

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**Wishkah Valley School District #117**

and

**Public School Employees of Wishkah Valley**

September 1, 2016 - August 31, 2019



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

This Agreement is made and entered into between Wishkah Valley School District Number 117 (hereinafter "District") and Public School Employees of Wishkah Valley School District, an affiliate of Public School Employees of Washington / SEIU Local 1948 (hereinafter "Association").

In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

**ARTICLE I**

**RECOGNITION AND COVERAGE OF AGREEMENT**

**Section 1.1.**

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.2, and the Association recognizes the responsibility of representing the interests of all such employees.

**Section 1.2.**

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Secretarial/Clerical, Educational Assistants, Custodial/Maintenance, Food Service, Transportation; provided, however, that the Superintendent's Secretary (1) and the Business Manager (1) are excluded from the bargaining unit, based upon a confidential relationship to the Board of Directors or Superintendent.

**Section 1.2.1.**

Temporary positions shall be posted within the bargaining unit pursuant to Section 10.7 herein. All substitute employees who have worked accumulative thirty (30) days or more in the current or immediately preceding school years and who continue to be available for employment as substitutes shall be included in the bargaining unit. The only sections of the Agreement which apply to bargaining unit substitutes are: Sections 6.1.1, 6.2, 6.3; Article XV; and Schedule A. The provisions of the Agreement stated in this subsection are the sole provisions of the Agreement applicable to substitutes.

**Section 1.3.**

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the Board of Directors or Superintendent pursuant to RCW 41.56.030 (2).

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**ARTICLE II**

**RIGHTS OF THE EMPLOYER**

**Section 2.1.**

It is agreed that the customary and usual rights, powers, functions and authority of management are vested in management officials of the District. Included in these rights, in accordance with applicable laws and regulations, is the right to direct the work force, 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. The Employer shall retain the right to maintain efficiency of the District operations by determining the methods, the means, and the personnel by which such operation is conducted.

**Section 2.2.**

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

**ARTICLE III**

**RIGHTS OF THE ASSOCIATION**

**Section 3.1.**

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

**Section 3.2. Association Representation.**

The Board of Trustees will be designated as a conference committee to meet with the Superintendent of the District and/or his/her designated representatives on a mutually agreeable regular basis to discuss appropriate matters. Meetings shall be held at times when they cause as little interruption of the work schedules as possible.

**Section 3.3. Bargaining Unit Information.**

The District will supply the following information, upon reasonable request:

- |                |   |
|----------------|---|
| A. Full Name   | E. Number of Paid Holidays (hours)          |
| B. Hire Date   | F. Number of Paid Vacation Days (hours)     |
| C. Job Title   | G. Days of Illness and Injury Leave (hours) |
| D. Daily Hours | H. Maximum Insurance Eligibility            |

1           **Section 3.3.1.**

2           Descriptions for all positions subject to this Agreement are attached to this Agreement and by  
3           this reference incorporated herein. If a new position is created or an existing position is  
4           modified, such position(s) shall be negotiated regarding hours, wages and working conditions.  
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6  
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8                           **ARTICLE IV**

9  
10                           **RIGHTS OF EMPLOYEES**

11  
12          **Section 4.1.**

13          It is agreed that the employees in the bargaining unit defined herein shall have, and shall be protected  
14          in the exercise of the right, freely and without fear of penalty or reprisals, to join and assist the  
15          Association. The freedom of such employees to assist the Association shall be recognized as  
16          extending to participation in the management of the Association, including presentation of the views of  
17          the Association to the Board of Directors of the District.  
18

19          **Section 4.2.**

20          An employee has the right to be accompanied by a fellow employee, or Association representative, at  
21          discussions between employee and supervisor of the District.  
22

23          **Section 4.3.**

24          There shall be only one (1) official personnel file for each employee. Said files shall be kept  
25          confidential in the District administration office. Each employee shall have the right upon request, and  
26          after making an appointment for that purpose with the personnel administrator, to review the contents  
27          of his/her personnel file. The review shall be made in the presence of the administrator responsible for  
28          safekeeping and confidentiality of these files. During the review the employee shall be allowed to  
29          copy any material therein and shall be permitted to make a written inventory of material there, and, on  
30          request, have such inventory signed and dated by the Personnel Administrator.  
31

32          **Section 4.4.**

33          Each employee shall be provided a copy of all material placed in his or her personnel file within five  
34          (5) days of its insertion (all derogatory material contained in the file shall be removed no later than five  
35          (5) years after its placement in the file). This shall be done by the Personnel Administrator and the  
36          employee. An employee may attach comments to any material that is a part of the personnel file.  
37

38          **Section 4.5.**

39          The District shall maintain a medical information file for each classified employee of the District  
40          which will be kept separate from the official personnel file. Said files shall be kept in the District  
41          Administration Office. Such file will contain such sensitive information as immunization history,  
42          health related cards and bus driving physical examination forms. This medical information file will  
43          ensure confidentiality of sensitive information regarding the employee.  
44

45          **Section 4.6.**

46          Employees who administer student catheterization services shall be provided the training and right of  
47          refusal described in RCW 28A.210.280.  
48

1 **Section 4.7.**

2 Employees attending training courses or in-service required by State regulation or District policy as a  
3 condition of continued employment, or at the specific direction of the District, will be paid by the  
4 District at the employee's regular hourly rate for all time in training session, plus any fee, tuition, or  
5 transportation cost. Employees electing private training (First Aid/CPR) will be responsible for their  
6 own costs.  
7  
8

9  
10 **ARTICLE V**

11  
12 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

13  
14 **Section 5.1.**

15 It is agreed and understood that matters appropriate for consultation and negotiation between the  
16 District and the Association are matters affecting wages, grievance procedures, and general working  
17 conditions of employees in the bargaining unit subject to this Agreement, as prescribed in RCW 41.56.  
18

19 **Section 5.2.**

20 It is further recognized that this Agreement does not alter the responsibility of either party to meet with  
21 the other party to advise, discuss or consult regarding matters concerning working conditions not  
22 covered by this Agreement.  
23  
24  
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26 **ARTICLE VI**

27  
28 **HOURS OF WORK**

29  
30 **Section 6.1.**

31 The normal work schedule shall consist of five (5) consecutive workdays, Monday through Friday.  
32 Each employee will be assigned in advance to a definite shift with designated times of beginning and  
33 ending. Each normal full-time shift shall consist of eight (8) hours of work per day with the exception  
34 of the Plant Manager. The Plant Manager's schedule may be temporarily modified to include 40 hours  
35 in a week over a period of 6 days. Any schedule change will be given to the Plant Manager with a one-  
36 week notice, unless mutually agreed otherwise.  
37

38 **Section 6.1.1.**

39 Each shift shall include adequate time to perform assigned duties, plus paid rest period(s) of  
40 approximately five (5) minutes for each hour of work, to a maximum of fifteen (15) minutes for  
41 any four (4) hours. Shifts in excess of four (4) hours per day shall include, in addition to the  
42 above, an uninterrupted duty free unpaid lunch period of not less than thirty (30) minutes, to be  
43 near the middle of the shift as possible.  
44

45 **Section 6.2.**

46 All hours worked more than the normal forty (40) hours per week shall be compensated at the rate of  
47 one and one-half (1½) times the employee's base hourly rate. Employees will be paid for all the hours

1 they are required to work. Employee overtime shall be authorized by Superintendent or Designee prior  
2 to the time it is worked.

3  
4 **Section 6.3.**

5 Shifts shall be established for transportation personnel, as necessary, to fulfill driving tasks, except that  
6 all bus drivers shall receive, in addition to their regular driving time, one-half (1/2) hour per day for the  
7 purpose of bus warm-up and cleanup. Trips shall be bid on a seniority basis.

8  
9 **Section 6.3.1.**

10 To start the scheduling process, the most senior driver will select a route and so on until each  
11 driver has selected a route.

12  
13 Once every driver has a route assignment, any route(s) that is remaining will be divided  
14 amongst the drivers based upon seniority. If a route is still not selected, than that route will be  
15 divided up into daily units and assigned based upon a reverse order of seniority – i.e., the most  
16 junior driver will be selected first.

17  
18 **Section 6.3.1.1.**

19 Routes rotate on a trimester schedule so that in a full year each driver will have driven  
20 all three routes for about 60 days.

21  
22 **Section 6.4.**

23 All bus trips, other than regular daily scheduled runs, shall be known as extra trips and shall be  
24 compensated at the regular hourly rate for actual driving time of the extra trip, plus one-half (½) hour  
25 for the purpose of bus cleanup; provided, further, that compensation for layovers, other than overnight,  
26 shall be 100% of the regular hourly rate thereafter. Compensated time for overnight trips shall be the  
27 total of driving and standby hours for the day, or up to a total of eight (8) hours per day, whichever is  
28 greater. The District will pay for reasonable cleanup and warm-up time in excess of two point five  
29 (2.5) hours per week. Drivers shall receive compensation for extra bus trips in the pay period of the  
30 month immediately following the hours worked.

31  
32 **Section 6.4.1.**

33 For extra trips, the drivers will select trips, again based upon seniority. A list of all trips each  
34 month will be created and the senior driver will make a selection followed by the next most  
35 senior driver and so on. Should regular drivers not be available a substitute may be used. Any  
36 trips that are not selected will be assigned based upon a reverse order of seniority.

37  
38 **Section 6.4.1.1.**

39 The extra trip list will run continuously so that all drivers have the same opportunity for  
40 the same number of trips. A driver may opt out of routes and trips on a monthly basis.  
41 Extra-curricular trips that are not selected will be assigned based upon a reverse order of  
42 seniority.

43  
44 **Section 6.4.2.**

45 A District car may be used to transport up to five (5) students to a school sanctioned function,  
46 driven by any staff member. A van may be used to transport up to nine (9) students, however, a  
47 Bus Driver must be the driver. Should a Bus Driver or a substitute not be available, the District

1 may use another staff member. Other exemptions or variations may be allowed when brought  
2 to the Association and agreed to by the majority of the Bus Drivers.

3  
4 **Section 6.4.3.**

5 If an employee is assigned a trip on a non-school day and arrives at the trip for departure, the  
6 employee will be paid a minimum of two (2) hours of pay if the employee has not been notified  
7 of the cancelation of the trip.

8  
9 **Section 6.5.**

10 Employees required to work through their regular lunch periods will be given time to eat at a time  
11 agreed upon by the employee and supervisor. The administration will arrange coverage of an  
12 uninterrupted rest period for the office personnel, through the use of student assistants, Office Aides or  
13 the Business Manager.

14  
15 **Section 6.6.**

16 Employees requested to work a shift and perform the duties regularly filled by a higher classification  
17 employee shall receive compensation equal to that normally received by the employee in the higher  
18 classification.

19  
20 **Section 6.7. Call-In.**

21 In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the  
22 District will make every effort to notify each employee to refrain from coming to work. Employees  
23 reporting to work shall receive a minimum of one (1) hour pay at regular rate in the event of such a  
24 closure; provided, however, no employee shall be entitled to any such compensation in the event of  
25 actual notification by the District within one (1) hour of starting time.

26  
27 **Section 6.7.1. Employee Call-In.**

28 It is recognized that employees are subject to call-in due to issues in the facility, ranging from  
29 unlocked doors or windows, vandalism, flooding etc. Issues which require a response will be  
30 paid a minimum of 1 (one) hour at the appropriate rate.

31  
32 **Section 6.8.**

33 Probationary and substitute drivers shall not be assigned extra trips, unless no regular driver is  
34 available.

35  
36 **Section 6.9.**

37 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be  
38 changed without prior notice to the employee of one (1) calendar week; except for emergency  
39 situations, provided that; the regulation of shifts of transportation personnel shall be controlled  
40 pursuant to Section 6.3 herein.

41  
42 **Section 6.10. Compensatory Time Off.**

43 An employee may, at his/her option, request compensatory time off with preapproval in lieu of  
44 overtime compensation or payment for hours worked beyond the employee's normal work shift.  
45 Compensatory time, if granted, may be accrued; provided, however, that records shall be maintained  
46 and there must be a reasonable expectation that the employee will be provided an opportunity to  
47 expend the accrued time. The District shall not solicit employees to accept compensatory time in lieu



1 of other compensation. Compensatory time in lieu of overtime as provided in this Article shall be  
2 accrued at the rate of one and one-half (1½) hours for each hour worked.

3  
4 **Section 6.11. Leap Year.**

5 Twelve (12) month employees shall receive one additional day off of their choice.  
6

7 **Section 6.12.**

8 For all twelve (12) month employees, for overtime calculation purposes, paid holidays shall be  
9 considered non hours worked.  
10

11 **Section 6.13.**

12 Normally from year to year, employees who have not obtained different positions through a bid  
13 procedure, will continue at least the same number of hours and days. If there is a reduction, the  
14 employee(s) will have a seniority right in regaining hours and days.  
15

16 **Section 6.14. Regular employees right to substitute work.**

17 Regular paraeducators who have time within their day will be allowed the first priority to fill substitute  
18 assignments which fit within their work day.  
19  
20  
21

22 **ARTICLE VII**

23 **HOLIDAYS**  
24  
25

26 **Section 7.1.**

27 All classified employees shall receive the following paid holidays which fall within their work year:  
28

- |    |                           |                               |
|----|---------------------------|-------------------------------|
| 29 | 1. New Year's Day         | 7. Labor Day                  |
| 30 | 2. Martin Luther King Day | 8. Thanksgiving Day           |
| 31 | 3. Presidents' Day        | 9. Day after Thanksgiving Day |
| 32 | 4. Memorial Day           | 10. Day before Christmas      |
| 33 | 5. Veterans' Day          | 11. Christmas Day             |
| 34 | 6. Independence Day*      |                               |

35  
36 \*12-month employees only.  
37

38 Twelve (12) month employees shall receive, in addition to the eleven (11) holidays specified above, an  
39 additional paid holiday to be taken during the holiday break on a day mutually agreed upon between  
40 the employee and Superintendent.  
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## ARTICLE VIII

### LEAVES

#### **Section 8.1. Illness, Injury And Emergency Leaves.**

Every employee holding a regular full-time/part-time position working one hundred eighty (180) or more days per year shall accrue a total of twelve (12) days for illness, injury and emergency leave (sick leave), for each school year. Employees working less than one hundred eighty (180) days per year shall receive sick leave prorated based on the immediately preceding sentence. Every employee shall receive sick leave equivalent to their regular workday, *example:* a day of leave, for a five (5) hour per day employee, shall be five (5) hours of leave. The District shall project the number of annual days of sick leave at the beginning of the school year according to the estimated calendar months the employee is to work during that year. The employee shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick leave paid in excess of that earned shall be deducted from the final paycheck in the event of termination. Employees utilizing sick leave may be required to provide a physician's verification. Such verification shall be the only limitation to the utilization of sick leave subject to the balance of this Article.

#### **Section 8.1.1. Leave Sharing.**

The District shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by a staff member who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition. Such a program is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with the District. The Superintendent is directed to establish procedures for staff members who accrue annual leave and for staff members who do not earn annual leave, but who accrue leave to be used for illnesses, injuries, or sharing plan in a manner consistent with State law.

A. A District employee is eligible to receive donated leave if:

1. The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the staff member to:
  - a. Go on leave without pay status; or
  - b. Terminate his/her employment;
2. The staff member's absence and the use of shared leave are justified;
3. The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
4. The staff member has abided by District rules regarding sick leave use; and
5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

1 The Superintendent shall determine the amount of leave, if any, which a staff member may  
2 receive under this policy. However, a staff member shall not receive more leave than the  
3 number of contracted days remaining in the current school year. In the event that the condition  
4 requiring the employee's absence continues beyond the current school year, the employee shall  
5 not receive a total of more than two hundred sixty-one (261) days of leave.

6  
7 B. District employees may donate leave as follows:

- 8  
9 1. A staff member who has an accrued annual leave balance of more than ten (10) days  
10 may request that the Superintendent transfer a specified number of days to another staff  
11 member authorized to receive shared leave. A staff member may not request leave to be  
12 transferred that would result in an accrued annual leave balance of fewer than ten (10)  
13 days.
- 14  
15 2. A staff member who does not accrue annual leave, but who has an accrued sick leave  
16 balance of more than sixty (60) days, may request that the Superintendent transfer a  
17 specified amount of sick leave to another staff member authorized to receive such leave.  
18 A staff member may request to transfer no more than six (6) days of sick leave during  
19 any twelve (12) month period, and may not request a transfer that would result in an  
20 accrued sick leave balance of fewer than sixty (60) days. Transfers of sick leave are  
21 limited to transfers from staff members who do not accrue annual leave. Sick leave as  
22 defined by RCW means leaves for illness, injury and emergencies.

23  
24 The number of leave days transferred shall not exceed the amount authorized by the donating  
25 staff member.

26  
27 The value of leave transferred is based upon the current salary rate of the person receiving the  
28 leave. The receiving staff member will continue to be paid his or her regular rate while on  
29 share leave. For example, if a staff member earning \$15.00 an hour donates one (1) day of  
30 leave to someone earning \$7.50 an hour, the recipient would get two (2) days of leave.  
31 However, if the \$7.50 an hour employee donates one (1) day to the \$15.00 an hour employee,  
32 the higher paid employee would receive one-half (½) day of leave.

33  
34 The value of any leave transferred under this policy which remains unused shall be returned at  
35 its original value to the staff member who donated the leave. To the extent administratively  
36 feasible, the value of unused leave which was transferred by more than one (1) staff member  
37 shall be returned on a pro rata value basis. For example, if three (3) people earning equal  
38 wages each donated one (1) day to someone earning the same salary and only one (1) of the  
39 three (3) days is used, two-thirds (2/3) of a day of leave would be returned to each donating  
40 staff member.

## 41 **Section 8.2.**

42  
43 In the event employees are absent for reasons which are covered by Industrial Insurance, the District  
44 shall pay the employee an amount equal to the difference between the amount paid the employee by  
45 the Department of Labor and Industries and the amount the employee would normally earn. A  
46 deduction shall be made from the employee's accumulated sick leave in accordance with the amount  
47 paid to the employee by the District.

1 **Section 8.3.**

2 Employees who have accrued sick leave while employed by another public school district in the State  
3 of Washington shall be given credit for such accrued sick leave upon employment by the District.  
4

5 **Section 8.4. Bereavement Leave.**

6  
7 **Section 8.4.1.**

8 Each employee shall be entitled to a maximum of three (3) days leave with pay per occurrence  
9 for absence caused by a death in the immediate family. Immediate family shall be defined as  
10 spouse, son, daughter, mother, father, sister, brother, grandchildren, grandparents, aunts or  
11 uncles of either the husband or wife. Such leave shall be arranged with the Superintendent.  
12

13 **Section 8.4.2.**

14 This bereavement leave is not deducted from sick leave and is noncumulative.  
15

16 **Section 8.5. Family Illness Leave.**

17  
18 **Section 8.5.1.**

19 Each employee shall be entitled to a maximum of ten (10) days leave with pay per year for  
20 absence caused by illness of immediate family. Immediate family is defined in Section 8.4.1 of  
21 the Agreement. Family illness leave shall be deducted from sick leave and is noncumulative  
22 pursuant to Section 8.1.  
23

24 **Section 8.5.2.**

25 Sick leave may be utilized to care for a child of the employee under the age of eighteen (18)  
26 with a health condition that requires treatment or supervision as required by the provisions of  
27 RCW 49.78 as defined by WAC. Such leave shall not be counted against family illness leave  
28 as per Section 8.5.1 of the Agreement. Furthermore, the District agrees to comply with the  
29 requirements of Public Law 103-3, the Federal Family and Medical Leave Act of 1993.  
30

31 **Section 8.6. Personal Leave.**

32  
33 **Section 8.6.1.**

34 In the event of important personal business, an employee may apply for up to two (2) days per  
35 year of personal leave, either in advance or retroactively, for a contingency not provided for by  
36 statute or their school district policies. Such leave will not be deducted from sick leave. The  
37 employee may bank up to two (2) unused personal leave days from one year to the next. Total  
38 available personal leave days will not exceed four (4) days.  
39

40 Leave granted under this section shall be for important personal business that necessitates an  
41 employee's absence. In the event a principal or supervisor grants permission for an employee  
42 to leave early because of matters such as important personal business or family matters, the  
43 employee shall not be required to submit a District Leave Request Form, provided it is not  
44 necessary to hire a substitute. The district will make every reasonable effort in obtaining  
45 substitutes before denying personal leave.  
46  
47  
48

1 Personal leave order of precedence:

- 2 1. Family emergencies
- 3 2. Business – legal, business transactions, contracts
- 4 3. Family celebrations
- 5 4. Field trip chaperones
  - 6 a. Chaperoning a field trip will not be considered an extension of a vacation
  - 7 period.
  - 8 b. Volunteer classified/chaperones will be limited to one extra classified/chaperone
  - 9 per trip. In the event that there are two similar requests, then the employee who
  - 10 asked first will take precedence. If an employee has not accompanied a
  - 11 particular field trip, they will have first choice.

12  
13 When such leave is granted, there shall be no loss of salary. Application for personal leave  
14 must be made to the Superintendent, who shall determine if the leave is to be granted. Each  
15 decision shall be subject to review by the Board of Directors.

16  
17 **Section 8.6.2.**

18 The problem must have been suddenly precipitated and must be of such a nature that pre-  
19 planning is not possible, or where pre-planning could not relieve the necessity for the absence.

20  
21 **Section 8.6.3.**

22 Personal leave may not be taken the day before, or the day after a holiday or in any  
23 combination for the purposes of extending vacations.

24  
25 **Section 8.7. Maternity Leave.**

26 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at  
27 such time as the employee, and her medical advisor, deem necessary. Employees granted maternity  
28 leave must return to work not later than one (1) year following the granting of the maternity leave.  
29 Employees granted maternity leave may, at their option, be allowed compensation for maternity leave  
30 in accordance with Section 8.1 above. Before returning to work, the employee must be certified by her  
31 physician as ready and able to return.

32  
33 **Section 8.8. Paternity Leave.**

34 A male employee, upon request, shall be granted one (1) day of leave, on or about the date of the birth  
35 of his child. Such leave shall be deducted from that accumulated pursuant to Section 8.1 above.

36  
37 **Section 8.9. General Leaves.**

38  
39 **Section 8.9.1.**

40 Upon recommendation from the Superintendent and upon approval of the School Board, a  
41 leave of absence without pay or accrual benefits of up to one (1) year may be granted to any  
42 employee for such things as illness, family emergency, maternity, education, etc. There shall  
43 be no other employment while on leave. An employee granted a leave of absence shall inform  
44 the Superintendent by April 1 as to his/her intentions to assume a position in the District for the  
45 ensuing school year. If said notification is not received, the individual's employment rights  
46 with the District shall be terminated.

1 **Section 8.9.1.1.**

2 The returning employee will be assigned to the identical position occupied before the  
3 leave of absence, or, if the previously held position is not available in the District, to a  
4 position substantially equal. Employees hired to fill positions of employees on leave of  
5 absence will be informed of this provision by the District and shall be subject to all  
6 provisions of this Agreement, except leave replacement employees shall not be covered  
7 by Section 10.5 of the Agreement.  
8

9 **Section 8.9.1.2.**

10 The employee will retain accrued sick leave, vested vacation rights, and seniority rights  
11 while on leave of absence. However, vacation credits, sick leave, and seniority shall not  
12 accrue while the employee is on leave of absence.  
13

14 **Section 8.9.2.**

15 An employee on leave due to an extended illness shall be guaranteed his/her former, or a  
16 comparable, position if he/she returns to work within six (6) months of using all accrued sick  
17 leave and vacation benefits; provided that if there has been a layoff which would have affected  
18 said employee, then the provisions of Article X shall prevail.  
19

20 **Section 8.10. Jury Duty.**

21 **Section 8.10.1.**

22 Employees required to serve on juries will be paid at their normal rate of pay except that any  
23 pay, exclusive of reimbursed expenses, received for such jury service shall be returned to the  
24 Employer.  
25  
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27

28 **ARTICLE IX**

29 **VACATIONS**

30 **Section 9.1.**

31 Upon completion of the first year of service with the District, each employee shall be granted six (6)  
32 days paid vacation per year. Each employee shall be granted one (1) additional day of paid vacation  
33 for each year of service completed thereafter to a maximum of twenty (20) days. All paid vacations  
34 shall be computed on a full-time equivalent basis (FTE); example: a first year, six (6) hour employee  
35 will earn six (6), six (6) hour vacation days (a total of thirty-six (36) paid hours of vacation).  
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40 **Section 9.2.**

41 Vacations for full-time employees shall be scheduled by the employee and approved by the  
42 Superintendent.  
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**ARTICLE X**

**SENIORITY**

**Section 10.1.**

The seniority of an employee in the bargaining unit shall be established as of the employee's first workday for the District as a regular employee (hereinafter called "hire date") unless such seniority shall be lost as hereinafter provided.

**Section 10.1.1. Seniority Tie Breaker.**

Employees hire date within classification will be on the board recognized hire date. Should more than one person be hired on the same date, the following tie breaker procedure will take place. A meeting will be held with the Superintendent, the PSE chapter president and the employees who have the same hire date, as soon as possible. A coin toss will held to determine preference between the employees. Notation of that preference will be made on the official seniority list.

**Section 10.2.**

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

- A. Resignation;
- B. Discharge for any reason contained in this Agreement;
- C. Retirement; or
- D. Change in job classification within the bargaining unit, as hereinafter provided.

**Section 10.3.**

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

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

**Section 10.4.**

Seniority rights shall be effective within job classifications as defined in Section 1.2. in which employees have performed service. Employees will have seniority dates in multiple classifications.

**Section 10.5.**

The employee with the earliest hire date shall have preferential rights regarding shift selection and vacation periods. The employee with the earliest hire date shall have preferential rights regarding filling of open job assignments, promotions and layoffs when ability and performance are substantially equal with those individuals junior to him/her. If the District determines that seniority rights should not govern because a junior employee possesses ability and performance substantially greater than a senior employee or senior employees, the District shall set forth, in writing, to the employee or employees and the Association's grievance committee chairman, its reasons why the senior employee or employees have been bypassed.

Employees will be allowed to add additional time to their schedules by seniority.

1 **Section 10.6.**

2 The parties recognize that employees work in multiple classifications. They may have multiple hire  
3 dates depending when they began work in that specific classification. Employees will not lose their  
4 seniority within a classification when they stop working in that classification for a period of time.  
5

6 **Section 10.7.**

7 If a vacancy should occur, a notice shall be posted. Any interested employee shall have three (3)  
8 workdays to submit a request for consideration to the position. All requests will be considered as part  
9 of the interview process. However, in case of emergency, this shall not preclude the District from  
10 taking any temporary action it may consider necessary.  
11

12 **Section 10.8.**

13 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the  
14 District according to layoff ranking. Such employees shall be considered along with current  
15 employees in filling an opening in the classification held immediately prior to layoff. Names shall  
16 remain on the reemployment list for two years.  
17

18 **Section 10.9.**

19 An employee on layoff status shall file his/her address in writing with the personnel office of the  
20 District and shall thereafter promptly advise the District in writing of any change of address.  
21

22 **Section 10.10.**

23 An employee shall forfeit rights to reemployment, as provided in Section 10.8, if he/she does not  
24 comply with the requirements of Section 10.9, or if he/she does not respond to the offer of  
25 reemployment within fifteen (15) days.  
26

27 **Section 10.11.**

28 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other  
29 accrued benefits; provided, that such employee is offered a position substantially equal to that held  
30 prior to layoff.  
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32  
33

34 **ARTICLE XI**

35 **PROBATIONARY PERIOD**

36  
37  
38 **Section 11.1.**

39 Each new hire shall remain in a probationary status for a period of not more than sixty (60) workdays  
40 following the hire date. During this probationary period, the District may discharge such employee at  
41 its pleasure.  
42

43 **Section 11.2.**

44 At the end of the probationary period, the employee will be placed on regular employee status and be  
45 subject to all rights and duties contained in this Agreement retroactive to his/her hire date.  
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**ARTICLE XII**

**NOTIFICATION TO NON-ANNUAL EMPLOYEES**

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**Section 12.1.**

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

**Section 12.2.**

Should the District decide to discharge any non-annual employee, the employee shall be so notified in writing prior to the expiration of the school year.

**Section 12.3.**

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

**Section 12.4.**

Nothing contained herein shall in any way limit the operation of Article XIII.

**ARTICLE XIII**

**DISCIPLINE AND DISCHARGE OF EMPLOYEES**

**Section 13.1.**

The District may discipline and discharge an employee for sufficient cause.

**Section 13.2.**

The issue of sufficient cause shall be resolved in accordance with the Grievance Procedure contained herein.

**ARTICLE XIV**

**INSURANCE**

**Section 14.1.**

The District shall contribute the state funded insurance amount or the premium amount, whichever is less, per month, effective September 1 of each year of this CBA, prorated on an FTE basis for each eligible employee enrolled in a mutually approved group insurance plan; provided, that a full-time equivalency (FTE) for the purpose of this Article only shall be an employee working 1,440 hours or more each school year. Employees shall make a declaration of benefit usage before October 1 of each school year of options selected for the fiscal year and any unused funds shall be pooled and allotted equally to members of the bargaining unit whose District insurance contribution levels do not cover the premiums. The aforementioned premium payment benefits shall be for twelve (12) months; provided,

1 that any employee who claims and is granted unemployment compensation during the summer months  
2 shall not receive these extended benefits.

3  
4 **Section 14.2. Industrial Insurance.**

5 All employees covered by this Agreement shall be covered by Washington State Industrial Insurance,  
6 or its equivalent: ESD 113-Workers Compensation Trust.

7  
8  
9  
10 **ARTICLE XV**

11  
12 **DUES DEDUCTION**

13  
14 **Section 15.1. Check off.**

15 Upon written authorization of any public employee within the bargaining unit, the District shall deduct  
16 from the pay of such public employee the monthly amount of dues, certified by the secretary of the  
17 Public School Employees of Washington / SEIU Local 1948 (PSE), or any agency fee so certified in  
18 appropriate cases, and shall transmit the same to the treasurer of PSE. The District shall also deduct an  
19 amount equal to PSE dues in the case of any employee whose claim of religious non-association has  
20 been approved by PSE or the Public Employment Relations Commission (PERC), and shall remit the  
21 amount to a non-religious charity approved by PSE or PERC. The District shall deduct local dues as  
22 established by the local PSE chapter and remit the same to the treasurer of the local PSE chapter. Local  
23 chapter dues shall not be deducted from the pay of agency fee payers or religious objectors.

24  
25 **Section 15.2.**

26 All employees subject to this Agreement who are not members of the Association on the effective date  
27 of this Agreement, and all employees subject to this Agreement who are hired at a time subsequent to  
28 the effective date of this Agreement, shall, as a condition of employment, become members in good  
29 standing of the Association within sixty (60) days of the effective date of this Agreement or within  
30 sixty (60) days of the hire date, whichever is applicable. Such employee shall then maintain  
31 membership in the Association in good standing during the period of this Agreement.

32  
33 **Section 15.3.**

34 The parties recognize that an employee who was hired after the effective date of the agreement should  
35 have the option of declining to participate as a member of the Association, yet contribute financially to  
36 the activities of the Association in representing such employee as a member of the collective  
37 bargaining unit. Therefore, as an alternative to, and in lieu of the membership requirements of the  
38 previous sections of this Article, an employee who declines membership in the Association may pay to  
39 the Association each month a service charge as a contribution towards the administration of this  
40 Agreement. The service charge will be equivalent to the current agency fee, as determined by the  
41 Association not later than December 1 of each instructional year. The service charge shall be collected  
42 by the Association in the same manner as monthly dues.

43  
44 **Section 15.4.**

45 Nothing contained in this Agreement shall require Association membership of employees who object  
46 to such membership based on bona fide religious tenets or teaching of church or religious body of  
47 which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a  
48 non-religious charity or other charitable organization mutually agreed upon by the employee and the

1 Association. The employee shall furnish written proof that such payment has been made. If the  
2 employee and the Association can not agree on such matter, it shall be resolved by the Public  
3 Employment Relations Commission.

4  
5 **Section 15.5. Voluntary Political Deductions.**

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

10  
11 **Section 15.6. Hold Harmless.**

12 The Association will indemnify, defend, and hold the District harmless against any claims, suits,  
13 orders, and/or judgments against the District on account of any checkoff of Association dues.

14  
15  
16 **ARTICLE XVI**

17  
18 **GRIEVANCE PROCEDURE**

19  
20  
21 **Section 16.1.**

22 Grievances or complaints arising between the District and its employees within the bargaining units  
23 defined in Article I herein, with respect to matters dealing with the interpretation or application of the  
24 terms and conditions of this Agreement, shall be resolved in strict compliance with this Article.

25  
26 **Section 16.2. Grievance Steps.**

27  
28 **Step 1.** The employee shall first discuss the grievance with his/her immediate supervisor. All  
29 grievances not brought to the immediate supervisor, in accordance with the preceding sentence, within  
30 fifteen (15) workdays of the occurrence of the grievance shall be invalid and subject to no further  
31 processing. At any point during the grievance procedure, the employee may file a written notice to the  
32 Superintendent terminating his/her grievance.

33  
34 **Step 2.** If the grievance is not resolved to the employee's satisfaction, in accordance with the preceding  
35 subsection, the employee shall reduce to writing and submit, as specified herein, within ten (10)  
36 workdays, a statement of the grievance containing the following:

- 37  
38 A. The facts on which the grievance is based;  
39 B. A reference to the provisions in this Agreement which have been allegedly violated; and  
40 C. The remedy sought.

41  
42 The employee shall submit the written statement of grievance to his/her immediate supervisor for  
43 reconsideration and shall submit a copy to the Superintendent or his/her Designee. If the employee  
44 wishes, he/she may be accompanied by an Association representative at subsequent discussions or  
45 meetings. The parties will have ten (10) workdays from submission of the written statement of  
46 grievance to resolve it. A written statement indicating the disposition of the grievance shall be  
47 furnished the employee. If an agreeable disposition has been made, the aggrieved party shall terminate  
48 his/her grievance in writing within five (5) workdays.

1 **Step 3.** If no settlement has been reached at Step 2, and the Association believes the grievance to be  
2 valid, a written statement of grievance shall be submitted, within five (5) workdays, to the  
3 Superintendent or his/her Designee. The parties will have ten (10) workdays to resolve the grievance.  
4 A written statement indicating the disposition of the grievance shall be furnished to the employee and  
5 the Association. If an agreeable disposition has been made, the grievance shall be terminated.  
6

7 **Step 4.** If no settlement has been reached within the ten (10) days referred to in the preceding  
8 subsection, and the Association believes the grievance to be valid, a written statement of grievance  
9 shall be submitted within fifteen (15) workdays to the District Board of Directors. After such  
10 submission, the parties will have thirty (30) workdays from submission of the written statement of  
11 grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable  
12 disposition is made, all parties to the grievance shall sign it. The Board of Directors reserves the right  
13 to summon the employee for an oral statement of the grievance. The employee reserves the right to  
14 appear before the Board of Directors to explain the grievance. At any appearance before the Board of  
15 Directors, the employee may be accompanied by an Association representative or designee.  
16

17 **Step 5.** If no settlement has been reached within the thirty (30) days referred to in the preceding  
18 subsection, and the Association believes the grievance to be valid, the employee may demand  
19 arbitration of the grievance. Any dispute, claim or grievance arising out of or relating to the  
20 interpretation or the application of this Agreement shall then be submitted to arbitration under the  
21 regulations of the Public Employment Relations Commission. The parties further agree to accept the  
22 arbitrator's award as final and binding. The costs of the arbitrator shall be borne equally.  
23  
24  
25

## 26 **ARTICLE XVII**

### 27 **PERFORMANCE EVALUATION**

#### 28 **Section 17.1. Performance Evaluation: Standard For Evaluation.**

29 An annual evaluation shall be made only upon a review of employee performance of duties specified in  
30 the latest job description on file with the District and the PSE Chapter Secretary. Job descriptions will  
31 be reviewed annually except that other changes may occur during the remainder of the year when  
32 unforeseen changes, personnel changes, new positions, alter the definition of a job. No employee will  
33 be evaluated on a changed job description until a minimum of sixty (60) days have elapsed since a  
34 revised description was given to the employee and Chapter Secretary. Any formal evaluation  
35 completed during the interim sixty (60) day period shall be predicated upon the original job  
36 description.  
37  
38

#### 39 **Section 17.2. Evaluation Criteria.**

40 The following criteria will be used in the evaluation:  
41

- 42 A. What does the employee do? (job description)
  - 43 B. How much does the employee do? (quantity)
  - 44 C. How well is the work done? (quality)
  - 45 D. How much does the employee know about the job? (knowledge)
  - 46 E. What goals should the employee strive toward in the coming evaluation period. (growth)
- 47  
48

1 **Section 17.3. Improvement Of Sub-Standard Performance.**

2 The supervisor will thoroughly describe all job-related problems to provide examples and specific  
3 descriptions of problem areas. In addition to a clear explanation of the problem, the supervisor will  
4 fully explain:

- 5
- 6 A. What or how much shall be done. (quantity)
  - 7 B. What is expected. (quality)
  - 8 C. What the employee must learn. (including a commitment of District resources to teach the job,  
9 where applicable). (knowledge)
  - 10 D. Who will monitor progress.
  - 11 E. What will happen:
    - 12 1. If goals are met.
    - 13 2. If goals are not met.
- 14

15 **Section 17.4. Contested Evaluations.**

16 Any evaluation that is unsatisfactory will be presented to the employee at a conference with the  
17 immediate supervisor. The employee will sign the evaluation; in so doing the employee does not  
18 signify agreement with the substance of the evaluation. The employee's signature shall signify only  
19 that the employee has read the evaluation. The employee may, within fifteen (15) days of the  
20 evaluation conference, file a written rebuttal to the contested evaluation.

21

22 **Section 17.5. Evaluation Format.**

23 Each evaluation will be presented to the employee, recorded on the District evaluation form included  
24 herein as Appendix A.

25

26

27

28 **ARTICLE XVIII**

29 **SALARIES**

30

31

32 **Section 18.1.**

33 Employees shall be compensated in accordance with the provisions of this Agreement for all hours  
34 worked. Each employee shall receive a full accounting and itemization of authorized deductions,  
35 hours worked, and rates paid with each paycheck. Roxanne Richards and Debbie Carlisle will receive  
36 secretarial pay when they perform secretarial tasks.

37

38 **Section 18.2.**

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

41

42 For the period of September 1, 2016, through August 31, 2017, Schedule A shall be increased as  
43 shown.

44

45 For the period of September 1, 2017, through August 31, 2018, Schedule A shall be improved by 2%  
46 or State funding, whichever is greater.

47

48

1 For the period of September 1, 2018, through August 31, 2019, Schedule A shall be improved by one  
2 percent (2%) or state funding whichever is greater.

3  
4 Incremental steps on Schedule A shall be funded by the District.  
5

6 **Section 18.3.**

7 Any employee required to travel from one site to another in a private vehicle during working hours  
8 shall be reimbursed for such travel on a per-mile basis at the rate determined by the State.  
9

10 **Section 18.4.**

11 Employees shall be reimbursed for required renewal of licenses or permits (excluding the basic driver's  
12 license) and physical examinations which are required by the District or State for the performance of  
13 duties within the employee's assignment. Employees required to remain overnight on District business  
14 shall be reimbursed for room and board expenditures.  
15

16 **Section 18.5.**

17 The District shall annualize the bus driver classification payroll (twelve equal payments--September  
18 through August). Only the projected regular daily shift would be annualized. Extra hours (e.g., extra  
19 trips) would be paid in the current manner.  
20  
21

22  
23 **ARTICLE XIX**

24  
25 **DURATION OF AGREEMENT**  
26

27 **Section 19.1.**

28 The term of this Agreement shall be September 1, 2016 to August 31, 2019.  
29

30 **Section 19.2.**

31 All provisions of this Agreement shall be applicable to the entire term of this Agreement  
32 notwithstanding its execution date.  
33

34 **Section 19.3.**

35 This Agreement may be reopened and modified at any time during its term upon mutual consent of the  
36 parties in writing; provided, however, that this Agreement shall be reopened (1) at the request of the  
37 District, if necessary, to bring salary and/or insurance benefit levels of this bargaining unit into  
38 compliance with legally imposed limitations or (2) at the request of the Association to take advantage  
39 of any changes in such limitations or of available funding for salary, State funded increments and  
40 insurance benefits.  
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**ARTICLE XX**

**SEPARABILITY OF PROVISIONS**

**Section 20.1.**

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

**Section 20.2.**

Neither party shall be compelled to comply to any provision of this Agreement which conflicts with state or federal statutes or regulations promulgated pursuant thereto.

**Section 20.3.**

In the event either of the foregoing sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated pursuant to Section 19.3.

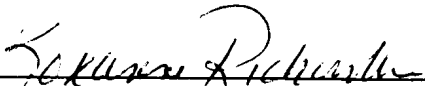
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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES  
OF WISHKAH VALLEY

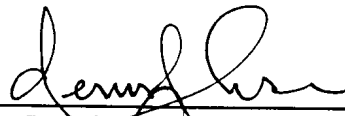
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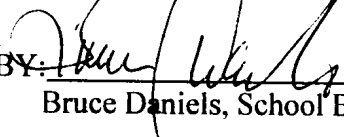
BY:   
Roxanne Richardson, Chapter President

BY:   
Travis Warren, Chair, School Board

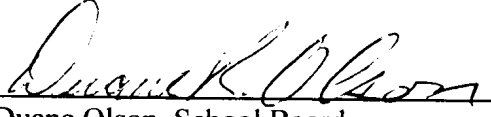
DATE: 10/10/16

DATE: 9/29/2016

BY:   
Dennis Johnson, Superintendent

BY:   
Bruce Daniels, School Board

BY: \_\_\_\_\_  
Matt Rurup, School Board

BY:   
Duane Olson, School Board

BY: \_\_\_\_\_  
Dan Perron, School Board



SCHEDULE A  
WISHKAH VALLEY SCHOOL DISTRICT  
September 1, 2016 – August 31, 2019

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	2016-17			2017-18			2018-19		
	1-4 Yrs	5 Years	10 Years	1-4 Yrs	5 Years	10 Years	1-4 Yrs	5 Years	10 Years
<b><u>SECRETARIAL-CLERICAL</u></b>				(minimum subject to state funding)			(minimum subject to state funding)		
Admin. Secretary	\$16.11	\$18.38	\$18.51	\$16.43	\$18.75	\$18.88	\$16.76	\$19.12	\$19.26
School Secretary	\$16.11	\$18.38	\$18.51	\$16.43	\$18.75	\$18.88	\$16.76	\$19.12	\$19.26
<b><u>EDUCATIONAL ASSISTANT</u></b>									
Classroom EA	\$13.71	\$13.83	\$13.96	\$13.98	\$14.11	\$14.24	\$14.26	\$14.39	\$14.53
Playground EA	\$13.71	\$13.83	\$13.96	\$13.98	\$14.11	\$14.24	\$14.26	\$14.39	\$14.53
<b><u>CUSTODIAL/MAINTENANCE</u></b>									
Plant Manager	\$20.82	\$20.94	\$21.07	\$21.23	\$21.36	\$21.49	\$21.65	\$21.79	\$21.92
Custodian	\$15.97	\$16.10	\$16.23	\$16.29	\$16.42	\$16.55	\$16.62	\$16.75	\$16.88
Asbestos Worker									
Groundskeeper	\$15.97	\$16.10	\$16.23	\$16.29	\$16.42	\$16.55	\$16.62	\$16.75	\$16.88
<b><u>FOOD SERVICE</u></b>									
Head Cook	\$17.72	\$17.84	\$17.97	\$18.07	\$18.20	\$18.33	\$18.43	\$18.56	\$18.70
Assistant Cook	\$13.78	\$13.90	\$14.04	\$14.06	\$14.18	\$14.32	\$14.34	\$14.46	\$14.61
<b><u>TRANSPORTATION</u></b>									
Bus Driver	\$17.24	\$17.36	\$17.49	\$17.58	\$17.71	\$17.84	\$17.94	\$18.06	\$18.20
Supervisor	\$18.29	\$18.78	\$18.91	\$18.65	\$19.15	\$19.29	\$19.03	\$19.54	\$19.67

Para Educators who possess:

- a valid Associates Degree (AA) or equivalent will receive an annual \$250 Stipend;
- a valid Bachelor's Degree (BS/BA) will receive an annual \$500 stipend.

Driver trainer stipend \$500 per year.

1  
2 Understandings regarding the implementation of the 16-19 salary schedule:  
3 2016-2017 school year

4  
5 We will create 3 separate steps- 1-4 years, 5-9 years and 10 years or longer.

6  
7 Step 1-4 .25 cents per hour increase and 2% raise unless the state provides more  
8 Step 5-9 .37 cents per hour increase and 2% raise unless the state provides more  
9 Step 10+ .50 cents per hour increase and 2% raise unless the state provides more

10  
11  
12 2017-2018 school year

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14 Step 1-4 Cap at 2% unless the state provides more  
15 Step 5-9 Cap at 2% unless the state provides more  
16 Step 10+ Cap at 2% unless the state provides more

17  
18 2018-2019 school year

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20 Step 1-4 Cap at 2% unless the state provides more  
21 Step 5-9 Cap at 2% unless the state provides more  
22 Step 10+ Cap at 2% unless the state provides more

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1 APPENDIX A - PAST PRACTICE

2  
3 PSE of Wishkah Valley and the Wishkah Valley School District have discussed the past practices for  
4 which they are aware and rely on. As of 6-30-16 the parties are aware of the following past practices.  
5 These past practices will be followed during the term of the agreement unless mutually agreed  
6 otherwise. This list will be appended to the agreement.  
7

- 8 1. On Friday, half-day (1/2) day release before a holiday, classified employees may leave at  
9 the early release time without a dock in pay. This is NOT during conference weeks or during  
10 workshop days when certified staff must stay.  
11
- 12 2. Kitchen employees (ONLY) will continue to be given a lunch at no charge, this does not  
13 include breakfast.  
14
- 15 3. The district will continue to pay for DOT Physicals as long as drivers go to the physician of  
16 district choosing.  
17
- 18 4. Drivers will have 2 hours to clean their bus before school begins.  
19
- 20 5. Drivers will have one (1) hour of clean up time (post trip) for overnight trips.  
21
- 22 6. Drivers are allowed thirty (30) minutes of bus washing time once a week, they can only claim  
23 the time if they wash the bus.  
24
- 25 7. Drivers may continue to choose trips that may interrupt their daily schedule in another  
26 classification.  
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APPENDIX B

WISHKAH VALLEY SCHOOL DISTRICT  
 CLASSIFIED EMPLOYEE - EVALUATION FORM

EMPLOYEE: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_ ANNUAL \_\_\_\_\_ 90 \_\_\_\_\_

<b>KEY:</b>	<b>NA - Not Applicable</b>	<b>N - Needs Improvement</b>	<b>S - Satisfactory</b>	<b>O - Outstanding</b>
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<b>QUALITY AND QUANTITY OF WORK</b>	<b>NA</b>	<b>N</b>	<b>S</b>	<b>O</b>	
Takes pride in appearance of work and displays sense of neatness.					
Works accurately					
Keeps work up to schedule					
Can be depended upon for quality work					
Uses time efficiently					

<b>WORK HABITS</b>	<b>NA</b>	<b>N</b>	<b>S</b>	<b>O</b>	
Is regular in attendance					
Is punctual					
Gives adequate notice when absent from work.					
Is willing worker at all times					
Is personable in manner					
Can be relied upon to handle other phases or work when needed.					
Is willing to accept responsibility					
Is organized in approach to tasks					
Suggests changes to improve work					
Finds ways and means of dealing with emergencies.					
Maintains the confidentiality of the position.					
Maintains neat work area					

APPENDIX B - Continued  
 WISHKAH VALLEY SCHOOL DISTRICT  
 CLASSIFIED EMPLOYEE - EVALUATION FORM

EMPLOYEE: \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_

DATE: \_\_\_\_\_ ANNUAL \_\_\_\_\_ 90 \_\_\_\_\_

<b>KEY:</b>	<i>NA - Not Applicable</i>	<b>N - Needs Improvement</b>	<b>S - Satisfactory</b>	<b>O - Outstanding</b>
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<b>TECHNICAL ABILITY</b>	NA	N	S	O	
Possesses related skills for position					
Has specific knowledge of all phases of the job.					
Operates equipment required for the position					
Takes advantage of training opportunities					

<b>HUMAN RELATIONS</b>	NA	N	S	O	
Receives constructive criticism well					
Deals courteously and tactfully with fellow workers.					
Deals courteously and tactfully with public					
Deals courteously and tactfully with students					

<b>LOYALTY</b>	NA	N	S	O	
Demonstrates loyalty to position and supervisor.					
Demonstrates loyalty to department, building, district.					

APPENDIX B - continued  
WISHKAH VALLEY SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE - EVALUATION FORM

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

ADDITIONAL COMMENTS:

It is my judgment, based on the adopted criteria and the specific performance objectives, that this employee has been \_\_\_\_\_ (satisfactory / unsatisfactory) during the evaluation period covered in this report.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

The employee and the administrator shall sign the evaluation in acknowledgment of having reviewed the evaluation. The employee may, at his option, file a written statement to accompany this evaluation.