

**Pullman Educational Support Personnel
2023 Bargaining Session**

**School District's December 5, 2023
Proposals & Counterproposals**

Presenter: District
Provision: Article IV, § 2
Title: Summer Hours
Date: December 5, 2023

Agreed to: Y / N
District Initials: _____
Association Initials: _____

Association's Counter Proposal

A. One (1) full week after the last day of school, employees may, as a team at each school work site in consultation and agreement with the school principal supervisor and for the custodian job classification the 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. For the district office to remain open Monday through Friday in the summer, the schedules of Central Office Classification may have their schedules be staggered however there must always be a district administrator in the building at all times.

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

District's Response

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 request a work schedule in accordance with District policy 5200. The employee's supervisor will determine which work schedule is best suited for the employee's position. 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/or nine (9) hour shifts.

F. This provision shall not apply to exempt employees.

Presenter: Association
Provision: Article VI, § 13
Title: Emergency Closing Days
Date: December 5, 2023

Agreed to: Y / N
District Initials: _____
Association Initials: _____

Association's Counter 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. Employee may arrive at the worksite when it is possible to do so safely, and then will work with their supervisor to make up hours.

District's Response

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

1. Custodial Classification:

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

2. Central District Office Classification:

- A. Request sick/emergency leave (if appropriate)
- B. Request that the absence be charged as a vacation, personal or floating day.
- C. Arrive at the worksite when it is possible to do so safely, and then work with their supervisor to make up any missed hours. Employees must log the missed time in the District's absence management system.

Presenter: Association
Provision: Article VII, § 1
Title: Wages
Date: December 5, 2023

Agreed to: Y / N
District Initials: _____
Association Initials: _____

Association’s Counter Proposal

- A. Salaries for employees, subject to this Agreement, during the term of this Agreement, are contained in Appendix A and B.

- B. For the 2024-2025 school year, the wage schedules in Appendix A will be increased by the inflationary factor + 1%.

District’s Response

- A. Salaries for employees, subject to this Agreement, during the term of this Agreement, are contained in Appendix A and B.

- B. For the 2024-2025 school year, the wage schedules in ~~Appendix A~~ will be increased by the inflationary factor + 1%.

Presenter: District
Provision: Article VII, § 3
Title: Overtime
Date: December 5, 2023

Agreed to: Y / N
District Initials: _____
Association Initials: _____

Association's Counter 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. **Paid leave and** 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. Schedule Adjust – (Exempt Employees): Exempt employees are not eligible for overtime. As such, any schedule adjustments to balance workload will be coordinated with and approved by the employee's supervisor. Schedule adjustment shall not be denied in a retaliatory, capricious, and/or arbitrary reason.

H. If an employee recognizes that they need up to an additional hour of overtime they first must reach out to their supervisor. If their supervisor does not respond the district will trust the employee's judgement and the hour of overtime is approved, the employee must send an email notifying their supervisor. If the following day the supervisor believes the employee did not need that overtime, the supervisor will work with their employee to adjust their work schedule.

District's Response

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.

1. For Central District Office Classification, if an employee thinks they need up to an hour of overtime to complete critical or deadline dependent work, then they must first text and/or email their supervisor to seek pre-approval. If the supervisor does not respond to the request within thirty (30) minutes, then the employee's overtime request shall be considered temporarily approved, and the employee must then send an email that same day notifying the supervisor of the overtime work and the reason it was necessary. The following day, the supervisor will determine whether the overtime was reasonably necessary. If so, the overtime will be approved. If not, the supervisor will work with the employee to adjust their work schedule to avoid overtime pay that week.

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: Association
Provision: Appendix A
Title: Wage Schedule
Date: December 5, 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	\$37.15	\$39.01	\$40.96	\$43.01	\$45.16

Non-Exempt District Admin

Fiscal Technician	\$29.37	\$30.84	\$32.38	\$34.00	\$35.70
Accounting Specialist	\$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	\$37.15	\$39.01	\$40.96	\$43.01	\$45.16

Education Stipends

PhD Degree	4.00%
Master Degree	3.00%
Bachelors*	2.00%

*If the job requires a bachelors degree then the employee does not qualify for the additional stipend.

District’s Response

Employees will retain their existing job titles and roles. All Central District Office employees will receive the inflationary factor of 3.7% + 1% to their existing wages for a total of 4.7%. The step changes in the salary schedule will remain the same.