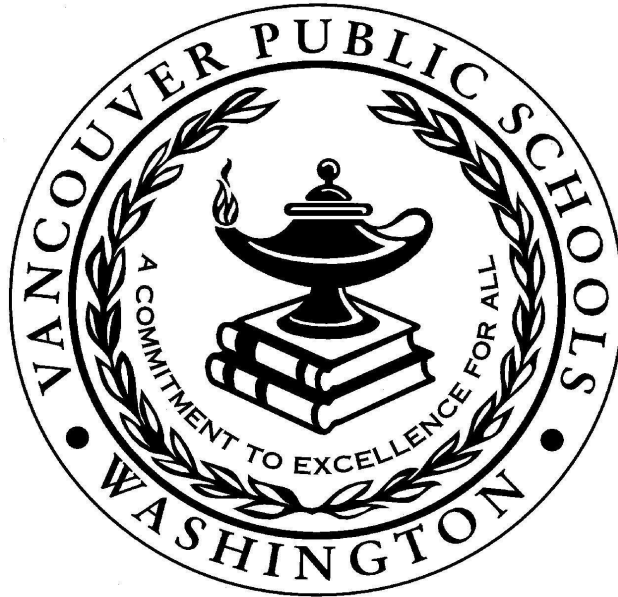


**COLLECTIVE BARGAINING  
AGREEMENT**



**BETWEEN**

**SERVICE EMPLOYEES'  
INTERNATIONAL UNION (SEIU),  
LOCAL 925**

**AND**

**VANCOUVER SCHOOL DISTRICT #37**

**2025 - 2029**

COLLECTIVE BARGAINING AGREEMENT  
BETWEEN  
VANCOUVER SCHOOL DISTRICT #37

AND

SERVICE EMPLOYEE'S INTERNATIONAL UNION, LOCAL 925

**PREAMBLE**

This agreement is made and entered into by and between the Board of Directors of Vancouver School District #37, County of Clark, Vancouver, Washington, and the Service Employee's International Union, Local 925.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives this 1st day of September 2025.

All provisions of this Agreement will be in full force and effect from September 1, 2025 to, and including August 31, 2029.

WITNESSETH:

**Vancouver School District #37  
Union Local 925**

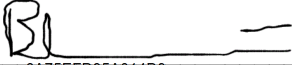
Signed by:



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**Kathy Decker**  
President of the Board of Directors

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**Brett Blechschmidt**  
Interim Superintendent

Signed by:



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**Jeff Fish**  
Executive Director of Human Resources

**Service Employees' International**

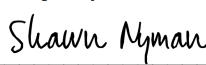
Signed by:



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**Jennifer Sailer**  
Chapter President

Signed by:



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**Shawn Nyman**  
SEIU Local 925 Representative

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## **ARTICLE I: RIGHTS AND OBLIGATIONS OF THE EMPLOYER**

### **Article I, Section 1 - Bargaining Agency**

The District agrees to recognize the Union as the sole collective bargaining agency for Union employees in the classifications herein mentioned and will deal with its representatives with respect to wages, hours, working conditions, and all other pertinent matters.

### **Article I, Section 2 - Bargaining**

It is understood that the Union will set up its ordinary shop machinery for collective bargaining. The total number of members on the Union team will be at the union's discretion. The District will bill for the full cost of time loss and split the substitute cost with the Union, for up to five (5) SEIU members. This will be for the Union bargaining team during CBA bargaining sessions for full bargaining, and contract openers.

### **Article I, Sections 3 - Administration and Interpretation of Agreement**

Upon request by either party, the Union's designated representative(s) and the District's designated representative(s) shall meet to discuss issues relating to interpretation of compliance with this Collective Bargaining Agreement. When a request is made, the meeting shall be held within a reasonable time.

### **Article I, Section 4 - Definition of Days**

Reference to "days" in this Article means working days, which shall count as Monday through Friday, five (5) days per week, exclusive of holidays.

### **Article I, Section 5 - Maintenance of Agreement**

Except as specifically negotiated, nothing in this Agreement shall lower any present working conditions, wages, or any other privileges enjoyed by employees covered herein.

### **Article I, Section 6 - Union Representation**

It is agreed that whenever any employee not mentioned in the classifications herein, but coming under the jurisdiction of Service Employees' International Union, Local 925, elect that the Union represent them, that within five (5) days' notice being given, hours, wages, and working conditions will be negotiated for such classifications for such employees. The wages, hours, and working conditions agreed to shall become a part of this Agreement by attaching such wages, hours, and working conditions as a supplement to the Agreement.

### **Article I, Section 7 - Payroll Deduction**

The Union will forward to the payroll department, in a timely manner, a list of all employees with legal names who have individually authorized or rescinded their membership in the union and related payroll deductions. The list will include those employees whose dues authorization still applies after returning from leave.

Upon timely receipt of the list, for monthly payroll processing, the District will deduct from the employee's wages and remit monthly to the Union; union membership; dues and other

union related deductions of all member employees. Each month, the District shall provide the Union an Excel or other electronic format list with the first name, last name, employee id, dues deduction amount, authorized COPE deduction amount, gross pay for the previous month, and hours worked or paid in the previous month.

The Union will indemnify, defend, and hold the District harmless against any claims made and against any suit instituted against the District on account of any payroll deductions for the Union under Article I, Section 7-9. The Union further agrees to refund to the employee and/or the District any amounts paid to it in error.

### **Article I, Section 8 - Political Deductions**

The District hereby agrees to honor signed payroll deduction authorization for political purposes from its employees who are Union members when timely submitted for payroll processing by the union. The authorization must be made by the individual employee. Such authorized deductions will be included along with normal monthly union dues that are deducted and submitted to the Union.

### **Article I, Section 9 - Union Membership**

#### **Union Orientation**

##### **Notification and Union Orientation:**

The District shall notify SEIU 925 and the 925 Chapter President of all new hires at least five (5) business days prior to the new hire's orientation, training days, or start date, whichever comes first, including names, home mailing address, job title, phone number, work email, work location, and hire date. The Union designee will have thirty (30) minutes to meet with the new employee within ninety (90) work days of employment during the new employee's regular work hours at the employee's regular worksite, District paid in-services or training days, or at another time mutually agreed to by the employer and the exclusive bargaining representative.

Prior to the beginning of the school year, Union leaders and/or representatives shall schedule a SEIU meeting (outside of the work day), for the purpose of orientating and updating members on relevant issues prior to the start of school.

##### **Union Membership:**

The District shall remain neutral on the issue of union membership and respect all employee's decision to join and maintain membership in SEIU 925.

#### **Membership Rescission**

##### **Union Membership Rescission:**

Union members requesting to rescind membership and membership rights in the Union shall make such request in writing to SEIU 925, following the SEIU 925 membership procedures. Providing such procedures have been met, SEIU 925 shall promptly inform the District's payroll department of such employee's non-member status consistent with Article I, section 7.

##### **Agency Fee Restoration Contingency:**

In the event there is a change in law that allows for the withholding of dues or an equivalent

fee as a condition of employment, the Union and District agree to restore the union security and dues deduction provisions of the 2015- 2019 CBA.

All work to be performed in the jurisdiction of this Union Local shall be performed by bargaining unit members, except emergencies or other conditions agreed to by the Union and the District. Emergency shall be defined as a situation that has been suddenly precipitated.

#### **Union Notification**

The District will notify the Union monthly of all new hiring, layoffs, status changes (including resignation; sub to regular status or regular to sub status; approved leaves), and terminations of employees subject to this Agreement, together with the reason for any terminations and date of the terminations.

#### **District Directory**

The District will provide an electronic version of the monthly report on SEIU bargaining unit members that is currently provided by payroll in hard copy format. In addition, the District will provide the union with the District directory twice each year in an electronic format. The directory will include employee names, work site location and department, position, home address, primary personal phone number, and home and district email. All information shall be sent to L925@seiu925.org.

### **Article I, Section 10 - Intent to Terminate**

#### **Employee Responsibility**

Employees will give the District written notice of intent to terminate employment at least two (2) weeks in advance of leaving.

#### **District Responsibility**

Any employee whose employment is terminated during his/her normal work year after six (6) months of continuous service, except an employee discharged for just cause, shall be given ten (10) days' notice with pay. Upon termination, each employee shall be entitled to regular pay for each full day of unused vacation entitlement in accordance with the Article titled "Vacations" (Article VIII, Section 1) and in accordance with state law.

### **Article I, Section 11 - Laws and Regulations**

#### **Non-Discrimination**

The provisions of this Agreement shall be applied without regard to race, creed, color, religion, national origin, sex, sexual orientation, including gender expression or identity, marital status, families with children, honorably discharged veteran or military status, political activity or the presence of any sensory, mental, or physical disability, or use of a trained dog guide or service animal by a disabled person except as required in accordance with this Agreement or as otherwise provided by law. It is the expressed intent of the Union in executing the Agreement to recognize that the School Board and its designees shall retain sole control of direction over the District's compliance with such laws, regulations, and District Affirmative Action Policy.

### **Article I, Section 12 - Personnel File**

#### **Inspection**

Employees or former employees shall, upon request, have the right to inspect all contents of their complete personnel file kept within the District. Upon request, a copy at District expense, of any document contained therein shall be afforded the employee.

### **Documents**

No evaluation, correspondence, or other material making derogatory reference to the employee's character or manner shall be kept or placed in the personnel file without first notifying the employee and providing an opportunity to attach his/her own comments. Such written response shall become a part of the employee's written personnel records.

Positive material will not be removed from an employee's personnel file without the employee's prior approval.

## **Article I, Section 13 - Evaluation and Appeal**

Performance evaluations for SEIU employees will be conducted under the authority of district supervisors. Supervisors may designate SEIU staff (e.g. kitchen managers, crew leads) to give input into the evaluation process. The supervisor will review and sign the evaluation, which will serve as the official District record.

The following procedure shall be used to assist the performance evaluation of the employee:

### **Annual**

Each employee shall be evaluated once each year. If an employee's performance is considered less than satisfactory anytime during the school year, he/she will be evaluated at that time.

### **Probation**

In the event any employee is placed on performance probation, the District will notify the affected employee in writing. The District will provide the employee with a specific plan of assistance to help the employee overcome the deficiencies. The employee will be given a minimum of thirty (30) days to correct the deficiencies.

### **Timeframe**

The annual evaluation shall take place by June 30 and shall be in writing. The evaluation end-date for building assigned employees will be adjusted to coincide with the end of the school year.

### **Content(s)**

Each evaluation will concern an employee's work performance, focusing on areas of improvement and strengths, with specific suggestions where appropriate.

### **Copy to Employee**

A copy of the written evaluation will be placed in the employee's personnel file and a copy will be given to the employee.

FMLA, WA family leave, and sick days with a medical release that does not violate District policy, shall not be included as an issue in an employee's annual evaluation.

### **Evaluation Appeal - Step I**

Within fourteen (14) calendar days of receipt of an evaluation, the employee, either directly

or with the assistance of the Union, will commit such appeal to writing, sign it, and present it to the district supervisor. The written statement should include the nature of the appeal, the alleged discrepancies in the evaluation, and the recommended corrections to the evaluation.

### **Appeal Limits**

Within fourteen (14) calendar days, after receipt of the written appeal, the district supervisor shall communicate their written response to the employee.

### **Evaluation Appeal - Step II**

If the employee is not satisfied with the resolution of Step I, they may within fourteen (14) calendar days after receipt of the written response, submit their appeal to the superintendent and/or designee.

The superintendent and/or designee shall meet with the employee within fourteen (14) calendar days after receipt of the appeal. A written decision shall be rendered within thirty (30) calendar days of such meeting.

The grievance procedure can be utilized to binding arbitration to resolve a dispute that pertains to proper adherence to timelines and procedures followed in the process of evaluating an employee or any action that results in disciplinary action.

A dispute pertaining to a recommendation or observation by a district evaluator contained in the evaluation instrument that does not lead to disciplinary action will be limited to Step II.

## **Article I, Section 14 - Discipline**

### **Notification**

No employee shall be disciplined or adversely affected without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Union in writing.

### **Right to Representation**

An employee will be advised of their right to union representation. An employee will be allowed to have a union representative or shop steward of their choosing at any meeting that they reasonably believe could lead to discipline. If a meeting, not originally concerning discipline, becomes one that could possibly lead to discipline, the meeting will be stopped to allow for the employee to have a union representative or shop steward of their choosing present. The conference will be scheduled with no less than two (2) days' prior notice.

### **Member Rights**

An employee will be advised by a supervisor of their right to representation at a meeting scheduled for disciplinary purposes. An employee will be allowed to have a union representative or steward of their choosing at an investigatory meeting. Disciplinary or investigatory meetings will be scheduled with no less than two (2) days' prior notice.

### **Progressive Discipline**

Discipline procedures are intended to be constructive procedures to avoid the necessity of dismissal. The District and SEIU agree that the general principles of "progressive discipline"

will be applied in correcting employee behavior.

The District agrees to follow the policy of progressive discipline and any disciplinary action taken against an employee shall be appropriate to the behavior that precipitates said action. The typical sequence of the discipline progression is (1) written warning, (2) letter of reprimand, (3) suspension (i.e. administrative leave with or without pay), and (4) dismissal. The District has the discretion to bypass steps in progressive discipline because of the severity of the conduct.

| <b>Step</b>                             | <b>Location</b> |
|---|-----------------|
| <b>Written Warning</b>                  | Personnel File  |
| <b>Letter of Reprimand</b>              | Personnel File  |
| <b>Suspension (With or Without Pay)</b> | Personnel File  |
| <b>Dismissal</b>                        | Personnel File  |

**Letter of Expectation**

An employee’s immediate supervisor or other appropriate administrator may elect to issue a Letter of Expectation in order to counsel an employee in matters that do not rise to the level of discipline. A Letter of Expectation is not a finding of misconduct; it is solely for the benefit of the employee and is exclusively advisory- not disciplinary- in nature. Such documentation shall be maintained in the building file for the employee.

**Paid Administrative Leave**

In unusual situations where it is necessary to protect the interests of the employee, their colleagues, and/or students, or the District, an employee may be placed on paid administrative leave pending the outcome of an investigation. Placement on paid administrative leave is neither disciplinary action nor evidence of misconduct. When an employee is placed on paid administrative leave, the District will make every effort to conclude its investigation in a timely manner and to return the employee to their duties.

**Vehicle Operation**

Avoidable Accidents, Traffic Violations, and Damage: The progressive discipline policy also applies to employees who operate District vehicles.

**Complaints**

Any complaint made against an employee by any parent, student, or other person will be promptly called to the attention of the employee, as long as it is in accordance with the law.

**Derogatory Material**

Any derogatory material not shown to an employee within fifteen (15) days after receipt or composition shall not be allowed as evidence in any grievance or in any disciplinary action against such employee.

### **Removal Request**

After six (6) months, the employee may petition by a written request to the superintendent and/or designee that such material be removed. The final decision rests with the District.

## **Article I, Section 15 - Employee Protection**

### **Insurance Protection**

The Board shall provide all employees with insurance protection covering those employee(s) engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof. Such insurance protection must include liability insurance covering injury to persons and property, and insurance protecting those employees from loss or damage of their personal property incurred while engaged in any supervisory capacity as designated by the Board or its representatives.

### **Safe and Healthy Environment**

It is the District's Policy to make every reasonable effort to provide a safe and healthy environment for students and employees. Union employees shall not be required to work under conditions known to be unsafe, hazardous, or to perform tasks that endanger their health, safety, or well-being. The District shall call upon other agencies such as police, the courts, and social agencies to help preserve the health and safety of all persons involved in a school situation.

### **First Aid Certification**

The notice will include the time and location of the training and a list of known drivers that are within twelve months of the expiration date of their first aid training. This notification is supplementary to the driver's responsibility and failure to list a driver's name will not serve as a basis for deviating from this agreement. Drivers who do not attend District-sponsored training are responsible for obtaining the required training on their own time and at their own expense. The District is not liable for reimbursement of such cost or payment of wages for training obtained outside the District, nor is the District responsible for any cost or lost wages caused by a Driver's failure to have a current CDL and first aid card. The District, at its discretion, may grant exceptions to the limitations of this paragraph in significant, emergency situations.

When exceptions are granted, the driver will be entitled to reimbursement of training course cost and be entitled to compensation. The exercise of such discretion is not subject to grievance review.

### **Use of Force**

An employee is authorized to use force, to the extent allowed by law and district policy, but no more than shall be necessary, upon a person on or around school premises whenever such employee is about to be injured, or to prevent malicious trespass or other malicious interference with that real or personal property which lawfully is in his/her possession, the possession of another employee or a student, or upon school premises. The District shall

support and assist employees with respect to maintenance of control and discipline of students in the employee's assigned work area. The District or its designated representative shall take reasonable steps to assume the legal responsibilities with respect to students who are disruptive or repeatedly violate rules and regulations

## **Article I, Section 16 - Personal Property Damage and Loss**

### **Reimbursement**

The District or its insurer(s) will reimburse employees whose personal property, including clothing and automobile, is lost or damaged as a result of theft or vandalism while being used for District business (mechanics tools are covered separately under Article X). The District shall establish rules and regulations outlining the procedures and documentation needed for payment of a reimbursement claim. Those rules shall be governed by the following provisions.

### **Use of Personal Property**

The use of an employee's personal property for District purposes must have the prior written approval of the employee's supervisor.

### **Theft**

Loss or theft of cash is not covered.

### **Vandalism**

Theft or vandalism of approved personal property must have occurred while the employee was performing assigned duties and/or responsibilities.

### **Reporting Loss**

The employee must report the theft or vandalism to the appropriate law enforcement agency within forty-eight (48) hours of knowledge of the incident, and a copy of said report must be provided to the employee's supervisor.

### **Proof of Loss**

The employee must complete a Proof of Loss and Claim Reimbursement form and attach any receipts or cost estimates that explain the amount of theft or vandalism. The claim for reimbursement must be made to the employee's supervisor within ten (10) days of the theft or vandalism, or the claim is deemed waived by the employee.

### **Recovery**

The employee must exhaust his/her own insurance recovery possibilities before being eligible for reimbursement from the District. Upon District approval of an employee's claim, the employee may be reimbursed up to five hundred dollars (\$500) or the employee's insurance deductible, not to exceed five hundred dollars (\$500).

### **Reimbursement**

Reimbursement claims shall be filed for amounts not less than ten dollars (\$10) but not more than five hundred dollars (\$500) or the employee's insurance deductible for each loss.

### **Replacement**

Repair and replacement costs shall be based on the most current and available estimate of current value, rates, and/or prices.

Reimbursement of employee claims that meet the requirements of this section will be paid within one accounting cycle of receipt and validation of the claim.

## **Article I, Section 17 - Liability Insurance**

The district shall make available the amount of insurance on each driver. The District will reimburse employees for damage to their personal vehicles caused by foul balls from the Fort Vancouver ball field, on a case-by-case basis. Requests will be reimbursed if the damage was caused by a District activity and the employee was on duty at the time. Other factors that will be considered are whether the vehicle was correctly parked, the nature of the damage, and the timeliness of reporting.

## **Article I, Section 18 – Professional Development**

### **Professional Development Reimbursement Program**

The District from time to time offers general in-service training for groups or categories of employees. These in-service programs are provided by the District on an as needed basis.

The District allocates a professional development account in the amount of seventy-five hundred dollars (\$7,500) annually for reimbursement of individual professional development such as workshops, conferences, college courses, and seminars. To be considered, the training must be relevant and beneficial to the District either immediately or in the future. At the end of the fiscal year, an accounting of all expenditures will be made available to the bargaining unit upon request.

### **Reimbursement levels**

Each employee may request up to five hundred dollars (\$500) on a first-come, first-served basis. Employees are also eligible to be reimbursed for expenses beyond five hundred dollars (\$500), but not to exceed one thousand dollars (\$1,000), from residual funds. Such residual funds will be distributed proportionately after all initial claims have been processed following the end of the professional development budget year (June 30th). The formula will be a percentage based on total residual funds relative to total approved expenses beyond five hundred dollars (\$500).

### **Professional Development Year Defined**

The program year for professional development is July 1 - June 30. The District will provide written notice to employees that claims for professional development completed by June 30 are to be submitted by July 10 for payment against the five hundred dollars (\$500) basic and any residual amount.

### **General Provisions**

Because the Individually Designed Professional Development Program receives tax-free status, it is important that certain guidelines and restrictions are adhered to in order to

maintain such status.

- I. Individuals must pay for their participation and be reimbursed after completion.
- II. Verifications of participation must be submitted and maintained.
- III. Individuals may only utilize funds in such a way as to receive direct benefit.
- IV. Funds cannot be donated to another individual for participation.

Applications should be submitted to the employee's supervisor at least ten (10) working days in advance of the professional development opportunity to allow for prior approval by the employee's supervisor and approval and processing by the Professional Development Department. Requests for a given professional development year, must be submitted by June 15th.

It is the individual's responsibility to contact professional development when the individual cancels a previously approved application and request to have the funds released from that application to be applied to a different application.

The Union will be provided with an accounting of how the professional development fund is being used by January 31 and June 30, each year of the agreement.

### **Expenses which qualify for reimbursement and restrictions**

Registration fees, credit fees, textbooks, and materials for approved courses, workshops, conferences, and seminars which are relevant and beneficial to the District either immediately or in the future.

The Union and District agree that while generally professional development opportunities should occur outside the work day there may be professional development opportunities which the District determines to be of particular value which only occur during the work day. In such case, the District will give consideration to the training request.

Reimbursements are subject to presentation of original receipts for all expenses. The claim for expenses should be submitted within ten (10) days of completion of the professional development opportunity and no later than June 30 of the present school year. The District will generally process the reimbursement no later than the financial cycle following submission of a properly completed expense claim.

Employees are responsible for all professional development expenses not approved by the District, or which exceed the approved amount (unless covered by residual funds). Final decision on funding staff training will be at the discretion of the superintendent and/or designee.

### **Article I, Section 19 - School Year Employee Training Day**

School year employees are provided one (1) additional paid training day in addition to the normal contract year. Training will be mandatory with the provision that any employee excused from the training will not be compensated for the training day and will not be entitled to use a paid leave day in lieu of the training day. The District will provide time for the employees to complete the required on-line training during their paid time. Employees may request additional time to complete the required modules outside their regular work day, if an accommodation is necessary.

## **Article I, Section 20 - Required Certifications/Permits/Licenses Reimbursements**

The District shall pay all district required fees, commercial driver's licenses (up to the minimum allowable by the licensing agency), certificates, health tests, permits, and in-services needed for employees to maintain their jobs. Required fees and in-services shall not be considered for Professional Development.

Employees shall be paid for their training time, at their regular wage at their next pay period, upon successful completion of their training.

When the District determines that travel is necessary, employees attempting a test must use a district vehicle if taking the test during work hours. Employees will be reimbursed travel expenses and per diem incurred for up to three attempts at testing up to five hundred dollars (\$500) including the cost of the successful testing, certification, permit, and/or license and not to exceed one thousand dollars (\$1,000).

### **Class A Commercial Driver's License (CDL)**

The Heavy Duty Equipment Operator or another Maintenance and Operations employee, holding a Class A CDL, will be the back-up for the Sanitation Truck Driver. Groundskeepers who were in the position at the time of the 2019 contract ratification will not lose their positions for a lack of acquiring a Class A CDL.

The District shall provide a report on June 30th of each year of this agreement, with the requirements that were funded, cost of each and each bargaining unit member that was provided funding for such requirements.

Permanent employees shall be reimbursed for the cost of a successful CDL test.

## **Article I, Section 21 – Bilingual Positions**

### **Bilingual Required Positions**

The District may establish bilingual skill required positions, which as a condition of employment, will require a candidate to take and pass a bilingual assessment. The test will be administered through the district office. Upon successful completion of the assessment, the employee will be placed in the permanent position and will be compensated an additional one dollar (\$1.00) per hour.

### **Administrator Requested Use of Occasional Oral Bilingual Language without Formal Assessment**

For special circumstances where occasional use of bilingual language may be helpful in the service of our students and families, the following will apply: employees should notify their administrator of their interest and skill in providing bilingual services. Preapproved employees will receive an additional seventy-five (\$0.75) cents per hour compensation for any hour(s) in which they utilize these skills.

The employee will be paid on a timesheet in one (1) hour increment(s), which will be signed by the administrator, or their designee(s).

When it begins to affect the employees' ability to complete their regular duties, the administrator and the employee will meet to find a resolution. If not resolved at that level, the Union and District will meet to find an appropriate resolution.

**Ongoing Need for Bilingual Skills**

In the event an administrator determines that there is an ongoing need for bilingual skills, and the employee is using their bilingual skills on a regular daily basis, that employee may take the written and oral bilingual assessment. Upon successful completion of the assessment and notification from the building administrator, the employee will receive an additional one dollar (\$1.00) per hour.

## **ARTICLE II: RIGHTS OF THE UNION**

### **Activity during Work Hours**

The Union agrees that, except as specifically provided by the terms and provisions of this Agreement, employees shall not be permitted to engage in Union activity during their working hours.

### **Posting Notices**

The Union shall have the right to post notices on staff bulletin boards. The Union shall also have the right to use the school mail and school mailboxes to distribute Union material. The use of school mail and bulletin boards will be in accordance with the law. The use of the school mail for personal or political purposes will be in accordance with District practice.

### **District Facility Use**

The Union shall have the right to use school facilities for meetings and school equipment at reasonable times, when such equipment is not otherwise in use. Scheduling will be done through proper administrative channels.

### **Union Business**

Union agents shall be permitted to transact official Union business on school properties at reasonable times. During working hours, the Union representative shall check with the appropriate authority in the building before contacting the employee at work.

### **Representation**

Union stewards are allowed to represent employees during work hours, without loss of time or pay, and investigate and present grievances to the District when mutually agreed upon meetings are scheduled during the workday.

The District agrees to furnish the Union, upon request, all available information in accordance with the law.

### **Released for Union Business**

Upon approval of the District, any employee elected or appointed to office in the Union may be granted release time to devote to the discharge of his/her duties with the Union. This person will serve this time without pay and without loss of seniority. Requests for release time should be transmitted through the employee's immediate supervisor to the superintendent's designee.

### **Public Records Requests**

If the District's response to a public records request contains information that the District reasonably believes could possibly be exempt from disclosure, the public records officer shall, prior to providing the records, give notice to the employee. The notice will make it possible for the employee to contact the requester and ask him or her to revise the request, or, if necessary, the employee may seek a court order to prevent or limit the disclosure. The employee will have five (5) business days to take action to prevent the release of information. The District's notice to the affected person will include a copy of the public records request

and the District's proposed response date. Nothing in this requirement implies or suggests that the District itself must seek court or legal action on behalf of the employee.

### **ARTICLE III: RIGHTS OF THE EMPLOYER**

#### **Right to Direct Workforce**

It is agreed that the statutory, customary and usual rights, power, functions, and authority of management are vested in management officials of the District. Without in anyway limiting the generality of the foregoing, this shall include rights in accordance with applicable laws and regulations to direct the workforce; the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote, or take other disciplinary action against employees; and the right to release employees from duties because of lack of work or for other legitimate reasons.

#### **Maintain Efficiency**

The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which such operation is conducted.

#### **Reasonable Rules and Regulations**

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

## **ARTICLE IV: LABOR/MANAGEMENT COMMITTEE**

### **Purpose**

The District and the Union endorse the goal of a constructive and cooperative relationship including resolving concerns at the lowest level. To further promote and foster such a relationship, a Labor/Management Committee will be established. The purpose of the committee is to provide communication between the parties, to share information and concerns, and to promote constructive, respectful, meaningful and cooperative labor/management relations, in order to maintain a mutually beneficial relationship.

### **Committees**

Either party may propose items for discussion on topics which may include, but are not limited to: administration of this Agreement, changes to applicable law, legislative updates, organizational change, improvement in systems and processes, resolving workplace and service delivery problems, quality of work life for employees, and/or more productive and efficient service delivery.

The committee will meet, discuss, exchange, and consider information of a group nature and general interest to both parties.

### **Composition**

Committee will consist of up to four (4) employer representatives including appropriate department heads, impacted by the topics to be discussed. The Union may have a SEIU staff representative and up to four (4) employee representatives. The Employer and Union will be responsible for the selection of their own representatives. Either side may include ad hoc participants relative to issues under discussion. Both parties will communicate with each other regarding who will be in attendance, based on the agenda.

### **Chairing the Committee/Attendee Notification in Advance**

Chairing the Committee shall alternate between a representative appointed by Management and a representative appointed by the Union. The representative appointed as Chair shall serve a term commencing with the close of the meeting, at which the appointment is announced and continue until the end of the next meeting. The Chair shall prepare the agenda for the meeting and distribute it to all members at least five (5) days before the scheduled meeting.

### **Participation**

- a. The Union will provide the Employer with the names of their committee members at least five (5) days in advance of the date of the meeting in order to facilitate the release of employees.
- b. Employees attending committee meetings during their work time will have no loss in pay. Attendance at meetings during employees' non-work time will not be compensated nor considered as time worked.
- c. To maximize participation, the District and the Union committee members will schedule the monthly meeting dates at the beginning of each school year, subject to change if conflicts arise. All committee members will prioritize attending these

meetings.

### **Meetings**

Committee meetings will be scheduled on mutually acceptable dates and times. Agenda items will be exchanged five (5) days in advance of the meeting date. Late agenda items may result in delaying those specific items to the next meeting, at the request of either party. Each party may keep written records. Work load and filling vacancies will be regular agenda items for the duration of the contract, as necessary.

## **ARTICLE V: WORK SCHEDULES**

### **Article V, Section 1 - Work Day and Work Week**

#### **Work Day**

Eight (8) hours shall constitute a workday, and forty (40) hours shall constitute a workweek completed within five (5) consecutive days.

#### **Work Week**

Work week is defined as Sunday through Saturday. Specialized work weeks may be necessary for those positions in which Saturday and Sunday work are part of their normal work week.

Starting time and ending time shall be established for all employees within the terms of this Agreement.

#### **Duty Free Lunch**

A shift of more than five (5) hours per day shall include a minimum thirty (30) minute uninterrupted, duty-free lunch. The employee is free to leave the work site during the lunch period.

### **Article V, Section 2 - Overtime and Compensatory Time**

#### **Pre-Authorized**

1. All overtime must be pre-authorized by a district supervisor or designee. Time worked in excess of eight (8) hours in any one day or forty (40) hours in any one week, shall constitute overtime and shall be paid for at the overtime rate of time and one-half.
2. Where there are two or more employees in the same building overtime shall be equally divided if practical.
3. Each building operator will maintain an overtime list for in-building event overtime. The building operator will assign each event from the overtime list to comply with #2 above.
4. When no in-building custodial employee accepts the overtime, the Custodial Crew Leader will schedule employees from the (out of building) overtime sign-up list.

#### **Sunday Over-time Exception**

Any work performed on Sundays shall constitute overtime, and shall be paid for at the overtime rate of time and one-half. Employees, whose normal work week includes Sundays, will be paid time and one-half for work done on the day that would be the equivalent of Sunday based on their work schedule.

#### **Compensatory Time in Lieu of Overtime**

Unless work requirements dictate otherwise, the employee will be given the opportunity to elect compensatory time in lieu of overtime. Employees will be treated equitably when work requirements do not permit granting compensatory time. Time off will be at the rate of one and one-half hours for each hour of overtime worked that is in excess of eight (8) hours in any one day, or forty (40) hours in any one week. Hour for hour in the case of time worked that is not in excess of eight (8) hours in any one-day, or forty (40) hours in any one week.

Compensatory time can be accumulated in accordance with the Fair Labor Standards Act ("FLSA"). Payment for any hours worked will be in accordance with the FLSA.

### **Cash Out**

The decision of the employee to be paid at the overtime rate or to take compensatory time off shall be made prior to the upcoming payroll cutoff. Accumulation of compensatory time will be recorded on a compensatory time sheet. All compensatory time will be automatically cashed-out at the end of the contract year (August 31st).

### **Restricting Choice**

The District will consult in good faith with the shop steward(s) prior to restricting the choice of compensatory time and mandating the payment of overtime due to work requirements.

### **Community Services**

Community Services will consult with the Custodial Crew Leader and/or Assistant Custodial Crew Leader as appropriate to determine the number of custodial staff and hours required for the contract to ensure all health and safety related cleaning is completed. This includes fundraisers, PTA, boosters, coaches, or any other community service contract.

## **Article V, Section 3 - Minimum Work Time and Call Back**

### **Call Back**

1. No employee, except nutrition services personnel, shall be assigned a job for less than four (4) hours work in any one day except by mutual agreement among the employee, the District and the Union. Clearance for such employment will be obtained by the District through the business representative or the Service Employees' International Union, Local 925. No Nutrition Services personnel shall be assigned to work for less than three (3.0) hours.
2. Any employee called back after the close of the regular shift shall receive at least two (2) hours' pay at the overtime rate of time and one-half.
3. Any employee who is contacted by a District supervisor or their designee and asked to address a work issue while off duty, but is not required to come to a worksite to conduct such work, will be paid a minimum for phone or electronic communication for thirty (30) minutes, or actual time spent, if over thirty (30) minutes.

## **Article V, Section 4 - Split Shift**

No employee shall be required to work a split shift unless it is mutually agreed to by the employee, the Union and the District, and only when the nature of the service rendered demands such a split shift. In case of split shifts, hours will be confined to eight (8) hours within ten (10) consecutive hours. The District will provide sufficient time for required breaks.

## **Article V, Section 5 - Working In More than One Building**

### **Mileage**

Employees traveling between two or more sites during their regular scheduled workday shall receive mileage compensation at the rate approved by the Board of Directors for all employees

when using their own private vehicle for approved local transportation. The mileage must be approved and reported monthly on appropriate vouchers to the fiscal office in order to receive compensation.

### **Travel Time**

Travel time required during the scheduled workday shall be included in the employee's regular pay. The District will provide sufficient time for required breaks.

## **Article V, Section 6 - Absence and Return**

### **Absence**

If an employee is to be absent from work, he/she shall comply with his/her department procedures regarding absence notification. The employee will call their immediate supervisor and report their absence in the current absence reporting system. If the nature of the work is such that a substitute is needed, but cannot be supplied, a regular employee may be requested to work the extra shift and shall be paid at the scheduled overtime rate if they are in overtime status.

### **Return**

An employee who plans to return to work after being absent due to illness or injury leave must notify the department in accordance with established department procedures so that a substitute will not be called. In the event the employee fails to notify the department and a substitute has been called, the returning employee shall be sent home and forfeit the day's pay.

## **Article V, Section 7 - Auxiliary Work (Spring, Summer, Winter breaks, and Weekends)**

### **Application Process**

Employees shall be chosen for auxiliary work based on ability and years of service with the District, if they meet the requirements of the auxiliary assignment for which they are applying. If more than one employee has equal qualifications, then seniority will govern.

Employees in this bargaining unit who apply and meet the requirements of the auxiliary assignment for which they are applying will be given first consideration before hiring external applicants. Employees should make applications for auxiliary assignments by submitting an Additional Work Request Form. Access to the Additional Work Request form is available effective the first day after winter break through February 14. If February 14 is on the weekend, access will be closed the following Monday. The District shall post auxiliary assignments on the Human Resources weekly district listing.

- a. Custodians and custodial assistants not assigned to special crews are to remain at their buildings or be assigned where they may be most needed. It is understood that when an employee is temporarily assigned, that such employee has the same summer placement responsibilities and entitlements as the employee regularly assigned to the position.
- b. If additional help is needed on summer cleanup, part-time employees shall be given

preference if they meet the requirements for the summer job for which they are applying.

- c. Permanent employees of the District will have preference in performing summer work during non-student times with the understanding that the District must maintain a balance between the use of permanent and substitute employees to recognize the needs of permanent employees while maintaining sufficient commitment to substitute employees to secure their continuing commitment and availability to the District.

### **Summer Routes**

- d. Bus drivers wishing to drive the summer routes will sign up and will bid on said routes by seniority. Drivers who are on medical leave, and have submitted a physician's medical release form for the entire calendared days of the summer route, shall be allowed to bid on summer routes either in-person or by proxy.

Bus drivers who are assigned summer routes cannot hold a summer maintenance job, if it occurs at the same time.

### **Leave During Summer Work**

- e. An employee working in the summer months shall accrue sick leave and benefits and may use their sick leave on scheduled days of summer work.
- f. Employees who bid on or accept summer work are expected to be available to work all of the days unless preapproved. Time off may be requested prior to the start of summer hours. Emergencies are an exception.

## **Article V, Section 8 - Inclement Weather, District Directed Delays and Closures, and Emergency Closures**

### **Delayed Start**

Delayed start: In the event of a late start due to inclement weather, employees are expected to report for duty as normally scheduled. Bus drivers will follow the delayed route procedures established by the District.

### **School Closure**

1. School Closure:
  - a. Nine (9) month employees should not report for duty, if they are notified prior to reporting for duty. The school day will be rescheduled, and the time will be worked on the make-up day. If nine (9) month Transportation and Nutrition Services employees report for duty, because they were not notified of the closure by 5:00 a.m., and school is closed, they will be paid no less than one (1) hour of pay.
  - b. Twelve (12) month custodial and maintenance personnel should follow department standard operating procedures pertaining to inclement weather, as they are critical to securing the facilities and utility systems.

### **Leave Criteria**

2. Use of Leave due to Inclement Weather:

- a. In the event schools are open, employees who are unable to report due to personal situations can choose available personal, vacation, emergency leave, or take uncompensated leave if no other leave is available.
  - b. Employees are responsible to notify their supervisor if they are not coming to work due to personal situations, and which kind of leave they will be using to cover their absence.
  - c. Absence Management: Employees who currently use Absence Management are responsible for posting their absence in Absence Management unless they are making up time.
  - d. Emergency Leave: Emergency leave is deducted from sick leave and will only be provided if the employee has accumulated a sufficient balance to provide for the requested leave. Use of emergency leave would be the full day for employees who did not report to work or partial day for employees who report late or leave early and who choose not to make up the time.
  - e. Make-up Time: If conditions preclude reporting for duty for safety reasons, employees have a choice to make-up the missed time. Employees who choose to make-up missed time are responsible to inform their supervisor on the next duty day. Employees choosing to make up time will be paid as though hours were worked and will be expected to make up the time within the month, or same pay period, when possible. Supervisors will informally account for an equivalent amount of time for employees choosing to make up the time. Supervisors will be flexible in accommodating employee make-up arrangements (e.g., earlier reporting or late departure, etc.). Employees need to inform the supervisor of the method they intend to use and supervisors must maintain reasonable records to support any audit reviews.
3. Emergency Closures:
    - a. In the event of a natural disaster or similar emergency, if employees are directed to leave work by their supervisor or other District official, they will do so without any loss of pay, leaves, or other benefits.
  4. District Directed (non-weather related) Closure:
    - a. If the District determines to close one or more sites, affected staff may be redeployed to other schools to complete their work day. If redeployment is available, but declined, personal leave or vacation must be used for the missed time.

## **Article V, Section 9 – Blackout Period**

During the black-out period, no personal or uncompensated leave will be granted without explicit approval of the Supervisor. Requests for leave for significant life events such as weddings, funerals, or other once-in-a-lifetime occasions may be considered on a case-by-case basis with documentation provided. Approval in such cases will be at the sole discretion of the Supervisor.

### **Transportation and Nutrition Services**

The black-out period will be the first five (5) days of the school year and the last five (5) days of the regularly scheduled school year.

### **Maintenance and Operations**

The black-out period will be five (5) days before the last day of the regularly scheduled school year and five days before the first scheduled school day. The yearly mandatory meeting will be scheduled on the 1<sup>st</sup> Friday after the last day of school or during the black-out period.

## **ARTICLE VI: SENIORITY, VACANCIES, LAYOFF, and RECALL**

### **Article VI, Section 1 - Carryover of Seniority**

#### **Seniority Lists**

The District shall set up and maintain seniority lists for each classification of employees (Supervision, Warehouse, Custodial, Grounds, Trades, Safety, Nutrition Services, and Transportation). New employees shall be added to the bottom of the appropriate seniority list.

#### **Considerations, Seniority and the Interview Process**

Demonstrated individual skills, abilities, qualifications, and seniority shall be taken into consideration when hiring, job changes or promotions occur.

The interview process for vacant and temporary positions will begin with the top three (3) senior employees who meet the minimum qualifications. The most senior employee will be awarded a job (hiring, promotions, job changes) if that employee has demonstrated through the application and interview process the necessary training, skill, abilities, and qualifications to perform the essential functions of the job.

If the District decides not to hire or promote the senior applicant, they shall inform the Union in writing and include the skills, abilities, and qualifications they determined the employee did not meet and provide the Union with the interview documents.

#### **Internals Considered First**

Interviewing and Selecting Candidates for Position Vacancies: Interview questions will be related to the essential functions of the job. Internal candidates who meet the posted qualification requirements shall be interviewed and considered before interviewing qualified outside candidates. This does not preclude concurrent recruitment of internal and outside candidates.

#### **Seniority and Lateral Moves**

Lateral moves will occur when an employee bids on a position with the same position title. If the most senior employee currently holds a position with the same position title, and has a satisfactory performance evaluation from the prior year and no current disciplinary issues, they will be selected for the position without the need for a district interview. A building level meeting may occur if needed. The employee shall start in the new position within five (5) workdays of the employee accepting the position, unless the union and District agree to a different timeline. If the employee declines the lateral offer, the next senior employee will be considered.

#### **Seniority When Employee Bids or Applies into a new Classification Group**

An employee who bids into a position which moves them from one classification seniority list to another shall have a new classification seniority date established to coincide with the start date in the new classification group.

Employees will retain longevity for salary placement.

If the employee returns to their original classification within forty five (45) working days from

the start date in the current classification, there will be no change in the individual's original classification seniority.

In the case of two or more employees having identical seniority dates, the earliest application date/time shall be the deciding factor.

### **Loss of Seniority**

An employee shall forfeit all seniority rights for any of the following reasons:

- A. Voluntary resignation and or separation from District employment. Longevity will not be maintained;
- B. Voluntary resignation from a permanent position to accept substitute status and/or;
- C. Accumulation of seniority will cease after twelve (12) months of continual absence (article VIII, Section 3- Compensated Leave).

## **Article VI, Section 2 - Positions and Assignments Defined**

### 1. Position:

- a. Full-time: A continuing regularly scheduled position with a workday of not less than 8 hours and work year of not less than 12 months (generally 2080 hours).
- b. Part-time: Continuing regularly scheduled position with a work day generally less than 8 hours and/or a work year less than 12 months.
- c. Temporary: A non-continuing position lasting up to 90 days which can be eliminated, merged, or substantially changed within a short period of time.

### 2. Assignments:

- a. Regular: Placement into a budgeted position which is considered continuing. Can be either full-time or part-time.
- b. Temporary:
  - i. Placement into a budgeted position (full-time, part-time or temporary) for not less than 10 days because of short-term and/or special needs. Assignment is considered non-continuing.

#### Leave Coverage After Forty-Five Days

- ii. If an employee is off work for illness, injury or some other valid reason in excess of forty-five (45) days or when the District is notified in advance of the absence, their position will be vacated and bid as a temporary leave assignment. This change does not modify existing bid procedures in Transportation.
- iii. Due to workload needs, employee absence or employee leave, the District may temporarily reassign employees to cover necessary work up to forty-five (45) work days.
- c. Substitute Assignment: Employment is on an on-call as needed basis to provide

services when help is required because of the absence of an employee or to work in an assignment and is not considered continuing. A substitute employee employed for more than thirty (30) days of work during any calendar year who continues to remain available for work shall be included within this bargaining unit and afforded seniority rights when substitutes, and only substitutes, have made applications for the same vacancy. It is understood and agreed that substitutes shall not have the right to grieve actions relating to the application of seniority.

- d. Term Employment: Employees hired under special programs when funding or the program is limited to a specific person of twelve (12) months or less. Such employees enjoy full contract benefits except that their employment contract is limited to twelve months or less, and they are not entitled to seniority, layoff, or recall provisions of regular employment. Prior to invoking this provision, the District will provide notice with full disclosure of the justification to Service Employees' International Union.

### **Article VI, Section 3 - Vacancies**

When vacancies become available, such positions shall be bulletined for a minimum of five (5) days before being permanently filled.

#### **Posting Vacancies**

Posting of Vacancies: The District agrees that vacancies will be posted within twenty (20) days of when the position actually becomes vacant. In extenuating circumstances when this cannot be accomplished, the District will post the vacancy at the earliest possible date and SEIU will be notified in advance of the circumstances and the anticipated posting date. In no event will a posting be delayed to allow an employee time to qualify.

Posting will be accomplished through the weekly job listing of District-wide openings. The weekly job listing will be available on the Districts' website, [www.vansd.org](http://www.vansd.org). The posting will include job title, location, work schedule, salary, and any special criteria. Employees who desire more detailed information regarding duties, essential functions, and qualifications may obtain the information from the job posting.

Employees and applicants will not be excluded from consideration if they are able to complete a license or certification requirement within a reasonable period. A reasonable period is generally considered to be thirty (30) days but may vary depending on specific job situations. This does not apply when the certification is legally required to perform the duties of the position.

#### **First Aid Responsibility**

A second employee in addition to any crew-work area supervisor will be trained in first aid responsibilities for those occasions when the supervisor is absent from work. (Note: It must be understood that first aid classes will be instituted if financing is available to District.)

An employee may choose a first aid training option outside normal work hours, if they are unable to attend a District sponsored training and have prior approval from their supervisor. The employee will not generally be compensated for the attendance time when making such choice although reimbursement of the course cost will be provided by the District. An employee who desires outside training for compelling reasons may request and the District may approve paying compensation for attendance time in addition to course costs.

### **Medical Examinations**

Medical examinations and inoculations required by the District shall be paid at the District's expense. The District reserves the right to designate the physician who will perform the examination. A copy of the results of the examination is to be sent by the doctor to the Human Resource's Office. A copy of the results will be made available to the employee within five (5) days of receipt by the District.

The District agrees to reimburse newly hired employees for medical examinations and drug testing when such test(s) are required by the District and when the employee is successful in obtaining employment. To be eligible for reimbursement, the employee must use a District approved clinic.

### **Reasonable Effort to Fill Positions**

The District agrees that reasonable effort will be made to fill vacant positions within a thirty (30) day period, with the understanding that such commitment does not impact the District's entitlement to determine which positions will be filled and to withhold filling of a position when the District determines that circumstances so warrant. The District will provide timely notice to the Union when a position or hours are not to be filled or the replacement process is purposefully delayed. If the position is not to be filled or hiring is purposefully delayed, the District and the Union will discuss how the position's duties will be filled and bargain the impacts, if requested.

### **Positions Not Bid**

Custodial assistant positions, district resource officer positions (except for graveyard roving positions), nutrition services positions of less than three and one-half (3.5) hours, and bus driver positions of less than four and one-half (4.5) hours) will not be bid.

Nutrition Service positions not vacant, but of three and one-half (3.5) hours or more, shall not be bid unless more than thirty (30) minutes of additional work hours are added to the assignment.

### **Entry Level Position Defined**

An entry level position is a substitute in any classification.

### **Notice**

A notice shall be distributed to all District employees who have bid a job informing them of the employee who has been awarded the bid. The weekly job listing is used to provide this notification.

### **Disclosure of Process**

The District will provide full disclosure of the results of the interview process to the applicant and the Union upon request. The Union retains the right to review the decision with the superintendent and/or designee. Decisions will be fair and consistent and will not be made for arbitrary and capricious reasons. The superintendent and/or designee will, upon request, meet with the employee to discuss reasons for non-selection. The employee can, at his/her option, have a Union representative present at such meeting. An employee and the Union will, upon

request, be given written reasons for non-selection.

## **Article VI, Section 4 - Probation Period**

### **Internal Transfers**

Employees reassigned to a job classification with a higher rate of pay shall be on probation for thirty (30) days, but shall be paid at the regular position rate of pay for that classification. The employee shall be assigned to a regular position after thirty (30) days, providing his/her services are satisfactory during the probationary period. If the employee's services are not satisfactory, he/she shall return to his/her former position and rate of pay. During the thirty (30) day period, the employee may request to return to his/her former position.

### **New Employees**

After a new external or substitute employee is assigned to or hired into a position, they will be placed on a ninety (90) day probationary period. After election by the Board of Directors and at the conclusion of their probationary period, their seniority will be dated as of the first day of employment, with satisfactory completion of probation.

Bus drivers have a ninety (90) day probationary period and are assigned a seniority date based on the date they first drive a route independently as a substitute. This seniority date their "bid" seniority date, not their District seniority date which is their first day of employment.

### **Bidding and Probation**

New employees who are still within a probationary period are not eligible to bid on new positions until they successfully complete their probation. Regular employees who are on probation following a successful bid for a new assignment (see Article VI, Section 4 #1) may bid on new positions during probation provided there is no pending performance or disciplinary issues.

## **Article VI, Section 5 - New Jobs and Job Descriptions**

All bargaining unit job descriptions will be available upon request. When the District creates a new job or substantially alters the existing job description within the bargaining unit, the District shall notify the Union of the wage rate and attach a copy of the new job description. All job descriptions should contain the essential functions of the job. Should the Union not be satisfied with the wage scale because it is not in line with other jobs in the wage schedules, the Union may request a meeting within fifteen (15) days of the District's notice to negotiate the wage rate and bargain any significant impacts to working conditions that are identified. A job description committee will meet as needed to review and discuss the accuracy of bargaining unit job descriptions. The District or the Union may prompt a review of job descriptions.

## **Article VI, Section 6 - Notification of Layoff and Recall**

### **Layoff**

A layoff is defined as the elimination of a position or positions that results in an employee's involuntary separation from employment with the District due to lack of work, lack of funds, reorganization, or other operational needs, resulting in a reduction in the workforce.

### **Reduction in Force**

Should a layoff or substantial layoffs be necessary, the District will first consider unfilled vacancies, to meet the need of the layoff. The District will meet with the Union to inform them of the proposed reduction(s) to explain the reasons for the layoff(s) at least thirty (30) days prior to worker notification to discuss employee notification process. The District shall provide the Union with the names of all employees to be laid off at least two (2) weeks prior to employee notification. This information is confidential between the District and union representatives and shall not be disclosed beyond the Union officials responsible for representation regarding the layoff.

### **District's Obligation**

The District will give employees at least two (2) weeks written notice in the event of a layoff. The order of layoff shall be determined by length of service in position, then by length of service in classification, and finally by total length of service with the District.

### **Bumping Process**

An employee who is about to be laid off as a result of being the least senior in a position may bump the least senior employee in the same classification, see Article VI: Section 1, if the employee who is about to be laid off possesses the skills and abilities for the position they want to bump into (including but not limited to training, experience, certification and licensing).

### **Bumping into Another Classification**

If the employee who is about to be laid off as the result of being the least senior in a position and who cannot, for whatever reason, bump into another position in their classification shall have the right to bump the least senior employee in any classification which they previously held provided they have greater District-wide seniority than the employee they seek to bump and provided further that they possess the skills and ability (as outlined in the job description) for the position into which they want to bump.

An employee who moves into another classification under this provision shall retain full seniority. In addition, an employee shall have the right to bump an employee in an entry level position in their current or former classification if the employee is qualified.

### **Recall:**

Recall will be based on District-wide seniority; employees will be recalled in order of seniority to the position they previously held if the position is reinstated. Recall placement is not limited to the employee's former work site.

If a vacancy occurs, the bid process will still be implemented. At the time of layoff, the District shall provide information on how to access the weekly listing of open positions. Employees are responsible for monitoring postings and applying for positions for which they believe they are qualified. The District will ensure postings remain publicly accessible and updated at least weekly.

No employee may improve their assigned hours per day nor anticipate annual compensation as a result of the layoff, bumping or recall processes.

### **District Not Obligated**

Employees laid off shall retain such right of recall for a period of twenty four (24) months from the date of layoff. Employees recalled by the District shall be reinstated with seniority rights accumulated as of the date of their layoff. An employee recalled by the District for a position comparable to the one from which he/she was laid off and who rejects such an agreement shall lose his/her recall rights unless the District and the union agree that there are mitigating factors which warrant an exception.

### **Notification of Recall**

The District shall have no obligation to recall substitute, temporary, term or probationary employees who may have been laid off. In no case shall a new employee be employed by the District while there are laid off employees who are qualified for a vacant or newly created position.

### **Notice Sent**

Notice of recall shall be sent to the employee at their known address, phone number, or email address, or any combination of all these modes of communication. It is the employee's responsibility to appraise the District of their location so that the District can contact them.

### **Bumping Seniority List**

The District will create a list, in order of total District seniority, of those employees initially identified for RIF due to being the least senior in a position (the "List"). The process of bumping will begin with the most senior employee in the bargaining unit whose position will be affected by RIF i.e., the most senior employee on the List. Any employee affected by the more senior employee bumping into his or her position per the bumping process described above will be added to the List according to the employee's seniority. The District will then repeat the bumping process for the next-most- senior employee on the revised List. This process will repeat until each employee whose position is identified for layoff has either bumped into another position or been identified for layoff and potential recall.

An employee recalled by the District for a position comparable to the one from which they were laid off, or the position that they previously held and which was part of the RIF, and who rejects such assignment will lose their recall rights unless the District and SEIU agree that there are mitigating factors that warrant an exception.

### **Employee's Responsibility**

Within forty-eight (48) hours after transmission of the recall notice to the employee via phone call/message, email, and postal mail, the laid off employee must notify the District of their intention to return to work or they will be considered to have voluntarily quit employment with the District. An employee recalled by the District and accepting the position will have two (2) weeks to report to work if employed elsewhere at the time of recall. If the employee is a part-time regular employee and they are contacted during the summer, they shall respond at least two weeks prior to the start of the school year.

## **Article VI, Section 7 - Contracting Out**

The District will not contract for any services that will adversely impact SEIU positions for the duration of this contract.

## **ARTICLE VII: GRIEVANCE PROCEDURE**

### **Article VII, Section 1 - Definition**

A grievance for purposes of this Agreement is defined as any dispute between the Union or employee and the District arising out of his/her employment involving the interpretation of application of any one or more provisions of this Agreement.

### **Article VII, Section 2 - Steps**

It is agreed that should any dispute arise, both the District and the Union will actively pursue the following steps to resolve the dispute.

Timelines may be extended if mutually agreed upon by both the Union and District.

All reference to days is construed as work days in the case of response to timeline exclude the date of receipt of a grievance.

#### **Pre-Grievance**

- a. Pre-Grievance Conference: The purpose of the pre-grievance conference is to settle disputes informally. If an employee feels that his/her rights have been violated, the employee shall contact the departmental supervisor within ten (10) days of the action, or within ten (10) days of when the employee should reasonably have known of the action, to arrange for a meeting to take place within five (5) days of such notice. A thorough discussion of the complaint shall be conducted during the pre-grievance conference in order to seek grounds for resolution of the problem.
- b. The employee may be accompanied by the shop steward. The District shall have the right to comparable representation. Every effort shall be made to develop an understanding of the facts and issues in order to create a climate that will lead to a solution. The supervisor shall reply in writing to the employee and the union within seven (7) days of the pre-grievance conference.

#### **Step 1**

Step 1: If the problem is not resolved at the pre-grievance conference, the aggrieved employee may refer the grievance, in writing, stating the basis for the grievance, to the employee's department director (i.e. Maintenance, Transportation, Nutrition Services, and Security) within seven (7) days following receipt of the supervisor's written response to the pre-grievance conference. The written grievance must be submitted on approved grievance forms and signed by the grievant. A Step 1 meeting shall be convened within seven (7) days. The supervisor shall answer, in writing, within seven (7) days after the meeting. (See, Appendix C&D)

#### **Step 2**

Step 2: If the grievance is not resolved in Step 1, the grievance may be referred, in writing, within seven (7) days after receipt of the Step 1 answer, to the superintendent and/or designee. The written notice shall include a statement as to why the decision in Step 1 was not satisfactory. (See Appendix E & F). Within seven (7) days of the date the grievance was appealed, the superintendent and/or designee shall arrange for a grievance adjustment

conference with the Union and superintendent and/or designee. The superintendent and/or designee and the Union shall have the right to include at the conference such individuals, as they deem necessary to develop the facts and information pertinent to the grievance.

Upon conclusion of the conference, the superintendent and/or designee shall have seven (7) days to provide a written decision, together with the reason for the decision to the Union. The superintendent and/or designee may at its option notify the Union and be afforded an additional seven (7) days to confer with additional personnel as appropriate before publishing the decision to the Union.

Any grievance filed by a substitute employee shall not proceed beyond Step 2 of the grievance procedure.

### **Step 3**

- A. If the grievance is not resolved at Step 2 and in place Step 3-B arbitration, the Union and the District may mutually elect to pursue resolution of a grievance by referring it in writing seven (7) days after receipt of the decision at Step 2 to a hearing officer who is mutually agreed upon by the District and the Union. Any decision by the hearing officer shall be final and binding on each party. The hearing officer shall have no power to add to, subtract from, delete, modify, alter, or amend any provision of this Agreement. The expense of the hearing officer, except representation fees and witness compensation (each party assumes their own representation fees and witness compensation), is to be borne equally by both parties.

### **Arbitration**

- B. If the grievance is not resolved at Step 2, and the Union and District do not agree to pursue resolution of the grievance through a hearing officer, either the Union or the District may, within seven (7) days, request that the grievance be submitted to arbitration. The District and the Union will attempt to agree on an arbitrator. In the event the District and the Union are unable to agree on an arbitrator, the parties will submit a request to the American Arbitration Association for the appointment of an arbitrator. The arbitrator shall have no power to add to, subtract from, delete, modify, alter, or amend any provisions of this Agreement. The decision of the arbitrator will be final and binding on each party. The expense of the arbitration, except representation fees and witness compensation (each party assumes their own representation fees and witness compensation), is to be borne equally by both parties.

### **Mediation**

- C. Upon mutual agreement, the District and the Union may use mediation services of the Public Employment Relations Commission (PERC) to assist in resolving disagreements when circumstances warrant. Such agreement or disagreement shall have no effect on the consideration or results of a grievance review and/or arbitration decision.

## **Article VII, Section 3 - Untimely Appeal**

A complaint not appealed within specific time limits shall be considered withdrawn.

## **Article VII, Section 4 - Failure to Respond Timely**

A grievance or dispute not responded to in writing within specified time limits may be appealed

to the next step of the grievance procedure within seven (7) days of the last day of the time period during which a response was to be received.

**Article VII, Section 5 - No Reprisals**

No reprisals of any kind will be taken by the Board of the school administration against any employee because of his/her participation in the grievance procedure. Should the investigation or processing of any grievance require that an employee be released from his/her regular assignment, he/she shall be released without loss of pay or benefits with prior approval from the superintendent and/or designee. All documents, communications, and records dealing with the processing of a grievance shall be filed separate from the personnel files of the participant(s).

## **ARTICLE VIII: BENEFITS**

### **Article VIII, Section 1 - Vacation**

#### **Eligibility**

For classified personnel, forty (40) hours per week for fifty-two (52) weeks constitutes full-time employment. Full-time employees are eligible to accrue vacation. Employees who work less than forty (40) hours per week, but for fifty-two (52) weeks, will accrue vacation at a prorated percentage based on their hours per day.

#### **Vacation Accrual**

Twelve month employees who work eight (8) hours per day, shall earn ten (10) days' vacation with pay each year, except as noted below, to be accumulated at the rate of 6.67 hours for each month worked. Twelve month employees who work less than eight (8) hours per day shall earn vacation prorated according to the number of hours worked.

#### **5 Consecutive Years**

Upon completion of five (5) consecutive years of service, each full-time employee covered by this Agreement shall be credited with an additional five (5) work days' vacation, and thereafter shall be entitled to fifteen (15) days' vacation with pay each year to be accumulated at the rate of 10.0 hours for each month worked.

#### **11 Consecutive years**

Upon completion of eleven (11) consecutive years of service, each full-time employee covered by this Agreement shall be credited with an additional five (5) work days' vacation and thereafter shall be entitled to twenty (20) work days' vacation with pay each year, to be accumulated at the rate of 13.34 hours for each month worked.

#### **20 Consecutive Years**

Upon completion of twenty (20) consecutive years of service, each full-time employee covered by this Agreement shall be credited with an additional five (5) work days' vacation, and thereafter shall be entitled to twenty-five (25) work days' vacation with pay, to be accumulated at the rate of 16.67 hours for each month worked.

#### **Vacation Time Computation**

For the purpose of calculating vacation time, all computations will be based on the employment anniversary date. Cut-off date for earning vacation time in any school year will be June 30th.

Part-time employees shall accrue service time with the District, regardless of the number of hours worked each day, on a month-to-month basis, (Example: Twelve (12) months of part-time service with the District equates to one (1) year of service with the District.) Part-time employees, when moving to full-time employment (Article VIII, Section 1), for purposes of computing their vacation credit (Article VIII, Section 1) and service time with the District, shall be credited with the number of months worked in each year of part-time service with the District.

#### **Maximum Carryover**

Carryover: The maximum cash-out upon separation from the District remains thirty (30) days.

Rates of Compensation:

It is provided that the vacation time accumulated shall be paid at the straight time rate either when the vacation is taken or when the employee terminates or is terminated.

**Vacation Cash Out**

For the purpose of computing vacation cash out at retirement or termination, the hourly rate of the employee's current awarded position shall be used. Employees on substitute assignment at the time of retirement or termination will be compensated based on their normal rate of compensation.

Scheduling: Vacations will be taken annually at a time that is to be mutually agreed upon by the employee and the District. Employees may take vacations during the scheduled winter holiday and/or the scheduled spring vacation time at the discretion of the District. The department supervisor in coordination with the building administrator(s) will approve or disapprove vacation during the school year based on the needs of the organization and recommendation of the building staff.

**Article VIII, Section 2 - Holidays**

All regular employees shall receive pay for holidays based upon the hours of work usually performed by them and upon their classification rate. If the holiday falls on Saturday, the preceding Friday shall be observed as the holiday; if the holiday falls on Sunday, the following Monday shall be observed as the holiday, except when school is held on Friday or Monday. All regular employees shall receive pay for holidays they work the regularly scheduled working day before and the regularly scheduled working day after a holiday.

Regularly scheduled workdays are those days that occur during the contracted work year and that are part of the employees normal work schedule.

**Temporary Assignment Compensation**

Employees shall receive pay for holidays based upon the hours of work usually performed by them and upon their classification rate. Employees who are on temporary assignment outside of their normal classification will be compensated for the holiday based on the classification of the work they are performing immediately preceding the holiday or, if different, immediately following the holiday if such rate is higher.

**Substitute Assignment Compensation**

Employees on substitute assignment will be compensated based on their normal rate of compensation. Employees shall be considered as working the scheduled working day even if such day is within such employee's paid vacation, or the employee is absent on compensated leave.

The following shall be recognized as legal holidays:

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day

Christmas Day  
New Year's Day  
Martin Luther King's Birthday  
Presidents' Day  
Memorial Day  
Juneteenth  
Independence Day

**Saturday Following a Holiday**

Employees performing Saturday work following a week in which the District observes a national holiday shall be provided a twenty-five percent (25%) Saturday premium for hours worked unless otherwise in a paid overtime status or paid as part of base hours for a work schedule which includes Saturday in a continuously operated department. Compensation of Saturday work for all weeks in which the District does not observe a national holiday will be compensated under the existing Fair Labor Standards Act (FLSA) rules.

**Labor Day Compensation**

When Labor Day occurs before school is in session for the year, employees will be compensated for the holiday providing they work at least one day in the week preceding the holiday, and providing the employee works the regularly scheduled workday immediately following the holiday. In the event that drivers are already scheduled to work on Friday, the in-service will be scheduled earlier in the same week.

**Extra Holiday for 12 Month Employee**

One additional paid holiday to be granted for regular twelve month employees when school is not in session as noted on the school calendar, to be granted either the day before the Christmas day holiday OR, the day before the New Year's Day holiday, when the day preceding the holiday is a regularly scheduled duty day, except when a holiday cannot be scheduled in accordance with the foregoing provision, the holiday will be observed when school is not in session.

**Article VIII, Section 3 - Compensated Leave**

Advance Sick Leave: Employees may request an advance of up to one contract year's sick leave as provided in District policy and subject to approval by the District and the repayment provisions.

Previously Accrued Sick Leave Balance Transfer: New employees, hired from another school District in Washington State, who have a sick leave balance, may reclaim it with the Vancouver School District providing they submit the required documentation within the specified time period (30 days to notify the District and 90 days to supply the documentation) after employment, or re-employment, with the Vancouver School District.

**Residual Sick Leave at Retirement**

Employees who resign from the District prior to being eligible for an immediate retirement annuity may cash out any residual sick leave balance at the level allowed by law based on minimum years of service required.

Religious Observance Leave: Employees whose religious affiliations require observation of mandatory religious days on a day when schools are in session will be granted leave without loss of pay for up to two (2) days per school year. Such absences will be made up during non-duty days before, during, or after the school year unless the District grants an exception.

### **Accruing Sick Leave**

Full-time Employment: Sick leave shall accrue at the rate of eight (8) hours per month of full-time employment.

Part-Time Employment: Sick leave shall accrue proportionally based on the regularly scheduled hours and days worked per year, consistent with applicable laws and state regulations

Sick leave accruals shall follow the appropriate employment calendar as outlined below:

- a. 12-month Employees (260 Days) Accrue sick leave from September through August based on their assigned daily work hours.
- b. 9-month Employees (189 Days): Accrue sick leave from September through August based on their assigned daily work hours, in accordance with applicable RCW provisions.
- c. Transportation Employees (9 month, 189 Days): Accrue sick leave from September through August based on their base time. The monthly accrual may vary based on changes to their base time.
- d. Substitute Employees: Accrue sick leave at the rate of one (1) hour for every forty (40) hours worked, as required by RCW provisions.

It is understood that RCW 28A.400.300 sick leave is provided for personal illness, injury, emergency leave, and under RCW 49.12.270 sick leave is provided for family care. Appointments with a health care specialist should be scheduled, whenever possible, outside of the employee's workday. However, if this is not practical, sick leave may be used for appointments with a health care specialist during the work day. Use of sick leave for purposes other than personal illness, injury, emergency, or family care constitutes fraud and may result in dismissal.

School Year Employees in Temporary Positions During the Summer Months: School Year employees who are assigned to work in temporary positions during the summer months when there is no student attendance shall earn sick leave and holiday benefits as follows:

- i. Employees will earn sick leave credit proportionate to hours worked. The additional earned sick leave hours will be granted at the completion of the temporary assignment.
- ii. Employees shall be eligible for holiday pay when the holiday falls within the temporary work schedule, provided the employee is on paid status the scheduled work day before and the scheduled work day after the holiday.
- iii. Sick leave accrual for bus drivers hours will be allocated based on the employee's base or guaranteed time, whichever is greater, as of the first school day of each month from September to June.

### **Family Care**

Sick Leave for Family Care: An employee may use accrued illness and injury leave for the following: to care for his/her mental or physical illness, injury, or health condition; to accommodate his/her need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or his/her need for preventive medical care. To provide care for a family member or extended family member under the employee's immediate care, who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care. Leave that qualifies under the Domestic Violence Act and leave due to his/her place of business being closed by order of a public official for any health-related reason, or when a child's school or place of care has been closed for such reason.

### **Emergency**

Emergency: An emergency arises out of unforeseen and unexpected circumstances, which create an air of crisis, or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irremediable harm or in imminent disaster to life or property unless some action was taken. Emergency leave days will be deducted from the employee's sick leave provided the employee has accumulated a sufficient balance to provide for the requested leave. In the event the staff member's sick leave has been exhausted, the leave may be granted without pay. Emergency leave may be granted for the following reasons:

### **Submittal of Request**

Requests for emergency leave must be submitted on forms provided for emergency leave. Sufficient information shall be included on the form in the space provided to enable management to act upon the request. The decision as to whether an emergency exists rests with the District. If a holiday falls while an employee is on compensated leave, he/she shall not be charged with sick leave but shall receive holiday pay.

### **Not Constitute a Gift**

Compensated leave: May not be authorized for any purpose which would constitute a gift to the individual.

Seniority while Ill: Any employee who has successfully completed his/her probationary period and who, by reason of illness, injury or some other valid reason, is prevented from working, shall be maintained on the seniority list for a period of twenty-four (24) months. The twenty-four (24) months of absence may be extended by mutual consent.

### **Seniority Ceases Accumulation**

Accumulation of seniority will cease after twelve (12) months of continual absence. If an employee is off work for illness, injury or some other valid reason in excess of forty-five (45) days, his/her position will be vacation and bid as a temporary assignment. (See bidding procedure, Article VI, Section 2.) This change does not modify existing bid procedures in Transportation.

### **Route Bid After 30 Days**

If a bus driver is aware that he/she will be off work in excess of thirty (30) days for illness, injury or some other valid reason, or is actually off work in excess of thirty (30) days, his/her position will be vacated and bid as a temporary assignment. During the bus driver's absence

in excess of thirty (30) days, he/she shall not be eligible to bid on additional hours until he/she is reinstated to his/her regular position. This excludes the August bid and October re-bid.

### **Assignment Upon Return from Illness**

If the regular employee returns to his/her position after being absent for forty- five (45) days, but before twelve (12) months has lapsed, he/she will be reassigned to his/her regular position. If the employee requires a longer recovery, the District will follow the FMLA, ADA, and the Washington Law Against Discrimination. The employee temporarily filling the position will be returned to his/her regular position. When the regular employee has been absent for illness or injury or some other valid reason in excess of twelve (12) months. The position will be bid as a permanent position. If the regular employee is able to return to work after the twelve (12) month period, and before twenty-four (24) months, within the terms of the article, he/she will be placed in the first available position for which he/she is qualified.

### **Assignment Upon Return from Uncompensated Leave:**

- A. At the end of an uncompensated leave of less than forty-five (45) work days, an employee shall be entitled to return to his/her original position or an appropriate, comparable position. After leaves of longer duration (but no longer than twenty-four (24) months) the District shall make every attempt to place the employee in a position consistent with his/her qualification. In the event no opening exists at the employee's scheduled time of return, the employee shall be offered the first available position for which qualified and which has hours of duty, pay and benefits no greater than those held prior to the commencement of the leave.
- B. Upon returning from family leave within or not later than the conclusion of the family leave period, the employee is entitled to be returned to the same position he/she previously held or to a position with equivalent pay, benefits, and other terms and conditions of employment as defined by FMLA.
- C. The Vancouver School District will provide up to twelve work weeks, during any twelve month period, of unpaid leave for each permanent employee subject to the eligibility requirements of the Family Medical Leave Act (FMLA).

### **Extended Leave**

Extended Leave of Absence of Illness: If the employee is still unable to return to work after his/her earned sick leave allowance is expended, he/she must request a leave of absence without pay in writing and submit evidence from a duly licensed medical examiner indicating how long it is expected the employee will be unable to work. Eligible employees may apply for FMLA Leave.

### **Returning from Extended Leave**

Return From Extended Leave of Absence of Illness: Prior to return to active duty, the employee must submit written evidence from a licensed medical examiner that he/she is ready to assume his/her regular duties. In the event an employee is released by a medical examiner for the performance of light duty assignments only, the District shall attempt to establish a light duty assignment which enables the employee to return to work at his/her regular rate of pay.

### **Leave Sharing**

Employees of the District may participate in a shared leave program consistent with Chapter 392-136-010-075 WAC, as now or hereinafter amended.

The purpose of shared leave is to permit employees, at no significant cost to the District, to come to the aid of another employee who is likely to take leave without pay or terminate employment because of:

- a. A serious illness, injury, impairment, or physical or mental condition of the employee, a relative, or a household member;
- b. Pregnancy or parental responsibilities associated with the birth, adoption, or fostering of a child;
- c. The need to care for a service member or veteran with a serious injury or illness;
- d. The employee's inability to work due to domestic violence;
- e. Any other circumstances permitted under Chapter 392-136 WAC

### **Program Administration**

1. Employees must have depleted, or will shortly deplete, their available leave.
2. Donations must not cause the donor's leave balances to fall below the minimum required by law.
3. An employee may not receive more shared leave than allowed under WAC 392-136A-010-075 (currently 522 days).
4. Shared leave shall be administered consistent with state law and District procedures.

### **Worker's Compensation**

Workers Compensation: It is recognized that the payments received as compensation by an employee injured on the job under circumstances bringing him/her within the coverage of the Workman's Compensation Act of the State of Washington may be less than the regular wage payments received by the employee.

- A. In the case of any on-the-job disability which is covered by State Industrial Insurance under the Workman's Compensation Act of the State of Washington, the District will pay to such disabled employee out of his/her accumulated sick leave an allowance equal to the difference between the State Workman's Compensation benefits and the employee's regular straight-time gross pay, less statutory deductions, beginning at the time of disability and continuing until the accumulated sick leave entitlement is completely expended. If the employee is still disabled after his/her sick leave allowance is expended, the employee will revert to only the pay coverage afforded by State Workman's Compensation Insurance.
- B. Physicians Approval of Continuing Worker's Compensation: In order to receive sick leave pay under this section when the employee has been off work for illness or injury in excess of five (5) days, the employee must present to the Human Resources Office by the fifteenth (15) of each calendar month, for each month claimed, a statement from a duly licensed medical examiner verifying that the employee was physically unable to return to work on the day(s) for which sick leave pay was claimed.

## **Article VIII, Section 4 - VEBA Conversion**

### **VEBA III Sick Leave Contributions**

Voluntary Employee's Beneficiary Association (VEBA): The District has adopted the VEBA III Sick Leave Conversion Medical Reimbursement Plan (the "Plan") pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees in the collective bargaining unit who are eligible to participate in the Plan by reason of having excess sick leave conversion rights. Contributions on behalf of each eligible employee shall be based on the conversion value of sick leave days accrued by such employee available for contribution on an annual basis and at retirement in accordance with the statute. It is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with the statute. If an eligible employee fails to sign and submit such agreement to the District, he/she will not be permitted to participate in the Plan at any time during the absence of this agreement, and any and all excess sick leave that would accrue to such employee during the term hereof shall be forfeited together with all cash conversion rights that pertain to such excess sick leave.

The District and the Union agree to comply with all current Revised Codes of Washington and Administrative Codes regarding the annual option for eligible employees to convert the annual cash-out into a VEBA plan for the payment of medical expenses and/or premiums.

### **Retirement**

For purposes of retirement contributions to the Plan, all employees covered by this agreement who retire during the term hereof shall be eligible, and excess sick leave shall be defined as the unused sick leave days accruing to the credit of such employee from the date of this agreement.

### **Eligibility**

For purposes of annual contributions to the Plan, all employees covered by this agreement who have accumulated over 180 days of unused sick leave as of the date of conversion, and also had accumulated 180 days as of one year prior to the date of conversion, shall be eligible. Excess sick leave shall be defined as the unused sick leave days that have accrued to the credit of the employee that are in excess of 180 days, and the conversion value of these days shall be contributed to the Plan.

## **Article VIII, Section 5 - Family Medical Leave Act (FMLA)**

### **Qualifications**

An employee, is entitled to twelve (12) work weeks of family leave during any twelve (12) month period. An employee is anyone who was employed by the Vancouver School District for at least fifty-two (52) weeks and has worked for at least 1,250 hours of service during the previous fifty-two (52) weeks.

### **Guidelines**

FMLA leave may be taken: (1) because of the birth of a child and to care for a newborn child, (2) because of the placement of a child with the employee for adoption or foster care, or (3) to care for a child or a spouse, parent, parent-in-law, or grandparent who has a serious health condition or (4) because of the employee's own serious health condition; If both parents of the child are employed by the District, they together are entitled to a combined total of twelve (12) weeks of leave, and leave may be granted to only one parent at a time.

### **Care of Child**

Leave taken to care for a newborn or newly adopted child must be completed within twelve (12) months after the birth or adoption. The District may require confirmations by a health care provider of the employee's need for family leave.

### **Child Defined**

"Child" is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is under 18 years of age; or eighteen (18) years of age or older and incapable of self-care due to a mental or physical disability. A "serious health condition" is one caused by injury, illness, impairment, or physical or mental condition that involves (1) inpatient care or (2) continuing treatment by a health care provider.

### **Choice of Leave**

The employee may choose to use his/her accrued paid leave as part of family leave. Any period of leave for which an employee does not have accrued leave available will be in a leave-without-pay status

### **Health Benefits**

Health benefits provided under any group health plan will be continued for the duration of the leave at the level and under conditions coverage would have been provided if the employee had continued in employment during the leave.

### **Pregnancy or Childbirth**

FMLA leave is in addition to any leave for sickness or temporary disability because of pregnancy or childbirth.

### **30 Day Written Notice**

An employee who plans to take family leave must provide the District with written notice at least thirty (30) days in advance, unless the family leave is not foreseeable, in which case the employee must notify the District of the leave as soon as possible and practical.

### **Key Employee**

The District will notify an employee who is considered to be a key employee in accordance with FMLA of such status in advance of the leave. Key employees may be denied restoration in accordance with the FMLA and the advance notification.

### **Return to work**

Two (2) weeks before the employee's anticipated return-to-work date, the employee must report to his/her supervisor to give notice of his/her intention of returning to work.

### **Voluntary Resignation**

If an employee fails to report for work within three (3) days after expiration of the family leave period or the date on which he/she was to have returned to work, that employee will be presumed to have voluntarily resigned his/her position with the District.

Employees with spouses who work for the District may each use up to twelve (12) workweeks of FMLA in a twelve (12) month period for the following reasons:

- a. The care of a spouse or son or daughter with a serious health condition;
- b. A serious health condition; and
- c. Any qualifying urgent need or demand arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on "covered active duty."

## **Article VIII, Section 6 - Health Benefits and Eligibility**

### **School Employees Benefits Board (SEBB)**

#### **Summary Statement of Group Insurance Programs and Benefits**

The District will provide benefits to eligible employees through the School Employees Benefits Board (SEBB) in accordance with SEBB-established policies and guidelines. Details of SEBB eligibility requirements, benefits, policies, and guidelines can be found at <http://www.hca.wa.gov/employee-retiree-benefits/school-employees>.

District Liability and Contribution: The District by contributing to the payment of insurance premium payments required to provide health insurance coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as described above. The failure of an insurance company to provide any of the benefits for which it has contracted, for any reason, shall not result in any liability to the District or the Union, nor shall such a failure be considered a breach by either of them of any obligation under this Article. If problems arise relating to coverage, employees are to contact the insurance carrier direct.

Monthly Premiums for Service: When individuals are not employed by the District (for example, summer months), they will assume the monthly premium for their coverage.

## **Article VIII, Section 7 - Bereavement**

### **Approval**

Approval must normally be sought at least twenty-four (24) hours in advance of the anticipated absence except in cases where an emergency actually arises within that time limitation, in which case the individual is obligated to contact his/her supervisor or administrator or other appropriate authority, at the earliest possible moment.

### **Days**

The total number of days of short-term leave without loss of pay will be three (3) days per occurrence, for up to two (2) occurrences in any one school year. Personal bereavement is occasioned by the imminent or actual loss of a member of the individual's family or a close personal friend. The District reserves the right to request documentation of loss.

### **Family Members**

A family member is defined as spouse, child, parent(s), grandparents(s), grandchildren, legal guardian, sibling(s), registered domestic partner, aunt, uncle, nephew, niece, cousin, and in-laws, or foster child.

Bereavement leave is a separate paid leave and is not subject to offset against sick leave, vacation leave, or personal leave.

### **Employee Request for Extension**

Requests for extension of one (1) bereavement leave per year for up to two (2) days should be referred to the Human Resources Department for consideration. Granting of requests will be made by the District based on the validity of the request, necessity and may require submission of appropriate documentation by the employee. The additional day(s) are separate paid leave entitlement and is not offset against any forms of paid leave such as sick leave, personal leave, or vacation leave.

### **Granting Requests**

The District may request that employees submit evidence in writing that the request is valid in order to receive benefits under this section.

## **Article VIII, Section 8 - Jury Summons**

Leave of absence with pay shall be granted for jury duty and employee may retain jury duty fees. Upon receipt of a jury summons the employee will notify the supervisor of such summons including the dates for which the employee is required to be absent. If the employee is not excused from the jury service, the employee will be excused from work responsibilities during the time period that their attendance is required as a member of the jury panel. The employee will be expected to return to work if available to work at least half of the work day.

## **Article VIII, Section 9 - Pregnancy and Parental Leave**

Pregnancy and parental leave will be granted in accordance with the provisions of the Family Medical Leave Act (FMLA) and Washington Law.

An employee requesting pregnancy or parental leave should give written notice to the District at least thirty (30) days prior to the commencement of said leave. The written request for pregnancy or parental leave should include a statement as to the expected day of return to employment, and within thirty (30) days after childbirth, shall inform the District of the specific day when the employee will return to work.

In the event the employee's paid leave has been exhausted, then the employee shall be granted a leave of absence in accordance with this agreement. An employee returning from pregnancy or parental leave shall be assigned to his/her previous position.

## **Article VIII, Section 10 - Adoption Leave**

Adoption leave shall be granted with pay, upon timely application to the Human Resources Office, to a parent in order to complete the adoption process, providing such leave does not exceed an aggregate of five (5) days in any given year. (If both parents are District employees, a total of five (5) days will be provided for the family). Such leave may be used for court and legal procedures, home study and evaluation, and required home visitation by the adoption agency, not possible to schedule outside of regular working hours.

## **Article VIII, Section 11 - Subpoena Leave**

An employee will be granted subpoena leave as may be required by the subpoena, and shall

be paid his/her regular salary, up to and including fifteen (15) days, less any compensation received for his/her services, excluding employee transportation, except when the employee is the plaintiff or the defendant in such action. This exception shall not apply when the employee is named as plaintiff or defendant for event or action rising out of the performance of his/her duties for the District. When officially documented written statement(s) are acceptable as testimony by the court, the employee should make such arrangements.

On any day that an employee is required to attend a deposition or be in court and is subsequently released, and four (4) or more hours of the employee's scheduled work day remain, the employee is to immediately inform his/her supervisor and report to work if requested to do so.

In serving as a witness, the employee will make a maximum effort to minimize the amount of time spent away from his/her employment.

The superintendent and/or designee may extend the definition and intent of the subpoena leave policy on an individual basis.

### **Article VIII, Section 12 - Leave for Local, State or National Appointments**

The District shall grant leave with pay to an employee who has been appointed to serve on a local, state, or national governmental committee or board when such leave is beneficial to the District and employee. The decision to grant this type of leave rests solely with the superintendent and/or designee and his/her decision is final. Upon return to work, the District shall make every attempt to place the employee in a position consistent with his/her capabilities. In the event no opening exists at the employee's scheduled time of return, the employee shall be offered the first available position consistent with his/her capabilities. An employee so offered a position and who rejects such an assignment shall relinquish all rights provided in this Article and Agreement. The employee shall retain all seniority while on leave.

### **Article VIII, Section 13 - Military Reserve or National Guard Active Training Duty**

Military Reserve or National Guard active training duty, whenever possible, should be scheduled during authorized vacation periods to prevent conflict with the employee's contractual or work obligation to the District.

When compulsory military educational or military circumstances do not allow training during authorized vacation periods, the following guidelines shall apply:

- a. The employee shall provide a copy of orders and proof that such duty is mandatory and is his/her annual active duty training.
- b. Absence for active training duty shall not exceed twenty-one (21) days per year from October 1st ending the following September 30th.
- c. The employee shall experience no loss of pay or benefits for the authorized twenty-one (21) days.

### **Article VIII, Section 14 - Personal Leave**

Unless stated otherwise, days as used in this section refer to the days worked when the leave

was earned.

For the purposes of approving, disapproving, or curtailing the use of personal leave, "District" is interpreted to mean the department director (i.e. Maintenance, Transportation, Nutrition Services, and Security).

The District shall provide three (3) days of personal leave during each school year for each employee in the bargaining unit without cost to the employee. This particular leave will be used for significant personal reasons and will not be used for leave that is covered under other sections of this Agreement for leaves. Personal leave balances will be cashed out upon termination or retirement at the employee's regular rate.

#### **Travel Delay**

Personal leave may be applied retroactively to travel delay situations when the employee can make a credible case that the delay was reasonably unforeseen, unavoidable and was fully beyond his/her control and that all appropriate efforts were made to minimize the working time lost, i.e. seeking all alternate available means of travel, etc.

#### **Hazardous Driving Conditions**

Personal leave does not normally apply to self-determined hazardous driving conditions in the immediate geographical area of the employee's residence when the District has determined schools will be open. If the District has closed school due to hazardous driving conditions, personal leave may be used by twelve (12) month employees.

#### **Maximum Accrual**

The employee may carry forward up to two (2) days of personal leave into subsequent leave years up to a maximum personal leave accrual of five (5) days inclusive of up to two (2) days carryover and the current year's three (3) day allocation. Leave in excess of two (2) days at the end of the leave year will automatically be cashed out at the employee's regular rate generally in October. An employee will be paid out at the employee's regular hourly rate if they have been denied twice, outside the five percent (5%) limitation, and if the denials did not fall during the scheduled blackout periods.

Supervisors shall respond within five (5) days of the employee's personal leave request.

#### **Consideration Timeline**

In order to be considered, requests for personal leave must be submitted on Application for Short-Term Leave submitted to supervisor forty-eight (48) hours before the employee intends to take the personal leave day. In the event the employee has exhausted all forms of leave and an emergency situation arises, an employee may request personal leave use from their supervisor.

An employee will not generally be required to provide a verbal or written explanation in his/her request for personal leave. Such leave will generally be approved subject to the needs of the organization.

Employees will receive notification of the District's acceptance or denial of request of leave for personal use, and it will be granted on a first- come first-serve basis with the exception of bus

drivers.

### **Bus Driver Request**

Bus drivers: Request for personal leave after the last day of the school year and prior to in-service shall be approved by seniority. Requests for personal leave after in-service will be granted on a first-come, first-served basis.

### **5% Limitation**

No more than five percent (5%) of the total work category (nutrition services, transportation, custodial, trades, District resource officers, and warehouse) will be allowed to take personal leave days on any given day. The five percent (5%) total will be computed by the Department Supervisor and the first five percent (5%) of the employee requested received for a particular day will be eligible for leave. Personal leave beyond the five percent (5%) limit may be individually approved by the department administrator (e.g., Maintenance Supervisor, Transportation Supervisor, Nutrition Services Director, Safety Director, etc.) if workloads permit and if the leave will not affect planned work projects and schedules.

### **Non-Approved**

It is recognized by the Union and the District that there are time periods during the school year when a substantial number of people are absent because of illness and injury. During these time periods, it may be necessary for the District to curtail the utilization of the personal leave day by classification under this section. This would only occur when, in the determination of the District, the number of substitutes available is not adequate to meet the needs of the District.

The final decision as to granting personal leaves will be fair and consistent and will not be arbitrary or capricious.

### **Established Base Hours**

Bus Drivers: Personal leave will be allocated based on the employee's guaranteed hours, following the October payroll.

## **Article VIII, Section 15 - Sick Leave Buy Back**

### **Annual Conversion of Accumulated Illness, Injury, Emergency, and Family Care Leave:**

#### **Monetary Compensation**

Each January, any eligible employee who at the end of the immediately previous calendar shall have accumulated in excess of sixty (60) days (480 hours) of unused illness, injury, emergency, and family care leave may elect to receive remuneration for unused illness, injury, emergency, and family care leave earned that previous year at the rate of twenty-five (25%) of the employee's current full-time rate of compensation for each full day (8 hours) of eligible illness, injury, emergency, and family care leave (a maximum for payment is three (3) days, or twenty-four (24) hours, in and one calendar year).

Payment for the above leave will be at a rate equal to one (1) day's current monetary compensation for each four (4) days accrued in excess of sixty (60) days. Any such election shall be made by written notice to the Human Resources Office during the month of January

on forms provided by the District and in response to the District announcement regarding annual sick leave conversion. All illness, injury, emergency and family care leave days converted pursuant to this section shall be deducted from the employee's accumulated illness, injury, emergency, and family care leave balance. Any such annual conversion of accumulated illness, injury, emergency, and family care leave shall be subject to the terms and limitations of the Washington Administrative Code

Example: A full-time employee begins the calendar year with sixty (60) days of accrued leave; earns twelve (12) days during the year of which four (4) are used during the year; ends the year with a balance of sixty-eight (68) days. The employee may receive payment for up to eight (8) days. Actual compensation is equal to two (2) days of pay (i.e. the 1:4 ratio).

Any employee who shall retire or die while employed with the District may elect (personally or by his/her personal representative, as appropriate) to convert accumulated unused illness, injury, emergency, and family care leave days to monetary compensation at the rate of twenty-five percent (25%) of the employee's full-time daily rate of compensation at the time of termination from employee for each full day (8 hours) of eligible illness, injury, emergency, and family care leave, up to a maximum of one hundred eighty (180) days (1,440 hours). In addition, to be eligible an employee shall inform the District on or before April 1 of his/her intent to retire. If the employee does not inform the District by this day, he/she will not be eligible for the compensation. If compelling circumstances develop for an individual employee after April 1 that necessitate the employee retire, the District will honor the terms of the conversion of retirement as outlined in this paragraph.

The District, at its sole discretion, reserves the right to waive the April 1 date in particular situations without setting precedent. An employee separating from employment for purposes of retirement must be eligible to immediately commence receiving retirement benefits from a state retirement system to be eligible for conversion of illness, injury, emergency and family care leave for compensation. Any such conversion of illness, injury, emergency and family care leave upon retirement or death shall be subject to the terms and limitations of the Washington Administrative Code.

SERS plan 2 employees who resign from the District before becoming eligible for immediate annuity and who are at least fifty-five (55) years of age and have at least fifteen (15) years of creditable service in Washington State will be allowed to convert unused sick leave to monetary compensation consistent with WAC 392-136-020.

SERS Plan 3 employees who resign from the District before becoming eligible for an immediate annuity and who are at least fifty-five (55) years of age and have at least ten (10) years of creditable service in Washington State will be allowed to convert unused sick leave to monetary compensation consistent with WAC 392-136-020.

## **Article VIII, Section 16 - Uncompensated Leave**

### **District Discretion to Grant**

Uncompensated leaves of absence may be allowed for employees for any one of the following reasons with approval of each request by the District granted on the individual merits of each case:

1. Temporary absence due to government service or obligation
2. Rest and recuperation or emergency family illness
3. Family Care

4. Sick leave beyond accumulated days
5. Other approved situations

The total number of extended uncompensated leaves of discretionary nature to be granted in a normal year may be limited. Decisions on the granting of leaves rest with the District.

All applications for leave shall be subject to evaluation on the basis of why the leave is requested and availability and feasibility of adequate replacement personnel, except for those of a non-discretionary nature, i.e., military service, illness, etc. (Note: Requests for leave for military service must include orders for annual active duty training, Article VIII, Section 13).

#### **Benefits while on Uncompensated leave**

All employee benefits except wage-related fringe benefits and seniority rights held by an employee at the time of application for a leave of absence shall be retained during the period of authorized leave. Eligibility for SEBB insurance programs during uncompensated leave will be in accordance with SEBB-established rules and guidelines. If eligibility is maintained during an uncompensated leave, the employee must transmit payment to the District's payroll office.

All employees requesting a leave of absence without pay shall attach to said request a signed statement giving definite assurance that they intend to return to the employ of the District at the termination of the leave.

A leave of absence shall not be granted, under any circumstances, when other gainful employment is the purpose for said leave.

The written agreement authorized on the basis of the application for a leave of absence shall specify the purpose for which the leave was requested, and the date on which the employee is obligated to return to duty.

#### **April 1 Deadline to Notify**

An employee on authorized leave of absence must indicate in writing to the Human Resources Office by April 1 (preceding the school year when he/she is to return from leave) that he/she will be returning to the District. Failure to do so will constitute "sufficient cause" for the District to issue notice that it may terminate his/her employment with the District unless extension of the leave has been authorized by the Board.

#### **Extension Request**

Requests for an extension of leave of absence must be received in the Human Resources Office at least thirty (30) days in advance of the authorized terminations date, or no later than March 1 in the case of leaves for a full school year. Requests for extension of a leave of absence must be endorsed by the superintendent and be presented to the Board for action and expressed by an addendum to the leave agreement.

### **Article VIII, Section 17 Domestic Violence Leave**

Domestic Violence Leave: An employee who is a victim of domestic violence, sexual assault, or stalking may take reasonable leave from work for legal or law enforcement assistance, medical treatment or counseling as allowed by law. Employees can use any leave they have available to them or uncompensated leave.

## **Article VIII, Section 18 Washington Paid Family and Medical Leave (WA PFML)**

Beginning January 1, 2020, employees have been provided Washington Paid Family and Medical Leave (WA-PFML) benefits as allowed by law. Eligibility requirements, benefit amounts, and applications can be found at [www.paidleave.wa.gov](http://www.paidleave.wa.gov).

When an employee chooses to use WA-PFML, they must provide thirty (30) days written notice to the District. If thirty (30) days/ notice is not possible, the employee must give notice when practical. The notice requirement may be waived at the District's discretion. The District shall provide eligible employees with a known qualifying event a written statement of their rights.

Employees may choose to use WA-PFML prior to exhausting other leave options and will not be required to exhaust sick leave prior to accessing WA-PFML.

## **ARTICLE IX: WAGES**

### **Article IX, Section 1 - Wage Scales**

Complete hourly wage schedules are included as Appendixes "A" and "B" of this Agreement.

Wage increases for each year, 2025 through 2029 of this contract will include the following:

1. 2025-2026: Across the Board Wage Adjustments, and implementation of a new wage scale encompassed in Appendix A including state funded inflationary increase to salaries (currently known as Implicit Price Deflator IPD) plus 0.25%.
2. 2026-2027: Across the Board Guaranteed state-funded inflationary increase to salaries (currently Implicit Price Deflator IPD) plus 0.25%.
3. 2027-2028: Across the Board Guaranteed state-funded inflationary increase to salaries (currently Implicit Price Deflator IPD) plus 0.25%.
4. 2028-2029 Across the Board wage opener with minimum state -funded inflationary increase (currently IPD) or 3%, whichever is greater.

2025-2026 Two levels of cafeteria assistants, to implement November 1, 2025;

- Cafeteria Assistants at Satellite Kitchens designated as Lead will receive current \$0.40 premium with an increase of \$0.50 (total \$0.90)
- Cafeteria Assistants who currently receive the \$0.40 will continue to receive it as long as they remain in a satellite kitchen position.

Definition of meal equivalents: Standardized unit used to measure total meal production by converting all meal types to the equivalent of one (1) reimbursable lunch. For calculation purposes, one breakfast equals one-half (.5) meal equivalent.

If other bargaining unit(s) negotiate language that would impact SEIU bargaining unit members, the district will notify SEIU as soon as possible upon learning of the potential impact of new contract language from the other bargaining unit(s).

#### **Direct Deposit**

All employees are required to provide the District with direct deposit (electronic) arrangements for monthly pay. New employees will be required to establish direct deposit arrangements for pay purposes with two (2) full pay periods of employment.

#### **Assignment, Benefit & Probationary Period Defined**

New employees assigned to, or who bid into, a position will be eligible for all benefits for the next payroll period, as outlined in Article VIII. After a new employee is assigned to, or bids into, a position, they will begin a ninety (90) days probationary period. After election by the Board of Directors and at the conclusion of their probationary period, seniority will be dated as of the first day of employment.

Bus drivers have a ninety (90) day probationary period and are assigned a seniority date based on the date they first drive a route independently as a substitute. This seniority date is their "bid" seniority date, not their District seniority date which is their first day of employment.

Temporary and substitute employees are to be paid the substitute assignment rate of pay for their job classification without employee benefits. If a substitute pay rate is not designated for a particular position or classification, temporary, and substitute employees will receive the permanent assignment rate.

### **Driver Trainer Compensation**

The District will maintain the current percent separation between regular bus driver and driver trainer compensation in each year of the contract.

### **Experience Credit**

Employees newly hired after the effective date of this agreement will receive one year of wage scale placement credit for each verified year of WA state school district experience. Service equal to or exceeding 0.5 FTE (i.e. 4.5 months or more in a year for a 9-month employee) counts as a full year, while smaller periods may be combined until they equal at least 0.5 FTE to qualify for one year of credit. The employee must notify the District within thirty (30) days of hire and provide documentation within 90 days of hire to receive experience credit.

## **Article IX, Section 2 - Pay for Replacement**

When an employee is authorized by the District to temporarily replace an employee whose pay is higher, the employee will receive the higher pay for time worked in the higher paid position, but t h e y shall never be required to take a lesser rate of pay than their regular rate.

In an employee voluntarily elects to work extra hours in a position with a lower pay rate, they will be compensated at the appropriate step of longevity for the position they are working in

## **Article IX, Section 3 - Community Use of Buildings**

When buildings are in use by public or civic organizations, school or otherwise, on holidays or off-hours if custodians or custodial assistants are required to be present, the employee shall be paid with the terms of this Agreement.

If a building is used for a school event that is not being charged for building use, and the building operator determines they need additional custodial services for the event, they will make a request to the Custodial Crew Leader and/or Building Administrator.

## **Article IX, Section 4 - Payroll Statements and Payment of Wages**

Payroll statements of earnings for employees will include, but not be limited to, regular hours worked, total dollars for regular time, total dollars for overtime and special pay, and the total number of unused sick leave days available to the employee.

## **Article IX, Section 5 - Payroll Overpayment**

When an employee is overpaid the District will follow RCW 49.48.200 & RCW 49.48.210. In addition to the RCW language the district shall allow one (1) pay period before collecting the 5% repayment deduction. This exception does not include overpayment situations when subsequent pay is unavailable or final pay out. The district will not charge interest on these repayments.

For other payroll issues, employees should first contact the payroll department.

## **ARTICLE X: UNIQUE WORKING SITUATIONS TO INDIVIDUAL DEPARTMENTS**

### **Article X, Section 1 - Transportation**

#### **1. Insurance, Tool, and Shoe Allowance**

##### **Insurance**

The District will provide a limit of fifty thousand dollars (\$50,000) of insurance coverage per mechanic per loss to include a five hundred dollars (\$500) deductible to be paid by the employee per loss. The District will determine the procedures for checking tools in and out of the shop and creating a standardized inventory of all tools that are to be stored in the shop and covered by insurance. It is the responsibility of the employee to maintain inventory records.

##### **Tool Allowance**

Permanent Mechanics and Service Workers in the Transportation department will be offered a tool allowance in the amount of fifteen hundred dollars (\$1,500). The tool allowance will be paid with the August payroll to employees employed in the aforementioned positions as of August 1. An employee accounting to the District of tool purchases is not required. The allowance is considered to be part of the District's wage structure and is subject to all applicable statutory payroll deductions.

##### **Shoe Allowance**

Permanent Mechanics and Service Workers will be offered one hundred-fifty dollars (\$150.00) per school year for the purchase of shoes appropriate to the job. The shoe allowance will be paid with the October payroll to employees employed in regular permanent positions as of October 1 of each year, including those in their ninety (90) day probation period. Employees hired into permanent positions after October 1 will receive the one hundred-fifty (\$150.00) allowance the following school year. Employees must annually sign and submit the required authorization form prior to October payroll cutoff.

##### **Guaranteed Hours Defined**

Bus Drivers are guaranteed a minimum of four (4) hours per day. If the shift is split, no half shall be less than two (2) hours.

##### **Pre/ Post Trip Inspections**

Bus drivers have twenty (20) minutes in the a.m. complex and fifteen (15) minutes in the p.m. complex included in their time for the pre and post-trip inspections of their bus, fueling, cleaning, bus wash, paperwork, check district email, etc., are included in the thirty-five (35) minutes per day unless extra time is preauthorized by the Transportation Supervisor and/or designee.

Guaranteed time begins in the a.m. with the report time. Any unused portion of a.m. guaranteed time can only be used at the end of the a.m. complex. The unused portion of p.m. guaranteed time can be used on either side of the p.m. complex. The p.m. complex starts with the first take-home run and runs straight through the end of the last run.

Any layover time of fifty-nine (59) minutes or less will be paid. Layover time is defined as time between scheduled runs and activities, pre-scheduled meetings with the Transportation office staff (including dispatch and safety), supervisor, and mandatory meetings and not to include guaranteed time.

Guaranteed time for bus drivers will be paid at the regular rate of pay. Benefits will be paid on all guaranteed time for regular drivers. All hours worked will be used for benefit calculations.

### **Mandatory Meeting**

Mandatory meetings for school bus drivers will be scheduled no earlier than ten (10) days prior to the day designated on the official school District calendar as the day school opens.

## **2. CDL Licenses**

### **Maintaining CDL License**

Bus drivers are individually responsible for maintaining a valid commercial driver's license (CDL) which includes the requirement for a valid first aid card at the expense of the District. The District will provide District sponsored first aid training two times per year during either pre-school days or non-student attendance days and will pay drivers attending such District-sponsored training. The District will post a notice in the Transportation Department at the beginning of the year and at least two weeks prior to each District-sponsored training session.

### **CDL Reimbursement**

Substitute drivers shall be reimbursed for a successful CDL test taken to qualify as a district substitute if and when they are assigned as a regular driver with the automatic provision that a reimbursed testing fee will be withheld from the final paycheck should the driver not remain employed as a regular driver for a one-year period.

### **General and Special Education Bidding Routes**

## **3. General/ Special Education Routes**

1. When a general or special education route of four and one-half (4.5) hours or more is vacated, the route will be posted for five (5) days prior to being filled as a regular assignment. Assignment to fill the vacancy will be based on driver qualifications and seniority. Drivers will be eligible to be successful bidders three times during the school year when the route will increase or decrease their time by one an one quarter (1.25) hours or more average per week.
2. A substitute bus driver who has deferred placement in a permanent route shall be placed at the bottom of the bidding seniority list when placed in a permanent driving position. (For bidding purposes only.)
3. The three (3) successful job bids allowed exclude the bid or assignment in August and the small bus re-bid in October.

## **4. August Bidding**

### **August Bid Day**

All general and special education routes will be bid on the August bid day. Transportation

dispatch will package as many 8.0, 7.9, and 7.8 etc., hour general and special education routes as possible for bidding on the August bid day. A copy of all available routes will be emailed to all drivers on the Wednesday before bid day by 8:00 a.m. and the route books must be complete (including directions and student names), by 8:00 a.m. on the Wednesday before bid.

All drivers will be paid a minimum of four (4) hours at their regular rate for the August bid day. Time may be spent on bidding, Safe Schools, route books, driving routes, and other assigned duties. The District will make every effort to avoid trips on the August bid day; however, if it is unavoidable, the District reserves the right to utilize substitute drivers.

All drivers will be required to bid either in person or by proxy. Drivers out on medical leave or on district assignment will have a shop steward proxy bid for them. Proxy bidders must be shop stewards. By appointing a proxy, the driver acknowledges and accepts that the route selection completed by the proxy, as designated in the signed proxy form, is final.

Each driver will have five (5) minutes to bid. Once their name is called by the person who is overseeing the bid process, a timer will be monitored jointly by a district representative and a shop steward. Once the five (5) minutes is up, the driver either signs for a route or when they have selected a route, are worked back into the bid process as soon as the current driver is done bidding.

### **Guaranteed Time**

The route hours (bid time), established on the August bid day, will be guaranteed for the duration of the year, regardless of the changes in the route unless the route increases in time. Then, the route will be paid at the increased base time, which will also become the driver's new guaranteed time and apply to leave and holiday pay for the duration of the year.

- i. If the increase is due to a temporary/short-term run (i.e., swim or bowling, sport season), the increase will not apply to a driver's guaranteed time. Drivers will be compensated for all hours worked (base time), which will apply toward accruals such as sick leave, holiday pay, and pension contributions.
- ii. Transportation shall inform the Union of any and all additional hours that are available for routes after the bid process, as well as, the driver assigned to the route temporarily pending the route being bid.

### **Permanent Bid Increases**

Drivers who bid on and are awarded additional time to their route- when the time increase is identified as permanent- will have that time added to their guaranteed hours. Permanent is defined as an increase expected to remain in effect for the duration of the school year from the time it is bid. In the event the route is reduced due to unforeseen circumstances, the driver will continue to receive their guaranteed time the remainder of the school year unless the driver bids on and is awarded another route.

### **Driver Responsibility**

Drivers with drive time thirty (30) minutes or less of their guaranteed route will use the thirty (30) minutes to meet the needs of the children, parents, school administrators, check email,

and check directions as necessary to meet the regular requirements of their job.

### **Tracking Time Beyond Thirty Minutes**

Drivers will track any time over thirty (30) minutes of time per day that is not driven and drivers will be offered work, that day, between the a.m. and p.m. complex as a first priority to make it up. This time will be tracked on a form and reported to Dispatch. If a driver is unable to make-up the time that day, they will be allowed to schedule the make-up time during the next four (4) weeks. Exceptions may apply depending on special considerations, such as but not limited to, additional trips and scheduling.

## **5. Special Education Bidding**

All special education drivers will bid on the August bid day. Transportation dispatch will package as many 8.0, 7.9, 7.8, etc., hour routes as possible.

Special education routes will be re-bid in October. The October bid will be held the fourth Monday of the month and routes will take effect seven (7) calendar days later. A copy of all available routes will be emailed to each driver on the Wednesday prior to bid days before 8:00 a.m. Route books must be completed prior to that day.

### **Wheelchair Addition**

If a wheelchair pick-up is added after bid day, it may be assigned to the least senior driver with the closest wheelchair bus, if feasible.

## **6. Operation Parameters: General and Special Education bidding**

### **Additions to Routes at Bid Time**

All known (that include schedule, location and time) annually scheduled shuttles, programs, and extra school-related activities shall be attached to routes at the August bid.

All new runs, complexes or routes that come in after August bid and through the end of the school year will be posted for five (5) working days and awarded to the senior bidder. If there are no bidders for any posted run, complex or route, transportation dispatch may assign it, starting with the driver with the lowest seniority, who can do the route. It becomes part of the route for the school year. When cost-efficient criteria is used in the posting and bid award process, the District will meet and consult in good faith with the shop steward(s) and/or union representative regarding the use of justification for the criteria.

### **Absence in Excess of Thirty Days**

If a bus driver is aware that he/she will be off in excess of thirty (30) days for illness, injury or some other valid reason, or is actually off work in excess of thirty (30) days, his/her position will be vacated and bid as a temporary assignment; as soon as the District is made aware that the driver will be gone thirty (30) days or more, rather than waiting for the thirtieth (30th) day. Should a known absence of thirty (30) days or more occur on bid day, and the route is 4.5 hours or more, it shall be available immediately as a temporary bid position.

The next interested eligible driver will bid a permanent position prior to bidding on the temporary route. As soon as the District and the Union is notified that the requirement to better your time by one and one quarter (1.25) hours or more per week shall be waived. This will continue until all routes are bid. If a temporary route driver successfully bids additional

hours for the temporary route, those hours will be reposted when the permanent driver returns to their route.

During the bus driver's absence in excess of thirty (30) days, he/she shall not be eligible to bid on additional hours until he/she is reinstated to his/her regular position. This excludes the August bid and October re-bid and summer routes (as long as there is a medical release date prior to the summer route beginning).

### **Route Not to Exceed 8 Hours**

A driver's regular route shall not exceed eight (8) hours a day, without prior approval.

### **October Bid Date**

The October bid day will be the fourth Monday of October, and take effect seven(7) calendar days later. A copy of all available routes will be given to each driver on the Wednesday by 8:00 a.m. and the route books must be complete, prior to the bid day.

After a driver is awarded a job bid, he/she may not reject a portion of the run without giving up the entire job complex. Under compelling personal circumstances, a driver may request approval to give up a portion of a complex. Approval of such request will be at the District's discretion and will be subject to an end of the school year limit, subject to review and reconsideration after a sixty (60) day period, and will provide for return of the driver to the full run at the beginning of the following school year. Any such temporarily surrendered portion of the run will be posted for drivers whose existing schedule allows for absorption of the portion without otherwise impacting their existing complex, per existing route bidding guidelines (most cost efficient senior driver)

## **7. Backup Drivers**

### **Backup Driver**

- a. All runs outside of regular route hours will have backup drivers (e.g. pretrip, CTA, midday, afterschool intramural, and SpEd middays). Drivers will sign up for backup positions by seniority in conjunction with mid-day backup positions at August bid. Backup drivers shall meet posted requirements and shall not exceed eight (8) hours per day (excluding trips). Drivers will be allowed to sign up for two backup runs. This will happen at the same time as August Bid and will carry throughout the school year. Drivers will be allowed to sign up on an as needed backup list. As needed runs will be posted outside the office door and awarded no earlier than 9:30 a.m. unless the run starts before 9:30, then it should be assigned by 8:30 every morning. Dispatch will contact and utilize drivers from the as-needed backup list on a seniority basis. Drivers who sign up to be a specific backup must be available to perform their District assignment when needed.

It is the backup driver's responsibility to inform dispatch when they have a permanent addition to their route that conflicts with their duties as the specific backup driver, and/or as-needed back-up driver. A backup driver may waive the fifty-nine (59) minute layover paid time, in order to add hours and not trigger overtime status.

- b. All "special needs" route assignments will have a mid-day backup driver. The mid-day route will be driven by the backup driver, when the regular driver is unable to drive the route. (This is the priority for backup).

### **Driver Trainer Routes Covered**

Driver Trainers will be allowed to have portions of their routes covered by a backup driver when they are performing behind-the-wheel training. Driver trainers will facilitate classroom training as directed by the Transportation Supervisor. Driver Trainers will provide training on a rotating basis. Portions covered by the backup driver will be determined by dispatch. Portions of complexes covered by backup drivers will be limited to hours that would result in overtime for the Driver Trainer when performing behind-the-wheel training sessions.

#### **Definitions of terminology used in Bidding are as follows**

- i. **General Education:** Those routes receiving basic funding from the Office of the Superintendent of Public Instruction.
- ii. **Special Education:** Those routes receiving special funding from the Office of the Superintendent of Public Instruction or the Federal Government.
- iii. **Run:** Each individual portion of a route or complex (i.e., each home-to-school, intramural, mentor, school-to-home, swim, Cascadia Tech, etc.) is a "run."
- iv. **Complex:** The AM portion, the Midday portion, and the PM portion of a driver's day is each a "complex."
- v. **Route:** The total compilation of all the runs and complexes of a driver's work day is a "route."
- vi. **Bid Time:** The route hours that the driver bids on bid day.
- vii. **Substantial Change:** Includes but is not limited to;
  - A. Loss of a previously existing run from an AM or PM complex; addition of a new run to a previously existing complex.
- viii. **Base Time:** If there is an increase in hours on the route, the base time becomes the driver's new hours for the duration of the increase.
- ix. **Guaranteed Time:** Is equal to your bid time or any permanent increase to your route (which will last for the duration of the school year).
- x. **Emergency Trips:** A situation that has been suddenly precipitated or is of such a nature that preplanning could not have occurred.
- xi. **Field Trips:** All extra trips connected to music, sports, extracurricular performing arts, and extended learning.
- xii. **Shortened-day student:** A student who is on a modified daily schedule.
- xiii. **ECE midday runs:** Preschool midday run; this is a permanent run attached to a route.
- xiv. **Shuttle:** a midday run that goes throughout the school year on certain days (once bid and awarded becomes part of the new base time).
- xv. **District assignment:** A driver on their permanent route or on a temporary hold-down route.

## **Bus Drivers - Trips and Bid Award Process**

All trips will be bid on and awarded by the number of trips taken and seniority. Posted trips not bid on and emergency trips that could not be posted in time to be bid upon will be handled according to a procedure developed and agreed upon by a majority of drivers and the transportation supervisor. All trips with an initial report time of 5 p.m. or later will be paid a minimum of two (2) hours, regardless of the end time of the afternoon complex. If a driver is driving a trip (such as To Be Announced, TBA) that they did not bid on and win successfully, that trip will not be charged against any of the boards (regular bid or emergency bid). If a driver has signed for a "B" (return) portion of a trip, it will count as a trip and be counted on a separate board (return trip board) from regular trips and emergency trips.

### **Trip Cancellation**

In the event a bid and awarded trip is cancelled at no fault of the bus driver, the trip will not be charged (counted) against the awarded driver. In the event a trip is cancelled, and the bus driver has already reported for the awarded trip, they will not be charged for the trip and will be compensated for the time worked and the guaranteed time they lost as a result of the late cancellation.

When a cancellation occurs at no fault of the building or the bus driver (example: baseball game rainout) and the trip is already in process, the driver will be compensated for the time they worked and the trip will only be counted against them if they are cancelled less than one (1) hour from the end of the bid time for the trip.

All trips before 4:00 p.m., Monday – Friday, whose time changes more than 15 minutes will be re-posted. Trips after 4:00 p.m. and all trips on Saturday and all non-scheduled workdays, whose time changes at all, will remain awarded to the driver who received the trip. If the time change does not fit with the driver's district assignment, he/she may turn it down, and the trip will not count against the driver. If subsequent bidders for the trip are unable to do the trip after it was initially awarded to someone else, they will not be charged with a turndown. It is the driver's responsibility to check the board often to see the status of trips that are re-posted.

If a trip has been awarded incorrectly, drivers have until 2:00 pm the following Wednesday after the trip was awarded to notify the Trip Coordinator.

### **Procedures Related to Field Trips**

On over night trips, if the district representative wants to load up extra items (suitcases, bags, computers, etc.) prior to departure, the driver will be on the clock from the time items begin being loaded until the end of the trip (back at transportation, fueled, cleaned, post trip).

### **Bidding on Trips that Exceed Regular Route Hours**

All drivers who have successfully completed their probationary period are eligible to bid on all day trips

An "All Day" trip is defined as a posted trip with depart and/or return times that conflict with the start time of any part of a drivers' route, complex, or run.

A "posted" trip with depart and return times that may be driven during the hours between an existing route, complex or run is not an "All Day" trip.

The posted All Day trip time must be equal to or more than the driver's regular route, and must conflict with some portion of their route, but may not be a trip that falls between a driver's a.m. and p.m. complex.

If an awarded trip conflicts with part(s) of a driver's district assignment, the driver may do the trip if coverage for their district assignment is available and approved by the department supervisor.

Drop and Returns: the District will require Trip Sheets to be signed by coach or faculty member.

Drop and Return Guidelines: For extracurricular trips lasting less than three (3) hours, drivers will be guaranteed continuous paid time for the entire duration of the trip (e.g. a trip from 9:30 a.m. pick-up to 12:30 p.m. drop-off will be considered a stay trip, meaning the driver remains with the group and is paid for the full time).

### **Coach Request**

If the coach or faculty member asks for the driver's phone number, the driver has the option to provide it. If the driver is called back early and accepts the call, the driver's time will commence upon receiving the phone call if earlier than the scheduled return. The coach or faculty member must sign the trip sheet verifying the time of the call.

If a coach or faculty member asks the driver to stay, the driver will be paid from the beginning of the trip to the end of the trip. The coach or faculty member must sign the trip sheet stating the request for the driver to wait. If there are any changes made, which are not on the original trip sheet, the coach or faculty member must sign the trip sheet stating he/she requested the change. During business hours, the driver should call dispatch to report these change requests.

On each trip, a coach or other District assigned adult shall be on the bus to provide supervision, unless the trip is a one way drop. In this case, the coach should be at the bus door to approve student departure and approve student arrival.

## **Chartering of Buses and Extra-curricular Trips**

### **Trip Analysis**

All Vancouver School District activity and extra-curricular trips requiring transportation by district bus shall be bid and coordinated through the District's transportation department. The transportation department will make all arrangements for the transportation of these students.

If Vancouver School District drivers and/or buses are not available, arrangements for another carrier may be made by the transportation office.

Only after all steps are taken to ensure work is available to Vancouver District drivers, another carrier may be used. Chartering will be allowed for trips over four hundred (400) miles round trip. Trips of over four hundred (400) miles round trip and overnight trips may be analyzed for cost effectiveness as well.

Chartered Trips: Once a request for a charter bus has been approved, the Trip Coordinator will post the charter information on the Trip Board for driver's review.

### **Alternative Transportation Guidelines**

Alternative Transportation Guidelines: the following is the protocol concerning the use of other vehicles (e.g. vans, etc.) for transporting students in lieu of school bus transportation.

Guidelines include:

- i. As a general rule, any activity or athletic team/group needing transportation for fourteen (14) or less athletes may use other vehicles (1 driver and 7 students per vehicle.)
- ii. The District will provide a master schedule for all athletic events for each sport season where drivers will not provide transportation for the above noted exceptions.

In order to assure driver work is appropriately available, the District via the appropriate Secondary Executive Director's Office will:

- iii. Provide the transportation department with a copy of all building/department prior approvals involving the use of alternative vehicles. Such information may be provided in hard copy or electronically.
- iv. Require district staff who prepare prior approvals to indicate the expected and maximum number of students participating in the trip, and, completing the section to show the number of such students who will travel in personal vehicles as opposed to district provided rental vehicles.
- v. Maintaining such copies in a binder of file readily accessible by driver and union representatives in the Transportation office.
- vi. Respond to appropriate inquiries that drivers and/or union representatives may make concerning any such trips.

### **Saturday Trips**

Saturday Trips (Drivers) in recognition of quality time worked on Saturday, drivers shall receive, in addition to their regular rate of pay, a premium rate of pay equal to one-quarter ( $\frac{1}{4}$ ) of their regular pay for time worked on Saturday. Any Saturday work that is in excess of eight (8) hours in the day, or forty (40) hours in the week, will be paid at the overtime rate in lieu of the Saturday rate.

### **Union Representation**

One (1) Union transportation steward, who has been requested to attend a meeting by either an employee or management on the steward's non-work time shall be paid their regular hourly rate for time spent in the meeting, as long as the time does not exceed one (1) hour of overtime.

### **Driver Injuries, Protection, and Safety**

In the event a driver is injured due to an assault by a student on a bus, the District will provide the driver paid administrative leave to offset the difference between Labor and Industries Time Loss and full regular pay.

Per WAC 392-145-021, Drivers shall not transport heavy, sharp, or bulky items (including large and uncased musical instruments), which may be hazardous in the event of an accident or emergency stop, if in the passenger area of any school bus. This shall apply to all field trips including parades.

Drivers shall not drive their buses with a student count that surpasses the listed capacity for their bus.

The District will ensure that bus safety procedures are followed, re- engagement meetings between the driver, administrator, guardian, and student (and union representative, if requested) are held, administration interventions/briefings/notices are issued to support drivers with student management strategies and training. Paid time will be allotted for ongoing student management training.

Transportation/Bus Support positions shall assist drivers on buses when additional personnel are determined necessary for student management. Transportation/Bus Support and drivers will participate in paid trainings. Examples of trainings for drivers and transportation/bus support include: PBIS, De-escalation, Bus Discipline, 5-point Harness, Equity, and Bus Safety and shall be provided by driver trainers, student welfare and attendance, special services, and transportation safety supervisors, depending on the training module.

### **Drivers Request for Support**

Drivers have the right to request a student(s) removal from a bus if the immediate displayed misconduct creates an unsafe action which endangers: students, teachers, drivers, and any other personnel on the bus. The driver must contact Transportation to report the concern and request building administrative or designee support to address student behavior. The Transportation Supervisor or Designee and building administrator will consult with the driver to determine appropriate next steps up to, and including, removal from the bus and/or additional adult support on the bus which may include an alternate means of transporting the student. Alternative means of transportation could include parent transporting student or an alternate district transport.

Drivers have the right to request support for students who are displaying behavior on the bus which may endanger students, teachers, drivers, and any other personnel on the bus. Relevant student IEP information shall be provided to the Transportation Department to be shared with the assigned driver to minimize issues. When a student exhibits consistent unsafe behavior on the bus, Special Services or another relevant administrator will meet with the Transportation Supervisor or designee and the driver to assist with mitigating behavior.

The form will provide drivers with relevant information about health and safety measures that may impact the bus environment for students who have 1:1 support in the classroom.

### **Special Services Information**

Special Services will communicate with the Transportation Supervisor or designee to provide relevant IEP information to the drivers at the start of every school year. The relevant information about health and safety measures that may impact the bus environment for students who have 1:1 support in the classroom will be provided to drivers.

### **IEP Team Directive**

Drivers will communicate with the Transportation Supervisor regarding students' medical or behavioral issues that arise throughout the school year. If a student requires medical or behavioral 1:1 support while in the classroom, the student's IEP team will provide relevant IEP information at the start of every school year and provide drivers with relevant information about health and safety measures that may impact the bus environment. The information will be provided to the Transportation Supervisor or designee and the driver of the student's assigned bus. 1:1 support may be provided while on the school bus, as determined by the IEP Team and with Transportation Supervisor consultation.

### **Additional Bus Support**

1:1 medical or behavioral support will be provided while on the school bus when appropriate as determined by the IEP team. The Transportation supervisor will consult with Special Services regarding additional support.

If school administration has a student that is displaying violent behavior at dismissal, the school administrator or designee will provide additional adult support that day on the bus, if the student is riding the bus home. When additional adult support is unavailable, alternative transport home will be provided to the student.

### **Step-up and Sign-off Procedures for Bus Mechanics**

Mechanics within the Transportation shop interested in stepping up for the Assistant Crew Leader or Crew Leader shall sign up on the Step-up list by August 1 each year. The step up will be implemented on day one of the absence.

In the absence of the Crew leader, only the dayshift Assistant Crew Leader within the department will step up. In the absence of the Assistant Crew Lead, Mechanics on the step-up list will step up on rotation.

When the Crew Leader and Assistant Crew Leader are both absent, the most senior mechanic on the step up list will step up for the Crew Leader.

## **Article X, Section 2 - Maintenance and Operations, and Warehouse**

### **Clothing Allowance**

All permanent Trades and Grounds workers, including mechanics in transportation and employees in the Warehouse, shall be provided uniforms for their workday by the District. Custodial staff will also be provided rain boots, as needed, upon request.

District workers who work outside (i.e. delivery drivers) will be provided with rain coats, and rain pants, when requested by the employee.

### **Warehouse and Maintenance Operations Shoe Allowance**

Warehouse and Maintenance Operations (Trades, Trades Helpers, and Grounds) workers will be offered one hundred-fifty dollars (\$150) per school year for the purchase of shoes appropriate to the job. The shoe allowance will be paid with the October payroll to employees employed in regular permanent positions as of October 1 of each year, including those in their ninety-day probation period. Employees fired into permanent positions after October 1 will receive the one hundred fifty dollar (\$150) allowance the following school year. Employees

must annually sign and submit the required authorization form prior to October payroll cutoff.

Additionally, protective footwear that meets the requirements of WAC 296-54-51170 will be provided to the Landscape Specialist position as needed.

### **Custodial Shoe Allowance**

Custodial workers will be offered seventy five (\$75) dollars per school year for the purchase of shoes appropriate to the job. The shoe allowance will be paid with the October payroll to employees in permanent positions as of the October 1 of each year, including those in their ninety-day probation period. Employees hired into permanent positions after October 1 will receive the seventy five (\$75) dollar allowance the following school year. Employees must annually sign and submit the required authorization form prior to October payroll cutoff.

### **Custodial Supervision**

During the school term, building operators, custodial swing leads, custodial assistants, and substitute custodians governed by this Agreement shall be responsible to those outlined in their job description and in conjunction with the custodial crew leader or the custodial assistant crew leader and the building administration.

### **Custodial Inspection Form**

The Custodian inspection form will provide an area for building operators and the custodian comments as part of the inspection record.

### **Graveyard shift**

If any employee is required to work a majority of the graveyard shift, he/she shall receive fifty cents (.50) per hour shift differential.

### **Emergency Help**

In emergency situations where a custodian must request help, an attempt will be made to call the regular night employee from that building for the work before a substitute employee is called.

### **Understaffing Assistance**

Substitutes will be provided, as determined by the custodial crew lead or assistant crew leader, to cover positions for permanent employees on approved absences. The District will track substitute coverage and provide to the Union upon request.

### **Grounds - Assigning**

Personnel assigned to a grounds or custodial bid position will be assigned to these areas in the following manner:

- a. In assigning personnel from custodial duties to grounds duties, the grounds department seniority (highest) shall be used to determine the order of assignment to grounds
- b. In assigning personnel from grounds to custodial, the grounds department seniority (lowest) shall be used to determine the order of assignment to custodial.

- c. If any employee with grounds department seniority does not possess the skills required to perform grounds duties, the next senior employee with skills needed to perform grounds duties required shall be assigned to grounds.

Employees in the grounds or custodial bid positions shall receive the rate of pay for the job classification they are assigned.

Personal protective equipment will be provided to temporary grounds crew members assigned during the summer months.

### **Swing Custodial Assistant**

Custodial assistants regularly assigned to swing positions at elementary schools shall receive a premium of seventy-five cents (\$0.75) per hour in addition to their base pay as an elementary assistant custodian during the period of September 1 through May 31 for additional responsibilities resulting from community use of the building.

Custodial assistants and swing shift custodians shall be paid the daytime, non-certified rate when stepping up because the Building Operator is absent.

The regularly assigned swing custodial assistant at the District administrative building (JPC) shall receive the permanent assignment rate for elementary school custodial assistants during the period September 1 through August 31 for responsibilities resulting from community use of the building. (NOTE: This paragraph does not apply on the days when the building is not being used for community activities.)

Vacation, holiday, and compensated leave days for elementary school and District administration building custodial assistants will be calculated at the custodian rate of pay.

### **Asbestos - Removal Compensation**

The District will pay one hundred dollars (\$100) per instance for employees assigned to perform asbestos sampling where results are verified to be greater than one percent (1%) asbestos containing materials, and for the employees assigned to asbestos removal projects. All employees performing such duties will be properly trained and certified. In no case will a single "instance" involve an area greater than three (3) square feet as required in the employee's certification.

### **High Lift Operations**

Trained/certified employees working in High Lift operations at a height in excess of fifty (50) feet will receive additional compensation of one hundred dollars (\$100) per person including the spotter on the ground for each day working in a high lift situation. This is only when a high lift machine has been rented and is being used for stadium maintenance. Any other high lift situations need prior approval by the Facility Supervisor.

### **Permit Required Confined Space Compensation**

Hazardous duty supplement pay of one hundred dollars (\$100) per day, per person, including the attendant, shall be provided when working, with approval of a trained entry supervisor, inside a permit required confined space.

### **Hazardous Spraying**

Hazardous chemical spraying will be paid at an additional rate of two dollars (\$2.00) per hour for each day the work is required. This includes pesticide spraying.

### **Black-Out Period**

The black-out period will be one (1) week before the last day of the regularly scheduled school year and one (1) week before school starts. Time off will not be approved without the Supervisor's approval. The yearly mandatory meeting will be scheduled on either the 1<sup>st</sup> Friday after the last day of school or during the black-out period.

### **Step-up or Sign-off Procedures - Maintenance & Operations and Warehouse**

Employees interested in stepping up during the absence of an Assistant Crew Leader, Building Operator, or Swing Lead must sign up on the step-up list by August 1 each year.

Step-up assignments will be made in seniority order on a rotating basis for all positions. Employees may step up for up to ten (10) days per assignment, provided they meet the operational needs of the position.

### **Scheduled Absences Beyond Three (3) Days**

All scheduled absences exceeding three (3) days will be backfilled using the step-up process as follows:

1. Assistant Crew Leader (Day Shift)- Filled by rotating the five (5) most senior employees on the step-up list. If unavailable, others on the list will rotate in seniority order. Employees must have a minimum of one (1) year of experience in a bid position.
2. Crew Lead- Filled by Assistant Crew Leaders within the same department. If none are available, interested employees with a minimum of one (1) year experience in a bid position within that department will step up provided they meet minimum operational needs.
3. Assistant Maintenance Supervisor- Will be filled by the Crew Leaders.

### **Absences Filled on the First Day**

Absences to be filled on the first day will be backfilled using the step-up process as follows:

4. Building Operator and Swing Lead- Absences will first be offered to interested employees within the building's custodial team on the first day of the absence. If none are available, the step-up list will be used.
5. Assistant Crew Leader (Swing Shift) – Filled by employees on the step-up list using the same five-person seniority rotation as the Assistant Crew Leader, day shift. Employees must have a minimum of one (1) year experience in a bid position.

### **Step-up or Sign-off Procedures - Warehouse**

Employees interested in stepping up for the Crew Leader shall sign onto a step-up list by August 1 each year. In the absence of the Crew Leader, the Assistant Crew Leader would step up, and when there is no Assistant Crew Leader, first the Receiving Clerk, and then the Order Filler, would step up, based on their knowledge of the warehouse operations. Absences will be filled on the first day of the absence.

### **Temporary Crew Lead**

When an employee is assigned to lead a temporary crew, that person will be compensated at \$2.00 per hour more than their regular wage, for the time they are in charge of the crew. At the conclusion of the temporary assignment, if the assignment is greater than 10 working days, a performance evaluation will be conducted by the supervisor.

### **Determining Building Personnel**

When a building undergoes significant changes in use or square footage, such as the addition of portables, renovations, additions, classes regularly held in areas not originally designed to be classrooms, the staffing will be reviewed and discussed with the Labor management Committee with a focus on agreements on how to address workload issues at least thirty (30) days prior to use.

### **Custodial Support Team (CST)**

When CST employees are assigned specialized projects by their supervisor that require duties outside a custodial assistant job description and not in any other job description, they will receive the Elementary Custodial Assistant differential for the duration of the project. When the CST employees are assigned to specialized projects by their supervisor that require duties contained in another job description they will be paid at the higher rate for the duration of the project.

### **Ground Crew**

The District will pay for all required licenses and certifications needed for employees to maintain their jobs. If a grounds helper is not required to maintain a license, but holds a current CDL or spray license, and is asked by a supervisor to perform duties that require either of those licenses, they will be upgraded to the groundskeeper pay, in accordance with minimum qualifications associated with a groundskeeper position, and any other compensation that the license requires per the contract, for the day they use their license.

## **Article X, Section 3 - District Resource Officer (DRO)**

One of the DRO's primary duties is to provide safety to students, staff, and faculty of Vancouver Public Schools.

### **Annualized Pay**

DRO's may elect 12 month annualized pay or 9 month pay, cut-off to cut-off. Employees must elect annualized pay prior to the beginning of the school year or at the commencement of an eligible position with the District. Per IRS regulations, any election to annualized pay is irrevocable for the school year. Annualized pay elections will continue year-to-year unless the employee notifies payroll in writing on a form provided by the District prior to the start of a new school year. This provision is subject to revision should state L&I rules change to provide eligibility for summer unemployment benefits for employees with 'reasonable assurance'.

### **Assignment**

District Resource Officers are employed by the District for safety and security. DRO's will be notified when there is a vacancy and consulted prior to that vacancy being filled. DRO's will be able to indicate their preference for being considered for possible reassignment as a result of

the vacancy prior to it being filled. The Union will be notified of a vacancy and provided information on updated placements once the process is finalized.

DRO's will be assigned to and managed within a District wide supervisor unit. Assignments and locations will be based on the needs of the District; however, the District will work with employee history, preference, and seniority where possible. The District will establish and maintain regular assignments for employees subject to periodic rotation and reassignment at any time based on District needs.

DRO's will use their skills and abilities professionally for the benefit of the whole District.

### **Hours of Work**

The District will establish and maintain a regular workweek for employees on a monthly schedule. However, occasionally but infrequently, the District may temporarily alter work schedules when compelling circumstances arise. When possible, employees will be notified twenty four (24) hours in advance or as far in advance as circumstances permit.

### **Graveyard Overtime**

Graveyard DROs (working 5 days on and 5 days off) have a work week defined as Sunday through Saturday. Overtime rules apply for over eight (8) hours in a work day and/or forty (40) hours in a work week under FLSA. Due to the unique schedule working a sixth (6th) or seventh (7th) consecutive day will be paid at overtime provisions when covering another graveyard DRO absence or mandatory training, otherwise regular overtime rules will be applied to their work week.

### **Uniform and Equipment**

DRO's shall be provided with and required to wear District designated and District funded attire/uniforms and such law enforcement equipment as determined by the District. External vests, for the purpose of carrying equipment, will be provided by the District. Equipment to be carried on the vest will be determined by the District supervisor. The Union and the District shall review new policies and operations as the program develops.

DROs will be offered two hundred dollars (\$200) per school year for the purchase of District approved black shoes. The shoe allowance will be paid with the October payroll to employees employed in the regular positions as of October 1 of each year, including those in their ninety (90) day probation period. Employees hired into permanent positions after October 1 will receive the two hundred dollar (\$200) allowance the following school year. Employees must annually sign and submit the required authorization form prior to October payroll cutoff.

### **Training**

Required training shall be provided and paid for by the District. All DROs will receive annual training to support the essential functions of their job description. When attending required training, a DRO working a shift of five (5) days on, five (5) days off, for a twelve (12) month graveyard position, shall receive overtime following a five (5) consecutive eight (8) hour days of work.

DRO training will include:

- A one-time physical fitness test at time of hire

- A one-time pepper spray training
- A one-time Taser usage certification
- Annual growth model scenario exercises aligned with essential function of the job description
- Annual recertification of Taser usage
- Annual defensive tactics training
- Annual CPI training including de-escalation
- Biennial first aid training
- Required training by Washington State Law (RCW 28A.320.124), as originally passed in HB 1214 (2021).

DRO trainees will be paid for time spent training upon successful completion of physical fitness evaluation and defensive tactics training upon hire.

### **DRO Expertise Acknowledgement**

All DROs may submit a proposal to acquire and prepare to present extra knowledge, approved by the District, to enhance the security work of the District and will be paid an amount not to exceed fifteen hundred dollars (\$1,500) per year. Additional District approval will be required if the project is expected to exceed fifteen hundred dollars (\$1,500).

Proposals submitted will align with the DRO job.

## **Article X, Section 4 - Nutrition Services**

### **Mandatory Meeting**

Mandatory meetings during the summer for kitchen managers will be scheduled no earlier than ten (10) calendar days prior to the day designated on the official school district calendar as the day school opens.

### **Elementary Central Kitchen Managers Rate of Pay**

All elementary central kitchen managers shall receive the same base rate of pay as the middle school kitchen managers.

### **Absence of Kitchen Manager and Step-up Procedure**

In the absence of the kitchen manager, the cook shall temporarily assume those responsibilities and will receive the manager's rate of pay. The kitchen manager will keep an annual list of those employees who are signing-off from stepping up. In the event the cook is absent, the kitchen manager will offer the manager position to the most senior person, who has not signed off and has the skills and abilities to perform the assigned duties.

Cooks in central kitchens are not permitted to sign off from managing in their own kitchen.

### **Cook and Lead Cafeteria Assistant Step-Up Procedure**

To promote equitable access to advancement opportunities, Nutrition Services employees may step up into a higher-level position outside of their home site for up to ten (10) consecutive workdays provided they meet the operational requirements of the position. When an extended absence occurs, employees on the step-up list will be rotated into the assignment in ten (10) day increments.

For assignments lasting ten (10) days or more, as needed, the acting manager will complete a standard feedback form prior to the conclusion of the assignment. This informal feedback will be provided to the department supervisor and shared with the employee and used to identify strengths, guide development, and assess readiness for future step-up opportunities.

Rotations will proceed in order from the step-up list, unless doing so would significantly disrupt operations at the employee's original site. All step-up assignments are subject to the availability of adequate coverage at the employee's home site and operational needs shall take precedence.

The department may authorize an employee to remain in the step-up role beyond ten (10) days when continuity is necessary, and the Union will be notified.

### **Kitchen Transitions/ Staff Reassignment**

If a position is no longer required due to a kitchen transition, the employee will be automatically reassigned to the next available comparable position within the Nutrition Services department.

If no immediate comparable vacancy exists, the affected employee will be temporarily reassigned within the Nutrition Services department. During this temporary period, the employee will maintain their current pay, benefits, and hours. The District and the Union will actively seek a permanent placement that aligns with the employee's qualification and seniority during this time.

A kitchen transition is the shift of a school kitchen from one model to another (production, satellite or central), depending on staffing, equipment, and meal service needs.

### **Recess Periods**

1. Recess periods during Thanksgiving, winter and spring breaks may require weekend kitchen access for kitchen managers to pull frozen food products from the freezers into the refrigerators.
2. Products will be removed from the freezers on either Friday or Saturday of the weekend prior to school resuming to allow thawing time under refrigeration.
3. Kitchen managers may ask the cook, or most senior designee at the site, to pull frozen food if the manager is not available during these specific recess periods. The cook or designee completing this task will be compensated at the appropriate step of longevity for the Manager's position, for a minimum of two (2) hours of time. If additional time is needed, prior approval by Nutrition Services is required.

### **Minimum Work Time**

1. No cafeteria assistant shall be called for less than three (3) hours work in any one day, except when mutually agreed to by the employee, the District and the Union.
2. No employee shall be called back for less than two (2) hours for any school function and this time shall be paid for at the overtime rate.
3. If an off duty kitchen manager or current step-up manager receives communication regarding an absence for the upcoming day, they will receive up to thirty (30) minutes pay to delegate the absence if the absence must be filled by 6:30 a.m.

## **Annualized Pay**

Kitchen managers, cooks, and cafeteria assistants who work four (4) or more hours per day, and satellite nutrition services drivers may elect either 12-month annualized pay or nine (9) month pay, cut-off to cut-off. Employees must elect annualized pay prior to the beginning of the school year or at the commencement of an eligible position with the District. Per IRS regulations, any election to annualized pay is irrevocable for the school year.

Annualized pay elections will continue year-to-year unless the employee notifies payroll in writing on a form provided by the District prior to the start of a new school year. This provision is subject to revision should state L&I rules change to provide eligibility to summer employment benefits for employees with 'reasonable assurance'.

## **Placement of Substitutes and Filling Vacancies**

Three (3) hour Nutrition Services vacancies will be filled as soon as practicable, either by assigning an eligible substitute who has completed thirty (30) successful working days or by reassigning current Nutrition Services staff in existing three (3) hour positions, as appropriate.

Assigned Nutrition Services position(s) shall be bid if additional time is added, that would increase daily assigned work hours to three and one-half (3.5) hours or more.

Nutrition Services employee(s) who must be reassigned as a result of such bidding will be assigned to a Nutrition Services vacancy of an equal number of hours, or if not available, to a position of no less than three hours.

The District and Union will review the feasibility of combining vacant morning and afternoon shifts into temporary positions to be offered in seniority order for the remainder of the school year. These temporary positions may be benefits-eligible if criteria is met. The 3-hour positions may not be at the same site.

Substitutes will be provided, as available, to cover positions for permanent employees on approved absence. If a substitute is unavailable, the hours the substitute would have worked may be used by the permanent employee in the kitchen. This time should be divided equally when there are two or more employees in the same kitchen. If the use of this divided time requires overtime for any employee(s), the Kitchen Manager will contact the Nutrition Service Director or a designee for approval of either plan.

Any cafeteria assistant offered additional hours is not required to accept them.

## **Relief Satellite Nutrition Services Driver**

This position is bid for Nutrition Services personnel annually each fall with kitchen managers not eligible to apply. Three (3) relief drivers will be selected and a rotating schedule will be maintained by Nutrition Services. The rotation is not based on day to day absences but by individual events, i.e. one illness, etc. The least senior relief driver will only be used in the rotation when the other two (2) are not available.

## **Shoe Allowance**

All nutrition services staff, including Satellite Nutrition Services Relief truck drivers, shall be offered seventy-five dollars (\$75) per school year for the purchase of non-slip shoes, appropriate for the kitchen and lunchroom. The Satellite Nutrition Services truck drivers

shall be offered the same shoe allowance as Warehouse workers. The shoe allowance will be paid with the October payroll to employees in regular positions as of October 1 of each year, including those in their ninety (90) day probation period. Employees hired into permanent positions after October 1 will receive the seventy-five dollar (\$75) allowance the following school year. Employees must annually sign and submit the required authorization form prior to October payroll cutoff.

### **Washington State Food Workers Card**

The District will reimburse the testing fee for employees who have successfully completed the requirements to obtain a Washington State Food Workers Card. Reimbursements of the employee's card will be paid within one accounting cycle with validation of the card. Cost of a lost replacement Washington State Food Workers Card will be the responsibility of the employee.

## **ARTICLE XI: WAIVER CLAUSE**

The parties acknowledge that during the negotiations, which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the District and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to, bargain collectively with respect to any subject or matter referred to or covered but this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both parties at the time they negotiated or signed this Agreement.

## **ARTICLE XII: WORKING AGREEMENT**

1. Service Employees' International Union, Local 925, and the District agree that the public interest requires the efficient and uninterrupted performance of all classified employees, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective.
2. During the terms of this Agreement, the District agrees that there will be no lockout of employees covered by this Agreement.

## APPENDICES

|  |     |
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| Hourly Wage Schedule.....                        | "A" |
| Wage Benefits Terms & Conditions.....            | "B" |
| Step I Initiation of Grievance.....              | "C" |
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**Vancouver Public Schools**  
**SEIU Employees' Hourly Wage Schedule**  
**September 1, 2025 - August 31, 2026**

Years of Service

|   |  | Base Wage | 2.00%    | 2.00%    | 2.00%    | 2.00%    | 2.00%    | 2.00%    |
|---|--|-----------|----------|----------|----------|----------|----------|----------|
|   |  | 0         | 1        | 5        | 10       | 15       | 20       | 25+      |
| <b>Maintenance, Operations, Grounds, Transportation and Warehouse</b> | Assistant Maintenance Supervisor   | \$ 52.95  | \$ 54.01 | \$ 55.08 | \$ 56.17 | \$ 57.30 | \$ 58.46 | \$ 59.64 |
|   | Crew Leader- Custodial, Building & Grounds, Warehouse, Transportation  | \$ 48.73  | \$ 49.73 | \$ 50.71 | \$ 51.72 | \$ 52.75 | \$ 53.80 | \$ 54.89 |
|   | Assistant Crew Leader - Custodial, Building & Grounds, Warehouse, Transportation; Building & Grounds Planner/Estimator; Environmental Safety Coordinator   | \$ 44.55  | \$ 45.44 | \$ 46.36 | \$ 47.29 | \$ 48.22 | \$ 49.20 | \$ 50.17 |
| <b>Trades Workers</b>   | Electrician; HVAC; HVAC Control Tech; Metal Fabricator; Welder; Plumber; Boiler Service Worker; Brick Mason; Carpenter; Glazier; Painter; Mechanic; Alarm Technician; Repair Technician; Equipment Operator (Grounds); Sprinkler Fitter; Operations Analyst; Drain Technician; Millwright; Irrigation Specialist | \$ 43.84  | \$ 44.72 | \$ 45.61 | \$ 46.53 | \$ 47.46 | \$ 48.41 | \$ 49.37 |
| <b>Trades Helper</b>  | Landscape Specialist; Sanitation Truck Driver; Inventory Specialist; Painter Helper; Electronic Equipment Repair Technician Helper   | \$ 36.48  | \$ 37.21 | \$ 37.95 | \$ 38.71 | \$ 39.48 | \$ 40.28 | \$ 41.09 |
| <b>Grounds</b>  | Groundskeeper  | \$ 32.03  | \$ 32.67 | \$ 33.33 | \$ 33.98 | \$ 34.66 | \$ 35.36 | \$ 36.07 |
|   | Groundskeeper Helper   | \$ 31.00  | \$ 31.62 | \$ 32.23 | \$ 32.88 | \$ 33.54 | \$ 34.22 | \$ 34.90 |
| <b>Custodial Services</b>   | Custodial Crew Planner   | \$ 34.83  | \$ 35.54 | \$ 36.25 | \$ 36.97 | \$ 37.71 | \$ 38.47 | \$ 39.23 |
|   | High School Building Operator; Custodial Support Team Lead   | \$ 33.28  | \$ 33.95 | \$ 34.62 | \$ 35.33 | \$ 36.01 | \$ 36.74 | \$ 37.47 |
|   | High School Swing Lead; Assistant Custodial Support Team Lead  | \$ 31.92  | \$ 32.55 | \$ 33.19 | \$ 33.86 | \$ 34.54 | \$ 35.22 | \$ 35.94 |
|   | Middle School Building Operator  | \$ 32.18  | \$ 32.82 | \$ 33.47 | \$ 34.15 | \$ 34.82 | \$ 35.52 | \$ 36.23 |
|   | Middle School Swing Lead   | \$ 30.66  | \$ 31.29 | \$ 31.92 | \$ 32.55 | \$ 33.19 | \$ 33.86 | \$ 34.53 |
|   | Elementary School Building Operator; Certified Pool Operator   | \$ 30.84  | \$ 31.46 | \$ 32.08 | \$ 32.74 | \$ 33.39 | \$ 34.05 | \$ 34.74 |
|   | Custodial Assistant; Pool Assistant  | \$ 28.68  | \$ 29.25 | \$ 29.85 | \$ 30.43 | \$ 31.05 | \$ 31.67 | \$ 32.29 |
| <b>Warehouse &amp; Distribution</b>                                   | Stock Worker; Order Filler/Inventory; Receiving Clerk  | \$ 35.16  | \$ 35.86 | \$ 36.57 | \$ 37.32 | \$ 38.05 | \$ 38.80 | \$ 39.57 |
|   | Delivery Worker/Heavy Duty   | \$ 36.48  | \$ 37.21 | \$ 37.95 | \$ 38.71 | \$ 39.48 | \$ 40.28 | \$ 41.09 |
|   | Delivery Worker/Mail & Message   | \$ 32.28  | \$ 32.92 | \$ 33.59 | \$ 34.26 | \$ 34.94 | \$ 35.63 | \$ 36.34 |
|   | Warehouse Utility Worker   | \$ 32.75  | \$ 33.39 | \$ 34.06 | \$ 34.75 | \$ 35.44 | \$ 36.16 | \$ 36.88 |
|   | Warehouse Worker   | \$ 31.07  | \$ 31.69 | \$ 32.34 | \$ 32.98 | \$ 33.63 | \$ 34.30 | \$ 34.98 |
| <b>Operations/Safety</b>  | District Resource Officer Team Leader  | \$ 40.12  | \$ 40.94 | \$ 41.76 | \$ 42.60 | \$ 43.46 | \$ 44.32 | \$ 45.21 |
|   | District Resource Officer  | \$ 35.22  | \$ 35.93 | \$ 36.66 | \$ 37.38 | \$ 38.13 | \$ 38.90 | \$ 39.68 |
| <b>Transportation</b>   | Mechanic   | \$ 43.84  | \$ 44.72 | \$ 45.61 | \$ 46.53 | \$ 47.46 | \$ 48.41 | \$ 49.37 |
|   | Bus Service Worker; Inventory Specialist   | \$ 36.48  | \$ 37.21 | \$ 37.95 | \$ 38.71 | \$ 39.48 | \$ 40.28 | \$ 41.09 |
|   | Bus Driver   | \$ 34.21  | \$ 34.89 | \$ 35.59 | \$ 36.30 | \$ 37.02 | \$ 37.76 | \$ 38.52 |
|   | Driver Trainer (13.5% above the Bus Driver Wage)   | \$ 38.82  | \$ 39.60 | \$ 40.40 | \$ 41.20 | \$ 42.01 | \$ 42.86 | \$ 43.72 |
|   | Transportation/Bus Support   | \$ 20.55  | \$ 20.96 | \$ 21.38 | \$ 21.81 | \$ 22.25 | \$ 22.69 | \$ 23.14 |
| <b>Nutrition Services</b>   | High School Kitchen Manager  | \$ 32.00  | \$ 32.62 | \$ 33.28 | \$ 33.95 | \$ 34.62 | \$ 35.33 | \$ 36.02 |
|   | Middle School Kitchen Manager  | \$ 30.65  | \$ 31.28 | \$ 31.90 | \$ 32.54 | \$ 33.18 | \$ 33.85 | \$ 34.52 |
|   | Elementary School Kitchen Manager  | \$ 28.61  | \$ 29.18 | \$ 29.76 | \$ 30.36 | \$ 30.97 | \$ 31.60 | \$ 32.22 |
|   | Elementary School Cook; Middle School Cook   | \$ 26.15  | \$ 26.67 | \$ 27.21 | \$ 27.75 | \$ 28.31 | \$ 28.87 | \$ 29.45 |
|   | High School Cook   | \$ 27.50  | \$ 28.05 | \$ 28.62 | \$ 29.19 | \$ 29.78 | \$ 30.37 | \$ 30.98 |
|   | Lead Cafeteria Assistant; Cafeteria Assistant  | \$ 23.75  | \$ 24.23 | \$ 24.71 | \$ 25.21 | \$ 25.71 | \$ 26.23 | \$ 26.75 |
|   | Delivery Worker  | \$ 32.28  | \$ 32.92 | \$ 33.59 | \$ 34.26 | \$ 34.94 | \$ 35.63 | \$ 36.34 |
| <b>Substitutes</b>  | Substitute Retiree Custodial Assistant   | \$ 28.68  | \$ 29.25 | \$ 29.85 | \$ 30.43 | \$ 31.05 | \$ 31.67 | \$ 32.29 |
|   | Substitute Custodial Assistant   | \$ 23.98  | \$ 24.46 | \$ 24.97 | \$ 25.46 | \$ 25.95 | \$ 26.49 | \$ 27.02 |
|   | Substitute Retiree Bus Driver  | \$ 31.46  | \$ 32.09 | \$ 32.75 | \$ 33.40 | \$ 34.06 | \$ 34.76 | \$ 35.45 |
|   | Substitute Bus Driver  | \$ 26.77  | \$ 27.30 | \$ 27.86 | \$ 28.42 | \$ 28.99 | \$ 29.57 | \$ 30.17 |
|   | Substitute Cafeteria Assistant   | \$ 19.37  | \$ 19.76 | \$ 20.15 | \$ 20.55 | \$ 20.97 | \$ 21.38 | \$ 21.81 |
|   | Substitute District Resource Officer   | \$ 26.88  | \$ 27.42 | \$ 27.97 | \$ 28.52 | \$ 29.09 | \$ 29.68 | \$ 30.28 |

**Vancouver Public Schools  
SEIU Employees' Hourly Wage Schedule  
September 1, 2025 - August 31, 2026**

|   |   |
|---|---|
| <b>Certifications; Special Work; Shift Exceptions; Premiums</b> |   |
| Asbestos Removal Compensation (See Article 10.2)                |   |
| High Lift Operations Compensation (See Article 10.2)            |   |
| Permit Required Confined Space Compensation (See Article 10.2)  |   |
| Hazardous Spraying (painting and pesticides)                    | \$2.00/hour/each day of spraying              |
| Temporary Crew Lead   | \$2.00/hour/duration of the crew leadership   |
| Elementary Custodial Assistant - September 1st - May 31st       | \$.75/hour                                    |
| Graveyard Shift Premium   | \$.50/hour                                    |
| Grounds Crew Class A CDL or Spray License (See Article 10.2)    |   |
|   |   |
| All Schools and Maintenance Support Team:                       |   |
| Certified Building Operator Certification Premium               | Level I - \$1.00/hour; Level II - \$1.50/hour |
| Certified Maintenance Support Team Premium                      | Level I - \$1.00/hour; Level II - \$1.50/hour |
|   |   |
| Central Kitchen Manager serving Satellite Schools               | \$1.00/hour                                   |
| Central Kitchen Cook  | \$.65/hour                                    |
| Satellite Kitchen Lead Cafeteria Assistant                      | \$.90/hour                                    |
| Satellite Kitchen Cafeteria Assistant                           | \$.40/hour                                    |
|   |   |
| Central Kitchen Manager Meal Count Enhancements:                |   |
| 150 meals   | \$.15/hour                                    |
| 151-300 meals   | \$.20/hour                                    |
| 300+ meals  | \$.25/hour                                    |

1. It is the intent of the parties to comply with all statutes and regulations of the Superintendent of Public Instruction and the State Auditor's office governing the distribution of funds authorized by the legislature for the compensation of classified staff.
2. In the event the monies actually made available by the state, or from other sources, fall below the authorized level, the salaries of all classified staff may be proportionately reduced by the amount of the shortfall on an equitable basis across the schedules.
3. Each individual salary will be altered to conform to any such revised salary schedule.
4. A salary schedule revision will be made only after the Service Employee's International Union has been given ample opportunity to review and discuss the documentation and details of any proposed change as are necessary to comply with statutes and regulations and/or Vancouver School Board Salary.

**SERVICE EMPLOYEES' INTERNATIONAL UNION, LOCAL NO. 925**

**And**

**VANCOUVER SCHOOL DISTRICT #37**

**GRIEVANCE FORM**

**STEP I – INITIATION OF GRIEVANCE**

Grievance Filed by: \_\_\_\_\_ Date: \_\_\_\_\_

School/Department: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor with Authority to Settle Complaint: \_\_\_\_\_

.....

Cite Specific area in Agreement which is basis of grievance: \_\_\_\_\_

Date of Action that is cause of Complaint: \_\_\_\_\_

Statement of Complaint:

.....  
Describe background of Complaint and efforts made to resolve the dispute prior to filing written grievance:

.....  
Remedy Requested – state remedy desired to adjust complaint:

Rationale for desired remedy:

.....  
Signature of Grievant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date grievance submitted to supervisor for written response: \_\_\_\_\_

Date written response due to grievant – \_\_\_\_\_ (seven (7) working days after  
date grievance was delivered)

**Distribution:**  
Grievant  
Service Employee's International Union, Local #925  
Executive Director of Human Resources Department  
Superintendent

**SERVICE EMPLOYEES' INTERNATIONAL UNION, LOCAL NO. 925**

**And**

**VANCOUVER SCHOOL DISTRICT #37**

**GRIEVANCE FORM**

**STEP 1 – RESPONSE TO INITIATION OF GRIEVANCE**

Grievance Filed by: \_\_\_\_\_

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

School/Department: \_\_\_\_\_

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

.....  
I have reviewed the written grievance filed with me on \_\_\_\_\_ and make the following statement relevant to the complaint and remedy desired:

.....  
My conclusion is as follows:

.....  
Signature: \_\_\_\_\_

Date decision delivered to grievant: \_\_\_\_\_

An appeal of this decision must be filed through the superintendent/designee within seven (7) working days of its delivery to grievant.

**Distribution:**

Grievant  
Service Employee's International Union, Local #925  
Executive Director of Human Resource Department  
Superintendent

**SERVICE EMPLOYEES' INTERNATIONAL UNION, LOCAL NO. 925**

**And**

**VANCOUVER SCHOOL DISTRICT #37**

**GRIEVANCE FORM**

**STEP 2 – APPEAL TO OFFICE OF SUPERINTENDENT**

Appeal by the grievant of the administrative decision at Step 2, Office of the/Designee Superintendent, in the matter of the grievance filed by: \_\_\_\_\_ Date of Appeal: \_\_\_\_\_

The grievant has reviewed the administrative decision provided at Step 2 and finds that decision is not satisfactory to the grievant because:

.....  
A grievance Adjustment Conference must be scheduled on or before \_\_\_\_\_ seven (7) full working days following date Appeal was delivered to Superintendent/Designee (Article VII, Section 2).

Signature of Grievant: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

**Distribution:**

Grievant  
Service Employee's International Union, Local #925  
Executive Director of Human Resources Department  
Superintendent

**SERVICE EMPLOYEES' INTERNATIONAL UNION, LOCAL NO. 925**

**And**

**VANCOUVER SCHOOL DISTRICT #37**

**GRIEVANCE FORM**

**STEP 2 – SECOND ADMINISTRATIVE RESPONSE**

Second administrative response to grievance initially filed by: \_\_\_\_\_

Date decision delivered to grievant: \_\_\_\_\_ The Office of the Superintendent/  
Designee conducted a Grievance Adjustment Conference on: \_\_\_\_\_

My conclusion, based on the record of my findings and my rationale for the proper disposition of this  
grievance and the remedy to be provided are as follows:

\_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_  
Date of Decision

**Distribution:**

Grievant  
Service Employee's International Union, Local #925  
Executive Director of Human Resources Department  
Superintendent

## NOTICE OF NONDISCRIMINATION

*Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The district does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.*

*The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. You may contact any of the following people at 2901 Falk Rd., Vancouver, Washington, 98661, or by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling 360-313-1000: ADA–Jeff Fish ([jeff.fish@vansd.org](mailto:jeff.fish@vansd.org)); Title VII, 504 – Katie Arkoosh ([katie.arkoosh@vansd.org](mailto:katie.arkoosh@vansd.org)); IDEA–Katie Arkoosh ([katie.arkoosh@vansd.org](mailto:katie.arkoosh@vansd.org)); Affirmative Action/Title IX–Jeff Fish ([jeff.fish@vansd.org](mailto:jeff.fish@vansd.org)); Title IX Elementary–Kristie Lindholm ([kristie.lindholm@vansd.org](mailto:kristie.lindholm@vansd.org)); Title IX Secondary–Bill Oman ([bill.oman@vansd.org](mailto:bill.oman@vansd.org));– Equity Director- Janell Ephraim [janell.ephraim@vansd.org](mailto:janell.ephraim@vansd.org)); Athletic Equity–Jim Gray ([james.gray@vansd.org](mailto:james.gray@vansd.org)). This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting 360-313-1250.*