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# Classified Employees Group

**Para professionals  
Building Secretaries  
Bus Drivers  
Food Service  
Library Staff**

**Bargaining Agreement  
2019-2020  
2020-2021  
2021-2022**

## **CLASSIFIED EMPLOYEES GROUP**

### **DEFINITION OF GROUP**

The Dayton School District hereby recognizes that this classified employees' operations manual is the agreement which establishes rights, responsibilities, and working conditions for all Para-professionals, secretaries, cooks, library assistants, bus drivers; excluding all supervisors and district office support staff, which include the business manager, administrative assistant to the superintendent, and Food services supervisor who bargain independently of this agreement.

**Classified Employees Operation Manual**

**ARTICLE I**

**CLASSIFIED EMPLOYEE LIAISON COMMITTEE**

**SECTION 1.1 PURPOSE**

This committee, herein referred to as the CELC, shall be responsible for the promotion of good relations between the Dayton School District and its classified employees. This can only be achieved with openness, honesty, and communication between the parties involved. This committee will help maintain a good working relationship with the district and the different classified employee bargaining groups within this district. The committee shall act in an advisory capacity to assist the administration in decisions, which will affect terms and conditions of employment, including salary issues. The CELC shall have the authority to make changes to the handbooks that improve clarity. Changes will not be formally adopted until they are reviewed and approved by the membership of the various bargaining groups. Acceptance will be noted in membership meeting minutes.

**SECTION 1.2 COMMITTEE REPRESENTATION**

The committee will consist of a representative from the following classified areas: food service, para-professional, secretarial, and a bus driver representative. The Superintendent of Schools or his designee will also be a member. When one classified area has more than 15 individual employees, a second CELC member shall be elected.

**SECTION 1.3 SELECTION AND LENGTH OF SERVICE**

The CELC representative from each group will be selected by democratic process, by October 15 of each school year. Length of service will be for one year; however, a representative may be chosen an unlimited number of terms.

**SECTION 1.4 CELC CHAIRPERSON**

The chairperson shall be selected from the CELC membership committee at their regular meeting in November of each year. The chairperson will act in this capacity for one year, but may serve an unlimited number of terms.

**SECTION 1.5 CELC CHAIRPERSON RESPONSIBILITY**

The chairperson shall serve as a spokesperson for the committee. He/She will act as liaison between the committee and the administration. He/She will facilitate information dissemination to CELC members as well as preside over committee meetings.

**SECTION 1.6 MEETING SCHEDULE**

The CELC shall meet four times each year (one per academic quarter). Meeting time may be changed when necessary; special meetings may be called when appropriate. An agenda shall be mutually prepared by the parties in advance of all meetings to allow time for study and research if necessary.

Meetings of the CELC will normally be held during the regular workday. When it is necessary to hold the meeting outside of employee's normal workday, they may claim hour(s) on a time sheet at the normal rate of pay.

**SECTION 1.7 SCHOOL BOARD REPRESENTATIVE**

A member of the CELC will be selected to attend meetings of the school board when necessary. The purpose will be to respond to questions the board may have in regards to policies, procedures, or general concerns. The CELC member will also report information from the board back to the CELC committee.

**ARTICLE II**

**RIGHTS OF THE EMPLOYER**

**SECTION 2.1 EMPLOYER RIGHTS**

It is recognized that the customary and usual rights, powers, function, and authority of management are vested in management officials of the District. Included in these rights, in accordance with and subject to applicable laws, regulations, and the provisions of this agreement, is the right to direct the work force, the

## Classified Employees Operation Manual

103 right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge,  
104 demote, or take other disciplinary action against employees; and the right to release employees from duties  
105 because of lack of work or for other legitimate reasons. The District shall retain the right to maintain  
106 efficiency of the District operation by determining the methods, the means, and the personnel by which  
107 operations undertaken by the employees in the unit are to be conducted. The right to make reasonable rules  
108 and regulations shall be considered an acknowledged function of the District.  
109

### 110 SECTION 2.2 PROBATIONARY PERIOD

111 All newly employed persons shall serve a six (6) calendar month probationary period. At any time during  
112 this period, the employer may terminate the person's employment without recourse, appeal or cause. It is  
113 understood that during this probationary period, the employee is being observed and evaluated for  
114 continued employment. During probation, the employee will qualify for paid holidays.  
115

### 116 SECTION 2.3 CONCERNS

117 The district shall be promptly informed by the Classified Employees Group of any concerns of the  
118 classified personnel.  
119

### 120 SECTION 2.4 CONFORMITY TO LAW

121 If any provision of this handbook shall be found contrary to law, such provision shall have effect only to  
122 the extent permitted by law, but the remainder of the handbook shall remain in full force and effect for the  
123 duration of the agreed time period.  
124

### 125 SECTION 2.5 DISTRIBUTION OF AGREEMENT

126 There shall be two (2) copies (both paper and electronic) of the final agreement and subsequent MOU's for  
127 the purpose of records. One copy shall be retained by the District, and one by the group. A copy will be  
128 provided to each member of the Classified Employees Group by the District. The Group shall provide the  
129 District with a sign off sheet indicating that all members have received the operations manual. The sign off  
130 sheet shall be turned in no later than ten (10) working days after the first day of classes.  
131

## 132 ARTICLE III 133 RIGHTS OF THE EMPLOYEES 134

### 135 SECTION 3.1 DISCRIMINATION

136 This District will not illegally discriminate against employees on the basis of race, creed, color, sex,  
137 religion, or age.  
138

### 139 SECTION 3.2 EMPLOYEE CONCERNS

140 Each employee is encouraged to bring matters of concern to the attention of his/her supervisor. If he/she is  
141 not satisfied at this level, the established chain of command must be followed. If satisfaction is not  
142 obtained at these levels, the grievance procedure (Article XVI) shall be followed.  
143

### 144 SECTION 3.3 PERSONNEL FILES

145 Employees, upon request, will be allowed to inspect all contents of their personnel file. No evaluation,  
146 correspondence, or derogatory materials will be kept or placed in the personnel file without the employee's  
147 knowledge or opportunity to attach his/her own comments.  
148

### 149 SECTION 3.4 EMPLOYEE EVALUATIONS

150 The district agrees to follow a policy of progressive discipline.  
151

152 Every employee will be evaluated in writing annually on or before May 1, with regular periods of  
153 monitoring and observation as needed. Employees will receive a copy of all formal evaluations and  
154 observations.  
155

156 In the event an employee is given a negative evaluation that may ultimately lead to dismissal, the employee  
157 will be given a reasonable amount of time to implement the recommendation(s).  
158

## Classified Employees Operation Manual

159 The District will provide a specific plan of assistance to help implement the remedial plan.

160

161 Reports: Written evaluation reports shall be presented in post-observation conferences to each employee  
162 by his/her immediate supervisor within one day following observation in accordance with the following  
163 procedures:

164 a. Such reports shall be addressed to the employee.

165 b. Such reports shall be written in narrative form using the evaluation instrument attached and  
166 shall include, when pertinent:

167 1. Strengths of the employee

168 2. Weaknesses of the employee

169 3. Specific suggestions as to measures that the employee might take to  
170 improve his/her performance in each of the areas wherein weaknesses have  
171 been indicated

172

173 If an employee receives a negative evaluation, the employee will be reevaluated in writing within thirty (30)  
174 days of the negative evaluation.

175

176 All monitoring or observations should be conducted openly and with full knowledge of the employee  
177 without the use of eavesdropping or mechanical surveillance devices and befitting the professionalism of  
178 both parties.

179

180 An employee always has the right to write a rebuttal to his/her evaluation.

181

### 182 SECTION 3.5 COMPLAINTS

183 Complaints regarding the employee shall be called to the attention of the employee as soon as possible  
184 except during any period of investigation.

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## ARTICLE IV DAYS AND HOURS OF WORK

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### 190 SECTION 4.1 WORK SHIFT

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192 The normal work schedule shall consist of five (5) workdays. Each employee will be assigned in advance,  
193 to a definite shift with designated beginning and ending times. Shift times, may be changed by the  
194 supervisor unilaterally to meet any emergency needs.

195

196 The district reserves the right to change an employee's schedule provided the district gives the employee  
197 two weeks notice. Employees involuntarily moved from a higher paying position to a lower paying  
198 position shall receive the higher rate of pay until their movement to the next step on the salary schedule.  
199 Employees work shift (contract days) will be scheduled at the discretion of the district. Each employee  
200 group's work-days will be described/listed and attached to their individual employee contract. This would  
201 include assignment on any early release, half, and Conference day.

202

203

### 204 SECTION 4.2 DISTRICT IN-SERVICE DAY

205 All classified staff will report to work on the District Wide in-service day normally scheduled for the work  
206 day immediately prior to the first day of school for students. Staff will work their normal hours on that day.

207

208

### 209 SECTION 4.3 OVERTIME AND COMPENSATION

210 In order to qualify for overtime pay, the district must approve in advance overtime in accordance with the  
211 Fair Labor Standards Act. Overtime (for pay or hours) **must be pre-approved by the supervisor with**  
212 **consideration given to lessen any negative impact on students, staff or the district.** Hours worked  
213 beyond forty (40) hours per week must be compensated at 1.5 times the employee's hourly rate. For the  
214 purposes of calculating overtime, the work-week, will be defined as Sunday 12:00 A.M. through Saturday

## Classified Employees Operation Manual

215 11:59 P.M. Employees who work less than 40 hours per week may with the pre-approval of their supervisor  
216 alter their work schedule on an occasional basis (see 4.4 Flextime).  
217

218 a. Overtime/comp time should be used in the week it is accrued to avoid exceeding the 40 hour work week.  
219 On rare occasions and only with superintendent approval can overtime/comp time be extended outside of  
220 the week it is earned

221 b. Employees asked to cover tasks outside of their regular work schedule should consult with their  
222 supervisor to determine what responsibilities may not be completed or if additional time is warranted

223 c. Employees cannot give up breaks or lunch time that result in overtime/comp time. Supervisors are  
224 required to work with the employee to insure the appropriate breaks are provided.

225 d. Tracking of overtime/comp time shall be done by the employee and must include a signature from the  
226 supervisor prior to additional time worked. The comp time form (see appendix) shall be turned in each  
227 month with the employee's regular time sheet.

228 e. Employees who work three (3) or more hours longer than the normal work-day shall receive appropriate  
229 breaks or meals

230 f. An employee who performs two or more different kinds of work for which different rates are paid will be  
231 paid for the overtime hours at 1.5 times the rate for the work being performed during those overtime hours.  
232

### SECTION 4.4 FLEXTIME

234 Flextime: (Traded time)

235 a. Employees may with the approval of their principal or supervisor flex regular work hours if the change  
236 does not negatively impact students, employees, or the district. The employee and supervisor shall  
237 determine how the employee will apply the flextime to their work schedule.

238 b. Flextime should be taken during times when a paid substitute is not required unless approved by the  
239 superintendent.

240 c. Flextime, earned or used, will be recorded on employees monthly timesheet and initialed by the principal  
241 or supervisor  
242  
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244

### SECTION 4.5 REST PERIODS

245 Rest periods will be taken at a time mutually agreed upon by the employee and his/her supervisor or as  
246 scheduled in advance by the supervisor so as not to negatively impact the instruction of students.

247 Employees working six hours or more per day shall be entitled to two fifteen minute rest periods as  
248 scheduled by the supervisor and one-half hour duty free, unpaid lunch period as part of the working day  
249 (cooks will be paid for their lunch period as they work during this period). No employee shall be required  
250 to work more than five consecutive hours without a meal break. Employees working from three to six  
251 hours per day shall receive a fifteen-minute rest period as part of the paid working day.  
252  
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### SECTION 4.4 REQUIRED IN-DISTRICT MEETINGS

254 For required in-district meetings, outside of regular working hours, the employees will receive regular  
255 wages on a per-hour basis for attendance at such meetings.  
256  
257

## ARTICLE V

### EMPLOYMENT NOTIFICATION

#### SECTION 5.1 DISTRICT RE-EMPLOYMENT

261 The school district shall notify employees of intent to rehire for the next school year at least two (2) weeks  
262 prior to the employee's last working day of the current school year.  
263  
264

#### SECTION 5.2 DISTRICT RESIGNATIONS

265 An employee who is resigning shall give two (2) weeks written notice. A resigning employee shall be  
266 entitled to all accrued benefits, unless proper notice has not been given.  
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ARTICLE VI  
VACATIONS AND HOLIDAYS

SECTION 6.1 HOLIDAY PAY

All part time employee paid holidays are based upon the average workday for that employee. If a holiday falls on a weekend, another day shall be named in lieu thereof, and allowed as such, or added to vacation.

SECTION 6.2 HOLIDAYS

Employees contracted for up to 195 work days (not including holidays) will receive eight (8) paid holidays.

Labor Day	New Years Day
Veterans Day	Martin Luther King Day
Thanksgiving Day	Presidents Day
Christmas Day	Memorial Day

Employees contracted for more than 195 work days (not including holidays) will receive nine (9) paid holidays.

Labor Day	Christmas Day
Veterans Day	New Years Day
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving	Presidents Day
Memorial Day	

ARTICLE VII  
LEAVES

SECTION 7.1 SICK LEAVE

Each employee shall accumulate one (1) day of sick leave for each calendar month worked; provided, however, that no (nine (9) month or more) employees shall accumulate less than ten (10) days of sick leave per school year. An employee who works eleven (11) working days in any calendar month will be given credit for the full calendar month. Sick leave shall be vested when earned and may be accumulated from year to year up to a maximum of the number of contract days in one year for leave purposes as provided in RCW 28A.400.300. 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 the school year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year.

SECTION 7.2 LEAVE FOR BEREAVEMENT

Seven (7) days per occurrence shall be granted with pay when there is a death in the immediate family (defined below). Cases involving individuals other than those listed as immediate family members shall be considered upon written presentation of sufficient evidence for justification to the superintendent. Such cases would be for up to five (5) days and if granted would be taken from the employee's sick leave. A period of time greater than seven (7) days for immediate family may be granted, in the event of circumstances beyond the control of the employee, upon written request to the superintendent. These days would be taken from the employee's sick leave.

**Immediate family** defined as; employee's spouse or partner and employee or spouse/partner's mother, father, son, daughter, sister, brother, grandparents, or grandchildren.

SECTION 7.3 SERIOUS ILLNESS

A physician's statement may be required before sick leave days will be allowed after five (5) continuous days of absence for a claimed illness. After sick leave is used, a regular day's pay shall be deducted for each day of absence. Sick leave cannot be borrowed on future leave.

SECTION 7.4 EMERGENCIES AND FAMILY ILLNESS LEAVE

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326 Such leave may be granted with pay in cases of personal emergency. Approval of such leave will be  
327 restricted to matters of a personal emergency nature that cannot be done outside school hours; accidents in  
328 the immediate family requiring the family to remain together, weather conditions, one (1) day maximum,  
329 depending upon circumstances. The term "immediate family" shall be defined as spouse, children, father,  
330 mother, brother, sister, grandparents, grandchildren of either husband or wife.

331

332 Paid emergency leave may be granted for two (2) days upon request to the supervisor; up to five (5) days  
333 may be granted upon request to the superintendent. A period of time greater than five (5) days may be  
334 granted upon request to the Board of Directors. Requests for emergency leave will be made in writing as  
335 soon as possible. Emergency leave shall be deducted from sick leave.

336

### 337 SECTION 7.5 PERSONAL LEAVE

338 Members of the bargaining unit shall be granted two (2) days of paid personal leave per year, provided that  
339 a substitute is available. Employees with 10 or more years of service shall be granted (3) days of paid  
340 personal leave per year, provided that a substitute is available. Whenever possible, notification of the leave  
341 shall be submitted to the employee's principal at least three (3) days prior to the date the leave is to be  
342 taken.

343 This provision may be utilized to extend regular school holidays if requested and approved 10 days prior to  
344 the leave. Unused personal leave may accumulate from year to year to a maximum of five (5) days.

345

346 Unpaid personal leave days can be reimbursed at per diem. The maximum reimbursement will be two days.  
347 A reimbursement claim form must be completed before the reimbursement can be made.

348

349

### 350 SECTION 7.6 MATERNITY/PATERNITY LEAVE

351 Family Leave will be granted in accordance with the Federal Family Leave Act.

352

### 353 SECTION 7.7 LEAVE OF ABSENCE

354 The Board, for the purpose of study, travel, recuperation, or child rearing may grant leave of absence of up  
355 to one (1) year without pay. No leave shall be denied without justifiable reasons. A leave of absence for  
356 one (1) year entitles the employee to a normal salary increment. Notification must be given by March 15,  
357 of the intent to return the following year or position will be posted and filled.

358

### 359 SECTION 7.75 JURY DUTY

360 The Board and Administration of Dayton School District No. 2 does not discourage employees from  
361 participating in jury duty. If an employee is called for jury duty, full payment will be made by the District  
362 for the hours normally employed.

363

### 364 SECTION 7.8 CONVERSION OF ACCUMULATED SICK LEAVE

365 If the CELC and the District elect to adopt the VEBA III Sick Leave Conversion Medical Reimbursement  
366 Plan pursuant to RCW 28A.400.210, then the VEBA III agreement adopted for the current year will  
367 determine how accumulated sick leave and personal leave will be converted.

368

369 If the CELC or the District elects not to adopt the VEBA III plan, then conversion of accumulated sick  
370 leave will take place in the following manner:

371

372

373

- 374 A. Eligible Employees: In order to be eligible to convert excess sick leave days to monetary  
375 compensation, an employee:

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381

1. Shall have accumulated in excess of sixty (60) full days of unused sick leave at a rate  
of accumulation no greater than one full day per month (a maximum of twelve days  
per year) as of the end of the previous calendar year and
  - a. Shall provide written notice to his/her employer during the month of  
January of his/her intent to convert excess sick leave days to monetary  
compensation.

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- 382                                    b. Excess Sick Leave: The number of sick leave days which an eligible  
383                                    employee may convert shall be determined by:
- 384                                    2. Taking the number of sick leave days in excess of sixty (60) full days that were  
385                                    accumulated by the employee during the previous calendar year at a rate of  
386                                    accumulation no greater than one full day per month of employment as provided by  
387                                    the leave policies of the district of employment (a maximum of twelve days per year)  
388                                    and
- 389                                    3. Subtracting there from the number of sick leave days used by the employee during  
390                                    the previous calendar year. The remainder, if positive, shall constitute the number of  
391                                    sick leave days, which may be converted to monetary compensation.

392

- 393                                    B. Rate of Conversion: Sick leave days that are eligible for conversion shall be converted to  
394                                    monetary compensation at the rate of twenty-five (25%) percent of an employee's current,  
395                                    full-time daily rate of compensation for each full day of eligible sick leave. Partial days of  
396                                    eligible sick leave shall be converted on a pro rate basis.

397

398 All sick leave days converted pursuant to this section shall be deducted from an employee's accumulated  
399 sick leave balance.

400

401 Compensation received pursuant to this section shall not be included for the purpose of computing a  
402 retirement allowance under any public retirement system in this state.

403

### SECTION 7.9 CONVERSION OF SICK LEAVE UPON RETIREMENT/DEATH

404

404 If the CELC and the District elect to adopt the VEBA III Sick Leave Conversion Medical Reimbursement  
405 Plan pursuant to RCW 28A.400.210, then the VEBA III agreement adopted for the current year will  
406 determine how accumulated sick leave will be converted.

407

408 If the CELC or the District elects not to adopt the VEBA III plan, then conversion of accumulated sick  
409 leave will take place in the following manner:

410

- 411                                    1. Eligible employees: Each eligible employee who is employed by a school district or educational  
412                                    service district as of June 12, 1980, or thereafter and who subsequently terminates employment  
413                                    due to either retirement or death may personally, or through his or her estate in the event of death,  
414                                    select to convert all eligible, accumulated, unused sick leave days to monetary compensation as  
415                                    provided in this section. In order to receive reimbursement for unused sick leave, pursuant to this  
416                                    chapter, at the time of separation from a school or educational service district employment due to  
417                                    retirement, an employee must have separated from such employment and have been granted a  
418                                    retirement allowance under the laws governing the teachers' retirement system or the public  
419                                    employees' retirement system, whichever applies; however, it is not necessary that the employee  
420                                    actually file for retirement prior to the date of his or her separation so long as the application is  
421                                    thereafter filed within a reasonable period of time and without the occurrence of any intervening  
422                                    covered employment: PROVIDED, That the maximum number of days that may be converted  
423                                    pursuant to this section for a school district employee shall be one hundred eighty days.
- 424
- 425                                    2. Eligible sick leave days: All unused sick leave days that have been accumulated by an eligible  
426                                    employee at a rate of accumulation no greater than one full day per month of employment as  
427                                    provided by the leave policies of the district(s) of employment (a maximum of twelve days per  
428                                    year), less sick leave days previously converted pursuant to WAC 392-136-015 and those credited  
429                                    as service rendered for retirement purposes, may be converted to monetary compensation upon the  
430                                    employee's termination of employment due to retirement or death.
- 431
- 432                                    3. Rate of conversion: Sick leave days that are eligible for conversion shall be converted to  
433                                    monetary compensation at the rate of twenty-five percent of an employee's full-time daily rate of  
434                                    compensation at the time of termination of employment for each full day of eligible sick leave.  
435                                    Partial days of eligible sick leave shall be converted on a pro rata basis.

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- 4. Deduction of converted days: All sick leave days converted pursuant to this section shall be deducted from an employee’s accumulated sick leave balance.
- 5. Exclusion from retirement allowance: Compensation received pursuant to this section shall not be included for the purpose of computing a retirement allowance under any public retirement system in this state.

**ARTICLE VIII  
BENEFITS**

**SECTION 8.1 INSURANCE**

The district will contribute the state allocated amount for medical coverage for each FTE covered by this bargaining agreement (based on 1440 hours per year). The District will contribute an additional \$45.00 per FTE toward the cost of insurance and the Health Care Authority (HCA) and beginning in September 2016 will contribute 100% of the HCA fee up to a maximum of \$70. Employees with a work year of less than 1440 hours shall receive a pro-rata amount.

An out of pocket insurance fee of one dollar (\$1) per month will be assessed to any employee having no out of pocket expenses after all allocation and pooling monies are applied. This does not apply to employees who waive any insurance benefit.

**SECTION 8.2 DISTRIBUTION**

First deduction from the employer’s contribution shall be for any of the insurance plans requiring one hundred percent participation of eligible employees. Employees of the District who are husband and wife may elect to combine the district contribution of any of the above insurance programs. Insurance premiums will be pooled in accordance with the law.

**ARTICLE IX  
RETIREMENT**

The District shall comply with reporting requirements of the Washington State Public Employees’ Retirement System with respect to hours worked by employee members.

**ARTICLE X  
DISCHARGE OF EMPLOYERS**

**SECTION 10.1 JUSTIFIABLE CAUSE**

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure. Probationary employees are subject to discharge without cause as per Section 2.2.

**ARTICLE XI  
SENIORITY**

**SECTION 11.1 SENIORITY ESTABLISHED**

The seniority of an employee shall be established as of the first day on the job in the Dayton School District, unless such seniority shall be lost as hereinafter provided.

Any classified staff member who is promoted from within his or her classification to a supervisory position shall be placed on the seniority schedule at half of the number of years he or she held in his or her former

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492 position. For example, a cook with 10 years experience, on step four, who is promoted to food service  
493 supervisor, will be credited with five years experience and placed on step two as food service supervisor.  
494 When an employee is hired from another Washington State school district, Educational Service District  
495 (ESD), or rehired by the Dayton School District, the employee shall retain the seniority held at the time of  
496 separation. The classified employee will be entitled to the same benefits as a person in the Dayton School  
497 District who had a similar position.

498  
499 A classified employee who is hired as a full time, (2080 hours) long-term substitute, shall receive credit for  
500 that experience if that same position becomes ongoing employment.

501  
502 Status on the salary scale will be determined in September. A classified employee, on contract, who has  
503 worked more than 90 continuous days in a specified position (regardless of hours), shall be credited with  
504 one full year of experience, in that position at the end of the year. A classified employee, who has worked  
505 less than 90 days, shall begin his/her year of experience the following year.

### 506 507 SECTION 11.2 EMPLOYEE TRANSFERS

508 In the event of an opening within the classified staff, anyone currently employed with proper district job  
509 description qualifications may bid for the position. If two or more employees have equal qualifications  
510 including previous job performance, the employee with the most years of employment within the District  
511 will have first consideration.

512  
513 Employees transferring to, or accepting a new position (as defined in the classified salary schedule), may  
514 request prior experience in the District to be considered when determining appropriate placement on the  
515 salary schedule. The request must be made in writing and submitted to the Superintendent at the time the  
516 position is offered or accepted.

517  
518 Employees with over 5 years of service who suffer a reduction in force will be given priority for hire in any  
519 open position in any job classification, provided qualifications and performance responsibilities listed in the  
520 handbook can be met.

### 521 522 SECTION 11.3 ADVERTISING OPEN POSITIONS

523 The District shall publicize the availability of all new or open positions for five (5) working days among  
524 current classified staff for internal transfer first; after the District is apprised of the opening. This will be  
525 done through notification in faculty rooms or employee boxes and/or electronic mail. The District may  
526 publicize the availability of all new or open positions to the general public only after classified staff has  
527 been properly notified. When an employee working for the District (new or old) bids on and is hired for a  
528 position, he/she will serve a forty-five (45) school day probationary period of time for evaluation purposes.  
529 Substitutes are not internal employees.

### 530 531 SECTION 11.4 LAY-OFFS

532 When a lay-off is necessary in certain job classification, the following factors will be considered: job  
533 performance, training, and supervisor's recommendation. Seniority will be the determining factor, when all  
534 factors are equal.

### 535 536 SECTION 11.5 RE-EMPLOYMENT POOL

537 In the event of lay-off, employees so affected are to be placed on a re-employment list maintained by the  
538 District according to lay-off ranking based on date of lay-off. Such employees are to have priority in filling  
539 an opening in the classification they held when laid off. Names shall remain on the list for six months.

### 540 SECTION 11.6 LAY-OFF BENEFITS

541 Employees in the re-employment pool shall be able to continue current health and family life insurance  
542 benefit programs by reimbursing the premium costs to the District. All benefits to which an employee was  
543 entitled at the time of his/her lay-off, including unused accumulated sick leave shall be restored to the  
544 employee upon his/her return to active employment and the employee shall be placed on the proper step of  
545 the salary schedule for the employee's current position according to the employee's experience.

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## Classified Employees Operation Manual

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### ARTICLE XII TRAVEL

#### SECTION 12.1 USE OF PERSONAL VEHICLE

When acting in accordance with assigned duties for the District, the employee will be reimbursed at the board-approved rate per mile for use of the employee's vehicle.

#### SECTION 12.2 MEALS AND LODGING

Prior approval by the Superintendent/designee is necessary for travel outside of the District. While on district business, reasonable expenses for meals and lodging will be reimbursed upon receipt of the required documentation. There is no meal reimbursement unless the employee must spend the night.

### ARTICLE XIII SALARIES

#### SECTION 13.1 SALARY SCHEDULE

Wages for employees subject to this agreement during the term of the Agreement are contained in Appendix "A" attached hereto and by this reference incorporated herein.

Classified staff salaries and benefits shall be increased annually by the same percentage of increase as provided by the state

Nine-month employees will work one hundred eighty-one (181) days including one hundred eighty school days and the day before classes begin. In addition employees will receive salary for holidays designated in 6.3.

#### SECTION 13.2 PAY DATE

Checks shall be issued on the last District working day of each month. All compensation owed to an employee who is leaving the District shall be paid upon the next regular pay period.

#### SECTION 13.3 NEW EMPLOYEE SALARY RECOMMENDATIONS

The monetary value of all new positions for which no existing classification applies will be presented to the CELC for recommendations. The final decision will be the superintendent's responsibility.

#### SECTION 13.4 EXTRA DUTY PAY

An employee filling in for a supervisor for an extended period of time shall be paid according to his/her placement on the salary schedule for that position after five workdays. During the term of this contract, classified employees may be requested to perform "extra-duty" activities, supervisory responsibilities, student achievement activities, or curriculum work. If such activities take place outside of the normal school day or school year and are not compensated, it is requested that staff obtain pre-approval from their principal/supervisor and log these hours on a time sheet up to a "regular day" (for said employee). Upon completion of a day's work, a time sheet will be turned in to the principal for approval. Compensation will be paid at said employee's regular hourly rate.

#### SECTION 13.5 CLOCK HOURS/CREDIT HOURS

Clock hours completed at in-district and out of district in-service sessions (including first aid classes) for two quarter hours, ten quarter hours and 30 quarter hours will be eligible for additional cents per hour as shown on the salary schedule, for clock hours completed since 9-01-91.

College credit will be eligible for two-quarter hours and ten-quarter hours and 30-quarter hours as shown on the salary schedule. An official college transcript must be submitted to the superintendent's office by September 30, in order for salary adjustment to be made for the current year.

Credits/Clock hour (15 quarters hours) obtained after 9/2001 that is job related will also receive additional compensation.

## Classified Employees Operation Manual

603 An annual \$1,000.00 tuition pool is available for credits earned after 9/2001 that are job related. Employees  
604 will apply to the pool and a prorated amount is determined based on the amount of the total applications.  
605 Maximum reimbursement will not exceed 50% of said tuition.

### 606 607 ARTICLE XIV 608 MISCELLANEOUS

#### 609 SECTION 14.1 ACCIDENT REPORTING

610 Classified Employees of Dayton School District must report ALL accidents involving students, certificated  
611 and classified staff to their immediate supervisor as soon as possible after the accident has occurred.  
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#### 614 615 SECTION 14.2 CONFIDENTIALITY

616 Employees are reminded that the confidentiality for students, staff and programs must be kept at all times.  
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#### 619 SECTION 14.3 DRUG AND ALCOHOL TESTING

620 The parties agree to abide by all laws relating to drug and alcohol testing in connection with CDL license  
621 regulations. Testing will be conducted by the ESD consortium or another outside contractor. The District  
622 will reimburse for testing expense.  
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### 627 ARTICLE XV 628 GRIEVANCE PROCEDURE

#### 629 630 1. DEFINITIONS

- 631 A. A "Grievant" shall mean an employee or group of employees filing a grievance.  
632 B. A "Grievance" shall mean a claim by a grievant that a dispute or disagreement of the  
633 terms of this agreement has occurred.  
634 C. A "Party in Interest" is the person or persons making the claim and any person who might  
635 be required to take action or against whom action might be taken in order to resolve the  
636 claim.  
637 D. "Days" shall mean employees' working days, except as otherwise indicated. If the  
638 stipulated time limits are not met, the grievant shall have the right to appeal the grievance  
639 to the next level of procedure.

#### 640 641 2. RIGHTS TO REPRESENTATION

- 642 A. The Board of Directors of Dayton School District Number 2 shall recognize grievance  
643 representatives upon their identification.  
644

#### 645 3. INDIVIDUAL RIGHTS

- 646 A. Nothing contained herein shall be construed as limiting the right of any employee having  
647 a complaint to discuss the matter via administrative channels and to have the problem  
648 adjusted.  
649 B. A grievant may be represented at all stages of the grievance procedure by him/herself, at  
650 his/her option, by another representative.  
651

#### 652 653 4. PROCEDURE

##### 654 655 STEP I:

656 The parties in interest acknowledge that they will have an informal discussion with his/her  
657 immediately involved supervisor to resolve problems through free and informal  
658 communications.

Classified Employees Operation Manual

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STEP II:

Within twenty (20) working days of the act, the grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within five (5) working days after the meeting. Such answer shall include the reasons upon which the decision was based.

STEP III:

If the grievant is not satisfied with the disposition of his/her grievance at Step II, or if no decision has been rendered within five (5) working days after presentation of the grievance, then the grievance may be referred to the District Superintendent or his/her official designee. The superintendent shall arrange for a hearing with the grievant and/or other employee representative selected by the employees to take place within five (5) working days of his/her receipt of the appeal. The parties in interest shall have the right to include in the representation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the superintendent will have five (5) working days to provide his/her written decision, together with the reasons for the decisions to the employee.

STEP IV:

In the event that the decision of the superintendent is not acceptable to the grievant, the grievant may appeal to the Board of Directors of Dayton School District No. 2, by filing a written notice of appeal with the Secretary of the Board of Directors on or before the fifth (5) working day following the date upon which the complainant received the superintendent's response. The Board of Directors shall schedule a hearing on the alleged grievance to commence on or before the twenty-fifth (25) working day following the filing of the written notice of appeal. At the hearing, both parties shall be allowed to present such witnesses and testimony, as they deem relevant and material.

The Board of Directors shall render a written decision on or before the fifth (5) working day following the termination of the hearing and shall provide a copy to the grievant. The decision of the Board of Directors shall be final and binding upon the parties.

ARTICLE XVI  
DURATION AND SIGNATORY PROVISION


This agreement shall be in effect beginning September 1, 2019.

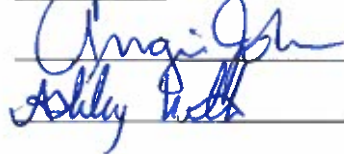
The parties agree each spring they may each negotiate two unspecified subjects. The entire contract will be open to negotiations every third year beginning with the spring of 2022.

In witness hereof, the parties hereunto set their hands and seal this 5<sup>th</sup> day of September.

For The Board

For the CELC

  
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## Classified Employee Group Salary Schedule 2019-2020

	Step One 1-2 years	Step Two 3-4 years	Step Three 5-7 years	Step Four 8-10 years	Step Five 11-13	Step Six 14-17	Step seven 18+
Bus Driver	\$17.16	\$18.02	\$18.92	\$19.86	\$20.86	\$21.38	\$21.91
Extra trip Drive Hourly Rate	\$20.54						
Bus Trip Standby Hourly Rate	\$13.06						
Food Service Assistant	\$13.83	\$14.52	\$15.25	\$16.01	\$16.81	\$17.23	\$17.66
Food Service Coordinator	\$16.45	\$17.27	\$18.14	\$19.04	\$20.00	\$20.49	\$21.01
Library Tech/Librarian	\$14.21	\$14.92	\$15.67	\$16.45	\$17.27	\$17.70	\$18.15
Para Pro	\$13.87	\$14.56	\$15.29	\$16.06	\$16.86	\$17.28	\$17.71
ECEAP Family Services Coordinator	\$14.50	\$15.23	\$15.99	\$16.79	\$17.62	\$18.07	\$18.52
Secretary	\$16.11	\$16.92	\$17.76	\$18.65	\$19.58	\$20.07	\$20.57
	<b>Per hour rate</b>						
<b>Education Increments</b>							
2 qtr hours (20 clock hours)	\$0.05						
10 qtr hours (100 clock hours)	\$0.10						
25 qtr hours (250 clock hours)	\$0.15						
45 qtr hours (450 clock hours)	\$0.20						
90 qtr hours (900 clock hours)	\$0.25						
Associates Degree (AA)	\$0.35						
Bachelors Degree (BA or BS)	\$0.50						

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## Salary Schedule 2020-2021

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	Step One 1-2 years	Step Two 3-4 years	Step Three 5-7 years	Step Four 8-10 years	Step Five 11-13	Step Six 14-17	Step seven 18+
Bus Driver	\$17.67	\$18.55	\$19.48	\$20.46	\$21.48	\$22.01	\$22.57
Extra trip Drive Hourly Rate	\$21.16						
Bus Trip Standby Hourly Rate	\$13.45						
Food Service Assistant	\$14.24	\$14.95	\$15.70	\$16.48	\$17.31	\$17.74	\$18.19
Food Service Coordinator	\$16.94	\$17.79	\$18.68	\$19.61	\$20.59	\$21.11	\$21.63
Library Tech/Librarian	\$14.64	\$15.37	\$16.14	\$16.95	\$17.80	\$18.24	\$18.70
Para Pro	\$14.29	\$15.00	\$15.75	\$16.54	\$17.37	\$17.80	\$18.25
ECEAP Family Services Coordinato	\$14.94	\$15.69	\$16.47	\$17.29	\$18.16	\$18.61	\$19.08
Secretary	\$16.59	\$17.42	\$18.29	\$19.20	\$20.17	\$20.67	\$21.19
<b>Education Increments</b>	<b>Per hour rate</b>						
2 qtr hours (20 clock hours)	\$0.05						
10 qtr hours (100 clock hours)	\$0.10						
25 qtr hours (250 clock hours)	\$0.15						
45 qtr hours (450 clock hours)	\$0.20						
90 qtr hours (900 clock hours)	\$0.25						
Associates Degree (AA)	\$0.35						
Bachelors Degree (BA or BS)	\$0.50						

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## Salary Schedule 2021-2022

	Step One 1-2 years	Step Two 3-4 years	Step Three 5-7 years	Step Four 8-10 years	Step Five 11-13	Step Six 14-17	Step seven 18+
Bus Driver	\$18.20	\$19.11	\$20.07	\$21.07	\$22.12	\$22.68	\$23.24
Extra trip Drive Hourly Rate	\$21.79						
Bus Trip Standby Hourly Rate	\$13.85						
Food Service Assistant	\$14.67	\$15.40	\$16.17	\$16.98	\$17.83	\$18.28	\$18.73
Food Service Coordinator	\$17.45	\$18.32	\$19.24	\$20.20	\$21.21	\$21.74	\$22.28
Library Tech/Librarian	\$15.08	\$15.83	\$16.63	\$17.46	\$18.33	\$18.79	\$19.26
Para Pro I	\$14.72	\$15.46	\$16.23	\$17.04	\$17.89	\$18.34	\$18.80
ECEAP Family Services Coordinator	\$15.39	\$16.16	\$16.97	\$17.82	\$18.71	\$19.17	\$19.65
Secretary	\$17.09	\$17.94	\$18.84	\$19.78	\$20.77	\$21.29	\$21.82
	<b>Per hour rate</b>						
<b>Education Increments</b>							
2 qtr hours (20 clock hours)	\$0.05						
10 qtr hours (100 clock hours)	\$0.10						
25 qtr hours (250 clock hours)	\$0.15						
45 qtr hours (450 clock hours)	\$0.20						
90 qtr hours (900 clock hours)	\$0.25						
Associates Degree (AA)	\$0.35						
Bachelors Degree (BA or BS)	\$0.50						

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**TITLE: PARAPROFESSIONAL**

**QUALIFICATIONS:** Completed at least two years of study at an institution of higher education or obtain an associate degree or higher

**REPORTS TO:** Teacher, Appropriate Supervisor

**JOB GOAL:** To assist the teacher with implementation of remedial assistance programs, migrant, Title I, and special education programs.

**PERFORMANCE RESPONSIBILITIES:**

1. The Paraprofessional will assist with the development of the needs assessment and program planning.
2. Works with small groups of students in mathematics, reading, or language arts; sometimes under the supervision of the classroom teach errand other times independent of the teacher.
3. Co-ordination of time schedule and ability to adjust to changing situations daily.
4. Assist regular classroom teacher in establishing individual remedial programs.
5. Attend appropriate workshops and attend meeting with parents when necessary.
6. Perform other duties as required by the superintendent supervisor and/or teacher.
7. Assist with preparation of lessons.
8. Assist with correction of lessons and recording grades.
9. Be able to use and implement lesson plans in the classroom.
10. Assist teacher in evaluating student progress.
11. Be able to correctly administer and score tests.
12. Help maintain orderly appearance of classroom.
13. Perform playground and other supervision as assigned.
14. Operate appropriate office machines and other technology equipment.
15. Playground Responsibilities as follows:
  - Supervise students in designated areas
  - Enforce rules
  - Be responsible for playground equipment
  - Notify another supervisor if need to leave area
  - Assist students in the development of social behavior and physical skills
  - Set a good example
  - Promote safety of all students
  - Respect each child's individuality
  - Acknowledge positive actions
  - Perform other duties as assigned by supervisor

Classified Employees Operation Manual

844 DAYTON SCHOOL DISTRICT NO. 2  
845 EVALUATION  
846 PARAPROFESSIONAL  
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848  
849 Name \_\_\_\_\_  
850 Assignment \_\_\_\_\_  
851 Date \_\_\_\_\_

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854 PERSONAL ATTRIBUTES

855  
856 U- unsatisfactory NI- needs improvement S- satisfactory  
857 E - exceeds expectations O- outstanding

- 858
- 859 \_\_\_\_\_ Dependable
- 860 \_\_\_\_\_ Punctual
- 861 \_\_\_\_\_ Regular Attendance
- 862 \_\_\_\_\_ Cooperative Attitude
- 863 \_\_\_\_\_ Professional attitude working with staff, parents, and students
- 864 \_\_\_\_\_ Exhibits good judgment and common sense
- 865 \_\_\_\_\_ Shows and interest in work
- 866 \_\_\_\_\_ Shows a willingness to accept work
- 867 \_\_\_\_\_ Is open to change or shows willingness to be flexible
- 868 \_\_\_\_\_ Shows concern for safety of others

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870 COMMENTS:

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876 PERFORMANCE

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- 878 \_\_\_\_\_ Demonstrates initiative in performance of duties
- 879 \_\_\_\_\_ Work is of high quality
- 880 \_\_\_\_\_ Materials prepared on time
- 881 \_\_\_\_\_ Demonstrates time management skills
- 882 \_\_\_\_\_ Maintains records
- 883 \_\_\_\_\_ Maintains confidentiality

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**Classified Employees Operation Manual**

885 COMMENTS:

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891 RELATIONSHIPS WITH STUDENTS

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- 893 \_\_\_\_\_ Develops rapport with students
- 894 \_\_\_\_\_ Provides opportunity for student success
- 895 \_\_\_\_\_ Is supportive of student interest

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897 COMMENTS:

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904 RELATIONSHIP WITH SCHOOL STAFF

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- 906 \_\_\_\_\_ Follows supervisor's instruction
- 907 \_\_\_\_\_ Willingness to accept work
- 908 \_\_\_\_\_ Understands area of responsibility
- 909 \_\_\_\_\_ Works independently
- 910 \_\_\_\_\_ Supportive of curriculum and/or activities

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912 COMMENTS:

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OVERALL PERFORMANCE

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- 919 \_\_\_\_\_ **U**- unsatisfactory
- 920 \_\_\_\_\_ **NI**- needs improvement
- 921 \_\_\_\_\_ **S**- satisfactory
- 922 \_\_\_\_\_ **E** – exceeds expectations
- 923 \_\_\_\_\_ **O**- outstanding

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**Classified Employees Operation Manual**

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COMMENTS:

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What in-service would be helpful?

I have read this evaluation and have discussed it with my evaluator. My signature signifies that I have received and read this evaluation and does not necessarily imply that I agree with its contents.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

Date:\_\_\_\_\_

Date:\_\_\_\_\_

**Classified Employees Operation Manual**

**JOB DESCRIPTION**

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**TITLE: LIBRARY ASSISTANT PARAPROFESSIONAL AID**

**QUALIFICATIONS:** Completed at least two years of study at an institution of higher education or obtain an associate degree or higher

**REPORTS TO:** Librarian, Building Principal

**JOB GOAL:** Assist librarian in the performance of his/her duties

**PERFORMANCE RESPONSIBILITIES:**

1. Supervision of students.
2. Supervise the check in and out of library materials.
3. Supervise the check in and out of audio-visual materials from ESD.
4. Library book repairs.
5. Inventory.
6. Assist the students in carrying out the classroom teacher's library assignment.
7. Library skills instruction for K-12.
8. Cataloguing, filing, and shelving as necessary.
9. Maintain orderly appearance of library area.
10. Perform other such duties as assigned by the building principal or librarian.

Classified Employees Operation Manual

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DAYTON SCHOOL DISTRICT NO. 2  
EVALUATION  
LIBRARY

Name \_\_\_\_\_  
Assignment \_\_\_\_\_  
Date \_\_\_\_\_

PERSONAL ATTRIBUTES

U- unsatisfactory NI- needs improvement S- satisfactory  
E - exceeds expectations O- outstanding

- \_\_\_\_\_ Dependable
- \_\_\_\_\_ Punctual
- \_\_\_\_\_ Regular Attendance
- \_\_\_\_\_ Cooperative Attitude
- \_\_\_\_\_ Professional attitude working with staff, parents, and students
- \_\_\_\_\_ Exhibits good judgment and common sense
- \_\_\_\_\_ Shows and interest in work
- \_\_\_\_\_ Shows a willingness to accept work
- \_\_\_\_\_ Is open to change or shows willingness to be flexible
- \_\_\_\_\_ Shows concern for safety of others

PERFORMANCE

- \_\_\_\_\_ Demonstrates initiative in performance of duties
- \_\_\_\_\_ Work is of high quality
- \_\_\_\_\_ Materials prepared on time
- \_\_\_\_\_ Demonstrates time management skills
- \_\_\_\_\_ Maintains records
- \_\_\_\_\_ Maintains confidentiality

COMMENTS:

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**Classified Employees Operation Manual**

1076 RELATIONSHIPS WITH STUDENTS

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1078  Develops rapport with students

1079  Provides opportunity for student success

1080  Is supportive of student interest

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1082 COMMENTS:

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1089 RELATIONSHIP WITH SCHOOL STAFF

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1091  Follows supervisor's instruction

1092  Willingness to accept work

1093  Understands area of responsibility

1094  Works independently

1095  Supportive of curriculum and/or activities

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1097 COMMENTS:

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1103 OVERALL PERFORMANCE

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1105  U- unsatisfactory

1106  NI- needs improvement

1107  S- satisfactory

1108  E – exceeds expectations

1109  O- outstanding

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1111 COMMENTS:

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Classified Employees Operation Manual

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What in-service would be helpful?  
\_\_\_\_\_

I have read this evaluation and have discussed it with my evaluator. My signature signifies that I have received and read this evaluation and does not necessarily imply that I agree with its contents.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Classified Employees Operation Manual**

**JOB DESCRIPTION**

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**TITLE: FOOD SERVICES ASSISTANT**

- QUALIFICATIONS:**
1. Must have the ability to get along with student, staff, and public.
  2. Must possess a high school diploma or equivalency and a State of Washington Department of Health Food Handler's certificate.
  1. Must have considerable experience as a food service assistant with additional training for the responsibilities of the position of cook.
  2. Must be willing to actively seek additional professional growth opportunities.
  3. Must be able to perform duties requiring moderate to heavy physical exertion.

**REPORTS TO: Food Service Supervisor**

**JOB GOAL:** Perform quantity cooking according to prepared menus and standardized recipes under the general supervision of the Food Service Supervisor, assist with the operation of the kitchen and serving of food.

**PERFORMANCE RESPONSIBILITIES:**

1. Open kitchen each morning according to written procedures.
2. Prepare breakfast and lunch entrée according to standardized recipes, menus, and verbal instructions.
3. Know the proper care and use of equipment.
4. Clean kitchen and equipment, maintain a sanitary and safe work area, report any malfunction of equipment of Food Service Supervisor.
5. Assist in serving breakfast and lunch to students as directed.
6. May be actively involved in the meal count system.
7. May be required to perform duties of other cafeteria staff, including Food Service Supervisor, in his/her absence.
8. Perform related duties as directed by supervisor.

Classified Employees Operation Manual

1227 DAYTON SCHOOL DISTRICT NO. 2  
1228 EVALUATION  
1229 FOOD SERVICES

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1231  
1232 Employee Name \_\_\_\_\_  
1233  
1234 Assignment \_\_\_\_\_  
1235  
1236 Date \_\_\_\_\_  
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1238 U- unsatisfactory NI- needs improvement S- satisfactory  
1240 E - exceeds expectations O- outstanding

1241  
1242  
1243 PERSONAL CHARACTERISTICS

- 1244 \_\_\_\_\_ Dependable/regular in attendance
- 1246 \_\_\_\_\_ Shows interest in work
- 1249 \_\_\_\_\_ Is open to change, demonstrates willingness to be flexible
- 1251 \_\_\_\_\_ Shows concern for safety of students and staff
- 1253 \_\_\_\_\_ Personal grooming

1254  
1255 COMMENTS: \_\_\_\_\_  
1256 \_\_\_\_\_  
1257 \_\_\_\_\_

1258  
1259 PERFORMANCE

- 1261 \_\_\_\_\_ Demonstrates imitative in performance of routine duties
- 1263 \_\_\_\_\_ Maintains nutrition standards for servings
- 1265 \_\_\_\_\_ Maintains kitchen cleanliness
- 1267 \_\_\_\_\_ Ability to follow direction

1268  
1269 COMMENTS: \_\_\_\_\_  
1270 \_\_\_\_\_  
1271 \_\_\_\_\_

1272  
1273 ORGANIZATION

- 1274  
1275 \_\_\_\_\_ Time management
- 1276  
1277 \_\_\_\_\_ Efficiency

1278

**Classified Employees Operation Manual**

1279 COMMENTS: \_\_\_\_\_

1280 \_\_\_\_\_

1281 \_\_\_\_\_

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1283 RELATIONSHIP WITH STUDENTS / STAFF

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1285 \_\_\_\_\_ Supervision of student workers

1286

1287 \_\_\_\_\_ Cooperates with staff

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1290 COMMENTS: \_\_\_\_\_

1291 \_\_\_\_\_

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1294 OVERALL PERFORMANCE

1295

1296 \_\_\_\_\_ **U**- unsatisfactory

1297 \_\_\_\_\_ **NI**- needs improvement

1298 \_\_\_\_\_ **S**- satisfactory

1299 \_\_\_\_\_ **E** – exceeds expectations

1300 \_\_\_\_\_ **O**- outstanding

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1302 COMMENTS: \_\_\_\_\_

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1307 What in-service would be helpful?

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1312 received and read this evaluation and does not necessarily imply that I agree with its contents.

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1314 \_\_\_\_\_

1315 Employee's Signature

\_\_\_\_\_

Supervisor's Signature

1316 \_\_\_\_\_

1317 Date

\_\_\_\_\_

Date

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**Classified Employees Operation Manual**

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**August 2019**

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**September 2019**

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**October 2019**

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**November 2019**

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**December 2019**

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**January 2020**

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**9 MONTH 8 HOLIDAYS B**

- Aug 26 TEACHER WORK DAY NO STUDENTS
- Aug 27 DIST: DISTRICT INSERVICE
- Sep 02 LABOR: LABOR DAY
- Sep 06 FAIR: FAIR DAY
- Nov 06 CONF: CONFERENCE DAY
- Nov 07 CONF: CONFERENCE DAY 2
- Nov 08 CONF: CONFERENCE DAY 3 NO STUDENTS
- Nov 11 VETERANS: VETERANS DAY
- Nov 27 THANKS: THANKSGIVING BREAK
- Nov 28 THANKS: THANKSGIVING
- Nov 29 THANKS: THANKSGIVING BREAK
- Dec 20 1/2 DAY: HALF DAY 1 DISMISS 12:30
- Dec 23 WINTER 1: WINTER BREAK 1
- Dec 24 WINTER 2: WINTER 2
- Dec 25 CHRISTMAS: CHRISTMAS DAY
- Dec 26 WINTER 3: WINTER BREAK 3
- Dec 27 WINTER 2: WINTER BREAK 4
- Dec 30 WINTER 5: WINTER BREAK 5
- Dec 31 WINTER 6: WINTER 6
- Jan 01 NEW YEARS: NEW YEARS DAY
- Jan 02 WINTER 8: WINTER BREAK 8
- Jan 03 WINTER 9: WINTER BREAK 9
- Jan 20 MLK: MARTIN LUTHER KING DAY
- Feb 14 HALF DAY: HALF DAY 2 DISMISS 12:30
- Feb 17 PRES: PRESIDENTS DAY
- Mar 06 SNOW DAY: SNOW DAY 1
- Mar 18 CONF: CONFERENCE DAY 4 NO STUDENTS
- Apr 03 HALF DAY: HALF DAY 3 DISMISS 12:30
- Apr 06 SPRING: SPRING BREAK DAY 1
- Apr 07 SPRING: SPRING BREAK DAY 2
- Apr 08 SPRING: SPRING BREAK DAY 3
- Apr 09 SPRING: SPRING BREAK DAY 4
- Apr 10 SPRING: SPRING BREAK DAY 5
- May 22 HALF DAY: HALF DAY 4 DISMISS 12:30
- May 25 MEM: MEMORIAL DAY

**February 2020**

Sun Mon Tue Wed Thu Fri Sat

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**March 2020**

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**April 2020**

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*Para Calendar  
Copy for Doug*





August 2019

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September 2019

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October 2019

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November 2019

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December 2019

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January 2020

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10 MONTH 8 HOLIDAYS +

- Aug 12 NON WORK: NON WORK DAY
- Aug 27 DISTRICT INSERVICE
- Sep 02 LABOR: LABOR DAY
- Sep 06 FAIR DAY: FAIR DAY
- Nov 06 CONF: CONFERENCE DAY
- Nov 07 CONF: CONFERENCE DAY 2
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- Dec 24 WINTER 2: WINTER 2
- Dec 25 CHRISTMAS: CHRISTMAS DAY
- Dec 26 WINTER: WINTER BREAK 3
- Dec 27 WINTER 4: WINTER BREAK 4
- Dec 30 WINTER 5: WINTER BREAK 5
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- Apr 09 SPRING: SPRING BREAK DAY 4
- Apr 10 SPRING: SPRING BREAK DAY 5
- May 22 HALF DAY: HALF DAY 4 DISMISS 12:30
- May 25 MEM: MEMORIAL DAY
- Jun 25 SHANNON: Shannon Only- for ASB Bills, ETC- J
- Jun 26 SHANNON: Shannon Only- for ASB Bills, ETC- A

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2020

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April 2020

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May 2020

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June 2020

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Last Day

Secretary Calendar  
Copy for Doug

