

*Collective Bargaining Agreement between:*

***COULEE HARTLINE SCHOOL  
DISTRICT #151***

AND THE

***COULEE HARTLINE CLASSIFIED  
BARGAINING COMMITTEE***

07/01/2022 – 06/30/2026

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## **SECTION 1**

### **RECOGNITION AND COVERAGE OF AGREEMENT**

This agreement will include all full-time and regular part-time classified employees of the Coulee Hartline School District; excluding supervisors, confidential employees.

## **SECTION 2**

### **RIGHTS OF THE EMPLOYER**

1. It is agreed that the customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Included in these rights in accordance with and subject to applicable laws, regulations and the provisions of the Agreement, is the right to direct the work force, the right to hire, promote, retain, transfer, and assign employees; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District shall retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which operations undertaken by the employees in the unit are to be conducted.
2. The right to make reasonable rules and regulations shall be considered acknowledged functions of the District. Should any changes to the contract be made, all classified employees are to be notified immediately and given copies.

## **SECTION 3**

### **RIGHTS OF EMPLOYEES**

1. Neither the District, nor the classified employees, shall unlawfully discriminate against any employee subject to this agreement on the basis of race, creed, color, sex, religion, age, or marital status or because of a physical handicap with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the physically handicapped person or others.

2. **Personnel Files.** Employees shall, upon request, have the right to inspect the contents of their personnel file. The individual employee has the right to have a witness of the employee's choosing at the examination of the personnel file. Upon request and at the employee's expense, the employee may initial and photocopy any material in the file.
  
3. **Evaluations.** Each employee's performance will be evaluated annually according to the employee's job description. Classified employees and administration will agree to use evaluation forms that best fits the employee's job description. Any updated language will be discussed with the Bargaining Unit representatives before implementation. A copy of the final evaluation form will be provided to the employee. The employee's immediate supervisor will discuss informally with the employee any concerns which could result in an unsatisfactory performance rating when those concerns are noted as being a continuing problem. At the beginning of each school year, the Bargaining Unit and the administration shall ascertain that each employee has a copy of this "Collective Bargaining Agreement" and of the evaluation information.
  
4. **Job Descriptions.** All employees' job descriptions will be updated at the beginning of each school year and reviewed at the time of the employees' annual evaluation. Job descriptions are available at the District office upon request by the employee.
  
5. **Confrontational Situations.** Employees are expected to use reasonable measures as necessary to protect his/herself, another employee or another student from attack, physical threat, abuse or injury or to prevent damage to District or personal property. Such reasonable measures may include seeking assistance from another staff member or from law enforcement officers as necessary. The District will protect and save harmless any employee of the District from financial loss and expense arising out of any claim, demand, lawsuit, or judgment by reasons of alleged negligence or accidental damage to or destruction of property within or without the school building, provided such employee was acting in proper manner in the discharge of his/her duties within the scope of his/her employment.
  
6. **Bus Driver Drug/Alcohol Testing.** As per Department of Transportation regulations and statute, the District will implement mandatory bus driver drug/alcohol testing as provided in



District policy. This section will automatically reopen if the District intends to amend the policy regarding this section. The cost of mandatory testing shall be paid by the District.

7. **Minimum Qualifications/Requirements.** As provided by WAC 180-20-101, every bus driver shall meet the statutory minimum requirements.
8. **Family and Medical Leave.** In addition to the rights granted by the Family and Medical Leave Act of 1993, the District insures the following job benefit and protection provisions.
9. **Eligibility.** All classified personnel who have been employed with Coulee-Hartline School District for at least one (1) year shall be eligible for Family and Medical Leave.
10. **Notification.** The Districts will grant, at the employee's request, thirty (30) days prior to implementation, his/her usage of accrued sick leave prior to going on unpaid medical leave.

#### SECTION 4

#### CLASSIFIED EMPLOYEE REPRESENTATION

1. The Districts shall provide each new employee with a copy of this Agreement.

#### SECTION 5

#### MATTERS FOR CONSULTATION AND NEGOTIATIONS

1. **Items for Consultation/Negotiation.** It is agreed and understood that matters appropriate for consultation and negotiation between the Districts and the Classified Employees are matters relating to or affecting hours, wages, benefits, grievance procedures and general working conditions of employees in the bargaining unit subject to this agreement.
2. The Classified Employees will designate a Coulee Hartline Classified Bargaining Committee person comprised of members from each department which will represent all classified employees in the CHCBC. The CHCBC will meet with the Superintendent of the District

and the Superintendent's representatives on a mutually agreeable regular basis to discuss appropriate matters. If a department does not designate an employee to be on the CHCBC negotiating team, employees outside the CHCBC committee cannot negotiate with the Superintendent of the District.

3. The agreement may be open for amendments only by the mutual consent of both parties. Requests for such amendment by either party must be in writing and must include a summary of the proposed amendment by May 7.

## **SECTION 6**

### **HOURS OF WORK AND OVERTIME**

1. The normal workweek shall consist of five (5) consecutive days followed by two (2) consecutive days of rest.
2. The regular full-time shift shall consist of eight and one-half (8-1/2) hours, for eight (8) hours compensating, including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is practicable, and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which rest periods shall occur as near the middle of each half shift as is practicable. If the District is unable to schedule a 15-minute break in the morning and afternoon for an employee who works seven or eight hours, the District will include written language in the employee's contract to receive a 30-minute paid lunch.
3. Employees required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the Districts require an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates.
4. In the event of an unusual school closure due to inclement weather, plant in-operation, or the like, the Districts will make every effort to notify each employee to refrain from coming to work. Employees must make reasonable effort to be accessible by phone. Employees



reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a closure; provided, no employee shall be entitled to any such compensation in the event of actual notification by the Districts of the closure prior to leaving home for work.

5. **Called Back to Work.** Employees called back to perform work, which is noncontiguous with their normal work shift, shall receive no less than one (1) hour compensation at the appropriate rate.
6. **Prior Approval for Overtime or Extra Time.** Overtime shall be defined as all hours worked in excess of forty (40) hours per week and shall be compensated at one and one-half (1-1/2) times the employee's base hourly rate. Employees shall receive approval from their immediate supervisor prior to working either overtime or extra time. This requirement shall not apply in the case of either unusual or emergency situations. Tracking overtime, compensation time, or flex time is the responsibility of the district superintendent.
7. A vacated bus route shall be offered to drivers on a seniority basis at the start of the year. If a route is vacated during the school year, it will be offered to drivers on a seniority basis and subject to approval by the Transportation Supervisor. All route drivers shall be paid thirty (30) minutes daily for the purpose of bus cleanup and bus warm-up in addition to actual driving time. The activity bus run is assigned by the Transportation Supervisor.
8. Special trip bus runs shall be defined as all District trips other than regular scheduled daily bus routes. Special run drivers shall be compensated at a minimum of (.728%) of the bus driver's wage portal to portal to the school. In addition, the special run drivers shall receive one-half (1/2) hour compensation at the above rate for bus servicing and cleanup if completed at the end of the run, entered on the time sheet by the driver and verified by the Transportation Supervisor.
9. **Assignment of Special Trips.** All regular route drivers desiring to drive special trips will be considered. Trips will be chosen and assigned on a seniority basis, with the senior driver having first pick. The remaining trips will follow the entire seniority list until all drivers have been considered. State trips will be counted as multiple trips. New drivers may request

to ride along on a special trip assignment and be paid the class time rate with approval from the Transportation Supervisor and Superintendent. However, the Transportation Supervisor shall have discretion assessing if the driver's ability matches the complexity of the trip.

Employees who work 40 scheduled hours are not eligible for special runs, except for special circumstances with prior approval of the Transportation Supervisor and Superintendent of the school district. In the event that a special run is cancelled and the regular route driver was not able to drive part or their entire route, the route driver will be paid their regular route pay.

10. **Driver Reimbursement.** Drivers of regular routes required to maintain driving status will be reimbursed for added endorsements, testing, first aid classes, and physical examination. All special run drivers shall be reimbursed for approved limits from the reimbursement rates for meals published by the Office of Financial Management and must submit receipts to the district business manager. If the bus driver incurs costs related to the school trip/activity, such as fuel, parking or shuttle fees, the bus driver will be reimbursed with submitted receipts.

## SECTION 7

### HOLIDAYS

1. **Holidays.** The following days will be authorized paid holidays for all full-time (1.00 FTE) 2,080 hours, classified employees when these occur during the regular scheduled work year.
  1. New Year's Day
  2. Martin Luther King Day
  3. President's Day
  4. Memorial Day
  5. Independence Day
  6. Labor Day
  7. Veteran's Day
  8. Thanksgiving Day
  9. Day after Thanksgiving Day
  10. Christmas Day
  11. Day after Christmas
  12. Juneteenth
2. Less than full-time employees shall receive four paid holidays for their first one (1) to three (3) years of experience with the District; employees must work a full school year to qualify for this benefit. After three (3) years and until the fifteenth (15<sup>th</sup>) year, less than full-time



employees shall receive one (1) additional paid holiday for every two years of experience with the Districts. Paid holidays will be limited to a maximum of ten (10), all of which must occur during the employee's work year.

## SECTION 8

### LEAVES

1. **Sick Leave.** The Districts shall project the number of annual days of sick leave at the beginning of the school year. Each part-time or full-time employee shall be credited with an advanced front-loaded sick leave allowance of ten (10) days on a 180 day contract. For every 20 days an employee works over 180 days, the employee will be granted one sick day, not to exceed 12 days in the calendar year. However, if the employee leaves employment before earning the projected accumulations, any days taken beyond those accumulated shall be deducted at their normal per diem rate. Sick leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily work shift; provided, however, that should an employee's normal daily work shift increase or decrease subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance with the employee's normal daily work shift at the time the sick leave is taken.

#### **Sick leave is defined to cover:**

- A. Serious illness or injury of the employee or immediate family which incapacitates or prevents him from work and/or which might endanger the health of students. Immediate family is defined as any of the following: spouse, children, grandchildren, parents, parent –in-law, siblings, child-in-law, and grandparents.
- B. Contagious or infectious sickness in the immediate family residing under the same roof, which might endanger the health of students.
- C. In the event of other emergencies not covered in the above provisions, which make it impossible for the employee to be at work, sick leave may be granted at the discretion of the Superintendent.
- D. The Superintendent may, at any time, require a doctor's certificate as proof of illness.
- E. Disability immediately related to child bearing.

- F. An employee who has exhausted all sick leave benefits and yet remains unable to perform contract duties because of continued personal illness or disability, may request a leave of absence statement from an attending physician, not to exceed the balance of the school year. Such additional disability leave shall be granted by the Districts and may be renewed at the discretion of the Districts in the event the disability continues.
- G. At the end of each year, the Districts will provide each employee with an accounting of his/her accumulated sick leave.

### **Sick Leave Bank**

1. The District will provide the classified employees with the following yearly "Sick Leave Bank/Buyback Program."
  - The District shall implement sick leave cash out program, as provided by statute (28A.400.210).
  - In January of each year, an employee at his or her option may cash out their unused sick leave days from the previous year if their accumulated sick leave balance at the end of December is greater than sixty (60) days. The cash out will occur at a ratio of one full day's monetary compensation for four (4) accumulated sick leave days. A maximum of twelve (12) sick leave days may be cashed out at a time. A minimum balance of sixty (60) accumulated sick leave days must be maintained.
  - At the time of separation from school district employment due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued sick leave for illness or injury, and not to exceed 180 days as per WAC 392-136-020 (2).
  - For further clarification as per WAC 392-136-015 (C), sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of twenty-five percent of an employee's current, full-time daily rate of compensation for each full day of eligible sick leave. Partial days of eligible sick leave shall be converted on a pro rata basis. Example; if an employee has seven unused days of sick leave and wanted to cash them out, the District would multiply the employee's normal pay by .25 to determine what the cash-out value is.

**Bereavement Leave.** Each employee is granted five (5) days of bereavement leave that shall be allowed for each occurrence. Absence due to death in the immediate family or spouse's immediate family (immediate family is defined as parent, sibling, spouse, child, grandparents and grandchildren) shall be classified as bereavement leave. Any additional days needed per occurrence may be taken from sick leave only when all personal leave days have been exhausted.



In the event of the death of any other relatives not specifically listed herein, leave appropriate to the closeness of family ties may be allowed at the District's discretion.

2. **Discretionary Leave.** The Boards are empowered to grant leave with or without full salary for extenuating circumstances not covered by the Agreement.
3. **Extended Leave.** Upon approval of the Board of Directors an employee may be granted an extended leave of absence without pay for a period not to exceed one (1) year. The employee will retain sick leave, vacation and seniority benefits while on leave, including seniority preference to the position(s) held prior to the leave.
4. **Jury Duty and Subpoena Leave.** Leaves of absence with pay shall be granted for jury duty. Any compensation received for jury duty performed on contracted days shall be deducted from the employee's salary. The employee shall notify the District when notification to serve on jury duty is received. Leaves of absences with pay shall be granted an employee subpoenaed to appear in a court of law provided the employee is not a defendant in a civil or criminal case or a party to an action against the Districts. If any witness fees are paid, the amount shall be deducted from the employee's regular pay.
5. **Personal Leave.** Personal leave of three (3) paid days per year shall be granted to classified employees. Personal leave is non-cumulative and shall not be deducted from sick leave. The supervisor's approval shall be required forty-eight (48) hours in advance when possible. Employees will not be required to give a reason for the request. Employees may be refused the right to use the day (s) immediately preceding or following any holiday period. Upon request by the employee, they may cash out one (1) day of unused personal time at the end of the current school year and no later than July 31 to be compensated in their August paycheck. Employee will receive the one (1) personal day at a rate of \$140.00 dollars or the current certificated sub rate (whichever is higher) for an (8) eight-hour day. (prorated for less than an (8) hour per day employee). Example a 7-hour employee will receive a prorated rate of \$140.00 divided by 8 = 17.50 per hour times 7 equals \$122.50.
6. **Shared Sick Leave.** Employees may share unused accrued sick leave with other employees as set forth in RCW 41.04.650 through 41.04.665

## SECTION 9

### VACATIONS

1. **Fulltime (1.00 FTE) 2,080-hour employees shall have a vacation schedule as follows:**

<b>1-5 years</b>	<b>Two weeks</b>
<b>6-14 year</b>	<b>Three weeks</b>
<b>15 + years</b>	<b>Four weeks</b>

2. **Prior Approval Needed.** Employees seeking to utilize vacation credit shall obtain prior approval of the Superintendent of the Districts before being eligible for use of such vacation credit.

## SECTION 10

### SENIORITY

1. **Seniority Based on Hire Date.** The seniority of an employee in the bargaining unit shall be established as the date of the first day worked by the employee of the District (hereinafter “hire date”) unless such seniority shall be lost as hereinafter provided.

2. **Seniority Lost.** The seniority rights of an employee shall be lost for the following reasons:

- a. Resignation
- b. Discharge for any reason contained in the Agreement
- c. Retirement
- d. Change in job classification within the bargaining unit, as hereinafter provided
- e. Rejection of reemployment offer from layoff status as provided in Section 11.11

3. **Seniority Retained.** Seniority rights shall not be lost for the following reasons, without limitation:

- a. Time lost by reason in industrial accident, industrial illness or judicial leave;
- b. Time on leave of absence granted for the purpose of involuntary service in the Armed Forces of the United States.
- c. Time spent on other authorized leaves; or
- d. Time spent in layoff status as hereinafter provided.



4. The employee with the earliest hire date shall be given first preference regarding shift selection, vacation periods, promotions, assignment to new or open jobs and retention in the event of a layoff when abilities and performance are substantially equal with junior employees. If the Districts select a junior employee, the Districts will, upon request of a senior employee, provide a written rationale for doing so.
5. **Hire Date Retained upon Job Change.** An employee who changes job classifications within the bargaining unit shall retain his/her hire date in the previous classification, notwithstanding that he/she has acquired a new classification seniority date.
6. **Publicize Open Positions to Employees.** The District shall publicize within the bargaining unit for five (5) working days the availability of open positions as soon as possible after the District is apprised of the opening.
7. **Employment Agreement.** The District shall notify each employee subject to this Agreement of its intent to rehire or not rehire the employee for the next school year by the end of the current school year. Notice of intent to rehire is not intended to create a contract of employment.
8. **Reemployment List.** In the event of a layoff, employees so affected are to be placed on a reemployment list maintained by the District according to layoff ranking. Such employees are to have priority in filling an opening in the classification held immediately prior to layoff. Names shall remain on the reemployment list for two (2) years.
9. **Current Address.** Employees on layoff status shall file their addresses in writing with the personnel office of the District and shall thereafter promptly advise the District in writing of any change of address.
10. **Forfeiture of Rights.** An employee shall forfeit rights to reemployment as provided in Section 11.9 if the employee does not comply with the requirements of Section 11.10, or if the employee does not respond to the offer of reemployment with five (5) days.

11. **Rejection of Reemployment Offer.** An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other accrued benefits; provided, that such employee is offered a position substantially equal to that held prior to layoff.
12. **Layoff Notice.** Except in extraordinary cases, the District will give employees two (2) weeks' notice of intention to layoff.
13. Para professionals may request training from their immediate supervisor and may be granted by the Superintendent if funds are available.

## SECTION 11

### **PROBATIONARY PERIOD**

1. **Period Defined.** Each new hire shall remain in a probation status for a period of not more than sixty (60) workdays following the hire date. During this probationary period the District may discharge such employee at its discretion.
2. **Rights Retroactive.** At the end of the probationary period, the employee will be subject to all rights and duties contained in this Agreement retroactive to his hire date.

## SECTION 12

### **DISCIPLINE AND DISCHARGE OF EMPLOYEES**

1. The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved only in accordance with the grievance procedure hereinafter provided.

**SECTION 13**

**RETIREMENT**

1. **Eligibility.** In determining whether an employee subject to this Agreement is eligible for participation in the Washington State Public Employees Retirement System, the District shall report all hours worked, whether straight time, overtime or otherwise.

**SECTION 14**

**INSURANCE**

1. **Medical and Dental Benefits.** The District shall provide SEBB medical benefits as provided by Chapter 182-31 WAC, Eligible School Employee's.
2. **FTE Hours.** For the purpose of the implementation of insurance benefits contained in this Article, a FTE shall be defined as an employee with six hundred thirty hours per year.
3. The District shall provide tort liability coverage for all employees subject to this Agreement.

**SECTION 15**

1. The District will provide a yearly classified mentorship program for new classified employees. The mentorship program is a seven (7) hour orientation checklist review and discussion between the mentor and mentee during the school year. The mentor will be chosen by the District and be paid a one (1) day per diem stipend, allowing up to two mentee. At the beginning of each year, the CHCBC will let the District know who is participating in the mentorship program. The mentorship program is as follows:

**Classified Para Professional Mentorship Program**

<i>District Review</i>	<i>Date</i>		<i>Building Policies/Procedures</i>	<i>Date</i>	
School Calendar	_____		Staff/Student Dress Code	_____	
Salary/Time Sheets	_____		Visitors	_____	
Insurance	_____		Parking	_____	
Evaluations	_____		Building Hours	_____	
Sick and Personal Leave	_____		Maps/Tour of Building	_____	



Requesting a Sub \_\_\_\_\_  
Weather Issues \_\_\_\_\_  
Passwords/access codes \_\_\_\_\_

**When and Where** Date \_\_\_\_\_  
Does my day begin/end? \_\_\_\_\_  
Do I eat lunch? \_\_\_\_\_  
Break Times vs. Paid Lunch \_\_\_\_\_  
Are paychecks distributed \_\_\_\_\_  
Do I store my personal items \_\_\_\_\_

**What Should I do if..** Date \_\_\_\_\_  
A student becomes ill \_\_\_\_\_  
Something is stolen \_\_\_\_\_  
student misses the bus \_\_\_\_\_  
stranger is in the hall \_\_\_\_\_  
suspect child abuse \_\_\_\_\_  
A student needs medication \_\_\_\_\_  
student needs to call home \_\_\_\_\_  
A student brings a banned item \_\_\_\_\_

**Technology (How to...)** Date \_\_\_\_\_  
Computer access/logging on \_\_\_\_\_  
Check and send email \_\_\_\_\_  
Log on and navigate programs \_\_\_\_\_  
Making copies, scanning \_\_\_\_\_  
Printing, codes \_\_\_\_\_

**Where to Find..** Date \_\_\_\_\_  
First-aid supplies \_\_\_\_\_  
Refrigerator \_\_\_\_\_  
Restrooms (staff/students) \_\_\_\_\_  
Coffee/water \_\_\_\_\_  
Mailboxes \_\_\_\_\_  
Fax Machines \_\_\_\_\_

Para Meeting Schedule \_\_\_\_\_  
Playground/Lunchroom Duty \_\_\_\_\_  
Setting up Lunch Account \_\_\_\_\_  
Inter School Mail \_\_\_\_\_  
Key People to Know \_\_\_\_\_  
School/Cell Phone Usage \_\_\_\_\_

**Classroom** Date \_\_\_\_\_  
Review Emergency Drills \_\_\_\_\_  
School Schedules \_\_\_\_\_

Procedures/Rules/Hall Passes \_\_\_\_\_  
Student Lunch/buses \_\_\_\_\_  
Computer room/Library Use \_\_\_\_\_  
Discipline Policies \_\_\_\_\_  
Class Lists- (IEP/Health Info) \_\_\_\_\_  
Expectations/Duties Classroom \_\_\_\_\_  
Attendance Procedures \_\_\_\_\_  
Class Schedule \_\_\_\_\_  
Student Handbook/Policies \_\_\_\_\_

Classroom supplies \_\_\_\_\_



## SECTION 16

### **GRIEVANCE PROCEDURE**

1. Grievances or complaints arising between the Districts and its employees within the Classified Employees, with respect to the interpretation or application of the Terms and Conditions of the Agreement, shall be resolved only in strict compliance with this Article.

### **GRIEVANCE STEPS**

1. Employees shall first discuss the complaint with their immediate supervisor. If the complaint is not resolved to the employee's satisfaction, the employee may file a written statement of grievance containing the following:

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

All grievances not brought to the immediate supervisor in writing within twenty (20) working days of the occurrence of the grievance shall be invalid and subject to no further processing.

2. The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the Superintendent's office. If the Superintendent and immediate supervisor is the same person, the written statement shall be submitted to another administrator within the Co-op. The parties will have five (5) working days from submissions of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If employees so wish they may be accompanied by an ACH Classified Bargaining Unit representative at any grievance discussions. If an agreeable disposition is made, all parties to the grievance shall sign it.
3. If no settlement has been reached within the five working days (5) referred to in step two (2) and the ACH Classified Bargaining Unit believes the grievance to be valid, a written

statement of grievance shall be submitted within five (5) working days to the District Superintendent or the Superintendent's designee. After such submission, the parties will have ten (10) working days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition. If an agreeable disposition is made, all parties to the grievance will sign it.

4. If the grievance is not resolved at the Superintendent's level and the ACH Classified Bargaining Unit believes the grievance to be valid, the employee may request that the grievance be referred to a hearing officer assigned by the ESD 171 or 101. The decision of the hearing officer shall be binding on the parties. The hearing officer shall render a decision regarding the disposition of the grievance within thirty (30) days following completion of the Superintendent's hearing.
5. All days referred to in this Article shall mean working days.
6. A grievance not timely filed or not advanced within the prescribed timelines shall be deemed void and subject to no further processing.

## **SECTION 17**

### **SALARIES AND EMPLOYEE COMPENSATION/TRANSFER OF PREVIOUS EXPERIENCE**

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.
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. Employees are responsible for confirming that their salary payments are in accordance with the appropriate placement of the employee on the salary schedule. An employee receiving an overpayment or underpayment has the obligation to notify the payroll office immediately. Errors made in payment will be corrected as promptly as possible, with due consideration given to avoiding employee hardships. Employees who receive an overpayment by the District will have the following options for repayment, provided that the total monthly

amount being paid back, even in multiple instances or overpayments, is a minimum of \$25.00. Additional overpayment options may be utilized, if approved, when unique circumstances exist:

- a. Lump sum payment
- b. Equal payments to be completed by the end of the school year.
- c. Equal payments to be spread over one year.
- d. If an employee terminates, the remainder of any overpayment shall be due in full and taken out of the pay warrant.

Repayment will begin in the warrant following individual notification that such repayment is necessary. Any error which results in incorrect salary schedule placement will be corrected by district payment or employee repayment only from the present year. Prior year's placement error will be adjusted only if such error is brought to the attention of the payroll office of the District prior to October 1 of the present year.

3. Incremental steps, where applicable, shall take effect on September 1 of each year during the term of this Agreement; provided, the employee has been actively employed continuously for at least one-half (1/2) of the previous employment year.
4. Retroactivity. Retroactive pay, where applicable, shall be paid on the first regular payday following execution of this Agreement.
5. When any employee leaves a school district within the State and commences employment with this District, the employee shall retain the same leave benefits that the employee had in the previous position.
6. If this District has a different system for computing leave benefits, then the employee shall be granted the same seniority, leave benefits and other benefits as an employee in the District who has similar occupational status and total years of service.



7. **School Year Adjustments.** Any adjustments to an employee's school year will be incorporated into the employee's pro-rated salary and benefits after twenty (20) days, retroactive to the first day of the adjustment.
  
8. **Transportation Reimbursements.** In the event that the District requires an employee to utilize the employee's private vehicle in the scope of the employee's employment, then the employee shall be reimbursed for travel within their workday in the amount equal to the state level of reimbursement. Such reimbursement shall also be paid for travel to workshops and conferences when the district requires an employee to utilize the employee's private vehicle. Travel reimbursement claim forms shall be filed monthly at the district office.

## **SECTION 18**

### **TERM**

1. The term of this Agreement shall be four (4) years.
  
2. If any provision of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected thereby.
  
3. Neither party shall be compelled to comply to any provision of this Agreement which conflicts with State or Federal statutes or regulations.
  
4. In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be renegotiated.
  
5. Other miscellaneous items agreeable to all parties shall be considered as openers for discussion at a time to be agreed upon by representatives of the Coulee Hartline Classified Bargaining Committee and representatives of the Coulee Hartline School Board during the duration of the Agreement.



**APPENDIX A**  
**COULEE-HARTLINE SCHOOL DISTRICT**  
**COULEE HARTLINE CLASSIFIED BARGAINING COMMITTEE**  
**SALARY SCHEDULE**  
**2022-2023**

<u>POSITION</u>	<u>HOURLY RATE</u>	<b>100%</b> <u>SUB-RATE</u>
Bus Driver – Regular Route	\$ 21.35	\$ 21.35
Bus Driver – Special Trips	\$ 16.10	\$ 16.10
Bus Driver – Class Time (minimum wage)	\$ 15.36	

	<u>HOURLY RATE</u>	<b>100%</b> <u>SUB-RATE</u>
Maintenance/Grounds	\$ 22.00	\$ 22.00
Building Custodian	\$ 21.88	\$ 21.88
Para-educator	\$ 20.00	\$ 20.00
*Para-Educator (high needs)	\$ 21.00	\$ 21.00
Head Cook	\$ 21.04	\$ 21.04
Assistant Cook	\$ 19.00	\$ 19.00
Secretary (EL/HS)	\$ 21.52	\$ 21.52

\*Refers to para’s who work with students that require toileting & diapering.

**APPENDIX B**

**Coulee-Hartline School District #151  
Classified Employee Performance Evaluation**

S = Satisfactory  
NI = Needs Improvement  
U – Unsatisfactory

Each group of workers have their own evaluation form. They are the para professionals, food service, secretary, custodial, bus driver, and assistant transportation supervisor/maintenance. Evaluation forms will be given to each employee at the beginning of the school year.

**SIGNATURE PAGE**

CH Classified Bargaining Committee

Coulee-Hartline School District #151

By: Karla Lucker

By: [Signature]  
Chairman School Board

By: Melissa Hal

By: James D. Evans  
Superintendent

By: Tiffany Edwards

Date: 6/29/22

By: Alexis Behman

Date: 6/29/22