

COLLECTIVE BARGAINING AGREEMENT BETWEEN

MERIDIAN SCHOOL DISTRICT #505

AND

MERIDIAN CLASSIFIED EMPLOYEES ASSOCIATION

SEPTEMBER 1, 2015 - AUGUST 31, 2018



Public School Employees of Washington/SEIU Local 1948
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1 An employee working in a temporary position is not considered a substitute employee and is covered
2 by all of the provisions of this Agreement. However, temporary positions, unlike regular positions,
3 terminate on or before, the end of each school year and the employee will be in a layoff status subject
4 to Article IX. Temporary positions expected to last twenty (20) or more work days shall be posted.

5
6 C. The term Substitute Employee shall refer to those persons employed to replace bargaining
7 unit employees who are absent from their regular assignment on a day-to-day basis.

8
9 1. Substitute employees who are employed for one hundred twenty (120) hours and continue
10 to be available for employment are included in the unit, subject only to Schedule A, Step I.
11 The district will notify the association monthly of substitute employees who meet the 120
12 hour threshold.

13
14 2. Substitute positions are subject to posting.

15
16 3. A bargaining unit employee, by seniority can substitute in their own classification, and their
17 vacated position will be filled by a substitute. Said employee will stay in their own
18 classification/building except for an emergency or at the employer's discretion. In addition
19 the following applies.

20
21 D. The term Long-Term Substitute Employee shall refer to employees hired to fill positions on
22 Board approved leaves of absence. Such employees will be hired for the duration of such
23 leave, during which time they shall be subject to a probationary status of not more than sixty
24 (60) working days during which time the District may discharge the employee. Long Term
25 Substitutes who are not regular employees are subject to all provisions of this Agreement
26 except Article IX where it applies to layoff.

27
28 Regular employees may fill a long-term leave position if it is fifteen (15) working days or
29 longer. Said employees will not be required to resign his or her current position provided,
30 however, that this provision may only be utilized by one (1) employee per request. Regular
31 employees who fill positions on Board-approved leaves of absence shall continue to be
32 subject to all provisions of this Agreement.

33
34 Regular employees filling a Long Term Leave position will establish seniority in the leave
35 replacement classification for one year beginning at the hire date in the new position.

36
37 Long-Term Substitute positions lasting longer than fifteen (15) working days shall be subject
38 to posting.

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ARTICLE II

RIGHTS OF THE EMPLOYER

Section 2.1.

All management functions, whether heretofore or hereafter exercised, and regardless of the frequency or infrequency of their exercise, shall remain vested exclusively in the District. It is expressly recognized that such functions include but are not limited to the full and exclusive control and direction of District operations, the direction and supervision of the working forces, the right to determine the extent to which, and the means and manner by which, the various departments thereof shall be operated or shut down, or production or working forces reduced or increased, and the right to hire, schedule, suspend, promote, demote, transfer, discipline, release, lay off and discharge employees provided only that such functions shall not be exercised contrary to any provisions contained in this Agreement.

Section 2.2.

The right to make 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 Association and the employees and to the obligations imposed by this Agreement.

ARTICLE III

RIGHTS OF EMPLOYEES

Section 3.1.

It is agreed that the employees in the bargaining unit defined herein shall have and be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association. The freedom of such employees to assist the Association shall be recognized as extending to participation in the management of the Association, including presentation of the views of the Association to the Board of Directors of the District or any other governmental body, group or individual.

Section 3.2.

Each employee shall have the right to bring matters of work related concern to the attention of appropriate Association representatives and/or appropriate officials of the District.

Section 3.3.

Employees subject to this Agreement have the right to have Association representatives or other persons present at discussions between themselves and supervisors or other representatives of the District as hereinafter provided in the grievance procedure.

Section 3.4.

Neither the District, nor the Association, shall unlawfully discriminate against any employee subject to this Agreement on the basis of race, creed, color, sex, age or marital status, or because of a physical

1 handicap with respect to a position, the duties of which may be performed efficiently by an individual
2 without danger to the health or safety of the physically handicapped person or others.

3
4 **Section 3.5.**

5 District personnel files of an employee shall be open for the employee's inspection. Copies, at cost,
6 shall be permitted. An employee may attach comments to any material that is part of the personnel file.

7
8 **Section 3.5.1.**

9 Each employee will be provided a copy of any disciplinary material placed in his or her
10 personnel file within fifteen (15) working days of placement in the employee's personnel file.
11 At the request of an employee, all disciplinary material contained in the personnel file shall be
12 removed within two (2) years when there has not been any further disciplinary action.

13
14 **Section 3.6. Digital Video Cameras.**

15 The use of video cameras on District operated schools is for the purpose of reducing discipline
16 problems and providing a safe in environment for students and staff. Furthermore video cameras are a
17 tool to assist in monitoring students on the bus, and in buildings are used to document student
18 behavior. Cameras will not be used for the primary purpose of staff supervision/discipline except as
19 part of an investigation into allegations of cases of misconduct. All PSE employees will be notified in
20 writing of video camera surveillance and placement

21
22 All recordings will be appropriately labeled and stored in a secure location. The employee may view
23 the recordings at a set time and a designated location. Upon reviewing the recording(s), the employee
24 may be requested to develop a plan of improvement and/or discuss with an administrator or supervisor
25 their conclusions. No document or note will appear in the staff personnel file as a result.

26
27 **Section 3.7. Evaluations.**

28 Regular employees shall be formally evaluated by the end of February of each year by their supervisor
29 designated for evaluation purposes. Probationary employees shall be formally evaluated prior to the end of
30 the probationary period. Supervisors shall use the Performance Appraisal Form.

31
32 All evaluations shall be discussed with the employee. A copy of the evaluation shall be made available to
33 the employee twenty-four (24) hours prior to the discussion of that evaluation and a copy shall be placed in
34 the employee's personnel file. Within five (5) working days of receipt of the evaluation the employee may
35 attach his/her own comments to the evaluation.

36
37 These comments will become a permanent part of the evaluation.

38
39 If an employee receives an evaluation of "Needs Improvement" or "Unsatisfactory" in any category they
40 shall be evaluated again at the end of June.

41
42 Prior to placing an employee on a plan of improvement, an evaluation of their performance will be
43 completed and reviewed with the employee. A plan of improvement will be sixty (60) workdays in length
44 and shall specifically include:

- 45 1. The area(s) of deficiency.
46 2. The recommended performance levels.
47 3. The activities necessary to reach the desired performance level.

- 1 4. A schedule of at least one follow-up evaluation during the plan of improvement At the
2 completion of the sixty (60) work day plan of improvement, options may include:
3 • discontinuation of the plan of improvement
4 • continuation of the plan of improvement for no more than another sixty (60) work
5 day period
6 • reassignment or termination of employment

7 **Section 3.8. Job Description Review.**

8 An employee may request that the employee's job description be reviewed if the employee believes
9 that it no longer reflects the work being performed. Request for re-evaluation of existing positions will
10 be made in writing to the Superintendent and the Union President. The request will be reviewed at the
11 next regularly scheduled Conference Committee meeting.
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15 **ARTICLE IV**

16 **RIGHTS OF THE ASSOCIATION**

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19 **Section 4.1.**

20 The District shall provide each new employee with a copy of this Agreement to be furnished to the
21 District by the Association.
22

23 **Section 4.2.**

24 The District shall send the following information about each member of the bargaining unit to Public
25 School Employees of Washington upon request: name, address, position held, FTE, and wage rate. The
26 District shall provide Public School Employees of Washington with the above information for new
27 employees throughout the year.
28

29 **Section 4.3.**

30 Representatives of the Association shall obtain the permission of the building principal,
31 superintendent, or their designee, in order to have access to the District premises during business
32 hours, provided however, that the building principal, superintendent, or designee, upon being requested
33 for permission of access, shall grant permission if no hampering or obstruction results.
34

35 **Section 4.4.**

36 The District shall provide bulletin board space at work site for the use of the Association. The
37 Association shall have the right to post notices of its activities and matters of Association concern. All
38 posted material will be signed and dated by the Union official posting the notice.
39

40 **Section 4.5.**

41 The Union shall have the right to use school facilities and equipment at reasonable times when such
42 equipment is not otherwise in use. The Union shall pay for the reasonable cost of all materials and
43 supplies incident to such use. The Union may use employee mail boxes, electronic mail, or other
44 communication services to communicate with classified employees.
45
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1 **Section 4.6.**

2 Whenever Association representatives are mutually scheduled with District representatives to
3 participate in grievance hearings or negotiations sessions during working hours, said representatives
4 shall suffer no loss of pay.

5
6 **Section 4.7**

7 The District agrees to provide job descriptions for all positions covered by this Agreement to the
8 President of the local chapter or designee. Job descriptions that are changed by the District which
9 reflect substantial changes impacting the hours, wages, and working conditions of the employee and
10 new job descriptions that are created by the District covering employees under the scope of this
11 Agreement will be made available to the President of the local Chapter or designee in advance of the
12 implementation.

13
14 When creating a new job description, modifying an existing position or job description, and/or creating
15 a new position, the District shall determine the salary of said positions with input from the Association.
16 The Association has 60 days in which to request to open negotiation of said positions.

17
18 If the Association believes that there is a substantial change in the status of a position, and the
19 Association communicates this belief to the District, in writing, the District will review the position
20 and job description, and will either modify the job description or communicate, in writing, to the
21 Association its reason for not modifying the job description.

22
23 Beginning with the 2015-16 school year, the District will update job descriptions over a five (5) year
24 period by conducting updates of roughly one-fifth (1/5) of total job descriptions each year. Input from
25 the Association will be solicited. The updating will not, in and of itself, provide the basis for triggering
26 an obligation to negotiate over wages.

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30 **ARTICLE V**

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32 **ASSOCIATION REPRESENTATION**

33
34 **Section 5.1.**

35 The Association will designate a Conference Committee of three (3) members who will meet with the
36 Superintendent of the District and the Superintendent's representatives on a mutually agreeable basis to
37 discuss appropriate matters.

38
39 **Section 5.2.**

40 The Union Representative will be used outside normal work hours. However, if the District requires
41 the Union Representative during the normal work hours of the Union Representative, their time will
42 not be made up.

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ARTICLE VI

HOURS OF WORK

Section 6.1.

The normal workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

Section 6.2.

Each employee shall be assigned to a definite and regular work schedule, which shall not be changed without prior notice to the employee of two (2) calendar weeks, except in emergencies.

Section 6.3.

The normal workday shall for full time employees shall consist of eight and one-half (8½) hours, for eight (8) hours compensation, including a thirty (30) minute uninterrupted lunch period as near the middle of the workday as is practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half workday as is practicable.

Section 6.4.

In the event an employee is assigned to a workday less than the normal workday shift previously defined in this Article, the employee shall be given a fifteen (15) minute rest period for each three (3) hours of work. Workdays in excess of four (4) hours per day shall include, a non-paid uninterrupted lunch period of not less than thirty (30) minutes, to be as near the middle of the workday as possible.

Section 6.5.

Employees requested to work by a District administrator to work a work schedule regularly filled by a higher classification employee shall receive compensation equal to that normally received by the employee in the higher classification.

Section 6.6.

In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the District will try to notify any employee who is not to work prior to the employee's departure for work. Employees reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, however, no employee shall be entitled to any such compensation in the event of actual notification by the District that they are not to work prior to leaving home for work.

Section 6.7. Overtime.

All hours worked in excess of forty (40) hours per week shall be compensated at the rate of one and one-half (1½) times the employee's base pay.

Section 6.7.1.

Employees called back on a regular workday, or called on the sixth (6th) or seventh (7th) consecutive workday, shall receive no less than two (2) hours pay at the appropriate rate.

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ARTICLE VII

HOLIDAYS AND VACATIONS

Section 7.1. Holidays.

All twelve (12) month employees shall receive the following paid holidays:

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|--------------------------------|---------------------------------------|
| 1. New Year's Day | 7. Labor Day |
| 2. Martin Luther King, Jr. Day | 8. Veterans' Day |
| 3. Presidents' Day | 9. Thanksgiving Day |
| 4. Friday of Spring Break | 10. Day after Thanksgiving Day |
| 5. Memorial Day | 11. Day before or after Christmas Day |
| 6. Independence Day | 12. Christmas Day |

Section 7.1.1.

All other employees shall receive the following paid holidays:

- | | |
|--------------------------------|-----------------------------------|
| 1. New Year's Day | 6. Veterans' Day |
| 2. Martin Luther King, Jr. Day | 7. Thanksgiving Day |
| 3. Presidents' Day | 8. Day after Thanksgiving Day |
| 4. Memorial Day | 9. Christmas Day |
| 5. Labor Day | 10. Day before or after Christmas |

Section 7.1.2. Unworked Holidays.

Eligible employees shall receive pay equal to their normal work shift at their base rate in effect at the time the holiday occurs. Employees who are on the active payroll on the holiday and have worked either their last scheduled shift preceding the holiday or their first scheduled shift succeeding the holiday, and are not on leave of absence, shall be eligible for pay for such unworked holiday. An exception to this requirement will occur if employees can furnish proof satisfactory to the District that because of illness they were unable to work on either of such shifts, and the absence previous to such holiday, by reason of such illness, has not been longer than thirty (30) regular workdays.

Section 7.1.3. Worked Holidays.

Employees who are required to work on the above described holidays shall be compensated at twice their base rate for all hours worked on such holidays.

Section 7.1.4.

If a holiday falls on either Saturday or Sunday and is not observed on the preceding Friday or the succeeding Monday, the employee shall be granted one (1) additional day of paid vacation.

1 **Section 7.2. Vacations.**

2 All employees subject to this Agreement shall be credited with days of vacation credit based on the
3 employee's regular daily hours worked during the period September 1 to August 31. Such vacation
4 credit shall be earned, vested, and used as designated in this Article. Vacation shall be earned as
5 follows:

	<u>Full-Time</u>	<u>School Year</u>	
	<u>Employees</u>	<u>Employees*</u>	
6			
7			
8			
9	1st Year	10 Days	7 Days
10	2nd Year	11 Days	7 Days
11	3rd Year	12 Days	8 Days
12	4th Year	13 Days	9 Days
13	5th Year	14 Days	10 Days
14	6th Year	15 Days	10 Days
15	7th Year	16 Days	11 Days
16	8th Year	17 Days	12 Days
17	9th Year	18 Days	13 Days
18	10th Year	19 Days	13 Days
19	11th Year	20 Days	14 Days
20	12th + Year	20 Days	15 Days

21
22 *This column is arrived at by multiplying the full-time days by .744 (186 divided by 250).

23
24 **Section 7.2.1.**

25 Vacation schedules for, annual employees, shall be arranged by the Supervisor. Full-time
26 employees may request to take a portion of their accrued vacation during the period of the year
27 that school is in session. Approval of such requests shall be at the sole discretion of the
28 Supervisor.

29
30 **Section 7.2.2.**

31 Employees who work less than twelve (12) months per year shall receive payment for vacation
32 on a prorated twelve (12) month basis. Any employee who is discharged or who terminates
33 employment shall receive payment for unused accrued vacation credit with their final
34 paycheck.

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38 **ARTICLE VIII**

39
40 **LEAVES**

41
42 **Section 8.1. Sick Leave.**

43
44 **Section 8.1.1.**

45 Each employee shall accumulate one (1) day of sick leave for each calendar month worked;
46 provided, however, that no employee shall accumulate less than ten (10) days of sick leave per
47 school year. An employee who works eleven (11) working days in any calendar month will be
48 given credit for the full calendar month. New employees hired during the year shall receive

1 prorated sick leave benefits. Sick leave shall be vested when earned and may be accumulated
2 up to the legal maximum. The District shall project the number of annual days of sick leave at
3 the beginning of the school year according to the estimated calendar months the employee is to
4 work during that year. The employee shall be entitled to the projected number of days of sick
5 leave at the beginning of the school year. Sick leave benefits shall be paid on the basis of the
6 base hourly rate applicable to the employee's normal daily work shift; provided, however, that
7 should an employee's normal daily work shift increase or decrease subsequent to an
8 accumulation of days of sick leave, sick leave benefits will be paid in accordance with the
9 employee's normal daily work shift at the time the sick leave is taken, and the accumulated
10 benefits will be expended on an hourly rather than a daily basis. In the event of an illness
11 causing an absence of five (5) or more consecutive days, the employee shall furnish the
12 employer, if requested, a certificate signed by a physician. Sick leave shall include disabilities
13 caused or contributed to by pregnancy and childbirth and recovery therefrom. Sick leave may
14 be used for family illness. For the purposes of this agreement, sick leave may be used for
15 family illness to care for a child, spouse or parent. It may also be used to care for a grandchild
16 provided the grandchild resides in the home of the employee.
17

18 **Section 8.1.1.1. Sick Leave Attendance Incentive Program.**

19 In January of the year following any year in which a minimum of four hundred eighty
20 hours (480) of leave for illness or injury is accrued, and each January thereafter, any
21 eligible employee may exercise an option to receive remuneration for unused leave for
22 illness or injury accumulated in the previous year at a rate equal to one (1) day's
23 monetary compensation of the employee for each four (4) full days of accrued leave for
24 illness or injury in excess of four hundred eighty hours (480). Leave for illness or injury
25 for which compensation has been received shall be deducted from accrued leave for
26 illness or injury at the rate of four (4) days for every one (1) day's monetary
27 compensation.
28

29 **Section 8.1.1.2.**

30 At the time of separation from school district employment due to retirement or death, an
31 eligible employee or the employee's estate shall receive remuneration at a rate equal to
32 one (1) day's current monetary compensation for each four (4) full days accrued leave
33 for illness or injury.
34

35 **Section 8.1.2.**

36 An Employee with accumulated sick leave who is temporarily disabled from working due to
37 injury or occupational illness which is covered by the State industrial insurance laws, Title 51
38 RCW, shall be paid by the District an amount equal to the difference between the amount the
39 employee would normally earn and the amount paid the employee by the Department of Labor
40 and Industries. A deduction shall be made from the employee's accumulated sick leave in
41 accordance with the amount paid to the employee by the District.
42

43 **Section 8.1.3. Leave Sharing.**

44 Employees may donate annual or sick leave to a fellow employee who is suffering from or has
45 a relative or household member suffering from an extraordinary or severe illness, injury,
46 impairment, or physical or mental condition which has caused or is likely to cause the
47 employee to take leave without pay or terminate employment. Any such donation of annual or

1 sick leave shall be subject to the terms and limitations of law and will be administered through
2 District policy.

3
4 **Section 8.1.4. Family Medical Leave.**

5 Under the federal Family Medical Leave Act (FMLA), the Washington Family Leave Act
6 (FLA), the Washington State Human Rights Commission Laws, the Washington Family Care
7 Act (FCA), and District Policy/Procedure 5404, employees have certain rights and protections,
8 most of which run parallel with the provisions outlined in Sections 8.1.1 and 8.1.1.1. With the
9 exception of FMLA, which extends medical benefits up to 12 weeks for qualifying employees
10 who have exhausted their paid leave or exhaust it during their leave period, none of the above
11 laws provide for additional paid family leave time. It is encouraged that employees review their
12 family medical leave rights with the Director of Human Resources.

13
14 The eligibility threshold for PSE employees will be nine-hundred fifty (950) hours worked in
15 the preceding twelve (12) month period rather than one thousand two-hundred fifty (1250)
16 hours worked as noted in FMLA regulations. All hours compensated in the previous twelve
17 months shall count towards FMLA eligibility. Employees must be employed with the Meridian
18 School District for at least 12 months prior to be eligible.

19
20 **Section 8.2. Bereavement Leave.**

21 All employees shall be granted bereavement leave with pay, on a per occurrence basis, as follows:
22 Upon the death of a family member or a person living in the immediate household as a member of the
23 family, employee shall be granted up to five (5) days of bereavement leave per occurrence. Upon the
24 death of a close personal friend, may be granted up to five (5) days of bereavement leave per
25 occurrence. If additional time is needed, sick leave may be granted. Bereavement leave is
26 noncumulative. Should Bereavement Leave be denied for a personal friend, sick leave can be utilized.
27 "Family" for the purposes of this section: Spouse, Domestic Partner, Children, Stepchildren, Father,
28 Mother, Stepfather, Stepmother, Father-in-Law, Mother-in-Law, Son-in-Law, Daughter-in-Law,
29 Grandparents, Grandchildren, Brother, Sister, Brother in-Law, Sister-in-Law, Aunt, Uncle, Niece and
30 Nephew.

31
32 **Section 8.3. Emergency Leave.**

33 Employees shall be granted up to three (3) days emergency leave per year noncumulative at full pay to
34 cover absences from work caused by serious illness or accident in the family (defined as spouse,
35 children, or parent), or by personal requirements of an urgent nature defined as: Emergencies to one's
36 home beyond one's control (fire, flood, excessive wind damage) and legal emergencies (subpoenas).
37 The emergency should be reported immediately to the supervisor. Emergency leave shall be deducted
38 from sick leave as specified in Section 8.1.1 herein. Should an employee need additional days off to
39 care for a spouse, child, or parent with a health condition that requires treatment or supervision, such
40 days shall be deducted from the employee's accrued sick leave days.

41
42 **Section 8.3.1. Personal Leave.**

43 Each employee shall be allowed three (3) days of Personal leave with pay per contract year. A
44 personal leave day may not be used to engage in other employment or commercial ventures. If
45 an employee does not use all personal days by the end of the contact year, they may carry over
46 up to two (2) personal days into the following year, up to a maximum of five (5) days.

1 Personal leave will be scheduled through the supervisor at least two (2) days in advance when
2 possible. In situations when advanced notification cannot be given, the supervisor shall be
3 notified as soon as possible. At the discretion of the supervisor, more than one (1) staff member
4 per classification may be granted personal leave for a given day if it is determined that the
5 requested leave will not disrupt the orderly operation of the school.
6

7 Personal leave days may be used in addition to illness, injury and emergency leave. If all days
8 of personal leave days are not used, the employee shall receive full remuneration. Such
9 remuneration, if any shall take place in July.
10

11 **Section 8.4. Jury Duty.**

12 In the event an employee is summoned to serve as a juror, such employee shall receive normal pay for
13 required presence in court during working hours; provided, however, that any compensation beyond
14 bona fide expenses received for such service shall be paid to the District. Such repayment shall not
15 exceed the employee's normal pay.
16

17 **Section 8.5. Leave of Absence.**

18 **Section 8.5.1.**

19 Upon recommendation of the immediate supervisor through administrative channels to the
20 Superintendent, and upon approval of the Board of Directors, an employee may be granted an
21 unpaid leave of absence for a period not to exceed one (1) year; provided, however, if such
22 leave is granted due to extended illness, one (1) additional year may be granted.
23
24

25 **Section 8.5.1.1.**

26 Leaves of absences may not be granted for members to assume other employment.
27

28 **Section 8.5.2.**

29 The returning employee will be assigned to the position occupied before the leave of absence.
30 Employees hired to fill positions of employees on leave of absence will be hired for a specific
31 period of time, during which they shall be subject to all provisions of this Agreement. It shall
32 be the responsibility of the employer to inform replacement employees of these provisions.
33 Regular employees who fill a leave of absence assignment in their classification will be
34 returned to the employee's previous assignment.
35

36 **Section 8.5.3.**

37 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
38 on leave of absence. However, vacation credit, sick leave and seniority shall not accrue while
39 the employee is on leave of absence; provided, however, that if such leave is approved for
40 extended illness or injury, seniority shall accrue.
41

42 **Section 8.6. Association Leave.**

43 The District agrees to allow the Association President and/or his/her designee up to eighteen (18) days
44 per year for Association business. The Association will reimburse the District the cost of providing a
45 substitute for each day utilized.
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ARTICLE IX

PROBATION, SENIORITY AND LAYOFF PROCEDURES

Section 9.1.

The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment (hereinafter “hire date”) unless such seniority shall be lost as hereinafter provided. Employees hired prior to August 31, 2015, will be credited with cumulative seniority for all continuous service in the bargaining unit between their hire date and August 31, 2015.

Beginning September 1, 2015, employees will accumulate seniority within their classification based on their cumulative service within that classification after September 1, 2015. This shall be defined as their years of service within the classification multiplied by their contracted assignment’s ratio to full-time service (based on an FTE of 1440 hours per year), up to an FTE of 1.0, unless such seniority shall be lost as hereinafter provided.

Adjustments to an employee’s FTE for reasons of taking more than ten (10) days of unpaid leave will also be applied to an employee’s seniority calculation.

Examples:

179 day employee * 6 hours = 1074 hours/1440 = .75 FTE

For a 180 day position: 2 hours = .25 FTE, 4 hours = .5 FTE, 6 hours = .75 FTE, 8 hours = 1.0 FTE.

Summer School, extended day, extra hours, supplemental, and temporary positions are not included in the seniority calculation. Positions that are .1 FTE or smaller will not accrue Seniority in classification.

Adjustments to an employee’s FTE for reasons of taking more than ten (10) days of unpaid leave will also be applied to an employee’s seniority calculation.

Seniority credit will be added and calculated annually as of July 31st, and be published in January.

Section 9.1.1.

The District will provide the Chapter President a seniority list upon request.

Section 9.2.

Each new hire shall remain in a probationary status for a period of not more than sixty (60) working days following the hire date. During this probationary period the District may discharge such employee at its discretion.

Section 9.3.

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

1 **Section 9.4.**

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

- 3 A. Resignation;
- 4 B. Discharge for justifiable cause;
- 5 C. Retirement; or
- 6 D. Change in job classification within the bargaining unit, as hereinafter provided in Section 9.8.

7

8 **Section 9.5.**

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

- 10
- 11 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
- 12 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the
- 13 United States; or
- 14 C. Time spent on other authorized leaves.

15

16 **Section 9.6.**

17 Seniority rights shall be effective within the general job classification except as is outlined in Section

18 9.8. As used in this Agreement, general job classifications are those set forth in Article I, Section 1.3.

19

20 **Section 9.7.**

21 The employee with the earliest hire date shall have preferential rights regarding vacation periods,

22 promotions, assignment to new or open jobs or positions, and layoffs when ability and performance are

23 substantially equal with junior employees. If the District determines that seniority rights should not

24 govern because a senior employee does not meet the minimum requirements, or does not possess the

25 specific skills or required experience related to the job description and/or posting the District shall set

26 forth in writing to the employee or employees and the chapter president its reasons why the senior

27 employee or employees have been bypassed.

28

29 **Section 9.7.1.**

30 Employees subject to this Agreement have the right to apply for and be considered for positions

31 open in all classifications covered by this Agreement, with consideration given to their skills

32 and abilities. If the District does not interview a current employee for an open position, the

33 District shall set forth in writing to the employee or employees and the chapter president its

34 reasons why the employee was not selected for an interview.

35

36 **Section 9.8.**

37 Employees who change job classifications within the bargaining unit shall retain their hire dates in the

38 previous classification notwithstanding that they have acquired a new hire date and a new

39 classification. For the purposes of seniority as it's defined in this article, employees will also retain the

40 total number of years they worked in their previous classification but not accumulate any more as long

41 as they work in a different classification. Employees will only be able use this previously described

42 seniority should they lose all or part of their current position.

43

44 In the event of program wide reductions, job placement (based upon program need) will be determined

45 by seniority with respect to skills and ability. The district will continue to lay off from the bottom of

46 the seniority list and allow laid off senior employees to move into jobs.

1 Librarians who previously held the position of Paraeducator will retain all of their years of seniority
2 within that classification. This will apply to seniority rights including any new or open positions or
3 any layoff or reductions should they occur under Article IX of the CBA. However, the seniority of
4 Librarians will be ranked according to their day of hire within their sub-classification of Librarians
5 should any reductions or new hires take place solely within said sub-classification.
6

7 Examples

8 **Employee “A”:**

- 9 • October 2009 - June 2010 Paraeducator
- 10 • September 2010- June 2011 -Paraeducator
- 11 • August 2011 - present MP3 Secretary

12
13 Employee “A” has two (2) years seniority credit in the Paraeducator classification. Employee “A” be
14 placed in a position within that classification which had less seniority.
15

16 **Employee “B”**

- 17 • September 2004- March 2005 Paraeducator
- 18 • March 2005-May 2007 Secretary at TMCE along with Student Monitor and Para positions
- 19 • May 2007-August 2008 Secretary at MP3 along with TMCE positions
- 20 • August 2008-2009 Secretary at Athletic Department and Transportation Department along with
21 TMCE and MP3
- 22 • August 2009 - present - Went to full-time secretary position at MP3

23
24 Employee “B” has three (3) years seniority in both the Paraeducator and Secretarial Classifications.
25 Employee “B” could be placed in a position within either of those classifications which had less
26 seniority.
27

28 **Employee “C”**

- 29 • October 1994 – August 2009 Paraeducator
- 30 • September 2009 – present LPN

31
32 Employee “C” has fifteen (15) years seniority in the paraeducator classification. Employee “C” could
33 be placed in a position within that classification which had less seniority. They would retain whatever
34 seniority they had accrued in the Professional/Technical classification.
35

36 **Section 9.8.1.**

37 Librarians who previously held the position of Paraeducator will retain all of their years of
38 seniority within that classification. This will apply to seniority rights including any new or
39 open positions or any layoff or reductions should they occur under Article IX of the CBA.
40 However, the seniority of Librarians will be ranked according to their day of hire within their
41 sub-classification of Librarians should any reductions or hires take place solely within said sub-
42 classification.
43

44 **Section 9.9.**

45 The District shall publicize within the bargaining unit for five (5) working days the availability of new
46 and open positions. All new positions of forty-five (45) minutes or more will be posted. This is

1 exclusive of Section 9.15. A copy of the job posting shall be emailed to the President of the
2 Association and to the Association representative of the classification concerned.

3
4 **Section 9.10.**

5 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
6 District according to seniority, with the most senior being called back to work first. Such employees
7 are to have priority over outside applicants and will be considered along with current employees in
8 filling an opening in the specific job category held immediately prior to layoff. Names shall remain on
9 the reemployment list for sixteen (16) months. Except in extraordinary cases, the District will give
10 employees' two (2) weeks notice of intention to lay them off. Employees shall give the District two (2)
11 weeks notice of their intention to resign.

12
13 **Section 9.11.**

14 Employees on layoff status shall file their addresses in writing with the personnel office of the District
15 and shall thereafter promptly advise the District in writing of any change of address.

16
17 **Section 9.12.**

18 An employee shall forfeit rights to reemployment as provided in Section 9.10 if the employee does not
19 comply with the requirements of Section 9.11, or if the employee does not respond to the offer of
20 reemployment within five (5) days of less.

21
22 **Section 9.13.**

23 An employee on layoff status who rejects an offer of re-employment forfeits seniority and all other
24 accrued benefits; provided that such employee is offered a position substantially equal to that held
25 prior to layoff. Substantially is defined as at least 75% of hours worked prior to lay off.

26
27 **Section 9.14.**

28 The Meridian School District shall make a good faith effort to restore any lost hours/days to employees
29 who were cut back in the 2006/2007 school year. As of the 2009/2010 school year, Meridian will
30 restore two (2) half (½) days' pay and work time. Employees subject to this agreement may leave at
31 the end of the student day on the following dates:

32
33 The day before Thanksgiving Break
34 Spring Conference Day
35 The last day of school

36
37 **Reduction in Hours**

38
39 **Section 9.15 Definition:**

40 The term reduction of hours means a loss of time of at least one-half (0.5) hours not due to disciplinary
41 reasons. A reduction of hours shall not constitute a layoff.

42
43 In case of reduction of hours the Union and District agree to meet and confer regarding said reductions.
44 As part of the meet and confer process, seniority will prevail.

45
46 Regular employees (excluding temporary employees and substitutes) whose hours are reduced more
47 than one-half (.5) hours will have first right of refusal to restoration of hours as hours become available
48 within classification and in the employee's building for a period of one (1) year following the

1 **Section 11.1.4. Insurance Premium Pool.**

2 The amount of revenue available to the bargaining unit as specified in Section 11.1.3 herein
3 shall comprise the premium pool. It is understood that the FTE count is frozen at the S-275
4 FTE's in the bargaining unit for the purpose of generating the pool. Upon closing of insurance
5 plan enrollment periods, the District shall compare the bargaining unit insurance premium
6 usage to the size of the premium pool. Such comparison information is to be provided to the
7 Association. If the pool exceeds the usage, the excess shall be divided among employees whose
8 insurance enrollments cause payroll deductions, with said division to be equally apportioned
9 among such employees until enrollments are fully paid or the excess pool is depleted. It is
10 understood that the insurance pool will only be recalculated if the insurance carriers increase
11 insurance premiums. It is further understood that except for the addition of new dependents,
12 enrollments for dependents shall close on the expiration date of the open enrollment period in
13 September.

14
15 **Section 11.1.5.**

16 All bargaining unit insurance dollars shall be pooled for the purpose of paying the cost of
17 premiums of basic insurance coverage for each bargaining unit member. Basic insurance
18 coverage may include: medical, dental, vision, group term life and group long-term disability
19 insurance coverage. Only after members of the bargaining unit have received benefit of basic
20 insurance coverage, shall pool dollars be used for optional coverage which may include
21 cancer/intensive care insurance.

22
23 **Section 11.1.6**

24 The District and Association agree to the following provisions in order to make a good faith
25 effort to comply with 2012 Washington Laws (ESSB 5940).

- 26
27 1. The District, as a member of the Whatcom County Consortium, shall ask an insurance
28 broker to procure premium quotes for health benefit plans that meet the responsible
29 contracting standards of ESSB 5940 and to document the approach for procuring such
30 quotes. The quotes to be procured and plans offered shall include:
31
32 a. at least one qualified high-deductible health plan (QHDHP) and health savings
33 account (HSA);
34 b. at least one health benefit plan in which the employee share of the premium cost of a
35 full-time employee, regardless of whether the employee chooses employee-only coverage
36 or coverage that includes dependents, does not exceed the premium cost paid by state
37 employees during the 2012 state employee benefits year; and
38 c. health plans that promote health care innovations and cost savings, and significantly
39 reduce administrative costs.

40
41 The quotes procured by the broker shall be reviewed and the choice of plans offered shall be
42 made using the same procedure for selecting health plans as was used in the 2011-12 school
43 year.

- 44 2. To ensure employees selecting richer benefit plans pay the higher premium, and make
45 progress toward the 3:1 ratio goal of full-family to employee-only coverage premiums in
46 ESSB 5940, each employee included in the pooling arrangement within the CBA who elects
47 medical benefit coverage shall pay a minimum out-of-pocket charge by monthly payroll
48 deduction. The minimum monthly charge shall be 1 % of premium. Such minimum monthly

charge shall be paid regardless of the impact of pooling. For eligible employees selecting the QHDHP with a Health Savings Account (HSA), \$125.00 per month will be allocated to the employee's HSA. Employees may contribute funds through payroll deduction (pre-tax) by contacting the district. The current maximum annual rates are listed below.

Year	Employee only	Employees plus dependents
2013	\$3,100.00	\$6,250.00
2014	\$3,250.00	\$6,450.00

- The parties shall abide by state laws relating to school district employee benefits and this Agreement shall be construed consistent with such laws.
- This Agreement shall be effective for the 2013-14 school year. The parties shall meet prior to May 1st annually, to discuss whether to renew or amend this language for another year. Should there be any leftover money in the pool, contributions will be made to individuals who were not able to use the pool and/or experience a qualifying event necessitating changes in insurance coverage.

Section 11.1.7. Compliance with State and Federal Health Insurance Law.

Either party shall have the right to open the contract at any time to deal with Health Insurance issues related to compliance with state or federal law.

Section 11.2

The District shall provide indemnity coverage for all employees subject to this Agreement.

Section 11.3.

In determining whether an employee subject to this Agreement is eligible for participation in the Washington State Public Employees' Retirement System, the District shall report all hours worked.

ARTICLE XII

ASSOCIATION MEMBERSHIP AND CHECKOFF

Section 12.1.

Each employee subject to this Agreement, who, on the effective date of this Agreement is a member of the Association in good standing, shall, as a condition of employment, maintain membership in the Association in good standing during the period of this Agreement.

Section 12.2.

All employees subject to this Agreement who are hired at a time subsequent to the effective date of this Agreement, shall, as a condition of employment, become members in good standing of this Association within thirty (30) days of the effective date of this Agreement or within thirty (30) days of the hire date, whichever is applicable. Such employees shall then maintain membership in the Association in good standing during the period of this Agreement.

1 **Section 12.2.1.**

2 The parties recognize that an employee should have the option of declining to participate as a
3 member in the Association, yet contribute financially to the activities of the Association in
4 representing such employee as a member of the bargaining unit. Therefore, as an alternative to,
5 and in lieu of the membership requirements of the previous sections of the Article, an employee
6 who declines membership in the Association may pay to the Association each month a service
7 charge as a contribution towards the administration of this Agreement in an amount determined
8 by the Association. This service charge shall be collected in the same manner as monthly dues.

9
10 **Section 12.3.**

11 Any employee who refuses to become a member of the Association in good standing or pay a
12 representation fee as provided in Section 12.2.1, shall, at the option of the Association, be immediately
13 discharged from employment with the District.

14
15 **Section 12.4.**

16 The District will give new employees their union card to fill out and notify the Association President
17 of all new hires twice (2) monthly. At the time of hire, the District will inform the new hires of the
18 terms and conditions of this Article. The Association is responsible to follow up with their members to
19 get their card back in to be processed.

20 **Section 12.5.**

21 Nothing contained in this Agreement shall require Association membership of employees who object
22 to such membership based on bona fide religious tenets or teachings of a church or religious body of
23 which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a
24 nonreligious charity or other charitable organization mutually agreed upon by the employee and the
25 Association. The employee shall furnish written proof that such payment has been made. If the
26 employee and the Association cannot agree on such matter, it shall be resolved by the Public
27 Employment Relations Commission pursuant to RCW 41.56.122.

28
29 **Section 12.6. Political Action Committee.**

30 The District shall, upon receipt of a written authorization form that conforms to legal requirements,
31 deduct from the pay of such bargaining unit employee the amount of contribution the employee
32 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a
33 check separate from the Union dues transmittal check. Section 12.7 of the Collective Bargaining
34 Agreement shall apply to these deductions. The employee may revoke the request at any time. At least
35 annually, the employee shall be notified about the right to revoke the request.

36
37 **Section 12.7. Hold Harmless.**

38 The Association will indemnify, defend, and hold the District harmless against any claims, suits,
39 orders, and/or judgments against the District on account of any check-off of Association dues or
40 voluntary political contributions.

41
42 **Section 12.8. Check off.**

43 The District shall deduct PSE dues, service charges or voluntary political contributions from the pay of
44 any employee who authorizes such deductions in writing pursuant to RCW 41.56.110. The District shall
45 transmit all such funds deducted to the Treasurer of the Public School Employees of Washington on a
46 monthly basis.

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ARTICLE XIII

GRIEVANCE PROCEDURE

Section 13.1.

An employee grievance is a claim or dispute by an employee concerning the application or interpretation of the terms of this Agreement.

Section 13.2. Grievance Steps.

Section 13.2.1. Step One.

Employees shall first discuss the grievance with their immediate supervisor. If employees so wish, they may be accompanied by an Association representative at such discussions. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within twenty (20) of the employee's working days of the occurrence giving rise to the grievance shall be invalid and subject to no further processing.

Section 13.2.2. Step Two.

If the grievance is not resolved to the employee's satisfaction in accordance with Step One, the employee shall reduce to writing a statement of the grievance, within ten (10) working days of the discussion, containing the following:

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

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the official in the administration responsible for personnel. The parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it. If employees so wish, they may be accompanied by an Association representative at such discussions.

Section 13.2.3. Step Three.

If no settlement has been reached within the ten (10) days referred to in Step Two, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the District Superintendent or the Superintendent's designee. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance shall sign it. If employees so wish, they may be accompanied by an Association representative at such discussions.

Section 13.2.4. Step Four.

If no settlement has been reached within the ten (10) workings days referred to in Step Three, the Association may, within ten (10) working days after receipt of the District's Step Three

1 response, submit the grievance to binding arbitration. Such submission shall be by written
2 notice to the Superintendent or his/her designee.

3
4 **Section 13.2.5. Selection of an Arbitrator - Agreement.**

5 In regard to each case submitted to arbitration, the parties will attempt to agree on an arbitrator to
6 hear and decide the particular case. If the parties are unable to agree to an arbitrator within ten
7 (10) working days after submission of the written request for arbitration, the provisions of
8 Section 13.2.6 shall apply to the selection of arbitrator.

9
10 **Section 13.2.6. Selection of an Arbitrator-AAA.**

11 In the event an arbitrator is not selected pursuant to the provisions of Section 13.2.5, the parties
12 shall jointly request the American Arbitration Association to submit a panel of seven (7)
13 arbitrators. When the panel of seven (7) arbitrators is received, the parties, in turn, shall have the
14 right to strike a name from the panel until only one (1) name remains. The remaining person
15 shall be the arbitrator. The right to strike the first name from the panel shall be determined by lot.

16
17 **Section 13.2.7. Arbitration-Rules of Procedure.**

18 Arbitration proceedings shall be in accordance with the following guidelines:

- 19
20 A. The arbitrator shall hear and accept pertinent evidence submitted by both parties and shall render a
21 decision in writing within thirty (30) days of the close of the hearing, or if written briefs are
22 submitted, then from the date of transmitting the brief to the arbitrator.
23
24 B. The arbitrator's jurisdiction shall be limited to the issues(s) specified in the written grievance as
25 submitted at Step One. The arbitrator shall have no authority to alter this Agreement in whole or
26 in part.
27
28 C. The arbitrator's decision shall be final and binding on both parties.
29
30 D. The arbitrator shall rule only on the basis of information presented in the hearing and shall refuse
31 to receive any information after the hearing except when there is mutual agreement of the
32 parties.
33
34 E. Each party shall pay any compensation and expenses relating to its own witnesses or
35 representatives.
36
37 F. The cost for the services of the arbitrator, including per diem expenses, if any, and his/her travel
38 and subsistence expenses and costs of any hearing room, will be shared equally by the District
39 and the Association. All other costs will be borne by the party incurring them.
40
41 G. The total cost of the stenographic record (if requested) will be paid by the party requesting it. If
42 the other party also requests a copy, that party will pay one-half (1/2) of the stenographic cost.
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ARTICLE XV

TRANSFER OF PREVIOUS EXPERIENCE

Section 15.1.

When any employee leaves a school district within the State and commences employment with this District, the employee shall retain the same leave benefits and other benefits that the employee had in the previous position. Seniority rights are not transferable in any manner. Longevity shall be fully transferable and is considered an "other benefit".

Section 15.1.1.

If this District has a different system for computing leave benefits and other benefits, then the employee shall be granted the same leave benefits and other benefits as an employee in this District who has similar occupational status and total years of service.

ARTICLE XVI

SALARIES AND EMPLOYEE COMPENSATION

Section 16.1.

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Upon request an employee shall receive a full accounting and itemization of authorized deductions, regular and extra hours worked, and rates of pay. The District will include a pay summary with the employee's first paycheck of the year. The District agrees to replace funds due to loss of state allocation under the following provisions:

- A. School Year 2015-2016 - Attached Schedule A, representing 3.75% increase to all positions and two new wage steps at the 2nd and 3rd years of longevity.
- B. School Year 2016-2017- 3% increase or the state Cola whichever is greater for all positions on Schedule A.
- C. School Year 2017-2018 - 2% increase plus any state flow-through for all positions on Schedule A

Section 16.2.

Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in Schedule A attached hereto and by this reference incorporated herein. There shall be six (6) pay steps. Each step shall be for a duration of five (5) years.

Section 16.2.1.

Step movement shall be on the anniversary of the employee's hire date. If the anniversary of the employee's hire date falls after the monthly payroll cutoff, the step increase shall be applied in the following month, retroactive to the anniversary date.

Section 16.3.

For purposes of calculating daily hours, total time worked shall be rounded to the nearest one-quarter (1/4) hour.

1 **Section 16.4.**

2 Any employee required to travel from one site to another in a private vehicle during working hours
3 shall be reimbursed for such travel on a per-mile basis at the current rate established by District policy.
4

5 **Section 16.5.**

6 Employees required to remain overnight on District business shall be reimbursed for room and board
7 expenditures. Any additional compensation would be provided through a District approved
8 supplemental contract.
9

10 **Section 16.6.**

11 Should the legislature authorize and fund a future salary or insurance increase, the District will pass
12 through the additional funds after consultation/negotiations with the Association.
13

14 **Section 16.7.**

15 It is recognized that employees shall receive their salary and insurance benefits on a twelve (12) month
16 basis. It is also understood that holiday and vacation pay for school year employees shall be prorated
17 over a twelve (12) month basis. All employees hired between the beginning of the school year and
18 February 15th shall have their annual salary step date on February 15th upon the completion of at least
19 one calendar year of employment. All employees hired between February 15th and the beginning of
20 the following school year shall have their annual step date on September 1st upon completion of at
21 least one calendar year of employment.
22

23 The district shall publish and distribute designated pay periods for the entire bargaining unit.
24
25
26
27

28 **ARTICLE XVII**

29 **TERM AND SEPARABILITY OF PROVISIONS**

30
31 **Section 17.1.**

32 The term of this Agreement shall be September 1, 2015 to August 31, 2018.
33
34

35 **Section 17.2.**

36 All provisions of this Agreement shall be applicable to the entire term of this Agreement at the
37 execution date.
38

39 **Section 17.3.**

40 This Agreement shall be reopened as necessary to consider the impact of any legislation enacted which
41 occurs following execution of this Agreement. Either party may demand the contract be reopened
42 when legislation enacted affects the terms and conditions herein or creates authority to alter personnel
43 practices in public employment.
44

45 **Section 17.4.**

46 If any Article or section of this Agreement should be found invalid, the balance of this Agreement shall
47 continue in full force and effect.
48

1 **Section 17.5.**

2 Neither party shall be compelled to comply to any provision of this Agreement which conflicts with
3 State or Federal statutes or regulations promulgated pursuant thereto.
4

5 **Section 17.6.**

6 In the event either of the two (2) previous sections is determined to apply to any provision of this
7 Agreement, such provision shall be renegotiated.
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18 PUBLIC SCHOOL EMPLOYEES
19 OF WASHINGTON/SEIU Local 1948
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23 MERIDIAN CLASSIFIED EMPLOYEES
24 ASSOCIATION
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MERIDIAN SCHOOL DISTRICT #505

28 BY: _____
29 April Saville, Chapter Co-President
30
31
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BY: _____
Tom Churchill, Superintendent

33 BY: _____
34 Stephanie Rogers. Chapter Co-President
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38 DATE: _____
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DATE: _____

SCHEDULE A
Meridian Classified Employees Association
September 1, 2015 – August 31, 2016

Classification	Sub Rate	Step 1 Entry	Step 2 2nd Year	Step 3 3-4 yrs	Step 4 5-9 yrs	Step 5 10-14 yrs	Step 6 15-19 Yrs	Step 7 20-24 Yrs	Step 8 25+ Yrs
Assignment									
Paraeducator									
Bilingual Tutor	\$13.12	\$15.25	\$15.40	\$15.71	\$16.18	\$16.67	\$17.34	\$17.86	\$18.39
Librarian	\$15.03	\$17.30	\$17.47	\$17.82	\$18.35	\$18.90	\$19.66	\$20.25	\$20.86
Paraeducator	\$12.30	\$14.69	\$14.84	\$15.13	\$15.59	\$16.06	\$16.70	\$17.20	\$17.72
Volunteer Coordinator	\$11.48	\$13.47	\$13.60	\$13.87	\$14.29	\$14.72	\$15.31	\$15.77	\$16.24
Professional-Technical *									
Accounts Payable	\$16.19	\$18.56	\$18.75	\$19.12	\$19.70	\$20.29	\$21.10	\$21.73	\$22.38
Career Center Specialist	\$14.58	\$16.81	\$16.98	\$17.32	\$17.83	\$18.37	\$19.10	\$19.68	\$20.27
Computer Instructor	\$18.26	\$20.78	\$20.99	\$21.41	\$22.05	\$22.71	\$23.62	\$24.33	\$25.06
Family Resource Specialist	\$18.92	\$21.50	\$21.71	\$22.15	\$22.81	\$23.49	\$24.43	\$25.17	\$25.92
Foreign Language Translator	\$16.81	\$19.21	\$19.41	\$19.79	\$20.39	\$21.00	\$21.84	\$22.50	\$23.17
LPN		\$19.87	\$20.07	\$20.47	\$21.08	\$21.71	\$22.58	\$23.26	\$23.96
Technology Support	\$18.26	\$20.78	\$20.99	\$21.41	\$22.05	\$22.71	\$23.62	\$24.33	\$25.06
RN		\$27.24	\$27.52	\$28.07	\$28.91	\$29.78	\$30.97	\$31.90	\$32.85
Sign Language Interpreter	\$16.81	\$19.21	\$19.41	\$19.79	\$20.39	\$21.00	\$21.84	\$22.50	\$23.17
Substance Abuse Intervention Spec	\$25.15	\$28.22	\$28.50	\$29.07	\$29.94	\$30.84	\$32.08	\$33.04	\$34.03
Testing Specialist		\$20.78	\$20.99	\$21.41	\$22.05	\$22.71	\$23.62	\$24.33	\$25.06
Secretaries									
Secretary I (Head, Curr, Spec Prog)	\$14.65	\$16.99	\$17.16	\$17.51	\$18.03	\$18.57	\$19.32	\$19.90	\$20.49
Registrar	\$14.65	\$16.99	\$17.16	\$17.51	\$18.03	\$18.57	\$19.32	\$19.90	\$20.49
School Secretaries	\$13.02	\$15.23	\$15.38	\$15.69	\$16.16	\$16.65	\$17.31	\$17.83	\$18.37
Student Monitors									
Student Monitor	\$11.33	\$12.22	\$12.34	\$12.59	\$12.97	\$13.36	\$13.89	\$14.31	\$14.74

*All positions in this category have their own individual seniority.

NOTE: Step 2 is based on Step 1 + 1%

Step 3 is based on Step 2 + 2%

Step 4 is based on Step 3 + 3% Step 7 is based on Step 6 + 3%

Step 5 is based on Step 4 + 3% Step 8 is based on Step 7 + 3%

Step 6 is based on Step 5 + 4%