

**COLLECTIVE BARGAINING AGREEMENT BETWEEN**

**NORTH MASON SCHOOL DISTRICT #403**

**AND**

**PUBLIC SCHOOL EMPLOYEES OF  
NORTH MASON #909**

**SEPTEMBER 1, 2019 - AUGUST 31, 2022**



**Public School Employees of Washington/ SEIU Local 1948**

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Letter of Agreement – Workday Options





1 **Section 3.2.**

2 Each employee shall have the right to bring matters of personal concern to the attention of appropriate  
3 Union representatives and/or appropriate officials of the District, through established administrative  
4 channels.

5  
6 **Section 3.3.**

7 Employees subject to this Agreement have the right to have Union representatives or other persons  
8 present at discussions between themselves and supervisors or other representatives of the District.

9  
10 **Section 3.3.1.**

11 Employees shall receive advanced notice to the extent reasonably possible, at the discretion of  
12 the immediate supervisor or District administrator, of investigatory interviews in which the  
13 employee is questioned regarding circumstances that could reasonably result in discipline.

14  
15 **Section 3.4.**

16 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,  
17 exclusive of compensation for services rendered, to appropriate officials of the Union.

18  
19 **Section 3.5.**

20 Neither the District, nor the Union, shall unlawfully discriminate against any employee subject to this  
21 Agreement on the basis of race, creed, religion, color, national origin, sex, marital status, disability,  
22 age, veteran or military status, sexual orientation, including gender expression or identity, the presence  
23 of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a  
24 person with a disability.

25  
26 **Section 3.6. Personnel Files.**

27 The District Human Resources Office shall maintain the official personnel file for each employee.  
28 This shall not prevent the District administrator from maintaining a working file, which shall be  
29 equally available to the employee. Each employee shall be provided with a copy of all derogatory or  
30 disciplinary material placed in his/her personnel file within five (5) days of insertion. An employee  
31 may attach comments to any such material that is part of the personnel file. The employee may inspect  
32 the personnel file with a representative of the District and, if the employee desires, the Union. The  
33 employee may make an inventory of the file and have it signed and dated by a representative of the  
34 District. Grievance and/or investigatory documents will not be placed in the official personnel file.  
35 Employees may be required to sign documents placed in their personnel file to signify receipt only,  
36 which will be indicated on such documents. Employees shall have the right to request in writing to the  
37 Human Resources Administrator that material be removed from their file after three (3) years from the  
38 document date. The Human Resources Administrator shall issue a written decision including an  
39 explanation as to the reasons for the determination, within thirty (30) calendar days of receipt of any  
40 such request.

41  
42 **Section 3.7. Annual Evaluations.**

43 Annual evaluations shall be presented to each employee no later than June 1st. A copy will be  
44 provided the employee. Employees may request a meeting to review the evaluation with the  
45 immediate supervisor or principal. Employees shall have the right to attach a written response to any  
46 evaluation which is placed in the employee's official personnel file. Employees, in signing the  
47 evaluation form, are indicating receipt only. The evaluation form(s) used shall be provided to the  
48 Union upon request. Evaluations shall not be used for disciplinary purposes. All performance

1 evaluations reflecting a “needs improvement: or does not meet minimum requirements rating in one or  
2 more categories shall state specific reasons for the rating.

3  
4 **Section 3.8. Safety and Health.**

5 An employee who is physically or verbally threatened by a person or group while carrying out the  
6 employee’s assigned duties shall immediately contact his/her immediate supervisor. The supervisor  
7 shall immediately investigate and if necessary notify the superintendent and, if necessary, the police.  
8 Immediate steps shall be taken, in cooperation with the employee, to provide for the employee’s safety.  
9

10  
11 **ARTICLE IV**

12 **RIGHTS OF THE UNION**

13  
14  
15  
16 **Section 4.1.**

17 The Union has the right and responsibility to represent the interests of all employees in the bargaining  
18 unit; to present their views to the District on matters of concern, either orally or in writing; and to enter  
19 collective negotiations with the object of reaching an agreement applicable to all employees within the  
20 bargaining unit.

21  
22 **Section 4.2.**

23 The Union shall promptly be notified by the District of any disciplinary actions of any employee in the  
24 bargaining unit in accordance with the provisions of Articles X and XIV. The Union is entitled to have  
25 an observer at hearings conducted by any District official or body arising out of grievance and to make  
26 known the Union’s views concerning the case.

27  
28 **Section 4.3.**

29 The names, addresses, work assignments, and salary information of employees in the respective units  
30 will be provided annually on approximately October 1st to the President of the Union, and updated  
31 with additions and/or deletions as changes in personnel occur.

32  
33 **Section 4.4.**

34 The Union reserves and retains the right to delegate any right or duty contained herein, within the  
35 scope of statute, to appropriate officials of the Public School Employees of Washington State  
36 Organization.

37  
38 **Section 4.5.**

39 Representatives of the Union, upon making their presence known to the District, shall have access to  
40 the District premises during business hours, provided, that no conferences or meetings between  
41 employees and Union representatives will in any way hamper or obstruct the normal flow of work.  
42

43 **Section 4.6. Bulletin Boards.**

44 The District shall provide a bulletin board space in each school for the use of the Union. The bulletins  
45 posted by the Union are the responsibility of the officials of the Union. Each bulletin shall be signed  
46 by the Union official responsible for its posting. Unsigned notices or bulletins may not be posted.  
47 There shall be no other distribution or posting by employees or the Union of pamphlets, advertising,  
48 political matters, notices of any kind, or literature on District property, other than herein provided.



1 be given reasonable notice of a shift change except that, in the case of emergencies, changes can be  
2 made at the discretion of the immediate supervisor.

3  
4 **Section 6.2.**

5 Employees shall be entitled to paid rest period(s) and an unpaid duty free uninterrupted lunch break  
6 according to the following daily schedule:

- 7  
8
- Work four (4) hours = one paid fifteen (15) minute break;
  - Work more than four (4) hours but less than eight (8) hours = allowed one unpaid duty free  
9 uninterrupted thirty (30) minute lunch period and one paid fifteen (15) minute break;
  - Work eight (8) hours = two paid fifteen (15) minute breaks and one unpaid duty free  
10 uninterrupted thirty (30) minute lunch period.
- 11  
12  
13

14 **Section 6.2.1.**

15 In the event a work-related interruption requires the presence of the employee during the  
16 scheduled rest period, the employee shall be entitled to schedule, with the supervisor's or  
17 designee's approval an alternative rest period.

18

19 **Section 6.3.**

20 Employees assigned the duties and responsibilities of a higher classification employee for more than  
21 two (2) consecutive days will be paid at the Step 1 rate of the higher classification or their previous  
22 rate of pay, whichever is greater.

23

24 **Section 6.3.1.**

25 Employees permanently hired in a higher classification will be paid the appropriate longevity  
26 step consistent with their years of service to the District pursuant to Section 15.2 of the  
27 Agreement.

28

29 **Section 6.3.2.**

30 Employees who apply and are awarded a position at a lower classification will be placed on the  
31 appropriate longevity step consistent with their years of service to the District pursuant to  
32 Section 15.2 of the Agreement.

33

34 **Section 6.4.**

35 Employees shall receive payment for all time worked with pre-approval by their supervisor.

36

37 **Section 6.5.**

38 It is agreed that upon mutual agreement between the District and the employee, shifts of any duration  
39 may be established.

40

41 **Section 6.6. Overtime.**

42 All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be  
43 compensated at one and one-half (1 ½) times the employee's base hourly rate. Compensatory time off  
44 in lieu of overtime pay is allowed upon agreement between the employee and the employee's  
45 supervisor. No employee may work overtime without the prior approval of the employee's supervisor.

46





1 **Section 7.1.1. Unworked Holidays.**

2 Eligible employees shall receive pay equal to their normal workshift at their base rate in effect  
3 at the time the holiday occurs. An employee who is on the active payroll on the holiday and  
4 has worked either his last scheduled shift preceding the holiday or his first scheduled shift  
5 succeeding the holiday, and is not on leave of absence, shall be eligible for pay for such  
6 unworked holiday. An exception to this requirement will occur if the employee can furnish  
7 proof satisfactory to the District that because of illness, or District approved paid leave, the  
8 employee was unable to work on either of such shifts, and the employee’s absence previous to  
9 such holiday by reason of such illness has not been longer than thirty (30) regular workdays.

10  
11 **Section 7.1.2. Worked Holidays.**

12 Employees who are required to work on the above-described holidays shall receive the pay due  
13 them for the holiday, plus two (2) times their base rate for all hours worked on such holidays,  
14 unless the employee starts his regular shift at 10:00 p.m. or thereafter on that date.

15  
16 **Section 7.1.3. Holidays During Vacation.**

17 Should a holiday occur while an employee is on vacation, the employee shall be allowed to  
18 take one (1) extra day of vacation with pay in lieu of the holiday as such.

19  
20 **Section 7.2.**

21 Each employee scheduled to work more the 228 days (including holidays) per year shall accrue ten  
22 (10) days paid vacation per year. Upon completion of the first year of service, vacation accrual will  
23 advance one day per year not to exceed a total maximum of twenty-two (22) days.

24  
25 **Section 7.2.1.**

26 It is mutually agreed that vacations shall be scheduled according to seniority and District  
27 employment needs.

28  
29 **Section 7.2.2.**

30 Any vacation credit currently due but unused by the new accrual date each year may be carried  
31 over for one (1) year following the accrual date with the approval of the immediate supervisor  
32 and administration. Employees may accrue beyond the limit by permission of the  
33 Superintendent, or Superintendent’s designee, provided no employee shall be denied accrued  
34 vacation benefits due to District employment needs. No more than thirty (30) days of vacation  
35 may be cashed out upon departure from the District. Vacation dates must be approved by the  
36 employee’s supervisor.

37  
38  
39  
40 **ARTICLE VIII**

41  
42 **LEAVES**

43  
44 **Section 8.1. Leaves for Illness, Injury or Emergency.**

45  
46 **Section 8.1.1.**

47 Each employee shall accumulate one (1) day of leave for illness, injury or emergency (sick  
48 leave) for each calendar month worked; provided, however, that no employee shall accumulate

1 less than ten (10) days of sick leave per school year. Sick leave will be prorated based on a  
2 new employee's hire date. An employee who works eleven (11) working days in any calendar  
3 month will be given credit for the full calendar month. Sick leave shall be vested when earned  
4 and may accumulate. The District shall project the number of annual days of sick leave at the  
5 beginning of the school year according to the estimated calendar months the employee is to  
6 work during that year. The employee shall be entitled to the projected number of days of sick  
7 leave at the beginning of the school year for absence caused by personal illness, injury,  
8 doctor/dental/optical appointments, poor health, maternity/paternity, or disability and other uses  
9 of sick leave provided by this Agreement as well as use of sick leave required by Federal and  
10 State law. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the  
11 employee's normal daily work shift; provided, however, that should an employee's normal  
12 daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick  
13 leave benefits will be paid in accordance with the employee's normal daily work shift at the  
14 time the sick leave is taken, and the accumulated benefits will be expended on an hourly rather  
15 than a daily basis.

16  
17 The District may request a doctor's verification of an employee's ability or inability to work at  
18 any time a pattern of conduct, that over a significant period, indicates the need for such medical  
19 assessment or a pattern of absenteeism (such as a pattern of repetitive Friday absences over a  
20 period of two months).

21  
22 If a specific medical professional is chosen by the District, the cost of such assessment shall be  
23 paid by the District. If the District requires an employee to be assessed by a specific medical  
24 professional chosen by the District; the employee will be paid for all hours worked portal to  
25 portal. The cost of such assessment shall be fully paid direct-bill by the District.

26  
27 **Section 8.1.2.**

28 Each employee covered by Industrial Insurance shall be allowed three (3) days of absence  
29 beyond the day of injury on full salary to be deducted from sick leave. Beginning with the  
30 fourth (4) day of absence resulting from injury on the job, the employee may be paid:

- 31  
32 1. Only the amount paid by Industrial Insurance;  
33 2. The amount paid by Industrial Insurance and the difference between the amount paid by  
34 Industrial Insurance and their regular daily pay deducted from sick leave; or  
35 3. May be paid their regularly scheduled hourly pay deducted from sick leave as well as  
36 the amount paid by Industrial Insurance.

37  
38 This provision shall in no way be in conflict with State Law.

39  
40 **Section 8.1.3.**

41 Employees who have accrued sick leave while employed by another public school district in  
42 the State of Washington shall be given credit for such accrued sick leave upon employment by  
43 the District.  
44  
45  
46  
47  
48

1 **Section 8.1.4. Emergency Leave.**

2 Emergency Leave may be granted by the Superintendent for “emergency” purposes when the  
3 following conditions exist:  
4

- 5 A. The problem must be suddenly precipitated, must be of such a nature that preplanning is  
6 not possible, or where preplanning cannot relieve the necessity for the employee’s  
7 absence.
- 8
- 9 B. The problem cannot be one of minor importance or of mere convenience, but must be  
10 serious.
- 11
- 12 C. Additional emergency leave may be granted by the Superintendent if an employee has  
13 already taken all other available leave. Conditions in section A and B above must exist  
14 to be considered.  
15

16 Emergency leave that is used shall be deducted from the employee’s sick leave. Prior to taking  
17 emergency leave, the employee shall notify, at the earliest possible time, their Supervisor and  
18 seek approval. The employee shall, upon return to work, complete and sign an absence report  
19 form within seven (7) days after the absence. The Superintendent or his/her designee must  
20 grant final approval of all emergency leave.  
21

22 **Section 8.1.5.**

23 The District will provide a sick leave cash-out program in accordance with RCW 28A.400.210  
24 as now or hereafter amended.  
25

26 **Section 8.1.6. Family Care Leave.**

27 The District shall allow an employee to use the employee’s accrued sick leave to care for  
28 his/her child with a health condition requiring treatment or supervision. Sick leave used to care  
29 for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health  
30 condition or an emergency condition in accordance with State or Federal law. For this section,  
31 the following definitions shall apply consistent with Washington State law.  
32

- 33 A. “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child  
34 of a person standing in loco parentis who is: (a) under eighteen years of age; or (b)  
35 eighteen years of age or older and incapable of self-care because of a mental or physical  
36 disability.
- 37
- 38 B. “Grandparent: means a parent of a parent of an employee.
- 39
- 40 C. “Parent” means a biological parent of an employee or an individual who stood in loco  
41 parentis to an employee when the employee was a child.
- 42
- 43 D. “Parent-in-law” means a parent of the spouse of an employee.
- 44
- 45 E. “Spouse” means a husband or wife as the case may be.  
46

47 **Section 8.1.7. Leave Sharing.**

48 Leave sharing shall be in accordance with District policy and procedure.

1 **Section 8.2. Bereavement Leave.**

2 Upon employee request, an employee may use up to five (5) days of leave per occurrence for a death in  
3 the employee’s immediate family or household. Such leave is without a loss of pay but is not  
4 accumulative. An employee’s immediate family includes the employee’s parent(s), sibling(s),  
5 grandparent(s), child(ren), spouse, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-  
6 law, daughter-in-law, and grandchild(ren).

7  
8 **Section 8.3. Maternity/Paternity/Adoption Leave.**

9  
10 **Section 8.3.1.**

11 Any employee desiring to exercise maternity/paternity/adoption leave shall submit such a  
12 request in writing to the Superintendent of Schools not later than one month prior to the  
13 beginning of such leave. The written request shall specify the following:

- 14
- 15 A. Anticipated probable date of expected birth;
- 16 B. Date on which such leave is to commence;
- 17 C. Date of which such leave is to terminate;
- 18 D. Statement regarding number of sick leave days to be applied to such leave.

19  
20 **Section 8.3.2.**

21 The following stipulations shall govern the granting of maternity/paternity/adoption leave:

- 22
- 23 A. Not more than ninety (90) working days shall be granted;
- 24 B. Extenuating circumstances may develop that must be verified by a physician’s written  
25 statement in which case leave may be extended;
- 26 C. When granted, leave shall be without pay and fringe benefits except for that portion  
27 covered by sick leave;
- 28 D. All employment rights shall be maintained during sick leave.

29  
30 **Section 8.4. Personal Leave.**

31 Upon employee request and express approval of the Superintendent or his/her designee, an employee  
32 may be granted two (2) days of paid personal leave per year. For employees who begin or terminate  
33 employment with the District mid-year, personal leave shall be prorated based upon position’s  
34 calendar. Unused personal leave may be carried over to the following year to a maximum of four (4)  
35 days. Personal leave may not be used the first five (5) days or last five (5) days of the school year.  
36 This leave, when granted, will be used in increments of no less than two (2) hours. Personal leave is  
37 not deducted from sick leave. An employee using personal leave shall request two (2) days in advance,  
38 in writing to the employer; provided, however, late requests will be considered on a case by case basis.

39  
40 **Section 8.5. Judicial Leave.**

41 In the event an employee is summoned and legally required to serve as a juror, or appear as a witness  
42 in Court, or is named as a co-defendant with the District, such employee shall receive a normal day’s  
43 pay for each day to a maximum of forty-five (45) days, of required presence in Court. In the event that  
44 an employee is a party in a Court action, such employee may request a leave of absence, in accordance  
45 with Section 8.6 below, provided that no employee shall be compensated for leave under this section if  
46 involved in litigation against the District. Judicial leave is not deducted from sick leave. Jury slip,  
47 subpoena or other verification of service appearance is required.

1 **Section 8.6. Leave of Absence.**

2  
3 **Section 8.6.1.**

4 Upon recommendation of the immediate supervisor and upon approval of the Superintendent,  
5 an employee may be granted an extended leave of absence for a period not to exceed one (1)  
6 year. A regular employee will not be granted a leave of absence to fill another position in the  
7 District or to accept employment outside of the District. For instances when the approved leave  
8 of absence spans the entire school year (September through August), the employee shall notify  
9 the District, in writing, of the employee's intention to return no later than May 1. For all other  
10 approved leaves of absence, the employee must notify the District, in writing, of the  
11 employee's intention to return no later than thirty (30) days prior to the end of the approved  
12 leave. Failure by the employee to give timely notification shall result in the employee  
13 relinquishing their position with the District. Application for a leave of absence shall be made  
14 using Exhibit 1.

15  
16 **Section 8.6.2.**

17 The returning employee will not necessarily be assigned to the identical position occupied  
18 before the leave of absence. The employee shall be reinstated to a position equivalent in duties  
19 and salary to that held at the time the request for leave of absence was approved, subject to  
20 Article IX of the Agreement. It shall be the responsibility of the District to inform leave  
21 replacement employees of these provisions. Reference: Section 9.11.1 speaks to seniority and  
22 recall rights of leave replacement positions assigned to regular employees. Substitutes and/or  
23 non-employee applicants hired as leave replacement employees shall be considered temporary  
24 employees as per Section 1.5.2.

25  
26 **Section 8.6.3.**

27 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while  
28 on leave of absence. However, vacation credits and sick leave shall not accrue while the  
29 employee is on leave of absence.

30  
31 **Section 8.7.**

32 The District will consider leave sharing on a case-by-case basis.

33  
34 **Section 8.8. Union Leave.**

35 The President of the Union and designated representatives shall be provided time off without loss of  
36 pay to a maximum of ten (10) days total per year to attend regional or state meetings. The Union shall  
37 bear the cost of substitutes. Union leave is not deducted from sick leave.

38  
39 **Section 8.9. Light Duty.**

40  
41 **Section 8.9.1. Injury Return Rights.**

42 Provided he/she is capable and a physician has released employee to return to normal work  
43 duties, an employee away from work for no more than eighteen (18) months due to an on-the-  
44 job injury shall be offered a position of comparable status, as long as no reduction-in-force is in  
45 effect and no less than twenty (20) calendar days notice of intention to return to work is given  
46 the District.

1 **Section 8.9.2. Light-Duty Positions.**

2 The District may create temporary light-duty positions to be offered to employees with open  
3 Labor & Industries claims receiving time-loss benefits on a case by case basis. The light duty  
4 positions will be paid at state minimum wage until a physician releases the employee to return  
5 to his/her regular position or the District determines that the light duty position is no longer  
6 necessary. An employee may not be assigned to a light duty position for longer than twelve  
7 (12) weeks, unless mutually agreed by the District and the Union. The District will submit  
8 such job descriptions to the Union for review. The filling of such positions shall be exempt  
9 from the posting and seniority provisions of this Agreement. Employees filling such positions  
10 shall maintain benefits, prorated for the number of hours (pursuant to Section 11.1 of the  
11 Agreement) worked in the light duty position, but shall not accrue seniority in any other  
12 classification or replace current bargaining unit employees.

13  
14 **Section 8.10.**

15 Under extraordinary circumstances, leave of less than thirty (30) days may be granted by the  
16 Superintendent.

17  
18  
19  
20 **ARTICLE IX**

21  
22 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

23  
24 **Section 9.1.**

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

28  
29 **Section 9.1.1.**

30 In cases of employees having the same hire date within the same general job classification, the  
31 employee(s) with the greater number of accumulated North Mason School District substitute  
32 hours, based on the DRS report, shall be designated as more senior than employee(s) with  
33 fewer accumulated substitute hours. Should the immediately preceding sentence fail to  
34 determine the seniority ranking the Superintendent or designee shall determine which  
35 employee(s) shall have priority ranking on the seniority list.

36  
37 **Section 9.2.**

38 Each new hire shall remain in a probationary status for a period of not more than one hundred and  
39 twenty (120) working days following the hire date. Prior to completion of the 120 working days, the  
40 District/Supervisor shall submit a formal evaluation. During this probationary period, the District may  
41 discharge such employee at its discretion.

42  
43 **Section 9.3.**

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

1 **Section 9.4.**

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

- 3
- 4 A. Resignation;
  - 5 B. Discharge for justifiable cause;
  - 6 C. Retirement; or
  - 7 D. Change in job classification within the bargaining unit, as hereinafter provided.
- 8

9 **Section 9.5.**

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

- 11
- 12 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
  - 13 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
  - 14 States; or
  - 15 C. Time spent on other authorized leaves.
- 16

17 **Section 9.6.**

18 Seniority rights shall be effective within the general job classification. As used in this Agreement,  
19 general job classifications are listed on Schedule A of the Agreement.

20

21 **Section 9.7.**

22 The employee with the earliest hire date shall have preferential rights regarding vacation periods, and  
23 special services (including overtime), promotions, assignment to new or open jobs or positions, and  
24 layoffs when ability and performance are substantially equal with junior employees. If the District  
25 determines that seniority rights should not govern because a junior employee or non-employee  
26 applicant possesses ability and performance substantially greater than a senior employee or senior  
27 employees, the District shall set forth in writing to the employee or employees and the organization's  
28 grievance committee chairman its reasons why the senior employee or employees have been bypassed.  
29 If there are no qualified and willing applicants available, involuntary transfers will go to the least  
30 senior employee. Employees will be given written rationale for any involuntary transfers and granted  
31 an informal meeting prior to any involuntary transfer.

32

33 **Section 9.7.1.**

34 Overtime hours will be awarded by building seniority within the classification. Overtime and  
35 all additional hours during non-school periods will be awarded by overall seniority in the  
36 classification, however, custodial and maintenance seniority for overtime pay will be  
37 determined within the building or assigned work area first, then resort to district-wide seniority.

38

39 Hours worked by custodians and food service due to the use of facilities for district sponsored  
40 events may be assigned to the senior employee as per this section, if applicable, that would not  
41 go into overtime status for such additional hours. District sponsored events shall be defined as  
42 those events in which the District controls the funding source.

43

44

45

46

47

48



1 **Section 9.7.2.**

2 When the District wishes to increase work time or fill a vacant position of two (2) hours or less,  
3 the District shall:

- 4
- 5 A. Inform employees in writing of the availability of such work time only within the  
6 building, and not District-wide, and offer such work time within the classification  
7 within the building in order of seniority, provided the senior employee is available for  
8 such work time; or
- 9
- 10 B. In the case of a paraeducator assigned to work primarily with a specific student for  
11 which the increased work time is assigned, the District may assign such work time to  
12 said paraeducator; or
- 13
- 14 C. Post work time in accordance with Section 9.9 of the Agreement. Additional work time  
15 of more than two (2) hours per day shall be posted in accordance with Section 9.9. No  
16 employee shall have the right to work regularly scheduled work time that would cause  
17 the employee to go into overtime status, unless approved by the District.

18

19 **Section 9.8.**

20 Employees who change general job classifications within the bargaining unit shall retain their seniority  
21 dates in the previous classification for a period of one (1) year, notwithstanding that they have acquired  
22 a new seniority date in the new classification, except as provided in Section 9.11.1.

23

24 **Section 9.9.**

25 The District shall publicize within the bargaining unit for seven (7) calendar days the availability of  
26 open positions as soon as possible after the District is apprised of the opening. Notification of the job  
27 title position and job number shall be sent to the President of the Union.

28

29 **Section 9.10.**

30 In the event of layoff, reduction of one (1) or more hour per day, for each day worked during any  
31 twelve (12) month period, or any reduction in hours of employment that reduces the District insurance  
32 contribution pursuant to Section 11.1.1. of the Agreement, the following procedure shall apply.

- 33
- 34 A. Layoffs will be in order of seniority date in a general job classification.
- 35
- 36 B. A seniority list for layoff purposes shall be drawn up for each general job classification  
37 according to the criteria below:
- 38
- 39 a. For employees who have worked in only one (1) classification, seniority shall be  
40 determined by District hire date.
- 41
- 42 b. Employees who have changed general job classifications and still retain seniority in their  
43 previous general job classification pursuant to Section 9.8 of the Agreement, or who are  
44 placed into a temporary LOA (leave of absence) position pursuant to Section 9.11.1 of the  
45 Agreement, shall be included on the seniority list for both classifications.
- 46
- 47 C. The District may not lay off a senior employee before a junior employee in any general job  
48 classification unless the junior employee performs a job for which no senior employee in the

1 general job classification is qualified to perform. Should this occur, the District must inform  
2 the Union President in writing, the name and position of the junior employee and the rationale  
3 for retaining him/her out of seniority order.  
4

5 D. No employee may displace (“bump”) another employee to increase his/her hourly rate of pay.  
6

7 E. In the event of layoff, regular employees so affected are to be placed on a re-employment list  
8 maintained by the District. Names shall remain on the re-employment list for twenty-four (24)  
9 months. The District shall not hire outside the bargaining unit as long as employee(s) remain  
10 on layoff as defined in this subsection; provided an employee on layoff status possesses the  
11 qualifications for the open position.  
12

13 F. The District will consult with PSE in the transfer of staff in the event of a re-assignment in the  
14 reduction in force.  
15

### 16 **Section 9.11.**

17 Employees on layoff status shall file their address and phone number(s) in writing or email with the  
18 District personnel office and shall thereafter promptly advise the District in writing of any change in  
19 address or phone number. All postings for open employee positions within the District will be posted  
20 on the District posting system. The District will notify displaced employees of any opening within the  
21 general job classification(s) in which the displaced employee accrued seniority prior to layoff via email  
22 and the current district posting system. All postings for open employee position within the District  
23 will be posted on the district website via the current posting system.  
24

#### 25 **Section 9.11.1.**

26 Regular employees placed by the District in a temporary LOA (leave of absence) position  
27 (hereinafter “leave replacement position”) shall retain their employment status in the regular  
28 position held preceding to the leave replacement position (hereinafter “regular position”).  
29 Regular employees hired to fill positions of employees on leave of absence will be hired for a  
30 specific period of time, during which they shall be subject to all provisions of this Agreement.  
31 If the leave replacement position is over one hundred and twenty (120) workdays in duration  
32 and in a different general job classification for seniority purposes than the regular position, the  
33 employee will establish a hire date (seniority) in the general job classification of the leave  
34 replacement position in addition to their regular position. At the end of the leave replacement  
35 position, the employee will be returned to the regular position, or a position equivalent  
36 (pay/hours per day) and in consideration of Article IX in event of layoffs. If a substitute as  
37 defined in Section 1.5.1., or a non-employee applicant is hired by the District to fill in for the  
38 regular position said substitute will be considered a temporary employee as defined in Section  
39 1.5.2.  
40

### 41 **Section 9.12.**

42 The District shall provide Notification of Reasonable Assurance of continuing employment with the  
43 school district for the following school year no later than June 15th or within 30 days of the close of  
44 the legislative session, whichever date comes later.  
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**ARTICLE X**

**DISCIPLINE AND DISCHARGE OF EMPLOYEES**

**Section 10.1.**

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner which will not embarrass the employee before other employees or the public, if possible.

**Section 10.2. Notification to Non-Annual Employees.**

This section is intended to be applicable to those employees whose duties necessarily imply less than twelve (12) months (excluding vacations) work per year.

**Section 10.2.1.**

Should the District decide to discharge any non-annual employee, the employee shall be so notified in writing prior to July 31 if possible.

**Section 10.2.2.**

Nothing contained herein shall be construed to prevent the District from discharging an employee for acts of misconduct occurring after the expiration of the school year.

**Section 10.2.3.**

Nothing contained in this section shall in any regard limit the operation of other sections of this Article.

**Section 10.3.**

Except in extraordinary cases, and as otherwise provided in this Article, the District will give employees two (2) weeks notice of intention to discharge.

**ARTICLE XI**

**INSURANCE AND RETIREMENT**

**Section 11.1.**

The District will pay the State-funded medical amount on an FTE basis per month for each employee enrolled in a District-approved group insurance plan. The District will contribute the State-funded amount per FTE per month for payment toward basic health insurance premium costs. Such unused funds shall be pooled within the bargaining unit to supplement medical premiums, which exceed the employee's District insurance contribution in compliance with state law. The District will assume \$36.36 per month per FTE of the HCA retiree subsidy cost. The District will assume one half (1/2) of the HCA retiree subsidy above \$36.36 per month per FTE for the duration of the contract.

**Section 11.1.1.**

In the event the District executes an agreement with another bargaining unit in the District that provides payment of a retiree subsidy in an amount that exceeds \$36.36 per month per FTE,

1 Section 11.1 shall be hereby modified to provide for such higher amount with an effective date  
2 consistent with the other bargaining unit.

3  
4 **Section 11.1.2.**

5 Full-time-equivalency (FTE) for insurance benefit computation shall be one thousand four  
6 hundred forty (1,440) hours.

7  
8 **Section 11.1.3.**

9 Sections 11.1, 11.1.1, 11.1.2.and 16.8 shall expire December 31, 2019. Beginning January 1,  
10 2020, the District shall provide basic and optional benefits through the School Employees  
11 Benefits Board (SEBB) under the rules and regulations adopted by the SEBB.

12  
13 **Section 11.2.**

14 The District shall provide tort liability coverage for all employees subject to this Agreement, as  
15 required by the statute.

16  
17 **Section 11.3.**

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

20  
21 **Section 11.4.**

22 In determining whether an employee subject to this Agreement is eligible for participation in the  
23 Washington State Public Employee's Retirement System, the District shall report all hours worked,  
24 whether straight time, overtime, or otherwise.

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26  
27  
28 **ARTICLE XII**

29  
30 **VOCATIONAL TRAINING**

31  
32 **Section 12.1.**

33 Employees attending training courses required by Federal or State regulation, or District policy as a  
34 condition of continued employment will be paid by the School District, upon supervisor approval, at  
35 their regular rate of pay for all time in attendance, plus any fee, tuition, or transportation costs.

36  
37 **Section 12.2.**

38 If any staff member wishes to attend any meeting involving District working time or if any District  
39 reimbursement is requested Procedure 6213P must be followed. The Superintendent has the  
40 prerogative to assign District-provided transportation rather than to approve mileage reimbursement  
41 for private vehicles. Staff members attending meetings may be expected to make a brief, concise oral  
42 report to the School Board. A written report may be requested.

43  
44 **Section 12.3.**

45 The District will provide training that it deems necessary.  
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**ARTICLE XIII**

**MAINTENANCE OF MEMBERSHIP**

**Section 13.1.**

The District will provide in writing to the Union President the name, job title and worksite of new hires within ten (10) business days of the employee’s start-date in any of the job titles set forth on Schedule A of this Agreement. Additionally, the District will provide in writing to the Union President the name, job title and worksite, if applicable, within ten (10) business days of the start-date of substitutes and/or temporary employees in any job title set forth on Schedule A of this Agreement.

**Section 13.2.**

The District shall deduct Union dues or voluntary political contributions (Section 13.4) from the pay of any employee who authorizes such deductions in writing pursuant to State law. The District shall transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a monthly basis. The District agrees to accept employee authorization of dues by voice-authorization, E-signature in accordance with “E-SIGN” and by paper form. The Union will provide a list of those members who have agreed to union membership via any of the above methods. The PSE Membership Department will be the custodian of the records related to dues authorization and agrees that, as the custodian of the records, it has the responsibility to ensure the accuracy and safe-keeping of those records.

Any employee who has accepted a Dues Deduction/Checkoff Authorization form, as provided herein, which includes a window period for revoking dues payments may stop making those payments by giving written notice to the Union during the period not less than thirty (30) and not more than forty-five (45) days before the annual anniversary date of the employee’s authorization or the date of termination of the applicable contract between the Employer and the Union, whichever occurs sooner. The District will refer employees that request to terminate union dues to the PSE Membership Department: P O Box 798, Auburn, WA 98071.

**Section 13.2.1. Monthly Report to the Union.**

At the beginning of the year the District shall submit a list to the Treasurer of the Public School Employees of Washington with hourly wage rate, hours worked, gross monthly compensation and amount of PSE dues. The remaining months of the year the District shall transmit electronically a monthly bargaining unit list (to accompany the monthly transmission of dues to PSE) to the Treasurer of Public School Employees of Washington with the name, and amount of PSE dues deducted for each bargaining unit employee.

**Section 13.3. Local Chapter Dues.**

The District shall deduct PSE local chapter dues separately from all PSE members and remit such funds to the local chapter treasurer once annually or within thirty (30) days of the dues being deducted from the employee’s pay warrant in the case of an employee hired after the annual deduction.

**Section 13.4.**

The District shall, upon receipt of a written authorization form that conforms to legal requirements, deduct from the pay of such bargaining unit employee the amount of contribution the employee voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a check separate from the Union dues transmittal check.

1 **Section 13.5. Hold Harmless.**

2 The Union will indemnify, defend and hold the District harmless against any claims, suits, orders  
3 and/or judgments against the District on account of any checkoff of Union dues or voluntary political  
4 contributions to the Committee on Political Empowerment (COPE).  
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8 **ARTICLE XIV**  
9  
10 **GRIEVANCE PROCEDURE**  
11

12 **Section 14.1.**

13 Grievances or complaints arising between the District and its employees within the bargaining units  
14 defined in Article I herein, with respect to matters dealing with the interpretation or application of the  
15 terms of this Agreement, shall be resolved in strict compliance with this Article. Business days, as  
16 stated herein, shall be defined as those days the District Administration Office is open to the public.  
17

18 **Section 14.2. Grievance Steps.**

19 The adjustment of grievances shall be accomplished as rapidly as is possible. To that end, the number  
20 of days within which each step is prescribed to be accomplished shall be considered as maximum and  
21 every effort shall be made to expedite the process. The time limits prescribed in this statement may be  
22 extended or reduced by mutual consent of the District and the grievant or Union representative.  
23

24 **Section 14.2.1. Level 1.**

25 **Immediate Supervisor – Step One Timeline**

- 26 a. The grievant and their Union representative, if requested, may orally present a  
27 grievance to the immediate supervisor. If the grievance is not settled orally, a written  
28 statement of grievance shall be presented to the immediate supervisor within twenty  
29 (20) business days after the occurrence of the grievance or within (20) business days  
30 from the time the grievance or the Union should have reasonably become aware of the  
31 events giving rise to the grievance, whichever is later.  
32  
33 b. The “Statement of Grievance” shall name the grievant(s) involved; the facts giving rise  
34 to the grievance; provision(s) of the Agreement alleged to be violated and the remedy  
35 (specific relief) requested.  
36  
37 c. The immediate supervisor shall answer the grievance in writing within ten (10)  
38 business days after receipt of the grievance.  
39

40 The answer shall include the reasons upon which his/her decision was based. He/she shall  
41 concurrently send a copy of the grievance, his/her decision, if any, and all supportive evidence  
42 to the grievant, Union President and Superintendent.  
43  
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1 **Section 14.2.2. Level 2.**

2 Superintendent – Step Two Appeal

- 3
- 4 a. If no satisfactory settlement is reached at Step One, the grievance may be appealed to
- 5 Step Two, Superintendent, or his/her designated representative, within ten (10) business
- 6 days of receipt of the decision in Step One.
- 7
- 8 b. The Superintendent or his/her designated representative shall arrange for a grievance
- 9 meeting with grievant(s) and/or his/her designated representative within ten (10)
- 10 business days of receipt of the Step Two appeal. The purpose of this meeting shall be to
- 11 affect a resolution of the grievance.
- 12
- 13 c. The Superintendent or his/her designated representative shall provide a written decision,
- 14 incorporating the reasons upon which the decision was based to the grievant(s), and/or
- 15 Union representative within ten (10) business days from the conclusion of the meeting.
- 16

17 **Section 14.2.3. Arbitration.**

18 If the grievance is not adjusted to the satisfaction of the grievant under Level 2, and the Union

19 determines the grievance to be valid, the Union shall request arbitration of the grievance. If the

20 Union does not request arbitration within fifteen (15) business days after receiving the

21 Superintendent’s decision in writing, the right to invoke arbitration shall be waived.

22

23 Within fifteen (15) business days after such written notice of submission to arbitration, the

24 District and the Union will attempt to agree upon a mutually acceptable arbitrator and to obtain

25 a commitment from such arbitrator to serve. If the parties are unable to agree upon an

26 arbitrator or to obtain such a commitment within the fifteen (15) day period, either party may

27 submit the matter to the American Arbitration Association for arbitration. The parties shall be

28 bound by the rules, regulations and the procedures of the American Arbitration Association.

29 During the arbitration proceedings, neither the District, the Union, nor the grievant, will be

30 permitted to assert any grounds not previously disclosed to the parties.

31

32 Unless otherwise agreed by the District and Union, the arbitrator shall conduct a hearing within

33 fifteen (15) business days of his/her appointment and will issue a decision not later than fifteen

34 (15) business days from the date of the close of the hearings, or, if oral hearings have been

35 waived, then from the date the final statements and proofs are submitted to him/her. The

36 arbitrator’s decision will be in writing and will set forth his findings of fact, reasoning, and

37 conclusions on the issues submitted. The arbitrator will be without power or authority to make

38 any decision which requires the commission of an act prohibited by law or which is in violation

39 of the terms of this Agreement. The decision of the arbitrator will be submitted to the District

40 and the Union and will be final and binding upon the parties.

41

42 The costs for the services of the arbitrator, including per diem expenses, if any, and travel and

43 subsistence expenses, and the cost of any hearing room will be borne equally by the District

44 and the Union. All other costs will be borne by the party incurring them.

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**ARTICLE XV**

**SALARIES AND EMPLOYEE COMPENSATION**

**Section 15.1.**

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

**Section 15.1.1.**

For the 2020-2021 and 2021-2022 school years all steps on Schedule A shall be increased by five percent (5%), inclusive of the inflationary adjustment, each year.

**Section 15.2.**

Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement; provided, the employee has been actively employed as a regular employee for at least fifty percent (50%) of the previous employment period. Step two (2) shall be awarded after completion of five (5) years of service; Step three (3) shall be awarded after completion of nine (9) years of service; Step four (4) shall be awarded after completion of fourteen (14) years of service and Step five (5) shall be awarded after completion of nineteen (19) years of service. Incremental steps shall be granted based on years of service to the District regardless of changes in classification.

**Section 15.2.1.**

It is the employee's responsibility to provide verification of similar occupational status from another Washington State School District to Human Resources within sixty (60) days of hire or no later than October 1<sup>st</sup> of any following school year for movement on Schedule A. The District shall inform new hires of their right to transfer longevity pursuant to RCW 28A.400.300.

**Section 15.2.2.**

Any PSE member with an AA degree or higher, or ninety (90) applicable college credits, will receive an additional fifty (\$0.50) per hour increase; provided that a copy of the official transcript is submitted to the Human Resources no later than October 1<sup>st</sup> of the school year to which the pay increase will take effect.

**Section 15.2.3.**

The certificates set forth on Schedule A must be directly related to the employee's current position as determined by Human Resources to be eligible for payment. Proof of a current certificate must be submitted to Human Resources by October 1<sup>st</sup> to receive the full amount for the school year. If the certificate is received after the beginning of the school year, the amount will be prorated from the date the certificate is received in Human Resources.

**Section 15.3.**

When an employee is reassigned within a job classification, there shall be no reduction in the employee's wage rate.

**Section 15.4.**

Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis in accordance with Section 12.2.



1 **Section 15.5.**

2 Any employee required to remain overnight on District business shall be reimbursed for room and  
3 board expenditures in accordance with Section 12.2.

4  
5 **Section 15.6.**

6 Employees shall be paid over twelve (12) months.  
7  
8  
9

10 **ARTICLE XVI**

11 **TERM AND SEPARABILITY OF PROVISIONS**

12  
13  
14 **Section 16.1.**

15 The term of this Agreement shall be September 1, 2019 to August 31, 2022.  
16

17 **Section 16.2.**

18 All provisions of this Agreement shall be applicable to the entire term of this Agreement  
19 notwithstanding its execution date, except as provided in the following section.  
20

21 **Section 16.3.**

22 This Agreement may be reopened and modified at any time during its term upon mutual consent of the  
23 parties in writing.  
24

25 **Section 16.4.**

26 If any provision of this Agreement or the application of any such provision is held invalid, the  
27 remainder of this Agreement shall not be affected thereby.  
28

29 **Section 16.5.**

30 Neither party shall be compelled to comply with any provision of this Agreement which conflicts with  
31 State or Federal statutes or regulations promulgated pursuant thereto.  
32

33 **Section 16.6.**

34 In the event either of the two (2) previous sections is determined to apply to any provision of this  
35 Agreement, such provision shall be renegotiated pursuant to Section 16.3.  
36

37 **Section 16.7.**

38 In the event of funding reductions owing to double levy failure, hours, wages, and working conditions  
39 contained in this Agreement will immediately be subject to negotiations at the request of either party.  
40

41 **Section 16.8.**

42 The District will provide permissive fringe benefits only for employees who work at least fifteen (15)  
43 hours per week and at least three (3) days per week.  
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1 **Section 16.9.**

2 There could be up to five (5) days per year that Food Service employees would not work if school  
3 lunches were not served at a school site and therefore a given employee’s services were not necessary.  
4 An additional three (3) days under these circumstances would be at the employee’s option to work as  
5 directed by the employee’s supervisor or to take as non-work days.

6  
7 **Section 16.10.**

8 In applying wage increases on the salary schedule, there will be no distinction made between BEA and  
9 non-BEA positions.

10  
11 **Section 16.11.**

12 The responsibility of payment of any costs related to security checks, background investigations,  
13 production of records, fingerprinting, medical examinations, inoculations, immunizations, and related  
14 matters required as a condition of continuing employment with the District shall be negotiated with the  
15 Union.

16  
17  
18 **ARTICLE XVII**  
19  
20 **SMOKING PROHIBITION**  
21  
22

23 **Section 17.1.**

24 According to Board Policy 4215 employees are prohibited from using tobacco products and delivery  
25 devices in District buildings, on District premises and in District vehicles.

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**SIGNATURE PAGE**

**PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU Local 1948**

**PUBLIC SCHOOL EMPLOYEES  
OF NORTH MASON #909**

**NORTH MASON SCHOOL DISTRICT  
#403**

**BY: \_\_\_\_\_  
Sandra Ruthruff, Chapter President**

**BY: \_\_\_\_\_  
Dana Rosenbach, Superintendent**

**DATE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

Schedule A  
North Mason School District #403  
September 1, 2019 – August 31, 2020

	Step 1 0-5 Years	Step 2 6-9 Years	Step 3 10-14 Yrs	Step 4 15-19 Yrs	Step 5 20+ Yrs	Step 6 25+ Yrs
<b>Position</b>						
<b>Secretarial-Clerical</b>						
Office Coordinator	\$20.63	\$21.73	\$23.25	\$23.71	\$24.08	\$24.58
High School Registrar	\$20.41	\$20.99	\$21.48	\$21.97	\$22.76	\$23.26
Secretary 1	\$19.80	\$20.37	\$20.86	\$21.33	\$21.73	\$22.23
Clerk-Typist	\$18.19	\$18.78	\$19.23	\$19.68	\$20.08	\$20.58
<b>Custodial-Maintenance</b>						
Maintenance	\$26.25	\$26.81	\$27.29	\$27.73	\$28.17	\$28.67
Maintenance/Grounds, Maintenance Support	\$21.99	\$24.01	\$24.53	\$25.07	\$25.52	\$26.02
Custodian Lead	\$21.24	\$21.69	\$22.13	\$22.51	\$22.88	\$23.38
Custodian	\$20.04	\$20.50	\$20.92	\$21.30	\$21.68	\$22.18
<b>Nutritional Services</b>						
Central Kitchen Head Cook, Lead Baker/Cook,	\$18.91	\$20.77	\$21.24	\$21.70	\$22.11	\$22.61
Head Cook/Baker/ /Cashier/Delivery	\$18.32	\$20.17	\$20.64	\$21.11	\$21.53	\$22.03
Food Service Helper	\$15.92	\$16.42	\$16.86	\$17.28	\$17.63	\$18.13
<b>Paraeducator</b>	\$19.31	\$19.89	\$20.35	\$20.82	\$21.23	\$21.73
<b>Library Technician</b>	\$19.31	\$19.89	\$20.35	\$20.82	\$21.23	\$21.73
<b>Paraeducator-ELL Interpreter</b>	\$19.65	\$20.23	\$20.70	\$21.19	\$21.58	\$22.08
<b>COTA/Certified SLP Aide</b>	\$22.72	\$23.72	\$24.22	\$24.76	\$25.21	\$25.71
<b>Activity Assistant</b>	\$16.98	\$17.51	\$17.94	\$18.38	\$18.76	\$19.26
<b>Interpreter - Deaf</b>	\$22.72	\$23.75	\$24.32	\$24.97	\$25.51	\$26.01
<b>Compliance Specialist</b>	\$22.26	\$22.97	\$23.49	\$23.99	\$24.42	\$24.92
<b>Technology Services</b>						
Technology Specialist	\$25.92	\$26.88	\$27.60	\$28.88	\$30.17	\$30.67
Technician	\$20.50	\$21.82	\$22.28	\$22.66	\$23.06	\$23.56
Student Data Coordinator	\$27.02	\$27.98	\$28.70	\$29.98	\$31.27	\$31.77
Window Systems Administrator	\$30.78	\$31.93	\$32.80	\$34.32	\$35.88	\$36.38
<b>Accounting</b>						
Accounts Payable Specialist	\$22.83	\$25.03	\$25.45	\$25.91	\$26.28	\$26.78
Grants Coordinator	\$21.73	\$23.38	\$24.35	\$24.81	\$25.73	\$26.23
Payroll & Benefits Technician	\$21.73	\$23.38	\$24.35	\$24.81	\$25.73	\$26.23
<b>Readiness to Learn Coordinator</b>	\$19.80	\$20.37	\$20.86	\$21.33	\$21.73	\$22.23

**CERTIFICATES**

Certificates must be directly related to the employee's current position as determined by Human Resources. Proof of current certificate must be submitted each year to Human Resources by October 1, to receive the full stipend for that school year. If the certificate is received after the beginning of the school year the stipend will be prorated from the date the certificate is received in Human Resources. Certificates must be issued by the following organizations.

Issued by NAEOP/WAEOP:

\$125 PSP  
\$125 CEOE

School Nutrition Association Certificate Program:

\$125 Level 1  
\$250 Level 2  
\$375 Level 3

Schedule A  
North Mason School District #403  
September 1, 2020 – August 31, 2021

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-5 Years	6-9 Years	10-14 Yrs	15-19 Yrs	20+ Yrs	25+ Yrs
<b>Position</b>						
<b>Secretarial-Clerical</b>						
Office Coordinator	\$21.66	\$22.81	\$24.42	\$24.89	\$25.28	\$25.78
High School Registrar	\$21.43	\$22.04	\$22.56	\$23.07	\$23.90	\$24.40
Secretary 1	\$20.79	\$21.39	\$21.90	\$22.40	\$22.81	\$23.31
Clerk-Typist	\$19.10	\$19.72	\$20.19	\$20.66	\$21.08	\$21.58
<b>Custodial-Maintenance</b>						
Maintenance	\$27.56	\$28.15	\$28.66	\$29.12	\$29.58	\$30.08
Maintenance/Grounds, Maintenance Support	\$23.09	\$25.21	\$25.76	\$26.32	\$26.80	\$27.30
Custodian Lead	\$22.30	\$22.78	\$23.24	\$23.63	\$24.02	\$24.52
Custodian	\$21.04	\$21.53	\$21.97	\$22.36	\$22.77	\$23.27
<b>Nutritional Services</b>						
Central Kitchen Head Cook, Lead Baker/Cook, Head Cook/Baker/ /Cashier/Delivery Food Service Helper	\$19.85	\$21.81	\$22.30	\$22.79	\$23.22	\$23.72
	\$19.23	\$21.18	\$21.67	\$22.16	\$22.60	\$23.10
	\$16.71	\$17.24	\$17.71	\$18.15	\$18.51	\$19.01
<b>Paraeducator</b>	\$20.27	\$20.88	\$21.37	\$21.86	\$22.29	\$22.79
<b>Library Technician</b>	\$20.27	\$20.88	\$21.37	\$21.86	\$22.29	\$22.79
<b>Paraeducator-ELL Interpreter</b>	\$20.63	\$21.24	\$21.74	\$22.25	\$22.66	\$23.16
<b>COTA/Certified SLP Aide</b>	\$23.85	\$24.90	\$25.43	\$26.00	\$26.47	\$26.97
<b>Activity Assistant</b>	\$17.83	\$18.39	\$18.84	\$19.30	\$19.69	\$20.19
<b>Interpreter - Deaf</b>	\$23.85	\$24.94	\$25.54	\$26.22	\$26.78	\$27.28
<b>Compliance Specialist</b>	\$23.38	\$24.12	\$24.66	\$25.19	\$25.64	\$26.14
<b>Technology Services</b>						
Technology Specialist	\$27.21	\$28.23	\$28.98	\$30.32	\$31.68	\$32.18
Technician	\$21.53	\$22.92	\$23.39	\$23.79	\$24.21	\$24.71
Student Data Coordinator	\$28.37	\$29.38	\$30.13	\$31.47	\$32.83	\$33.33
Window Systems Administrator	\$32.32	\$33.53	\$34.44	\$36.04	\$37.68	\$38.18
<b>Accounting</b>						
Accounts Payable Specialist	\$23.97	\$26.28	\$26.73	\$27.20	\$27.59	\$28.09
Grants Coordinator	\$22.81	\$24.54	\$25.57	\$26.05	\$27.02	\$27.52
Payroll & Benefits Technician	\$22.81	\$24.54	\$25.57	\$26.05	\$27.02	\$27.52
<b>Readiness to Learn Coordinator</b>	\$20.79	\$21.39	\$21.90	\$22.40	\$22.81	\$23.31

**CERTIFICATES**

Certificates must be directly related to the employee's current position as determined by Human Resources. Proof of current certificate must be submitted each year to Human Resources by October 1, to receive the full stipend for that school year. If the certificate is received after the beginning of the school year the stipend will be prorated from the date the certificate is received in Human Resources. Certificates must be issued by the following organizations.

Issued by NAEOP/WAEOP:

\$125 PSP  
\$125 CEOE

School Nutrition Association Certificate Program:

\$125 Level 1  
\$250 Level 2  
\$375 Level 3

Schedule A  
North Mason School District #403  
September 1, 2021 – August 31, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-5 Years	6-9 Years	10-14 Yrs	15-19 Yrs	20+ Yrs	25+ Yrs
<b>Position</b>						
<b>Secretarial-Clerical</b>						
Office Coordinator	\$22.74	\$23.95	\$25.64	\$26.13	\$26.55	\$27.05
High School Registrar	\$22.50	\$23.14	\$23.69	\$24.22	\$25.09	\$25.59
Secretary 1	\$21.83	\$22.46	\$22.99	\$23.52	\$23.95	\$24.45
Clerk-Typist	\$20.06	\$20.70	\$21.20	\$21.70	\$22.13	\$22.63
<b>Custodial-Maintenance</b>						
Maintenance	\$28.94	\$29.55	\$30.09	\$30.57	\$31.06	\$31.56
Maintenance/Grounds, Maintenance Support	\$24.24	\$26.47	\$27.04	\$27.64	\$28.14	\$28.64
Custodian Lead	\$23.42	\$23.92	\$24.40	\$24.81	\$25.23	\$25.73
Custodian	\$22.10	\$22.61	\$23.07	\$23.48	\$23.90	\$24.40
<b>Nutritional Services</b>						
Central Kitchen Head Cook, Lead Baker/Cook, Head Cook/Baker/ /Cashier/Delivery Food Service Helper	\$20.85	\$22.90	\$23.42	\$23.93	\$24.38	\$24.88
	\$20.19	\$22.24	\$22.75	\$23.27	\$23.73	\$24.23
	\$17.55	\$18.11	\$18.59	\$19.05	\$19.44	\$19.94
<b>Paraeducator</b>	\$21.28	\$21.93	\$22.44	\$22.96	\$23.41	\$23.91
<b>Library Technician</b>	\$21.28	\$21.93	\$22.44	\$22.96	\$23.41	\$23.91
<b>Paraeducator-ELL Interpreter</b>	\$21.66	\$22.30	\$22.82	\$23.36	\$23.79	\$24.29
<b>COTA/Certified SLP Aide</b>	\$25.04	\$26.15	\$26.70	\$27.30	\$27.80	\$28.30
<b>Activity Assistant</b>	\$18.72	\$19.31	\$19.78	\$20.27	\$20.68	\$21.18
<b>Interpreter - Deaf</b>	\$25.04	\$26.18	\$26.81	\$27.53	\$28.12	\$28.62
<b>Compliance Specialist</b>	\$24.55	\$25.32	\$25.89	\$26.45	\$26.92	\$27.42
<b>Technology Services</b>						
Technology Specialist	\$28.57	\$29.64	\$30.43	\$31.83	\$33.27	\$33.77
Technician	\$22.61	\$24.06	\$24.56	\$24.98	\$25.42	\$25.92
Student Data Coordinator	\$29.79	\$30.85	\$31.64	\$33.05	\$34.47	\$34.97
Window Systems Administrator	\$33.93	\$35.21	\$36.16	\$37.84	\$39.56	\$40.06
<b>Accounting</b>						
Accounts Payable Specialist	\$25.16	\$27.59	\$28.06	\$28.56	\$28.97	\$29.47
Grants Coordinator	\$23.95	\$25.77	\$26.85	\$27.35	\$28.37	\$28.87
Payroll & Benefits Technician	\$23.95	\$25.77	\$26.85	\$27.35	\$28.37	\$28.87
<b>Readiness to Learn Coordinator</b>	\$21.83	\$24.46	\$22.99	\$23.52	\$23.95	\$24.45

**CERTIFICATES**

Certificates must be directly related to the employee's current position as determined by Human Resources. Proof of current certificate must be submitted each year to Human Resources by October 1, to receive the full stipend for that school year. If the certificate is received after the beginning of the school year the stipend will be prorated from the date the certificate is received in Human Resources. Certificates must be issued by the following organizations.

Issued by NAEOP/WAEOP:

\$125 PSP  
\$125 CEOE

School Nutrition Association Certificate Program:

\$125 Level 1  
\$250 Level 2  
\$375 Level 3

EXHIBIT 1

PUBLIC SCHOOL EMPLOYEES OF NORTH MASON  
EXTENDED LEAVE OF ABSENCE REQUEST

Employee Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Requested Leave - from: \_\_\_\_\_ to: \_\_\_\_\_

Reason leave is requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Per the Collective Bargaining Agreement between North Mason School District and Public School Employees of North Mason School District, Section 8.6.1 an employee may be granted an extended leave of absence for a period not to exceed one (1) year. A regular employee will not be granted a leave of absence to fill another position in the District or to accept employment outside of the District.

If the leave is granted for a full school year the employee must give notice to the District of their intent to return for the following school year no later than May 1st. If leave is granted for a period of time other than a school year (i.e. November through October) the employee must give the District a thirty (30) day notice of their intent to return. If timely notice is not timely given, the employee shall be deemed to have relinquished reemployment rights.

Approval of Immediate Supervisor: \_\_\_\_\_

Approval of Superintendent: \_\_\_\_\_

On Personnel Report to the Board: \_\_\_\_\_



**LETTER OF AGREEMENT**

LETTER OF AGREEMENT THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, NORTH MASON PSE AND THE NORTH MASON SCHOOL DISTRICT #403. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVI, SECTION 16.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

- 1. The District will provide an optional additional workday for all non-260-day PSE employees paid at per diem, submitted on a time sheet. The specific date(s) of this additional workday will be at the discretion of the principal/supervisor based on building/program/district need. Every effort will be made in the scheduling of this date(s) to ensure everyone has the opportunity to take advantage of this additional optional workday.

This Letter of Agreement shall be effective September 1, 2019, shall remain in effect until August 31, 2022, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU Local 1948

NORTH MASON CHAPTER #909

NORTH MASON SCHOOL DISTRICT #403

BY: \_\_\_\_\_  
Sandra Ruthruff, Chapter President

BY: \_\_\_\_\_  
Dana Rosenbach, Superintendent

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

