

MASTER AGREEMENT

BETWEEN

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

AND

SOAP LAKE SCHOOL DISTRICT

SEPTEMBER 1, 2017

THROUGH

AUGUST 31, 2018

TABLE OF CONTENTS

PREAMBLE 1

ARTICLE I. ADMINISTRATION OF THE AGREEMENT 1

Section A. Definitions..... 1

Section B. Recognition 1

Section C. Sole Agreement 2

Section D. Conformity to Law..... 2

Section E. Distribution of Agreement..... 2

Section F. Joint Meetings..... 2

Section G. Notice of Continued Employment 3

ARTICLE II. BUSINESS..... 3

Section A. Dues Deduction..... 3

 1. Members 3

 2. Representation Fee..... 3

 3. Indemnification 3

Section B. Other Deductions..... 3

Section C. Management Rights..... 4

Section D. Association Rights 4

 1. Use of School Buildings 4

 2. Use of School Equipment 4

 3. Association Business 4

 4. Use of District Bulletin Boards..... 4

 5. Use of District Mail Systems 4

 6. Information 4

 7. Public Packets, Agenda, and Minutes..... 5

 8. Notice of Probation and Disciplinary Action..... 5

 9. Representation..... 5

 10. Association Leave..... 5

 11. Delegation to Affiliates..... 5

 12. School District Budget & Financial Reporting..... 5

ARTICLE III. EMPLOYEE RIGHTS 6

Section A. Right of Expression..... 6

Section B. Non-Discrimination..... 6

Section C. Personnel File 6

 1. Right to Inspect 6

 2. Placement of Materials 6

 3. Location 6

 4. Removal of Materials..... 6

Section D. Just Cause..... 6

 1. Cause..... 6

 2. Written Grounds..... 6

3. Hearings	7
4. Association Representation.....	7
5. Progressive Discipline	7
6. Privacy and Confidentiality	7
7. Complaints Against Employees.....	7
Section E. Assignment, Transfer, and Vacancies	7
Section F. Hiring Probation	8
Section G. Seniority.....	8
1. Establishment of District Seniority Date	8
2. Loss of District Seniority.....	8
3. District-Wide Seniority Rights	8
4. Establishment of Classification Seniority Date	8
5. Loss of Classification Seniority.....	9
6. Classification Seniority Rights	9
7. Bars to Loss of Seniority.....	9
Section H. Employee Protection.....	9
1. District Insurance.....	9
2. Threats.....	9
3. Absence Due to Attack or Injury on the Job.....	9
4. Job Function.....	10
5. Health and Safety.....	10
6. Self-Protection	10
7. Medication	10
8. Personal Property.....	10
9. Child Abuse Reports.....	10
10. Building Supervision	10
11. Student Discipline.....	11
12. Physical Abuse by Students.....	11
Section I. Job Descriptions	11
Section J. Privacy.....	11
1. Personal Lives	11
2. Information.....	11
Section K. Harassment.....	11
Section L. New Employee Information	11
Section M. Access to Information.....	11
Section N. Letter of Assurance	12
ARTICLE IV. EMPLOYEE EVALUATION.....	12
Section A. Purpose.....	12
Section B. Job Descriptions	12
Section C. Notice	12
Section D. Frequency.....	12
Section E. Evaluators	12
Section F. Copy of the Reports	12
Section G. Signatures Required.....	13
Section H. Open Observations.....	13

Section I. Rebuttals	13
Section J. Review of Evaluation Instrument.....	13
Section K. Professional Growth Plan.....	13
ARTICLE V. LAYOFF AND RECALL.....	13
Section A. Definition	13
Section B. Retained Positions	13
Section C. Layoff.....	14
Section D. Re-Employment Pool.....	14
Section E. Recall.....	14
Section F. Continuing Benefits	14
Section G. Miscellaneous.....	14
1. Benefits Upon Return	14
2. Re-Assignment	14
3. Displacement	14
4. Assignment.....	14
5. Re-Assignment Considerations	15
ARTICLE VI. LEAVES.....	15
Section A. Illness, Injury, and Disability (Sick) Leave	15
1. Accumulation	15
2. Documentation	15
3. Use.....	15
a. Personal Illness, Injury, or Disability	15
b. Maternity	15
c. Family Illness	15
d. Emergency.....	16
e. Accounting.....	16
4. Sick Leave Exhaustion	16
5. Death or Retirement Sick Leave Buy-Back Option	16
6. Annual Sick Leave Buy-Back Option	16
7. Notice	16
Section B. Personal Leave	16
Section C. Judicial Leave.....	17
Section D. Bereavement Leave.....	17
Section E. Long Term Leave of Absence	17
Section F. Child Rearing Leave	18
Section G. Adoption Leave.....	18
Section H. Military Leave.....	18
Section I. District Approved Leaves.....	18
Section J. Benefit Accumulation While on Leave.....	18
Section K. Family Medical Leave Act (FMLA).....	18
1. Leave of Absence.....	18
2. Eligibility	18
3. Use of Accumulated Paid Leave.....	19

4. Consecutive Use of Sick Leave and FMLA	19
5. Notice to District.....	19
6. Return to Work Date.....	19
ARTICLE VII. FISCAL MATTERS.....	19
Section A. Wages.....	19
1. Schedule	19
2. Increases in Wages	19
3. Payment.....	19
4. Severance.....	20
5. Errors in Computation.....	20
6. Probation	20
Section B. Bus Drivers.....	20
1. Normal Shifts	20
2. Extra Trips.....	20
a. Definitions.....	20
b. Pay Schedule.....	20
c. Posting.....	21
d. Expenses	21
e. Extra Trips.....	21
f. Extended Trips.....	21
g. Stand By.....	21
h. Cancellation	21
Section C. New Employees.....	21
Section D. Insurance Benefits.....	21
1. Amount of Contribution.....	21
2. Part-Time Employees.....	22
3. Pooling.....	22
4. Dental Coverage.....	22
5. Vision.....	22
6. Medical	22
7. Distribution of Remaining Pool Money.....	22
8. Employee Contribution.....	22
9. Double Coverage Bar.....	22
10. Changes in Coverage	22
11. Selection of Plans.....	22
12. Severance	23
13. Review	23
Section E. Hours of Work.....	23
1. Work Week	23
2. Assigned Shift.....	23
3. Work Day.....	23
4. Part-Time Shift Rest Period	23
5. Loss of Lunch Period and/or Rest Period	23
6. School Closure/Delay	23
7. FLSA.....	24

Section F. Overtime	24
1. Control	24
2. Rate	24
3. Compensation Time	24
Section G. Classification Differential	24
Section H. Travel Reimbursement	24
Section I. Training	24
Section J. In-District Substitutes	25
Section K. Para-Educators	25

ARTICLE VIII. HOLIDAYS AND VACATIONS	25
Section A. Holidays	25
Section B. Vacations	26

ARTICLE IX. GRIEVANCE PROCEDURE	27
Section A. Definitions	27
Section B. Time Limits	27
1. Grievant	27
2. District	27
3. Strict Adherence	27
Section C. Rights to Representation	27
1. With an AR	27
2. Self Representation	27
3. Outside Representation Bar	27
Section D. Complaints	27
Section E. Procedure	28
STEP 1. Supervisor	28
STEP 2. Superintendent	28
STEP 3. School Board	28
STEP 4. Binding Arbitration	28
Section F. Miscellaneous Conditions	29
1. Contract Expiration	29
2. No Reprisals	29
3. Cooperation of the Parties	29
4. Released Time	29
5. Files	29
6. Form	29
7. Association Grievances	29

ARTICLE X. DURATION	30
Section A. Effective Dates	30
Section B. Openers	30

APPENDIX A. WAGES	31
--------------------------------	----

APPENDIX B. GRIEVANCE FORM.....	32
APPENDIX C. PROBATION/DISCIPLINE	33
APPENDIX D. EVALUATION CRITERIA.....	34
APPENDIX E. SELF-ASSESSMENT FORM	35
APPENDIX E. EVALUATION FORM.....	38
APPENDIX F. LEAVE TRANSFER FORM.....	41
APPENDIX G. SUPPLEMENTAL ISSUES	42
APPENDIX H. JOB DESCRIPTIONS	43
Bus Driver.....	43
Custodian	46
Night Custodian	49
Maintenance/Grounds	52
Assistant Cook	55
Head Cook	57
Food Service Worker	59
Nurse.....	61
Secretary	63
Para Educator	65
SpEd Para Educator	67
APPENDIX I. LETTERS/MEMOS OF UNDERSTANDING	69
MOU – Health Benefits	69

1 **PREAMBLE**

2 This Agreement is between the Soap Lake School District and the Soap Lake Educational Support
3 Personnel (SL/ESP). It has been negotiated pursuant to RCW 41.56.
4
5

6 **ARTICLE I. ADMINISTRATION OF THE AGREEMENT**

7 **Section A. Definitions**

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

23 **Section B. Recognition**

24 The District recognizes the Association as the exclusive bargaining agent for all full-time, regular part-
25 time, and temporary (temporary defined as Employees working for the District awaiting Board approval
26 of hire) classified Employees of the District working as paraprofessional, secretaries/clerical, food
27 service, transportation, custodial and maintenance, excluding elected officials, the Superintendent,
28 certificated Employees, confidential Employees, and supervisors (including the Supervisor of
29 Maintenance and Transportation), pursuant to PERC decision number 4286-A-PERC.2
30
31

32 Substitute classified Employees who are or have been employed by the District for thirty (30) days
33 during the current and/or immediately preceding school year, and who continue to be available for
34
35

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

- 50
- 51 1. Article III, Section D, Just Cause
 - 52 2. Article III, Section E, Assignment and Transfer/Vacancies
 - 53 3. Article III, Section F, Hiring Probation
 - 54 4. Article III, Section G, Seniority
 - 55 5. Article IV, Evaluation
 - 56 6. Article V, RIF
 - 57 7. Article VI, Leaves
 - 58 8. Article VII, Section B, Bus Drivers
 - 59 9. Article VII, Section D, Insurance
 - 60 10. Article VIII, All sections
 - 61 11. Article IX, Grievance Procedure
- 62

63 **Section C. Sole Agreement**

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

67

68 **Section D. Conformity to Law**

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

74

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

77

78 **Section E. Distribution of Agreement**

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

84

85 **Section F. Joint Meetings**

86 Upon request of either Party, representatives of each of the Parties shall meet at reasonable times and
87 places, with a mutually determined agenda, in order to monitor the administration of the Agreement
88 and pursue mutual problem identification and mutual problem solving. Such meetings shall not be
89 grievance resolution conferences nor shall they be collective bargaining sessions regarding this or
Soap Lake ESP/Soap Lake School District 2017-2018

90 successor Agreements.

91

92 **Section G. Notice of Continued Employment**

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

95

96

97

ARTICLE II. BUSINESS

98 **Section A. Dues Deduction**

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

103

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

109

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

120

121 In the event that the representation fee is regarded by an Employee as a violation of his/her right
122 to non-association, such objections shall be resolved according to the provisions of RCW
123 41.56.122, or PERC.

124

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

127

128 **Section B. Other Deductions**

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

133

134 **Section C. Management Rights**

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

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

147
148 **Section D. Association Rights**

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

178 including long-term substitutes.
179

- 180 7. **Public Packets, Agenda, and Minutes:** The District shall provide the Association Presidents
181 in each building with at least one (1) copy of the Board meeting agenda at the time it is given
182 to the Board members. In addition, the District agrees to post a copy of the Board meeting
183 agenda on all Employee bulletin boards at least two (2) working days prior to the Board meeting
184 when available. Attached to the agenda shall be all non-confidential materials given to Board
185 members. The Association will reimburse the District for copying costs.
186
- 187 8. **Notice of Probation and Disciplinary Action:** In the event any Employee is given a formal
188 disciplinary action, the District shall provide the President with notice of such action, provided
189 that should the Employee indicate in writing to the District (Appendix C) that he/she does not
190 wish to have the Association notified, such notice will be withheld.
191
- 192 9. **Representation:** The Association has the right and the responsibility to represent Employees
193 in all matters related to their terms and conditions of employment, including collective
194 negotiations with the District, contract maintenance, Employee complaints, and other matters
195 of mutual concern. The Association shall be given the opportunity to speak to all members as
196 an official part of the program during any District sponsored new employee orientation and
197 during the year opening district-wide or building wide employee meeting.
198
- 199 10. **Association Leave:** The District shall grant the President /Co-Presidents and or designees up
200 to ten (10) days of leave to conduct Association business. Prior notification is required. The
201 District shall not deduct pay from the President/Co-Presidents'/ designees' check(s) for this
202 leave, but shall bill the Association for reimbursement of any actual substitute expense it incurs
203 as a result of such leave.
204
- 205 11. **Delegation to Affiliates:** The Association retains the right to delegate any right or duty granted
206 in this Agreement to appropriate officials of the Association's UniServ, State, or National
207 affiliates.
208
- 209 12. **School District Budget and Financial Reporting:** The District shall provide the Association
210 President/Co-Presidents with a copy of the District's proposed annual budget sufficiently in
211 advance of the time it goes to the Board for adoption that the Association will have adequate
212 time to develop informed recommendations concerning the budget prior to the adoption of said
213 budget, provided that the making of such recommendation or comment does not result in a delay
214 of the budget adoption process
215
- 216 The District shall provide the President/Co-Presidents of the adopted budget immediately
217 following its adoption.
218
- 219 The District shall provide the President/Co-Presidents the annual budget report within three (3)
220 working days of its completion.
221 The District shall provide the President/Co-Presidents with a copy of its periodic budget report

222 at the time the Directors receive it.

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

226
227
228 **ARTICLE III. EMPLOYEE RIGHTS**
229

230 **Section A. Right of Expression**

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

234
235 **Section B. Non-Discrimination**

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

241
242 **Section C. Personnel File**

- 243 1. **Right To Inspect:** Any Employee (or former Employee) shall have the right to inspect all
244 contents of his/her own personnel file during regular District business hours. An AR shall, at
245 the Employee's request, accompany the Employee in this review. Upon request, a copy of any
246 document contained in the Employee's file shall be given to the Employee at Employee expense.
247
- 248 2. **Placement of Materials:** Employees shall be given a copy of any material that is placed in
249 their personnel file at the time it is so placed. Employees shall be given an opportunity to attach
250 written comments.
251
- 252 3. **Location:** The District shall maintain the Employee's personnel file at the District Office. No
253 duplicate personnel file shall be kept anywhere in the District.
254
- 255 4. **Removal of Materials:** After seven years the District may remove and destroy employee's
256 evaluation reports. After three years, upon request of the employee, the District shall remove
257 and destroy any adverse materials (excluding evaluation reports) provided there has been no
258 related disciplinary action or evidence of a violation of State or Federal law.
259

260 **Section D. Just Cause**

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

266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309

- 3. **Hearings:** Employees shall have the right to a fair hearing and confrontation of witnesses.

- 4. **Association Representation:** Employees shall be entitled to, and may request, Association representation at any hearing, meeting, or conference involving the Employee regarding disciplinary actions or the investigation thereof at which the Employee is present. When a request for such representation is made, no action shall be taken with respect to the Employee until such representative of the Association is present. In the event a disciplinary action is to be taken, the employee shall be advised of the right to representation in writing under this provision prior to the action being taken. Such notification shall be by Appendix C which is part of this agreement.

- 5. **Progressive Discipline:** The District agrees to follow a policy of progressive discipline and any disciplinary action taken against an Employee shall be appropriate to the behavior which precipitates said action.
 - 1. Verbal warning (with written acknowledgement)
 - 2. Written warning
 - 3. Suspension
 - 4. Termination

It may be necessary to go to step 3 or 4 depending on the severity of the offense

- 6. **Privacy and Confidentiality:** Any criticism of an employee by any supervisor, administrator or director of the District and all disciplinary actions shall be made in private and in confidence and never in the presence of students, parents, other employees, or at public gathering, except for meetings where the employee requests representation attend the meeting.

- 7. **Complaints Against Employees:** Any signed formal complaint against an Employee that may lead to disciplinary action shall be called to the attention of the Employee within ten (10) working days of the receipt of the complaint and promptly investigated (except in cases involving criminal investigation). No formal complaint against an employee may be used in a disciplinary action against that employee unless a signed copy of the complaint was given to the employee within ten (10) working days of the receipt of the complaint.

Section E. Assignment, Transfer, and Vacancies

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

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

310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353

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

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

Section F. Hiring Probation

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

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

Section G. Seniority

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

354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399

5. **Loss of Classification Seniority:** The Classification Seniority of Employees shall be lost upon resignation, discharge, or retirement; or shall also be lost one (1) year after the Employee changes job classifications within the bargaining unit. This period will be extended to two (2) years if the Employee is involuntarily transferred to a new classification by the District.
6. **Classification Seniority Rights:** The District shall grant Employees with classification seniority preference in RIF (pursuant to the RIF Article of this Agreement) and for new or open positions, provided that their qualifications are substantially equal to junior Employees. If the District determines that seniority rights should not govern because a junior Employee possesses qualifications substantially greater than a senior Employee(s), the District shall set forth in writing to the Employee(s) and the President or Co-Presidents its reasons why the senior Employee(s) have been by-passed.
7. **Bars to Loss of Seniority:** Neither the District nor the classification seniority of an Employee shall be lost for the following reasons:
 - a. Time lost by reasons of industrial accident, industrial illness, or jury duty;
 - b. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United States, exclusive of an Employee who enters the service voluntarily except during a declared national emergency.
 - c. Time spent on other authorized leaves of absence, not to exceed one (1) year; or
 - d. Time spent on layoff status due to RIF. In cases of layoff, said Employee's seniority shall terminate after twenty-four (24) consecutive months on layoff.

Section H. Employee Protection

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

400 said injury.

401
402 The District shall supplement any workers compensation payment for up to ten (10) days so
403 that the Employee shall suffer no loss of pay or sick leave for such period of time. After the
404 first ten (10) days of absence under this provision, use of any accumulated sick leave shall begin
405 for make up pay not covered by workers compensation.
406

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

- 444 11. **Student Discipline:** The District shall support and assist Employees with the control and
445 discipline of students in the Employee's assigned work area.
446
- 447 12. **Physical Abuse by Students:** The District shall remove a student from a classroom or other
448 area when they cause significant injury to an employee as noted on the accident report. This
449 student, his/her parent(s), and the Principal will confer and a corrective action plan will then be
450 developed. The injured employee will be advised of the action plan prior to working with the
451 student. All employees will be notified of potentially dangerous students.
452

453 **Section I. Job Descriptions**

454 Job Descriptions for positions covered by this Agreement shall be issued to each Employee. A joint
455 committee consisting of two (2) administrators and three (3) Association members shall be established,
456 upon request by the District or the Association, for the purpose of reviewing and recommending
457 changes in employee job descriptions.
458

459 **Section J. Privacy**

- 460 1. **Personal Lives:** The private and personal life of any Employee is not within the appropriate
461 concern or attention of the District, except to the extent that the job performance of such
462 Employee is impaired, or is contrary to law.
463
- 464 2. **Information:** The District shall not provide personal information concerning Employees,
465 including names, addresses, phone numbers, etc. to any person not required by law, or to any
466 commercial or charitable organization without specific Employee or Association approval, or
467 as may be specifically required by this Agreement.
468

469 **Section K. Harassment**

470 The District shall investigate and take appropriate disciplinary action when an Employee complains
471 that he/she has been harassed (including sexual harassment). Following District investigation, the
472 District shall give the Employee and the President/Co-Presidents a written report, which shall include
473 findings and recommendations.
474

475 For purposes of this Agreement the term "harass" or "harassment" shall mean the use of words, gestures
476 or actions, which tend to offend, annoy, alarm, or verbally abuse another person.
477

478 **Section L. New Employee Information**

479 The first day of employment with the District shall include an orientation and tour of the District to
480 provide the employee with all necessary information on the District's policies and procedures.
481

482 **Section M. Access to Information**

483 Employees who are working with students with IEP's or 504 plans will have access to pertinent
484 information in regards to areas of the plans that directly involve them within the limitations of the
485 law.
486
487

488 **Section N. Letter of Assurance**

489
490 Employees that will be retained for the next school year will receive a “Letter of Assurance” prior to
491 the last day of school.
492

493 **ARTICLE IV. EMPLOYEE EVALUATION**

494 **Section A. Purpose**

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

503 **Section B. Job Descriptions**

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

- 512 1. Specific written recommendations for improvement.
- 513 2. The length of probation.
- 514 3. Weekly meetings between the employee (and the Association representative if the
- 515 employee so chooses) and the supervisor to monitor progress.
516

517 **Section C. Notice**

518 Prior to any evaluation the evaluator shall go over the evaluation form and procedure with each
519 Employee in order to bring about a mutual understanding of each Employee's duties and evaluation
520 process and procedure.
521

522 **Section D. Frequency**

523 Each Employee shall be evaluated in writing at least annually, prior to April 30.
524

525 **Section E. Evaluators**

526 Each Employee shall be evaluated by a school District administrator. No employee shall be required
527 to evaluate other Employees. Lead workers and supervisors may however, be requested by the
528 evaluator to give input into the evaluation of Employees in their respective departments.
529

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

531 Employees shall be given a copy of the evaluation report, including all appropriate attachments, within

532 five (5) days of signing the report.

533

534 **Section G. Signatures Required**

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

539

540 **Section H. Open Observations**

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

544

545 **Section I. Rebuttals**

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

548

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

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

557

558 **Section K. Professional Growth Plan**

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

561

562

563

ARTICLE V. LAYOFF AND RECALL

564

Section A. Definition

565 1. The term "**layoff**", as used in this article shall mean action by the Board reducing the number
566 of Employees in the bargaining unit.

567

568 2. The term "**seniority**", as used in this Article is defined in Article III, Section G.

569

570 **Section B. Retained Positions**

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

574

575 All retained Employees may be reassigned by the District to fill essential vacancies. The annual

576 evaluation of Employees so affected shall bear the notation that the assignment upon which they are
577 being evaluated is an assignment outside of regular job classification.
578

579 **Section C. Layoff**

580 Should it become necessary to reduce the number of employees, layoffs will occur by whole persons,
581 whenever the District determines that whole person layoffs will meet the needs of the District.
582 Employees who are to be laid off shall be given advance written notice as soon as possible, but in no
583 event shall such notice be less than twenty (20) days.
584

585 **Section D. Re-Employment Pool**

586 Employees who are laid off shall be placed in a re-employment pool for two (2) years.
587

588 **Section E. Recall**

589 No positions which have been RIF'ed shall be filled with a substitute, either short-term or long-term,
590 except where necessary to cover during the hiring process.
591

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

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

603 **Section F. Continuing Benefits**

604 While in the re-employment pool, an Employee may continue in the District fringe benefit programs
605 for which they are legally qualified. Such continuance shall be at Employee expense. Payment to
606 insurance carriers must be made by the first (1st) of each month.
607

608 **Section G. Miscellaneous**

- 609 1. **Benefits Upon Return:** Upon return to active employment, Employees shall be returned to
610 their former status, without loss of benefits.
611
- 612 2. **Re-Assignment:** An Employee who is laid off in his/her classification shall be considered for
613 retention in his/her other job classifications within which he/she had seniority.
614
- 615 3. **Displacement:** No Employee shall be "displaced" by school Employees who are not a part of
616 the bargaining unit.
617
- 618 4. **Assignment:** In no event may the District hire a new Employee from outside the Re-
619 employment Pool while there are Employees remaining in the Re-employment Pool who are

620 qualified for a vacant or newly created position.

- 621
- 622 5. **Re-Assignment Considerations:** Employees having additional skills, qualifications, and/or
- 623 factors they wish to have considered related to a possible re-assignment may report such, in
- 624 writing to the Superintendent.
- 625

626 ARTICLE VI. LEAVES

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

- 628 1. **Accumulation:** Each full time (2080 hour) Employee shall be credited with twelve (12) days
- 629 of Illness, Injury, and Disability Leave annually (accumulated on a month by month basis),
- 630 which shall be referred to hereafter as "sick leave".
- 631 Employees who are less than full time shall receive a prorated portion of such leave. Unused
- 632 sick leave shall accumulate to the maximum allowed by law.
- 633
- 634 2. **Documentation:** Employees who are absent four (4) or more consecutive days may be required
- 635 to furnish a doctor's statement to document their illness.
- 636
- 637 3. **Use:** Employees may use accumulated sick leave as set out below; provided that upon
- 638 agreement of the Superintendent, employees may borrow sick leave against anticipated future
- 639 accumulations.
- 640
- 641
- 642 a. **Personal Illness, Injury, or Disability:** The District shall grant sick leave to an
- 643 Employee when the Employee is unable to perform duties because of personal illness,
- 644 injury, or disability. Such leave may also be granted for medical, dental, or ocular
- 645 appointments when absence within working hours is authorized. In emergencies such
- 646 advance approval shall not be required.
- 647
- 648 b. **Maternity:** The District shall grant sick leave for pregnancy, childbirth and related
- 649 temporary disability to Employees, to the extent the Employee's physician certifies the
- 650 Employee's temporary disability.
- 651
- 652 Employees requesting maternity leave shall notify the District as early as possible prior
- 653 to the beginning of the leave and shall indicate the expected date of return at the time
- 654 the leave is requested. Employees shall advise the District of the exact date of return as
- 655 soon as that date is known to the Employee.
- 656
- 657 c. **Family Illness:** The District shall grant sick leave to Employees in the event of illness,
- 658 injury, or disability within the immediate family of the Employee. For purposes of this
- 659 provision, the term "immediate family" shall mean spouse, parent, child, grandchild,
- 660 grandparent, sibling, other close relatives by blood or marriage, or any person who is a
- 661 dependent of the Employee. The superintendent may require verification of family
- 662 members.
- 663

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

668
669 e. **Accounting:** In the event a fraction of a day is used by an Employee for sick leave, the
670 charge to the Employee's account shall be the actual amount of time absent from work
671 rounded to the quarter hour (15 minutes). Seven (7) minutes or less will be rounded to
672 zero (0) minutes and eight (8) minutes or more will be rounded to fifteen (15) minutes.
673

674 4. **Sick Leave Exhaustion:** In the event an Employee's accumulated sick leave is exhausted, but
675 more sick leave is required by the Employee pursuant to the provisions set out above, the
676 Employee may request and the District shall grant a leave without pay for the period of time
677 needed to work or the end of the school year, whichever is sooner. The Employee shall advise
678 the District of the expected duration of the leave at the time of request for the leave.
679

680
681 5. **Death or Retirement Sick Leave Buy-Back Option:** At the time of separation from District
682 employment due to retirement (as recognized by (PERS or SERS), whether or not the Employee
683 was a participating member of the system) or death, an Employee or his/her estate shall receive
684 pay for accumulated but unused sick leave up to a maximum of one-hundred-eighty (180) days
685 at a rate equal to one day's per diem pay for each four (4) full days accrued leave for illness or
686 injury.
687

688 The monies paid pursuant to this provision shall not be included for the purpose of computing
689 a retirement allowance under any public retirement system in the State, and shall be in
690 accordance with the rules and regulations.
691

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

700 7. **Notice:** When an Employee is absent he/she shall give notice to his/her supervisor not later
701 than 1 1/2 hours prior to regular scheduled working hours of the first day of the absence. If the
702 absence is to be for consecutive days, the District shall be notified of the probable date of return.
703

704 **Section B. Personal Leave**

705 1. The District shall grant Employees up to two (2) days of personal leave with pay and one (1)
706 day for which the Employee shall reimburse the District for the cost of substitute pay, if a
707 substitute is actually hired by the District. Notice of intent to use such leave shall be given by

708 Employees in advance of the leave as much as is reasonably possible. In the event an Employee
709 requires use of more than three (3) days of personal leave per year, he/she shall make a request
710 for such leave to the Superintendent who may grant such leave to the Employee at a cost to the
711 Employee equal to the actual substitute salary cost to the District. Personal leave may not be
712 used for the first or last day of the school year.

- 713
- 714 2. Longevity – Employees with five (5) or more consecutive years of employment with the Soap
715 Lake School District will be granted one (1) additional day of personal leave. For every five (5)
716 years thereafter employees will be granted one (1) additional day of personal leave.
- 717
- 718 3. Two (2) personal leave days may be carried over from year to year.
- 719
- 720 4. Unused personal leave may be cashed out at the end of each year at the substitute rate.
- 721

722 **Section C. Judicial Leave**

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

730 **Section D. Bereavement Leave**

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

737

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

742 **Section E. Long Term Leave of Absence**

743 The District may grant any Employee an unpaid long term leave of absence for up to one (1) year for
744 study, travel, medical, or other mutually agreed to reason(s). Employees granted such a leave shall be
745 permitted to stay in the District insurance programs at their own expense (carriers permitting), shall not
746 gain or lose seniority or other benefits, but shall not be granted advancement credit on the salary
747 schedule for the period of the leave. Upon return from such leave, the Employee shall be entitled to
748 the same position or a position substantially equivalent to the position held prior to the leave provided
749 such position is available.

752 **Section F. Child Rearing Leave**

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

758
759 **Section G. Adoption Leave**

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

764
765 **Section H. Military Leave**

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

768
769 **Section I. District Approved Leaves**

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

775
776 **Section J. Benefit Accumulation While on Leave**

777 Each Employee shall retain accrued sick leave, vacation rights, and seniority rights while on leave of
778 absence. However, vacation credits, seniority rights, and sick leave shall not accumulate while the
779 Employee is on leave of absence.

780
781 **Section K. Family Medical Leave Act (FMLA)**

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

787
788 **2. Eligibility for Leave:** All contracted employees shall be eligible to request FMLA leave
789 provided that in the previous year they were at least a fifty percent (50%) employee (720
790 hours). Part-time employees who have established eligibility as stated above shall be granted
791 FMLA leave proportional to their contracted employment.

792
793 **a. Duration:** Leaves of this type shall be granted for up to twelve (12) workweeks within the
794 employees contracted work year.

795

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

ARTICLE VII. FISCAL MATTERS

Section A. Wages

1. **Schedule:** Wages shall be as set out in the schedule which is attached to and made a part of this Agreement as Appendix A.
2. **Increases in Wages:** Wage adjustments shall be granted September 1, of each year and shall equal the percent of adjustment of classified Employees appropriated and paid by the State. This increase includes both salary increases as well as Cost of Living Adjustments (COLA).
3. **Payment:** Payment for wages shall be prorated over twelve (12) monthly paychecks. Paychecks shall be issued on the last business day of each month. This payment will be direct

840 deposited into the Employee's bank account. The rate(s) of pay and the hours worked at each
841 rate of pay will be detailed on the employee's welcome letter.

- 842
- 843 4. **Severance:** All compensation owed, including vacation, and compensatory pay to an Employee
844 who is leaving the District shall, upon request, be paid in the next regular pay check.
845
- 846 5. **Errors in Computation:** Errors in computation related to salary and/or fringe benefits shall
847 be brought to the attention of the Employee or Employer as soon as discovered. In the event of
848 an underpayment the District will pay the amount owed to the Employee in his/her next
849 paycheck, when the error is presented by the 5th of the month. In the event of an overpayment,
850 the District and the Employee shall work out a mutually agreeable plan for payback.
851
- 852 6. **Probation Wage:** An employee shall be paid probation wage their first 320 hours of
853 employment with the District. Probation wage will not apply once the 320 hours have been
854 satisfied, even if the employee changes job classification.
855

856 **Section B. Bus Drivers**

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

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

872 When a bus driver deems that students on a particular bus route are causing a dangerous or
873 unacceptable condition he/she may request that a camera be placed on that bus to monitor the
874 situation. When warranted, a camera will be placed on the bus and the recording will be
875 reviewed by the District to see if additional action is necessary.
876

- 877 2. **Extra Trips:**
- 878 a. The term "**Extra trips**" shall mean an assignment in addition to a regular route. The
879 term "**extra trips**" shall also apply to any assignment in which a driver takes a vehicle
880 out of the District which involves the transportation of ten (10) or more students.
881
- 882 b. **Pay Schedule:** Drivers for Extracurricular bus trips shall be paid according to the
883 schedule that is attached to and made a part of this Agreement as Appendix A.

- 884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
- c. **Posting:** Each upcoming extracurricular trip shall be posted for driver consideration as early as possible. Information on the posting shall include but not necessarily be limited to date of trip, estimated time of departure, estimated time of return, destination, layover provisions, and type of activity.
 - d. **Expenses:** Drivers assigned to extra trips shall be reimbursed for reasonable meal expenses actually incurred in accordance with District policy when an assigned trip would cause the driver to miss a normal (breakfast, lunch, or dinner) meal period.
 - e. **Extra Trips:** Extra trips shall be assigned in rotation. In the event that a driver whose name is at the top of the rotation list is unavailable, the Transportation Supervisor shall assign the next driver on the list. Drivers who are unavailable to take their turn shall forfeit their right to assignment during that rotation. If no one on the list is available, then the Supervisor may assign as he/she sees fit.
 - f. **Extended Trips:** Assignment of drivers to extended trips shall be exempt from the conditions of this Section. The term "**extended trip**" shall mean a trip of twenty-four (24) or more hours duration. The District shall pay drivers on extended trips their regular wage for all hours driven. Reimbursement for layovers and stand-by shall be according to the posting.
 - g. **Stand-By:** The District shall pay drivers on trips other than their regularly assigned routes 75% of their regular wage for all required stand-by time. The term "**stand-by**" shall mean any time the District or its agents direct, request, or require a driver to be on duty, to stand-by, to supervise, to run errands, or otherwise to use his/her time in a fashion directed, requested, or required by the District or its agent. Regular wages will be paid for all hours driven.
 - h. **Cancellation:** In the event an extra trip is cancelled within less than twelve (12) hours of departure time drivers will be compensated at one and a half (1 1/2) hours pay.

916 **Section C. New Employees**

917 Upon verification of work experience by the Employee, the District shall grant longevity experience
918 credits to Employees newly hired into the District for similar or related work experience in public
919 school in the State, to the full extent permitted by law, including, but not limited to sick leave (provided
920 service between Districts is continuous) and salary placement, but not applicable to seniority, pursuant
921 to RCW.28A.400.300.

922
923 **Section D. Insurance Benefits**

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

928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971

2. **Part-Time Employees:** All part-time Employees employed one-half (1/2) time or more (180 days x 4 hrs/day=720 hrs per year) shall receive prorated benefits, which may be used only in accordance with the provisions of this section and law.
3. **Pooling:** To gain maximum utilization of the contribution, all insurance monies shall be placed in an insurance pool (hereinafter "the pool"), which shall be used to pay premiums and reduce or eliminate payroll deductions for Employees for medical, dental, and vision plans.
4. **Dental Coverage:** The premiums for dental shall be deducted first from the pool. Dental coverage shall be supplied by Washington Dental Service Plan or Willamette Dental (family plans, including orthodontics).
5. **Vision:** The premiums for vision coverage shall be deducted second from the pool.
6. **Medical:** The premiums for medical shall be deducted third from the pool.
7. **Distribution of Remaining Pool Money:** In the event that any money remains in the pool after payments for dental, vision, and medical have been made, such money shall be divided equally among Employees, prorated according to full-time equivalency, for purchase of additional insurance coverage as permitted by law.
8. **Employee Contribution:** In the event that the pool does not cover all the cost of dental, vision, and medical premiums, the District shall deduct the deficit from the paychecks of those Employees whose costs exceed available pool monies.
9. **Double Coverage Bar:** The contribution toward medical insurance does not provide for "double coverage" for husband/wife/children where both are employed by the District. If such Employees elect "double coverage" for themselves and/or children, they shall pay the difference in premium.
10. **Changes In Coverage:** In the event an Employee's insurance status changes during the school year, the Employee's coverage shall automatically be adjusted when the District is notified of such change.
11. **Selection of Plans:** Current plans shall continue in effect unless the Parties mutually agree to change, or as otherwise provided in law. The monthly premium may be used by employees to provide the programs listed below or those programs currently authorized by the review process in paragraph 13.
 - a. WEA Select Preferred Medical Plan(s)
 - b. WEA Select HMO
 - c. WEA Select Dental Plan I
 - d. WEA Select Vision Plan

- 972 12. **Severance:** The District shall make no insurance premium payment for any Employee who has
973 severed his/her employment with the District.
974
- 975 13. **Review:** The Parties shall jointly review coverage and carriers at least annually. No change in
976 carrier or coverage shall be made without mutual determination of the Parties and/or in
977 accordance with State Law.
978

979 **Section E. Hours of Work**

- 980 1. **Work Week:** Paraprofessionals shall work regular number of hours during Parent-Teacher
981 Conferences. The workweek shall consist of five (5) consecutive days. The normal workweek
982 shall be Monday through Friday, unless mutual agreement is given by the Employee otherwise.
983
- 984 2. **Assigned Shift:** The District shall assign each Employee to a definite shift with designated
985 beginning and ending times. Work schedule showing the Employee's shift, work days, and
986 hours shall be given each Employee. All shifts shall be defined to the needs of the District. The
987 Employee's shift shall not be changed without prior notice with the Employee of at least one (1)
988 week; provided that this notice requirement may be waived by the Employee.
989
- 990 3. **Work Day:** The full-time workday shall consist of eight and one-half (8 1/2) hours, including
991 a thirty (30) minute uninterrupted unpaid duty-free lunch period when Employees are free to
992 leave the work site as near the middle of the shift as is practicable and a fifteen (15) minute first
993 half and a fifteen (15) minute second half rest period. Both rest periods shall occur as near the
994 middle of each shift as is practicable.
995
- 996 4. **Part-Time Shift Rest Period:** Employees working four (4) hours or more per day shall
997 receive a thirty (30) minute unpaid lunch break. Employees who work four (4) consecutive
998 hours shall receive a fifteen (15) minute break within those four (4) hours. Employees who's
999 work schedule exceeds seven (7) hours shall receive two (2) fifteen (15) minute breaks within
1000 the workday. These breaks will be as near the middle of the work shift(s) as possible.
1001 Worktime shall not exceed three (3) hours before a break is taken. Bus drivers on extra-
1002 curricular trips will schedule breaks and lunch within the requirement of the trip.
1003
- 1004 5. **Loss of Lunch Period and/or Rest Periods:** Employees required by their supervisor to work
1005 through their regular lunch periods shall be given time to eat at a time agreed upon by the
1006 Employee and his/her supervisor. In the event the District requires an Employee to forego
1007 his/her lunch period and the Employee works his/her entire shift, including the lunch period,
1008 he/she shall be compensated for the lost lunch period. The same rule shall apply to lost breaks.
1009
- 1010 6. **School Closure/Delay:** In the event of an unusual school closure or delay due to inclement
1011 weather, plant inoperation, or similar emergencies, the District shall make every effort to notify
1012 each Employee to refrain from coming to work. Employees who do not receive such notice and
1013 who report to work shall receive a minimum of two (2) hours pay at base rate in the event of
1014 such a closure; provided, however, no Employee shall be entitled to any such compensation in
1015 the event he/she has been actually notified by the District through radio announcement, phone

1016 call, actual visits, etc. The affected employee will be allowed to make up hours, thus suffer no
1017 loss of wages or benefits for closures under this section. The scheduling of these make-up hours
1018 will be consistent across the District and will be communicated to the employees in a timely
1019 manner.
1020

- 1021 7. **FLSA:** The District shall be in accordance with the Fair Labor Standards Act (FLSA).
1022

1023 **Section F. Overtime**

- 1024 1. **Control:** Overtime assignments shall be distributed as equally as possible, except in
1025 emergencies beyond the control of the District. The District shall provide Employees with as
1026 much advance notice as practicable in the assignment of overtime.
1027
- 1028 2. **Rate:** All hours worked in excess of forty (40) hours in Sunday through Saturday calendar
1029 week, shall be compensated at the rate of one and one-half (1 1/2) times the Employee's base
1030 hourly rate. The employee's hourly rate shall be calculated in accordance with the Washington
1031 State Department of Labor and Industries laws and guidelines. The District will provide detailed
1032 overtime rate information to an employee upon request.
- 1033 3. **Compensation Time:** In the event a supervisor requests that an Employee work beyond his/her
1034 specified working hours, the District shall compensate the employee at his/her regular hourly
1035 wage or compensatory time off. Compensating time off shall be granted at the mutual
1036 convenience of the District and Employee, but shall be taken within thirty (30) days. If the time
1037 off is not taken within thirty (30) days, the Employee shall receive payment for the accrued
1038 overtime. Compensatory time shall be at time and one-half (1 1/2).
1039

1040 **Section G. Classification Differential**

1041 Employees requested to work a shift regularly filled by a higher classification Employee, shall receive
1042 compensation equal to the rate in the higher classification, based upon the job classification seniority
1043 step of the replacement employee. If the Employee is in his/her first 320 hours of actual work on the
1044 job, he/she shall be paid at the probation wage for such temporary assignment.
1045

1046 **Section H. Travel Reimbursement**

1047 An Employee who is required to use his/her own vehicle as a part of his/her Employee responsibilities
1048 (including Employees who are required to travel between buildings) shall receive travel reimbursement
1049 equal to that amount paid by the State to State Employees. Such reimbursement shall be initiated by
1050 the Employee on a Reimbursement Claim Form. Claim forms shall be submitted at the end of each
1051 school quarter, or at the end of the school year (Employee option), unless the claim amount exceeds
1052 \$25, in which case monthly claims may be submitted.
1053

1054 **Section I. Training**

1055 Paraprofessionals shall attend in-service training offered by the District that pertains to working with
1056 staff and students when pre-approved by Administration.
1057

1058 Employees attending training courses required by the District shall be paid by the District at the
1059 Employee's regular rate of pay for all time in attendance.

1060
1061 Employees attending training courses or seminars required by the District shall suffer no loss of regular
1062 salary if the course requires them to attend during their regular employment time. Expenses incurred
1063 for training course fees and tuition shall be paid by the District. Per diem shall be paid to Employees
1064 required to attend training sessions outside the regular workday.
1065

1066 The District shall pay all required fees, certificates, health tests, and in-servicing required to maintain
1067 jobs. The District will provide a minimum of 6 hours annually of In-service trainings for classified
1068 personnel, in addition to 12 hours of orientation at the beginning of the school year. The in-service
1069 training hours will be completed in one day unless mutually agreed upon by the District and
1070 Association. An in-service committee consisting of Association members and the Administration will
1071 make training recommendations to the Superintendent.
1072

1073 **Section J. In-District Substitutes**

1074 Current employees shall be given first opportunity for substitute positions based on availability,
1075 qualifications, seniority, and flexibility of work schedule. No employee may substitute for another
1076 employee if it requires payment of overtime. The District reserves the right to assign employees who
1077 may have less seniority or experience if an immediate or unforeseen need arises. In the event a classified
1078 employee substitutes for a teacher he/she will receive the amount a substitute teacher would receive on
1079 an hourly basis (minimum of one (1) hour).
1080

1081 **Section K. Para Educators**

1082 Para Educator II are those Para Educators who's normal assignment is in SpED, Library, Tech Lab,
1083 or Preschool Manager. When a Paraeducator I works in a Paraeducator II position he/she will
1084 receive the Paraeducator II rate of pay for the time spent working in that position provided it is over
1085 one (1) hour per day. Any Paraeducator I who spends more than one-half (1/2) of his/her day
1086 working in a Paraeducator II position will receive the Paraeducator II rate of pay for his/her entire
1087 day.
1088

1089 **ARTICLE VIII. HOLIDAYS AND VACATIONS**

1091 **Section A. Holidays**

1092 All Employees shall receive the following paid holidays, on an FTE basis, that fall within their work
1093 year, as defined by the State of Washington:
1094

- | | | |
|------|----------------------------------|---------------------------|
| 1095 | 1. New Year's Day | 7. Veteran's Day |
| 1096 | 2. Martin Luther King's Birthday | 8. Thanksgiving Day |
| 1097 | 3. President's Day | 9. Day after Thanksgiving |
| 1098 | 4. Memorial Day | 10. Day before Christmas |
| 1099 | 5. Independence Day | 11. Christmas Day |
| 1100 | 6. Labor Day | |

1101
1102 All Employees shall receive pay equal to their normal work shift at their base rate in effect at the time
1103 the holiday occurs. Any Employee who is on the active payroll on the holiday and who has worked

1104 either his/her last scheduled shift preceding the holiday or his/her first scheduled shift succeeding the
1105 holiday, and is not on leave of absence, shall be eligible for pay for such un-worked holiday. An
1106 exception to this requirement shall occur if the Employee can furnish proof satisfactory to the District
1107 that because of illness he/she was unable to work on either of such shifts, and his/her absence previous
1108 to such holiday by reason of such illness has not been longer than thirty (30) regular workdays.
1109

1110 Employees who are required to work on the above-described holidays, and who are eligible for such
1111 holiday pay, shall receive twice their base rate for all hours worked on such holidays, provided that
1112 such work has prior District authorization.
1113

1114 **Section B. Vacations**

1115 All twelve (12) month Employees shall be granted vacation credit, based upon months worked during
1116 the calendar year September 1 to August 31. Such vacation shall be earned and used as designated in
1117 this Article.
1118

- 1119 1. The vacation credit to which an Employee shall be entitled shall be computed in accordance
1120 with the following rules:
1121

1122 An Employee with less than five (5) years service shall earn one (1) day vacation for each month
1123 worked, not to exceed twelve (12) days per year.
1124

1125 An Employee with more than five (5), but less than ten (10) years of service shall earn one and
1126 one-fourth (1 1/4) days vacation credit for each month worked, to total fifteen (15) days.
1127

1128 An Employee with more than ten (10) years service shall earn one and two-thirds (1 2/3) days
1129 vacation credit for each month worked, to total twenty (20) days.
1130

- 1131 2. For every regular workday from which an Employee is absent on vacation, sick leave,
1132 bereavement leave or emergency leave, the hours of the Employee's normal work shift shall be
1133 credited as if worked.
1134

- 1135 3. Eligibility for use of vacation: An Employee becomes eligible to use his/her vacation credit
1136 after reaching his/her first eligibility date. The eligibility date of an Employee newly hired or
1137 rehired after termination of employment shall occur on the anniversary date of his/her
1138 employment; provided, however, that Employees shall be eligible for benefits accruing during
1139 the first year prorated to the next July 1.
1140

1141 An Employee who works more than fifty percent (50%) of the normal work year during his/her
1142 first year of employment with the District shall be entitled to all vacation benefits. An Employee
1143 who works less than fifty (50%) of the normal work year shall become eligible for vacation
1144 benefits on the first day of the next fiscal year.
1145
1146

1147 **ARTICLE IX. GRIEVANCE PROCEDURE**
1148

1149 **Section A. Definitions**

- 1150 1. The term "**grievant**" shall mean a bargaining unit member or group of bargaining unit
1151 members.
1152
- 1153 2. The term "**grievance**" shall mean a claim or complaint by a grievant that there has been a
1154 violation, misinterpretation or misapplication of any terms or provisions of this Agreement;
1155
- 1156 3. For purposes of this Article, the term "**Days**" shall mean Employee work days. After the last
1157 day of school and before commencement of the fall semester, the term "days" shall mean
1158 calendar days.
1159

1160 **Section B. Time Limits**

- 1161 1. **Grievant:** If the grievant fails to file or appeal according to these timelines, the grievance may
1162 not be further pursued and shall be resolved according to the last formal response.
1163
- 1164 2. **District:** In the event the District or its agents fail to meet a timeline, the grievant may proceed
1165 to the next step of the procedure.
1166
- 1167 3. **Strict Adherence:** The specified time limits shall be strictly observed but may be extended by
1168 mutual concurrence of the Parties.
1169

1170 **Section C. Rights to Representation**

- 1171 1. **With an AR:** A grievant shall have the right to be accompanied by an AR at all steps of the
1172 grievance procedure.
1173
- 1174 2. **Self Representation:** In the event a grievant elects to file and proceed without Association
1175 representation, he/she may do so through the first two (2) steps of the procedure only, provided
1176 that the Association is present at every meeting or conference in order to protect its contract
1177 rights, and further provided that copies of the grievance, appeals, and responses are given to the
1178 President in a timely fashion.
1179
- 1180 3. **Outside Representation Bar:** No grievance may be processed with a grievant having
1181 representation other than him/herself or the Association.
1182

1183 **Section D. Complaints**

1184 Nothing contained herein shall be construed as limiting the right of any Employee having a complaint
1185 to discuss the matter through administrative channels and to have the problem adjusted without the
1186 intervention of the Association, as long as the Association is notified in writing of the disposition of
1187 the matter and such disposition is not inconsistent with the terms of this Agreement.
1188

1189 Employees may also be accompanied by an AR for representation purposes when pursuing a complaint.
1190

1191 **Section E. Procedure**

1192 Prior to a formal grievance, send the original signed grievance to the Association President/Co-
1193 Presidents and one (1) copy to the Grievance Committee. Keep one (1) copy. Use a District Complaint
1194 form for any complaint, which is not contractual. Grievances shall be processed in the following
1195 manner:

1196 **STEP 1. Supervisor**

1197 The Parties encourage Employees and their supervisors to attempt to resolve problems through free and
1198 informal communications prior to filing formal grievances.

1199
1200 Within twenty (20) days of the occurrence, or of the grievant's knowledge of the occurrence, the formal
1201 grievance shall be presented in writing to the Employee's supervisor, who shall arrange for a conference
1202 between him/herself, the grievant, and the AR to take place within five (5) days after receipt of the
1203 grievance. Such supervisor shall provide the grievant and the AR with a written answer to the grievance
1204 within five (5) days after the meeting. Such answer shall include reasons upon which the decision was
1205 based.

1206
1207 **STEP 2. Superintendent**

1208 If the grievant is not satisfied with the disposition of the grievance at Step 1, or if no decision has been
1209 rendered within the timeline, the grievant has 30 days to appeal the grievance to the Superintendent.
1210 The Superintendent shall arrange for a hearing with him/herself, the grievant, the first level supervisor,
1211 and the AR, to take place within five (5) days of his/her receipt of the appeal. The Parties shall have
1212 the right to include in the representation such witnesses they deem necessary to develop the facts
1213 pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) days
1214 to provide his/her written decision, together with reasons for the decision to the grievant and the AR.

1215
1216 **STEP 3. School Board**

1217 If the grievant is not satisfied with the disposition of the grievance at Step 2, or if no decision has been
1218 rendered within the timeline, the grievant has thirty (30) days to appeal the grievance to the Board.
1219 Within five (5) days after the appeal is delivered to the District Office, the Board shall arrange for a
1220 hearing with itself, the grievant, the first level supervisor, the Superintendent, and the Association
1221 Representative. The grievant and the Association shall have the right to include in the representation
1222 such witnesses they deem necessary to develop the facts pertinent to the grievance. Upon conclusion
1223 of the hearing, the Board will have five (5) days to provide its written decision, together with the reasons
1224 for the decision to the grievant and the Association.

1225
1226 **STEP 4. Binding Arbitration**

1227 If the Association is not satisfied with the decision at Step 2 or Step 3, or if no disposition has been
1228 made within the timeline, the Association may submit a Demand for Arbitration to PERC, along with
1229 a copy to the Superintendent within ten (10) days of the Superintendent's decision or it's due date. The
1230 arbitration shall be controlled by PERC rules and procedures using PERC staff.

1231
1232 The arbitrator shall have complete authority to make any decision and provide any remedy appropriate
1233 except as otherwise expressly prohibited by law or this Agreement. Both Parties shall be bound by the
1234 award of the arbitrator.

1235
1236
1237
1238
1239
1240
1241
1242
1243
1244
1245
1246
1247
1248
1249
1250
1251
1252
1253
1254
1255
1256
1257
1258
1259
1260
1261
1262
1263
1264
1265
1266
1267
1268

Section F. Miscellaneous Conditions

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

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

4. **Released Time:** Should the investigation or processing of any grievance require that an Employee(s) or an AR(s) be released from their regular assignment, upon request of the Association, they shall be released without loss of pay or benefits.
5. **Files:** All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
6. **Form:** The form for filing grievances is attached to and made a part of this Agreement as Appendix B.
7. **Association Grievances:** If a grievance affects a group of Employees or the Association, the Association may initiate and submit such grievance to the Superintendent directly, and the processing of such grievance shall commence at Step 2. Grievances involving more than one (1) supervisor, and grievances involving the administrator above the building level may be filed by the Association at Step 2.

1269 **ARTICLE X. DURATION**

1270 Section A. Effective Dates

1271 This Agreement shall be in effect September 1, 2017 through August 31, 2018. Signatories shall sign
1272 the Agreement within thirty (30) days of ratification by the District and the Association.

1273 Section B. Openers

1274 Prior to the second (2nd) year of the Agreement, the Agreement may be opened to re-negotiate salaries,
1275 insurance, seniority, and any other item impacted by the Legislature. Any other opening of this
1276 Agreement shall be by mutual agreement only, or as otherwise set out in this Agreement.

1277 EXECUTED THIS _____ day of _____, 2017 at Soap Lake, Grant County, Washington,
1278 by the undersigned officers with the authority of and on behalf of the Parties.

1279 FOR THE DISTRICT:

FOR THE ASSOCIATION

1281 _____
1282 Superintendent
1283

Association President

APPENDIX A. WAGES

SOAP LAKE/ESP WAGE SCHEDULE

2017-2018

Positions	Probation and Substitute (First 320 hrs)	Step 1* (0-5 years in Classification)	Step 2* (6-10 years in Classification)	Step 3* (11 years and beyond)
Custodian	16.02	20.02	20.52	21.05
Night Custodian	16.89	20.89	21.39	21.91
Maintenance/Grounds	16.02	20.02	20.52	21.05
Head Cook	16.65	20.82	21.36	21.89
Food Service Worker	13.79	17.26	17.71	18.15
Assistant Cook	13.79	17.26	17.71	18.15
Bus Driver	16.47	20.60	21.13	21.67
Stand-By	14.84	15.44	15.84	16.22
Secretary	15.70	19.60	20.12	20.63
Para Educator I	13.79	17.26	17.71	18.15
Para Educator II	14.38	17.83	18.29	18.73
Nurse	27.61	27.93	28.68	29.38
Educational Interpreter	27.61	27.93	28.68	29.38

*Steps are based on Job Classification Seniority

Night custodian shall be defined as those whose normal shift begins 3:30 PM or after.

Para Educator II are those Para Educators who's normal assignment is in SpED, Library, Tech Lab, or Preschool Manager.

Classified employees will earn an additional \$1.00/hr during the time they are assigned to work with 1 on 1 students.

APPENDIX B. GRIEVANCE FORM

**SOAP LAKE SCHOOL DISTRICT/SOAP LAKE/ESP
FORMAL GRIEVANCE FORM**

Name of Grievant: _____

Assignment: _____ Building: _____ Date: _____

Person To Whom Grievance Is Submitted: _____

Specific Contract Article Violated: _____

Brief Description of Grievance: _____

Date Violation Occurred: _____

Date Grievant Became Aware of Violation: _____

Remedy Sought: _____

Signature of Grievant

Date

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

1343 **APPENDIX C. PROBATION/DISCIPLINE**

1344
1345
1346 **SOAP LAKE SCHOOL DISTRICT/SOAP LAKE/ESP**
1347 **NOTICE TO EMPLOYEE RECEIVING A DISCIPLINARY ACTION OR**
1348 **BEING PLACED ON PROBATION**
1349

1350
1351 You are being presented with this notice and option pursuant to the Agreement between the Soap Lake
1352 School District and the Soap Lake/ ESP. The District is not obligated to advise you of your rights
1353 beyond presenting you with this notice. If you select the first option below, the District shall notify the
1354 Soap Lake/ESP that this disciplinary action or probation notice has been given to you.
1355

1356
1357
1358 _____ I do wish to have the Association notified that I have received this notice.
1359

1360
1361 _____ I do not wish to have the Association notified. I understand that the Association will
1362 receive no notice from the District of this action. Unless I contact them directly, they
1363 will not be informed of this action.
1364

1365
1366 My signature indicates that I have received, read, and understand this notice.
1367

1368
1369
1370 _____
1371 Signature of Administrator

1370 _____
1371 Signature of Employee

1372
1373
1374 _____
1375 Date

1374 _____
1375 Date

1385 **APPENDIX D. EVALUATION CRITERIA**

1386 **SOAP LAKE SCHOOL DISTRICT/SOAP LAKE/ESP**
1387 **EVALUATION CRITERIA**
1388

1389
1390 **JOB PERFORMANCE**
1391

- 1392 1. Understands his/her job and his/her job description
1393 2. Completes assigned tasks
1394 3. Seeks and accepts additional tasks when appropriate
1395 4. Attempts to upgrade his/her performance
1396 5. Has a good attitude toward his/her duties and assignments
1397 6. Follows directions
1398 7. Is punctual
1399 8. Offers constructive suggestions when appropriate
1400

1401 **WORK SITE MANAGEMENT**
1402

- 1403 1. Maintains a clean and pleasant working area
1404 2. Maintains a current inventory of needed supplies and equipment
1405 3. Demonstrates proper care of the equipment
1406 4. Produces necessary requested information in a timely fashion
1407

1408 **OCCUPATIONAL PREPARATION**
1409

- 1410 1. Seeks and accepts new methods from peers
1411 2. Seeks and accepts new methods from other districts
1412 3. Maintains active credentials as necessary
1413

1414 **EFFORT TOWARD IMPROVEMENT WHEN NEEDED**
1415

- 1416 1. Accepts constructive criticism
1417 2. Keeps current on changes pertaining to his/her job
1418 3. Shows effort to improve in skills and techniques
1419 4. Seeks and accepts new methods
1420 5. Attends District approved in-service workshops that are beneficial to job performance
1421

1422 **RAPPORT WITH STUDENTS AND STAFF**
1423

- 1424 1. Has a positive influence on students
1425 2. Supports students and their activities
1426 3. Gets along well with others
1427 4. Keeps lines of communication open
1428 5. Supports fellow staff members
1429 6. Utilizes the chain of command when appropriate
1430 7. Is polite, courteous, and helpful
1431 8. Has a positive working relationship with staff

APPENDIX E. CLASSIFIED EMPLOYEE SELF-ASSESSMENT

Classified Employee Self-Assessment

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

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

PERFORMANCE EVALUATION RATINGS

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

APPENDIX E. CLASSIFIED EMPLOYEE SELF-ASSESSMENT

Date:	
Employee Name:	
Location/Department:	
Position:	

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

APPENDIX E. CLASSIFIED EMPLOYEE SELF-ASSESSMENT

Classified Employee Self-Assessment

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

--

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

--

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

--

Date	Supervisor's signature shows you met to discuss goals

APPENDIX F. CLASSIFIED EMPLOYEE EVALUATION

Classified Employee Evaluation

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

PERFORMANCE EVALUATION RATINGS

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

APPENDIX F. CLASSIFIED EMPLOYEE EVALUATION

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

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

APPENDIX F. CLASSIFIED EMPLOYEE EVALUATION

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

Major Strengths and Accomplishments:

Areas for Growth:

Goal(s) to Achieve During Next Evaluation Period:

Employee Comments:

Evaluator Signature:	Date:
-----------------------------	--------------

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

Employee Signature		Date:	
---------------------------	--	--------------	--

APPENDIX G. LEAVE TRANSFER FORM

LEAVE TRANSFER FROM

Employee Name: _____

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

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

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

Name of Beneficiary

Signature of Donor

Date

APPENDIX H. SUPPLEMENTAL ISSUES

SUPPLEMENTAL ISSUES

1. UNION OFFICIALS

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

2. AMNESTY AGREEMENT

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

APPENDIX I. JOB DESCRIPTIONS

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

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to drive to different locations as needed.
4. Ability to deal with staff, students and others in a warm and confident manner.
5. Ability to remain flexible to changes in assignments or situations.
6. Ability to follow and give instructions.
7. Ability to work independently with minimal supervision.
8. Ability to set priorities.
9. Ability to establish and maintain effective working relationships with staff, students and community.
10. Must pass the annual Superintendent of Public Instruction school bus driver physical certification requirement.

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

WORKING CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

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

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

- e. Make a critical analysis of all hazards within the school system involving possible fire or accident
25. Follow establish district practices, policies and department Standard Operating Procedures (SOP).
26. Dresses appropriately for a school setting.
27. Performs other related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

WORKING CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

Soap Lake ESP/Soap Lake School District 2017-2018

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

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

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

Soap Lake ESP/Soap Lake School District 2017-2018

- d. Enforce safety standards and regulations as provided by law and good common sense
 - e. Make a critical analysis of all hazards within the school system involving possible fire or accident
25. Follow establish district practices, policies and department Standard Operating Procedures (SOP).
26. Dresses appropriately for a school setting.
27. Performs other related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

WORKING CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

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

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

1. Build items, such as counter tops or temporary partitions, etc, to modify and/or adapt facilities to specific needs.
2. Inspect system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, doors, etc)) to identify potential repairs and provide an ongoing program of preventative maintenance.
3. Repair system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, doors, etc)) to maintain facilities in a safe, comfortable and operating condition.
4. Install system component parts, playground, classroom and office equipment and facility appurtenances (i.e. sidewalks, fences, doors, etc) to maintain facilities in a safe, comfortable and operational condition.
5. Transport materials, furnishings, equipment, supplies, waste materials, etc., when needed.
6. Maintain district vehicles and equipment.
7. Open the building for scheduled meetings and events, when required.
8. Set up rooms for conference, lectures and special events.
9. Paint walls, doors and ceilings.
10. Snow and ice removal of walkways and playground areas.
11. Perform custodial duties as requested and needed.
12. Grounds duties include:
 - a. Prepare, maintain and clean landscaping (ie lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc) for the purpose of preserving grounds in a healthy, attractive and safe condition.
 - b. Evaluate landscaped areas and equipment to identify needed repairs or replacement
 - c. Maintain grounds equipment
 - d. Identify and direct fertilizing and weed control needs
13. Maintain the safety for those who use the school facilities:
 - a. Prevent fire hazards
 - b. Dispose of faulty equipment
 - c. Prevent accidents from any discernible cause
 - d. Enforce safety standards and regulations as provided by law and good common sense
 - e. Make a critical analysis of all hazards within the school system involving possible fire or accident

14. Follow establish district practices, policies and department Standard Operating Procedures (SOP).

15. Dresses appropriately for a school setting.

16. Performs other related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

WORKING CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

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

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

Soap Lake ESP/Soap Lake School District 2017-2018

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

TERMS OF EMPLOYMENT

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

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

JOB SUMMARY:

The Head Cook prepares, cooks, and serves food for consumption in the district’s school cafeterias. Also supervises and coordinates the activities of food service workers engaged in preparing, cooking and serving food in school cafeterias.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

1. Estimate daily and/or weekly needs and order food supplies and equipment.
2. Supervise, schedule and coordinate activities of all food services workers who prepare, cook and serve food, clean premises, and wash dishware.
3. Keep daily record of food prepared and meals served
4. Participate in preparing and cooking meals.
5. Maintain accurate inventories
6. Receive all deliveries, checking all invoices.
7. Maintain high standards sanitation and safety.
8. Responsible for menu as set by requirements of the state.
9. Prepare and maintain accurate records as required by USDA and OSPI.
10. Attend food service training as necessary to acquire up-to-date knowledge of food service regulations and procedures.
11. Dresses appropriately for a school setting.
12. Other duties as assigned related to the efficient operation of the food services department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

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

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

- Schedule and hours per day will be determined by the Head Cook, building principal and District/student needs

- Initial assignments may be subject to change due to needs of students, enrollment of students and needs of the district
- Salary and benefits are granted per the Soap Lake Education Support Personnel Collective Bargaining Agreement

Title: Nurse
Immediate Supervisor: Superintendent
Evaluation Supervisor: Superintendent

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

The Nurse has the responsibility and authority to:

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Soap Lake ESP/Soap Lake School District 2017-2018

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

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

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

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of office practices, procedures and equipment.
2. Knowledge of general bookkeeping practices and procedures.
3. Skill in operating standard office equipment.
4. Ability to effectively use a variety of computer applications such as Word, Excel, Skyward, and others as specified.
5. Ability to develop and maintain office procedures and recordkeeping systems.
6. Ability to independently plan, organize and coordinate office activities, often in supervisor's absence.
7. Ability to perform calculations quickly and accurately and record and balance financial data.

Soap Lake ESP/Soap Lake School District 2017-2018

8. Ability to communicate effectively with district staff, students, parents and the general public using tact, courtesy and good judgment.
9. Ability to work independently with a high degree of accuracy and attention to detail to meet deadlines.
10. Ability to understand and execute verbal and written instruction, policies and procedures.
11. Ability to maintain confidentiality of sensitive information.
12. Good attendance and punctuality required.

MINIMUM QUALIFICATIONS:

Education and Experience

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

TERMS OF EMPLOYMENT

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

Title:	Para Educator
Immediate Supervisor:	Certified Teacher
Evaluation Supervisor:	Building Principal and/or Special Programs Director with input of immediate supervisor and/or classroom teachers

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to deal with staff, students and others in a warm and confident manner.
4. Ability to remain flexible to changes in assignments or situations.
5. Ability to follow and give instructions.

6. Ability to establish and maintain effective working relationships with staff, students and community.
7. Ability to work independently.
8. Ability to maintain accurate records.
9. Employee must be physically able to perform the following:
 - Lift up to 50 pounds occasionally
 - Lift up to 10 pounds on a regular basis
 - Have the physical dexterity to move quickly, bend, kneel and work on the floor
 - Be physically active

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

Title: SpEd Para Educator
Immediate Supervisor: Certified Teacher
Evaluation Supervisor: Building Principal and/or Special Programs Director with input of immediate supervisor and/or classroom teachers

JOB SUMMARY:

SpEd Para Educator is defined as a Para Educator whose assignment is 75% or more under the direction of the Special Education Teacher and/or Special Education Director and works directly with students with special needs.

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

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to deal with staff, students and others in a warm and confident manner.

Soap Lake ESP/Soap Lake School District 2017-2018

4. Ability to remain flexible to changes in assignments or situations.
5. Ability to follow and give instructions.
6. Ability to establish and maintain effective working relationships with staff, students and community.
7. Ability to work independently.
8. Ability to maintain accurate records.
9. Employee must be physically able to perform the following:
 - Lift up to 50 pounds occasionally
 - Lift up to 10 pounds on a regular basis
 - Have the physical dexterity to move quickly, bend, kneel and work on the floor
 - Be physically active

MINIMUM QUALIFICATIONS:

Education and Experience

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

Special Requirements/Licenses

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

TERMS OF EMPLOYMENT

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

APPENDIX I. LETTERS/MEMOS OF AGREEMENT

**Memorandum of Understanding (MOU)
between the
Soap Lake School District (“District”)
and the
Soap Lake Educational Support Personnel (“SL ESP”)**

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

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

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

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

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

For the Soap Lake Educational Support Personnel

For the Soap Lake School District

Date

Date

