

COLLECTIVE BARGAINING AGREEMENT

RIVERVIEW SCHOOL DISTRICT #407

AND

PUBLIC SCHOOL EMPLOYEES OF RIVERVIEW

SEPTEMBER 1, 2015 - AUGUST 31, 2018



TABLE OF CONTENTS

PREAMBLE		1
ARTICLE I	RECOGNITION	1
ARTICLE II	RIGHTS OF THE EMPLOYER	3
ARTICLE III	RIGHTS OF EMPLOYEES	3
ARTICLE IV	ASSOCIATION RIGHTS AND REPRESENTATION	4
ARTICLE V	HOURS OF WORK AND OVERTIME	5
ARTICLE VI	HOLIDAY LEAVE	10
ARTICLE VII	VACATIONS	11
ARTICLE VIII	OTHER PAID LEAVE, GENERAL PROVISIONS	12
ARTICLE IX	PROMOTION AND LAYOFF	15
ARTICLE X	SENIORITY AND PROBATION	15
ARTICLE XI	JOB VACANCIES	16
ARTICLE XII	DISCIPLINE, DISCHARGE AND TERMINATION	17
ARTICLE XIII	INSURANCE	18
ARTICLE XIV	GRIEVANCE PROCEDURE	18
ARTICLE XV	CREDITING EXPERIENCE	20
ARTICLE XVI	SALARIES, COMPENSATION AND RELATED PROVISIONS	20
ARTICLE XVII	DUES CHECK OFF	21
ARTICLE XVIII	DURATION AND SEPARABILITY	22
SIGNATURE PAGE		22
Appendix A – Schedule A		23
Exhibit I – Guidelines for Association Employee Compensatory Time		25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

P R E A M B L E

This Agreement is made and entered into between Riverview School District Number 407 (hereinafter "District" or "Employer") and Public School Employees of Riverview, an affiliate of the Public School Employees of Washington (hereinafter "Association").

A R T I C L E I

RECOGNITION

Section 1.1. The District hereby recognizes the Association as the exclusive representative of the employees in the bargaining unit described in Section 1.4., and the Association recognizes the responsibility of representing all such employees.

Section 1.2. Nothing contained herein shall be construed to include in the bargaining unit the following:

- A. Certificated employees
- B. Operations Coordinator
- C. Director of Capital Projects
- D. Supervisor of Transportation
- E. Supervisor of Maintenance
- F. Supervisor of Food Services
- G. Secretary to the Superintendent
- H. Secretary to the Executive Director
- I. Personnel Assistant
- J. Personnel Program Assistant
- K. Accountant I
- L. Accountant II
- M. Accountant III
- N. Network and Technology Support Specialist
- O. All other employees whose duties imply a confidential relationship to the employer, and all other employees of the District except as provided for in Section 10.4.

Section 1.3. The District will provide the Association and an affected employee(s) with a copy of the employee's revised position description as significant changes in the primary duties of the position description occur.

Section 1.4. The bargaining unit to which this Agreement is applicable shall consist of all regular classified employees in the following general job classifications:

- A. Maintenance/Operations
- B. Food Service
- C. Secretarial/Clerical
- D. Education Assistants
- E. Transportation
- F. Administrative Assistant/Specialist

1 Nothing in this Agreement shall be construed so as to include non-bargaining unit temporary or
2 substitute employees in the bargaining unit.

3
4 **Section 1.4.1.** For purposes of determining the appropriate status of employees included in the
5 Agreement, an employee shall be considered a bargaining unit substitute after thirty (30)
6 cumulative days of work in a fiscal year.

7
8 **Section 1.4.2.** Appendix A, Wages, for District assigned time, shall be the sole provision of
9 this Agreement applicable to bargaining unit substitutes, except as described in Section 8.13.3.
10 of this Agreement.

11
12 **Section 1.4.3.** A bargaining unit temporary employee is defined as an employee who works in
13 a non-permanent /non-leave replacement position for more than thirty (30) days of work and
14 less than fifty (50) days of work in a fiscal year; except that a bargaining unit temporary
15 employee may be assigned to work up to sixty (60) days between June 1 and September 15 for
16 maintenance and/or grounds work. Bargaining unit temporary employees will be paid at step
17 one of Schedule A of this Agreement, but shall have no other rights included in this Agreement.
18 A position that is temporary will be considered as an open position after fifty (50) cumulative
19 days of work (or sixty (60) cumulative days in the case of temporary work between June 1 and
20 September 15) and will be posted as an open position.

21
22 **Section 1.4.4.** A bargaining unit substitute is defined as an employee who fills in for a regular
23 employee who is temporarily unavailable due to illness, injury or some other authorized leave
24 status. A bargaining unit substitute shall be paid according to Appendix A step one, but shall
25 have no other rights unless specifically stated.

26
27 Qualified long-time PSE substitutes will be paid at Step Two of the Salary Schedule at the
28 beginning of their sixth (6th) consecutive year of substituting in the Riverview School District.
29 To qualify, the substitute needs to have worked thirty (30) cumulative days within a fiscal year
30 for five (5) consecutive years.

31
32 Similarly, former Riverview School District PSE employees that have previously worked five
33 (5) or more consecutive years as regular employees with the district and return as substitute
34 employees shall also be placed at Step Two.

35
36 **Section 1.4.5. Additional Definitions**

- 37
38 A. **Longevity:** Years of continuous service as a classified employee in a public school
39 district in the State of Washington (Longevity Pay – Schedule A only).
40
41 B. **Seniority:** Years of continuous service as a classified employee within a PSE
42 classification in the Riverview School District (RIF, Layoff, Promotion).
43
44 C. **Vacation Credit:** Based on continuous years of service as a classified employee in a
45 public school district in the State of Washington (Full-time or Less-than-260-day
46 employees).
47
48 D. **Step Increases:** Refers to a year of service in Riverview School District. However, a
49 new classified employee, upon hire, may be placed higher than step one by the