

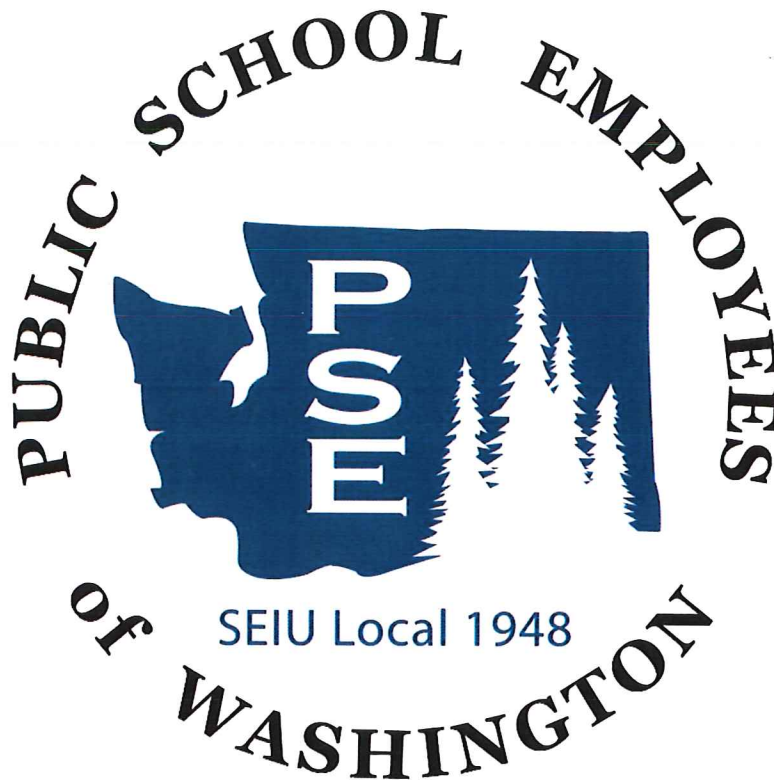
COLLECTIVE BARGAINING AGREEMENT BETWEEN

**ROYAL SCHOOL DISTRICT #160**

AND

**PUBLIC SCHOOL EMPLOYEES OF ROYAL**

SEPTEMBER 1, 2017 - AUGUST 31, 2020



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

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## DECLARATION OF PRINCIPLES

It is the intent and purpose of the parties thereto to promote and improve the efficient administration of the District and the well-being of employees within the spirit of the Public Employees Collective Bargaining Act, to establish a basic understanding relative to personnel policies, practices and procedures, and to provide means for amicable discussion and adjustment of matters of mutual interest.

### PREAMBLE

This Agreement is made and entered into between Royal School District Number 160 (hereinafter "District") and Public School Employees of Royal School District, an affiliate of Public School Employees of Washington/SEIU Local 1948 (hereinafter "Association").

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

### ARTICLE I

#### RECOGNITION AND COVERAGE OF AGREEMENT

##### Section 1.1.

The District hereby recognizes the Association as the exclusive representative of all classified employees as described in Section 1.4 of this Agreement (hereinafter "employees").

##### Section 1.2.

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

##### Section 1.3.

The District shall provide the Association with complete job descriptions for all employees subject to this Agreement by November 1 of each school year. Salaries for newly created jobs shall be negotiated.

##### Section 1.4. Bargaining Unit Classifications.

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Bus Mechanic, Custodial, Food Services, Health Services, Maintenance/Grounds, Program Services, Para Educators (including Specialized Para Educators), Specialists, Transportation, and Technology.

##### Section 1.5.

Substitute/temporary employees are defined as those employees employed for less than thirty (30) total days within a school year. Substitute/temporary employees are not members of the bargaining unit and

1 shall not be entitled to any rights or benefits contained in the agreement, other than the wage rates  
2 contained in Schedule A.

3  
4 Regular part-time employees are defined as those temporary employees employed for a specific period  
5 of time which is more than thirty (30) cumulative days within a school year. These employees are  
6 members of the bargaining unit and shall be entitled to the rights and benefits contained in this  
7 agreement. (WAC 391-35-350)  
8  
9  
10

## 11 ARTICLE II

### 12 RIGHTS OF EMPLOYER

#### 13 Section 2.1.

14  
15 It is agreed that the customary and usual rights, powers, functions, and authority of management are  
16 vested in management officials of the District. Included in these rights in accordance with and subject  
17 to applicable laws, regulations, and provisions of this Agreement, is the right to direct the workforce,  
18 the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend,  
19 discharge, demote, or take other disciplinary action against employees; and the right to release  
20 employees from duties because of lack of work or for other legitimate reasons. The District shall retain  
21 the right to maintain efficiency of the District operation by determining the methods, the means and the  
22 personnel by which operations undertaken by the employees in the unit are to be conducted. This  
23 includes the establishment of bus routes and the assigning of drivers to these routes, at the beginning of  
24 the year.  
25

#### 26 Section 2.2.

27 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
28 District. In making rules and regulations relating to personnel policies, procedures and practices, and  
29 matters of working conditions, the District shall give due regard and consideration to the rights of the  
30 Association and the employees and to the obligations imposed by this Agreement.  
31  
32  
33  
34

## 35 ARTICLE III

### 36 RIGHTS OF EMPLOYEES

#### 37 Section 3.1.

38  
39 It is agreed that all employees subject to this Agreement shall have the right to freely join and support  
40 the Association; provided, however, that such rights shall not be extended to include strikes, sit-ins,  
41 sick-outs, and slow-downs. The freedom of such employees to assist the Association shall be  
42 recognized as extending to participation in the management of the Association, including presentation  
43 of the views of the Association to the Board of Directors of the District or any other governmental  
44 body, group, or individual. The District shall take whatever action required or refrain from such action  
45 in order to assure employees that no interference, restraint, coercion, or discrimination is allowed  
46 within the District to encourage or discourage membership in any employee organization.  
47  
48

1 **Section 3.2.**

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

4  
5 **Section 3.3.**

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

9  
10 **Section 3.4. Non-Discrimination Clause.**

11 Neither the District nor the Association shall discriminate against any employee subject to this  
12 Agreement on the basis of sex, race, creed, religion, color, national origin, age, honorable discharged  
13 veteran or military status, sexual orientation including gender expression or identity, the presence of  
14 any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a  
15 person with a disability which does not interfere with the duties of which may be performed efficiently  
16 by an individual without danger to the health or safety of the physically handicapped person or others.

17  
18 **Section 3.5. Personnel File.**

19 There shall be only one (1) official personnel file for each employee. Said file shall be kept in the  
20 district administration office. Each employee shall have the right, upon request, and after making an  
21 appointment for that purpose with the personnel administrator, to review the contents of his/her official  
22 personnel file. The review shall be made in the presence of the administrator responsible for  
23 safekeeping of these files. During the review employees shall be allowed to copy any material therein  
24 and shall be permitted to make a written inventory of material there, date, initial original copy, insert  
25 page number and, on request, have such inventory signed and dated by a representative of the  
26 administration.

27  
28 Each employee shall be provided a copy of all material placed in his or her personnel file within five  
29 (5) days of its insertion. Upon request by employee, all derogatory material contained in the file may  
30 be removed after three (3) years, unless there is a repeat of the issue or incident, or that which is  
31 required by law. An employee may attach comments to any material that is a part of the personnel file.

32  
33 **Section 3.5.1. Medical File.**

34 In order to comply with the Americans with Disabilities Act (ADA) and Health Insurance  
35 Portability and Accountability Act of 1996 (HIPA), the District shall maintain a medical  
36 information file for each District employee separate from the personnel file.

37  
38 **Section 3.5.2. Working File.**

39 This Section does not preclude the supervisor maintaining a working file on the employee for the  
40 current school year only. Working files shall be deleted at the end of each school year. In addition,  
41 the Transportation Supervisor may maintain a file on each bus driver which contains verification  
42 of First Aid training, the driver's Washington State Driving abstract, the results of the latest DOT  
43 physical and a listing of the hours of in-service and the subjects covered.

44  
45 **Section 3.6. Evaluations.**

46 Each employee shall be assigned a supervisor in writing beginning with the 17-18 school year for the  
47 purpose of evaluation and the grievance procedure. If the supervisor changes, notification will be given  
48 to the employee in writing. All employees shall be evaluated yearly by their assigned supervisor.

1 Evaluations shall be completed and discussed with the employee before the last workday of the  
2 employee's work year.

3  
4 Each supervisor shall address concerns as they come up throughout the year with the employee. Shall the  
5 supervisor fail to address concerns within five (5) school days of notification of concern with the  
6 employee; the concerns shall not be placed on the evaluation form. In case there is an emergency for the  
7 supervisor or employee at the time of the incident and they are not available within the five (5) school  
8 days, the concern(s) will be dealt with as soon as either the employee or supervisor return back to work.  
9

10 Evaluations will be based upon observation by the employee's supervisor and feedback provided by  
11 administrative or certificated staff member who works with the employee on a regular basis. The  
12 employee and his/her supervisor shall meet to discuss the evaluation. The employee shall sign the school  
13 district's copy of the evaluation report to indicate that he/she has received a copy of the report. The  
14 signature of the employee does not, however, necessarily imply that the employee agrees with the contents  
15 of the evaluation report. The employee shall have the right to attach any comments to the evaluation  
16 report.  
17  
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19

## 20 ARTICLE IV

### 21 RIGHTS OF THE ASSOCIATION

#### 22 Section 4.1.

23  
24 The Association has the right and responsibility to represent the interests of all employees in the unit,  
25 to present its views to the District on matters of concern, either orally or in writing, to enter collective  
26 negotiations with the object of reaching an agreement applicable to all employees within the  
27 bargaining unit. The Association shall be consulted with respect to the formulation, development, and  
28 implementation of industrial relations matters and practices which are within the authority of the  
29 District.  
30  
31

#### 32 Section 4.2.

33 The Association shall promptly be notified by the District of any grievances or disciplinary actions of  
34 any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure  
35 Articles contained herein. The Association is entitled to have an observer at hearings conducted by any  
36 District official or body arising out of grievance and to make known the Association's views  
37 concerning the case provided such representation and expenses are borne by the Association.  
38

#### 39 Section 4.3.

40 As part of the general orientation of each new employee within the unit subject to this Agreement, PSE  
41 shall provide such employee with a current copy of this Agreement to be furnished by District from the  
42 Association.  
43

#### 44 Section 4.4.

45 The Association reserves and retains the right to delegate any right or duty contained herein to  
46 appropriate officials of the Public School Employees of Washington/SEIU Local 1948 State  
47 Organization.  
48

1 **Section 4.5.**

2 Twice annually, on timely request by the Association, the District shall provide the Association with  
3 the following information regarding each employee in the Bargaining Unit: name, current address and  
4 telephone number, position, hire date, hourly rate of pay, hours per day, hours worked per year and  
5 annual pay. The information will be in a format that can be electronically transmitted to the Spokane  
6 Regional Office. By November 1<sup>st</sup> of each year, the district shall give the Association a current  
7 seniority list.

8  
9 **Section 4.5.1. Building Count/Seniority List.**

10 Upon request in writing, twice annually, the District will provide the local Association with an  
11 updated Building Count Report and up-to-date Seniority List of classified employees within  
12 thirty (30) calendar days of request.

13  
14 **Section 4.6.**

15 Representatives of the Association, upon making their presence known to the District, shall have  
16 access to the District premises during business hours, provided that no conferences or meetings  
17 between employees and Association representatives will in any way hamper or obstruct the normal  
18 flow of work.

19  
20 **Section 4.7. Bulletin Boards.**

21 The District shall provide a bulletin board space at each work site for the use of the Association. The  
22 Association shall have the right to post notices of activities and matters of Association concern on these  
23 bulletin boards. The bulletins posted by the Association are the responsibility of the officials of the  
24 Association.

25  
26 **Section 4.8. Association Use of Equipment.**

27 The Association shall have the privilege to use school facilities and equipment, including computers,  
28 printers, copy machines, and all types of audio-visual equipment at reasonable times when such  
29 equipment is not otherwise in use. The Association and its affiliates may use intra-district mail and  
30 email service for communications to bargaining unit members according to District procedures and  
31 guidelines. The Association and its affiliates may use District buildings for meetings and transact  
32 official business on school property at all times when custodians are normally on duty and before and  
33 after school hours. The building principal shall be notified of such meetings one day in advance.

34  
35  
36 **ARTICLE V**

37  
38  
39 **APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

40  
41 **Section 5.1.**

42 It is agreed and understood that matters appropriate for consultation and negotiation between the  
43 District and the Association are those relating to hours, wages, general working conditions, and  
44 grievance procedures of employees in the bargaining unit subject to this Agreement. Classified shall be  
45 afforded an equal opportunity with other groups of employees and administrators for input in selecting  
46 the school calendar.

1 **Section 5.2.**

2 It is further recognized that this Agreement does not alter the responsibility of either party to meet with  
3 the other party to advise, discuss or consult regarding matters concerning working conditions not  
4 covered by this Agreement.

5  
6 **Section 5.3.**

7 When an employee is asked by their supervisor to work beyond their established working hours,  
8 overtime will be paid as defined in Article VII, Section 7.9.1. The District will try to minimize such  
9 situations by exploring options such as hiring additional employees, redistributing the workload, hiring  
10 subs, or exploring other possible options.

11  
12  
13 **ARTICLE VI**

14  
15 **ASSOCIATION REPRESENTATION**

16  
17  
18 **Section 6.1.**

19 The Association President and/or Association officials shall meet with the Superintendent at a time  
20 mutually agreeable to both parties for discussion of employee concerns.

21  
22 **Section 6.1.1.**

23 When formal meetings are held between representatives of the Association and representatives  
24 of the District pursuant to Section 6.1, formal minutes shall be prepared and approved by both  
25 parties.

26  
27 **Section 6.1.2.**

28 Association representatives, when leaving their work, shall first obtain permission from their  
29 immediate supervisor. The supervisor's permission in these instances will normally be granted.  
30 The employees will report to their supervisors upon returning to work. If an Association  
31 official's presence is requested, the requesting administrator shall notify the employee's  
32 supervisor.

33  
34 **Section 6.1.3.**

35 Time during working hours will be allowed Association representatives for attendance at  
36 meetings with the District. Time will also be allowed for representatives to discuss with the  
37 employees grievances and appropriate matters directly related to work situations in their area or  
38 craft. Association representatives will guard against the use of excess time in the handling of  
39 such matters.

40  
41 In addition, the President of the Association (or Co-Presidents) and designated representatives  
42 will be provided time off without loss of pay to a maximum of five (5) days per year to be  
43 shared among the representatives, to conduct Association business. Notification of the leave  
44 shall be submitted by the Association in writing to the Superintendent two (2) days, whenever  
45 possible, before the leave is to take effect. The supervisor shall be responsible for securing a  
46 substitute where necessary and the cost of the substitute shall be borne by the Association.



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## ARTICLE VII

### HOURS OF WORK AND OVERTIME

**Section 7.1.**

The 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 7.1.1.**

Custodial, Grounds, Maintenance, or other employees may request to work four (4) ten-hour day shifts per week during the summer. Approval may be given by the supervisor, at the District's discretion. The decision to work the four (4) ten-hour work shift must be by mutual consent of both parties.

**Section 7.2.**

Each employee shall be assigned to a definite and regular shift and workweek. Employees shall not have their shift changed without prior notice to the employee of three (3) calendar weeks, unless the change is mutually agreeable between supervisor and employee during an emergency situation. The employee would return to the regular shift at the conclusion of the emergency. Normal work shifts are determined by the District at the beginning of the school year. Except in an emergency, employees shall not change their normal working hours without prior written approval by the supervisor.

**Section 7.2.1. "Off-the-Clock" Work.**

It is the intent of the parties that "free-time" or "off-the-clock" work will not be permitted. This provision shall be strictly enforced, and any employee found by the employer or the union to be engaging in unauthorized practices shall be subject to disciplinary action.

**Section 7.2.2. Flex Time.**

When an employee works pre-approved extra time within their scheduled work week of forty (40) hours or less, the employee may request to have flex time off at the rate of time earned. Flex time must be taken within the school year earned unless approved from the Superintendent. If an employee has dual classification, the time taken will be at the rate of pay it was earned. Flex time must be approved two days in advance to being used.

**Section 7.2.3. Compensatory Time.**

Compensatory time in lieu of overtime may be authorized under the following conditions:

- A. Compensatory time shall be calculated in the same manner as overtime.
- B. No employee shall be compelled to take compensatory time in lieu of overtime pay.
- C. Compensatory time may be accumulated to a maximum of sixteen (16) hours which may be extended by mutual agreement between the Association and the District.
- D. The use of compensatory time shall be in strict compliance with the Fair Labor Standards Act.
- E. Any compensatory time must be approved by the immediate supervisor.
- F. Whenever possible, employees shall use compensatory time within the next two (2) week period after it is earned.

1           **Section 7.2.4. Volunteer Work.**

2           Employees shall not volunteer work for which they are normally paid by the District, in  
3           accordance RCW 49 and FLSA 203(e)(4)(A)(ii.)  
4

5           **Section 7.3.**

6           The normal work shift shall consist of six (6) to eight (8) hours, excluding a one-half (½) hour  
7           uninterrupted lunch period as near the middle of the shift as is practicable and including a fifteen (15)  
8           minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall  
9           occur as near the middle of each half shift as is practicable.  
10

11          **Section 7.4.**

12          In the event an employee is assigned to a shift less than the normal work shift previously defined in  
13          this Article, the employee shall be given a fifteen (15) minute second half rest period for each three  
14          and one-half (3½) consecutive hours or more of work.  
15

16          **Section 7.5. Working Lunch Period.**

17          Employees required to work through their regular lunch periods will be given time to eat at a time  
18          agreed upon by the employee and supervisor. In the event the employee's supervisor requires an  
19          employee to forego a lunch period and the employee works the entire shift, including the lunch period,  
20          the employee shall be compensated for the foregone lunch period at the regular rates, unless the  
21          additional time placed said employee into overtime, then in such incidents said employee will receive  
22          that additional time at the overtime rate.  
23

24          **Section 7.6.**

25          Employees requested to work a shift regularly filled by an employee in a higher classification shall  
26          receive the pay in the higher classification that would provide them an increase in earnings. Employees  
27          shall suffer no loss of earnings by filling in for other classifications.  
28

29          **Section 7.7.**

30          In the event of an unusual school closure due to inclement weather, plant inoperation, or the like, the  
31          District will make every effort to notify each employee to refrain from coming to work. Employees  
32          reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a  
33          closure. However, no employee shall be entitled to any such compensation in the event of actual  
34          notification by the District of the closure prior to leaving home for work. If school is closed due to  
35          inclement weather, the classifications of Mechanic, Maintenance, Custodial and Grounds must report  
36          to work. If however, an employee feels they cannot report to work, the time will be charged to personal  
37          leave, vacation or it will be a day without pay. Lost time may be made up with the approval of the  
38          supervisor.  
39

40                 **Section 7.7.1. Inclement Weather/Emergencies.**

41                 In the event that school closes early due to inclement weather or other circumstances the  
42                 District will determine whether to allow the employees to leave early. The employee may use  
43                 leave without pay, personal leave, vacation leave (if available), sick leave (if appropriate and  
44                 available) or other available leave if the District declares an emergency and closes the schools  
45                 and/or other worksites. Unscheduled late start or early release can be made up with approval  
46                 from the immediate supervisor.  
47

1 **Section 7.8. Transportation.**

2  
3 **Section 7.8.1.**

4 Recognizing that personnel in the transportation classification present special shift problems,  
5 the parties agree that route-time will be determined by the bus supervisor at least once as near  
6 to the beginning of the school year as is possible. The driver and supervisor must sign the  
7 established route-time form. If the driver or supervisor feels that a driver is averaging fifteen  
8 (15) minutes less or more per day for a 2-week period, a new time in route will be established.  
9 Drivers will continue their last year routes until the new school year routes have been  
10 established.

11  
12 Drivers will continue their last year routes until the new school year routes have been  
13 established.

14  
15 Once the routes are established, a meeting will be held so that drivers may sign up by seniority,  
16 for the route they would prefer. If the drivers have the same seniority, they will draw lots.

17  
18 Additional routes shall be bid separately, by seniority, from regular AM/PM school routes. This  
19 includes, but is not limited to: activity routes, midday, pre-school, kindergarten, special  
20 education, shuttles, etc.

21  
22 Any major changes in routes will automatically cause a new time in route to be established  
23 immediately. The parties agree that the drivers will be paid for their established time in route  
24 plus fifty (50) minutes per day for pre-trip inspection, post-trip inspection, route planning,  
25 report writing, personal contact time and communication time related to bus routes, students,  
26 administrators, and parents; and cleaning time for vehicle interior/exterior.

27  
28 Drivers will be allowed a minimum of one (1) hour twice monthly for the purpose of doing a  
29 thorough exterior and interior cleaning of their bus during the periods of September through  
30 November and January through May, and one (1) additional hour in the months of December  
31 and June. Drivers must record the time on their timesheet when the task is completed. Any  
32 extra time must be approved by the supervisor.

33  
34 All regular drivers (not subs) will receive insurance benefits in Article XII.

35  
36 Vehicles carrying under twenty-five (25) passengers and Kindergarten runs will be paid for  
37 their established time in route plus thirty (30) minutes per day. Drivers on runs regularly  
38 carrying over twenty-five (25) children will be paid a minimum of four and one-half (4½) hours  
39 a day. The minimum shall not apply to any driver who works more than one classification  
40 (example: driver in morning and afternoon plus lunch server midday), and whose combined  
41 time in the two classifications is greater than four and one-half (4½) hours

42  
43 The District may allow the most difficult routes to have a bus monitor.

44  
45 **Section 7.8.1.1.**

46 At the beginning of each school year drivers shall spend two (2) hours to prepare their  
47 buses for use. Transportation Supervisor may approve additional time if deemed  
48 necessary.

1 **Section 7.8.1.2. Bus Driver Compensation.**

2 Trips shall be compensated at the driver's hourly route rate plus fifty (50) minutes a day  
3 for pre-trip and post-trip inspection, route planning, report writing, personal contact  
4 time and communication time related to bus routes, students, administrators, and  
5 parents, cleaning time for vehicle interior/exterior.  
6

7 The driver's hourly route rate shall be applied to standby times and meeting times  
8 (meeting times shall include: staff, safety, in-service, drug testing and planning  
9 meetings).  
10

11 Drivers who are required to drive a trip in lieu of their regular assigned route shall not  
12 receive less than their regular route pay.  
13

14 Entry passes to an event will be provided by the District to all bus drivers transporting  
15 students to an out of town event. In the event entry passes are not available, the driver  
16 will be reimbursed for entry fees.  
17

18 It is agreed that buses can be cleaned, inspected and refueled while the driver is on  
19 standby time.  
20

21 **Section 7.8.1.2.1.**

22 Meals and individual lodging will be paid by the District for drivers on extra  
23 trips which last more than one day. On layover days, a driver will be  
24 compensated for eight (8) hours.  
25

26 **Section 7.8.1.3.**

27 In the event bus drivers are asked to store their buses on the route and maintain a station  
28 to plug in for heating motors, and the storage of buses they will be compensated for the  
29 time spent returning to their home in the morning and returning to the bus garage in the  
30 evening. Time will be compensated in fifteen (15) minute increments. Time will be  
31 designated depending on weather. The District will determine which buses will be  
32 stored on route at the beginning of the academic year.  
33

34 **Section 7.8.1.4.**

35 Extra trips shall be posted as soon as possible except that in no case shall they be posted  
36 earlier than two (2) weeks prior to the trip being offered.  
37

38 The bus supervisor will give first consideration to regular drivers (not substitutes) in  
39 assigning such extra trips. Extracurricular runs will be granted on a rotating basis. All  
40 regular full-time operators will be listed by seniority and by continual rotation, be given  
41 equal opportunity to take out of town runs.  
42

43 Overtime will not be a factor in denying a run. If all full-time operators turn down a run,  
44 it will then be offered to the regular sub operators. If none of the regular sub operators  
45 wish to take the run, it will then be offered to sub operators working in other  
46 departments within the District. If everyone turns down a run, it will then be assigned to  
47 a regular full-time operator starting with the least senior.  
48

1                   **Section 7.8.1.5.**

2                   Except in extraordinary circumstances, substitution for extended day, kindergarten,  
3                   activity, preschool, or any other regularly scheduled runs will be made by regular  
4                   drivers (not substitutes) who are available during that time period.  
5

6                   **Section 7.8.2. Trip Assignment.**

7                   The following guidelines are used to fairly assign trips in an efficient manner. If unforeseen,  
8                   unusual, short-term situations arise, the transportation supervisor will resolve the matter in the  
9                   most efficient means for the District.  
10

- 11                   1. Trip bidding will be on Wednesday of each week, after the morning bus run.
- 12
- 13                   2. Extra trips will be bid according to seniority, one trip at a time per driver before beginning  
14                   another rotation. When it is a driver's turn to bid, they will select one trip for the following  
15                   week. If there are unassigned trips after going through a full rotation, the rotation will start  
16                   at the top again so that drivers may take an additional trip for the following week. A driver  
17                   may decline to take a trip for the bid week without consequence.
- 18
- 19                   3. The rotation will begin anew with the most senior driver at the beginning of each posting  
20                   period.
- 21
- 22                   4. Drivers who are on official school business during the weekly bid, may bid by proxy by  
23                   leaving their trip choice, in writing, with the transportation supervisor.
- 24
- 25                   5. Drivers who back out of an assigned trip will not be allowed to bid the following bid day,  
26                   unless there are enough trips to do a second round of bidding then this person will be  
27                   allowed to bid during the second round.
- 28
- 29                   6. If a trip is added after the weekly bid, within the current bid week, it will be offered to the  
30                   next person in the weekly rotation. After a run has been bid and is subsequently canceled,  
31                   and is rescheduled for another day during the bid week, the driver that was awarded the trip  
32                   shall retain the trip if possible. When not possible, the trip will go back into the weekly  
33                   rotation.
- 34
- 35                   7. Drivers who do not write in the number of the bus they will be taking by the end of the third  
36                   day cannot take the bus from another driver. Drivers also need to tag the keys of the bus  
37                   they are taking the morning they are going to use a bus. Buses are to be selected and  
38                   assigned by size and the needs of the District.
- 39
- 40                   8. If no regular drivers sign up, then regular subs will be called. If regular subs are not  
41                   available, those holding CDL licenses from other departments may take the run. If drivers  
42                   are not available when given short notice or in emergency situations, the supervisor will do  
43                   what is necessary to meet the needs of the District.
- 44
- 45                   9. Runs such as Camp Casey, Ski Runs, Senior Trip, or those determined by the District are  
46                   open to drivers who have been driving a bus route for a minimum of six (6) months.  
47

1 10. Coaches will record the time and sign off when a bus departs Royal and arrives at its  
2 destination. Coaches will record the time and sign off when leaving from the away point  
3 and when arriving at Royal. This will be done on trip tickets.  
4

5 11. Drivers will stay with their buses or the team, so they can be easily found by Coaches  
6 and/or chaperones.  
7

8 **Section 7.8.3.**

9 Since buses are assigned to routes by size, they are to be driven on their regular assigned  
10 routes. A sub-bus will not be used on a regular run unless the assigned bus is out of service or  
11 out of town.  
12

13 **Section 7.8.4.**

14 The District shall reimburse school bus drivers for the extra cost of renewing their CDL license,  
15 and for the cost of the required D.O.T. physical not covered by the employee's medical  
16 insurance.  
17

18 **Section 7.9. Overtime.**

19 In the assignment of overtime, the District agrees to provide the employee with advance notice.  
20 Normally, employees designated to work overtime on days outside their regular workweek will be  
21 advised on the possibility no later than twenty-four (24) hours prior to the end of the last shift before  
22 the overtime commences, except in cases of an emergency.  
23

24 **Section 7.9.1.**

25 All hours worked in excess of forty (40) hours in any one (1) workweek shall be compensated  
26 at the rate of one and one-half (1½) times the employee's regular hourly rate.  
27

28 **Section 7.10. In-Service Training/In-Service Days.**

29 With the permission of the District, all classified personnel may be allowed to work or attend in-  
30 service training on teacher in-service days. Employees who attend in-service training or make-up time  
31 lost to late starts or early releases, or work on an in-service day, will be compensated their respective  
32 regular day's pay. If the District requires attendance at an in-service in excess of their regular hours,  
33 the employee will be compensated according to Schedule A and/or Article VII, Section 7.9.1. Upon  
34 request of the District, time in and time out must be documented. Unscheduled late start or early  
35 release will be made up on in-service days unless arrangements have been made with the employees'  
36 supervisor.  
37

38 **Section 7.11.**

39 Late-starts during the school year will not have an adverse impact on classified employees in the  
40 bargaining unit.  
41

42 **Section 7.12.**

43 Bus drivers who don't have a conflicting regular assignment in another classification have the right to  
44 give up regular route time to drive extracurricular trips. Employees will not be allowed to sign up for  
45 extra trips which would conflict with any other regular job position(s) they hold in the district, except  
46 in special situations with the permission of the immediate supervisor of the classification affected by  
47 the trip in advance.  
48

1 **Section 7.13.**

2 Employees shall be allowed to leave, after student dismissal, on the student early release day before  
3 Thanksgiving. Employees shall be allowed to make-up this time within three (3) pay periods, or take a  
4 pay deduct. The employee’s supervisor must pre-approve the make-up time.  
5

6 **Section 7.14.**

7 The District agrees that before assigning a non-PSE member classified employee to accompany  
8 students for supervision purposes on a District sponsored field trip, it shall first make a reasonable  
9 determination that no PSE “specialized paraeducators” or “paraeducators” are “available” and  
10 “qualified” to perform such duties. As used herein, “available” means the District has reasonably  
11 determined that (1) providing a substitute to perform the bargaining unit member’s regularly scheduled  
12 work assignments while on the trip is not necessary and (2) the bargaining unit member has, by prior  
13 experience or training, the skills necessary to perform the supervision duties required.  
14

15 In making its determination, the District must review the most current available information regarding  
16 eligible bargaining unit members and their schedules. If bargaining unit members are “available” and  
17 “qualified”, the most senior of such employee(s) in descending order shall first be offered the  
18 opportunity. If no bargaining unit members are qualified and available, or accept the offer, the District  
19 may use other classified personnel for the work in question. Nothing in this Agreement shall be  
20 construed to prohibit the District from using non-employee volunteers or certificated personnel to  
21 supervise students on field trips. The District shall also meet and confer with PSE if questions arise  
22 regarding the assignment of non-PSE classified personnel to field trips.  
23

24 **Section 7.15. Substituting for Certificated.**

25 If the District requests a classified employee with an Emergency Substitute Certification to fill the  
26 position of a certified employee, the classified employee shall receive no less than substitute teacher  
27 wages.  
28

29 **Section 7.16. Emergency Substitute Certification.**

30 Employees approved by the Superintendent to become an Emergency Substitute for the District will be  
31 reimbursed for mileage (only if a district vehicle is not available), fingerprinting, registration and class  
32 materials. There will be no loss of wages for the employee while at this training.  
33  
34  
35

36 **ARTICLE VIII**

37 **HOLIDAYS AND VACATIONS**

38 **Section 8.1. Holidays.**

39 All employees shall receive the following paid holidays that fall within their work year:  
40

- |    |                          |                                   |
|----|--------------------------|-----------------------------------|
| 41 | 1. New Year’s Eve Day    | 7. Veterans Day                   |
| 42 | 2. New Year’s Day        | 8. Thanksgiving Day               |
| 43 | 3. Washington’s Birthday | 9. Day after Thanksgiving Day     |
| 44 | 4. Memorial Day          | 10. Day before Christmas Day      |
| 45 | 5. Independence Day      | 11. Christmas Day                 |
| 46 | 6. Labor Day             | 12. Martin Luther King’s Birthday |
| 47 |                          |                                   |
| 48 |                          |                                   |



1 **Section 8.1.1. Worked Holidays.**

2 Employees who are required to work on the above described holidays shall receive twice the  
3 hourly rate for all hours worked on such holidays.  
4

5 **Section 8.1.2. Holidays during Vacation.**

6 Should a holiday occur while an employee is on vacation, the employee shall be allowed to  
7 take one extra day of vacation with pay in lieu of the holiday.  
8

9 **Section 8.2. Vacation.**

10 Upon completion of the first year of employment with the School District each full-time annual  
11 employee shall be granted ten (10) days paid vacation per year. Upon completion of the fifth (5th) year  
12 of employment, each full-time employee shall be granted fifteen (15) days paid vacation per year.  
13 Upon completion of the tenth (10th) year of employment, each full-time employee shall be granted  
14 twenty (20) days paid vacation per year. It is mutually agreed that vacations shall be scheduled at the  
15 request of the employee unless such vacation time would disrupt the normal activities of the School  
16 District. Employees shall be allowed to take their full amount of accrued vacation, to a maximum of  
17 twenty (20) workdays, in one block without interruption.  
18

19 **Section 8.2.1.**

20 Any vacation credit currently due but unused by the new accrual date each year may be carried  
21 over for one (1) year following the accrual date with the approval of the immediate supervisor  
22 and the administration. No vacation may be carried over for more than one (1) year beyond the  
23 date on which it became due. However, no employee shall be denied accrued vacation benefits  
24 due to District employment needs.  
25

26 **Section 8.2.2.**

27 Any employee who is discharged or who terminates employment shall receive payment for  
28 unused, accrued vacation credit with their final paycheck.  
29  
30  
31

32 **ARTICLE IX**

33 **LEAVES**

34  
35  
36 **Section 9.1. Sick Leave.**

37  
38 **Section 9.1.1.**

39 Each employee shall accumulate one (1) day of sick leave for each calendar month worked;  
40 provided, however, that no employee shall accumulate less than the ten (10) days of sick leave  
41 per school year. An employee who works eleven (11) workdays in any calendar month will be  
42 given credit for the full calendar month. Sick leave shall be vested when earned and may be  
43 accumulated up to a maximum of one hundred eighty (180) days entitlement. The District shall  
44 project the number of annual days of sick leave at the beginning of the school year according to  
45 the estimated calendar months the employee is to work during that year. The employee shall be  
46 entitled to the projected number of days of sick leave at the beginning of the school year.  
47



1 In such cases that an employee leaves the District and has utilized more days than have been  
2 accrued, the District shall deduct utilized days not accrued from the employee's final check.

3  
4 Sick leave benefits shall be paid on the basis of their current hourly rate applicable to the  
5 employee's normal daily work shift. However, if an employee's normal daily work shift  
6 increases or decreases subsequent to an accumulation of days of sick leave, sick leave benefits  
7 will be paid in accordance with the employee's normal daily work shift at the time the sick  
8 leave is taken, and the accumulated benefits will be expended on an hourly rather than a daily  
9 basis.

10  
11 In the event of suspected abuse, the employee may be required to furnish a certificate issued by  
12 a licensed physician or other satisfactory evidence of illness, to their immediate supervisor.

13  
14 **Section 9.1.2. Workers Compensation.**

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

20  
21 **Section 9.1.3.**

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

25  
26 **Section 9.1.4. Sick Leave Attendance Incentive Program.**

27 In January of the year following any year in which a minimum of sixty (60) days of leave for  
28 illness or injury is accrued, and each January thereafter, any eligible employee may exercise an  
29 option to receive remuneration for unused leave for illness or injury accumulated in the  
30 previous year at a rate equal to one (1) day's monetary compensation of the employee for each  
31 four (4) days of accrued leave for illness or injury in excess of sixty (60) days. Leave for illness  
32 or injury for which compensation has been received shall be deducted from accrued leave for  
33 illness or injury at the rate of four (4) days for every one (1) day's monetary compensation.

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

38  
39 **Section 9.2. Leave for Family Illness.**

40 Employees shall, upon request, be granted leave with pay for up to five (5) days during a contract year  
41 when such absence is occasioned by a serious illness or accident of any member of the immediate  
42 household and/or relative, which requires treatment by a physician or other licensed health care  
43 provider.

44  
45 When absence from the workplace is occasioned by other family illness (i.e., flu, colds, etc.) which do  
46 not require treatment by a physician, the leave will be deducted from the employee's current sick leave  
47 balance.

1 Definition of “immediate household and/or relative”: Spouse, child, stepchild, grandchild, grandparent,  
2 parent, sibling, close relative by blood or marriage or anyone residing in the employee’s household.

3  
4 **Section 9.2.1. Scheduling of Leave.**

5 It is the responsibility of District employees to notify their supervisor of planned absences or  
6 vacations as much ahead of time as possible to minimize the impact on co-workers. The  
7 District and supervisor wish to approve leaves on the dates requested. This requires the  
8 cooperation of employees and management.

9  
10 In the event that two (2) or more employees request leave at the same time and the workload  
11 dictates only one can be gone, the employee with the most seniority will be considered first.  
12 Employees purchasing airline tickets and/or making special accommodations should have their  
13 leave request pre-approved prior to making major commitments.

14  
15 **Section 9.3. Personal Leave.**

16 Two (2) days per year are granted for those items when leave is desired for personal commitments but  
17 does not indicate emergency stature. Such leave cannot be used to extend Thanksgiving, Christmas,  
18 and spring breaks, if such leave would disrupt the normal activities of the School District unless  
19 approved by the immediate supervisor. Personal leave may be expended by increments according to  
20 the number of hours in the employee’s shift within the current school year. If the workload dictates that  
21 only one (1) person from a particular work area can take leave, seniority shall prevail. This leave must  
22 be normally submitted no less than five (5) workdays in advance. Leave requests not made two (2)  
23 workdays in advance may be denied. Requests for personal leave shall be approved or disapproved  
24 within five (5) days of submission. Annual leave may be accumulated up to a total of five (5) days.  
25 However, employees shall not be allowed to take more than three (3) consecutive leave days at any one  
26 time. An employee may choose to cash-out two (2) unused personal leave during the school year at the  
27 employee’s regular rate of pay or convert unused personal leave (maximum of two [2] days) to sick  
28 leave, if the employee works less than 2080 hours per year.

29  
30 **Section 9.4. Maternity Leave.**

31 Upon application therefore, the District shall grant maternity leave. Such leave shall commence at such  
32 time as the employee, and her medical advisor, deem necessary. Employees granted maternity leave  
33 must return to work not later than one (1) year following the granting of the maternity leave.  
34 Employees granted maternity leave may, at their option, be allowed compensation for maternity leave  
35 in accordance with Section 9.1.1 above. Before returning to work, the employee must be certified by  
36 her physician as ready and able to return.

37  
38 **Section 9.5. Paternity Leave.**

39 A male employee, upon request, may be granted up to three (3) days leave, on or about the date of the  
40 birth of his child. Such leave shall be deducted from that accumulated sick leave pursuant to Section  
41 9.1.1 above.

42  
43 **Section 9.6. Judicial Leave.**

44 In the event an employee is summoned to serve as juror, or appear as a witness in court, or is named as  
45 a codefendant with the District, such employee shall receive a normal day’s pay for each day of  
46 required presence in court. In the event that an employee is a party in a court action, such employee  
47 may request a leave of absence.

1 **Section 9.7. Leave of Absence.**

2  
3 **Section 9.7.1.**

4 Upon recommendation of the immediate supervisor through administrative channels to the  
5 Superintendent, and upon approval of the Board of Directors, an employee may be granted a  
6 leave of absence for a period of one (1) year or less. However, if such leave is granted due to  
7 extended illness, one (1) additional year may be granted.

8  
9 **Section 9.7.2.**

10 The returning employee will be assigned to the position occupied before the leave of absence.  
11 Employees hired to fill positions of employees on leave of absence will be hired for a specific  
12 time, during which they shall be subject to all provisions of this Agreement. It shall be the  
13 responsibility of the employer to inform replacement employees of these provisions.

14  
15 **Section 9.7.3. Sick Leave Accrual**

16 The employee will retain but not accrue sick leave, vested vacation rights, and seniority rights  
17 while on leave of absence, except employees on workers compensation.

18  
19 **Section 9.8. Emergency Leave.**

20 Emergency leave may be granted to employees due to a problem requiring the personal attention of the  
21 employee that has been suddenly precipitated, of such a nature that planning was not possible, or  
22 where preplanning could not relieve the necessity for the employee's absence. Employees shall as soon  
23 as practicable, notify their supervisor. Upon return to work, the employee shall submit a leave slip and  
24 the superintendent, or designee, shall approve or disapprove the absence as emergency leave. Upon  
25 superintendent, or designee, approval, employees may use personal leave, vacation, or take a pay  
26 deduct. If the superintendent, or designee, disapproves the absence as emergency leave, the employee  
27 will take a pay deduct.

28  
29 **Section 9.9. Bereavement Leave.**

30 Five (5) days per occurrence with no loss of pay shall be granted for absence due to a death in the  
31 employee's immediate family. Definition of "immediate household and/or relative": Spouse, child,  
32 stepchild, grandchild, grandparent, parent, sibling or other close relative by blood or marriage or  
33 anyone residing in the employee's household.

34  
35 **Section 9.9.1. Other Bereavement Leave.**

36 With superintendent, or designee, approval, employees may take bereavement leave for non-  
37 family members, and may use personal leave, vacation, or take as un-paid.

38  
39 **Section 9.10. Sick Leave Sharing.**

40 Sick leave sharing shall be in accordance with WAC 392-126-040.

41  
42 **Section 9.11. Faith and Conscience Leave.**

43 Employees are entitled to two (2) unpaid days of leave per calendar year for reasons of faith or  
44 conscience, or an organized activity conducted under the auspices of a religious denomination, church,  
45 or religious organization. This leave must be taken in whole day increments. If an employee prefers to  
46 take the two (2) unpaid days of leave on specific days, the employer must allow the employee to do so  
47 unless the employee's absence would impose an undue hardship on the employer or the presence of the  
48 employee is necessary to maintain public safety.

1  
2 The term “undue hardship” shall be interpreted in accordance with the provisions of WAC 82-56-020-  
3 30. Employees desiring to take leave described in this section must request leave no less than five (5)  
4 workdays in advance. A copy of the request shall be approved or disapproved within three (3)  
5 workdays of submission and given to the employee.  
6  
7  
8

9  
10  
11 **ARTICLE X**

12  
13 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

14 **Section 10.1.**

15 The District seniority of an employee within the bargaining unit shall be established as of the date and  
16 time when the employee began continuous daily employment (hereafter “hire date”) unless such  
17 seniority shall be lost as hereinafter provided.

18 **Section 10.2.**

19 Each new hire shall remain in a probationary status for a period of not more than one (1) year  
20 following the hire date. During this probationary period the District may discharge such employee at  
21 its discretion.  
22

23 **Section 10.3.**

24 Upon completion of the probationary period, the employee will be subject to all rights and duties  
25 contained in this Agreement retroactive to the hire date.  
26

27 **Section 10.4.**

28 The seniority rights of an employee shall be lost for the following reasons:  
29

- 30 A. Resignation;  
31 B. Discharge for justifiable cause;  
32 C. Retirement; or  
33 D. Change in job classification within the bargaining unit, as hereinafter provided.  
34

35 **Section 10.5.**

36 Seniority rights shall not be lost but shall not accrue, for the following reasons, without limitation:  
37

- 38 A. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United  
39 States;  
40 B. Time spent on other authorized leaves; or  
41 C. Time spent in layoff status as hereinafter provided.  
42

43 **Section 10.6.**

44 Seniority rights shall be effective within that general job classification. As used in this Agreement,  
45 general job classifications are those set forth in Article I, Section 1.4.  
46  
47

1 **Section 10.7.**

2 If the District determines that seniority shall not govern in job vacancies and layoff because a junior  
3 employee possesses qualifications greater than a senior employee, the District shall set forth in writing  
4 to the affected employee and chapter president its reasons why he/she was bypassed.  
5

6 **Section 10.8.**

7 Employees who change job classification within the bargaining unit shall retain their hire dates in the  
8 previous classification for a period of one (1) year, notwithstanding that they have acquired a new hire  
9 date and a new classification.  
10

11 **Section 10.9.**

12 The District shall publicize within the bargaining unit for five (5) workdays the availability of each  
13 open positions as soon as possible after the District is appraised of each opening. A copy of each job  
14 posting shall be forwarded to the President of the Association and the Association representative of the  
15 classification concerned. Copies of each posting will be posted by the District, in the employee's  
16 lounge areas, the bus garage and the cafeteria office. If qualifications are relatively equal, District  
17 employees shall be given preference in bidding new classification positions over new hires. Qualified  
18 in-house applicants shall be afforded the opportunity to interview for out-of-classification positions.  
19 With Association approval, the District may post in-house and outside simultaneously.  
20

21 **Section 10.10. Layoffs.**

22 **Section 10.10.1.**

23 In the event of layoff, employees so affected are to be placed on a reemployment list  
24 maintained by the District according to layoff ranking. Such employees are to have priority in  
25 filling an opening in the classification held immediately prior to layoff. Names shall remain on  
26 the reemployment list for two (2) years.  
27

28 **Section 10.10.2.**

29 Employees on layoff status shall file their addresses in writing with the personnel office of the  
30 District and shall thereafter promptly advise the District in writing of any change of address.  
31

32 **Section 10.10.3. Re-Employment.**

33 An employee shall forfeit rights to reemployment as provided in Section 10.10.1 if the  
34 employee does not comply with the requirements of Section 10.10., or if the employee does not  
35 respond to the offer of reemployment within fifteen (15) days.  
36

37 **Section 10.10.4.**

38 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all  
39 other accrued benefits; provided, that such employee is offered a position substantially equal to  
40 that held prior to layoff.  
41

42 **Section 10.11. Summer School.**

43 Seniority by building first shall be the selection criteria for positions which have multiple applicants,  
44 assuming all other qualifications are met. Monetary compensation for all classified Summer School  
45 positions shall be based on Schedule A of the current Contract.  
46  
47

1 **Section 10.11.1. Recruiting Substitutes.**

2 No employee shall be required to recruit or notify a substitute for their position.

3  
4 **Section 10.12.**

5 No employee shall be required to recruit or notify a substitute for their position.

6  
7 **Section 10.13. New Employee Orientation/Mentor Program.**

8 Orientation will be provided to all new employees to review all paperwork to include hours, wages and  
9 benefits. For the first year of employment with the District, a mentor, within the same classification,  
10 will be assigned to the new employee by the immediate supervisor/principal of the building. This will  
11 allow the new employee to gain knowledge of the building and District. Mentor program shall have no  
12 bearing on evaluation or discipline.  
13  
14

15  
16 **ARTICLE XI**

17  
18 **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

19  
20 **Section 11.1.**

21 The District shall have the right to discipline or discharge an employee for justifiable cause. If the  
22 District has reason to reprimand an employee, it shall be done in a manner which will not embarrass  
23 the employee before other employees or the public.  
24

25 **Section 11.1.1.**

26 The parties agree that in order to be effective, disciplinary procedures should be progressive in  
27 nature. The normal process shall begin with a verbal warning followed by a written warning for  
28 a further incident. In severe cases the District can move directly to a written reprimand. If  
29 necessary, the written reprimand may be followed by progressive suspensions of one (1) day  
30 and three (3) days for continued incidences. If this progressive process fails to correct the  
31 employee's behavior and it becomes necessary, the employee may be terminated. This process  
32 does not prevent an employee from exercising their rights under the grievance process as  
33 provided in the Agreement. In agreeing, the employer does not give up the right to issue a  
34 summary discharge in the case of a serious offense warranting such action.  
35

36 **Section 11.2. Notification to Non-Annual Employees.**

37 This section is intended to be applicable to those employees whose duties necessarily imply less than  
38 twelve (12) months (excluding vacations) work per year.  
39

40 **Section 11.2.1.**

41 Should the District decide to discharge or lay off any non-annual employee, whenever possible  
42 the employee shall be so notified in writing prior to the expiration of the school year.  
43

44 **Section 11.2.2.**

45 Nothing contained herein shall be construed to prevent the District from discharging an  
46 employee for acts of misconduct occurring after the expiration of the school year.  
47

1 **Section 11.3.**

2 Except in extraordinary cases, and as otherwise provided in this Article, the District will give  
3 employees two (2) weeks' notice of intention to discharge or layoff.  
4

5 **Section 11.4.**

6 An employee shall not be held insubordinate if he/she refuses to conduct an activity that he/she  
7 believes to be unsafe or life threatening.  
8  
9  
10

11 **ARTICLE XII**

12 **INSURANCE AND RETIREMENT**

13  
14  
15 **Section 12.1.**

16 The District shall pay the full amount as allocated by the Washington State Legislature per month, of  
17 the insurance premiums (Medical and Salary Protection Plans), for full-time employees (four [4]  
18 hours/day or more) and, as per agreement, paying the full retiree carve-out from District funds. The  
19 District will pay the above rate for twelve (12) months. An employee's unused portion will be pooled.  
20 An exception to the definition of a full-time employee is made for bus drivers in Section 7.8.  
21

22 Employees hired prior to August 2008 will be "grandfathered" into the past-practice of the District  
23 wherein an employee working four (4) or more hours will be eligible for the full amount of the  
24 insurance benefit as allocated by the Washington State Legislature.  
25

26 Henceforth, employees hired for the 2008-09 school year and subsequent school years, or those  
27 employees who gain more hours during or after the 2008-09 school year, will be eligible for insurance  
28 benefits prorated to their FTE. An employee hired after August 2008 or those employees who gain  
29 more hours must work four (4) hours or more to qualify for money from the insurance pool.  
30

31 **Section 12.1.1.**

32 It is agreed that upon closing of the insurance enrollment period the District shall compare the  
33 bargaining unit insurance premium usage to the size of the insurance premium pool. This  
34 comparison shall be made again in June to insure full utilization and comparison information  
35 shall be provided to the Association.  
36

37 **Section 12.1.2.**

38 In the event of a rise in the health insurance premiums that the state and/or District monies are  
39 not yet covering (in September), the District will insure that this immediate increase will be  
40 dispersed over the entire year.  
41

42 **Section 12.1.3. FTE Count.**

43 The Full Time Equivalency (FTE) count or both pool generation and pool distributions closed  
44 with the submission of the S-275 Report. All employees subject to this Agreement who are  
45 hired after October 15 of each year shall be entitled to the amount defined in Section 12.1 per  
46 FTE based on 1,440 hours work, and shall not participate in the insurance premium pool.  
47 Further, except for addition of new dependents, enrollments for dependents close on October  
48 15 of each year.

1 **Section 12.2.**

2 The District shall provide legal liability coverage for all employees subject to this Agreement.

3  
4 **Section 12.3.**

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

7  
8 **Section 12.4.**

9 The District shall make contributions to the Washington State Unemployment Compensation Fund  
10 requisite to providing unemployment benefits for all employees subject to this Agreement.

11  
12 **Section 12.5.**

13 In determining whether an employee subject to this Agreement is eligible for participation in the  
14 Washington State Public Employees' Retirement System, the District shall report all hours  
15 compensated, whether straight time, overtime, or otherwise.

16  
17 **Section 12.6.**

18 All employees subject to this Agreement shall be entitled to participate in a tax shelter annuity plan.  
19 On receipt of a written authorization by an employee, the District shall make the requisite withholding  
20 adjustments and deductions from the employee's salary. This section shall include a "125" plan at the  
21 employee's option.

22  
23 **Section 12.7. Voluntary Employees' Benefit Association (VEBA).**

24 The District will provide VEBA to employees. This option must be voted on by members annually.

25  
26  
27 **ARTICLE XIII**

28  
29 **STAFF DEVELOPMENT**

30  
31  
32 **Section 13.1.**

33 For the mutual benefit of the employees and the School District, there shall be moneys made available  
34 which shall be used for classified employees in the following manners.

35  
36 **Section 13.1.1.**

37 Classified employees shall be allowed time off without loss of pay to attend regional, state or  
38 vocational meetings when the purpose of these meetings is in the best interest of the District as  
39 determined by the District administration. Employees shall be reimbursed for costs incurred.

40  
41 **Section 13.1.2.**

42 Salary and reimbursement for employees subject to this Agreement, will be provided to  
43 employees to attend recognized vocational courses within a radius of two hundred (200) miles.

44  
45 **Section 13.1.3.**

46 Expenses and materials to establish courses of study within the confines of the District which  
47 would be of mutual benefit to the employee and the District will be paid by the District.



1 **Section 13.1.4.**

2 District approved vocational courses from local, state, or national educational institutes  
3 which would improve the potential of employees subject to this Agreement will be paid  
4 by the District.  
5

6 **Section 13.1.5. Tuition Reimbursement.**

7 Each member of the bargaining unit will be eligible to receive tuition reimbursement for  
8 college credit or equivalent of up to five hundred dollars (\$500.00) per year. This can  
9 only be cashed in one time each year no later than August 17.  
10

11 **Section 13.1.6.**

12 Bargaining unit members, who have not been offered training specific to their position, will  
13 have priority over those who have. Trainings specific to a classification and/or building do not  
14 need to be offered to the entire bargaining unit.  
15

16 **Section 13.2. Trainings.**

17 The District will provide student management training and First Aid classes to employees needing  
18 respective training as determined by the employee’s supervisor. After the first initial training,  
19 thereafter, the District will provide recertification classes on a yearly/bi-yearly basis depending on  
20 training requirements. Employees training outside of their normal work hours will get paid their hourly  
21 rate.  
22  
23  
24

25 **ARTICLE XIV**

26 **MAINTENANCE OF MEMBERSHIP**  
27  
28

29 **Section 14.1.**

30 Each employee subject to this Agreement, who on the effective date of this Agreement, is a member of  
31 the Association in good standing, and each employee subject to this Agreement who thereafter  
32 becomes a member of the Association in good standing, shall, as a condition of employment, maintain  
33 membership in the Association in good standing during the period of this Agreement.  
34

35 **Section 14.2.**

36 The District will notify the Association with the names and location of new hires within three (3) days  
37 of the employee’s hire date. The Association will provide each new employee with a copy of this  
38 Agreement.  
39

40 **Section 14.3.**

41 The District shall deduct PSE dues or agency fees from the salary of any employee who authorizes  
42 such deduction in writing pursuant to RCW 41.56.110. The District shall transmit all such funds  
43 deducted to the Treasurer of the Public School Employees of Washington/SEIU Local 1948 on a  
44 monthly basis. The amount of the “agency-fee” will be communicated to the District no later than  
45 November 1 of each academic year.  
46

1 **Section 14.4.**

2 Nothing contained in this Agreement shall require Association membership of employees who object  
3 to such membership based on bona fide religious tenets or teachings of a church or religious body of  
4 which such employee is a member. Such employee shall pay an amount equivalent to normal dues to a  
5 non-religious charity or other charitable organization mutually agreed upon by written proof that such  
6 payment has been made. If the employee and the Association cannot agree on such matter, it shall be  
7 resolved by the Public Employment Relations Commission pursuant to RCW 41.56.122.

8  
9 **Section 14.5. Political Action Committee.**

10 The district shall, upon receipt of a written authorization form that conforms to legal requirements,  
11 deduct from the pay of such bargaining unit employee the amount of contribution the employee  
12 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union with  
13 the monthly dues transmittal check. The employee may revoke the request at any time. At least  
14 annually, the employee shall be notified by the PSE State Office about the right to revoke the request.

15  
16  
17 **ARTICLE XV**

18  
19 **GRIEVANCE PROCEDURE**

20  
21  
22 **Section 15.1.**

23 Grievances or complaints arising between the District and its employees within the bargaining unit  
24 defined in Article I herein, with respect to matters dealing with the interpretation or application of the  
25 terms and conditions of this Agreement, shall be resolved in strict compliance with this Article. All  
26 grievances not brought to the attention of the immediate supervisor within twenty (20) workdays of the  
27 occurrence of the grievance shall be invalid and subject to no further processing.

28  
29 **Section 15.2. Grievance Steps.**

30  
31 **Section 15.2.1.**

32 Every effort should be made to resolve grievances, or potential grievances, through free and  
33 informal communication between the grievant and their immediate supervisor or the District  
34 Office. However, if such informal discussions fail to provide an adjustment of the grievance,  
35 the grievant may be processed as follows in the next steps.

36  
37 **Section 15.2.2. Step 1.**

38 The employee shall first bring the grievance to the attention of their immediate supervisor. The  
39 employee and supervisor shall then meet within two (2) days after the grievance is discovered  
40 or reasonably should have been discovered and discuss the grievance at a mutually acceptable  
41 time. The supervisor will have five (5) workdays to make a verbal response. If the employee so  
42 wishes, they may be accompanied by an Association representative at such discussion. There  
43 will be no written grievance presented to the supervisor at the meeting.

44  
45 **Section 15.2.3. Step 2.**

46 If the grievance is not resolved to the employee's satisfaction in accordance with the preceding  
47 subsection, the employee shall, within ten (10) days of the supervisor response in Step I above,  
48 reduce to writing a statement of the grievance containing the following:

- A. The facts on which the grievance is based;
- B. A reference to the provisions in the 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 five (5) workdays 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.

**Section 15.2.4. Step 3.**

If no settlement has been reached within the five (5) workdays referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) workdays to the District Superintendent or the Superintendent's designee. After such submission, the parties will have ten (10) workdays 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.

**Section 15.2.5. Step 4.**

If no settlement has been reached within the ten (10) workdays referred to in the preceding subsection, and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) workdays to the District Board of Directors. After such submission, the parties will have thirty (30) workdays 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. The Board of Directors reserves the right to summon the employee for an oral statement of the grievance. The employee reserves the right to appear before the Board of Directors to explain the grievance. At any appearance before the Board of Directors, the employee may be accompanied by an Association representative or designee.

**Section 15.2.6. Step 5.**

If no settlement has been reached within the thirty (30) workdays referred to in the previous subsection, and the Association believes the grievance to be valid, the employee may demand arbitration of the grievance. Any dispute, claim or grievance arising out of or relating to the interpretation or the application of this Agreement shall then be submitted to arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. Any such demand for arbitration must be made in writing within twenty (20) workdays after the thirty (30) workday period referred to in Section 15.2.5 and this section.

Within ten (10) workdays after such written notice of submission to arbitration, the Superintendent and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten (10) workday period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association.



1  
2 Neither party shall be permitted to assert in the arbitration proceedings any evidence which was  
3 not submitted to the other party before the request for arbitration.  
4

5 The arbitrator selected will confer with the representatives of the Superintendent and the  
6 Association and hold hearings promptly and will issue his decision not later than twenty (20)  
7 workdays from the date of the close of the hearings or, if oral hearings have been waived, then  
8 from the date the final statements and proofs are submitted to him. The arbitrator's decision will  
9 be in writing and will set forth his findings of fact, reasoning and conclusions on the issues  
10 submitted. The arbitrator will be without power of authority to make any decision which requires  
11 the commission of an act prohibited by law or which violates the terms of this Agreement. The  
12 decision of the arbitrator will be submitted to the Board and the Association and will be final and  
13 binding upon the parties.  
14

15 **Section 15.3**

16 Timelines may be extended upon mutual, written agreement.  
17  
18  
19  
20  
21

22 **ARTICLE XVI**

23 **TRANSFER OF PREVIOUS EXPERIENCE**  
24  
25

26 **Section 16.1.**

27 Any new hire that has previously been employed by any school district in the State of Washington, and  
28 is hired to perform work similar to that in which previously engaged, shall be given longevity credits in  
29 the District in accordance with this Article.  
30

31 **Section 16.2. Transfer of Experience.**

32 Any newly hired employee who has previously been employed by any common school district in the  
33 State of Washington, and is hired to perform work similar to that in which previously engaged shall be  
34 given longevity credits in the District as per RCW 28A.400.300.  
35

36 **Section 16.3.**

37 The longevity credit so transferred shall be applicable to all benefits herein including Schedule A,  
38 except the seniority provisions.  
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## ARTICLE XVII

### SALARIES AND EMPLOYEE COMPENSATION

#### **Section 17.1.**

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck.

#### **Section 17.2.**

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.

#### **Section 17.2.1.**

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article XVIII, Section 18.3. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

#### **Section 17.2.2.**

Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this Agreement if possible and in any case not later than the second regular payday. In the case of retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3, and such retroactive pay shall be paid on the first regular payday following agreement on such schedule, if possible and in any case not later than the second regular payday.

#### **Section 17.2.3.**

Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement; providing, the employee has been actively employed continuously for at least one-half (½) of the previous employment year.

#### **Section 17.2.4.**

Employees who change positions within classification shall retain their step placement on Schedule A. Employees who change classifications shall start at Step 1 of the new position. The Association and District shall meet to discuss special situations.

#### **Section 17.3.**

For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (¼) hour.

#### **Section 17.4.**

Any employee required to travel from one site to another in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the rate established by RCW 43.03.060 for state employees.

#### **Section 17.5.**

Employees required to remain overnight on District business shall be reimbursed for room and board expenditures.

1 **Section 17.6. Payday.**

2 The payday for employees shall be the last workday of each month.

3  
4 **Section 17.7. C.O.L.A.**

5 The District shall pass through, to each employee covered by this agreement, the full state percentage  
6 of C.O.L.A. This amount shall be applied to each step on Schedule A.

7  
8 **Section 17.8. Mechanic Uniforms.**

9 Seven (7) sets of uniforms (shirts and pants) shall be furnished to mechanics.

10  
11 **Section 17.9. Foot Wear Stipend.**

12 The Mechanics and Maintenance/Grounds employees will be reimbursed up to a maximum of three  
13 hundred dollars (\$300.00) every two (2) years on any foot wear that meets ANSI (American National  
14 Safety Industrial) standards ZN41.1 Upon proof of purchase along with ANSI number, reimbursement  
15 will be made by the District.

16  
17 Custodians will receive fifty dollars (\$50.00) annually for footwear used while stripping and waxing  
18 the building floors. A receipt must be provided for reimbursement.

19  
20 **Section 17.10. Bus Driver Incentive.**

21 Newly hired bus drivers after September 1, 2016 who work one hundred eighty (180) days will receive  
22 four hundred dollars (\$400.00) (one-time only) driver incentive in their paycheck the following month  
23 fulfilling this requirement.

24  
25  
26  
27 **ARTICLE XVIII**

28  
29 **TERM AND SEPARABILITY OF PROVISIONS**

30  
31 **Section 18.1.**

32 The term of this Agreement shall be September 1, 2017 to August 31, 2020.

33  
34 **Section 18.2.**

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

37  
38 **Section 18.3.**

39 This Agreement may not be reopened and modified at any time during its term without mutual consent  
40 of the parties in writing. However, this Agreement shall be reopened annually to renegotiate Schedule  
41 A, insurance and one "wild card" opener. This Agreement shall be opened as necessary to consider the  
42 impact of any legislation enacted following execution of this Agreement which may arguably affect the  
43 terms and conditions herein or create authority to alter personnel practices in public employment.

44  
45 **Section 18.4.**

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

**SCHEDULE A  
ROYAL SCHOOL DISTRICT  
SEPTEMBER 1, 2017 – AUGUST 31, 2018**

<u>Classifications</u>	<u>Salary Steps</u>									
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>10</u>	<u>15</u>	<u>20</u>	<u>25</u>	<u>30+</u>
<b><u>BUS MECHANIC</u></b>										
Lead Specialized Diesel Mechanic (7.5%)	\$ 21.94	\$ 22.44	\$ 22.94	\$ 23.44	\$ 23.94	\$ 24.44	\$ 24.94	\$ 25.44	\$ 25.93	\$ 26.48
Specialized Diesel Mechanic (8.9%)	\$ 20.48	\$ 20.94	\$ 21.40	\$ 21.86	\$ 22.32	\$ 22.78	\$ 23.24	\$ 23.70	\$ 24.16	\$ 24.66
<b><u>CUSTODIAL</u></b>										
Custodian (5.0%)	\$ 15.72	\$ 16.05	\$ 16.38	\$ 16.71	\$ 17.04	\$ 17.37	\$ 17.70	\$ 18.03	\$ 18.38	\$ 18.74
<b><u>FOOD SERVICE</u></b>										
Head Cook (11.0%)	\$ 14.42	\$ 14.76	\$ 15.10	\$ 15.44	\$ 15.78	\$ 16.12	\$ 16.46	\$ 16.80	\$ 17.13	\$ 17.50
Cook (9.9%)	\$ 13.35	\$ 13.66	\$ 13.97	\$ 14.28	\$ 14.59	\$ 14.90	\$ 15.21	\$ 15.52	\$ 15.87	\$ 16.22
<b><u>HEALTH SERVICES</u></b>										
Licensed Practical Nurse (LPN) (5.6%)	\$ 16.50	\$ 16.89	\$ 17.62	\$ 18.31	\$ 18.65	\$ 18.90	\$ 19.17	\$ 19.61	\$ 20.10	\$ 20.61
<b><u>MAINTENANCE/GROUNDS</u></b>										
General/Grounds Maintenance (3.3%)	\$ 17.54	\$ 17.93	\$ 18.28	\$ 18.78	\$ 19.13	\$ 19.43	\$ 19.73	\$ 20.03	\$ 20.30	\$ 20.67
<b><u>PARAEDUCATOR</u></b>										
*Paraeducator I (3.5%)	\$ 13.24	\$ 13.79	\$ 14.42	\$ 15.13	\$ 15.38	\$ 15.63	\$ 15.83	\$ 16.08	\$ 16.34	\$ 16.80
**Paraeducator II (4.7%)	\$ 14.04	\$ 14.41	\$ 15.12	\$ 15.72	\$ 15.97	\$ 16.19	\$ 16.43	\$ 16.68	\$ 17.01	\$ 17.44
***Paraeducator III (New)	\$ 16.50	\$ 16.91	\$ 17.34	\$ 17.77	\$ 18.21	\$ 18.67	\$ 19.13	\$ 19.61	\$ 20.10	\$ 20.61
<b><u>SPECIALISTS</u></b>										
Sign Language Interpreter Assistant (New)	\$ 19.18	\$ 20.78	\$ 21.18	\$ 21.59	\$ 22.00	\$ 22.41	\$ 22.76	\$ 23.11	\$ 23.36	\$ 24.24
Speech Language Assistant (New)	\$ 19.18	\$ 20.78	\$ 21.18	\$ 21.59	\$ 22.00	\$ 22.41	\$ 22.76	\$ 23.11	\$ 23.36	\$ 24.24
Physical Therapy Assistant (New)	\$ 19.18	\$ 20.78	\$ 21.18	\$ 21.59	\$ 22.00	\$ 22.41	\$ 22.76	\$ 23.11	\$ 23.36	\$ 24.24
<b><u>TECHNOLOGY</u></b>										
Computer Technician/Programmer (3.3%)	\$ 20.00	\$ 20.68	\$ 21.41	\$ 22.02	\$ 22.50	\$ 22.98	\$ 23.38	\$ 23.63	\$ 23.85	\$ 24.76
<b><u>TRANSPORTATION</u></b>										
Bus Driver (3.3%)	\$ 17.70	\$ 18.12	\$ 18.42	\$ 19.49	\$ 19.80	\$ 20.08	\$ 20.50	\$ 20.92	\$ 21.10	\$ 21.59
Transportation Specialist/Dispatch (3.3%)	\$ 17.81	\$ 18.23	\$ 18.53	\$ 19.60	\$ 19.91	\$ 20.19	\$ 20.61	\$ 21.03	\$ 21.21	\$ 21.70

**IN-SERVICE EDUCATIONAL STEPS**

- A. 15 Credits or 150 Clock Hours - 1.5% of Salary Step
- B. 30 Credits or 300 Clock Hours - 3.0% of Salary Step
- C. 60 Credits or 600 Clock Hours - 4.5% of Salary Step
- D. 90 Credits or 900 Clock Hours - 6.0% of Salary Step
- E. Bachelor of Arts/Science (BA/BS) Degree - 7.5% of Salary Step

\*Paraeducator I - (General Education)

\*\*Paraeducator II (Specialized) -- Bilingual Records, Bus Monitors, Computer Lab, Medical Assistant, Library, Life Skills, Music, Spanish Documents Translator & Special Education

\*\*\*Paraeducator III (Program Services) -- Migrant Education Program Coordinator, Migrant Education Program Recruiter, Migrant Parent Education Coordinator, Migrant Graduation Specialist/Advocate, Migrant Education Program Records Clerk/Home Visitor, Bilingual Coordinator, McKinney-Vento Homeless Liaison, Foster Care Liaison and Family and Community Engagement Coordinator



## APPENDIX A

### Weingarten Rights: Employee right to union representation

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer or steward be present at the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not to answer any questions.”

### Weingarten Rights

Under the Supreme Court’s Weingarten decision, when an interview for investigation occurs, the following rules apply:

#### **RULE 1**

The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.

#### **RULE 2**

After the employee makes the request, the employer must choose from among three options. The Employer must either:

- Grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee; or
- Deny the request and end the interview immediately; or
- Give the employee a choice of (1) having the interview without representation or (2) ending the interview.

#### **RULE 3**

If the employer denies the request for union representation, and continues to ask questions, it commits an unfair labor practice and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.



## APPENDIX B

### WHAT DOES “JUST CAUSE” MEAN?

The concept of “just cause” requires that there be fundamental fairness in decisions related to the discipline and discharge of employees. Arbitrators have articulated many definitions and explanations of “just cause” over the years, including, but not limited to the following tests:

1. Did the employer give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee’s conduct?
2. Was the employer’s rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?
3. Did the employer, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the employer’s investigation conducted fairly and objectively?
5. At the investigation, did the ‘judge’ obtain substantial evidence or proof that the employee was guilty as charged?
6. Has the employer applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?
7. Was the degree to discipline administered by the employer in a particular case reasonably related to (a) the seriousness of the employee’s proven offense and (b) the record of the employee in his or her service with the employer?

1 **Section 18.5.**

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

4  
5 **Section 18.6.**

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 pursuant to Section 18.3.  
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15 **SIGNATURE PAGE**

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23 **PUBLIC SCHOOL EMPLOYEES OF  
24 WASHINGTON/SEIU LOCAL 1948**

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26 **ROYAL CHAPTER**


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29 BY:   
30 Trula Goll, Chapter Co-President

31  
32  
33 DATE: 3-30-18

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26 **ROYAL SCHOOL DISTRICT #160**

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28  
29 BY:   
30 Roger Trail, Superintendent

31  
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33 DATE: 3-30-18

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37 BY:   
38 LaDonna Weber, Chapter Co-President

39  
40  
41 DATE: 3-30-18

