

Harrington School District
204

and

Harrington Classified Administrative Employees'
Association

Contract

September 1, 2022 - August 31, 2024

PREAMBLE

THIS AGREEMENT is entered into this 20th day of May, 2022 by and between Harrington School District No. 204, Harrington, Lincoln County, Washington, and the Harrington Administrative Classified Employees' Association.

ARTICLE I ADMINISTRATION

Section 1.0 Definition of Terms.

As used in this Agreement, the following terms will have the following meanings unless the context in which they are used shall clearly indicate another meaning.

A. "District" shall mean the Board of Directors of Harrington School District No. 204 as the governing body of the "District."

B. "Board" shall mean the Board of Directors of Harrington School District No. 204 as the governing body of the "District".

C. "Association" shall mean Harrington Classified Employees' Association.

D. "Employees" shall mean those employees for whom the Association is recognized as the exclusive bargaining agent. Included in this unit are paraprofessionals, food service director, assistant cook, custodian, assistant custodian and maintenance worker.

E. "Day" shall mean school days, except during summer vacation when "day" shall mean weekdays excluding holidays.

Section 2.0 Recognition.

A. The Board hereby recognizes the Association as the exclusive bargaining agent for classified employees employed by the Board.

B. It is to be understood that membership in the Association is not required for employment by the District.

C. It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District unless otherwise specifically limited by this Agreement. Included in these rights, without limitation, in accordance with and subject to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work force, the right to hire, promote, retain, transfer, evaluate and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of the lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.

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

Section 3.0 Distribution of Agreement.

The District shall print and make available to the Association sufficient copies of this Agreement so that each employee of the District may receive a copy. Prior to printing the reproduction

of this Agreement, a printer's proof or master copy shall be made available to the Association for proof reading.

Section 4.0 Conformity of Agreement

All terms and conditions of this Agreement shall be in conformity with Washington State law. If any term, clause, or provision in this Agreement is declared invalid by a body of competent jurisdiction, the unaffected portions of this Agreement shall remain in full force and effect.

ARTICLE II CONDITIONS OF EMPLOYMENT

Section 1.0 Job Description.

A detailed job description will be furnished to all employees. The job qualifications, time, responsibilities and duties will be set by the Administration with the cooperation of the Board. Details will be explained and/or clarified in conference with the Superintendent or his/her designee, upon request by the employee. However, if the Administration, in consultation with Board, determines a need to change the employee's job description duties, or work schedule, the employee shall have recognized input and be involved in any changes prior to implementation of the job description.

Section 2.0 Length of Work Day

All employees may be assigned appropriate starting and dismissal times, as set up by the Superintendent/Principal. These hours will include a continuous 30-minute duty free lunch.

Section 3.0 Notification of Intent.

To the extent possible, the District shall provide notification of intent to rehire on or before June 1 of each year. The District and the Association agree that the District may notify individuals receiving such notices or intent on or before the commencement of the school year of the unavailability of employment due to financial considerations.

Section 4.0 Progressive Discipline and Discharge Procedure.

The Board reserves the right to discipline any employee or terminate the employment of any employee from any position for good cause. The issue of good cause shall be resolved in accordance with the Grievance Procedures. The following procedures of progressive discipline will adhere except for conduct which would call for immediate discharge.

Step 1 - Conference with the Superintendent or his designee. The employee could be subject to discipline which could include being placed on probation for a period not to exceed thirty (30) working days and/or appropriate notation in the personnel file, at the discretion of the Superintendent or his/her designee.

Step 2 - If the employee's deficiency or unsatisfactory performance continues or is repeated, the employee will be subject to suspension without pay for a period not to exceed ten (10) working days, or probation, if not earlier imposed, or the appropriate notation in the personnel file or any combination of the preceding disciplinary steps at the discretion of the Superintendent or his/her designee.

Section 5.0 Lay Off.

The District reserves the right to retain and terminate employees based upon the needs of the District as determined by the Board of Directors. Should any employee be terminated due to the program or financial needs of the District, such classified employee shall have the preferential right to be rehired in the area or areas of his/ her prior employment. This right to preferential rehire shall extend for a period of two years, provided that if the individual is rehired by the district in a similar position during this period, he/she waives this preferential right.

Section 6.0 Seniority.

A. Seniority Based on Hire Date. The seniority of an employee in the bargaining unit shall be established as of the date of the first day worked by the employee for the District (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided.

B. Seniority Lost. The seniority rights of an employee shall be lost for the following reasons:

1. Resignation;
2. Discharge for any reason contained in this Agreement;
3. Retirement; or
4. Change in job classification within the bargaining unit, as hereinafter provided.

C. Seniority Retained. Seniority rights shall not be lost for the following reasons, without limitation:

1. Time lost by reason of industrial accident, industrial illness or jury duty;
2. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States; or
3. Time spent on other authorized leaves of absence, not to exceed one (1) year.

D. Seniority Within Job Classification. Seniority rights shall be effective within the general job classification. General job classification is defined as a submit within the bargaining unit, and shall include the following, without limitation: paraprofessionals, food service, maintenance and custodial.

E. Preferential Shift Selection and Layoff Rights. The employee with the earliest hire date shall have preferential rights regarding shift selection and layoffs when ability and performance based on employee evaluations and specialized training are substantially equal with those individuals junior to him/her. If the District determines that seniority rights should not govern, because a junior employee possesses ability and performance substantially greater than a senior employee or senior employees, the District shall, upon request, set forth in writing to the employee or employees and the organization's grievance chairman its reasons why the senior employee or employees have been bypassed.

F. Hire Date Retained Upon Job Change. An employee who changes job classifications within the bargaining unit shall retain his/her hire date in the previous classification for a period of one (1) year, notwithstanding that he/she has acquired a new hire date and a new classification.

G. Filling Open Positions to Employees. The District shall publicize within the bargaining unit the availability of open positions as soon as practical after the District is apprised of the opening.

H. Filling Open or New Positions. Promotions, transfers and assignment to open or new positions shall be determined by the District, provided that employees subject to this agreement who meet the qualifications for the position shall be given first consideration for the position. (Reference Article II, Section 1)

I. Vacation Preference. The employee with the earliest hire date shall have preferential rights regarding vacation periods.

Section 7.0 Evaluation.

An annual observation by the Administration resulting in an evaluation of performance will be made of all classified members of the association. All evaluations shall be completed and shared with the classified employees by May 15th of each school year. The Administration may perform additional evaluations as are needed. The classified evaluation form is Appendix B.

Section 8.0 Probationary Period.

Each new hire shall remain on a probationary status for a period of not more than ninety (90) days excluding periods of non-work following date of hire. Not more than forty-five days of the probationary requirement may be fulfilled while serving as a substitute. During this probationary period the District may discharge such employee at its pleasure without cause. At the end of the probationary period, the employee will be subject to all rights and duties contained in this Agreement.

Section 9.0 Record Check.

Pursuant to RCW 28A.400, a record check through the Washington State Patrol identification system is required before hiring an employee who regularly supervises students. The record check shall include a fingerprint check. The cost of such record check shall be shared equally between the district and the employee.

ARTICLE III GRIEVANCE PROCEDURES

Section 1.0 Grievance Procedure.

Grievances or complaints arising between the District and its employees within the bargaining unit as defined in Article I, with respect to matters dealing with the interpretation or application of the terms and conditions of this Agreement shall be subject to the following grievance procedure.

Section 2.0 Grievance Steps.

A. The employee shall first discuss the grievance with his/her immediate supervisor. If the employee wishes, he/she may be accompanied by a classified or certificated representative at such discussions. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within fifteen (15) working days of the occurrence of the grievance shall be invalid and subject to no further processing.

B. If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee completes a written statement of the grievance (Appendix D) which shall contain the following:

1. The facts on which the grievance is based;
2. A reference of the provisions in this Agreement which have been allegedly violated; and
3. The remedy sought.

The employee shall submit the written form of grievance to his/her immediate supervisor for reconsideration and shall submit a copy to the Superintendent. The parties will have five (5) working days from submission of the written statement of the grievance to resolve it by indicating on the

statement of the grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it.

C. If no settlement has been reached within the five (5) days referred to in the preceding subsection, and the employee believes the grievance to be valid, a written statement of grievance shall be submitted within ten (10) working days to the District Superintendent or his designee. After such submission, the Superintendent shall have ten (10) working days in which to meet with the grievant and render a decision with regard to the grievance.

D. The grievant may appeal the Superintendent's decision within ten (10) working days to the Board of Directors. The grievant may submit the grievance in writing or request a hearing with the Board of Directors. If a hearing is requested, it may be at either an open or closed hearing at either the grievant or the district's request. If either party wishes the hearing to be closed, it will be closed. Invited to the closed hearing will be the school board, superintendent, grievant and grievant representative. The Board shall consider the matter at its next regularly scheduled meeting unless otherwise agreed by the parties. The Board of Directors shall render a decision regarding disposition of the grievance within fifteen (15) working days of the meeting at which the matter was considered. The decision rendered by the Board of Directors shall be final.

ARTICLE IV BENEFITS

Section 1.0 Medical Benefits.

The District and all employees will take part in the SEBB (School Employees Benefit Board) insurance program as of January 1, 2020 as voted in by the legislature.

DEFINITION: The district shall follow the rules for administering the SEBB insurance program. Dental and Vision benefits are also required under the SEBB plan. There is no pooling in this program. The state administers SEBB under the Health Care Authority and the district does not have any input.

During this time only, the district will remit out of district funds the amount due to the State Health Care Authority for the Retired School Employees' Subsidy Account.

Section 2.0 Professional Improvement Grants.

A. In order to provide for professional improvement for classified staff, the Board will provide professional improvement tuition/registration grants in the amount of \$800 to assist staff members who wish to continue their personal and professional preparation. A maximum of \$100 per workshop will be granted.

B. These grants would be granted for coursework that directly relates to the employee's current job position or that would improve his/her ability to perform in the workplace.

C. The grants will be available during a year as defined as September through August.

D. All members of the bargaining unit will be eligible to apply for the grants. If money from the \$800 remains in August, employees may apply for a second grant. However, any monies remaining at the end of August will not be carried over to the next year, but returned to the general fund.

E. This tuition program will be subject to yearly approval by the Board based upon the financial standing of the school district at that time.

F. For credit purposes, the Board will consider an accredited course from an approved two or four year college or documented submission of attendance at a district-approved workshop. One college quarter credit shall be equal to ten (10) clock hours.

H. The grant may be shared by more than one person. All applications for such grants shall be submitted to the Superintendent for approval by the Board.

ARTICLE V LEAVES

Section 1.0 Illness and Injury Leave.

A. A total of twelve (12) working days per year, with pay, shall be allowed each full time employee as illness and injury leave in accordance with RCW 28A.400.300. All employees that are less than full time equivalent will be allowed a total of ten (10) full working days per year, with pay, of illness and injury leave.

B. In order to qualify for illness and injury leave, the employee should notify the immediate supervisor of his intended absence at least one (1) hour before the start of the work day unless illness or injury is precipitated during the employee's working hours. Illness of immediate family shall qualify under this section.

(1.) Immediate family to be defined as spouse, parent, parent-in-law, sibling, child, grandparent, grandchild or member of household.

C. An employee requesting illness and injury leave for a period exceeding three (3) days will provide a medical statement from an attending physician upon written request from the District.

D. At the end of each year, the District will provide each employee an accounting of his/her accumulated illness and injury leave.

E. An employee, who has exhausted all illness and injury leave benefits and yet remains unable to perform contract duties because of continued personal illness or disability, may request a leave of absence without pay for the remaining period of time of such disability as substantiated by a medical statement from an attending physician, not to exceed the balance of the school year. Such employees may be subject to the leave sharing provision in Letter G of this section.

(1) An employee, who is on extended leave as herein provided, shall notify the District of his/her intended date of return to work five (5) days prior to the anticipated date of return to work.

F. An employee who has accumulated in excess of sixty (60) days illness and injury leave shall be allowed in January of each year to buy back that amount over sixty (60) days earned in the previous year in accordance with RCW 28A.400.210.

G. Classified employees who do not accrue annual leave may donate up to six (6) days of sick leave per year to another classified employee or employees as long as the donor maintains a minimum balance of sixty (60) days in accordance with RCW 28A.41.04 and 28A.400.380.

Section 2. Maternity/Paternity Leave.

Maternity leave will be deducted from the employee's illness and injury leave. Such leave will be approved upon request, but only for a reasonable length of time as determined by the employee's own physician due to the employee's disability and inability to work. Maternity leave in excess of illness and injury leave will be without pay. Paternity leave will be without pay.

Commencing January 1, 2020 employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year. Such leave shall be used consecutively with the employee's other leave entitlements, unless the employee elects otherwise. The district shall use the state insurance as the carrier for PFML to ensure ongoing compliance with the law. When such leave is used for pregnancy/maternity disability, the District shall maintain health insurance during periods of approved PFML leave. Employees shall be responsible to pay the amount set by the State for "employee premiums," while the District will be responsible to pay the amount set by the State for the remaining amount of the premium, and remitting total premiums as required by the Employment Security Department.

Section 3. Jury Duty and Subpoena Leave.

A. Because of the uncertainty of the length of service required in the performance of jury duty, the Superintendent or the individual affected may make a reasonable attempt to gain an exemption from jury duty for the employee so notified.

(1) In the event that an exemption is not possible, leave of absences with pay shall be granted for jury duty.

(2) An employee is allowed to keep compensation received for serving jury duty in addition to his/her regular pay.

(3) The employee shall notify the District when notification to serve on jury duty is received. Forms shall be provided by the District for this purpose.

B. A leave of absence will be granted when an employee is subpoenaed to appear in an official proceeding, if such proceeding does not involve self-employment, other employment, or other employer, or does not concern the employee's personal affairs.

(1) No salary deduction shall be made from the employee's salary for such leave of absence. However, the employee shall reimburse the District in the amount of any compensation he/she received for honoring the subpoena.

(2) The employee shall notify the District when notification to appear is received. Forms shall be provided by the District for this purpose.

Section 4. Emergency Leave/Non-Cumulative.

A. The superintendent may grant emergency leave to employees without salary deduction for bereavement because of death in the immediate family.

(1) Immediate family to be defined as spouse, parent, parent-in-law, sibling, child, grandparents, grandchild, sister-in-law, brother-in-law, son-in-law, daughter-in-law or member of household.

(2) The superintendent may give consideration for granting emergency leave to other relatives or friends.

B. Bereavement leave will be granted with pay for a maximum of two (2) days per circumstance. Additional days may be granted by the superintendent or his/her designee under extenuating circumstances such as distance to travel or other situations of an emergency nature. These additional days (beyond two) may be granted with pay or without, at the discretion of the superintendent or his/her designee.

C. Emergency leave may be taken in the case of emergencies as defined in the following:

(1) The problem must be of serious nature such that pre-planning is not possible, or where pre-planning could not relieve the necessity for the employee's absence (fire, robbery, natural disaster, etc.).

(2) In order to qualify for emergency leave, the employee should notify the immediate supervisor of his/her intended absence as soon as possible.

(3) Emergency leave may not be utilized to extend regularly scheduled school vacation periods.

D. Leave of a nature in addition to that specified above may be granted by the district. This leave is purely within the discretion of the Superintendent or his/her designee and shall be subject to the terms and conditions specified by the Board, including but not limited to whether such leave shall be full pay, partial pay, or without pay.

E. All leave provided for under Section 4 of Article V shall be non-cumulative.

Section 5.0 Personal Leave

A. Classified employees who are employed for the full school year and who work at least four (4) hours per day are eligible for personal leave. All employees who work a minimum of four (4) hours per day per school year will receive one (1) day personal leave per school year. All employees who work from five (5) to eight (8) hours per day per school year will receive two (2) days personal leave per school year. All full-time employees (2080 hours) will receive three (5) days personal leave per fiscal year. Such leave may not be charged to sick leave. This leave shall be non-cumulative and is re-imbursable at the end of the employee's work year at the employee's daily rate of pay. Administrative Classified (less than 2080 hours per year) will be granted one more personal day per year.

B. Personal leave may be used for personal business or family matters which require absence during the work day so as to permit the employee to cope with or respond to unusual circumstances or events beyond his/her control. Such leave shall be used at the employee's discretion upon approval by the superintendent or his/her designee.

C. The employee shall notify his/her supervisor at least 24 hours in advance before taking such leave. Personal leave shall not be requested or granted immediately prior to or immediately subsequent to a school holiday or vacation time. Approval of personal leave on any given day shall not exceed 33 1/3% of the classified staff.

D. Once the employee has utilized all personal days and the request for leave does not apply to any other leave provision (emergency, illness, etc.), any additional leave granted will be without pay.

ARTICLE VI VACATIONS

Section 1.0 Vacations.

A. All full-time employees (2080 hours) will receive ten (10) days of paid vacation time for a full fiscal year of employment. An employee may take earned vacation after six months of employment. A full-time employee will receive fifteen (15) days of vacation following the third full year of employment with the district. Following ten (10) years of employment, a full-time employee will receive twenty (22) days of paid vacation.

B. Vacation time schedules must be arranged with the Superintendent annually. The seniority of the employee and the tasks to be completed will be considered in the arrangement of vacation times.

- C. Vacation days are not cumulative from year to year and must be used during the current school year (by August 31). Those vacation days not taken by August 31 of each year will be lost unless the work schedule prevents taking scheduled vacations.

Section 2. Holidays.

A. All full-time employees (2080 hours) will receive the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve.

B. Any holiday falling on Saturday or Sunday may be taken the Friday before or the Monday after the specified holiday. The employee will have the flexibility to leave the building as soon as the individual has completed all of their duties on the day before Thanksgiving break and the day before Christmas break.

C. All part-time employees (less than 2080 hours) will receive Christmas Day, Thanksgiving Day, Friday following Thanksgiving Day, Martin Luther King Day, New Year's Day, Juneteenth, Christmas Eve and Veterans' Day as a paid holiday.

ARTICLE VII PERSONNEL FILES

Section 1.0 Official Personnel Files.

There shall be only one (1) personnel file for each employee. Said files shall be kept in the District business office.

Section 2.0 Employee Review of Contents.

Each employee shall have the right upon request, after making an appointment for that purpose with the superintendent, to review the contents of his/her official personnel file. The review will be made in the presence of the superintendent. Upon request, a copy of any document(s) contained therein shall be afforded the employee. No secret, duplicate, alternate or other personnel file shall be kept anywhere in the District. The employee has the right to have a witness of his/her own choosing at the examination of his/her personnel file.

Section 3.0 Minimum Contents.

Each employee's personnel file shall contain the following minimum items of information: all employee evaluation reports and copies of annual notices of re-employment.

Section 4.0 Derogatory Material.

The employee shall be notified of the placement of any derogatory material in the employee's personnel file within ten (10) working days of placement. The employee will be given the opportunity to attach his/her own comments to such material within ten (10) working days of notification of placement of such material. Any derogatory material, except evaluations and evaluation observations, or breach of laws and/or regulations, for which the employee was not notified within ten (10) working days after placement in the employee's file shall not be allowed as evidence in any grievance or in any disciplinary action against such employee.

Section 5.0 Content Verification.

Upon request by the employee, the superintendent or his/her official designee shall sign to verify contents.

ARTICLE VIII SALARY

Section 1.0 Salaries and Employee Compensation.

A. Employees shall be compensated in accordance with the provisions of this Agreement. Each employee shall receive a full accounting and itemization of authorized deductions and rates paid with each pay check.

B. Employees' salaries are to be figured on an hourly base rate of pay translated into a monthly salary.

C. The Board of Directors reserves the right to set salaries as determined to be in the best interests of the District. It is the intent of the Board of Directors to provide to the extent possible the dollars allowed by state approved salary guidelines. The amount of each individual classified employee's salary and salary increase, exclusive of experience factor, shall be determined by the Board of Directors upon the recommendation of the Administration.

1. Employees will receive the state approved IPD each year of this agreement. 5.5% for 2022-2023 and 2023-2024 TBD. Following year(s) TBD by legislative action. (This IPD is for Administrative Classified full-time 2080 hours per year and Administrative Classified less than 2080 hours per year.)-

2. An additional increase of 2% to the salary for 2019-2020.

3. A one-time only, retention bonus for contract year 2019-2020 in the amount of \$1500.

D. The salary schedule is Appendix A.

E. The District and Association agree that continued training in an employee's professional area will make him/her a more productive employee which can warrant additional financial compensation. Additional financial compensation is directly related to the grades on the Classified Salary Schedule. Advancement from one grade to next higher one is based on the completion of seventy-five (75) classroom hours of instruction. An employee can advance at his/her own rate based on interest, time and availability of courses/workshops. The courses or workshops must be directly related to the employee's job description and approved by the Superintendent in advance of the course/workshop.

The employee is responsible for giving the district in writing a record of his/her attendance at the approved course/workshop. To qualify for the advancement in salary in a given school year, all written documentation must be on file in the personnel office by September 15 of that year. The district will maintain this record in the employee's personnel file. Should an employee reach the seventy-five (75) classroom hours of instruction during the school year, he/she will qualify for a grade increase on the salary schedule at the next pay period following the receipt of written documentation in the personnel office by the 15th of a given month.

Provided however, an employee who is taking approved courses/ workshops shall receive salary credit for not more than seventy-five (75) classroom hours of instruction in a twelve month period. If an employee takes more than seventy-five (75) classroom hours of instruction in approved courses/ workshops in a twelve month period, those hours shall be carried over to the following budget year and paid at a rate of one grade per year. Implementation and subsequent interpretations of this provision will be at the sole discretion of the superintendent.

In order to recognize classified positions for which it is virtually impossible to gain the seventy-five (75) hours of instruction due to the employees' work schedule, lack of available and appropriate classes, etc., the following positions will increase one grade on the salary schedule after the employee completes four years of service with the district, a second grade increase after eight years of service with the district, a third grade increase after twelve years of service and a fourth grade increase after sixteen years of service with the district: food service director, assistant cook, custodian, maintenance.

The employee can choose to apply for a professional improvement grant to assist with the cost of tuition/registration. Should an employee's workshop or course take place during his/her regularly scheduled work time, the employee will remain in pay status during his/her normal working hours. Such pay status during his/her normal working hours shall also apply to those courses approved by the Superintendent for the seventy-five (75) hours of instruction for which a grant is not requested.

After twenty (20) years of service with the district, an employee shall be granted one-year increase on the salary schedule.

Section 2.0 Additional Time/Days.

Employees requested to work additional time and/or days beyond their regularly scheduled time and/or number of days on their regular job will receive remuneration based on their regular rate of pay and regular number of hours worked per day, unless the qualifications for overtime in Section 3 are met. (Example - employee working regular 8.0 hour day would be paid for 8.0 hours x regular rate of pay.)

Section 3.0 Overtime Pay

All employees working overtime will be compensated at 1 1/2 (one and one-half) X their normal hourly rate of pay. All overtime will be pre-authorized orally or in writing by the Superintendent or his/her designee and noted on the individual's time sheet. Overtime not pre-authorized may be reimbursed by the District, at the discretion of the superintendent or his/her designee. Overtime shall be defined as hours worked in excess of forty (40) hours per week.

Section 5.0 Salary Schedule

See attached page yearly.

ARTICLE IX TERM AND RATIFICATION

Section 1.0

This Agreement shall be effective **September 1, 2022**, and shall continue in effect through **August 31, 2024**. During said period of time, this Agreement shall accrue beginning with the effective date of this Agreement. The District will negotiate with each classified bargaining unit separately. Agreements negotiated with each bargaining unit shall be based on the separate negotiation process.

Section 2.0

The parties acknowledge that the understanding and agreements arrived at by the parties are set forth in this Agreement. Modification of this Agreement may be subject to negotiation during the term of the Agreement only upon request and by mutual agreement by both parties.

Section 3.0

This Agreement shall continue in effect during the entire term of this Agreement, provided however, that upon receipt of written notice given by the Association to the District not later than June 1 of each year hereafter, the parties hereto agree to commence negotiations on adjustment in salaries and insurance benefits for employees.

Executed this 20th day of May, 2022, by the undersigned officers by the authority of and on behalf of the Board of Directors of Harrington School District No. 204 and Harrington Classified Employees Association.

HARRINGTON SCHOOL DISTRICT NO. 204

BY

Michelle TK Ovingley
Chairman of the Board

Int. St.

Jo Evans
Mike R. [Signature]

Dagmar Brasset
Secretary of the Board

HARRINGTON ADMINISTRATIVE CLASSIFIED
EMPLOYEES ASSOCIATION

By _____
Representative

Attest: _____
Classified Member

Appendix B
Harrington School District #204
Classified Evaluation Form

Staff Member _____ School Year _____

Assignment _____ Type of Evaluation _____
(Annual, 90 day,
Other)

Quality of Work	_____	Attendance and Punctuality	_____
Job Knowledge	_____	Public Relations	_____
Decision-making Ability	_____	Attitude	_____
Managing and Planning	_____	Effort Toward Improvement When Needed	_____

_____ Satisfactory

OVERALL APPRAISAL:

_____ Requires Improvement

_____ Unsatisfactory

Evaluator's Comments

Evaluator's Signature _____ Title _____ Date _____

Employee's Comments

DECISION-MAKING ABILITY

- ____A. Demonstrates the ability to perceive conditions needing attention.
- ____B. Demonstrates the ability to evaluate problem or situation and take appropriate action.
- ____C. Makes wise, timely decisions based on fair and impartial thinking.

Comments:

MANAGING AND PLANNING

- ____A. Demonstrates ability to plan effectively to get the job done.
- ____B. Demonstrates ability to organize and utilize materials and equipment in a responsible manner.
- ____C. Shows appropriate follow-through on assigned duties.
- ____D. Shows ability to adjust appropriately to changes.
- ____E. When appropriate, subordinate employees are managed effectively.

Comments:

ATTENDANCE AND PUNCTUALITY

- ____A. Arrives at work on time.

____B. Attends meetings and appointments on time.

Comments:

PUBLIC RELATIONS

____A. Demonstrates ability to communicate effectively with parents and community members.

____B. Views job responsibilities as part of the overall function of promoting positive public relations.

Comments:

ATTITUDE

____A. Demonstrates the ability to get along with others.

____B. Approaches work in a positive manner.

____C. Demonstrates cooperation toward supervisors, colleagues, and students.

Comments:

EFFORT TOWARD IMPROVEMENT WHEN NEEDED

____A. Is responsive to supervision and constructive criticism.

____B. Attempts to implement suggestions for improvement.

____C. Has plan for evaluation of own work and initiates efforts to improve.

Comments:

Harrington School District

EFFORT TOWARD IMPROVEMENT WHEN NEEDED

- ____ A. Is responsive to supervision and constructive criticism.
- ____ B. Attempts to implement suggestions for improvement.
- ____ C. Has plan for evaluation of own work and initiates efforts to improve.

Comments:

Harrington School District