

**COLLECTIVE BARGAINING
AGREEMENT**

between the

**SHORELINE SCHOOL DISTRICT
NO. 412**

and the

**SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 925**

TRANSPORTATION EMPLOYEES

September 1, 2015 to August 31, 2019

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SHORELINE SCHOOL DISTRICT NO. 412
Shoreline, Washington 98155

**COLLECTIVE BARGAINING AGREEMENT WITH SEIU, LOCAL #925 -
TRANSPORTATION BARGAINING UNIT**

Effective September 1, 2015 through August 31, 2019

ARTICLE 1 - GENERAL STATEMENT OF PHILOSOPHY

Section 1. Purpose of Agreement - This salary schedule and provisions for school bus drivers employed by the Shoreline School District expresses the philosophy of the District in developing personnel policies which will attract and hold the best qualified personnel for all positions in the District.

Section 2. Performance Reviews - It is the policy of the Shoreline Board of Directors to adopt a procedure for annual performance review of each employee.

Section 3. Non-Discrimination - It is agreed between the District and the Union that non-discrimination pursuant to federal, state, and local laws, will be maintained for all employees under this Agreement.

ARTICLE 2 - SALARY SCHEDULES, DEFINITIONS & CLASSIFICATIONS

Section 1. Definition of School Bus Drivers - For the purpose of clarification, a school bus driver is defined as a person employed by the Shoreline School District for the purpose of transporting students to and from school, and to and from all school-related functions.

A. Regular School Bus Driver: A regular school bus driver is an employee working for the Transportation Department on an hourly assigned basis and is hired by the District as a regular bus driver. A regular school bus driver shall be guaranteed a minimum of two (2) hours per day as assigned by the Transportation Manager.

B. Flex School Bus Driver: A flex school bus driver is hired specifically to provide daily substitute coverage for regular routes or any other trips for which a regular bus driver is not available. Field trips shall be assigned to regular drivers by the current practice of seniority and rotation; a flex driver may be assigned the available route becoming open due to a field trip assignment. Flex drivers may bid on two (2) year trips and on five (5) year trips that do not conflict with a potential route time. All mid days shall be assigned by the current practice and only when a mid day cannot be filled may it then be assigned to a flex driver. The intent is to continue to give opportunity to regular drivers having less than 8 hours per day before awarding work to flex drivers.

The Parties acknowledge that hiring flex drivers occurs when the District is having difficulty hiring enough substitute drivers to provide reliable coverage for

1 absences or vacant positions. The District may hire the number of flex drivers
2 determined to be necessary at a given time due to substitute shortages. Flex
3 drivers shall be guaranteed a minimum of eight (8) hours per day. Flex driver
4 hours shall be assigned as needed by Dispatch to fulfill the needs of the District.
5

6 Example: Drivers may need to be scheduled to pick-up McKinney Vento for early
7 morning runs or take home runs as needed and assigned by the transportation
8 supervisor. Driver will be available for (8) eight hours per day and non-driving
9 time can be filled by other appropriate transportation related work. Flex drivers
10 shall not be assigned solely for the purpose of Dispatch or Bus Washing but may
11 assist as needed and/or in other transportation related duties as needed. Flex
12 drivers may be scheduled in increments for a combined (8) hour day as directed
13 by the Director of Transportation to better fit the needs of the department. The
14 district will make every effort to work with all flex drivers so they work within the
15 hours of 6:00 a.m. to 4:00 p.m. or 8:00 a.m. to 6:00 p.m., trying to avoid having a
16 driver on district property for 12 hours to earn 8 hours of work.
17

18 A flex school bus driver is expected to have a thorough knowledge of the
19 Shoreline School District, and be able to drive regular, mobility, and/or special
20 needs routes.
21

22 **C. Trainee School Bus Driver:** A trainee school bus driver is an employee
23 who has applied for a school bus driver position, passed the orientation and
24 interview process, and been accepted into the District's New Hire Driver Class.
25 The trainee school bus driver will be paid the minimum hourly wage for each hour
26 of participation in the New Hire Driver Class. Upon successful completion of the
27 training program and being hired by the District as a regular or substitute school
28 bus driver, the Trainee School Bus Driver will be paid the appropriate hourly rate
29 of pay for hours worked in the position into which s/he is hired. The Trainee
30 School Bus Driver will also be reimbursed on the June paycheck for the cost of
31 the Commercial Drivers License endorsements obtained through successful
32 completion of the New Hire Driver Class, provided the driver has worked for the
33 District as a substitute or regular bus driver at least 80% of the time offered to the
34 employee to work following successful completion of the class and subsequent
35 employment as a regular or substitute bus driver.
36

37 **D. Substitute School Bus Driver:** A substitute school bus driver is a
38 driver who is available for on call substitute work for regular drivers. After sixty
39 days of substitute work, the substitute will be paid at base rate, but is not entitled
40 to any other rights or benefits under the Agreement, except Section 4.14.
41

42 **Section 2. Definition of Benefit Hours –** For the purpose of calculating insurance
43 allocations and determining hours per day for leave and holiday pay, Benefit Hours shall
44 be calculated by computing a daily average per week of the assigned hours for regular
45 routes, including to/from and optional routes.
46

47 **Section 3. Definition of Regular Route Assignment –** The Regular Route
48 Assignment for a driver includes to/from and optional routes that are bid on and awarded
49 to a driver. It does not include 2-year and 5-year trips. A driver whose regular route
50 assignment does not fill the two-hour minimum for pay purposes is on the clock for the
51 entire two hours and may be assigned additional work to fill the paid time.
52

1 **Section 4. Definition of Activity Run** – An Activity Run is a route scheduled after
2 the regular school day to transport students home following completion of after school
3 activities. The ridership is based on the students who choose to ride the Activity Run on
4 a given day, therefore the time required to complete the route is not consistent from day
5 to day. Benefit hours for an activity run shall be no less than two (2) hours.
6

7 **Section 5. Driver Protective Gear** - The school district will provide bus drivers with
8 overalls and disposable gloves when washing buses, fueling buses and adding oil. The
9 school district will provide a shed where bus drivers can check and add oil in the buses
10 as required.
11

12 **Section 6. No Limitation of Duties** - A school bus driver shall not be limited to
13 these duties, and may perform support duties as required to fill his/her regularly
14 assigned day. Each driver shall be responsible for cleaning his/her equipment or other
15 equipment as assigned.
16

17 **Section 7. Job Descriptions** - The District shall furnish the Union with a job
18 description for school bus drivers including modification and revisions thereto.
19

20 **Section 8. Probationary Period** - A regular school bus driver is considered a
21 probationary employee during the first one hundred eighty (180) days worked as a
22 regular school bus driver. Wages will move to the bus driver base rate after sixty (60)
23 days of regular or substitute driving.
24

25 **Section 9. Wage Adjustments** – For the 2015-16, 2016-17, 2017-18 and the 2018-
26 19 school years, the District will adjust wages by the statewide percentage increase
27 identified in the appropriations act for the classified employee salary variable of the
28 Basic Education Act staff funding formula, and/or the State I-732 Cost of Living
29 Adjustment, in the month such increase is effective.
30

31 In addition, the District and the Union agree to conduct an annual compensation market
32 study before April 1 of each year, to determine whether a percentage increase shall be
33 applied to the wage rates then in effect to bring Shoreline's rates to midpoint for the
34 following school year. The "mid-point" shall be defined as the 8th ranked pay rate for
35 each position, computed using the maximum pay rate for a bus driver position and the
36 equivalent value of nine (9) years of pay in lieu of vacation for each district. The
37 district at the 8th position of the list shall determine the wage rate for Shoreline, provided
38 such rate represents an increase and not a decrease to current rates. The District and
39 the Union shall determine the distribution of the total cost of such additional
40 compensation to each regular position in the contract. A separate midpoint study shall
41 be conducted to determine the midpoint increase, if any, for substitute positions. The
42 District and the Union agree to use wage data from the following 17 school districts in
43 King and Snohomish Counties in the midpoint analysis: Bellevue, Edmonds, Everett,
44 Highline, Issaquah, Lake Stevens, Lake Washington, Marysville, Mercer Island, Monroe,
45 Mukilteo, Northshore, Renton, Seattle, Shoreline, Snohomish, and Tukwila For the
46 calculation of 2015-2016 pay rates, the midpoint adjustment will be determined by
47 calculating the increase using the 2014-2015 wage data for the 17 school districts. The
48 statewide percentage increase will then be added to each rate other than the Trainee
49 rate, which shall remain at minimum wage.
50
51
52

1 **Section 10. Salary Schedules** – All employees are paid on an hourly basis. The
2 hourly rate for Summer Detailing shall be the base rate minus ten percent.
3

4 **2015-2016**
5 **Hourly Rate**

6		
7	Trainee Rate	\$ minimum wage
8	Entry Rate (first 60 days of driving)	\$ 19.73
9	Base Rate (after sixty days of driving)	\$ 21.70
10	Assistant Dispatcher	\$ 24.82
11	Substitute Assistant Dispatcher	\$ 23.97
12	Driver Trainer	\$ 23.97
13	Upholstery Repair	\$ 21.70
14	Summer Detailing (base rate minus ten percent)	\$ 19.53
15		

16 **Section 11. Career Bonus** – Employees with five (5) years of experience shall be
17 paid an additional \$.20/hour, employees with ten (10) years of experience shall be paid
18 an additional \$.40/hour, and employees with twenty (20) years experience shall be paid
19 an additional \$0.60/hour commencing upon the anniversary of the employee's hire date.
20

21 **Section 12. Support Services**

22
23 Support service positions shall include but not be limited to the following based
24 upon job postings and selection of most qualified employee(s) to be assigned as
25 needed:
26

- 27 Upholstery Repair
- 28 Driver Trainer
- 29 Assistant Dispatcher

30
31 Drivers who accept support services positions shall not bid on 2- or 5-year trips
32 that conflict with their support services assignments, as scheduled by the
33 Director.
34

35 **Section 13. Exclusive Jurisdiction Over Bargaining Unit Work** - All work detailed
36 in the job description shall be exclusively performed by employees covered by this
37 agreement, provided that nothing in this section shall prevent the District from
38 subcontracting services pursuant to Article 22 and 23 of this agreement.
39

40
41 **ARTICLE 3 - WORK WEEK & WORK YEAR**

42
43 **Section 1. Standard Work Week** - The regular work week shall consist of a Monday
44 through Friday schedule. All salaries and other provisions of this schedule shall be
45 allowed for all school bus drivers within the District, based on a standard work week of
46 forty (40) hours per week consisting of five (5) consecutive eight (8) hour days. Any time
47 worked in excess of eight (8) hours per day or forty (40) hours per week shall be
48 considered overtime. All employees shall be paid to the next quarter hour.
49

50 **Section 1.1 Standard Work Year** - The regular work year shall include the
51 Shoreline school year calendar as adopted by the School Board and published
52 on the District's website, plus the days scheduled for mandatory and optional

1 activities prior to the start of school. In addition, drivers may select optional
2 assignments beyond the regular school year, as described in Article 4, Section
3 13 Summer School. Drivers who accept routes that transport students to other
4 school districts shall fulfill the hours related to the route, regardless whether the
5 Shoreline school calendar is different from the other district's calendar (example:
6 Spring Break is different between the two calendars). Drivers who accept such
7 routes shall work the days required by the other district calendar(s). It is expected
8 that a driver with an out-of-district route will fulfill their contracted route time.
9 Requests for leave when the school calendars conflict may be granted by the
10 Director of Transportation, in consultation with the Director of Human
11 Resources). If a driver's entire assignment is tied to another school calendar that
12 ends prior to Shoreline's school calendar, the driver may accept additional work
13 in Shoreline
14

15 **Section 2. Minimum Pay.**

- 16
- 17 **A.** A regular school bus driver shall be guaranteed a minimum of two (2) hours
18 assignment for a regular route assignment.
 - 19
 - 20 **B.** A one (1) hour minimum shall be paid for support maintenance duties.
 - 21
 - 22 **C.** Summer School drivers shall be guaranteed a two (2) hour minimum shift.
23 Nothing precludes a driver from bidding on both a morning summer school
24 run and an afternoon summer school run. If there is more than a one-half
25 hour break in service between route assignments, the employee will receive
26 the minimum shift allowance for both assignments.
 - 27
 - 28 **D.** Each driver shall be allowed fifteen (15) minutes before a.m. routes and ten
29 (10) minutes before p.m. routes of paid time for pre-trip inspection and
30 preparation of their bus.
 - 31

32 **Section 3. Extra Work Opportunities** - Regular bus drivers by slipboard seniority
33 will be offered non-regular runs listed below before substitute drivers if such assignment
34 would not result in overtime. If overtime would result in any event then the assignment
35 would be offered to the most senior regular driver requesting such work. Such work
36 includes:

- 37
- 38 1) Field trips
 - 39 2) Midday kindergarten runs
 - 40 3) Activity runs
 - 41 4) Therapy runs
 - 42 5) Midday preschool runs
 - 43 6) Head Start
 - 44 7) Shuttles
 - 45

46 **Section 4. Request for Extra Work Form (Yellow Sheet)** - A "Request for Extra
47 Work" form (known as the "yellow sheet") is posted for the purpose of requesting extra
48 work assignments on a daily basis. It is the responsibility of the driver to accurately and
49 completely sign this form prior to the time it is taken down each day, in order to indicate
50 availability for extra work.
51

1 **Section 5. Assignment of Extra Work** - If an extra assignment listed in Article 3,
2 Section 3 will not result in overtime, then the work will be assigned to the most senior,
3 per slipboard, available regular driver requesting extra work (by signing the yellow sheet)
4 before a substitute is assigned such work. This provision may necessitate a regular
5 driver's a.m. or p.m. route to be covered.

6 If overtime will result in any event, then the work will be assigned to the most senior
7 regular driver requesting extra work (by signing the yellow sheet), regardless of regular
8 assignments, before such work is assigned to substitutes.

9
10 **Section 6. Adjustment of Assignments to Minimize Overtime** - Whenever
11 possible, to avoid overtime due to an extra assignment, a driver may be relieved of some
12 or all of his/her regular afternoon assignments.

13
14 **Section 7. Driver Responsibility to Assist in Minimizing Overtime** - It is not the
15 intent of the District to assign overtime. Therefore, prior to accepting any extra work
16 assignments, drivers must inform dispatch if any work will result in overtime.

17
18 **Section 8. Overtime Pay** – Overtime pay will be paid after eight (8) hours in a given
19 day, or after forty (40) hours in a given week, or as otherwise provided in this
20 Agreement. Applicable overtime rates are as follows:

21
22 **A. Overtime:** One and one-half (1-1/2) times the school bus driver's regular rate
23 of pay.

24
25 **B. Saturday:** One and one-half (1-1/2) times the school bus driver's regular rate
26 of pay.

27
28 **C. Sunday:** Two (2) times the school bus driver's regular rate of pay.

29
30 **D. Holidays:** Three (3) times the school bus driver's regular rate of pay which
31 includes the regular holiday pay.

32
33 **Section 9. Call Back Service** - Call back service is defined as an assignment in
34 excess of the normal assignment when a break-in-service occurs. A minimum of two (2)
35 hours shall be paid at straight time pay and overtime shall be paid if in excess of eight
36 (8) hours is worked. A break-in-service occurs when more than one-half (1/2) hour
37 elapses between a driver's route assignments.

38
39 **Section 10. Standby Time** - Standby time is time other than actual driving time when
40 the driver is not required to exercise care or supervision of the equipment and when the
41 driver is in overtime status. The regular hourly rate of pay shall apply in standby
42 situations Monday through Saturday except on holidays and Sundays when the regular
43 overtime rate of one and one-half (1-1/2) the regular hourly rate shall be paid.

44
45 **Section 11. Physicals** - All school bus drivers shall be paid for a minimum of two (2)
46 hours for the physical examination required for the renewal of the school bus driver's
47 certificate.

48
49 **Section 12. Mandatory Training** - All school bus drivers shall be paid at the base
50 rate, except where overtime occurs as requested by the District, for attendance at
51 meetings and training courses when required by the School district or Transportation
52 Department. Mandatory training for all drivers shall include one day (8 hours) prior to

1 the start of the school year and monthly one-hour training sessions scheduled in
2 advance by the Director. Employees who are unable to attend the in-service day prior to
3 the start of the school year or unable to attend a monthly meeting due to a conflicting
4 work assignment shall receive the training materials from the Director.
5

6 **Section 13. Payment of Federal Licensing Fees** - The District shall pay district
7 required federal licensing fees for all current Shoreline school bus drivers. Newly trained
8 drivers will be reimbursed for the initial federal licensing fees after completion of sixty
9 (60) days of driving. The District will reimburse employees for required certifications,
10 permits and licenses.
11

12 **Section 14. Rest Breaks** – Employees shall receive a paid fifteen (15) minute break
13 during each four (4) hours worked. It is the District’s intention to provide uninterrupted
14 rest breaks. Employees may take rest breaks away from the duty station. If an
15 employee feels that the building or department schedule does not provide sufficient time
16 for a break, District management will investigate and alter schedules to ensure the
17 employee is scheduled for a contractual break.
18

19 **ARTICLE 4 - REGULAR ROUTE ASSIGNMENT**

20
21
22 **Section 1. Union Responsibility for Operation of Seniority Slip Board** - All the
23 following shall be carried out with the full knowledge and approval of both the District
24 and the Union Steward. The Union Steward shall be responsible for the proper
25 operation of the seniority slip board. A representative for the Union may be present on
26 the day of route selection.
27

28 **Section 2. Initial Route Picks** - At the beginning of each school year, the
29 department shall display all a.m., p.m. and Special Education routes with the minimum
30 amount of hours also listed. School bus drivers shall then select their regularly
31 scheduled daily routes by slipboard seniority. Every effort shall be made to utilize the
32 same school bus driver for both a.m. and p.m. routes of their choice. If a school bus
33 driver is not present for selection, the Shop Steward may make the selection for the
34 employee, provided the Transportation Assistant, Supervisor, Union Steward or Union
35 Business Representative has received a written request for selection from the absent
36 employee; however, in cases of emergency, a verbal request will be accepted for
37 selection.
38

39 **Section 3. Driver Input Through Labor Management Committee** - Bus drivers are
40 encouraged to provide input regarding transportation issues through the Labor
41 Management Committee.
42

43 **Section 4. Required Attendance on Route Selection Day** - Drivers shall be
44 required to attend on the day of route selection and shall be paid for all time in
45 attendance.
46

47 **Section 5. Optional Route Selection** - After regular routes have been selected, the
48 drivers, by slipboard seniority, shall select the optional routes, which also have been
49 displayed by the department, to fill their daily schedule up to but not to exceed eight (8)
50 hours per day. Optional routes shall include: kindergartens, regular daily after-school
51 activities, Head Start, athletic shuttles, special education work programs, therapy runs,
52 and midday preschool routes and shuttles.

1 **Section 6. Learning Selected Routes** - Drivers shall be provided time to become
2 familiar with their selected routes equal to the time needed to drive the a.m. route plus the
3 optional and/or midday routes.
4

5 **Section 7. Updating Necessary Maps and Route Listings** - Drivers will be allowed
6 a reasonable amount of paid time to update all necessary maps and route listings. If
7 maps are not provided, drivers will be allowed a reasonable amount of paid time to
8 prepare all necessary maps.
9

10 **Section 8. Eligibility for Optional Routes** - In order to qualify to pick an optional run,
11 a school bus driver must drive an a.m. and a p.m. route on a regular assigned basis. A
12 re-pick on all optional runs shall be made on the third Friday of October annually, unless
13 the third Friday is a non-student day in which case the re-pick will be held on the fourth
14 Friday in October. The re-pick shall be conducted in the same manner as the initial route
15 pick. Following the annual optional re-pick, any unassigned shuttles will be assigned or
16 posted within ten (10) working days of their availability.
17

18 **Section 9. Duration of Route Selection** - Once a school bus driver has selected a
19 run, he/she shall remain on the same run throughout the regular school year, unless a
20 run becomes vacant which will enable him/her to serve more hours per day, condense
21 the work day or increase salary.
22

23 **Section 10. Posting of Vacant Routes** - If a run becomes vacant for any reason, or a
24 new route is created, or an increase of more than one half (1/2) hour occurs in any route
25 time, the Supervisor shall post the run for a forty-eight (48) hour period prior to filling, and
26 shall post said routes within five (5) working days of their creation or vacancy. Drivers
27 shall sign for the run during this time period and the run will be assigned by slipboard
28 seniority. If no regular driver announces a desire to be assigned to this run or the
29 assignment of the run results in an open position, the open position will be posted for
30 applications. Substitutes working in the District will be guaranteed an interview for the
31 position.
32

33 **Section 11. Temporary Changes in Route Assignments** - In an emergency, or for
34 reasons of safety, the District shall have the right to temporarily switch drivers on routes.
35

36 **Section 12. Involuntary Reassignment of Driver** - If it is evident that a driver is not
37 capable of handling, in a manner satisfactory to the Supervisor, any situation involving
38 students, building staff, administrators, the public or equipment, the Supervisor shall have
39 the right to reassign the driver in question, after a hearing. The Union representative
40 shall have every opportunity to be present at said hearing. Any driver being reassigned
41 for reasons included in this section shall receive a minimum of four (4) hours of additional
42 training during the driver's regularly assigned hours.
43

44 **Section 13. Summer School** - Summer school routes and other summer positions
45 shall be considered an integral part of this Agreement and shall be posted for sign-ups
46 and assigned by slipboard seniority. All field Trips and two-year trips occurring during the
47 summer are assigned using a "summer school" rotation list and preference sheets,
48 containing only the names of summer school, parks and recreation, therapy and special
49 education drivers and members of the summer cleaning crew.
50

51 **Section 14. Temporary Positions as Leave Replacements** - When it is known in
52 advance that a driver will be absent for longer than thirty (30) working days, the route

1 shall be posted for bid on a temporary basis within five (5) working days of Human
2 Resources or Director of Transportation receiving written notice that a position is
3 available. The replacement employee shall become eligible for healthcare benefits under
4 Article 14 and pro-rated personal leave. When a substitute driver has been assigned to a
5 route due to the unplanned absence of the regularly assigned driver or the lack of a
6 regularly assigned driver for longer than thirty (30) days of driving, that driver will be
7 eligible for healthcare benefits under Article 14. Additionally, the substitute driver will
8 receive pro-rated personal days retroactive to the first day of driving the route.
9

10 **Section 15. Non-Continuing Routes** – When a substitute driver is assigned to a
11 posted non-continuing route, e.g. McKinney-Vento routes, overload routes, etc.
12 (excluding routes under Section 4.14) prior to the first rebid (Section 4.8), the driver will
13 receive healthcare, pro-rated personal leave and all other benefits (excluding Section
14 17.5 if the driver’s probationary period has not ended.)
15

16 **Section 16. Assignment of Mobility Assistants** - Special education routes will be
17 provided with mobility aides when such personnel are determined by the District to be
18 necessary to ensure the safety and welfare of special education students.
19

20 ARTICLE 5 - TWO AND FIVE YEAR TRIP ASSIGNMENTS

21 **Section 1. Monday through Friday Trips (Two-Year Trips)**

22
23
24
25 **A. Eligibility for Two-Year Trips** - A regular school bus driver, who has been
26 employed by the Shoreline School District as a bus driver for two (2) or more
27 years, will be eligible for Monday through Friday trips. Drivers will be required to
28 indicate their availability to drive for Monday through Friday trips.
29

30 **B. Description of Two-Year Trips** – Two year trips are those occurring on a
31 Monday through Friday during the regular school calendar year not expected or
32 not requesting to return to the Transportation facilities prior to six o'clock (6:00)
33 p.m. of the same day. The driver may be replaced on his/her regularly assigned
34 route in this event. Any field trip or athletic trip occurring on a non-student day
35 during the regular school year is considered a two-year trip, provided that the trip
36 does not meet the criteria for a 5-year trip.
37

38 **C. Two-Year Trip Rotation List** - A rotation list shall be on display in the drivers'
39 room with all eligible drivers' names on the list. The trips will be assigned by Two-
40 Year Trip List seniority and in continuous rotation. The Union Steward shall
41 record all trips on the rotation list as they are assigned.
42

43 **D. Minimum Pay** - When driving a two-year trip, a driver will be guaranteed two
44 hours minimum pay over their regular route assignment scheduled for that day.
45

46 **E. Driver Availability Requirements** - At the beginning of each school year,
47 eligible drivers shall sign a list as to availability for two (2) year trips on the rotation
48 list. However, on a driver's second (2nd) year anniversary date, he/she will be
49 added to the trip rotation list automatically. Drivers who sign as available, shall
50 not refuse trips after acceptance for any reason other than illness or emergency.
51 If a driver refuses a trip after acceptance for reasons other than specified, he/she
52 will forfeit the next two (2) trips he/she is entitled to in the rotation. If a driver

1 refuses a trip and the next driver in rotation has insufficient notice, the driver shall
2 not be penalized for refusing the trip.
3

4 **F. Advance Notice of Trip Assignment** - Drivers shall receive at least twenty-
5 four (24) hours advance notice under normal conditions. School bus drivers will
6 be expected to report one-half (1/2) hour prior to departure from school for
7 Monday-Friday trips.
8

9 **G. Free Trips** – A trip is free only if it is posted on the trip board less than twenty-
10 four (24) hours before the trip report time. Free trips are awarded on a rotating
11 basis. If a driver passes on a free trip, the rotation moves on. Taking or passing
12 on a free trip does not affect the regular trip rotation. If a driver is assigned a free
13 trip and that trip is cancelled either before the trip report time or after the driver
14 leaves for the departure site, that driver shall remain eligible for the next free trip.
15

16 Should a driver be eligible for, but not yet assigned to, a two or five year trip and a
17 free trip on the same day, the driver may choose from the available trips but will
18 pass on those not taken.
19

20 **H. Notice of Trip Cancellation** - Drivers assigned a trip and not notified of a
21 cancellation one (1) hour prior to departing from the bus garage, shall be paid for
22 all time posted for the trip, not to exceed two (2) hours and pick up the next
23 available two (2) year trip.
24

25 **I. Driver Ineligibility** - Drivers become ineligible for a trip when they fail to work
26 any portion of the day of or the day prior to the scheduled trip due to employee's
27 illness or injury.
28

29 **J. Responsibility to Clean Bus** - Drivers are expected to clean the bus used for
30 the trip upon their return.
31

32 **K. Options If Multiple Trips Available** - When two (2) or more trips occur on the
33 same date, the most senior driver eligible in rotation for a trip shall be allowed to
34 specify the trip he/she desires. Where a driver is eligible for two two-year trips on
35 the same day (e.g. because of canceled/rescheduled trips), the driver does not
36 lose his/her rotation for the trip not chosen.
37

38 **L. Replacement on Regular Route** - If trips are scheduled during the driver's
39 regular work shift, he/she will be replaced on his/her regularly assigned route.
40
41

42 **Section 2. Saturday/Sunday/Holiday/Overnight Trips (Five-Year Trips)** 43

44 **A. Eligibility for Five-Year Trips** - A regular school bus driver who has been
45 employed by the Shoreline School District as a bus driver for a minimum of five
46 (5) years shall be eligible for Saturday, Sunday, holiday, overnight trips. The trips
47 will be assigned by Five-Year Trip List seniority and on a continuous rotation
48 basis. Drivers will be required to drive on Saturday, Sunday, holiday, overnight
49 trips.
50

1 **B. Advance Notice of Assignments** - The Transportation Assistant shall give
2 two (2) days' advance notice under normal conditions. The Union Steward shall
3 record all trips on the rotation list as they are assigned.
4

5 **C. Replacement on Regular Route** - If overnight trips are scheduled during the
6 driver's regular work shift, he/she will be replaced on his/her regularly assigned
7 route.
8

9 **D. Standby Time and Compensation** - It is understood that on trips when the
10 driver and bus are not utilized, or when the total of driving and standby hours
11 equals less than eight (8) hours, the driver will receive eight (8) hours of pay at the
12 standby wage; or a combination of driving and standby time not to exceed eight
13 (8) hours. Compensation on the day the trip departs and the day the trip returns
14 does not guarantee eight (8) hours of pay. Hotel expenses and cost of meals will
15 be paid by the District or group requesting the use of the bus.
16

17 **E. Report Time and Cancellation** - Drivers are expected to report three quarters
18 (3/4) of an hour prior to departure from school for all Saturday, Sunday, holiday,
19 overnight trips. Drivers assigned a five-year trip and not notified of a cancellation
20 two (2) hours prior to departure from the bus garage shall be guaranteed a
21 minimum of two (2) hours pay and to pick up the next available five (5) year trip.
22 In the event the next available five (5) year trip is cancelled, the driver will receive
23 a minimum of four (4) hours pay and the rotation moves to the next driver. Drivers
24 on five-year trips will be paid for four (4) hours as a minimum.
25

26 **F. Driver Cancellation After Accepting Trip(s)** - Any driver refusing, after
27 acceptance, two (2) of the specified trip assignments shall be removed from the
28 five (5) year rotation list for that semester. On the driver's anniversary date,
29 he/she will be added to the trip rotation list automatically. However, at the next
30 available sign-up date, these drivers must also indicate availability.
31

32 **G. Driver Ineligibility** - Drivers become ineligible for a trip when they fail to work
33 any portion of the day of or the day prior to the scheduled trip due to an
34 employee's illness or injury.
35

36 **H. Options When Multiple Trips Available** - When two (2) or more trips occur
37 on the same date, the most senior driver eligible for a trip in rotation shall be
38 allowed to specify the trip he/she desires. Where the driver is eligible for a two-
39 year and a five-year trip on the same day, the driver may choose the trip he/she
40 wishes to take and loses the trip not chosen.
41

42 **I.** There are no free five year trips. If a five year trip comes in with less than forty-
43 eight (48) hours notice, a driver does not lose his or her place in the rotation if
44 they pass with NEN (Not Enough Notice).
45

46 Should a driver be eligible for, but not yet assigned to, a two or five year trip and a
47 free trip on the same day, the driver may choose from the available trips, but will
48 pass on those not taken.
49
50
51

1
2
3 **ARTICLE 6 - VACATION ALLOWANCES**

4 **Section 1. Vacation Accrual and Annual Vacation Cashout** - Drivers completing by
5 January 31 of any year, the sixty (60) days of driving needed for change to regular or
6 base pay rate, will receive credit for one (1) year of service. Employees shall receive a
7 pro-rata vacation in accordance with all regular assigned hours on November 1 or March
8 1, whichever is greater. New employees to Transportation will be credited for any prior
9 district experience in a regular position. All vacation allowances will be paid on the last
10 warrant in July or the regular payroll date, according to the following schedule:

11 Paid in July after end of:

12

1 st full year of service	0 days
2 nd – 4 th full year of service	10 days
5 th – 9 th full year of service	15 days
10 th – 15 th full year of service	20 days
16 th full year of service	21 days
17 th full year of service	22 days
18 th full year of service	23 days
19 th full year of service	24 days
20 or more full years of service	25 days

13
14
15 **Section 2. Pro-ration of Vacation Accrual and Cashout for Unpaid Leave –**
16 Annual vacation accrual and cashout will be adjusted and pro-rated to exclude periods of
17 unpaid leave in excess of ten (10) days per year, except for any unpaid leave covered by
18 the Family and Medical Leave Act (FMLA).

19
20 **Section 3. Vacation Accrual Upon Transfer –** Upon transferring from one District
21 department to another, employees shall maintain their vacation accrual rate according to
22 their years of service with the District.

23
24 **Section 4. Donated (Shared) Leave -** Employees may donate a portion of their
25 vacation/sick leave payout to fellow employees who have exhausted their sick leave
26 accrual and meet the provisions of District policy and in accordance with state law and
27 regulations.

28
29
30 **ARTICLE 7 - STAFF DEVELOPMENT**

31
32 **Section 1. Staff Development Opportunities -** School bus drivers will be paid at
33 their appropriate rate of pay for each hour of District-approved training attended.
34 Attendance is voluntary and classes are provided to help employees improve their skills.
35 Training will take place on days or times when the students are not in attendance. Hours
36 with pay will be offered for staff development classes authorized by the District. The total
37 number of hours offered will be based on six hours per waiver day applied for and
38 approved. For example, a five-day waiver application will result in thirty (30) hours
39 offered of staff development. These training opportunities do not preclude discussions
40 between the supervisor and employee regarding individual training needs and how they
41 may be achieved.
42

1 **Section 2.** The parties will work together in Labor Management Committee to survey
2 employees about areas of interest for training opportunities. Based on the results of the
3 survey, the District will inform employees of training opportunities in a variety of
4 professional development topics.
5

6 **Section 3. District Staff Development Offerings** - The District will provide up to
7 three (3) hours with pay for staff development classes authorized by the District.
8 Attendance is voluntary and class fees, if any, shall be paid by the employee.
9

10 ARTICLE 8 - HOLIDAYS

11
12
13 The following holidays shall be designated as such and any work performed on holidays
14 shall be paid for at the overtime rate for not less than two (2) hours. Regular employees
15 shall receive pay for the following holidays:
16

17 Labor Day
18 Veterans' Day
19 Thanksgiving (Thanksgiving and the following day)
20 Christmas Day plus one additional day (as scheduled on the district calendar)
21 New Year's Day plus one additional day (as scheduled on the district calendar)
22 Martin Luther King Day
23 President's Day
24 Memorial Day
25 Independence Day (July 4th plus a date to be determined on the District calendar
26 each year)
27

28 **Section 2. Eligibility for Holiday Pay** - Regular school bus drivers shall receive
29 payment for the above-mentioned holidays based on regular assigned hours. In order to
30 receive holiday pay, the driver must have been in paid status the work day either
31 immediately preceding or immediately following the holiday.
32

33 ARTICLE 9 - SAFETY

34
35
36 **Section 1. Commitment to Safety** - The District shall provide and maintain a safe
37 and healthful workplace, and comply with all state and federal laws, rules and
38 regulations pertaining to workplace safety and health. The District will provide training
39 about safety procedures and conditions.
40

41 **Section 2. Workers Responsibility** - Employees shall follow the safety and health
42 rules, wear or use all required safety gear and equipment provided by the District, and
43 participate in District provided safety training. In case of an accident involving a personal
44 injury to any person including employees, students, or visitors, regardless of how
45 serious, employees are to immediately report such incidents to the Transportation
46 Supervisor or designee. Failure to report accidents can result in a violation of legal
47 requirements and can lead to difficulties in processing insurance and benefit claims.
48

49 **Section 3. Reporting Safety Hazards** - It is the responsibility of all employees to
50 report safety hazards on a timely basis. Every effort will be made to remedy problems
51 as quickly as possible.
52

1 **Section 4. Safety Committee(s)** - A Building or Departmental Safety Committee shall
2 meet at least bimonthly. The Safety Committee shall have the following responsibilities:
3

4 **A.** Review the safety and health inspections reports to assist in correction of
5 identified unsafe conditions or practices.
6

7 **B.** Evaluate accident investigations conducted since the last meeting to
8 determine if the cause of the unsafe acts or condition involved was properly
9 identified and corrected.
10

11 **C.** Evaluate the accident and illness prevention program and make
12 recommendations for improvement where indicated.
13

14 **D.** Evaluate and recommend training and equipment needs.
15

16 Minutes of all Safety Committee meetings shall be posted on the Safety Bulletin
17 Board(s) for that particular location. Safety Committee members shall be in pay status
18 for time spent in meetings.
19

20 **Section 5. Refusal to Work Under Unsafe Conditions** – Employees may refuse to
21 work in situations where there is reasonable cause to believe that doing so would
22 present an imminent danger in which death or serious injury could result.
23

24 **Section 6. Workers Right to Know** - Material Safety Data Sheets (MSDS) will be
25 available for reference and review in a conspicuous area accessible to all affected
26 employees.
27

28 **Section 7. Safety Bulletin Board** - There shall be a safety bulletin board in every work
29 site. The bulletin board will be sufficient in size to display required posters, accident
30 statistics, Safety Committee meeting minutes and safety educational materials.
31

32 **Section 8. No Discrimination** - No employee will be disciplined, discriminated against
33 or otherwise suffer retaliation for filing a safety complaint or grievance, reporting a
34 hazard, or acting as a witness in a safety investigation.
35

36 **ARTICLE 10 - LEAVES**

37

38 **Section 1. Sick Leave (Accumulative)**

39

40 **A.** Each employee will be granted twelve (12) days annually for sick leave. Any
41 unused sick leave allowance shall be accumulated without limitation. Employees
42 may exercise an option to receive remuneration in a timely manner for unused
43 leave for illness or injury accumulated in the previous year in accordance with
44 state law at a rate equal to one day's monetary compensation of the employee
45 for each four (4) full days of accrued leave for illness or injury in excess of sixty
46 days. Upon retirement or death an employee or the employee's estate shall
47 receive remuneration in a timely manner and in accordance with state law at a
48 rate equal to one day's current monetary compensation of the employee for each
49 four (4) full days accrued leave for illness or injury.
50
51

1 B. One (1) day of sick leave is defined as being equal to the employee's regular
2 work day.
3

4 C. Sick leave shall be used for employee absence caused by personal illness,
5 injury or disability, including pregnancy and in the case of an ill child. In the case
6 of other family illness, the employee shall contact the Office of Human Resources
7 regarding use of sick leave options. Sick leave may be utilized for medical and
8 dental appointments.
9

10 D. For each day's absence due to personal illness in excess of sick leave
11 allowance, deduction of a full day's salary shall be made.
12

13 E. A doctor's certificate may be required from an employee after five (5)
14 consecutive days of absence.
15

16 F. Unused sick leave shall be transferred to and/or received from other public
17 school districts in the State of Washington. Accumulated sick leave will be
18 retained by an employee who is terminated due to reduction in force or granted a
19 leave of absence for a period of one (1) year.
20

21 G. Bus drivers employed by the District in another department during the
22 summer months may use their accumulated sick leave per Section 1.C. of this
23 article. Summer sick leave shall be compensated at the summer rates of pay.
24

25 **Section 2. Sick Leave/Coordination - Industrial Insurance** - Employees suffering
26 illness or injury compensable under state industrial insurance shall be allowed, upon
27 written request, to use sick leave to the amount of their earned credit less any industrial
28 insurance payments received. Sick leave charged to the employee shall be
29 proportionate to that portion of the employee's salary paid by sick leave. The combined
30 insurance and sick leave payments cannot total more than the employee's normal base
31 pay. Any overpayments must be returned to the District by the employee.
32

33 **Section 3. Bereavement Leave (non-cumulative)** - Up to five (5) days
34 bereavement leave shall be allowed for each death in the employee's immediate family
35 (spouse, domestic partner, parent, step-parent, child, step-child, mother or father in
36 laws, or others living in the same immediate household). Up to three (3) days
37 bereavement leave shall be allowed for absence caused by the death of that employee's
38 brother, sister, grandparent or grandchild and up to one (1) day each for funerals of
39 other relatives and/or friends. Such absence shall be reported on a District approved
40 leave form. Up to five (5) additional days bereavement for death in the employee's
41 immediate family may be granted upon written request to the Director of Human
42 Resources. These additional days shall be deducted from the employee's accrued sick
43 leave or personal leave. In the event the employee has no sick leave or personal leave
44 available, the District may approve the use of leave without pay.
45

46 **Section 4. Personal Leave (accumulative)** - Three (3) days of personal leave will
47 be allowed for each employee, cumulative up to a maximum of six (6) Personal Leave
48 days. The employee does not have to provide reasons for requesting personal leave.
49 However, the employee does need to provide reasonable advance notice of a Personal
50 Leave request whenever possible, and requests may be denied where, through the
51 unavailability of substitutes or otherwise, the leave would unduly burden departmental
52 operations. Such absence shall be reported on a District approved leave form and

1 approved by the Transportation Supervisor. Upon request reason(s) for denial shall be
2 given by the District.
3

4 **Section 5. Jury Duty** - An employee who is absent because of jury duty shall be
5 paid his/her regular rate of pay. The employee will retain fees paid as reimbursement for
6 mileage and/or related expenses. The employee shall furnish the District with a written
7 statement showing the date of jury duty. The employee shall report to work when
8 released from any jury duty during any scheduled workday.
9

10 **Section 6. Leave of Absence** - After two (2) years of continuous employment, a
11 leave of absence may be granted, not to exceed one (1) year in duration, upon written
12 application to the Office of Human Resources because of staff reduction, personal
13 illness, family emergency, child care, or special cases as recommended by the
14 Superintendent's Office. Notification of acceptance or rejection of a leave of absence
15 request will be made in writing by the Office of Human Resources. Employees granted a
16 leave of absence will retain accumulated seniority rights and sick leave. Employees may
17 continue medical benefits at their own expense for the duration of the leave of absence.
18 At the termination of the leave, not to exceed ninety (90) days, the employee shall be
19 returned to his/her former assignment. Employees returning from a leave of absence
20 will be re-employed at the same or a comparable position subject to the availability of a
21 position.
22

23 **Section 7. Temporary Disability Leave**
24

25 **A.** Each employee who for medical reasons, including pregnancy, cannot
26 perform the functions of his/her assigned position shall be considered eligible for
27 a temporary disability leave with sick leave benefits.
28

29 **B.** An employee requesting a leave due to temporary disability shall be
30 considered eligible for a temporary disability leave with sick leave benefits.
31 Drivers on leave as a result of a job-related injury or illness shall continue to
32 accumulate seniority.
33

34 **C.** An employee requesting a leave due to temporary disability shall make every
35 effort to submit that leave request to the Director of Human Resources at least
36 ten (10) working days in advance of the proposed starting date of the leave.
37

38 **D.** The effective date of the leave will be determined by the Office of Human
39 Resources in consultation with the employee and his or her physician.
40

41 **E.** An employee on temporary disability leave shall receive sick leave benefits
42 for each working day of the leave up to the number of sick leave days accrued
43 and shall retain all other rights and benefits of approved leaves.
44

45 **F.** The school district shall have the right to request a physician's certificate of
46 disability while the leave is in effect.
47

48 **G.** An employee granted a temporary disability leave shall be returned to his/her
49 former assignment.
50

51 **Section 8. Military Leave** - Military leave shall be granted as specified in State and
52 Federal law.

1 **Section 9 – Union Representative Leave** - A leave of absence shall be granted by the
2 Board for one SEIU member total per year as appointed to serve as an SEIU
3 Representative for up to twelve (12) consecutive months per appointment. Such request
4 for Union Representative Leave shall be submitted to the Executive Director of Human
5 Resources at least 120 calendar days prior to the anticipated start date of the leave.
6 The District shall, unless otherwise requested by the employee, re-employ the individual
7 who is grant Union Representative leave in the same classification upon the employee’s
8 return from the leave. When on leave, the individual shall retain all rights, benefits and
9 seniority rights that the employee had prior to taking the leave. Seniority will not continue
10 to accrue during the employee’s Union Representative Leave. The Union agrees to
11 reimburse the District for all salary costs, benefits, paid leave and employee taxes paid
12 to or on behalf of the employee on Union Representative Leave.
13

14 **Section 10 – Union Business Leave** – The Union may be allowed up to four (4) days
15 leave for Union business, subject to availability of a substitute and with seven (7) days
16 advance notice to the supervisor and Human Resources. The Union shall pay the cost of
17 the substitute.
18

19
20 **ARTICLE 11 - RETIREMENT**
21

22 **Section 1. SERS Retirement System** - All employees must mandatorily belong to
23 the School Employees Retirement System (SERS) and retirement will be governed by
24 the Rules and Regulations of said system.
25

26 **Section 2. Vacation Adjustment Upon Retirement.** At the time of retirement the
27 District will grant ten (10) additional vacation days after ten (10) or more years of service.
28

29
30 **ARTICLE 12 - SENIORITY**
31

32 **Section 1. Types of Seniority-** There are several types of seniority which apply to
33 school bus drivers, as identified and defined in this Article.
34

35 **Section 2. Slipboard Seniority** – Regular school bus drivers shall be placed in
36 order on a seniority slip board as agreed upon by the District and the Union and is the
37 property of the Union. The Union steward shall be responsible for its operation. All
38 regular school bus drivers shall be placed in order of their hire-in-date. In some
39 situations, regular school bus drivers have adjusted slipboard seniority dates as
40 determined by mutual agreement of the District and the Union prior to September 1,
41 2002. Future adjustments in slipboard seniority require the written agreement of the
42 District and the Union. All substitute drivers who became regular drivers shall be placed
43 on the seniority slip board with the regular drivers in order of their hire-in-date as regular
44 drivers.
45

46 **A. Application of Slipboard Seniority** - Slipboard seniority will prevail in
47 the event of reduction or increase of staff, in promoting school bus
48 drivers, filling vacancies, and determining regular route assignments and
49 assigning extra work to regular drivers.
50

51 **B. Retention of Slipboard Seniority In Event of Personal Illness or**
52 **Injury** - A driver will retain his/her position on the seniority slip board for

1 sixty (60) calendar days, unless a longer period is required by the Family
2 Medical Leave Act (FMLA) or other applicable leave laws, following the
3 use of all accumulated sick leave for a personal illness or injury.
4

5 **Section 3. Trip List Seniority** – Annually, eligible school bus drivers by driver request
6 have the opportunity to be placed on the Two Year Trip List and/or Five-Year Trip List by
7 hire-in date, as agreed by the District and the Union. Adjustments in Trip List seniority
8 require written mutual agreement by the Union and District. The Union steward shall be
9 responsible for maintenance and operation of the Trip Lists. In some situations, regular
10 school bus drivers have adjusted slipboard seniority dates as determined by mutual
11 agreement of the District and the Union prior to September 1, 2002. Future adjustments
12 in slipboard seniority require the written agreement of the District and the Union. Trip
13 lists are rotational lists used to assign Two-year and Five-year trips per Article 5.
14

15
16 **ARTICLE 13 - OPTIONAL PAYROLL DEDUCTIONS**
17

18 The Payroll Department will deduct union dues, including any additional amount the
19 employee voluntarily authorizes for deduction for political purposes, Washington State
20 Employees' Credit Union and other district-approved deductions for employees
21 requesting such a deduction.
22

23
24 **ARTICLE 14 - GROUP INSURANCE**
25

26 **Section 1. Group Insurance (Basic)** - Each employee working twenty (20) or more
27 scheduled hours per week is eligible to participate in the District's Basic Group Insurance
28 Program. Hours performed in support services shall be combined with driving hours for
29 participation in the Group Insurance Program.
30

31 **Section 2. District Contribution** - Each month, the District shall provide the monthly
32 amount identified in the state appropriations act plus \$29.00 for each benefit-eligible
33 Employee of the bargaining unit (regardless of the source of funds used to pay each
34 Employee's salary), prorated on the basis of the Employee's full-time equivalency (FTE).
35 For the purposes of this Article, a full-time employee is any employee working 1,440 or
36 more regularly scheduled hours during the school year. Benefit eligible employees
37 regularly scheduled to work less than 1,440 hours per year shall receive a prorated
38 share of the District contribution.
39

40 **Section 3. Mandatory Group Insurance Plans** - The cost of mandatory group
41 insurance plans mutually approved by the District and Union (dental, vision, term life
42 insurance which pays the annual salary of the employee and long-term disability - if
43 applicable) will be subtracted from the District contribution (identified in Section 2 of this
44 Article (above) each month, and the remainder will be applied toward any mutually-
45 approved medical insurance plan selected by the Employee. Any remaining portion of
46 the medical insurance premiums will be deducted from the Employee's salary warrant.
47

48 **Section 4. Calculation and Distribution of the Insurance Pooling** - Any portion of the
49 Employee's insurance allocations remaining after subtracting the cost of mandatory and
50 medical insurance premiums will be pooled for the sole benefit of other bargaining unit
51 Employees with out-of-pocket medical insurance premium costs. This monthly pool
52 amount will be calculated in October, and then re-calculated in April of each year (for

1 distribution during the months following such months). Each month, each Employee with
2 out-of-pocket costs will be credited with an equal dollar amount of the pool up to the total
3 cost of the Employee's out-of-pocket cost for premiums, or until the pool is exhausted,
4 whichever comes first (commonly referred to as "pooling by rounds").
5

6 The amount of the mandatory employer taxes not expended by the District due to
7 employee participation in a Section 125 individual medical savings account shall be
8 added to the insurance pool. This amount shall be calculated based on elections which
9 take effect January 1 of the current school year.
10

11 **Section 5. Health Care Authority Subsidy** - The District shall not use any portion of
12 the pool for the payment of the monthly Health Care Authority (HCA) subsidy required by
13 the state or any other cost, unless all Employee out-of-pocket premium costs are
14 covered for that particular school year.
15

16 **Section 6. Pooling Information** - Each year, the District shall provide a report to the
17 Union identifying the amount of the pool, an explanation how the insurance pool amount
18 was calculated and the amounts distributed to Employees. In accordance with its right
19 as a collective bargaining agent under state law, the Union may receive any further
20 financial information substantiating these figures from the District upon request.
21

22 **Section 7. Shared Insurance Allocation with Spouse or Domestic Partner Also
23 Employed by District** - An employee whose spouse/domestic partner also is a District
24 employee eligible for a District insurance contribution may combine his or her insurance
25 allocation with that of his or her spouse/domestic partner for the purchase of a single
26 insurance plan to offset the employee's out-of-pocket costs for medical insurance
27 premiums (e.g. the purchase of one "employee plus spouse" plan rather two "employee
28 only" plans). The reduction in insurance and the unused portion of the insurance
29 allocation shall be returned to the insurance pool(s). If the spouse/domestic partner is in
30 a different bargaining unit, the other bargaining unit must agree to the same procedure
31 before the combination of insurance allocations can be effective. If the spouse/domestic
32 partner is in a different insurance pool, one-half of the cost of the single insurance plan
33 shall be charged to each insurance pool.
34

35 **Section 8. Optional Supplemental Insurance** - Employees may elect to have optional
36 group insurance programs offered by the District, including but not limited to short term
37 disability, accidental death and dismemberment, and supplemental life insurance, with
38 monthly premium costs to be deducted in full from the employee's salary warrant each
39 month. No part of the District Contributions, described in Section 2 of this Article, or
40 Insurance Pool funds can be applied to the optional supplemental insurance premiums.
41

42 **Section 9. District Advisory Insurance Committee** - The District Advisory
43 Insurance Committee shall assist in determining the types of insurance programs to be
44 provided to employees subject to approval by the Board.
45

46 **Section 10. Section 125 Pre-Tax Savings Accounts** - The District will continue to
47 offer a Section 125 plan for health care expenses and/or dependent care.
48
49
50
51
52

1 **ARTICLE 15 - GRIEVANCE PROCEDURE**

2
3 **Section 1. Grievance Definition** - In the event that any difference arises between
4 Shoreline School District and the Union, any employee, or any group of employees
5 concerning the interpretation, application, or compliance with the provisions of this
6 agreement, such differences shall be deemed to be a grievance and shall be settled only
7 in accordance with the grievance procedure set forth herein. Prior to filing a formal
8 grievance, the employee shall first discuss the grievance with his/her immediate
9 supervisor within ten (10) working days of the occurrence or knowledge of the
10 occurrence. Every effort shall be made at this level to resolve the concern prior to a
11 grievance filing. An employee may request that a shop steward be present. At the
12 request of either party, the employee and supervisor shall reduce the resolution in
13 writing.
14

15 **Section 2. Grievance Steps:**

16
17 **Step 1. Immediate Supervisor (Formal):** If no settlement is reached in the
18 informal discussion above, the union representative, if she/he considers the
19 grievance to be valid, will reduce in writing a statement of the grievance. The
20 statement will be submitted in writing within fifteen (15) working days of the
21 meeting with the Supervisor described in Section 1, to the immediate supervisor
22 for reconsideration with copies transmitted by the Union to the Director of Human
23 Resources. A meeting will be scheduled within five (5) working days of receipt of
24 the written grievance. These parties, within ten (10) working days of the Step 1
25 meeting, shall submit a written statement as to the disposition of the grievance.
26

27 **Step 2. Director of Human Resources –** If no settlement is reached at Step 1,
28 the Union representative, may within fifteen (15) working days of the Step 1
29 written grievance response, submit the written grievance to the Director of
30 Human Resources. . A meeting will be scheduled within five (5) working days of
31 receipt of the Step 2 grievance. These parties, within ten (10) working days of
32 the Step 2 meeting, shall submit a written statement as to the disposition of the
33 grievance.
34

35 **Step 3. Superintendent or Designee:** If no settlement has been reached in
36 Step 2, within the specified time limits, the Union representative may within
37 fifteen (15) working days, submit the written grievance to the Superintendent or
38 designee. A meeting will be scheduled within ten (10) working days of receipt of
39 the Step 3 grievance. These parties, within ten (10) working days shall attempt
40 to resolve the dispute and indicate by written statement the grievance disposition.
41

42 **Step 4. Arbitration:** If the disposition of the grievance by the Superintendent or
43 designee is unacceptable, the Union representative may, within fifteen (15)
44 working days of the response from step 3, submit the grievance to the American
45 Arbitration Association for the arbitration under their rules and within the following
46 guidelines:
47

- 48 **A.** The Arbitrator shall limit his decision strictly to the disputes involving
49 the application, interpretation or alleged violation of specific articles
50 and/or section of this agreement or staff evaluation.
51

1 B. There shall be no appeal from the Arbitrator's decision if within the
2 scope of his authority. It shall be final and binding on the Union, the
3 employee(s) involved, the Administration and the Board.
4

5 C. The fees and expenses of the Arbitrator shall be shared equally by
6 the District and the Union. All other expenses shall be borne by the party
7 incurring them, and neither party shall be responsible for the expenses of
8 witnesses called by the other.
9

10 **Section 3. No Election of Remedies** - The grievance procedure outlined in this
11 agreement shall not preclude the employee and/or the Union from taking any legal steps
12 available to them through the courts of competent jurisdiction.
13

14 **Section 4. Union Rights** - The Union shall have an opportunity to be present at all
15 grievance meetings.
16

17 **Section 5. Time Limits** - If an employee and/or the Union representative fails to
18 submit written grievances to the next grievance step within the time limit so specified, it
19 will be assumed that the grievant has dropped the grievance or accepted the resolution
20 of the grievance at that level. If the District fails to respond to any step within the
21 required time limits, the grievance shall automatically move to the next step. However,
22 the District and the Union may mutually agree to extend the time limits at any one of the
23 steps.
24

25 ARTICLE 16 - UNION RIGHTS STATEMENT

26

27
28 **Section 1.** The Service Employees International Union, Local #925, is recognized as
29 the official labor organization and exclusive bargaining representative for all school bus
30 drivers of the Shoreline School District.
31

32 **Section 2.** The District agrees that the Union has the right to encourage all school bus
33 drivers in the bargaining unit to become and remain members in good standing of the
34 Union, and the Union accepts its responsibility to fairly represent all school bus drivers in
35 the bargaining unit regardless of membership status.
36

37 **Section 3.** It is recognized that proper negotiations and administration of negotiated
38 agreements entail expense which is appropriately shared by all members of the bargaining
39 unit. To this end, each school bus driver within the bargaining unit will be required, as a
40 condition of employment, to pay to the Union the regular monthly dues uniformly required
41 of members or shall pay equivalent amounts to the Union as agency fees. This obligation
42 shall commence thirty (30) calendar days following the school bus driver's first day of paid
43 work or thirty (30) calendar days following the effective date of this agreement, whichever
44 is later.
45

46 School bus drivers with a bona fide religious objection to the foregoing, which is based on
47 bona fide religious tenets or teachings of a church or religious body of which said school
48 bus driver is a member, may satisfy this obligation by paying equivalent amounts to a
49 mutually agreeable charity as specified in RCW 41.56. In the event a school bus driver
50 does not abide by the above provisions, the services of said school bus driver shall be
51 discontinued.
52

1 **Section 4.** The District agrees to deduct from the paycheck of each school bus driver
2 who has authorized it, the regular monthly dues uniformly required of members of the
3 Union and any additional amount the employee voluntarily authorizes for deduction for
4 political purposes. The amounts deducted shall be transmitted monthly to the Union on
5 behalf of the school bus drivers involved. Authorization by the school bus driver shall be
6 on a form approved by the parties hereto and may be revoked by the school bus driver
7 upon request.
8

9 **Section 5.** The Union agrees to indemnify and save harmless the District from any and
10 all liability resulting from the dues check-off system.
11

12 **Section 6.** The District shall provide the Union an annual status listing of all employees
13 covered by this agreement. Each month thereafter changes in status, including new hires,
14 shall be forwarded to the Union.
15

16 **Section 7.** The Union may have shop stewards, who are employed as school bus
17 drivers, who shall perform their regular duties as such, but shall be the Union's
18 representatives on the job.
19

20 **Section 7.1** The District agrees that shop stewards shall not be paid by the
21 District but will not otherwise be penalized for accompanying Union members at
22 formal discipline and grievance hearings.
23

24 **Section 7.2** The Union agrees that activities related to the internal operations
25 of the Union and activities not specifically authorized by the terms of this
26 Agreement shall be performed only during the time employees are not assigned
27 duties. If an employee requires time off to perform these activities he/she may
28 request Union Business Leave, as described in Article 10, Section 10. Examples
29 of such activities include preparing for negotiations, preparing material for unfair
30 labor practice complaints, campaigning for Union office, conferences and
31 conventions, and investigating and preparing employee grievances.
32
33

34 **Section 8.** The Union shall provide the Director of Transportation and the
35 Superintendent's Office with the names of the personnel duly elected to office and those
36 acting as shop stewards for the Union.
37

38 **Section 9. Building Access** - Authorized agents of the Union shall have access to all
39 buildings covered by this Agreement to discharge their duties as representatives of the
40 Union.
41

42 **Section 10. Bulletin Boards** - The District will make available suitable space for the
43 exclusive use of the Union for posting notices of its meetings, elections, recreational affairs,
44 reports of Union committees, rulings and policies of the Union.
45
46

47 **ARTICLE 17 - TERMINATION OF EMPLOYMENT**

48

49 **Section 1. Notice by District** - Termination of employment under normal
50 circumstances should require not less than fifteen (15) calendar days notice be given the
51 employee.
52

1 **Section 2. Notice by Employee** - Employees shall give not less than fifteen (15)
2 calendar days notice to the Shoreline School District prior to their termination of
3 employment.
4

5 **Section 3. Termination During Probation Period** - Probationary employees may be
6 terminated by the District at any time during the probationary period of the first one
7 hundred eighty (180) working days as a regular school bus driver without right of appeal
8 unless otherwise mutually agreed. The reason for the dismissal shall be filed in the
9 employee's personnel file and sent to the Union.

10 **Section 4. Paid Administrative Leave** – The District has the right to place an
11 employee on paid administrative leave, subject to the following conditions:

12
13 **A. Purpose of Administrative Leave** - The purpose of administrative leave is to
14 remove an employee from the workplace during the pendency of an investigation
15 and/or until discipline is imposed. Administrative leave is paid leave and non-
16 disciplinary in nature.
17

18 **B. Reasons For Administrative Leave** - Administrative leave will be used only
19 when the District believes the employee's continued presence in the workplace
20 could threaten or endanger children, self, or others, disrupt the educational or
21 work environment, or interfere with an investigation.
22

23 **C. Determination of Need for Administrative Leave** - Due to the limited
24 circumstances where administrative leave is necessary, the decision to place an
25 employee on paid administrative leave will be made by the Executive Director of
26 Human Resources (or her/his designee, if the Executive Director of Human
27 Resources is unavailable) in consultation with the Superintendent or designee.
28

29 **D. Onset of Investigation** - The District will make every effort to begin the
30 investigation as quickly as possible after placing the employee on paid
31 administrative leave.
32

33 **E. Notice to Union** - The District will notify a Union representative upon placing
34 an employee on administrative leave. The employee may request union
35 representation at any time in the investigative process.
36

37 **Section 5. Progressive Discipline** - The District will practice administrative discipline
38 for cause when said action is required to maintain employment standards as established by
39 this Agreement and District policies. Disciplinary action shall be progressive, based upon
40 just and sufficient cause, with written communication to the employee.
41

42 **Section 6. Notification of Discipline** - Any employee disciplined or discharged for just
43 cause shall be given a written notification by the District within ten (10) calendar days of the
44 action. A copy shall be placed within the personnel file of the employee with a copy to the
45 Union. The employee may elect to submit a grievance under Article 16 following said
46 action.
47
48
49
50
51

1 **ARTICLE 18 - REDUCTION IN WORK FORCE**

2
3 **Section 1. Potential Causes for Reduction-in-Force** - The District may reduce-in-
4 force under the following circumstances:

- 5
6 A. Lack of work; and or
7 B. Lack of funds; and/or
8 C. Good faith reorganization, which results in there being fewer positions
9 than people.

10
11 **Section 2. Notification to Union** - The District will provide written notification to the
12 Union of the potential for reduction-in-force, as early as possible following the District's
13 determination of program needs. Such notification will identify the affected
14 classifications, locations of at-risk positions, and number of employees affected.

15
16 The Union reserves the right to bargain with respect to the impact of the potential
17 reduction-in-force.

18
19 **Section 3. Notification to Affected Employees** - Employees who serve in positions
20 which have been identified as at-risk for reduction-in-force, shall be notified in writing of
21 the potential for reduction, the anticipated effective date, their bumping rights and the
22 opportunity to participate in the Recall Pool.

23
24 The District shall provide such written notice at least thirty (30) calendar days in advance of
25 the effective date of the reduction or lay-off. The District shall provide concurrent
26 notification to the Union office.

27
28 **Section 4. Bumping** - Employees serving in at-risk positions shall have the right to
29 exercise seniority as follows:

30
31 **A.** The affected employee may bump any other employee having less slipboard
32 seniority, within the current job classification.

33
34 **B.** If no bumping option was available as provided in the foregoing section, the
35 affected employee may exercise seniority within a former job classification in which
36 s/he held seniority, by bumping any employee with less classification seniority within
37 that particular classification.

38
39 **C.** In the event no bumping options were available as provided in the foregoing
40 sections, the affected employee shall be offered the opportunity to fill any vacant
41 positions within the bargaining unit, on the basis of their bargaining unit seniority,
42 provided the employee meets the minimum qualifications for the vacant position.
43 When more than one (1) at-risk employee qualifies for the vacant position, the
44 position shall be awarded to the employee with the greater bargaining unit seniority.

45
46 This provision does not negate the requirement to first post and award vacant
47 positions to transfer candidates from within the classification, and internal
48 promotional candidates from within the classification series. At-risk employees may
49 only be offered such positions after the usual processes have been exhausted.

50
51 **D.** In the event no options were available as provided in the foregoing sections, the
52 affected employee shall be offered the opportunity to fill any vacant SEIU

1 represented positions for which they meet the minimum qualifications. When more
2 than one (1) at-risk employee qualifies for the vacant position, the position shall be
3 awarded to the employee with the greater SEIU seniority.
4

5 This provision does not negate the requirement to first post and award vacant
6 positions to transfer candidates from within the classification, and internal
7 promotional candidates from within the classification series. At-risk employees may
8 only be offered such positions after the usual processes have been exhausted.
9

10 **E.** In the event no options were available as provided in the foregoing sections,
11 the at-risk employee shall be offered the opportunity to fill any other vacant District
12 positions for which they meet minimum qualifications. When more than one (1) at-
13 risk employee qualifies for the vacant position, the position shall be awarded to the
14 employee with the greater District-wide seniority.
15

16 It is agreed and understood that this option may not be available for all vacant
17 District positions. Eligibility/consideration for some positions may be restricted by
18 provisions in other Collective Bargaining Agreements or individual
19 student/programmatic needs for students qualifying for Special Programs.
20

21 **Section 5. Recall Pool** - Employees who have been notified of their reduction or lay-
22 off, may request placement in the Recall Pool by notifying the Human Resources office
23 within fifteen (15) working days of the effective date of the reduction or lay-off. Recall
24 shall be made on the basis of slipboard seniority.
25

26 Employees who accept a lesser position or hours in lieu of lay-off will retain all rights to
27 remain on the recall list for the classification from which they were reduced/laid-off.
28

29 Employees shall be eligible for recall for a period of eighteen (18) months or as provided in
30 Article 13, whichever is greater, from the effective date of their reduction/lay-off.
31

32 **Section 6. Recall From Reduction/Lay-off** - Employees impacted by a reduction-in-
33 force (RIF) shall be notified by certified letter and a telephone call of new job openings
34 within the employee's classification. The employee must respond within ten (10)
35 calendar days of their receipt of the certified letter or telephone call, whichever is sooner,
36 or they will not be considered for the position.
37

38 In addition, the District will send notification of all SEIU represented positions via regular
39 mail.
40

41 **Section 7. Refusal of Re-employment** - Refusal of re-employment after two (2)
42 offers of a position with comparable pay/position/hours from which the employee was
43 reduced/laid-off will result in the employee being placed at the bottom of the recall list.
44

45 **Section 8. Address Changes** - It shall be the employee's obligation to keep the
46 Human Resources office informed of any change in address and telephone number to
47 ensure that the District can provide timely notification of re-employment opportunities.
48

49 **Section 9. Ties In Seniority** - In cases where more than one (1) employee has the
50 same seniority date, the order of seniority will be determined by lottery. A representative
51 from the Human Resources office and an SEIU Shop Steward will supervise such
52 lottery. Affected employees shall have the right to be present for the lottery.

1 **Section 10. Restoration of Seniority and Benefits Upon Reinstatement** - All
2 employees who are recalled from reduction/lay-off shall assume their previous
3 accumulated seniority for all purposes, and benefits.
4

5 **Section 11. Employee Right to Revert to Layoff** - In the event an employee has
6 accepted a position in a new classification in lieu of lay-off, and s/he determines that
7 they do not feel they can continue in the position for any reason, s/he shall be allowed to
8 take a voluntary lay-off without penalty and with full recall rights.
9

10 **Section 12. Route Picks** - All school bus drivers with slipboard seniority, per Article 12,
11 will be placed in recall status and shall have the opportunity to be placed on the regular
12 substitute list based upon their slipboard seniority at time of layoff. Thereafter, those drivers
13 shall be notified of all regular routes which become available through re-pick in the October
14 following the school year in which the driver was laid off. (If a laid-off driver refused a
15 temporary route, such refusal does not constitute a refusal of re-employment as described
16 in Section 7 of this Article.
17

18 **ARTICLE 19 - PERSONNEL FILE**

19
20
21 **Section 1. Personnel File** - Official personnel files shall be maintained in the Human
22 Resources office. Employees shall have the right to review their personal file with
23 reasonable notice, and they shall be entitled to copies of the contents upon request.
24 Employees may add a rebuttal statement to any disputed item(s) contained in the file,
25 which shall be attached to the document(s) in question and retained in the file.
26

27 **Section 2. Inspection of Personnel File** - An employee shall be allowed to
28 authorize inspection of his/her personnel file to a representative of the Union by
29 submitting a written request to the Human Resources Office.
30

31 **Section 3. Employee Right to Supplement Personnel File** - The employee shall
32 have the right to add relevant information into the personnel file.
33

34 **Section 4. Retention of Letters of Reprimand** - Letters of reprimand shall be
35 removed from the personnel file, upon request, provided that one (1) year has elapsed
36 and no further disciplinary action has occurred during that period of employment.
37

38 **Section 5 Letters of Commendation** - Letters and other memoranda of
39 commendation, whether received from the District or outside parties, shall be retained in
40 the employee's official personnel file.
41

42 **Section 6. Health/Medical Records** - Health and medical records of employees
43 shall be maintained in the Human Resources office. Such files are entirely separate and
44 distinct from the employee's personnel file. No information "other than routine leave
45 request and return to work forms," pertaining to the employee's health or medical
46 conditions will be kept in Personnel files or Supervisor's files.
47

48 **Section 7. Access to Information by Outside Parties** - In the event a public
49 disclosure request is received from an outside party seeking to access an employee's
50 personnel files or records, the District will immediately inform the employee of the
51 identify of the requesting party, the nature and scope of the request.
52
53

1
2
3 **ARTICLE 20 - EMPLOYEE RIGHTS**

4 **Section 1.** The District shall provide for the defense of an employee in any civil suit
5 wherein the complaint charges the employee with negligence and/or gross negligence
6 (1) in performing or failing to perform his or her pre-assigned and/or customary duties, or
7 (2) in the performance of any act to protect school property, to prevent injury to persons
8 on school grounds or at school functions, to maintain student discipline or control on
9 school grounds, or at school functions, or in performing other similar services for the
10 District if the employee acts in good faith and has reasonable grounds to believe that he
11 or she has authority to act for the District under the particular circumstances.

12 **Section 2.** The District shall provide sufficient legal protection not only to employees
13 who seek to render services to the District in performing regular duties, but also those
14 who act expeditiously in uncommon situations to further the District's purpose. The
15 District shall provide employees the full protection of the District's present liability
16 insurance. The limiting factors to this paragraph are (1) the defending of the suit shall
17 not be inconsistent with the terms and conditions of the District's present liability
18 insurance; (2) in the event the claim is in excess of the District's present insurance
19 coverage, the employee must provide his/her own defense as to the excess; and (3) the
20 employee must cooperate in the defense of the suit as provided in the liability insurance
21 policies.

22
23 **Section 3. Video Cameras** – The District will not install video cameras for the
24 general purpose of evaluating or monitoring employee performance, but rather to record
25 vandalism, theft, destruction or misuse of District property, or unsafe actions on District
26 property. Employees will be notified of the locations of such cameras upon request.
27

28 **Section 4.** Employees shall have and shall be protected in the exercise of the right,
29 freely and without fear of penalty or reprisal, to join in Union activity, and legally assist
30 the Union or Union members.
31
32
33

34 **ARTICLE 21 - PERFORMANCE EVALUATIONS**

35
36 **Section 1. Purpose of Performance Evaluations** – The parties agree that
37 performance evaluations are intended to be a constructive tool to enhance
38 communication and understanding between the employee and the administrator.
39 Performance evaluations shall not be used as a substitute for progressive discipline or
40 corrective action
41

42 **Section 2. Timely Notification of Deficiencies** – Employee shall be given timely
43 notification of performance deficiencies, and afforded a reasonable and customary
44 amount of training, support, and time to demonstrate improvement.
45

46 **Section 3. Probationary Evaluations** – Probationary employees shall receive
47 feedback on an informal basis of the probation period. At the conclusion of the
48 probationary period, the employee will be formally evaluated using the same procedure
49 as is used for the annual regular employees.
50

51 **Section 4. Annual Evaluations** – All regular employees shall be evaluated annually
52 no later than June 1st of each year.
53

1 **Section 5. Evaluation Forms** – The performance evaluation form may be revised
2 upon mutual agreement of the District and the Union.
3

4 **Section 6. Conflict of Interest** – No bargaining unit member shall conduct the
5 performance evaluation of another bargaining unit member. However, a lead employee
6 may provide input to the supervisor about the performance and training needs of
7 employees who they are assigned to lead.
8

9 **Section 7. Lack of Performance Evaluations** – When performance evaluations are
10 used as a means of qualifying/competing for transfer or promotion, and the applicant did
11 not receive a performance evaluation for a relevant time period, said employee shall be
12 assumed to have met or exceeded expectations in all performance dimensions for the
13 evaluation periods in question.
14

15
16 **ARTICLE 22 - MANAGEMENT RIGHTS STATEMENT**
17

18 **Section 1.** Except to the extent specifically abridged by specified provisions of this
19 agreement, the Union recognizes the District's inherent and traditional right to manage its
20 business as has been its practice in the past. The Union recognizes the right of the District
21 to hire, suspend, transfer, promote, demote or discipline employees and to maintain the
22 discipline and efficiency of its employees; their right (which shall be exercised as provided in
23 the paragraph herein relating to termination of employment) to lay off, terminate or otherwise
24 relieve school bus drivers from duty because of lack of work for them to do, or for other
25 reasons set forth in this contract, the right to establish and change work schedules and
26 assignments and to eliminate, change or consolidate jobs; the right to direct the methods
27 and processes of doing work and to introduce new and improved work methods or
28 equipment and to assign work to outside contractors; the right to determine the starting and
29 quitting time and the number of hours to be worked; and the right to make and amend such
30 reasonable rules and regulations as it may deem necessary for the conduct of its business,
31 and to require their observance.
32

33 **Section 2.** The exercise of the District's rights stated herein is an exclusive function of
34 management. The exercise of the management rights herein does not modify the Union's
35 right to appeal through the grievance procedure as set forth in this agreement when such
36 exercise violates the letter and intent of this agreement in the opinion of the Union.
37

38 **Section 3. Contracting for Supplemental Pupil Transportation Service** In the
39 event the District determines there is a need to contract for pupil transportation services
40 to supplement District drivers and/or vehicles, the following steps will be followed:
41

42 **A.** Transportation Department Dispatch and/or administrative staff will review every
43 request for pupil transportation service and first offer trips to district drivers, per
44 Article 3.
45

46 **B.** In the event district drivers cannot be offered a field trip request at least eight (8)
47 working days prior to the event without negatively impacting pupil to/from
48 transportation or other assigned routes, the Director will invite the union stewards to
49 review the request and determine whether a solution can be found that assigns the
50 work to district drivers, without negatively impacting pupil to/from transportation or
51 other assigned routes.
52

1 C. In the event the Director and the union stewards have not identified a solution by
2 4:00p.m. seven (7) working days prior to the event, the Director will make
3 arrangements to contract for transportation services for that trip.
4

5 D. In the event a district driver loses compensation as a result of the contracted
6 pupil transportation service, the driver will be fully compensated for all lost time.
7

8 E. The district may assign daily work to deliver a driver who is paid status due to the
9 contracting of pupil transportation service for a given trip.
10

11 F. The decision to contract for supplemental pupil transportation services may be
12 made only by the Transportation Director or designee, Deputy Superintendent or
13 Superintendent.
14

15
16 **ARTICLE 23 - SUBCONTRACTING**
17

18 **Section 1.** If the District shall propose to subcontract or otherwise change the operation
19 of the program covered by this agreement such that it is operated by any other party, the
20 District shall notify the Union of such proposal at least ninety (90) calendar days prior to
21 such subcontract or change.
22

23 **Section 2.** The District shall also notify prospective subcontractors that preference in
24 employment of employees covered by this agreement shall be given to such employees on
25 the basis of seniority.
26

27 **Section 3.** The District shall make every effort to assure that any subcontracting or other
28 change shall not result in the lowering of working conditions or benefits of current
29 employees.
30

31
32 **ARTICLE 24 - SEVERABILITY**
33

34 **Section 1.** In the event that any provision of this Agreement shall, at any time, be
35 declared invalid by any court of competent jurisdiction, or through government regulation or
36 decree, such decision shall not invalidate the entire Agreement, it being the express
37 intention of the parties hereto that all other provisions not declared invalid shall remain in full
38 force and effect.
39

40 **Section 2.** If any provision of this Agreement is held to be contrary to law, the parties by
41 mutual agreement, within ten (10) working days, shall commence bargaining on said
42 provision.
43

44
45 **ARTICLE 25 - COMMITTEES**
46

47 **Section 1.** SEIU, Local #925, and the Shoreline School District agree to convene a
48 Labor Management Committee at least every other month during the school year for the
49 purpose of seeking resolution on issues of common concern. The committee will be
50 comprised of four (4) bargaining unit members plus management representatives. The
51 District will reimburse the bargaining unit members for up to 1-1/2 hours per meeting.
52

1 **Section 2.** The school district agrees to send one copy of the safety committee meeting
2 minutes to SEIU, Local #925 representative for distribution among the bargaining unit
3 members.
4

5 **Section 3.** Whenever possible, employees will be released from work at their
6 appropriate rate of pay to attend District-required conferences or meetings. The District will
7 endeavor to schedule such conferences and meetings to maximize attendance. Required
8 meetings include, but are not necessarily limited to: Insurance Advisory Committee, Safety
9 Committee, and the Shoreline Employee Network (SLEN).
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ARTICLE 26 - ADOPTION AND RENEWAL

Section 1. In adopting this schedule, the Shoreline Board of Directors expresses its desire to pay the best salaries possible to its employees based upon the available revenues accruing to the District.

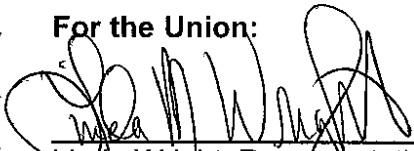
Section 2. A certified copy of this Salary Schedule and Provisions for school bus drivers, as adopted by the Shoreline Board of Directors, shall be forwarded to the Service Employees International Union, Local #925.

Section 3. This Agreement shall take effect as of September 1, 2015 and shall be in full force and effect until August 31, 2019. If either the Union or the District desires a modification of this Agreement, the Agreement may be reopened by mutual consent.

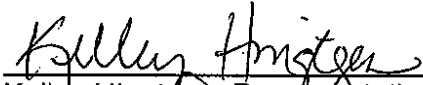
Section 4. The District shall post the contract on its website and pay the costs of providing a printed copy to each bargaining unit employee upon request.

Adopted by the Shoreline Board of Directors at its regular meeting of October 12, 2015.

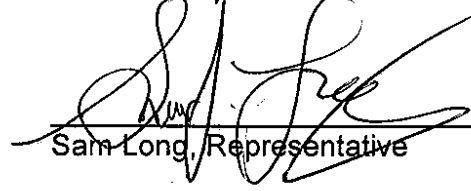
For the Union:



Linda Wright, Representative
Service Employees International
Union (SEIU), Local #925



Kelley Hingtgen, Representative

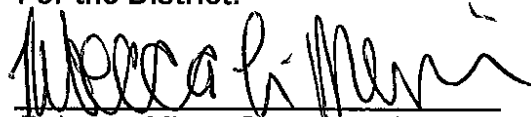


Sam Long, Representative




Dan Setterberg, Representative

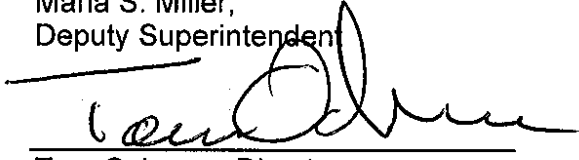
For the District:



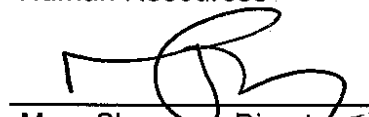
Rebecca Miner, Superintendent
Secretary – Board of Directors
Shoreline School District



Marla S. Miller,
Deputy Superintendent



Tam Osborne, Director
Human Resources



Mary Sherman, Director
Transportation

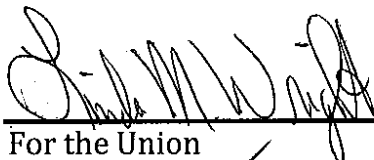
LETTER OF AGREEMENT
Between
SHORELINE SCHOOL DISTRICT NO. 412
And
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925
TRANSPORTATION EMPLOYEES

THIS LETTER OF AGREEMENT regarding **NEW EMPLOYEE ORIENTATIONS** is effective September 1, 2015 through August 31, 2019, and is supplemental to the 2015-2019 Collective Bargaining Agreement (CBA) between Shoreline School District No. 412 (District) and Service Employees International Union, Local 925, Transportation Employees (SEIU 925 Transportation).

The employer shall provide a New Employee Orientation to all employees within their first month of employment. The orientation shall be regularly scheduled on a monthly basis and the Union shall be notified of the schedule. The employer shall provide a copy of this agreement and a membership card.

Leaders and/or union staff shall have rent-free use of a district conference room 30 minutes following the District's orientation to present information about the union to new employees, answer questions and enroll them in the union. The Union's field representative and the Member Resource Center shall receive prior written, electronic notice of the date, time and place of orientation along with a list of newly hired employees invited to each month's orientation. The list shall include the new hire's job classification, work location and shift.

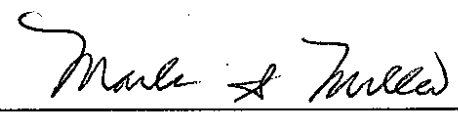
SEIU 925 TRANSPORTATION



For the Union
11-2-2015

Date

SHORELINE SCHOOL DISTRICT # 412



For the District
12/21/2015

Date

LETTER OF AGREEMENT
Between
SHORELINE SCHOOL DISTRICT NO. 412
And
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925
TRANSPORTATION EMPLOYEES

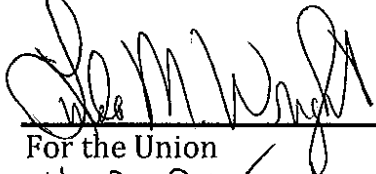
THIS LETTER OF AGREEMENT regarding **SUBSTITUTE INCENTIVE PAY** is effective September 1, 2015 through August 31, 2019, and is supplemental to the 2015-2019 Collective Bargaining Agreement (CBA) between Shoreline School District No. 412 (District) and Service Employees International Union, Local 925, Transportation Employees (SEIU 925 Transportation).

For the 2015-2016 school year, the District shall implement a pilot program to provide Incentive Pay for substitute drivers who work a minimum number of hours per month throughout the school year. A substitute driver shall earn four (4) hours of Incentive Pay at the substitute rate of pay for each month s/he works a minimum of twenty-five (25) hours. Compensation shall be paid on the last warrant in August.

At the end of the 2015-2016 school year the Labor Management Committee shall review the success of the pilot program and determine whether to continue the program in the successive years of this Agreement.

Example: 35 hours worked in September = 4 hours of additional pay
29 hours worked in October = 4 hours of additional pay
18 hours worked in November = 0 hours of additional pay
25 hours worked in December = 4 hours of additional pay
etc.

SEIU 925 TRANSPORTATION




For the Union

11-2-2015

Date

SHORELINE SCHOOL DISTRICT # 412



For the District

12/21/2015

Date

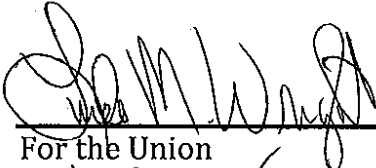
LETTER OF AGREEMENT
Between
SHORELINE SCHOOL DISTRICT NO. 412
And
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925
TRANSPORTATION EMPLOYEES

THIS LETTER OF AGREEMENT regarding **TREATING A SUBSTITUTE AS A REGULAR EMPLOYEE** is effective September 1, 2015 through August 31, 2019, and is supplemental to the 2015-2019 Collective Bargaining Agreement (CBA) between Shoreline School District No. 412 (District) and Service Employees International Union, Local 925, Transportation Employees (SEIU 925 Transportation).

For the following substitute driver and for the 2015-16, 2016-17, 2017-18, and 2018-19 school years, the parties agree he shall be treated as a regular employee under Article 17 of the Agreement while he remains a long term substitute for the District routinely working more than three days per week, and will be entitled to timely grieve any disciplinary action accordingly. Should the employee either become a regular driver or fill a temporary or leave replacement route, then he will be treated as a substitute bus driver under Article 2, Section 1.D and must fulfill a ninety (90) working day probationary period under Article 2, Section 8. The District reserves the right to not use the employee because of lack of work and he may not grieve such decision.

Employees covered under this Agreement are:
David Rice

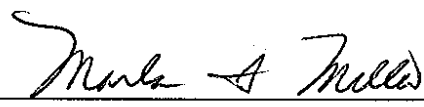
SEIU 925 TRANSPORTATION



For the Union
11-2-2015

Date

SHORELINE SCHOOL DISTRICT # 412



For the District
12/7/2015

Date