

**Pullman Educational Support Personnel  
2023 Bargaining Session**

**School District's November 29, 2023  
Proposals & Counterproposals**

**Presenter:** Association  
**Provision:** Article I, New Section  
**Title:** Prohibition of Unilateral Action  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### **Association's Proposal**

#### **Prohibition of Unilateral Action**

The District will not take any actions affecting wages, hours and other terms and conditions of employment as defined in Section 8(d) of the National Labor Relations Act which violate the terms of this Agreement or are otherwise inconsistent with its obligations under law.

### **District's Counter Proposal**

Respectfully decline.

**Presenter:** Association  
**Provision:** Article I, § 1  
**Title:** Definitions  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### Association Proposal

J. “**Seniority**” ~~shall mean as the first date on which the employee began continuous daily employment within the bargaining unit, hereinafter called the “hire date”.~~ Seniority is defined in Article III Section 7 Seniority and Probation.

### District’s Counter Proposal

J. “**Unit Seniority**” shall mean as the first date on which the employee began continuous daily employment within the bargaining unit, hereinafter called the “**unit** hire date.”

...

O. “**Classification Seniority**” shall mean as the first date on which the employee began continuous daily employment within a classification, hereinafter called the “**classification** hire date.”

P. “**Classification**” shall mean the job classification an employee works within. There are two classifications, Custodial and Central District Office.

**Presenter:** District  
**Provision:** Article I, § 2(B)(3)  
**Title:** Exclusive Recognition, Definitions  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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## District's Proposal

### B. Definitions of Employees

1. Regular Employee: Regular employees are employees who are assigned to full-time or part-time positions and have completed their probation period. Regular employees are entitled to all conditions as set forth in this agreement. Regular employees shall include Custodial job categories of Itinerant Custodian, Custodian, Lead I Custodian and Lead II Custodian, and Central District Office categories of Accounting Specialist, Computer Technician I, Computer Technician II, District Office Assistant/CEDARS Administrator, Fiscal Technician, IT Systems Administrator, Program Manager – Curriculum & Assessment, and Program Manager – State & Federal Programs, and such other positions as are deemed necessary by the Superintendent or designee.

...

3. Temporary Employee: Temporary employees are those employees hired and assigned to a specific temporary job assignment, including summer work crew. The temporary job employee and assignment shall not exceed sixty (60) consecutive work days (equivalent of no more than 480 hours) or eighty (80) incidental work days (equivalent of no more than 640 hours) in one (1) contract year (September-August), unless the parties mutually agree to an extension. Temporary employees shall be paid per Article VII, Section 1. Temporary employees shall not be covered by any other terms and conditions of this Agreement.

**Presenter:** Association  
**Provision:** Article I, § 3  
**Title:** Job Descriptions  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**Association’s Proposal**

A. Descriptions for all positions subject to this Agreement shall be made available upon request. It is agreed that direct supervision of students shall not be included in the job description.

1. All job descriptions shall be available for review upon request. When a job description for a bargaining unit position has been newly created or revised, a copy will be provided to the affected employees and the Association.

B. When an employee feels that they are being asked to perform duties outside their job description, the employee may discuss the concern with their supervisor. Employees shall have the right to representation by the Association in any discussions with their supervisor. **If not satisfied after a discussion with their supervisor, the association may bring the issue to Labor Management.**

**C. Job descriptions for all positions subject to this Agreement will be developed by the District with input from the Association.**

**District’s Counter Proposal**

Respectfully decline.

**Presenter:** District  
**Provision:** Article I, § 9  
**Title:** Contracting Out  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District’s Proposal**

All work customarily performed by the School District in its own facilities with its own employees shall continue to be performed by them.

**A. Custodial Services:** Customary custodial services may not be subcontracted, except for temporary emergency situations requiring immediate action to meet established school timelines, avoid damage to facilities or safeguard students/employees.

**B. Central District Office Services:** Customary office services may not be subcontracted, except when a project is temporary in nature and either beyond the scope of the position or beyond the skill set of the employee and the employee cannot reasonably acquire such skill set in the time necessary to implement the project.

**Presenter:** Association  
**Provision:** Article III, § 7  
**Title:** Seniority and Probation  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### Association's Proposal

A. Seniority:

**Custodial Job Classification**

The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment within the bargaining unit (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided. Employment shall be defined as services as a custodian within the District.

**Non-Custodial Job Classifications Covered by this Agreement**

The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment with in the **Classified Central District Office Employees** (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided. Employment shall be defined as services as ~~a custodian~~ **an employee** within the District.

Annually, by November 1, the District shall provide the Association and each of the members of the bargaining unit with a copy of the current seniority list. Employees shall have twenty (20) workdays to report any dispute regarding their years of experience or FTE worked. The District will then provide a copy of the finalized list to each employee and the Association no later than March 1. The finalized list shall include all additions, deletions and/or corrections made by employees.

### District's Counter Proposal

A. **Unit Seniority:** The seniority of an employee within the bargaining unit shall be established as of the date on which the employee began continuous daily employment within the bargaining unit (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided. Employment shall be defined as services as ~~a custodian~~ **an employee** within the District. **An employee shall not lose their Unit Seniority when they transfer between the Custodial and Central District Office classifications.**

B. **Classification Seniority:** The seniority of an employee within each Classification shall be established as of the date on which the employee began continuous daily employment within the classification (hereinafter "hire date") unless such seniority shall be lost as hereinafter provided. **An employee shall lose their Classification Seniority when they transfer between the Custodial and Central District Office classifications.**

Annually, by November 1, the District shall provide the Association and each of the members of the bargaining unit with a copy of the current **Unit and Classification** seniority lists. Employees shall have twenty (20) workdays to report any dispute regarding their years of experience or FTE worked. The District will then provide a copy of the finalized list to each employee and the Association no later than March 1. The finalized list shall include all additions, deletions and/or corrections made by employees.

**Presenter:** District  
**Provision:** Article IV, § 1  
**Title:** Hours of Work  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### **District's Proposal**

A. Lunch and Rest Periods:

Lunch and rest periods will follow the Rest Breaks, Meal Periods & Schedules rules as outlined by the Washington Department of Labor & Industries. [This provision shall not apply to exempt employees.](#)



**Presenter:** District  
**Provision:** Article IV, § 2  
**Title:** Summer Hours  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### District's Proposal

A. **Custodial:** One (1) full week after the last day of school, employees may, as a team at each school in consultation and agreement with the school principal and Director of Operations, select a weekly shift of four (4), ten (10) hour days, the regular five (5), eight (8) hour days or combination of days and hours averaging a total of forty (40) hours per week. The full week before the first day of school shall be a regular five (5), eight (8) hour days workweek.

B. **Central District Office:** One (1) full week after the last day of school, employees may work four (4) nine and a half (9.5) hour days and one (1) four (4) hour day for a total of forty (40) hours per week in consultation with their supervisor. Or the employee may work five (5) eight (8) hours days as usual. The full week before the first day of school shall be a regular five (5), eight (8) hour days workweek.

~~B-C.~~ **The principal Supervisors** will consider a request from a member for an exception to the agreed upon schedule. The request will be granted if agreement is reached.

€ **D.** Should the district determine a need to have an employee or employees, **within a classification**, work at a time different than the agreed upon schedule, the district will first seek volunteers from among ~~the members~~ **that classification**. If insufficient volunteers agree to work the alternate schedule, the district will assign members to work the different schedule based upon the lowest **classification** seniority.

Ⓓ **E.** The two fifteen (15) minute rest breaks and the one thirty (30) minute meal period will be observed for the ten (10) **and nine and a half (9.5) hour shifts**. **This provision shall not apply to exempt employees.**

**Presenter:** Association  
**Provision:** Article IV, § 3  
**Title:** Holidays  
**Date:** November 29, 2023

**Agreed to:**  Y  N  
**District Initials:** GJW 11/29/23  
**Association Initials:** \_\_\_\_\_

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**Association's Proposal**

D. Floating Holidays: On the years that there are 261 work days between September 1 and August 31, one day shall be granted so that the work year is only the 260 days for which employees are paid. At the beginning of the school year the payroll officer shall send notice telling employees if they are entitled to a floating holiday. Floating holidays are not cumulative. The floating holiday shall be taken at any time with advanced approval of the ~~eustodian's~~ supervisor.

**Presenter:** District  
**Provision:** Article IV, § 4  
**Title:** Vacations  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District's Proposal**

E. Central District Office employees will continue to receive vacation days in accordance with their current contracts and District policies and procedures for the 2023-2024 school year. Beginning in the 2024-2025 school year, Central District Office employees will receive vacation days consistent with this provision.

**Presenter:** District  
**Provision:** Article IV, § 7  
**Title:** District Wide Meetings  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### District's Proposal

Meetings with ~~district custodial~~ staff will be held on a regular basis to share changes in policies and procedures, address safety issues, and provide training. Absence from these meetings shall be communicated to the employee's supervisor.

At the beginning of each winter season, a building lead may request a meeting with both their building administrator and director of operations to review snow removal procedures and protocols [applicable to the Custodial classification](#).

**Presenter:** District  
**Provision:** Article IV, § 8  
**Title:** Employee Training  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### District's Proposal

When a new **custodial** employee is hired, the building administrator will meet with the building lead and the director of operations to determine a training plan for the new employee. **When a new central district office employee is hired, the supervisor or designee will meet with the employee to determine a training plan.** Training related to accessing the employee's computer network, ~~and~~ e-mail accounts, **and district-wide trainings such as Safe Schools,** as well as training related to the district's employee record management software, will be coordinated by the district office and will occur no later than the end of the first week of employment. The parties will work together through the Labor/Management Committee to identify training, standards and protocols for all employees.

**Presenter:** District  
**Provision:** Article IV, § 9  
**Title:** Equipment  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### **District's Proposal**

All necessary equipment repairs will be entered into the electronic job tracking system. Equipment needs for a building or employee will be brought to the attention of the building administrator or supervisor. No reasonable requests for equipment will be denied.

**Presenter:** District  
**Provision:** Article IV, § 10  
**Title:** Snow Removal  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District’s Proposal**

Winter events and other emergencies may provide an opportunity for overtime to prepare buildings for students and staff. The district will provide as much advanced notice as possible to employees designated to work overtime. (See Article VII, Section 3: Overtime)

During winter events and other emergencies that an employee is dealing with, it is recognized that custodial staff may not be able to perform all of their regularly assigned duties.

[This provision does not apply to Central District Office employees.](#)

**Presenter:** Association  
**Provision:** Article IV, New Section  
**Title:** Professional Development  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### **Association's Proposal**

1. In order to support the Professional Development of unit members, the District will annually allocate funds into a unit members professional development fund. The District shall allocate six thousand, five hundred dollars (\$6,500) per year for the unit members professional growth fund. Any unused funds will be carried over to the next year, subject to a maximum amount in the fund of thirteen thousand dollars (\$13,000), with the balance reported to the Association monthly.
2. In order to access the employee professional growth fund, an employee must apply to the Association Executive Board for funding for expenses to attend professional development outside of the district, including but not limited to sub coverage, conference fees or registration, travel, lodging, and other related expenses from the established fund. If an application is approved by the Association's Executive Board, costs may be covered directly by the district or by reimbursement to the employee, which shall be made after all receipts have been submitted using a Travel Expense Report Form. Any additional balance in the fund on August 5th will be re-allocated by the Association, divided among approved applicants whose documented expenses exceeded the initial approval amount. All approved expenses must be submitted to the district no later than August 10th after the school year in which they were approved.
3. The Association's Executive Board will be responsible for reporting to the District the names of unit members that have been approved for funding along with the amount approved. It is the responsibility of approved unit members to request the Purchase Order(s) and/or provide the required documentation and receipts in order to be reimbursed.

### **District's Counter Proposal**

Respectfully decline.



**Presenter:** District  
**Provision:** Article V, § 1  
**Title:** Layoff and Recall  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District’s Proposal**

- A. Seniority is defined in Article III Section 7 - Seniority and Probation.
- B. Layoffs **within a Classification** shall be by **Classification** seniority. No regular employee will be laid off prior to the layoff of all probationary, temporary, or substitute employees as defined in this Agreement. The district shall provide seniority lists as outlined in Article III Section 7, A. included herein.
- C. Employees laid off will be retained in a recall pool for a period of twenty-four (24) consecutive calendar months. The last employee placed in the recall pool by layoff shall be the first employee rehired, provided that such employee is qualified to perform the duties of the position.

**Presenter:** District  
**Provision:** Article V, § 2  
**Title:** Transfers and Vacancies  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### District's Proposal

A. Job openings or vacancies shall be posted electronically for a minimum of five (5) days. An email regarding each posting shall concurrently be provided to the Association president.

B. Lead I and Lead II Custodian positions shall be posted internally for five (5) working days prior to being filled. If there are no transfer applicants selected, or if no transfer requests are received by the end of the fifth (5th) day, the position will be posted for outside applicants.

C. Job openings or vacancies for ~~entry level~~ all other positions not listed in section B, above, shall be posted both internally and externally for a minimum of five (5) days. Current employees who apply for the open position will be granted an interview. Preference will be given to in-district candidates; however, the District reserves the right to hire the most qualified candidate for the position. Temporary and substitute employees are considered external candidates.

D. The hiring administrator, in consultation with the hiring committee, shall make the final determination regarding the filling of the position based on employee qualifications, experience, seniority and ability to perform the duties of the position. All employees not selected shall receive written notice.

E. An employee may be involuntarily reassigned, within a Classification, after consultation with the employee, the employee's current supervisor, transfer supervisor, and approval of the superintendent/designee. Involuntary transfer will only occur when necessary after seeking volunteers and exploring other reasonable remedies. Involuntary reassignment may be due to, but not limited to, such things as overstaffing at a site or changes in need for custodial services resulting from changes in program or site conditions.

**Presenter:** Association

**Provision:** Article VI, § 13  
**Title:** Emergency Closing Days  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### **Association's Proposal**

Emergency closing days are considered to be regular workdays. Employees who are unable to work during emergency closing days may:

#### **Custodial Job Classifications**

- A. Request sick/emergency leave (if appropriate)
- B. Request that the absence be charged as a vacation, personal or floating day.

#### **Non-Custodial Job Classifications**

- A. Request sick/emergency leave (if appropriate)
- B. Request that the absence be charged as a vacation, personal or floating day.
- C. May work remotely.

### **District's Counter Proposal**

Current Contract Language

**Presenter:** District  
**Provision:** Article VI, § 15  
**Title:** Personal Leave  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District’s Proposal**

- A. Each employee ~~shall be~~ is entitled to two (2) days personal leave per year, ~~The cost of a substitute shall be deducted~~ and when utilized, a deduction from the employee’s pay will occur at the rate of the first step of the salary schedule for that position.
- B. Notice of intent to use personal leave shall be given within a minimum of forty-eight (48) hours if possible. Requests for personal leave shall be entered into the electronic substitute and leave tracking system. This leave is presumed to be granted upon request.
- C. The September following completion of nine (9) years with the district, an employee will receive one (1) personal leave day each fiscal year. The cost of the substitute will be paid by the district. Personal leave must be used in the fiscal year in which it is received.
- D. Central District Office employees will continue to receive one (1) personal leave day in accordance with their current contracts and District policies and procedures for the 2023-2024 school year. Beginning in the 2024-2025 school year, Central District Office employees will receive personal leave consistent with A and C above.

**Presenter:** District  
**Provision:** Article VI, § 18  
**Title:** Compensatory Time Usage  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District's Proposal**

Compensatory time shall be accrued and used as outlined in Article VII, Section 4.

**Presenter:** Association  
**Provision:** Article VII, § 1  
**Title:** Wages  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**Association’s Proposal**

- A. Salaries for employees, subject to this Agreement, during the term of this Agreement, are contained in Appendix
  
- B. For the 2024-2025 school year, the wage schedules in Appendix A will be increased by the inflationary factor + 1%.

**District’s Counter Proposal**

- A. Salaries for employees, subject to this Agreement, during the term of this Agreement, are contained in Appendix
  
- B. For the 2024-2025 school year, the Custodial wage schedule in Appendix A will be increased by the inflationary factor + 1%. The Central District Office employee wage schedule will be increased by the inflationary factor.

**Presenter:** District  
**Provision:** Article VII, § 2  
**Title:** Wage Placement  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District's Proposal**

C. Verified ~~custodial~~ experience will be considered for the placement of the employee on the wage schedule when first hired by the District and approved by the Board of Directors.

**Presenter:** District  
**Provision:** Article VII, § 3  
**Title:** Overtime  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### District's Proposal

In the assignment of overtime, the District agrees to provide the employee with as much advance notice as practicable in the circumstances. Normally, employees designated to work overtime on days outside their regular workweek will be advised of the possibility no later than twenty-four (24) hours prior to the end of the last shift before the overtime commences.

A. All hours worked in excess of forty (40) per week shall be compensated at the rate of one and one-half (1 1/2) times the employee's base pay and/or in accordance with applicable Fair Labor Standards Act regulations. Any and all such overtime hours must be previously authorized by the district. Holidays are included in the 40-hour work calculation.

B. Employees called back on a regular workday or called on the sixth (6th) or seventh (7th) consecutive workday, shall receive no less than two (2) hours pay at one and one-half (1 1/2) times the employee's base pay.

C. The **Custodial** employee will not be required to remain on the site for longer than 1 hour in the event the scheduled user has not arrived.

D. Employee may elect to take comp time per Section 4 - Compensatory Time.

E. In the event of a district wide **or department** emergency where employees are required to obtain prior authorization for overtime work, the district shall designate a single individual to authorize the overtime. The employee will document their overtime using a district timeslip and signed off by their building administrator or the individual the district designated to authorize the overtime.

F. Employees shall only be required to submit a signed district timeslip to receive payment for overtime. Any additional documentation required by the district for the employee to receive overtime payment shall be submitted by the supervisor or designee.

G. This provision shall not apply to exempt employees.



**Presenter:** District  
**Provision:** Article VII, § 4  
**Title:** Compensatory Time  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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### District's Proposal

- A. Upon pre-approval of their supervisor or designee, an employee may earn/accumulate compensatory time in lieu of overtime pay for hours worked beyond forty (40) hours per week, up to a maximum of forty (40) hours. Compensatory time is defined as compensation of overtime hours through the practice of granting time off within the normal work shift or scheduled workdays in lieu of overtime pay. Compensatory time must be used within 90 days of the date it was accrued or by August 31st, whichever comes first.
- B. Compensatory time taken shall be entered and approved in the absence management system and documented on the monthly attendance roster.
- C. Any compensatory leave not taken within 90 days of the accrual date will be cashed out and paid at the employee's regular rate in the next pay period.
- D. If the balance of additional hours is not paid by the District or used by the employee before separation of employment, it will be paid at the regular rate of pay as part of the employee's final pay warrant.
- E. Compensatory time accrued will be submitted monthly, to the Human Resources Department, on a time slip along with the pre-approval documentation. The compensatory hours available for the employee to use will then be added in the absence management system for tracking purposes.

**Presenter:** Association  
**Provision:** Appendix A  
**Title:** Wage Schedule  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

**Association’s Proposal**

	Step 1	Step 2	Step 3	Step 4	Step 5
Exempt Technology		1.05	1.05	1.05	1.05
IT System Administrator	\$85,016	\$89,267	\$93,730	\$98,417	\$103,337

Non-Exempt Technology

Technology Specialist 1	\$29.37	\$30.84	\$32.38	\$34.00	\$35.70
Technology Specialist 2	\$32.43	\$34.05	\$35.75	\$37.54	\$39.42
Technology Engineer 1	\$34.10	\$35.81	\$37.60	\$39.48	\$41.45
Technology Engineer 2	\$37.15	\$39.01	\$40.96	\$43.01	\$45.16

Non-Exempt District Admin

Fiscal Technician 1	\$29.37	\$30.84	\$32.38	\$34.00	\$35.70
Fiscal Technician 2	\$32.43	\$34.05	\$35.75	\$37.54	\$39.42
Program Coordinator 1	\$29.37	\$30.84	\$32.38	\$34.00	\$35.70
Program Coordinator 2	\$32.43	\$34.05	\$35.75	\$37.54	\$39.42
Program Manager 1	\$34.10	\$35.81	\$37.60	\$39.48	\$41.45
Program Manager 2	\$37.15	\$39.01	\$40.96	\$43.01	\$45.16

Education Stipends

PhD Degree	4.00%
Master Degree	3.00%
Bachelors	2.00%
Associates	1.00%

**District’s Counter Proposal**

Employees will retain their existing job titles and roles. All District Office Staff will receive the inflationary factor of 3.7% to their existing wages. The step changes in the salary schedule will remain the same.

**Presenter:** District  
**Provision:** Appendix C  
**Title:** Evaluation Form  
**Date:** November 29, 2023

**Agreed to:** Y / N  
**District Initials:** \_\_\_\_\_  
**Association Initials:** \_\_\_\_\_

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**District's Proposal**

(See attached form)

# Pullman School District Form

5222F

## Educational Support Personnel Performance Appraisal

Name: \_\_\_\_\_ Appraisal Year: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ 90 Day

\_\_\_\_\_ Annual

Supervisor: \_\_\_\_\_

### Rating Key:

- 4 Exceeds Requirements
- 3 Meets Requirements
- 2 Below Requirements
- 1 Significantly Below Requirements
- NA Evaluation Criteria Does Not Apply

### **Rating Specific Performance**

\_\_\_\_\_ **Knowledge of Job Requirements**

Demonstrates knowledge of procedures, equipment required, and responsibilities necessary for effective performance.

Comments:

\_\_\_\_\_ **Leadership**

Demonstrates ability and initiative to lead; delegates work as appropriate; leads projects as appropriate; monitors work of staff as appropriate.

Comments:

\_\_\_\_\_ **Technical Skills**

Operates equipment in a proper and safe manner; adheres to proper use of safety equipment and techniques; demonstrates the ability to solve problems within scope of work.

Comments:

\_\_\_\_\_ **Quality and Quantity of Work**

Dependably produces work in an accurate, neat, and thorough manner and produces an appropriate volume of work related to job duties.

Comments:

# Pullman School District Form

5222F

Page 2 of 3

\_\_\_\_\_ **Organization**

Demonstrates ability to organize and prioritize workload; uses discretionary time effectively.

Comments:

\_\_\_\_\_ **Adaptability**

Adjusts to changing work conditions and shows flexibility.

Comments:

\_\_\_\_\_ **Communication**

Expresses and understands instructions and other work-related information and communicates professionally, both orally and in writing.

Comments:

## Personal Skills

\_\_\_\_\_ **Interpersonal Relations**

Deals effectively with others in the work site; is flexible; demonstrates teamwork; exhibits sound judgment and common sense; and is a role model for others.

Comments:

\_\_\_\_\_ **Initiative**

Takes independent action within parameters established by supervisor, and makes suggestions for improvements, if needed.

Comments:

\_\_\_\_\_ **Self Improvement**

Demonstrates desires to refine skills and accept feedback and suggestions.

Comments:

\_\_\_\_\_ **Attitude**

# Pullman School District Form

5222F

Demonstrates a positive cooperativeness with staff, students, and community; approaches work in a positive manner; is sensitive to needs of others.

Comments:

\_\_\_\_\_ **Attendance**

Comment on employee's attendance and punctuality (breaks, arrival, and departure).

Comments:

**Summary**

Supervisor's summary of comments/suggestions for improving present performance.

Employee's summary of comments/suggestions for improving present performance.

*I certify that this report was discussed with me. I understand my signature does not, necessarily, indicate agreement.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution:** Original to Personnel File, Copy to Employee, Copy to Supervisor

**Revised:** [November 2023](#)

# Educational Support Personnel Performance Appraisal

Name: \_\_\_\_\_ Appraisal Year: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ 90 Day  
\_\_\_\_\_ Annual

Supervisor: \_\_\_\_\_

## Rating Key:

- 4 Exceeds Requirements
- 3 Meets Requirements
- 2 Below Requirements
- 1 Significantly Below Requirements
- NA Evaluation Criteria Does Not Apply

## **Rating   Specific Performance**

### \_\_\_\_\_ **Knowledge of Job Requirements**

Demonstrates knowledge of procedures and responsibilities necessary for effective performance.

Comments:

### \_\_\_\_\_ **Leadership**

Demonstrates ability and initiative to lead; delegates work as appropriate; leads projects as appropriate; monitors work of staff as appropriate.

Comments:

### \_\_\_\_\_ **Technical Skills**

Operates equipment in a proper and safe manner; adheres to proper use of safety equipment and techniques; demonstrates the ability to solve problems within scope of work.

Comments:

### \_\_\_\_\_ **Quality and Quantity of Work**

Dependably produces work in an accurate, neat, and thorough manner and produces an appropriate volume of work related to job duties.

Comments:

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**Organization**

Demonstrates ability to organize and prioritize workload; uses discretionary time effectively.

Comments:

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**Adaptability**

Adjusts to changing work conditions and shows flexibility.

Comments:

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**Communication**

Expresses and understands instructions and other work-related information and communicates professionally, both orally and in writing.

Comments:

**Personal Skills**

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**Interpersonal Relations**

Deals effectively with others in the work site; is flexible; demonstrates teamwork; exhibits sound judgment and common sense; and is a role model for others.

Comments:

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**Initiative**

Takes independent action within parameters established by supervisor, and makes suggestions for improvements, if needed.

Comments:

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**Self Improvement**

Demonstrates desires to refine skills and accept feedback and suggestions.

Comments:

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**Attitude**

Demonstrates a positive cooperativeness with staff, students, and community; approaches work in a positive manner; is sensitive to needs of others.

Comments:



\_\_\_\_\_ **Attendance**

Comment on employee's attendance and punctuality (breaks, arrival, and departure).

Comments:

**Summary**

Supervisor's summary of comments/suggestions for improving present performance.

Employee's summary of comments/suggestions for improving present performance.

*I certify that this report was discussed with me. I understand my signature does not, necessarily, indicate agreement.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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