

TABLE OF CONTENTS

<u>Article</u>	<u>Title</u>	<u>Page</u>
1.0	General Statement of Philosophy	1
2.0	Salary Schedules	1
3.0	Job Descriptions	2
4.0	Definitions	3
5.0	Overtime Pay	4
6.0	Other Provisions	4
7.0	Work Outside Classification.....	5
8.0	Laundry	5
9.0	Vacation Allowance	5
10.0	Staff Development	6
11.0	Holidays	6
12.0	Safety.....	7
13.0	Leaves	8
14.0	Promotions and Transfers	10
15.0	Retirement	11
16.0	Employee Notification	12
17.0	Termination of Employment.....	12
18.0	Reduction in Work Force	13
19.0	Change in Hours.....	15
20.0	Personnel File.....	16
21.0	Employee Rights.....	17
22.0	Performance Evaluations.....	17

TABLE OF CONTENTS-Continued

<u>Article</u>	<u>Title</u>	<u>Page</u>
23.0	Optional Payroll Deduction	18
24.0	Group Insurance	18
25.0	Grievance Procedure	20
26.0	Union Rights Statement.....	21
27.0	Management Rights Clause	22
28.0	Subcontracting.....	22
29.0	Severability	23
30.0	Committees.....	23
31.0	Adoption and Renewal.....	24
Attachment #1	WAC Finance— Shared Leave.....	25