial to job performance
- 1438

1439 **RAPPORT WITH STUDENTS AND STAFF**

1440

- 1441 1. Has a positive influence on students
- 1442 2. Supports students and their activities
- 1443 3. Gets along well with others
- 1444 4. Keeps lines of communication open
- 1445 5. Supports fellow staff members
- 1446 6. Utilizes the chain of command when appropriate
- 1447 7. Is polite, courteous, and helpful
- 1448 8. Has a positive working relationship with staff

APPENDIX E. CLASSIFIED EMPLOYEE SELF-ASSESSMENT

Classified Employee Self-Assessment

The Soap Lake School District Classified Employee Evaluation system is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve your job performance, skill, and expertise through a systematic and constructive evaluation system.

The Classified Employee Self-Assessment allows each employee to engage in an honest assessment of his or her strengths and areas for growth.

PERFORMANCE EVALUATION RATINGS

RATING	DEFINITION
Ineffective	Minimal or no evidence of employee performing duties at an acceptable level. Performance is clearly inadequate. Immediate corrective measures are required.
Area for Growth	Some evidence of employee performing duties at an acceptable level. Some performance is inadequate. Corrective measures may be necessary.
Effective	Employee performs duties adequately and effectively. Evidence of meeting expectation.
Exemplary	Employee exceeds performance standard. Evidence of exceeding expectation.

APPENDIX E. CLASSIFIED EMPLOYEE SELF-ASSESSMENT

Date:	
Employee Name:	
Location/Department:	
Position:	

Please rate yourself on each indicator below on this form. Bring this with you when you meet with your supervisor to discuss your goals for this year.	Ineffective	Area for Growth	Effective	Exemplary
1. Quality of Work – Work is accurate, thorough, neat, and completed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quantity of Work – Effectively produces work in accordance with job description and the district, department, and building needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Job Knowledge – Demonstrates knowledge of job duties and their purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Job Skills – Demonstrates skill in job performance, requiring minimal direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Flexibility and Adaptability – Learns new tasks and assignments willingly. Handles situations appropriately as they arise, even under stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Initiative – Seeks new or additional assignments when appropriate or necessary. Involved in solving problems and offers constructive solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Judgment and Decision Making – Uses good judgment and makes appropriate decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Organization – Tasks are organized, prioritized, and planned out. Materials, equipment, and work area are clean, organized, and ready.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Efficiency – Tasks are organized and completed efficiently. Materials are organized and used efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Care and Operation of Equipment – Properly maintains and operates equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Safety – Follows safety guidelines. Maintains and promotes a safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Compliance – Has adequate knowledge of and adheres to district, department, and building policies and regulations, including appropriate recordkeeping and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Attendance – Attends work and leaves at appropriate times. Complies with district, department, and building processes and procedures around the use of leaves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Punctuality – Arrives for work and work appointments on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Appearance – Appearance and attire is professional and appropriate for the work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Relationships, Communication, and Professionalism – Develops effective working relationships. Represents district and board values in relationships, communication, and professionalism with all stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX E. CLASSIFIED EMPLOYEE SELF-ASSESSMENT

Classified Employee Self-Assessment

- 1. What do you see as your accomplishments during the prior evaluation period and your major strengths?**

--

- 2. Considering the areas where growth may be needed, what goal(s) will you consider for the next evaluation period?**

--

- 3. What might your supervisor do or provide to support and assist you in the next evaluation period?**

--

Date	Supervisor's signature shows you met to discuss goals

APPENDIX F. CLASSIFIED EMPLOYEE EVALUATION

Classified Employee Evaluation

The Soap Lake School District Classified Employee Evaluation system is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve your job performance, skill, and expertise through a systematic and constructive evaluation system.

PERFORMANCE EVALUATION RATINGS

RATING	DEFINITION
Ineffective	Minimal or no evidence of employee performing duties at an acceptable level. Performance is clearly inadequate. Immediate corrective measures are required.
Area for Growth	Some evidence of employee performing duties at an acceptable level. Some performance is inadequate. Corrective measures may be necessary.
Effective	Employee performs duties adequately and effectively. Evidence of meeting expectation.
Exemplary	Employee exceeds performance standard. Evidence of exceeding expectation.

APPENDIX F. CLASSIFIED EMPLOYEE EVALUATION

Evaluation Period:		to		Date:
Employee Name:				
Location/Department:				
Position:				
Type of Evaluation	<input type="checkbox"/> Annual	<input type="checkbox"/> Probationary	<input type="checkbox"/> Other	

<i>Please provide a rating for every indicator. Write an explanation below for each rating of "Ineffective" and/or "Area for Growth." Attach additional sheets if necessary.</i>	Ineffective	Area for Growth	Effective	Exemplary
1. Quality of Work – Work is accurate, thorough, neat, and completed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quantity of Work – Effectively produces work in accordance with job description and the district, department, and building needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Job Knowledge – Demonstrates knowledge of job duties and their purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Job Skills – Demonstrates skill in job performance, requiring minimal direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Flexibility and Adaptability – Learns new tasks and assignments willingly. Handles situations appropriately as they arise, even under stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Initiative – Seeks new or additional assignments when appropriate or necessary. Involved in solving problems and offers constructive solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Judgment and Decision Making – Uses good judgment and makes appropriate decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Organization – Tasks are organized, prioritized, and planned out. Materials, equipment, and work area are clean, organized, and ready.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Efficiency – Tasks are organized and completed efficiently. Materials are organized and used efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Care and Operation of Equipment – Properly maintains and operates equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Safety – Follows safety guidelines. Maintains and promotes a safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Compliance – Has adequate knowledge of and adheres to district, department, and building policies and regulations, including appropriate recordkeeping and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Attendance – Attends work and leaves at appropriate times. Complies with district, department, and building processes and procedures around the use of leaves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Please provide a rating for every indicator. Write an explanation below for each rating of "Ineffective" and/or "Area for Growth." Attach additional sheets if necessary.</i>	Ineffective	Area for Growth	Effective	Exemplary
14. Punctuality – Arrives for work and work appointments on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Appearance – Appearance and attire is professional and appropriate for the work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Relationships, Communication, and Professionalism – Develops effective working relationships. Represents district and board values in relationships, communication, and professionalism with all stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Major Strengths and Accomplishments:

Areas for Growth:

Goal(s) to Achieve During Next Evaluation Period:

Employee Comments:

Evaluator Signature:	Date:		
I understand my signature signifies I have read the evaluation material. It does not indicate agreement with its content. I understand I have the right to respond in writing within 10 working days. My comments will be attached to the form in my personnel file.			
Employee Signature		Date:	

APPENDIX G. LEAVE TRANSFER FORM

LEAVE TRANSFER FROM

Employee Name: _____

Pursuant to the provisions of law, I pledge leave days subject to the following restrictions:

1. Employees are restricted to donating a maximum of six (6) days of sick leave during any twelve (12) month period.
2. Employees may not donate sick leave days that would result in his/her leave accumulation going below sixty (60) days.
3. Employees who accrue annual (vacation) leave may only transfer annual leave and not sick leave. An Employee with an annual leave balance of more than ten (10) days may request a transfer of a specific amount of time for leave sharing. Employees may not request a transfer that would cause their balance to fall below ten (10) days.
4. The receiving Employee is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition. These days shall be assigned from donors using the FIFO (First-In-First-Out) inventory method.

I AUTHORIZE THE TRANSFER OF _____ DAYS OF SICK/ANNUAL LEAVE TO

Name of Beneficiary

Signature of Donor

Date

APPENDIX H. SUPPLEMENTAL ISSUES

SUPPLEMENTAL ISSUES

1. UNION OFFICIALS

In the event enrollment, special education, or other reasons require the District to hire additional aides above the number of current active employees, the District shall not discriminate against any union official by reason of his/her union activities; the District shall apply the terms of Article III, Section E, in filling such positions; and for purposes of Section E, all current union officials shall be deemed "employees".

2. AMNESTY AGREEMENT

- A. All classified and certificated unit members (hereinafter "employees") who participated in the strike, or did not cross picket lines shall be returned to work in the position filled prior to the strike, without malice, intimidation, reprisal, discrimination, or recrimination either now, or in the future from the Board, any of its administrators, or any other of its authorized agents.
- B. No reference to any employee participating in the strike shall be made by any school district official in any regular or special evaluation of the employee. No evaluation of employees shall reflect the employee's participation in the strike.
- C. No reference to any employee's participation or non-participation in the strike shall be made by any individual in any personnel file of any employee.
- D. No employee shall be disciplined, subjected to malice, intimidation, or in any way be penalized by any district official or agent by reason of his/her participation in or support of the strike or strike related activities. No employee who did not participate in the strike shall be subject to any adverse action by the Association.
- E. No student shall be disciplined, subjected to malice, or intimidation, or in any way be penalized by any district official or agent by reason of his/her participation in or support of the strike or strike related activities. No student shall be disciplined, subjected to malice, or intimidation or in any other way be penalized by the Association or its members by his/her family participation in opposition to the strike.
- F. Any allegation or violation of this agreement shall be set down in writing by the person or persons affected and be presented to an impartial arbitrator appointed by the American Arbitration Association. Said arbitrator shall be empowered to take any appropriate action to satisfy the complaint.
- G. Recognizing that many students have lost valuable instruction time, the Board agrees to schedule like make-up days. The scheduling of such days shall be determined jointly by the Board and the Association.

APPENDIX I. JOB DESCRIPTIONS

Title:	Bus Driver
Immediate Supervisor:	Maintenance/Transportation Supervisor
Evaluation Supervisor:	Maintenance/Transportation Supervisor

JOB SUMMARY:

A Bus Driver is responsible for providing safe transportation for students between pick up points and school. The driver maintains order during trips and adherence to safety rules when loading and unloading students.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the Bus Driver may perform all or a combination of several of the following duties:

1. Drives bus on assigned routes in a legal and safe manner.
2. Instructs students and teachers in emergency bus evacuation procedures.
3. Conducts emergency bus evacuation drills.
4. Instructs students in proper bus conduct.
5. Reports misconduct on bus through established district procedures.
6. Conducts pre-trip and post-trip bus inspection to insure all parts are operating and the bus is safe.
7. Fuels bus as needed.
8. Cleans the interior of the bus daily.
9. Cleans the exterior of the bus as needed.
10. Completes daily log forms and other required paper work, including annual ridership reporting, accurately and promptly.
11. Reports all bus mechanical deficiencies to the Transportation Supervisor.
12. Dresses appropriately for a school setting.
13. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to drive to different locations as needed.
4. Ability to deal with staff, students and others in a warm and confident manner.
5. Ability to remain flexible to changes in assignments or situations.
6. Ability to follow and give instructions.
7. Ability to work independently with minimal supervision.

8. Ability to set priorities.
9. Ability to establish and maintain effective working relationships with staff, students and community.
10. Must pass the annual Superintendent of Public Instruction school bus driver physical certification requirement.
11. Ability to operate mechanical cleaning equipment.
12. Ability to maintain accurate records.
13. Employee must be physically able to perform the following:
 - Lift a maximum of 60 pounds
 - Able to maneuver and control a school bus under all driving conditions
 - Able to use all hand/or foot operated controls and equipment found on state minimum specified school buses
 - Perform daily routine school bus vehicle safety inspections and necessary emergency roadside services (such as chaining up the bus during inclement weather)
 - Has sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the bus
 - Able to move from a seated position in a sixty-five passenger school bus, or the largest school bus the driver will be operating, to the emergency door, and exit the bus through the emergency door within twenty-five seconds
 - Will provide certification of passing a physical examination every twenty-four months in accordance with the standards established in 49 C.F.R. 391.49 of the Federal Motor Carrier Safety Regulations.
 - Has completed a Type I training course and each year thereafter, will satisfactorily complete a Type I school bus driver in-service training course

WORKING CONDITIONS:

Driving a multi-passenger school bus on regular routes or on special trips as assigned. Requires working out in inclement weather. Required to deal effectively with a wide range of human behaviors in problem solving situations, which may include angry or distraught people. Requires dealing with such unpleasant tasks (with proper gloves, masks, safety procedures) as:

- Cleaning vomit, excrement and other substances from surfaces including seats, fixtures, and floors
- Emergency roadside repairs such as chaining up tires and setting flares

MINIMUM QUALIFICATIONS:

Education and Experience

- High School graduation or equivalent
- Experience cleaning and maintaining carpets, hard floors and wood floors desirable

- Demonstrates communication skills
- Demonstrates high energy and professionalism

Special Requirements/Licenses

- Valid Washington State Driver's license
- Current commercial driver's license appropriate for the size vehicle they will drive, including a passenger endorsement and school bus endorsement.
- Maintain and carry a valid Department of Transportation medical examiner's certificate.
- Valid First Aid/CPR card
- Required to attend the District's health and work safety classes when presented

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Maintenance/Transportation Supervisor and District/student needs.
- Initial assignments may be subject to change due to needs of students, enrollment of students and needs of the district.
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement.

Title: Custodian
Immediate Supervisor: Maintenance/Transportation Supervisor
Evaluation Supervisor: Maintenance/Transportation Supervisor

JOB SUMMARY:

This position provides for custodial services both inside and outside of school buildings. Responsibilities would include daily cleaning of buildings and grounds, simple maintenance and repairs. Employees must perform various duties requiring physical strength. Employees are expected to use approved cleaning chemical products therefore employees should not be allergic to such.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the Custodian/Grounds may perform all or a combination of several of the following duties:

1. Dust mop, sweep, wet mop and spray-buff floors.
2. Vacuuming, spot/stain removal, extraction cleaning or bonnet buffing of carpeted floors.
3. Scrub and clean restroom fixtures and keep restroom supplied with towels, soap and other items.
4. Removal of extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc).
5. Dust, clean and polish furniture
6. Clean elevator and stairwells.
7. Oversee public areas and around outside of buildings
8. Remove litter from exterior of campus.
9. Keep simple records and make simple reports.
10. Notify Supervisor of equipment and facilities needing repair or replacement.
11. Replace all light bulbs and clean light fixtures. Notify the supervisor of light bulbs and fixtures that are not accessible.
12. Perform simple emergency electrical and plumbing repair by shutting off the power and/or water.
13. Perform routine scheduled maintenance on all motor and mechanical equipment.
14. Assist in distribution of school supplies.
15. Scrub, strip and refinish floors using appropriate machinery.
16. Vacuum furniture and drapes and/or blinds.
17. Wash windows, inside and out.
18. Wash and vacuum walls and vents.
19. Empty and wash waste receptacles.
20. Secure all doors, windows and turn out lights when leaving the building at the end of the day.
21. Open the building for scheduled meetings and events, when required.

22. Set up rooms for conference, lectures and special events.
23. Paint walls, doors and ceilings.
24. Maintain the safety for those who use the school facilities:
 - a. Prevent fire hazards
 - b. Dispose of faulty equipment
 - c. Prevent accidents from any discernible cause
 - d. Enforce safety standards and regulations as provided by law and good common sense
 - e. Make a critical analysis of all hazards within the school system involving possible fire or accident
25. Follow establish district practices, policies and department Standard Operating Procedures (SOP).
26. Dresses appropriately for a school setting.
27. Performs other related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to drive to different locations as needed.
4. Ability to deal with staff, students and others in a warm and confident manner.
5. Ability to remain flexible to changes in assignments or situations.
6. Ability to follow and give instructions.
7. Ability to work independently with minimal supervision.
8. Ability to set priorities.
9. Ability to establish and maintain effective working relationships with staff, students and community.
10. Knowledge of cleaning methods, materials and equipment.
11. Ability to operate mechanical cleaning equipment.
12. Ability to maintain accurate records.
13. Employee must be physically able to perform the following:
 - Move furniture, equipment, supplies or tools
 - Operate motorized equipment
 - Clean and repaint various exterior or interior surfaces
 - Pick up and deliver school district mail, supplies, material or equipment
 - Complete various reports as directed
 - Indulge in sustained physical activities relative to assigned duties
 - Be able to stand and work for a least a six (6) hour period
 - Climb ladders up to 20 feet
 - Lift and carry up to 75 pounds on a regular basis
 - Operate a vacuum cleaner, buffer, lawn mower and other assigned equipment for a minimum of two continuous hours
 - Perform related duties as assigned/required

WORKING CONDITIONS:

May work in classrooms, offices, gymnasiums, school grounds and other school environments. Requires working out in inclement weather. Travel may be required between buildings. May experience frequent interruptions. Required to deal effectively with a wide range of human behaviors in problem solving situations, which may include angry or distraught people. Requires dealing with such unpleasant tasks (with proper gloves, masks, safety procedures) as:

- Cleaning toilets
- Cleaning vomit, excrement and other substances from surfaces including furniture, fixtures, floors and carpets

MINIMUM QUALIFICATIONS:

Education and Experience

- High School graduation or equivalent
- Experience cleaning and maintaining carpets, hard floors and wood floors desirable
- Demonstrates communication skills
- Demonstrates high energy and professionalism

Special Requirements/Licenses

- Valid Washington State Driver's license
- FBI, WSP and Sexual Misconduct clearance
- Valid First Aid/CPR card
- Required to attend the District's health and work safety classes when presented

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Maintenance/Transportation Supervisor and District/student needs.
- Initial assignments may be subject to change due to needs of students, enrollment of student and needs of the district.
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Night Custodian
Immediate Supervisor: Maintenance/Transportation Supervisor
Evaluation Supervisor: Maintenance/Transportation Supervisor

JOB SUMMARY:

Night Custodian is a custodian whose normal work shift begins 3:30 pm or after and is entitled to a shift differential. This position provides for custodial services both inside and outside of school buildings. Responsibilities would include daily cleaning of buildings and grounds, simple maintenance and repairs. Employees must perform various duties requiring physical strength. Employees are expected to use approved cleaning chemical products therefore employees should not be allergic to such.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the Custodian/Grounds may perform all or a combination of several of the following duties:

1. Dust mop, sweep, wet mop and spray-buff floors.
2. Vacuuming, spot/stain removal, extraction cleaning or bonnet buffing of carpeted floors.
3. Scrub and clean restroom fixtures and keep restroom supplied with towels, soap and other items.
4. Removal of extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc).
5. Dust, clean and polish furniture
6. Clean elevator and stairwells.
7. Oversee public areas and around outside of buildings
8. Remove litter from exterior of campus.
9. Keep simple records and make simple reports.
10. Notify Supervisor of equipment and facilities needing repair or replacement.
11. Replace all light bulbs and clean light fixtures. Notify the supervisor of light bulbs and fixtures that are not accessible.
12. Perform simple emergency electrical and plumbing repair by shutting off the power and/or water.
13. Perform routine scheduled maintenance on all motor and mechanical equipment.
14. Assist in distribution of school supplies.
15. Scrub, strip and refinish floors using appropriate machinery.
16. Vacuum furniture and drapes and/or blinds.
17. Wash windows, inside and out.
18. Wash and vacuum walls and vents.
19. Empty and wash waste receptacles.
20. Secure all doors, windows and turn out lights when leaving the building at the end of the day.

21. Open the building for scheduled meetings and events, when required.
22. Set up rooms for conference, lectures and special events.
23. Paint walls, doors and ceilings.
24. Maintain the safety for those who use the school facilities:
 - a. Prevent fire hazards
 - b. Dispose of faulty equipment
 - c. Prevent accidents from any discernible cause
 - d. Enforce safety standards and regulations as provided by law and good common sense
 - e. Make a critical analysis of all hazards within the school system involving possible fire or accident
25. Follow establish district practices, policies and department Standard Operating Procedures (SOP).
26. Dresses appropriately for a school setting.
27. Performs other related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to drive to different locations as needed.
4. Ability to deal with staff, students and others in a warm and confident manner.
5. Ability to remain flexible to changes in assignments or situations.
6. Ability to follow and give instructions.
7. Ability to work independently with minimal supervision.
8. Ability to set priorities.
9. Ability to establish and maintain effective working relationships with staff, students and community.
10. Knowledge of cleaning methods, materials and equipment.
11. Ability to operate mechanical cleaning equipment.
12. Ability to maintain accurate records.
13. Employee must be physically able to perform the following:
 - Move furniture, equipment, supplies or tools
 - Operate motorized equipment
 - Clean and repaint various exterior or interior surfaces
 - Pick up and deliver school district mail, supplies, material or equipment
 - Complete various reports as directed
 - Indulge in sustained physical activities relative to assigned duties
 - Be able to stand and work for a least a six (6) hour period
 - Climb ladders up to 20 feet
 - Lift and carry up to 75 pounds on a regular basis
 - Operate a vacuum cleaner, buffer, lawn mower and other assigned equipment for a minimum of two continuous hours

- Perform related duties as assigned/required

WORKING CONDITIONS:

May work in classrooms, offices, gymnasiums, school grounds and other school environments. Requires working out in inclement weather. Travel may be required between buildings. May experience frequent interruptions. Required to deal effectively with a wide range of human behaviors in problem solving situations, which may include angry or distraught people. Requires dealing with such unpleasant tasks (with proper gloves, masks, safety procedures) as:

- Cleaning toilets
- Cleaning vomit, excrement and other substances from surfaces including furniture, fixtures, floors and carpets

MINIMUM QUALIFICATIONS:

Education and Experience

- High School graduation or equivalent
- Experience cleaning and maintaining carpets, hard floors and wood floors desirable
- Demonstrates communication skills
- Demonstrates high energy and professionalism

Special Requirements/Licenses

- Valid Washington State Driver's license
- FBI, WSP and Sexual Misconduct clearance
- Valid First Aid/CPR card
- Required to attend the District's health and work safety classes when presented

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Maintenance/Transportation Supervisor and District/student needs.
- Initial assignments may be subject to change due to needs of students, enrollment of student and needs of the district.
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Maintenance/Grounds
Immediate Supervisor: Maintenance/Transportation Supervisor
Evaluation Supervisor: Maintenance/Transportation Supervisor

JOB SUMMARY:

This position provides for maintenance and grounds services both inside and outside of school buildings. Maintenance responsibilities include maintaining facilities in safe, operating condition, maintaining a preventive maintenance program, and resolving immediate operational and/or safety concerns. Grounds responsibilities include maintaining attractive and safe grounds and snow removal when needed. Employees must perform various duties requiring physical strength.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the Maintenance/Grounds may perform all or a combination of several of the following duties:

1. Build items, such as counter tops or temporary partitions, etc, to modify and/or adapt facilities to specific needs.
2. Inspect system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, doors, etc)) to identify potential repairs and provide an ongoing program of preventative maintenance.
3. Repair system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, doors, etc)) to maintain facilities in a safe, comfortable and operating condition.
4. Install system component parts, playground, classroom and office equipment and facility appurtenances (i.e. sidewalks, fences, doors, etc) to maintain facilities in a safe, comfortable and operational condition.
5. Transport materials, furnishings, equipment, supplies, waste materials, etc., when needed.
6. Maintain district vehicles and equipment.
7. Open the building for scheduled meetings and events, when required.
8. Set up rooms for conference, lectures and special events.
9. Paint walls, doors and ceilings.
10. Snow and ice removal of walkways and playground areas.
11. Perform custodial duties as requested and needed.
12. Grounds duties include:
 - a. Prepare, maintain and clean landscaping (ie lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc) for the purpose of preserving grounds in a healthy, attractive and safe condition.
 - b. Evaluate landscaped areas and equipment to identify needed repairs or replacement

- c. Maintain grounds equipment
 - d. Identify and direct fertilizing and weed control needs
13. Maintain the safety for those who use the school facilities:
- a. Prevent fire hazards
 - b. Dispose of faulty equipment
 - c. Prevent accidents from any discernible cause
 - d. Enforce safety standards and regulations as provided by law and good common sense
 - e. Make a critical analysis of all hazards within the school system involving possible fire or accident
14. Follow establish district practices, policies and department Standard Operating Procedures (SOP).
15. Dresses appropriately for a school setting.
16. Performs other related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to drive to different locations as needed.
4. Ability to deal with staff, students and others in a warm and confident manner.
5. Ability to remain flexible to changes in assignments or situations.
6. Ability to follow and give instructions.
7. Ability to work independently with minimal supervision.
8. Ability to set priorities.
9. Ability to establish and maintain effective working relationships with staff, students and community.
10. Ability to operate hand and power tools used in general maintenance functions.
11. Ability to perform basic math to calculate measurements, quantities, etc.
12. Employee must be physically able to perform the following:
 - Move furniture, equipment, supplies or tools
 - Operate motorized equipment
 - Clean and repaint various exterior or interior surfaces
 - Pick up and deliver school district mail, supplies (including commodities), material or equipment
 - Complete various reports as directed
 - Indulge in sustained physical activities relative to assigned duties
 - Be able to stand and work for a least a six (6) hour period
 - Climb ladders up to 20 feet
 - Lift and carry up to 75 pounds on a regular basis
 - Operate a vacuum cleaner, buffer, lawn mower and other assigned equipment for a minimum of two continuous hours
 - Perform related duties as assigned/required

WORKING CONDITIONS:

May work in classrooms, offices, gymnasiums, school grounds and other school environments. Requires working out in inclement weather. Travel may be required between buildings. May experience frequent interruptions. Required to deal effectively with a wide range of human behaviors in problem solving situations, which may include angry or distraught people. Requires dealing with such unpleasant tasks (with proper gloves, masks, safety procedures) as:

- Cleaning toilets
- Cleaning vomit, excrement and other substances from surfaces including furniture, fixtures, floors and carpets
- Garbage removal

MINIMUM QUALIFICATIONS:

Education and Experience

- High School graduation or equivalent
- Demonstrates communication skills
- Demonstrates high energy and professionalism

Special Requirements/Licenses

- Valid Washington State Driver's license
- FBI, WSP and Sexual Misconduct clearance
- Valid First Aid/CPR card
- Required to attend the District's health and work safety classes when presented

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Maintenance/Transportation Supervisor and District needs.
- Initial assignments may be subject to change due to needs of students, enrollment of student and needs of the district.
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Assistant Cook
Immediate Supervisor: Head Cook
Evaluation Supervisor: Superintendent and Head Cook

JOB SUMMARY:

The Assistant Cook prepares, cooks, and serves food for consumption in the district's school cafeterias as assigned as well as clean up after meals.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Under the direction of the Head Cook the Assistant Cook may perform some or all of the following:

1. Prepare food by district approved recipes
2. Maintain healthy, sanitary working conditions
3. Maintain accurate records pertaining to the breakfast and lunch program.
4. Train, direct and schedule all helpers and student cafeteria workers
5. Serve meals and transport meals to satellite kitchens if necessary or required.
6. Attend food service training as necessary to acquire up-to-date knowledge of food service regulations and procedures.
7. Dresses appropriately for a school setting.
8. Other duties as assigned related to the efficient operation of the food services department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to deal with staff, students and others in a warm and confident manner.
4. Ability to remain flexible to changes in assignments or situations.
5. Ability to follow and give instructions.
6. Ability to establish and maintain effective working relationships with staff, students and community.
7. Ability to work independently.
8. Ability to maintain accurate records.
9. Employee must be physically able to perform the following:
 - Lift up to 50 pounds occasionally
 - Lift up to 10 pounds on a regular basis
 - Have the physical dexterity to move quickly, bend, kneel and reach above eye level
 - Be physically active

MINIMUM QUALIFICATIONS:

Education and Experience

- High school diploma or equivalent and/or a minimum of two (2) years experience in institutional, quantity cooking.
- Working knowledge of kitchen equipment

Special Requirements/Licenses

- Above average record of attendance, punctuality and reliability at work
- Valid Food Handlers permit
- FBI, WSP and Sexual Misconduct clearance

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Head Cook, the building principal and District/student needs
- Initial assignments may be subject to change due to needs of students, enrollment of students and needs of the district
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Head Cook
Immediate Supervisor: Food Service Supervisor
Evaluation Supervisor: Food Service Supervisor

The Head Cook prepares, cooks, and serves food for consumption in the district's school cafeterias.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

The Head Cook has the responsibility and authority to perform the following:

14. Estimate daily and/or weekly needs and communicate to Supervisor.
15. Keep daily record of food prepared and meals served.
16. Participate in revising recipes, preparing and cooking meals.
17. Maintain high standards sanitation and safety.
18. Attend food service training as necessary to acquire up-to-date knowledge of nutritional analysis, food service regulations and procedures.
19. Dresses appropriately for a school setting.
20. Other duties as assigned related to the efficient operation of the food services department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

14. Ability to use effective oral and written communication skills.
15. Ability to listen and react professionally.
16. Ability to deal with staff, students and others in a warm and confident manner.
17. Ability to remain flexible to changes in assignments or situations.
18. Ability to follow and give instructions.
19. Ability to establish and maintain effective working relationships with staff, students and community.
20. Ability to work independently.
21. Ability to maintain accurate records.
22. Employee must be physically able to perform the following:
 - Lift up to 50 pounds occasionally
 - Lift up to 10 pounds on a regular basis
 - Have the physical dexterity to move quickly, bend, kneel and reach above eye level
 - Be physically active

MINIMUM QUALIFICATIONS:

Education and Experience

- High school diploma or equivalent and/or a minimum of five (5) years experience in institutional, quantity cooking.

- Working knowledge of kitchen equipment

Special Requirements/Licenses

- Above average record of attendance, punctuality and reliability at work
- Valid Food Handlers permit
- FBI, WSP and Sexual Misconduct clearance

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Food Service Supervisor and District/student needs
- Initial assignments may be subject to change due to needs of students, enrollment of students and needs of the district
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Food Service Worker
Immediate Supervisor: Head Cook
Evaluation Supervisor: Building Principal and Head Cook

JOB SUMMARY:

The Food Service Worker is responsible for accurate meal counts for students and adults when it is the Provision 3 base year.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Under the direction of the Head Cook the Food Service Worker may perform some or all of the following:

1. Record student and adult meals using the WesPAC food service application.
2. Produce daily, weekly and monthly reports.
3. Assist the Head and Assistant Cooks with cleaning the cafeteria and/or kitchen.
4. Assist with supervision of students eating in the cafeteria as needed.
5. Dresses appropriately for a school setting.
6. Other duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to deal with staff, students and others in a warm and confident manner.
4. Ability to remain flexible to changes in assignments or situations.
5. Ability to follow and give instructions.
6. Ability to establish and maintain effective working relationships with staff, students and community.
7. Ability to work independently.
8. Ability to maintain accurate records.
9. Must be able to sit or stand for extended periods of time.
10. Must be able to lift up to 25 lbs on a regular basis.

MINIMUM QUALIFICATIONS:

Education and Experience

- High school diploma or equivalent
- Basic computer knowledge and skills

Special Requirements/Licenses

- Above average record of attendance, punctuality and reliability at work
- Valid Food Handlers permit
- FBI, WSP and Sexual Misconduct clearance

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Head Cook, building principal and District/student needs
- Initial assignments may be subject to change due to needs of students, enrollment of students and needs of the district
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Nurse
Immediate Supervisor: Superintendent
Evaluation Supervisor: Superintendent

JOB SUMMARY:

The Nurse serves as the health consultant to the school district and provides basic first aid assistance to students and/or staff.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

The Nurse has the responsibility and authority to:

1. Assess all students health needs at enrollment and at least annually to plan for safe school environment including need for emergency care plans, medication and procedures.
2. Conduct vision and hearing screenings, physical assessments, scoliosis screening and head lice checks as needed.
3. Participate in formulation of health policies and in planning and conducting in-service health programs.
4. Conduct medication training for designated staff and delegates medication administration as allowed by law.
5. Performs, trains and delegates special treatments and procedures as authorized by parent and health care provider and as allowed by State nurse practice regulations.
6. Make home visits as required.
7. Report any communicable diseases to the Public Health Department.
8. Dispense medications to students as ordered by primary care provider that require multi-dosing during school hours.
9. Monitor and communicate effectiveness of treatment interventions to provider and parent/guardian.
10. Assess student's complaints of illness or injuries and contact parent/guardian regarding such as needed.
11. Keep inventory of first aid supplies for health room.
12. Provide blood spill cleanup kits, first aid and face shields for classrooms and Para Educators.
13. Oversee the Administrative Match Program.
14. Maintain base station at elementary school as well as be available to assess students at MS/HS and the alternative school.
15. Provide Medical Health Alert Confidential List.
16. Inform appropriate staff of students with medical needs for field trips.
17. Monitor immunization compliance according to federal guidelines.
18. Complete state immunization reports for all schools.

19. Liaison for homeless students, SmileQuest dental hygiene and Lion's Wellness Van.
20. District designated contact for CPS reporting.
21. Member of the district Safety Committee, Wellness Team and the Grant County Mitigation Planning Team.
22. Dresses appropriately for a school setting.
23. Other duties as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to deal with staff, students and others in a warm and confident manner.
4. Ability to remain flexible to changes in assignments or situations.
5. Ability to follow and give instructions.
6. Ability to establish and maintain effective working relationships with staff, students and community.
7. Ability to work independently.
8. Ability to maintain accurate records.
9. Must be able to sit or stand for extended periods of time.
10. Must be able to lift up to 25 lbs on occasion.

MINIMUM QUALIFICATIONS:

Education and Experience

- Education
- Strong base knowledge of basic nursing and assessment skills

Special Requirements/Licenses

- Current Washington State RN license
- Valid Washington State Driver's license
- FBI, WSP and Sexual Misconduct clearance

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Superintendent and student needs
- Initial assignments may be subject to change due to needs of students, enrollment of students and needs of the district
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Secretary
Immediate Supervisor: Building Supervisor or Program Director
Evaluation Supervisor: Building Supervisor or Program Director

JOB SUMMARY:

This position performs a wide variety of secretarial, clerical and bookkeeping duties using independent judgment within generally defined methods, practices and procedures.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the Secretary may perform all or a combination of several of the following duties:

1. Organizes and coordinates office operations. Independently performs tasks involving personnel, and facilities and makes related decisions within scope of authority, often in the supervisor's absence. Assists in developing office procedures and policies; establishes and maintains recordkeeping systems.
2. Formats, types, edits and proofreads correspondence, memos, forms, reports, meeting minutes, and other documents from handwritten draft, oral instructions, or dictation using a variety of computer applications; documents may be confidential in nature.
3. Maintains and updates computer databases and spreadsheets by verifying and inputting a variety of student information, including new student registration, grades, transcripts, schedules, attendance, discipline and other records; generates recurrent reports such as current status lists and statistical summaries.
4. Assists in budget monitoring and assists in the budget process.
5. Processes purchase requisitions. Assists in assigning budget codes, inputting requisition on the computer, obtains appropriate approval and distributes or files building copy of purchase order.
6. Establishes and maintains filing system of detailed student records including updating, transferring and purging of files.
7. Coordinates, arranges and prepares necessary materials for major activities such as registration and open house.
8. Maintains and updates inventories of supplies, books, furniture and equipment.
9. May administer medication to students following state law and district policy.
10. May provide direction, guidance and training of other clerical workers and student office aides.
11. Performs receptionist duties by answering and routing telephone calls, and providing assistance and information to the public in person or by telephone.
12. Works cooperatively with principal and staff to maintain a safe school and caring learning environment.
13. Dresses appropriately for a school setting.
14. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of office practices, procedures and equipment.
2. Knowledge of general bookkeeping practices and procedures.
3. Skill in operating standard office equipment.
4. Ability to effectively use a variety of computer applications such as Word, Excel, Skyward, and others as specified.
5. Ability to develop and maintain office procedures and recordkeeping systems.
6. Ability to independently plan, organize and coordinate office activities, often in supervisor's absence.
7. Ability to perform calculations quickly and accurately and record and balance financial data.
8. Ability to communicate effectively with district staff, students, parents and the general public using tact, courtesy and good judgment.
9. Ability to work independently with a high degree of accuracy and attention to detail to meet deadlines.
10. Ability to understand and execute verbal and written instruction, policies and procedures.
11. Ability to maintain confidentiality of sensitive information.
12. Good attendance and punctuality required.

MINIMUM QUALIFICATIONS:

Education and Experience

- High School graduation or equivalent and two years of secretarial experience which included the use of computer applications and bookkeeping responsibilities; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.
- First Aid card may be required.
- Ability to successfully complete a basic skills assessment.

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Building Principal and District/student needs.
- Initial assignment may be subject to change due to needs of students, enrollment of students and needs of the district.
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement.

Title: Para Educator

Immediate Supervisor: Certified Teacher

Evaluation Supervisor: Building Principal and/or Special Programs Director with input of immediate supervisor and/or classroom teachers

JOB SUMMARY:

Para Educator will be assigned to classrooms/schedule at the K-12 level will assist in the supervision, guidance, and instruction of identified students as directed by the supervising certificated teacher, the building principals and/or the Special Education Director. Assignments include preparation of materials and learning spaces as necessary, space clean up, tutorial assistance to individual and small groups of students, data collection/record keeping, and personal hygiene assistance and care of students as necessary. Assignments may also include group supervision at meals recesses, bus lines, on the bus, etc., as directed. Some assignments may be dependent on continued enrollment of specific children.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the Para Educator may perform all or a combination of several of the following duties:

1. Prepare instructional activities under the supervision of teachers.
2. Assists with supervision of students during meal periods, outside activities and on school buses, as necessary.
3. Assist individual and small groups of students to accomplish assigned tasks.
4. Provides non-instructional assistance to teacher, including personal hygiene care for students, as needed.
5. Helps keep accurate records required by the program.
6. Alerts the teacher to any problem, need, or special information about individual students.
7. Participates in staff development activities as requested.
8. Maintains a high level of ethical behavior and confidentially about information regarding individual students, parents and staff members.
9. May participate in home visits.
10. Attends parent and advisory committee meetings if requested.
11. Sign language and/or bilingual (English and Spanish or Russian/Ukrainian) skills may be required.
12. Dresses appropriately for a school setting.
13. The ability to work with students with multiple handicapping conditions and/or behavior disorders may be required.

14. Other related duties as assigned, may include assignments to other district programs or buildings to meet student population needs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to deal with staff, students and others in a warm and confident manner.
4. Ability to remain flexible to changes in assignments or situations.
5. Ability to follow and give instructions.
6. Ability to establish and maintain effective working relationships with staff, students and community.
7. Ability to work independently.
8. Ability to maintain accurate records.
9. Employee must be physically able to perform the following:
 - Lift up to 50 pounds occasionally
 - Life up to 10 pounds on a regular basis
 - Have the physical dexterity to move quickly, bend, kneel and work on the floor
 - Be physically active

MINIMUM QUALIFICATIONS:

Education and Experience

- 72 quarter hours college level courses, AA Degree or pass National Standards Test
- Experience at assignment level preferred

Special Requirements/Licenses

- Above average record of attendance, punctuality and reliability at work
- FBI, WSP and Sexual Misconduct clearance
- Valid First Aid/CPR card

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the building principal, the Special Education Director and student needs
- Initial assignments may be subject to change due to needs of students, enrollment of students and needs of the district
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Section K. Para Educators

Para Educator are those para educators who work in any classroom assisting students or whose normal assignment is in the library, computer lab, or preschool.

Para Educators assigned to work with high needs student, as determined by the district administration, will receive a differential for the time they work with the high needs student.

Definition of High Needs Student:

A high needs student who falls into one or both of the following two categories:

1. Student who requires feeding, toileting, personal care, wheelchair transfers, lifting, and other similar duties as agreed to by the administration.
2. Student who may require physical restraint due to violent behaviors as outlined in a student IEP.
3. Students who may cause physical injury to themselves, others, facilities and/or equipment as outlined in the IEP.

APPENDIX J. LETTERS/MEMOS OF AGREEMENT

Memorandum of Understanding (MOU)

between the

Soap Lake School District (“District”)

and the

Soap Lake Educational Support Personnel (“SL ESP”)

This Memorandum of Understanding is entered into by the Soap Lake School District (District) and the Soap Lake Educational Support Personnel (SL ESP) to clarify the intent for the 2012-2013 School year regarding Health Benefits changes in response to ESSD5940.

It is agreed that the District will work jointly with SL ESP and the Office of the Insurance Commissioner (OIC) to determine reporting requirements, which **MAY** include the following: (“**MAY**” is dependent on the final RCW, WAC, OIC and OSPI guidelines)

- Require each employee included in the pooling arrangement to pay a minimum premium charge subject to collective bargaining.
- Those employee premiums be structured to ensure employees selecting richer benefit plans pay the higher premium.
- Offer an IRS Qualified High Deductible health plan eligible to be combined with a health savings account.
- Make progress toward employee premium changes as required by statute to ensure that full family coverage premiums are not more than three times the employee only premium for the same coverage plan.
- Offer at least one medical plan other than the new high deductible plan, in which the full time employee’s share of premiums is no higher than what state employees pay for coverage, as established in the most recent state benefit plan year.
- Timelines for implementation – currently defined as:
 - December 1, 2013 for reporting progress
 - June 1, 2015 for reporting progress towards 3:1 ratio
 - With full implementation/recommendation being December 31, 2015

SL ESP and the District understand that noncompliance with these requirements for two reporting periods could result in the district being required to limit school district benefit options to those administered by the Health Care Authority (HCA).

Either party may open this section for bargaining as information becomes available.

For the Soap Lake Educational Support Personnel

For the Soap Lake School District

Date

Date

Soap Lake ESP/Soap Lake School District 2018-2020