



EASTMONT SCHOOL DISTRICT

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Collective Bargaining Agreement

Eastmont Secretaries' Association
And
Eastmont School District

September 1, 2023 – August 31, 2026

The Eastmont School District is an Equal Opportunity Employer



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Eastmont Secretaries' Association and Eastmont School District



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EASTMONT SECRETARIES' ASSOCIATION

And

EASTMONT SCHOOL DISTRICT

DECLARATION OF PRINCIPLES

The parties agree that it has been and will continue to be in their mutual interest and purposes to promote systematic and effective employee-management cooperation; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters including wages, hours and working conditions.

PREAMBLE

This Agreement is between Eastmont School District No. 206 and the Eastmont Secretaries 'Association, pursuant to RCW 41.56.

ARTICLE I. ADMINISTRATION OF THE AGREEMENT

Section A. Definitions

1. The term "District" shall mean the Eastmont School District, Douglas County, Washington State; or its agents.
2. The term "Board" shall mean the Board of Directors of the Eastmont School District.
3. The term "Association" shall mean the Eastmont Secretaries' Association, which is affiliated with the Washington Education Association, the National Education Association and the North Central Washington UniServ Council.
4. The term "Parties" shall mean the District and the Association.
5. The term "Agreement" shall mean this collective bargaining agreement, which shall be signed by the parties.
6. The term "Employee" shall mean any member of the bargaining unit as set out in this Agreement.
7. The term "Day" shall mean any day the District business office is open for business with the public.
8. The term "Superintendent" shall mean the chief administrative officer of the District or his/her designee.
9. The term "President" shall mean the President of the Association or his/her designee.
10. The term "RCW" shall mean Revised Code of Washington.
11. The term "WAC" shall mean Washington Administrative Code.



1 12. The term "SPI" shall mean the office of the Washington State Superintendent of Public
2 Instruction.

3 13. The term "BEA" shall mean the Basic Education Act.

4 14. The term "PERC" shall mean the Washington State Public Employment Relations Commission.

5
6 Section B. Recognition

7 1. Bargaining Unit Description:

8 The District recognizes the Association as the exclusive representative of all secretarial
9 employees of the District excluding all certificated employees and any classified employee
10 outside the secretarial bargaining unit and any employee whose duties imply a confidential
11 relationship to the Superintendent, Assistant Superintendent, Administrative Assistant(s),
12 Supervisor(s) and the Board, and the Association recognizes the responsibility of
13 representing the interests of such employees.

14 2. Job Descriptions:

15 The District will provide the Association with job descriptions and any modifications to the
16 job descriptions.

17
18 Section C. Conformity to Law

19 This Agreement shall be governed and construed according to the Constitution and the laws of the
20 State of Washington and the Constitution and the laws of the United States. If any provision of this
21 Agreement or any application of this Agreement to any employee or groups of employees covered
22 hereby shall be found contrary to law, such provision or application shall have effect only to the extent
23 permitted by law and all other provisions or application of the Agreement shall continue in full force
24 and effect.

25
26 If any provision of this Agreement is held to be contrary to law, the parties shall commence
27 negotiations on said provision as soon thereafter as is reasonably possible.

28
29 Section D. Status of Agreement

30 **Sole Agreement:** This shall be the sole Agreement between the parties regarding wages, hours, terms
31 and conditions of employment. It shall supersede any rules, regulations, policies, resolutions or
32 practices of the District, which shall be contrary to or inconsistent with its terms.



1 Section E. Distribution of Agreement

2 Following ratification of this Agreement the District shall prepare a camera-ready copy of the
3 Agreement for Association review and mutual editing. After editing, the District shall print the
4 Agreement and the Association shall distribute copies to all current and new members. The Parties
5 shall share the cost of the printing. The District shall also make at least one copy available for review
6 by any applicant for employment with the District.

7
8 Section F. Labor-Management Meetings

9 1. Purpose:

10 Association representatives may meet with the Superintendent or his designee on a
11 quarterly basis (or more often by agreement) to discuss matters of mutual concern. Such
12 meetings shall not be grievance resolution conferences nor shall they be collective
13 bargaining sessions regarding this or successor Agreements.

14 2. Agenda:

15 Agenda items will be prepared and exchanged by the parties in advance of each meeting.

16 3. Representation:

17 No more than three (3) representatives from each side will participate unless mutually
18 agreed. The Association shall be represented by the President, Vice-President, and Union
19 Representative. The District shall be represented by Human Resources and anyone else of
20 their own choosing.

21 4. Grievance:

22 This section shall not be subject to the grievance procedure.
23

24 **ARTICLE II. BUSINESS**

25
26 Section A. Voluntary Dues Deduction

27 1. Written Authorization:

28 Upon receipt of a written authorization, the District shall deduct an amount equal to the fees
29 and dues required for membership in the Association, including NEA, WEA and UniServ.
30 The dues deduction form and authorization shall remain in effect from year to year, unless
31 withdrawn by contacting WEA as per the signed membership form. Payroll deductions
32 shall also be available for members who wish to contribute to WEA-PAC and the NEA Fund
33 for Children and Public Education.



1 2. *Other Deductions:*

2 Upon receipt of written authorization, the District agrees to deduct from the salary of
3 employees, premiums for those insurance and annuity programs, which have been
4 approved by the Parties. The sums, which are deducted as premiums for approved
5 insurance and annuity programs, shall be forwarded in accordance with the written
6 authorization. Deductions shall remain in effect from year to year unless withdrawn in
7 writing by the employee.
8

9 Section B. Management Rights

10 The authority of the Board and the Administration to manage and direct the affairs of the District shall
11 be limited only to the extent such a decision conflicts with this Agreement or law.
12

13 Section C. Association Rights

14 1. *Use of School Equipment:*

15 The Association shall have the right to use District facilities and equipment for Association
16 purposes, at reasonable times when such equipment/facility is not otherwise in use. The
17 Association shall reimburse the District for all supplies and materials incidental to such use.
18 Prior permission must be obtained from the building administrator.
19

20 2. *Use of School Buildings:*

21 The Association shall have the right to use District buildings for meetings and to transact
22 Association business as long as such meetings do not interfere with school. Prior permission
23 must be obtained from the building administrator.
24

25 3. *Use of District Bulletin Boards:*

26 The Association shall have the right to post notices of activities and matters of Association
27 concern on bulletin boards in employee rest areas or lounges. The Building Principal will be
28 furnished copies at the time of posting. Such items shall be in good taste and shall be signed by
29 responsible Association Officials.
30

31 4. *Use of District Mail System:*

32 The Association shall have the right to use the District mail service, including e-mail, for non-
33 political communication purposes. Upon request, the District will provide the Association with
34 information required under statutes, which will assist the Association in carrying out its



1 responsibilities as the bargaining representative. All e-mail use must comply with District
2 Board Policy and is subject to public records requests.
3

4 *5. Mutually Scheduled Meeting by the Parties:*

5 Any representative of the Association who is mutually scheduled by the parties to participate
6 during working hours in grievance proceedings, conferences, or meetings with representatives
7 of the District shall suffer no loss of pay.

8 *6. School District Budget and Financial Reporting:*

9 Upon request by the Association, the District shall provide the President in a timely manner
10 financial information normally provided to the public. Nothing herein shall require the central
11 administrative staff to research and assemble information that has not been routinely prepared
12 in the normal operation of the District.

13 *7. Bargaining Unit Member Information:*

14 By October 15 of every year and upon request, the District will provide an electronic roster of
15 bargaining unit members in the District to the Association President. The following information
16 will be provided if such information is held by the District's electronic employee records
17 system: employee name (first and last), employee's cell and home/and work-phone numbers,
18 work and most up-to-date personal email, home address or personal mailing address, job
19 title/position, work location, the number of hours assigned, days assigned per year, and date of
20 hire. Such list will include the names of all bargaining unit members regardless of their
21 membership status with the Association.

22
23 Additionally, the Association President will also be notified within five (5) business days
24 following the completion of any new hire within the bargaining unit.

25 *8. Release Time to Meet with New Hires:*

26 The District shall provide the Association with access to new employees within thirty (30) days
27 of the employee's start date within the bargaining unit. The Association shall be allowed no less
28 than thirty (30) minutes to meet with all new hired classified employees represented by this
29 agreement. These meetings are allowed during the employee's regular work hours at the
30 employee's regular worksite.

31
32 **ARTICLE III. EMPLOYEE RIGHTS**
33



1 Section A. Non-Discrimination

2 The parties shall not discriminate against any employee because of membership or non-membership in
3 the Association, race, creed, religion, color, national origin, age, sex, sexual orientation including
4 gender expression or identity, marital status, families with children, the presence of any sensory,
5 mental or physical disability, unless permitted by a bona-fide occupational qualification, use of a
6 trained dog guide or service animal by a person with a disability, honorably discharged veteran or
7 veteran or military status.

8
9 Section B. Right to Organize

10 Every employee shall have the right to freely organize, join and support the Association in its lawful
11 endeavors. Neither the Association nor the District shall discriminate against any employee with
12 respect to hours, wages, terms or conditions of employment by reason of their membership or non-
13 membership in the Association or their participation in activities of the Association.

14
15 Section C. Personnel File

16 1. Right to Inspect:

17 Any employee shall have the right to inspect all contents of his/her own personnel file. A
18 representative of the Association may, at the employee's request accompany the employee in
19 this review. Employees shall be given an opportunity to attach written comments to any
20 written material in their file.

21 2. Location:

22 The District shall maintain the employee's personnel file at the District Office.

23
24 Section D. Due Process in Disciplinary Action

25 1. Definition:

26 The term "formal disciplinary action" shall mean any disciplinary action, which is written to be
27 placed in the employee's personnel file.

28 2. Cause:

29 No employee shall be reprimanded, disciplined, suspended, reduced in rank or compensation,
30 or deprived of any professional advantage without cause. All information forming the basis for
31 any charge shall be made available to the employee. An employee shall have the right to face
32 his/her accuser.



1 3. *Association Representation:*

2 Employees shall be entitled to have present a representative from the Association during any
3 formal disciplinary action. When a request for such representation is made, no action shall be
4 taken with respect to the employee until such representative of the Association is present. Such
5 Association representative shall make himself/herself available in accordance with reasonable
6 District timelines.

7 4. *Progressive Discipline*

8 Discipline shall be administered in a fair manner using a progressive discipline
9 process. Progressive discipline may be applied in the following order and includes a verbal
10 warning with written acknowledgment, letter of reprimand, suspension without pay, and
11 discharge. The Parties understand that in any progressive discipline process there may be
12 incidents of behavior that constitute grounds to skip steps in the process.

13 *Section E. Employee Evaluation*

14 Each employee shall be evaluated in writing annually and will be given a copy of the evaluation report
15 by the last day of school. The evaluation will be discussed with each employee at a meeting with their
16 administrator, and the employee will be afforded the opportunity to attach written comments or
17 statements to the evaluation report. If there is cause for concern in an employee's performance a mid-
18 year evaluation will be done no later than February 1st.

19 *Section F. Vacancy/Posting/Application/Selection*

20 1. *Definition:*

21 The term "Vacancy" means a vacancy shall be determined to exist only after such is formally
22 declared in writing by the District. The District will notify the association within ten (10) days
23 of a resignation or retirement as to the status of the vacancy if it has not yet been posted.

24 2. *Vacancy, Posting and Application:*

25 Whenever a vacancy occurs, notification of such opening shall be posted on the District on-line
26 application system for a five (5) working day period. During this period, employees may apply
27 to fill the vacancy. Employees shall apply on-line for posted internal openings. The Association
28 President will be notified prior to any involuntary transfer of a current bargaining unit member
29 to a vacant position.

30 3. *Selection:*

31 Selection of an applicant to fill a vacancy shall be made by the District according to
32 qualifications and successful experiences of the applicant. Preference will be given for seniority
33 if all qualifications and successful experiences are considered equal between and among the



1 applicants. Any current employee not selected to fill a vacancy will be provided with a written
2 explanation as to why they were not selected.

3 *4. Training:*

4 In the event of a transfer, the employee so transferred shall be provided applicable training
5 necessary to carry out the job duties.

6 *5. Notification of Posting to President:*

7 The Association president shall be notified of new positions when they are posted.

8 *Section G. Probation and Seniority Procedures*

9 *1. Probation:*

10 a. Each newly hired employee shall remain on probation status for a period of not more than
11 ninety (90) working days following his/her hiring date. During this probationary period,
12 the District may terminate such employee without a showing of cause. Probationary
13 terminations shall not be subject to either grievance or arbitration contained herein.

14
15 b. At the end of the probationary period, the employee shall enjoy all the rights contained in
16 this agreement.

17 *2. Seniority:*

18 a. The seniority of an employee shall be defined as the length of service within the District as a
19 member of the bargaining unit. Accumulation of seniority shall begin on the employee's
20 first working day in the District as a member of the bargaining unit.

21
22 b. The seniority rights of an employee shall be lost for the following reasons:

23 i. Resignation;

24 ii. Discharge;

25 iii. Retirement;

26 iv. Abandonment of duties absent without leave for five (5) consecutive working days.

27 v. Declining recall when offered a position.

28
29 c. Seniority rights shall not be lost for the following reasons:

30 i. Time lost by reason of industrial accident, industrial illness or jury duty;

31 ii. Time spent on authorized leaves of absence not to exceed one (1) year;

32 iii. Transfer to another job in the same bargaining unit.



1 Section H. Displaced Employees:

2 Employees who have been displaced because of construction or any other District mandated project or
3 process shall have first right of refusal to return to their former position at the conclusion of the
4 construction and/or project.

5 Section I. Employee Protection

6 1. Confrontational Situations:

7 Employees are expected to use reasonable measures in a situation involving physical threats or
8 abuse from a student. Such reasonable measures may include seeking assistance from another
9 staff member or from law enforcement officers as necessary. In keeping with the foregoing,
10 employees may use reasonable measures with a student as necessary to protect him/herself, a
11 fellow employee, teacher, administrator or another student from attack, physical abuse or
12 injury, or to prevent damage to District property.
13

14 2. District Insurance:

15 The District shall provide such insurance for the protection of employees as is required by RCW
16 28A.400.370 and upon request will provide employees with a written summary of the coverage
17 they have under the provisions of District insurance policies.

18 3. Employee Liability Protection:

19 The District agrees, within the limits of its insurance, to protect and defend from financial loss,
20 including reasonable attorney's fees for any actions arising out of any claim, demand, suit,
21 criminal prosecution or judgment by reason of any act or failure to act by such employee within
22 or without district buildings, provided the employee, at the time of the act or omission
23 complained of, was acting reasonably within the scope of his/her employment or under the
24 direction of the employer.

25 4. Harassment:

26 The District agrees that harassment as defined by law (including sexual harassment) will not be
27 tolerated. An employee with a harassment complaint shall file a written report with the
28 Superintendent/designee within thirty (30) days of the incident. Following an investigation by
29 the District, appropriate action as determined by the Superintendent will be taken.

30 5. Injury on the Job:

31 In the case of any injury on-the-job, which is covered by the State Worker's Compensation Act,
32 the District will pay to such employee unable to work the available sick leave pay for the period
33 of absence. Upon receipt from insurance or trust providers, for the applicable time loss, the



1 employee may endorse any and all such time loss payment checks and present them to the
2 District payroll office. The District will then reimburse the employee's sick leave account with
3 the hours and days equivalent to those which payment has been allowed by the State.
4

5 **ARTICLE IV. LAYOFF AND RECALL**

6 Section A. Layoff and Recall

7 **1. Seniority:**

8 The District shall prepare and maintain the seniority list ranking each employee from greatest to
9 least seniority. Upon request, a copy of the seniority list and subsequent revisions shall be
10 furnished to the President.
11

12 Seniority shall be lost by an employee upon termination, resignation, retirement, transfer to a
13 non-bargaining unit position, or declining recall.

14 **2. Layoff:**

15 Layoff shall be defined as a necessary reduction in the work force beyond the normal attrition
16 for economic reasons only.
17

18 In the event of a necessary reduction in work force, the District shall first layoff the least senior
19 employee(s). In no case shall a new employee be employed by the District while there are laid
20 off employees qualified for a vacant or newly created position, unless that laid off employee
21 declines a recall position.
22

23 In the event of layoff, the District shall provide written notice to all affected employees and the
24 President, as soon as reasonably possible but no later than August 1, prior to the upcoming
25 school year. Written notice shall be delivered in person at the District Office at the conclusion
26 of the employee work day. When possible, the Association president shall be in attendance.
27 Employees not notified shall continue in employment for the following year unless there is just
28 cause for termination.
29

30 All retained employees face possible reassignment to fill essential vacancies.

31 **3. Recall:**

32 Employees who are laid off shall be placed in a reemployment pool for one (1) full year from
33 layoff, or one (1) year from the beginning of the subsequent school year, whichever benefits the
34 employee most.
35



1 The following process shall be used to recall RIF'd employees following a unit-wide RIF:
2

- 3 a. All RIF'd secretaries shall be given the opportunity to be placed on the substitute list. Every
4 effort will be made to use these RIF'd secretaries first to fill absences.
5
- 6 b. In order to provide currently employed senior secretaries the opportunity to apply for
7 newly vacant positions in the District before RIF'd secretaries are recalled, new vacancies
8 shall be posted to current secretaries for three (3) days. Interested secretaries shall notify
9 Human Resources by phone, e-mail or letter by the end of the third (3rd) day. The most
10 senior secretary, if qualified, will take priority over RIF'd secretaries. If transferred, the
11 newly vacated position will then be posted in the manner described below.
12 c. All movement will cease after the initial posting described in b. above, and after three (3)
13 subsequent movements within the current secretary ranks:
- 14 i. Post new vacancy to current secretaries
 - 15 ii. Select current secretary
 - 16 iii. Post first subsequent vacancy to current secretaries (1st subsequent)
 - 17 iv. Select current secretary
 - 18 v. Post second subsequent vacancy (2nd subsequent)
 - 19 vi. Select current secretary
 - 20 vii. Post third subsequent vacancy (3rd subsequent)
 - 21 viii. Select current secretary
 - 22 ix. Begin recall of RIF'd secretaries
- 23
- 24 d. RIF'd secretaries will have one (1) opportunity to turn down an open position without
25 losing their placement on the recall list. The RIF'd secretary shall have two (2) days to
26 accept or decline each offered position.
27
- 28 e. RIF'd secretaries will remain on the recall list for one (1) year.

29 Recall of RIF'd secretaries shall be by reverse order as determined by the final seniority list.
30 Notification of recall shall be in writing, delivered in person to the RIF'd secretary or by
31 certified mail to their last known address as shown on District records. The notice shall
32 include the time and date the RIF'd secretary is to report back to work. It is the RIF'd
33 secretary's responsibility to keep the District notified as to his/her current mailing address.
34

35 **ARTICLE V. LEAVES**
36



1 Section A. Sick/Emergency Leave

2 Leave with compensation for illness, injury and emergencies shall be granted and accrued at a rate not
3 to exceed twelve (12) days per year for each full-time employee. Less than full time employees shall be
4 granted sick and emergency leave in the same proportion as their part time work bears to full time
5 work. This leave shall be referred to hereafter as "sick leave." Sick leave shall be earned one (1) day
6 per month and shall be front-loaded each September. Upon resignation/termination mid-year, used
7 but not earned sick leave shall be deducted from an employee's final pay.

8
9 **1. Use:**

- 10 a. **Illness, Injury and Disability:** Deductions from this allocation of leave days shall be made
11 for each absence occasioned by the legitimate claims of the following kinds: personal illness
12 and injury, illness and injury in the immediate family, disability, maternity, paternity, and
13 other leave afforded per Family Medical Leave. The immediate family is defined as spouse,
14 parent, mother-in-law, father-in-law, brother, sister, child, grandparent, grandchild, ~~or~~ legal
15 dependent or other members of the household that rely on the employee for care.

16 Below are qualifying reasons to use sick leave:

- 17 i. An absence resulting from an employee's mental or physical illness, injury, or
18 health condition; to accommodate the employee's need for medical diagnosis,
19 care, or treatment of a mental or physical illness, injury, or health condition; or
20 an employee's need for preventive medical care;
- 21 ii. To allow the employee to provide care for a family member with a mental or
22 physical illness, injury, or health condition; care of a family member who needs
23 medical diagnosis, care, or treatment of a mental or physical illness, injury, or
24 health condition; or care for a family member who needs preventive medical
25 care; and
- 26 iii. When the employee's place of business has been closed by order of a public
27 official for any health-related reason, or when an employee's child's school or
28 place of care has been closed for such a reason.
- 29 iv. When an employee requests to use sick leave for the purpose of parental leave to
30 bond with a newborn, adoptive or foster child for a period up to eighteen weeks.
31 Sick leave for this purpose must be taken during the first year following the
32 child's birth or placement.

33 Abuse of sick leave may result in disciplinary action.

34
35 Absences of more than three (3) consecutive days because of illness or injury may require a
36 physician's written notice.



- 1
2 b. **Emergency:** Deductions from this allocation of leave days shall be granted by the District
3 for situations such as: disaster in the home, damage to personal property, travel problems
4 such as inclement weather, or transportation failure. Determination of deductions for other
5 emergencies not covered in this provision shall be left to the discretion of the
6 Superintendent.

7 Absences of more than three (3) consecutive days because of illness or injury may require a
8 physician's written notice.
9

10 *2. Annual Sick Leave Buy-Back Option:*

11 Each January after the effective date of this Agreement, each eligible employee may elect to
12 convert excess sick leave to monetary compensation. In order to be eligible to convert excess
13 sick leave days to monetary compensation, an employee:

- 14
15 a. Shall have accumulated in excess of 60 full days of unused sick leave at a rate of
16 accumulation no greater than one full day per month as of the end of the previous calendar
17 year; and
18
19 b. Shall provide written notice to his/her employer during the month of January of his/her
20 intent to convert excess sick leave days to monetary compensation.
21
22 c. The number of sick leave days which an eligible employee may convert shall be determined
23 by taking the number of sick leave days in excess of sixty (60) full days that were
24 accumulated by the employee during the previous calendar year at a rate of accumulation
25 no greater than one full day per month and subtracting the number of sick leave days used
26 by the employee during the previous calendar year. The remainder, if any, shall constitute
27 the number of sick leave days, which may be converted to monetary compensation.
28
29 d. Sick leave days that are eligible for conversion shall be converted to monetary compensation
30 at the rate of twenty-five percent (25%) of the employee's current, full-time daily rate of
31 compensation for each full day of eligible sick leave. Partial days of eligible sick leave shall
32 be converted on a pro-rata basis.
33
34 e. All sick leave days converted pursuant to this section shall be deducted from an employee's
35 accumulated sick leave balance.
36



- 1 f. Employees who have accumulated 180 days or more shall be eligible to make annual
2 contributions to VEBA.
- 3
- 4 g. Compensation received pursuant to the above shall not be included for the purpose of
5 computing a retirement allowance under the Department of Retirement Systems (DRS).

6 **3. *Death or Retirement Sick Leave Buy-Back Option:***

7 Each employee who subsequently terminates employment due to either retirement or death
8 may personally, or through his or her estate in the event of death, elect to convert all eligible,
9 accumulated, unused sick leave days to monetary compensation.

- 10
- 11 a. For the purposes of calculation of conversion of excess sick leave days, retirement shall be
12 defined as when an employee is eligible to receive benefits under the Department of
13 Retirement Systems (DRS).
- 14
- 15 b. All unused sick leave days that have been accumulated by an eligible employee at a rate of
16 accumulation no greater than one full day per month of employment, less sick leave days
17 previously converted, and those credited as service rendered for retirement purposes, may
18 be converted to monetary compensation upon the employee's termination of employment
19 due to retirement or death.
- 20
- 21 c. Sick leave days that are eligible for conversion shall be converted to monetary compensation
22 at the rate of twenty-five percent (25%) of an employee's full-time daily rate of
23 compensation at the time of termination of employment for each full day of eligible sick
24 leave, to a maximum of one-hundred and eighty (180) days. Partial days of eligible sick
25 leave shall be converted on a pro-rata basis.
- 26
- 27 d. All sick leave days converted pursuant to this section shall be deducted from an employee's
28 accumulated sick leave balance.
- 29
- 30 e. Eligible sick leave days described above may be converted to VEBA.

31 **Section B. Family and Disability Leave (formally #2 in section A)**

32 Family and disability leave (including maternity and paternity leave) shall be granted in
33 accordance with Federal and State statutes.

- 34
- 35 **a. Family Medical Leave Act (FMLA):** In addition to any other leave provided for elsewhere
36 in this Agreement, FMLA Leave will be provided as follows:



- 1
- 2 i. Eligibility: Employees will be eligible for FMLA after twelve (12) months of
- 3 employment, having worked a minimum of 1,080 hours in the last twelve (12) month
- 4 period.
- 5 ii. Usage: Employees shall be provided twelve (12) weeks of unpaid leave during any
- 6 twelve (12) month period for any of the following reasons:
 - 7 (1) To care for the employee's child after birth, or placement for adoption or
 - 8 foster care;
 - 9 (2) For a serious health condition of the employee, spouse, parent or child or
 - 10 household member that relies on the employee for care;
 - 11 (3) An employee who is the spouse, son or daughter, parent or next of kind of a
 - 12 service member who is recovering from a serious illness or injury sustained
 - 13 while on active duty is entitled to twenty-six (26) weeks of unpaid leave in a
 - 14 twelve (12) month period.

15

16 **b. Notification:** The employee shall provide the District thirty (30) days advance notice of

17 his/her intent to use Family Leave when the need for the leave is foreseeable.

18

19 **c. Job Benefits and Protection:** The District shall insure the following provisions:

- 20 i. The District shall maintain the employee's health coverage for the duration of FMLA
 - 21 (per SEBB eligibility rules). If in unpaid status, SEBB eligible employees are
 - 22 responsible for remitting their month premium to the District. If an employee is in
 - 23 unpaid status, the District will continue to remit their portion of the health care
 - 24 premium during the period of FMLA for SEBB eligible employees.
 - 25 ii. Grant, at the employee's request, his/her usage of accrued leave (sick, Personal, etc.),
 - 26 prior to his/her going on unpaid leave;
 - 27 iii. Grant the employee his/her previous position, or an equivalent position, upon return
 - 28 from Family Leave; and
 - 29 iv. Maintain any employee benefits that accrued prior to the start of Family Leave.
- 30

31 *Section C. Washington State Paid Family Medical Leave (PFML) (New Section)*

32 Employees shall be eligible to receive Paid Family and Medical Leave under the Washington State

33 Family and Medical Leave. The District will comply with the PFML (Paid Family Medical Leave) to the

34 extent required by law. The information in this section is for reference only. Specific obligations and

35 limitations are contained within the law.

- 36 i. This leave is not administered by the District, but by Washington's Employment
- 37 Security Department.



- 1 ii. To be eligible for this leave, employees must have worked a minimum of 820 hours
- 2 within the qualifying time period outlined in the law.
- 3 iii. Employees may not use this leave in conjunction with accrued paid leave, but it is
- 4 the sole choice of the employee as to the order such leave shall be utilized.
- 5 iv. The District shall maintain the employee's health coverage for the duration of PFML
- 6 (per SEBB eligibility rules).
- 7 v. Per PFML protection eligibility, upon returning from such leave, the employee shall
- 8 be entitled to their previous position, or equivalent position with equivalent pay.

9 Section D. Personal Leave

10 1. *Use:*

11 Personal leave is authorized to enable employees to take care of personal business which

12 requires absence during school hours and cannot be arranged for or scheduled on non-business

13 days or non-school hours and is not classified as emergency leave contained herein.

14 2. *Approval:*

15 Personal leave will be approved by the direct supervisor.

16 3. *Notice:*

17 The employee shall request use of personal leave at least one (1) week in advance of each

18 absence, except for unexpected emergencies. Provided further that not more than one

19 employee in any one school building shall be authorized such leave at the same time without

20 approval of the Superintendent.

21 4. *Accumulation:*

22 Three (3) fully paid days shall be granted. One (1) personal leave day may only be taken during

23 non-student days. Personal leave days, if unused, shall accumulate to the maximum of five (5)

24 fully paid days. Two hundred and sixty (260) day employees may accumulate a total of seven

25 (7) fully paid days. At the end of July each year employees may cash out up to three (3) unused

26 personal days at their normal rate of pay. Cash out requests will be submitted on a time sheet

27 during the month of July each year.

28 Section E. Vacations

29 1. *Vacation Accrual and Accumulation*

30 Vacation time shall be earned in the amount described below, prorated against a maximum of

31 two thousand eighty (2080) hours per year:

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33 a. **Less Than 260 Day Employees:**



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Years of Experience	Days
0 – 1 year	5 days
2 – 7 years	10 days
8+	15 days

Less than 260-day employees may accumulate up to a maximum of twenty (20) days of vacation at any one time.

b. 260 Day Employees:

Years of Experience	Days
0 - 7 years	10 days
8 - 15 years	15 days
16 – 20 years	20 days
21+ years	24 days

16

Employees who work 260 days may accumulate up to a maximum of thirty (30) days. These employees may cash out up to five (5) days per year.

2. Years of Experience:

Years of experience shall be defined as years of employment with the Eastmont School District in any capacity.

3. Vacation Schedules:

Employees may take up to five (5) vacation days during the student calendar year when pre-approved by the Principal/Supervisor (substitute paid by District). Other days may be taken outside of the student calendar. The District will attempt to accommodate the employee whenever possible.

4. Vacation Pay in Lieu of Time Off:

Less than 260-day employees may elect to receive pay in lieu of vacation time off. Requests for pay in lieu of vacation shall be submitted by time sheet monthly. 260 days employees may elect to receive pay in lieu of vacation time off up to five (5) days.



1 5. *Vacation Pay Out at Separation:*

2 Any employee who is laid off, discharged, retired or separated from the service of the Employer
3 for any reason, prior to taking vacation that has been earned, shall be paid on the basis of the
4 employee's regular rate of pay under which the vacation days were earned, for the unused
5 vacation that has accumulated at the time of separation.

6 Section F. Bereavement Leave

7 Five (5) days per year shall be granted per occurrence with pay for bereavement immediately following
8 the death of a relative. Two (2) additional days for bereavement may be granted for extensive travel
9 time, with no deduction in salary. The Superintendent may grant bereavement leave at other times for
10 extenuating circumstances.

11
12 With Superintendent approval, one (1) day per year shall be granted per occurrence with pay for the
13 bereavement due to the death of a close friend.

14
15 Section G. Leave Sharing

- 16 a. Right To Donate: Employees with an accrued annual leave balance of more than ten (10)
17 vacation or twenty two (22) sick leave days may donate leave to come to the aid of another
18 classified employee who is suffering, or whose relative or other household member is
19 suffering, from an extraordinary or severe illness, impairment or physical/mental
20 condition; is a victim of domestic violence, sexual assault, or stalking; needs time for
21 parental leave; is sick or temporarily disabled because of a pregnancy; or has been called to
22 service in the uniformed services.
- 23 b. Eligibility: Has a condition or circumstance which is of an extraordinary or severe nature
24 and which causes or is likely to cause the employee to:
- 25 a. Apply for leave without pay, or;
- 26 b. Take leave without pay or terminate his or her employment:
- 27 i. Has depleted or will shortly deplete all applicable leave reserves. A staff
28 member who is sick or temporarily disabled because of pregnancy or using
29 parental leave does not have to deplete all sick leave reserves; he or she can
30 maintain up to forty (40) hours of sick leave in reserve.
- 31 c. Minimum Accumulation: An employee who has accrued sick leave balance of more than
32 twenty-two (22) sick days or ten (10) vacation days may donate such leave.
- 33 d. Maximum Donation: Employees are allowed to grant up to twenty (20) days per sick leave
34 sharing occurrence.
- 35 e. Limits: Employees cannot donate sick leave that would result in their sick leave account
36 going below twenty-two (22) days.



- 1 f. Status of Leave Employees: While an employee is on leave under this section, he or she
2 shall be classified as an employee and shall receive the same treatment in respect to salary,
3 wages, and employee benefits as the employee would normally receive if using accrued sick
4 leave. Payment of sick leave shall be in accordance with state statutes, rules and
5 regulations.
- 6 g. Applications for shared sick leave: Applications must include the number of days requested
7 and documentation from a physician verifying condition if requested. The Executive
8 Director of Human Resources shall review each case, and if approved a general
9 announcement not identifying the employee, but the general nature of the need, shall be
10 made requesting voluntary donations. The employee's identity will not be disclosed by the
11 District.

12 Section H. Jury Duty and Subpoena Leave

13 1. Jury Duty:

14 Leaves of absence with pay shall be granted for jury duty.

15 2. Subpoenas:

16 Leave of absence with pay shall be granted when an employee is subpoenaed to appear in a
17 court of law unless the employee is taking legal action against the District. A copy of the
18 subpoena must be furnished the District.

19 Section I. Long Term Leave of Absence

20 The District may grant any employee an unpaid long-term leave of absence for up to one year for child
21 rearing, medical or other mutually agreed to reason(s). Employees granted such a leave will be
22 permitted to stay in the District insurance programs per SEBB eligibility rules, shall not gain or lose
23 seniority or other benefits, but shall not be granted advancement credit on the salary schedule for the
24 period of the leave. Upon return from such leave, the employee shall be entitled to the same position
25 or a position substantially equivalent to the position held prior to the leave.

26
27 Section J. Military Leave

28 The District shall grant military leave to any employee who is called into active duty, extended or
29 temporary, as a member of the Armed Forces of the United States in accordance with law. The
30 employee must provide the District with a signed copy of their orders.

31
32 Section K. Reporting Absences

33 It is the responsibility of the employee to enter their absences into the absence tracking/substitute
34 placement system.



ARTICLE VI. FISCAL MATTERS

Section A: Hours of Work, Overtime and Compensatory Time

1. *Work Day:*

Each employee shall be assigned to a definite work day with designated times of beginning and ending.

2. *Hours, Lunch and Rest Period:*

The normal workday shall consist of eight (8) hours excluding a thirty (30) minute uninterrupted lunch. Full-time employees (260 days) shall receive up to a sixty (60) minute uninterrupted lunch period. A fifteen (15) minute first half and fifteen (15) minute second half rest period shall be provided as defined in section a.

a. Rest Periods

- i. Where the nature of the work allows, employees may take intermittent rest periods equivalent to 15 minutes for every four (4) hours worked. Rest periods are required; however, rest periods may be flexible depending on the position.
- ii. Employees may work with their supervisor to schedule rest periods and lunches to meet site needs, minimize impact on student programs, and provide flexibility to the employee.
- iii. Rest periods are not permitted at either the beginning or end of the workday to offset arrival and departure times.

3. *Work Week:*

The workweek shall consist of five (5) consecutive days, Monday through Friday.

4. *Overtime:*

Employees must be compensated for overtime (more than 40 hours per week) at either the overtime rate or the compensatory time rate.

- a. Overtime rate is defined as being one and one-half (1 ½) times the employee's regular hourly rate of pay.
- b. Compensatory time rate is defined as being one and one-half (1 ½) times the employee's regular rate of pay.
- c. Saturdays, Sundays and Holidays shall be paid at one and one-half (1 ½) times the employee's regular rate of pay.

5. *Early Release:*

On early release work days, employees shall be allowed to leave thirty minutes before their normal shift ends, regardless of whether or not they house students.



1 6. *School Closure:*

2 Should an employee report to work before a decision to close school is made, and is
3 subsequently released for the day, the employee shall receive a minimum of two (2) hours pay
4 at the regular rate.

5 7. *Reasonable Assurance:*

6 Employees shall receive a Reasonable Assurance letter by May fifteenth (15th) of each school
7 year.

8
9 Section B. Open House and Optional Work Days

10 Employees shall receive pay at time and one half for attending open house and any other required
11 school-sponsored evening events. Optional days shall be provided as follows:

- 12 • Twenty-Two (22) Optional Extra Days – Jr. High Secretary to Principal/Bookkeeper
- 13 • Nineteen (19) Optional Extra days – High School Data Specialist, Jr. High Secretary to the
14 Assistant Principal, and High School Counseling Secretary
- 15 • Seven (7) Optional Extra Days -- Elementary Junior High(s) and EHS Receptionist
- 16 • Seventeen (17) Optional Extra Days – for all other secretaries covered in this agreement.
- 17

18 The optional extra days are for working on days mutually agreed between the principal and the
19 employee, or for attending District approved in-service training occurring outside the regular workday.

20
21
22

23 Section C. Holidays

24 All less than full-time employees shall receive the following paid holidays which fall within their work
25 year.

1. New Year's Day	2. Labor Day
3. President's Day	4. Veteran's Day
5. Memorial Day	6. Martin Luther King Day
7. Thanksgiving Day	8. Christmas Day
9. Day After Thanksgiving	10. Day After Christmas



11. Independence Day	12. Christmas Eve Day
13. New Year's Eve Day	14. Juneteenth

1
2 All full-time employees – (260 days) – shall receive the following additional paid holidays.

14. Day Before/After Independence Day	
--	--

3 Section D. Salary Schedule:

4 Salaries for employee's subject to this Agreement, during the terms of this Agreement, are contained in
5 Appendix A attached hereto and by this reference incorporated herein. Placement on the salary
6 schedule shall be made by the District according to the following analysis of prior clerical experience:
7

a. 1-2 years of experience	Step 1
b. 3-4 years of experience	Step 2
c. 5+ years of experience	Step 3

8 1. Retroactive:

9 Retroactive pay, if applicable, shall be paid on the first regular payday following execution of
10 this Agreement.

11 2. Increments:

12 Increments, where applicable, shall be awarded to all employees on the active payroll as of the
13 previous March 1.

14 Section E. Stipends:

15

TIER 1 CERTIFICATIONS	
Basic Standards Certificate: (NAEOP) Option B or C	\$100 per month
A.A. Degree or equivalent	\$125 per month
Associate Professional (NAEOP)	\$125 per month
Advanced III	\$145 per month
Certified Educational Office Employee/BA Degree	\$175 per month
TIER 2 CERTIFICATIONS	



Google Certification Educator Level 1	\$50 per month
Google Certification Educator Level 2	\$100 per month
Microsoft Certification (Word, Excel, and PowerPoint required)	\$100 per month
Bilingual/Biliterate Certification (District Test)	\$50 per month

1
 2 For employees seeking to attain above levels of education, the District must approve courses taken
 3 under this section in advance. Courses may not be completed during the regular work day, except for
 4 those scheduled by the District, nor would there be any cost to the District other than the additional
 5 compensation as listed above. Such compensation will be afforded to individuals who have completed
 6 the requirements and presented the certificate or appropriate documentation to the District office.
 7 Certificates that expire shall be replaced with renewed certificates by employees no later than August
 8 15th. Employees would receive the stipend for the one (1) highest stipend achieved in Tier 1. Tier 2
 9 Stipends will be paid in addition to any Tier 1 Stipend. Tier 2 stipends are compensated for the
 10 employee's expertise and ability to assist others in either technology or translation.

11
 12 Recipients of Tier 2 stipends are expected to assist colleagues with either technology or
 13 interpretation/translation when it does not interfere with their immediate duties.

14
 15 Section F. Insurance

16 *1. Availability:*

- 17 a. The District shall provide qualified employees with insurance benefits that align with
- 18 the rules and regulations set by the School Employee Benefit Board (SEBB).
- 19 b. Qualified employees who work or will work a minimum of six hundred, thirty (630)
- 20 hours during the year.
- 21 c. Open enrollment window is determined by SEBB.
- 22 d. SEBB insurance plan information shall be provided to eligible employees during
- 23 orientation or within ten (10) workdays of hire and at each open enrollment.
- 24 e. Employees are responsible for enrolling online or with forms provided by SEBB.

25 *2. Benefits:*

- 26 a. Qualified employees will be provided SEBB benefits that include medical, dental, vision,
- 27 basic life/accidental insurance, long-term disability insurance, and retiree subsidy
- 28 (formerly Health Care Authority Carve-out).
- 29 b. Employees may select a carrier approved by SEBB.



1 3. *Premiums:*

- 2 a. The District shall pay their portion of the employee premium as established by SEBB.
3 b. Employees will be responsible for their portion of the premium.
4 c. Any additional premium surcharges will be paid by the employee.

5 4. *Expiration:*

- 6 a. Insurance will expire the last day of the contract year (August 31st) unless an earlier
7 separation date is indicated on the employee's resignation/retirement letter.
8 b. Mid-year separations will impact insurance coverage differently. Contact Human
9 Resources for further information

10
11 Section G. VEBA

12 The District shall establish on behalf of each bargaining unit member a VEBA account, to which
13 the District will deposit \$85.00 per month per FTE. This amount replaces the former
14 contribution to pooling as practiced prior to Health Care Authority (HCA) rules defined in
15 implementing January 2020 School Employee Benefits Board (SEBB) health care.

16
17 Section H. Travel Reimbursement

18 1. *Conferences, Meetings, and Conventions:*

19 As per Board Policy meals, lodging and other actual and necessary expenses will be reimbursed
20 by the District for employees participating in conferences, meetings, and conventions. Mileage
21 and meals will be reimbursed for an employee at the rate as determined by Board Policy (IRS
22 rate and OFM per diem). Employees attending the same conference(s), meeting(s), or
23 convention(s) may be asked to use one vehicle for travel purposes. Employees attending
24 conferences, meetings, or conventions with their families shall be reimbursed for the employee's
25 actual and necessary expenses.

26 2. *Mileage Reimbursement:*

27 The District shall pay, at the District rate, mileage to the employee who is required by the
28 District to use their privately-owned vehicle to perform their assignment with prior approval of
29 the Superintendent.

30 Section I. Training/In-Service

31 1. *Required Training/In-service:*

32 Employees attending training/in-service courses required by State regulation or District policy
33 as a condition of employment, will be paid by the District at the employee's per diem hourly
34 rate of pay for all time in attendance, plus any fee or tuition.



1 2. *Fees, Certificates and Health Tests:*

2 The District shall pay for all required fees, inoculations, certificates and health tests needed to
3 maintain employment.

4 3. *Voluntary Training/In-service Programs:*

5 The District shall provide a fund of \$5,500 per year for voluntary training courses, workshops
6 and in-service training. If such training is scheduled outside the employee's workday, the
7 employee shall be paid their hourly per diem rate of pay. Overtime provisions will also be in
8 effect for this provision. Such training/in-service program shall be administered on a first come,
9 first serve basis. In addition, the District shall provide training on early release days. Training
10 shall be limited within the State of Washington and pertain to your job duties. Such training/in-
11 service program shall be administered on a first come, first serve basis, up to \$500.00 per
12 employee. If there are funds left after April 1, the Association will be notified and funds will be
13 equally distributed to those who have submitted a request. The training request form shall be
14 made part of this agreement as Appendix E. Unused dollars to a maximum of \$1,000 shall be
15 carried over to the next year for use as training funds.

16 4. *In-District Training:*

17 One (1) working day shall be set aside prior to the start of the student year for training
18 regarding any new or changed forms or procedures to be implemented in the coming year.

19 5. *Clock Hour/Continuing Education Hours:*

20 Employees will receive a \$200 stipend when they accumulate fifteen (15) OSPI approved clock
21 hours or District approved continuing education hours. Washington Education Association
22 (WEA) and National Education Association (NEA) clock hours may also be submitted for this
23 purpose, documented on a WEA or NEA Certificate of Completion, to include the number of
24 course hours. An employee may receive up to one (1) clock hour/continuing education stipends
25 per year. Clock hours must be submitted to the Human Resources office on the Clock
26 Hour/Continuing Education form (Appendix D).

27
28 *Section J. Site-Based and Department Chair Committees:*

29 Secretaries elected or appointed to serve on site-based or department chair committees shall receive a
30 stipend equivalent to the certificated staff members who serve on the same committee.

31 *Section K. Retirement Incentive:*

32 Retiring employees who notify the District in writing that they will be retiring in the upcoming school
33 year will receive the following stipends based on the amount of notification prior to their retirement
34 date:



- Six (6) Months Prior: \$1,000
- Three (3) Months Prior: \$500

Section L. Loyalty Incentive

Employees shall be compensated with a Loyalty Stipend for their increased knowledge and length of service. Payment shall be made annually in May as follows:

7 to 9 years (Eastmont Years Only)	\$900
10-12 years (Eastmont Years Only)	\$1,100
13-15 years (Eastmont Years Only)	\$1,300
16-18 years (Eastmont Years Only)	\$1,500
19-21 years (Eastmont Years Only)	\$1,700
22+ years (Eastmont Years Only)	\$2,000

Effective 2024-2025 School Year

Employees shall be compensated with a Loyalty Stipend for their increased knowledge and length of service. Payment shall be made annually in May as follows:

7 to 9 years (Eastmont Years Only)	\$900
10-12 years (Eastmont Years Only)	\$1,100
13-15 years (Eastmont Years Only)	\$1,300
16-18 years (Eastmont Years Only)	\$1,750
19-21 years (Eastmont Years Only)	\$2,000
22-24 years (Eastmont Years Only)	\$2,500
25+ (Eastmont Years Only)	\$3,000

Clerical paraeducators who become secretaries shall receive credit for all of their time in that clerical position. Other paraeducators shall receive credit for fifty percent (50%) of their paraeducator time.

Section M. Subcontracting

The District shall bargain with the Association concerning the effects of any proposed sub-contracting of employee positions.

ARTICLE VII. GRIEVANCE PROCEDURE

Section A. Definitions

1. "Grievance":

Grievance shall mean an alleged violation or dispute involving the interpretation or application of an express term or terms of this Agreement.



1 2. "Days":

2 Days shall mean employee employment days, except as otherwise indicated. If the stipulated
3 time limits are not met, the grievant shall have the right to appeal the grievance to the next
4 level.

5 Section B. Procedures

6 1. *Interpretation or Application of Agreement:*

7 The Board or the Association may file a grievance relating to the interpretation or application of
8 this Agreement. The Board shall initiate its grievance to the Superintendent reducing it to
9 writing and filing it with the Association President. All grievances of this nature shall begin at
10 Step 2 and may be admitted to arbitration as described herein.

11 2. *Right to Pursue Independent Remedy:*

12 The parties recognize that an employee may pursue statutory remedies independent of any
13 remedy to which he/she may be entitled by the terms of this Agreement. In the event that the
14 employee elects to pursue such remedy, then those remedies which may otherwise be available
15 under the terms of this Agreement are expressly waived.

16 3. *Informal Process:*

17 Every effort shall be made to resolve grievances or potential grievances through free and
18 informal communications between the grievant and his immediate supervisor. However, if
19 such informal process has failed to provide an acceptable adjustment of the grievance, then the
20 grievance may be processed as described. Informal resolution of a grievance between an
21 employee(s) and the immediate supervisor shall not prejudice the interpretation or application
22 of this Agreement.

23 4. *Thirty (30) Days:*

24 Within thirty (30) days following knowledge of the act or condition, which is the basis of the
25 grievance, the grievant may file a written grievance with either the building principal or
26 immediate supervisor with a copy to the Superintendent. Employees shall have the right to
27 Association representation at each step of the grievance procedure.

28 Section C. Steps

29 1. *Step 1:*

30 The immediate supervisor shall meet with the grievant within five (5) days upon receipt of the
31 grievance and attempt a mutually satisfactory resolution of the grievance. If a satisfactory
32 resolution is reached at the meeting, it shall be reduced to writing and signed by the involved



1 parties. If no satisfactory agreement is reached, the grievant may, within five (5) days, appeal to
2 Step 2.

3 *2. Step 2:*

4 The Superintendent shall arrange for a meeting with the grievant to take place within five (5)
5 days following the receipt of the grievance appeal. If a satisfactory resolution is reached at the
6 grievance meeting, it shall be reduced to writing and signed by all parties. Upon conclusion of
7 the meeting, if no satisfactory agreement has been reached, the Superintendent shall have five
8 (5) days to provide his/her written decision together with his/her reasons. The Association shall
9 have ten (10) days following receipt of the decision to request in writing that the grievance be
10 submitted to arbitration.

11 *3. Step 3:*

12 A list of nine (9) arbitrators shall be requested from the American Arbitration Association
13 (AAA) within five (5) days following submission of the grievance to Step 3. The parties agree to
14 select an arbitrator from a list of nine arbitrators from the AAA. The arbitrator shall be selected
15 from a list of eligible candidates by a representative of the Board and representative of the
16 Association alternately striking names until only one name remains. The representatives of the
17 Board and Association shall present the cases to the arbitrator within twenty (20) days after the
18 arbitrator has been selected. The arbitrator shall make a decision in writing not more than
19 fifteen (15) days following the date that the case was presented to him. The arbitrator's decision
20 will be final.

21
22 Either party shall honor all reasonable requests of the other party for information relevant to any
23 grievance.

24 The arbitrator shall have no power or authority to rule on any issue which is not specifically before
25 him/her. The parties shall not present any issue to the arbitrator, which has not been specifically
26 included within the grievance as presented to the Superintendent in Step 2. The arbitrator shall not
27 have the authority to decide any subject not specifically set forth in express terms of this Agreement
28 nor shall he decide any subject not expressed or contemplated by the terms of this Agreement. The
29 arbitrator shall provide his findings of fact, rationale and conclusions at law, if any. To the extent any
30 arbitrator's decision exceeds the limitation of his authority, it shall be found void.

31
32 *Section D. Expenses*

33 Expenses of the arbitration shall be borne equally by the parties.
34



ARTICLE VIII. NO STRIKE-NO LOCKOUT

During the term of this Agreement there shall be no strikes or other economic action by the employees and there shall be no lockout by the employer.

It shall not be a violation of this Agreement nor shall any employee be disciplined or discriminated against for refusing to cross any lawful school employee picket line in the course of performing his/her duties.

The Association agrees that its members will not honor picket lines of non-school unions or non-school employee groups. In the event the bargaining unit takes concerted action to honor another school employee picket line or economic strike, the District may take appropriate legal action.

ARTICLE IX. DURATION

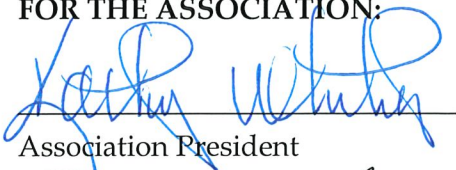
Section A. Effective Date

This Agreement shall be from September 1, 2023 through August 31, 2026.

Upon written notice given by the Association to the District no later than April 1, 2026, the Parties agree to exchange proposals and commence negotiations on a successor Agreement no later than April 10, 2026, provided that, in the event the State Legislature passes law that creates new program(s) that is not currently covered in this Agreement and if such program(s) is also subject to local bargaining, negotiations shall be opened on such matters.

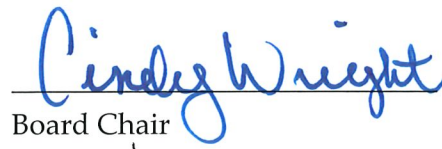
EXECUTED THIS 11th day of September, 2023, at East Wenatchee, Douglas County, Washington, by the undersigned officers with the authority of and on behalf of the Parties.

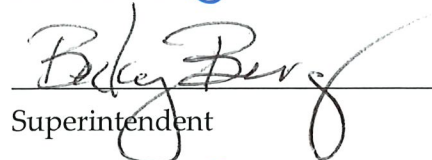
FOR THE ASSOCIATION:

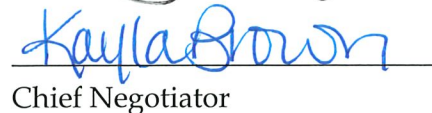

Association President


Chief Negotiator

FOR THE BOARD:


Board Chair


Superintendent


Chief Negotiator

Eastmont Secretaries' Association and Eastmont School District



APPENDIX A

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2023-2024

Step	Class I Reception	Class II Building/District Office	Class III Office/Program Manager
	2023-2024	2023-2024	2023-2024
1 & 2	23.12	23.90	24.63
3	23.98	24.71	25.46
4	24.79	25.55	26.31
5	25.58	26.33	27.12
6	26.38	27.14	27.93
7	27.19	27.99	28.80
8	28.37	29.19	29.99
12	28.75	29.54	30.35
15	29.45	30.27	31.11
	EJHS – Receptionist Elementary Office Receptionist HS – Attendance Receptionist HS – Receptionist	DO – Secretary (Elementary Enrollment) JH – Secretary Asst. Principal/Attendance JH – Secretary Asst. Principal/ASB/Athletics JH – Secretary (Counselor/Registrar) HS - Secretary (Digital Media / Testing) HS – Secretary Asst. Principal/Attendance HS – Secretary Asst. Principal/ ASB HS – Secretary (Counselor/Registrar) HS – Secretary (ASB/Bookkeeper) HS – Sub Coordinator	Elementary Office Manager Jr. High Office Manager* HS Office Manager* Secretary to Maintenance/Transportation Secretary to Special Education HS – Secretary to EOP/ALE Secretary to CTE Secretary to Athletic Director/Activities Secondary - Student Data Specialist

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Year 1: *JH Office Managers IPD + 3%
 *HS Office Manager IPD + 5%
 Year 2: IPD
 Year 3: Class 1: IPD
 Class 2: IPD + 1%
 Class 3: IPD + 2%



APPENDIX A.1

EMPLOYEE ASSIGNMENTS – DAYS & HOURS

POSITION	WORK DAYS	HOLIDAYS	TOTAL DAYS	HOURS	CLASS
High School Secretaries					
Office Manager	245	15	260	8	III
Secretary (ASB/Bookkeeper)	245	15	260	8	II
Secretary to Asst. Principal/ASB (ASB/Bookkeeper)	193	13	206	8	II
Secretary to Assistant Principal/Attendance	199	13	212	8	II
Secretary to Athletic Director	203	13	216	8	III
Secretary to CTE	203	13	216	8	III
Secretary (Counselor/Registrar)	213	14	227	8	II
Secretary (Counselor/Registrar)	193	13	206	8	II
Secondary - Student Data Specialist	199	13	212	8	III
Secretary to Assistant Principal/Digital Media/Testing	199	13	212	8	II
Secretary to ALE	193	13	206	8	III
Secretary – Substitute Coordinator	180	12	192	8	II
Secretary – Attendance Receptionist	180	12	192	8	I
Junior High Secretaries					
Office Manager	213	14	227	8	III
Secretary to Asst. Principal /Attendance/Truancy	203	13	216	8	II
Secretary to Asst. Principal/ASB/Athletics	203	13	216	8	II
Secretary (Counselor/Registrar)	203	13	216	8	II
Elementary Secretaries					
Office Manager	203	13	216	8	III
Secretary – Office Receptionist/Attendance	190	12	202	varies	I
Special Programs/Special Education					
Secretary to Special Education	203	13	216	8	III
Secretary to Special Education/Safety Net	190	12	202	8	III
Department Secretaries					
Secretary to Transportation	245	15	260	8	III
Secretary to Maintenance	245	15	260	4	III
District Office					
Secretary/Elementary Enrollment	245	15	260	8	II



APPENDIX B.

Eastmont Secretaries' Association
FORMAL GRIEVANCE FORM

Name of Grievant:	
Date:	
Assignment:	
Building:	
Person to Whom the Grievance is Submitted:	

Specific Contract Term(s) Violated:

Brief Description of Grievance:

Date Grievance Occurred:
Date Grievant Became Aware of Violation:
Remedy Sought:

Signature of Grievant: _____

Send the original signed grievance to the person with whom the grievance is filed. Send one copy each to the Superintendent's Designee and the Association President. Keep one copy.



APPENDIX C.

EASTMONT SECRETARIES' EVALUATION REPORT

Name:		Evaluation Period:	
School:		Assignment:	
Evaluator:			

Directions: This report is to be completed at the end of the evaluation period and a copy given to the person being evaluated, one copy to be retained by the evaluator and one copy to the District Office.

Criterion 1:	<u>TECHNICAL KNOWLEDGE AND SKILLS:</u> The employee demonstrates ability to apply technical knowledge and/skills performing assigned tasks.		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)			

Criterion 2:	<u>INTEREST IN THE ASSIGNMENT:</u> The employee demonstrates enthusiasm and commitment to each assigned task. 2.1 Initiative (demonstrated willingness to exceed minimum performance required.) 2.2 Attendance and Punctuality (adherence to assigned hours and days of work).		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)			



Criterion 3:	<p><u>APPLICATION OF EMPLOYEE SKILLS:</u> The employee demonstrates competency (knowledge and skill) in fulfilling assigned responsibilities.</p> <p>3.1 Quality of Work (accuracy, thoroughness, effectiveness).</p> <p>3.2 Quantity of Work (extent to which employee's effort completes work required).</p> <p>3.3 Dependability (reliability, degree to which employee can be depended upon to complete tasks).</p> <p>3.4 Communication Skills (ability to communicate through use of the written and/or spoken word).</p> <p>3.5 Flexibility (ability to adjust to new or different situations).</p>		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
<p>Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)</p>			

Criterion 4:	<p><u>PROFESSIONAL CONDUCT:</u> The employee demonstrates professionalism through compliance with rules and regulations of the State of Washington, and the policies and procedures of the Eastmont School District, and procedures established within the individual schools.</p> <p>4.1 Problem solving ability (resourcefulness, ability to assess problems, determine priorities and reach quick, accurate solutions).</p> <p>4.2 Judgment (makes decisions based on considering appropriate information).</p> <p>4.3 Ability to relate to others (cooperation, courtesy, tact, sensitivity to students, staff and parents, and effective management of students).</p> <p>4.4 Appropriate attire.</p>		
SATISFACTORY:	NEEDS IMPROVEMENT:	UNSATISFACTORY:	
<p>Evaluator's Comment: (Evaluator shall explain any needs improvement or unsatisfactory rating.)</p>			



Evaluators Comments:

Strengths:

Possible goals or training to initiate or continue developing:

Evaluator's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

(Signature indicates only that evaluation has been read, not necessarily agreement with the finding.)



APPENDIX D

Eastmont Secretaries Association

Clock Hours/Continuing Education Hours – Stipend

Name:	
Location of Assignment:	

- Per the Collective Bargaining Agreement, Secretaries will receive a \$200 stipend when they accumulate fifteen (15) OSPI approved clock hours. Washington Education Association (WEA) and National Education Association (NEA) may also be submitted for this purpose, documented on a WEA or NEA Certificate of Completion, to include the number of course hours. An employee may receive up to one (1) stipends per year.
- Signed clock hour forms must be attached.

Name of Course:	Number of Clock Hours:
TOTAL CLOCK HOURS:	

Signature of Employee:		Date:	
Human Resources Administrator:		Date:	

For Human Resources/Payroll Use	
Date Received:	
Date Processed:	
Signature of HR/Payroll:	



1 APPENDIX E.

2 **Eastmont Secretary Association**
 3 **Voluntary Training/In-service Programs**
 4

5 The District shall provide a fund of \$5,500 per year for voluntary training courses, workshops and in-service
 6 training. If such training is scheduled outside the employee's workday, the employee shall be paid their
 7 hourly per diem rate of pay. Overtime provisions will also be in effect for this provision. In addition, the
 8 District shall provide training on early release days. Training shall be limited within the State of Washington
 9 and pertain to your job duties. Such training/in-service program shall be administered on a first come, first
 10 serve basis, up to \$500.00 per employee.

Qualifications:	Employees pursuing education related professional development.
Pre-approval Request of funding:	Submit the following along with this form: <ul style="list-style-type: none"> • Course information and summary • Cost of attendance for course(s)/classes • If any per diem rate of pay is requested
Name (please print):	
Location of Assignment:	

11 Course Information

Name of Course:			
College/University/Clock Hour Provider:			
Dates of Attendance:			
Total Tuition/Course Cost:	\$		
Hours worked beyond contracted time:			
Hotel/Lodging:			
Meal expenses:			
Mileage:			
Additional travel costs:			
I certify that:	1. I have submitted all required paperwork as required. 2. I request funding for the cost of professional development outlined above.		
Employee Signature:		Date:	
Administrator Signature:		Date:	
Human Resources Approval:		Date:	
Amount Funded:		Date:	