MASTER AGREEMENT

BETWEEN THE

WILSON CREEK SCHOOL BOARD

AND THE

WILSON CREEK /CLASSIFIED EMPLOYEE ASSOCIATION

July 1, 2025 through June 30, 2026

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WILSON CREEK CLASSIFIED EMPLOYEES' ASSOCIATION
AND
WILSON CREEK SCHOOL DISTRICT
PREAMBLE

This Agreement is by and between the Wilson Creek School District and the Wilson Creek Classified Employees' Association. It has been negotiated pursuant to RCW 41.56.

ARTICLE 1. ADMINISTRATION OF THE AGREEMENT

Section A. Definitions:

1 . The term "District" shall mean the Wilson Creek School District, Grant County, Washington State; or its agents.

2. The term "Board" shall mean the Board of Directors of the Wilson Creek School District.

3. The term "Association" shall mean the Wilson Creek Classified Employees' Association (CEA).

4. The term "Parties" shall mean the District and the Association.

5. The term "Agreement" shall mean this collective bargaining agreement.

6. The term "Employee" shall mean any member of the bargaining unit as set out in this Agreement.

7. The term "Day" shall mean any day the District business office is open for business with the public.

8. The term "Superintendent'" shall mean the chief administrative officer of the District or his/her designee.

9. The term "President" shall mean the President of the Association or his/her designee.

10. The term "PERC" shall mean the Washington State Public Employees' Relations Commission.

11. The term "Seniority" shall mean the length of service within the District as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first working day under a district work agreement.

12. The term "Probation" shall mean the length of one school year in which a newly hired employee must serve before gaining the status of a non-probationary employee. At any time during the probationary period, an employee may be discharged/terminated by the Board of Directors with the employee not being able to appeal this decision to a higher authority. The decision of the Board on termination/discharge is final for probationary employees. Non-probationary employees may only be discharged/terminated for cause except for the language under Article V Layoff and Recall.

Section B. Recognition:

The District recognizes the Association as the exclusive bargaining agent for all full-time and regular part-time classified employees of the District, excluding elected officials, the Superintendent, certificated employees, confidential employees, and supervisors pursuant to PERC decisions 3911-A-PECB. Substitutes: Employees covered by this Agreement shall also include employees who work thirty (30) or more continuous days in the same assignment in the current school year, and who continue to be available for work. The District retains the right to terminate the employment of a substitute at its sole discretion.

Section C. Sole Agreement:

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

Section D. Conformity to Law:

This Agreement shall be governed and construed according to the Washington State Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of the Agreement shall be found contrary to law by a court of administrative agency of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law. All other provisions or applications of the Agreement shall continue in full force and effect. If any provision of this Agreement is held to be contrary to law, the parties shall agree to establish a mutually agreeable date to negotiate on the specific item.

Section E. Distribution of Agreement:

Following ratification of this Agreement the District shall prepare a camera-ready copy of the Agreement for Association review and mutual editing. After editing, the District shall post the Agreement on the schools website. Copies of the agreement will be made as requested by employees.

Section F. Joint Meetings:

Up to three (3) representatives of each of the parties agree to meet at least quarterly during the months of August, November, February and May, in reasonable places in order to monitor the administration of the Agreement and for mutual problem solving. The agenda shall be jointly agreed upon prior to the meeting. Such meetings shall not be grievance resolution conferences nor shall they be collective bargaining sessions regarding this or successor Agreements.

ARTICLE II. BUSINESS

Section A. Deductions:

Upon receipt of written authorization, the District agrees to deduct from the salary of employees, premiums for those insurance and annuity programs that have been approved by the Association and the District. The sums, which are deducted as premiums for approved insurance and annuity programs, shall be forwarded in accordance with the written authorization.

Indemnification: The Association shall indemnify and hold the District harmless from any claim regarding any provision of this Section.

Section B. Management Rights:

All legal rights, powers and authorities of the District, the Board, and its agents are retained by the District, the Board and its agents, except those which are modified or abridged by this Agreement.

Section C. Association Rights;

1. Use of School Buildings: The Association shall have access to use school buildings at all reasonable hours for meetings contingent upon approval of the building administrator.

2. Use of School Equipment: The Association shall have access to use district equipment, such as typewriters, copy equipment, duplication equipment, calculating machines, computers, and audio-visual equipment at reasonable times when such equipment is not otherwise in use.
Use of such equipment shall be subject to the approval of the building administrator. The Association shall not use the equipment when such use would interfere with the District needs or involved with political purposes.
The Association shall reimburse the District for the cost of materials used, and for any repairs required or any damages resulting from Association use (at the rate the District would charge for patron use).

3. Association Business: The Association shall have the right to transact business on school property at reasonable times provided that such business shall not interfere with or interrupt normal school operations. This business will occur during non-duty hours or the employee will utilize personal leave, unpaid leave or vacation.

4. Use of District Bulletin Boards: The Association shall have access to post notices on District employee bulletin boards. Such notices must contain the name of the authorizing Association Representative.

5. Use of District Mail System: The Association shall have access to use the District mail system and employee mail boxes for communication purposes, provided that such use does not interfere with or interrupt normal District mail service or is involved with any political purposes.

6. Information: Upon reasonable request from the Association, the District shall provide all information which is of public record and such additional information which is pertinent to the Association's representation responsibilities. The District may bill reproduction costs at the same rate as is charged the general public. The reasonableness of this information being produced will be determined by the production of no more than 10 pages per day and could be delayed during the month for payroll or other delays created by deadline dates placed upon the district.

7. Board Agenda and Minutes: The District shall provide a copy of the Board meeting agenda to the Classified representative prior to the Board meeting and a copy in the staff room.

ARTICLE III. EMPLOYEE RIGHTS

Section A. Rights of Law:

Employees shall have the rights to freely organize, join and legally support the Association for the purpose of engaging in collective bargaining.

Section B. Non-Discrimination:

The provisions of this Agreement shall be applied without regard to domicile, race, creed, religion, color, national origin, sex, age, marital status, political activity**,** sexual orientation**,** or the presence of any sensory, mental or physical disability except as required in accordance with this Agreement or as otherwise provided by law.

Section C. Personnel File:

1. Right To Inspect: Upon request, employees may inspect the contents of their personnel file during the regular District business hours of the administration office. The cost of any duplication of materials shall be borne by the employee.

2. Representation: A representative of the employee's choice, at the employee's request, may accompany the employee in this inspection.

3. Comments: Employees shall be given the opportunity to attach his/her own written comments to materials placed in the personnel file. Such material shall be dated and signed by the employee.

4. Placement of Materials: Employees shall be given a copy of any material that is placed in their personnel file at the time it is so placed.

Section D. Due Process and Causes:

1. Cause: No employee shall be disciplined or have his/her employment terminated without cause.

2. Written Grounds: The specific grounds forming the basis for disciplinary actions shall be made available to the employee in writing at the time discipline action is taken.

3. Hearings: Employees shall have the right to a fair hearing.

4. Association Representation: If an employee is to be disciplined or reprimanded by the board or its agent he/she shall be entitled to have an Association representative present.

5. Privacy and Confidentiality: If possible, disciplinary action shall be taken in private.

6. Complaints Against Employees: Any complaint regarding an employee made to any member of the administration which is used in any manner in evaluation or discipline shall be promptly investigated and called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint.

7. Probationary Employees: At any time during the probationary period, an employee may be discharged/terminated by the Board of Directors with the employee not being able to appeal this decision to a higher authority. The decision of the Board on termination/discharge is final for probationary employees.

Non-probationary employees may only be discharged/terminated for cause except for the language under Article VI Layoff and Recall.

Section E. Assignment and Transfer

When a classified position becomes open due to transfer, resignation, dismissal, or addition, all work agreement classified employees will be notified of the opening and given an opportunity to apply by posting the position for a minimum of five (5) working days for current employees to apply.

Section F. Employee Protection:

1. Threats: Any employee who is threatened with physical harm by any person or group while carrying out assigned duties shall immediately notify the Superintendent and, if necessary, the appropriate law enforcement authority.

2. Self-Protection: Employees may use reasonable measures with a student, patron, or other person as is necessary to protect him/herself, a fellow employee, a teacher, an administrator or a student from attack, physical abuse or injury, or to prevent damage to District property.

3. Medication: No employee shall be requested or required to dispense or administer medication unless in accordance with Washington State law.

4. Student Discipline: The District shall support and assist employees with the control and discipline of students.

5. Sexual Harassment: A staff member who believes that he/she has been subjected to sexual harassment should report the alleged harassment within sixty (60) days to one of the following: His/her supervisor, the personnel officer or superintendent. The staff member may consult with one of the above without filing a formal complaint. As a result of this informal conference, the district will begin action to resolve the alleged harassment on an informal basis. If the complaint cannot be resolved informally the grievance procedures incorporated in Board Policy 5011P, Level 1, 2, and 3 will be followed.

The District will protect the rights of all association members involved in the grievance process including persons against whom the grievance has been filed, witnesses and individuals who register sexual harassment complaints. Association members involved in the resolution process shall not suffer restraint, interference, discrimination, coercion or reprisal on account of participation in the complaint procedure.

Section H. Job Descriptions:

The District shall provide job descriptions for any new positions covered by this Agreement to the Association President after the position is filled, if requested by the Association President.

Section I. Privacy:

The District shall not provide personal information concerning employees, including names, addresses, phone numbers, etc. to any person not required by law, or to any commercial or charitable organization without specific employee approval or Association agreement.

ARTICLE IV. EMPLOYEE EVALUATION

Section A. Purpose:

The purpose of all employee evaluations shall be to identify specific areas in which the performance of each employee is satisfactory, needs improvement or unsatisfactory. Each employee's performance shall be evaluated at least once annually before the end of the school year by the employee's administrative supervisor. Association members will not administer such evaluations but may be involved in providing input in the preparation of evaluations for subordinates. Performance evaluations shall accurately reflect each employee's actual duty performance. Employees may attach comments within ten (10) business days of receiving a written evaluation. Whether or not they agree with the contents, employees will sign a copy of their evaluation to indicate they have received a copy. Evaluations will be maintained in permanent record of the employee. Employees whose performance does not meet minimum requirements will be informed of the deficiencies and afforded the opportunity to improve.

Section B. Notice:

As part of a new employee orientation, the district shall go over the evaluation form with the employee to be evaluated to achieve a mutual understanding of its contents.

Section C. Form:

Evaluations using the official form shall constitute the only evaluation record in the employee's personnel file unless otherwise mutually agreed upon.

Section D. Eavesdropping Ban:

The use of eavesdropping or audio systems shall be strictly prohibited.

Section E. Evaluators:

Each employee shall be evaluated by a school District administrator/supervisor. No Association employee shall be required to evaluate other association employees.

Section F. Informal Evaluations:

Informal evaluation (self, peer, etc.) shall be encouraged and nothing in these procedures shall prohibit them. Such evaluations shall not become a part of the employee's official file without written approval from the employee.

Section G. Employee's Signature:

The employee shall sign each evaluation form after review of its contents. Such signing does not indicate concurrence with the evaluation, but only indicates the employee has received and read the evaluation.

Section H. Copy:

Each employee shall, at the conclusion of each evaluation period within the contract year, be provided a copy of the completed evaluation form.

Section I. Rebuttals:

An employee shall have the right to attach a disclaimer, a response or an addendum to the evaluation form within ten (10) business days of receiving the written evaluation.

Section J. File:

No additional evaluation forms or statements shall be retained in any files concerning the employee except their personnel file. These files shall be open to the employee's inspection at any time during normal business hours.

ARTICLE V. LAYOFF AND RECALL

Section A. Definition:

1. The term "Layoff" as used in this article shall mean action by the Board reducing the number of employees in the bargaining unit. It shall also not mean any employee hired with a definite lay off date, i.e., special education paraprofessional hired to work with one student who leaves the district. This layoff circumstance will be relayed to the employee as part of the advertising of the position. Layoff does not include the reduction of hours of an employee.

2. The term “Reduction of Hours” as used in this article shall mean any reducing of hours from the current work agreement to a new number of hours that is less than those stated in the current work agreement.

3. The term "seniority" shall mean the length of an employee's continuous service within the District as a member of the bargaining unit in a job-related category such as secretary, para-professional (Class A and B combined), bus driver, custodian, cook, and technology. Accumulation of seniority shall begin on the employees first work agreement day. It is also provided that breaks in service of one (1) year or less shall be bridged and considered as continuous. In the event that employees have the same seniority ranking, the employees so affected shall participate in a drawing by lot to determine seniority position. An employee upon termination, resignation, retirement, or transfer to a non-bargaining unit position shall lose seniority.

4. The term “specific skills and qualifications” as used in this article shall include information from previous evaluations, training sessions, and specific skills learned previous to or on the job at Wilson Creek and any other pertinent information that is in the best interests of the students. If the District determines that seniority rights should not govern because a junior Employee possesses qualifications or specific skills substantially greater than a senior Employee(s) and is in best interests

of the students, the District shall set forth in writing to the Employee(s) affected and the President its reasons why the senior Employee(s) have been by-passed.

Section B. Lay-Off:

In the event that elimination of position(s) becomes necessary, the District shall first determine which employee position(s) shall be retained because of specific skills and/or qualifications relating to retained District positions. Prior to this determination the District shall seek input from the association.

Employees not retained under the preceding paragraph shall be subject to lay-off on the basis of seniority.

Employees to be laid off shall receive advance written notice as soon as possible after such decision has been made. Layoff will not occur until the end of the current pay period, but no less than fifteen (15) working days.

Employees having additional skills and/or qualifications may report such skills and/or qualifications in writing to the Superintendent for additional consideration for reassignment.

Section C. Lay-Off Pool:

Employees who are laid off shall be placed in a re-employment pool for one (1) year. Recall shall first be based on specific skills and qualifications relating to the District position to be filled and then be based on seniority. The district shall give employees written notice of recall from layoff by sending a registered or certified letter to the recalled employee at his/her last known address. If the employee does not respond personally or in writing to the district office within ten (10) working days of such notice of recall, the employee shall forfeit right of recall. The employee's address, as it appears on the Board's records, shall be used in connection with layoff, recall or other notice to employees. It is the employee's responsibility to keep the district office informed of his/her current mailing address.

Section D. Benefits:

While in the employment pool, an employee may continue in the District fringe benefit programs for which he/she is legally qualified. Such continuance shall require reimbursement to the District of costs of the program by the first (1st) day of each month. Failure to reimburse the District shall result in the employee being dropped from the program(s).

All benefits provided by this Agreement and unused sick leave shall be granted each employee upon return to active employment.

ARTICLE VI. LEAVES

Section A. Illness, Injury and Disability (Sick) Leave

1. Accumulation: At the beginning of each school year, each full-time employee holding a regular 12 consecutive month position shall be credited with twelve (12) days of Illness, Injury, Disability (Sick) Leave, which shall be referred to hereafter as "sick leave". In the event an employee leaves employment during the school year, a prorated amount of such leave shall be returned to the District. Employees who are less than full time shall receive a prorated portion of such leave.
Unused sick leave shall accumulate to a maximum of one-hundred-eighty (180) days.
Every employee holding a regular part-time position shall accrue such leave with pay, in proportion to the relationship of his/her basic work as to Full-Time Equivalent amount.

2. Sick Leave Use: The intent of this leave is to make it possible for employees to be absent because of injury, quarantine, maternity, disability, or because of an emergency, but not for personal pleasure or profit. For the purposes of disability (including maternity), paid sick leave may be used for the period of the disability, as supported by a physician's signed notification.

a. Family Illness: The District shall grant sick leave to employees in the event of illness, injury, or disability within the immediate family of the employee. For purposes of this subsection the term "family" shall be defined as it is in "Emergency Leave", below.

b. Appointment: Employees may use this leave for medical, dental, or ocular appointments when absence during working hours for these purposes is authorized forty-eight (48) hours in advance by the Superintendent. However, in an emergency situation, prior approval shall not be required.

c. Fractional Day Use: In any instance involving use of a fraction of a day's sick leave, the charge to the employee's sick leave account shall be the actual amount of time absent from work.

d. Notice By Employee: When an employee will be absent from work due to illness, he/she shall give notice, if at all possible, to his/her principal or the person designated by the Superintendent to receive such notices, not later than 7:00 a.m. of the first day of the illness. If the absence may be for consecutive days, the District should be notified of the probable date of return.

e. Sick Leave Exhaustion: Any illness or disability extending beyond the accrued sick leave shall be considered a leave of absence without pay unless covered by the pooling of sick leave with other employees as designated by this contract.

Section B. Family and Medical Leave Act (FMLA):

A leave of absence, under the provisions of the Family and Medical Leave Act (FMLA), shall be granted to a certificated staff member upon request for:

- The birth, adoption, or foster care placement of a child
- The care of a spouse, child, stepchild, or parent with a serious health condition
- The employee's own serious health condition

a. Eligibility: All contracted employee shall be eligible to request FMLA Leave provided they have worked at least one (1) year and for 850 hours over the previous twelve (12) months.

b. Duration: FMLA leave shall be granted twelve (12) weeks of leave during a twelve (12) month period. Part time employees who have established eligibility shall be granted FMLA leave proportional to their contracted employment.

c. Notification: The employee shall provide the District thirty (30) days advance, written notice of his/her intent to use Family Leave when the need for the leave is foreseeable. The District may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the District's expense) and a fitness for duty report to return to work.

d. Job Benefits and Protection: The District shall insure the following provisions:

1. Maintain the employee's health coverage during the duration of Family Leave. The employee must continue to pay his/her portion, even in a non-paid status;
2. Grant the employee his/her previous position, or equivalent position with equivalent pay, upon return from Family Leave; and
3. Maintain any employee benefits that accrued prior to the start of Family Leave.

e. Use of Accumulated Paid Leave: At the employee's discretion, this leave can be deducted from accumulated paid leave days (sick leave and personal leave) or taken wholly or in part as unpaid leave.

~~f.~~ Consecutive Use of Sick Leave and Family & Medical Leave: As per Washington State Family Leave Act (1997), the use of Family & Medical Leave is in addition to any leave for the sickness or temporary disability caused by pregnancy or childbirth. An employee may take sick leave for the actual period of disability because of pregnancy or childbirth, and then may also take twelve (12) weeks Family & Medical Leave during her contracted year due to the birth of a child.

Section C. Emergency Leave

Emergencies are defined as those conditions which cannot be dealt with outside of working hours, and which require the employee to be absent himself/herself from his/her duties. Emergencies shall include injury or sickness to members of the employee's immediate family. Immediate family shall be understood to include spouse, children, brothers, sisters, parents, grandchild, grandparent, niece, nephew, aunt, uncle, or all of the above that are related to the employee's spouse or other dependents living in the classified employee's home. Also included will be quarantined employees until such time as he/she refuses the proper medical treatment to allow the employee to safely return to work. The Superintendent, at his/her discretion, may request such verification of the family relationship, as he/she deems advisable. Emergency leaves are to be deducted from the total of twelve (12) days sick leave maximum per year or the pro-rated amount for the FTE of that employee, or from the total accumulated leave under this provision.

Section D. Bereavement Leave:

The District shall grant employees up to five (5) days with pay per occurrence for death in the immediate family of the employee, as defined below. The District shall grant employees one (1) day of bereavement leave with pay in the event of the death of friends, students, or colleagues of the employee. Upon approval of the Superintendent, additional bereavement may be granted as emergency leave.

The term "immediate family" shall mean spouse, parent, child, grandchild, grandparent, sibling, niece, nephew, aunt or uncle, or those of the employee's spouse, marriage partners of the employee's children, parents, siblings, grandchildren or grandparents, or a person living in the same household as the employee or any person who is a dependent of the employee.

Section E. Judicial Leave:

An employee who is summoned to serve as a juror or is obliged to appear in court as a party or subpoenaed witness shall notify his/her immediate supervisor immediately upon learning of the need for leave. For jury duty, the employee shall receive normal pay, provided that any jury duty pay shall be paid to the District and further provided that employees retain any reimbursement for actual expenses. An employee who must be absent for

judicial proceedings as a party shall be entitled to leave without pay or the use of his/her personal day/s as long as it/they are available. An employee who is subpoenaed as a witness shall be granted leave with normal pay, with any witness fees remitted to the District.

Section F. Long Term Leave of Absence:

Leaves of absence up to one (1) year without pay may be granted employees for the purpose of study, travel, child rearing, or working in a professionally related field or other mutually agreed to reasons. Requests for child rearing leave shall not be unreasonably withheld. Employees granted such a leave shall be permitted to stay in the District insurance programs at their own expense (carriers permitting), and shall not gain or lose seniority or other benefits. Upon return from such leave, the employees shall be placed in the position last held or in a similar position in the District.

Section G. Assault and/or Accidents on the Job:

The District shall comply with all workers compensation laws and regulations in accordance with the Workman's Compensation Act of the State of Washington.

Section H. Association Leave:

The President shall be granted one day of district leave to be used to conduct Association business. Prior notification to the District is required. Such leave shall be granted provided that a satisfactory substitute is available.

Section I. Military Leave:

The District shall grant military leave to any employee who is called into active duty, extended or temporary, as a member of the Armed Forces of the United States in accordance with law.

Section J. District Approved Leaves:

From time to time, employees may seek to attend professional meetings, workshops, or in-service functions in an effort to update or improve their value to the District. At times, the District may request such attendance. Such absence shall be termed "District Approved Leave." In addition to full pay allowances, employees may be reimbursed for normal costs paid for meals, lodging, mileage and registration. All District approved leaves must have prior approval of the Superintendent.

Section K. Personal Leave):

Employees shall be granted four (4) days of personal leave with pay per year. Personal leave will be approved by the superintendent provided that application is made at least two (2) days in advance of the date of the absence. Not more than two (2) classified employees in a school building shall be authorized personal leave at the same time without approval of the superintendent. Employees may be refused the right to use the day(s) immediately preceding or following any holiday period. Personal days not used by the employee may be carried forward to subsequent years to a maximum total of six (6) days.

Section L. Sick Leave Pooling:

1. Employees are granted the right to donate sick leave to come to the aid of another employee who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which causes the affected employee to take leave without pay or terminate his/her employment.

2. An employee who has accrued sick leave balance of more than sixty (60) days is allowed to transfer his/her accumulated sick leave to a sick leave bank.

3. Employees are allowed to grant up to six (6) days during any twelve-month period.

4. Employees cannot donate sick leave days that would result in his/her sick leave account going below sixty (60) days.

5. While an employee is on leave transferred under this section, he/she shall be classified as an employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if he/she were using accrued sick leave.

Section M. Sick Leave Conversion Option:

At the time of separation from District employment due to retirement (as recognized by the Washington State Public Employees Retirement System) an employee, who has been employed by the Wilson Creek School District for at least the five (5) previous years continuously, shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred-eighty (180) days at a rate equal to one (1) days salary for each four (4) full days accrued leave for illness or injury. Unless waived by the Board because of extenuating circumstances such as but not limited to, poor health or family emergency, notification of intent to use the Sick Leave Conversion Option must be made in writing to the Superintendent by January 31, preceding the year of retirement. The money paid pursuant to the provision shall not be included for the purpose of computing a retirement allowance under any public retirement system in Washington and shall be in accordance with the rules and regulations of the Superintendent of Public Instruction.

ARTICLE VII FISCAL MATTERS

Section A. Hours of Work:

1. Hours of Work: Employees required by the Superintendent to work beyond their normal shift, shall be paid overtime on the basis of straight time up to forty (40) hours per week and time-and-one-half beyond forty (40) hours. Forty (40) hours computation excludes extracurricular bus driving and stand-by time.

2. Lunch Break: Each shift of five (5) or more hours per day shall include a thirty (30) minute uninterrupted lunch period where employees are free to leave the work site. Such lunch break shall be as near the middle of the shift as practical.

3. Rest Break: Each shift shall include a fifteen (15) minute first half and a fifteen (15) minute second half rest period, both of which shall occur as near the middle of each half shift as is practical. Employees working less than five (5) hours per day shall receive a fifteen (15) minute rest period for each two and one-half (2 1/2) hours worked.

4. School Closure: In the event of unusual school closure due to inclement weather, inoperative plant, or other such reason, the District shall attempt to notify employees prior to the beginning of the employee's

shift. Employees not timely notified and reporting to work shall receive a minimum of two (2) hours work.

Section B. Holidays

The following paid holiday schedule shall apply to all employees working for 12 consecutive months.

a. New Year's Day
b. Martin Luther King Jr. Day
c. President's Day
d. Memorial Day
e. Juneteenth
f. Independence Day
g Labor Day
h. Veteran's Day
i. Thanksgiving Day
j. The day following Thanksgiving Day
k. Christmas Day
l. The day before Christmas
m. The day after Christmas
n. The day before New Year's Day

Section C. Annual Leave (Vacations):

The following paid vacation schedule shall apply to all employees working 12 consecutive months. Unless otherwise specified , "full time" classified staff shall be provided vacations according to the following guidelines:

Regular full-time employment for more than one year and up to five years: 10 vacation days.
Regular full-time employment for five years through ten years: 15 vacation days.
Regular full-time employment for eleven years and beyond: one additional vacation day for each additional year worked beyond 10 years to a maximum of 10 additional days or a total of 25 days of vacation.

Vacation dates are subject to the approval of the Superintendent. Not more than five (5) days may be carried over to the next year. For purposes of this Section, the term "Full-time employee" is defined as an employee who twelve consecutive months excluding vacation days and holidays. Those who work less than eight (8) hours per day shall receive a pro-ration of the schedule above. For purposes of this Section, the term "day" shall mean employee workday.

Vacation time will be awarded after first full year of employment. Adjustments will then be made so that the employee's award date falls on September 1st of each school year.

Vacation leave must be taken within the 12-month period following the time when vacation was earned except the five (5) days may be carried over to the next year. Any exception must have prior administrative approval.

Classified employees must schedule vacation time with their supervisors at least two weeks in advance of the first day of vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to approval of the superintendent.

When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leaves (e.g. illness, injury, or death of a relative) provided that the employee submits a request within fourteen (14) days after retuning to work indicating the type of leave requested and the circumstances requiring the change in leave status.

Section D. Salary:

1. Schedule: Salaries shall be as set out in the schedule, which is attached to and made a part of this Agreement as Appendix A.

2. Payment: Payment for salary shall be prorated over twelve (I2) monthly paychecks. Pay checks shall be issued on the last calendar business day of each month. Employees may opt to have their checks delivered to them personally during the school year, direct deposited to a bank or mailed to a specified address.

3. Errors in Computations: Errors in computation related to salary and/or fringe benefits shall be brought to the attention of the employee or District as soon as discovered. In the event the District has made an over or under payment, the District and the employee shall work out a mutually agreeable plan for correction.

4. Substituting By Regular Employee: Any employee required to cover for another employee at the request of the superintendent, that causes that employee to fully fulfill the absent employee's job description and or job duties/responsibilities will receive the substitute rate for that position unless said employee's salary is higher. If said employee's salary is higher, he/she will receive his/her pay for that position for the hours worked. The request of the superintendent will be based on seniority, the employee's skill set in regards to where they are asked to substitute and what will be best for the district as a whole.

5. Classified Employee Covering for a Certificated Employee: A classified employee that covers for a certificated employee will receive the para's own regular salary plus a $25.00 stipend. For covering for a teacher for 3 hours or more on one day, the para will receive their own regular salary plus a $60.00 stipend. Paras asked to cover a class due to scheduling, on a daily basis, will receive $20.00 cert coverage per day. The para covering the class will be selected based on the current needs of the class.

6. Classified Employee "called in" after their shift has ended for the day: Any classified employee that is asked to come back to work after their shift for the day has ended will be compensated for one hour at their hourly rate.

7. Co-curricular Bus Drivers:

a. Definition: The term "co-curricular bus trip" shall mean any trips other than the transporting of regular students to the start of the regular school day and from the end of the regular school day and/or any trip that is not a regularly scheduled to and from daily trip.

b. Pay Schedule: Drivers for Extracurricular bus trips shall be paid according to the schedule that is attached to and made a part of this Agreement as Appendix A.

c. Posting: Each upcoming co-curricular trip shall be posted for driver consideration as early as possible. Information on the posting shall include but necessarily be limited to date of trip, estimated time of departure, estimated time of return, destination, and type of activity.

d. Co-curricular Trip Rotation: Co-curricular trips shall be assigned by allowing the most senior work agreement bus drivers to choose the co-curricular trips first. These to and from work agreement drivers may opt to have a substitute driver take their regular to and from route to avoid

working more than forty (40) hours in a work week. After the work agreement to and from drivers have selected their co-curricular trip assignments, substitute drivers will have the ability to choose any remaining co-curricular trips based upon his/her substitute seniority and availability. Since the transporting of students to and from school is paramount, regular work agreement drivers may not accept co-curricular assignment trips until a qualified substitute is secured for his/her daily to and from route.

7. Co-Curricular Advisor/Coaches: Classified employees are welcome to become involved in co-curricular activities of the school district. Co-curricular activities are paid on a separate salary schedule. See Appendix D. For employees hired as advisors the district has available an "Advisor Handbook" which details many of the responsibilities of an advisor. According to the "Castle Rock" decision, hours worked in advising and coaching counts toward the 40-hour workweek and assignments will be hired based on that decision.

Section E. Overtime:

1. Time-and One-Half: Overtime shall be time worked, with prior approval of the Superintendent, beyond forty (40) hours per week and shall be compensated for a rate of time and one-half (1 1/2) of the employees regular hourly wage. If because of Holiday weekend an employee is required by the Superintendent to work on that Holiday weekend, the employee shall be compensated at the overtime rate for the weekend. The employee shall receive a minimum of two (2) hours of pay for this Holiday weekend work. Overtime shall be first offered to the most senior employee who is qualified to perform the work. Holiday weekend is defined as three (3) consecutive days, to include a Holiday.

2. Recall: Employees recalled to work after completing their normal shift shall be compensated at regular time for a minimum of two (2) hours until the total hours exceeds 40 hours in a week. At that time the employee will be reimbursed at one and one-half (1 1/2) for all such hours worked. Employees recalled on Sundays or holidays will be reimbursed at a rate of time plus one half of their normal hourly salary.

Section F. Insurance Benefits:

1. Amount of Contributions: The district shall provide each eligible full-time employee a sum per month as funded by the state toward the funding of a pooled rate for medical, vision, dental and other allowable benefits. The monthly maximum shall be adjusted annually to reflect the FTE contribution funded by the state.

Section G. Travel Reimbursement:

An employee who is required to use his/her own vehicle as part of his/her employee responsibilities (including employees who are required to travel between buildings) shall receive travel reimbursement equal to that amount authorized by the State Mileage Reimbursement or District policy, whichever is more. In order for the employee to receive the mileage reimbursement that employee must verify that a district vehicle was not available at the time/s and date/s needed for the trip.

Section H. Training:

Employees attending training courses as directed and approved by the District shall be paid at their regular per diem pay if the training occurs during their regular employment time. Expenses incurred for course fees and tuition shall be paid by the District. Overtime shall be paid, if applicable. Employees may be permitted to attend teacher training sessions at the discretion of the Superintendent or their designee.

The District agrees to reimburse bus driver's exam fee for the required CDL physical as required by the State. This physical is free if the driver works a minimum of 10 hours a year as a bus driver for the District.

Section I. Life Flight:

The District will reimburse employees $72.50 toward the cost of LifeFlight membership and Airlift Northwest

membership for the employee and their immediate family. It will be the responsibility of the employee to sign up with LifeFlight and Airlift NW and show proof of membership to receive the reimbursement.

ARTICLE VIII. GRIEVANCE PROCEDURE

Purpose: The purpose of this procedure is to provide for the orderly and expeditious adjustment of employee grievances.

Section A. Definitions:

1. Grievance means a claim based upon an event or condition, which affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of the terms of this Agreement. It also means for a claim to be considered a grievance by the terms of this contract the Association President must be notified of the claim.

2. Grievant means the employee or group of employees filing a grievance.

3. Time Limits: If the grievant fails to file or appeal according to the time-lines set out herein, the grievance may not be further pursued and shall be resolved according to the last formal response. In the event the District or its agents fail to meet a time-line, the grievant may proceed to the next step of the procedure. The specified time limits shall be strictly observed but may be extended by mutual concurrence of the Parties.

Section B. Procedure:

1. The adjustment of grievances shall be accomplished as rapidly as possible. To that end, the number of days within each step shall be considered a maximum and every effort shall be made to expedite the process.

2. A grievant shall first take up a complaint or problem with the appropriate administrative supervisor in informal private discussion(s) and notify the Association President if the informal discussion does not remedy the complaint or problem. Every effort shall be made to adjust the complaint or deal with the problem in an informal manner.

Step One: If the grievance is not resolved in informal discussion(s), the grievant may, if done in writing in ten (10) business days from the date of the informal discussion, present a formal grievance (Appendix B) to the appropriate administrative supervisor, which shall begin the formal grievance. The supervisor shall provide a conference with the grievant within five (5) business days of the filing date. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate, which will lead to a solution. A written response shall be given to the grievant by the supervisor within five (5) business days following the formal grievance conference.

If the appropriate administration supervisor is the Superintendent, the grievant shall file the formal grievance instead with the Superintendent (Step two) and the same timelines as in Step One shall apply. It the grievance has not been adjusted to the satisfaction of the grievant within the same timelines as in Step One, the grievant may move to Step Three.

Step Two: If the grievance has not been adjusted to the satisfaction of the grievant at Step One within the time line, the grievant may, if done in writing in ten (10) business days from the written response received from the administrator in Step One, file an appeal with the Superintendent, who shall provide a written decision with reasons for said decision, which shall be given or mailed to the grievant by the Superintendent within five (5) business days following the formal conference.

Step Three: If the grievance has not been adjusted to the satisfaction of the grievant at Step Two within the time line, the grievant may, if done in writing in ten (10) business days, appeal to the Board by filing written notice with the Superintendent. The Board shall provide a hearing for the grievant at the next regularly scheduled Board Meeting. A written decision with reasons for said decision shall be given (or mailed) to the grievant within five (5) business days after the Board Appeal Meeting. The decision of the Board shall be final and binding upon the parties.

Section C. Miscellaneous Conditions:

1. Cooperation of the Parties: The Parties will cooperate in their investigation of any grievance; and will furnish such information as is requested for the processing of any grievance.

2. No Reprisals: No reprisals of any kind will be taken by the District or its agents against any employee because of his/her participation in this grievance procedure.

3. Form: The form for filing grievances is attached to and made a part of this Agreement as Appendix B.

ARTICLE IX. DURATION

Section A. Effective Dates:

This Agreement is in full force and effect as of July 1, 2025 and shall remain so through June 30, 2026.

EXECUTED THIS_____ day of _____ 2025 at Wilson Creek, Grant County, Washington, by the undersigned officers, with the authority of and on behalf of the Parties.

FOR THE DISTRICT	FOR THE ASSOCIATION
_____	_____
Board Chair	Association President
_____	_____
Superintendent	Lead Negotiator

APPENDIX A

WILSON CREEK SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE

POSITION	Step 1 Years 1-2	Step 2 Years 3-4	Step 3 Years 5-6	Step 4 Years 7-9	Step 5 Years 10-14	Step 6 Years 15-19	Step 7 Years 20-24	Step 8 Years 25-29	Step 9 Years 30+
Route Bus Driver	$24.42	$24.76	$25.07	$25.40	$25.73	$ 26.96	$ 28.36	$ 29.69	$ 31.00
Head Cook *	$17.85	$18.48	$20.09	$21.89	$ 23.07	$ 24.25	$ 25.43	$ 25.48	$ 26.52
Assistant Cook	$17.73	$17.91	$18.03	$18.94	$ 21.07	$ 21.42	$ 21.87	$ 22.90	$ 23.96
Custodian	$17.73	$19.16	$20.51	$21.98	$ 23.14	$ 24.34	$ 25.53	$ 26.67	$ 27.88
Para-Professional Aide	$18.37	$19.60	$21.06	$22.39	$23.72	$25.33	$25.97	$27.71	$29.77
Computer Tech	$31.89	$34.25	$36.81	$38.85	$40.87	$42.91	$44.99	$46.99	$49.19
School Nurse	$38.35	$39.50	$38.51	$41.84	$43.08	$44.39	$45.68	$47.00	$49.21

SUBSTITUTE RATES (PER HOUR)

Para-Sub, Office, Custodian, Cook, Library	$18.40
Certified Bus Driver	$24.42
Non-Certified Type A Driver	$19.90

* Additional Stipend added for responsibilities & role of Food Service Director:	**$3,000.00**

Salaried Positions DOE:

Superintendent, Principal, Transportation Director, Business Manager, Facilities Director/Vehicle Technician, District Secretary

OVERNIGHT BUS TRIPS

1. Drivers will be paid the co-curricular driver/standby rate (Appendix A) from Wilson Creek School to the primary destination and from the primary destination to the Wilson Creek School.
    a. If the driver is under contract for a daily District bus route he/she will be paid per the District contract. Any additional driving hours will be paid at the co-curricular rate.

2. Drivers will be paid the following for additional responsibility (chaperone/supervision):

a. Part of a day supervision
    1. Current 1/2 day rate of pay for a certificated substitute teacher b. Full day of supervision
    1. Current full day rate of pay for a certificated substitute teacher
    2. This replaces any pay for bus driving during this day
c. District administration will make the determination as to whether a driver is paid the full or part day rate based on the itinerary.

APPENDIX B

WILSON CREEK SCHOOL DISTRICT

FORMAL GRIEVANCE FORM

NAME OF GRIEVANT_____

ASSIGNMENT _____BUILDING _____DATE_____

PERSON TO WHOM GRIEVANCE IS SUBMITTED_____

SPECIFIC CONTRACT ARTICLE VIOLATED _____

_____

_____

_____

BRIEF DESCRIPTION OF GRIEVANCE: _____

_____

_____

DATE VIOLATION OCCURRED: _____

DATE GRIEVANT BECAME AWARE OF VIOLATION: _____

DATE OF INFORMAL CONFERENCE: _____

REMEDY SOUGHT: _____

_____

_____

_____

_____ _____

SIGNATURE OF GRIEVANT: DATE:

Send the original signed grievance to the person with whom the grievance is filed. Send one (1) copy each to the Superintendent and Association President. Keep one (1) copy.

DOCUMENTED OBSERVATION

Date:_____

Employee:_____

Supervisor:_____

Explanation of Concern:

Requested Corrective Action:

Response of the Employee / Agreed upon Action:

_____ _____

Signature of Employee Signature of Supervisor

Copy to: Employee Personnel File

Wilson Creek School District
Classified Employee Performance Evaluation

BUS DRIVERS

Employee's Name _____ Date _____

Rate on a scale of 1-5 with 5 indicating SUPERIOR performance and 1 indicating UNSATISFACTORY performance. Check NA if the statement does not apply.

AREAS OF EVALUATION	1	2	3	4	5	N/A
Knowledge/Job Skills						
! Pupil Management						
! Pre-trip Inspection						
! Bus Care						
! Driving Ability						
Job Performance						
! Thoroughness, Accuracy						
! Follows proper procedures						
Adaptability:						
! New Assignments						
! Working Conditions						
Judgment/Stability:						
! Reaches sound decisions independently						
! Practical						
! Analyze and solve complex problems						
! Weighs all factors						
! Adjusts to differing and new situations						
! Withstands pressure and remains calm in stressful situations						
Attendance/Punctuality:						
! Is prompt/on time for work, assignments, appointments, meetings						
! Conscientious of work and break schedules						
Cooperativeness:						
! Favorable working relations with other employees						
Initiative:						
! Self motivation						
! Improvement of output or performance						
Safety:						
! Attention to acceptable safety standards						
Dependability:						
! Assumes and fulfills job assignments and follows directions						
! Maintains confidentiality						
Ability to Relate to Students:						
! Sensitive to individual student needs						
Ability to Relate with Others:						
! Courtesy, tactfulness, cooperation and sensitivity shown to colleagues, other staff members, and parents						
Records:						
! Keeps daily records						

SUPERVISOR'S OBSERVATION
REPORT OF BUS
DRIVER

AREAS OF OBSERVATION	Exceeds Expectations	Meets Expectations	Needs Improvement
BUS PRE-TRIP			
! Checks for engine leaks			
! Checks tires			
! Checks oil, water, belts			
! Check service brakes, hydraulic or air braking systems			
! Checks emergency exits and lights			
! Checks seats, seat belts, and/or car seats			
! Checks first aid kit, bodily fluid kit, and accident packet			
! Checks front and back windows for cleanliness			
! Keeps dash and bus clean and free of litter			
ON ROAD OBSERVATIONS			
! Turns: right/left			
! Backing: straight/angle			
! Proper steering: hand placement			
! Obeys all traffic laws			
! Proper following distance			
! Seat belt			
! Cross walk/stop line observed			
! Lane of travel			
! Railroad Crossing			
! Braking and stopping points			
! Lane Change and mirror usage			
STUDENT CARE AND HANDLING			
! Sensitivity Towards students: reaction / interaction			
! Demonstrates knowledge of student needs			
! Route sheet current			
! Evacuation plan in place			
! Students assigned in evacuation plan			
! Observes all students during transport			
! Does not allow unsafe acts to continue			
! Noise level controlled			
! Interaction with staff/co-workers/parents			
! Maintains self-control			
! Radio Usage			
LOADING & UNLOADING PROCEDURES			
! Eight-way lighting sequence is followed			
! Checks traffic, mirrors before student unloads			
! Crosses student with visible motion			
! Encourages the use of the hand rail			
! Students seated before moving bus			
! Check and re-check bus before leaving location			

Wilson Creek School District Classified
Employee Performance Evaluation
CUSTODIAL/MAINTENANCE

Name Date
Position Supervisor

Rate on a scale of 1-5 with 5 indicating SUPERIOR performance and 1 indicating UNSATISFACTORY performance. Check NA if the statement does not apply.

AREAS OF EVALUATION	1	2	3	4	5	N/A
Cooperation:						
• Favorable working relations with other custodial employees						
• Cooperates with staff by showing a willingness to perform needed maintenance for the health and safety of students						
• Is open to change or demonstrates a willingness to be flexible						
• Demonstrates a cooperative attitude towards supervisor						
Performance of Duty:						
• Quantity – Performs tasks other than routine maintenance as assigned by supervisor						
• Timeliness – Demonstrates appropriate use of discretionary time						
• Quality - Work performance is of high quality						
• Effective – Demonstrates initiative in performance of routine duties						
• Accuracy						
• Thoroughness						
Adaptability:						
• New assignments						
• Working conditions						
Initiative:						
• Self-motivation; shows interest in work						
• Improvement of output or performance						
Knowledge:						
• Inclusive of Job Description						
Safety:						
• Attention to acceptable safety standards						
• Shows concern for safety of students and others						
Attendance:						
• Regular						
• Consistent						
Punctuality:						
• Arrival at work						
Judgment:						
• Reach sound decisions independently						
• Practical; exhibits good judgment and common sense.						
• Analyze and solve complex problems						
• Weighs all factors						
Building Maintenance:						
• Performs preventative maintenance						
• Keeps maintenance records						

Wilson Creek School District
Classified Employee Performance Evaluation
FOOD SERVICE

Name Date

Position Food Services Employee Supervisor

Rate on a scale of 1-5 with 5 indicating SUPERIOR performance and 1 indicating UNSATISFACTORY performance. Check NA if the statement does not apply.

AREAS OF EVALUATION	1	2	3	4	5	N/A
Personal Appearance						
Work Habits						
Ability to Follow Instructions						
Reliability - Dependability						
Conscientiousness						
Cooperativeness						
Physical Ability to Perform Duties						
Efficiency – Coordination: ***Ability to Produce in Allotted Time***						
Maintains Nutrition Standards for Servings						
Maintains Kitchen Cleanliness						
Adaptability: Ability to adjust to new jobs or conditions						
Initiative: ***Self motivation, development of new ideas***						
Retention: ***Retention and understanding of communication***						
Cooperation: ***Consideration and sensitivity to others***						
Attendance & Punctuality: ***Adherence to assigned schedule***						

Wilson Creek School District

Classified Employee Performance Evaluation

PARAEDUCATOR

Name Date

Position Supervisor

AREAS OF EVALUATION	**1**	**2**	**3**	**4**	**5**	**N/A**
Knowledge of Job:						
• Technical knowledge and/or skills required						
• Understanding of entire job responsibility						
• Accurate record keeping skills						
• Appropriate classroom management skills						
Instructional Skill/Classroom Management:						
• Competent level of knowledge and skill in planning, implementing and evaluating instructional experience.						
• Organization of physical classroom environment.						
• Maintains appropriate behavior with students						
Quantity of Job Performance:						
• Employees efforts are consistent with the amount of work required by job						
Quality of Job Performance:						
• Thoroughness, accuracy, neatness						
• Correct care of equipment and materials						
Job Attitude:						
• Personal interest and initiative shown toward assigned tasks						
• Compliance and support for district rules, school and departmental activities						
• Strong and friendly interest in the well being of students served						
• Cooperation with immediate supervisor						
Dependability:						
• Reliability (degree to which an employee remains on job)						
• Carries out instructions and completes assigned tasks						
• Conscientious, works with minimal supervision						
• Treats all records and/or situations in a confidential manner						
Attendance/Punctuality:						
• Comes to work daily						
• Adheres to assigned hours and schedules of work						
• Conscious of attendance, breaks and assigned duty schedules						
Initiative:						
• Works independently without need for close supervision						
• Exceeds minimal performance required by job						
• Completes assigned responsibilities with minimal direction						
Stability:						
• Adjusts to differing and new situations						
• Withstands pressure and remains calm in crisis situations						
Ability to Relate with Others:						
• Courtesy, tactfulness, cooperation and sensitivity shown to colleagues, other staff members, and parents						
Ability to Relate with Students:						
• Sensitive to individual student needs						
• Understanding of and commitment to each students background and characteristics						

Wilson Creek School District
Classified Employee Performance Evaluation
TRANSPORTATION SUPERVISOR

AREAS OF EVALUATION	1	2	3	4	5	N/A
Scheduling						
! Activity Trips						
! Bus Routes						
! Driver Training						
Records						
! Keeps records on all vehicles and drivers qualifications						
Knowledge/Job Skills						
! Pupil management						
! Pre-trip inspection						
! Bus care						
! Driving ability						
Job Performance:						
! Thoroughness, accuracy						
! Follows proper procedures						
Adaptability:						
! New assignments						
! Working conditions						
Judgment/Stability:						
! Reaches sound decisions independently						
! Practical						
! Analyze and solve complex problems						
! Weighs all factors						
! Adjusts to differing and new situations						
! Withstands pressure and remains calm in stressful situations						
Attendance/Punctuality:						
! Is prompt/on time for work, assignments, appointments, meetings						
! Conscientious of work and break schedules						
Cooperativeness:						
! Favorable working relations with other employees						
Initiative:						
! Self motivation						
! Improvement of output or performance						
Safety:						
! Attention to acceptable safety standards						
Dependability:						
! Assumes and fulfills job assignments and follows directions						
! Maintains confidentiality						
Ability to Relate to Students:						
! Sensitive to individual student needs						
Ability to Relate with Others:						
! Courtesy, tactfulness, cooperation, and sensitivity shown to colleagues, other staff members, and parents						

Wilson Creek School District

Classified Employee Performance Evaluation

TECHNOLOGY

Name Date

Position Supervisor

AREAS OF EVALUATION	**1**	**2**	**3**	**4**	**5**	**N/A**
Knowledge of Job:						
• Technical knowledge and/or skills required						
• Understanding of entire job responsibility						
• Accurate record keeping skills						
• Appropriate classroom management skills						
Instructional Skill/Classroom Management:						
• Competent level of knowledge and skill in planning, implementing and evaluating instructional experience.						
• Organization of physical classroom environment.						
• Maintains appropriate behavior with students						
Quantity of Job Performance:						
• Employees efforts are consistent with the amount of work required by job						
Quality of Job Performance:						
• Thoroughness, accuracy, neatness						
• Correct care of equipment and materials						
Job Attitude:						
• Personal interest and initiative shown toward assigned tasks						
• Compliance and support for district rules, school and departmental activities						
• Strong and friendly interest in the well being of students served						
• Cooperation with immediate supervisor						
Dependability:						
• Reliability (degree to which an employee remains on job)						
• Carries out instructions and completes assigned tasks						
• Conscientious, works with minimal supervision						
• Treats all records and/or situations in a confidential manner						
Attendance/Punctuality:						
• Comes to work as scheduled						
• Adheres to assigned hours and schedules of work						
• Conscious of attendance, breaks and assigned duty schedules						
Initiative:						
• Works independently without need for close supervision						
• Exceeds minimal performance required by job						
• Completes assigned responsibilities with minimal direction						
Stability:						
• Adjusts to differing and new situations						
• Withstands pressure and remains calm in crisis situations						
Ability to Relate with Others:						
• Courtesy, tactfulness, cooperation and sensitivity shown to colleagues, other staff members, and parents						
Ability to Relate with Students:						
• Sensitive to individual student needs						
• Understanding of and commitment to each students background and characteristics						