

COLLECTIVE BARGAINING AGREEMENT BETWEEN
COLVILLE SCHOOL DISTRICT #115
AND
PUBLIC SCHOOL EMPLOYEES OF
COLVILLE CUSTODIANS / TECHNOLOGY UNIT

SEPTEMBER 1, 2019 – AUGUST 31, 2022



Public School Employees of Washington / SEIU Local 1948
P.O. Box 798
Auburn, Washington 98701-0798
1-866-820-5652
www.pseclassified.org

TABLE OF CONTENTS

	<u>Page</u>
DECLARATION OF PRINCIPALS	1
PREAMBLE	1
ARTICLE I RECOGNITION AND COVERAGE OF AGREEMENT	1
ARTICLE II RIGHTS OF THE EMPLOYER	2
ARTICLE III RIGHTS OF THE EMPLOYEES	3
ARTICLE IV RIGHTS OF THE ASSOCIATION	5
ARTICLE V APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION	6
ARTICLE VI ASSOCIATION REPRESENTATION	6
ARTICLE VII HOURS OF WORK	7
ARTICLE VIII HOLIDAYS AND VACATIONS	9
ARTICLE IX LEAVES	10
ARTICLE X PROBATION, SENIORITY AND LAYOFF PROCEDURES	14
ARTICLE XI DISCIPLINE AND DISCHARGE OF EMPLOYEES	16
ARTICLE XII INSURANCE AND RETIREMENT	17
ARTICLE XIII ASSOCIATION MEMBERSHIP AND CHECKOFF	18
ARTICLE XIV GRIEVANCE PROCEDURE	19
ARTICLE XV TRANSFER OF PREVIOUS EXPERIENCE	21
ARTICLE XVI SALARIES AND EMPLOYEE COMPENSATION	21
ARTICLE XVII TERM AND SEPARABILITY OF PROVISIONS	22
SIGNATURE PAGE	23
SCHEDULE A	24
APPENDIX A & B EVALUATIONS	25-28

DECLARATION OF PRINCIPALS

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

P R E A M B L E

This Agreement is made and entered into between Colville School District Number 115 (hereinafter "District") and Public School Employees of Colville (Custodial and Technology Unit), an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter "Association"). Technology was accreted per PERC Decision 12928 on October 29, 2018.

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:

A R T I C L E I

RECOGNITION AND COVERAGE OF AGREEMENT

Section 1.1.

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.4, and the Association recognizes the responsibility of representing the interests of all such employees.

1 **Section 1.2.**

2 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties
3 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the
4 Board of Directors or Superintendent of the District pursuant to RCW 41.56.030(2).
5

6 **Section 1.3.**

7 The District shall provide the Association with current job descriptions on request. If the job
8 description is changed, a copy of the changes will be given to the Association President. The creation
9 of a new position or major modification of an existing position shall require opening of this Agreement
10 for negotiations of an appropriate wage rate. Employees may petition the District for a position
11 reclassification.
12

13 **Section 1.4.**

14 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
15 the following general job classifications: custodial and technology employees.
16

17 **Section 1.4.1. Substitute Employees.**

18 A substitute employee is one who fills in for a regular employee.
19

- 20 • Substitute employees who work for less than one-sixth of the time normally worked by
21 full-time employees in a school year period are not covered by this Agreement.
22

23 Substitute employees doing bargaining unit work who have worked more than one-sixth of the
24 time normally worked by full-time employees during the current or immediately preceding
25 school year and who continue to be available for employment, will be included in the bargaining
26 unit limited to the following contractual provisions; Article VII, Sections 7.3, 7.4, 7.6, and
27 substitute rate as provided on Schedule A.
28
29
30

31 **ARTICLE II**

32 **RIGHTS OF THE EMPLOYER**
33
34

35 **Section 2.1.**

36 It is agreed that the customary and usual rights, powers, functions, and authority of management are
37 vested in management officials of the District. Included in these rights in accordance with and subject
38 to applicable laws, regulations, and provisions of this Agreement, is the right to direct the work force,
39 the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend,
40 discharge, demote, or take other disciplinary action against employees; and the right to release
41 employees from duties because of lack of work or for other legitimate reasons. The District shall retain
42 the right to maintain efficiency of the District operation by determining the methods, the means, and
43 the personnel by which operations undertaken by the employees in the unit are to be conducted.
44
45
46
47

1 **Section 2.2.**

2 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
3 District. In making rules and regulations relating to personnel policies, procedures and practices, and
4 matters of working conditions, the District shall give due regard and consideration to the rights of the
5 Association and the employees and to the obligations imposed by this Agreement.
6

7 **Section 2.3. Contractors for Technology.**

8 It is within managements' rights to hire contractors outside of the District. The District utilizes
9 independent contractors to assist technology employees in their work. The work performed by an
10 independent contractor will not replace the work of an employee, provided however they may be
11 utilized when a need arises due to excess work for a special project or during an extended employee
12 absence.
13
14
15

16 **ARTICLE III**

17 **RIGHTS OF THE EMPLOYEES**

18
19
20 **Section 3.1.**

21 It is agreed that all employees subject to this Agreement shall have and shall be protected in the
22 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
23 The freedom of such employees to assist the Association shall be recognized as extending to
24 participation in the management of the Association, including presentation of the views of the
25 Association to the Board of Directors of the District or any other governmental body, group, or
26 individual. The District shall take whatever action required or refrain from such action in order to
27 assure employees that no interference, restraint, coercion, or discrimination is allowed within the
28 District to encourage or discourage membership in any employee organization.
29

30 **Section 3.2.**

31 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
32 Association representatives and/or appropriate officials of the District.
33

34 **Section 3.3.**

35 Employees subject to this Agreement have the right to have Association representation at any meeting
36 that may be disciplinary in nature.
37

38 **Section 3.4.**

39 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,
40 exclusive of compensation for services rendered, to appropriate officials of the Association.
41

42 **Section 3.5.**

43 Neither the District, nor the Association, shall discriminate against any employee subject to this
44 Agreement on the basis of race, creed, color, sex, religion, age or marital status or because of a
45 physical handicap with respect to a position, the duties of which may be performed efficiently by an
46 individual without danger to the health or safety of the physically handicapped person or others.
47

1 **Section 3.6. Evaluations.**

2 Employees shall be evaluated annually on a form (Appendix A and B), to be mutually agreed upon by
3 the parties. Such evaluations shall be based on the requirements and duties as outlined in the job
4 description.

5
6 **Section 3.6.1. Custodial Evaluations.**

7 The evaluation of the previous year shall be completed by October 1 of each year by the
8 building principal and may include input from the facilities director and/or the lead custodian.
9 Employees shall have the right to attach a written response to the evaluation provided such
10 attachment is submitted within ten (10) workdays of receipt of the evaluation copy.

11
12 **Section 3.6.2. Technology Evaluations.**

13 The evaluation of the previous year shall be completed by June 20 of each year by the
14 department director or supervisor with input from the building principal and Superintendent.
15 Employees shall have the right to attach a written response to the evaluation provided such
16 attachment is submitted within ten (10) workdays of receipt of the evaluation copy.

17
18 **Section 3.7.**

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

27
28 **Section 3.8. E-mail Communication.**

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

33
34 Employees shall be responsible to ensure that their email communications are appropriate. Emails
35 should only be directed to individuals who “need to know” and “all staff” or large group emails are
36 likely inappropriate and discouraged. Technology staff may be an exception to the need to send “all
37 staff” or large group emails.

38
39 **Section 3.9. Cell Phones – Technology.**

40 Technology employees are provided district issued cell phones to be used as an official communication
41 device for calls, texting and e-mail. Employees shall be responsible to ensure that their
42 communications are appropriate and timely.

ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1.

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

Section 4.2.

The Association shall promptly be notified by the District of any grievances or disciplinary actions of any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure Articles contained herein. The Association is entitled to have an observer at hearings conducted by any District official or body arising out of grievance and to make known the Association's views concerning the case.

Section 4.3.

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 4.4. 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) days per year to attend regional or State meetings or to attend to Association Business.

Section 4.4.1. Use of Release Time.

Time during working hours will be allowed for 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.

Section 4.5.

On or before the last day of October of each year during the term of this Agreement, the District shall provide the Public School Employees of Washington/SEIU Local 1948 with the following information regarding each employee in the bargaining unit: name, address, phone number, position, hours of employment, hourly rate of pay and location of work. The information shall be supplemented and revised in March of each year.

Section 4.6.

Representatives of the Association, upon making their presence known to the District, shall have access to the District premises during business hours, provided that no conferences or meetings between employees and Association representatives will in any way hamper or obstruct the normal flow of work.

1 **Section 4.7. Bulletin Boards.**

2 The District shall provide a bulletin board space in each school for the use of the Association. The
3 bulletins posted by the Association are the responsibility of the officials of the Association. Each
4 bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or
5 bulletins may not be posted. There shall be no other distribution or posting by employees or the

6
7 Association of pamphlets, advertising, political matters, notices of any kind, or literature on District
8 property, other than herein provided.
9

10 **Section 4.7.1.**

11 The responsibility for the prompt removal of notices from the bulletin boards after they have
12 served their purpose shall rest with the individual who posted such notices.
13
14

15 **ARTICLE V**

16
17 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**
18

19 **Section 5.1.**

20 It is agreed and understood that matters appropriate for consultation and negotiation between the
21 District and the Association are policies, programs, and procedures relating to or affecting hours,
22 wages, grievance procedures and general working conditions of employees in the bargaining unit
23 subject to this Agreement.
24

25 **Section 5.2.**

26 It is further agreed and understood that the District will consult with the Association, and meet with the
27 Association upon its request, in the formulation of any changes being considered in existing benefits,
28 policies, practices and procedures.
29

30 **Section 5.3.**

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

35 **Section 5.4.**

36 The Association will, from time to time, as appropriate, be advised of current and predicted workload
37 information.
38
39

40 **ARTICLE VI**

41
42 **ASSOCIATION REPRESENTATION**
43

44 **Section 6.1.**

45 The Association will designate up to three (3) members to attend Labor/Management meetings with
46 the Superintendent or the Superintendent's designee and the Superintendent's representatives on a
47 mutually agreeable, regular basis to discuss appropriate matters.

1 **Section 6.2.**

2 The designated members shall represent the Association and employees in meetings with officials of
3 the District to discuss appropriate matters of mutual interest including problems arising relative to the
4 administration of this Agreement.

5
6 **Section 6.2.1.**

7 Designated Association members who attend Labor/Management meetings will, obtain
8 permission from their immediate supervisor to attend such meetings and arrange for a substitute
9 if required. The supervisor's permission in these instances will normally be granted. The
10 employees will report their return to work to their supervisors.

11
12 **Section 6.3.**

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

17
18
19
20 **ARTICLE VII**

21
22 **HOURS OF WORK**

23
24 **Section 7.1.**

25 The workweek shall consist of five (5) consecutive days, followed by two (2) consecutive days of rest;
26 provided, however, the District may assign an employee to a workweek of any five (5) consecutive
27 days which are followed by two (2) consecutive days of rest.

28
29 During the non-student workdays, the District may allow employees to work four (4), ten (10) hour
30 days as a workweek, so long as at least one (1) employee remains on the job during the fifth (5th) day,
31 when necessary.

32
33 **Section 7.2. Shift Changes.**

34 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be
35 changed without prior notice to the employee of five (5) calendar days. By mutual agreement of the
36 employee and the supervisor, the employee may move immediately.

37
38 **Section 7.3. Shifts.**

39 Each employee shall be assigned to a definite shift with designated times of beginning and ending.

40
41 **DEFINITIONS of Terms used:**

- 42
- 43 • Flex Time –Temporarily rearranging the regular/definitive 40 hour workweek schedule
 - 44 • Overtime – Any hours worked over 40 hours -paid monetarily at time and a half.
 - 45 • Comp Time – Any hours worked over 40 hours – banked as leave at time and a half.

46 **Section 7.3.1. Custodial Shifts.**

47 Each full-time shift shall consist of eight (8) hours per day and shall include a fifteen (15)

minute first half and a fifteen (15) minute second half rest period. An uninterrupted thirty (30) minute lunch period shall be provided, exclusive of the eight (8) hour workday.

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 7.3.2. Technology Shifts.

Each full-time shift shall consist of eight (8) hours per day and shall include a fifteen (15) minute first half and a fifteen (15) minute second half rest period. A minimum thirty (30) minute uninterrupted lunch period shall be provided, exclusive of the eight (8) hour workday.

Employees in the technology classification may be required to work a longer or different shift to accommodate special work assignments at the direction of the supervisor or supervisor's designee, with reasonable notice appropriate to the circumstances of the project.

Section 7.3.3. Technology Flexing of Schedules.

1. Why to request a temporary schedule change.

Due to the nature of technology work, the parties recognize the need to occasionally alter the schedule of employees to allow for work to be performed outside normal District hours.

When a request to flex an employee's schedule is made for work related purposes, it will be documented in a support request/help desk ticket and/or email.

2. Process for Flex Time Use.

When the employee flexes their schedule, they will first get their supervisor's approval, then request "Flex" in Skyward for scheduled leave that is "flexed" -not taken from other leave. However, time that is "flexed" must be within the same 40 hour work week. (Sunday – Saturday).

3. Overtime.

Work that requires additional hours worked over forty (40) hours will be compensated per Section 7.6. Overtime and Compensatory Time.

Section 7.4.

Custodial employees requested to work a shift regularly filled by a higher classification employee will receive compensation on his/her step at the higher rate. Technology classification is excluded from this section.

Section 7.5. School Closure and Late Starts.

In the event of an unusual school closure due to inclement weather, plant in-operation, or the like, the District will make every effort to notify each employee to refrain from coming to work. Employees reporting to work shall receive a minimum of two (2) hours pay at their pay rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event of actual notification by the District of the closure prior to leaving home for work.

In case of a late start or school closure, employees in the custodial and technology classifications are expected to report to work their shift as soon as they can safely do so. In the event they cannot report to work, they will take appropriate leave for the day (vacation, personal leave or compensatory time available).

Section 7.6. Overtime and Compensatory Time.

All hours worked (physically worked – excludes any paid time off such as holiday, sick, personal, or vacation leave) in excess of forty (40) in any one week shall be compensated at one and one-half (1.5) times the employee's current hourly rate of pay or compensatory time to be accrued at one and one-half (1.5) times the time worked, at the employee's option. No overtime shall be performed without prior approval from the Building Principal (custodial) / Department Supervisor (technology) or his/her designee, except in the case of an emergency. Management retains the right to assign mandatory overtime. Any accrued compensatory time over the maximum of two hundred forty (240) hours per District Policy #5231 will be paid to the employee at the end of the fiscal year.

Section 7.7. Custodial Substitute Option.

Custodians shall be given first priority for work as substitutes if a day custodian is to be absent for five (5) or more days. The District may use other substitutes if it deems a custodian not qualified or unavailable. Exceptions to this provision can be made by mutual agreement between the District and the Association.

ARTICLE VIII

HOLIDAYS AND VACATIONS

Section 8.1. Holidays.

All twelve (12) month employees shall receive the following paid holidays that fall within their work year:

- | | |
|----------------------------------|-----------------------------------|
| 1. New Year's Day | 8. Day before Thanksgiving Day |
| 2. Friday before President's Day | 9. Thanksgiving Day |
| 3. President's Day | 10. Day after Thanksgiving |
| 4. Memorial Day | 11. Day before Christmas |
| 5. Independence Day | 12. Christmas Day |
| 6. Labor Day | 13. Day after Christmas |
| 7. Veterans' Day | 14. Martin Luther King, Jr., Day |
| | 15. The Day before New Year's Day |

Section 8.1.1. Worked Holidays.

Employees who are required to work on the above described holidays shall receive the pay due them for the holiday, plus twice their base rate for all hours worked on such holidays.

Section 8.2. Vacations.

Each employee subject to this Agreement shall receive the following paid vacations:

Upon completion of one (1) year of service ----- Ten (10) days of paid vacation

Upon completion of five (5) years of service ----- Fifteen (15) days of paid vacation annually

Upon completion of ten (10) years of service ----- Twenty (20) days of paid vacation annually

Vacations shall be granted only to twelve (12) month employees.

Vacation leave is available for use after completion of one year of service. Vacation days shall be taken at reasonable times with written notification and prior Superintendent and/or his designee approval. Vacation days may be accumulated from year to year up to a maximum of thirty (30) days.

Request to use vacation time will be made ten (10) workdays in advance whenever possible. Vacation will be awarded on a first come/first serve basis.

Upon retirement or separation from the district, up to thirty (30) days of accumulated vacation may be cashed out. Any remaining vacation days will be lost with no additional compensation cost to the District. In all events, the employee's rights to compensation for vacation shall be interpreted to avoid any risks to the District for any financial penalty, such as excess compensation billings from any retirement systems.

ARTICLE IX

LEAVES

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

Section 9.1.1.

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no employee shall 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 shall be vested when earned and may be accumulated up to a maximum of one hundred eighty (180) days entitlement. The District shall 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 shall be entitled to the projected number of days of sick leave at the beginning of the school year.

Sick leave benefits shall 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 9.1.1.1. Sick Leave Attendance Incentive Program.

In January of the year following any year in which a minimum of sixty (60) days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury

1 accumulated in the previous year at a rate equal to one (1) day's monetary
2 compensation of the employee for each four (4) full days of accrued leave for illness or
3 injury in excess of sixty (60) days. Leave for illness or injury for which compensation
4 has been received shall be deducted from accrued leave for illness or injury at the rate
5 of four (4) days for every one (1) day's monetary compensation.
6

7 **Section 9.1.1.2. Sick Leave Cash Out.**

8 At the time of separation from school District employment, an eligible employee or the
9 employee's estate shall receive remuneration for unused sick leave at a rate equal to one
10 (1) day's current monetary compensation for each four (4) full days accrued leave for
11 illness or injury as provided in RCW 28A.400.210. An eligible employee per the
12 Department of Retirement Systems (DRS) may include but is not limited to:
13

- 14 A. Employees who are eligible for retirement per DRS who separate from
15 employment due to retirement or death.
16 B. Employees who separate from employment and who are at least age fifty-five
17 (55) and have at least ten (10) years of service in SERS 3;
18 C. Employees who separate from employment and who are at least fifty-five (55)
19 and have at least fifteen (15) years of service in SERS 2.
20

21 **Section 9.1.2.**

22 In the event employees are absent for reasons which are covered by Industrial Insurance, the
23 District shall pay the employee an amount equal to the difference between the amount paid the
24 employee by the Department of Labor and Industries and the amount the employee would
25 normally earn. A deduction shall be made from the employee's accumulated sick leave in
26 accordance with the amount paid to the employee by the District.
27

28 **Section 9.1.3.**

29 Employees who have accrued sick leave while employed by another public school in the state
30 of Washington shall be given credit for such accrued sick leave and longevity on the salary
31 schedule upon employment by the District. (RCW 28A.400.300)
32

33 **Section 9.1.4. Use of Sick Leave.**

34 Employees may use their accrued, unused paid sick leave to care for the health needs of the
35 employees' self; an employee's "family member" health needs; when the employee's place of
36 business, or the employee's child's school or place of care has been closed by order of a public
37 official for any health related reason; absences that qualify for leave under the Domestic
38 Violence Leave Act; and additional purposes allowed by the employer.
39

40 A "family member" includes the employee's child (including stepchild or foster child), a
41 parent, a spouse, a registered domestic partner, a grandparent, a grandchild, or a sibling.
42

43 The district may require a doctor's note for sick leave of five (5) days or more, per District
44 Policy 5401.
45

46 **Section 9.2. Bereavement Leave.**

47 Up to five (5) days annual bereavement leave. Absences for bereavement shall include: Death in the

1 immediate family (parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, spouse, child,
2 child's spouse, grandparent, grandchild, or member of the family living in the household). Absences
3 for bereavement shall be of sufficient duration to allow the employee time to travel to and from the
4 place of the services. The length of said absence shall be agreed upon by the employee and the
5 Superintendent, not to exceed five (5) days for any occasion. Anything in excess of five (5) days shall
6 be considered as emergency leave up to a limit of five (5) days per occurrence and will be deducted
7 from accrued sick leave.

8 9 **Section 9.3. Maternity Leave.**

10 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such
11 time as the employee, and her medical advisor, deem necessary. Employees granted maternity leave
12 must return to work not later than one (1) year following the granting of the maternity leave.
13 Employees granted maternity leave may, at their option, be allowed compensation for maternity leave
14 in accordance with Section 9.1.1 above. Before returning to work, the employee must be certified by
15 her physician as ready and able to return. Beginning and ending dates of maternity leave will be
16 determined by the employee's physician.

17 18 **Section 9.4. Paternity Leave.**

19 A male employee, upon request, may be granted up to three (3) days leave, on or about the date of the
20 birth of his child. Such leave shall be deducted from that accumulated pursuant to Section 9.1.1 above.

21 22 **Section 9.5. Judicial Leave.**

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

27 28 **Section 9.6. Leave of Absence.**

29 30 **Section 9.6.1.**

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

35 36 **Section 9.6.2. Custodial Return from Leave of Absence.**

37 The returning employee will be assigned to a comparable position occupied before the leave of
38 absence. Employees hired to fill positions of employees on leave of absence will be hired for a
39 specific period of time, during which they shall be subject to all provisions of this Agreement.
40 It shall be the responsibility of the employer to inform replacement employees of these
41 provisions.

42 43 **Section 9.6.3. Technology Return from Leave of Absence.**

44 Technology employees returning from leave of absence will be entitled to return to a position
45 in the district at the end of the leave of absence subject to the availability of a position for
46 which the staff member is qualified. The staff member granted a leave of absence will inform
47 the board by April 1 as to his/her intentions to assume a position in the district for the ensuing

1 school year. If said notification is not received, the individual's employment rights with the
2 district will be terminated.

3 **Section 9.6.4. Retention Rights.**

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

8
9 **Section 9.7. Personal Leave.**

10 Each employee will be granted three (3) days of personal leave per year with prior approval of the
11 building administrator/supervisor. The employee is not required to state his/her reason(s) for the
12 request to take such leave days.

13
14 Three (3) personal days are loaded at the September start of each school year. Up to two (2) days of
15 personal leave may be carried over from one school year to the next, not to exceed five (5) personal
16 days at any time. The employee must notify the district payroll department by August 1 of his/her
17 decision to either save any remaining unused personal days or cash out at his/her hourly rate of pay.

18
19 Personal leave may not be used during the ten (10) days preceding the start of school, immediately
20 preceding or following a school holiday or break period, or during the last ten (10) student days except
21 at the discretion of the superintendent. This leave may be taken in hourly increments.

22
23 Requests for this leave for three (3) days or less must be submitted at least forty-eight (48) hours prior
24 to the date for which such leave is requested for building administrator/ supervisor approval. A request
25 for five (5) consecutive days must be made at least ten (10) days in advance of said leave.

26
27 **Section 9.8. Employees Leave Sharing.**

28 The District will establish and administer a leave sharing plan in which eligible employees may donate
29 excess sick leave for use by a staff member who is suffering from an extraordinary or severe illness,
30 injury, impairment or physical or mental condition. The value of leave transferred is based upon the
31 current salary rate of the person receiving the leave. The value of any leave transferred under this
32 policy, which remains unused shall be returned at its original value to the staff member who donated
33 the leave.

34
35 **Section 9.9. Family and Medical Leave.**

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

40
41 Employees who have worked for the District for a period of twelve (12) months and have accrued one-
42 thousand two-hundred and fifty (1,250) hours of service during that twelve (12) month period are
43 eligible for this leave.

44
45 **Section 9.9.1. Maternity Leave (For Employees Not Qualifying for FMLA).**

46 To be entitled to maternity leave, an employee will inform the District at least one month in
47 advance of her intention to take leave. The exact beginning and ending dates of maternity leave

will be determined by the employee's physician. The leave is to be deducted from sick leave. Seniority will accrue during this leave. This leave may also be used in the case of adoption or placement of a child in the home for foster care. This leave will be executed in conjunction with federal and state law as applicable.

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

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

Section 9.10. Domestic Violence Leave.

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

Section 9.11. Faith or Conscience Leave.

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

ARTICLE X

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 10.1.

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

Section 10.2.

Each new hire shall remain in a probationary status for a period of not more than one (1) year following the hire date. During this probationary period the District may discharge such employee at its discretion.

Section 10.3.

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

1 **Section 10.4.**

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

- 3 A. Resignation from a bargaining unit position;
4 B. Discharge for justifiable cause;
5 C. Retirement.

6
7 **Section 10.5.**

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

- 9 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
10 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
11 States;
12 C. Time spent on other authorized leaves; or
13 D. Time spent in layoff status as hereinafter provided.

14
15 **Section 10.6.**

16 Seniority rights shall be effective within each classification.

17
18 **Section 10.7. Preferential Rights.**

19 The employee with the earliest hire date shall have preferential rights regarding promotions,
20 assignment to new or open jobs or positions, and layoffs when ability and performance are
21 substantially equal with junior employees. If the District determines that seniority rights should not
22 govern because a junior employee possesses ability and performance substantially greater than a senior
23 employee or senior employees, the District shall set forth in writing to the employee or employees and
24 the Chapter President its reasons why the senior employee or employees have been bypassed.

25
26 **Section 10.8.**

27 The District shall publicize within the bargaining unit for five (5) workdays the availability of new or
28 open job positions as soon as possible after the District is apprised of the opening. A copy of the job
29 posting shall be forwarded to the Chapter President New or open positions will be posted to all District
30 employees via the District's email system.

31
32 **Section 10.9.**

33 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
34 District according to layoff ranking. Such employees are to have priority over non-employees in filling
35 an opening in the classification held immediately prior to layoff. Names shall remain on the
36 reemployment list for two (2) years.

37
38 **Section 10.9.1.**

39 Open or vacant positions in the bargaining unit will be offered to current employees by
40 seniority within classification, then to employees on layoff status, prior to outside candidates,
41 provided current employees possess the ability and performance skills necessary for the
42 position.

43
44 **Section 10.10. Communication on Layoff.**

45 Employees on layoff status shall file their addresses in writing with the personnel office of the District
46 and shall thereafter promptly advise the District in writing of any change of address. It is the
47 responsibility of the employee on layoff to make contact with the district annually by May 30 of their

employment status and their intent to remain on the reemployment list.

Section 10.11.

An employee shall forfeit rights to reemployment as provided in Section 10.9 if the employee does not comply with the requirements of Section 10.10, or if the employee does not respond to the offer of reemployment within five (5) days.

Section 10.12.

An employee on layoff status who rejects reemployment forfeits seniority and all other accrued benefits; provided that such employee is offered a position that is substantially equal in hours, wages and benefits to the position held prior to layoff.

ARTICLE XI

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 11.1.

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

Section 11.2.

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

Section 11.3. Right to Representation. (Weingarten)

Employees have the right to union representation at meetings involving themselves and supervisors or other District representatives if the meeting is investigatory in nature and the employee reasonably believes that the meeting may result in discipline or discharge.

Section 11.4. Progressive Discipline.

When disciplining an employee the following progressive discipline model will apply:

- A. Notice of Concern/Counseling;
- B. Oral Warning – written record to supervisor's file only;
- C. Letter of Warning – from this point forward sent to employee's personnel file;
- D. Letter of Reprimand;
- E. Suspension;
- F. Termination.

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

ARTICLE XII

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. State Industrial Insurance.

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

Section 12.3. Unemployment Contributions.

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

Section 12.4. Retirement.

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

Section 12.5. Tax Sheltered Annuity.

All employees subject to this Agreement shall be entitled to participate in a tax shelter annuity plan. On receipt of a written authorization by an employee, the District shall make the requisite withholding adjustments and deductions from the employee's salary.

Section 12.6. Tort Liability.

The District shall provide tort liability insurance for all employees subject to this agreement.

Section 12.7. Paid Family and Medical Leave.

Paid Family and Medical Leave is an insurance program funded through premiums paid by employees and employers. This state-wide 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,

1 about 63 percent of which is paid by the worker and about 37 percent is paid by the employer.
2 Employees will be able to use Paid Family and Medical Leave benefits beginning January 2019 if they
3 meet the eligibility by having worked 820 hours in four (4) of the last five (5) quarters of the preceding
4 year. These benefits will generally allow up to twelve (12) weeks of paid leave per year to care for
5 themselves or their family.

6
7 **Section 12.8. VEBA.**

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

10
11
12
13 **ARTICLE XIII**

14
15 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

16
17 **Section 13.1. Association Membership.**

18 The parties recognize that each employee has the right to become a member of the Association and the
19 District will not discriminate, restrain, retaliate, coerce or interfere against any employee in that
20 process. Each employee subject to this Agreement may choose to become an Association member in
21 good standing by paying monthly dues. The Association shall be the custodian of records in terms of
22 employee Association Membership.

23
24 **Section 13.2. New Hire Notification.**

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

28
29 **Section 13.3. Checkoff.**

30 The District shall deduct PSE dues, assessments, and any/all voluntary contributions to the Association
31 from the pay of any employee who authorizes such deductions in writing in accordance with applicable
32 law (RCW 41.53.110). The District shall transmit all such funds deducted to the Treasurer of Public
33 School Employees of Washington/SEIU Local 1948 on a monthly basis.

34
35 **Section 13.4. Dues Authorization.**

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

39
40 **Section 13.4.1. E-Signature Authorization.**

41 The District agrees to accept dues authorizations via E-signature in accordance with "E-SIGN."
42 PSE will be the custodian of all records related to E-signature authorizations. The Association
43 agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and
44 safe-keeping of those records.

1 **Section 13.5. Local Dues.**

2 The District agrees to deduct local dues from all dues paying members annually from the October
3 paycheck. The Association will inform the district of the amount of local dues to be deducted.
4

5 **Section 13.6. Chapter Member Audits.**

6 Upon request, the District shall provide PSE information on all bargaining unit employees for audit
7 purposes. Information will include non-dues paying employees, and each employee's name, position,
8 primary work location, address, phone, hire date, hourly rate of pay, number of contracted workdays
9 and work hours per day, and FTE equivalent.
10

11 **Section 13.7. Access to New Employees of the Bargaining Unit.**

12 The District will provide PSE reasonable access to new employees of the bargaining unit for the
13 purposes of presenting information about PSE to the new employee. "Reasonable access" for the
14 purposes of this section means the access to the new employee occurs within one week of the
15 employee's start date within the bargaining unit; the access is for no less than (30) minutes; and the
16 access occurs during the new employee's regular work hours at the employee's regular worksite or at a
17 location mutually agreed to by the District and PSE.
18

19 **Section 13.8. Annual New Hire Orientation.**

20 If an annual orientation is provided to new hires subject to this agreement the Association shall be allowed
21 to attend to meet with new hires and provide such employee with a copy of this Agreement and the Dues
22 Authorization form.
23
24
25

26 **ARTICLE XIV**

27 **GRIEVANCE PROCEDURE**

28
29
30 **Section 14.1.**

31 Grievances or complaints arising between the District and its employees within the bargaining unit
32 defined in Article I herein, with respect to matters dealing with the interpretation or application of the
33 Terms and Conditions of this Agreement, shall be resolved in strict compliance with this Article.
34

35 **Section 14.2. Grievance Steps.**

36
37 **Section 14.2.1. Step 1. Informal.**

38 Employee(s) shall first discuss the grievance with their immediate supervisor. If employee(s) so
39 wish, they may be accompanied by an Association representative at such discussion. All
40 grievances not brought to the immediate supervisor in accordance with the preceding sentence
41 within thirty (30) calendar days of the occurrence of the grievance shall be invalid and subject
42 to no further processing. The supervisor will have ten (10) workdays to resolve the grievance.
43

44 **Section 14.2.2. Step 2. Written.**

45 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding
46 subsection, the employee shall have ten (10) workdays to reduce to writing a statement of the
47 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 shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the executive director of business and operations. The parties will have five (5) 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 shall sign it.

Section 14.2.3. Step 3. Superintendent.

If no settlement has been reached within the five (5) workdays referred to in the preceding subsection, a written statement of grievance shall be submitted within fifteen (15) workdays to the District Superintendent or the Superintendent's designee. After such submission, the parties will have ten (10) 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 shall sign it.

Section 14.2.4. Step 4. Board of Directors.

If no settlement has been reached within the ten (10) workdays referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall 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 shall sign it. The 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 Board of Directors to explain the grievance. At any appearance before the Board of Directors, the employee may be accompanied by an Association representative or designee.

Section 14.2.5. Step 5. Arbitration.

If no settlement has been reached within the thirty (30) workdays referred to in the preceding subsection, and the Association believes the grievance to be valid, the employee may demand arbitration of the grievance. The arbitrator shall be from the American Arbitration Association as agreed on by both the District and PSE. The arbitrator shall hold such hearing under oath as it may, in its sole discretion require. The decision of the arbitration panel shall be final and binding on the parties. The parties will equally share the cost associated with the services of the arbitrator but will assume full liability for their own costs.

Section 14.3.

The grievance or arbitration discussions shall take place whenever possible during the workday. The employer shall not discriminate against any individual employee or the Association for taking action under this Article.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

ARTICLE XV

TRANSFER OF PREVIOUS EXPERIENCE

Section 15.1.

When any employee leaves a school District within the state of Washington and commences employment with this District, the employee shall retain the same longevity on Schedule A, leave benefits, and other benefits that the employee had in their previous position.

Section 15.1.1.

If this District has a different system for computing seniority, leave benefits, and other benefits, then the employee shall be granted the same seniority, leave benefits, and other benefits as an employee in the District who has similar occupational status and total years of service.

ARTICLE XVI

SALARIES AND EMPLOYEE COMPENSATION

Section 16.1.

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall 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 shall 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 shall be retroactive to the effective date.

Section 16.2.2.

Retroactive pay, where applicable, shall 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 shall 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 16.2.3.

Incremental steps, where applicable, shall take effect as of September 1 of each year during the term of this Agreement; provided, the employee has been actively employed continuously for at least one-half (1/2) of the previous employment year.

Section 16.2.4.

Any employee who changes job positions or classifications shall receive full longevity credit regarding step placement on Schedule A.

Section 16.3.

For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter ($\frac{1}{4}$) hour.

Section 16.4.

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

Section 16.5.

The District will provide compensation at the state mileage rate for any employee who uses his/her vehicle for approved District business.

ARTICLE XVII

TERM AND SEPARABILITY OF PROVISIONS

Section 17.1.

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

Section 17.2.

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

Section 17.3.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate Schedule A and insurance benefits herein; except it is mutually agreed to waive reopening of Schedule A in 2016-17 and 2017-18.

This Agreement shall be reopened as necessary to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment.

Section 17.4.

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

Section 17.5.

Neither party shall be compelled to comply with any provisions of this Agreement which conflict with state or federal statutes or regulations promulgated pursuant thereto.

Section 17.6.

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

SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON
COLVILLE CUSTODIAL CHAPTER

COLVILLE SCHOOL DISTRICT #115

BY: /Signed by/
Mike Goot, Chapter President

BY: /Signed by/
Pete Lewis, Superintendent

DATE: 9/9/19

DATE: 9/5/19

BY: /Signed by/
Sid Green, School Board President

DATE: 9/5/19



Colville Custodial/Technology PSE
Schedule A
September 1, 2019 - August 3, 2020

<u>POSITION</u>		Step	Step	Step	Step	Step	10 YR	20 YR
CUSTODIAN		1	2	3	4	5	6	7
	2019-20	\$14.91	\$16.03	\$17.24	\$18.53	\$19.93	\$20.43	\$20.93
	2020-21	\$15.36	\$16.48	\$17.69	\$18.98	\$20.38	\$20.88	\$21.38
	2021-22	\$15.81	\$16.93	\$18.14	\$19.43	\$20.83	\$21.33	\$21.83
HEAD CUSTODIAN		1	2	3	4	5	6	7
	2019-20	\$15.85	\$17.04	\$18.33	\$19.71	\$21.19	\$21.69	\$22.19
	2020-21	\$16.30	\$17.49	\$18.78	\$20.16	\$21.64	\$22.14	\$22.64
	2021-22	\$16.75	\$17.94	\$19.23	\$20.61	\$22.09	\$22.59	\$23.09
CHS HEAD CUSTODIAN		1	2	3	4	5	6	7
	2019-20	\$16.80	\$18.07	\$19.43	\$20.89	\$22.46	\$22.96	\$23.46
	2020-21	\$17.25	\$18.52	\$19.88	\$21.34	\$22.91	\$23.41	\$23.91
	2021-22	\$17.70	\$18.97	\$20.33	\$21.79	\$23.36	\$23.86	\$24.36
DW LEAD CUSTODIAN		1	2	3	4	5	6	7
	2019-20	\$17.76	\$19.10	\$20.53	\$22.08	\$23.74	\$24.24	\$24.74
	2020-21	\$18.21	\$19.55	\$20.98	\$22.53	\$24.19	\$24.69	\$25.19
	2021-22	\$18.66	\$20.00	\$21.43	\$22.98	\$24.64	\$25.14	\$25.64
TECH		1	2	3	4	5		
	2019-20	\$19.53	\$21.00	\$22.58	\$24.28	\$26.11		
	2020-21	\$19.98	\$21.45	\$23.03	\$24.73	\$26.56		
	2021-22	\$20.43	\$21.90	\$23.48	\$25.18	\$27.01		

APPENDIX A



Colville School District Annual Employee Evaluation Custodian

Employee Name:		ME Meets Expectations AE Approaching Expectations NA Needs Attention US Unsatisfactory NR Not Relevant
Position/Bldg:		
School Year:		

Supervisor Portion:

1. Technical Skills			
A. Building security		D. Cleaning, housekeeping and maintenance	
B. Grounds		E. Practices preventative maintenance	
C. Equipment Safeguards			
2. Quality/Quantity of Work			
A. Produces assigned work in an accurate, neat, and thorough manner		C. Accomplishes work on schedule	
B. Demonstrates ability to organize and prioritize work loads		D. Uses discretionary time effectively	
3. General Job Knowledge			
A. Understands and follows district and building & department policies, procedures and practices		C. Inventories, orders, stores and uses materials wisely	
B. Operates equipment properly showing concern for well-being of self and others			
4. Initiative			
A. Identifies problem		C. Takes independent action as situation warrants	
B. Determines course of action within assignment			
5. Personal Characteristics			
A. Adapts readily to new situations, demands and emergencies		C. Approaches work in a positive manner	
B. Shows interest and pride in work		D. Sensitive to needs of others	
6. Interpersonal Relations			
A. Deals effectively with students, staff, parents and community		B. Demonstrates teamwork	
7. Effort Toward Improvement			
A. Strives for personal and/or professional growth		B. Responsive to constructive suggestion	

Supervisor Comments:

Employee Comments

APPENDIX A

Employee Portion:

1. Identify your areas of strength:
2. Identify potential growth areas:
3. Identify one professional goal for next year:

I certify this evaluation has been discussed with me during a conference held on (date) _____.

I understand my signature does not necessarily imply that I (the employee) agree with the preceding evaluation.

NOTE: Employee may attach statement within 10 workdays. Employee statement attached: YES NO

Employee Signature

Supervisor Signature

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

ME Meets Expectations: The employee has met the performance expectations for this factor.

AE Approaching Expectations: The employee is developing their skill set in this area but has not quite met expectations.

NA Needs Attention: The employee has difficulty meeting the performance expectations for this factor.

US Unsatisfactory: The employee has failed to meet the performance expectations for this factor.

NR Not Relevant

APPENDIX B



Colville School District Annual Employee Evaluation Technology

Employee Name:		ME Meets Expectations AE Approaching Expectations NA Needs Attention US Unsatisfactory NR Not Relevant
Position/Bldg:		
School Year:		

Supervisor Portion:

1. Job Skills			
A. Determining appropriate solutions		C. Troubleshooting	
B. Analysis of reported problems		D. Recordkeeping and documentation	
2. Quality/Quantity of Work			
A. Produces assigned work in an accurate, neat, and thorough manner		C. Accomplishes work accurately and on schedule	
B. Demonstrates ability to organize and prioritize work loads		D. Uses discretionary time effectively	
3. General Job Knowledge			
A. Understands and follows district and building & department policies, procedures and practices		C. Inventories, orders, stores and uses materials wisely	
B. Handles equipment properly showing care for CVSD property		D. Seeks ways to share and learn new knowledge in the technology field	
4. Initiative			
A. Identifies problem		C. Takes independent action as situation warrants	
B. Determines course of action within assignment		D. Discusses and explains information with others effectively	
5. Personal Characteristics			
A. Adapts readily to new situations, demands and emergencies		C. Approaches work in a positive manner	
B. Shows interest and pride in work		D. Sensitive to needs of others	
6. Interpersonal Relations			
A. Deals effectively with students, staff, parents and community		B. Demonstrates teamwork/communication	
7. Effort Toward Improvement			
A. Strives for personal and/or professional growth		B. Responsive to constructive suggestion	

Supervisor Comments:

Employee Comments

APPENDIX B

Employee Portion:

1. Identify your areas of strength:
2. Identify potential growth areas:
3. Identify one professional goal for next year:

I certify this evaluation has been discussed with me during a conference held on (date) _____.

I understand my signature does not necessarily imply that I (the employee) agree with the preceding evaluation.

NOTE: Employee may attach statement within 10 workdays. Employee statement attached: YES NO

Employee Signature

Supervisor Signature

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

ME Meets Expectations: The employee has met the performance expectations for this factor.

AE Approaching Expectations: The employee is developing their skill set in this area but has not quite met expectations.

NA Needs Attention: The employee has difficulty meeting the performance expectations for this factor.

US Unsatisfactory: The employee has failed to meet the performance expectations for this factor.

NR Not Relevant

COLSD/Jan 2019