

COLLECTIVE BARGAINING AGREEMENT BETWEEN

COLVILLE SCHOOL DISTRICT #115

AND

**PUBLIC SCHOOL EMPLOYEES OF WASHINGTON
COLVILLE PARAEDUCATORS
& NUTRITION SPECIALISTS**

SEPTEMBER 1, 2019 – AUGUST 31, 2022



Public School Employees of WA/SEIU Local 1948

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DECLARATION OF PRINCIPLES

- A. Participation of employees in the formulation and implementation of personnel policies affecting them contributes to effective conduct of school business.
- B. The efficient administration of the system of public instruction and well-being of employees requires that orderly and constructive relationships be maintained between the parties hereto.
- C. Effective employee-management cooperation requires a clear statement of the respective rights and obligations of the parties hereto.
- D. It is the intent and purpose of the parties hereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

PREAMBLE

This Agreement is made and entered into between Colville School District Number 115 (hereinafter "District") and Public School Employees of Colville Paraeducators and Nutrition Specialists, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter "Association").

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

ARTICLE I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.3, and the Association recognizes the responsibility of representing the interests of all such employees.

Section 1.2.

The bargaining unit to which this Agreement is applicable will consist of all classified employees in the following general job classifications: Paraeducators and Nutrition Specialists.

1 **Section 1.3.**

2 Less than full-time employees in the above general job classifications are included in the bargaining
3 unit. The term “less than full-time employees” includes but is not limited to substitute employees who
4 are employed by the District.

5
6 **Section 1.3.1. Substitute Employees.**

7 A substitute employee is one who fills in for another employee. Substitute employees who
8 work less than one-sixth of an academic year are not covered by this Agreement.

9
10 Substitute employees doing bargaining unit work who work more than one-sixth of an
11 academic year during the current or immediately preceding school year and who continue to be
12 available for employment, will be included in the bargaining unit limited to the following
13 contractual provisions; Article VII, Sections 7.3, 7.4, 7.6, and Step 1 (Step 1 of Level I in
14 paraeducator classification for all positions substituted) as provided on Schedule A. For pay
15 purposes the substitute will be responsible to notify the District payroll officer once they have
16 completed the thirtieth (30th) day of employment. It will be the responsibility of the employer
17 to inform substitute employees of these provisions.

18
19 **Section 1.4. Definitions.**

20 **New Position:** A position newly created where the hours did not previously exist within the District.

21
22 **Open/Vacant Position:** A position determined by the Superintendent as vacant, needing to be filled.

23
24 **Temporary Position:** A temporary position is one where an opening is created by a leave of absence, a
25 short-term staffing need which does not warrant the posting of a permanent position, or when
26 extraordinary needs require a temporary appointment.

27
28 Temporary positions shall be posted with specific beginning and ending dates, or likely length of
29 employment specified on the job posting. New employees to the district who are hired to fill temporary
30 positions shall be subject to all provision of this Agreement.

31
32 **Transfer:** Transfer means moving an existing position from one building to another because of student
33 or program needs as determined by the District. If the district determines there is a need to move
34 existing hours to another site, seniority rights will be recognized when a transfer is initiated. The
35 District will notify the Association President when transfers are necessary.

36
37
38
39 **ARTICLE II**

40
41 **RIGHTS OF THE EMPLOYER**

42
43 **Section 2.1.**

44 The right to reasonable rules and regulations will be considered acknowledged functions of the
45 District. In making rules and regulations relating to personnel policies, procedures and practices, and
46 matters of working conditions, the District will give due regard and consideration to the rights of the
47 Association and the employees and to the obligations imposed by this Agreement.

1
2 **Section 2.2.**

3 It is agreed that the customary and usual rights, powers, functions, and authority of management are
4 vested in management officials of the District. Included in these rights in accordance with and subject
5 to applicable laws, regulations, and the provisions of this contract, is the right to direct the work force,
6 the right to hire, promote, retain, transfer and assign employees in positions; the right to suspend,
7 discharge, demote, or take other disciplinary action against employees for justifiable cause; and the
8 right to release employees from duties because of lack of work. The District will retain the right to
9 maintain efficiency of the District operation by determining the methods and the means by which
10 operations undertaken by the employees in the unit are to be conducted.
11
12
13

14 **ARTICLE I I I**

15 **RIGHTS OF EMPLOYEES**
16
17

18 **Section 3.1.**

19 It is agreed that all employees subject to this Agreement will have and will be protected in the exercise
20 of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The
21 freedom of such employees to assist the Association will be recognized as extending to participation in
22 the management of the Association, including presentation of the views of the Association to the Board
23 of Directors of the District or any other governmental body, group, or individual. The District will take
24 whatever action required or refrain from such action in order to assure employees that no interference,
25 restraint, coercion, or discrimination is allowed within the District to encourage or discourage
26 membership in any employee organization.
27

28 **Section 3.2.**

29 Each employee will have the right to bring matters of personal concern to the attention of appropriate
30 Association representatives and/or appropriate officials of the District.
31

32 **Section 3.3.**

33 Employees subject to this Agreement have the right to have Association representatives or other
34 persons present at discussions between themselves and supervisors or other representatives of the
35 District.
36

37 **Section 3.4.**

38 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,
39 exclusive of compensation for services rendered, to appropriate officials of the Association.
40

41 **Section 3.5.**

42 Neither the District, nor the Association, will discriminate against any employee subject to this
43 Agreement on the basis of race, creed, color, sex, religion, age, marital status, honorably discharged
44 veteran, military status, sexual orientation, the presence of any sensory, mental, or physical disability
45 or the use of a trained dog guide or service animal by a person with a disability that is recognized as
46 and declared to be a civil right, the duties of which may be performed efficiently by an individual
47 without danger to the health or safety of the handicapped person or others.

1 **Section 3.6. Personnel File.**

2 The employee will be provided a copy of any material placed in his or her personnel file within five (5)
3 days of its insertion and the employee may review and copy the entire file upon request. Any
4 derogatory material contained in the file may be removed at the end of two (2) years of date of
5 placement in the file upon agreement of the employee, the building administrator, the superintendent or
6 his designee. An employee may attach comments to any material that is a part of the personnel file. If
7 the employee feels the material is unfounded and/or inappropriate, an appeal to the Superintendent will
8 be pursued. If the employee so requests, they may have a PSE representative or another person present.
9

10 **Section 3.6.1. Evaluation of Classified Staff.**

11 All evaluations will be done by the building administrator or his/her designee. Newly hired
12 employees will be evaluated twice during the first year of employment, the first of which will
13 be within the employee's first ninety (90) workdays. Thereafter, employees will be evaluated in
14 writing, once during the school year. Beginning in the 2013-2014 school year, Paraeducators
15 will be evaluated not later than ten (10) days prior to the end of the instructional year. Nutrition
16 Specialists will be evaluated not later than the last day of school for the 2013-2014 school year,
17 and ten (10) days prior to the end of the instructional year beginning in 2014-2015. The
18 evaluation will be performance related and must be based on observed criteria. Such criteria
19 will be agreed upon in advance of the observation period. If the supervisor feels there is a
20 necessity for further evaluations, an additional evaluation and a Performance Improvement Plan
21 will be used in an attempt to remediate the lower standard of performance. The evaluation tool
22 may be opened up annually for edit and review.
23

24 **Section 3.6.2.**

25 Evaluations contained in Appendix A will be for the entire term of this agreement, subject to
26 the terms and conditions of Article III, Section 3.6.1.
27

28 **Section 3.7.**

29 Supervisors will at all times conduct themselves with dignity and respect for employee's rights, duties
30 and privileges. In their relationships with each employee, every effort will be made to avoid words or
31 actions which are ridicule, slander or abuse and will conform to non-harassment standards, laws and
32 District harassment and bullying policies.
33

34 **Section 3.8.**

35 Employees who are not licensed nurses and whose job descriptions do not include performing
36 catheterizations or work with students with diabetes, may file a written statement of refusal to perform
37 catheterization and diabetes assistance. Refusal will not adversely affect the employee's job status or
38 be grounds for dismissal. Employees who are authorized to provide for catheterization or diabetes
39 assistance will be provided training from a registered nurse consistent with the rules of the state board
40 of nursing.
41

42 **Section 3.9. E-mail Communication.**

43 Emails are an official communication tool of the District, therefore, employees are responsible to
44 check their emails with regularity at appropriate times during the course of each day. Employees will
45 be afforded the opportunity within their workday to access their district email. Association
46 communications are limited to bargaining unit members and administration.
47

1 Employees shall be responsible to ensure that their email communications are appropriate. Emails
2 should only be directed to individuals who “need to know” and “all staff” or large group emails are
3 likely inappropriate and discouraged.

4 5 6 7 **ARTICLE I V**

8 9 **RIGHTS OF THE ASSOCIATION**

10 11 **Section 4.1.**

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

17 18 **Section 4.2.**

19 The Association will promptly be notified by the District of any grievances or disciplinary actions of
20 any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure
21 Articles contained herein. The Association is entitled to have an observer at hearings conducted by any
22 District official or body arising out of grievance if the grievant so directs and to make known the
23 Association’s views concerning the case.

24 25 **Section 4.3.**

26 The District, as part of the general orientation of each new employee within the unit subject to this
27 Agreement, will describe the employee’s rights under the Public Employees Collective Bargaining
28 Agreement and subsequent amendments thereto, and will provide such employee with a copy of this
29 Agreement to be furnished the District by the Association.

30 31 **Section 4.4.**

32 Representatives of the Association, upon making their presence known to the District, and with the
33 District’s expressed permission for each occasion, will have access to the District premises during
34 business hours, provided, that no conferences or meeting between employees and Association
35 representatives will in any way hamper or obstruct the normal flow of work. Student contract hours are
36 not to be interrupted unless in an emergency, and then only with the permission of the Superintendent
37 or his/her designee.

38 39 **Section 4.5.**

40 The District will provide a bulletin board space at each work site for the use of the Association. The
41 Association will have the right to post notices of activities and matters of Association concern on these
42 bulletin boards. The bulletins posted by the Association are the responsibility of the officials of the
43 Association. Each bulletin will be signed by the Association official responsible for its posting.
44 Unsigned notices or bulletins may not be posted. There will be no distribution or posting of
45 information, pamphlets or advertisements for or against federal, state or local political matters on
46 District property.

Section 4.6.

The Association will have the right to use District mail service and staff mailboxes for official Association communication. Courtesy copies will be made available to the building principals on the day of distribution.

Section 4.6.1.

The Association will be granted the privilege of using the business machines and facilities of the District outside the school day, if such equipment of facility is not otherwise in use, except if the business relates to issues defined as work stoppage. The Association will notify the building principal or his/her designee in advance of such use. The Association will furnish at its own expense, or remit to the District, the value of all paper and supplies used and the Association will be held responsible for any damage or maintenance charges attributable to their use of such equipment.

Section 4.7.

The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington/SEIU Local 1948 State Organization.

Section 4.8. Job Descriptions.

The District shall provide the Association with current job descriptions on request. If the job description is changed, a copy of the changes will be given to the Association President. The creation of a new position or major modification of an existing position shall require opening of this Agreement for negotiations of an appropriate wage rate. Employees may petition the District for a position reclassification.

Section 4.9. Release Time for Association Business.

The President of the Association and designated representatives will be provided time off without loss of pay to a maximum of ten (10) total days per year to attend regional or State meeting or to attend to Association business.

Section 4.9.1. Use of Release Time.

Time during working hours will be allowed designated Association members for attendance at meetings with the District. Time will also be allowed for representatives to discuss with the employees grievances and appropriate matters directly related to work situations in their area or craft. Association representatives will guard against the use of excess time in the handling of such matters.

ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

Section 5.1. Hours, Wages and Working Conditions.

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are policies, programs, and procedures relating to or affecting hours,

wages, grievance procedures and general working conditions of employees in the bargaining unit subject to this Agreement.

Section 5.2. Insurance and Benefits.

The District will include the Association in the formulation of any changes being considered in existing or proposed insurance benefits. The District will consult with the Association and meet, upon request, in the formulation of any changes being considered in existing policies, practices and procedures where insurance benefits are concerned.

Section 5.3.

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

Section 5.4.

The parties agree that PSE will have an advisory/recommendation representation with the administration and other employee groups in the development of the school calendar.

ARTICLE V I

LABOR MANAGEMENT MEETINGS

Section 6.1. Labor/Management.

The Association will designate a Labor/Management team of three (3) members who will meet with the Superintendent or his/her designee, on a mutually agreeable regular basis, to discuss appropriate matters. These meetings will not take the place of negotiations.

Section 6.2.

The Association representatives will represent the Association and employees in meeting with officials of the District to discuss appropriate matters of mutual interest. They may receive and investigate to conclusion complaints or grievances of employees on District time and thereafter advise employees of rights and procedures outlined in this Agreement and applicable regulations or directives for resolving the grievances or complaints. This does not, however, preclude the Association's right to pursue the matter to conclusion. They may consult with the District on complaints without a grievance being made by an individual employee.

Section 6.2.1.

Association representatives, when leaving their work, will first obtain permission from their immediate supervisor. The supervisor's permission in these instances will normally be granted. The employees will report their return to work to their supervisors. Any such meetings will be scheduled to minimize impact to student learning.

ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 7.1.

The workweek will be consistent with the issued instructional calendar where students are present, typically consisting of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday.

Section 7.2.

Each employee will be assigned to a definite and regular shift and workweek, which will not be changed without prior notice to the employee of five (5) workdays, unless in case of emergency. Provided, however, that such timeframe of changes may be waived by agreement of the district and employee.

Section 7.3.

Each employee will be given a beginning and ending work date and hours of their work year and day, respectively.

Section 7.4.

Any shift over seven (7) hours, will receive an unpaid thirty (30) minute uninterrupted lunch period as near the middle of the shifts as is practicable. The employee will also receive a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods will occur as near the middle of each half shift as is practicable.

Any shift over five (5) up to seven (7) hours will receive an unpaid thirty (30) minute uninterrupted lunch period and one (1) fifteen (15) minute rest period.

Any shift of four (4) up to five (5) hours, will receive one (1) fifteen (15) minute rest period.

Employees working less than four (4) hours will receive no rest period.

Section 7.5.

Employees required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee will be compensated for the foregone lunch period.

Section 7.6.

Only employees, employed regularly as classified employees, will be used to fulfill all job assignments for which compensation is paid, within their respective job classifications, unless no qualified employee is available.

Section 7.7.

Overtime/compensatory time will be in accordance with the Fair Labor Standards Act.

Section 7.8. Paraeducator Classification.

General Paraeducators work with students in classrooms or with small groups outside the classroom under the direction of a certificated employee, or in other duties as assigned per job description.

There are four (4) specific Paraeducator levels in Colville School District:

- | | |
|-----------|---|
| Level I | Instructional Assistant and Supervision Paraeducator |
| Level II | Behavioral Instruction (BI) /Designed Instruction (DI), Signer (with ASL completion) |
| Level III | Behavior/Tuancy/Security; Brailist; Occupational Therapy Assistant (OTA); Speech Language Pathology Assistant (SLPA); Parent Designated Adult (PDA); Health Assistant |
| Level IV | Transition Specialist, Educational Interpreter (passed EIPA or NIC) |

Section 7.8.1. Change in Paraeducator Shift.

Paraeducator schedules will be determined by administration. If student needs dictate a change in staffing, administration is responsible for notifying employees regarding the necessary Paraeducator shift (begin and end times) changes. A minimum of forty-eight (48) hours notification is required prior to duty/schedules being changed in these instances unless the employee agrees to an earlier change.

Section 7.8.2. Paraeducator Requirements.

Effective September 1, 2019 all paraeducators defined as classified school employees who work under the supervisor of certificated or licensed staff member to support and assist in providing instructional and other services to students and their families must meet the following minimum requirements:

- Be at least eighteen (18) years of age
- Provide proof of High School diploma or equivalent
- Completed and passed the ETS ParaPro Praxis Assessment as published by PESB by date of hire. (The ETS ParaPro assesses knowledge and skills in reading, writing, math, and assisting classroom instruction. Colville School District will lead the incumbent through the testing process; however, a passing score must be achieved before incumbent may begin in position.
- Current First Aid/CPR Card or willingness to obtain promptly
- HIV/Hepatitis Bloodborne Pathogen trained or willingness to be promptly
- Meet the Paraeducator 14 core competencies within one year from the date of hire.

Section 7.8.3. Core Competencies.

All current bargaining unit employees assigned to work with students are required to meet the Core Competencies as defined by the State of Washington (WAC 392-172-200.93). Training designed or designated as satisfying the criteria necessary for meeting the Core Competencies, which have been successfully completed and documented prior to the starting date of this contract, will be acknowledged and applied to the requirements, provided the employee presents evidence of the skill, knowledge and ability to be considered competent.

All employees hired or assigned to work with students, will have three (3) years from the date of hire, to complete the Core Competencies. Employees will be provided the opportunity to receive the necessary training. Whenever possible, training will be during the employee's work time at no additional expense to the employee. If the training is not available to an employee

during his/her work time, the district will pay the expenses and materials necessary to complete the training(s).

Satisfaction of the Core Competencies may be through training, actual practice, observation or interview. The employee may petition the district for recognition of satisfaction of one or more of the Core Competencies through review of courses previously taken, actual practice, observation or through interview.

Section 7.8.4.

The District will provide all paraeducators with the required state mandated training (for 2019-20 the mandated training through PESB is 14 hours). Further information can be found at the Professional Educator Standards Board (PESB) website at <https://www.pesb.wa.gov/>.

Section 7.9. Nutrition Specialists.

Nutrition Specialists will be contracted for 178 days per year which will include:

- Annual Districtwide orientation day prior to the first day of school
- Annual fall Kitchen Prep Day on the Friday before the first day of school

(Each employee will work the number of hours they are normally scheduled in a day.)

All nutrition specialists will be paid to take ten (10) hours of mandatory training as required by the Office of the Superintendent of Public Instruction (OSPI). Such training may take place during the two fall conference days. If additional approval training is needed, it will be compensated as extra time.

In the event that a school district nutrition facility and staff are being used on a non-student scheduled day(s) or non-student hours and therefore at times beyond the normal workday/week/year for Nutrition Specialists, the bargaining unit employees of the Nutrition Department may be hired on a voluntary basis depending on the need and staff skill level. Employees will be paid in compliance with the terms of this agreement.

ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1.

No paid holidays have been granted to Nutrition Specialists or Paraeducators.

ARTICLE IX

LEAVES

Section 9.1. Sick Leave.

Each employee will accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee will accumulate less than ten (10) days of sick leave per school year. An employee who works eleven (11) workdays in any calendar month will be given credit for the full calendar month. Sick leave will be vested when earned and may be accumulated for one hundred

eighty (180) days or the employee's highest work year, whichever is greater. The District will project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee will be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave benefits will be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken and the accumulated benefits will be expended on an hourly rather than a daily basis.

Section 9.1.1. Use of Sick Leave.

Employees may use their accrued, unused paid sick leave to care for the health needs of the employee's self; an employee's "family member" health needs; when the employee's place of business, or the employee's child's school or place of care has been closed by order of a public official for any health-related reason; absences that qualify for leave under the Domestic Violence Leave Act; and additional purposes allowed by the employer.

A "family member" includes the employee's child (including stepchild or foster child), a parent, a spouse, a registered domestic partner, a grandparent, a grandchild, or a sibling.

The district may require a doctor's note for sick leave of five days or more, per District Policy 5401.

Section 9.2. On-the-Job Injury and Leave.

The employee will file an application for Workers' Compensation benefits in accordance with state law due to injury or occupational disease resulting from Colville School District (CSD) employment. Should an employee receive Workers' Compensation time-loss benefits, he/she has the option of using paid sick leave and keeping the time-loss benefits. Similarly, an employee has the option of using time-loss benefits.

Should an employee use sick leave for a particular injury, he/she has the option to subsequently buy back the sick leave using the related time loss benefit. Should any employee apply for Workers' Compensation and the claim is later denied, sick leave and other leave may be used or the absence.

Section 9.3.

Employees who have accrued sick leave while employed by another public school district in the State of Washington will be given credit for such accrued sick leave upon employment by the District.

Section 9.4. Sick Leave Buy-Back.

The leave and attendance incentive provisions of RCW 28A.400.210 (sick leave buy-back provision) as currently in effect, and rules and regulations promulgated pursuant thereto, are by this reference incorporated herein.

Section 9.4.1.

At the time of separation from school district employment, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary

compensation for each four (4) full day's accrued leave for illness or injury. An eligible employee per the Department of Retirement Systems (DRS) may include but is not limited to:

- A. Employees who are eligible for retirement per DRS who separate from employment due to retirement or death.
- B. Employees who separate from employment and who are at least age fifty-five (55) and have at least ten (10) years of service in SERS 3;
- C. Employees who separate from employment and who are at least fifty-five (55) and have at least fifteen (15) years of service in SERS 2.

Section 9.5. Bereavement Leave.

Each employee will be entitled up to five (5) days leave with pay per occurrence for absence caused by death to an employee's child, spouse, parent, step-parent, grandchild, sibling, or parent-in-law or such person with whom an equivalent relationship exists. Such leave is noncumulative and will not be deducted from sick leave. In the case of excessive travel distance needs, additional leave beyond the five (5) days may be granted by the Superintendent or his/her designee, but may be deducted from personal leave, sick leave or revert to non-paid for the balance.

Section 9.6. Judicial Leave.

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

Section 9.7. Leave of Absence.

Upon recommendation of the immediate supervisor through administrative channels to the Superintendent, and upon approval of the Board of Directors, an employee may be granted a leave of absence for a period not to exceed one (1) year; however, extensions may be given if requested and granted.

Section 9.7.1.

The returning employee will be assigned to the same or equivalent position occupied before the leave of absence, provided there is an open position for which the employee is qualified. If there is not an open position the employee will be placed by seniority, on a reemployment list and rehired according to the provisions of Article X. Employees on the reemployment list must notify the District by April 15 of each year of their intent to remain on the reemployment list.

Section 9.7.2.

The employee will retain accrued sick leave, vested vacation rights, and seniority while on leave of absence. However, vacation credits, sick leave, and seniority will not accrue while the employee is on a leave of absence. If the leave is approved for extended illness or injury, including industrial accident or industrial illness, seniority will accrue to a maximum of one additional year.

Section 9.8. Personal Leave.

Each employee will be granted three (3) days of personal leave per year with prior approval of the building administrator/supervisor. Up to two (2) days of personal leave may be carried over from one

1 school year to the next, not to exceed five (5) days at any one time. Employees who do not use any or
2 part of their personal leave may request to cash-out up to three (3) days at the employee's regular rate
3 of pay. The employee must notify the district payroll department in June (by the last day of school) of
4 his/her decision to either save (accumulate) unused personal days over five (5) days or cash out
5 (convert) them at his/her hourly rate of pay.

6
7 Personal leave may not be used during the ten (10) days preceding the start of school, immediately
8 preceding or following a school holiday or break period, or during the last ten (10) student days except
9 at the discretion of the superintendent. This leave may be taken in hourly increments.

10
11 Requests for this leave for three (3) days or less must be submitted at least forty-eight (48) hours prior
12 to the date for which such leave is requested for building administrator/ supervisor approval. Requests
13 for this leave exceeding three (3) consecutive days must be submitted as soon as possible but no less
14 than ten (10) workdays in advance of the dates requested.

15 16 **Section 9.9. Family and Medical Leave (FMLA).**

17 The District shall provide Family and Medical Leave for the employee pursuant to Federal Law
18 (Family and Medical Leave Act of 1993), State Law (Washington Family Care Act – WFCA) and
19 District policy number 5404. This leave guarantees eligible employees up to twelve (12) weeks of job-
20 protected leave.

21
22 Employees who have worked for the District for a period of twelve (12) months and have accrued one-
23 thousand two-hundred and fifty (1,250) hours of service during that twelve (12) month period are
24 eligible for this leave.

25 26 **Section 9.9.1. Maternity Leave (For Employees Not Qualifying for FMLA).**

27 To be entitled to maternity leave, an employee will inform the District at least one month in
28 advance of her intention to take leave. The exact beginning and ending dates of maternity leave
29 will be determined by the employee's physician. The leave is to be deducted from sick leave.
30 Seniority will accrue during this leave. This leave may also be used in the case of adoption or
31 placement of a child in the home for foster care. This leave will be executed in conjunction
32 with federal and state law as applicable.

33 34 **Section 9.9.2. Paternity Leave (For Employees Not Qualifying for FMLA).**

35 A male employee, upon request, shall be granted a maximum of five (5) days leave, on or about
36 the date of his child's birth. Such leave is deducted from sick leave. An employee may request
37 additional days by submitting a written application to the Superintendent or designee. This
38 leave may also be used in the case of adoption or placement of a child in the home for foster
39 care. This leave will be executed in conjunction with federal and state law as applicable.

40 41 **Section 9.10. Employee Leave Sharing.**

42 The District will establish and administer a leave sharing plan in which eligible employees may donate
43 excess sick leave for use by a staff member who is suffering from an extraordinary or severe illness,
44 injury, impairment or physical or mental condition. The value of leave transferred is based upon the
45 current salary rate of the person receiving the leave. The employee sharing their leave must retain 22-
46 days of sick leave.

1 All voluntary leave sharing will be in strict compliance with current state and federal law. The district
2 will make available the published RCW on voluntary leave sharing and provide to employees upon
3 request.
4

5 **Section 9.11. Domestic Violence Leave.**

6 The District will provide leave in accordance with state law which allows victims of domestic
7 violence, sexual assault, or stalking to take reasonable leave from work to take care of legal needs and
8 obtain health care. Such leave will be with (provided leave is available) or without pay at the
9 employee's discretion. Employees may also take reasonable leave to help a family member obtain
10 needed treatment or services. For this section, family members include a child, spouse, parent, parent-
11 in-law, grandparent or a person whom the employee is dating.
12

13 **Section 9.12. Faith or Conscience Leave.**

14 Each employee covered by this Agreement is entitled to two (2) unpaid days per year for a reason of
15 faith or conscience or an organized activity conducted under the auspices of a religious denomination,
16 church, or religious organization unless such leave will pose an undue hardship as set forth in the
17 WAC that will be promulgated by OFM.
18
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20

21 **ARTICLE X**

22 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**
23
24

25 **Section 10.1.**

26 The seniority of an employee within the bargaining unit will begin as of the date on which the
27 employee began continuous, permanent, non-substitute daily employment (hereinafter "hire date")
28 unless such seniority will be lost as hereinafter provided. For those hired on the same day, lots will be
29 drawn to determine seniority and that position on the seniority list will remain constant, with respect to
30 the other employees involved in that drawing, as long as the employee is with the District.
31

32 **Section 10.2.**

33 Each new hire will remain in a probationary status for a period of not more than ninety (90) workdays
34 following the hire date. During this probationary period the District may discharge such employee at
35 its discretion.
36

37 **Section 10.2.1.**

38 Temporary positions are those that are anticipated to last one school year or less. Temporary
39 positions will convert to permanent position for the purpose of hire date when the position
40 extends past the anticipated one school year.
41

42 **Section 10.3.**

43 Non-probationary employees who are assigned temporary positions will retain their regular position
44 from which they were moved and will accrue seniority. If after one year, the temporary position is no
45 longer provided, the regular employee will return to the former position. Any employee hired to fill in
46 the former regular position will be informed that position is temporary.
47

1 **Section 10.4.**

2 Seniority rights will not be lost and will accrue for the following reasons, without limitation:

- 3 A. Time lost by reason of judicial leave;
- 4 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
- 5 United States;
- 6 C. Time spent on other authorized leaves, except Leave of Absence; or
- 7 D. Time spent in layoff status as hereinafter provided.
- 8

9 **Section 10.5.**

10 Seniority rights will be lost for the following reasons:

- 11 A. Resignation;
- 12 B. Discharge for justifiable cause;
- 13 C. Retirement;
- 14 D. Employees in layoff status in excess of two (2) years.
- 15

16 **Section 10.6.**

17 Seniority rights will be effective within the general job classification. As used in this agreement,

18 general job classifications are those set forth in Article I, Section 1.2 of this Agreement.

19

20 **Section 10.6.1.**

21 Employees who change job classifications within the District shall retain their hire date in the

22 previous classification for a period of one (1) year, notwithstanding that they have acquired a

23 new hire date and a new classification.

24

25 **Section 10.7.**

26 Seniority will be the first consideration in all matters of job promoting, assignments to new or open

27 positions, shift selection, layoff and recall from layoff, addition or reduction in hours, and special

28 assignments provided the employee meets the qualifications. The district will not move Paraeducators

29 across experience areas without justification.

30

31 If the District determines that seniority should not govern because a junior or outside applicant has

32 demonstrated ability, performance and/or qualifications related to the job description and/or posting,

33 substantially greater than a senior employee, the District will set forth in writing to the employee or

34 employees its reasons why the senior employee or employees were bypassed. The District will also

35 notify the Association President in writing of the bypass.

36

37 **Section 10.7.1. Additional Time.**

38 When additional hours become available, said hours will be offered by the administration on a

39 seniority basis, in the building, with consideration given to skills, experience and the

40 employee's schedule. In no case will the additional non-posted hours total more than one (1)

41 hour per day of additional time per employee per year. Said hours are not subject to the

42 publication requirement stated in Section 10.8 of the current agreement.

43

44 **Section 10.8. Posting of New or Open Positions.**

45 The District will publicize within the bargaining unit for five (5) workdays the availability of new or

46 open job positions as soon as possible after the District is apprised of the opening. Said notice of staff

vacancy or new position will clearly set forth the qualifications for the position and procedures for applying.

A copy of the job posting will be emailed to the President of the Association, all staff and will be added to the District website. Employees will submit a Letter of Intent through the district website.

Section 10.9. Layoff.

When it is necessary to lay off employees after modification or reduction of programs for financial reasons, the following procedure will be followed:

1. The District office will make available a current seniority list of all classified employees in the bargaining unit.
2. The District and the Association will meet and confer regarding the process to be used dependent on the circumstances for reduction in force.
3. All affected employees will be placed on a re-employment list maintained by the District according to layoff ranking. Such employees are to have priority over new applicants with the exception of current employees in filling an opening in the classification held immediately prior to layoff. Names shall remain on the re-employment list for two (2) years from last day of regular employment, provided said employee notifies the District by April 15 of their intention to remain on the reemployment list.
4. The District will provide each employee to be laid-off, a written notice of such action no later than fifteen (15) workdays of the effective date or before the close of the school year. Those employees on layoff will be notified of vacant and open positions according to the current/collective bargaining contract. The most senior employee who meets the qualifications in the general job classification will have the preferential rights regarding reduction in hours, layoff and recall from layoff per Section 10.6.

Section 10.10.

An employee will forfeit rights to reemployment if the employee does not comply with the requirements of Section 10.10 or if the employee does not respond to the offer of or interview for reemployment within five (5) workdays.

Section 10.11.

Employees on layoff status will file their addresses in writing with the personnel office of the District/Association and will thereafter promptly advise the District in writing of any change of address.

Section 10.12.

An employee on layoff status who rejects an offer of or interview for reemployment forfeits seniority and all other accrued benefits; provided, that such employee is offered a position substantially equal to that held prior to layoff. Unavailability due to vacation or travel does not constitute rejection of an offer.

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ARTICLE X I

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 11.1.

The District will have the right to discipline or discharge an employee for justifiable cause. The justification for discipline or discharge will be given to the employee in writing. The issue of justifiable cause as it pertains to this Article will be resolved in accordance with the grievance procedure contained herein.

If the District has reason to reprimand an employee, it will be done in a manner which does not embarrass the employee before the public or other employees.

When disciplining an employee the following progressive discipline model will include: 1) Notice of Concern/Counseling; 2) Oral Warning – written record to supervisor’s file only; 3) Letter of Warning – sent to employee’s personnel file; 4) Letter of Reprimand; 5) Suspension; 6) Termination.

Steps in this model may be skipped depending on the severity of the infraction.

Section 11.2.

The District will notify employees of its intent for continued employment for the next school year, prior to the employee’s last workday of the current school year. The employee will notify the District of their intention to accept continued employment within ten (10) days of being notified by the District.

ARTICLE X I I

SALARY, INSURANCE, AND RETIREMENT

12.1. School Employee Insurance.

Beginning January 1, 2020, and each year thereafter, the employer agrees to provide the insurance plans, follow employee eligibility rules and provide funding for all bargaining unit members and their dependents as required by State Law, the State Operating Budget, and the School Employees’ Benefits Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

Section 12.1.1.

The employer agrees to provide timely information about SEBB insurance plans to eligible employees during the school year (as required or recommended by SEBB) and at each open enrollment period.

Section 12.1.2.

The employer agrees to follow SEBB eligibility rules for employees who are anticipated to work 630 hours or more per school year.

Section 12.2.

The District will make required contributions for State Industrial Insurance on behalf of all employees subject to this Agreement.

Section 12.3.

The District will make contributions to the Washington State Unemployment Compensation Fund requisite to providing unemployment benefits for all employees subject to this Agreement.

Section 12.4. WA Paid Family & Medical Leave.

Paid Family and Medical Leave is an insurance program funded through premiums paid by employees and employers. This statewide insurance program allows workers and employers to contribute premiums together through payroll withholding. The rate for 2019 is 0.4 percent of a worker's wage, about 63 percent of which is paid by the worker and about 37 percent is paid by the employer.

Washington workers will be able to use Paid Family and Medical Leave benefits starting in 2020 if they meet the eligibility by having worked 820 hours in four (4) of the last five (5) quarters of the preceding year. These benefits will generally allow up to 12 weeks of paid leave per year to care for themselves or their family.

Section 12.5. Retirement.

In determining whether an employee subject to this Agreement is eligible for participation in a Washington State Public Employees Retirement System (PERS) or the Washington State School Employees Retirement System (SERS), the District will report all hours compensated, whether straight time, overtime, or otherwise.

Section 12.6. Tort Liability.

The District will provide tort liability coverage for all employees subject to this Agreement.

Section 12.7. Section 125 Cafeteria Plan.

The District will make available a Section 125 Cafeteria Plan for all employees to include insurance premium, childcare and medical needs.

Section 12.8. VEBA.

The District will make available a VEBA plan for sick leave conversion and/or monthly contributions. VEBA details are voted on by the PSE membership on an annual basis.

ARTICLE XIII

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 13.1. Association Membership.

The parties recognize that each employee has the right to become a member of the Association and the District will not discriminate, restrain, retaliate, coerce or interfere against any employee in that process. Each employee subject to this Agreement may choose to become an Association member in

1 good standing by paying monthly dues. The Association shall be the custodian of records in terms of
2 employee Association Membership.

3
4 **Section 13.2. New Hire Notification.**

5 The District will provide the PSE Chapter President and Membership Officer electronic notification of
6 the name, address, phone number, classification, job title, work location, and work email address of all
7 newly hired bargaining unit employees upon hire.

8
9 **Section 13.3. Dues Authorization.**

10 PSE will be the custodian of the records related to dues authorizations. PSE agrees that as the custodian
11 of the records, it has the responsibility to ensure the accuracy and safe-keeping of those records.

12
13 The District shall deduct PSE dues, assessments, and any/all voluntary contributions to the Association
14 from the pay of any employee who authorizes such deductions in writing in accordance with applicable
15 law (RCW41.56.110). The District shall transmit all such funds deducted to the Treasurer of Public
16 School Employees of Washington/SEIU Local 1948 on a monthly basis.

17
18 **Section 13.3.1. E-Signature Authorization.**

19 The District agrees to accept dues authorizations via E-signature in accordance with “E-SIGN.”
20 PSE will be the custodian of all records related to E-signature authorizations. The Association
21 agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and
22 safe-keeping of those records.

23
24 **Section 13.4. Local Dues.**

25 The PSE Bargaining group will notify each member of a five-dollar (\$5.00) assessment of local dues
26 deducted automatically by the District from the October paycheck the employee receives in the school
27 year.

28
29 **Section 13.5. Chapter Member Audit.**

30 Upon request, the District shall provide PSE information on all bargaining unit employees for audit
31 purposes. Information will include non-dues paying employees, with the employee’s name, position,
32 primary work location, address, phone, hire date, hourly rate of pay, number of contracted work days and
33 work hours per day, and FTE equivalent.

34
35 **Section 13.6. Access to New Employees of the Bargaining Unit.**

36 The District will provide PSE reasonable access to new employees of the bargaining unit for the
37 purposes of presenting information about PSE to the new employee. “Reasonable access” for the
38 purposes of this section means the access to the new employee occurs within one week of the
39 employee’s start date within the bargaining unit; the access is for no less than (30) minutes; and the
40 access occurs during the new employee’s regular work hours at the employee’s regular worksite or at a
41 location mutually agreed to by the District and PSE.

42
43 **Section 13.7. Annual New Hire Orientation.**

44 If an annual orientation is provided to new hires subject to this agreement the Association shall be allowed
45 to attend to meet with new hires and provide such employee with a copy of this Agreement and the Dues
46 Authorization form.

ARTICLE XIV

GRIEVANCE PROCEDURE

Section 14.1.

Grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the Terms and Conditions of this Agreement will be resolved in strict compliance with this Article.

Section 14.2. Grievance Steps.

Section 14.2.1. Step 1.

Employees will first discuss the grievance or complaint with their immediate supervisor and the employee will document the date of the discussion. If employee wishes, they may be accompanied by an Association representative at this discussion. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty (20) work days of the occurrence will be invalid and subject to no further processing. The Supervisor will have twenty (20) workdays to resolve the grievance.

Section 14.2.2. Step 2.

If the grievance is not resolved to the employee's satisfaction within twenty (20) workdays of the discussion at Step 1, the employee will, within ten (10) workdays reduce to writing a statement of the grievance containing the following:

- A. The facts on which the grievance is based;
- B. A reference to the provisions in this Agreement which have been allegedly violated; and
- C. The remedy sought.

The employee will submit the written statement of grievance to the immediate supervisor for reconsideration and will submit a copy to the official in the Administration responsible for personnel. The parties will have fifteen (15) workdays from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance will sign it.

Section 14.2.3. Step 3.

If no settlement has been reached within the fifteen (15) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance will be submitted within fifteen (15) workdays to the District Superintendent or the Superintendent's designee. After such submission, the parties will have fifteen (15) workdays from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance will sign it. If the Superintendent's designee has already been party to the grievance procedure in Section 14.2.2 or 14.2.3, then the grievance will be submitted to the District Board of Directors according to Section 14.2.4.

Section 14.2.4. Step 4.

If no settlement has been reached within the fifteen (15) days referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of

grievance will be submitted within fifteen (15) workdays to the District Board of Directors. After such submission, the parties will have thirty (30) workdays from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance will sign it. The District Board of Directors reserves the right to summon the employee for an oral statement of the grievance. The employee reserves the right to appear before the District Board of Directors to explain the grievance. At any appearance before the District Board of Directors, the employee may be accompanied by an Association representative or designee.

Section 14.2.5. Step 5.

If no settlement has been reached within the thirty (30) days referred to in the preceding subsection, and the Association believes the grievance to be valid, the employee may demand arbitration of the grievance. Any dispute, claim or grievance arising out of or relating to the interpretation or the application of this Agreement will then be submitted to arbitration to the Public Employment Relations Commission. The parties further agree to accept the arbitrator's award as final and binding upon them. The parties will equally share the costs associated with the services of the arbitrator but will assume full liability for their own costs.

Section 14.3.

The grievance or arbitration discussions will take place whenever possible on school time. The employer will not discriminate against any individual employee or the Association for taking action under this Article.

ARTICLE X V

TRANSFER OF PREVIOUS EXPERIENCE

Section 15.1.

A new hire leaving one school district within the State of Washington or a Colville School District rehire who commence employment with the Colville School District will receive credit for experience in a like position for the purpose of placement on the applicable salary schedule, and will retain sick leave credit that he/she had in the previous district, subject to terms and conditions of this Agreement. It is the new/re-hire's responsibility to provide leave and experience information to the business office.

Section 15.2.

Any new hire previously employed outside the State of Washington or outside the Colville School District (i.e. Idaho Public Schools, private schools or nursing homes for Nutrition services) may receive experiential credit pursuant to the terms of the Colville District Policy # 5310.

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ARTICLE X V I

SALARIES AND EMPLOYEE COMPENSATION

Section 16.1.

Employees will be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee will receive a full accounting and itemization of authorized deductions, hours worked, and rates paid by the last day of October. The employee's estimated yearly earnings (September 1 through August 31) will be calculated and paid in twelve equal payments.

Section 16.2.

Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in Schedule A attached hereto and by this reference incorporated herein.

Section 16.2.1.

Salaries contained in Schedule A will be for the entire term of this Agreement, subject to the terms and conditions of Article XVII, Section 17.3. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, will be retroactive to the effective date.

Section 16.2.2.

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

Section 16.3. Food Handlers Permit.

The District will reimburse the fee for Nutrition Service employee's Food Handler's Permits, up to ten (\$10.00) dollars after the employee has maintained employment within the district's nutrition services program for a minimum of 6 months.

Section 16.4. Planning/Prep Time.

It is expected that coordination between Paraeducators and their supervising teacher will be done on duty time not during lunch or rest periods.

ARTICLE X V I I

TERM AND SEPARABILITY OF PROVISIONS

Section 17.1.

The term of this Agreement will be September 1, 2019 to August 31, 2022.

1 **Section 17.2.**

2 All provisions of this Agreement will be applicable to the entire term of this Agreement
3 notwithstanding its execution date, except as provided in the following section.
4

5 **Section 17.3.**

6 This Agreement may be reopened and modified at any time during its term upon mutual consent of the
7 parties in writing; provided, however, that this Agreement will be reopened annually to renegotiate
8 Schedule A, Article VIII, and Article XII herein; and Appendix A, except if specifically waived in this
9 Article. It is mutually agreed to waive reopening of Schedule A in 2016-17 and 2017-18.
10

11 This Agreement will be reopened as necessary to consider the impact of any legislation enacted
12 following execution of this Agreement which may arguably affect the terms and conditions subject to
13 bargaining, herein or creates authority to alter personnel practices in public employment.
14

15 **Section 17.4.**

16 If any provision of this Agreement or the application of any such provision is held invalid, the
17 remainder of this Agreement will not be affected thereby.
18

19 **Section 17.5.**

20 Neither party will be compelled to comply with any provision of this Agreement which conflicts with
21 State or Federal statutes or regulations promulgated pursuant thereto that were enacted prior to the
22 effective date of this Agreement.
23

24 **Section 17.6.**

25 In the event either of the two (2) previous sections is determined to apply to any provision of this
26 Agreement, such provisions will be renegotiated pursuant to Section 17.3.
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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

COLVILLE PARAEDUCATORS
AND NUTRITION SPECIALISTS

COLVILLE SCHOOL DISTRICT #115

BY: _____
Karen Watkins, Chapter Co President

BY: _____
Pete Lewis, Superintendent

DATE: _____

DATE: _____

BY: _____
Kimberly Kimminau, Chapter Co-President

BY: _____
Susan L Clark,
Director of Business & Operations

DATE: _____

DATE: _____

SCHEDULE A
COLVILLE SCHOOL DISTRICT
PARAEDUCATORS AND NUTRITION SPECIALISTS
September 1, 2019 - August 31, 2021

PARAEDUCATORS			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Level I	2019-20	Paraeducator (Instructional Assistant and Supervision)	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50
	2020-21		\$14.35	\$14.85	\$15.35	\$15.85	\$16.35	\$16.85
	2021-22		\$14.70	\$15.20	\$15.70	\$16.20	\$16.70	\$17.20
Level II	2019-20	Designed Instruction (DI), Behavior Instruction (BI), Signer (ASL Completion)	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
	2020-21		\$15.35	\$15.85	\$16.35	\$16.85	\$17.35	\$17.85
	2021-22		\$15.70	\$16.20	\$16.70	\$17.20	\$17.70	\$18.20
Level III	2019-20	Behavior/Tuancy/Security, Health Assistant, Braillist, OTA, SLPA, PDA	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50
	2020-21		\$17.35	\$17.85	\$18.35	\$18.85	\$19.35	\$19.85
	2021-22		\$17.70	\$18.20	\$18.70	\$19.20	\$19.70	\$20.20
Level IV	2019-20	Transition Specialist, Educational Interpreter (Pass EIPA or NIC)	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50
	2020-21		\$19.35	\$19.85	\$20.35	\$20.85	\$21.35	\$21.85
	2021-22		\$19.70	\$20.20	\$20.70	\$21.20	\$21.70	\$22.20

NUTRITION SPECIALISTS			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	2019-20	Nutrition Specialist	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50
	2020-21		\$14.35	\$14.85	\$15.35	\$15.85	\$16.35	\$16.85
	2021-22		\$14.70	\$15.20	\$15.70	\$16.20	\$16.70	\$17.20
	2019-20	Lead Nutrition Specialist	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
	2020-21		\$15.35	\$15.85	\$16.35	\$16.85	\$17.35	\$17.85
	2021-22		\$15.70	\$16.20	\$16.70	\$17.20	\$17.70	\$18.20

SUBSTITUTES*

All levels of Subs

\$13.50

Longevity

A fifty (\$.50) cent hourly longevity stipend will be added (starting September 1) to the employee's hourly rate of pay following the completion of the employee's 10th and 20th year of service to the district. To be eligible for this stipend the employee will have completed nine and one-half years of service (or nineteen and one-half years of service) to the Colville School District by August 31.

*Retired Colville School District employees who return to substitute in his/her previous classification will receive pay equal to Step 4.

APPENDIX A
COLVILLE SCHOOL DISTRICT #115
Paraeducator Evaluation Form

Name _____ Job Title _____

Program _____ School _____

Years of Experience to Date _____ Period of Evaluation _____ to _____

Immediate Supervisor _____ Date _____

INSTRUCTIONS

*Rate on a scale of 0-5 with 5 indicating the highest level of **STRENGTH AREA** range, 3 indicating the highest level of **GROWTH AREA** range, 1 the level of **NEEDS IMPROVEMENT**, and 0 indicating **UNACCEPTABLE PERFORMANCE** level. Check the “Focus” box if the subheading question is the primary role and function of the employee and “N/A” if the area does not pertain.*

I. KNOWLEDGE OF STUDENTS

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. learning styles (i.e. Visual, kinesthetic, auditory)				
		b. academic needs (growth areas targeted)				
		c. rapport				
		d. environment and external variables				

Comments: _____

II. MANAGEMENT SKILLS

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. establishes positive learning climate in which all students are valued and respected (encourage success)				
		b. prepared when students arrive				
		c. establishes prompts, positive behavior interventions				
		d. demonstrates self-directed time management skills				
		e. degree of excellence in performing various job functions				

Comments: _____

APPENDIX A
COLVILLE SCHOOL DISTRICT #115
Paraeducator Evaluation Form

III. JOB KNOWLEDGE & INSTRUCTIONAL DELIVERY SKILLS

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. knowledgeable of tasks that need to be done				
		b. knowledgeable of how to perform necessary tasks				
		c. demonstrates a variety of strategies to motivate all students to want to learn and be successful				
		d. clear objectives are met through communication with instructional district staff				
		f. appropriate use of directed instruction curriculum strategies				

Comments: _____

IV. PROFESSIONAL CHARACTERISTICS

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. demonstrates willingness to be flexible				
		b. demonstrates a cooperative and professional attitude in working with students, parents, staff and other professionals				
		c. demonstrates positive use of non-directed discretionary time				
		d. shows concern for safety of students and others				
		e. demonstrates good judgment and common sense				
		f. is dependable, regular in attendance and punctual				
		g. maintains daily preparation and record keeping as required				

Comments: _____

V. VERSATILITY

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. ability to learn and perform new or changed tasks				
		b. shows initiative to help others when needed				

Comments: _____

APPENDIX A
COLVILLE SCHOOL DISTRICT #115
Paraeducator Evaluation Form

VI. DEPENDABILITY & COOPERATION OF EMPLOYEE

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. reliable and conscientious				
		b. reports to work on time				
		c. calls in to report absences before scheduled work shift				
		d. follows instructions as given				
		e. carries out instruction in a timely manner				

Comments: _____

VII. TRAINING/INSERVICE RECEIVED THIS EVALUATION PERIOD

a. clock hours received	(none offered)
b. credits received	(none offered)
c. list of training:	

VIII. OVERALL EVALUATION

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. comparison between job description and performance level				

Comments: _____

APPENDIX A
COLVILLE SCHOOL DISTRICT #115
Paraeducator Evaluation Form

IX. PROGRAM/STUDENT EXPERIENCES ACQUIRED THIS EVALUATION PERIOD
(Including subbing)

Narrative: _____

SUPERVISOR'S COMMENTS: _____

EMPLOYEE'S COMMENTS: _____

Supervisor's Signature: _____ **Date:** _____

Administrator's Signature: _____ **Date:** _____

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. I understand that I may attach a written statement to this form.

Employee's Signature: _____ **Date:** _____

APPENDIX B
COLVILLE SCHOOL DISTRICT #115
Nutrition Specialist Evaluation Form

Name _____ Job Title _____

Program _____ School _____

Years of Experience to Date _____ Period of Evaluation _____ to _____

Immediate Supervisor _____ Date _____

INSTRUCTIONS

*Rate on a scale of 0-5 with 5 indicating the highest level of **STRENGTH AREA** range, 3 indicating the highest level of **GROWTH AREA** range, 1 the level of **NEEDS IMPROVEMENT**, and 0 indicating **UNACCEPTABLE PERFORMANCE** level. Check the "Focus" box if the subheading question is the primary role and function of the employee and "N/A" if the area does not pertain.*

I. JOB KNOWLEDGE

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		b. knowledge of tasks that need to be performed				
		c. knowledge of how to perform necessary tasks				
		d. knowledge of safety measures to run and clean equipment				

Comments: _____

II. QUALITY OF WORK

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. degree of excellence in performing various job functions				
		b. demonstrates knowledge of portion control				
		c. demonstrates ability to extrapolate recipes if needed				
		d. accomplishes work on schedule				
		e. demonstrates good judgment and ability to complete assignments				

Comments: _____

APPENDIX B
COLVILLE SCHOOL DISTRICT #115
Nutrition Specialist Evaluation Form

III.COOPERATION OF EMPLOYEE

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. follows instructions as given				
		b. makes a positive acknowledgment of instructions				
		c. may suggest an alternative way to do a task				
		d. carries out instruction in a timely manner				

Comments: _____

IV.PERSONAL APPEARANCE

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. dresses appropriately for the job				
		b. displays cleanliness, hair is clean and secured if needed				
		c. hands and nails are kept clean				

Comments: _____

V. HUMAN RELATIONS

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. employee is cooperative and considerate to others				
		b. expresses self clearly				
		c. keeps busy with little or no supervisions				
		d. works effectively under stress & responds to various needs				
		e. maintains confidentiality				

Comments: _____

APPENDIX B
COLVILLE SCHOOL DISTRICT #115
Nutrition Specialist Evaluation Form

VI. VERSITILITY

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. ability to learn and perform new or changed tasks				
		b. moves up to higher position when needed.				
		c. shows initiative to help others when needed				

Comments: _____

VII. DEPENDABILITY

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. reliable and conscientious				
		b. reports to work on time.				
		c. calls in to report absences before scheduled work shift				

VIII. OVERALL EVALUATION

Focus	N/A		Strength Area 5 4	Growth Area 3 2	Needs Improvement 1	Unacceptable Performance 0
		a. comparison between job description and performance level				

Comments: _____

APPENDIX B
COLVILLE SCHOOL DISTRICT #115
Nutrition Specialist Evaluation Form

EVALUATORS COMMENTS: _____

EMPLOYEE'S COMMENTS: _____

Evaluator's Signature: _____ **Date:** _____

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. I understand that I may attach a written statement to this form.

Employee's Signature: _____ **Date:** _____